



Nisus[®] Writer

*User's
Guide*

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Names, addresses and dates used as illustrations in example files and manual are fictitious and any resemblance to actual names and addresses is entirely coincidental. This manual was written using Nisus Writer 6.5 under the Classic environment on a Sage iMac with 384 MB of memory. The headings are in Stone Sans... while the body is in Stone Serif Due to Apple's system limitations in the size of resource forks, the text consists of three files of text (22.2 MB on disk (23,321,851 bytes used)), and the index. This version of the User's Guide matches version 6.5 of Nisus Writer

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Welcome to Nisus Writer

Nisus [(nice us) L., noun of action f. niti, to strive, endeavor.] Effort, endeavor.

The Nisus Writer icon shows a picture of Hermes [Gr. Hermes, the messenger of the gods.] a god who served as the herald and messenger of other gods, identified by the Romans with Mercury and generally pictured with winged hat, carrying a caduceus (a winged staff with two serpents); he was also the god of science, eloquence, and cunning. In the Nisus Writer Startup screen, he held a pen instead of the caduceus and had a floppy disk at his right elbow with pin feed paper flowing out behind him. The current version extends the length of the pen and removes the disk and paper.



Before You Begin

Welcome to Nisus Writer... the word processor that makes writing, editing, and managing documents easier than ever!

About the Nisus Writer Documentation

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

The Nisus Writer manual introduces you to the package and its many features. It reviews basic Macintosh operations and Nisus Writer conventions, shows you how to install the package, and describes the Nisus Writer working environment. The tutorial walks you through the process of creating a sales letter and letterhead that contain graphics. You'll find step-by-step procedures that show you how to complete tasks professional writers frequently perform.

Using the Documentation

Be aware of these conventions as you use the documents in the Tutorial and follow the instructions in the manual:

- Text in this style: **Command** identifies a menu command or dialog option to choose, except when discussing the commands of the macro languages when commands appear in **Chicago**.
- Buttons in dialogs appear in a **Button** font. If the button appears **Highlighted**, pressing the **return** or **enter** key achieves the same result as clicking it with your mouse.
- As illustrated in the preceding paragraph, when you are to press certain keys on the keyboard, they appear in a special **KEY CAPS** font.
- Text in **Courier** font identifies text to type or select in the various instructions.
- Bullets: • indicate lists of related items.
- Wedges: ► indicate instructions. If you need to follow a series of steps, they are numbered.

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

The vast majority of the pictures of Nisus Writer screens appear as they would if you used MacOS 9.x.

Getting Help

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

If you call us with a question, please have your Macintosh model name and number, Nisus Writer version and registration number, and your question or description of your problem within easy reach. For faster service, use e-mail (support@nisus.com) or FAX (858-481-6154).

To get online help:

- ▶ Choose **Nisus Writer Help** from the **Help** menu.
- ▶ Choose **Show Balloons** from the **Help** menu and point to an area of the screen about which you need information.



If you have Internet access you can reach our home page.

- ▶ Choose **About Nisus Writer** from the **Apple** menu and click the URL in the window that appears.
- ▶ Choose **Nisus Home Page** from the **Help** menu.

Or, to get directly to the Nisus Writer FAQ,

- ▶ Choose **Technical Support** from the **Help** menu.

We continue to supply older online help that is about 90% relevant to the current version.

- ▶ Choose **Macro Quick Reference** from the **Help** menu for quick access to the terminology of the Macro Programming Language

Getting Set Up

Make sure your System meets these minimum requirements:

- Macintosh with a hard drive running Mac OS 8.5 or later.
- At least 8 Megabytes of RAM available for Nisus Writer's basic features.
If you use Virtual Memory or RAM Doubler: at least 8 Megabytes of RAM available for Nisus Writer's basic features.
- 36 Megabytes of space on your hard drive (for installation)

Installing Nisus Writer

Installing Nisus Writer is a simple process.

Complete these steps to install Nisus Writer on an individual Macintosh.

- 1 Make sure your Macintosh runs Apple System 8.5 or later.
- 2 Insert the Compact Disk into the disk drive or download the installer.
- 3 Copy the Installer to your hard drive.
- 4 Double-click the Installer application icon, and follow the instructions that appear on screen.

When you restart your Macintosh the Nisus Writer application's folder appears open, ready to use your new software.

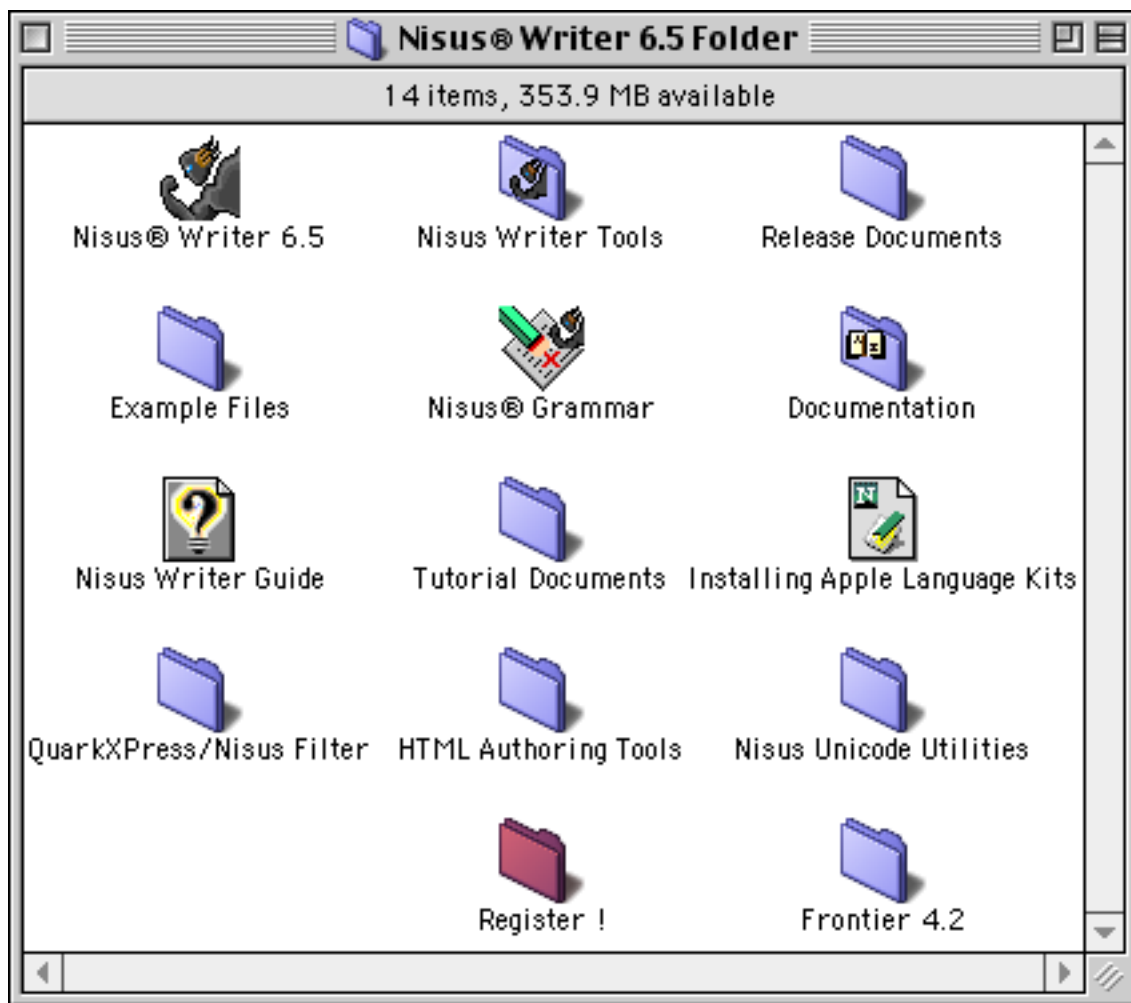


Figure 1
The Nisus Writer Folder after installation
Additional tools appear in the Nisus Writer Tools folder.

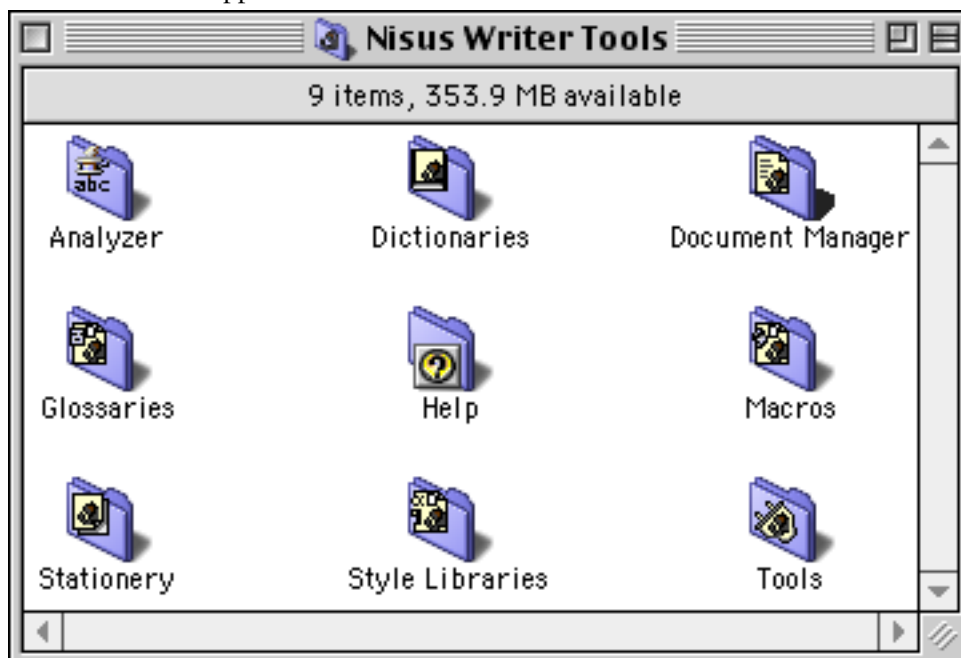


Figure 2
The Nisus Writer Tools folder

Starting Nisus Writer

Here's how to open Nisus Writer:

- ▶ From the desktop, double-click the Nisus Writer icon.

The Nisus Writer window displays the Nisus Writer Catalog (a versatile alternative to the standard Open dialog) and an untitled document that is ready for typing. If you want to open an existing file, use the Nisus Writer Catalog or the standard Open dialog (which uses the Navigation Manager in Macintosh OS 9). This is an alternative to the standard Open dialog. You can set your preferences to have Nisus Writer open in other ways. For more information on the various uses of the Catalog see "About the Nisus Writer Catalog" on page 307.

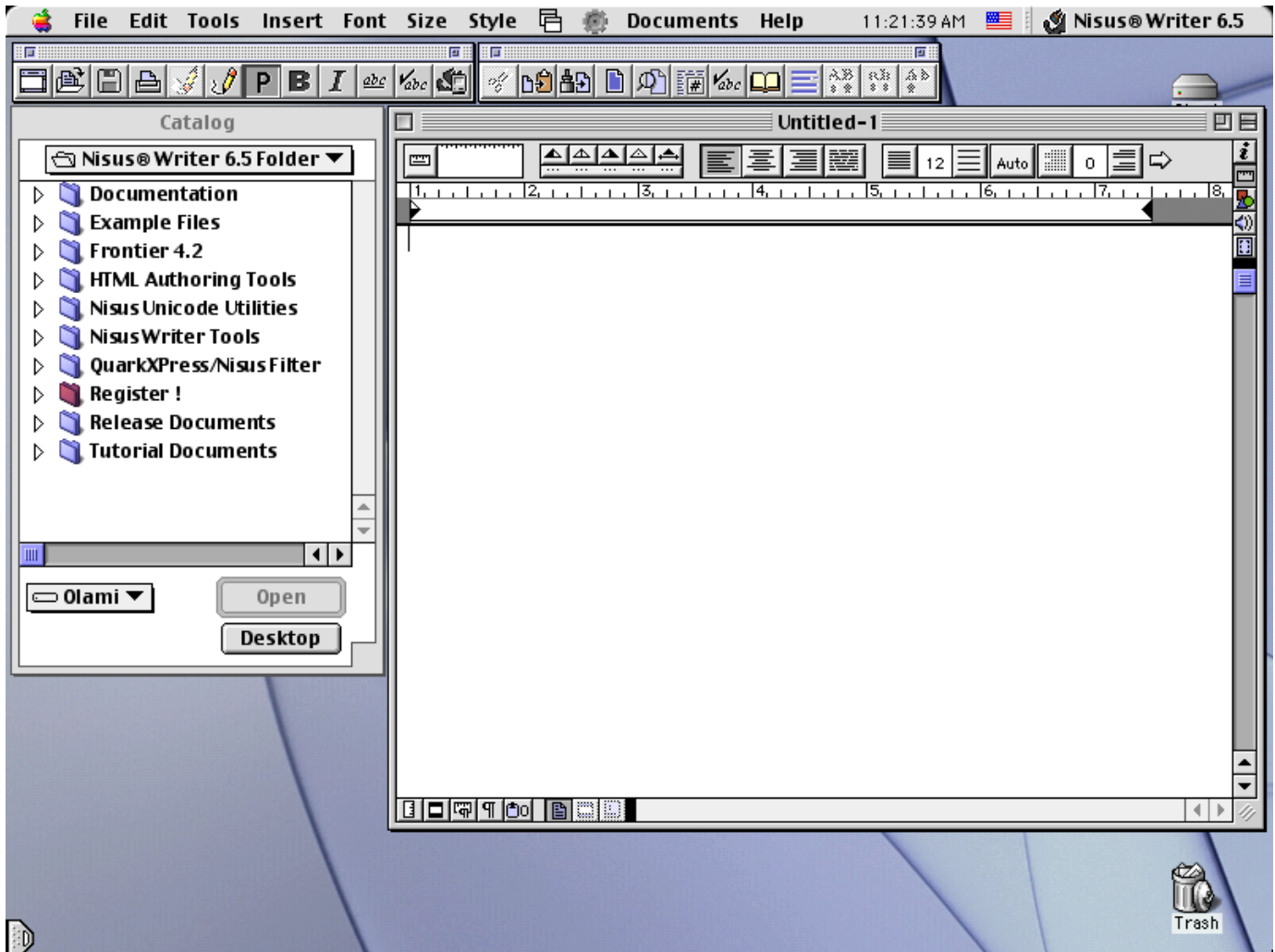


Figure 3
The Nisus Writer window on the Desktop

Getting Started

"The Nisus Writer basics," is where you learn about Nisus Writer menus, dialogs, and tools. Review this section to learn more about Nisus Writer and its features.

"Tutorial," consists of seven sessions that walk you through the process of developing a letter. Here you get hands-on experience using Nisus Writer to complete tasks authors and writers perform frequently. You create letterhead "stationery" that includes graphics.

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

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Nisus Writer Basics

Windows, Bars, Buttons & Pointers

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

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Nisus Writer Window

Nisus Writer's window resembles those of other Macintosh applications.¹

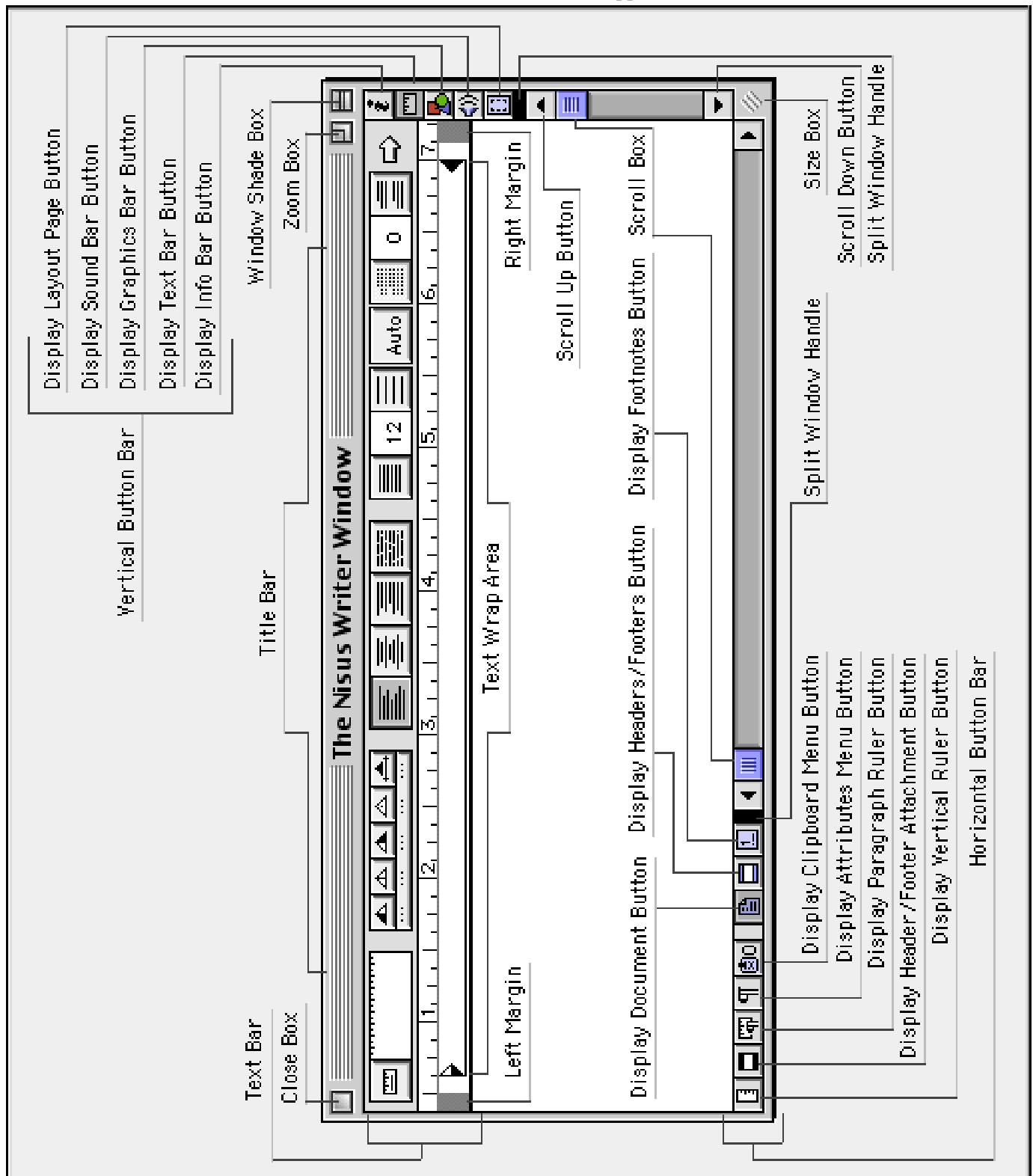


Figure 4
The Nisus Writer window

¹ The arrow on the right edge of the Text Bar only appears if you have the Arabic/Persian, and/or Hebrew Language Kit installed in your System.

The Menu Bar



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

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

Menu Name	Description
Apple Menu	Click to access Macintosh-supplied tools and items you may have stored in your Apple Menu Items folder.
File	Use File to open, save, and print files.
Edit	Use Edit to change text as well as undo or redo actions and use Publish and Subscribe and to indicate preferences.
Tools	Use Tools to polish your document and automate routine tasks such as building an index.
Insert	Use Insert to change the appearance of paragraphs and to add QuickTime movies, equations, and tables to your document.
Font	Use Font to select character fonts.
Size	Use Size to specify the size of character fonts.
Style	Use Style to change the appearance of text.
Windows or	Use Windows or to choose among active windows and how they display.
Auto (Gear/Cogwheel) or	Use Auto or to use macros and glossaries.
Documents	Use Documents to open files on which you have worked in Nisus Writer.
Help Menu	Use this menu to turn Balloon Help on and off. You can also choose Nisus Writer Help... which gives you extensive explanations and hints regarding all of the features found in Nisus Writer.
Keyboard Menu	Indicates the type of WorldScript extensions you have in your System and allows you to switch between the various input methods you have.
Application Menu	This icon changes to correspond to the active application or Finder.

From time to time Nisus Writer displays other menus on the menu bar (**Catalog, Layout, Find/Replace, Header/Footer, Notes, Graphics, Sound, Misc. Menus**). These menus are discussed in the Menus section beginning on page 22 (except for the **Misc. Menus** menu about which you can learn more on page 337).

The Title Bar

The Title Bar, which appears across the top of every document window consists of three parts. Click the Title Bar's Close box to close a file. Drag the Title Bar to move a window. Click the title bar's zoom box to resize the window. Zooming changes a window's position and size. If a window does not fill your entire screen vertically, zooming will expand it so that you can see as much of your document as possible. More information about zooming, as well as moving and resizing windows, appears below under the headings "The Title Bar" and "The Vertical Scroll Bar."

You can use certain modifier keys (, , and ) when clicking the Title Bar to access some frequently used menus as illustrated in Table 1.

Press this key...	and click the title bar of any Nisus Writer window to...
	display the Windows menu
	display the Macros submenu of the Auto menu
 	display the Glossary submenu of the Auto menu
 	display the Set Clipboard submenu of the Edit menu

Table 1
Title Bar Shortcuts

The Button Bars

Nisus Writer gives you many conveniences that are just a click away. Among these are two button bars that appear on the Scroll Bars: the Vertical Button Bar which displays along the right side of the window and the Horizontal Button Bar which displays across the bottom of the window. Both scroll bars contain icons you can click to change the display of your document or access tools that enable you to alter your document.

The Vertical Button Bar

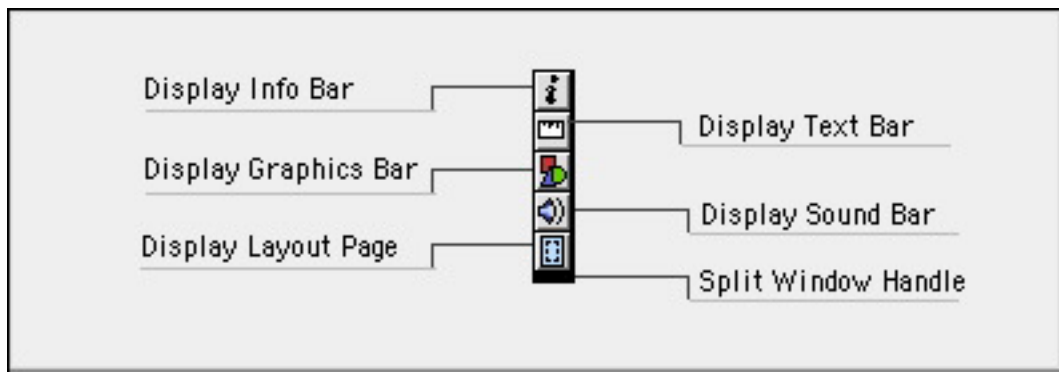


Figure 5
The Vertical Button Bar

- ▶ Click the Display Info Bar to turn the Information Bar on and off (see "The Information Bar" page 6).
- ▶ Click the Display Text Bar to turn the Text Bar on and off (see "The Text Bar" page 9).
- ▶ Click the Display Graphics Bar to turn the Graphics Bar on and off (see "The Graphics Bar" page 10).
- ▶ Click the Display Sound Bar to turn the Sound Bar on and off (see "The Sound Bar" page 11).
- ▶ Click the Display Layout Page to display the Layout Page window (see "The Layout Page Window" page 12).
- ▶ Double-click the Split Window Handle to divide a document's window into two equal panes, one above the other or drag it to divide the window into panes of different proportions (see "To divide a window into panes" page 232 for more information).

The Horizontal Button Bar

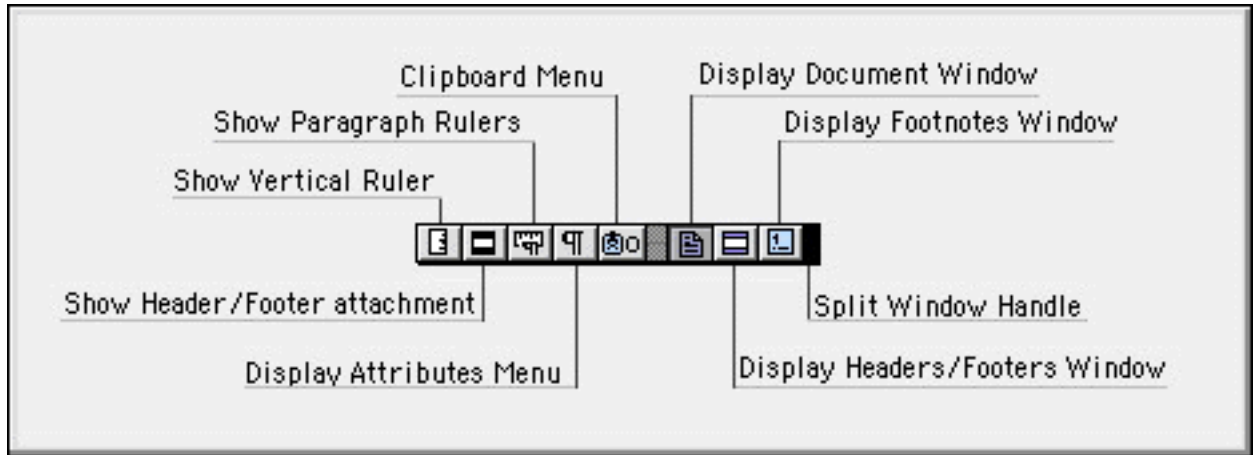


Figure 6

The Horizontal Button Bar

- ▶ Click the Show Vertical Ruler to display a vertical ruler along the left edge of your document window.
- ▶ Click the Show Headers/Footers to display header and footer icons in the left edge of your window. These identify where you have inserted headers and/or footers in your document as discussed in “To see where headers and/or footers are anchored to the document” page 176.
- ▶ Click the Show Paragraph Rulers button to display rulers along the left edge of your document window. Each ruler indicates a paragraph formatting change.
 - If a named ruler formats the paragraph, the icon in the margin contains a horizontal line .
 - If an unnamed ruler formats the paragraph, the ruler is blank .
 To learn more about working with rulers see “Working with Paragraphs” on page 135.
- ▶ Click the Display Attributes Menu to display “invisible” characters (such as spaces, tabs and return characters) the document contains. To learn more about working with these characters see “Working with Nonprinting Characters” on page 276.
- ▶ Click and hold to choose items from the Display Attributes menu.
- ▶ Double-click to open the Display Attributes dialog. To learn more about document attributes see “Polishing Documents” and related materials beginning on page 271.

The Clipboard menu icon indicates which of Nisus Writer’s 10 Clipboards is current and whether or not something is on the Clipboard.

- A blank Clipboard icon means the Clipboard is empty.
- If the icon contains an x, it means the Clipboard contains information.
- The number to the right of the icon is the current Clipboard’s number and the check to the left of the icon (in the menu) indicates the current Clipboard.
 - ▶ Double-click the Clipboard menu icon to show the Clipboard.
 - ▶ Click the Clipboard menu icon and hold to see the Clipboard menu.

To learn more about the Nisus Writer Clipboard see “Using the Clipboards” on page 69.

The remaining three icons indicate which window of your Nisus Writer document is open, the main document, the headers and/or footers or the footnotes and allow you to switch between them with one click.

- ▶ Switch from one view of your document to another simply by clicking any of these icons. The icons have various states.
 - If you do not have headers and/or footers or footnotes in your document, those icons appear dimmed.
 - If you have headers and/or footers or footnotes the icons are enabled.
 - If a headers/footers or footnote window is open, the corresponding icon appears “depressed.”
 - If you’re working in a window other than the document window
 - ▶ Click Display Document to return to the document.
 - ▶ Click Headers/Footers to display and edit the contents of the document’s headers and/or footers.

- ▶ Click the Display Footnotes icon to display and edit the contents of the document's footnotes. Finally, the vertical black bar before the arrow allows you to view the document in two panes.
- ▶ Double-click the Split Window Handle to divide a document's window into two equal panes, one beside the other or drag it to divide the window into panes of different proportions.

The Information Bar

The Information Bar contains information about your document and also helps you keep track of activities.

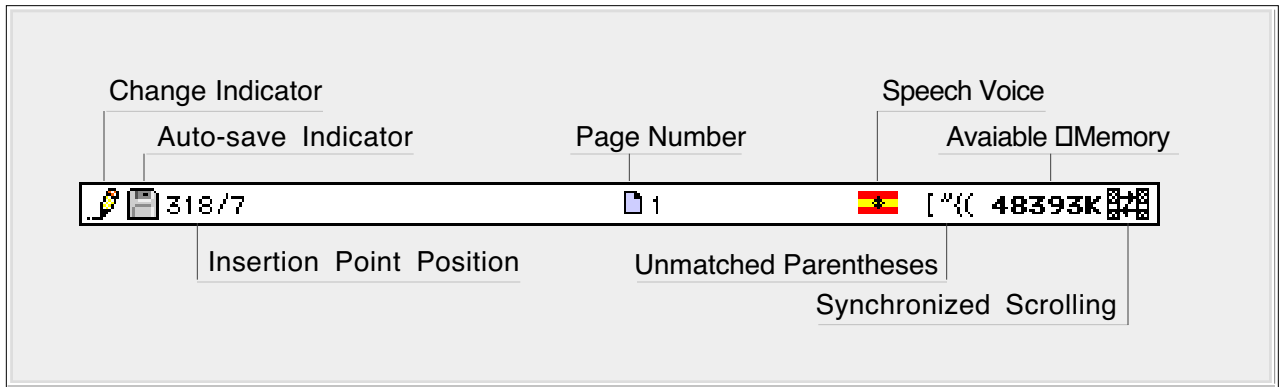


Figure 7
The Info Bar

- ▶ Click the Display Info Bar button at the top of the Vertical Button Bar to show and hide the Information Bar.

Three indicators appear on the left side of the Info Bar.

- The Change Indicator icon lets you know the document you're working on changed since it was last saved. As soon as a document is saved, the icon disappears.
- The Auto-save Indicator lets you know that the auto-save function is activated.
 - ▶ To set the preferences and to show and hide the auto-save function, choose **Preferences...** from the **Edit** menu and check **Saving Files** in the left column of the window. For more information see page 312.
- The Insertion Point Position numbers give the location of the Insertion Point. According to the preset preferences when Nisus Writer is shipped, the first number is the number of characters from the beginning of the paragraph. The second is the line number from the top of the page.
 - ▶ To change this choose **Preferences...** from the **Edit** menu and check **Measurement** in the left column of the window. For more information, see page 334.

In the center of the Info Bar, the Page Number indicates the number of the page(s) currently displayed in the active document.

- This indicator appears as unless **Pagination** is checked in the Display Attributes dialog (choose **Display Attributes** from the **Display** submenu of the **Tools** menu.) The physical page number appears in parentheses if the value of the page number variable is different from the physical page number. For more information see "Pagination" on page 272.
- In the Headers & Footers or the Notes windows, the icon appears as because these windows may contain items that span throughout the document and don't relate to specific pages.

On the right side of the Info Bar more icons appear.

- A flag such as the one shown, lets you know which language is currently selected as the speech voice. This can be selected from the **Speech Voice** submenu of the **Sound** menu. (It appears only when the Sound Bar shows.) For more information on using sound in Nisus Writer see "The Sound Bar" on page 11.
- Unmatched Parentheses indicates unmatched parentheses or quotes as you type.
 - ▶ You can set this two ways.
 - Choose **Display Unmatched Parens** from the **Editing Tools** submenu of the **Tools** menu
 - Choose **Preferences...** from the **Edit** menu and check **Parentheses** in the left column of the window, then check **Display Unmatched Pairs**.

For more information see pages 279 and 336.

- Synchronized Scrolling identifies the two document windows being scrolled simultaneously.

To synchronize the scrolling of the two top windows

- ▶ Choose **Synchronized Scrolling** from the **Windows** menu.
- ▶ Press  as you click a scroll arrow for temporary synchronized scrolling.

The top two windows are the last two windows in which you clicked. For more information on working with multiple windows, see “Working with Multiple Documents” on page 290.

- The number at the far right of the Info Bar is the Available Memory Indicator. It lets you know how much Random Access Memory you still have available for Nisus Writer to use.

The Text Editing Environment

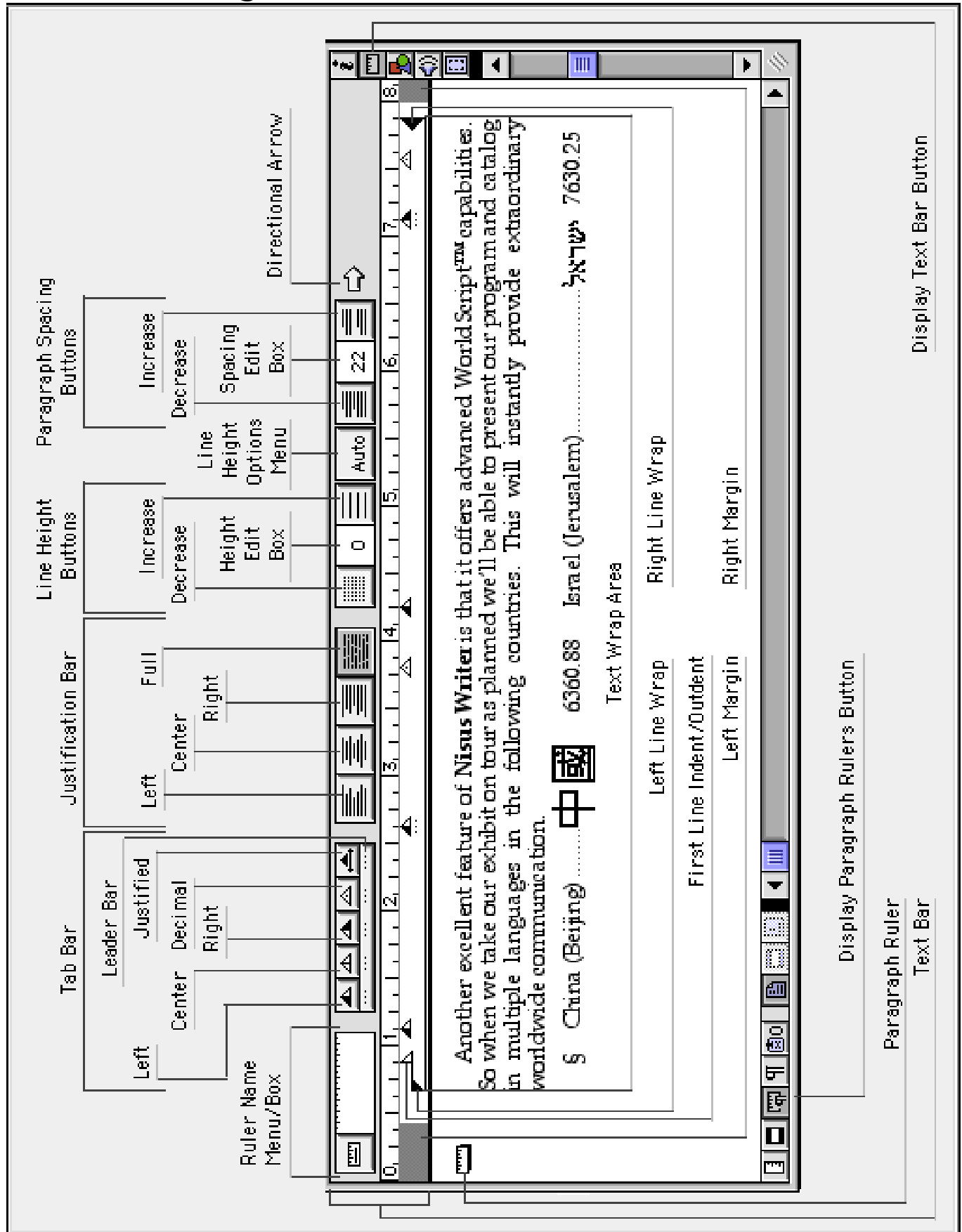


Figure 8
The Text Editing Environment

The Text Bar

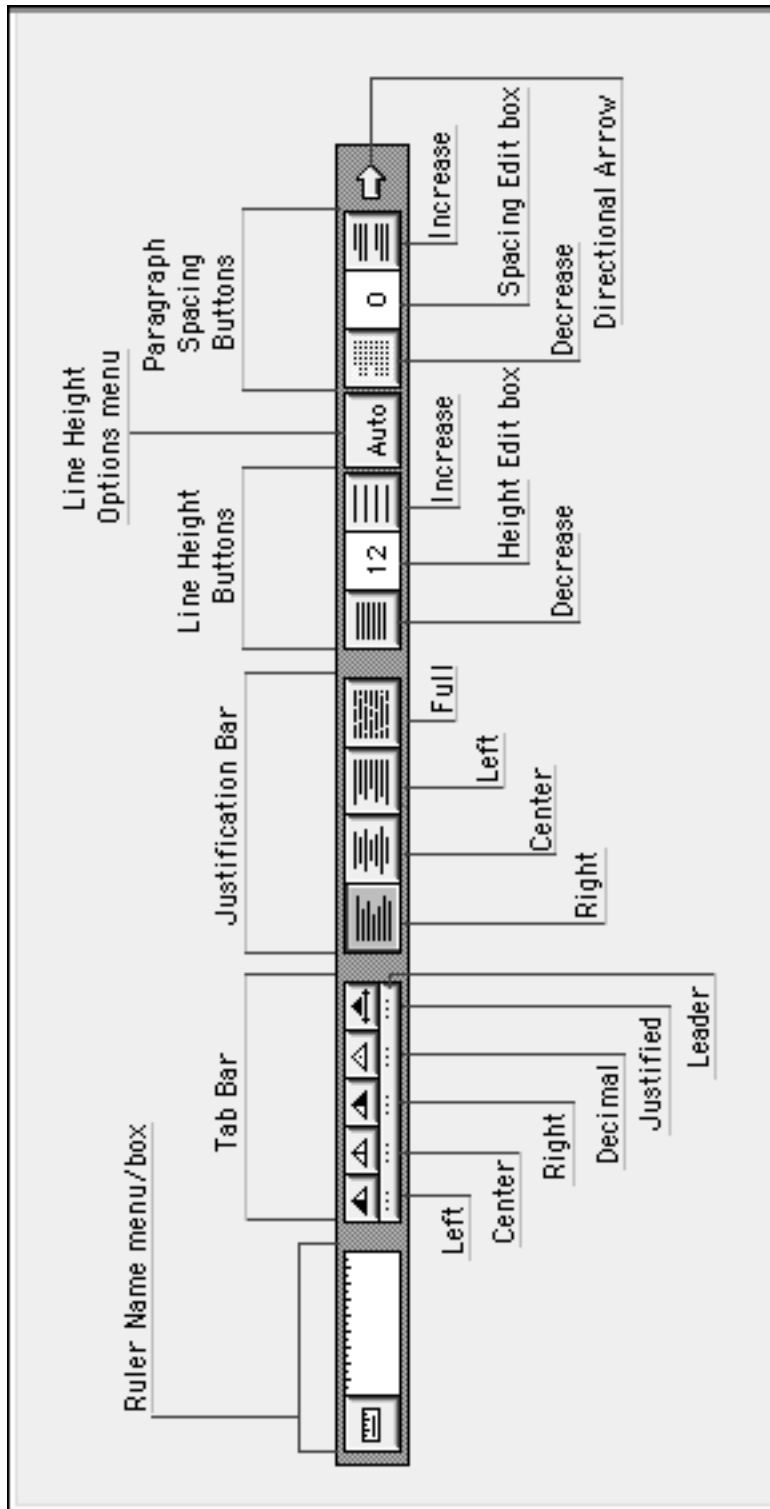


Figure 9
The Text Bar

The Text Bar gives you quick access to options used to format paragraphs of text. Click the Display Text Bar button on the Vertical Button Bar to display and hide the Text Bar. You can display the Text Bar, Graphics Bar, or Sound Bar; you cannot display more than one of these Bars at a time.

For more information on how to use the Text Bar see “Working with Paragraphs” on page 135.

The Graphics Bar

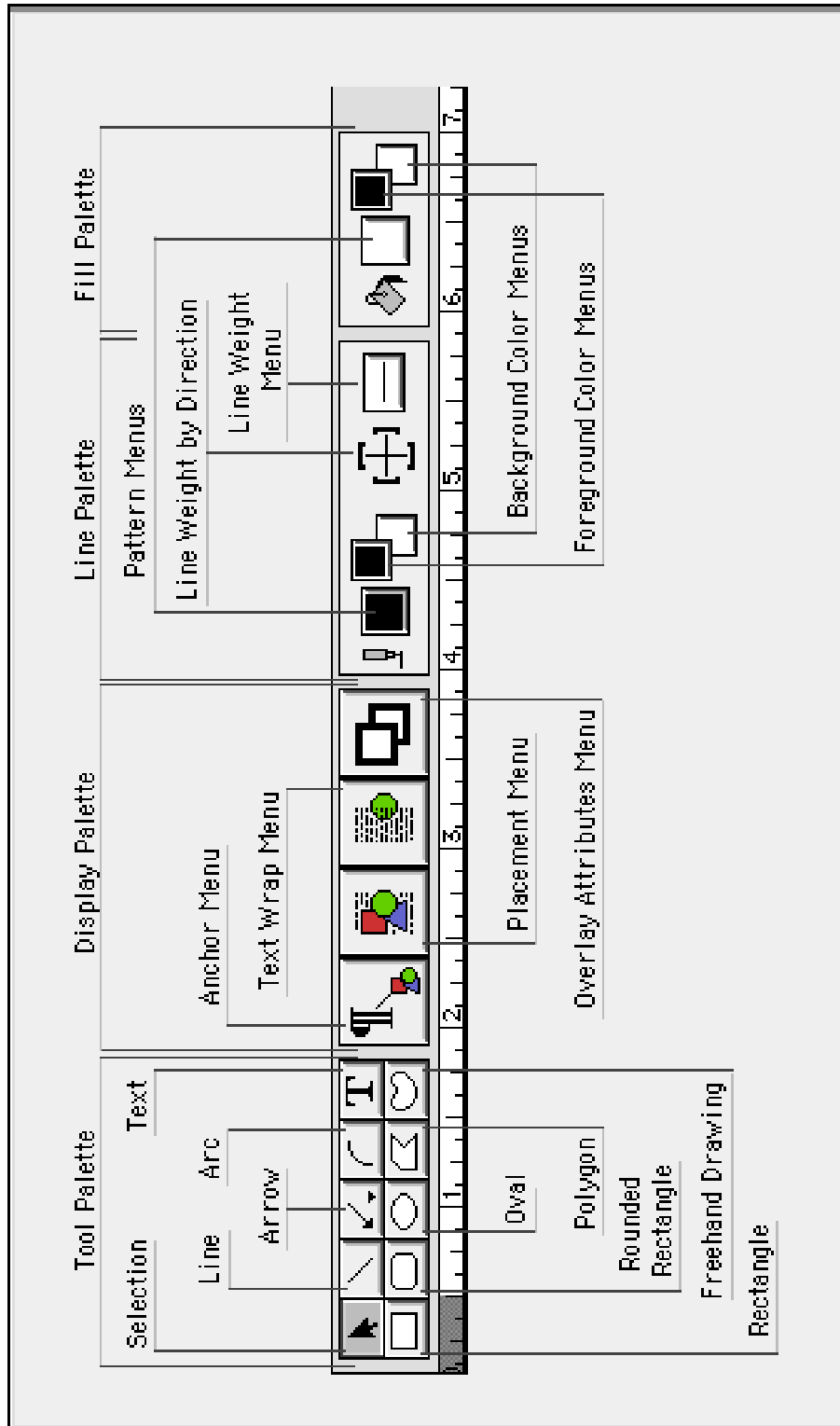


Figure 10
The Graphics Bar

The Graphics Bar gives you quick access to tools used to create and edit graphics. Click the Show Graphics Bar button on the Vertical Icon Bar to display and hide the Graphics Bar. When the Graphics Bar is displayed, the Graphics menu appears above the Title Bar. You can only display the Graphics Bar, Text Bar, or Sound Bar one at a time.

For more information on how to use the Graphics Bar see “Graphics” on page 181.

The Sound Bar

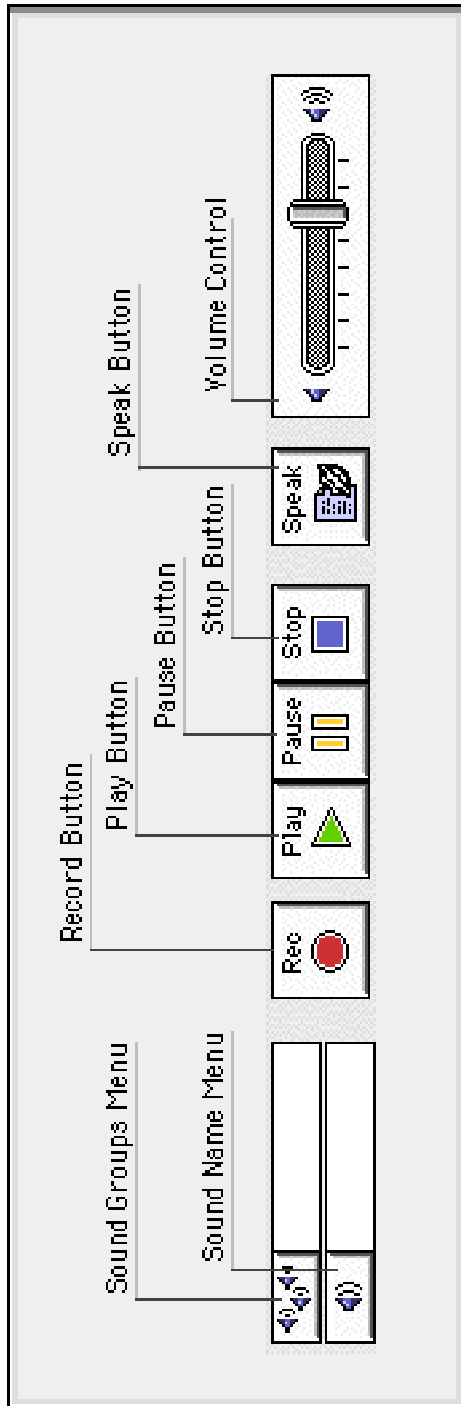


Figure 11
The Sound Bar

The Sound Bar gives you access to options that allow you to include sound in your document. Use sound to record and play correct pronunciations of names and to add comments or sound “memos” to your document. Use Text-to-Speech to have Nisus Writer read your text aloud without recording. Click the Show Sound Bar icon in the Vertical Icon Bar, to display and hide the Sound Bar.

For more information on how to use the Sound Bar see “Using Text-to-Speech as a Proofing Tool” on page 132 and “About Sound” on page 457.

The Layout Page Window

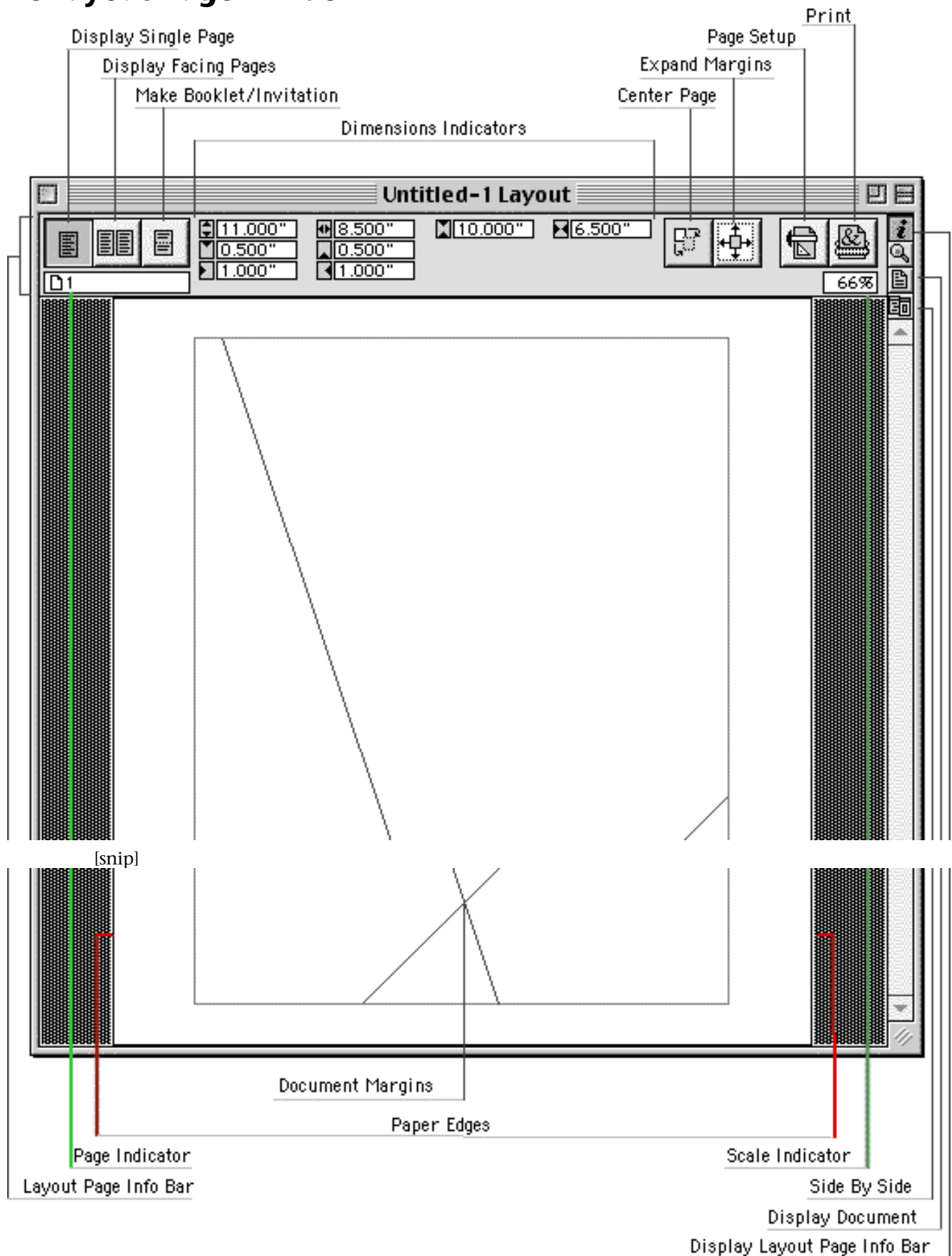


Figure 12
The Layout window

To display the Layout window and to choose layout options that affect your entire document:

- ▶ Choose **Layout Page...** from the **File** menu or click the Display Layout Page button on the Vertical Button Bar

To close the window and return to your document after viewing it and/or selecting layout options

- ▶ Click the Layout window's Close box.

The Layout window also has its own Vertical Button Bar and an Information Bar illustrated in Figure 12 that you can display to examine, and set various parameters of your document.

- ▶ Click the Display Info Bar button to turn the Information Bar on and off.
- ▶ Click the Magnifying Glass to move to that page of your document without closing the Layout Page window or moving the insertion point.
- ▶ Click the Display Document button to display the Document window while keeping the Layout window open in the background.
- ▶ Click the Side by Side button to display the Layout window beside the Document window.

On the Layout Window Info Bar...

- ▶ Click the Display Single Page button to display one page at a time in the Layout window.
- ▶ Click the Display Facing Pages button to display the two pages that would face each other as if they appeared in a bound book. (The display changes depending on whether you choose Portrait or Landscape in the Page Setup dialog.)
- ▶ Click the Make Booklet/Invitation button to have your text appear on two halves of a sheet of paper. Nisus Writer automatically calculates which pages face each other on the appropriate halves. Use this to create booklets or invitations. (The display changes depending on whether you choose Portrait or Landscape in the Page Setup dialog.)

The Page Indicator area indicates the current page displayed in the Layout window. The Dimensions Indicators show the paper height, width and margins of your document. You can click to make changes in a dialog or drag the outline in the window and have the changes update.

- ▶ Click the Center Page button to have the print region centered on your paper.
- ▶ Click the Expand Margins button to have the margins move out to the full extent permitted by your printer.
- ▶ Click the Page Setup button to open the Page Setup dialog.
- ▶ Click the Print button to print your document.

The Scale Indicator shows the scale of reduction or enlargement displayed in the Layout window.

For more information on how to use the Layout Page Window see "Using Layout Page" on page 163.

The Floating Tool Bars

Floating Tool Bars give you access to menu commands at the click of the mouse. Tool bars are small, movable floating windows that contain buttons which correspond to menu commands. Tool bars are called “floating” because they display or “float” above all other windows. For a quick description of what each floating tool bar button does, press  and point to that button.

Nisus Writer includes the following floating tool bars:

Basic Tools

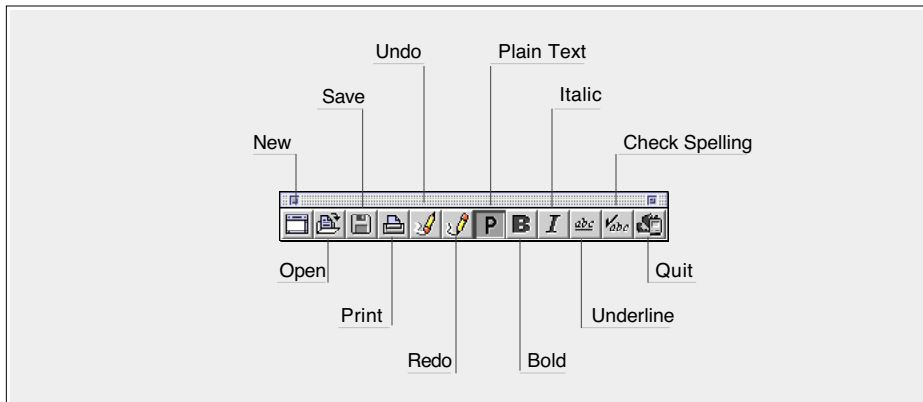


Figure 13
Basic Tools Floating Tool Bar

Text Tools

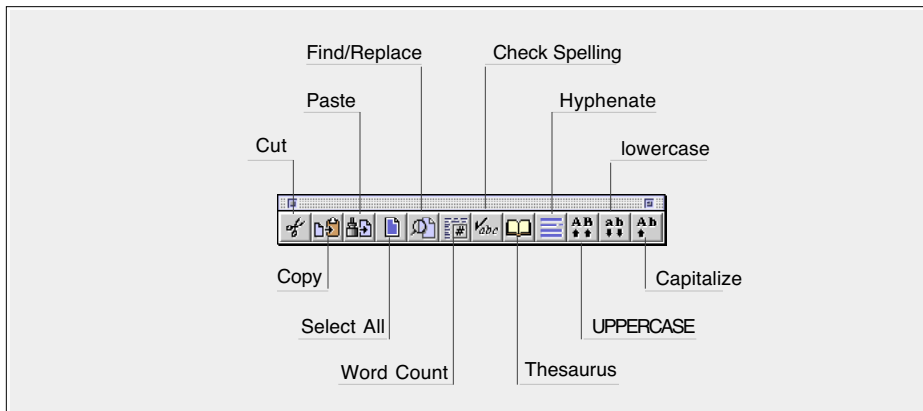


Figure 14
Text Tools Floating Tool Bar

Styling Tools

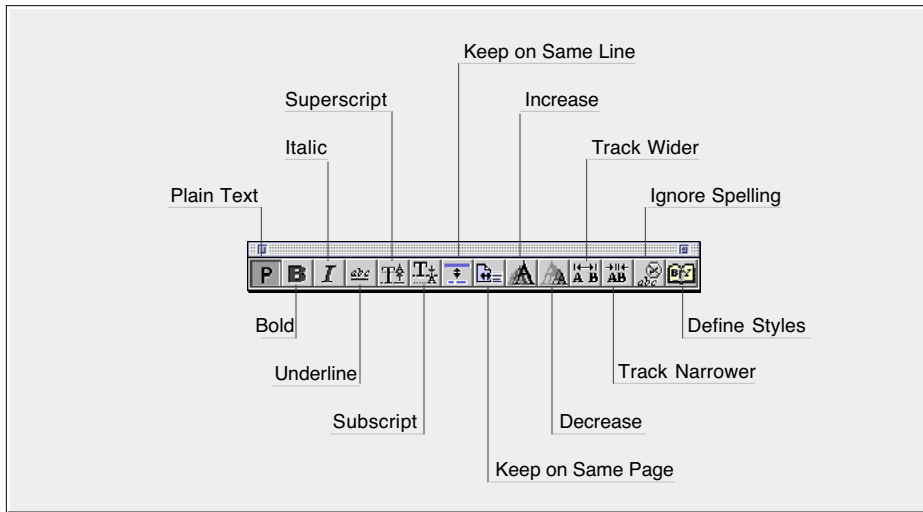


Figure 15
Styling Tools Floating Tool Bar

Graphic Tools

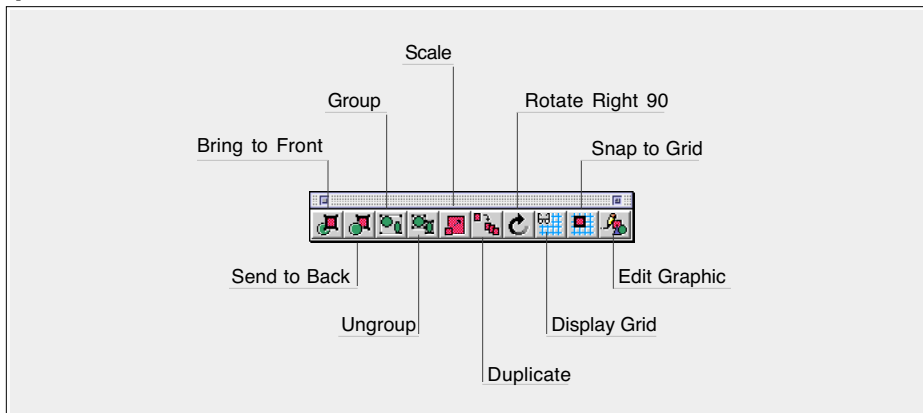


Figure 16
Graphic Tools Floating Tool Bar

Insert Tools

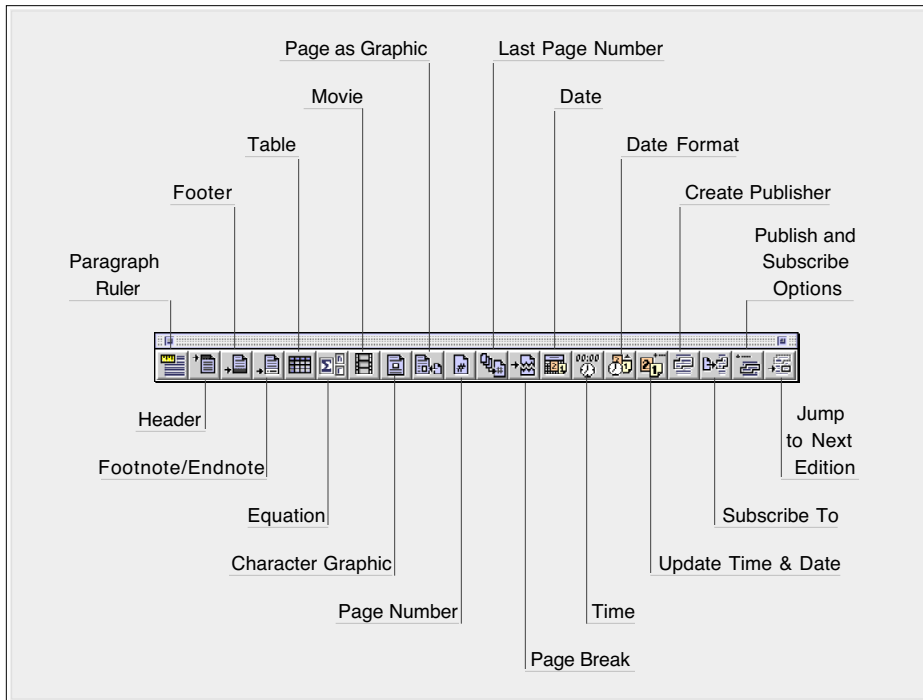


Figure 17
Insert Tools Floating Tool Bar

File Management Tools

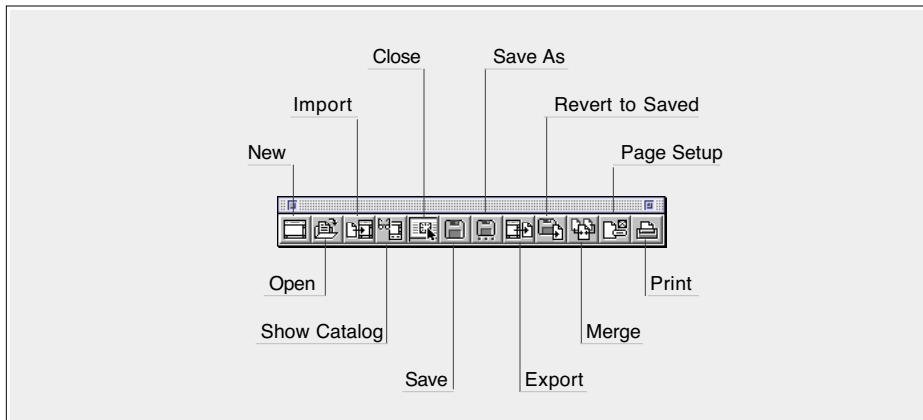


Figure 18
File Management Tools Floating Tool Bar

Long Document Tools

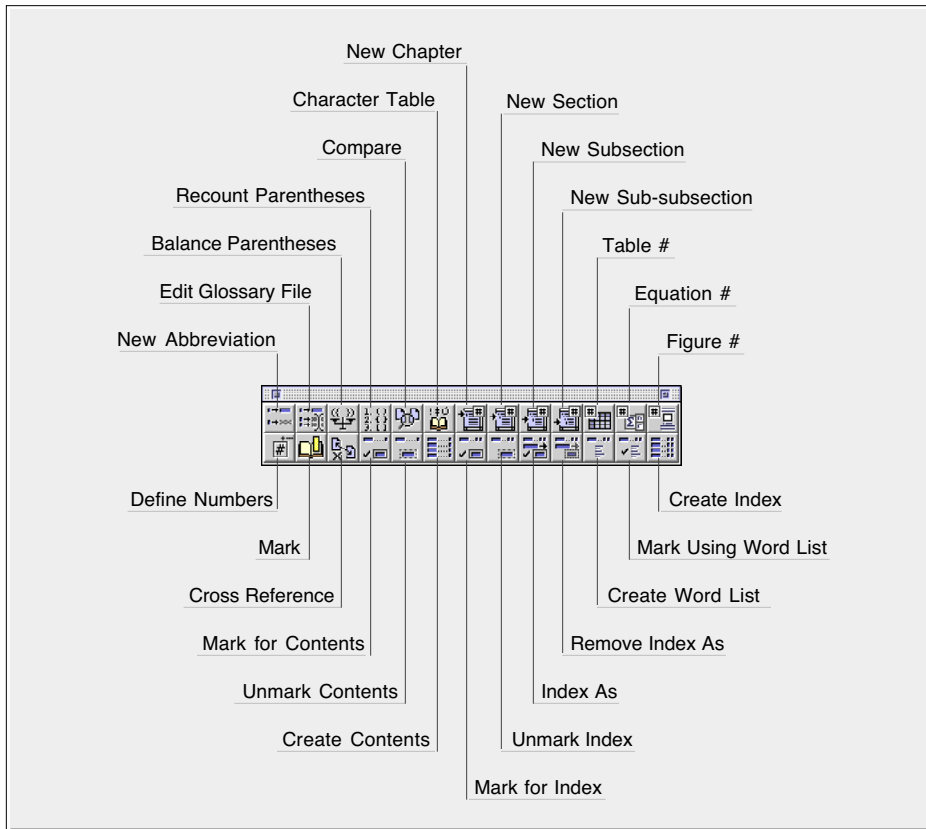


Figure 19
Long Document Tools Floating Tool Bar

HTML Format Tools

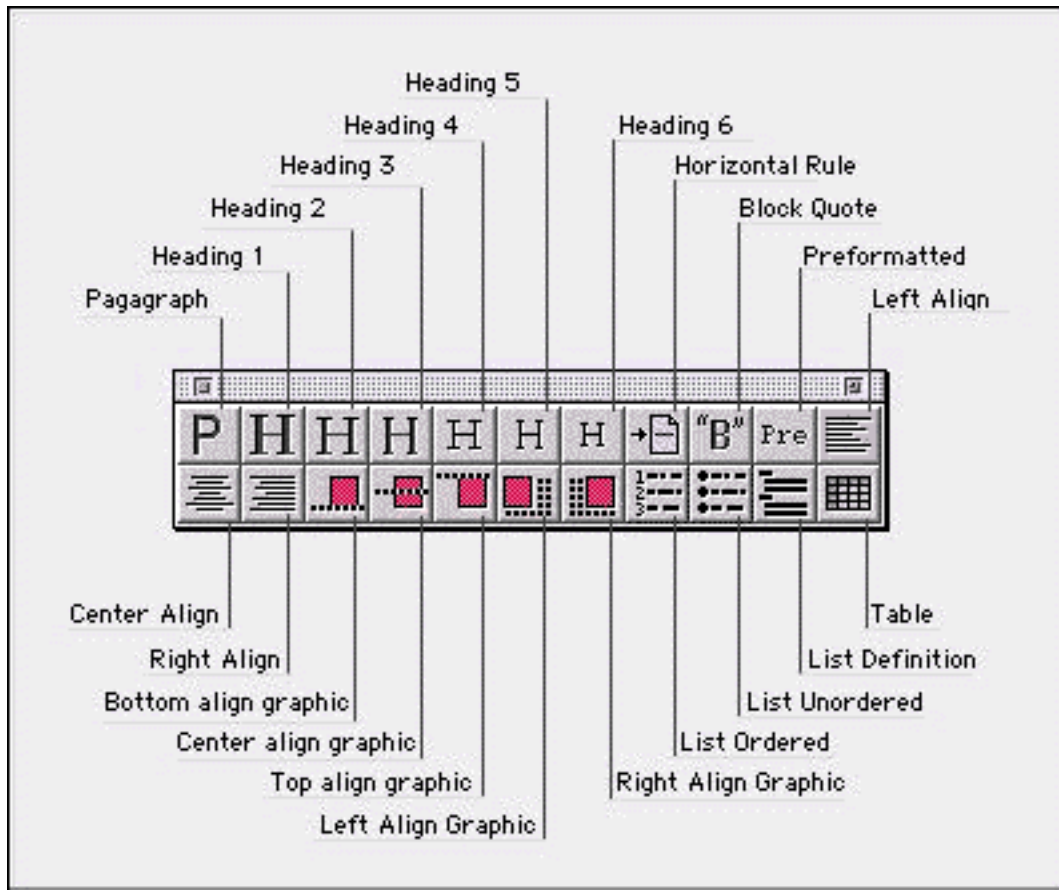


Figure 20
HTML Format Tools Floating Tool Bar

HTML Style Tools

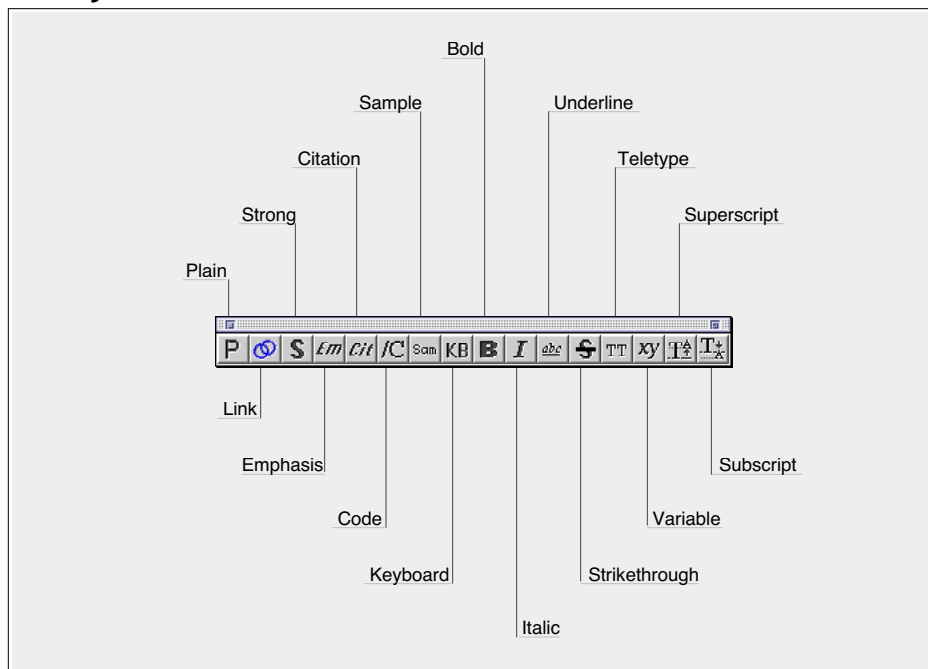


Figure 21
HTML Style Tools Tool Bar

Text Colors Tools

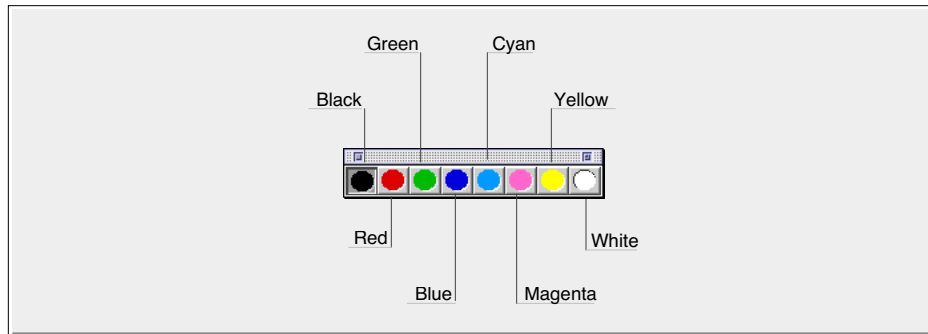


Figure 22
Text Colors Tool Bar

Bars are organized by “task” and include the tools used most frequently for each task. Bars may include buttons from several different menus. The Text floating tool bar, for example, includes buttons for the **Cut**, **Copy** and **Paste** commands of the **Edit** menu and **Check Spelling...** from the **Tools** menu.

For instructions on how you can customize your Tool Bars, see “Customizing the Tool Bars” on page 463.

Nisus Writer Windows

As you work with multiple windows:

- The pointer is an arrow  in all window regions not allowing text entry.
- Dialog boxes apply to the active window.
- Press  and click the zoom box to view the two most recently active windows side by side.
- Press  and click the zoom box to view the two most recently active windows one above the other.
- To control an inactive window, press . You can make selections, position the insertion point, scroll, move and resize inactive windows in this way without activating them.

For more information on working with multiple windows, see “Working with Multiple Documents” on page 290.

Nisus Writer Pointer Variations

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



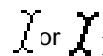
Arrow Pointer

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



I-Beam

The I-beam indicates where you can enter text on a text layer. When you click in the text it changes to an insertion point. Nisus Writer offers a thick I-beam and insertion point which are especially useful for Macintosh PowerBook models and for people with visual impairments. To use them choose **Preferences...** from the **Edit** menu and check **Editing** in the left column of the window.



Italic I-Beam

The Italic I-beam appears when you pass your pointer over italicized text. When you click into italicized text it changes to an italicized insertion point.



Clock

The clock appears when Nisus Writer performs an action during which you must wait (such as saving a file). It disappears when Nisus Writer completes the task.



Beach Ball

The beach ball appears when Nisus Writer performs a find and/or replace action or a macro. It disappears when Nisus Writer completes the task.



Pop-up Arrow

The pop-up arrow shows where a pop-up menu is available from the various toolbars.



Cross Hair

The cross hair identifies the insertion point when you use one of the drawing

		tools on the graphics layer.
	Graphics Text I-beam	The graphics sheet text I-beam indicates where you can enter text on a graphics sheet.
	Rectangular Selection I-beam	The rectangular selection I-beam displays when you press  . Use it to select columns of text as explained on page 66.
	Noncontiguous Selection I-beam	The noncontiguous selection I-beam displays when you press  and  . Use it to select two or more segments of text that are not contiguous.
	Read Only Pointer	The read only pointer identifies files you can only read, not edit, as explained on page 310.
	Resizing Tools	The resizing tools display when you're adjusting page margins in the Layout Page window or dragging the Split Window Handle. These also appear in the Table Tool when you move to the area within the ID bars that controls the size of a cell (that is, the lines separating cell identifiers).
	Talking Lips	The talking lips let you know when you have clicked the Speak or Play button.
	Listening Ear	The listening ear appears when you record your sound in your document.
	Garbage Can	The garbage can pointer appears when you remove a Tab Indicator from the ruler.
	Extend Pointer	The extend pointer appears when you drag across parts of the Nisus Table Tool window (other than the lines separating cell identifiers). It also appears when you press  while moving the mouse between cells. This pointer indicates that Nisus Table Tool thinks you are making an "extended selection."
	Row Pointer	The row pointer appears in the Nisus Table Tool when you move the pointer to the ID Bar at the left of the window. It indicates that when you click or drag at this point in the window you will select entire rows in the table.
	Column Pointer	The column pointer appears in the Nisus Table Tool when you move the pointer to the ID Bar at the top of the window. When you move into the top ID Bar, the arrow pointer changes to a down arrow pointer, called the Column Pointer. It indicates that when you click or drag at this point in the window you will select entire columns in the table.

Additional Icons in the Menu Bar

When you are working with sound, Nisus Writer displays two icons in place of the Apple on the menu bar to identify what you are doing.

	Microphone	The microphone appears when you record sound in your document.
	Text to Speech	The text document with lips lets you know when you have clicked the Speak button.

Keyboard Shortcuts in Nisus Writer

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

Most Macintosh keyboards include modifier keys and function keys. The four modifier keys are:  (Command),  (Shift),  (Option), and  (Control).

Extended keyboards include a row of function keys. Like modifier keys, function keys offer a quicker, easier way to give instructions to the computer.

The list below tells you about frequently used keys in addition to those used by the System. You can assign almost any key to any command in the menus of Nisus Writer. Each time you look at the menus you can see the menu key shortcut along the right column opposite the command. As you become familiar with the commands you can also learn the shortcuts. To learn more about this see "To Assign Keyboard Shortcuts to Menu Commands" on page 337.

Press**To**

Mark an entry to include in the index

Check Spelling

Check the Thesaurus

Full justify text

Left justify text

Mark an entry to include in the table of contents

Center justify text

Right justify text

Expand a Glossary abbreviation

Send the active window to the back

Redo operation

Clear undos

Nisus Writer Dialog Boxes

Dialog boxes are used to get information from you. Most dialog boxes in Nisus Writer appear with a Title Bar across the top. Click this bar and drag to move the dialog box. Moving the dialog is helpful when you need to view the window that is displayed behind it to make a decision about the options it presents. Dialog boxes can contain a variety of controls, including checkboxes, buttons, pop-up menus and text boxes.

- A checkbox (☐) is referred to as checked when there is an “X” in it (☒). You click a checkbox to check or uncheck it.
- A button (☐) is referred to as selected when there is a “•” in it (☒). Click a button to select or deselect it.

In Nisus Writer, most buttons and checkboxes have pre-assigned keyboard shortcuts. To see them, press  while the dialog is open. This means you can make choices in the dialog without removing your hands from the keyboard.

- Pop-up menus, indicated by a menu name and an arrow (▼), list options in the form of a menu. Click and hold to display the menu, then choose an option.
- Text boxes, indicated by a rectangular box, allow you to enter text in a dialog.

To type in a text box, click in the box and begin typing. To move between text boxes, press .

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

Menus

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

In Nisus Writer, certain menus appear to the right of the **Windows** menu when the related window is displayed. These include the **Catalog**, **Layout Page**, **Find/Replace**, **Header/Footer** and **Notes** menus. A discussion of each of these menus follows the discussion of the command (**Show Catalog**, **Layout Page**, etc.) that calls up the menu. The **Graphics** and **Sound** menus are discussed at the end of this section.

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Conventions

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

File Menu

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

New	Opens a new, untitled document.
Open	Opens an existing, saved document for on-screen reading and/or editing.
File Access	Choose commands from the File Access submenu to open one file from within another, list frequently and last used files.
▸ Open Selection	Opens files whose names (or pathnames) are selected or typed and selected in the active window.
▸ Essential Files...	Add the names of frequently used files to the File Access submenu. Once you select the files in the dialog, you can choose the file name from the menu to open that file.
▸ Last Files Used...	Once a file name displays on the menu, you can choose it to open it.
Show Catalog	Presents a versatile alternative to the Open dialog. It shows files with their types identified by icons in a resizable window. The Catalog can be placed anywhere on the screen. To open several files at once, press  and select contiguous file names or press  and select noncontiguous file names, and then click  .
Catalog Menu	Choose commands from the Catalog menu to view files, according to their types, in the Catalog window and to manage them from within Nisus Writer. The Catalog menu appears to the right of the Windows menu when the Catalog shows.
Nisus® Readable	Displays all Nisus Writer-readable files in the Catalog window (Nisus documents, Glossaries, Macros, Nisus Dictionaries, Preferences, Text and Stationery files).
Nisus® Only	Displays only Nisus Writer files in the Catalog window (no Text files created in other applications).
Nisus® Macro	Displays only macro files in the Catalog window.

Nisus® Glossary	Displays only Nisus Writer glossary files in the Catalog window.
Nisus® Dictionary	Displays only Nisus Writer dictionary files in the Catalog window.
All Files	Displays all files in the Catalog window, including applications, graphics, invisible and other files that are not text files.
Applications Only	Displays only folders and applications in the Catalog window.
Folders Only	Displays only folders in the Catalog window.
Open As Read Only	Opens for reading, not for editing. You can choose Open As Read Only while other file types in the Catalog menu are selected.
Add to Search List	Adds selected files in the Catalog window to a list of files to search.
Remove from Search List	Removes selected files (which have eye icons in front of their names) in the Catalog window from the search list.
Clear Search List	Removes all files (which have eye icons in front of their names) in the Catalog window from the search list.
New Folder...	Creates a new folder in the current folder.
Delete...	Removes selected files or empty folders listed in the Catalog window.
Move/Rename...	Names and/or moves selected files or folders listed in the Catalog window.
Eject	Removes the selected disk from the drive.
Close	
►Close	Closes the active window. If it contains any unsaved changes you will see a dialog prompting you to save.
►Close All	Closes all open windows. If any contain unsaved changes, a dialog prompts you to save them.
►Close All Others	Closes all open windows of the type that is different from the active window. (If the active window is a document window, the Catalog, Spelling Checker, etc. close.) If any windows contain unsaved changes, a dialog prompts you to save them.
►Close All These	Closes all open windows of the same type as the active window. (If the active window is a document window, all document windows close; if macro, all macro windows, etc.) If any contain unsaved changes, a dialog prompts you to save them.
Save	
►Save	Saves to disk changes you have made in the active window. The first time you choose Save for a new file, the Save As dialog appears.
►Save All	Saves all open documents.
►Save All Changed	Saves all open documents which contain changes.
Save As...	Saves the active window with a different name and/or different folder location.
Revert	
►Revert to Saved	Returns the active window to the way it was when it was last saved.
►Revert All Changed	Returns all open windows which contain changes to how they were when they were last saved.
Print	
►Print...	Print all or part of a document and specify Nisus Writer printing options. The top half of the Print dialog is specific to the printer selected in the Chooser.
►Page Setup...	Customize specific printer options and Nisus Writer printing options. The top half of the Page Setup dialog is specific to the printer selected in the Chooser .
►Print All...	Prints all open documents.

‣Merge...	Insert data from a data document into fields in the active document window, the host document.
Layout Page...	Enables you to preview your document in the Layout window, make adjustments to margins and frames, and change the number of columns. The Layout menu appears to the right of the Windows menu.
Layout Menu	Choose commands from the Layout menu to adjust margins, set columns and set frames.
Center Page	Set the margins (top, bottom, left and right) at equal distances from the page edges.
Expand Page	Expand the margins to the printer limits.
Set Margins...	Specify the desired margins for your document and set the number of columns and their gutter size.
Page Layout Options...	Customize the Layout window and set the display of the document in the Layout window.
Set Frame...	Select the shape of a frame for each page of your document.
Set Columns...	Set the number of columns for the document.
Background Color...	Allows you to set the background color of almost any Nisus Writer window. This information is saved for backgrounds of HTML documents.
Sleep	Put your computer to sleep from within Nisus Writer without switching to the Finder. Does not appear unless you are using a PowerBook or other computer that supports sleep.
Quit	Leave Nisus Writer when you have finished using the application.

Edit Menu

Undo	Reverses the effect of the last action made in the current editing session. Choose Undo repeatedly to step back through all changes made in open windows.
Redo	Undo an Undo . Choose Redo repeatedly to redo all recent Undos until the Undo list is empty.
Repeat	Repeats the immediately preceding menu command you chose.
Cut	
‣Cut	Removes the current selection and inserts it in the current Clipboard, replacing whatever was in the Clipboard.
‣Append Cut	Removes the current selection and inserts it at the end of whatever is stored in the current Clipboard.
Copy	
‣Copy	Inserts a copy of the current selection in the current Clipboard, replacing whatever was in the Clipboard.
‣Append Copy	Inserts a copy of the current selection at the end of whatever is stored in the current Clipboard.
‣Copy Text Only	Copys only the text, but no formatting information. The text on the Clipboard appears with the attributes Any Font, Any Size, + Any Styles, Any More Defined Styles, Any Color and Any Language . This is especially useful for taking formatted text from Nisus Writer to another application such as FileMaker Pro.
‣Copy to Find	Inserts the current selection in the Find box of the Find & Replace window.
‣Copy to Replace	Inserts the current selection in the Replace box of the Find & Replace window.
Paste	
‣Paste	Inserts the contents of the current Clipboard into your document at the insertion point.
‣Swap Paste	Swaps the current selection with the contents of the current Clipboard.

‣Text Only	Pastes only the text, but no formatting information. The text assumes the surrounding font, size, style and color.
‣Character Attributes	Pastes only the formatting information, not the text. When you begin to type, text appears in the font, size, style and color.
‣Paragraph Attributes	Pastes the ruler formatting of the copied text onto the paragraph at the insertion point.
Clear	Deletes the current selection from your document. The deleted selection is not stored on the Clipboard.
Select	
‣Select All	Selects everything in the active window (except Graphics that have the attribute Fix to Page). Choose Select All , when the Graphics Bar is displayed, to select all graphics on the Graphics Layer which have the same anchor attribute (selects all Fix to Page graphics or all Move with ¶ graphics).
‣Select All Documents	Selects everything in all open documents (except Graphics that have the attribute Fix to Page).
‣Select Inverse	When you have noncontiguous selections, this noncontiguously selects everything that was not selected.
Publish & Subscribe	Choose commands from the Publish & Subscribe submenu to make all or part of documents available to other documents and applications. One common use of Publish and Subscribe is to share and update documents on a network or publish complex graphics created in a graphics program to subscribe to in Nisus Writer.
‣Create Publisher...	Saves the selected portion of the document as a new file called an edition.
‣Subscribe To...	Places the contents of an edition file at the insertion point.
‣Publish/Subscribe Options...	Sets options for the publisher or subscriber which you have selected.
‣Jump to Next Edition	Jumps to and selects the next publisher or subscriber in a document.
‣Jump to Next Broken	Jumps to and selects the next broken publisher or subscriber in a document.
‣Display Borders	Displays the borders around selected editions in a file. The border only appears around publishers when your insertion point is within the publisher.
‣Insert Between Editions	Allows the insertion of text, graphics, etc. between contiguous editions.
‣Link Broken Edition...	Restores the link between publisher or subscriber and an edition when the edition file cannot be automatically located.
‣Link All Broken Publishers...	Recreates edition files from publishers when the original edition cannot be automatically located or no longer exists.
Suspend All Editions	Temporarily prevents the publishers and subscribers from exchanging information.
OpenDoc	
‣Insert Object...	Presents a variant of the Open dialog that enables you to insert a "Live Object" into your Nisus Writer file.
‣Paste As...	Pastes the Live Object and offers options regarding links to the original data so that, if the data changes, the Live Object updates automatically.
‣Part Info...	Displays a dialog box that gives various information about the selected "Live Objects" part. If you have more than one part selected, Nisus Writer opens each dialog box as you close the preceding one.
‣View in Window	Opens the selected "Live Objects" item in its own window.
Preferences...	Choose options from the Preferences dialog to customize Nisus Writer by changing preset options for editing, printing, etc. The preferences you choose affect all Nisus

Writer documents, not just the current document. When you quit Nisus Writer, the application prompts you to save changes to your Preferences if you have not already done so.

Memory

- **Clear Undos** Deletes the undo list and makes more Random Access Memory (assigned to Nisus Writer) available. A dialog appears to warn you that this action is not undoable.
- **Clear Clipboards...** Clears the Clipboards of all contents.
- **Clear Memory...** Makes available all RAM allocated to Nisus Writer in the Get Info window.

Convert

Choose commands from the **Convert** submenu to change the *case* of text in a selection.

- **UPPERCASE** Changes the current selection to all uppercase characters.
- **lowercase** Changes the current selection to all lowercase characters.
- **Capitalize** Makes the first letters of all words in the current selection uppercase characters. If any uppercase characters appear in the selection (and not at the beginning of words) Nisus Writer makes these lowercase
- **Toggle Case** Switches uppercase characters in the current selection to lowercase characters and lowercase to uppercase.
- **Variables to Text** Changes all variables in your document to text. If you have no selection it affects the entire document. If you have a selection it only affects that portion.
- **Remove Gremlins** Removes certain extraneous (“High ASCII”) characters and trailing spaces from the current selection.

If you install the Japanese Language Kit or the Chinese Language Kit in your System, additional commands appear in the **Convert** submenu:

- **Katakana** Changes a Hiragana selection to Katakana.
- **Katakana All** Changes a Hiragana selection to Katakana in all open documents.
- **Hiragana** Changes a Katakana selection to Hiragana.
- **Hiragana All** Changes a Katakana selection to Hiragana in all open documents.
- **2-Byte** Changes a Roman selection to 2-Byte Roman.
- **1-Byte** Changes a Katakana selection to 1-Byte.
- **Roman** Changes a Hiragana or Katakana selection to Roman.

Move

Choose commands from the **Move** menu to shift your text to the left or right a series of tabs or spaces.

- **Tab Left** Moves the first line of selected paragraphs one tab stop to the left.
- **Tab Right** Moves the first line of selected paragraphs one tab stop to the right.
- **Space Left** Moves the first line of selected paragraphs one space to the left.
- **Space Right** Moves the first line of selected paragraphs one space to the right.

Sort

Choose commands from the **Sort** to sort the selected paragraphs.²

- **Sort Paragraphs** Sorts selected paragraphs
- **Sort + Spaces** Includes leading spaces during sorting.
- **ASCII Sort** Sorts paragraphs in ASCII order.
- **ASCII + Spaces** Includes leading spaces and tabs in an ASCII sort.

Line Wrap

Choose commands from the **Line Wrap** menu to cause your selected lines to join into one paragraph or break into many.

- **Break Lines** Inserts a Return at the end of each wrapped line in the current

² Click **Space**, **Tab** and ¶ in the Display Attributes dialog (choose **Display Attributes** from the **Display** submenu of the **Tools** menu) to display the characters that indicate the ends of paragraphs.

	selection.
‣Break Lines +	Inserts a blank line after every paragraph in a selection.
‣Form Paragraph	Removes extra Returns at the ends of lines in the current selection, replacing them with spaces. However, any sequence of two Returns will be preserved under the assumption that this was an intentional paragraph break.
Show Clipboard	Opens the current Clipboard's window.
Set Clipboard	Sets the number (0-9) of the current Clipboard. To access the Set Clipboard submenu quickly, press   and click the Title Bar of any active window, or click and hold the Clipboard menu button on the Horizontal Button Bar.

Tools Menu

Use commands from the **Tools** menu to polish your documents.

Find/Replace...

‣Find/Replace...	Displays the Find & Replace window to find and/or replace text (plain text or in a specific font, size, or style) or character graphics in the active window or all open windows.
‣Find Next	Finds the next occurrence of the find expression in the active document without activating the Find & Replace window.
‣Find All	Finds all occurrences of the find expression in the active document.
‣Find in Selection	Finds all occurrences of the find expression in the selected region of the active document.
‣Replace	Replaces the occurrence of the find expression that is currently selected in the active document with the replace expression.
‣Replace All	Replaces all occurrences of the find expression with the replace expression.
‣Replace in Selection	Replaces all occurrences of the find expression in the selected region of the active document with the replace expression.
‣Replace then Find	Replaces the occurrence of the find expression that is currently selected in the active document with the replace expression and then finds the next occurrence of the find expression.

Find/Replace Menu

Choose commands from the **Find/Replace** menu to specify find and replace options. The **Find/Replace** menu appears to the right of the **Windows** menu when you choose **Find/Replace...** from the **Tools** menu.

Find Text Only	Finds the text of the Find expression in any font, size or style.
Replace Text Only	Replaces only the text of the Find expression. When this is checked, Nisus Writer applies the surrounding font, size and style to the replace expression when it is inserted.
Find Script Sensitive	Finds the text of the Find expression only if it matches the same script.
Summary Search	Creates a new file with a hyperlinked concordance to all the occurrences found in the search.
Search Active File	Searches only the active window.
Search All Open Files	Searches all open windows.
Search Search List	Searches files added to the Search List.
Search Whole File	Searches the entire document from the insertion point to the end, then from the beginning to the insertion point.
Ignore Case	Finds both uppercase and lowercase occurrences of the Find expression.

Sounds Like	Expands searches to include phonetically similar matches.
Ignore Diacriticals	Searches regardless of signs that modify the implicit sound or value of the character. For example, n finds both n and ñ.
Root of Word	If you have the Arabic/Persian and/or Hebrew Language Kit installed this enables you to find words based on their three-letter root.
Create Macro...	Takes the current settings of the Find & Replace window and any find/replace expression and brings up a dialog that enables you to create a macro from it.
Copy as Macro Line	Takes the current settings of the Find & Replace window and any find/replace expression and creates a find/replace macro statement from it on the clipboard.
Reference	Choose commands from the Reference submenu to mark for and create cross-references in your documents.
▶ Mark...	Creates a marker, an invisible electronic “bookmark,” for easy reference.
▶ Cross-reference...	Inserts a cross-reference at the insertion point.
▶ Remove X-reference	Breaks the link between the cross-reference and its marker and converts the cross-reference to normal text. See also Variables to Text in the Convert submenu of the Edit menu.
Update X-reference	Updates cross-references in the active window, that have moved or been edited.
Jump Submenu	Choose commands from the Jump submenu to move to a specific page, line or marked text and/or character graphics in the document.
▶ To Page...	Moves to a specific page in the active document.
▶ To Line...	Moves to a specific line in the active document.
▶ To Referenced Mark...	Selects the marker to which you have inserted a cross-reference if one appears in the current selection.
Check Spelling...	Checks the spelling of words in the active window.
Find Next Error	Finds the next misspelled word in the active window without displaying the Check Spelling window.
Thesaurus...	Lists definitions, synonyms, antonyms, etc.
Hyphenate	Applies hyphenation to the current selection. If you have not made a selection, Nisus Writer applies hyphenation to all text subsequently entered at the insertion point.
Word Count...	Displays statistics about all open documents (or the selection in the active document).
Analyze Text...	Analyzes the text of your active document to determine the relevance of terms for possible indexing.
Outline Submenu	Choose commands from the Outline submenu to help you create an outline of your thoughts.
▶ Start New Outline	Prepares your file for an outline by inserting the appropriate styles, rulers and counters. When you type a Return at the end of a paragraph in an outline, Nisus Writer automatically enters an incremented number.
▶ End Outline	Stops the automatic outlining in your document so that when you type a Return Nisus Writer does not automatically enter an incremented number.
▶ Restart Outline	Allows you to resume outlining after you have chosen End Outline .
▶ Promote [Control UpArrow]	Raises the current outline paragraph one level in the outline hierarchy. You can choose this command from the Keyboard by pressing   .
▶ Demote [Control DownArrow]	Lowers the current outline paragraph one level in the outline hierarchy.

	You can choose this command from the Keyboard by pressing  .
►Insert Sibling [Return]	Enters a new, automatically numbered paragraph on the same level in the outline hierarchy as the current paragraph. You can choose this command from the Keyboard by pressing  .
►Insert Parent [Shift-Option-Return]	Enters a new, automatically numbered paragraph up one level in the outline hierarchy. You can choose this command from the Keyboard by pressing    .
►Insert Child [Option-Return]	Enters a new, automatically numbered paragraph down one level in the outline hierarchy. You can choose this command from the Keyboard by pressing   .
►Toggle All Children [Shift-Option-DoubleClick]	Hides (or Displays) all paragraphs below the current paragraph's level in the hierarchy of the outline. You can choose this command from the Keyboard by pressing   as you Double-Click the automatic number.
►Toggle Child [Option-DoubleClick]	Hides (or Displays) all paragraphs below the current paragraph. You can choose this command from the Keyboard by pressing  as you Double-Click the automatic number.
►Display All	Displays all hidden text of the outline hierarchy.
►Hide All	Hides all outline text paragraphs below the top level of the hierarchy.
Contents Submenu	Choose commands from the Contents submenu to mark, unmark text for, and create a table of contents.
►Mark for Contents	Marks a selection in the active document for inclusion in the table of contents.
►Unmark Contents	Removes the selection in the active document from the table of contents.
►Create Contents...	Create a table of contents document from the marked text in the active document.
Index Submenu	Choose commands from the Index submenu to mark, unmark text for and create an index.
►Mark for Index	Marks the selection in the active document for inclusion in the index.
►Unmark Index	Removes the selection in the active document from the index.
►Index As...	Marks, as another word or phrase, the selection in the active document for inclusion in the index.
►Additional Index As	Allows you to add an additional index as reference to selected text.
►Create Word List	Generates a document containing an alphabetized list of all words in the active document.
►Mark Using Word List	Searches the document for each word or phrase in the word list. When items in the word list are found in the document, every occurrence is marked for the index.
►Create Index...	Creates an index document from the text marked in the active document.
Display Submenu	Choose commands from the Display submenu to display various attributes in the active window and to display bars and windows.
►Document	Moves from the Header/Footers window or the Footnotes/Endnotes window to the Document window.

‣Header/Footers	Moves from the Document window or the Footnotes/Endnotes window to the Header/Footers window.
‣Footnotes/Endnotes	Moves from the Document window or the Header/Footers window to the Footnotes/Endnotes window.
‣Display Attributes...	Displays various marking attributes in the active window.
‣Line Number Options...	Changes the style and format of the numbers along the left margin of the text of each page in the active window.
‣Vertical Ruler	Displays a ruler along the left vertical edge of the active window.
‣Info Bar	Displays a bar containing document information across the top of the active window. For more information about the Info Bar, see page 6.
‣Text Bar	Displays a bar containing formatting tools, formatting information and a ruler across the top of the active window. For more information about the Text Bar, see page 9.
‣Graphics Bar	Displays a bar containing drawing tools, graphics formatting tools, graphics information and a ruler across the top of the active window. For more information about the Graphics Bar see page 10.
‣Sound Bar	Displays a bar containing sound controls, sound information and a ruler across the top of the active window. For more information about the Sound Bar see page 11.
‣Floating Tool Bars	Displays all floating tool bars which appear checked in the Floating Tool Bars submenu.
Zoom Submenu	Choose commands from the Zoom submenu to display a portion of your file (surrounding the insertion point) at various magnifications (enlarge to: 125, 150, 175, 200, 300, 400 percent, or decrease to: 75, 50, 25 percent).
Editing Tools Submenu	Choose commands from the Editing Tools submenu to manage parentheses, compare two documents for changes, and insert a particular character at the insertion point.
‣Balance Parentheses	Selects the closest, outermost set of matching parentheses in the active window.
‣Recount Parentheses	Updates the count of unmatched parentheses.
‣Display Unmatched Parens	Displays the type and count of unmatched parentheses in the right corner of the Info Bar for the active window.
‣Compare	Locates differences in the front two documents.
‣Compare (Ignore Spaces)	Locates differences, excluding spaces, in the front two documents.
‣Character Table...	Locates and enters a particular character in your document.
Floating Tool Bar Submenu	Choose commands from the Floating Tool Bar submenu to display floating tool bars. Floating Tool Bars give you access to menu commands at the click of the mouse. Tool bars are small, moveable floating windows that contain buttons which correspond to menu commands. Tool bars are called “floating” because they display or “float” above all other windows.
‣Basic Tools	Displays a floating tool bar with buttons which access the most frequently used menu commands.
‣Text Tools	Displays a floating tool bar with buttons which access text editing menu commands.
‣Styling Tools	Displays a floating tool bar with buttons which access Size and Style menu commands.
‣Graphic Tools	Displays a floating tool bar with buttons which access Graphics menu commands.
‣Insert Tools	Displays a floating tool bar with buttons which access menu commands for inserting elements into your document.

►File Management Tools	Displays a floating tool bar with buttons which access File menu commands.
►Long Document Tools	Displays a floating tool bar with buttons which access menu commands for editing long documents.
►HTML Format Tools	Displays a floating tool bar with buttons which access menu commands for formatting HTML documents.
►HTML Style Tools	Displays a floating tool bar with buttons which access menu commands for adding appropriate styles for HTML documents.
►Text Colors	Displays a floating tool bar with buttons which access Color menu commands.

Insert Menu

Use the **Insert** menu to add objects (tables, equations, movies, etc.), formatting elements (headers, footnotes, etc.) and numbering variables to your document.

Paragraph Ruler Inserts a ruler in your document.

Header Inserts a header in your document

Footer Inserts a footer in your document

Header/Footer Menu When you are in the Headers & Footers for... window, the **Header/Footer** menu displays to the right of the **Documents** menu.

Remove (Header/Footer) Deletes the Header or Footer containing the insertion point.

All, Odd and Even Pages Specifies where a header or footer appears.

Go To Reference Moves the insertion point to the paragraph where the current header or footer is attached.

Footnote/Endnote Inserts a footnote or an endnote in your document.

Notes Menu Choose commands from the **Notes** menu to control the placement of notes and determine the reference symbols used.

Note Symbols... Sets the style and numbering method for note symbols.

Note Placement Controls whether your notes appear as footnotes or endnotes and the placement of notes on the page.

Go To Reference Moves your insertion point back to the main document at the location of a note marker.

Table... Opens a window in the Nisus Table Tool with tools and menus to create a new table.

Equation... Opens a window in the Nisus Equation Tool with tools and menus to create a new equation.

Movie... Opens a dialog to locate a movie and insert it at the insertion point in the text or on the graphics layer.

Character Graphic... Opens a separate window in which to create and edit a graphic.

Page as Graphic... Opens a dialog for you to locate the graphic image of a page of any Nisus Writer document into your document.

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

Format Page Break Starts a new page and restarts and/or reformats page numbers.

New Number Choose commands from the **New Number** submenu to add various kinds of automatically updating numbers to your document.

►Page Number Inserts the number of the current page at the insertion point in the active window.

►Next Page Number Inserts the number of the next page at the insertion point in the active window.

►Last Page Number Inserts the number of the last (physical) page of your document.

►Chapter, Section, etc. Inserts a new chapter, section, subsection or sub-subsection number variable at the insertion point in the active window.

‣Table #, Equation #, and Figure #	Inserts a new table, equation or figure number variable at the insertion point.
‣Custom A to Custom F	Inserts a new custom number variable at the insertion point.
Current Number	Choose commands from the Current Number submenu to add various kinds of automatically updating numbers to your document.
‣Current Chapter, Section, etc.	Inserts the current number at the insertion point.
‣Current Table #, Equation #, or Figure #	Inserts a number variable for the immediately preceding table, equation or figure.
‣Current Custom A to Custom F	Inserts a number variable for the immediately preceding custom number variable without inserting a new number variable.
Define Numbers...	Enables you to change the method of counting and the appearance of each numbering variable on the Numbering submenu.
Date & Time	Choose commands from the Date & Time submenu to insert a date and time stamp as well as insert and update the date and time variables.
‣Current Date	Inserts the current date variable into your document at the insertion point (you can automatically cause this variable to update).
‣Current Time	Inserts the current time variable into your document at the location of the insertion point (you can automatically cause this variable to update).
‣Update Time & Date	Updates all time and date variables to the current time and date.
‣Date Format...	Enables you to reformat the date variable.
‣Date Stamp	Inserts the current date (as text) into your document at the insertion point.
‣Time Stamp	Inserts the current time (as text) into your document at the location of the insertion point.
Document Name	Inserts the name of the document you are editing into your document.

Font Menu

Choose a font from the **Font** menu to apply it to the current selection. If you have not made a selection, Nisus Writer applies the font at the insertion point; as you type, the text displays in the font you selected. Press  to display the **Font** menu in WYSIWYG mode.

Nisus Writer lists all available fonts in the **Font** menu. A check mark precedes the currently selected font. Any fonts that appear in your document that you do not have in your Fonts folder inside the System Folder Nisus Writer lists at the end of the **Font** menu in italics.

Any Font	Enabled only when you work in certain windows. You can use the Any Font font in the Find & Replace window, Clipboard, macro editing and glossary windows. You can also use it in your document window if your selection begins and ends with international quotes: « & ».

Size Menu

Choose a point size from the **Size** menu to apply that size to the current selection. If you have not made a selection, Nisus Writer applies the size at the insertion point; as you type, the text displays in the size you selected.

Other	Enables you to set the point size of your text to any whole point size from 1 through 255.
Increase	Enlarges the size of the current selection in one-point increments.
Increase By...	Changes the size of the current selection by a specified number of points.
Decrease	Diminishes the size of the current selection in one-point increments.
Decrease By...	Changes the size of the current selection by a specified number of points.
Any Size	Enabled only when you work in certain windows. You can use the Any Size size in the

Find & Replace window, Clipboard, macro editing and glossary windows. You can also use it in your document window if your selection begins and ends with international quotes: « & ».

Style Menu

Choose a style from the Style menu to apply it to the current selection. If you have not made a selection, Nisus Writer applies the style at the insertion point; as you type the text displays in the style you selected.

Plain Text	Removes all other styles except the following: Keep on Same Page , Keep on Same Line , Gloss , Ignore Spelling and Tracking as well as any commands from the Color submenu of the Style menu.
Bold, Italic, Underline	Displays text in these formats. Nisus Writer offers additional underline styles in the More Styles submenu.
Superscript and Subscript	Places the current selection above or below the baseline of the surrounding text.
More Styles Submenu	Choose commands from the More Styles submenu to apply modified (second level Superscript and Subscript, modified underline) and less common styles.
Condense	Narrows each printed character.
Extend	Widens each printed character.
Small Caps	Displays each lowercase letter in a scaled version of its corresponding uppercase letter.
All Caps	Displays each letter as its corresponding uppercase letter.
Color Submenu	Choose commands from the Color submenu to display and print text in color.
Any Color	Enabled only when you work in certain windows. You can use the Any Color color in the Find & Replace window, Clipboard, macro editing and glossary windows. You can also use it in your document window if your selection begins and ends with international quotes: « & ».
Format Submenu	Choose commands from the Format submenu to apply layout and proofing styles.
Keep on Same Line	Prevents any portion of text in this style from wrapping to the next line.
Keep on Same Page	Prevents any portion of text in this style from being broken across pages.
Ignore Spelling	Marks a word to be automatically ignored by the Check Spelling... command.
Invisible	Enables existing text to become invisible.
Reverse	Reverses the sequence of letters of the current selection.
Gloss	Places text notes above a selection.
Remove Gloss	Removes all glosses from the current selection.
Tracking	Choose commands from the Tracking submenu to apply styles that affect the spacing between characters.
Set Tracking...	Changes the tracking of the current selection of text.
Track Wider	Increases the tracking of a selection by one point.
Wider By...	Widens tracking by an amount other than one point.
Wider By 1/16	Increases tracking of a selection by one-sixteenth of a point.
Wider By 1/4	Increases tracking by one-fourth of a point.
Track Narrower	Decreases the tracking of a selection by one point.
Narrower By...	Narrows tracking by an amount other than one point.
Narrower By 1/16	Decreases tracking of a selection by one-sixteenth of a point.
Narrower By 1/4	Decreases tracking by one-fourth of a point.
Language	Choose from available languages to have Nisus Writer check spelling, thesaurus, and

hyphenation rules according to the specified language. The languages above the line refer to those languages for which Nisus Writer has a spelling checker dictionary.³ You can use any of the languages below the line in creating defined styles or marking text for particular purposes.

►Any Language	Enabled only when you work in certain windows. You can use it in the Find & Replace window, Clipboard, macro editing and glossary windows. You can also use it in your document window if you surround your selection with international quotes « & ».
+ Any Styles	Enabled only when you are working in certain windows. You can use it in the Find & Replace window, Clipboard, macro editing and glossary windows. You can also use it in your document window if you surround your selection with international quotes: « & ».
Any More Defined Styles	Enabled only when you are working in certain windows. You can use it in the Find & Replace window, Clipboard, macro editing and glossary windows.
Define Styles...	Creates custom styles.
Remove Style Library...	Removes a collection of styles from existing style libraries.

Windows

Choose commands from the **Windows**  menu to manage and position document windows.

The names of open documents appear at the bottom of the **Windows** submenu. If the document name is italicized, the document has changed since it was last saved. Choosing a document name from the **Windows** submenu brings its window to the front. The document name with a check by it is the active window

To access the **Windows** submenu quickly, press  and click the Title Bar of any active window.

► Send Back	Moves the active document window behind all other open document windows.
► Toggle Front Two	Brings the document window immediately behind the active window to the front. The current active window becomes the second window.
► Synchronized Scrolling	Simultaneously scrolls through the two front document windows. When you scroll through one file, the other file scrolls at the same speed.
► Stack	Arranges open document windows so that their title bars display in a cascade, making each Title Bar fully visible.
► Tile	Makes all open document windows visible at once, resizing them so that they all have an equal amount of space on the screen.
► Tile Horizontally	Makes all open document windows visible at once with their horizontal dimension greater than their vertical dimension.
► Tile Vertically	Makes all open document windows visible at once with their vertical dimension greater than their horizontal dimension.
► Tile Two Horizontally	Arranges the two most recently used document windows one above the other.
► Tile Two Vertically	Arranges the two most recently used document windows side-by-side.

Gear/Cogwheel or Menu

Use commands of the **Gear/Cogwheel** or  menu to automate aspects of how you use Nisus Writer.

- Macros Submenu** Choose commands from the **Macros** submenu to create or edit a macro.
- The name of each (up to ten) loaded macro file appears in alphabetical order below the Macros submenu. Individual macro commands appear in a submenu of each macro file. Choosing a macro command from a macro file's submenu runs that macro command.
- To access the **Macros** submenu quickly, press  and click the Title Bar of any active window.

³ Choosing a language from this menu does not affect the appearance of the text to which you apply it.

‣Record	Records your actions as a macro command. To finish recording, choose Stop Recording... from the Macros submenu.
‣Execute Selection	Runs the selected macro commands.
‣New Macro Command...	Creates a new macro command.
‣Edit Macro File...	Opens the macro editing window for editing macro commands.
‣New Macro File...	Creates a new macro file.
‣Open Macro File...	Presents an Open dialog that allows you to select a macro file to open (load) so that its commands appear in the Macros submenu of the Auto menu.
‣Remove Macro File...	Presents a dialog that allows you to select a macro file to remove from the Macros segment of the Auto menu.
‣Remove All Macro Files	Presents a dialog that allows you to remove all Macro files from the Macros segment of the Auto menu freeing up more memory for Nisus Writer.
‣Frontier Do Script...	To type and run a Frontier Do Script command.
‣Frontier Do Selection	Runs the Frontier commands selected in the active window.
‣Do AppleScript...	Presents a dialog in which you can type AppleScript commands.
Glossary Submenu	Choose commands from the Glossary submenu to create, edit, or expand abbreviations. A glossary abbreviation (often called “Auto-Text”) is used for frequently typed text or graphics. The name of each (up to ten) loaded glossary file appears in alphabetical order below the Glossary submenu. Individual abbreviations appear in a submenu. Choosing a glossary abbreviation from a glossary file’s submenu inserts that glossary entry at the insertion point in the active window. To access the Glossary submenu quickly, press   and click the Title Bar of any active window.
‣Expand Abbreviation	Replaces the abbreviation in the active window with its glossary entry.
‣New Abbreviation...	Creates a new glossary abbreviation.
‣Auto-Expand	Choose (check) this command to have Nisus Writer automatically expand abbreviations as you type (expansion follows spaces, tabs, Returns, and various punctuation marks).
‣Edit Glossary File...	Opens the glossary editing window for editing glossary abbreviations.
‣New Glossary File...	Creates a new glossary file containing no glossary abbreviations.
‣Open Glossary File...	Presents an Open dialog that allows you to select a glossary file to open (load) so that its commands appear in the Glossary submenu of the Auto menu.
‣Remove Glossary File...	Presents a dialog that allows you to select a glossary file to remove from the Glossary segment of the Auto menu.
‣Remove All Glossary Files	Presents a dialog that allows you to remove all Glossary files from the Glossary segment of the Auto menu freeing up more memory for Nisus Writer.

Documents Menu

Use commands of the **Documents** menu to manage access to files you’ve opened and saved in Nisus Writer. Below the dotted line appear the names of those files you’ve opened and saved.

‣Show in Catalog	Opens the Catalog window and displays the contents of the Document Manager folder.
‣Show in Finder	Switches to the Finder and displays the contents of the Document Manager folder.

Graphics Menu

Click the Display Graphics Bar button on the Vertical Button Bar or choose **Graphics Bar** from the **Display** submenu of the **Tools** menu to display the Graphics Bar across the top of the active window. The **Graphics**

menu appears to the right of the **Windows** menu. Choose commands from the **Graphics** menu to create and edit graphics. To apply commands that modify a graphic, select the graphic before choosing the command.

Edit Graphic	Applies graphic attributes to the selected graphic.
Bring To Front	Positions the selected graphic in front of another.
Send To Back	Positions the selected graphic behind another.
Group	Combines several selected graphics into a single object.
Ungroup	Separates selected graphics from their group.
Scale...	Choose commands from the Scale submenu to change the size of the selected graphic.
►Scale...	Changes the size of the selected graphic.
►Quick Scale	Scales the selected graphic using the scaling options that were set last in the Scale dialog.
►Unscale	Brings the graphic back to its original size.
Duplicate...	Creates multiples of the selected graphic
Quick Duplicate	Duplicates the selected graphic using the options that were set last in the Duplicate dialog.
Rotate	Choose commands from the Rotate submenu to rotate the selected graphic.
►Rotate Right 90°	Rotates the selected graphic 90 degrees to the right.
►Rotate Left 90°	Rotates a graphic 90 degrees in the counter clockwise direction.
►Unrotate	Returns a graphic to its original orientation.
Nudge	Choose commands from the Nudge submenu to move the selected graphic by specific increments.
►Nudge Right	Moves the selected graphic right one point or by the value you have set in Set Nudge....
►Nudge Left	Moves the selected graphic left one point or by the value you have set in Set Nudge....
►Nudge Up	Moves the selected graphic up one point or by the value you have set in Set Nudge....
►Nudge Down	Moves the selected graphic down one point or by the value you have set in Set Nudge....
►Nudge...	Changes the number of points a graphic moves when a nudge command is used. The preset value is one point.
►Set Nudge (1 pt.)...	Presents a dialog that allows you to determine the number of pixels Nudge moves your graphic.
Grid	Choose commands from the Grid submenu to display a grid in the graphics layer, snap graphics to grid coordinates and to customize the grid.
►Display Grid	Causes the grid to appear in the active document window.
►Display Grid All	Causes the grid to appear in all open document windows.
►Snap to Grid	Constrains the placement of graphics to the lines of the grid.
►Snap to Grid All	Constrains the placement of graphics to the lines of the grid for all open document windows.
►Grid Options...	Enables you to change the height, width, and color of the grid lines.
Display Paste Spot	Displays a flashing, dotted corner which indicates where the top, left corner of the graphic now in the Clipboard will be pasted.
Round Rectangle Options...	Enables you to change the curve of the corners of rounded rectangles drawn using the Rounded Rectangle tool.
Justify Text Submenu	Choose commands from the Justify Text submenu to position text in text boxes with either centered, left, or right justification.

►Left, Center, Right

Justify text in the selected text box(es).

Sound Menu

Click the Display Sound Bar button on the Vertical Button Bar or choose **Sound Bar** from the **Display** submenu of the **Tools** menu to display the Sound Bar across the top of the active window. The **Sound** menu appears to the right of the **Windows** menu. Choose commands from the **Sound** menu to change the recording method, the playback method, to choose a speech voice and set recording options.

Show Sound Catalog

Displays the Sound Catalog.

Speech Voices Submenu

Choose a language from the **Speech Voices** submenu to set the voice for Text-to-Speech.

Sequential Playback

Plays back the recorded sounds in the order that they appear in your document.

Automatic Pause Playback

Automatically pauses after playing each element of a linked sound.

Click Playback

Plays back recordings by clicking and dragging across text containing sound when the Sound Bar is not displayed.

Record Annotation

Links recorded sounds to a selection.

Record by Character

Selects the first character to the right of your insertion point. When you stop recording, Nisus Writer selects the next character, ready to begin the next recording.

Record by Word

Selects the first word to the right of your insertion point. When you stop recording, Nisus Writer selects the next word, ready to begin the next recording.

Record by Sentence

Selects the first sentence to the right of your insertion point. When you stop recording, Nisus Writer selects the next sentence, ready to begin the next recording.

Recording Cue Submenu

Choose commands from the **Recording Cue** submenu to set a method for recording sounds.

►Manual

Requires use of the Record and Stop buttons on the Sound Bar to start and stop recording.

►By Command Key

To start and stop or pause each recording by pressing and releasing  on your keyboard.

►By Voice

Uses your voice as the cue to start a recording and the absence of it to stop or pause a recording.

Practice Recording

Rehearses recordings without collecting sound files on disk.

Recording Options...

Enables you to set compression, sound quality and voice cue options.

Tutorial

This portion of the manual contains step-by-step procedures that walk you through the process of creating a document and then preparing it to mail to several contacts. You can either follow the sessions in order or skip around. The sessions presume you are familiar with the terms described in the preceding portions of the manual. The sections include:

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About the "Tutorial"

Each session takes less than twenty minutes to complete. The folder Tutorial Documents, contains documents to use for each session. These documents are named Session 1, Session 2, and so on. For Session 1, you create a new document. All the supplied documents open as they would to fill the original Macintosh 9" screen. You can zoom the window if you want to expand it to a bigger screen.

Here's what you learn in each session:

- Session 1, "Create and Save a Document," shows you how to open a new document, type text, copy and paste, automatically backup and save your work. You get a feel for Nisus Writer and how easy it is to get around.
- Session 2, "Format Paragraphs," explains how to change the way paragraphs look. You learn how to use tools available from the Text Bar including rulers.
- Session 3, "Format Text," shows you how to change characteristics of text. Here you change the size of text and add attributes such as bold and italic.
- Session 4, "Edit the Document," demonstrates how Nisus Writer simplifies the editing process. You learn about powerful editing tools and work with text selected from different parts of a document.
- Session 5, "Create and Insert Graphics," shows you a quick way to design a letterhead. You see how easy it is to include graphics in Nisus Writer documents.
- Session 6, "Polish your Draft," shows you how to add finishing touches to your document. You learn about features that save you time.
- Session 7, "Merge and Print Your Document," shows you how to integrate prospect names and addresses into your letter and print the results.

Saving Session Files

As you complete the Exploring Nisus Writer sessions, one procedure asks you to turn on the Nisus Writer automatic save and backup feature. If this feature is already turned on, a window may prompt you to type a "Save As" file name.

You can either save the session files after you make changes or rename them. If you rename the files you can practice again or someone else can complete the session later.

Open Nisus Writer

Here's how to open Nisus Writer:

- ▶ From the desktop, double-click the Nisus Writer icon.
The Nisus Writer document window displays an untitled document that is ready to go.

Session 1

Create and Save a Document

In Session 1 you open a new document and add a few lines of text. You also copy and paste text from a different document.

As you work through this session, keep in mind Nisus Writer automatically wraps text. This means that you do not have to press  to continue a sentence on a different line.

To make sure a paragraph ends at a certain point, press . To insert a blank line and start a new paragraph, press  twice. Though there are other ways to create and maintain a specific amount of space between your paragraphs which you'll learn later, do it this way now.

If you plan to use the file you create in Session 1 as you explore Nisus Writer, be sure to include the brackets [] as you type. And don't worry if you misspell words or your draft doesn't look exactly like you think it should—you'll have the opportunity to edit and check the spelling later.

This session teaches you how to:

- type text and insert blank lines
- copy and paste selected text from one document to another
- automatically save and backup your work
- close your document

Get ready

If you haven't already done so, open Nisus Writer and open an untitled document. Notice the blinking insertion point that appears in the upper left corner of the Nisus Writer document window. The insertion point identifies where your writing appears.

Type text (optional)

If you do not wish to type text, open the file "Session 1" (by double-clicking it in the Tutorial Documents folder) and move ahead to the next instruction "Copy and paste from another document."

As you complete this task, keep in mind your document will not look exactly like the example. The margins you're working with are different from those used in this manual. And remember not to press  at the end of each line in the body of the letter; Nisus Writer wraps the text for you.

- ▶ In the Nisus Writer new, untitled document, choose **Courier** from the **Font** menu and type the following, exactly as shown (the dots represent spaces).

```
[title] · [first · name] · [last · name]
[position], · [co. · name]
[street · address]
[city], · [st] · [zip]
```

```
Dear · [title] · [last · name] :
```

```
I · appreciate · your · taking · time · from · your · busy ·
schedule · to · visit · our · booth · at · Macworld. · It · was · a ·
pleasure · to · meet · you · and · introduce · the · wide · range ·
of · business · services · Worldwide · Inc. · offers ·
```

- ▶ Be sure to press  twice after "offers."

Copy and paste from another document

To save time, you'll copy and paste text from a letter, named Practice Text, which you can find in the folder Tutorial Documents.

- 1 Choose **Open** from the **File** menu.
- 2 From the Tutorial Documents folder, double-click Practice Text.
- 3 Choose **Select All** from the **Select** submenu of the **Edit** menu.
- 4 Choose **Copy** from the **Edit** menu.
- 5 Choose **Close** from the **File** menu to close the Practice Text document.
- 6 Now that you've returned to your document, check that the insertion point appears on the blank line just below the text you typed. If you need to, use the mouse to move the insertion point.
- 7 Choose **Paste** from the **Edit** menu.

Automatically save and create a backup, then close the document

Nisus Writer lets you decide how often to save and backup your work. Here's how easy it is!

- 1 Choose **Preferences...** from the **Edit** menu, then choose **Saving** from the left column of the dialog. The Saving Preferences dialog, illustrated in Figure 22, contains the backup and save options available. To automatically backup and save your work, check the commands you want to activate. Nisus Writer implements the commands you specify for all documents you work with, not just the current document.

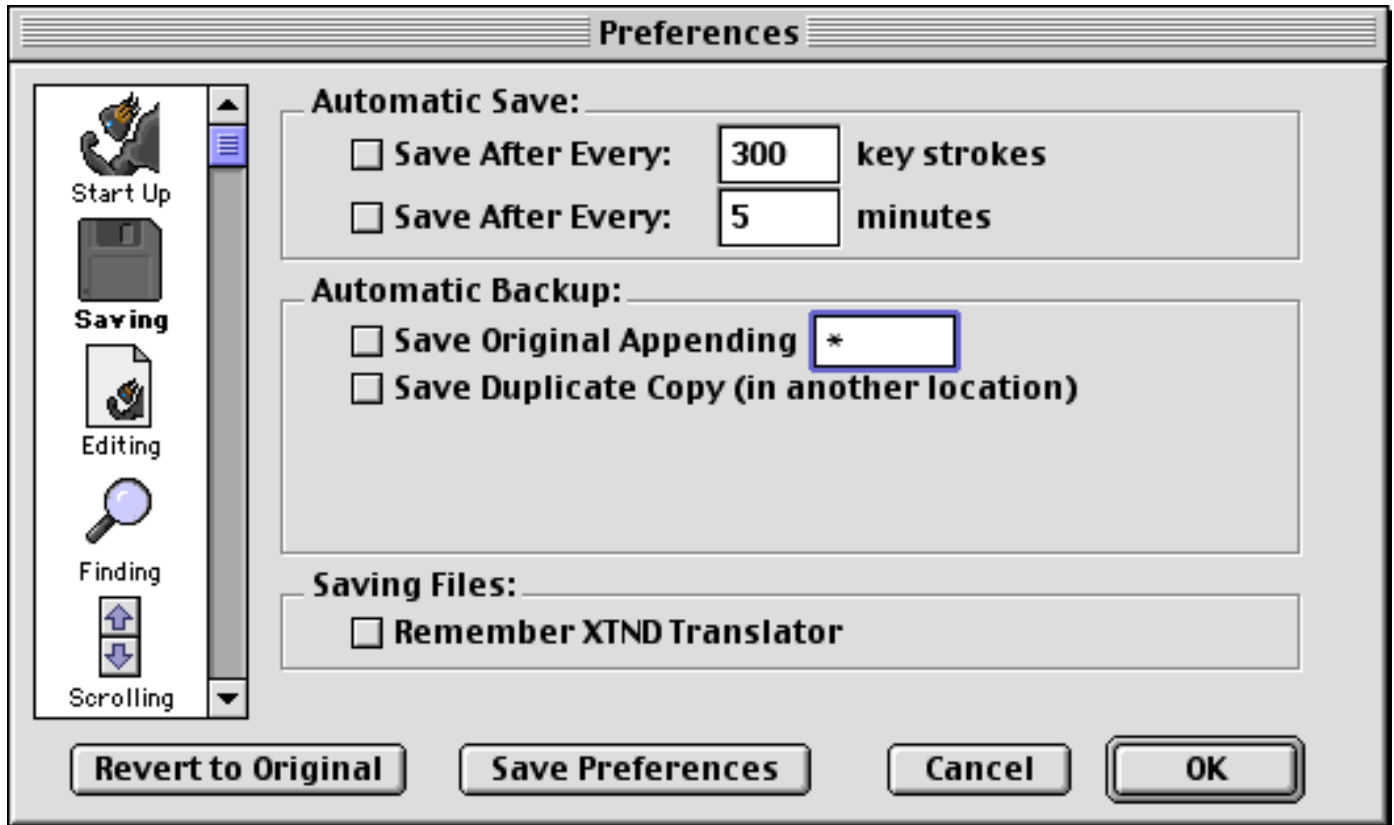


Figure 23

The Saving segment of the Preferences dialog

- 2 To automatically save files after a certain number of keystrokes type a number in the box between **Save After Every:** and **keystrokes**.
- 3 To automatically save files after a certain period of time, press **[tab]** and type an amount in the box between **Save After Every:** and **minutes**.
You can save after every 10 keystrokes or 500 keystrokes; 5 minutes or 50 minutes; either, neither, or both—Nisus Writer lets you decide!
- 4 Just in case something happens to your Macintosh while you are working on a file you may want to save the previously saved copy of your file (with an asterisk * or some other character added to its name to distinguish it), click **Save Original Appending**, and type up to four characters.
- 5 If you really want to play it safe, save a duplicate copy of your file in another location or on another disk. Click **Save Duplicate Copy (in another location)** then click the **Place into** button that appears to determine where you want the duplicate saved.
- 6 When you are satisfied with your choices click **OK**.
Depending on the choices you may have made in the Saving Files Preferences dialog Nisus Writer might now ask you to save your file.
- 7 To save these preferences, click **Save Preferences** in the Preferences dialog.
- 8 Click the close box found on the Title Bar.
- 9 Nisus Writer presents a dialog and asks if you want to save the file. So that you or someone else can repeat this exercise at another time, click **Don't Save**.

Where to go from here

This session showed you how easy it is to write with Nisus Writer. You also learned about the automatic save and backup features that Nisus Writer offers.

Now that you've finished this session, you can either continue to the next session, practice using more tools and features you learned about, or quit Nisus Writer.

To learn more about:

- typing see “Entering (Typing) Text” on page 60,
- adding space between lines see “To set spacing between lines” and “To set spacing between paragraphs” on pages 140 and 142,
- copying and pasting see “Copying Text,” “Pasting Text,” and “Copying and Pasting Styled Text” on pages 67 69, and 70,
- opening files see “Working with the Catalog” on page 309,
- saving files see “Saving Files” on page 312.

Session 2 Format Paragraphs

In Session 2 you learn how to change the way one or more paragraphs look. You also get experience setting margins and moving the indent marker and line wrap areas.

Formatting involves working with commands, the Text Bar, and buttons on the Horizontal Button Bar.

There are two parts to the Text Bar. The top half is a collection of tools such as Tab Indicators, as well as line and paragraph spacing commands. The bottom half is a ruler that displays tab and line wrap indicator settings.

The Horizontal Button Bar appears across the bottom of your window and gives you quick access to some commands.

This session teaches you how to:

- set margins and line wrap areas
- format paragraphs
- format a list

Get ready

Open Nisus Writer and open the document Session 2 found in the folder Tutorial Documents. Make sure the Text Bar, shown here,⁴ displays across the top of your screen.

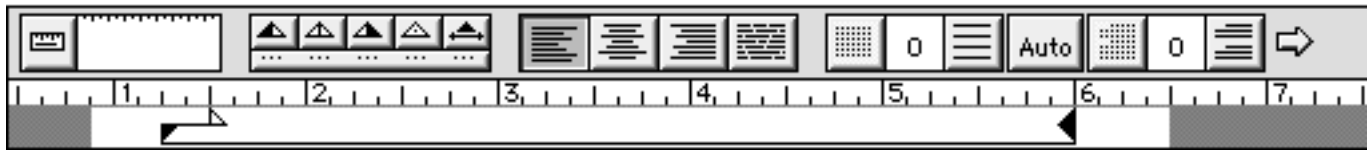


Figure 24
The Text Bar

To turn the Text Bar on, click the Display Text Bar button . It's found near the top of the Vertical Button Bar.

Set margins

Nisus Writer lets you move margins and immediately see the results. It's as easy as 1-2-3!

- 1 Choose **Layout Page...** from the **File** menu.



The Layout window shows you what your document looks like. To display the window's Information bar, click the Display Info Bar button. You'll find the button at the top of the window's Vertical Button Bar.



- 2 To move the margins, drag one of the dotted gray lines that border the text of your document. Drag it as close to the paper edge as possible.

When the point touches a margin line, notice how its shape changes to two arrows.

- 3 Repeat step 2 so that all four margin lines are as close to the paper edge as possible.

- 4 Click the Layout window's close box in the left corner of the Title Bar to return to the document window.

The margins in your document window now display the changes you made in the Layout window.

Define rulers

This task shows you how to format paragraphs. You learn how to use the ruler, indent marker, and line

⁴ The arrow on the right edge of the Text Bar only appears if you have the Arabic/Persian, and/or Hebrew Language Kit installed in your System. For details of how Nisus Writer handles editing text with Apple Computer's various Language Kits see page 72.

wrap markers. You also work with the **Ruler Name** menu, shown to the left. The **Ruler Name** menu appears in the upper left corner of the Text Bar.



Figure 25
The Ruler Name pop-up menu beside the Ruler Name Box

Define a ruler for regular text:

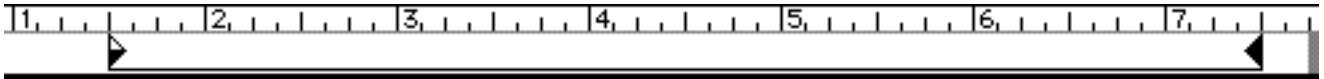
- 1 Click in the upper left corner of the document, to the left of [title].
- 2 From the left end of the ruler, click and drag the black and white triangle, to the 1.5 inch mark on the ruler.
This sets the Left Line Wrap (black) and the First Line Indent (white) indicators to 1.5 inches. Normally, when you move the left wrap marker, the indent marker also moves.
As you drag the indicator, a dotted vertical line shows its position and moves with the pointer. This Nisus Writer feature takes the guess work out of setting your text wrap area, Tab Indicators, and Indent Indicator.
- 3 From the right end of the ruler, click and drag the black triangle, Right Line Wrap indicator, to the 7.5 inch mark.



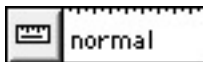
Figure 26
The Right Line Wrap indicator

If you need to see the right edge of your Text Bar click the horizontal scroll arrow at the bottom of the window.

The ruler now resembles the example below.



- 4 Click in the **Ruler Name** box and type normal.



- 5 Press **return** or **enter** to return your insertion point to the document.
Now that you have a ruler named, you can apply it to any selection of text.

To apply a ruler to the entire document:

- 1 Choose **Select All** from the **Select** submenu of the **Edit** menu.
- 2 Click the **Ruler Name** menu, then choose **normal** from the list of ruler names.

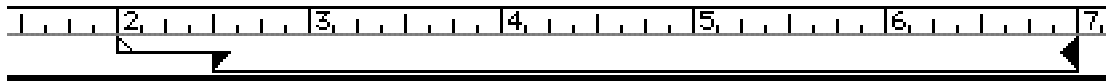


The pointer changes to a pop-down arrow when over the Ruler Name Menu button to indicate that a menu is available.

Notice how the text moves on the page and the ruler name **normal** displays in the **Ruler Name** box.

Define a ruler for a list:

- 1 Click to the left of the first list item indicated by an "o".
- 2 Choose **Paragraph Ruler** from the **Insert** menu.
- 3 Select the entire list (3 items).
- 4 Press **shift** and drag the lower, black triangle (Left Line Wrap indicator), to the 2.5 inch mark on the ruler.
Notice how the list item indents.
- 5 From the ruler, drag the upper, white triangle (First Line Indent/Outdent indicator), to the 2 inch mark on the ruler.
- 6 Drag the right Line Wrap Indicator to the 7 inch mark on the ruler.
The ruler now looks like this:



The second lines of each item in the list now display directly below the first line.

- 7 Click the **Ruler Name** box and type
list

Show paragraph rulers and close the document

This task shows you how to copy and paste a ruler from one paragraph to another. Nisus Writer lets you complete tasks using either the menu commands or keyboard shortcuts. You can even define your own command key sequences! In this task you use the standard **⌘** **V** to paste.

- 1 Click the Show Paragraph Rulers button, found on the Horizontal Button Bar, to display the location of paragraph rulers in the document.



Figure 27

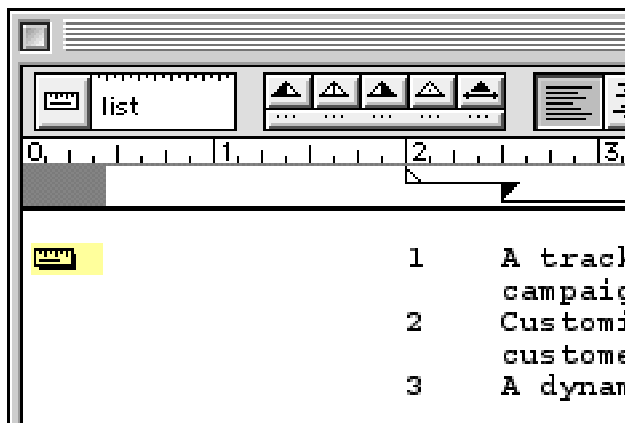
The Show Paragraph Rulers button

Notice that the area beyond the left margin contains several rulers. Each ruler shapes the paragraphs below it until the next ruler is encountered. Rulers that contain a horizontal line  are named rulers. If you select a named ruler, its name appears in the **Ruler Name** menu. Unnamed rulers do not have a line .

You can name, cut, copy, and paste rulers to transfer formats from one paragraph to another.

- 2 Select (click) the Paragraph Ruler that displays next to the list that you just formatted.

When the ruler is selected it looks like this:



Notice that the selected ruler's name appears in the **Ruler Name** menu. In this example, the Ruler Name **list** appears.

- 3 Choose **Copy** from the **Edit** menu.
- 4 Scroll to the numbered list and select the ruler that appears to the left of this list, then press **⌘** **V**.
Note: You can use command keys or choose menu commands to perform many tasks. If you prefer to use command keys, you'll appreciate how Nisus Writer lets you define your own keyboard shortcuts. The numbered list now shares the characteristics of the ruler named list.
- 5 Click the close box found on the title bar.
- 6 Nisus Writer presents a dialog and asks if you want to save the file. Since this is a practice session, click **Don't Save**.

Where to go from here

This session introduced you to several techniques useful for changing the way your document looks. Now that you've finished this session, you can either continue to the next session, practice using the tools and features you learned about, or quit Nisus Writer.

To learn more about:

- setting margins see "Using Layout Page" on page 163,
- setting line wrap areas and formatting paragraphs see "Working with Paragraphs" on page 135.

Session 3

Format Text

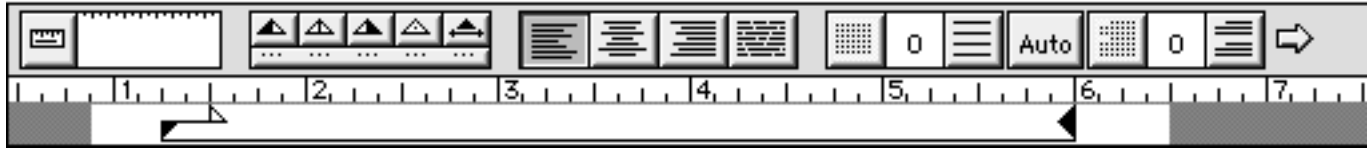
In Session 3 you learn how to change characteristics of text attributes. Formatting text primarily involves working with menus and dialog boxes.

This session teaches you how to:

- define your own styles
- change text attributes

Get ready

Open Nisus Writer and open the document Session 3 found in the folder Tutorial Documents. Make sure the Text Bar,⁵ shown below, displays across the top of your screen.



To display the Text Bar, click the Display Text Bar button . It's found near the top of the Vertical Button Bar.

Change Text Attributes

- 1 Select Macworld in the first paragraph.
- 2 Choose **Bold** and Underline from the **Style** menu.
Macworld now displays as Macworld.
Now let's define a style so you don't have to go to the Style menu repeatedly to create the same effect.
- 3 Choose **Define Styles...** from the **Style** menu.
- 4 In the Style name box type
my style over the word **Untitled**.
- 5 Check **Bold** and Underline.
- 6 Click **Set** then **Done**.
- 7 Now select Macworld in the second paragraph.
- 8 Choose **my style** from the **Style** menu.
The style you just created is called a Character Style because it applies Font, Size and Style attributes to each character in a selection.

Define Paragraph Styles

This task describes how to define Paragraph Styles. Paragraph Styles apply Font, Size and Style attributes to entire paragraphs.

- 1 Click to the left of
[title].
- 2 Choose **Define Styles...** from the **Style** menu.
The Define Styles dialog displays. Use the commands available to name a style and define its attributes. The settings in the dialog reflect the attributes of the text surrounding your insertion point.
- 3 In the **Style** text box type
letter over the word **Untitled**.
- 4 Choose **Palatino** from the **Font** menu.
Notice that the Size box already indicates 12.
- 5 Make sure **Remove Existing Menu Styles** and **Remove Existing Defined Styles** are unchecked.
- 6 In the area beneath the styles boxes check **Make Paragraph Style**.
- 7 Choose **None** from the **Ruler Name** and **Style of Next ¶** pop-up menu.

⁵ The arrow on the right edge of the Text Bar only appears if you have the Arabic/Persian, and/or Hebrew Language Kit installed in your system. For details of how Nisus Writer handles editing text with Apple Computer's various Language Kits see page 72.

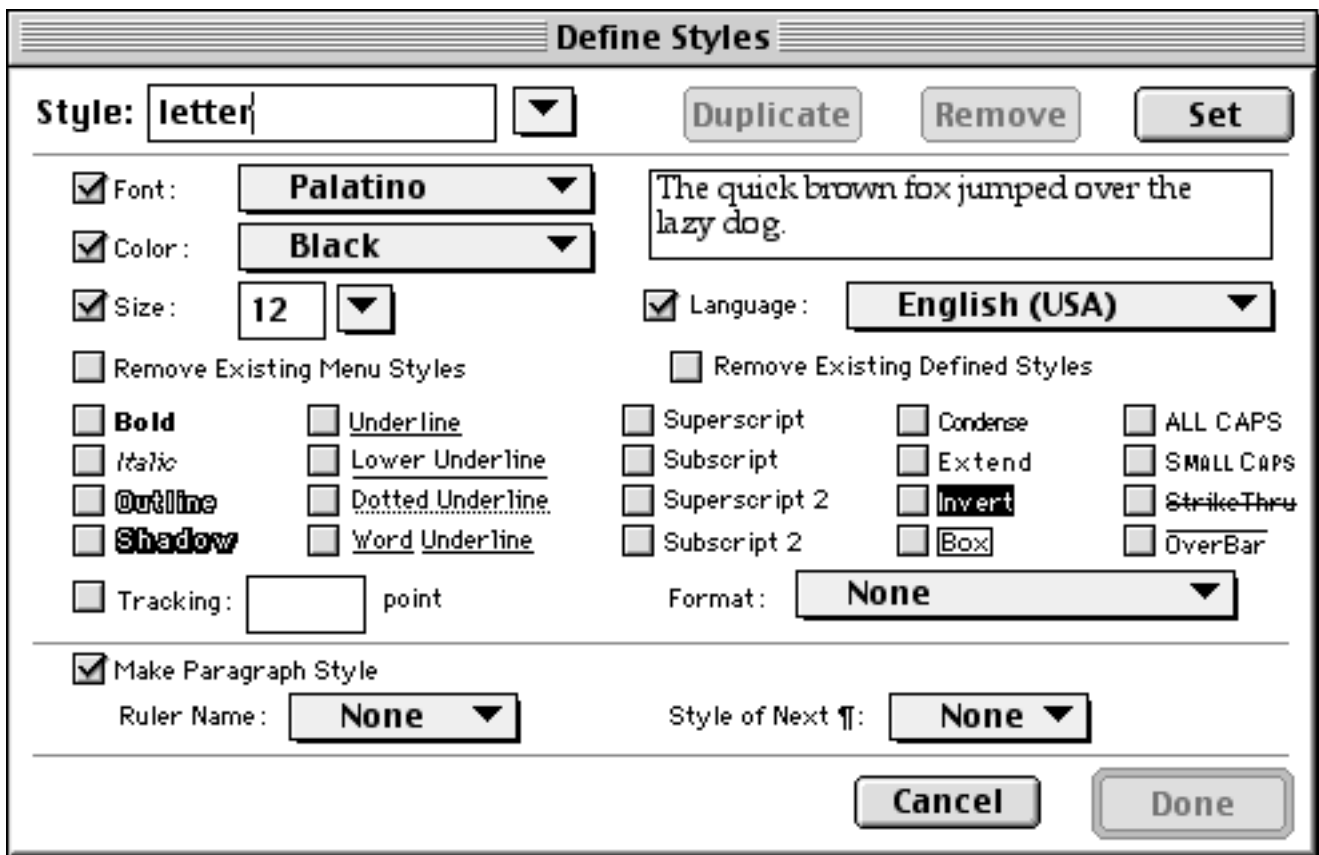


Figure 28

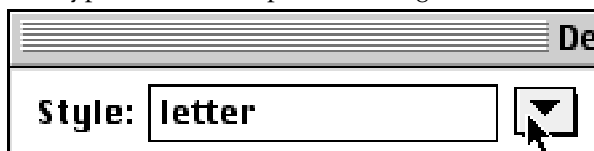
The Define Styles dialog

We could finish here and apply this style to our document and return to define another style later. Instead, this time we will define an additional style and apply them both at the same time.

Define Additional Styles

- 1 Click **Set**.
- 2 Click **Duplicate**. Notice that this style has the same attributes as the letter style but is named **Untitled**.
- 3 Type
list
- 4 Choose **New York** from the **Font** menu.
- 5 Choose **10** from the **Size** menu.
- 6 Choose **list** from the **Ruler Name** pop-up menu.
- 7 Click **Set** to set the attributes of the style you named **list**.

If you wanted to create another style, you would click the pop-up arrow beside the Style box where you typed **list** at the top of the dialog and choose **New**. Instead, we will continue.



- 8 Click **Done** to tell Nisus Writer that you have finished defining styles for this session. These styles appear as commands at the bottom of the **Style** menu and you can apply them to your document.

To see what a style looks like:

- 1 Click anywhere in the first paragraph of your letter.
- 2 Choose the style ¶ **letter** from the **Style** menu.
Notice how this style behaves differently from the Character Style you created earlier. Since **letter** is a Paragraph Style, it applies its attributes to the entire paragraph even when you have not made a selection.
Now to apply this style to the entire document:
- 3 Choose **Select All** from the **Select** submenu of the **Edit** menu.
- 4 Choose the style ¶ **letter** from the **Style** menu.
The ¶ symbol in front of the style's name indicates that it is a Paragraph Style.
- 5 Select the first list (indicated by "os").
- 6 Choose ¶ **list** from the **Style** menu.
- 7 Select the second list (indicated by numbers).
- 8 Choose ¶ **list** from the **Style** menu.
Nisus Writer now associates the attributes of the **list** style with the format characteristics of the ruler named **list**.

Nisus Writer gives you the flexibility to use any number of styles with any ruler.

If you decide you want to change the characteristics of any of these styles you can choose the style names in the Define Styles dialog and make any changes you want there. When you click  the changes are reflected in all text in your document that has those style names associated with it.

Close the document window without saving it.

Where to go from here

This session introduced you to several techniques useful for changing the way your document looks. Now that you've finished this session, you can either continue to the next session, practice using the tools and features you learned about, or quit Nisus Writer.

To learn more about:

- applying attributes to text see "Formatting Characters Using the Menus" on page 149, and "Special Styles" on page 280,
- defining and applying a your own style see "Formatting Characters Using Defined Styles" on page 150,
- changing the definition of your own style see "To change attributes of a style" on page 152,
- creating a library of styles to standardize their appearance in a number of files see "To create a style library" on page 152.

Session 4 Edit the Document

In Sessions 1 through 3 you created and formatted a document. Session 4 shows you how easy it is to perform editing tasks.

This session teaches you how to:

- find and replace character strings and create a simple macro
- work with noncontiguous text
- perform multiple undos and redos
- edit text on the Clipboard

Get ready

Open Nisus Writer and open the document Session 4 found in the folder Tutorial Documents. Make sure the Text Bar displays across the top of your screen.

Find and Replace a String of Characters

This task introduces you to the Find/Replace feature. In this example, Nisus Writer finds sequences "strings" of plain character and replaces them with bold, italic text.

- 1 Choose **Find/Replace...** from the **Tools** menu.
The Find & Replace window contains boxes for specifying the characters you want to find and replace.
- 2 In the Normal Find box, type (without a Return)
national account
Make sure the Find & Replace window is set at **Normal Find**. If you need to, click the **Find** pop-up menu to choose it.

- 3 In the Replace box, type
national account and select it.
- 4 Choose **Bold** from the **Style** menu.

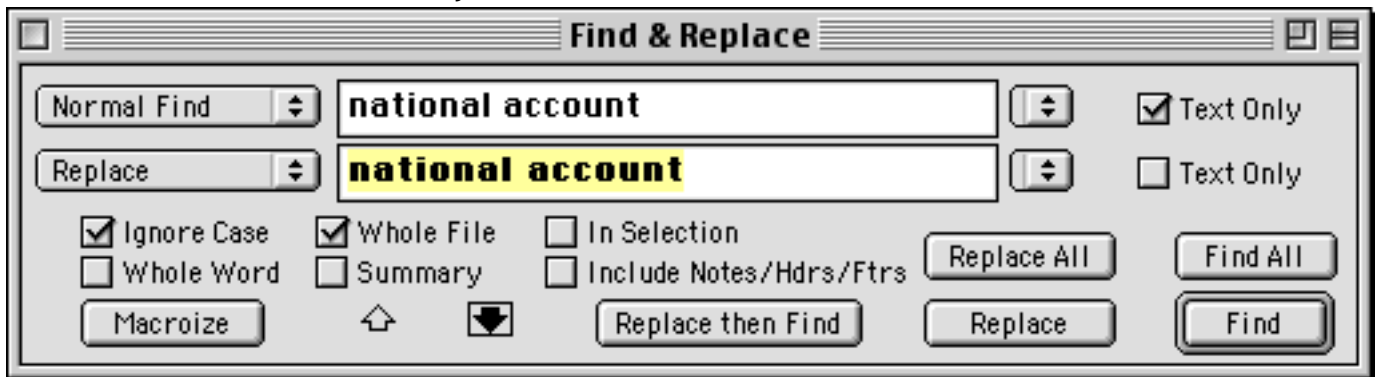


Figure 29

The Find & Replace window

- 5 To find the words “national account” and replace all occurrences with “national account” (in **Bold**), be sure the **Whole File** and **Ignore Case** boxes are checked and **Whole Word** is not checked, then click **Replace All**.
- A window appears showing 5 substitutions were made.
- 6 Click **OK** to close the window, then click the close box in the upper left corner of the Find & Replace window.

Precision Find/Replace using PowerFind

This task shows you how to find and replace particular characters using PowerFind. You will see how to use variables to describe what you are searching for.

In the body of your letter, there is a list of items designated by “o”s. To find and replace each “o” with a bullet “•” we could...

- 1 Select the
o
at the beginning of the bulleted list.
- 2 Choose **Copy to Find** from **Copy** submenu of the **Edit** menu.
- 3 Choose **Find/Replace...** from the **Tools** menu.
Notice that the “o” appears in the Find box in the Find & Replace window. Nisus Writer has saved you a step in the process.
- 4 Press **Tab** to move your insertion point into the Replace box.
- 5 Press **Option** and type
8 in the Replace box.
- 6 Click **Replace All**.
A window indicates the number of substitutions made.
- 7 Click **OK** to close the window.
Notice that Nisus Writer replaced the “o”s with the bullet character.
However we find that Nisus Writer replaced all “o”s, even those in the middle of words. To specify only those “o”s in the list, we need to be more descriptive.
- 8 Choose **Undo Change All** from the **Edit** menu to return to the original appearance of the document.

To replace specified characters at the beginning of the list:

- 1 Choose **Find/Replace...** from the **Tools** menu.
- 2 Choose **PowerFind** from the **Normal Find** pop-up menu to the left of the Find box.
- 3 Choose **¶ Start** from the **Position** menu.
- 4 Type the letter “o” (lowercase) in the Find box.
Notice that the bullet is still in the Replace box.
- 5 Click **Replace All**.
This time Nisus Writer only replaces those “o”s you wanted to replace (that is, those at the beginning of a paragraph).
- 6 Click the close box to hide the Find & Replace window.

To automate future find/replace activities:

- 1 In the Find & Replace window, click **Macroize**.
- 2 A dialog appears that offers a variety of options.
Because we're new to this activity, we want to make a new macro command.
- 3 Click New Macro Command.
As you click New Macro Command, a new area becomes visible in the dialog which allows you to add this macro command to any preexisting macro file. We'll add it to our Nisus Macros so that it's available whenever we start Nisus Writer.
- 3 Type the name of this macro in the text field:
o to .
Notice that on the right side of the dialog you can choose from a number of other options. We want to replace all, so we'll leave that button alone. The two check boxes allow you to determine what the macro will do when it finishes its task. At the moment, it's set for Terse (which means: "Don't tell me how many items were replaced" and "If you don't find anything, just stop," and, of course it will, because it has no other commands to execute.)
- 4 Click **OK**.
Nisus Writer has added a new command to your menus: **o to .** Now, whenever you want to change every "o" that appears at the beginning of a paragraph to a bullet just choose **o to .** from the Nisus Macros submenu of the **Auto** menu.

Noncontiguous Text

This step explains how to make changes to text selected from different bullet list items. It's easy to select text from different places in your document. All you need to do is press **⌘** **option** as you select text.

- 1 In the bulleted list, select the phrase
Develop and implement a **national account** program
- 2 Press **⌘** **option** as you select the phrase
Educate sales management
continue pressing **⌘** **option** as you select the phrase
Establish **national account** goals
then release the keys.
- 3 Choose **Bold** from the **Style** menu.

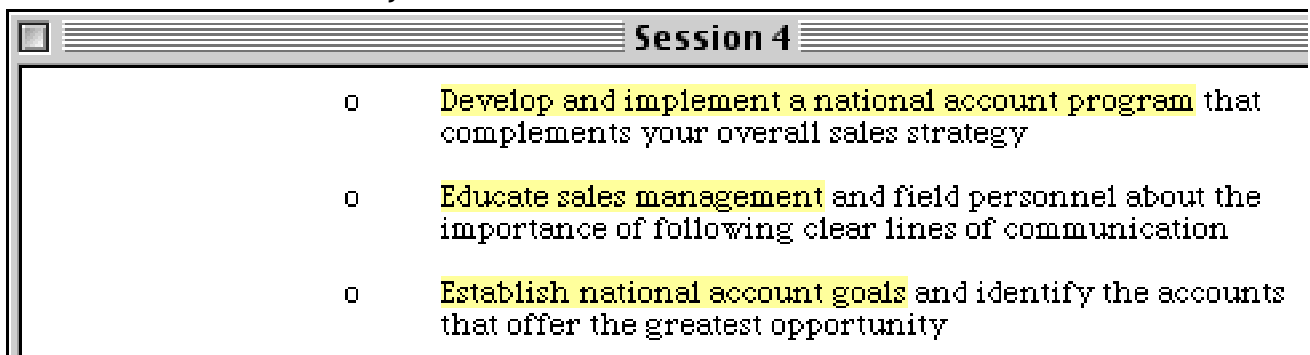


Figure 30
Noncontiguous selection

Perform Multiple Undos

Nisus Writer remembers what text you've typed and even the menu selections you've made. This task has you make several changes to the opening sentence. You use multiple undos to return it to its original state.

- 1 Select the phrase from the first sentence
I appreciate your taking time
- 2 Type
I appreciate your time and
- 3 Select the passage you just wrote, then type
Thanks for the time
- 4 Select the again revised text and type
Thanks for meeting with me and taking time
- 5 To return the passage to how it was when you started, choose **Undo Typing** from the **Edit** menu.
- 6 Continue to select **Undo** until the passage appears as
I appreciate your taking time

Perform multiple redos

This task shows you how to use Nisus Writer to redo what you asked it to undo in the above procedure.

- ▶ Choose **Redo Typing** from the **Edit** menu until the first sentence reads

Thanks for meeting with me and taking time

Notice that not only does Nisus Writer allow you to redo multiple times, it tells you what you have undone. You can use this as a tool to help you learn what you have done.

Editing text on your Clipboard

While Nisus Writer allows you multiple undos which give you the ability to compare one version of what you wrote with an earlier version, Nisus Writer has other tools that give you a similar capability. You can edit your text on the Clipboard.

- 1 Select the sentence

Thanks for meeting with me and taking time

- 2 Choose **Copy** from the **Edit** menu.

- 3 Double-click the Show Clipboard button on the Horizontal Button Bar.

Notice that the x on the button indicates that you have copied something to the Clipboard. The 0 beside the Clipboard indicates which of the 10 Clipboards in Nisus Writer is current.

- 4 Select the text you see on the Clipboard and type one or more of the variants that you typed in the earlier session.

You can type and compare the revisions on the Clipboard with what you have selected in the document above any number of times. You can undo and you can even check your spelling before you decide to close the Clipboard and paste your sentence back into the document replacing the selection.

- 5 Since we've decided not to change the text, just close the Clipboard by clicking its close box. Then close the document Session 4 without saving any changes.

Where to go from here

This session showed you how to use some of Nisus Writer's editing tools. Now that you've finished this session, you can either continue to the next session, practice using the tools and features you learned about, or quit Nisus Writer.

To learn more about:

- finding and replacing character strings see "Using Normal Find" on page 82, "Using PowerFind" on page 93 and "Using PowerFind Pro" on page 49103 "Macros Quick & Easy" beginning on page 346,
- performing multiple undos and redos see "Recovering from Mistakes" on page 71,
- using the Clipboards see "Using the Clipboards" on page 39.

Session 5 Working with Graphics

In Session 5 you create letterhead as a graphic then add it to your letter.

This session teaches you how to:

- create a header
- copy and paste graphics
- integrate graphics with text
- use drawing tools
- insert a variable

Get ready

Open Nisus Writer and open the document Session 5 found in the folder Tutorial Documents. Make sure the Text Bar displays across the top of your screen.

Create a header for your letter

A header is a section of your document above the normal text-editing area that can repeat on every page of the document.

This task shows you how easily Nisus Writer integrates graphics and text. You're also introduced to just a few of the features that make working with graphics easy.

- 1 Click to the left of the first line next to

[title]

- 2 Choose **Header** from the **Insert** menu.

Now that you have opened a header in the document you will create a company logo using the graphics tools of Nisus Writer.

Copy and paste a graphic

- 1 Choose **Scrapbook** from the Apple  menu.
- 2 Click the appropriate arrow on the Horizontal Scroll Bar until the graphic that looks like interlinked diamonds displays.
This graphic comes with the Scrapbook when you purchase your Macintosh. If you have removed it, use any similarly sized graphic (approximately one square inch).
- 3 Press  , then close the Scrapbook.
- 4 Press   to paste the graphic into the header.
- 5 Click the Left Justify button on the Text Bar.



Figure 31
The Left Justify button on the Text Bar selected

Create Graphics

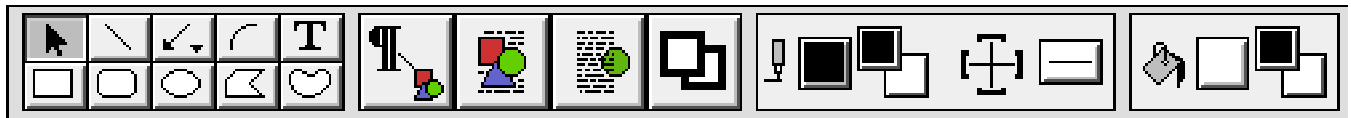
Now, to turn this graphic into your company logo, you need to add your company name.

The Graphics Bar gives you quick access to tools used to create and edit graphics.

- 1 Click the Display Graphics Bar button on the Vertical Button Bar.



The Graphics Bar appears (replacing the Text Bar).



- 2 Click the Text Tool button on the Graphics Bar.



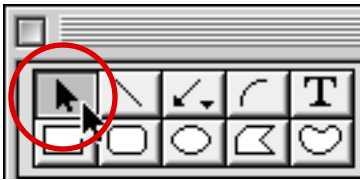
- 3 Choose **Helvetica** from the **Font** menu, **12** from the **Size** menu and **Bold** from the **Style** menu.
- 4 Click anywhere in the white area of the header to the right of the graphic.

A Text Box displays. Don't worry about the location of the text—you can adjust it later. And if the text does not fit in the box, click and drag the lower right corner of the box to the right to enlarge the box.

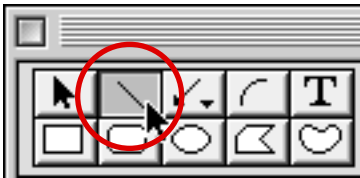
Type:

Worldwide Inc. in the text box.

- 5 Click once again, anywhere in the white area of the header and type
112 Globe Dr.
New York, NY 00098
- 6 Choose **9** from the **Size** menu and **Plain Text** from the **Style** menu.
- 7 Click the Selection Tool on the Graphics Bar then click the address and drag it to a position under the company name.



- 8 With the address still selected press **⌘** and click the company name.
When you press **⌘** and click multiple graphic elements you can have multiple selections (as you do when you select multiple files in the Finder).
- 9 Choose **Group** from the **Graphics** menu.
This groups both objects so that you can resize and move them as a unit.
- 10 Drag the name and address directly below the graphic. Notice that the white area grows to fit the graphic.
- 11 Click the Line tool on the Graphics Bar.



- 12 Click next to the top, right corner of the graphic, near the 1.75 in. mark on the ruler and drag down about two inches to draw a line.
If you press **⌘** as you draw the line, Nisus Writer forces a straight line on either the 45° or 90° axis.



Figure 32
Header with Logo Completed

- 13 Click the Display Document button on the Horizontal Button Bar to close the Header window and return to your letter.
- 14 Click the Display Graphics Bar button on the Vertical Button Bar once again to return to the text layer of Nisus Writer.
Notice that this does not display the Text Bar. You do not have to show the Text Bar in order to manipulate text, only to modify the shape of paragraphs.

Insert a variable

A variable is an item that can change depending on other things that alter in your document. Dates, page numbers, even document names change. When you insert a date variable in your document you let Nisus Writer know that you think this item will not remain the same and you want Nisus Writer to keep it current.

- 1 Click your insertion point two lines above the line that reads
[title]
- 2 Choose **Current Date** from the **Date & Time** submenu of the **Insert** menu.

Nisus Writer inserts the current date.

You can change how Nisus Writer displays this date by choosing **Date Format...** from the **Date & Time** submenu of the **Insert** menu.

- 3 Choose **Layout Page...** from the **File** menu to see your changes.

The letterhead now appears at the top of your document and resembles the following example.



- 4 Click the close box to return to your document.

- 5 Click the close box of your document window to close the document. Don't save changes.

Where to go from here

Now that you've finished this session, you can either continue to the next session, practice using the tools and features you learned about, or quit Nisus Writer.

To learn more about:

- creating headers and footers see "Headers and Footers" on page 176,
- using variables see "Working with Variables" on page 179 and "Working with Automatic Numbering" on page 213,
- creating graphics see "Graphics" on page 181,
- integrating graphics with text see "Combining the Graphics and Text Layers" on page 195.

Session 6 Polish Your Draft

In Sessions 1 through 5 you developed a draft letter, experimented with a variety of Nisus Writer tools, and learned about graphics.

This session teaches you how to:

- run a spelling check
- create and insert a footer so that the correct number appears on every page of your document.

Get ready

Open Nisus Writer and open the document Session 6 found in the folder Tutorial Documents. Make sure the

Text Bar displays across the top of your screen.

Run a spelling check

Running a spelling check only takes a few minutes of your time and it's a quick way to catch and repair typos.

- 1 Choose **Check Spelling...** from the **Tools** menu

The Check Spelling window displays⁶ and offers you a variety of ways to handle your text.

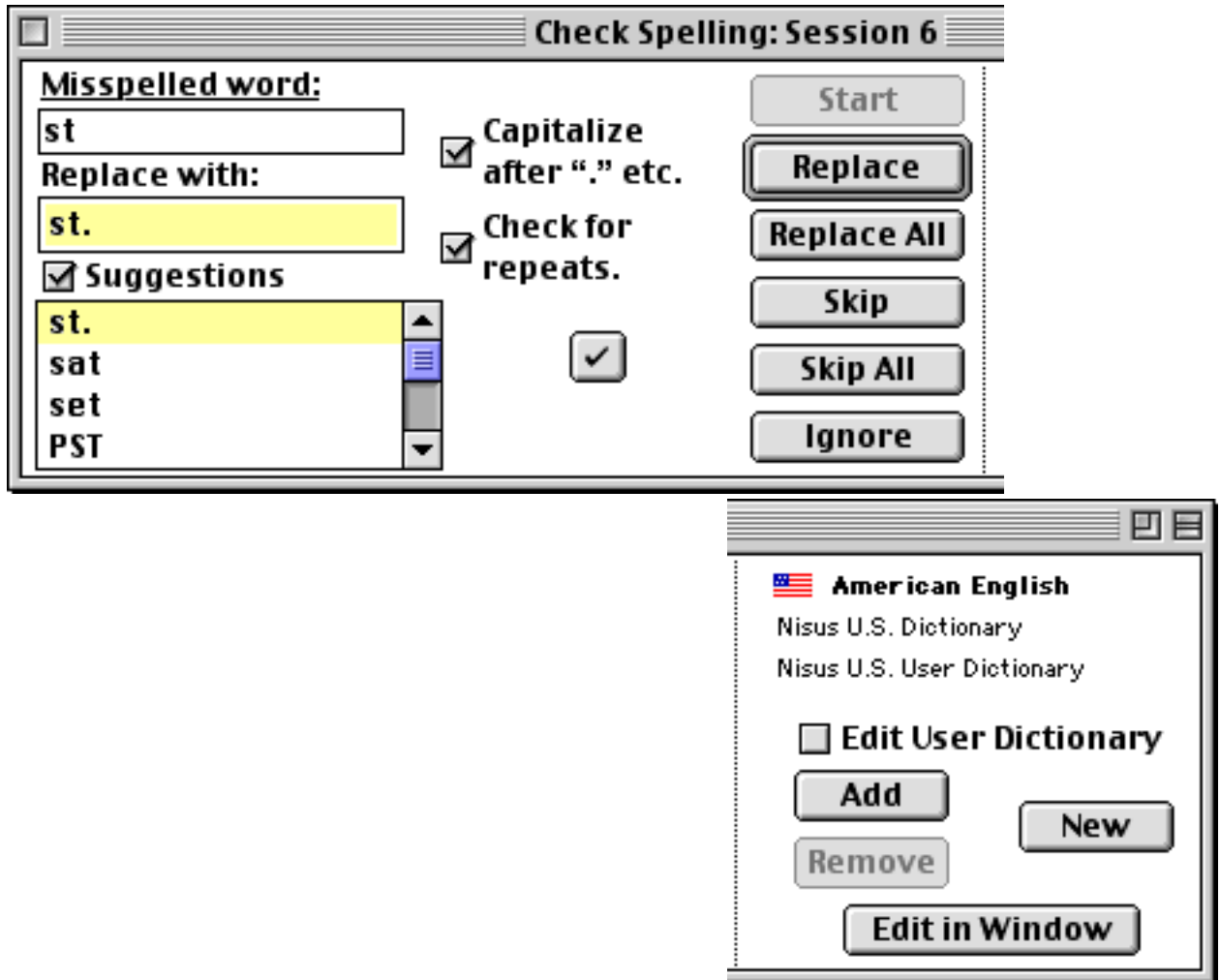


Figure 33

The Check Spelling window

- 2 Use the check spelling options to correct misspelled words.

As you open the Check Spelling window Nisus Writer automatically searches for the first misspelled word following the insertion point. When the spelling checker finds a word that is not in its dictionary it selects the word and offers you a variety of options.

⁶ If you purchase the Nisus Definition Dictionary and put it in your Nisus Writer Tools folder, the standard Nisus Spelling Checker window expands to allow you to check definitions.

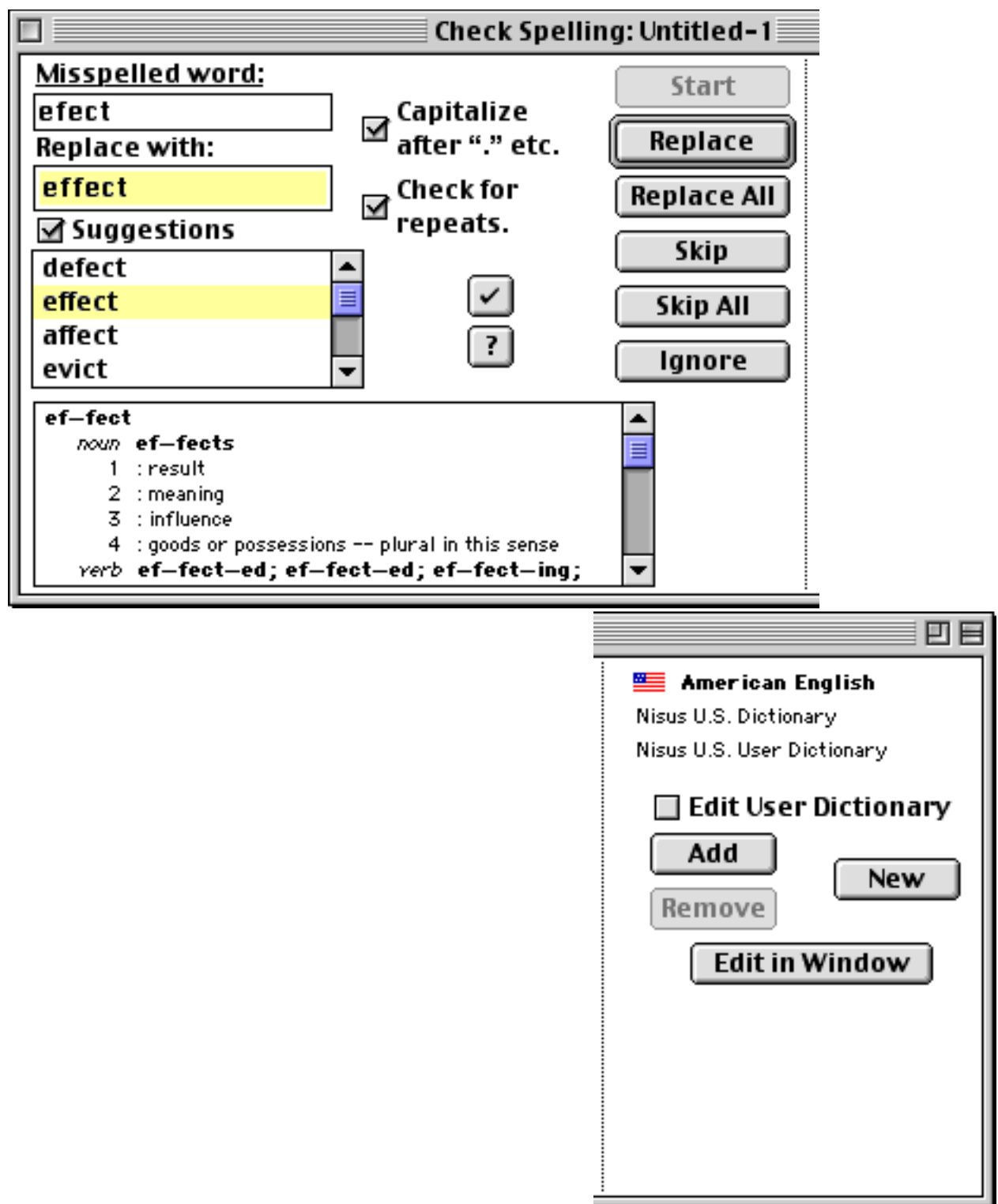


Figure 34

The Check Spelling dialog with the Definition Dictionary installed

Nisus Writer tells you which word it considers misspelled and offers suggestions. You can replace that instance of the word by clicking **Replace** or, if you think you have other instances of the same misspelling, you can click **Replace All**. If you are not certain whether or not you want to replace the word you can click **Skip** to skip this occurrence of the word in this editing session of Nisus Writer or click **Skip All** to skip all occurrences of the word in this editing session of Nisus Writer.

If a word is not part of the supplied dictionary you can add it to your own "User" Dictionary. Click **Add** to have Nisus Writer never again stop and question you about a particular word.

If you come upon a word that you expect to use only in this one file or rarely again, you can have Nisus Writer ignore it here without adding it to your user dictionary. In that case, click **Ignore**.

As Nisus Writer completes checking the entire document, it returns your insertion point to the position it had when you began.

- 3 When you finish checking your spelling click back into your document.

You can leave the spelling checker open in the background and when you need it again, just click in its window to make it active.

Insert a Page Number and Close the Document

Here's how to number pages in a document.

- 1 Click to the left of
Dear [title][last name]:
- 2 Choose **Footer** from the **Insert** menu.
- 3 Type
Page and press space.
- 4 Choose **Page Number** from the **New Number** submenu of the **Insert** menu.
- 5 Click the Display Info Bar button on the Vertical Button Bar.

Notice that in the Headers & Footers window the Info Bar displays the page icon crossed out. There are no pages here. The number 1 represents a “variable,” that is, an item that varies depending on which page displays.

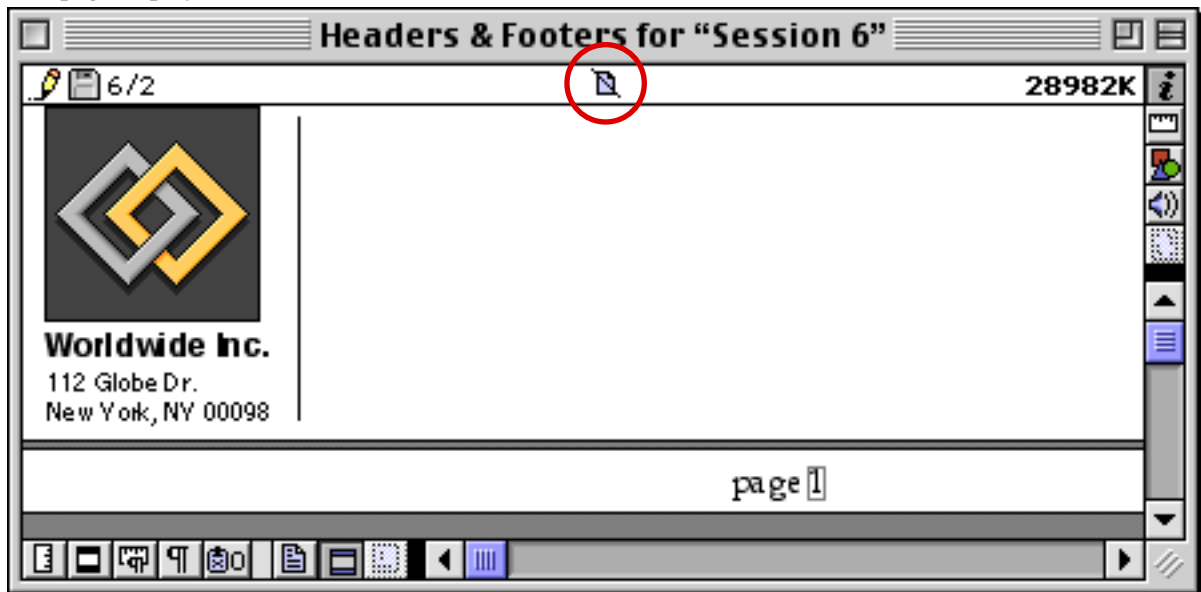


Figure 35

The Headers & Footers window

- 6 Click the Display Document button on the Horizontal Button Bar to close the Headers & Footers window and return to the letter.



- 7 Choose **Layout Page...** from the **File** menu to see what your letter looks like.
- 8 Click the close box found on the Title Bar of the Layout window to return to the document.
- 9 Click the close box and close the document without saving changes.

Where to go from here

Now that you've finished this session, you can either continue to the next session, practice using the tools and features you learned about, or quit Nisus Writer.

To learn more about:

- checking your spelling see “How to Check Spelling” on page 118,
- creating headers and footers see “Headers and Footers” on page 176,
- placing the correct number on each page see “Numbering Pages” on page 155.

Session 7

Merge and Print Your Document

In this session you merge prospect names and addresses from a data document into your letter then print the letters.

This session teaches you how to:

- prepare your letter for the merge operation
- create a data document
- merge the letter and data document
- print your letters.

Get ready

Open Nisus Writer and open the document Session 7 found in the folder Tutorial Documents. Also open a new, untitled document or the document Session 7 Data Document.

Prepare document for merge

When you use Merge, Nisus Writer recognizes information found within brackets [information] as the data you want to merge into a document.

As you develop your letter and data document, be sure to:

- use the same text to indicate information to merge in both documents (for example, to replace the name of a street, use the word "st" in both documents not "st" in one and the abbreviation "St" or "st." in the other)
- type field information about each record in the same order in the data document (for example, don't reverse the sequence of the contact's first and last names).

Create a data document (optional)

If you do not wish to type text, open the file "Session 7 Data Document" (by double-clicking it in the Tutorial Documents folder) and move ahead to the next instruction "Merge the Letter and Data Document."

This step shows how to create a data document. In this example, the data document contains the name and address of people you want to contact.

When you set up your data document, always type record fields in the same order as the definition record (the first line in the data document). Be sure to use commas to separate each field as shown here.

- 1 On the first line of the untitled document, type the following text exactly as instructed below. Do not press  until after the word "zip":

```
title,first name,last name,position,co.·  
name,street address,city,st,zip
```

Notice there are no spaces after the commas. This is called the definition record.

- 2 Type this information about these contacts:

```
Mr.,Joe,Jaramillo,President,Macro·Inc.,1234·Hour·  
Drive,Detroit,MI,12345
```

- 3 Then press  and type:

```
Ms,Mary,Fox,President,Rockland·Co.,342·First·  
Avenue,Detroit,MI,12345
```

- 4 Then press  and type:

```
Dr.,Casey,Lopez,Director,Remmer·Inc.,890·Fox·  
Street,Detroit,MI,12345
```

Then press .

- 5 Choose **Save** from the **File** menu, name the file:
My Data Session 7
then click .



Figure 36
The Data Document

- 6 Choose **Close** from the **File** menu to close the window.
- 7 Close all other windows except for the Session 7 document.

Merge the letter and data document

This step shows how quickly you can merge your letter and data document.

- 1 Choose **Merge...** from the **Print** submenu of the **File** menu.

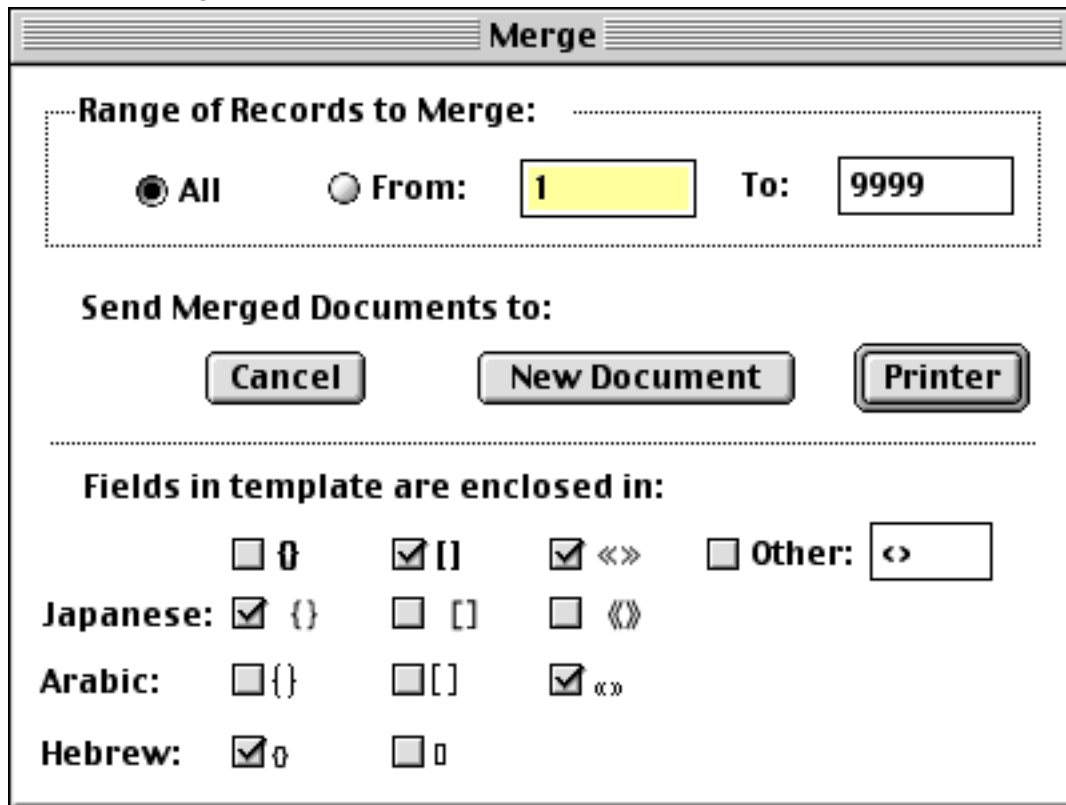


Figure 37
The Merge dialog (with WorldScript options available)

- 2 Click the square bracket **[]** checkbox.
- 3 In the middle of the dialog window, where it says **Send Merged Documents to:** click **New Document**.

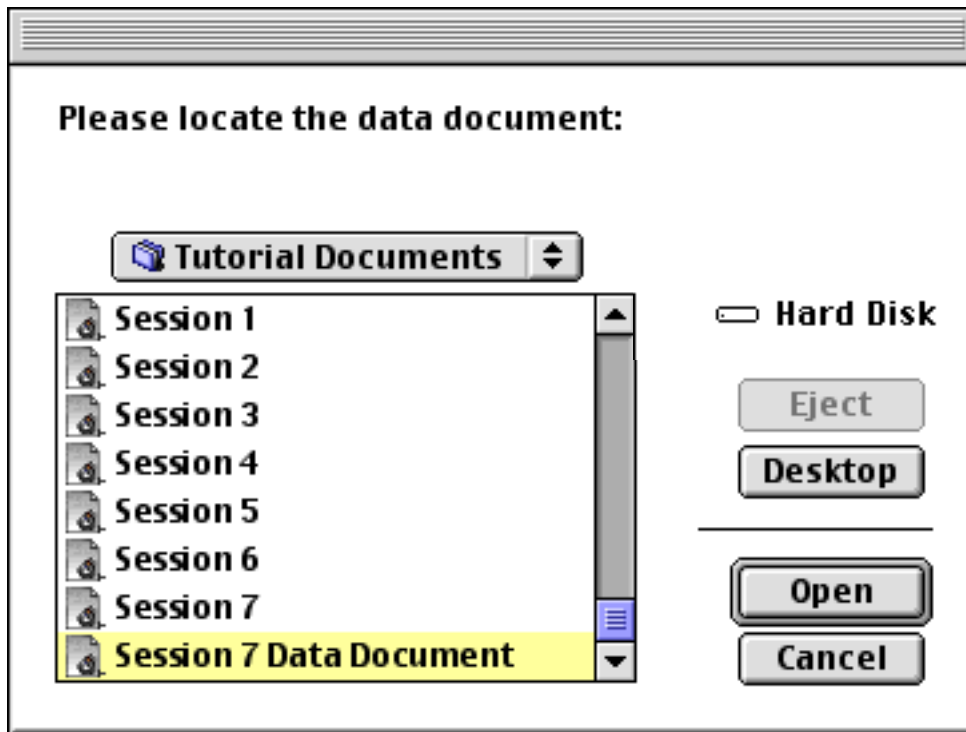


Figure 38

The Please locate the data document variant of the Open dialog

- 4 A variant of the standard Open dialog appears. From the list beneath **Please locate the data document**, double-click the data definition file named Session 7 Data Document or My Data Session 7 document. When the merge is complete, a new document appears with each page containing a customized letter. You can scroll down to see each letter. Notice that the new merged document is called by the name of the file (in this case Session 7) with the word “merged” appended. Because the merged letters display as one document you will see how Nisus Writer counts the pages. Had we sent each page to the printer they would each display page 1 in the footer.

Where to go from here

Now that you’ve finished this session, you can either practice using the tools and features you learned about, quit the application, or start the real adventure of using Nisus Writer.

To learn more about:

- merging your files see “Merging Files” on page 300,
- printing your documents see “Printing Documents” on page 295.

Creating Documents

This portion of the manual contains step-by-step instructions that explain how to use Nisus Writer to develop, edit, and format documents. You'll also find instructions that explain how to insert tables and graphics created with other applications.

"Writing and Editing," describes basic operations to help you get used to working with Nisus Writer. It contains an introduction to Nisus Writer's unsurpassed Find/Replace capabilities. It also introduces you to basic procedures for writing with a script other than Roman. If you're new to using a computer or have limited experience working with word processing packages, be sure to review this section as well as the tutorial.

"Proofing Documents," contains instructions for using the Spelling Checker and Dictionaries, the Thesaurus and hyphenation, and learning about your documents statistics as well as using Text-to-Speech as a Proofing Tool.

"Formatting Documents," contains the information you need to produce camera-ready documents. It describes how to define the shapes of paragraphs using the Text Bar and using the Font, Size and Style menus to affect the shape of individual characters. It also details instructions for defining your own styles which combine any or all of these elements. Here you also learn about alphabetizing, creating bulleted lists and working with automatic numbering.

"Headers and Footers," shows how easily you can include headers, footers and how to use them to number pages in a variety of document formats.

"Graphics," introduces the graphics capabilities available at your fingertips. The instructions show how to use different tools to create quality illustrations with ease.

"Book Tools," explains the various special tools available in Nisus Writer for creating larger documents. These include the use of variables, footnotes, tables, equations, and cross-references. This section also includes a unit on creating tables of contents and indexes.

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Writing and Editing

This portion of the manual introduces you to Nisus Writer and shows you how to use time-saving features effectively. Review the information here to get a feel for the application and how easy it is to learn and use. The sections include:

Entering (Typing) Text.....	60
Selecting Text.....	64
Copying Text.....	67
Cutting Text.....	68
Pasting Text.....	68
Moving, Deleting, and Replacing Text	69
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Writing in Multiple Languages.....	72
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Entering (Typing) Text

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

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

Typing On A Computer

Because of advances enabled by the creation of the computer, however, certain conventional behaviors familiar on typewriters no longer apply. For example, you:

- Type one space only between sentences, not two.
The fractional fonts (in which an “m” uses more space than an “l”) that the computer uses make the extra spacing between sentences superfluous.
Compare a fractional font (9 point Palatino):
The quick brown fox jumps over the lazy dog. How razorback-jumping frogs can level six-piqued gymnasts!
with a monospaced font (9 point Courier):
The quick brown fox jumps over the lazy dog. How razorback-jumping frogs can level six-piqued gymnasts!
- One exception to this relates to how Nisus Writer’s text to speech tool interprets abbreviations. You must type two spaces after “in.” as in “inside [period]” or the text to speech tool will consider the word an abbreviation for inches.
- “Billy, bring the two in. screw and all your toys in. If you don’t do what I say now, you won’t get your dessert.”
- Type  only to line up columns, not to begin a paragraph with an indentation.
If you want an indent at a new paragraph you use the first line indent indicator on the Text Bar.
- Type  only to begin a new paragraph, not at the end of each line or to “double-space.”
You’ll never hear the little bell ring again, the Macintosh makes its beep only when you try to do something that it cannot do at that time. You use the paragraph spacing buttons on the Text Bar to separate paragraphs and the page break character to start new pages.¹

Typing unusual characters

The Macintosh makes a wide variety of characters available to you that never had keys on the normal typewriter. Among these characters you can find symbols (often called dingbats)² and characters from

¹ You only type two Returns to separate paragraphs in e-mail. Because the computers through which e-mail passes often break lines with Return characters, the only true way to know when a new paragraph begins is to put in two Returns before you send your mail. This generally held convention allows you to know where the true paragraphs are when you receive mail that has Returns at the end of each line.

² Some fonts consist of nothing but dingbats. However, this list is for those characters that occur in the standard fonts supplied when you buy your Macintosh.

almost every language that uses the Romanic character set.

To enter characters using the Character Table:

- 1 Click your insertion point in your text where you want the character to appear.
- 2 Choose **Character Table** from the **Editing Tools** submenu of the **Tools** menu.
A window that lists all the characters in your current font appears. If you want a character from a different font, size or style, just choose those attributes from the appropriate menus.
- 3 Scroll till you see the character you want to enter into your text.
- 4 Double-click that character in the Character Table.

The character then appears at the insertion point in the window behind the Character Table as illustrated in Figure 39.

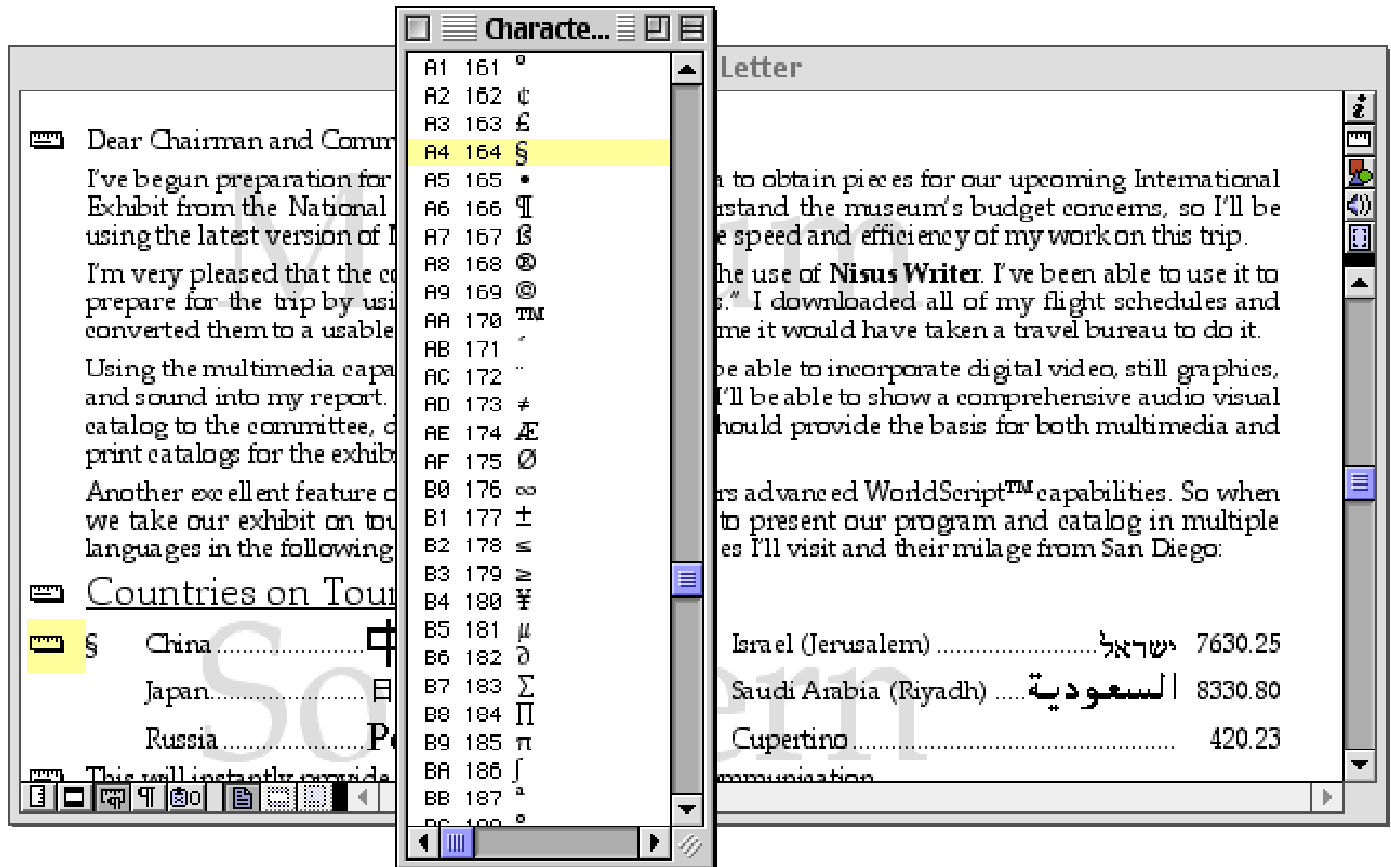


Figure 39

The Character Table inserts the selected character in the inactive window

To enter a character using the keyboard

Most of the unusual characters are made by pressing a combination of a key on the keyboard and a "modifier" key such as **option**. For example, you can also create the symbol illustrated in Figure 39 by pressing **option** then the **6** as illustrated in the Key Caps in Figure 40.

Other unusual characters are called delayed strike characters. As illustrated in Figure 41 these require you to press **option** and then two keys to give you the character you want. To help you find these keys, the Macintosh supplies a small application called Key Caps installed in your Apple menu.

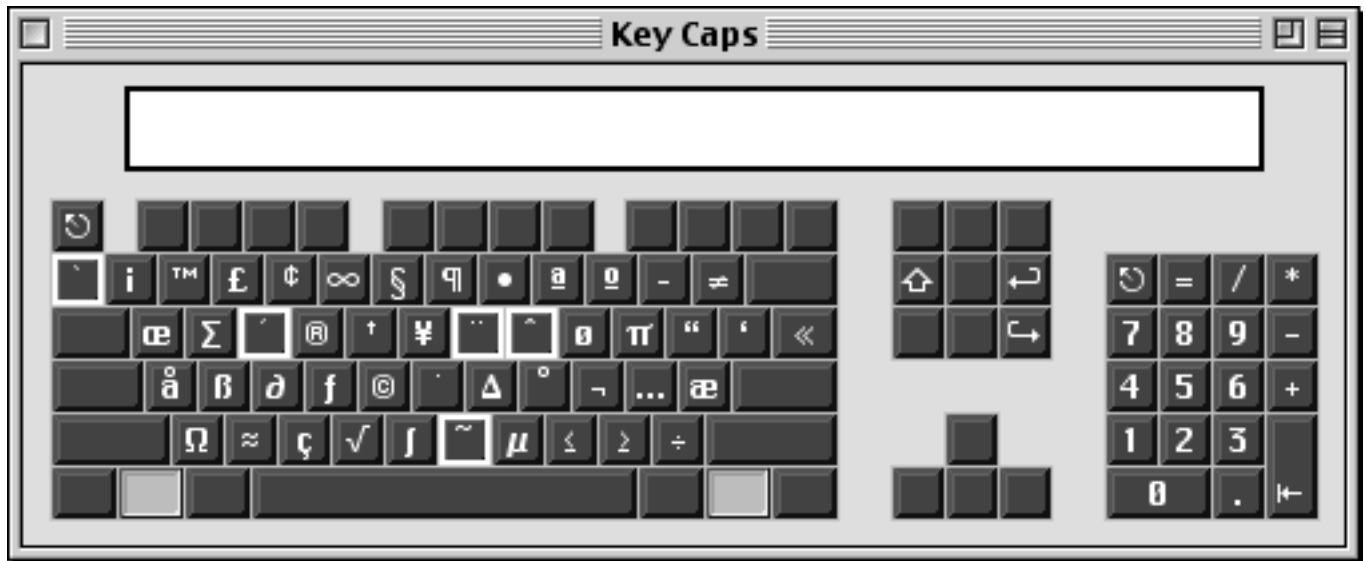


Figure 40
Key Caps with the Option Key pressed

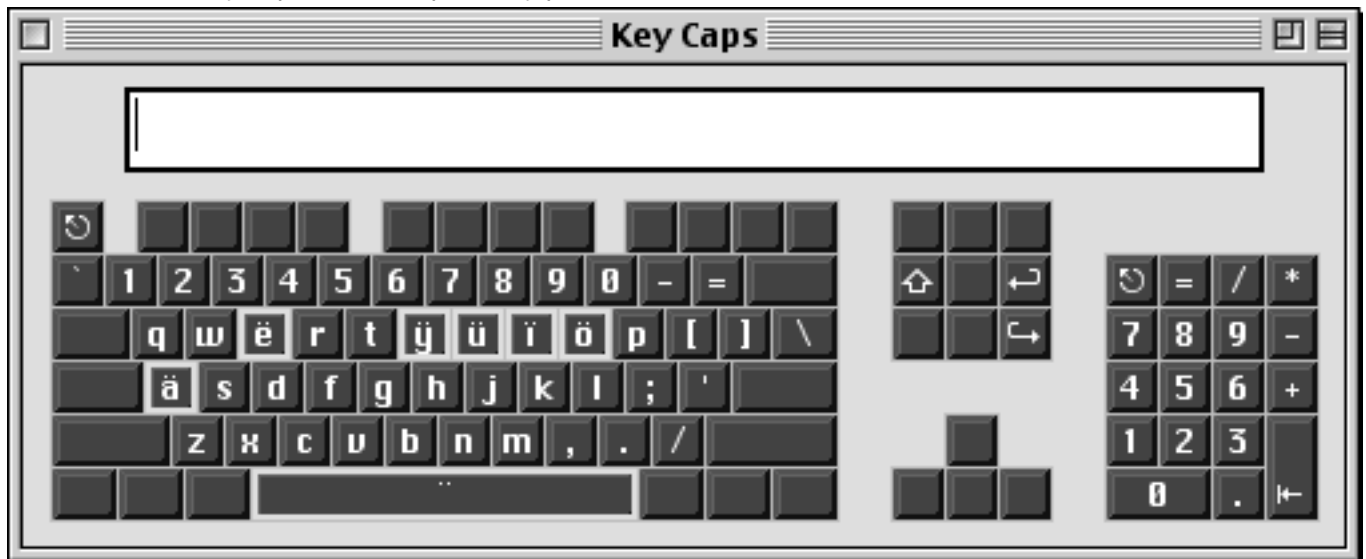


Figure 41
Key Caps after releasing the Option Key and the “U” 

Table 2 identifies many of these alphabetic characters and how you create them. Table 3 and Table 4 show a complete listing of all other available characters displayed in Helvetica (which has more than any other standard font).



Certain characters (such as the accent acute and the umlaut alone) are available only through the Character Table. While you might not have much use for them without the alphabetic characters over which they appear, Nisus Writer does give you access to them in this manner.

To type:		press
à, è, ì, ò, ù	Accent Grave	and then the letter.
À, È, Ì, Ò, Ù	UPPERCASE Accent Grave	, and then the letter.
á, é, í, ó, ú	Accent Acute	and then the letter.
Á, É, Í, Ó, Ú	UPPERCASE Accent Acute	, and then the letter.
â, ê, î, ô, û	Circumflex	and then the letter.
Â, Ê, Î, Ô, Û	UPPERCASE Circumflex	, and then the letter.
ã, õ, ñ	Tilde	and then the letter.
Ã, Õ, Ñ	UPPERCASE Tilde	, and then the letter.
ä, ë, ï, ö, ü, ÿ	Umlaut	and then the letter.
Ä, Ê, Ì, Ö, Ü, ÿ	UPPERCASE Umlaut	, and then the letter.

Table 2
Typing Special Characters

≤ ,	π p	— -
— -	® r	±
≥	† t	˘
÷ /	√ v	¿ /
° 0	Σ w	€ 2
¡ 1	≈ x	‡ 7
™ 2	¥ y	° 8
£ 3	Ω z	° 8
¢ 4	“ [	˙ 9
∞ 5	« \	” g
§ 6	‘]	^ i
¶ 7	æ '	⌘ k
• 8	Æ "	~ n
ª 9	ç c	Π p
..... ;	Ç c	‰ r
≠ =	fi 5	˘ t
∫ b	fl 6	◊ v
∂ d	l b	„ w
f f	ø o	˘ x
© g	Ø o	„ z
˙ h	œ q	” [
Δ j	Œ q	» \
¬ l ()	β s	’]
μ m	˘ ,	

Table 3
Typing unusual characters (listed in alphabetical order)

Ç.....[shift][option] c	Π.....[shift][option] p	‘.....[option]]
ç.....[option] c	π.....[option] p	,.....[shift][option]]
†.....[option] t	∫.....[option] b	÷.....[option] /
°.....[shift][option] 8	ª.....[option] 9	◊.....[shift][option] v
¢.....[option] 4	º.....[option] 0	€.....[shift][option] 2
£.....[option] 3	Ω.....[option] z	fi.....[shift][option] 5
§.....[option] 6	æ.....[option] '	fl.....[shift][option] 6
•.....[option] 8	ø.....[option] o	‡.....[shift][option] 7
¶.....[option] 7	¿.....[shift][option] /	˙.....[shift][option] 9
ß.....[option] s	¡.....[option] 1	„.....[shift][option] w
®.....[option] r	¬.....[option] l ([])	‰.....[shift][option] r
©.....[option] g	√.....[option] v	⌘.....[shift][option] k
™.....[option] 2	f.....[option] f	ℓ.....[shift][option] b
≠.....[option] =	≈.....[option] x	^.....[shift][option] i
Æ.....[shift][option] "	Δ.....[option] j	~.....[shift][option] n
Ø.....[shift][option] o	«.....[option] \	-.....[shift][option] ,
∞.....[option] 5	».....[shift][option] \	˘.....[shift][option] .
±.....[shift][option] .	[option] ;	˙.....[option] h
≤.....[option] ,	Œ.....[shift][option] q	°.....[shift][option] 8
≥.....[option] .	œ.....[option] q	˚.....[shift][option] z
¥.....[option] y	—.....[option] -	“.....[shift][option] g
μ.....[option] m	—.....[shift][option] -	€.....[shift][option] x
∂.....[option] d	“.....[option] [	˘.....[shift][option] t
Σ.....[option] w	”.....[shift][option] [	

Table 4

Typing unusual characters (listed in ASCII order)

The computer uses many other (“invisible”) characters to affect the display of your text on screen and on paper. Each space, tab and Return is counted as an individual character, a “value” added to your file.

Additional characters that affect the format of your document include:

- soft return (new line)
Press [shift][return] to begin a new line without beginning a new paragraph.
- page break Choose **Page Break** from the **Insert** menu to force succeeding text to begin at the top of a new page.

For more details on these invisible characters see the discussion of spaces, tabs and Return characters beginning on page 276.

Nisus Writer enables you to enter text in any language the Macintosh supports. A detailed discussion of how to do this begins on page 72.

Selecting Text

To select text using the mouse:

- ▶ Drag across text to select it.
- ▶ Double-click to select a word.
- ▶ Triple-click to select a sentence.
- ▶ Click four times to select a paragraph.

If you then choose **Copy**, Nisus Writer also selects the governing paragraph ruler. You can then paste the paragraph with its existing paragraph formatting.

- ▶ Click five times¹ to select the entire document or choose **Select All** from the **Select** submenu of the **Edit** menu: [⌘][A].

This selects everything in the active window (except Graphics that have the attribute **Fix to Page**).

- ▶ Choose **Select All Documents** from the **Select** submenu of the **Edit** menu to select everything in all open documents (except Graphics that have the attribute **Fix to Page**).

¹ Wouldn't it be neat if:
Click six times to select everything on your hard drive.
Click seven times to select everything on your local network.
Click eight times to select everything on the Internet.

To select text from different places in the document (noncontiguous selection):

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

Notice that the insertion point changes to the Noncontiguous Selection I-beam as you press  .



Figure 42
Noncontiguous text selection I-beam

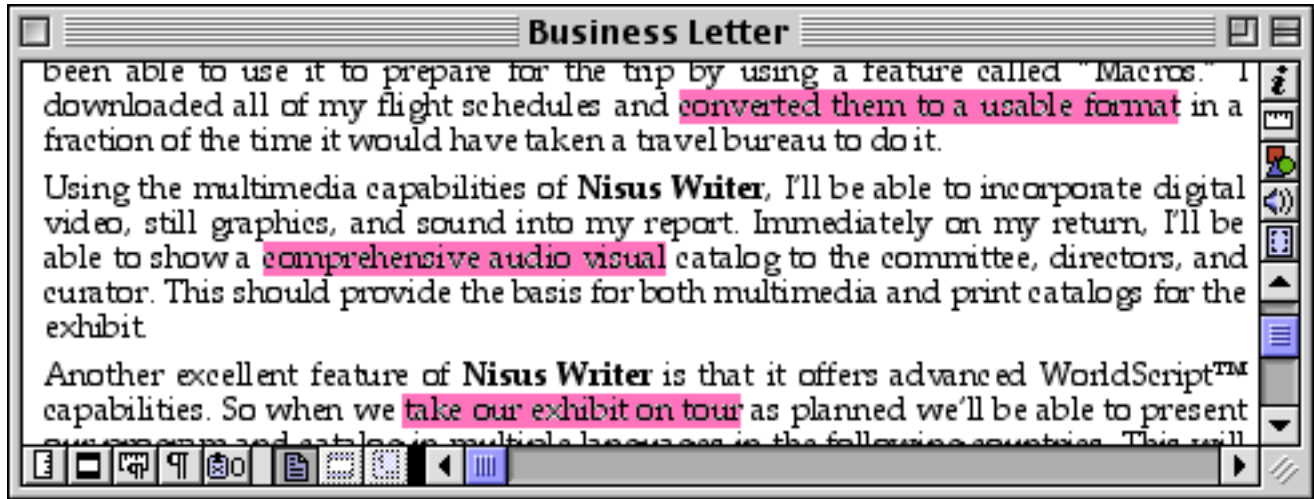


Figure 43
Noncontiguous text selected



When you have a selection (whether simple or noncontiguous), you can select everything else in your document by choosing **Select Inverse** from the **Select** submenu of the **Edit** menu.

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

Almost anything you can do with contiguously selected text you can do with noncontiguously selected text. Certain commands are disabled for practical reasons.

- ▶ Commands disabled in the **Edit** menu (and its submenus) are:
 - Paste
 - Paste As
 - Tab Left
 - Tab Right
 - Space Left
 - Space Right
 - Sort Paragraphs
 - Sort + Spaces
 - ASCII Sort
 - ASCII + Spaces
 - Break Lines
 - Break Lines +
 - Form Paragraph
 - Remove Gremlins
 - View in Window
 - the commands in the **Paste Special** submenu are also disabled.
- ▶ Commands disabled in the **Tools** menu are:
 - Mark...
 - cross-reference...
 - Hyphenate
- ▶ Commands disabled in the **Insert** menu (and its submenus) are:
 - Paragraph Ruler
 - Header
 - Footer

- Footnote/Endnote
- Table...
- Equation...
- Movie...
- Character Graphic...
- Page as Graphic...
- Page Break
- Format Page Break...
- the commands in the **New Number**, **Current Number** and **Date & Time** submenus are also disabled.
- **Define Numbers...**

- ▶ You cannot choose **Gloss...** from the **Format** submenu of the **Style** menu.
- ▶ You cannot enter text from the keyboard when you have noncontiguous text selected.

You can also use noncontiguous selection in the Catalog. You can select a variety of files in a particular folder or folders that are not next to each other and then open them, add them to your search list or copy their names.

To select a column of text:

- ▶ Press **option** as you drag to select the column.

The pointer changes into a rectangular selection I-beam. As you drag, Nisus Writer draws a box around the selected region.

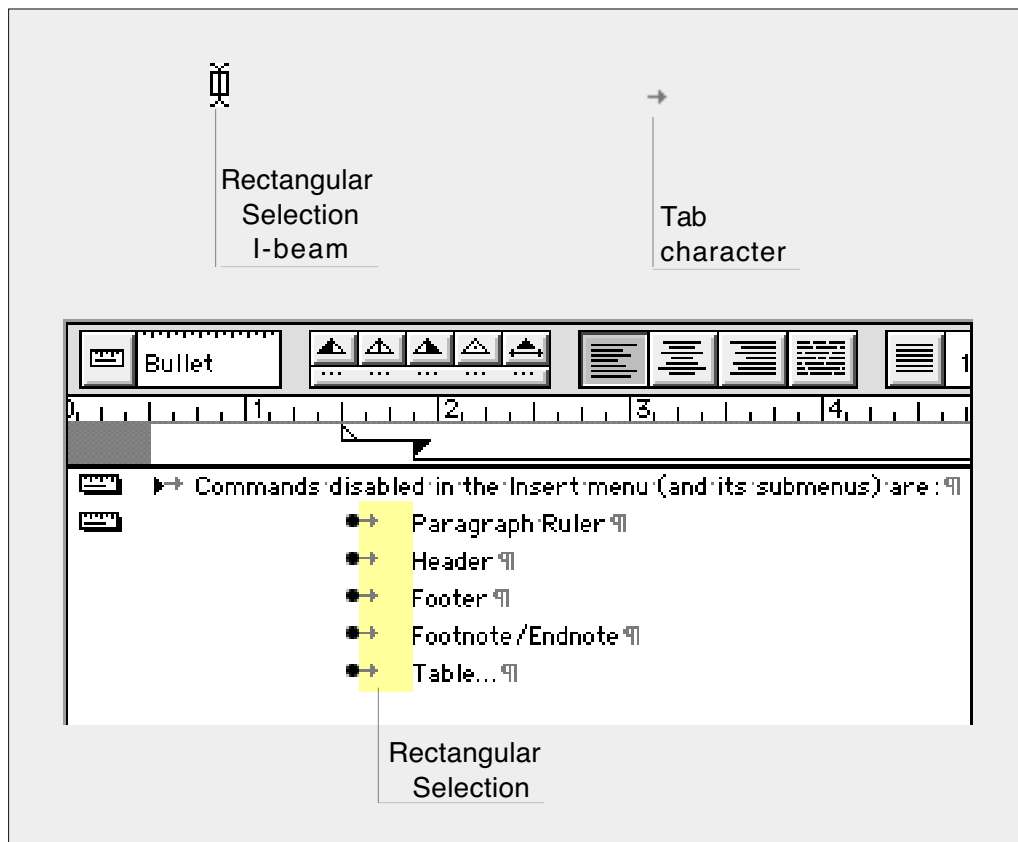


Figure 44
Rectangular or Column Selection

When you select a column of text, be sure to also select any tab characters that define the column. You can display the tab characters (which look like a right-facing arrow) by clicking the Display Attributes Menu button on the Horizontal Button Bar.

What you can (and cannot) do with rectangularly selected text:

Almost anything you can do with contiguously selected text you can do with rectangularly selected text. The limitations on noncontiguously selected text apply also to rectangular selections.

Rectangular selections are particularly useful for moving complete columns of tabbed text.



To select using the keyboard

You can use your keyboard to select various amounts of text as illustrated in the following tables.

To select forward...	press...
One character	 
One word	  
One line	 
To end of paragraph	  
To end of paragraph including Return	  
To end of document	  
To bottom of screen	  

Table 5
Selecting forward using the keyboard

To select backward...	press...
One character	 
One word	  
One line	  
To start of paragraph	  
To start of document	  
To top of screen	  

Table 6
Selecting backward using the keyboard

You can extend or decrease the selection in the opposite direction by pressing .

If you do not want to select text, but only move the insertion point, don't press .

Other methods of selection

Nisus Writer enables a variety of other selection methods. When you find a text selection using the Find/Replace tool Nisus Writer selects what you find. When you click  in the Find & Replace window or choose **Find All** from the **Find/Replace** menu of the **Tools** menu, Nisus Writer noncontiguously selects all instances of what it finds. When you jump to a marker Nisus Writer selects the marked selection. You can learn more about these methods on pages 83, 115 and 368.

Copying Text

To copy text:

- 1 Drag across the text to select it.
- 2 Choose **Copy** from the **Edit** menu.

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

- ▶ Choose **Append Copy** from the **Copy** submenu of the **Edit** menu to insert a copy of the current selection at the end of whatever is stored in the current Clipboard.
- ▶ Choose **Copy Text Only** from the **Copy** submenu of the **Edit** menu to copy only the text, but no

formatting information. The text on the Clipboard appears with the attributes **Any Font, Any Size, + Any Styles, Any More Defined Styles, Any Color** and **Any Language**. This is useful for transferring text from Nisus Writer to other applications where you want the text to appear with the current attributes in those applications.

Drag and Drop

With Nisus Writer you can drag any selection on the text layer and drop it somewhere else in any Drag and Drop compatible application.

- 1 Select the characters (either text or character graphics, either contiguous or noncontiguous blocks) you want to move.



Because you can select character graphics in two different ways, this causes different effects when you use Drag and Drop.

- Select a graphic on text layer by clicking and you can drag the object as a graphic.
- Select a graphic by dragging across it (or by pressing  ) and you can drag the object as a text character.

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

- 2 Move the mouse over the selected text.

Notice that the I-beam changes to the pointer.

- 3 Click and drag the text to where you want it.

- 4 Release the mouse button.

▶ Press  as you drag your selection, Nisus Writer places a copy of your selection where you drop it.

▶ Press  and you can drag from an inactive window to the active window.

If you prefer you can have Nisus Writer require that you press  to enable Drag and Drop, choose **Preferences...** from the **Edit** menu, then check **Editing...** in the left column of the dialog and uncheck **Drag and Drop Requires Control Key**.



You can drag your selection to drop it in the current Nisus Writer window, to the text layer of any other open Nisus Writer window or into any application that accepts Drag and Drop.



Drag and Drop requires more memory than copy and paste. Therefore, if there is not enough memory available and you try to drag something, Nisus Writer presents an alert to that effect (or your drag will not be successful). If you want to use Drag and Drop to move large blocks of text and/or graphics you should give Nisus Writer more memory.

Cutting Text

To cut text:

- 1 Drag across the text to select it.
- 2 Choose **Cut** from the **Edit** menu.

Nisus Writer enables you to append selections of text (and graphics) to the Clipboard, if you:

- ▶ Choose **Append Cut** from the **Cut** submenu of the **Edit** menu to remove the current selection and insert it at the end of whatever is stored in the current Clipboard.

As explained in the section on Drag and Drop, you can simply drag a selection from one location to another in the current document or across documents. Because this removes your selection from one place, you must “drop” the selection in another portion of your document.

When you choose **Cut** from the **Edit** menu you actually place a copy of that text on the Clipboard.

However, if you just want to delete the text

- ▶ Choose **Clear** from the **Edit** menu to remove a selection:
- ▶ Press  to remove the characters to the left of your insertion point (or the selection)
- ▶ Press  (on “Extended” keyboards) to remove the characters to the right of the insertion point.¹

Nisus Writer offers a safety feature if you delete your text. While you can always undo what you have deleted, you can also choose **Copy** from the **Edit** menu with no selection. This allows you to paste that text at your insertion point because Nisus Writer stores what you had deleted on the Clipboard.

Pasting Text

To paste text:

¹ If you use Nisus Writer with the Japanese or Chinese Language Kits be aware that the  key may actually insert another character.

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

- 1 Cut or copy the text to paste.
- 2 Put your insertion point where you want to have the text appear.
- 3 Choose **Paste** from the **Edit** menu.

As explained in the section on Drag and Drop on page 68, you can simply drag a selection from one location to another in the current document or to another document.

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

- ▶ Choose **Swap Paste** from the **Paste** submenu of the **Edit** menu to swap the current selection with the contents of the current Clipboard.

Moving, Deleting, and Replacing Text

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

Using the Clipboards

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

You can

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

Nisus Writer offers you ten Clipboards on which you can store materials. You can choose which Clipboard you want to use from the **Set Clipboard** submenu at the bottom of the **Edit** menu or from the Clipboard icon on the Horizontal Button Bar. The number of the current Clipboard appears in the command name: **Set Clipboard (#)**.

- To change Clipboards, press   and click any window's Title Bar or click and hold the Clipboard icon on the Horizontal Button Bar and choose a different Clipboard from the **Set Clipboard** menu that appears.



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

- The Clipboard icon in the Horizontal Button Bar displays the number of the current Clipboard and indicates whether or not it contains something (by displaying an x).

To display the contents of a Clipboard:

- ▶ Double-click the Show Clipboard button on the Horizontal Button Bar to open the current Clipboard or choose **Show Clipboard** from the **Edit** menu.

To choose which Clipboard to use:

- ▶ Choose the Clipboard's number from **Set Clipboard (n)** submenu of the **Edit** menu or press the Show Clipboard button and choose a Clipboard from the pop-up menu.

To add text or graphics to the current Clipboard:

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

You can also show the Clipboard and add text by typing and/or add graphics by drawing!

To edit the contents of the current Clipboard:

- 1 Choose **Show Clipboard** from the **Edit** menu.
- 2 Complete your editing tasks.

You can do almost anything on the Clipboard that you can do in any Nisus Writer document as illustrated in Figure 45.

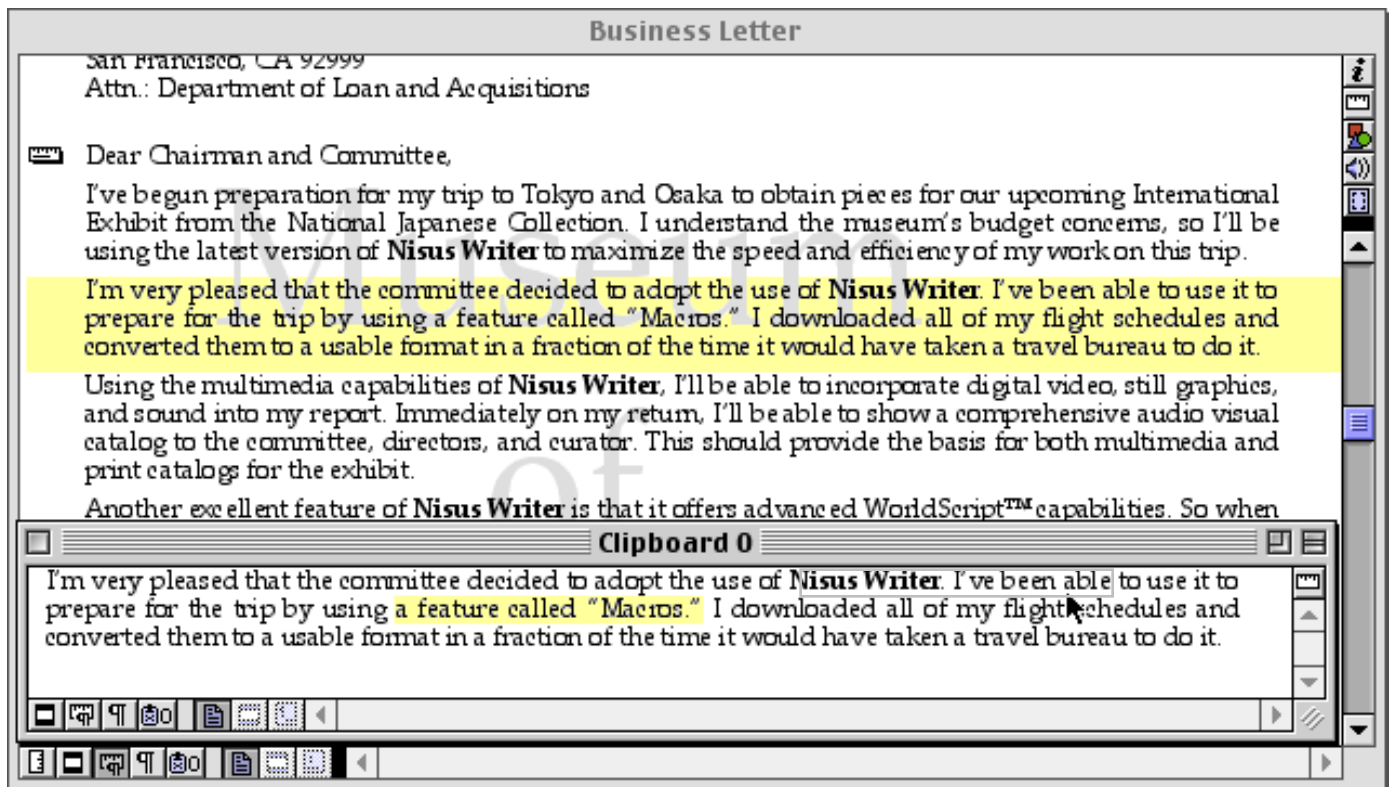


Figure 45
Editing (drag and drop) on the Clipboard

- Enter text
- Drag and drop text (this allows you to copy and paste on the Clipboard)
- Use most of the commands of the **Edit** menu and the **Convert** submenu
- Use most of the commands of the **Tools** menu including check your spelling and find and replace text
- Insert paragraph rulers to format your text and variable stamps from the **Insert** menu
- Change the font, size and style of your text using the commands of those menus.
- Use the tools of the Text Bar, Graphics Bar and Sound Bar.

3 Close the Clipboard window.

To edit the contents of a Clipboard other than the current Clipboard:

- 1 Choose the Clipboard you want to edit from **Set Clipboard (n)** submenu of the **Edit** menu.
- 2 Show the Clipboard (which is now the current one) and complete your editing tasks.
- 3 Close the Clipboard window.



You can then switch back to another Clipboard to keep what you had on this Clipboard for a later time.
Nisus Writer only saves the Current Clipboard when you quit.

To clear all Clipboards:

Clearing the Clipboards saves memory.

- ▶ Choose **Clear Clipboards...** from the **Memory** submenu of the **Edit** menu. Nisus Writer presents a dialog asking you to verify that you want to clear the Clipboards.



Clearing Clipboards is not an undoable action. Once cleared, whatever you had copied to them is gone.

Copying and Pasting Styled Text

When you copy formatted text and then paste it into an area with other formatting you face a few possibilities.

- Nisus Writer pastes in the text with the attributes as they existed from where you copied it.
- You can remove any attributes from the text on the Clipboard and have the text assume the attributes at the insertion point.
- You can paste the character or paragraph formatting attributes only.

- If both the text on the Clipboard and the text at the insertion point (in another document) share the same Defined Style name, yet those styles have different attributes, Nisus Writer asks you whether you want to
 - Paste the text with the current attributes but rename the style
 - Paste the text using the style in the document into which you are pasting
 - Paste the text using the Defined Style of the clipboard and assign those attributes to the style in the document
 - Paste the text and attributes but do not associate any Defined Style with it.

For more information about Defined Styles see “Formatting Characters Using Defined Styles” on page 150.

To paste the text only but not the font, size and/or style attributes:

- ▶ Choose **Text Only** from the **Paste** submenu of the **Edit** menu.

To paste the font, size and/or style attributes but not the text:

- ▶ Choose **Character Attributes** from the **Paste** submenu of the **Edit** menu. Everything typed beyond this point shares the same font, size and/or style attributes as the character immediately to the left of the insertion point.

To paste the ruler formatting but not the text:

- ▶ Choose **Paragraph Attributes** from the **Paste** submenu of the **Edit** menu.

Recovering from Mistakes

To retrieve text deleted a few actions earlier:

- 1 Make sure you have no selection.
- 2 Choose **Copy** from the **Edit** menu
- 3 Choose **Paste** from the **Edit** menu or press  .

To undo an action:

- ▶ Choose **Undo** from the **Edit** menu.

You can undo up to 32,767 actions! Nisus Writer comes with the Undo limit set at 300. You can increase or decrease this number by choosing **Preferences...** from the **File** menu and checking **Editing** in the left column of the dialog.



Remember, the longer the Undo list, the more memory Nisus Writer uses.

To redo an action:

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

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

To help you visualize these Undo and Redo lists, imagine that the process of preparing your document is like a walk across an open field with many branching paths. As illustrated in Figure 46, you can take any path you like. Having gone a certain distance along the path ABCD in the figure, you change your mind and want to go back to the point B (Undo Bold) which you passed. That is what multiple undos allow you to do.

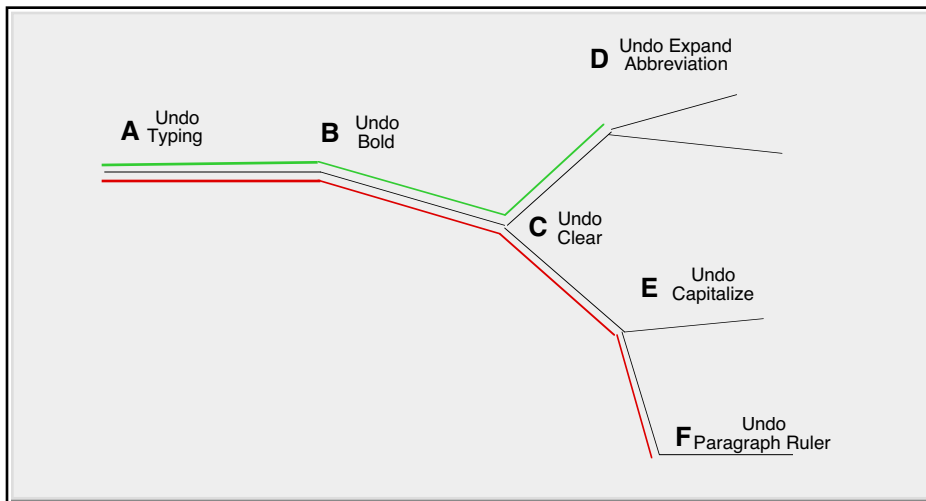


Figure 46
The Undo and Redo paths

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

To clear the Undo list:

Clearing undos saves memory.

- Choose **Clear Undos...** from the **Memory** submenu of the **Edit** menu.



This action is not undoable.

Writing in Multiple Languages

Nisus Writer supports writing in English (or other European Romanic¹ languages), in right-to-left languages such as Arabic, Aramaic, Hebrew, Ladino, Persian, Syriac, Yiddish, or in a mixture of these languages and English or other European Romanic languages. It supports writing in languages where the shape of the alphabetic character changes depending on its position in relation to other characters (Arabic and Thai). It also supports writing in languages where writing is syllabic or ideographic rather than alphabetic such as Chinese, Japanese and Korean.

The Macintosh currently recognizes all natural written languages as belonging to one of four script systems: Simple, Bidirectional, Contextual and Ideographic.

Apple divides these into two separate extensions: WorldScript I which handles Bidirectional and Contextual writing systems and WorldScript II which handles Ideographic languages.

To add these capabilities to your Macintosh you need to install the appropriate Apple Language Kit(s). To learn more about how to install these Language Kits into your Macintosh running a variant of Mac OS 9 check <<http://www.nisus.com/Products/NisusWriter/Support/Tips/languagekitsOS9.php>>. You can learn more about the history of the Language Kits from a link on that page. If you have multiple scripts in your System, the Macintosh displays a "Keyboard" menu in the upper right hand corner of the menu bar to the left of the Applications menus. In a U.S. localized version of the System, the menu is initially indicated by a U.S. flag. When you pull down the menu you can see the icons of the other scripts you have in your System. As you choose a different keyboard, you choose a different method of typing text in your document: a different script. An individual script can have more than one keyboard or input method. Choose **About Keyboards...** or **Customize Menu...** from the Keyboard menu to learn more about them. The Keyboard menu only displays the input methods which you have installed in your System.

Special Features for Multilingual Word Processing

These features in Nisus Writer were implemented to support international word processing.

- Script Sensitivity (the ability to change the font of text in one script while ignoring text in other scripts).
- The Directional Arrow on the Text Bar (to enable text entry in right-to-left languages).

¹ Romanic refers to those languages that use the Latin alphabet regardless of their linguistic relationships.

- Tracking commands for East Asian word processing (which simulates kerning) on the **Format** submenu of the **Style** menu.
- **Gloss...** command for East Asian word processing (which you can also use to post notes) on the **Format** submenu of the **Style** menu.
- **esreveR** command for right-to-left word processing with old left-to-right fonts on the **Format** submenu of the **Style** menu.
- Special tools for finding and replacing text in particular languages and scripts.
- Special tools for displaying dates and page numbers according to various cultural conventions.
- Special language styles which automatically change the hyphenation, spelling checker and thesaurus for designated text.



All the standard American text editing features work in all scripts. Note, however, that the **Ruler Name Box**, **User Defined Style** names at the bottom of the **Style** menu, the **File Access** submenu, the **Jump** submenu, the **Macros** and the **Glossary** submenus display their commands only in the font of your system script.

Guidelines for Editing Text in Multiple Romanic Languages:

Nisus Writer treats a different language as though it was a “style”. You can apply a language style to a block of text or choose a language from the **Style** menu and begin typing in that language. If you proceed in this manner Nisus Writer automatically selects the appropriate hyphenation spelling checker and thesaurus for the designated language.



You must have the appropriate Apple Language Kit and/or dictionary files from Nisus Software Inc. installed in order to use these tools.

- 1 Choose **Define Style** from the **Style** menu.
- 2 Choose the language you want from the list.
This automatically checks the Languages box.
- 3 Choose any other attributes you want (to make this a distinguishable style).
- 4 Click **Set** then **Done**.
- 5 Assign a keyboard shortcut to the style; for instructions see “To Assign Keyboard Shortcuts to Menu Commands” on page 337.
- 6 Either select a region of text and apply the style or choose the style and begin to type.
For more information see “Formatting Characters Using Defined Styles” on page 150.

Guidelines for Editing Text In Non-Romanic Languages

- 1 Be sure you have the Language Kit installed in your System for the language in which you wish to enter or edit text.
- 3 Choose **New** from the **File** menu.
- 4 Choose the font for the language you wish to use from the **Font** menu.
- 5 Type away!

To switch between languages by changing the font:

You can switch between English and any other script loaded in your System.

You may write in a language by choosing a font of that script from the **Font** menu. Depending on the version of the Mac OS you use these fonts display different ways in the Font menu.

- Cyrillic fonts appear in Roman characters
- Arabic or Persian fonts appear in Arabic characters (in El Kahira, the Arabic System’s version of **Chicago**) or using transliterated Arabic or Persian names in the font you chose in the Appearance Manager.
- Hebrew (though not Yiddish) fonts generally appear in Hebrew characters (in Eilat, the Hebrew System’s version of **Chicago**) or using transliterated Hebrew or Yiddish names in the font you chose in the Appearance Manager.
- Fonts of the East European languages and Thai appear in Romanic characters (in the appropriate version of **Chicago**)
- Names of various Chinese, Japanese, and Korean fonts appear in both Romanic characters (in a variant of Geneva) and characters of those scripts.

If you use this method, changing your font changes the script automatically. If a particular script system has more than one keyboard entry method, Nisus Writer automatically chooses the keyboard you had previously selected.

If an Arabic, Hebrew or Persian paragraph is to follow an English paragraph (or the reverse), you can write a

macro that can easily switch fonts and direction between paragraphs.

When you select a font of a particular script, the **Keyboard** menu displays an icon for the country, culture, or input method identified with that script.



Many font utilities such as Adobe Type Reunion and Suitcase are not Script Manager aware and prevent display of the fonts in the **Font** menu by script and alphabetized within each script group. Instead, they force the **Font** menu to list the fonts according to a strict alphabetical order that uses “internal” software naming conventions and not the names that the user sees on the menu.

To switch between languages by changing the script:

You can always choose the keyboard representing the script (and input method) using the **Keyboard** menu. Some script systems have multiple input methods.

- ▶ Press   to circulate through the scripts installed while retaining the selected keyboard for that script.
- ▶ Press    to circulate through the keyboards installed for a particular script.
- ▶ Choose a keyboard from the menu to change scripts, Nisus Writer selects a font and attributes as follows:
 - In a new document with no text of that script, you get the “system” font, a localized variant of Geneva in that script.
 - If you already have text in that script, you get the attributes of the text in the script closest to your insertion point.

The active script and the insertion point

When you type in the midst of text of a particular script, what you type takes on the surrounding script and character attributes. You can have particular script attributes become part of your insertion point. To set this option, choose **Preferences...** from the **Edit** menu and check **Languages** in the left column of the dialog.

- ▶ Click **Change Keyboard Script to Match Font** (of text in which the insertion point appears) to have the keyboard menu change to match that surrounding script.
If you do not set this option, the keyboard will retain its setting until you change it explicitly.
- ▶ Click **Change the Font to Match Keyboard Script** if you want fonts to automatically match the keyboard script.

When you type using the U.S. keyboard, the font always changes automatically to match the keyboard script. Some scripts, however, allow you to enter text with a different script than the font. For example, you can type in a Japanese font (like Osaka) even if the keyboard script is Roman. In this case your characters enter in the Romanic range of the ASCII set and appear in a variant of Geneva, and the Spelling Checker does not recognize this text as English.

Script Sensitivity

Script Sensitivity is an important issue in documents containing multiple scripts. Most operations like find and replace or change of font have meaning only for one language at a time. Script sensitivity means that Nisus Writer is aware of the scripts involved when modifying your text.

To change the font of a selection of text with varying scripts:

- ▶ Choose any font of the script you want to change.
The change affects only the text in the script that matches the font. For example, in a selection including Arabic and Roman text, if you choose Times, Nisus Writer only changes the Roman text.

To overrule script sensitivity in changing fonts:

- ▶ Press  while you choose the font name from the **Font** menu.

The font changes and any characters you selected will appear in the new font.

To Find and/or replace text in non-Roman scripts

When you choose **Find/Replace**, the Find & Replace window appears with the U.S. System script selected, regardless of which script is in your document.

You can search for characters in any script system.

Typing non-Romanic characters in the Find & Replace dialog is similar to typing into your document. When you type in the Find & Replace dialog, text appears in **Chicago** but it is really the U.S. version of **Any Font**.



Note however (if you are searching for Arabic, Hebrew or Persian text), that the Find/Replace dialog is always left-to-right. It has no directional arrow (as explained on page 77).

- ▶ Choose **Find Script Sensitive** from the **Find/Replace** menu to change from script insensitive search to

script sensitive search.

When this menu command is checked, script sensitivity is turned on; otherwise, your search is insensitive to script.

Search for Script-Specific Characters

The Find/Replace tool of Nisus Writer supports the unique features of Arabic, Hebrew, Japanese and Korean word processing as long as the appropriate Language Kits are in your System. If you use the PowerFind menus and choose one of these scripts, the **Wild Card** menu commands indicate different options as illustrated in Figure 47.

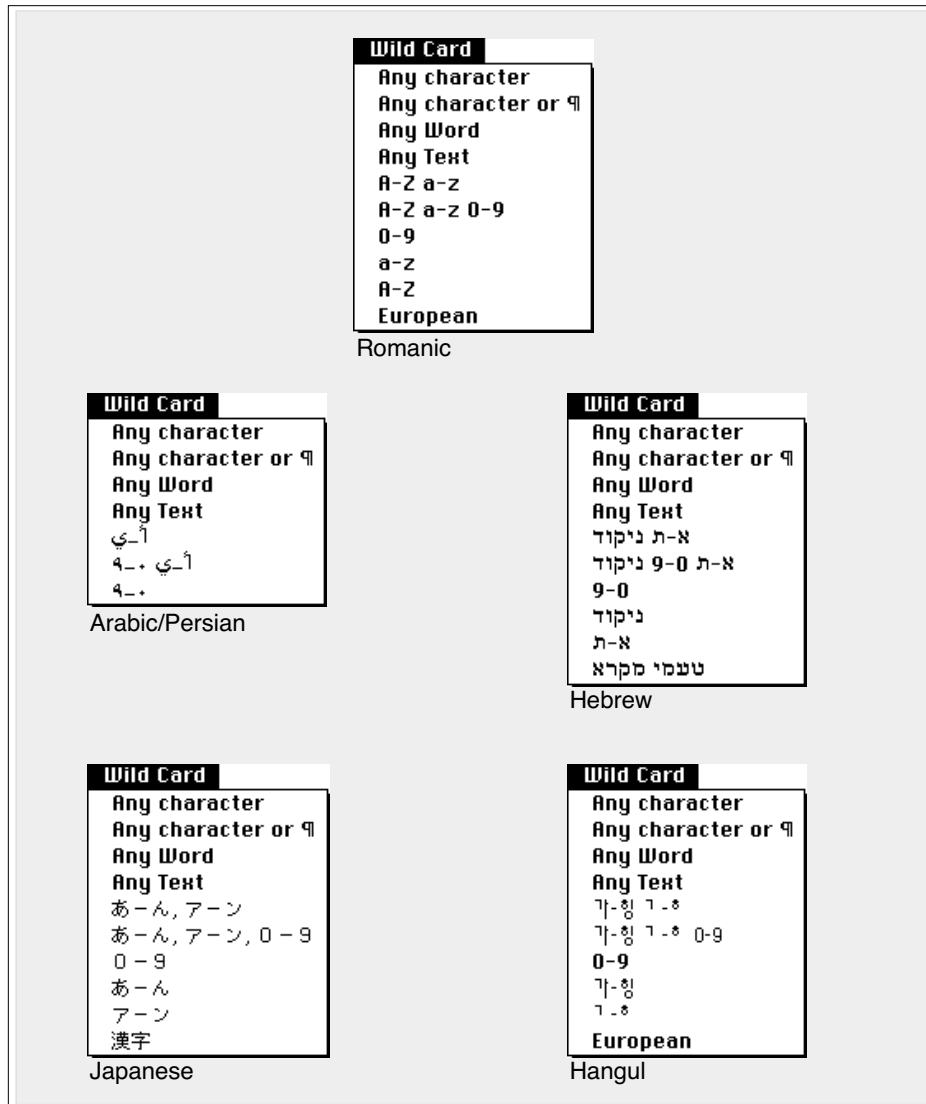


Figure 47

A variant of the Wild Card menu when various scripts are active.

Special tools for bidirectional scripts

When searching in Hebrew with **Ignore Case** checked in the **Find/Replace** menu or in the Find & Replace window, Nisus Writer considers the final forms of the letters as the equivalent of their medial forms.

Two of the commands on the **Searching** menu are specific to Arabic language searches; these appear on the menu only if you have the Arabic Language Kit in your system. They allow you to designate all *yaa'* characters or *'alif* characters as the same for the purpose of searches.

The commands **Ignore Diacriticals** and **Root of Word** appear on the **Find/Replace** menu only if you have the Arabic/Persian and/or Hebrew Language Kits in your system.

When checked, **Ignore Diacriticals** allows you to find any word in your text regardless of its diacriticals. For example in Hebrew with **Ignore Diacriticals** checked, Nisus Writer considers all variants of either the *Shin*, the *Vav* or the *Lamed* as the same character.

Root of Word allows you to find most Arabic or Hebrew words according to their tri-literal roots. **Root of Word** errs on the side of inclusivity, not exclusivity.

עֵת פ:

שְׁתִּיכּוּת

מ'שתתפ'ים

משנתפת

הַשְׁתַּתָּף

Figure 48

An example of searching by Root of Word



The Apple Hebrew Language Kit does not currently support Hebrew Cantillation characters and the **טעמי מקרא** command does not recognize that subset of Hebrew diacriticals that appear in fonts that do not follow the Apple Hebrew Language Kit standard.

Script Sensitivity Exceptions in Find/Replace

Those Arabic/Persian and Hebrew characters that are exceptions to Script Sensitivity are:

- Variables: insert date, insert time, insert doc. name, insert page number, cross-reference to a line number (however, not cross-referenced text itself).

The following characters change when you apply a Hebrew font to Romanic text:

- Formatting characters: tabs, Soft Returns, Returns, as well as forced page breaks
- ASCII 33 - 37, 39 - 63, 91, 93, 127 and 129.

The following characters change when you apply an Arabic font to Romanic text:

- Formatting characters: tabs, Soft Returns, Returns, as well as forced page breaks
- ASCII 33 - 37, 39 - 63, 91 - 95, and 127 - 129.

The following characters do not change when you apply a Japanese font to Romanic, Arabic or Hebrew text:

- (They are displayed here in 12 point Helvetica because that font has the most complete set of characters for ASCII values.)

The backslash character (ASCII 92):\ and ASCII 128 to the end:

ÄÅÇÉÑÖÜáàâãäåçèéêëìíîïñóôõöùûü†°£§•¶ß®©™‘’≠Æ
Ø∞±≤≥¥µ∂ΣΠ∏∫^{a o}Ωæøıı¬√f≈Δ«»…ÀÃÕŒœ— —“”‘÷◊ÿỸ/€‹ ›
fi fl ‡ · , „ % Â Ê Á Ë È Í Î Ì Ó Ô Apple Ò Ú Û Ü Ù à á â ã ä å ç è é ê ë ì í î ï ò ó ô õ ö ù û ü ÿ ŷ ÿ € ‰

To setup a right-to-left document:

If you're working with a document written from right-to-left, keep in mind that the direction of script affects how pages look and the order of columns. For example, in right-to-left documents, odd pages display on the left when you choose Facing Pages or Booklet (Landscape Mode) from the Layout Page dialog.

- 1 Choose **Page Setup...** from the **Print** submenu of the **File** menu.
- 2 Click **Right-to-Left** found in the bottom left corner of the Page Setup dialog.

The setting you choose in this dialog affects the order of the pages when printing a document with Facing Pages (in Portrait Mode) or Booklet (in Landscape Mode) layout. In right-to-left documents, the odd pages appear on the left, which is the exact opposite of English. This also reverses the order of columns.

- 3 Click **Note Placement** to see the Note Placement dialog.

From this dialog you can determine the appearance of footnotes in your document. In a right-to-left document you may want your footnotes separator line to appear on the right side of the page. For general instructions regarding footnotes, see “Footnotes” on page 215.



- 4 Click **Right** in the **Separator Line** segment of the dialog.

For right to left paragraphs of text the Directional Arrow on the Text Bar should point from right to left .

To enter text in right-to-left languages:

If you write in a language that uses a right-to-left script, keep these guidelines in mind:

- If your document or a paragraph in your document is primarily in a right-to-left language click the Directional Arrow on the Text Bar .
- Press **delete** to remove characters to the right of the insertion point and press  (if your keyboard has one) to remove characters to the left of the insertion point.
- If your insertion point appears at the border between right-to-left and left-to-right text, the Left  and Right  Arrow Keys sometimes move the insertion point to the beginning of a character string instead of a character.



Non-standard fonts

You can buy a variety of *Arabic* and Hebrew fonts which do not conform to Apple Computer standards. Some of these enter from left-to-right and do not function correctly when used in your document. If you have trouble with fonts, contact the source from which you got them.

The right-to-left ruler

With the Arabic/Persian and/or Hebrew Apple Language Kits in your system, the Text Bar (ruler) includes a Directional Arrow on its right side. The arrow indicates the main direction of the paragraph governed by this ruler. Click it to change direction of the current paragraph.

The Directional Arrow points to the right:  for a left-to-right paragraph and to the left  for a right-to-left paragraph.

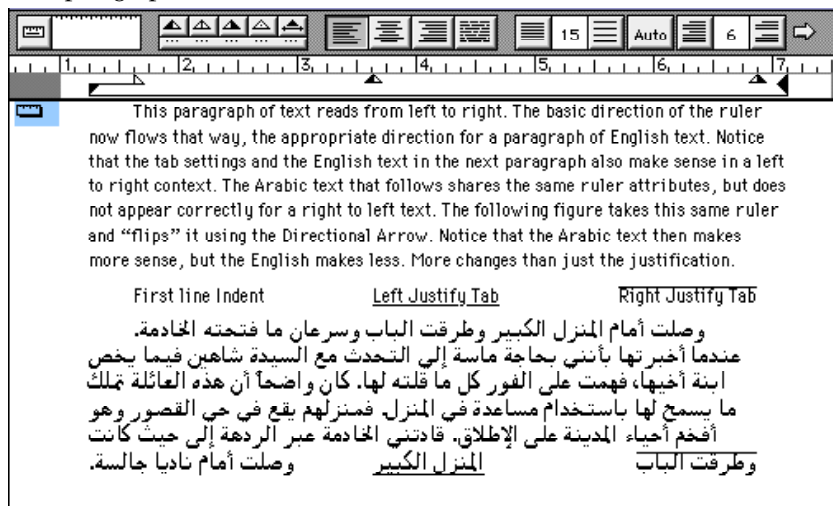


Figure 49

Left-to-right and right-to-left paragraphs governed by a left-to-right ruler

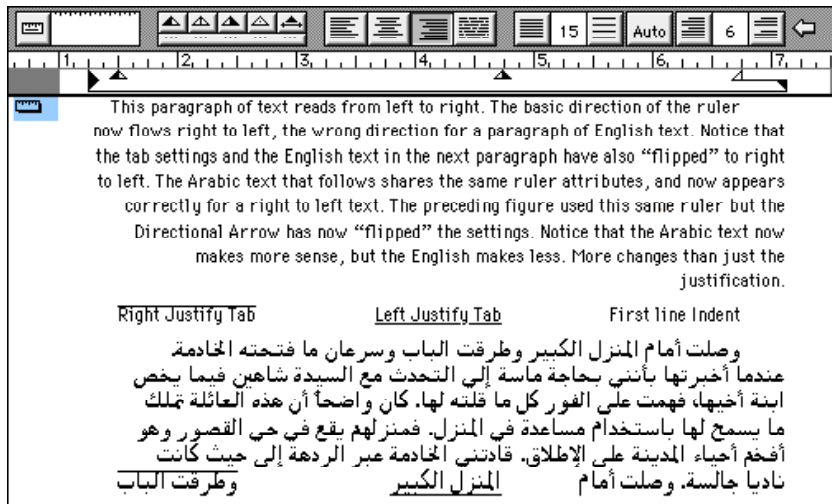


Figure 50

Left-to-right and right-to-left paragraphs governed by a right-to-left ruler

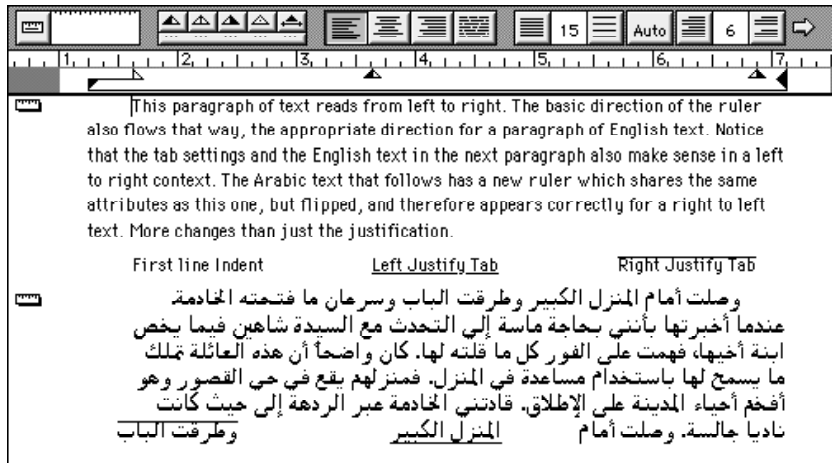


Figure 51

Left-to-right and right-to-left paragraphs governed by left-to-right and right-to-left rulers respectively

To write an Arabic or Hebrew paragraph with occasional English words, click for a right-to-left direction:



and choose an Arabic or Hebrew font. The insertion point, as well as the First Line Indent, appear on the right.

If you change the primary direction of a paragraph that already has formatting, the tabs and the first line indent switch to their mirror images on the ruler. This reverses their meaning. A left tab in an English ruler becomes a right tab in an Arabic or Hebrew ruler. The paragraph justification also changes according to the new writing direction.

The arrow keys in bidirectional text

Text which contains both right-to-left and left-to-right scripts is termed bidirectional. In such text you can independently choose the direction of each paragraph and the direction of each part of text.

The right  and left  arrow keys of the keyboard act differently in paragraphs of different directions.

- When the paragraph direction and text direction are the same (both left-to-right or both right-to-left) the arrow keys move your insertion point in the direction in which their arrows point.
- When the paragraph and text are in opposite directions, the left and right arrow key actions are reversed.

When you use the arrow keys to move through text which changes direction, the insertion point will jump and also change direction. When you move forward through your text, you want to continue moving forward, even if the text changes direction, as from English to Hebrew. But in English text, forward is left-to-right, and in Hebrew it is from right-to-left. Hence the direction switches and the insertion point jumps.



Kashidas in Arabic or Persian

Nisus Writer supports full implementation of Kashidas as selected in the Arabic Setting control panel. Kashidas are used to extend each character's width when justifying text. You can enter ("hard") Kashidas manually by typing  *accent aigu*.

To Enter Text in Hebrew or Yiddish

If you want to type with full vowel points, type with Caps Lock on. Because Hebrew does not have upper and lowercase characters, typing with Caps Lock only changes the number keys at the top of your keyboard to the *Nikuddot* (vowel symbols or pointing/diacriticals).

When typing in Hebrew with *Nikuddot* keep a standard hierarchical sequence of characters. Type the letter, then the *Dagesh* (if there is one), then the vowel.

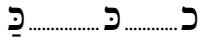


Figure 52

Sequence for typing pointed Hebrew

All the *Nikuddot* are "zero width characters" and do not highlight when you select them. For example, when you find one using the Find/Replace tool, no selection appears. The insertion point may seem to disappear when you select one of them. By following the typing procedure described above it will be easier to use the arrow keys to move the insertion point and select text.

In certain fonts, there are multiple forms of the letters *shin*, *vav* and *lamed*. To create these use the modifier keys as illustrated in Figure 52 and Figure 53.



Figure 53

The  modified *Shin*, *Vav* and *Lamed*



Figure 54

The  modified *Shin* and *Vav*

Each of these is a distinct character with a separate ASCII value.

Type   in the New Peninim MT font to create the hyphen character *Maqef* found in classical Hebrew texts as illustrated in Figure 55.

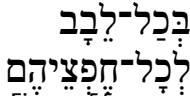


Figure 55

Classical Hebrew dash

- To type a standard "em dash" in Hebrew, type  .

Some fonts on the market that support the needs of Yiddish writers do not match the official Apple Computer codes. This means that double clicking to select a word will not always work. The fonts supplied in the Hebrew Language Kit offer limited Yiddish support.

Neither the System software nor the fonts in the Hebrew Language Kit support the few additional characters for Ladino text.

To insert text between bidirectional scripts:

If you want to insert text at the boundary between texts of different directions, be very careful and precise in your actions. If you click a little too far to the side of the right-to-left text, you will pick up the right-to-left script. If you click a little too far to the other side, you will pick up the other script. In both cases, however, the insertion point ends up in exactly the same position!

An invisible border exists between text of different directions. At this border, the insertion point can assume the attribute of either of the two scripts present. Nisus Writer chooses the script of the closest character at the instant you click.

Watch the Script Icon at the top of the Keyboard menu as you click at the border. Click "on" the edge of the character of the script you want. With practice you will learn how to find this border.

Spaces between bidirectional scripts

A special space, called Reversed Direction Space, is used within paragraphs whose direction is opposite to that of the text. The symbol * is displayed to represent it, when you choose **Space**, **Tab & ¶** from the **Display Attributes** pop-up menu on the Horizontal Button Bar.

To set up an Asian text document:

Because of the nature of Japanese characters, it is possible to have a period appear at the beginning of a line. This is as inappropriate in Japanese as it is in any language. The two ways of breaking lines (called hyphenation, even though it does not use a hyphen) are called Dangling Hyphenation and Following Hyphen-

ation.

1 Choose **Page Setup...** from the **Print** submenu of the **File** menu.

2 Click **Dangling Hyphenation**.

This is called “dangling” because, if you left justify the text, the period will “dangle” in the right margin.

Uncheck this option to put the period and the character that precedes it onto the next line. This is called Following Hyphenation.

To enter text in Asian languages:

When you want to type in an East Asian language, you must have the appropriate Language Kit from Apple Computer installed. Then you can choose one of the appropriate fonts from the **Font** menu or choose the appropriate keyboard from the **Keyboard** menu and start typing.

To type in Japanese, choose a Japanese font from the **Font** menu or choose the **Kotoeri** input method from the **Keyboard** menu and start typing.

To type in Korean, choose Munjo or Seoul or another Korean font from the **Font** menu or choose the Korean keyboard from the **Keyboard** menu and start typing.

To type in Simplified Chinese, choose the Beijing or another Simplified Chinese font from the **Font** menu or choose the Simplified Chinese keyboard from the **Keyboard** menu and start typing. To type in Traditional Chinese, choose Taipei from the **Font** menu or choose the traditional Chinese keyboard from the **Keyboard** menu and start typing.

Asian Text Editing

Nisus Writer offers a variety of preferences for determining how you enter and edit text in the two-byte languages of East Asia. Choose **Preferences...** from the **Edit** menu, then check **Languages** in the left column of the dialog. For more information about Asian text editing preferences see page 340.

Other issues related to multilingual word processing

How Nisus Writer interprets text files:

When you open a text file without any script information, Nisus Writer will assume it is in the current System script. You can force the text into the appropriate script by following the instructions “To overrule script sensitivity in changing fonts” on page 74.

To name a file using a non-Roman script

Apple’s WorldScript Systems do not allow you to type any characters in the Save As dialog or in the Finder other than those of the primary script as set in the Nisus® Language ScriptExchange application. However, if your primary script is English you can still use a non-Roman script to name your file.

1 Type the name of the file in your document in the script (s) in which you want it to appear.

2 Select that text (be careful not to select any rulers, Returns, or other formatting information).

3 Choose **Cut** from the **Edit** menu.

4 Choose **Save As...** from the **File** menu.

5 Choose **Paste** from the **Edit** menu.

6 Click .

To see a file name in a non-Roman script

See page 307 in the section “About the Nisus Writer Catalog”.

To create right-to-left footnotes in a left-to-right document:

See page 220 in the section “Footnotes”.

To use Arabic, Hebrew or Persian with automatic numbers:

See page 214 in the section “Working with Automatic Numbering”.

To merge files with WorldScript text:

See page 302 in the section “Merging Hosts and Data With Multiple Scripts”.

To use Keyboard Shortcuts for multilingual features of Nisus Writer:

See page 337 in the section “To Assign Keyboard Shortcuts to Menu Commands”.

Counting words in text with WorldScript characters:

See page 130 in the section “Word Count and Document Statistics”.

Sorting text with characters from multiple scripts:

See page 154 in the section “Alphabetizing (sorting) Paragraphs”.

Checking parentheses in non-Roman text:

See page 280 in the section “Parentheses checking in multiscrypt documents”.

Finding and Replacing Text

In Nisus Writer, if you can describe it, you can find it. And, if you can find it, you can change it to anything else you can describe. Nisus Writer offers three ways to find and replace text and charactergraphics: Normal Find, PowerFind™, and PowerFind Pro. Normal Find meets the needs of most searches for words. Use PowerFind and PowerFind Pro for text patterns, such as a series of numbers (where you know how many digits, but you don't know what they are) and those that include “or” statements (such as “pony or mare”).

To learn more about PowerFind and PowerFind Pro, see “Using PowerFind” on page 93 and “Using PowerFind Pro” on page 103.

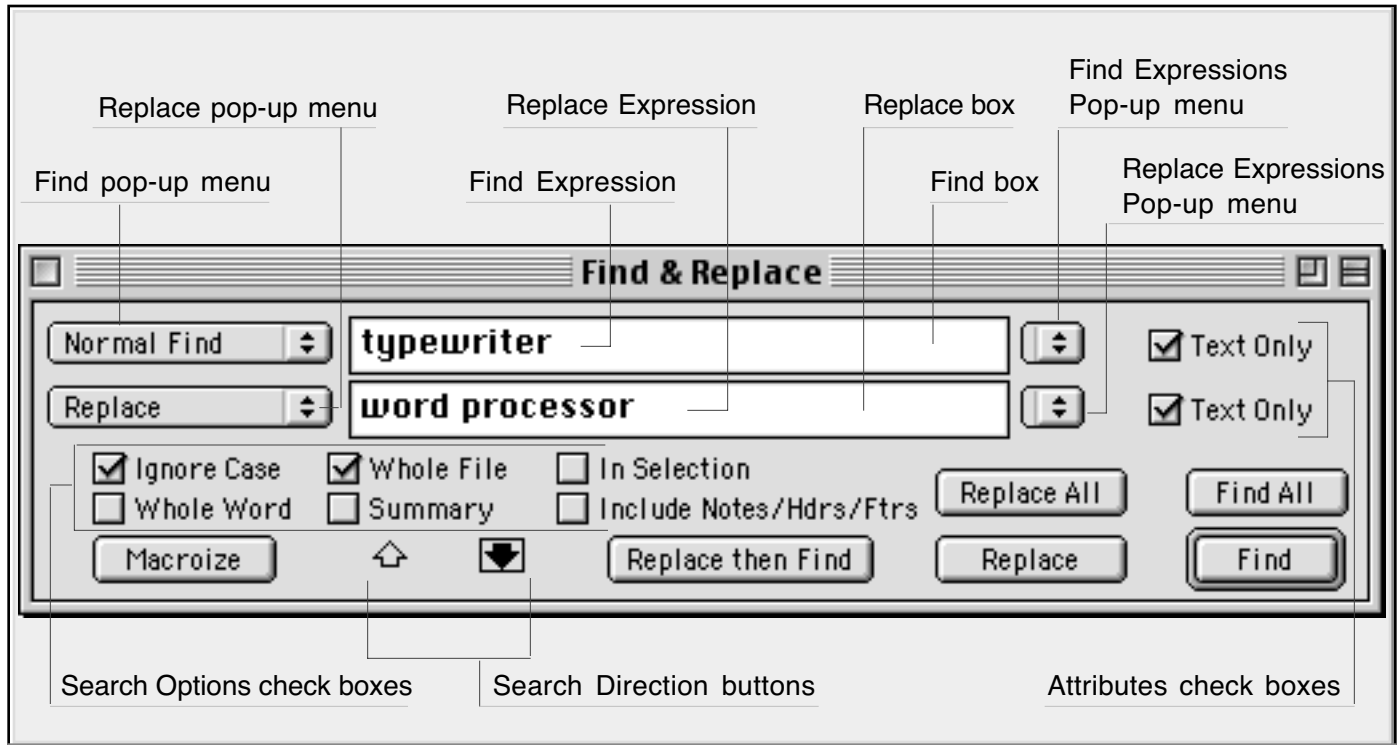


Figure 56
The Find & Replace window

Using Normal Find

The simplest means of finding things with Nisus Writer is by using “Normal Find.” You can find words, sentences, entire paragraphs, individual spaces, tabs, even the Return characters at the end of paragraphs. You simply tell Nisus Writer what you want to find by entering it into the Find & Replace window. Nisus Writer offers you a variety of methods to accomplish this.

To enter something into the Find box:

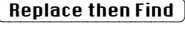
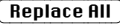
- ▶ Choose **Find/Replace** from the **Tools** menu and type the text you want to find.
or
- ▶ Select the text you want to find in your document, choose **Copy to Find** from the **Copy** submenu of the **Edit** menu.
Nisus Writer puts the text into the Find box without using the Clipboard.
or
- ▶ If you want to find a tab or Return character choose **Find/Replace** from the **Tools** menu and press **⌘** **⌥** **⌘** or **⌘** **⌥** **⌘** **⌥** **⌘** in the Normal Find box.
If you simply press **⌘** **⌥** **⌘** Nisus Writer moves the insertion point to the Replace box. If you press **⌘** **⌥** **⌘** **⌥** **⌘** Nisus Writer searches for what you have in the Find box.
- ▶ If you want to find an unusual character in a specific font,
 - 1 Choose **Find/Replace** from the **Tools** menu.
 - 2 Choose **Character Table** from the **Editing Tools** submenu of the **Tools** menu.
 - 3 Choose the font you want from the **Font** menu.
 - 4 Scroll the list till you find the character for which you want to search and double-click the character.

- 5 Uncheck **Text Only** beside the Find box in the Find & Replace window.

To enter something into the Replace box:

- ▶ Choose **Find/Replace** from the **Tools** menu press  and type the text you want to replace.
- or
- ▶ Select the text you want to replace in your document, choose **Copy to Replace** from the **Copy** submenu of the **Edit** menu.
- or
- ▶ If you want to replace an unusual character in a specific font,
 - 1 Choose **Find/Replace** from the **Tools** menu and press  to put your insertion point in the Replace box.
 - 2 Choose **Character Table** from the **Editing Tools** submenu of the **Tools** menu.
 - 3 Choose the font you want from the **Font** menu.
 - 4 Scroll the list till you find the character which you want as a replacement and double-click it.
 - 5 Uncheck **Text Only** beside the Replace box in the Find & Replace window.

To either find or find and replace text:

- 1 Choose **Find/Replace...** from the **Tools** menu.
- 2 Make sure **Normal Find** is the Search Type.
- 3 Enter what you want to find in the Find box.
- 4 Enter what you want as a replacement in the Replace box.
- 5 Click the appropriate button to start the procedure.
 - Click  to find the next occurrence of the Find expression.
Nisus Writer selects the Find Expression in your document and scrolls to display it in your window.
 - Click  to find and replace all occurrences of the Find Expression with what appears in the Replace box.
Nisus Writer replaces the Find Expression with the Replace Expression, presents an alert to let you know how many such replacements it made and, after you click , scrolls to display the last occurrence of it in your window.
 - Click  to replace the selection in your document with what appears in the Replace box.
Nisus Writer places the Replace Expression at the insertion point or replaces the selection with the Replace Expression.
 - Click  to replace the selection in your document with what appears in the Replace box and find the next occurrence of the pattern in the Find box.
Nisus Writer places the Replace Expression at the insertion point or replaces the selection with the Replace Expression and then selects the next occurrence of the Find Expression.
 - Click  to find all occurrences of the Find expression.
Nisus Writer selects them all (noncontiguously), presents an alert to let you know how many such instances appear and, after you click  in the alert, scrolls to display the last occurrence of it in your window.
 - Check **In Selection** and click  to find all occurrences of the Find expression in the selected area of text.
Nisus Writer selects them all, presents an alert to let you know how many such instances appear and, after you click , scrolls to display the last occurrence of it in your window.
 - Check **In Selection** and click  to replace all occurrences of the Find Expression with the Replace Expression in the selected area of text.
Nisus Writer replaces the Find Expression with the Replace Expression, presents an alert to let you know how many such replacements it made and, after you click , scrolls to display the last occurrence of it in your window.
- 6 Click the Close box when you finish or just click back into your document and leave the Find & Replace window open in the background to use later.

To find the next occurrence of the Find Expression

Nisus Writer enables you to find what you are looking for whether or not the Find & Replace window is active.

- ▶ If the Find & Replace window is the top window, simply click  to find the next occurrence.
- ▶ If the Find & Replace window is only partially visible, you can press  and click  or  as

illustrated in Figure 57.

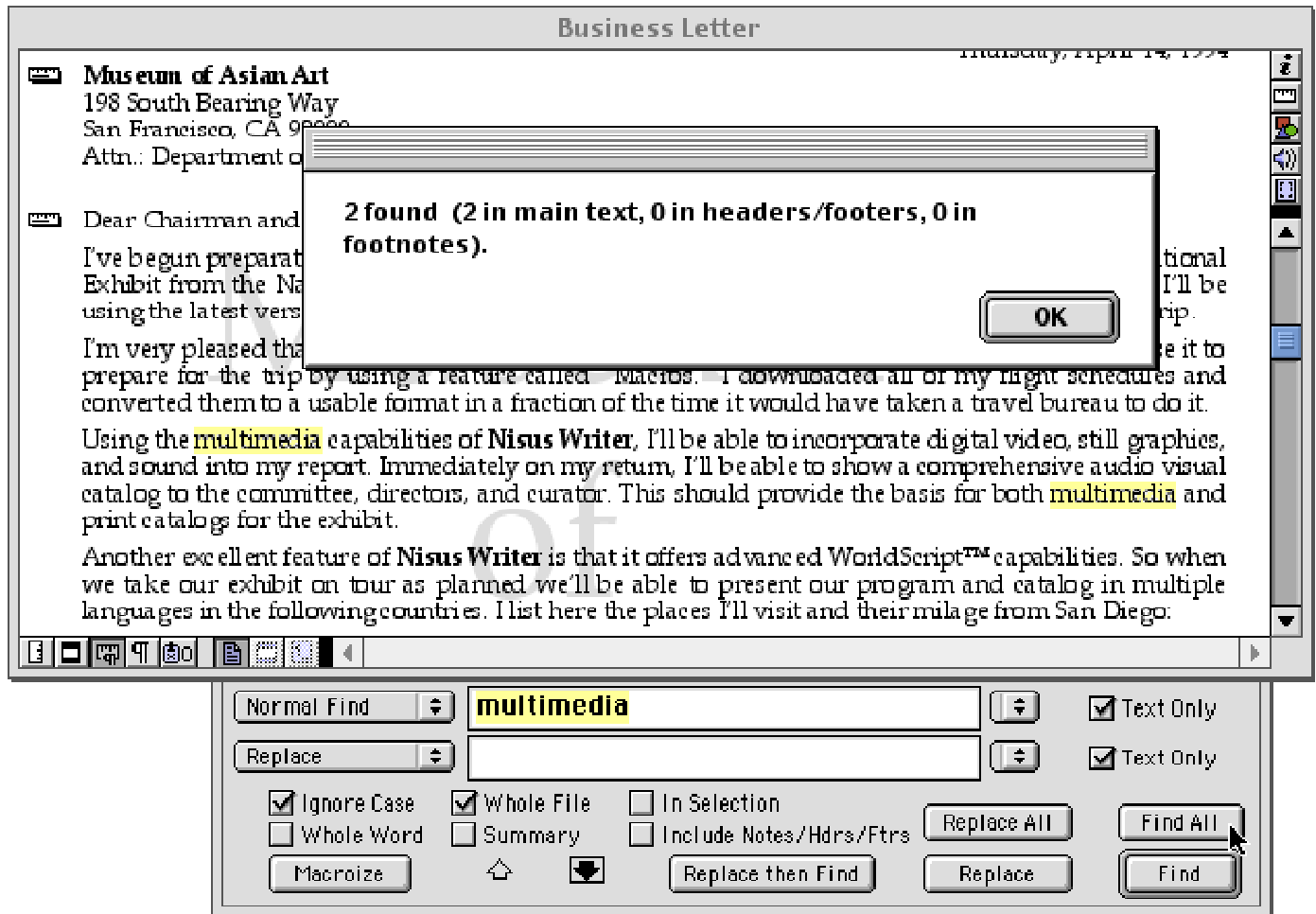


Figure 57
Using the Find & Replace window in the background

For more information about how Nisus Writer allows you to control background windows, see “Working with Inactive Windows” on page 293.

- ▶ If you can’t see the Find & Replace window choose **Find Next** from **Find/Replace** submenu of the **Tools** menu.

To use the Find & Replace window when it is not open:

Most of the commands of the Find & Replace window are also available from the menus. Each button has a command on the **Tools** menu when you press the appropriate modifier key on your keyboard. In this way, you can set up your Find and Replace Expressions, close the Find & Replace window and continue with an unobstructed view of your document window.

- ▶ Choose **Find Next** from the **Find/Replace** submenu of the **Tools** menu.
- ▶ Choose **Replace** from the **Find/Replace** submenu of the **Tools** menu.
- ▶ Choose **Find All** from the **Find/Replace** submenu of the **Tools** menu.
- ▶ Choose **Replace then Find** from the **Find/Replace** submenu of the **Tools** menu.
- ▶ Choose **Find In Selection** from the **Find/Replace** submenu of the **Tools** menu.
- ▶ Choose **Replace In Selection** from the **Find/Replace** submenu of the **Tools** menu.
- ▶ Choose **Replace All** from the **Find/Replace** submenu of the **Tools** menu.

To limit the search:

The check boxes in the Find & Replace window allow you to limit the search in a variety of ways.

- Ignore Case** When checked, Nisus Writer finds both upper and lowercase occurrences of the Find Expression.
When unchecked, Nisus Writer finds the exact match of upper and/or lower case characters in the Find Expression.
Suppose you have the sentence “I hope that all your writing nusus will be a pleasure

	with Nisus Writer.” With Ignore Case turned off the word “nibus” as a find expression would find only the first instance of the word (the noun not the proper noun).
Whole Word	When checked, Nisus Writer finds the Find Expression only if it forms an entire word. When unchecked, Nisus Writer finds the Find Expression even if it makes up only a portion of a word. For example, with Whole Word checked, Nisus Writer would not find the word “hat” in “that.” For a definition of what constitutes a word in Nisus Writer see “How Nisus Writer Defines a Word” on page 112.
Whole File	When checked, Nisus Writer searches the entire document, from the insertion point to the end and then from the beginning to the insertion point. When unchecked, it means that Nisus Writer searches from the insertion point to the end of the file.
In Selection	When checked, Nisus Writer searches within the selected text.
Include Notes/Hdrs/Ftrs	When unchecked, Nisus Writer searches only the standard text editing area of the document. When checked, Nisus Writer also searches in the footnotes, headers and footers.



Because of this, if your insertion point appears “inside” the expression you wish to find Nisus Writer will not find it.

For example, you may want to find the word “progress” but your insertion point happens to be between the p and the r of that word; Nisus Writer will not find it.



When selected, Nisus Writer searches forward towards the end of the document.



When selected, Nisus Writer searches backward towards the beginning of the document.

Text Only	When checked Nisus Writer ignores any attributes (font, size, style, and/or color) that may appear in the Find Box. When unchecked, Nisus Writer finds the text only if it matches the specific attributes that appear in the Find Box.

One way to shorten search time is to streamline the search. You can limit the search to include only text assigned specific attributes such as font, size, and style.

To find text with font and/or size attributes:

In order to test the following instructions you need to open or create a file with some text to which you have assigned various fonts, and/or sizes.

- 1 Choose **Find/Replace...** from the **Tools** menu.
- 2 Type the text you want to find in the Find Box.
- 3 Select the portion of the text that you want to find with specific attributes and choose those attributes from the **Font**, or **Size**, menus at the top of your window. If you choose **Any Font** or **Any Size**, Nisus Writer ignores those aspects of the assigned attributes.

For example, in the paragraph:

I’ll be using the latest version of Nisus Writer to maximize the speed and efficiency of my work on this trip. Using the **multimedia** capabilities of Nisus Writer, I’ll be able to incorporate digital video, still graphics, and sound into my report. Immediately on my return, I ’ ll be able to show a comprehensive audio visual catalog to the committee, directors, and curator. This should provide the basis for both *multimedia* and *print* catalogs for the exhibit.

- A search for the “I’ll be” in **Any Font** and **Any Size** would match all the phrases.
- A search for the words “I’ll be” in **Palatino** and **Any Size** would match the phrases in the two sentences even though one is in 11 Point and the other 9 point. The search would not, however, find the same words (in **Monaco** 9 point) in the third sentence.
- On the other hand, a search for the words “I’ll be” in **Any Font** and 9 point would match the phrases in the first and third sentences but not in the second.

To find text with style attributes:

In order to test the following instructions you need to open or create a file with some text to which you have assigned various styles.

- 1 Choose **Find/Replace...** from the **Tools** menu.

- 2 Type the text you want to find in the Find Box.
- 3 In the Find box, select the portion of the text that you want to find with specific attributes and choose those attributes from the **Style** menu at the top of your window.

Most style attributes are “additive.” You can have text that is both bold and italic. If you choose + **Any Style** and **Any More Defined Styles**, Nisus Writer searches for text that has the style indicated and may also have additional style attributes.

For example, once again, in the paragraph:

I'll be using **the** latest version of Nisus Writer to maximize the speed and efficiency of my work on this trip. Using the *multimedia capabilities* of Nisus Writer, I'll be able to incorporate digital video, still graphics, and sound into my report. Immediately on my return, I'll be able to show a comprehensive audio visual catalog to the committee, directors, and curator. This should provide the basis for both *multimedia* and *print* catalogs for *the* exhibit.

- A search for the word “the” in + **Any Styles** and **Any More Defined Styles** would find six occurrences.
- Searching for “the” in **bold** and + **Any Styles** turned on or off finds only the first occurrence.
- Searching for “the” in *italic* and + **Any Styles** turned on or off finds only the last occurrence.
- A search for the word “multimedia” in **Plain Text** and + **Any Styles** would match both occurrences of the word even though one is partially *italic* and **bold** and the other *italic*.
- A search for the word “multimedia” in *Italic* and + **Any Styles** only matches the second. It does not match the first because the entire string of characters is not *italic*.
- A search for the word “multimedia” in **bold** but with + **Any Styles** unchecked finds nothing because the only instance of “multimedia” that does have the attribute **bold** also has the attribute *italic* (at least in part).
- A search for the word “multimedia” in **Bold** and + **Any Styles** only matches the first. It finds the text because the style **bold** appears as well as *italic* (i.e. + **Any Styles**). It does not match the second because no **bold** appears in it.
- A search for the word “multimedia” in which you select the “multi” portion of the word and choose *Italic* and leave the “media” part of the word as **Plain Text** and leave + **Any Styles** checked, matches both instances of the word. It finds the text because *italic* style appears in the “multi” portion of each word and “+ **Any Styles**” also appears in the remainder of the word.

To find attributes:

If you want to find only those portions of text that appear in bold, or some other font, size, and/or style, you need to define a “text pattern.” For more information about searching for text patterns see “Exercises, or examples of putting PowerFind to use” on page 99.

To Use the Find/Replace menu:

When the Find & Replace window is active, the **Find/Replace** menu appears on the Menu Bar to the right of the **Windows** menu. The commands in this menu give you additional tools to control your find and replace operations.

To broaden the search:

You may have assigned certain attributes to text in the Find Expression and then want to find the text regardless of its font, size and style. To accomplish this:

- ▶ Choose **Find Text Only** from the **Find/Replace** menu or check the **Text Only** checkbox to the right of the Find Expression.

These commands do not remove any attributes displayed in the Find box, they do, however, cause Nisus Writer to ignore these attributes when it searches.

If you limited the search to either uppercase or lowercase characters,

- ▶ Choose **Ignore Case** from the **Find/Replace** menu or check the **Ignore Case** checkbox.

If you had set the search to only a portion of the file,

- ▶ Choose **Whole File** from the **Find/Replace** menu or check the **Whole File** checkbox.
- ▶ Choose **Search All Open Files** from the **Find/Replace** menu to have Nisus Writer search for the Find Expression in all open files.
- ▶ Choose **Search Search List** from the **Find/Replace** menu to have Nisus Writer search for the Find Expression in a list of files you designate (whether or not they are open).

To search more than one file at a time:

This technique is especially useful if you're making the same change in many documents on which you are

currently working. Instead of searching each file separately, you can search several files at the same time.

- 1 Choose **Find/Replace...** from the **Tools** menu.
- 2 Enter appropriate text in the Find and Replace boxes.
- 3 Choose **Search All Open Files** from the **Find/Replace** menu.
- 4 Choose appropriate search options from the Find/Replace dialog as described on page 84.
- 5 Click the button that corresponds to the activity you want to complete as described on page 83.
- 6 Click the close box when you finish or just click back into your document and leave the Find & Replace window open in the background to use later.

To search more than one file at a time including closed files:

This technique, which requires creating a “search list,” is especially useful if you want to make the same change in many documents of a related project that may be scattered in various folders on your drive.

- 1 Choose **Find/Replace...** from the **Tools** menu.
- 2 Type the text you want to find in the Find box.
- 3 Choose **Show Catalog** from the **File** menu.
- 4 Select the file(s) or folders to include in the search list.

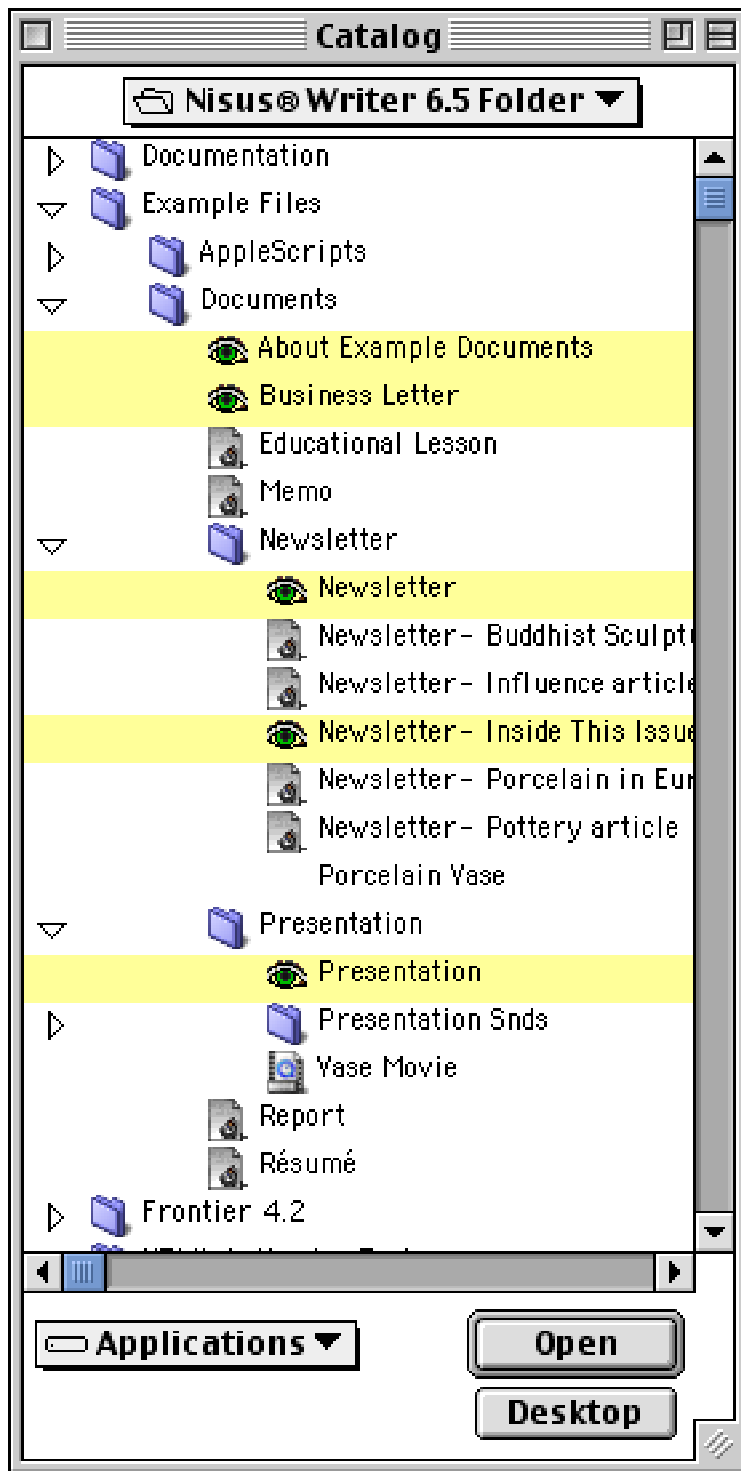


Figure 58

The Nisus Catalog prepared for a search list

Notice that you can resize the Catalog, show folders in outline form as in the Finder and select files from multiple folders using noncontiguous selection (press as you select file names).

- 5 Choose **Add to Search List** from the **Catalog** menu, which displays to the right of the **Auto** menu when the Catalog is active.

An eye icon precedes each file on the search list.

- 6 Choose appropriate search options from the Find/Replace dialog as described on page 84.

- 7 Click the button that corresponds to the activity you want to complete as described on page 83.

Nisus Writer now searches each selected file. When it finds a file with the text you want to find, it opens the file and selects the word. To continue searching the remaining files, click . To search all files at once, click .

Nisus Writer maintains this list for you to search at a later time. If you do not want to save the search list, you can change this in the Finding preferences as explained on page 332.

To prevent searching through a search list:

You may find the item you want before Nisus Writer finishes the search through all the files on the search list. Any files that remain on a search list, Nisus Writer continues to search through the next time you click **Find**. You can prevent this in two ways.

- You can remove the files from the search list.
 - ▶ Choose **Remove From Search List** from the **Catalog** menu to remove selected files from the list.
 - ▶ Choose **Clear Search List** from the **Catalog** menu to remove all files from the search list.
- You can retain what remains on the search list for later searching.
 - ▶ Choose **Search Active File** or **Search All Open Files** from the **Find/Replace** menu

To stop a search or replace:

- ▶ Press **⌘** **⌫** and hold the keys until the process stops.

This is the universal Macintosh command to interrupt and stop any procedure.

To find text that “sounds like” what you’re looking for:

If you don’t know precisely how to spell a word you can still find it in your text. Figure 59 illustrates this tool. Suppose you forgot the current accepted spelling of the capital of China and you wanted to check to see what you put in your document. If you type the letters “Peking” in the Find box you can find the word “Beijing” in the text. Similarly, if you search for mite, you can find might.

- 1 Choose **Sounds Like** from the **Find/Replace** menu.
- 2 Uncheck **Whole Word** in the Find & Replace window or in the **Find/Replace** menu.
- 3 Uncheck **Ignore Case** in the Find & Replace window or in the **Find/Replace** menu.
- 4 Click **Find**.

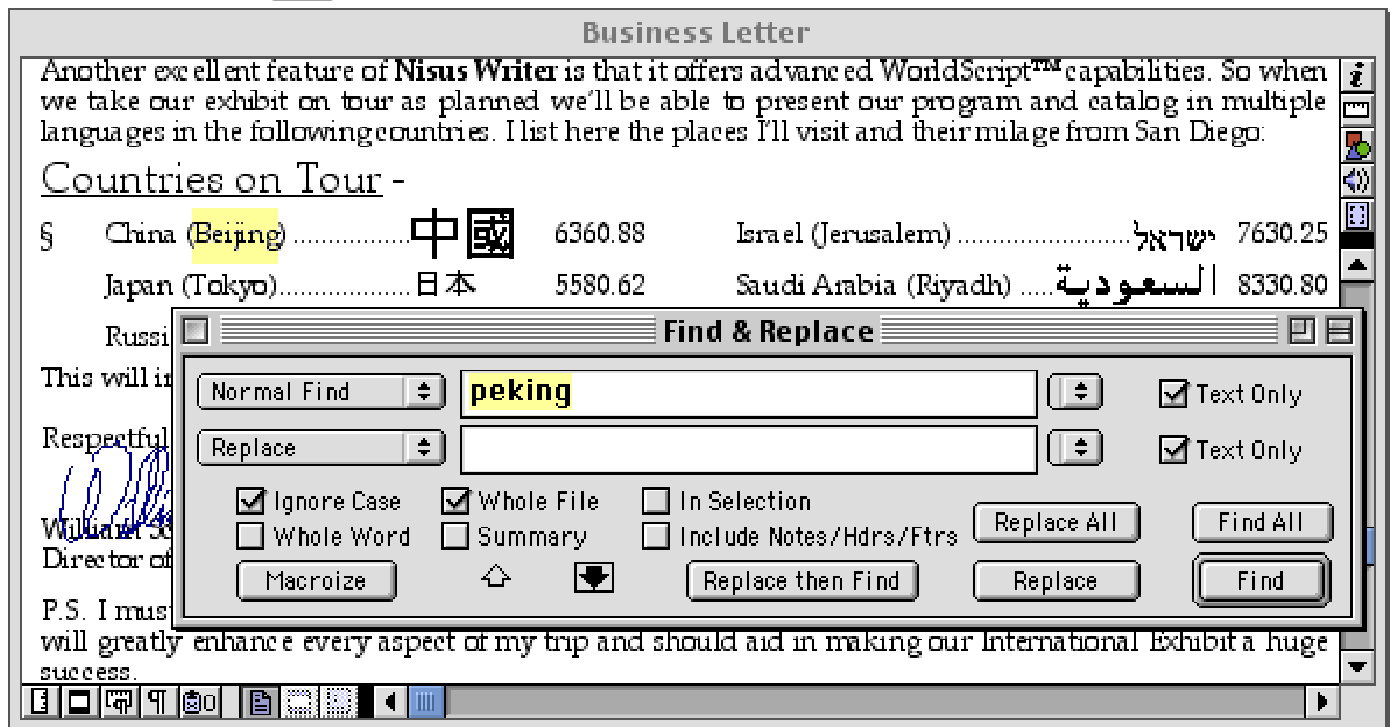


Figure 59
Using Sounds Like to find text

To find text in non-Roman scripts:

For instructions on entering text in non-Roman scripts see “Writing in Multiple Languages” beginning on page 72. A discussion of finding and replacing non-Roman text begins on page 74.

To create a “summary” of your search:

You can have Nisus Writer create a new file with a list of all the occurrences of your Find expression, a virtual concordance. The file lists every found occurrence, supplies some of its context and identifies the file and line number where it was found. This list is hyperlinked to the files in which the expression appears. You can do this in one or in many files. For example:

- 1 Choose **Show Catalog** from the **File** menu.
- 2 Create a search list if you want to search through a number of files (some of which may be closed).

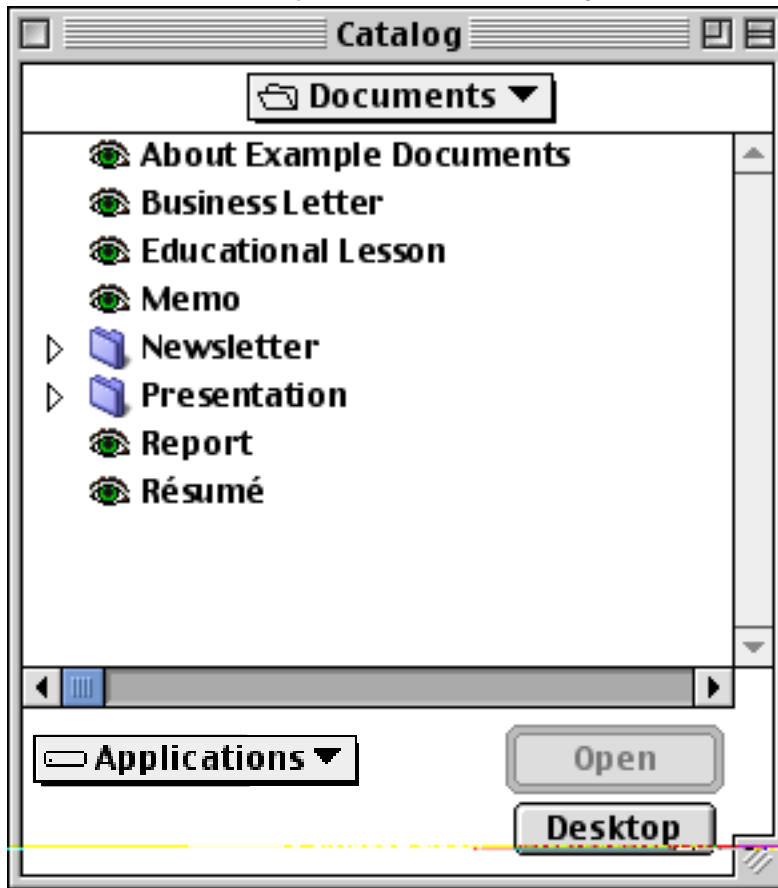


Figure 60
A search list

- 3 Choose **Find/Replace** from the **Tools** menu and enter the search expression in the Find box.
- 4 Check **Summary** in the Find & Replace window or choose **Search Summary** from the **Find/Replace** menu and click **Find**.

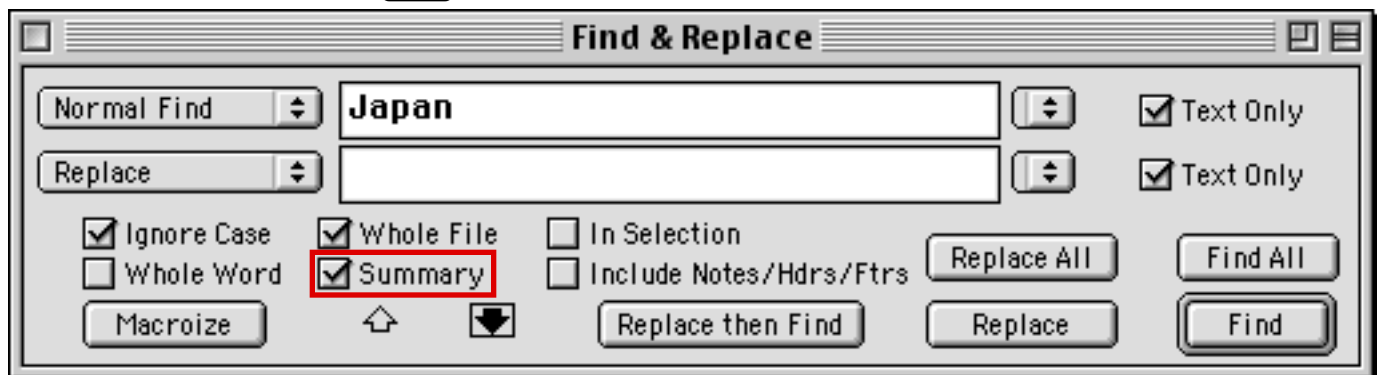


Figure 61
Creating a summary search
Nisus Writer indicates through which files it searches.

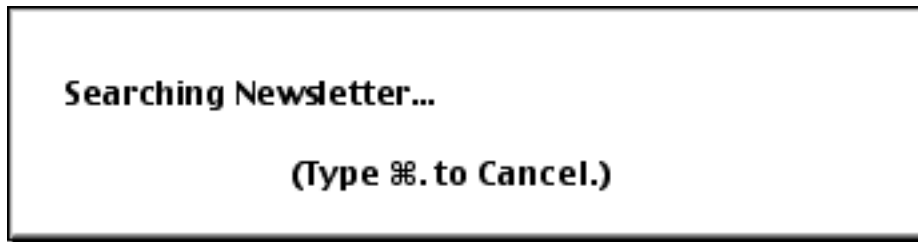


Figure 62

Searching through multiple files

- 5 Double-click any instance of the Find expression in the Summary Search file and Nisus Writer jumps to and selects that occurrence.

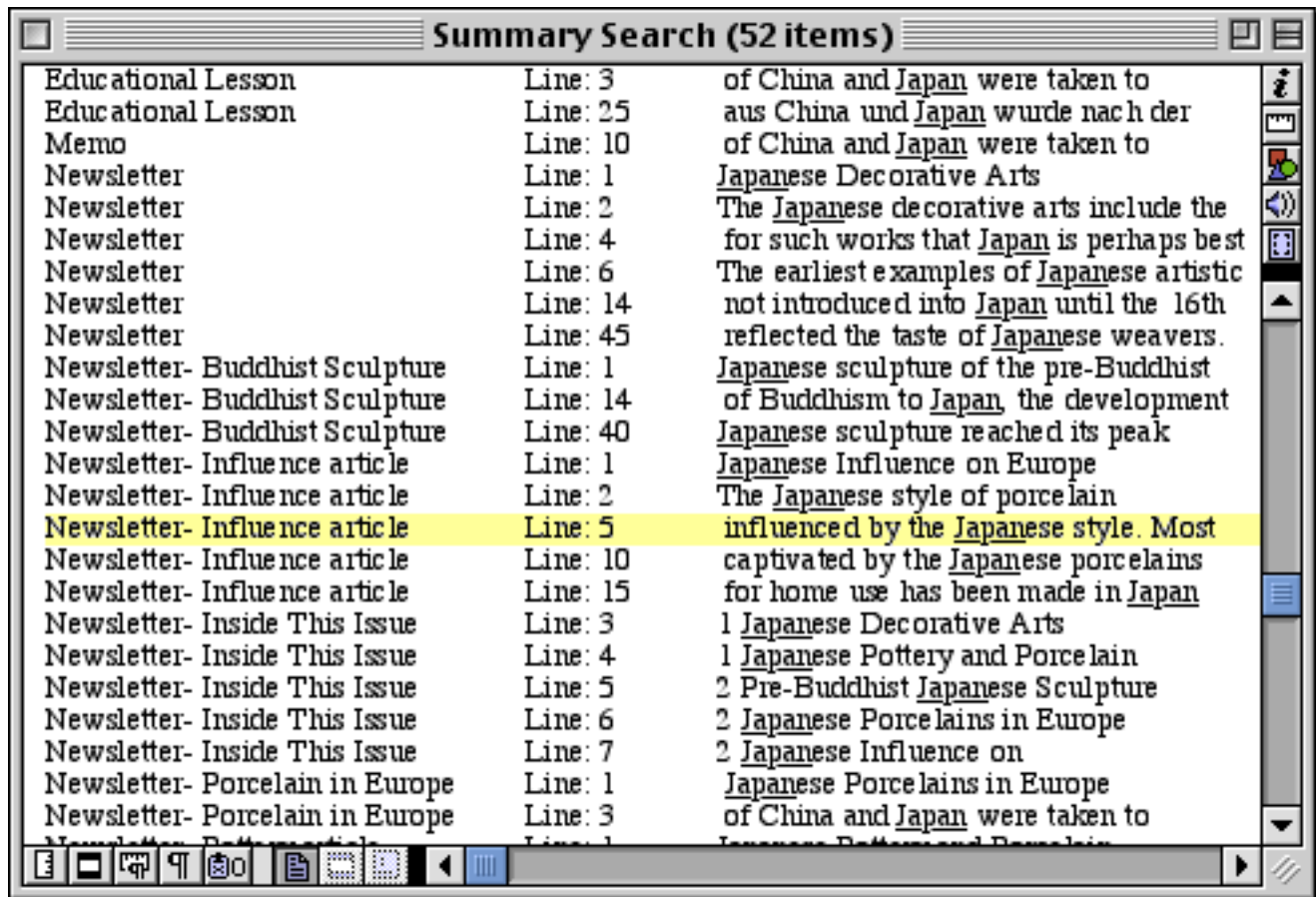


Figure 63

The summary search file

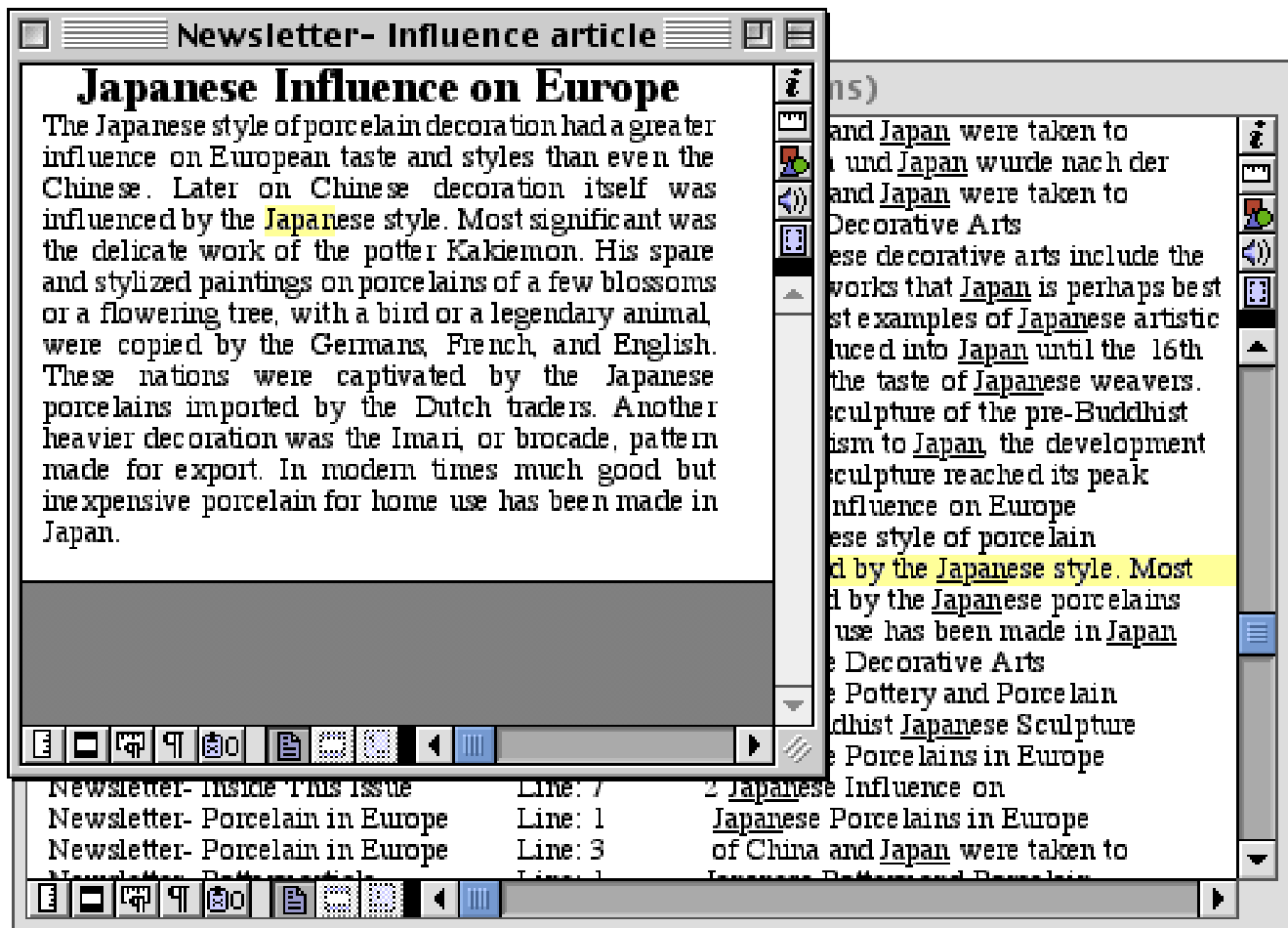


Figure 64

The hypertext link



You cannot make changes to the Search Summary file; however, you can save it as a record of where the occurrences of your find expression appeared. If you make any changes to the files searched or close the Summary file the hyperlinks break.

To clear the Find & Replace window of all attributes:

- Press **⌘** then **⌘**; then repeat the sequence.

To set Find/Replace preferences:

To learn how to set your preferences for searches, see the section “To Choose the Find/Replace Options” beginning on page 332.

Using Other Menu Commands with the Find & Replace window

Most of Nisus Writer’s standard menu commands are also available within the Find/Replace dialog. Choose **Check Spelling...** to verify the spelling of Find and Replace expressions. You can also insert a cross-reference, page break, page number, variable stamp, or glossary entry in your Find or Replace expression just as you would in your document. If you copy a graphic and paste it into the Replace box, you can double-click the graphic to edit it.

To automate your find/replace activities:

Nisus Writer can automatically create a macro out of any find or find/replace expression you build in the Find & Replace window. (For an explanation of macros see “Macros Quick & Easy” on page 346.) All you need do is click the **Macroize** button in the Find & Replace window. Nisus Writer takes all the information you have set there and in the Find/Replace menu and builds a Find... expression for your macros. This allows you to test your find/replace expression thoroughly before adding a line to your macro.

- 1 Test your find/replace expression. Be sure that the settings in the Find & Replace window and in the Find/Replace menu are set appropriately.

The **Macroize** button takes these settings as the “options” argument in the macro. (For more information see “Search Options” on page 365.)

- 2 Click **Macroize**.

A dialog appears that offers a variety of choices.

On the right side of the dialog you can choose from a number of options.

3 Click the appropriate options for your macro command.

- **Find Next**
Finds and selects the next occurrence of the find... expression.
- **Find All**
Finds all occurrences of the find... expression and selects them noncontiguously.
- **Replace All**
Finds and replaces all occurrences of the find/replace expression.
- **Replace With**
Replaces the current selection with the replace... expression.
- **Terse**
“Don’t tell me how many items were replaced.”
- **Terminate if Nothing Found**
“If you don’t find anything, just stop.”

On the left side of the dialog you choose where Nisus Writer should put the expression.

- **Copy to Clipboard**
Puts the entire Find... expression on the Clipboard so that you can paste it into whatever macro you’re working on. This is for advanced users.
- **New Macro Command**
As you click **New Macro Command**, a new area becomes visible in the dialog which allows you to add this macro command to any preexisting macro file and name it.
 - 3a Choose the macro file to which you wish to add this command and type the name of this macro in the text field.
 - 3b Type the name of the new macro command.
- **Append Macro**
As you click **Append Macro**, a new area becomes visible in the dialog which allows you to add this macro command to any preexisting macro file and macro command.
 - 3c Choose the macro file to which you wish to add this command.
 - 3d Choose the macro command to which you wish to add this line.

4 Click .

Using PowerFind

PowerFind gives you powerful yet easy-to-use tools that extend the normal Find and Replace functions in Nisus Writer. There may be times when you need to find or replace text which conforms to a complex description or which varies from place to place in your document. For example, you may want to locate all passive verbs (as the Find expression in the macro “**Mark ‘to be’ Verbs**” does in the macro file *Writer’s Macros*), change the font of all capitalized words, or highlight every paragraph that contains a semicolon. Searches of this type would be impossible using conventional find-and-replace methods, but are quite simple using PowerFind. In general, anything you can describe in words, you can find with PowerFind. Everything you’ve learned about finding and replacing text with Normal Find applies to PowerFind. In addition, what you learn about PowerFind serves as the basis for the more advanced PowerFind Pro. In this part of the documentation, you’ll learn what types of tasks you can do with PowerFind. You’ll also find complete instructions for using both methods, along with plenty of examples of useful “find” expressions for your convenience.

PowerFind is easy to use, and performs all the complex find and replace procedures available in PowerFind Pro. PowerFind is strictly menu driven. You can type in real words, but all of the power of PowerFind you get from the menus in the Find & Replace window. In PowerFind Pro you can enter the same expressions as with PowerFind, but you can use the keyboard to enter them.

About PowerFind

Use PowerFind to increase your productivity and simplify tedious writing and editing procedures. Here are just a few ways to use PowerFind:

- find all telephone numbers or addresses—even if they’re not all in the same format
- replace a frequently used phrase with the contents of a Clipboard
- change the font of any capitalized word within quotes

- find the words that begin and/or conclude a paragraph
- change the sequence of words
- find all underlined words

As you experiment, always remember to back up your document before trying any new procedure.

You may have already used Nisus Writer's standard Find and Replace feature to perform simple substitutions—for example, replacing one word with another throughout your document. Sometimes, however, you need more flexibility in what you search for, or you may want to do more complex substitutions. PowerFind allows you to include variables, styled text, and parenthesized expressions in your Find Expression to narrow the search down to exactly what you want. And should you reach the limits of PowerFind's flexibility, you can move on to PowerFind Pro for virtually unlimited find and replace capability.

This section has an example to show you how easy it is to use PowerFind to find phrases that contain variables. It also explains the parts of a find expression and the logic Nisus Writer follows to complete a find procedure. In the example, you'll also convert the PowerFind expression that defines the search to a PowerFind Pro expression. This step gives you an idea of the difference between these two search types.

PowerFind Example

Suppose you want to find all the capitalized words in your document. You can quickly create a PowerFind expression that will find all words beginning with any capital letter in a single step—regardless of how many letters are in the word or what the letters are. And if you want to be more specific—say, finding all capitalized words except those beginning with P, you can easily convert your PowerFind expression to a PowerFind Pro expression and make the needed adjustments. For instructions on how to convert PowerFind expressions to PowerFind Pro expressions see page 95.

- 1 Open the document you need to revise and move the insertion point to the beginning of the document or type the following into a new document:

I went for a walk along the Atlantic City boardwalk and thought about all I had missed. A few hours earlier she had asked me to join her for a trip across New Jersey through Pennsylvania, Ohio, Indiana, the great Midwest and over the Rockies to the Pacific Ocean in California.

Then complete these steps.

- 2 Choose **Find/Replace** from the **Tools** menu, then **PowerFind** from the **Search Method** pop-up menu. The Find & Replace window expands to offer more capabilities.

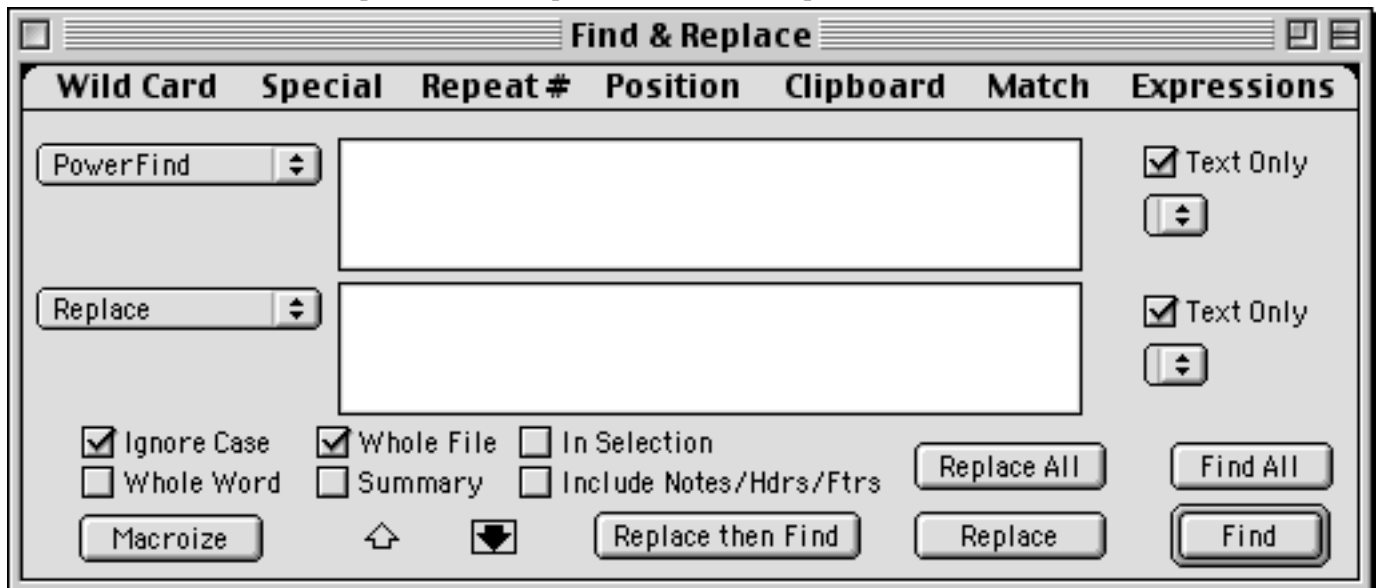


Figure 65

The Find & Replace window in PowerFind mode

Notice that Nisus Writer makes some new menus available: **Wild Card**, **Special**, **Repeat #**, **Position**, **Clipboard**, **Match** (and **Expression**). When you choose a command from any but the last of these menus, Nisus Writer inserts a graphic representation of the corresponding command in the Find or Replace box. The Find box appears at the top (to the right of the **Find** pop-up menu), and the Replace box appears at the bottom (to the right of the **Replace** pop-up menu).

- 3 Choose **A-Z** from the **Wild Card** menu to find strings of characters that begin with a capital letter.

- 4 Choose **a-z** from the **Wild Card** menu to tell PowerFind that the word you're looking for may contain some lowercase letters after the initial capital letter.

At this point, if you were to start the search, the Find expression would only locate capitalized words with two letters, such as "It." We want to tell PowerFind that the word might have any number of additional lowercase letters, or it might not have any (as in "A" or "I").

- 5 Choose **0+** from the **Repeat #** menu.

This means that the item before it ((**a-z**), meaning any lowercase letter) may appear zero or more times (that is: "it may or may not be there").

So far you've asked PowerFind to look for all occurrences of any word beginning with a capital letter. The expression in the Find box looks like this:

A-Z (**a-z**) (**0+**)

- 6 Click **Find** to begin the search.

Nisus Writer finds all capitalized words, one at a time. To select them all at once, click **Find All**.

- Optional:

Choose **PowerFind Pro** from the **Search Method** menu to convert the PowerFind expression into a PowerFind Pro expression.

Do this for its learning value. While you can perform many functions with the menus of PowerFind, the ability to write your expressions directly gives you much greater flexibility.

The expression in the Find box now looks like this:

:u:l*

Notice how PowerFind Pro uses symbols in place of the graphic representation of the menu commands. You'll learn what these and other PowerFind Pro symbols mean in the section beginning on page 105.



You can convert PowerFind expressions to PowerFind Pro, and you can convert PowerFind Pro expressions back to PowerFind.

PowerFind Terms

A good understanding of the terms and concepts described below will help you learn to use PowerFind (and, later, if you want, PowerFind Pro) more effectively.

A metacharacter is a PowerFind command or symbol.¹ Metacharacters denote a specific character or set of characters and can represent variables, positions, number of repetitions, and so on. PowerFind displays the metacharacter symbols in a user-friendly manner using natural language words and phrases "boxed":

(Any character).

PowerFind finds literal text exactly as it is entered. Literal text means characters that have no special meaning on their own (that is, they are not "meta" "characters"). The PowerFind mode considers all text to be literal; it will find exactly what you type.

An expression consists of one or more metacharacters, literal text, or any combination of metacharacters and literal text used to define or describe what you want to find. Which is why we say at the beginning of this section that "If you can describe it, you can find it, and if you can find it, you can change it to anything else you can describe." For example, in PowerFind, the Find expression

(¶ Start)Because

finds each occurrence of the word "Because" at the beginning of a paragraph.

A wild card is a metacharacter that assumes the identity of one or more characters in a search expression. For example, the wild card (**0-9**) looks for any digit. The PowerFind Find expression

(Part Number) (Space) (**0-9**) (**0+**)

first looks for an open parenthesis, then the string of characters "Part Number" followed by a space and any sequence of one or more digits then a close parenthesis.

PowerFind Guidelines

Here are a few hints to keep in mind when working with PowerFind.

- Replace expressions must represent unique expressions. Wild cards, repeat # or position metacharacters, and the (**CR**) and (**Space or Tab**) metacharacters cannot be used in a Replace expression, because they are not unique. On the other hand, a Replace expression can contain metacharacters like (¶) or (**Tab**) because they always mean the same thing.
- If the search doesn't work as expected, look over the options selected in the **Find/Replace** menu (for example, **Whole Word** and **Whole File**). Also verify the position of the insertion point.

¹ The term "metacharacter" refers to the character standing for something beyond the "normal" "literal" or "usual" meaning of the character (similar to the use of the word "metaphysics").

- If you're looking for text in a script other than English, make sure the appropriate script is selected. The selected script's corresponding flag displays to the left of the Nisus Writer icon on the menu bar. Or turn off script sensitivity—make sure **Find Script Sensitive** on the **Find/Replace** menu is deselected.
- If the expression doesn't find text in the specified position, choose **Spaces, Tabs and ¶** and/or **Display Invisible Text** from Display Attributes menu on the Horizontal Button Bar to display invisible and special characters to see if other characters might be in the text.

Wild Card Menu

Include a wild card in your expression when you want to find one or more characters. For example, use the wild card **(0-9)** to look for any number between 0 and 9. If you know you want to find 93, type 9 and 3 in the Find box. If you just know that your document has a two digit number, but you don't know what it is, enter **(0-9)(0-9)**.

Command:	Finds:
Any Character	Any character except the Return character that defines the end of a paragraph
Any ¶	Any character that occurs one or more time (from the insertion point forward) except the Return character that defines the end of a paragraph
Any Character or ¶	Any character including the Return character that defines the end of a paragraph
Any Word	Any word (For a definition of what counts as a "word," see "How Nisus Writer Defines a Word" on page 112.)
Any Text	Any group of characters, including the Return character that defines the end of a paragraph. This is the same as Any Character or ¶ with the addition of the command 1+ from the Repeat # menu
Any Sentence	Any group of characters that ends in an "end of sentence" marker followed by a space (tab, Return or the end of the file). If a space follows an abbreviation with a period, Nisus Writer selects up to that period.
Any HTML Tag	Any group of characters surrounded by "<" and ">".
A-Z a-z	Any alphabetic character
A-Z a-z 0-9	Any alphabetic or numeric ("alphanumeric") character
0-9	Any numeric character
a-z	Any lowercase letter from a to z, including modified letters (such as ñ, ç or ü)
A-Z	Any uppercase letter from A to Z, including modified letters (such as Ñ, Ç or Ü)
European	Any modified alphabetic whether uppercase or lowercase (such as Ñ, Ç, Ü, ñ, ç or ü)
Character Set...	Brings up a dialog, illustrated in Figure 66, that allows you to create a specified set of characters to find.
Edit Character Set...	Brings up a dialog that allows you to edit an already specified (selected) set of characters to find.

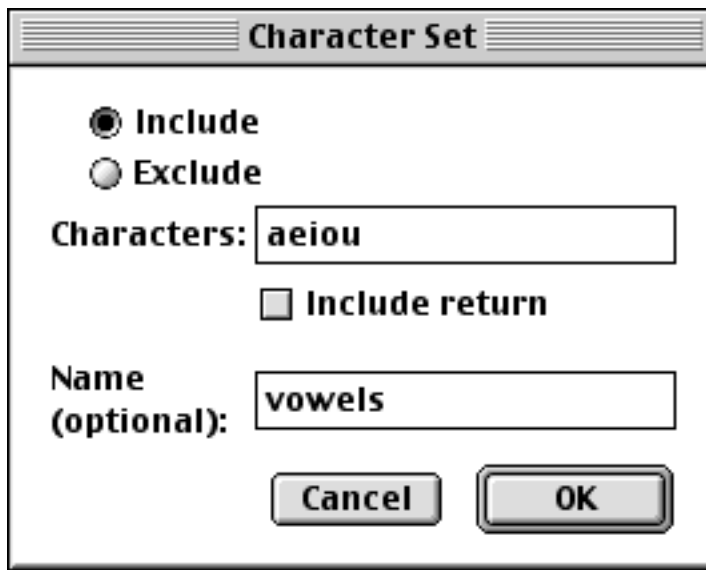


Figure 66
The (Edit) Character Set... dialog

As you work with wild cards, keep in mind that alphabetic characters include letters Aa through Zz and European language alphabets.

Special Menu

Use commands from the **Special** menu to help you find one thing “or” another and to find spaces, tabs and other similar “formatting” characters.

Command:	Finds:
OR	Whatever characters you have in your Find expression on either side of the OR in the expression; you can use OR inside parentheses
¶	The Return character that defines the end of a paragraph, an invisible character that displays on your screen as: “¶”
Soft Return	The Soft Return character that creates a new line without beginning a paragraph, an invisible character that displays on your screen as: “↵”
Space	Space character, an invisible character that displays on your screen as a dot raised above the line: “.”
Tab	Tab character, an invisible character that displays on your screen as: “→”
Space or Tab	Space character or a Tab character
Page Break	Page breaks that result from choosing Page Break from the Insert menu, an invisible character that displays on your screen as a hollow single or double-headed arrow: “↕” or “↔”



To see these “invisible” formatting characters choose **Space, Tab & ¶** from the **Display Attributes** pop-up menu on the Horizontal Button Bar.

Repeat # Menu

Use the **Repeat #** menu commands to find a character or wild card that appears the specified number of times. To find parts of strings, be sure to uncheck **Whole Word**. You cannot use **Repeat #** commands in the Replace expression. To replace something you find with a certain number of items in the Replace box you must enter them that many times. (Don’t forget, you can cut copy and paste in the Find & Replace window.)

Repeat # menu commands refer to repeated occurrences of a character or wild card. Zero or one occurrences means that the character or string is either not found or found only once; there is no repeat. For example, the expression AB(0+) (find any A followed by any B which may or may not be there), finds each occurrence of A alone or A preceding any number of B’s.

Command:	Finds:
0+	Zero or more repeated occurrences (“It may or may not be there.”)
1+	One or more repeated occurrences
0 or 1	Zero or one occurrence

Shortest 0+ Zero or more repeated occurrences (“It may or may not be there.”), the shortest occurrence

Shortest 1+ One or more repeated occurrences, the shortest occurrence

Shortest 0 or 1 Zero or one occurrence, the shortest occurrence

The expression AB(1+) (find any A followed by any B which must be there at least one (or more) time(s)) finds AB, ABB, and ABBB, but not A or AC. And the expression AB(0 or 1) (find any A or any A followed by any B but only the first one that appears) finds A in AC and AB in ABB. The expression AB(shortest 1+) (find any A followed by any B which must be there at least one (or more) time(s), but only the shortest string of them) finds only AB regardless of how many B’s appear. Note that the **Repeat #** refers only to the immediately preceding character or variable.

Position Menu

Use commands from the **Position** menu to specify the location of the beginning or end of a Find expression. You cannot use **Position** menu commands in Replace expressions.

Command: **Displays Insertion Point:**

Character on Left: To the right of character

Character on Right: To the left of character

Word Start To the left of the word

¶ Start To the left of the beginning of a paragraph

Document Start To the left of the document’s first paragraph

Word End To the right of the last character of a word

¶ End At the end of paragraphs

Document End At the end of the document

You can use commands in this menu in a Find string or to move the insertion point to another part of your document. For example, if your Find string consists only of (Word End), clicking on (Find) will move the insertion point to the end of the next word in your document. On the other hand, if your Find string consists of

ing(Word End)

PowerFind will find and select the next occurrence of “ing” at the end of a word.

Note that you cannot use (Character On Left:) and (Character On Right:) alone in a Find string. You must always have a character or variable following them.

For example (Any Word)(Character On Left:)s will find and select any words that end with “s.”

Clipboard Menu

Use the **Clipboard** menu commands in Replace expressions to replace text or graphics with the contents of a Clipboard. Each command refers to a corresponding Clipboard. For example, #4 refers to the contents of the Clipboard labeled number four while **Current** refers to the current Clipboard whichever number that may be.

Match Menu

Use **Match** menu commands to match phrases found in Find and Replace expressions.

Command **Description**

Found Corresponds to the currently found or selected text; use in Replace expressions

(For use in Find expressions to indicate start of string

) For use in Find expressions to indicate end of string

{ For use in Find expressions to indicate start of string, without creating a corresponding Replace string

} For use in Find expressions to indicate end of string, without creating a corresponding Replace string

(...Found #) These correspond to items found when you searched using the parenthesis commands; you can use these both in Find and Replace expressions.

(...Other Found #)... These correspond to items found when you searched using the parenthesis commands beyond the tenth item found (up to 63); you can use these both in Find and Replace expressions.

Use the parentheses from this menu to identify strings you want to find. Nisus Writer counts parenthesized strings in the Find box from left-to-right (even when editing in a right-to-left language). For example, the first string in parentheses corresponds to the menu command (...Found 1). Use (...Found #) commands to simplify expressions that contain multiple entries of the same or similar string.

For example, to change dates written as mm/dd/yy to dates written as dd/mm/yy, use the following expressions:

Find: $\left((0-9) (0-9) \right) / \left((0-9) (0-9) \right) / \left((0-9) (0-9) \right)$
 Replace: $(\text{...Found 1}) / (\text{...Found 3}) / (\text{...Found 2})$

You can also use $\left(\text{and} \right)$ to nest expressions. For example, in this expression

$\left(A \left(B \left(CD \right) \right) \left(EF \right) \right)$

(...Found 1) matches set A (the entire expression), (...Found 2) matches set B (which includes CD, (...Found 3) matches just CD, and (...Found 4) matches just EF.

Exercises, or examples of putting PowerFind to use:

In the examples that follow, all instructions assume the Find/Replace dialog is open and **PowerFind** is selected from the **Search Type** menu.

To change font size:

These steps explain how to change all occurrences of 14-point Times text in your document to 12-point Times.

- 1 Place the insertion point in the Find box and choose **Any character or ¶** from the **Wild Card** menu.
- 2 Choose **1+** from the **Repeat #** menu.

The Find box displays this expression:

$\text{Any character or } \left(\text{¶} \right) \left(1+ \right)$

- 3 Select the contents of the Find box, then choose **Times** from the **Font** menu and **14** from the **Size** menu.
- 4 Place the insertion point in the Replace box, then choose **Found** from the **Match** menu.

The Replace box displays this expression: $\left(\text{Found} \right)$

- 5 Select this $\left(\text{Found} \right)$ (the contents of the Replace box) and choose **12** from the **Size** menu.
- 6 Click $\left(\text{Replace All} \right)$ to apply the change.

To search for each paragraph that begins with a specific word:

These steps show you how to find each paragraph in your document that begins with the word Because.

- 1 Click in the Find box, then choose **¶ Start** from the **Position** menu and type Because.

The Find box displays this expression: $\left(\text{¶ Start} \right) \text{Because}$

- 2 Check **Whole File**.
- 3 Click $\left(\text{Find} \right)$ to find the first and subsequent paragraphs that begin with the word Because.

To remove extra blank lines:

These steps explain how to find every blank line and remove it.

- 1 Choose **¶** from the **Special** menu twice, then **1+** from the **Repeat #** menu.

The Find box displays this expression: $\left(\text{¶} \right) \left(\text{¶} \right) \left(1+ \right)$

- 2 Click in the Replace box and choose **¶** from the **Special** menu.
- 3 Check **Whole File** and click $\left(\text{Replace All} \right)$ to remove all blank lines.

To remove page breaks:

You can insert forced page breaks in your Nisus Writer documents by choosing **Page Break** from the **Insert** menu. You can also find and remove them using PowerFind.

- 1 Click in the Find box and choose **Page Break** from the **Special** menu.
- 2 Leave the Replace box blank.
- 3 Click $\left(\text{Find} \right)$ then $\left(\text{Replace then Find} \right)$ to find and replace specific breaks, or click $\left(\text{Replace All} \right)$ to remove all page breaks created using **Page Break** from the **Insert** menu.

To find and replace two (or more) words with one word:

These steps show you how to find and replace former names of a product (for example: "QuickStart" and "JumpStart") with its final name ("FastTrack").

- 1 Type **QuickStart** in the Find box.
- 2 Choose **OR** from the **Special** menu, then type **JumpStart**.
The Find expression looks like this:
QuickStart(OR)JumpStart
- 3 Type **FastTrack** in the Replace box.
- 4 Check **Whole File** and click **Replace All** to replace all occurrences of QuickStart or JumpStart with FastTrack.
For an example of another way in which you can use (OR), see “To index more than one reference at a time” on page 266.

To insert a bullet at the beginning of every paragraph all at once:

- 1 Click in the Find box and choose ¶ **Start** from the **Position** menu.
- 2 Choose **Any Character** from the **Wild Card** menu.
- 3 Choose **1+** from the **Repeat #** menu.
- 4 Click the Replace box and press **option** as you type 8 (to insert a bullet “•”), then choose **Found** from the **Match** menu.
- 5 Click **Find**, then click **Replace All** to insert bullets at the beginning of all paragraphs.

To replace a phrase with the contents of a Clipboard:

These instructions assume Clipboard number 3 contains the information you want to insert into your document.

- 1 Click in the Find box and enter the Find expression that defines what you want to replace.
- 2 Click in the Replace box and choose **#3** from the **Clipboard** menu, then click **Replace All**.

To change the sequence of a pattern:

These instructions explain how to change all occurrences of a date entered as dd/mm/yy (for example 23/06/73) to mm/dd/yy. (or 06/23/73)

- 1 Click in the Find box and choose (from the **Match** menu.
- 2 Choose **0-9** twice from the **Wild Card** menu.
- 3 Choose) from the **Match** menu, then press **⌘**.

So far, the Find expression looks like this:

((0-9) (0-9)) /

- 4 Select the text in the Find box, then choose **Copy** and **Paste** to finish the expression so that it looks like this:

((0-9) (0-9)) / ((0-9) (0-9)) / ((0-9) (0-9))

Here each set of the open parenthesis, 0-9 and closed parenthesis represents the two digits of the month followed by the slash “06/” then the day and slash “23/” and finally the year: “73” the three things you want to find and switch.

- 5 Click in the Replace box and use the **Match** menu and keyboard to create this Replace expression:

(...Found 2) / (...Found 1) / (...Found 3)

Nisus Writer uses the special parentheses to define the numbered Found groupings; that is, the first set of special parentheses surrounds what will be produced in (...Found 1). The special parentheses store the found expression so that it can be recalled when using the numbered Found characters under the **Match** menu. In this example, the first set of special parentheses define the two numbers, found in the text, not the symbols (0-9) (0-9) to be recalled when (...Found 1) is used.

So, in the example, (...Found 2) represents the day (now at the beginning) and (...Found 1) represents the month (now appearing in second place).

- 6 Check **Whole File**, then click **Replace All**.

To find two neighboring duplicate paragraphs:

- ▶ Enter this Find expression:

¶ Start (Any character 1+ ¶) (...Found 1) 1+

To change the wording of a repeated phrase containing a variable

Suppose your document contains multiple entries of the phrase “whose ASCII code number is #,” where # represents any of fifty different ASCII codes. The Find and Replace expressions below change this phrase to “(with ASCII code #)” without changing actual numerical values.

1 Create this Find expression:

(whose ASCII code number is) (0-9 0+)

2 Create this Replace expression:

(with ASCII code (...Found 2))

3 Check **Whole File**, then click **Replace All**.

PowerFind Find Expressions

Here is a list of PowerFind expressions that may be useful:

Expression:

(¶ Start Any character 1+)

(Space or Tab 1+ ¶ End)

(¶ Start Any character)

((A-Z a-z 0-9) 1+)

(Word Start)pre

(Line Start)this

s(Word End)CRes(Word End)

Finds:

The beginning of each paragraph

Any trailing blank characters at the end of a paragraph

The first character in a paragraph

Any sequence of an alphabetic followed by a digit—one or more of those sequences

All words that begin with pre

Lines that begin with this

All words that end in s or es

To save a find or replace expression:

In addition to the pop-up menus beside the Find and Replace expression boxes, which store the expressions you have used during the current session of Nisus Writer, you can save any PowerFind or PowerFind Pro expression to a special file.

Once you have defined your expression and tested it:

1 Choose **New Expression...** from the **Expressions** menu in the Find & Replace window.

Nisus Writer places whatever expression you had in the Find & Replace window into the New Expression dialog as illustrated in Figure 67.

2 Give your expression a name and click **Name**.

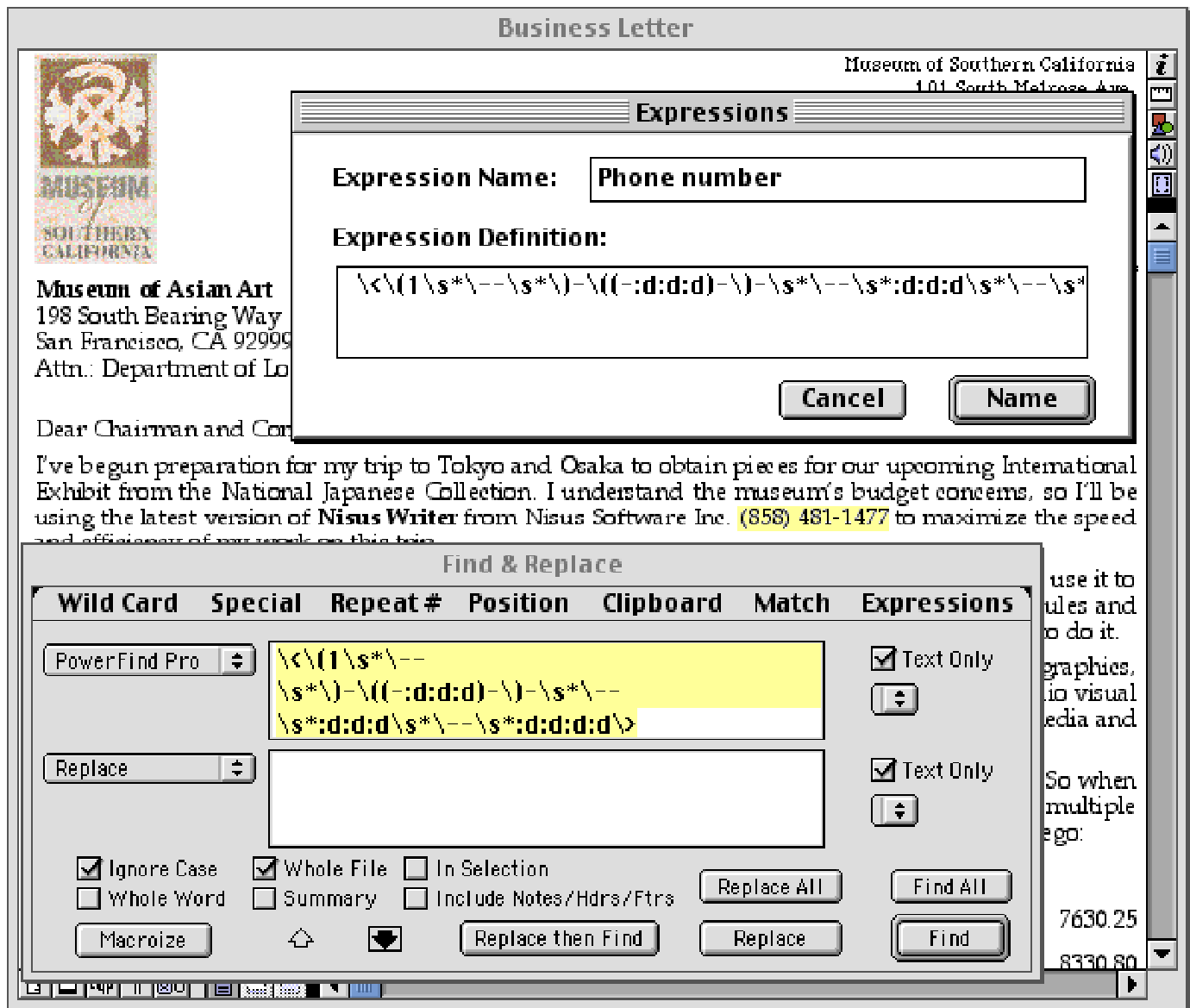


Figure 67
Saving a new expression

When you quit, Nisus Writer automatically saves your find and replace expressions in the Nisus Preferences file.

To edit or delete a saved find or replace expression:

- 1 Choose **Edit Expression...** from the **Expressions** menu in the Find & Replace window or press  and choose the expression you want to edit or delete.
- 2 Choose the expression you want to edit from the pop-up menu in the dialog. You can either
 - alter the expression
 - or
 - Click  to remove it from the menu.
- 3 When you finish editing your expressions, click .

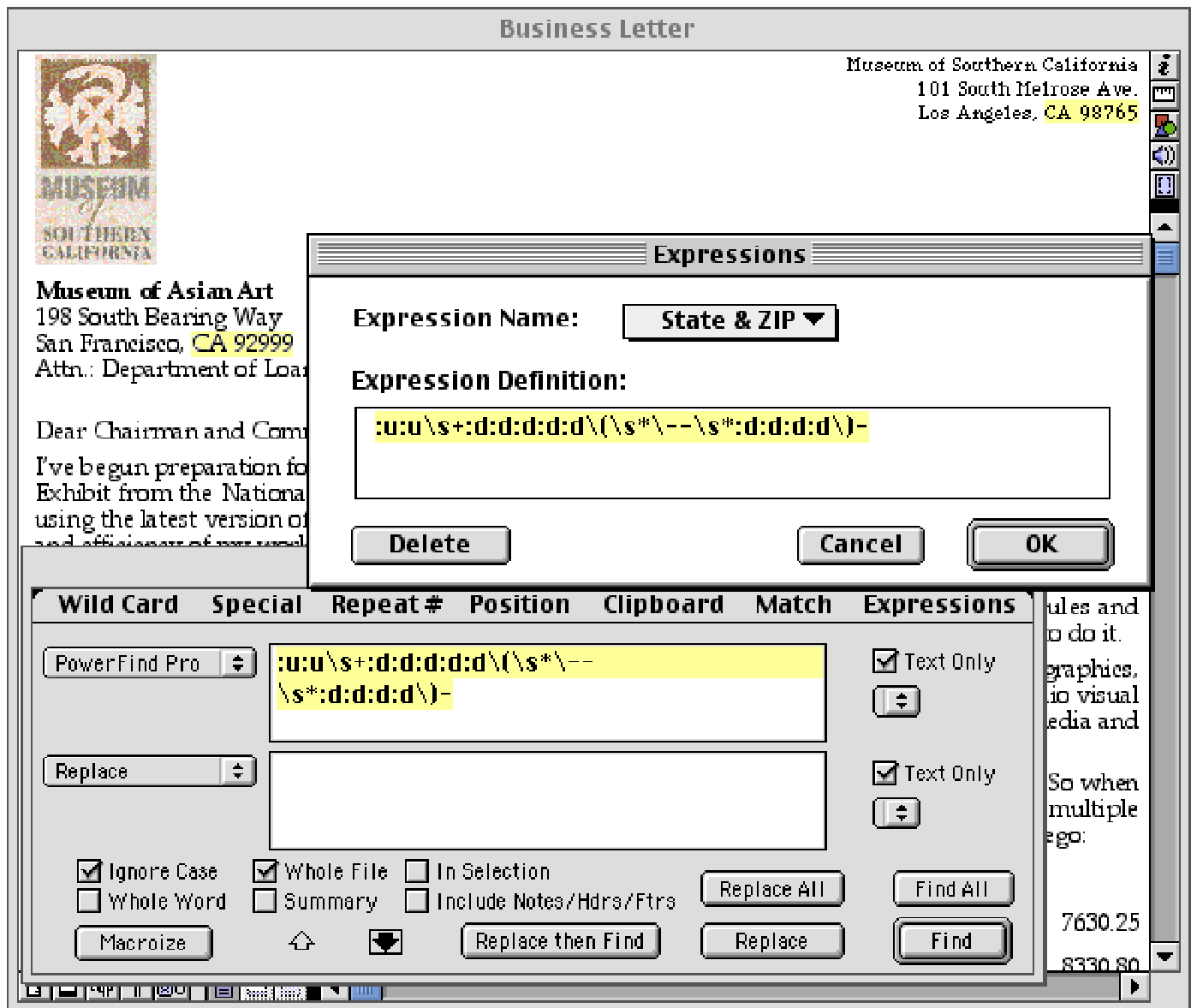


Figure 68
Editing a saved expression

Using PowerFind Pro

Everything you've learned about finding and replacing text with Normal Find and PowerFind also applies to PowerFind Pro.

PowerFind Pro uses metacharacters¹ to represent the wild cards and other specialized feature characters which you use in the Find/Replace dialog. While PowerFind used boxed icons that represent the special feature characters, PowerFind Pro uses text which you type from the keyboard (or choose from the menus) in one, two, and three character combinations to represent these same special characters and more. PowerFind Pro metacharacters also enable even more elaborate Find/Replace options. When PowerFind Pro is the active method you can still choose any of the commands from the Find & Replace window's menu bar. However, Nisus Writer displays them as actual textual metacharacters, not as the boxed expressions. The metacharacters Nisus Writer uses for Find and Replace expressions in PowerFind Pro are based on GREP (Global Regular Expression Parser), a feature of UNIX[®] operating systems. Even if you do not have a programming background or a familiarity with UNIX, with a little practice, you'll be surprised how easily you can learn to manipulate text with PowerFind Pro and extend your use of Nisus Writer from an elaborate electronic typewriter to a full featured writing environment. For more details about what GREP means and how it functions in Nisus Writer see "GREP Explained" page 463.

You can study the examples already discussed in the section "Examples of putting PowerFind to use"

¹ The term "metacharacter" refers to the character standing for something beyond the "normal" "literal" or "usual" meaning of the character (similar to the use of the word "metaphysics").

beginning on page 99 and here as well, simply choose **PowerFind Pro** instead of **PowerFind** from the **Search Type** menu.

The following examples illustrate some of PowerFind Pro's capabilities and provide useful procedures that you can adapt. The instructions assume the Find/Replace dialog is open and that you chose **PowerFind Pro** from the **Search Type** menu.

Exercises, or examples of putting PowerFind Pro to use:

To find a seven-digit phone number:

This expression finds a seven-digit phone number that includes a hyphen.

- ▶ Enter `:d:d:d\d-:d:d:d:d` in the Find box.

`:d` is the metacharacter that represents any numeric (0 through 9) character

`\-` represents the - (hyphen) character.

To find any number of trailing spaces in a document or tabs at the end of paragraphs:

Use this expression to clean up electronic files that contain extra characters.

- ▶ Enter `:b+$` in the Find box.

`:b+$` is a metacharacter statement made up of the PowerFind Pro metacharacters which signify:

`:b` space or tab character

`+` "one or more times" character

`$` located at the end of a paragraph character.

To find the invisible null (ASCII 0) character:

- ▶ Enter `\0` in the Find box.

`\0` is the metacharacter that represents the invisible null character (ASCII code 0).

To find text that begins a line:

Here's how to find all lines that begin with a specific word (in this case "Although"):

- ▶ Enter `:^Although\>` in the Find box.

`:^` is equivalent to the command **Line Start** in the **Position** menu.

`Although` is the word that you want to find (you can replace this with any other word you want to find)

`\>` is equivalent to the command **Word End** in the **Position** menu.

This example finds all cases of lines beginning with `Although`.

To find repeated groups of characters:

Here's how to find 121212, as well as 1212 and 12, as in the phrase, "Send 12 of part number 121212 to room 1212 at building 412 in Troy, NY 12180." With Whole Word turned on, Nisus Writer would find the first three numbers, 12, 121212, and 1212. With Whole Word turned off, Nisus Writer would find the 12 in 412 and 12180 as well.

- ▶ Enter `\(12\)+` in the Find box.

`\(` and `\)` are equivalent to the parentheses commands in the **Match** menu.

`12` is the expression that you want to find (you can replace this with any other expression you want to find)

`+` is equivalent to **(1+)** (1+ on the **Repeat #** menu).

To find any set of characters:

Suppose you want to search your document for all punctuation marks.

- ▶ Enter `[ , . : ; ? ! ] +` in the Find box.

`[` and `]` are similar to `\(` and `\)` except that the brackets stand for a user-defined wild card, that is whatever appears within. In this case Nisus Writer interprets the punctuation marks literally.

`+` is equivalent to **(1+)** (1+ on the **Repeat #** menu).

Characters with Special Meaning

The characters listed here have special meaning in PowerFind Pro expressions. To use one of these characters literally in an expression, precede it with a backslash “\”. This includes the backslash itself (so if you want to find a backslash, you need to have “\\” in the Find box.)

Name	Appearance	Meaning
backslash	\	Changes character meaning
colon	:	Modifies character meaning
caret	^	Represents the beginning of paragraph position
asterisk	*	Expression that precedes occurs zero or more times
plus	+	Expression that precedes occurs one or more times
hyphen	-	Expression that precedes occurs zero or one time ¹
period	.	Any character not including the Return “  ”
brackets	[and]	For enclosing user-defined wild cards
approximately equal sign	≈	Used in :≈ metacharacter, finding a Nisus Writer defined word ²
vertical line		OR operation ³
ampersand	&	Represents the Found string; equivalent to Found in the Match menu
¹ Between characters the hyphen defines a range. ² Type  x to enter the character into the Find box. ³ Type  \ (backslash) to enter the character into the Find box.		

Table 7

Characters with special meaning in PowerFind Pro

As you work with PowerFind Pro, keep in mind that the meanings of most special characters depend on their context.

Modifier Characters

Use the modifier characters backslash and colon to change how Nisus Writer interprets what follows them.

\ the backslash

In PowerFind Pro, the backslash changes the meaning of the character or characters that follow it. For example, :a means any alphabetic character. To change the meaning of :a so that it is interpreted literally in an expression (that is, to find the characters "a"), type \:a. Another example is the character r, which is not a metacharacter and has no special meaning. However, \r represents the Return character in an expression.

: the colon

In PowerFind Pro, the colon modifies the meanings of certain characters it precedes. For example, :d in an expression finds any digit. To use :d literally in an expression, enter it as \:d.

Parenthesized Expressions

Use parentheses in PowerFind Pro Find expressions in the same manner as you do with PowerFind with these additional guidelines:

When a backslash precedes a parenthesis in the Find expression, the parenthesis assumes a special meaning. The \(\) characters in PowerFind Pro correspond to the large parentheses found in the **Match** menu in PowerFind and explained on page 98. For example, the search for \(\my expression\) (where **my expression** represents some text such as *the airplane*) continues as if the \(and\) were not present. Nisus Writer then remembers the matched expression, that is, the Found expression that fits the parameters of the expression **my expression**. To refer to the first parenthesized expression again in the Find expression or in the Replace expression, use the metacharacter \1, this is the PowerFind Pro equivalent to PowerFind's (...Found 1). To refer to more than nine Found strings, use the metacharacters \E10, \E11, through \E63 for a total of 64 possible parenthesized expressions.

Use parentheses to include repeated characters in one expression, then append a repeat metacharacter such as +. For example, the expression \(\AB\)+ finds AB followed by AB repeated zero or more times in succession.

You can refer to strings of text you have found in any Find expression even within that same Find expression. But you must first place that segment of the Find expression in parentheses in order to refer to it later. For example the text "ABCDEFABGHABabcdABabcdEF" has only five patterns repeated in its twenty-four characters.

1 2 3 4 5

 ABCDEFABGHABabcdABabcdEF

Figure 69

Repeated text patterns

Nisus Writer can find each of these patterns with the Find expression:

\(\AB\)\(:u+\)\(EF\)\1\(:u+\)\1\(:l+\)\1\5\3

and then rearrange and/or alter their font, size, style and/or color attributes with the Replace expression:

\2\4\5\1\2\3\4\5\5\2\1\4

to arrive at this result:

CD_{GH}abcdAB^{CD}EF^{GH}ABcdabcd^{CD}AB^{GH}

This may not seem particularly useful for normal word processing. However, you can use Nisus Writer as a text processor for manipulating large amounts of raw text. For an example of this see "To reformat a database" on page 375.

The metacharacters used in the PowerFind expression for **Any Word**: ":(\" and \:)" have the exact same function as \(and\) except that they do not create a replace expression (i.e. \1, \2, \3, etc.). These allow you to search for a particular string of text without creating a corresponding Replace expression. You can use these for grouping other metacharacters together to apply a single modifier to them. For example in the sentence:

Everyone knows who Henry Wadsworth Longfellow is.

To find three capitalized words and change the format of only the third, using the metacharacters `:` (and `:`) you can find the complex string of characters:

```
\ ( : ( : u : l + : ) \ s : ( : u : l + : ) \ ) \ ( \ s \ ) \ ( : u : l + \ )
```

replacing them with the desired new text is easier to count:

```
\ 1 \ 2 \ 3
```

Everyone knows who Henry Wadsworth **Longfellow** is.

OR Operation

Use OR (the symbol `|`) between alternatives in PowerFind Pro expressions just as you do with PowerFind. To include two alternative endings to the same text, use parentheses.

Here's how OR works. The expression **alpha|beta** finds alpha or beta and no others while **alph\ (a|abet\)** finds either alpha or alphabet. Normally, if A and B are two expressions then **A|B** and **B|A** find A or B. In this case, the order of A and B doesn't affect the results of the search. An exception to this rule occurs when A is a part of B as alpha is part of the word alphabet. In this case order is significant, especially when you click **Whole Word**.

When you deselect **Whole Word**, a search for **alph\ (a|abet\)** won't find the entire word alphabet. It stops at alphabet, but only selects alpha. This is because Nisus Writer evaluates the OR operator forward in the flow of your text (left to right in left-to-right languages and right-to-left in right-to-left languages). This means Nisus Writer first looks for the first expression, alpha, and if no match occurs, it tries to find the next expression, alphabet. Because alpha is the first part of the word alphabet, Nisus Writer only selects alphabet if you clicked **Whole Word**. Reverse the order and you get **alph\ (abet|a\)**. This pattern finds both words, whether or not you clicked **Whole Word**.

For an example of another way in which you can use the OR metacharacter, see "To index more than one reference at a time" on page 266.



Nisus Writer does not have the limitations of OR as in UNIX GREP. You can use **OR** anywhere, even inside parentheses.

Pre-defined Wild Cards

The following metacharacters are predefined wild cards. Each metacharacter finds a character from a given set. You can choose some of these metacharacters from the **Wild Card** menu available in the Find/Replace dialog. Wild cards are only meaningful when you use them to construct the Find expression. If you enter them in the replacement pattern, Nisus Writer interprets them literally because they do not represent a unique match.

Wild Card:

What it Does:

- .** Finds any character except Return .
- :: or :?** Finds any character including a Return; matches any ASCII character from 0 through 255.
- :!** Finds any Gremlin; use to clean up database output files or downloaded user network files; the ASCII range of a Gremlin is 0 through 31 (except 13, the Return, and 8, the tab) and 127 through 255. (Note: the **Remove Gremlins** command in the **Convert** submenu of the **Edit** menu is a built-in macro. It removes all Gremlins from your document and any trailing spaces at the end of each paragraph.)
- :·**  A colon followed by a space finds any control character; use to clean up DOS files or files downloaded from a network; the ASCII range of the control characters is from 0 through 31 (except 13, the Return).
- :@** Finds any Gremlin, a tab, or a space; same as **:!|:b** (any Gremlin or any blank) but not a Return.
- :a** Finds any lowercase or uppercase character; the equivalent of the command **A-Z a-z** in the **Wild Card** menu, plus all modified alphabetics typed using the  key. This finds a total of 114 characters and is the same as **:A** (though excluding the underscore). It is the opposite of **:â**.
- :A** Finds any alphabetic or diacritical "modified alphabetic," underscore character " _ " (ASCII 95 ). This finds a total of 115 characters and is the same as **:a** plus the

	underscore character as used in “file_names” on DOS machines. It is the opposite of : ^ .
: ä	  Finds any non-alphabetic character and the underscore character “_” (ASCII 95 ). This finds a total of 142 characters and is the same as : ^ (except for the Underscore). It is the opposite of : a .
: ^	   Finds any non-alphabetic character excluding the underscore character “_” (ASCII 95 ). This finds a total of 141 characters and is the same as : ä (except for the Underscore). It is the opposite of : a .
: b	Finds either a space (ASCII 32) or a tab (ASCII 9); same as [\s\t].
: d or : #	Finds any digit from 0 through 9; same as menu command 0-9 from the Wild Card menu.
: h or : x	Finds any digit or alphabetic character from a to f; covers the ranges 0-9 a-f A-F; use to find hexadecimal numerals.
: H	Finds any HTML tag, that is, any group of characters surrounded by “<” and “/>”.
: l	Finds any lowercase alphabetic character from a to z plus modified alphabetics.
: n	Finds any alphanumeric character.
: N	Finds any alphanumeric, underscore character; same as : n but includes the underscore character.
: o	Finds any digit from 0 to 7; use to find the characters of octadecimal numerals.
: S	Finds any sentence or any group of characters that ends in an “end of sentence” marker followed by a space (tab, return or the end of the file). If a space follows an abbreviation with a period, Nisus Writer selects up to that period.
: u	Finds any uppercase alphabetic character in the range A to Z; the equivalent of the command A-Z in the Wild Card menu.
: w	Finds any character which is part of a Nisus Writer defined “word”. See page 108.
: ð	  Finds any modified alphabetic character (diacritical).
≈	  Finds any Nisus Writer defined “word”. See page 112.
: î	   Finds opposite of : ð ; that is, any nondiacritical character.
: ~	Finds any non-alphanumeric character; opposite of : n .

User-defined Wild Cards

Wild cards are special symbols that find one of several characters. For example, the period “.” finds any character except Return, which defines a paragraph break. The PowerFind Pro metacharacter set includes several predefined wild cards. PowerFind Pro also allows the user to define wild cards.

There are two ways to define wild cards. One way is to list all the characters that the wild card matches between brackets [**]**. For example, the expression [**abc**] is a wild card that matches any of the three letters a, b, or c and nothing else.

Another way is to list all the characters the wild card does not match between brackets and a caret [**^**]. Here the caret means “not in the set.” For example, [**^abc**] is a wild card that finds any character that is not a, b, c, or Return. To include the Return character in the set, enter a colon in front of the opening bracket.

[**Σ**] (any character from a set **Σ** excluding Return)

[**Σ**] can define a range, an enumerated set, or a combination of both. To define a range use a hyphen “-” between the start of the range and the end of the range. For example, the wild card [**a-f**] represents any character in the alphabetic range from a through f. If you use the bracket to define a set that includes any digit, you cannot use :**d**, but must type **0-9** between the brackets. The range assumes the order of increasing ASCII codes. To check the order of characters, choose **Character Table...** from **Editing Tools** submenu of the **Tools** menu.

A set can include any ASCII character except Return. If the set includes a Return, Nisus Writer ignores it unless a colon precedes the brackets. (To search for a Return character, press   or type **\r**.) To enter ASCII characters that do not print, choose **Character Table...** from **Editing Tools** submenu of the **Tools** menu, select the desired character, copy it, and then paste it in the set.¹

Be sure to uniquely define each specified character, which means you cannot use certain wild cards. A backslash: \ preceding any other character causes Nisus Writer to interpret the character literally. For

¹ If you double-click the character in the Character Table, Nisus Writer puts the character at the insertion point in the window immediately behind the Character Table.

example, to use the six characters `:`, `[`, `]`, `-`, `^` and `\` in a set begin the string with `\`. Enter `\` twice to include the `\` character itself.

Nisus Writer interprets all characters inside the brackets `[]` literally. For example, a search for `[:a]` matches a colon or an a, even though the pattern `:a` has a special meaning outside the brackets (meaning any alphabetic or underscore character). The pattern `[\0-\s]` finds any control character whose ASCII code is in the range 0 to 32 (the space character). Although Return (ASCII 13) is included in the range it will be ignored, whereas in `[\0-\s]` it will not be ignored.

One way to include the right bracket `]` in the set is to make it the first character as in `[]a-z]`. Another way is to precede it with a backslash as in `[a\]bc]`. Likewise, one way to include a minus sign “-” in the set is to place it at the beginning or at the end of the set as in `[-a-z]` or `[a-z-]` respectively. Another way is to precede the minus with a backslash as in `[a\-z]`, which means one of the three characters a, -, or z.

[^Σ] (any character not from a set Σ and not a Return)

`[^Σ]` finds any character not in the set Σ. For example, `[^a-z]` finds any character not a lowercase alphabetic or a Return and the pattern `[^!-~]` finds any character whose ASCII code is not in the range 33 to 126. A particularly useful application of this metacharacter is for finding columns of text; the expression: `[^t]+t` finds anything that is not a tab (which appears one or more times) followed by a tab.

:[Σ] (any character from a set Σ including a Return)

`:[Σ]` finds any character in the set Σ including a Return. For example, the pattern `[\t-a]` finds any character between tab (ASCII code 9) and a, but ignores a Return: but `:[\t-a]` finds any character between tab (ASCII code 9) and a, including a Return. In a similar way, `:[a-zA-z]` finds any alphabetic character or a Return.

:[^Σ] (any character including a Return not from a set Σ)

`:[^Σ]` finds a Return and any character not in the set Σ. While the pattern `[^a-zA-z]` finds any non-alphabetic character, it does not find a Return. The pattern `:[^a-zA-z]` finds any non-alphabetic character including a Return. The pattern `:[^]` finds any character including the Return and is equivalent to the `:.:` and `?:` metacharacter expressions.

Characters with a Unique Match

These metacharacters usually match a character that does not print. Because these characters are a unique match, you can use them in Find and Replace expressions. To insert ASCII characters in expressions, choose **Character Table...** from **Editing Tools** submenu of the **Tools** menu.

Character:	Finds:
<code>\0</code> (null)	Null character (ASCII code 0)
<code>\b</code>	Backspace character (ASCII code 8)
<code>\t</code>	Tab character (ASCII code 9); press   to insert an actual tab character in an expression
<code>\n</code>	Vertical tab (Decimal ASCII 10)
<code>\u</code>	Soft Return (new line) character (ASCII code 11); use to force a new line without starting a new paragraph
<code>\f</code>	Page breaks or a form feed character (ASCII code 12); use <code>\f</code> as a replace expression to remove all page breaks created by choosing Insert Page Break from the Insert menu
<code>\r</code>	Return character (ASCII code 13) press   to insert an actual Return character in an expression
<code>\s</code>	Space character (ASCII code 32); it does not match a non-breakable space ( Space) nor does it match the space character in right-to-left scripts. Press  to insert an actual space character in an expression
<code>\S</code>	Space character (ASCII code 160) in right-to-left scripts

Position Characters

Use these characters to position the insertion point without selecting any text. If they are part of a Replace expression, Nisus Writer interprets position metacharacters literally.

Character:	What it Does:
:<	Positions the insertion point to the right of the indicated character; the equivalent of the command Character on Left in the Position menu ¹
:>	Positions the insertion point to the left of the indicated character; the equivalent of the command Character on Right in the Position menu ¹
\<	Positions the insertion point at the beginning of the next word without selecting found text; same as menu command Word Start in the Position menu
\>	Positions the insertion point at the end of a word without selecting found text; same as menu command Word End in the Position menu
^	Finds the specified pattern that begins each paragraph; the equivalent of the command ¶ Start in the Position menu
\$	Finds specified text that concludes a paragraph; the equivalent of the command ¶ End in the Position menu
:^	Finds specified text that begins a line; same as menu command Line Start in the Position menu
:s	Finds specified text that begins a document; a search for :s alone moves the insertion point to the beginning of the document; the equivalent of the command Document Start in the Position menu
:e	Finds specified text that concludes a document; a search for :e alone moves the insertion point to the end of a document; the equivalent of the command Document End in the Position menu.

Repeat Characters

The plus, asterisk, and minus sign + * - signal the repeat of the previous character or parenthesized expression. Repeat characters follow a character or parenthesized expression.

When searching backward, Nisus Writer finds the shortest sequence.

Character:	What it Does:
+	Finds one or more occurrences of whatever that character or expression matches; the equivalent of the command 1+ on the Repeat # menu
*	Finds zero or more occurrences of whatever that character or expression matches; the equivalent of the command 0+ on the Repeat # menu ("it may or may not be there")
-	Finds zero or one occurrence of whatever that character or expression matches; the equivalent of the command 0 or 1 on the Repeat # menu; you can also use minus inside brackets to signify a range
:-, :+, :*	Finds the shortest match allowed from each of the three repeat characters.

Match Characters

Matching characters using PowerFind Pro works much like matching characters using PowerFind. The main differences are the metacharacters used and the added flexibility PowerFind Pro offers.

Character:	What it Does:
&	Currently found or selected text; use in Replace expression to indicate the expression that last matched the complete Find expression; the equivalent of the command Found in the Match menu
\(to \)	Defines a replaceable parenthesized expression that can be recalled by numerical order; the equivalent of the commands (and) in the Match menu
\1 to \9	Finds parenthesized expressions 1 to 9; the equivalent of the commands (... Found 1) through (... Found 2) in the Match menu
\E10 to \E63	Finds parenthesized expressions 10 to 63
:(to :)	Defines a parenthesized expression that does not create a replace expression.

¹ If :< or :> precedes [**S**] or [^**S**], the set **S** can include the Return.

¹ We use Helvetica here because almost every ASCII value has a printable character in that font.

How Nisus Writer Defines a Word

The following characters can be part of a “word” under the conditions stated:

- All alphanumerics, diacriticals, non-breaking space (  ASCII 202)
- \$ provided it is preceded by a non-alphanumeric and followed by a digit or decimal point
- ¢ (ASCII 162), %, provided they are followed by a non-alphanumeric and preceded by a digit or decimal point
- ' (apostrophe), ’ (smart apostrophe), - (hyphen or minus) provided they are surrounded by alphabets
- comma, provided it is surrounded by digits
- period (decimal point) provided it is followed by a digit and preceded by a non-alphabetic

The conditions described above define a word for these purposes:

- Selection by double-clicking
- PowerFind Pro, PowerFind and Spelling Checker searches
- Word count as in the Word Count window (Choose **Word Count...** from the **Tools** menu)

Advanced exercises, or more examples of putting PowerFind to use:

These examples explain useful expressions in PowerFind Pro. You can use them as helpful tools for preparing documents as well as for developing more complex user-defined expressions.

To swap the sequence of words:

To swap any two consecutive words even if they are separated by a Return or a tab, use the Find expression `\(=\)\(:[\s\t\r]+\)\(=\)` and Replace expression `\3\2\1`. In this example, “report status” replaces “status report.” Here’s what the characters mean:

Character:	What it Means:
<code>≈</code>	Finds a whole word
<code>:[\s\t\r]+</code>	Finds any sequence of blank characters such as spaces, tabs, or Returns
<code>≈</code>	Finds another word
<code>\3</code>	Represents the third parenthesized expression which is the second of the two words found
<code>\2</code>	Finds whatever the second parenthesized expression <code>:[\s\t\r]+</code> matches
<code>\1</code>	Finds the first parenthesized expression which is the first of the two words

To find any and/or all words that begin and end with specified characters:

You can find any or all words that begin and end with characters you specify. For example all words that share the same prefix and suffix (such as “preparation” and “prestidigitation”). The example `\( < a \) \ ( [ ^ \ s ] + \) \ ( d \)` finds every word from “and” to “ampersand.”

Character:	What it Means:
<code>\(and \)</code>	Expression delimiters, useful if you later want to manipulate the three segments of the words
<code><</code>	Finds the beginning of a word
<code>a</code>	Not a metacharacter, but here it represents the character or string of characters that must appear at the beginning of the word
<code>[^s]+</code>	Finds any string of characters that is not a space (the middle of the word)
<code>d</code>	Not a metacharacter, but here it represents the character or string of characters that must appear at the end of the word

To change straight quotes to smart quotes:

This section replaces almost all (exceptions noted below) 'single' and "double" straight quotes with “Smart Quotes.” It does not replace a single straight quote following a digit (feet designator) and two single straight quotes at the end of a digit (inches designator).

► Find `:[\s\r\t({["` Replace “

Then replace all remaining quotes with smart closing quotes.

► Find `"` Replace ”

Do the same for single opening quotes.

► Find `:[\r\t({['` Replace ‘

Then replace closing quotes which are not preceded by a digit or another single quote with a closing single quote.

► Find `<[ ^'0-9]\>` Replace `'`

The remaining single quotes not preceded by a digit must be apostrophes.

► Find `<[ ^'0-9]':>[ ^]` Replace `'`

To change multiple periods to ellipses:

The following expression finds sequences of two or more periods that follow an alphabetic or a space and replaces them with an ellipsis "...". It then removes a space preceding any ellipsis.

1 Find `\(:a|\s)\(\.\.+)` Replace `\1...`

2 Find `\(\s)\(...)` Replace `\2`

To make sure your spaces follow the punctuation:

Fast typists frequently press the space bar before typing their punctuation. The next expression finds one or more spaces that precede any punctuation and places them after the punctuation.

► Find `\(\s+)\(\.!,|?|,|;|:|\"")` Replace `\2\1`

To make sure your punctuation appears inside quotation marks:

Common American practice is to have commas and periods appear inside of quotation marks. The following expression finds these punctuation marks that appear outside quotes and places them inside the quotes.

► Find `\(\")\(\.!,)` Replace `\2\1`

If you want all punctuation to appear inside quotation marks use this expression:

► Find `\(\")\(\.!,|!|?|,|;|:|\"")` Replace `\2\1`

To replace two or more spaces with one space:

People who learned to type using typewriters learned to type two spaces at the end of each sentence. This was important because the typewriter's characters were in a monospaced font (each character had the same width). Typing two spaces at the end of each sentence helped the reader to scan the text. On the computer, most fonts are "fractional" and the old requirement for two spaces after a period no longer applies.¹ The following expression replaces two or more spaces with one space.

► Find `\(\s\s+)` Replace `\s`

While you may not see them, you may have typed many spaces at the end of paragraphs. Though this does not affect the meaning of your text, it may affect the formatting. The following expression removes "trailing spaces" (those spaces that hang at the end of a line before a Return character [ASCII 13]).

► Find `\(\s)\(\r)` Replace `\2`

To standardize the appearance of time of day:

The abbreviations for Ante Meridian and Post Meridian traditionally appear in SMALL CAPS². The following three lines find all occurrences of the various permutations of Ante Meridian and Post Meridian and replace them with the standard accepted form: SMALL CAPS (i.e. AM/PM) no punctuation.

1 Find `\(:d)\s*(a\.*\s*m\.*)` Replace `\1am`

2 Find `\(:d)\s*(p\.*\s*m\.*)` Replace `\1pm`

3 Find `\(:<\s)\(\(p\.m\.)|(\(a\.m\.)\)` Then choose **SMALL CAPS** from the **More Styles** submenu of the **Style** menu

To find ten-digit phone numbers:

You may have received files that have many phone numbers in them in multiple formats and you need to find them to make them all match. Alternatively, you may have a file with a phone number in it, but you don't remember what the number is and you need to find it. To find phone numbers, with or without area codes, use this Find expression:

`\<(1\s*--\s*--)\((-:d:d:d)-\)\-\s*--\s*:d:d:d\s*--\s*:d:d:d:d\>`

¹ Williams, Robin. *The Mac is not a typewriter*. Peachpit Press, Berkeley, CA. 1990.

² Williams, Robin. Op. Cit page 59. The University of Chicago Press. *A Manual of Style*, 13th Edition, University of Chicago Press, Chicago, IL, 1982, page 241. However, according to French, Christopher W., *The Associated Press Stylebook and Libel Manual*, Revised Edition, Addison-Wesley Publishing Company, Inc., Reading MA. 1987. page 168: "p.m., a.m. Lowercase with periods." (which is the British practice).

This expression finds phone numbers in any of these forms (notice the presence or absence of spaces and hyphens):

Expression: What it Does:

1\s* Finds a 1 followed by zero or more spaces

\--\s* Finds a hyphen "--" followed by zero or more spaces

(- Finds zero or one occurrence of (

:d:d:d Finds a sequence of three digits; the area code

)- Finds zero or one occurrence of)

\s*\--\s*:d:d:d Finds any number of spaces followed by a hyphen or no hyphen, followed by any number of spaces, followed by three digits; the prefix

\s*\--\s*:d:d:d:d Finds any number of spaces followed by a hyphen or no hyphen, followed by any number of spaces, followed by four digits; the last four digits

To change how the date displays:

To find all occurrences of the date that appears as 08/16/98 or 08/16/1998 and replace them with 16/08/98 or 16/08/1998, use this Find expression:

► Find **\(:d:d-\)/\(:d:d-\)/\(:d:d\(:d:d\)-\)** Replace **\2/\1/\3**

Expression: What it Does:

\(:d:d-\) Finds the month and remembers it as **\1**

/ Finds a literal forward slash

\(:d:d-\) Finds the day and remembers it as **\2**

\(:d:d\(:d:d\)-\) Finds the year in either two-digit or four-digit format. (Note that the text matched by the outer parenthesized expression is remembered as **\3** and (though not used) the text matched by the inner one is remembered as **\4**.)

\2/\1/\3 Replaces mm/dd/yy with dd/mm/yy

To superscript the suffix of any "digitized" prime number:

The following instruction finds all instances such as: 1st, 2nd, 3rd, 4th and allows you to change them to 1st, 2nd, 3rd, 4th.

1 Find **:<[0-9]\(\(st\)|\(\(nd\)|\(\(rd\)|\(\(th\)|\)**

2 With your document as the active window, choose Superscript from the Style menu.

To switch the sequence of tabbed columns:

Many databases store their information in "tab delimited" fields. You can easily manipulate these fields in Nisus Writer using a variant of the following Find and Replace expression. The following expression rearranges three fields from

1 2 3
to become
2 1 3.

► Find **\([^\t]+\)\(\t\)\([^\t]+\)\(\t\)\([^\t]+\)\(\r\)**
Replace **\3\2\1\4\5\6**

Expression: What it Does:

\([^\t]+\) Finds the beginning of a record and anything that is not a tab

\(\t\) Finds the tab character that separates the fields

\3\2\1\4\5\6 Rearranges the sequence of fields and tabs

You can add more fields, rearrange them in different sequences. You can even change the font, size, style and/or color of the various columns all in the single replace expression.

Markers

Use markers in the document file as you would use a bookmark for quick access to a specific page in a book. You can also use markers to insert "See also" cross-references in your document which Nisus Writer keeps current for you.

To set a marker:

1 Select the text you want to mark.

2 Choose **Mark...** from the **Reference** submenu of the **Tools** menu.

Nisus Writer automatically uses the first three words in the selection as the marker name. You can add to this name or change the name.



3 Click **Set**.

If you set a marker with a colon in its name Nisus Writer adds the file name and a colon to the beginning of the marker name in the **Jump** submenu of the **Tools**, even if the file in which the marker appears is the active window.

To edit a marker:

1 Place your insertion point at least one character in from either end of the beginning or end of the marked text.

2 Add whatever text you want to add to the marked text.

3 Remove the “leading” or “trailing” character.

For example, suppose you have marked the word:

word

but you want to change it to read:

sword

and still have it all marked so that you can cross-reference to the text.

Put your insertion point to the right of the “w” and type “sw” then delete the “w” at the beginning of the word.

Conversely to change “word” into “words” and still have the entire word marked, put your insertion point to the left of the “d” and type “ds” and then delete the “d” at the end of the word.

To exactly match a marker name and what it marks:

Because Nisus Writer uses only the first three words in the selection as the marker name you might want to select more of the text to mark copy it and paste that text into the Mark text dialog. This is particularly useful when marking headings which frequently begin with the same few words.

1 Select the text you want to mark, then choose **Copy** from the **Edit** menu.

2 Choose **Mark...** from the **Reference** submenu of the **Tools** menu.

3 Choose **Paste** from the **Edit** menu, then click **Set**.

The heading and marker name are the same.

To mark a variable:

Because variables appear as “Gremlins” in the Mark text dialog and all variables have the same ASCII value, Nisus Writer treats each new variable you want to mark as though it is a replacement of the preceding one. Therefore you need to use some other text in that dialog to mark the variable. To resolve this conflict:

1 Select the text that describes the variable you want to mark, then choose **Copy** from the **Edit** menu.

2 Select the variable

3 Choose **Mark...** from the **Reference** submenu of the **Tools** menu.

4 Choose **Paste** from the **Edit** menu, then click **Set**.

The variable and marker name are the same.

To go to a marker:

► Choose the marker name from the **Jump** submenu of the **Tools** menu.

You can jump to a marker in any open file and to any portion of that file.

You can jump back and forth to any marker in the Headers/Footers, Footnotes/Endnotes document portion of your file.

The markers for the active file appear at the top of the list. Other markers are listed preceded by the name of the file in which they appear.



If you set a marker with a colon in its name Nisus Writer adds the file name and a colon to the beginning of the marker name in the **Jump** submenu of the **Tools**, even if the file in which the marker appears is the active window.

To move a marker:

► Cut the passage and its marker, then paste the passage in another part of the document.

You can even paste marked text in another document making the marker available in the second document.

To delete a marker:

1 Choose **Mark...** from the **Tools** menu.

2 Choose the marker name you want to remove from the **Jump** submenu of the **Tools** menu.

The marker name you chose now appears in the **Marker name box**.

3 Click **Delete**.

Alternatively, you can press  as you choose the marker name to remove it from the list.

To cross-reference a marker:

Cross-referencing to markers allows you to keep your thoughts on the writing while Nisus Writer keeps track of where certain discussions and illustrations appear. Cross-references are used extensively throughout this manual.

- 1 Mark the text to which you want to refer.
- 2 Place the insertion point where you want the cross-reference to appear.
- 3 Choose **Cross-reference...** from the **Reference** submenu of the **Tools** menu.
- 4 Select the marker name you want to cross-reference.

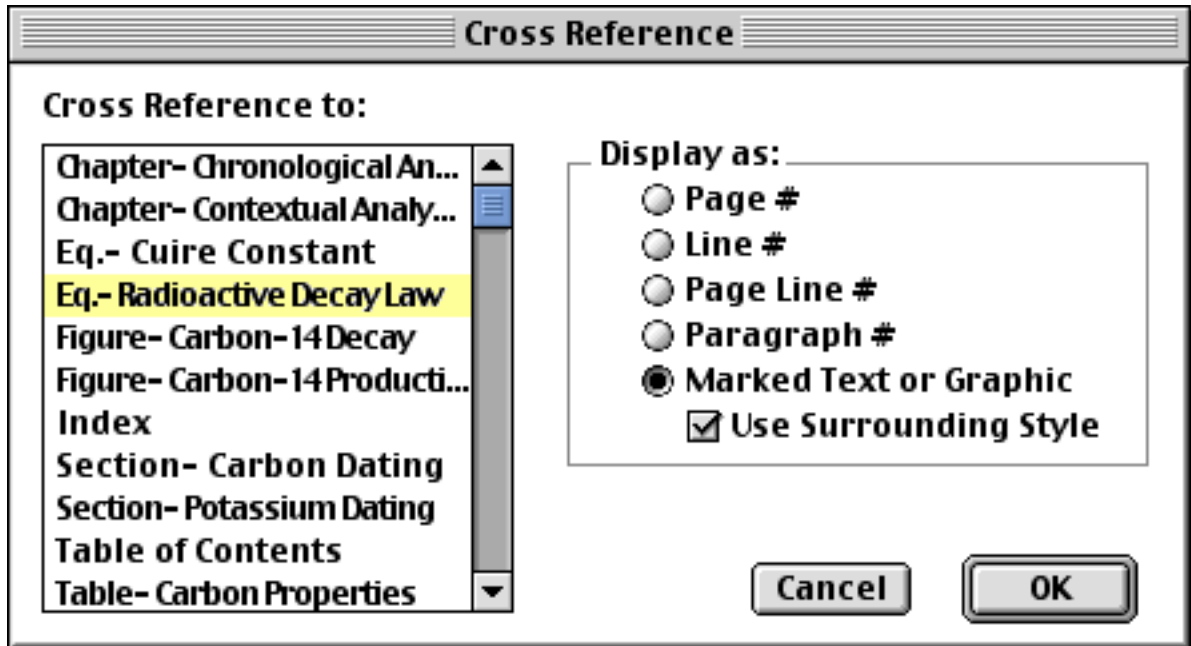


Figure 70
The Cross-reference dialog

- 5 Click the **Display as:** command you want to use
 - **Page #** displays the number of the page where the marker appears
 - **Line #** displays the number of the line (counted from the beginning of the document) where the marker appears
 - **Page Line #** displays the line number (counted from the beginning of the page) where the marker appears (regardless of whether you have your line number options set to **Number from Start of Page** or **Document**).
 - **Paragraph #** displays the number of the paragraph in which the marker appears; this does not count any paragraphs that consist of a Return character alone.
 - **Marked Text or Graphic** displays the actual text or graphic marked;
 - Check **Use Surrounding Style** to have the text assume the attributes of the text where the cross-reference will appear otherwise the cross-reference displays with the attributes as they appear in the file.
- 6 Click .

To make multiple references to a marker:

This procedure explains how to make more than one cross-reference to a marker. In this example, you insert the phrase “See also (Marked Text) on page (Page #).” The marker name refers to the name of a particular area of text you marked and page number refers to the page on which the marked text appears. Your document may change and the location of the marked text may shift from page to page, and/or the text in the area of the marker may change. Nisus Writer keeps the information regarding the correct page number and/or text current where you inserted the cross-reference.

You can use this to cross-reference to any marked text. This can be some text you write or a variable you insert, such as any of the numbers available through Nisus Writer’s automatic numbering tools. You can learn more on page 213.

- 1 Mark the text you want to cross-reference.

- 2 Move the pointer to where you want the cross-reference to appear.
 - 3 Type the words
see also and press .
 - 4 Choose **Cross-reference...** from the **Reference** submenu of the **Tools** menu.
 - 5 Select the marker you want to cross-reference from the list of markers. Click **Marked Text or Graphic**, and check **Use Surrounding Style**.
 - 6 Click .
- The screen now displays your document and the text you marked now appears at the insertion point.
- 7 Press  and type
on page, then press  again.
 - 8 Choose **Cross-reference...** from the **Reference** submenu of the **Tools** menu.
 - 9 Choose the same marker name you selected in step 5.
 - 10 Click **Page #**, then .



The cross-referenced text and page number now display.

You cannot cross-reference to information in the headers and/or footers, nor can you cross-reference to items on the graphics layers of Nisus Writer.

To jump to a marker from a selected cross-reference:

You may have marked a section of your document and then inserted a cross-reference to that marker. It often happens, in longer documents, that you forget where “figure 318” appears.

- 1 Select an area of text with a cross-reference (turn on **Text Marks** in the **Display Attributes** pop-up menu to see them easily).
- 2 Choose **To Referenced Mark** from the **Jump...** submenu of the **Tools** menu.

To change cross-reference variables into text:

Cross-references are not text. If you cross-reference to marked text you cannot select just one character of what you see and edit it. The entire string is represented by one character in your text. If you save your document and open it in another word processor, or copy text with a cross-reference into another application, the cross-reference “text” appears as a Gremlin represented by ASCII value 29. You can prevent this by converting your cross-reference to text.

- 1 Select the document (or that portion you want to “export”).
- 2 Choose **Variables to Text** from the **Convert** submenu of the **Edit** menu.

If you want to transform all variables to text choose **Variables to Text** from the **Convert** submenu of the **Edit** menu.

Proofing Documents

This portion of the manual contains instructions for using the tools Nisus Writer supplies to make sure you use the correct words in your documents.

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User Dictionaries	122
Checking for Other Errors	125
Using the Thesaurus	125
Using multiple dictionary tools.....	130
Word Count and Document Statistics	130
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How to Check Spelling

The spelling checker checks for more than misspelled words. It identifies lowercase letters that follow a period, sentences that don't begin with a capital letter, duplicate words, and words not found in the loaded dictionaries.

The Spelling Checker is available at all times to check the text in your document windows, and, when these are the active window, Footnotes, Headers/Footers, Find & Replace window Macros, and Glossary. Nisus cannot do a spelling check of text on the graphics layers.

The Nisus Spelling Checker dictionaries do not check any text in scripts other than Romanic. Michal III a Hebrew spelling checker works with Nisus Writer using Word Services. You can purchase Michal III from Panergy <<http://www.panergy.co.il>>.

To check your spelling or to check for alternate words in American English you need to use the files "Nisus U.S. Dictionary," "Nisus U.S. Hyphenation," "Nisus U.S. Thesaurus," "Nisus U.S. User Dictionary," and (optionally) "Nisus Definition Dictionary". The Spelling Checker has 135,000 words while the Thesaurus has 1.4 million responses and gives the correct grammatical inflections for 40,000 entry points.

If you do not expect to use Nisus to check your spelling and prefer to use a third party spelling checker and dictionary you can save space on your hard drive by removing the above named files from the Nisus Writer Tools folder on your hard drive.

Nisus Writer finds the dictionary automatically if it is where the Installer placed it, in the Dictionaries folder inside the Nisus Writer Tools folder within the Nisus Writer Folder.

If it is not there Nisus Writer asks you to find it with a variant of the standard Open dialog. Find the file Nisus U.S. Dictionary and open it in the same way as you open a document. Note that in this context, "open" really means load (place its contents in the active memory of the computer). Nisus Writer presents two indicators that the dictionary is loaded:

- the icon beside its name in the Catalog window appears dimmed.
- the name of the current dictionary appears in the upper right corner of the Spelling Checker window



If you have more than one dictionary supplied by Nisus,¹ you may change dictionaries at any time by opening another one through the Catalog or Open File dialog. If you want your primary English spelling checker dictionary to be the Nisus U.S. Medical Dictionary or the Nisus U.S. Legal Dictionary, you set that using the Dictionaries preferences as explained on page 337. A description of the various dictionaries available from Nisus appears on page 464.

To start the spelling checker:

- 1 Open the window in which you want to check the spelling (such as the document or its header and footer windows).
- 2 Choose **Check Spelling...** from the **Tools** menu.
- 3 Click the button that corresponds to the operation you want.

¹ For information on which dictionaries are available call Nisus at (858) 481-7197.

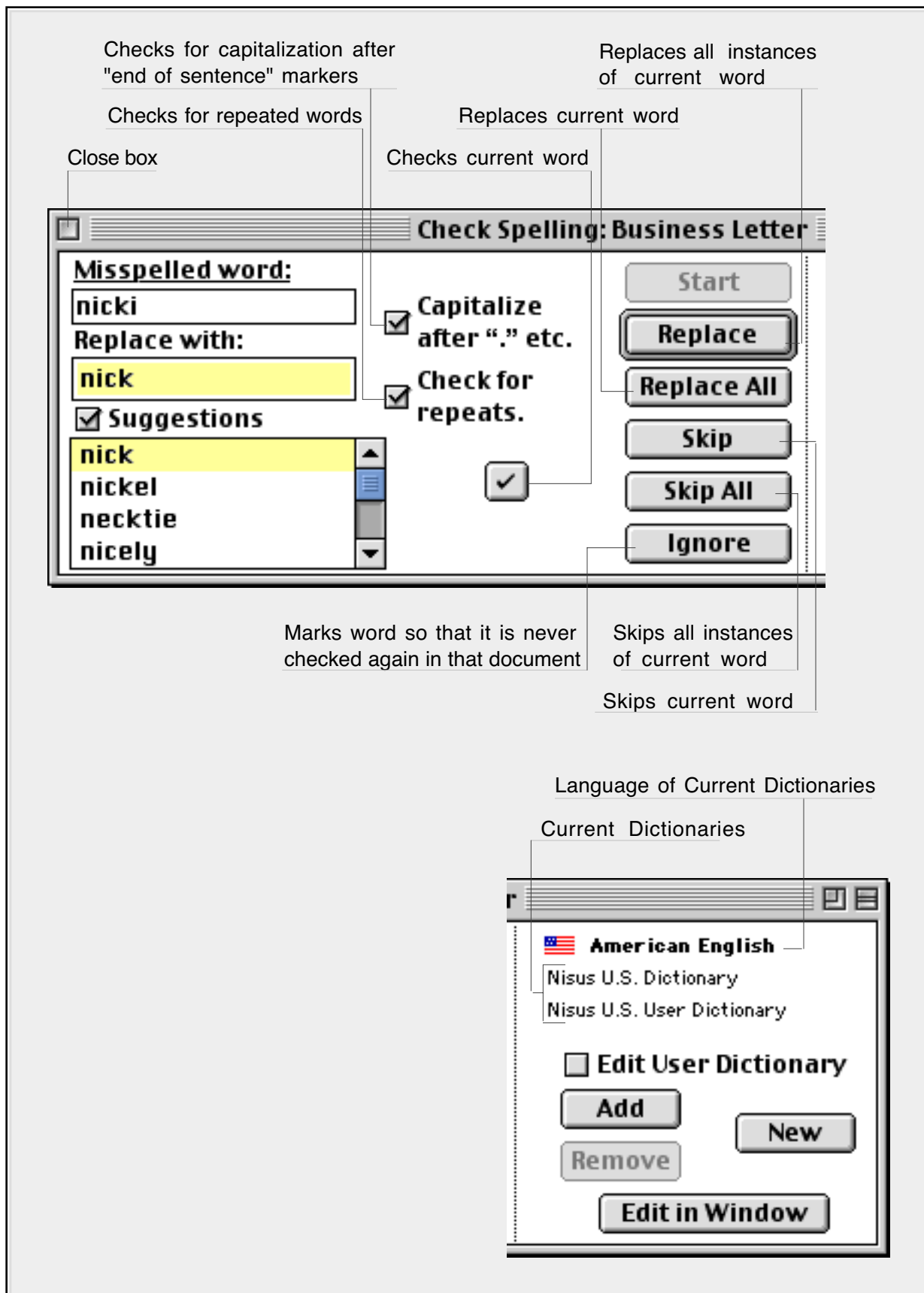


Figure 71

The Check Spelling dialog

As the Spelling Checker window opens, it automatically searches for and selects the first misspelled word following the current insertion point.

Nisus Writer checks the words between the insertion point and the end of the document, and then checking continues from the beginning of your document to the starting point. When the whole document has been checked, the Spelling Checker beeps and displays the message **No more mistakes found**.

When Nisus Writer finds an unknown word it presents you with as many 16 correctly-spelled suggestions. The spelling checker also flags words it does not recognize, lowercase letters at the start of a sentence, and repeated words. This does not necessarily mean that they are misspelled. The section *Checking for Other Errors* on page 125 explains what the Spelling Checker does in these cases.

When the Nisus Writer Spelling Checker finds a word not in its dictionary, it suggests alternatives and allows you to correct it. You can also check individual words which you type directly into its dialog. You are able to set the starting point of the spelling checker by changing the position of the insertion point. Ordinarily, changing the insertion point brings the document window to the front, but pressing and holding  while you scroll and/or move the insertion point allows you to leave the document window behind the Check Spelling dialog, and thus continue checking your spelling.



When you do click in the document window to move the insertion point Nisus requires you to restart the spelling checker. Click  from the new position.

When using machines with large or multiple screens, the Check Spelling dialog can remain visible at all times. This allows all the suggestions or words in the dictionaries to be available while editing a document.

You can use the arrow keys to navigate in the Check Spelling dialog.

Memory of position

The spelling checker remembers where it is in the document even when its dialog is not the front window or is closed. If you bring the Check Spelling dialog to the front, you can continue checking from where you stopped. It will forget its position if you move the insertion point, edit the document or bring another document to the front. If you do any of these actions you will have to click  in the Check Spelling dialog to resume checking.

To stop the spelling checker:

- ▶ Click its Close box.
- ▶ Click in the document.

To check the spelling of a selection:

- ▶ Select an area of text you want to check and choose **Check Spelling...** from the **Tools** menu.

If you have a selection rather than an insertion point in your document, Nisus Writer only checks the spelling of that selection. The spelling checker starts at the beginning of the selected text and stops at the end. After making any corrections needed, Nisus Writer keeps the same block of text selected so you can apply additional commands to it.

To check the spelling of a word:

- 1 Type the word in the **Replace With** box of the Check Spelling dialog.
- 2 Click the check box to verify the spelling of the word in the **Replace With** box.



Figure 72

The Check Individual Word button

This does not interfere with the process of checking the spelling of the entire document. If the word is misspelled Nisus offers suggestions as in Figure 71 on page 119. If it is spelled correctly you will see the message **The word is spelled correctly** at the top of the Check Spelling dialog.

Another method for checking the spelling of individual words is described in *To Find the Next Error* on page 122.

To replace a misspelled word using the spelling checker:

When the Nisus Spelling Checker finds a word which is not in its dictionary, it suggests alternatives and allows you to correct it. You can check individual words which you type directly into its dialog. The suggestions given are based upon both the actual characters and the phonetic sounds of the unknown word.

Figure 71 on page 119 shows the Check Spelling dialog with nicki as a misspelled word. A phonetically chosen suggestion lower down (not currently visible) in the scroll list is knack. It uses a kn combination in place of the n in the unknown word since these phonemes make the same sound.

- 1 Use the scroll list to view suggestions for misspelled words.
- 2 Click one of them to place it in the **Replace With** box.

- 3 To replace the word in your document with the word in the **Replace With** box click  or press  or .
- If you cannot find the word you want in the suggestion list, click the unknown word in the dialog to bring it into the Replace With box and edit it, then click  or press  or .

To skip words flagged by the spelling checker:

You can make the Spelling Checker skip words that it might otherwise flag in a number of different ways.

- Skip the word in a session
- Mark the word in a particular file
- Apply an **Ignore Spelling** Defined Style
- Add the word or phrase to a User Dictionary.

If the Spelling Checker comes to a word that it does not recognize, yet is accurately spelled

- Click  to leave the unknown word unaltered.
- Click  to have the spelling checker pass over all appearances of such a word during a session of the spelling checker.

Instead of skipping a correctly spelled, but unknown, word, you may:

- Click  to add it to the User Dictionary.

If no User Dictionary is loaded, Nisus Writer prompts you to locate one. If you wish to create a new User Dictionary:

- Click .

Naming the User Dictionary saves and opens it, enabling you to add new words. Any time you check spelling, Nisus Writer also automatically searches for those newly added words in your customized dictionary, provided that it has been loaded. If a User Dictionary is loaded, the Spelling Checker does not flag the words in it. The User Dictionary is explained in detail beginning on page 122.

To skip all instances of a particular word:

- Click .

Nisus Writer keeps words skipped with  in memory, so checking your spelling in this manner is faster than using a User Dictionary. However, Nisus Writer “forgets” these words when you quit the program.

The Spelling Checker is session oriented, rather than document oriented. Nisus Writer keeps in memory any new words you add to the Skip All list when you click , and skips those words in all documents until you quit the program. This makes it easy to check many documents at once.

If you accidentally click  for a misspelled word, you can make the Spelling Checker erase its memory of that error. Reload the Spelling Checker dictionary (by double-clicking the dictionary you have loaded—the one that has the icon dimmed beside its name in the Catalog window). This clears all memory of the Skip All list.

To cause the spelling checker to ignore a particular word in a particular file:

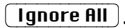
- Click .

This causes the Spelling Checker to mark a specific word and bypass it without entering it into a User Dictionary. The Spelling Checker will never again flag that word in that file/document.



The Spelling Checker will, however, flag that word in all other files in which it appears unless it has been “ignored” there as well.

To cause the spelling checker to ignore all instances of a particular word in a particular file:

- Press  and click .

To apply an ignore spelling style:

You can create a user style that the Spelling Checker ignores when applied to text.

- 1 Choose **Define Styles...** from the **Style** menu.
- 2 Don't set any font, size, color or ruler attributes.
- 3 Uncheck **Remove Existing Menu Styles** and **Remove Existing Menu Styles**.
- 4 Choose **Ignore Spelling** from the **Format:** pop-up menu.
- 5 Click .
- 6 Click .

This style is especially useful if your text has extensive numerical strings, or uses character (dingbat) fonts that the Spelling Checker would not recognize.

For detailed information on how to define styles see the section “Formatting Characters Using Defined Styles” beginning on page 150.

To add a word to the user dictionary:

- ▶ Click **Add** when the Check Spelling dialog displays a word not in its dictionary that you want to add to your User Dictionary. For more information on the Nisus User Dictionary see page 122.

To find the next error:

Nisus Writer can find the next spelling error in your document without opening the Check Spelling window.

- ▶ Press **Shift** and choose **Find Next Error** from the **Tools** menu.
Nisus Writer selects the word that the Check Spelling dialog would find if it were open. This includes all of the variables described in Checking for Other Errors on page 125.

To check the spelling of only new text:

Tired of spell checking the same text over and over? Once you’ve checked the spelling of a document leave the spelling checker open and follow these steps.

- 1 Make the document the top window.
- 2 Choose **Select All** from the **Select** submenu of the **Edit** menu.
- 3 Make the Check Spelling dialog the top window and click **Ignore**.

From that point on, the spelling checker will only check the new text you add to the document.

To check the spelling of text in different languages:

See Using multiple dictionary tools on page 130.

User Dictionaries

You can increase the vocabulary of the spelling checker by adding words to a User Dictionary. You can have any number of User Dictionaries, but Nisus Writer can use only one of them at a time, in addition to the main dictionary. When you start Nisus Writer, Nisus Writer automatically loads the user dictionary “Nisus U.S. User Dictionary,” provided it is in the Nisus Writer Tools folder (or you have set your dictionary preferences differently). The size of your User Dictionary is limited only by available memory.



Click the zoom box of the Spelling Checker dialog to make it smaller. Though checking your spelling with the window in this format allows you to read words from your User Dictionary, it disables adding to and removing them from the User Dictionary. Click the zoom box once again to return the dialog to its original size and to enable editing of your User Dictionary.

To edit a user dictionary:

You can add to and/or subtract words from your User Dictionary any time the Check Spelling dialog is fully open using any of the following methods.

- ▶ Click **Add** if the Spelling Checker finds a word not in its list but which you want to include.
- ▶ Type words directly into the **Replace With:** box and click **Add**.
- ▶ Check **Edit User Dictionary** in the Check Spelling dialog.

The dialog then displays the contents of the current user dictionary in its scroll list as illustrated in Figure 73.

- ▶ To add a word, enter it into the **Add/Remove Word:** box and then click **Add**.
When you check **Edit User Dictionary** the **Replace With** box becomes the **Add/Remove Word** box.

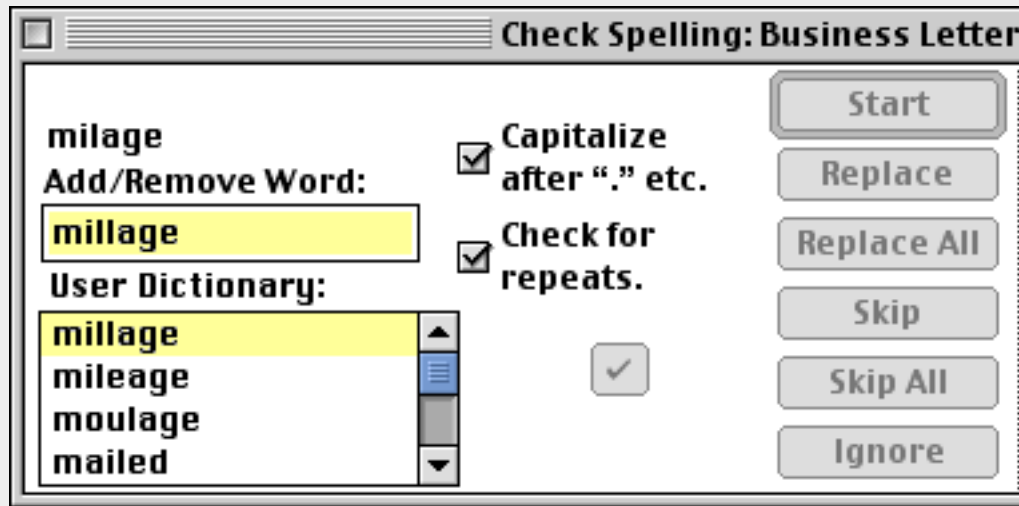
- ▶ To remove the word, select it from the scroll list then click **Remove**.



Remember that all words in the User Dictionary are case sensitive.

To add (or subtract) a batch of words to (or from) a user dictionary:

You can add or subtract a batch of words to or from your User Dictionary all at once. Nisus Writer does not limit the number of words you can put in your User Dictionary.



Language of Current Dictionaries

Current Dictionaries

Check to edit your User Dictionary

Click to add the word in the Add/Remove Word box to your User Dictionary

Click to remove the word in the Add/Remove Word box from your User Dictionary



Click to edit your User Dictionary in a text window; allows you to add batches of words to the dictionary

Click to create a new User Dictionary

Figure 73

Editing the user dictionary

- 1 Create a word list of your document in another Nisus Writer file and open it.¹
- 2 Choose **Select All** from the **Select** submenu of the **Edit** menu then choose **Copy**.
- 3 Make the Check Spelling dialog the top window and click **Edit In Window**.
- 4 A special text editing window opens as illustrated in Figure 74. Choose **Paste** from the **Edit** menu to paste the new word list into your User Dictionary.
- 5 Click the Close box.



If you already have a word list which you want to add to your User Dictionary, you can skip step 1. If you want to remove a batch of words, select them and choose **Cut** from the **Edit** menu.

When you close the window Nisus Writer automatically sorts the words and returns your Spelling Checker dialog to the checking mode.

When the User Dictionary text editing window is open you can perform most of the text editing functions that you can in any ordinary Nisus Writer document window.

¹ Use the command **Create Word List** on the **Index** submenu of the **Tools** menu.

When you select text, Nisus Writer enables all the commands on the Edit menu. You can find and replace text, jump to a line (pagination is meaningless in this window), you can use your glossary, macros and all display options and you can access the Character Table. While you cannot print the contents of this window, you can create a text file of its contents and print that file.



Figure 74
The Nisus Writer User Dictionary text editing window

To create a text file of a user dictionary:

- 1 Click **Edit In Window**.
- 2 Choose **Select All** from the **Select** submenu of the **Edit** menu.
- 3 Choose **Copy** from the **Edit** menu.
- 4 Choose **New** from the **File** menu.
- 5 Choose **Paste** from the **Edit** menu.

To create a new user dictionary:

- 1 Click **New** in the Check Spelling dialog.
- 2 As in a standard Open dialog, determine where you want to save this User Dictionary (in the Nisus Writer Folder, or wherever you keep your other Dictionaries).
- 3 Type its name and click **New**.

User Dictionaries are language specific. If you create a User Dictionary while using a foreign language Spelling Checker Dictionary, you can only use that User Dictionary while its corresponding Spelling Checker Dictionary is open. In fact, you can only open any particular User Dictionary after you have opened its corresponding Spelling Checker Dictionary.

To create one, master, generic user dictionary:

- ▶ Copy all the words of a User Dictionary created while a particular Spelling Checker Dictionary was open and paste them into the list of words in another User Dictionary as explained on page 122.

To use a different user dictionary:

Certain words may be spelled acceptably in one context but not in another. To make sure that the spelling

checker always stops at the appropriate words you might want to split your user dictionary into multiple user dictionaries and load only the one you need for a specific task.

- 1 Choose **Show Catalog** from the **File** menu.

To make it easier to find only your user dictionaries, you may want to keep them all in the Nisus Writer Tools folder.

- 2 Choose **Nisus® Dictionary** from the **Catalog** menu to make it easier to see only the dictionary files.
- 3 Navigate to where you store your user dictionaries and double-click the name of the one you want to use.

This closes the current dictionary and opens the new one. You can verify this by checking the Edit User Dictionary box in the Check Spelling dialog and then looking at its contents.

Checking for Other Errors

The Nisus Writer Spelling Checker does more than just check for misspelled words. It looks for other possible errors and may display one of the following messages

- **First word not capitalized**
- **Incorrectly formed word**
- **Misspelled word**
- **Repeat of last word**

First word not capitalized

The Spelling Checker assumes that a word at the beginning of a sentence should be capitalized. It flags words that begin with a lowercase after a period (unless that word is an abbreviation). It also locates sentence fragments as in:

“The store on the corner was finished last month. down the street. I visited it a week ago...”

In this example the Spelling Checker flags the word down, the remnant of an old sentence that was meant to be deleted.

Incorrectly formed word

When correctly spelled root words are combined with improper prefixes or suffixes in a document, the Spelling Checker presents the message **Incorrectly formed word**. If, however, these words are checked for spelling as individual words, their condition is shown as **Misspelled word**. For example:

- prememory
- wordest

Misspelled word

This is the message given when a word is not found in the dictionary. It may be misspelled or just unknown to the spelling checker.

If the word is spelled correctly, you should add it to your User Dictionary by clicking **Add**. This prevents Nisus Writer from flagging it as misspelled in the future.

Repeat of last word

Nisus Writer alerts you when a word repeats immediately. It is usually a mistake when words are repeated in this way:

- The ferry will take us across the the water.
- Sometimes, however, it is correct:
- I am very very happy today.

Using the Thesaurus

The Thesaurus is available at all times to check the text in your document windows, and, when the following windows are active: Footnotes, Headers/Footers, Find/Replace, Macros, and Glossary. Nisus Writer cannot use the Thesaurus on the text of the graphics layers (though Nisus Writer does not prevent you from looking up words while the graphics layers are active).

To use your Thesaurus to check for alternate words in American English you need to use the file “Nisus.U.S. Thesaurus”. The Thesaurus has 1.4 million responses and gives the correct grammatical inflections for 40,000 entry points.

Nisus Writer finds the thesaurus automatically if it is where the Installer placed it, in the Dictionaries folder inside the Nisus Writer Tools folder within the folder with the Nisus application.

If it is not there, Nisus Writer asks you to find it. Find the file Nisus U.S. Thesaurus and open it in the same way as you open a document. Note that in this context, “open” really means load (place its contents in the active memory of the computer). Nisus Writer presents two indicators when the thesaurus is loaded:

- the icon beside its name in the Catalog window appears dimmed.
- the name of the current thesaurus appears in the upper right corner of the thesaurus window.

To look up a word in the thesaurus:

- 1 Select the word in your document
- 2 Choose **Thesaurus...** from the **Tools** menu.

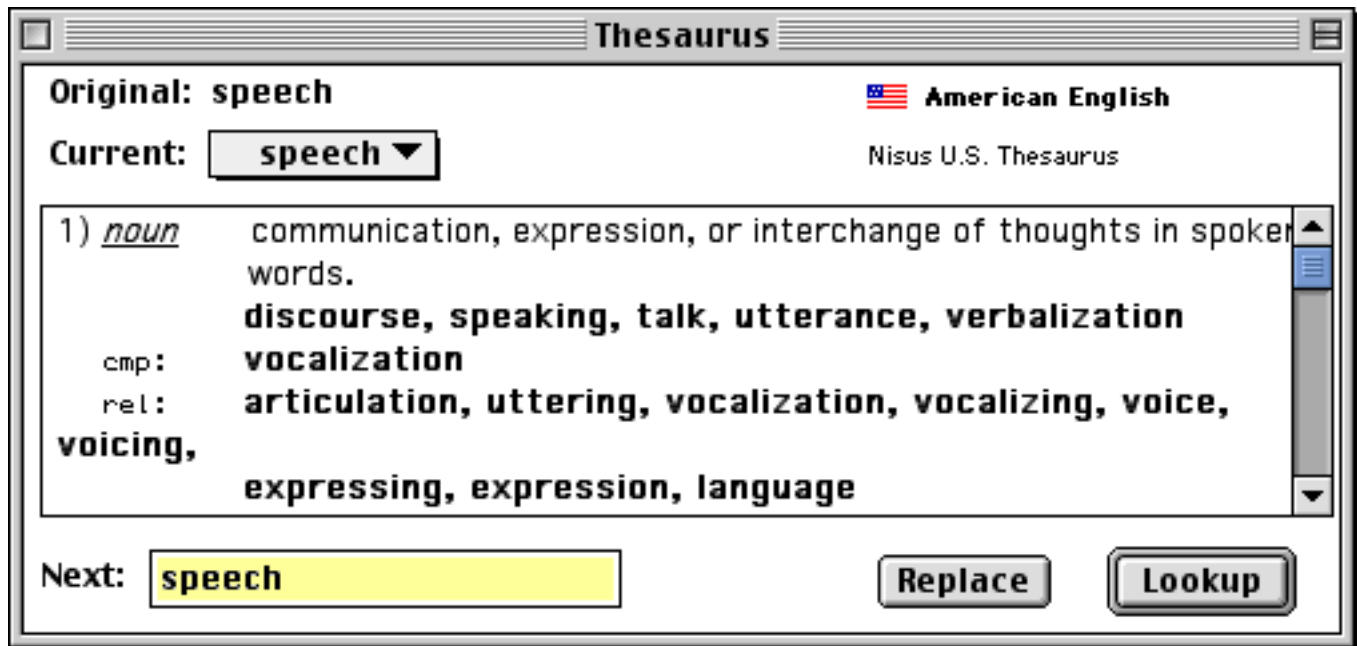


Figure 75

Thesaurus dialog displaying “speech” in the Word Box

The purpose of the information in the dialog is to help you find synonyms. To do this, the thesaurus displays the following information:

- the part of speech
- a concise definition
- synonyms for that definition

The Thesaurus displays synonyms in the same case (upper or lower) and tense and number as the word you looked up. This feature helps you find synonyms which can be substituted immediately for your previous word. You do not need to change the case or tense or number of the synonym.



You cannot add words to the Thesaurus.

To replace a word in a document with one found in the thesaurus:

- ▶ Double-click the word you want from the Thesaurus dialog.
You will see it momentarily selected, then the dialog will disappear, and the word will replace the previous selection in your document.
- ▶ Alternatively, you can click the word, then click **Replace**.

To look for additional synonyms:

- 1 Click the word, then
- 2 Click **Lookup**.



Be careful, as double-clicking places the double-clicked word in your document.

Clicking a synonym transfers it to the **Next** box. You may also press **return** instead of clicking **Lookup**.

This is helpful when you have just typed in a word and have your hands on the keyboard.

Nisus Writer keeps a history of the last 10 words looked up in the pop-up menu to the right of the **Current** box until you quit the program. To see these words, choose the word displayed in the **Current** box, as illustrated in Figure 76.

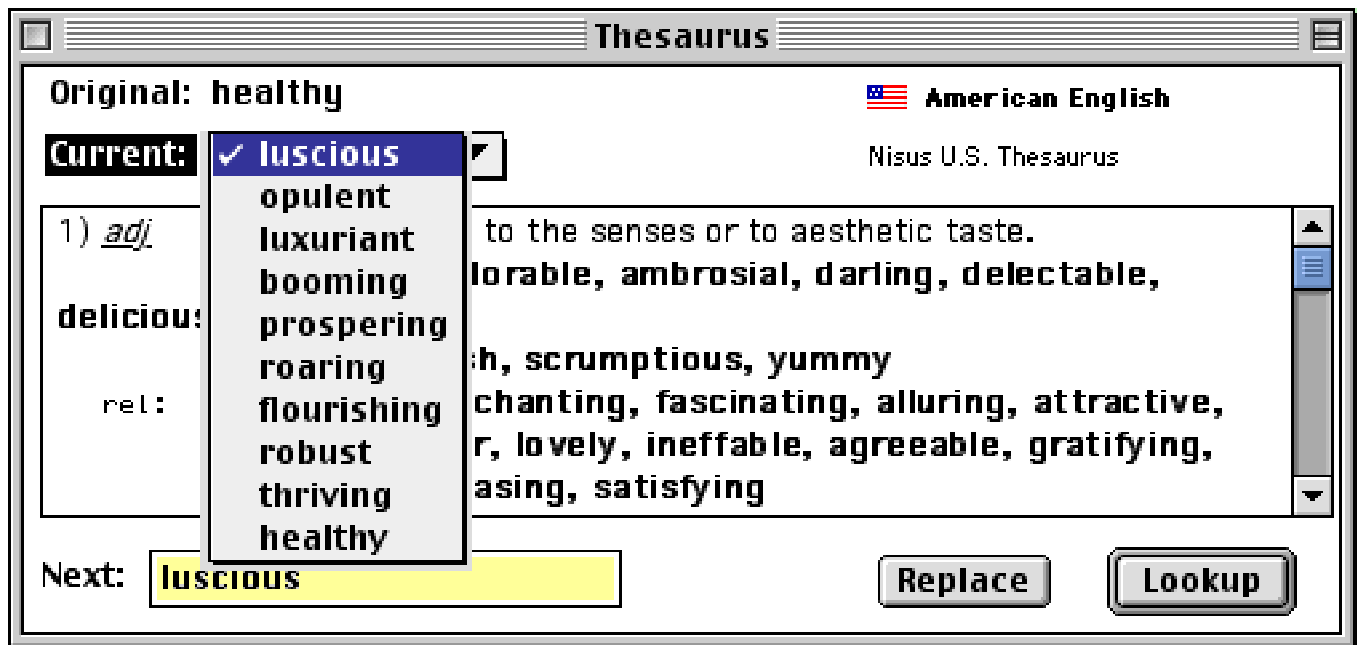


Figure 76
Thesaurus word history

To review words looked up in the thesaurus:

- ▶ Choose from the **Current** pop-up menu the ten words most recent you looked up.

To return to your document from the thesaurus:

- ▶ Click the Close box to close the Nisus Thesaurus dialog without replacing the selection in your document or
- ▶ Click back into your document to leave the Thesaurus available in the background.

Interpreting the results of the thesaurus search:



Meanings are listed in an order that reflects the usefulness of their synonyms.

The most common meanings, which would be first in an ordinary dictionary are listed much later in the list. In fact, the most common definitions of a word may not be listed at all. The Thesaurus only shows meanings that lead to synonyms.

The Thesaurus uses various abbreviations in the left margin next to the word list. These can help you decide in which direction your word search should continue.

- **syn:** **Synonyms:**
This list will show you words that have the same or very nearly the same meaning as the original word. The words in the synonym list share a common *denotation* though they may differ in *connotation*.
- **rel:** **Related:**
These words are near synonyms. They have the same implications as the original word, though their *emphasis* may be different.
- **ant:** **Antonyms:**
The words in this list *contradict* the meaning of the original word with equal or nearly equal force.
- **con:** **Contrasted:**
These words *in some sense oppose* the meaning of the original word though they are not in complete contradiction.
- **cmp:** **Compare:**
These words suggest a “see also” list that express a *related idea* possibly worthy of exploring.

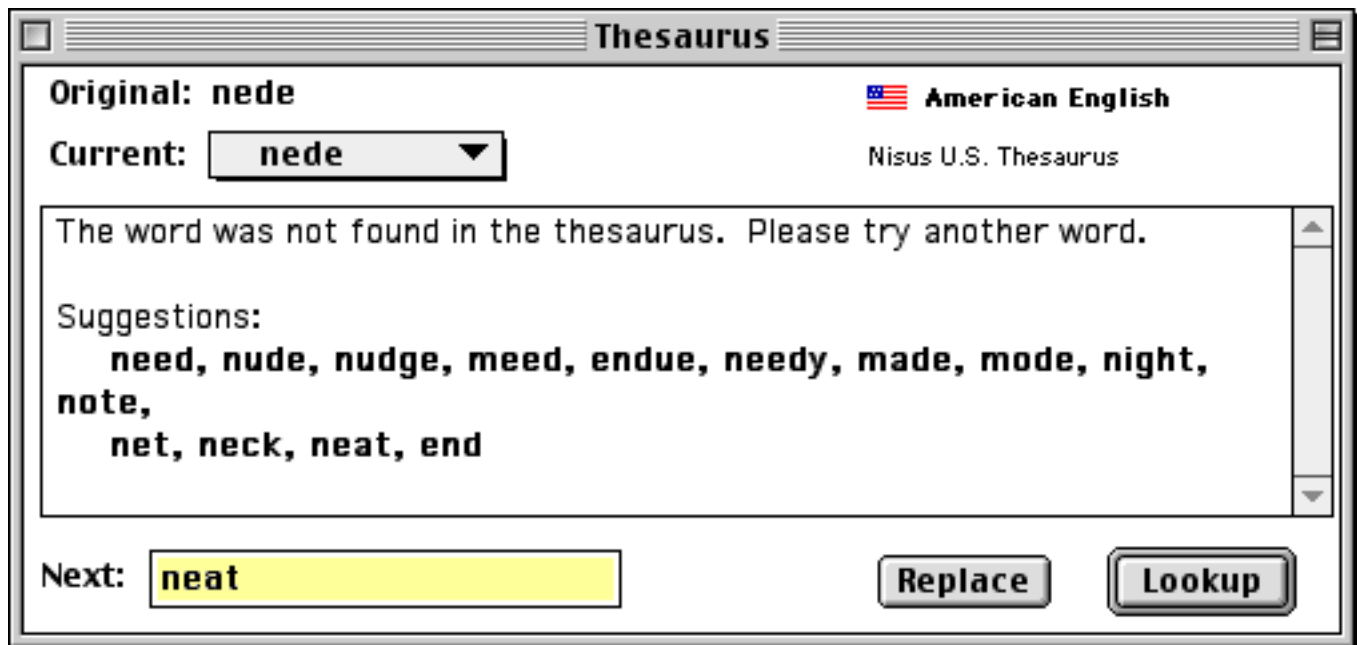


Figure 77

Thesaurus alternate selections for the typo, “nede”

When you look up a word which is not found, Nisus Writer presents you with a list of up to 16 alternate words. This does not necessarily mean that the word is spelled incorrectly; it means that the word is not in the thesaurus. The alternate words are chosen using both the typographical and phonetic qualities of the unknown word. Therefore, you will see some alternatives which have spellings that may differ quite a bit, but sound the same as the unknown word, as illustrated in Figure 77.

There are also many words which try to guess at the correct spelling by changing or deleting letters of the unknown word. These words are an attempt to guess the word you intended to type.

Using Hyphenation

To set up hyphenation:

Nisus Writer automatically hyphenates text which has been placed in the auto-hyphenate “style.” To apply this style to selected text, choose **Hyphenate** from the **Tools** menu. When hyphenating, Nisus Writer checks for correct hyphenation points using the “Nisus U.S. Hyphenation” file.

Nisus Writer determines three levels of hyphenation: from the grammatically most desirable to the least desirable. It hyphenates a word at the end of a line only if an excessive amount of white space would otherwise result. The most desirable hyphenation points are used unless excessive white space would still remain. Nisus Writer will break any word wider than a column (and which cannot fit using hyphenation rules) without regard to any rules.

Nisus Writer finds the dictionary automatically if it is where the Installer placed it, in the Dictionaries folder inside the Nisus Writer Tools folder within the folder with the Nisus application.



If you have more than one dictionary (and hyphenation file) supplied by Nisus,¹ you may change this at any time by opening another one through the Catalog or Open File dialog.

Methods of hyphenation

Nisus Writer allows you to hyphenate your text in two ways, either automatically, according to the rules encoded in the Nisus Hyphenation file, or manually, according to wherever you place a hyphenating character.

To hyphenate automatically:

- 1 Select text (any word or words).
- 2 Choose **Hyphenate** from the **Edit** menu.

A check mark before the command (**Hyphenate**) indicates that Nisus Writer will hyphenate that word under the appropriate circumstances.

To unhyphenate a particular word or words:

¹ For information on which dictionaries are available or call Nisus at (858) 481-7197.

1 Select the text.

2 “Uncheck” **Hyphenate** from the **Edit** menu;

or use one of the strategies described in Manual Hyphenation, which follow.

You can set **Hyphenate** as an attribute of all text in your Nisus New File as described in the section “To create a stationery file” beginning on page 158. This causes your entire file to hyphenate automatically.



If you have no text selected, you cannot choose the **Hyphenate** command. It appears grayed in the **Tools** menu.

To hyphenate manually:

You can manually insert hyphens into your words. These hyphens may be invisible till needed, always visible, or may even prevent hyphenation. These hyphens also force Nisus Writer to break words at the position in the word at which you entered it.

The various hyphen or dash characters illustrated in Table 8 are:

- dash inserts a hyphen at that point in the word and allows the word to break there; it is always visible. Double-clicking a word with this dash selects the entire word.
- en dash (the width of an “n”) is a non-breaking dash. It prevents hyphenation at that point in the word even with the Hyphenation style applied (the word may break elsewhere). Double-clicking a word with this dash selects only a portion of the word.
- em dash (the width of an “m”) is a non-breaking dash. It prevents hyphenation at that point in the word even with the Hyphenation style applied (the word may break elsewhere). Double-clicking a word with this dash selects only a portion of the word.
- soft hyphen causes hyphenation at that point in the word and appears only when needed. Double-clicking a word with this dash selects the entire word.
- hyphen displayed in a word when in Hyphenation style; it is automatically inserted by Nisus Writer and has no ASCII value.

Name	description	appearance	created by	ASCII code
dash	minus sign	-		045
en dash	the size of an “n”	—		208
em dash	the size of an “m”	—		209
soft hyphen	invisible till needed			031
Hyphenate	invisible till needed		Hyphenate	none

Table 8
Hyphens in Nisus

To prevent the hyphenation of a word, or string of characters:

1 Select that text.

2 Choose **Keep on Same Line** from the **Format** submenu of the **Style** menu (see page 283).

Using multiple dictionary tools

All special Nisus Writer dictionaries are called Nisus [language] Dictionary or Nisus [language] Thesaurus respectively. Nisus Writer can load them automatically if they appear in the Dictionaries folder as explained on page 118.

Alternative spelling checker dictionaries

The two possible alternatives are explained below:

- Have Nisus Writer switch among the installed language dictionaries automatically as the Spelling Checker reviews your text.
- Replace your current dictionary with a special dictionary as the primary dictionary

To use the various language dictionaries available from Nisus Software Inc. and have Nisus Writer switch between them automatically:



Nisus Writer can check for spelling errors in all the different language dictionary files it finds in the Dictionaries folder at once if you follow the procedure described in “Guidelines for Editing Text in Multiple Romanic Languages” on page 73. Think of the process as if taking one dictionary from the shelf and looking for words in it, then taking a different dictionary and looking for words in it; Nisus Writer automatically replaces the first dictionary on the shelf. A variant of that method appears here.

If you have more than one language dictionary from Nisus Software Inc. (available on the CD Nisus Dictionary Collection) you can have Nisus Writer change dictionaries “on the fly” but you have to do a bit of preparation in advance. Remember, as wonderful a tool as your Macintosh is and as exquisite a word processor as Nisus Writer is, these cannot know automatically that your text is in either one language or another.

- 1 Make sure that the appropriate language dictionaries are in the Dictionaries folder inside the Nisus Writer Tools folder inside your Nisus Writer 6.5 folder.
- 2 Make sure that you have chosen (i.e.) checked **Automatically Switch Dictionaries by Language** in the Dictionary segment of the Preferences dialog as explained in section “To Choose Which Dictionaries Nisus Writer Loads Automatically” on page 337.
- 3 Choose the appropriate language from the **Language** submenu of the **Style** menu.
Tell Nisus Writer that the text in the particular file you want to check is in a specific language!
- 4 Choose **Check Spelling...** from the **Tools** menu.

To use a special dictionary as a primary dictionary:

If you are currently using any Nisus Dictionary (for example, the standard Nisus U.S. Dictionary or a special dictionary) as your primary spelling checker dictionary and you want to use a different special (for example the Medical) dictionary as your primary dictionary

- ▶ Choose **Preferences...** from the **Edit** menu and proceed as explained in section “To Choose Which Dictionaries Nisus Writer Loads Automatically” on page 337.

Whenever you need to change from one dictionary to another double-click your new choice in the Nisus Writer Catalog window. Double-clicking loads that dictionary. This enables the Spelling Checker to compare words in your document with words in the dictionary file for misspellings. The currently loaded dictionary displays a dimmed icon beside its name in the Catalog window.

Special thesauri

Nisus Writer thesauri are currently available in a wide variety of languages. Contact Nisus Software Inc. to learn about the language you need.

Each Thesaurus only works with the Dictionary from the corresponding language. You cannot mix a dictionary and thesaurus from different languages.

To set your dictionary preferences:



- ▶ See the section “To Choose Which Dictionaries Nisus Writer Loads Automatically” on page 337.

To quickly load a dictionary, locate and open it using the Open... dialog or Catalog window.

Word Count and Document Statistics

Nisus Writer uses the Flesch Reading Ease scale to evaluate the reading level of documents. The scores range from a low of 0 to a high of 100. A high Flesch Reading Ease score means your document should be easy to understand. Nisus Writer also calculates the reading grade level of the document in addition to many other details about your file.

To display various document statistics:

- Choose **Word Count...** from the **Tools** menu. When you finish examining the information in the window, click .

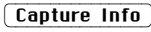
The Word Count window illustrated in Figure 78 displays

- the location of your file on disk (the name of the path to the file, i.e., its “pathname”)
- when it was created
- when it was modified
- the size of the file (on disk) calculated in bytes.

Below the dotted line Nisus Writer displays details about the active file (in the first column) as well as all open files (in the second column). Nisus Writer calculates the Flesch Reading Ease and the Reading Grade Levels using only the text entered in U.S. System fonts (this includes left-to-right (that is, not WorldScript) Arabic or Hebrew as well as symbol or picture “dingbat” fonts).



If you have a selection in your text Nisus Writer displays information about the selection in the second column (instead of all open files).

- If you should need any of the information in the Word Count window, click . This puts all the information from the window onto your current Clipboard, from which you can paste it anywhere else.

The information in the right-hand-most column refers only to the active file. Formatting characters refers to spaces, tabs, Soft Returns characters (also known as line feed or new line characters created by typing ) and character graphics. 

Word Count			
Where: Macintosh HD:Users:Hermes:Documents:Sample Document			
Created: Mon, Aug 11, 1997 12:52:58 PM		Size: 17098431 bytes	
Modified: Mon, Feb 11, 2002 1:56:35 PM			
Sample Document	All (3)	Formatting characters:	180379
Characters: 816070	948600	Single Byte Characters:	812163
Words: 167512	196960	Alphanumeric:	774353
Avg Word Length: 4	4	Punctuation:	34877
Sentences: 9464	11405	␣-x	902
Avg Words/Sentence: 14	14	␣␣␣	627
Max Words/Sentence: 79	135	أ-ي	462
Lines: 18094	19957	علامات التشكيل	0
Paragraphs: 10302	11158	Katakana:	942
Pages: 504	538	Double byte characters:	3907
Flesch Reading Ease: 58	61	Roman:	35
Reading Grade Level: 11	11	Punctuation:	492
		Katakana:	1111
		Hiragana:	1431
		Kanji Level 1:	838
		Kanji Level 2:	0
		User Kanji:	0




Figure 78
The Word Count Window

Some international Macintosh Operating Systems use two byte characters. The U.S., Cyrillic, Arabic and Hebrew Operating Systems use only single byte characters, but these are separated for your information into Alphanumeric and Punctuation (whether U.S., East European, Cyrillic, Arabic/Persian, or Hebrew), Aleph - Tav (Hebrew alphabets) and Nikud (Hebrew vowels and cantillation characters), Abjadiyan (Arabic alphabets) Al-Tashkeel (Arabic vowels). The Japanese extensions use both one and two byte Katakana and Hiragana characters. The Word Count window counts each of these separately.

Flesch reading ease

Rudolf Flesch was trained as a lawyer in his native Vienna. He came to the United States in 1938 where he received his Ph.D. at Columbia University. Among his numerous books are *The Art of Plain Talk*, *Say What You Mean*, *The Art of Clear Thinking*, and *The Art of Readable Writing* (published by Harper and Row). This explanation of how to determine the reading ease of a text was culled from *The Art of Readable Writing*. There are two aspects to readability: ease of reading and interest. The first is determined by the structure of words and sentences; the use of “personal words” or “personal sentences” constitutes the other. The Flesch reading ease score found in the window that appears when you choose **Word Count...** from the **Tools** menu represents the first of these and is determined by the following steps:

- 1 Nisus Writer counts the words in the entire document. Contractions, hyphenated words and numbers (such as dates and dollar amounts, etc.) are each counted as one word.
- 2 Nisus Writer computes the average sentence length, counting, as a sentence, units of text even if they end in a colon or semicolon or the Return character.
- 3 Nisus Writer counts the syllables in the entire document. This syllable counting uses a special algorithm which, although not perfect, is quite accurate for the English language. It divides the number of syllables by the number of words and multiplies by 100 to get the number of syllables per 100 words. Although the syllable number in numbers and symbols should be counted as if these were pronounced when read aloud (i.e. 1991—nineteen ninety one = 2, 2, 1 syllables) this is not done in Nisus at this time.
- 4 Nisus Writer multiplies the average sentence length by 1.015, then multiplies the number of syllables per 100 words by .846, adds them together and subtracts the sum from 206.835. The result is the Reading Ease Score. The scale ranges from 0 to 100. The higher the score, the easier it is to read.



The Word Count window counts any text in footnotes/endnotes, but not headers/footers, placed page graphics or the graphics layer.

Reading Grade level

The reading grade level is based on the Fog index. This is calculated by determining the average sentence length plus the percentage of long words with all of this multiplied by 0.4. A long word is one with more than two syllables.

$$F = ((\text{avg. \# of words per sentence}) + 100 * (\text{long words per words})) * .4$$

For a “foggier” explanation of Reading Grade Level see “The meaning of reading grade level” on page 464.

Using Text-to-Speech as a Proofing Tool

No matter how careful you are, it is easy to overlook a mistake when proofreading. Text-to-Speech in Nisus Writer offers a simple and effective way to reduce errors. You can have Nisus Writer read a typed document back to you. If it is written in English, French, German, Spanish or Italian, simply select the portion of text you want read and choose the appropriate speech voice.

- Listen to your document before you print. Select the text of the document and click the Speak button on the Sound Bar to hear your writing read back to you in a synthesized voice.
- Use multilingual voices (French, German, Spanish and Italian, for example) to determine the pronunciation of proper nouns, letters and numbers in other languages.

To have Nisus Writer read the text:

- 1 Click the Display Sound Bar button on the Vertical Button Bar.



Figure 79

The Display Sound Bar button on the Vertical Button Bar

- 2 Select the text you want Nisus Writer to read to you.
- 3 Choose the language of the text (either **English**, **French**, **German**, **Spanish** or **Italian**) from the **Speech**

Voices submenu of the Sound menu.

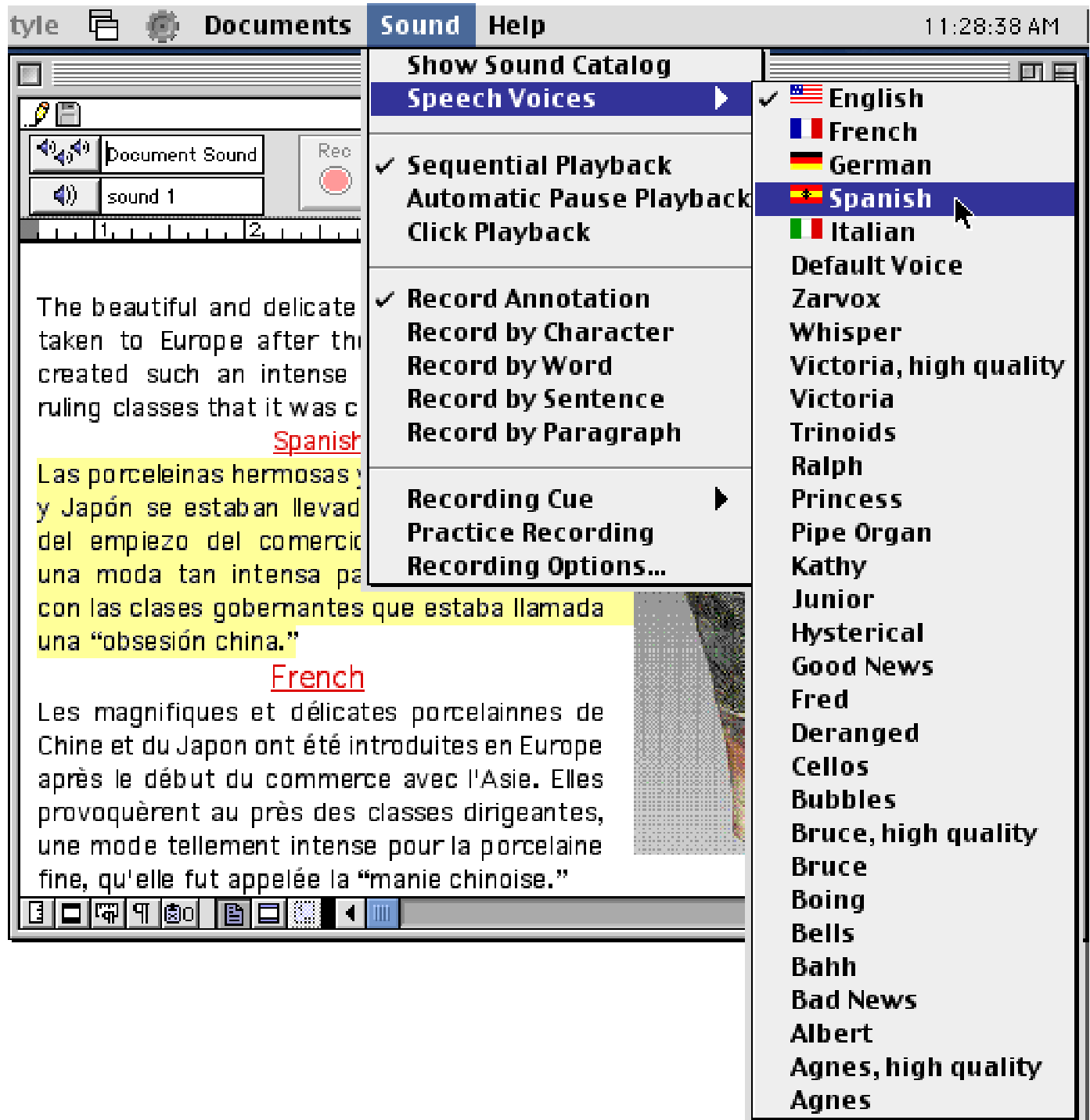


Figure 80

Choosing the appropriate Speech Voice for the language of text in the selection.

- 4 Click the Speak button on the Sound Bar.

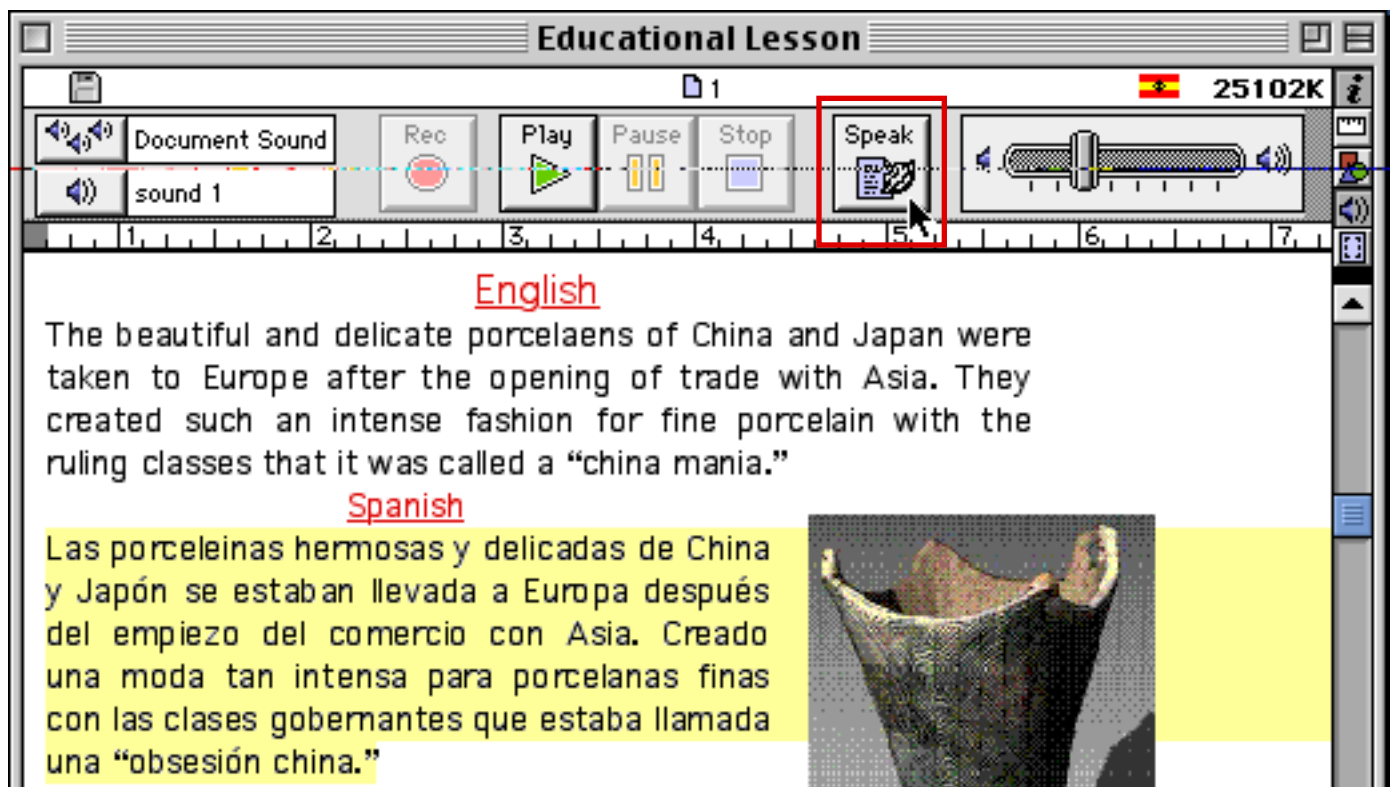


Figure 81
Clicking the Speak button on the Sound Bar.

Formatting Documents

This portion of the manual describes how to define the way your document looks. The sections include:

Working with Paragraphs.....	135
Structuring paragraphs	136
Maintaining Rulers.....	147
Formatting Characters Using the Menus.....	149
Formatting Characters Using Defined Styles	150
Alphabetizing (sorting) Paragraphs	154
Numbering Pages.....	155

Working with Paragraphs

What rulers do

Nisus Writer paragraph rulers govern, or define the shape of paragraphs. Paragraphs can consist of a blank line, a few words, or a large block of text. When you press  Nisus Writer inserts a Return character (or paragraph marker ¶). These characters identify the end of a paragraph.

¶

Figure 82

This symbol indicates the end of a paragraph

To identify paragraph breaks:

- ▶ Click the Display Attributes Menu button on the Horizontal Button Bar.¹



Figure 83

The Display Attributes Menu button; click to display



Figure 84

The Display Attributes Menu button; click to hide

Use the buttons and commands from the Text Bar to change a paragraph's shape. Position the indent, text wrap, and Tab Indicators on the ruler portion of the Text Bar. Name rulers to call upon different paragraph shapes as you would use any other command in Nisus Writer.

The settings for each Paragraph Ruler display and are adjusted in the Text Bar. The presence of a ruler is indicated by a small Paragraph Ruler icon which displays in the margin to the left of the paragraph(s) it controls.

To display paragraph ruler indicators:

- ▶ Click the Show Paragraph Rulers button in the Horizontal Button Bar.



Figure 85

The Show Paragraph Rulers button; click to display



Figure 86

The Show Paragraph Rulers button; click to hide

There are two types of paragraph rulers: named rulers and unnamed rulers.



Named Ruler

Icons with a line drawn through them identify named rulers.



Unnamed Ruler

A blank ruler identifies an unnamed ruler.

To insert a ruler:

- 1 Click where you want the ruler to be inserted.

¹ Click **Space**, **Tab** and **¶** in the Display Attributes dialog (choose **Display Attributes** from the **Display** submenu of the **Tools** menu) to display paragraph markers.

- 2 Choose **Paragraph Ruler** from the **Insert** menu.

If you have not clicked at the start of a paragraph, Nisus Writer automatically begins a new paragraph at that point. This inserts a new unnamed ruler that matches the formatting characteristics of the ruler immediately above it.

- 3 Then make any changes to the Text Bar you want, as explained in “Structuring paragraphs”.

Structuring paragraphs

This section describes the different ways you can define the appearance of paragraphs. All paragraphs appear within the white area you see on the ruler portion of the Text Bar—the area within the margins you set in the Layout window.

To set the indent or outdent (“hanging indent”) position of the first line of a paragraph:

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

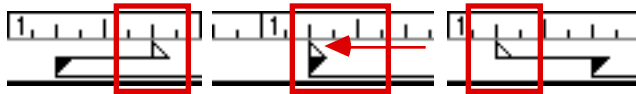


Figure 87

The First Line In/Outdent Indicator in various positions relative to the Left Line Wrap Indicator

To set the text wrap area:

- ▶ Drag the Right Line Wrap Indicator and/or the Left Line Wrap indicator across the ruler and release the mouse button where you want the lines of your paragraph to wrap.

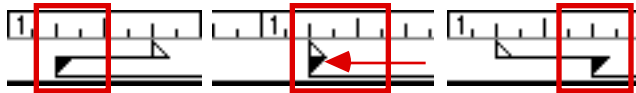


Figure 88

The Left Line Wrap Indicator in various positions relative to the First Line In/Outdent Indicator

You can drag the Left Line Wrap Indicator independently of the First Line In/Outdent Indicator if you press **shift** as you drag the indicator.

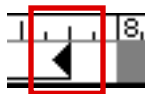


Figure 89

The Right Line Wrap Indicator

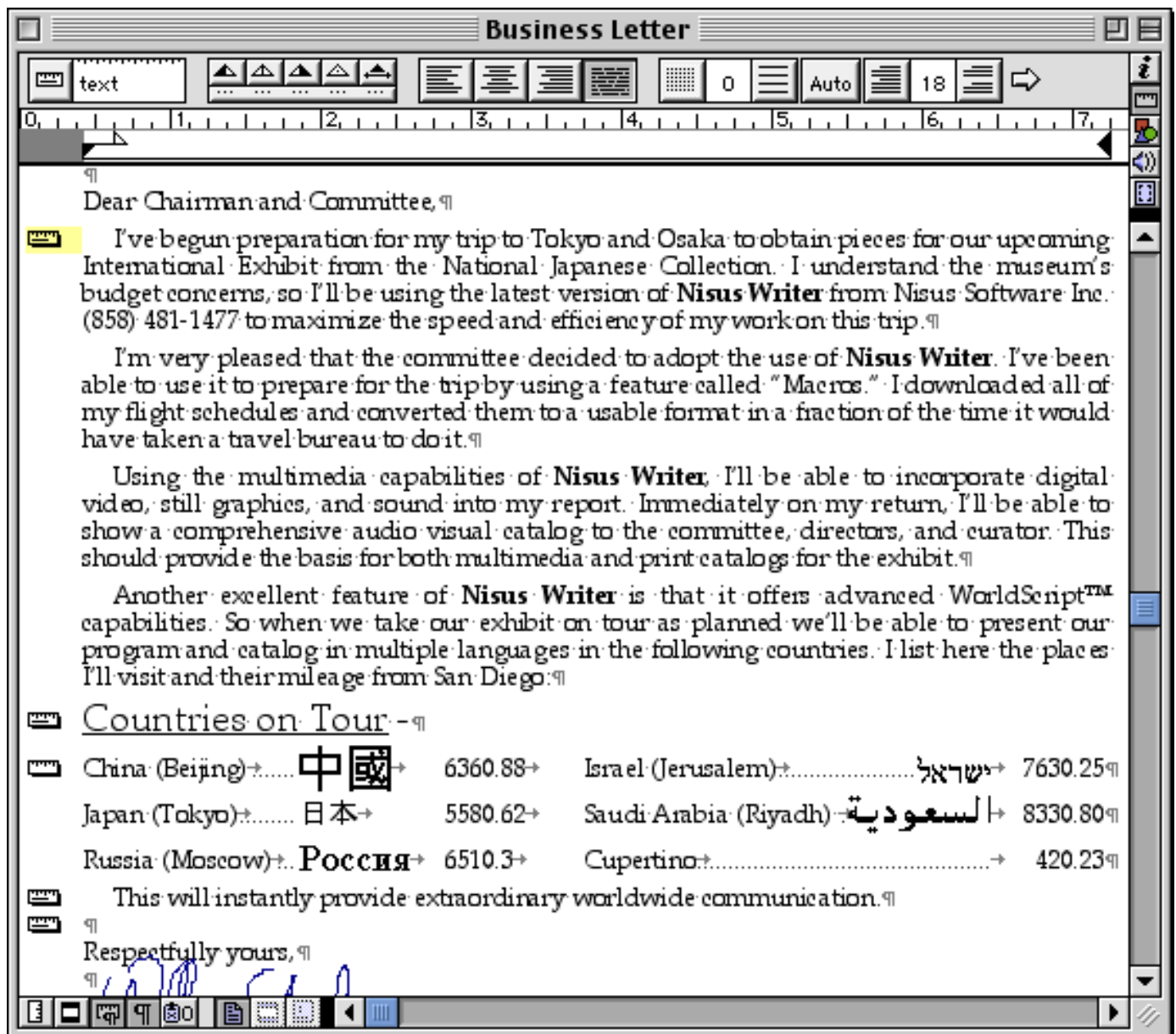


Figure 90
The Text Wrap area displaying spaces, tabs and ¶'s

To set the text wrap area numerically:

- 1 Double click any of the wrap indicators.
- 2 Enter the settings you want in the Edit Line Wrap dialog that opens.
- 3 Click

To justify text:

Use paragraph justification to specify how lines in a paragraph line up based on the left and right line wrap indicators. The choices are left, center, right, and full justification. Fully justified type causes uneven word spacing with even line widths, while unjustified (or "ragged") type causes even word spacing with uneven line widths.



If you hyphenate your text, full justification causes more hyphens to appear in your words than the other choices.



Figure 91
The justification bar

- Click Justification buttons on the Text Bar.



Figure 92
Left Justify

Click to justify text along the left line wrap indicator.



Figure 93
Center Justify

Click to center text around the midpoint between the first line indent and the right line wrap for the first line of a paragraph and between the two line wrap indicators for all subsequent lines.



Figure 94
Right Justify

Click to justify text along the right line wrap indicator.



Figure 95
Full Justify

Click to align the edges of text at both the right and left line wrap indicators. The following examples show how the different types of justification affect your text.

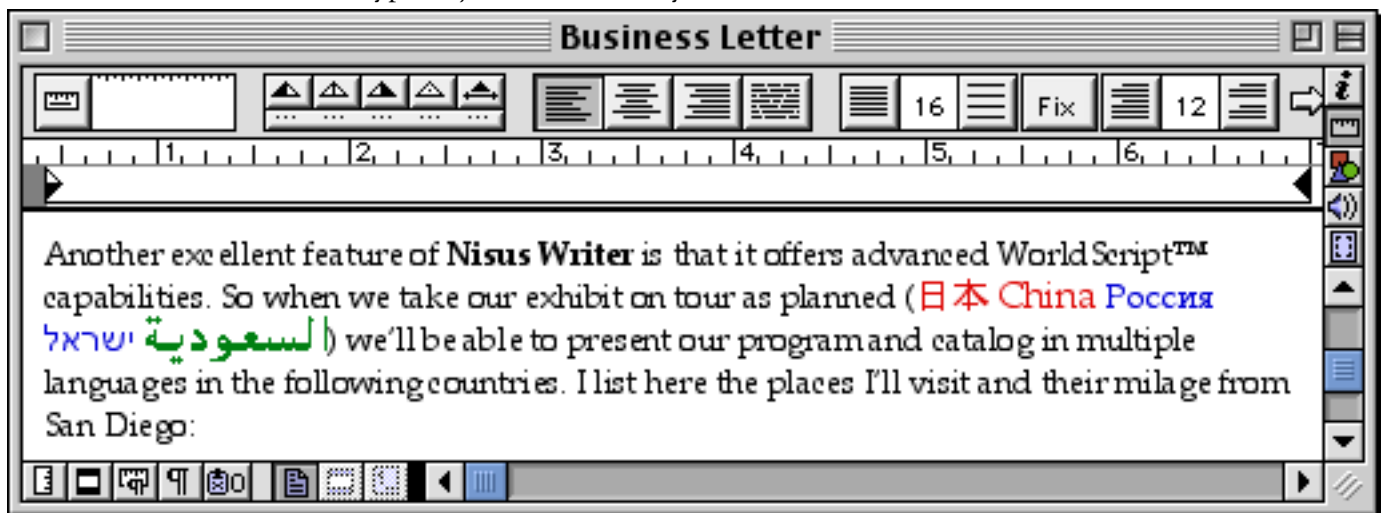


Figure 96
Example of Left Justification

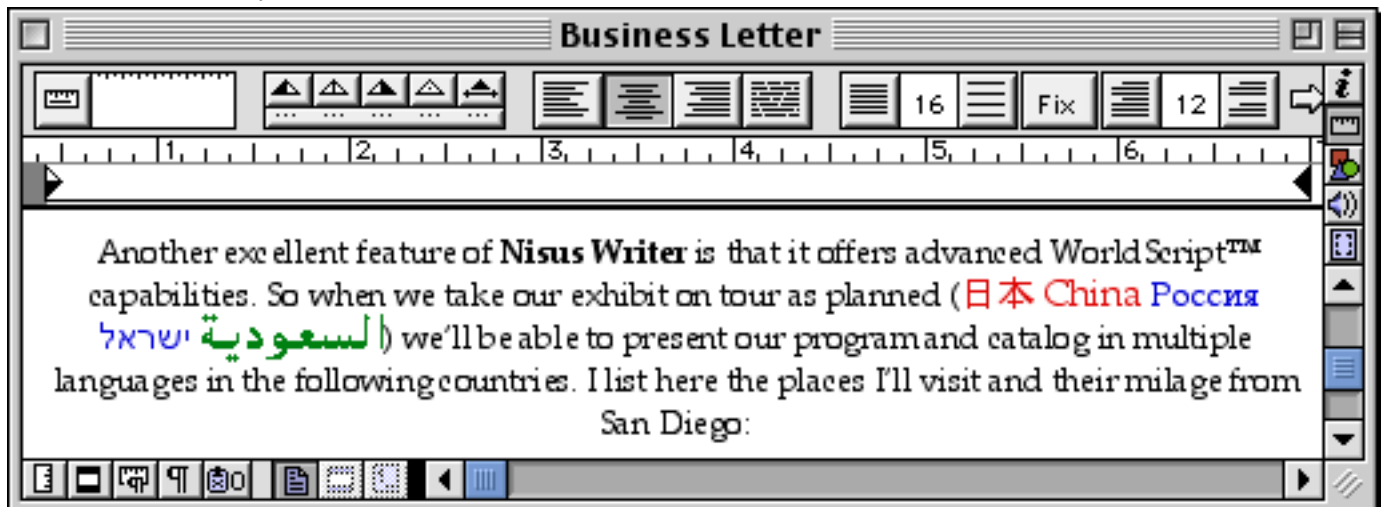


Figure 97
Example of Center Justification

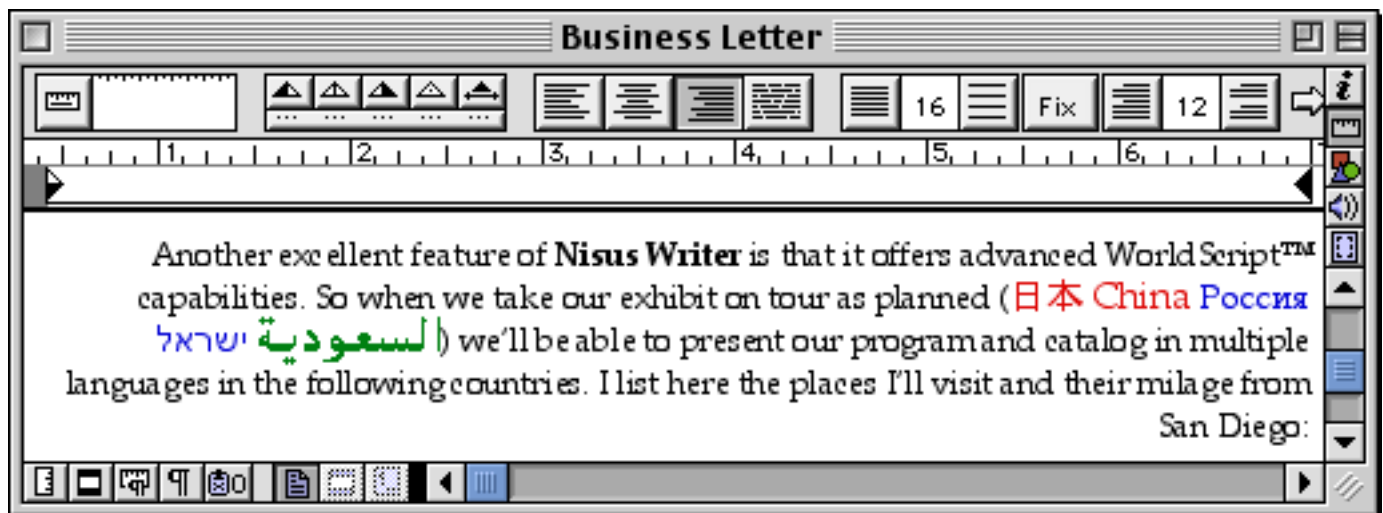


Figure 98
Example of Right Justification

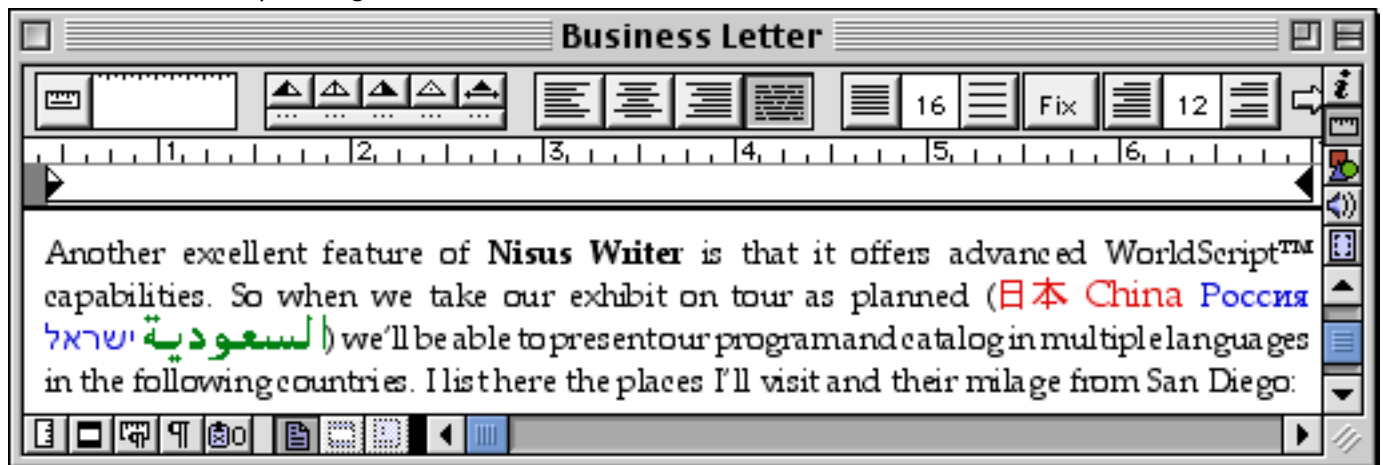


Figure 99
Example of Full Justification

To set spacing between lines:

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

Use options of the Line Height Buttons, the Line Height Options menu and the value in the Line Height Edit box to specify the amount of space between lines.



Figure 100
Line Height Buttons

- Click the buttons to apply varying amounts of spacing you want between lines from the Line Height buttons on the Text Bar.



Figure 101
Decrease Line Height

Click to decrease line height.



Figure 102
Minimal Line Height



Figure 103
Increase Line Height

Click to increase line height.



Figure 104
Line Height Edit box

The unit of measurement in the Line Height Edit box is determined by the option you have selected in the Line Height Options menu. You can select the text in the Line Height Edit box and type the (whole) number you want.

- Choose from three commands in the Spacing Type menu to specify a method for maintaining line height.

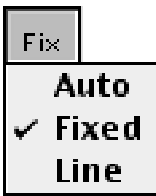


Figure 105
The Line Height Options menu

- **Auto** ...automatically adjusts the line height to accommodate paragraphs of mixed character sizes. Make sure that the Line Height Edit box shows zero. A line height of zero is used to mean truly “automatic” line height adjustment, even if the Line Height Options menu shows otherwise. This is the preset option when you first install Nisus Writer.
- **Fixed** ...keeps all lines of a paragraph equally spaced. Type the line height you want in the Line Height Edit box. (Typing zero cancels Fixed Line spacing and makes it Auto.) The value you choose is strictly enforced in the paragraph. If you choose a line height that is too small, the lines of text will overlap, cutting off some characters.
- **Line** ...approximates typewriter “line” spacing (single or double-space, for example). The unit of measurement is a fictitious “line.” It is determined, one line at a time, in the same manner as the automatic line height. The smallest increment is one-half of a line.

Here are three examples of line height. Keep in mind the examples are all the same except for the selected line height. The first letter of each sentence is enlarged in the first two to illustrate how Auto enables the lines to spread and Fixed keeps them all at a standard distance.

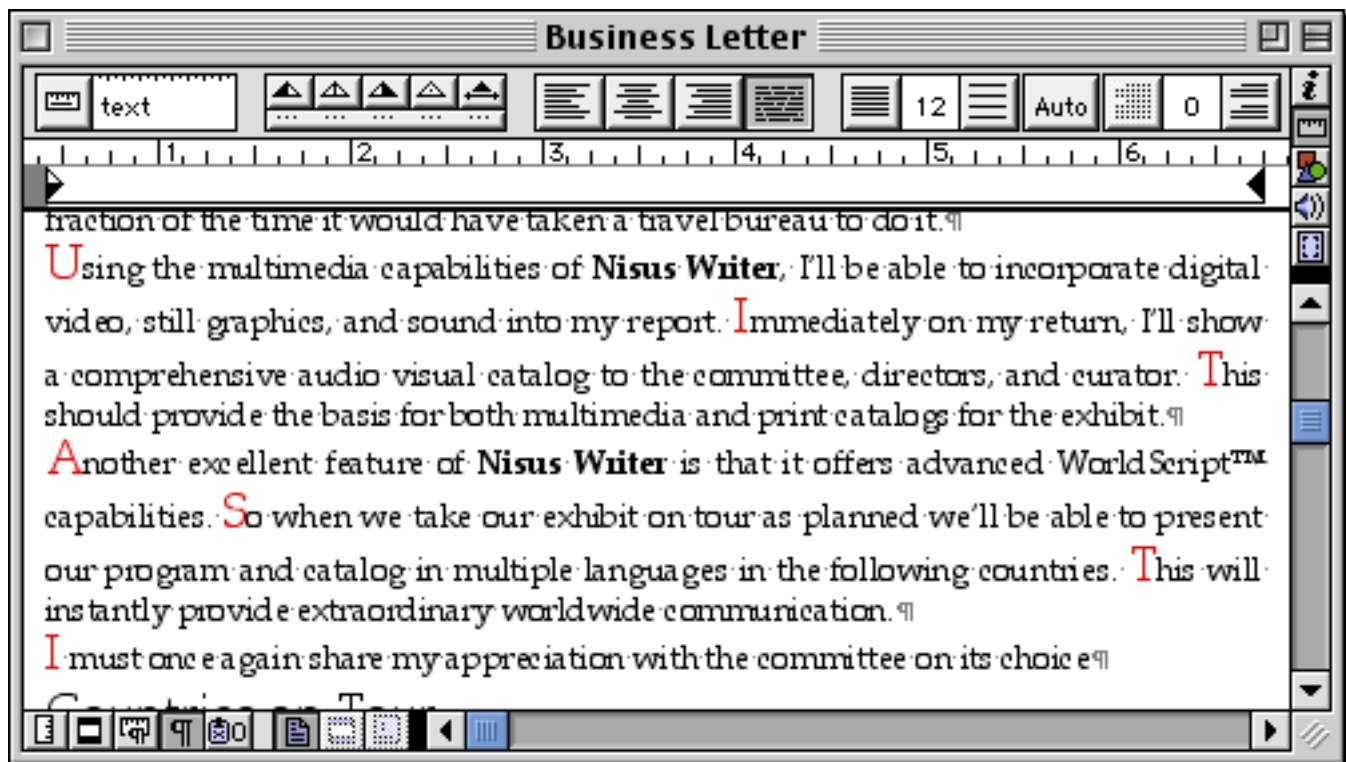


Figure 106
Example of Auto line height

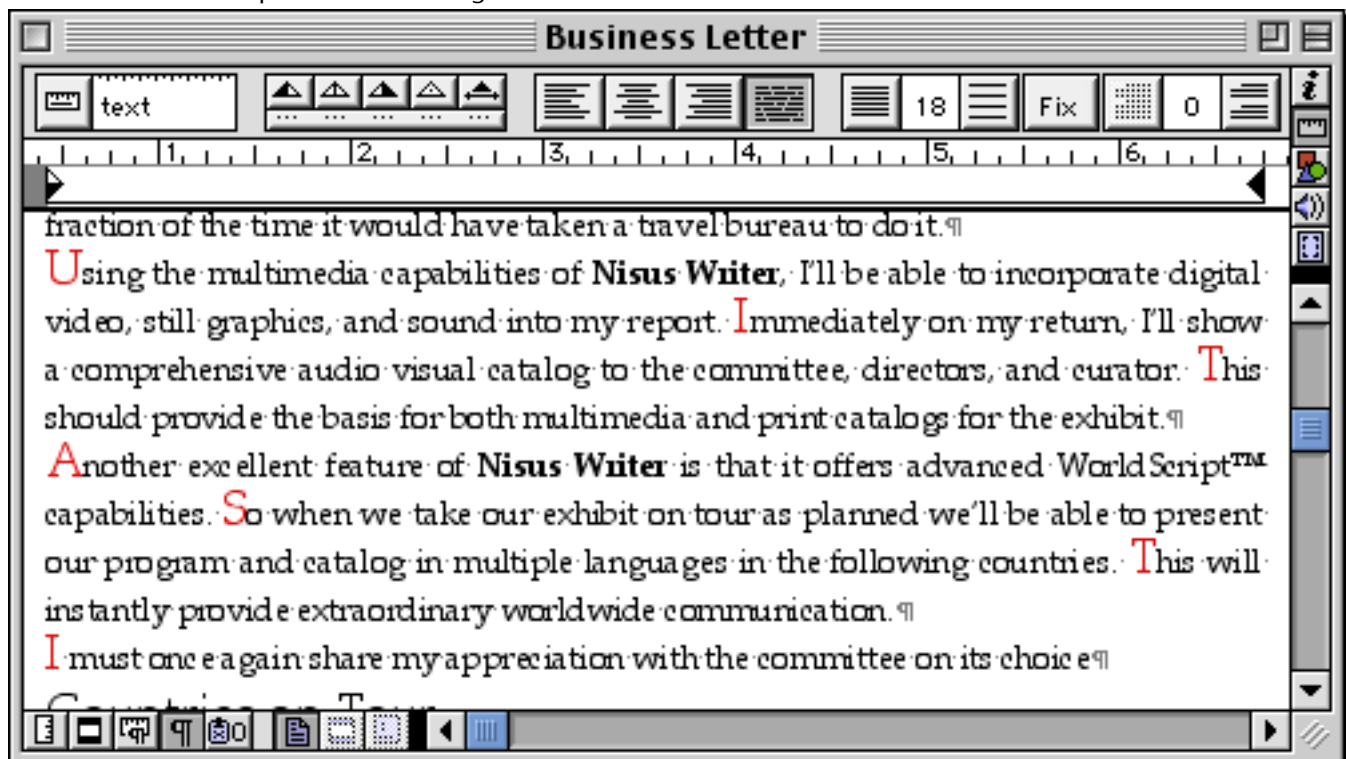


Figure 107
Example of Fixed line height

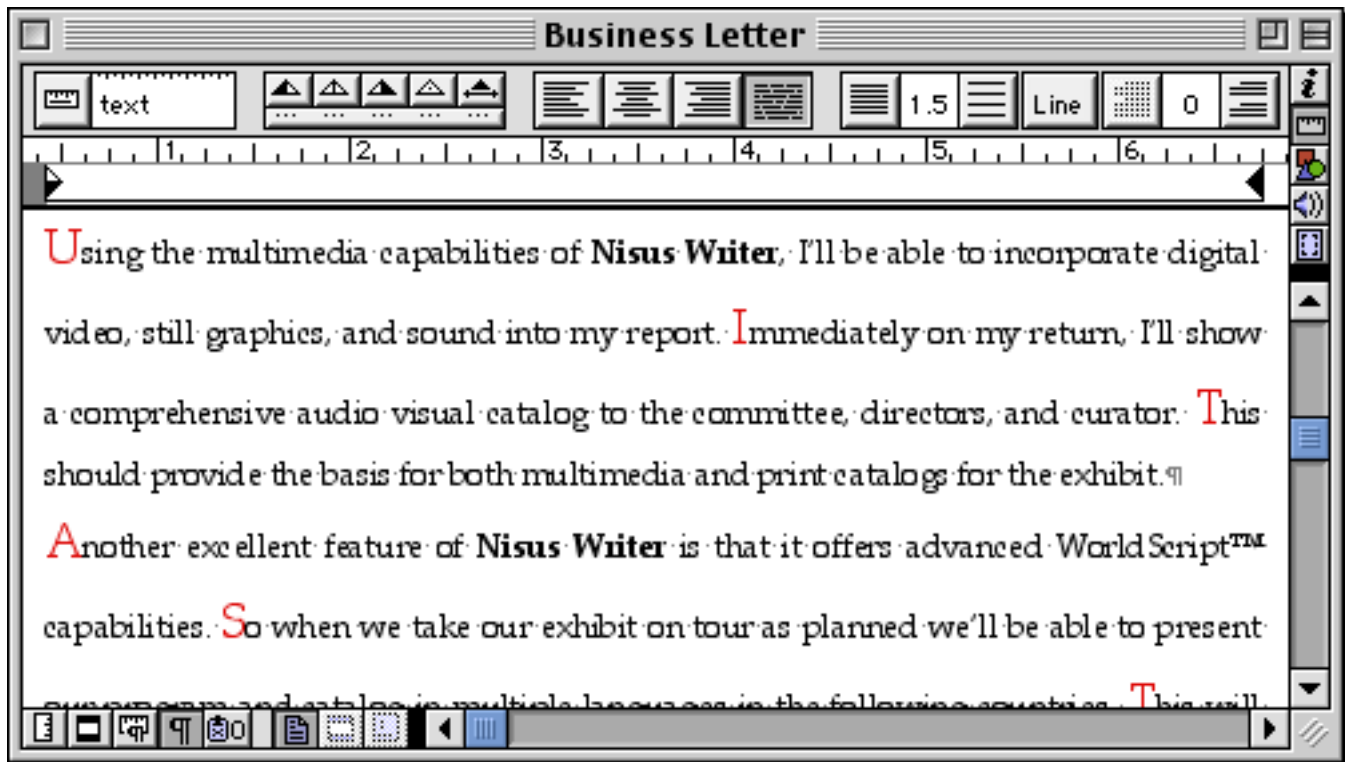


Figure 108
Example of line height by Line

To set spacing between paragraphs:

Paragraph spacing refers to the additional space between the last line of one paragraph and the first line of the following paragraph.

Use options of the Paragraph Spacing Buttons and the value in the Paragraph Spacing Edit box to specify the amount of space between paragraphs in addition to the height of the lines.

Paragraph spacing interacts directly with line spacing. Nisus Writer automatically adds space to whatever you have set in the line height bar.



You can control paragraph spacing with line spacing, but not line spacing with paragraph spacing. You cannot change line spacing without directly affecting paragraph spacing. They are completely interdependent.

- Auto or Fixed causes paragraph spacing to change in one point increments.
- Line causes paragraph spacing to change in half-line increments.



Figure 109
Paragraph Space Buttons

- ▶ Click the button that applies the amount of space you want between paragraphs from the Paragraph Spacing buttons on the Text Bar.



Figure 110
Decrease Paragraph Spacing

Click to decrease paragraph spacing.



Figure 111
Minimal Paragraph Spacing



Figure 112
Increase Paragraph Spacing

Click to increase paragraph spacing.



Figure 113

Paragraph Spacing Edit box



The unit of measurement in the Paragraph Spacing Edit box is determined by the option you have selected in the Line Height Options menu. You can select the text in the Paragraph Spacing Edit box and type the (whole) number you want.

To set tabs:

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



Figure 114

The tab well and leader bar

- Click and drag the desired tab indicator from the Tab Well to the appropriate location on the ruler.



Left tab

aligns text to its left.



Center tab

centers text.



Right tab

aligns text to its right.



Decimal tab

aligns text along decimal points.



Justified tab

aligns both edges of text from where you press  to the tab stop.

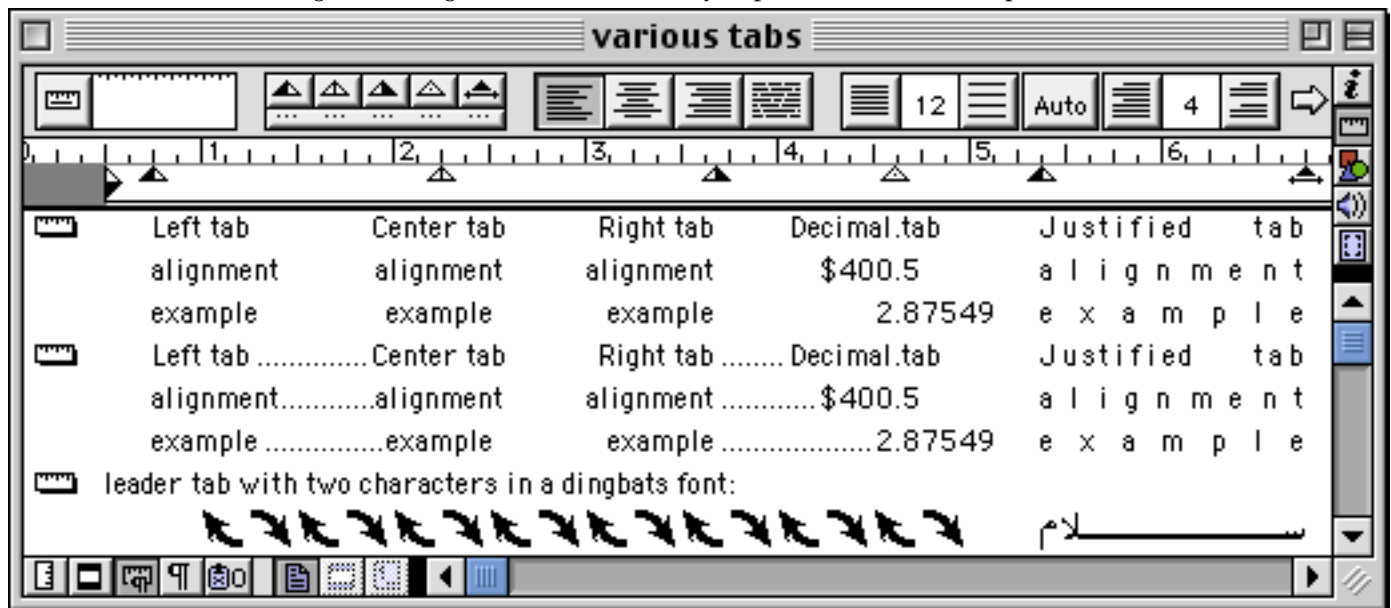


Figure 115

Tab stop justification without and with leader tabs

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

If you do not set any tabs, you can use the built-in tab feature. Built-in tabs are Left tabs and are set at one-half inch intervals from the left margin.

To move a tab indicator:

- Drag the Tab Indicator to its new location.

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

You can select all Tab indicators at once if you press  as you click any Tab indicator.

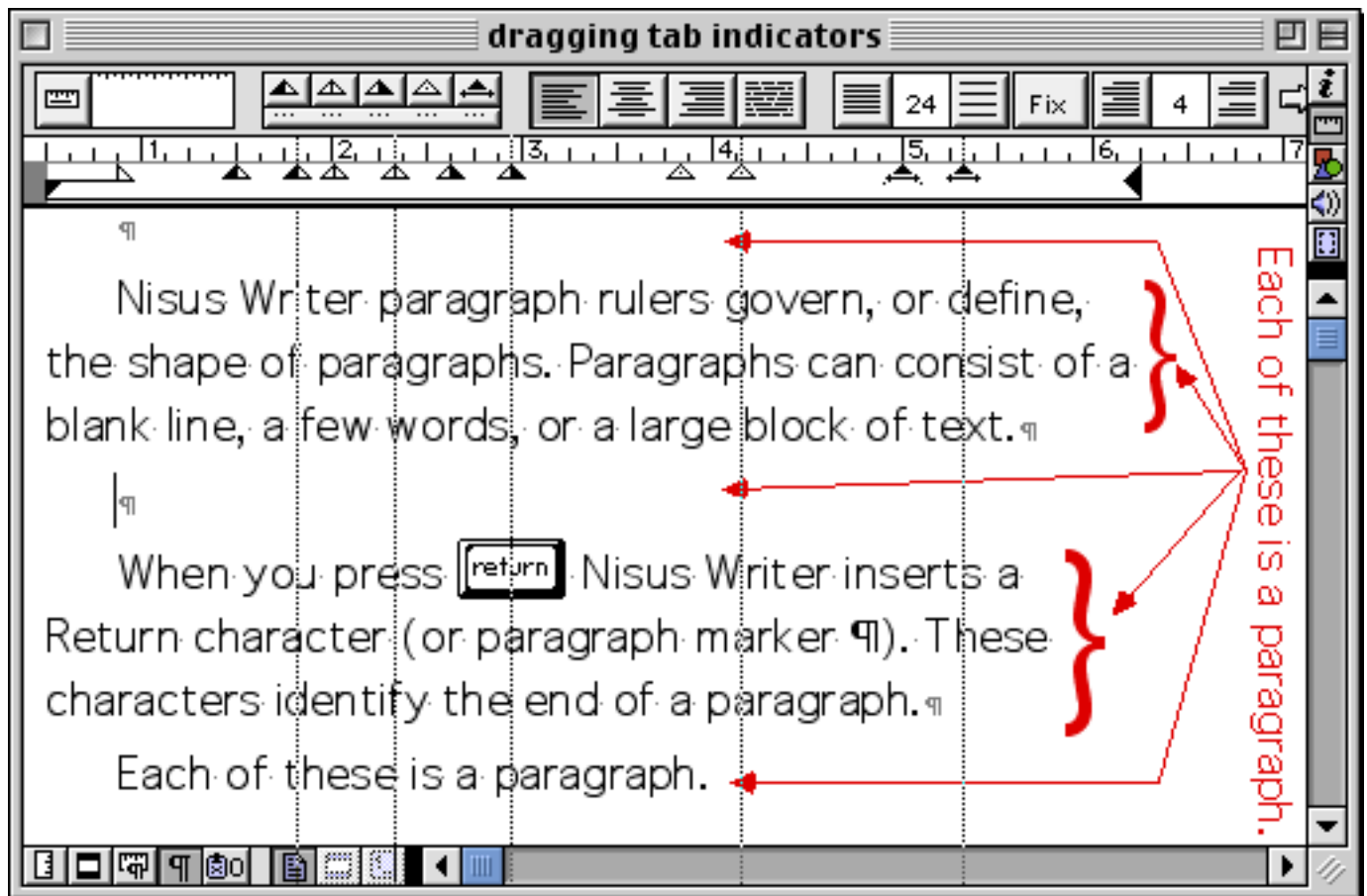


Figure 117
Moving multiple Tab Indicators simultaneously

Notice that guide lines appear beneath the Tab Indicators to help you see how your tabbed text will line up.

To use leader tabs:

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

To set the type of leader before placing a tab:

- 1 Double-click the leader bar under the tab well.
- 2 Click the button for the kind of leader you want, then click .

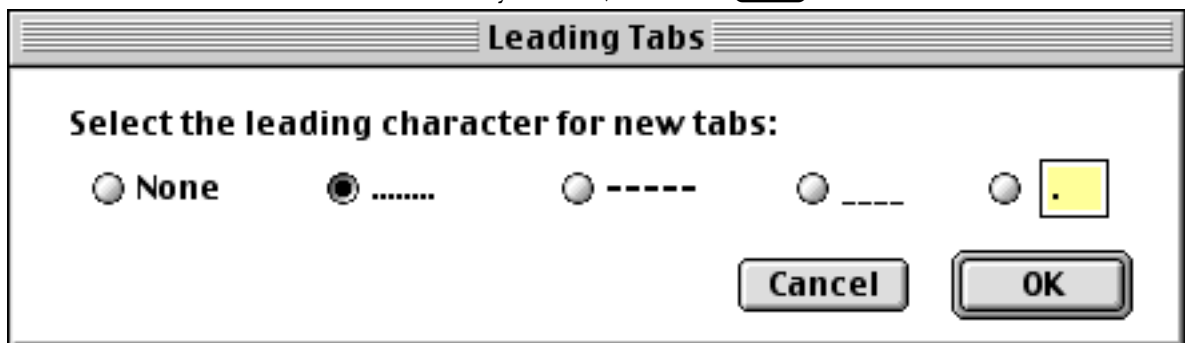


Figure 118
The leading tabs dialog

You can select one of the predefined leaders shown or type one (or two) character(s) of your own in the box on the right. You can even select the leader in your document and choose a font, size and certain styles in which you want it to appear.

To place a leader tab on a ruler:

- 1 Click the leader bar.
- 2 Click a Tab Indicator and drag it across the ruler and release the mouse button where you want the tabbed text to line up.
The dots under the Tab Indicator inform you that this is a Leader Tab.

To change an existing tab indicator to a leader tab:

- 1 On the ruler, double-click the Tab Indicator to which you want to add a leader.

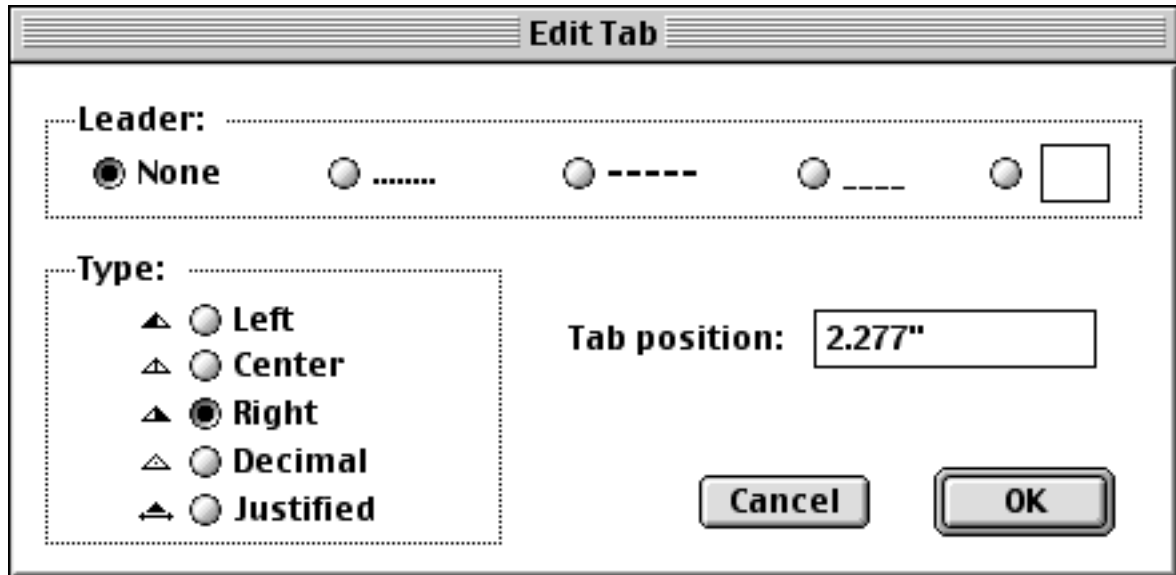


Figure 119
The Edit Tab dialog

- 2 Click the button for the kind of leader you want, then click **OK**.

To remove a tab Indicator:

- ▶ Drag the Tab Indicator off the ruler.

To shift text right or left

You can move groups of paragraphs horizontally simultaneously. This is useful in formatting lists for e-mail. You may want to indent a series of paragraphs. Since most e-mail applications do not recognize tab positions these lists are often indented with one or more spaces.

To move the first line of selected paragraphs one tab stop to the left or right:

- ▶ Choose **Tab Left** or **Tab Right** from the **Move** submenu of the **Edit** menu.
Tab Left has no effect unless the paragraph to move is preceded by at least one tab.

To move the first line of selected paragraphs one space to the left or right:

- ▶ Choose **Space Left** or **Space Right** from the **Move** submenu of the **Edit** menu.
Space Left has no effect unless the paragraph to move is preceded by at least one space.

You can create a macro that calls this command “x” number of times to indent selections of text more than one space.



Maintaining Rulers

To name a ruler or rulers:

Nisus Writer does not distinguish between differences in the case (upper and lower) of characters of ruler names. The names “Text” and “text,” for example, are considered identical.

- ▶ There are two ways to name a ruler.

- 1 Select the Paragraph Ruler icon by clicking it.



- 2 Click your insertion point in the Ruler Name box.



- 3 Type the name you want for the ruler.

- 4 Press or to confirm the ruler's name and return your insertion point to the document.

or

- 1 Place the insertion point in the paragraph whose ruler you want to name.

- 2 Click your insertion point in the Ruler Name box.

- 3 Type the name you want for the ruler.

- 4 Press or to confirm the ruler's name and return your insertion point to the document.

To apply a name and format a ruler according to a pre-existing ruler:

- ▶ Select the ruler and choose a name from the **Ruler Name** menu.

To copy and paste paragraph formatting:

You can copy and paste rulers without affecting other paragraphs.

To keep the original ruler format of copied text:

- ▶ Select the ruler along with the text before copying.

If you click four times to select a paragraph and copy the text, this selects the paragraph's governing ruler as well.

If you copy text without its ruler, it takes on the format of the surrounding text when pasted.

To replace one ruler with another:

- 1 Select, then copy the ruler you want to use.

- 2 Paste it over the ruler you want to replace.

You can paste named rulers from one document to another. Sometimes the name of a ruler being pasted is already used in the destination document. When this happens, the named ruler takes on the attributes of the same named ruler in the destination document.

To change a ruler:

- 1 Select the Paragraph Ruler icon.

- 2 Adjust the settings on the Text Bar.

To adjust a ruler without selecting its icon, place the insertion point in the paragraph controlled by that ruler and adjust the settings on the Text Bar.

If the ruler that you change is a named ruler, changes affect all paragraphs that are controlled by that ruler.

If the ruler being modified is not named, changes affect only the paragraph in which the insertion point is located. Subsequent paragraphs are protected from changes.

To achieve this, Nisus Writer automatically inserts a “protective ruler” at the start of the paragraph below the one that was changed. If you don't want a protective ruler to be inserted, select the ruler icon prior to making changes. Nisus Writer does not insert protective rulers if the ruler being changed is a named ruler.

If you want to copy all the ruler attributes from one paragraph to another, remember that you can cut, copy, and paste ruler icons just as you would text. Pasting a ruler at the beginning of a paragraph applies all of that ruler's attributes to the whole paragraph.

To rename and format a ruler based on a pre-existing ruler:

- 1 Select the ruler to format

- 2 Choose its name from the **Ruler Name** menu.

This applies the attributes of the named ruler to the selected ruler.

To change the format of all paragraphs formatted by the same, unnamed ruler:

- 1 Click in one of the paragraphs
- 2 Press  and make the changes on the Text Bar.

This technique allows you to change the format of all identically formatted paragraphs within the entire document.

To rename, delete and find rulers:

The first command in the Ruler Name menu is **Name Ruler...** Choose this command to rename rulers, delete named rulers, and to find the next occurrence of a named ruler.

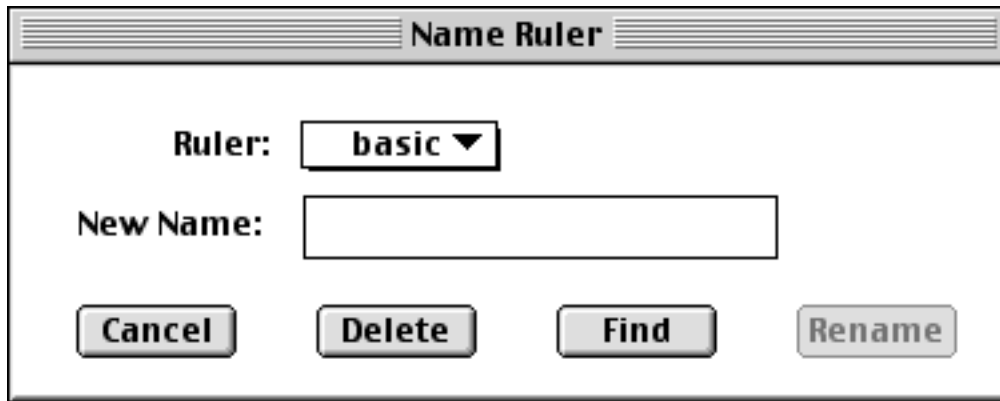


Figure 120
The Name Ruler dialog

To open the name ruler dialog with a particular named ruler:

- ▶ Press  and choose the name of the ruler you want from the **Ruler Name** pop-up menu.

To rename a named ruler:

- 1 Choose the ruler's name from **Ruler** pop-up menu in the Name Ruler dialog
- 2 Enter the new name in the **New Name** entry box and click .

To unname a named ruler:

- 1 Select the ruler you want to unname.
- 2 Click your insertion point in the Ruler Name box.
- 3 **Select All.**
This selects all the text in the Ruler Name box.
- 4 Press .
- 5 Press  or .

To delete a named ruler:

- 1 Press  and choose the name of the ruler you want to remove from the **Ruler Name** pop-up menu.
- 2 Click  and respond to any prompts.

A dialog appears asking if you are sure you want to remove that named ruler from your document. You can delete a named ruler simply by selecting it along the left edge of your document window and pressing . This, however, is just like deleting an unnamed ruler; it deletes this instance of the ruler from your document.

When you delete a named ruler, Nisus Writer removes its name from the **Ruler Name** menu. Any ruler with that name in the document retains the attributes but becomes unnamed.

You can delete all instances of a named ruler from a document and still have not deleted the named ruler from the **Ruler Name** menu; it remains available for use at a later time.

To find the next occurrence of a ruler:

- 1 Press  and choose the name of the ruler you want to find from the **Ruler Name** pop-up menu.
- 2 Click .

Selecting paragraphs with different rulers

When you select paragraphs with different rulers, the Text Bar displays the line wrap and indent, line

height and paragraph spacing of the first selected paragraph. Other formats that are common to all selected paragraphs, such as Tab Indicators, also display.

If you change format attributes to selected paragraphs with different rulers the new attributes affect the entire selection.

To set the same format for a group of differing paragraphs:

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

If the indentation differs for selected paragraphs, the Text Bar reflects the settings of the first selected paragraph. Changing an indent affects all selected paragraphs.

To move all indents of differing paragraphs relative to their current positions:

- 1 Select the paragraphs
- 2 Press **⌘** while you make the change on the Text Bar.



The gray spaces on the Text Bar's ruler represent the document's margins. You cannot use the line wrap or indent indicators to change margins. To move the margins, use the Layout Page window.

The left and right text wrap indicators determine the physical length of your line on the page. These markers determine where the lines of your paragraphs will "wrap." Drag these indicators along the Text Bar to change their settings.

When you select paragraphs with different formats, the Text Bar displays the line wrap area of the first selected paragraph and any other ruler attributes that all the selected paragraphs share.

Press **⌘** and **⌥** to enter a Soft Return (also called a new line character or forced line feed character (ASCII 11 in Nisus Writer)) without beginning a new paragraph. The Soft Return character displays as a ¶ if you choose **Space, Tab & ¶** from the **Display Attributes** pop-up menu on the Horizontal Button Bar.

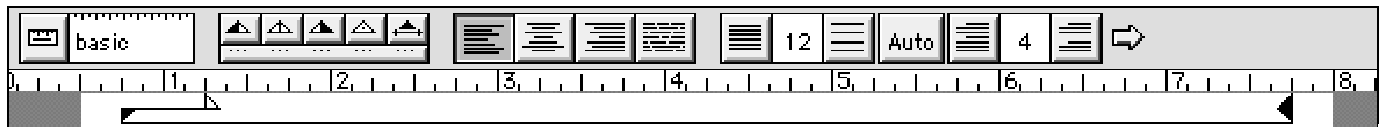


Figure 121
The Text Bar

Formatting Characters Using the Menus

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

To change the font of characters:

- 1 Select the text you want to have a different font.
- 2 Choose the font you want from the **Font** menu.

You can choose from any font you have loaded in your System. The selected text appears in the chosen font.



Press **⌥** to display the **Font** menu in WYSIWYG mode.

To change the size of characters:

- 1 Select the text you want to have a different size.
- 2 Choose the size you want from the **Size** menu.

You can choose from a variety of sizes or you can increase or decrease the size of your text by designated increments. The selected text appears in the selected size.

To change the size of characters to a size not listed on the menu:

- 1 Select the text you want to have a different size.
- 2 Choose the **Other...** from the **Size** menu.
- 3 Type the number for the size you want (any whole number from 1 to 255).
- 4 Click **OK**.

To increase or decrease the size of characters by a specific amount:

- 1 Select the text you want to have a different size.
- 2 Choose the **Increase by...** or **Decrease by...** from the **Size** menu.
- 3 Type the number for the amount you want the size to change (any whole number from 1 to 255).
- 4 Click **OK**.

To change the style of characters:

- 1 Select the text you want to have a different style.
- 2 Choose the style you want from the **Style** menu or **More Styles**, **Format**, or **Color** submenus.
The selected text appears in the chosen style.



For more information about special styles in Nisus Writer see page 280.

Formatting Characters Using Defined Styles

Defined Styles assign designated attributes to a user-named style. You can attach rulers and assign other attributes to a style. Nisus Writer lists your defined styles at the bottom of the **Style** menu.

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

To define a style:

- 1 Choose **Define Styles...** from the **Style** menu.

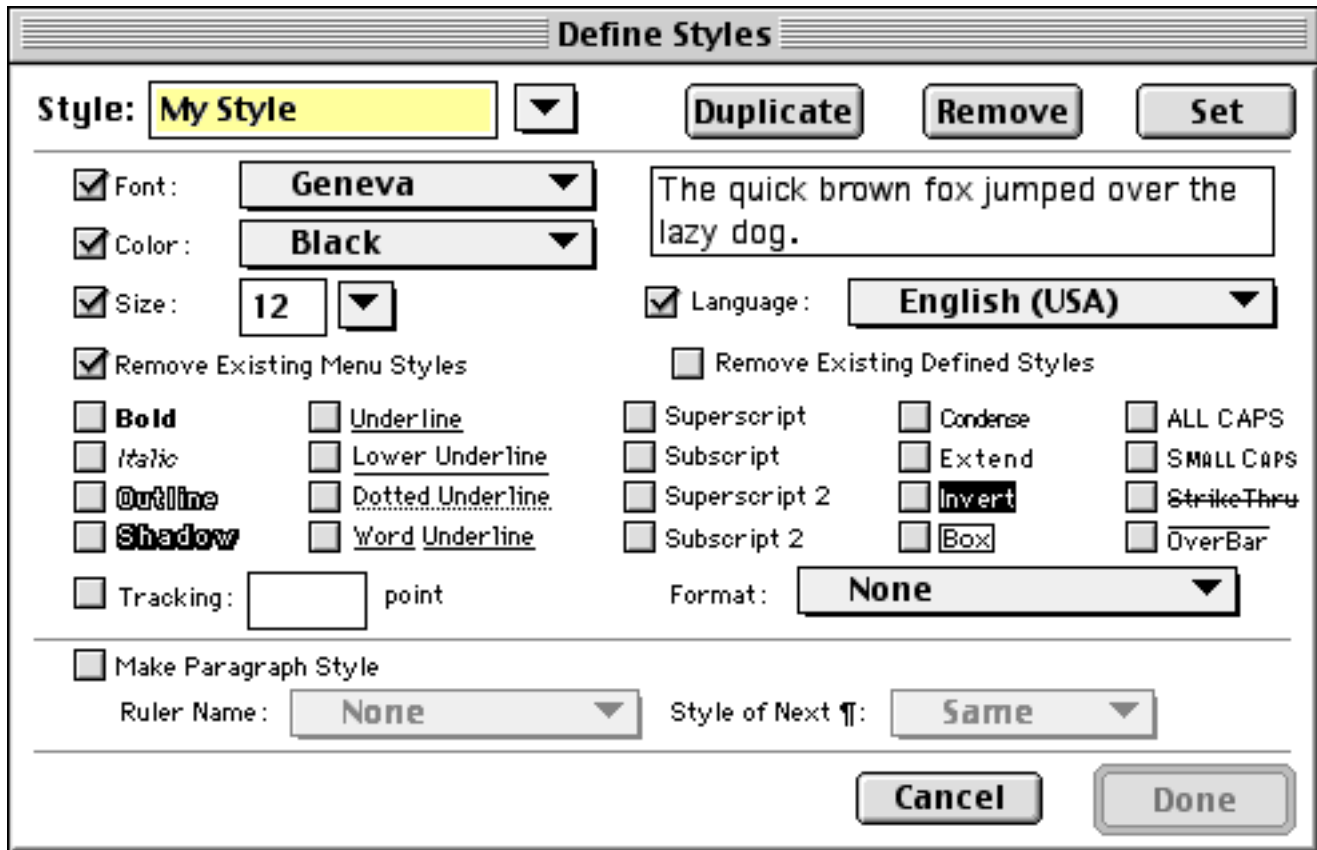


Figure 122

The Define Styles dialog

- 2 Choose **New** from the **Style** pop-up menu
- 3 Enter a name in the **Style** box.
- 4 Check any of the boxes for style attributes you want this style to have.
You must set at least one attribute to your defined style.
- 5 Click **Set**, then click **Done**.
Your new style now appears as a command at the bottom of the **Style** menu.

To define a style that assumes surrounding attributes.

Nisus Writer allows your style to assume a variety of the attributes of surrounding text.

- 1 Choose **Define Styles...** from the **Styles** menu.
- 2 Enter a name in the **Style** box.
- 3 Uncheck the boxes beside **Font**, **Color**, and/or **Size** for the attributes of text in your document which you want this new style to assume.
If you do not have Nisus Writer assume a particular font, size and/or style attribute, when you apply this style to text, any attribute of the surrounding text will remain.

- 4 Deselect the boxes beside **Remove Existing Menu Styles** and **Remove Existing Defined Styles**.
- 5 Click **Set**, then click **Done**.

To define a style that removes existing attributes before applying the new style:

You can have Nisus Writer remove any attributes assigned to text from the **Style** menu and/or any defined styles when you apply your style.

- 1 Choose **Define Styles...** from the **Style** menu.
- 2 Choose **New** from the **Style** pop-up menu.
- 3 Enter a name in the **Style** box.
- 4 Choose any attributes you want this style to have.
- 5 Check **Remove Existing Menu Styles** to have Nisus Writer remove those styles as it applies your defined style and/or **Remove Existing Defined Styles** to have Nisus Writer remove any defined styles you may already have present as it applies your new defined style.
- 6 Click **Set**, then click **Done**.

Nisus Writer can automatically mark text for inclusion in an index or a table of contents or cause the spelling checker to ignore any text you want simply by creating a special style that has only those attributes assigned. You can choose these commands from the **Format** pop-up menu in the Define Styles dialog.

Almost unique among word processors, Nisus Writer can apply these defined styles to as small amount of text as one character (even a character graphic), or as much as the entire document.

To define a style that applies to an entire paragraph of text:

- 1 Choose **Define Styles...** from the **Style** menu.
- 2 Choose **New** from the **Style** pop-up menu.
- 3 Enter a name in the **Style** box.
- 4 Choose any attributes you want this style to have.
- 5 Check **Make Paragraph Style** at the bottom of the Define Styles dialog.
- 6 Click **Set**, then click **Done**.

You can associate a paragraph style with a particular paragraph ruler you have named in your document or simply have it apply to the selected paragraph by either choosing a specific name from the **Ruler Name** pop-up menu at the bottom of the Define Styles dialog or **None**, respectively.

You can even choose from among the styles you have already named for the document to automatically apply to the following paragraph by choosing it from the **Style of Next ¶** pop-up menu.

To define many styles in one session:

- 1 Choose **Define Styles...** from the **Styles** menu.
- 2 Choose **New** from the **Style** pop-up menu.
- 3 Enter a name in the **Style** box.
- 4 Choose any attributes you want this style to have.
- 5 Click **Set**.
- 6 Continue this process (steps 2-5) to define any number of styles while the dialog remains open.
- 7 When you finish defining styles, click **Done** to return to your document.

To apply a defined style to text:

- 1 Select the text to which you want to assign the style.
- 2 Choose the defined style from the bottom of the **Style** menu.

To remove the attributes of a defined style from text:

- 1 Select the text you no longer want to display in the defined style.
- 2 Choose the checked style from the **Style** menu.

To define a new style based on an existing style:

- 1 Choose **Define Styles...** from the **Style** menu.
- 2 Choose the name of the style on which you wish to base a new style from the **Style** pop-up menu.
- 3 Click **Duplicate**.
- 4 Type a new name for this new style in the **Style** box.
- 5 Add and/or remove any attributes to this new style.

- 6 Click **Set**.

You can continue this process to define any number of “based-on” styles while the dialog remains open.

- 7 Click **Done**.

To change attributes of a style:

- 1 Choose **Define Styles...** from the **Style** menu.
- 2 Choose the name of the style you wish to alter from the **Style** pop-up menu.
- 3 Make needed changes in the dialog box.
- 4 Click **Set** then click **Done**.



A quick way to edit a defined style is to press **⌘** as you choose a defined style name from the **Style** menu. The Defined Style dialog opens with the selected style already in the **Style** name box. This only works with defined styles applied in the active window.

To remove a style from the list of defined styles:

- 1 Choose **Define Styles...** from the **Style** menu.
- 2 Choose the name of the style you want to delete from the **Style** pop-up menu.
- 3 Click **Remove**.

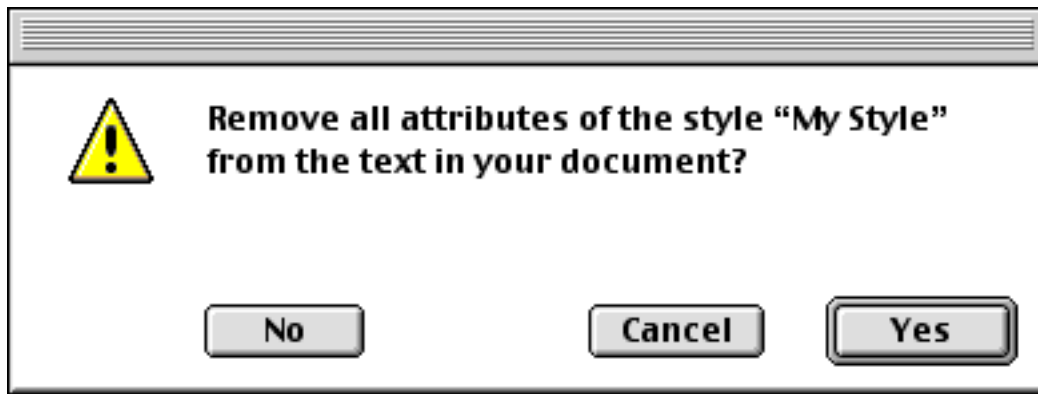


Figure 123

The Remove Defined Style alert

- 4 Respond appropriately to the alert.
- 5 Click **Done**.

To create a style library:

Any defined styles you save with a document you can store in a style library. A style library enables you to maintain consistent styles across a variety of documents that utilize these styles. A style library file does not need to have any text, only the defined styles associated with the text. These can be either character based or paragraph styles (but not ruler names alone).

- 1 Create a file and define the styles as you would for any other file.
- 2 Save the file (any name will do, however you may want to name the file something generic related to the task) in the folder “Style Libraries” inside the “Nisus Writer Tools” folder.

Nisus Writer loads these files into memory as you start the application and lists the style library files at the bottom of the **Style** menu. A special icon on the menu indicates that these are style library files and the styles of each library appear in the submenu of each file.



Figure 124

An example of the Style Libraries submenus



Be careful to name your styles uniquely, so that you do not have multiple styles called “text” in your various

libraries as these can become confusing. You may want to add a prefix or suffix which identifies the name of the Style Library in which the style appears.

To use the styles of a style library:

- ▶ Select the text to which you want to apply the style then choose the defined style you want from the submenu of the appropriate Style Library file.



When you use a defined style from a style library, the style does not actually exist in the new document. It is just “on loan” from the library. You may have a style called **text** in the Business Letter file as well as a style called **text** with different attributes from the Report file. If you select text in your new file and apply these styles, they can both format text in this file, yet in differing ways, *and still not appear at the bottom of the Style menu—they are in their respective Style Library submenus!*

To change the attributes of a style in a style library:

- 1 Press  and choose the name of the style you want to edit.

This opens the Style Library file in which that style appears.



- 2 Make whatever changes to the defined style that you want then save and close the Style Library file.

You must have a file open to be able to edit a Style Library file.

As you click  in the Define Style dialog Nisus Writer immediately updates the formatting of any files that “borrow” the style from the changed Style Library.

- If you had saved the file with the borrowed style before making the change Nisus Writer updates the borrowed style in the file and the change indicator appears in the Info Bar.
- If you open a file with a borrowed style that has changed, the file opens with the formatting information updated and the change indicator appears in the Info Bar.
- If you make changes to a Style Library (the styles from which are borrowed by many other files) and save those changes, the save activity may take some time as Nisus Writer sends the new information to all the files that need to update their borrowed styles.

To share style libraries in a networked environment:

Style Libraries allow you to standardize the appearance of documents used by a work group.

- 1 One person in a work group should be responsible for maintaining the style library.
- 2 He or she can make changes to the style library files at any time.
- 3 When other members of the work group are not using Nisus Writer the “style librarian” can place them in the Style Libraries folders of the work group members.

Then, when members of the group start to use Nisus Writer and open files that contain borrowed styles from the Style Library, their files update to reflect the new formatting information.

To remove a style library:

- 1 Choose **Remove Style Library...** from the **Style** menu.
- 2 Choose the library file you want to remove from the pop-up menu in the dialog that appears and click .

This removes access to the styles in that library. However, if you have a file open that has borrowed a style or styles from the removed library Nisus Writer keeps that library’s name on the **Style** menu in italics.



You can still apply the styles from the removed style library that appear in your file elsewhere in your document(s)—but only those. However, you cannot edit a style in a library that you have removed.



You cannot restore a file to your style libraries until you restart Nisus Writer.

To add a file to your style libraries:

You can add new files to your style libraries at any time.

- ▶ In the Finder, drag a file to the Style Libraries folder inside the Nisus Writer Folder.
- ▶ Save a file into the Style Libraries folder inside the Nisus Writer Folder using **Save As...** from the **File** menu.
- ▶ Move a file into the Style Libraries folder inside the Nisus Writer Folder using **Move/Rename...** from the **Catalog** menu.

To import defined styles:

Defined styles are specific to each document. However, you can import defined styles created in other documents.

- 1 Open both documents.

The style names contained in each document display at the bottom of the **Style** menu with the document name (if that document is open and is not the top window).

- 2 Select the text to which you want to apply the defined style.
- 3 Choose the defined style.

Nisus Writer automatically applies styles available in the current document.

You can also copy text that contains one or more defined styles and then paste that text into another document. The text retains those defined styles. All the defined styles that are associated with the text are imported into the new document. The original window must be open as you paste. If not, the pasted text retains all the attributes of the defined styles but loses the defined style names.

To resolve conflicts between defined styles :

If a defined style with the same name already exists in the new window but has different attributes Nisus Writer opens a dialog that offers four choices.

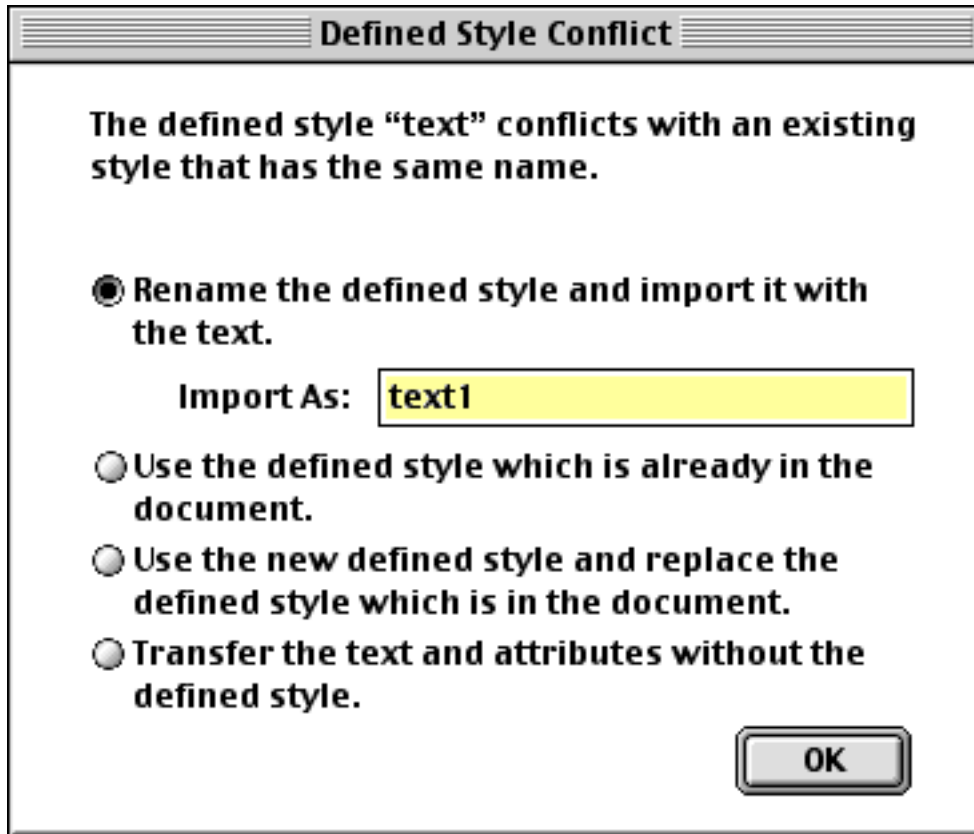


Figure 125

The defined style conflict dialog

- The first option allows you to rename the defined style, so that Nisus Writer imports it with the new name.
- The second option ignores the old attributes of the defined style and has the text assume those that exist in the destination document.
- The third option applies the attributes of the defined style from the source document and replaces those in the destination document.
- The fourth option enables you to transfer the text with its attributes but ignores the fact that it had a defined style name associated with it.

Alphabetizing (sorting) Paragraphs

It only takes Nisus Writer a few seconds to sort lists consisting of individual paragraphs. (Each paragraph can be as short as one word.)

Paragraphs can be a blank line, a few words, or a block of text. A paragraph marker (§) identifies the end of a paragraph and the start of a new one.¹

¹ Click **Space**, **Tab** and **¶** in the Display Attributes dialog (choose **Display Attributes** from the **Display** submenu of the **Tools** menu) to display paragraph markers.

- When sorted, paragraphs beginning with numbers are placed ahead of those beginning with letters. Any sequence of numbers beginning a paragraph is interpreted as a numeral. Paragraphs are sorted in order of these numerals. Those beginning with the same numerals are sorted by the remaining characters.
- Blank lines are placed next.
- Paragraphs beginning with alphabetic characters appear last.



Any selection containing part of a paragraph is extended to include the entire paragraph when sorted.

If you have a list of names and addresses with each field on a separate line, you can sort so that only the names are alphabetized, and the addresses remain with the correct names. Instead of pressing at the end of each line, press . Begin the paragraph you want to sort (the name) by pressing .

To sort paragraphs:

- 1 Select the range of paragraphs you want to sort.
- 2 Choose **Sort Paragraphs** from the **Sort** submenu of the **Edit** menu.

To include any leading spaces during a sort:

- 1 Select the range of paragraphs you want to sort.
- 2 Choose **Sort + Spaces** from the **Sort** submenu of the **Edit** menu.

When sorted, blank lines are placed ahead of paragraphs beginning with spaces, followed by paragraphs beginning with numbers followed by paragraphs beginning with alphabetic characters.

To sort paragraphs in ASCII order:

- 1 Select the range of paragraphs you want to sort.
- 2 Choose **ASCII Sort** from the **Sort** submenu of the **Edit** menu.

An ASCII sort forces numeric paragraphs to the top of the list; places paragraphs beginning with uppercase letters before those beginning with lowercase letters; and ignores leading spaces and tabs. The order is specified in the Character Table (Choose **Character Table** from the **Editing Tools** submenu of the **Tools** menu to see the sequence).

To include leading spaces and tabs in an ASCII sort:

- 1 Select the range of paragraphs you want to sort.
- 2 Choose **ASCII + Spaces** from the **Sort** submenu of the **Edit** menu.

To sort all lines of line-wrapped text:

- 1 Select the text,
- 2 Choose **Break Lines** from the **Line Wrap** submenu of the **Edit** menu.
- 3 Choose **button** from the **Sort** submenu of the **Edit** menu.



When sorting text in multiple scripts, Nisus Writer first sorts into language “blocks” according to script, in the following order: Romanic, Japanese, Traditional Chinese, Korean, Arabic, Persian, Hebrew, Cyrillic, Thai, Simplified Chinese, East European. Each script “block” is then sorted according to the description above.

Numbering Pages

Nisus Writer provides many customizable tools for automatically numbering objects. The most common form of numbering is page numbering, of which there are two types. You will find these automatic numbering features on the **Insert** menu and its submenus. Instructions for using automatic numbering for items other than pages begin on page 213.



To number pages:

Most aspects of page numbering utilize headers and/or footers; see “Headers and Footers” beginning on page 176.

To insert the current page number (once) on a specific page:

- ▶ Choose **Page Number** from the **New Number** submenu of the **Insert** menu.
- The current page number appears at your insertion point.

To insert the number of the next page on a specific page:

- ▶ Choose **Next Page Number** from the **New Number** submenu of the **Insert** menu.
- The number of the next page of your document appears at your insertion point.

You can use this to indicate that “the discussion of this subject continues on page x following.”

Usually, you will want the numbers to appear on every page in your document.

To display the current page number on every page:

- 1 Put your insertion point at the top of your document.
- 2 Choose **Header** or **Footer** from the **Insert** menu.
- 3 Choose **Page Number** from the **New Number** submenu of the **Insert** menu.

Remember that Nisus Writer anchors headers and footers to a paragraph. The header or footer displays on all pages following and including the page of the anchoring paragraph.

Sometimes you want to have your header or footer show the current page number as well as the total number of pages in the document. For example you may want to have the following in your header:

Page 23 of 40

In which 23 is the visible page and 40 is the total number of pages in your document.

To display the current page number and the total number of pages on every page:

- 1 Put your insertion point at the top of your document.
- 2 Choose **Header** or **Footer** from the **Insert** menu.
- 3 Type Page then press .
- 4 Choose **Page Number** from the **New Number** submenu of the **Insert** menu.
- 5 Type of then press .
- 6 Choose **Last Page Number** from the **New Number** submenu of the **Insert** menu.

The Last Page Number is the actual number of pages in your document. A document 40 pages long will always have 40 as the last page number. Unless you customize your numbers Nisus Writer always counts page numbers from the first page of your document. This does not depend on where your insertion point was when you first chose **Page Number**. For example, you can choose to start having the page numbers appear on the third physical page of your document.

To begin page numbering after the first physical page:

While page numbers normally start at 1, you may want to have a title page and possibly a dedication page at the beginning of your document and not have the pagination appear until later. Most aspects of page numbering utilize headers and/or footers; see "Headers and Footers" beginning on page 176.

- 1 Choose **Page Setup...** from the **Print** submenu of the **File** menu.
- 2 In the lower left quadrant of the dialog, where it says **Start page #:**
 - type:
-1
if you want to have two unnumbered pages before the numbered section of your text.
 - type:
0
if you want only one unnumbered page before the numbered section of your text.

You can set the starting page number to almost any value (positive or negative). Setting it negative allows you to start page numbering at other than the first page. For example, suppose you had three cover pages for your document which you did not want numbered. Set **Start page #** at -2

- 3 Click .
- 4 Put your insertion point towards the top of that page of your document on which you want the page numbers to first appear.
- 5 Choose **Header** or **Footer** from the **Insert** menu.
- 6 Choose **Page Number** from the **New Number** submenu of the **Insert** menu.
- 7 Close the Headers & Footers window.



The Macintosh Operating System does not recognize negative numbers for the purpose of printing. If you set your **Start page #** at a negative value you must uncheck **As Numbered In Document** in the Print dialog for those pages before "1" to print.

To restart page numbering at 1:

- 1 Put your insertion point at the beginning of the paragraph where you want the page numbering to restart.
- 2 Choose **Format Page Break...** from the **Insert** menu.

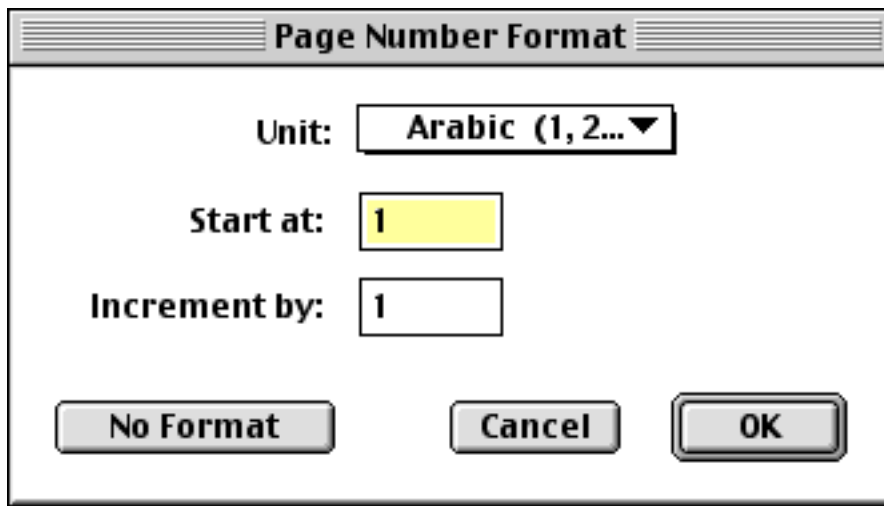


Figure 126

The Page Number Format dialog

- 3 In the Page Number Format dialog that appears choose the format for your numbers from the **Unit** pop-up menu, the page number at which you want this new sequence to begin and the unit by which you want it to increase, then click **OK**.

Nisus Writer has two kinds of page breaks. The standard page break (which you insert by choosing **Page Break** from the **Insert** menu) and the formatted page break (which you insert by choosing **Format Page Break...** from the **Insert** menu). The two page break icons have the same ASCII value but different appearances on the screen.



Figure 127

The normal and the formatted page break characters

All the page numbers past the last formatting page break conform to the format set in the dialog. You can insert any number of such breaks and have any number of page numbering formats within your document.

Using different numbering formats within your document effectively divides it into separate sections.

Be careful not to delete these formatting breaks as this removes the formatting information you have inserted.

To change page number variables into text:

Page numbers are not text. You cannot select just one character of what you see and edit it. The entire string is represented by one character in your text. If you save your document and open it in another word processor, or copy text with a page number into another application, the variable “text” appears as a Gremlin represented by ASCII value 29. You can prevent this by converting your variable to text.

- 1 Select the portion you want to “export.”

- 2 Choose **Variables to Text** from the **Convert** submenu of the **Edit** menu.

If you do not select any text in the document, Nisus Writer converts all the variables in the entire document. If you have selections in multiple open documents and press **Option** as you choose **Variables to Text** Nisus Writer asks if you want to convert variables in all open documents.

Setting Up a Document's Page

This portion of the manual describes how to work with templates and style sheets, using the options in the Page Setup dialog and the Layout Page window.

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Using Page Setup.....	160
Using Layout Page.....	163

Working with Stationery Documents

A stationery document is a template document which when saved can be reused. When you open a stationery document, Nisus Writer automatically transfers its contents to an untitled document. The stationery file can contain text and graphics just as a regular Nisus Writer document does, or it can be an empty file used only to set up the starting font, style, and size, ruler settings, and any aspect of the window, including its size, position on screen, state of the rulers, etc. Any menu command that you can check or uncheck you can save as part of a stationery document. You may save as many stationery documents as you wish, wherever you want them.

Creating and using "stationery" files for specific tasks saves you time. For example, create different stationery for letters, memos, reports, and forms. To access stationery quickly, add them to your Essential Files list. You can create as many stationery files as you want. A stationery file always opens as an untitled file.

There are several methods for creating stationery files. No matter which method you use, always look over the file before saving it as stationery. For example, be sure to delete the markers, styles, and rulers you won't need.

Special Stationery Files

Nisus Writer ships with a folder in the Nisus Writer Folder called Nisus Writer Tools. This has within it a folder called Stationery. Nisus Writer can use the files in this folder (or files with these reserved file names) for special purposes. You can use the four specially named stationery files as you would the Nisus New File. Simply move these files to the Stationery folder inside the Nisus Writer Tools Folder. Nisus Writer automatically uses these files for formatting specific documents.

- Nisus New File
Used by **New**.
- Nisus Index Stationery
Used by **Make Index...** to specify the font and size, etc. used in the index file.
- Nisus Contents Stationery
Used by **Make Contents...** to specify the font and size, etc. used in the Table of Contents file.
- Nisus Text Stationery
Used by **Open...** when a TEXT Only file, without any formats is opened in Nisus.

To create a stationery file:

- 1 Choose **New** from the **File** menu.
- 2 Define the rulers, font, size and styles that you want the template to include.
- 3 Add appropriate text (such as a header and footer, including variables, see page 176) and graphics (such as a custom logo, see Figure 345 page 442).
- 4 Set up the window the way you want it to open.
- 5 If you have a PostScript printer, choose **As PostScript®** from the Display Attributes pop-up menu on the Horizontal Button Bar at the bottom of the window this will assure that what you see on screen matches what your PostScript printer can print. For information about PostScript limitations see page 277.
- 6 Choose **Save As...** from the **File** menu to give your template document a name.

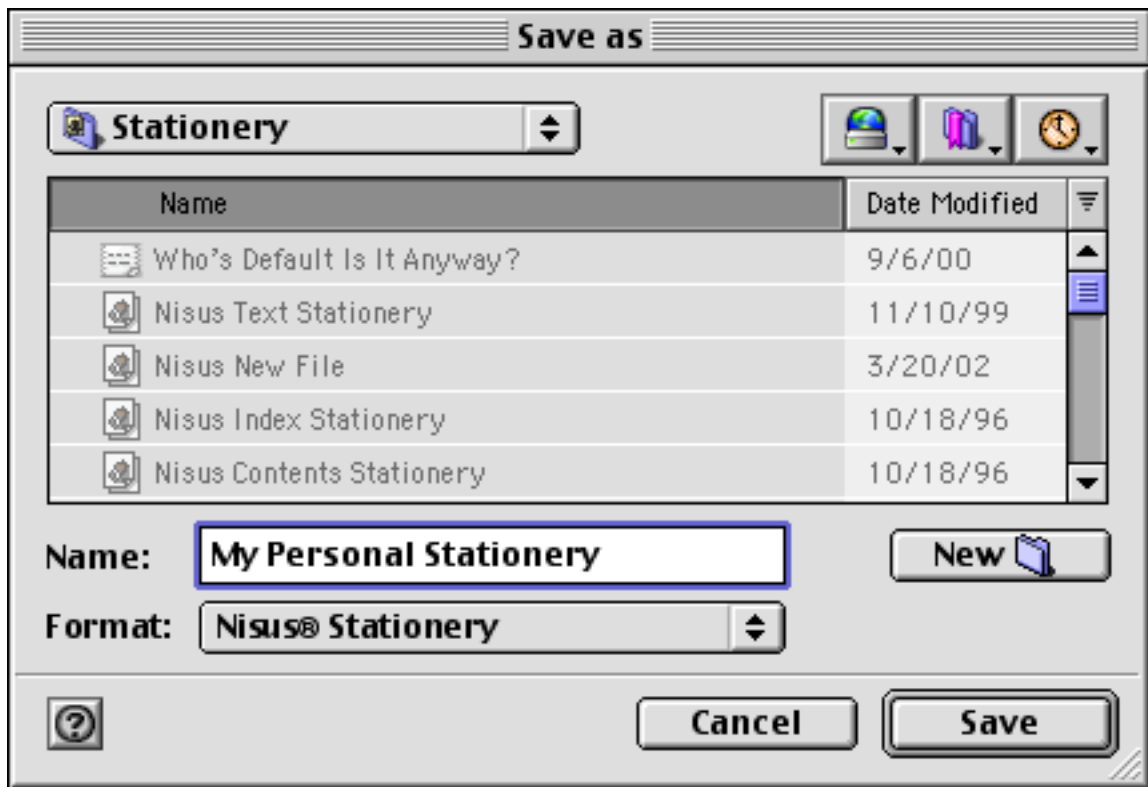


Figure 128

The Save Document dialog with Nisus Stationery file type selected

- 7 Choose Nisus® Stationery from the pop-up menu at the bottom of the dialog.
- 8 Type a name for your file, then click **Save**.

When you save a file as Nisus® Stationery, its screen window name changes to Untitled-#. To open the template document, choose it from the Open dialog or the Catalog window. For example, choose “Business Letter” to write a letter using the business letter format that you have already created and saved as a stationery document.



A stationery file opens as Untitled-#. Therefore you can modify and save it without destroying the original. If you use the application At Ease, Nisus Writer restricts you to saving your files in the Documents folder.

To set “defaults” for new files:

The stationery file also allows you to set preferences for your new files (called “defaults” in some applications).

- 1 Create a stationery file with all the attributes you want for your “New” file.
- 2 Name it Nisus New File.
- 3 Save the file in the Stationery folder inside the Nisus Writer Tools folder.

When you choose **New** from the **File** menu, Nisus looks for a stationery document called Nisus New File in the Stationery folder inside the Nisus Writer Tools folder. If it is found, it will be opened and named Untitled-#.

To save an existing Nisus Writer file as stationery:

- 1 Open the file that you want to save as stationery.
- 2 Continue with steps 2 through 5 as explained in the section “To create a stationery file”.
- 3 If you do not want to change this document from a standard Nisus Writer file to a stationery file, but want to create this as a new stationery file, continue with step 6 as explained in “To create a stationery file”.
- 4 If you want to change this document from a standard Nisus Writer file to a stationery file click **Save**. Nisus Writer asks you if you want to replace the existing file.

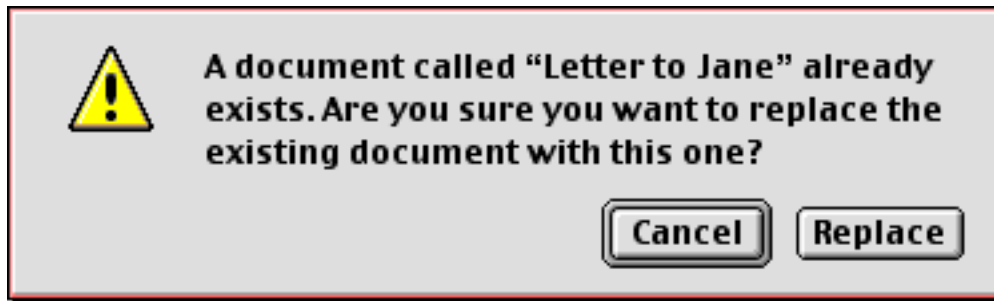


Figure 129

The “Replace Existing?” alert

- 5 Click .

To edit an existing stationery file:

- 1 Open the stationery file you want to change and make note of its name.
- 2 Make the changes you want to the stationery file.
- 3 Choose **Save As...** from the **File** menu.
- 4 Choose **Nisus® Stationery** from the pop-up menu in the dialog.
- 5 Type the same name that appeared on the stationery file when you opened it, click .
- 6 Click at the Replace existing... alert box.

Using Page Setup

The Page Setup dialog you see is entirely dependent on the printer you have. Nonetheless, when you install the Macintosh OS, the installer places a printer driver for LaserWriter 8 in your Extensions folder. The following explanation uses this as the “default” printer driver.

When the Page Setup dialog appears, the dialog displays information and choices specific to the printer to which you have connected your Macintosh. Use this to customize specific printer options.

Click the Page Attributes pop-up menu and choose Nisus® Writer 6.5 to customize aspects of your document in ways unique to Nisus Writer. From this dialog you can also set the starting page number for your document. To learn about this aspect of the dialog see “To begin page numbering after the first physical page” on page 156.

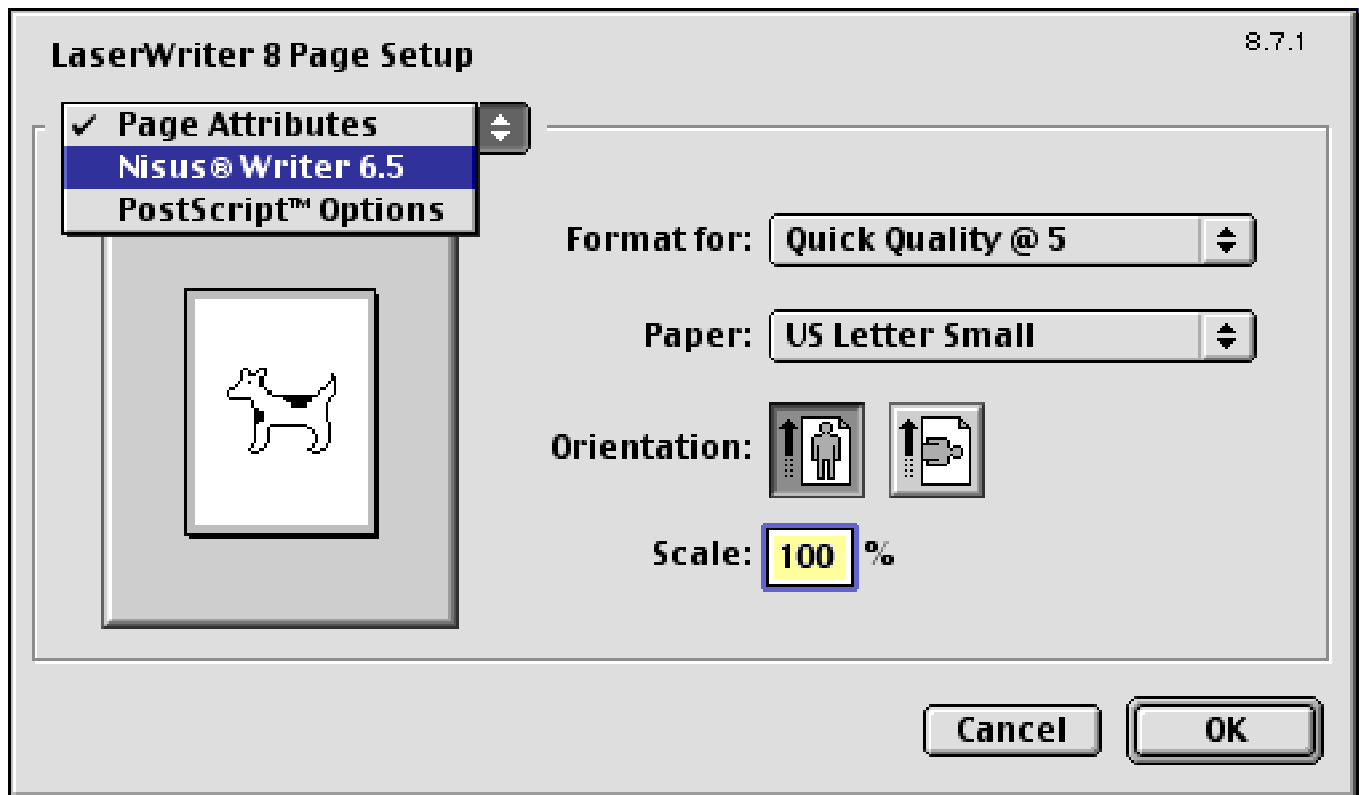


Figure 130
The LaserWriter 8 page setup dialog

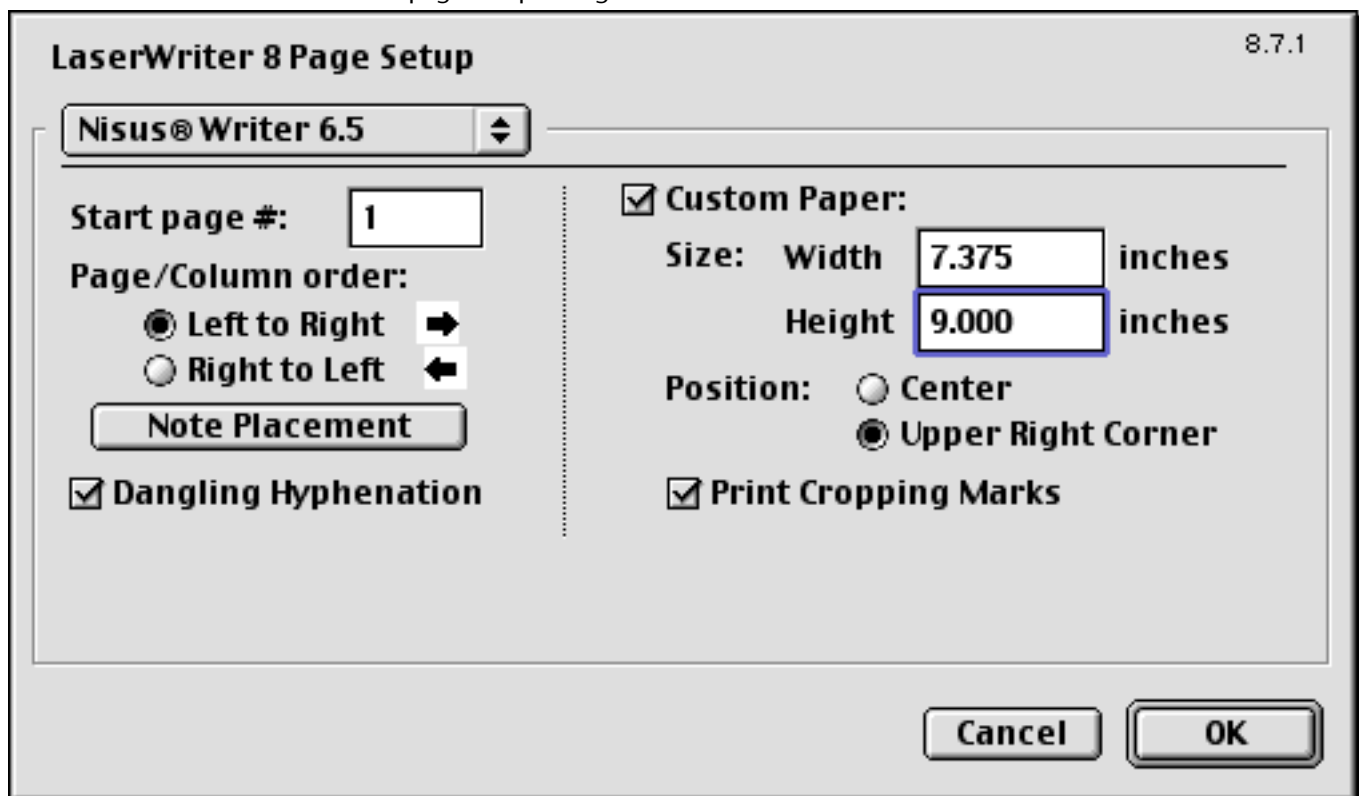


Figure 131
The Nisus Writer Page Setup Options in the LaserWriter 8 Page Setup dialog

To use the largest possible printer area:

Not all printer drivers enable this and the specific procedure may differ from printer to printer. LaserWriter 8.7.1 allows you to choose varying possibilities of standard size papers.

- 1 Choose **Page Setup...** from the **Print** submenu of the **File** menu.
- 2 Click **Options**.
- 3 Check **Larger Print Area (Fewer Downloadable Fonts)**.
- 4 Click **OK** in the Options dialog and the Page Setup dialog.
- 5 Choose **Layout Page...** from the **File** menu.
- 6 Choose **Expand Page** from the **Layout** menu.

To reduce or enlarge the printed area:

The number you type in the Reduce or Enlarge box of the Page Setup dialog scales only the text not the page. To make the entire page scale a desired percentage (for a “portrait” oriented page):

- 1 Choose **Page Setup...** from the **Print** submenu of the **File** menu.
- 2 Enter the appropriate percentage.
- 3 Choose Nisus® Writer 6.5 from the Page Attributes pop-up menu.
- 4 Check **Custom Paper**.
- 5 Enter 8.5 in the Width box in the lower right quadrant of the dialog.
- 6 Enter 11 in the Height box in the lower right quadrant of the dialog.
- 7 Click **OK**.

To determine the orientation of the printed page:

- 1 Choose **Page Setup...** from the **Print** submenu of the **File** menu.
 - Click portrait for standard letter formatting.



Figure 132
Portrait

- Click landscape for greater width than height.



Figure 133
Landscape



Click landscape to have Nisus Writer set up your document for a booklet.

To use a custom paper size:

Most paper comes in either legal or letter size. However you may want to produce a book or some other item with a custom paper size.

- 1 Choose **Page Setup...** from the **Print** submenu of the **File** menu.
- 2 Choose Nisus® Writer 6.5 from the Page Attributes pop-up menu.
- 3 Check **Custom Paper**.
- 4 Enter the **Width** and **Height** you want
- 5 Click the **Center** or **Upper Right Corner** to determine where on the paper you want the printer to print the page.

To print cropping marks:

You may want Nisus Writer to print lines beyond the page frame where paper should be trimmed.

- 1 Choose **Page Setup...** from the **Print** submenu of the **File** menu.
- 2 Choose Nisus® Writer 6.5 from the Page Attributes pop-up menu.
- 3 Make the choices you want regarding your custom paper size as indicated above.
- 4 Check **Print Cropping Marks**.

To have the document's pages turn from right-to-left:

If your document is in Arabic, Hebrew, Persian or some related right-to-left language you can have your pages and columns flow from right-to-left. See page 79 for instructions.

To determine location of footnotes/endnotes:

Nisus Writer allows you to use either footnotes or endnotes in your document. You can determine which ones you want to use before you insert your first note.

- 1 Choose **Page Setup...** from the **Print** submenu of the **File** menu.
- 2 Click **Note Placement**.
- 3 In the **Display Notes As** segment of the **Notes Placement** dialog that appears, click either **Footnotes** or **Endnotes**.
You can determine other aspects of your notes placement at this time. To learn more about how Nisus Writer handles footnotes and endnotes, see the section on “Footnotes” beginning on page 215.

To use dangling hyphenation for Asian languages:

To learn about dangling hyphenation see “To set up an Asian text document” on page 79.

Using Layout Page

The layout page window of Nisus Writer allows you view a whole page on a small scale so that it fits on a small screen and you can get an idea of how it will look when printed. The layout page window, illustrated in The Layout Page Window on page 12, also allows you to

- Change the margins of your document
- Change columns and/or gutters
- Add and change page frames
- Set pages to be single-sided, double-sided or print as booklets/invitations
- View facing pages.

The changes you make in the Layout page window affect the entire document.

Layout Page Basics

To see what your document looks like:

- ▶ Click the Display Layout Page button on the Vertical Button Bar (or choose **Layout Page...** from the **File** menu).



Figure 134

The Display Layout Page Window button

The dotted line defines the border between the white and gray area of the ruler portion of the Text Bar as illustrated on page 149.

To display document layout information:

- 1 Click the Display Layout Page button on the Vertical Button Bar (or choose **Layout Page...** from the **File** menu).
- 2 Click the Display Layout Page Information Bar button on the Vertical Button Bar of the Layout window.



Figure 135

The Display Info Bar button

In addition to information about the page(s) displayed and the scale of reduction, the Info Bar displays the dimensions of your pages and margins. The Layout Page Info Bar also includes a variety of tools.

To edit the document while displaying the layout window:

- 1 Click the Display Layout Page button on the Vertical Button Bar (or choose **Layout Page...** from the **File** menu).
- 2 Click the Side by Side button on the Vertical Button Bar of the Layout window.



Figure 136

The Side by Side button

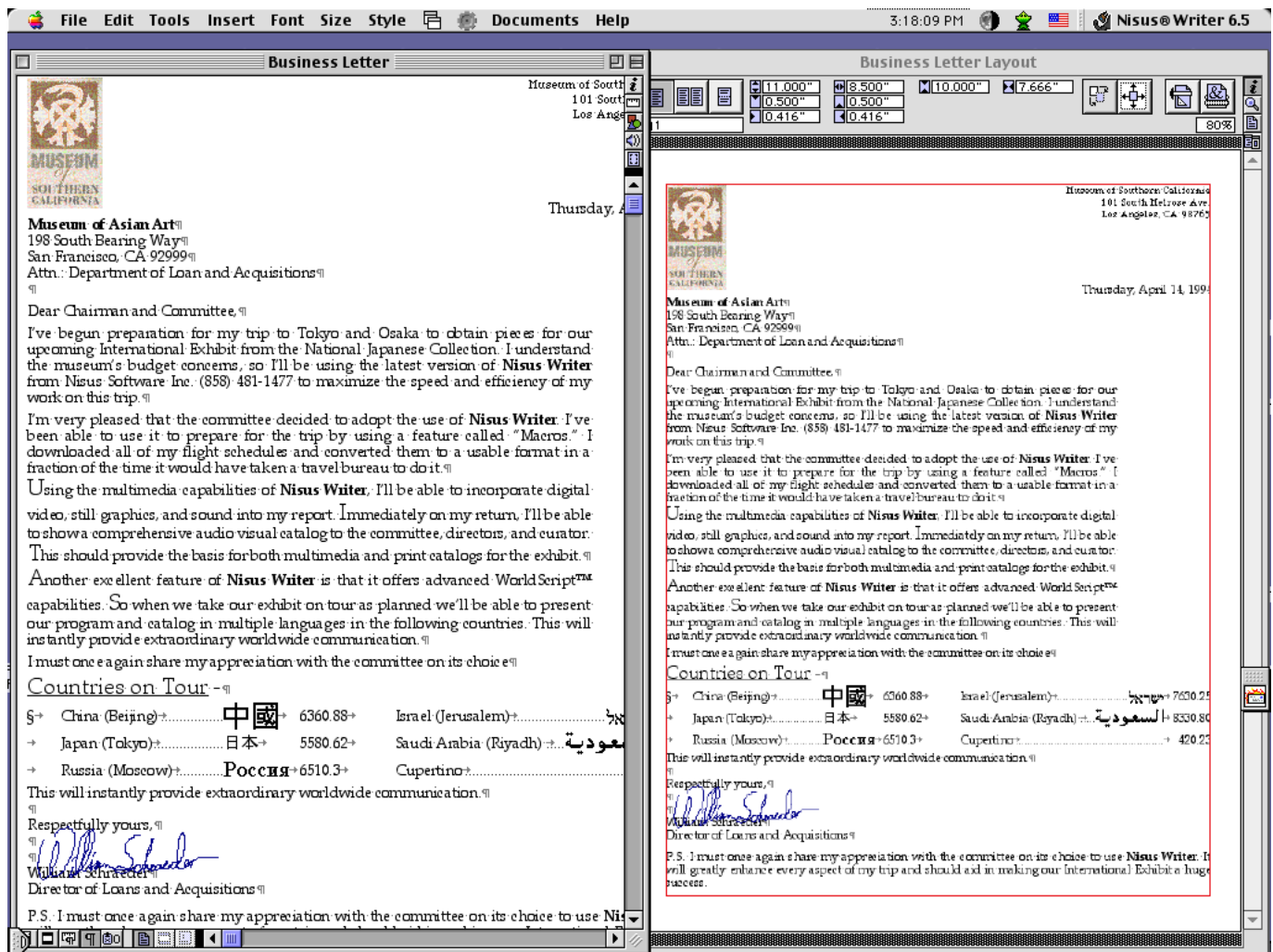


Figure 137

The document and layout windows side by side

If you have a large enough screen (or multiple screens) you can keep the Layout window open as you edit your text. Nisus Writer updates the Layout window continuously.

To change the layout view:

- 1 Click Display Layout Page on the Vertical Button Bar.
- 2 Click the Display Layout Page Information Bar button on the Vertical Button Bar of the Layout window.



Figure 138

The Display/Layout Buttons (Portrait or Landscape)

- 3 Click one of the three display/layout buttons in the upper left corner of the window.



Figure 139

Display Single Page

Click to display one page at a time in the Layout window.



Figure 140

Display Facing Pages (Portrait or Landscape)

Click to display the two pages that would face each other as if they appeared in a bound book. (The display changes depending on whether you choose Portrait or Landscape in the Page Setup dialog.)

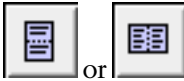


Figure 141

Make Invitation (Portrait) or Booklet (Landscape)

Click to have your text appear on two halves of a sheet of paper—Nisus Writer automatically calculates which pages face each other on the appropriate halves. Use this to create booklets or invitations. (The display changes depending on whether you choose Portrait or Landscape in the Page Setup dialog.)

The difference between margins and line wraps

Do not confuse the line wrap area with the margins. Though the two may be the same, they need not be.

- The margins determine the outer boundary beyond which no text prints. Within this area appear the headers/footers, footnotes/endnotes and the line wrap area as explained in the section “Structuring paragraphs” beginning on page 136.
- The line wrap area appears inside the margins and determines the shape of paragraphs within them.

To center the margins:

- 1 Click Display Layout Page on the Vertical Button Bar.
- 2 Choose **Center Page** from the **Layout** menu or click the Center Page button on the Info Bar of the Layout window.



Figure 142

The Center Page button

This sets the margins at equal distances from the page edges.

To expand the margins to the printer limits:

- 1 Click Display Layout Page on the Vertical Button Bar.
- 2 Choose **Expand Page** from the **Layout** menu, or click the Expand Page button on the Info Bar of the Layout window.



Figure 143

The Expand Page button

This expands the margins to the limits set by your printer driver and the Page Setup dialog.

To set margins visually:

- 1 Click Display Layout Page on the Vertical Button Bar.
- 2 Move the pointer over the dotted line that represents the margin you want to move.
- 3 Drag the line when the pointer changes to  or .

As you drag the margin outline you can see the numerical values automatically update in the Information Bar at the top of the Layout window.

Unless you deliberately set different margins for different pages, all pages will be the same.

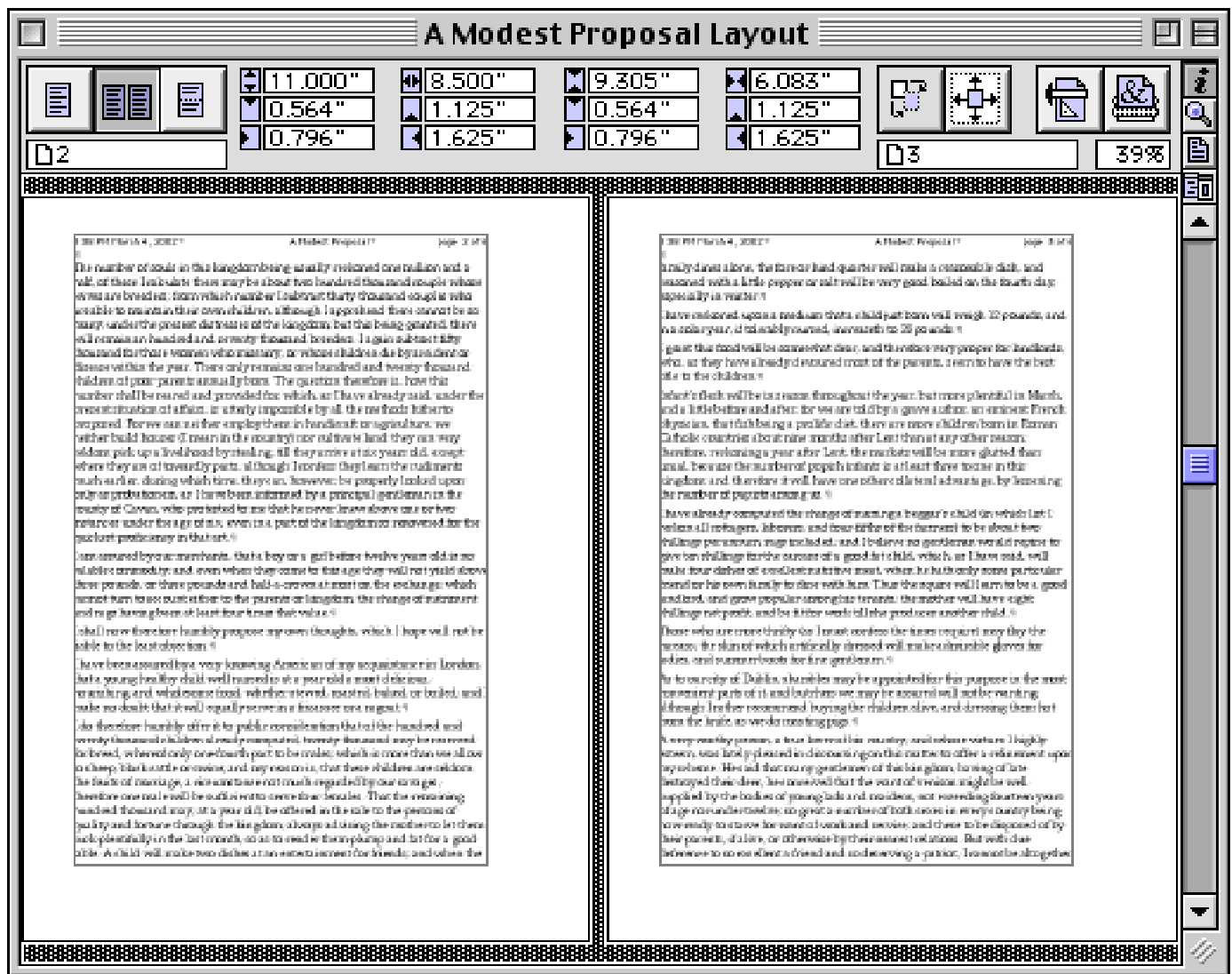


Figure 144
Identical Margins

To get to the Page Setup dialog from the layout window:

- Click Page Setup button on the Info Bar of the Layout window.



Figure 145
The Expand Page button

For more information about using Page Setup with Nisus Writer see page 160.

To set margin, column, and gutter widths:

Margins for each page have four dimension indicator settings: top , bottom , right , and left . You can enter margin, column, and gutter settings from one dialog box.

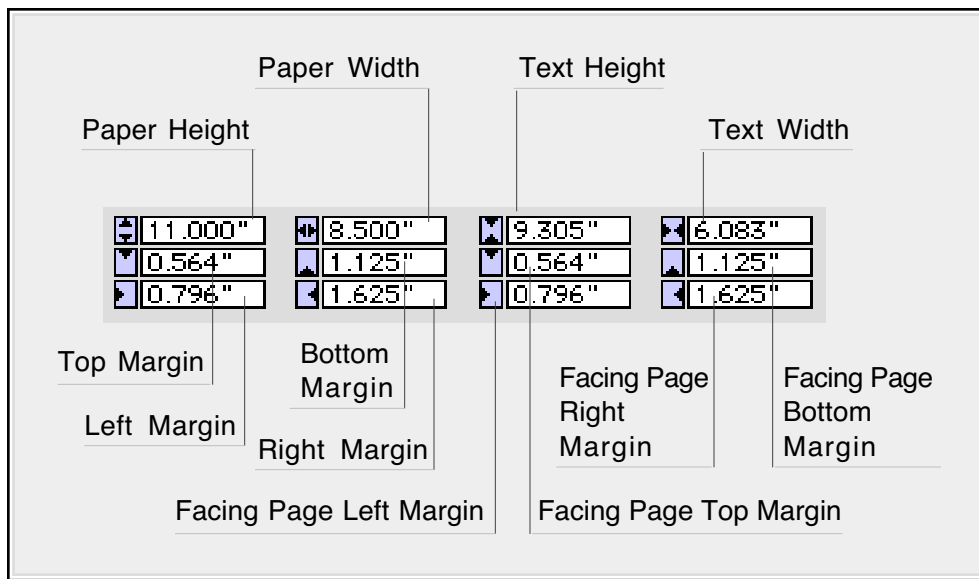


Figure 146

The Margin Measurement icons on the Info Bar of the Layout Page window

- 1 Click the Display Layout Page button on the Vertical Button Bar.
- 2 Choose **Set Margins...** from the **Layout** menu or click a dimension indicator.
The dialog for the selected margin displays.

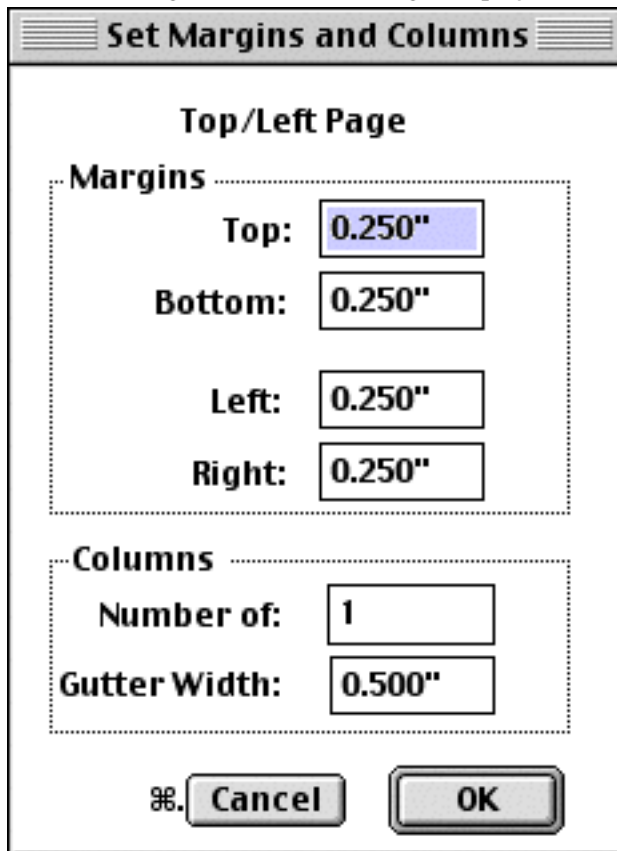


Figure 147

The Set Margins and Columns dialog

- 3 Enter the settings you want in the dialog box and click **OK**.

To set the number of columns:

Nisus Writer can display your text in columns in the Layout Page window and print them. All of Nisus Writer's columns are what are known as "snaking columns." This means that the column text continues from the bottom of one column to the top of the next.



You can only see one column when in the standard text editing window but the Info Bar indicates the page and column number. Figure 148 shows page 2 column three through page three column one.

2[3]-3[1]

Figure 148

Page and column number as they appear in the Info Bar

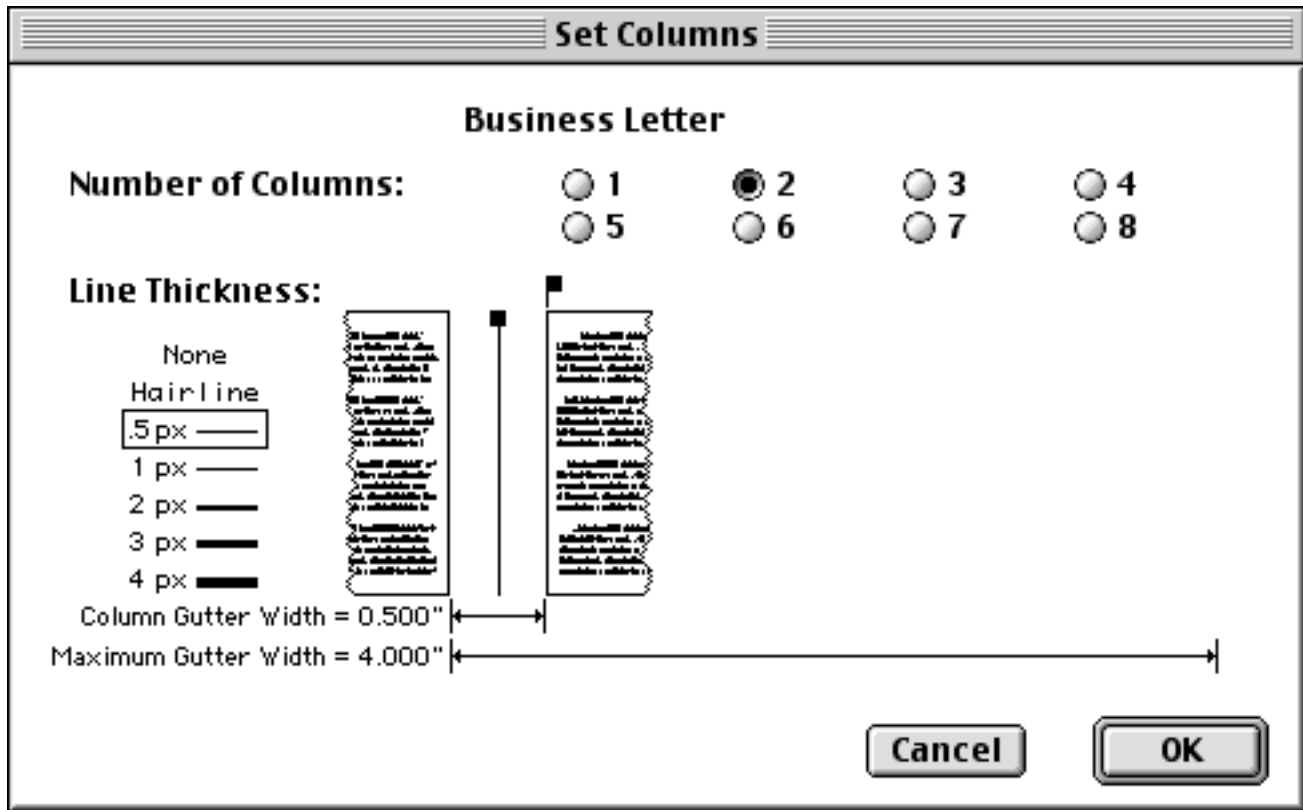


Figure 149

The set columns dialog

- 1 Click the Display Layout Page button on the Vertical Button Bar.
- 2 Choose **Set Columns...** from the **Layout** menu.
- 3 Click the appropriate button to set the number of columns in your document.
- 4 Optional: place a vertical line between columns and set its thickness.

To set column line and gutter width:

- 1 Click the Display Layout Page button on the Vertical Button Bar.
- 2 Choose **Set Columns...** from the **Layout** menu.
- 3 Click the desired line thickness in the dialog.
Click **None** to have no line drawn between columns.
- 4 Drag the handle at the top of the line to lengthen or shorten it.

The **Column Gutter Width** field displays the current gutter width; and the **Maximum Gutter Width** field displays the maximum possible gutter width.



While each Nisus Writer document has only one column format, Nisus Writer's graphics tools can extend these abilities. For more complex column formatting read the section "Inserting a Nisus Page as a Graphic" on page 210.

To print from the layout window:

- ▶ Click the Print button on the Info Bar of the Layout window.



Figure 150

The Print button

See the section "Printing Documents" page 295 for more information on how to print your Nisus Writer document.

To return to the document:

Nisus Writer provides you with a number of ways to return to your document from the Layout Page window. Some have been mentioned above the simplest are listed here:

- ▶ Click the Close box of the Layout Page window.
- ▶ Click the Display Document button on the Vertical Button Bar.

This leaves the Layout window open in the background.

Layout Page Options**To set placement for even and odd pages:****Independent placement**

- 1 Click Facing Pages on the Layout window's Information Bar.

Facing pages have four margin limits: top, bottom, inside, and outside. In portrait orientation, the page on the left is the even page and the page on the right is the odd page. In landscape orientation, the top page is the even page and the bottom page is the odd page.¹

- 2 Press  and drag the even and/or odd page to define different Layout Pages for the even and odd pages of your entire document.

As you drag the page, the margin limit values automatically update in the Information Bar.

Mirroring placement:

- 1 Click the Facing Pages or Booklet button.
- 2 Choose **Layout Options...** from the **Layout** menu.
- 3 Check **Mirror Margins Horizontally** and/or **Mirror Margins Vertically** in the Layout Options dialog and click .
- 4 Drag the margin outline to set the margins of the left/top page.

As you drag the edges of the printing region in the Layout window, the inside and outside margins continue to mirror each other.

¹ If you use Nisus Writer with WorldScript and the Arabic/Persian, and/or Hebrew WorldScript extensions in your System you can have your entire document flow from right-to-left. In such a case, the parameters described above are reversed. For details of how Nisus Writer handles editing text with WorldScript see Writing in Multiple Languages beginning on page 72.

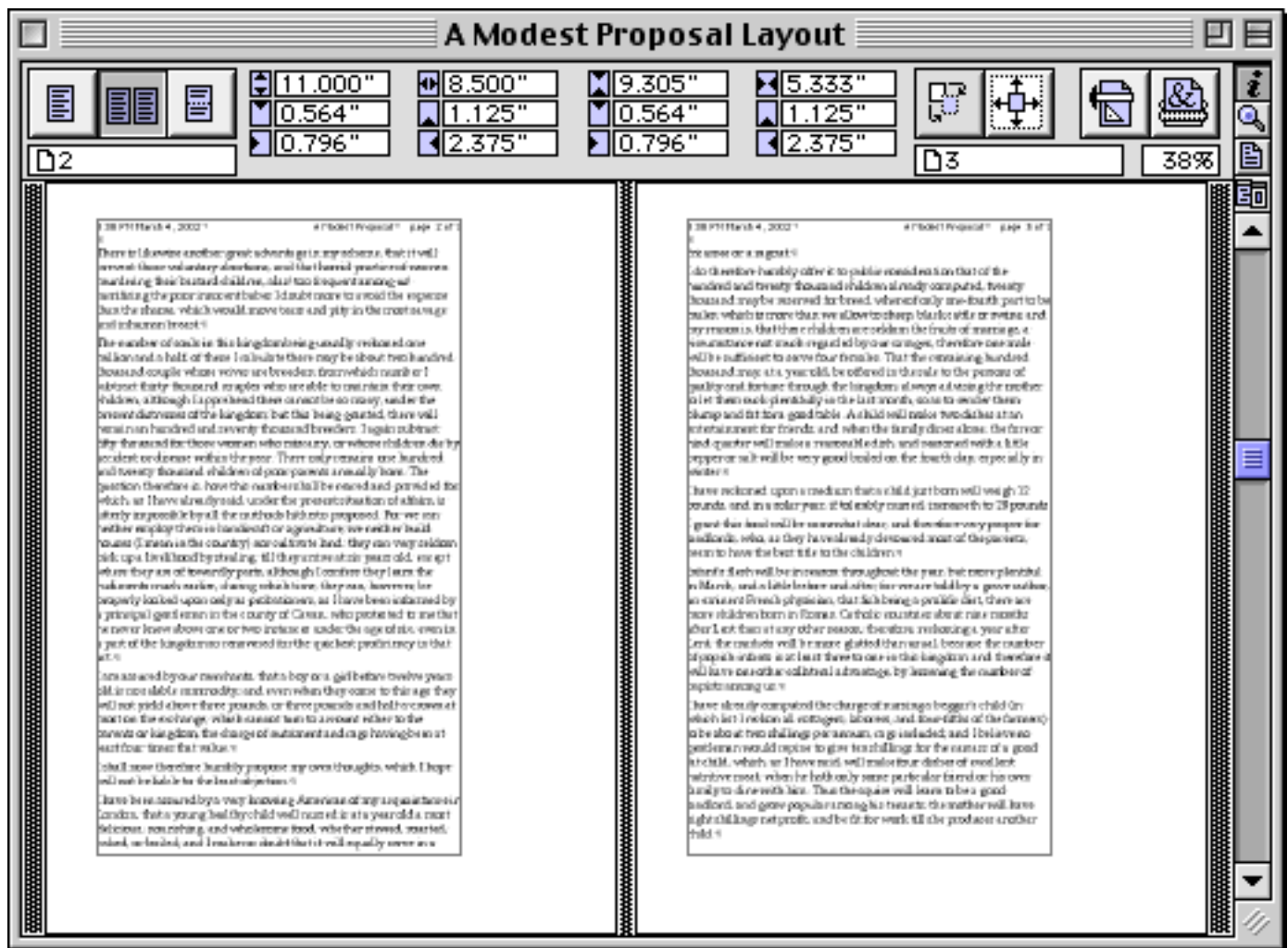


Figure 151
Margins mirrored horizontally

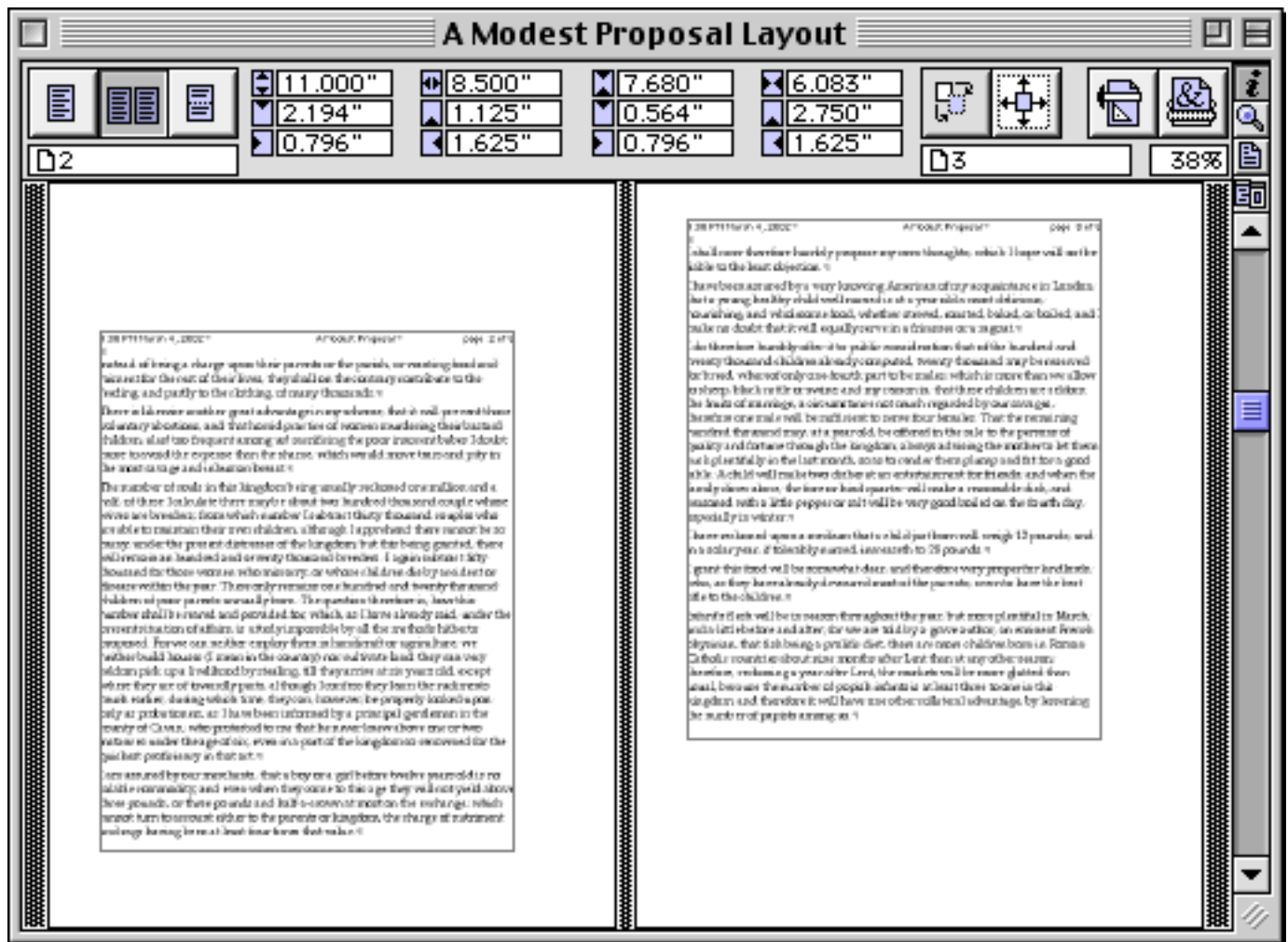


Figure 152
Margins mirrored vertically

To create a book:

- 1 Choose **Page Setup...** from the **Print** submenu of the **File** menu.
- 2 Enter the paper size and any other settings that are appropriate for what you need in the Page Setup dialog.
- 3 Click **OK**.
- 4 Choose **Layout Page** from the **File** menu.
- 5 Click the Facing Pages Button.
- 6 Choose **Layout Options...** from the **Layout** menu.
- 7 Uncheck **Mirror Margins Vertically** and check **Mirror Margins Horizontally** then click **OK**.
- 8 Drag the margin outlines to set them.
- 9 Close the Layout Page window.

To create a booklet:

- 1 Choose **Page Setup...** from the **Print** submenu of the **File** menu.
- 2 Click the Landscape icon in the Page Setup dialog and any other settings that are appropriate for what you need.
- 3 Click **OK**.
- 4 Choose **Layout Page** from the **File** menu.
Once you set the orientation to landscape, the Make Booklet button displays as one page beside the other with each page on the opposite side of the fold in the middle of the paper, indicating what it will do to the document.
- 5 Click the Make Booklet Button.
- 6 Drag the margin outlines to set them where you want them.

7 Close the Layout Page window.

To set margins without changing indents and line wraps:

- 1 Click the Display Layout Page button on the Vertical Button Bar.
- 2 Press  and drag the margin limit line.

If you move the margin limits without pressing  the paragraph in/outdent and line wraps move with them as illustrated in Figure 153 through Figure 155.

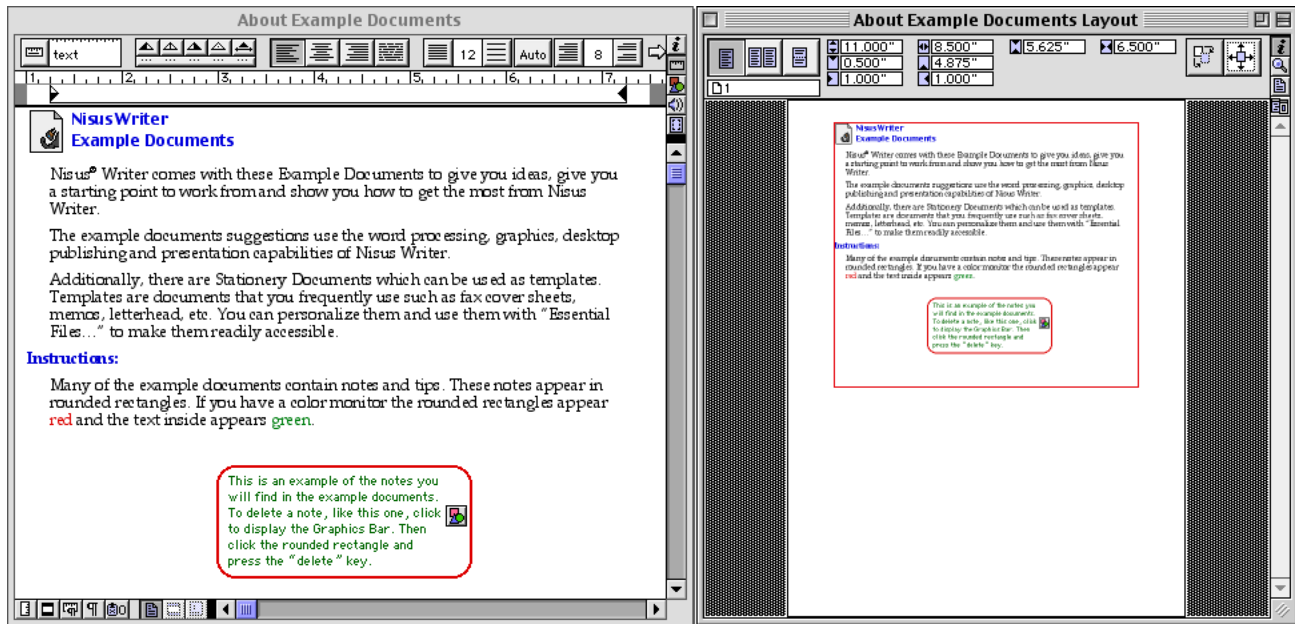


Figure 153
Original document margins and line wraps

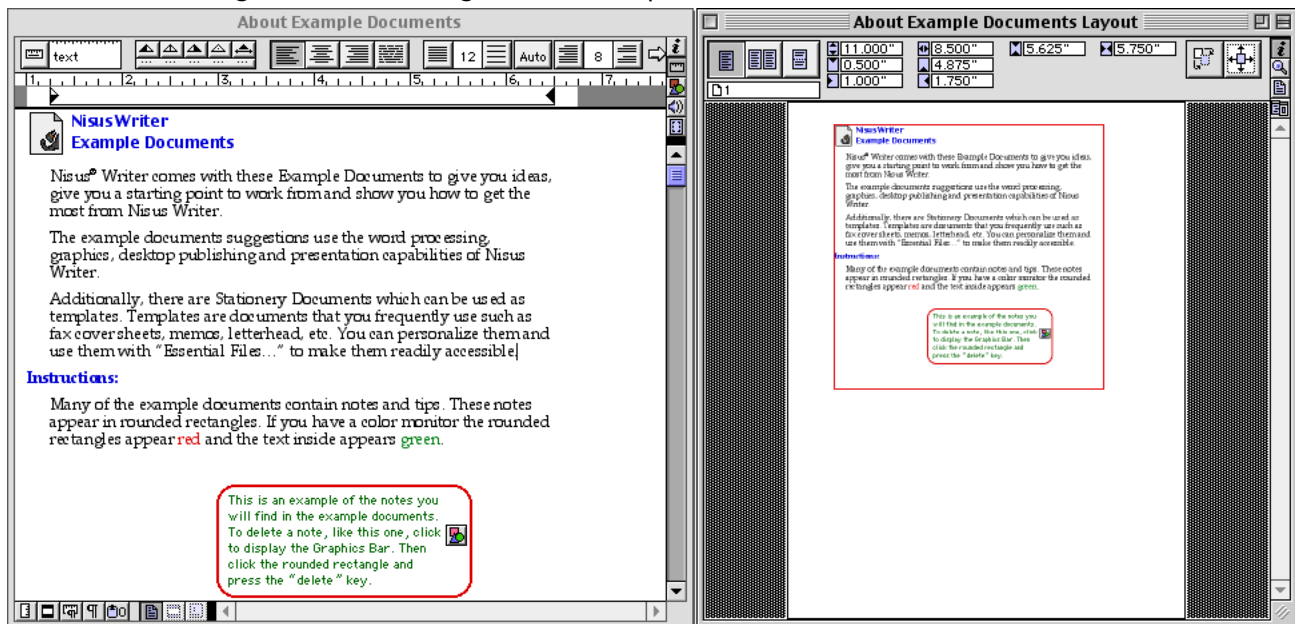


Figure 154
Margins and line wraps without pressing 

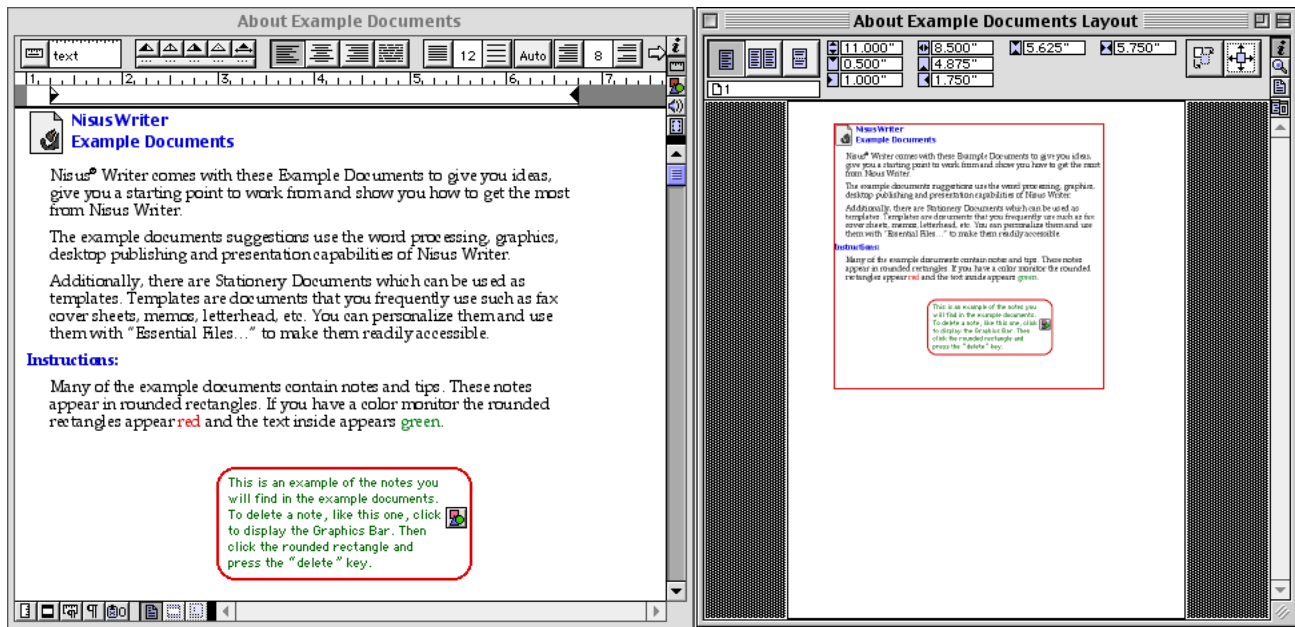


Figure 155
Margins and line wraps while pressing 

To add or change a document frame and size:

- 1 Click the Display Layout Page button on the Vertical Button Bar.
- 2 Choose **Set Frame...** from the **Layout** menu.
- 3 Choose from the variety of frames in the dialog or design the frame you want then click .

To set the size of the frame:

- 1 In the Set Page Frame dialog click **Custom**.
- 2 Click a line thickness.
- 3 Drag the frame edge to where you want it.

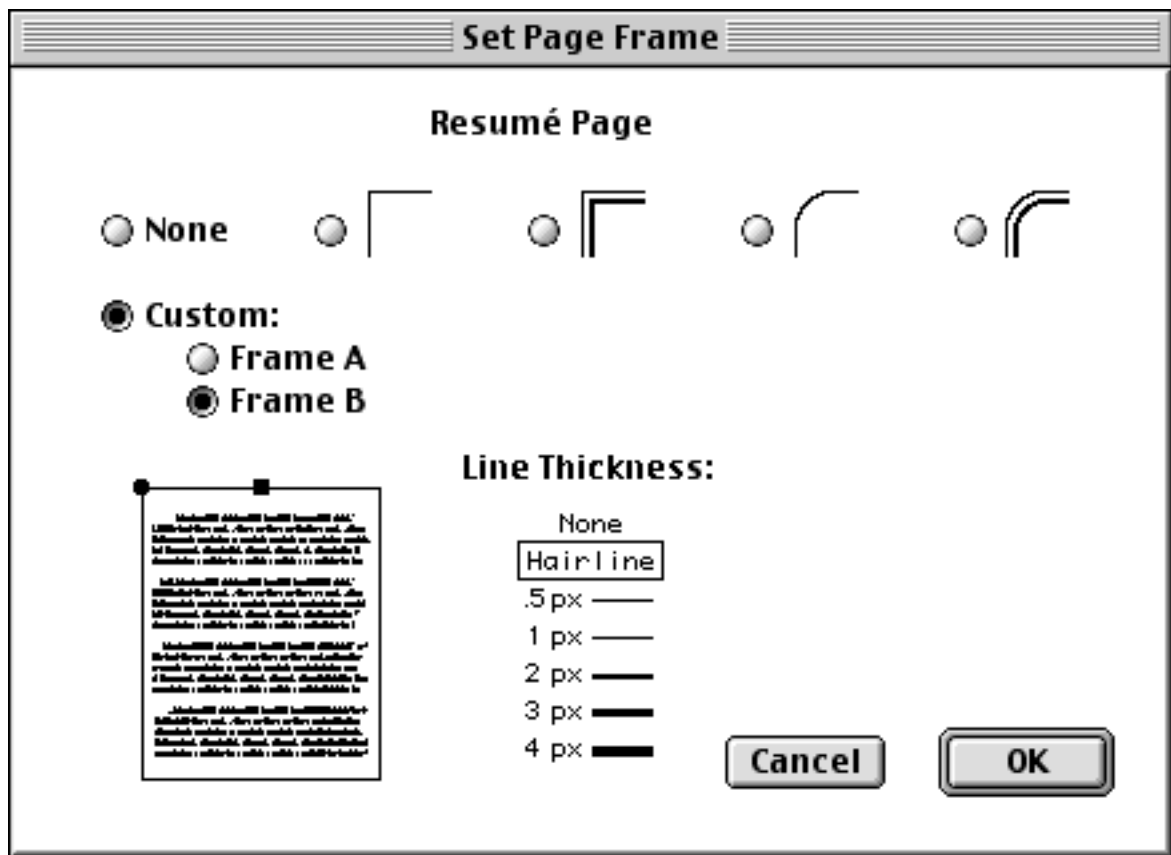


Figure 156

The Set Page Frame dialog

- ▶ Do this for each of the frames if you want more than one.
- ▶ To round the corners of the frame, drag the rounded handle in the top-left corner of the diagram.

To turn display of margins on or off:

- 1 Click the Display Layout Page button on the Vertical Button Bar.
- 2 Choose **Layout Options...** from the **Layout** menu.
- 3 Check **Show** to turn display on or uncheck **Show** to turn display off.

To override whether margins snap to a grid:

- 1 Click the Display Layout Page button on the Vertical Button Bar.
- 2 Choose **Layout Options...** from the **Layout** menu.
- 3 Check **Snap to Grid** to force margins to adjust to the nearest eighth of an inch; or uncheck **Snap to Grid** to allow the margins to move in smaller increments.

To set margin origin:

- 1 Click the Display Layout Page button on the Vertical Button Bar.
- 2 Choose **Layout Options...** from the **Layout** menu.
- 3 Click **Top Left Corner**; or **Edges of Paper** as you wish.

To set first page location:

- 1 Click the Display Layout Page button on the Vertical Button Bar.
- 2 Choose **Layout Options...** from the **Layout** menu.
- 3 Check **First Page on Left/Top**; to display the first page on the left in the Layout window.

The standard for multiple-page documents is for the first page to appear on the right-hand side (or the bottom of a folded booklet).

To set printing of graphics that extend beyond the margin:

- 1 Click the Display Layout Page button on the Vertical Button Bar.
- 2 Choose **Layout Options...** from the **Layout** menu.
- 3 Click **Margins** to print only the part of graphics that fit within the document's margin limits

or

- 4 Click **Printer Limits** to print as much of the graphic as your printer can display on a page regardless of where you have set the margins.

Headers and Footers

This portion of the manual contains step-by-step instructions that explain how to include headers and footers in your document. You also review how to use automatic numbering to display page numbers in your documents. These sections include:

Creating Headers and Footers.....	176
Editing Headers and Footers.....	178
Deleting Headers and Footers.....	179
When to Insert Headers and Footers.....	179
Working with Variables.....	179

Creating Headers and Footers

You can use all the tools available for developing a document to create headers and footers. To return to your document from the Header & Footer window, click the Display Document button on the Horizontal Button Bar or click the window's Close box.

To insert the same header or footer for all pages:

- 1 Put your insertion point at the beginning of the document.
- 2 Choose **Header** or **Footer** from the **Insert** menu.

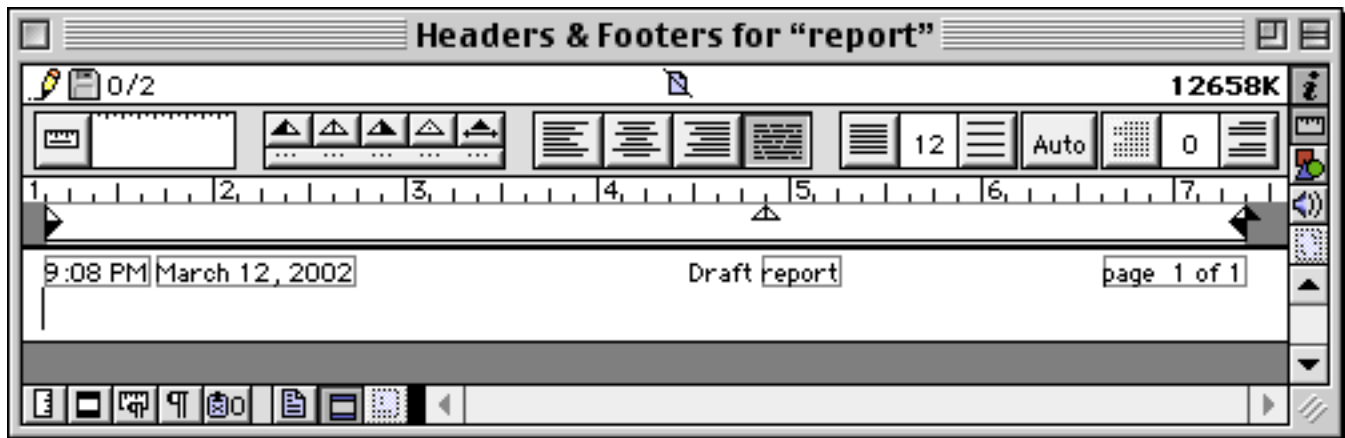


Figure 157

The Headers & Footers window

- 3 Type the contents of the header or footer in the window or choose appropriate variables from the **Insert** menu and the submenus of the **Insert** menu.
You can learn more about variables on page 179.
- 4 Use tools available on the Text Bar to position the contents of the header or footer.

To see where headers and/or footers are anchored to the document:

- ▶ Click the Show Header/Footer Icon button on the Horizontal Button Bar.



Figure 158

The Show Headers/Footers Button

Notice the header and footer icons at the left edge of the window to the left of the paragraph ruler.

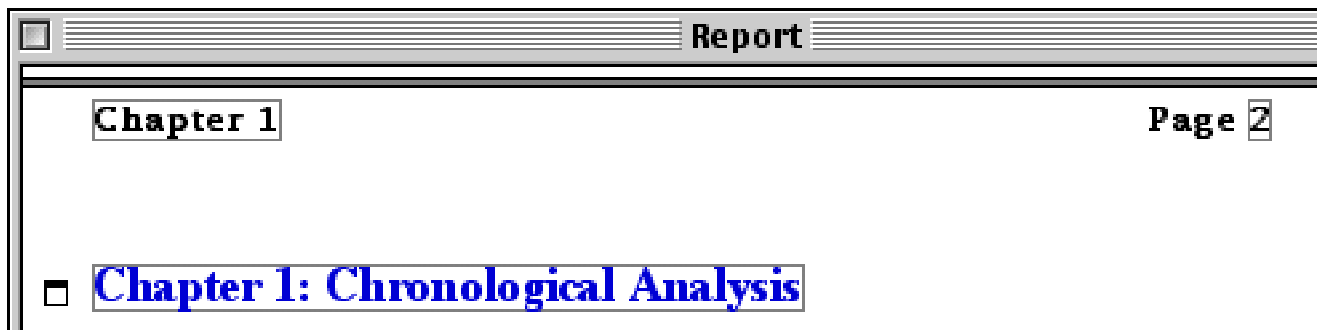


Figure 159

The Header/Footer icon at the left edge of the window

To insert a header or a footer for even numbered pages:

- 1 Move the insertion point to the beginning of the document.
- 2 Choose **Header** or **Footer** from the **Insert** menu.
- 3 Choose **Even Pages** from the **Header/Footer** menu.
- 4 Either type the contents of the header or footer in the window or choose appropriate variables from the **Insert** menu.

To insert a header or footer for odd numbered pages:

- 1 Move the pointer to the beginning of the document.
- 2 Choose **Header** or **Footer** from the **Insert** menu.
- 3 Choose **Odd Pages** from the **Header/Footer** menu.
- 4 Either type the contents of the header or footer in the entry window or choose appropriate variables from the **Insert** menu.

To insert a different header or footer for each section in the document:

Nisus Writer anchors all headers and footers to Returns. This means that as you add text above the point at which you inserted your header or footer, the header or footer continues to display beginning on the page at which you inserted it.

- 1 Place your insertion point in front of the paragraph to which you want to anchor the header or footer.
- 2 Choose **Header** or **Footer** from the **Insert** menu.
- 3 If you wish, choose **Odd Pages** or **Even Pages** from the **Header/Footer** menu.



Figure 160

The Header/Footer menu

To have your page numbers appear on the second and succeeding pages of your document and no number appear on the first ("First Page Special"):



You must have at least a two page document in order to accomplish this.

Because Nisus Writer anchors all headers and footers to Returns, as you add text above the point at which you inserted your header or footer, the header or footer continues to display beginning on the page at which you inserted it.

- 1 Place your insertion point in the first complete paragraph on the second page of your document.
- 2 Choose **Header** or **Footer** from the **Insert** menu.

- 3 Choose **Page Number** from the **New Number** submenu of the **Insert** menu.
- 4 If you wish, choose **Odd Pages** or **Even Pages** from the **Header/Footer** menu.

Editing Headers and Footers

Once you have added a number of headers and/or footers to your document you may want to edit them all at once.

To display headers and footers as they appear in the document:

- ▶ Click the Display Headers/Footers button on the Horizontal Button Bar.
- ▶ Choose **Headers/Footers** from the **Display** submenu of the **Tools** menu.
These first two options put your insertion point at the top of the Headers & Footers window.
- ▶ Double-click any header or footer.
This puts your insertion point inside the header or footer you double-clicked.
- ▶ Double-click any header/footer icon along the left edge of the document window.
This puts your insertion point in the header or footer anchored at that point in your document.

To edit headers or footers:

- ▶ Click the Display Headers/Footers button on the Horizontal Button Bar, then make the changes you want.

To include graphics in a header or footer:

This explains how to add a graphic (in this case, a straight line) to an existing header. For more information about using the graphics tools of Nisus Writer see page 181.

- 1 Click the Display Headers/Footers button on the Horizontal Button Bar.



Figure 161

The Display Headers/Footers Button



Do not choose **Header** or **Footer** from the **Insert** menu as this adds an additional header or footer while it opens the Header/Footer window

- 2 Click the Display Graphics Bar button on the Vertical Button Bar.
- 3 Choose the Straight Line tool.
- 4 Choose the thickness you want from the Line Thickness menu on the Line Palette.
- 5 Click and drag in the header or footer where you want the line to appear.
- 6 Choose the Selection Tool if you need to move the line.
- 7 Click the Display Document button on the Horizontal Button Bar to close the Headers & Footers window and return to your document.

To move a header higher or lower on the page:

The headers and footers hug the top and bottom of the document window respectively. You can move headers and footers in relation to their physical position on the pages, or in relation to their numerical position among the pages.

- 1 Click the Display Layout Page button on the Vertical Button Bar.
- 2 Drag the top margin line higher or lower on the page.
In the Headers & Footers window itself, you can add return characters above and/or below the text of your header to keep the dimensions of your page the same but lower the text of the header and create a greater amount of space between the text of the header and the text of your document respectively.
- 3 Click the Display Document button on the Horizontal Button Bar.

To move a header or footer to another location in the document:

- 1 Choose **Show Clipboard** from the **Edit** menu.
- 2 Press  and close the Clipboard.
Remember, Nisus Writer has ten editable Clipboards that can ease your text editing tasks.
- 3 Select the Return character to which you anchored the header or footer.



Figure 162

The Return character (selected) immediately above the header or footer anchor icon

- 4 Choose **Swap Paste** from the **Paste** submenu of the **Edit** menu.

This swaps what you had in your selection with what was on the Clipboard. That means that the Return character with the header or footer is now on the Clipboard, but you have not significantly changed the format of your document because Nisus Writer has placed the Return character that was on the Clipboard into your document.

- 5 Click in front of the paragraph to which you now want to anchor the header or footer, or select the Return character where you want the header or footer to appear.
- 6 Choose **Paste** from the **Edit** menu.

If the Return character you copied had a ruler attached as well as the header and/or footer, Nisus Writer inserts that ruler when you paste. This replaces any ruler that may be attached to the Return character.

Deleting Headers and Footers

To delete a header or footer:

- 1 Open the Headers & Footers window.
- 2 Put your insertion point in the header or footer you want to delete.
- 3 Choose **Remove Header** or **Remove Footer** from the **Header/Footer** menu.



If you turn off the display of pagination your headers and footers disappear from view. You can still edit them and they still print, you just don't see them on screen at the top and bottom of each page, because you no longer see the pages. To see the headers and footers at the top and bottom of the pages on screen again, simply turn on the display of pagination.

To hide headers and footers:

- ▶ Uncheck **Pagination** in the Display Attributes dialog or in the **Display Attributes** menu button on the Horizontal Button Bar.

The page indicator in the Info Bar appears as .

When to Insert Headers and Footers

Nisus Writer attaches a header and or footer to a particular Return. The header or footer appears on the page where that Return appears and on all succeeding pages until you insert a different header and/or footer. Note that adding text to your document may move headers and or footers from even to odd pages, and vice versa. This needn't be a problem. When you start your document create a temporary header or footer at the beginning of the document.

Working with Variables

Headers and Footers are those parts of your document where you most often place information that is likely to vary. These may include such items as:

- the date of a draft which you want to update when you print new versions
- the name of the file you want to have current on every page—even as the working title changes
- the page number, accurate on every page.

Most documents contain variables such as page numbers and date. Here's where to find the variables used in headers and footers:

Variable: Choose:

Date

Current Date from the **Date & Time** submenu of the **Insert** menu

Time

Current Time from the **Date & Time** submenu of the **Insert** menu

Document name

Document Name from the **Insert** menu

Page number

Page Number from the **New Number** submenu of the **Insert** menu

Number of the last page of a document

Last Page Number from the **New Number** submenu of the **Insert** menu



You can find details about how to add page numbers to your documents in “Numbering Pages” on page 155.

To update the time and date:

- ▶ Choose **Update Time & Date** from the **Date & Time** submenu of the **Insert** menu.

To specify a date's format:

- ▶ Choose **Date Format...** from the **Date & Time** submenu of the **Insert** menu.
 - ▶ Click **All Dates** to change all the time and date variables in your file to the format selected.



- ▶ Click **New Dates** to affect only those new time and date variables you insert.

You can refer to your variables in other parts of your document and have them automatically updated. You cannot, however, cross-reference to variables in your headers and footers or footnotes. To learn about cross referencing your text see page 114. Additional variables available in Nisus Writer include an entire library of automatic numbering possibilities for chapters, sections, figures, tables, equations and custom variables for you to define. To learn more about these variables, see “Working with Automatic Numbering” on page 213.

Graphics

This portion of the manual shows you how to create and work with graphics. It introduces you to Nisus Writer palettes, menus, and tools. The sections include:

About Nisus Writer Graphics	181
Graphic Tools	182
The Free-Moving Graphics Environment.....	188
Editing Graphics	190
Combining the Graphics and Text Layers.....	195
Working with Character Graphics.....	206
Editing Character Graphics.....	206
Finding and Replacing Character Graphics.....	208
Importing Graphics.....	208
Inserting a Nisus Page as a Graphic	210

About Nisus Writer Graphics

The ability to use graphics in Nisus is “only a click away!”



Figure 163

The Show Graphics Bar button on the Vertical Button Bar

Simply click the Show Graphics Bar button on the Vertical Button Bar and all the tools of Nisus Writer's graphics sheets as illustrated in Figure 164 are available to you. For a walk-through of some basic graphics features read the Tutorial, Session 5, page 49.

When you're writing on a page, you actually have access to several layers. Each page consists of a text layer and graphics layers. Working with text and graphics layers is very much like working with a piece of paper (text layer) and one or two plastic overlays (graphics layers). The text layer controls the document's layout and format. The graphics layers contain free-moving graphics that either display over, under, or next to text.

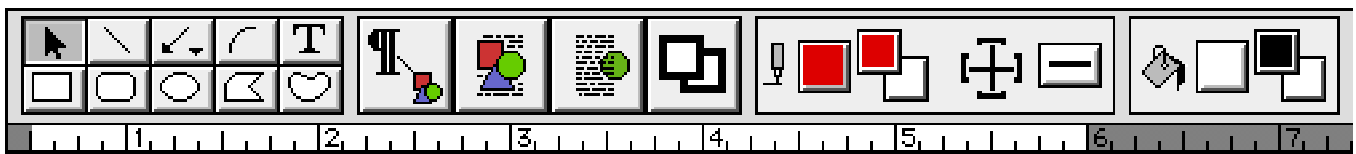


Figure 164

The Graphics Bar

Nisus Writer allows you to work with two types of graphics: free-moving graphics and character graphics.

- Free-moving graphics are on the graphics layers. You can attach these to specific pages or have them flow with associated paragraphs.



If you delete a Return character that has a graphic attached to it you also delete that graphic. For more information see Figure 189 on page 196.

- Character graphics are on the text layer. These act as though they are just another character in your text.

Both free-moving graphics and character graphics may consist of object graphics or bit mapped images. Object graphics are created using Nisus Writer tools. Each graphic consists of one or more objects. For example:

- If you draw a box using the Box tool, the four sides are treated as one object.
- If you draw a box with the Straight Line tool, the four sides are treated as four separate objects. Each line that makes up a side is an object.

You can change attributes of object graphics just as you change attributes of paragraphs. For example:

- Before drawing a square, you can choose its line thickness, line pattern, fill pattern, and color.
- If you decide to change these attributes, it only takes a few clicks.

PICT images are imported from other applications or created using a screen capture program. You may copy them from a graphic program's document and paste them into a Nisus Writer document, store them in the Scrapbook, or (if you have the appropriate XTND translator file) you can import them directly from a PICT, EPSF, or TIFF file.

You cannot change attributes of PICT images. If a PICT image is also a character graphic, you can find and replace it and apply text color to it.

When you work in the Graphics Layer the Info Bar displays the X and Y coordinates of the pointer relative to the top of the page, or, if you press  it displays the coordinates of the pointer relative to the top of the document.

Graphic Tools

Nisus Writer graphic tools and commands are available from four Graphics Bar palettes and a Graphics menu. The Graphics Bar palettes are: Tool, Display, Line, and Fill. Click the Display Graphics Bar button on the Vertical Button Bar to see these tools.

Choose drawing tools from the Tool Palette to create object graphics. Each tool's icon shows the object shape it draws. The best way to learn how a tool works is to select it and experiment.

Here's how you can create an object graphic:

- 1 Click a drawing tool to select it.
- 2 If you want, choose different attributes such as line thickness, pattern, and color.
- 3 Click and drag the mouse in the Nisus Writer document window.

Tool Palette



Use these tools to create and edit graphics.

Selection Tool



Use this to select, move and edit graphics.

Line Tool



Use this to draw straight lines of various thicknesses.

- ▶ Press  to constrain your lines to 45° angles.

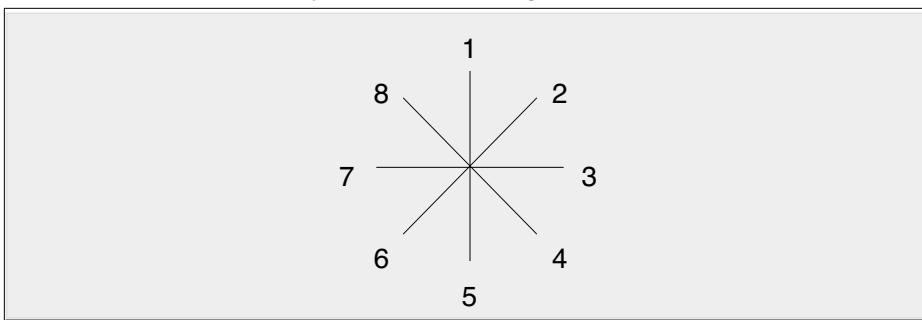


Figure 165
Constraining lines to 45°

- ▶ After you draw a line press  to constrain your lines to retain that angle (that is the dimensions of height and width of the new object are proportional to the original).

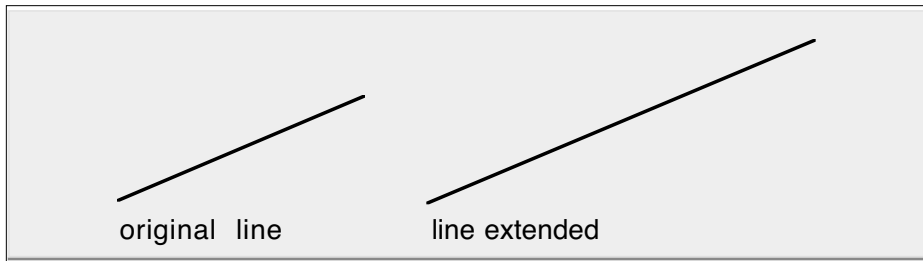
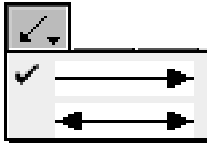


Figure 166
Constraining lines to an aspect ratio

Arrow Tool menu



Use the single-headed or double-headed Arrow Tool just as you would the Line Tool.

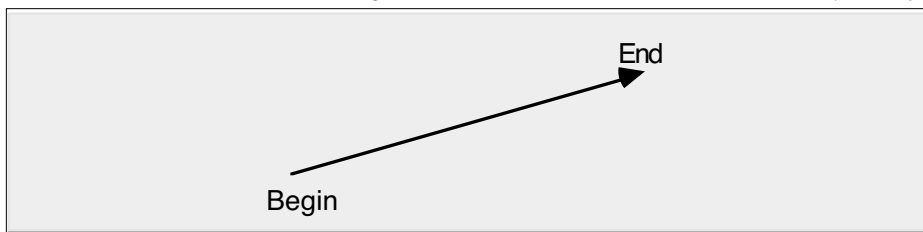


Figure 167
Drag the arrow to the spot to which it should point

Arc Tool



Use this to draw arcs that you can fill with various patterns.

- Press **shift** to constrain your arcs to quarter circles.

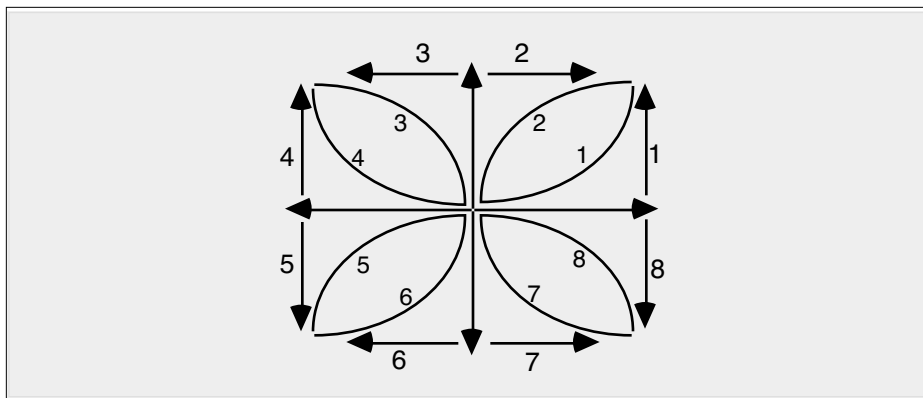


Figure 168
Shaping arcs

You can curve arcs eight different ways. Each of the eight ways is illustrated in Figure 168. The first direction you travel when you begin drawing determines that the arc will be one of two shapes. The next direction you travel will determine exactly what shape the arc will have and this is the direction that is labeled with the number of the arc in Figure 168.

For example, if you drag down, you may create arc 6 or 7 and only the following motion determines the actual shape. Even though arcs 5 and 8 are also created by dragging down, you need to drag to the left or right first to create either one of them.

- After you draw an arc press **shift** to constrain your arc to retain that angle (that is the dimensions of height and width of the new object are proportional to the original).

Text Tool



This tool enables you to create text on the graphics sheets.

When it is active, the pointer appears as an I-beam  with a baseline marker. You can enter text in two

ways.

- You can click the I-beam anywhere in your document. Nisus enters text starting at the I-beam and resting on the baseline marker.



Figure 169

Clicking the Text Tool in the Nisus Writer window

The text box continues to grow as you type, starting new lines only when you enter a Return character.

- You can also drag the I-beam to create a graphic text box and activate the insertion point. Text enters to the right of the I-beam.



Figure 170

Clicking and Dragging the Text Tool in the Nisus Writer window

- The text box will not grow.
- Lines will wrap when they reach the right edge of the text box.
- When the text reaches the bottom of the text box it will continue to be entered, though it will not be visible.
- You can make the text visible by selecting the text box with the Selection Tool and then dragging one of the handles on the corners, resizing the box.

All the text typed in a text box has the same attributes.

Set the justification from the **Justify Text** submenu of the **Graphics** menu which appears on the menu bar, see page 194.

Change the font, size and style of the text box using the menus in the menu bar.

You can apply the following commands from the **Style** menu to the text: **Bold**, **Italic**, **Underline**, **Outline**, **Shadow**, **Condense**, and **Extend**. All other styles are not available for text in a graphic text box. Having created the text box, you can place it anywhere on the page. Each text box on the graphics sheet must share the same style attribute(s).



You cannot check the spelling of text on the graphics sheet. You can, however, edit your text on the text sheet, check its spelling, then cut it and paste it into a graphics text box.

Text on the graphics sheet gives you greater freedom in arranging the text on the page than you have on the text sheet. You can use text on the graphics sheet to create

- side bars,
- call-out boxes,
- independent columns of text,
- manual kerning pairs for your text on the text sheet by typing each character in its own text box then placing them as you wish,
- unusual text effects with the graphics Text Tool.

For example you can, as usual, create a text box and enter some text. Then select the text box and choose **Cut** from the **Edit** menu. If you then press  as you choose **Paste** from the **Edit** menu, Nisus Writer pastes the text box as a PICT, as illustrated in Figure 171. You will be able to modify the appearance of the font by stretching or compressing it using the graphic box's square handles. While the graphic will appear strange on screen (showing the "jaggies") it will print smoothly, as illustrated in Figure 172.

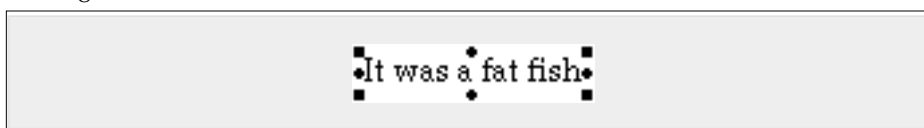


Figure 171

Option pasting a graphic text box

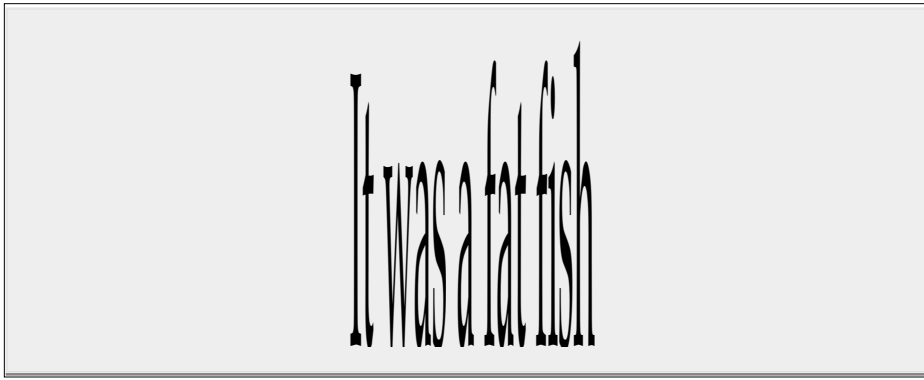


Figure 172
An Option pasted text box resized

Rectangle Tool



Use this to create rectangles.

- ▶ Press **shift** to constrain your rectangle to a square.
- ▶ After you draw a rectangle press **shift** to constrain your rectangle to retain its original proportions (that is the dimensions of height and width of the new object are proportional to the original).

Rounded Rectangle Tool



Use this to create rounded rectangles.

- ▶ Press **shift** to constrain your rounded rectangle to a rounded square.
- ▶ After you draw a rectangle press **shift** to constrain your rectangle to retain its original proportions (that is the dimensions of height and width of the new object are proportional to the original).
- ▶ Double-click the button to determine the roundness of the rectangle.

Oval Tool



Use this to create ovals.

- ▶ Press **shift** to constrain your oval to a circle.
- ▶ After you draw an oval press **shift** to constrain your oval to retain its original proportions (that is the dimensions of height and width of the new object are proportional to the original).

Polygon Tool



Use this to create polygons. Double-click to complete the drawing.

- ▶ Click to start drawing. Then move the pointer to form a side (do not hold the mouse button as you move). Clicking once more will finish a side and begin drawing the next side.
- ▶ Double-click to finish drawing and leave the polygon open.
- ▶ To close the polygon, click near the starting point, the end point will be placed at the start point.



You can prevent closure when the mouse comes close to the beginning by pressing **option** as you click.

Freehand Tool



Use this to create drawings with curved lines. Release the mouse button to complete the drawing.



The Text Tool and the Freehand Drawing tool are the only tools that do not automatically scroll the window as the object grows.

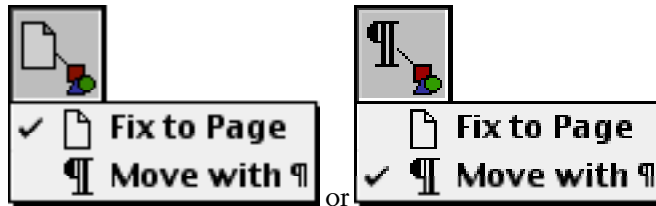
Display Palette



Use these pop-up menus to designate the way you want to anchor and display graphics.

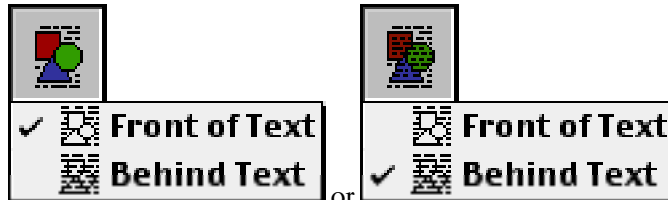
Use commands from the Display Palette to choose how your object graphic displays on the text layer. You can:

Page/¶



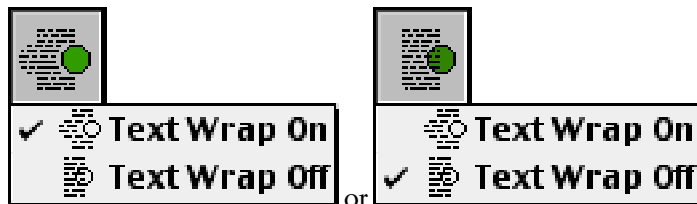
Attach a graphic to a page or paragraph.

Front/Behind Text



Position a graphic in front of or behind text.

Text Wrap



Display a graphic with text surrounding it, over it, or under it.

Overlay Attributes



Determine how objects that make up the graphic appear in relation to each other.

See “Combining the Graphics and Text Layers” on page 195 to learn how to use these menus.

Line Palette



Use these tools to define the color, pattern, and thickness of lines.

Use commands from the Line Palette to choose line attributes. This palette, like the Fill Palette to its right, contains pull down menus that display the many choices you have.

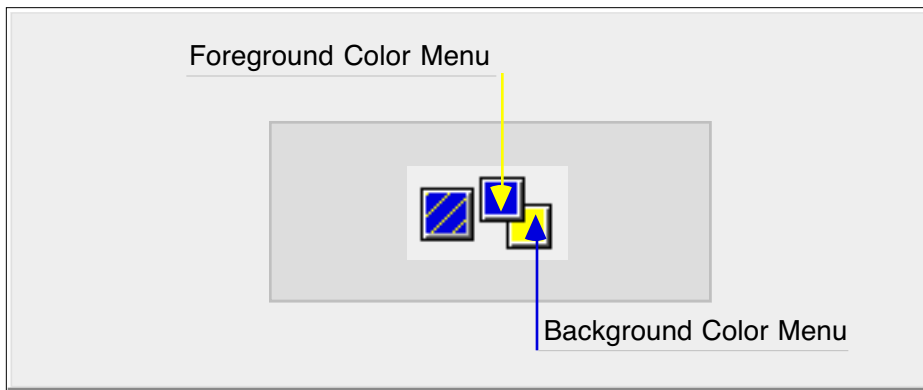


Figure 173

The Pattern menu showing the Foreground Color and Background Color menus

- ▶ Click the Line Pattern menu to choose the line's pattern.
- To choose the color of the pattern:
 - ▶ Use the Line Foreground Color menu to choose the color of the pattern.
 - To choose the color you want to display behind the line's pattern,
 - ▶ Use the Line Background Color menu to choose the color to display behind the line's pattern.
- You can draw lines of varying weights using this tool. You can even draw lines, at angles, each having a different weight depending on its angle as illustrated in Figure 174.

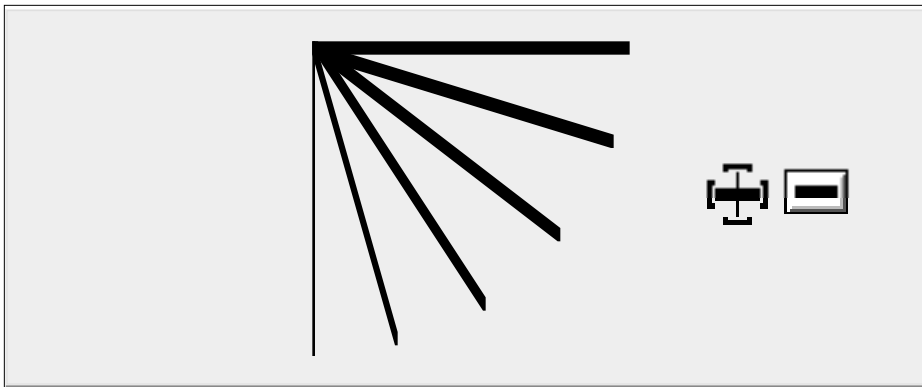


Figure 174

Different line weights created by different angles

Ovals, polygons and freehand drawings can also have "sides" of different weights as illustrated in Figure 175.

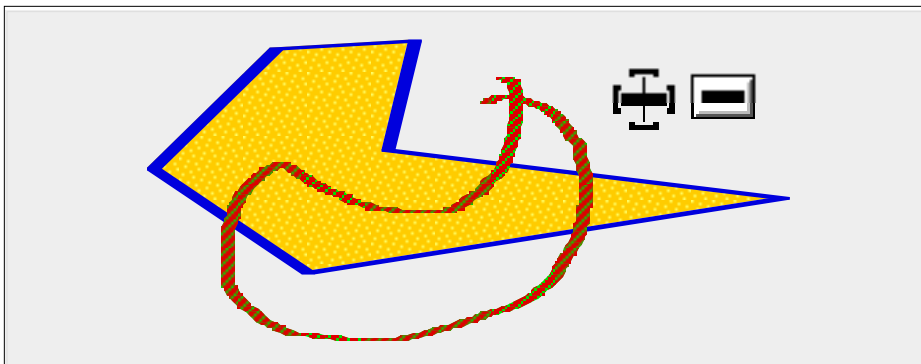


Figure 175

A Polygon and Freehand drawing with different line weights on their sides

Fill Palette



Use the Fill Palette to choose the pattern, foreground and background colors of graphics.

Use commands from the Fill Palette to choose fill attributes which define what the inside of a graphic looks

like. The Pattern Foreground Color, and Pattern Background Color menus work the same for the Line and Fill Palettes.

When you switch to the Graphics Layer, the **Graphics** menu appears to the right of the **Auto** menu. It lists the commands available to display, move, and change graphics.



As you use graphics tools, keep these guidelines in mind:

- tools stay selected until you either choose another tool, click inside the work area, or return to the text layer
- use **shift**, **⌘**, or **option** to extend a tool's capabilities.



Some PostScript printer drivers¹ check the fill pattern that a graphic is drawn in. If that fill pattern matches some predetermined pattern, the driver will substitute the screen pattern with a PostScript pattern. This is very much like font substitution, where the printer driver will substitute the printer font Times for the screen font New York. In practical terms, the patterns and colors in the Nisus Writer Color and Pattern menus may not print as displayed. This is totally in the control of the PostScript print driver and beyond the control of Nisus Writer. For more information about PostScript limitations see page 277.

The Free-Moving Graphics Environment

Free-moving graphics can be object graphics or PICT images. They are created on the graphics layers, and can be moved anywhere on the Nisus Writer document page. You can make text wrap around free-moving graphics, or you can make text go over or under them. You can fix a free-moving graphic to stay on a particular place on a page, or you can make it move with a paragraph. Use the choices on the Graphics Bar and the Graphics menu to edit or enhance free-moving graphics.

To access the graphics layers:

- ▶ Click the Display Graphics Bar button on the Vertical Button Bar to make the graphics tools and the Graphics menu available.

To choose a graphics tool:

- ▶ Click the tool you want to use.
The pointer appears as a cross-hair + for all tools except Text and Selection. The Text Tool's pointer is an I-beam with a baseline. The Selection Tool's pointer is an arrow.

To turn the grid on:

When you turn the grid on, your work area resembles graph paper.

- ▶ Choose **Display Grid** from the **Grid** submenu of the **Graphics** menu.



You can only see the grid when you are on the graphics layer.

Choose **Display Grid All** from the **Grid** submenu of the **Graphics** menu to have the grid appear on the graphics layer for all open document windows.

To align graphics on the grid:

The grid allows you to line up graphics easily to your chosen measurement, and you can force graphics to always align at that grid measurement.

- 1 Choose **Grid Options...** from the **Grid** submenu of the **Graphics** menu to set the grid measurement and grid color.

¹ These are Chooser documents (which get placed in your Extensions folder); check your Apple menu.

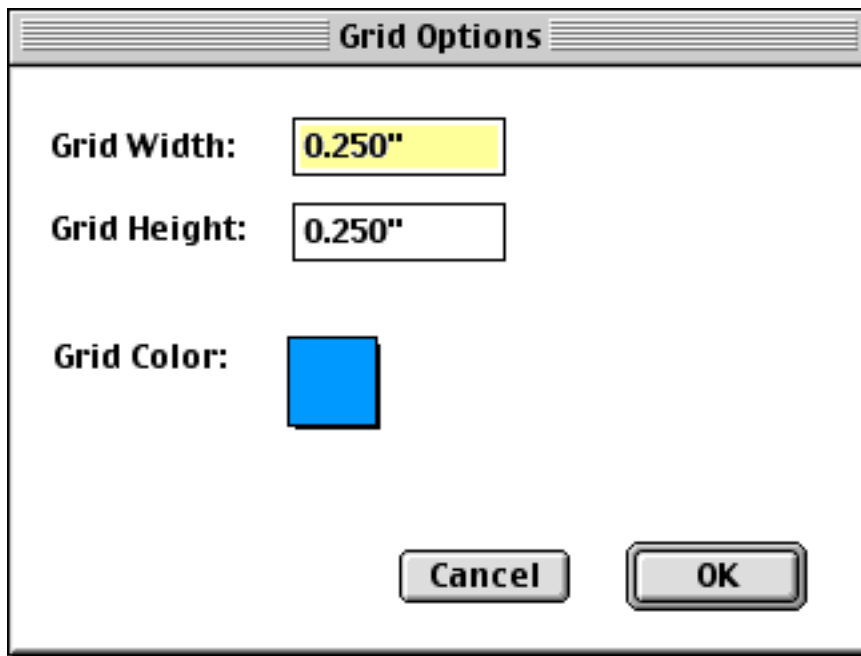


Figure 176

The Grid Options dialog

- 2 Choose **Snap to Grid** from the **Grid** submenu of the **Graphics** menu.

This causes future graphics drawn, pasted or moved on the graphics layer to snap to the grid.

- ▶ Choose **Snap to Grid All** from the **Grid** submenu of the **Graphics** menu to constrain the placement of graphics to the lines of the grid for all open document windows, whether or not they display the graphics layer.

- 3 Move a graphic and its upper left corner will line up with the nearest grid line.

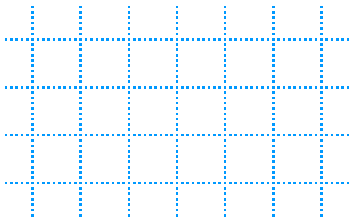


Figure 177

A simple grid

When you draw graphics using the Tool Palette and **Snap to Grid** is checked, the objects will automatically conform in size and proportion to the grid. The only exception to this is the Freehand tool. You must first draw the freehand graphic, then move it to snap it to the grid.



You can have some graphics snap to grid and others not. You can display the grid and not have graphics snap to it.

To paste existing graphics:

- ▶ Copy the graphic from a file or application and choose **Paste** from the **Edit** menu.

To see where pasted graphics will appear:

- ▶ Choose **Display Paste Spot** from the **Graphics** menu and click your mouse.
- ▶ Press **[⌘] [G]**.

A dotted “corner” indicating the upper left corner of where the graphic will appear flashes as illustrated in Figure 178 on page 190.

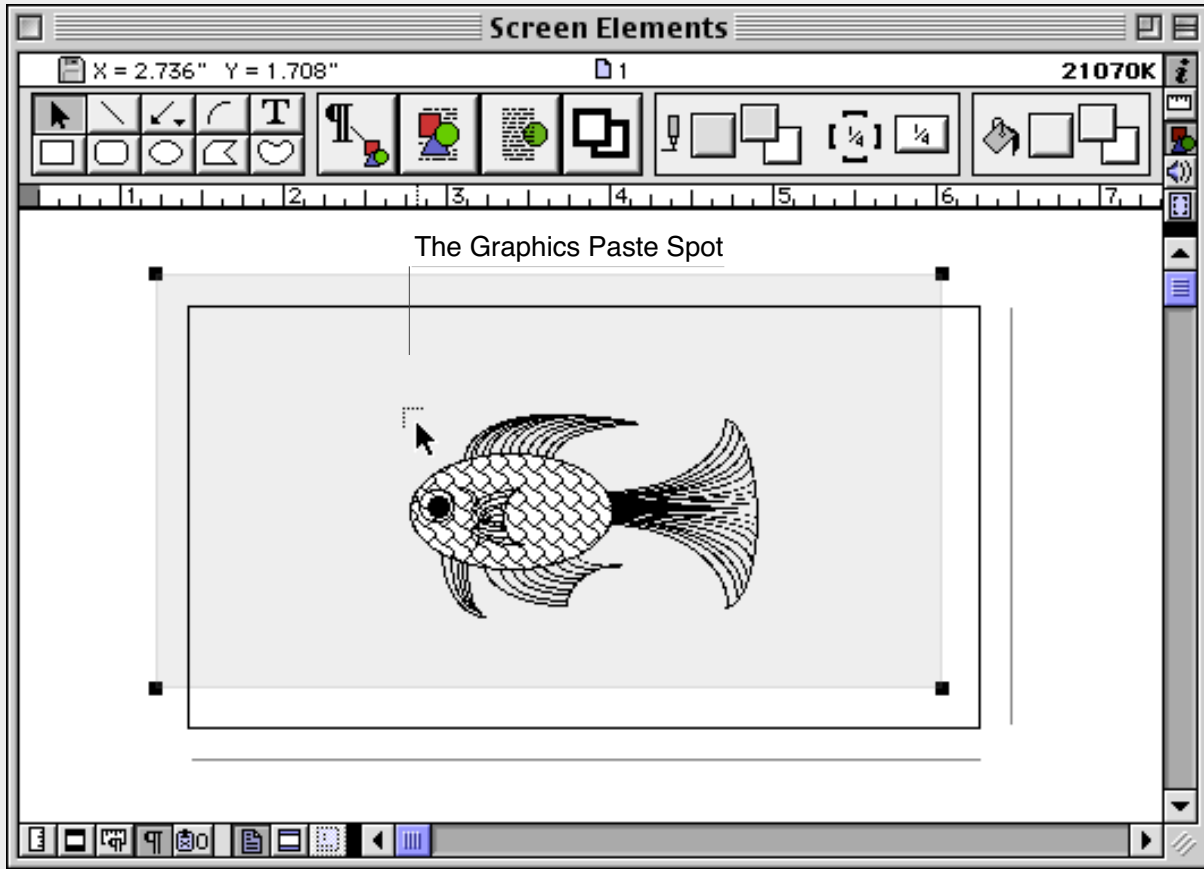


Figure 178
The paste spot

To display cross hairs on the graphics layer:

- ▶ Press **control** and **⌘**.

This is particularly useful when you display the Vertical Ruler in addition to the Graphics Bar.

To hide the pointer as you drag graphics:

- ▶ Press **shift** and **⌘**.

This is especially useful when you want to move a small graphic without the interference of the pointer. You could also use the various nudge commands.



The pointer does not disappear until you move the mouse.

Editing Graphics

To select a graphic:

You can select graphics in three ways.

- ▶ Click the Selection Tool and click the graphic you want to edit.
Select a graphic by clicking on a portion of the graphic that contains the image, rather than a white portion of it.
- ▶ Drag a selection rectangle that completely surrounds the graphic you want to select as illustrated in Figure 180 and Figure 181.
- ▶ Press **option** as you drag across any portion of a graphic as illustrated in Figure 182.

Most selected object graphics have four square handles. Selected line or arrow objects have only two handles. A selected PICT graphic (and an inserted Page as Graphic) has eight handles; in addition to the four square handles, it has four rounded handles on the sides for cropping.



Figure 179
Graphics Handles

To select more than one graphic:

- ▶ Click the Selection Tool and press **shift** as you click the graphics you want to select.
- ▶ Drag a selection rectangle that completely surrounds the graphics you want to select as illustrated in Figure 180.

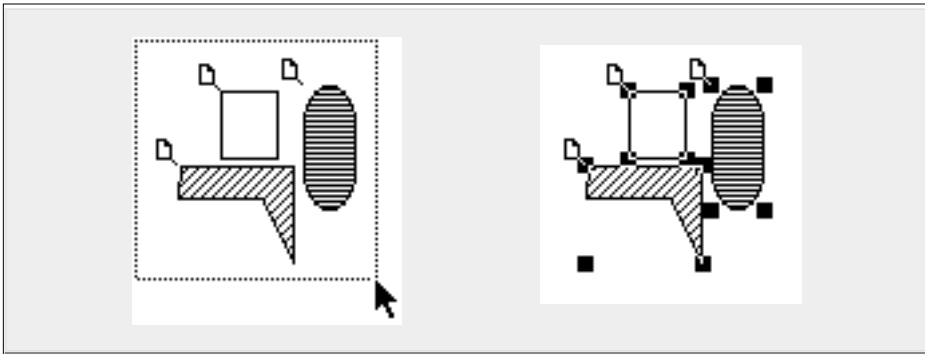


Figure 180
Using the selection rectangle

Take care to enclose all graphics completely because even partial exclusion prevents selection of that graphic as illustrated in Figure 181. The entire selection will appear within a dotted rectangle. When you release the mouse button, Nisus Writer indicates the selection as usual (the “handles” appear).

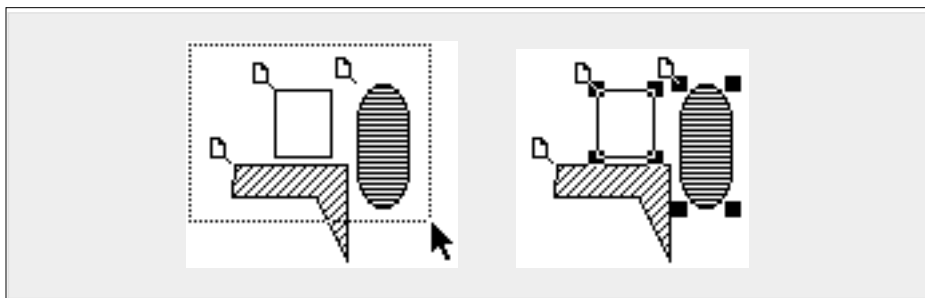


Figure 181
Incomplete selection of multiple graphics

- ▶ To select a number of graphics sharing the same attachment attribute, but only partly enclosed by the selection rectangle, press **option** while dragging the rectangle, as illustrated in Figure 182.

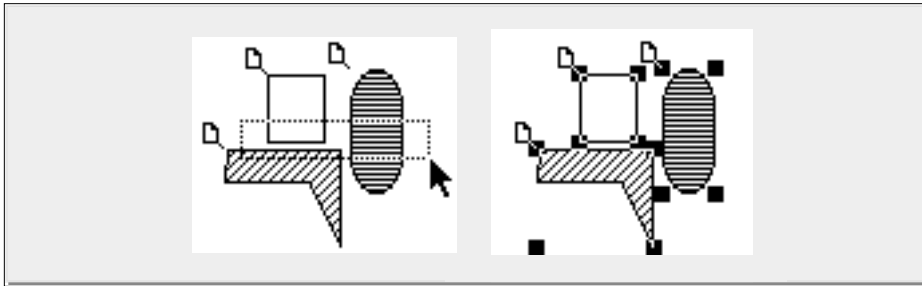


Figure 182

Using the Option key with the selection rectangle

This technique is particularly useful when you want to select a group of graphics nested within another group that you do not want to select.

- ▶ If you want to select all the graphics on the Graphics Layer in your document choose **Select All** from the **Select** submenu of the **Edit** menu.



You can only simultaneously select graphics that share the same attachment attribute:

- **Move with ¶**
- **Fix to Page**

as illustrated in Figure 183. For more details on the attachment attribute, see Combining the Graphics and Text Layers page 195.

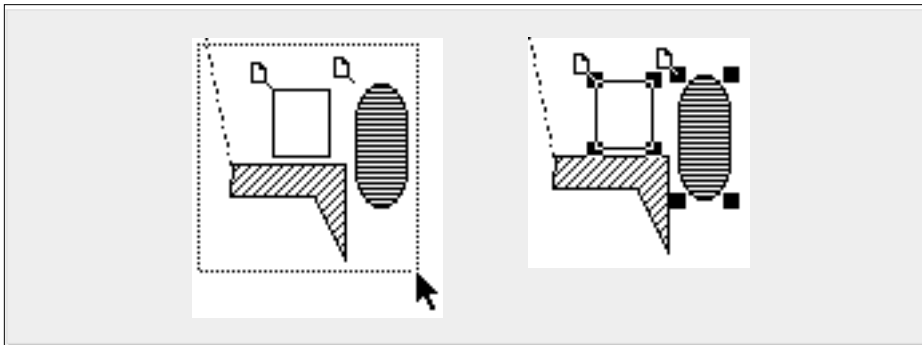


Figure 183

Selecting graphics with different attachment attributes

- ▶ To deselect, click outside the selection.
- ▶ To deselect one from a number of graphics that are selected, press **shift** as you click on the graphic you want to deselect.

To set the attributes of the next graphic you draw:

When you select different attributes for text in the text sheet, the succeeding text assumes the attributes of font, size and style. The attributes shown on the Graphics Bar act in much the same way as currently displayed.

- When nothing is selected:
Whatever the palette shows will be the attributes of any newly created graphic.
You change the attributes whenever you click the bar, no matter whether something is selected or not. Any attributes changed while a graphic is still selected will affect that graphic also.
- When you select one graphic:
The bar displays the attributes of that graphic. However, that will not affect the current bar.
This can be compared to moving your insertion point to another section of your text where the font size and style are of a particular set of attributes. They show up on your menus, and affect any text contiguous with it, but have no affect on the text you enter when you return to where you had been working.
- To change the current bar so that it will create a graphic with the attributes of a selected graphic:
Choose each of those attributes from the palette before drawing the new graphic. This resets the current bar.
- If you select two or more graphics:
The bar displays all their common attributes.
If the selected graphics do not share the same attribute for a menu, Nisus Writer does not place a check

mark beside any command and the icon in the menu indicates the current attribute. The same applies for pen and fill patterns.

Selection: Graphics Bar Displays:

No graphics selected:..... the current attributes.

One graphic selected:..... the attributes of that graphic.

Several graphics selected:..... all shared attributes (menu items with shared attributes: checked; attributes not shared: current attributes displayed).

Once graphics are drawn, you need to select them in order to modify them. Move graphics by selecting them with the Selection Tool and dragging them to the new location.

To resize graphics:

1 Select the graphic you want to resize.

2 Drag one of the graphic's four square handles to resize it.

To ensure the graphic keeps its original proportions, press  as you resize the graphic, or choose **Scale...** from the **Graphics** menu.



You cannot resize a graphic that is made up of many ungrouped objects such as those illustrated in Figure 180 and Figure 182 on pages 191 and 192 respectively. This is actually not yet one graphic. Group them first (choose **Group** from the **Graphics** menu, see page 201) then you will be able to resize them as a unit.

To move graphics:

▶ Select the graphic and drag any portion of it other than by its handles to move it.

You can drag your graphics to other windows, the desktop or other applications that use the Drag Manager.

To set the proportions of a rounded rectangle:

1 Choose **Round Rectangle Options...** from the **Graphics** menu.

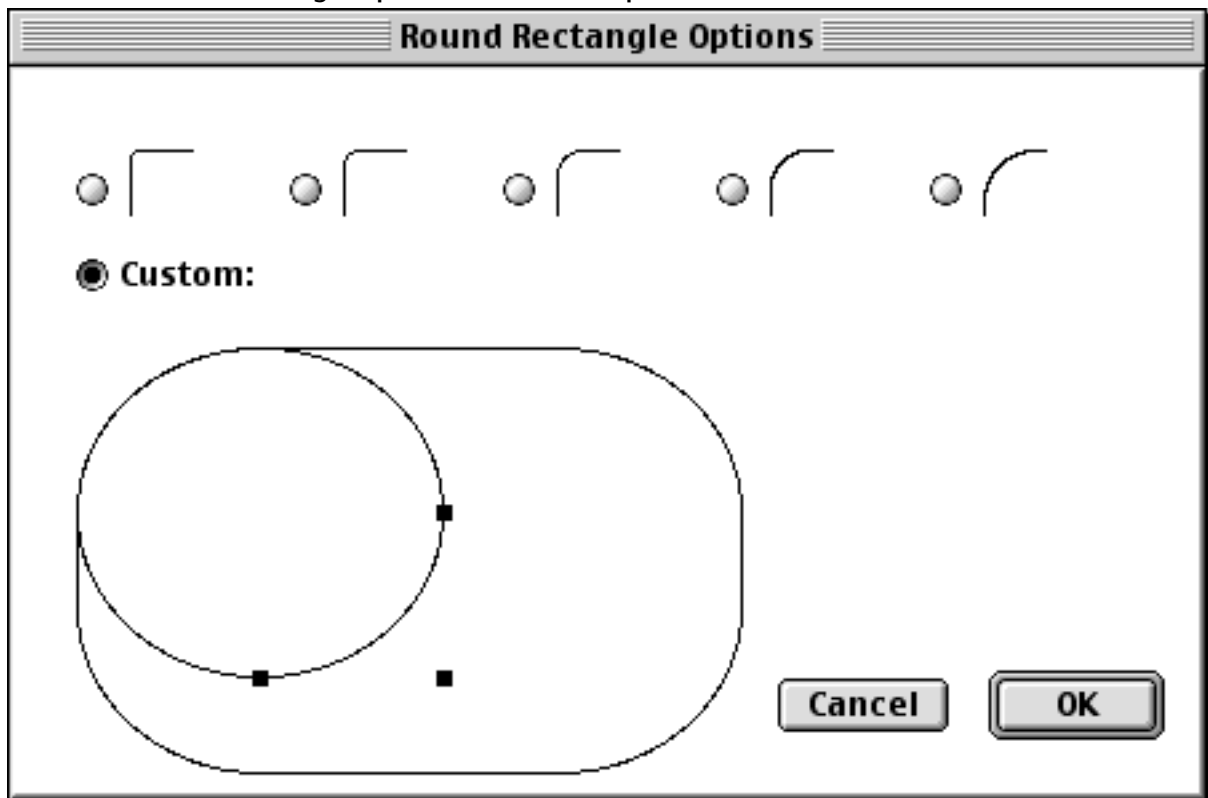


Figure 184
Round Rectangle Options dialog

2 either:

a Click one of the five preset rounded rectangles.

or:

b Click **Custom** and drag the handles to adjust the curve of the custom corner.

- 3 Click .

To change the proportions of existing rounded rectangles:

- 1 Select one or more rounded rectangles in your document.
- 2 Choose **Round Rectangle Options...** from the **Graphics** menu.

To change the thickness of a line of an existing graphic:

- ▶ Select the graphic then choose the thickness you want from the Line Thickness menu on the Line Palette.
- Note that your pointer changes to a pop-up arrow ▼ when it appears over the menu to indicate that this is a pop-up.

To choose a fill pattern:

- 1 Choose a pattern from the Fill Pattern menu on the Fill Palette.
Note that the pattern you choose shows in the palette.
- 2 Choose the foreground and background colors in the same manner.

To create text on the graphics layer:

- 1 Click the Text Tool and click the insertion point in the window where you want to create a text box.
- 2 Type text inside the text box or paste text from the Clipboard.
- 3 Choose text attributes from the **Font**, **Size**, and **Style** menus.

To justify text on the graphics layer:

- 1 Create or select a graphics text box.
- 2 Choose one of the three commands from the **Justify Text** submenu of the **Graphics** menu.
 - **Left**
 - **Center**
 - **Right**



Nisus Writer does not full (or “force”) justify the text in graphics text boxes. You cannot mix various fonts, sizes and styles in a single text box on the Graphics Layer. To combine all these elements use the Page as Graphic feature of Nisus Writer as explained on page 210.

If text disappears, click the Selection Tool and drag one of the text box’s corners to make it bigger.

To create white text on a black background:

Figure 185 illustrates this procedure.

- 1 Type your text in the normal manner into a graphics text box.
- 2 Choose the Selection Tool and select the text box.
- 3 Choose black from the Fill Pattern menu.
- 4 Choose white from the Line Pattern menu.



Figure 185

White text on a black background and the settings that enable it

To create a white bleed out of a black background:

Figure 186 Illustrates this procedure.

- 1 Draw the background in the shape you want.
- 2 Choose White for the Pen and Black for the Fill patterns.
- 3 Create a text box on the graphics layer.
- 4 Type the text.
- 5 Select the text and choose White for the Pen and 0 for the Fill patterns.

This makes the text invisible on screen until you move it in front of the prepared background.

6 Line up the two objects the way you want them.

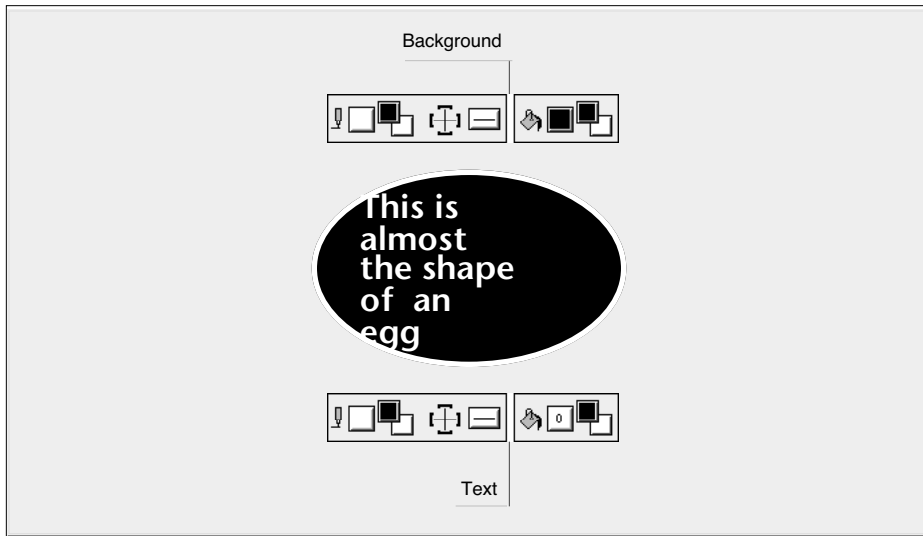


Figure 186
White bleed from black background

To create colored text and backgrounds:

- 1 Before you choose the Text Tool, set the Line Foreground menu to some color and leave the Line Pattern menu alone.
- 2 Set the Fill Foreground Color menu to a color you want.
- 3 Set the Fill Background Color menu to another color if want.
- 4 Set the Fill Pattern from white to any pattern but white.



Figure 187
Colored text on a colored background and the settings that enable it

To create a “dropped shadow”:

Dropped shadows help graphic boxes stand out from a plain background. Nisus Writer offers you tools to create this effect in a number of ways.

- 1 Create the box you want (using either the rectangle, rounded rectangle or the oval tool).
- 2 Choose **Duplicate...** from the Graphics menu.
- 3 Check **Points**, then type “1” in both the **Horizontal** and **Vertical** boxes.
- 4 Click .
- 5 Nudge the graphic up two points and to the left or right two points (depending on the “source of light”).

Once you are satisfied with your box you can copy it to the text layer and add it to your Glossary for easy access in the future as explained on pages 342 and 438.

Combining the Graphics and Text Layers

You can attach free-moving graphics to either a paragraph or a page. When you attach a graphic to a paragraph, the graphic stays with the paragraph as the document changes and the pages repaginate. When you attach a graphic to a page, the graphic stays on that page.



If you attach a graphic to page 5 of your document and then delete all the pages after page 3, you will not see your graphic. It is, nonetheless, still attached to page 5 and if (or when) you add more pages to your text to the point that you again have a fifth page, that graphic will once again appear.

Use the menus in the Display Palette on the Graphics Bar to affect the way a free-moving graphic interacts with the text layer.

Attaching Graphics to Text

To attach a graphic to a paragraph:

- ▶ Select the graphic, then choose **Move with ¶** from the **Page/¶** menu.

This causes the graphic to attach to the nearest paragraph (the anchor paragraph) above all the overlapping paragraph graphics in the text.

- Nisus Writer anchors the graphics to the Return character at the beginning of that paragraph.
- You can see this graphics anchor, which appears as a dotted line from the upper left corner of the graphic up to the beginning of the paragraph, if you choose **Graphic Anchors** from the Display Attributes menu that pops up from the Horizontal Button Bar.
- A graphic at the top of the document is anchored to the top of the document as there is no Return character to which it can anchor. Thus, if you add new paragraphs at the beginning of the document, the graphic will not move. You must manually move it on the graphics layer so that it attaches itself to another paragraph.

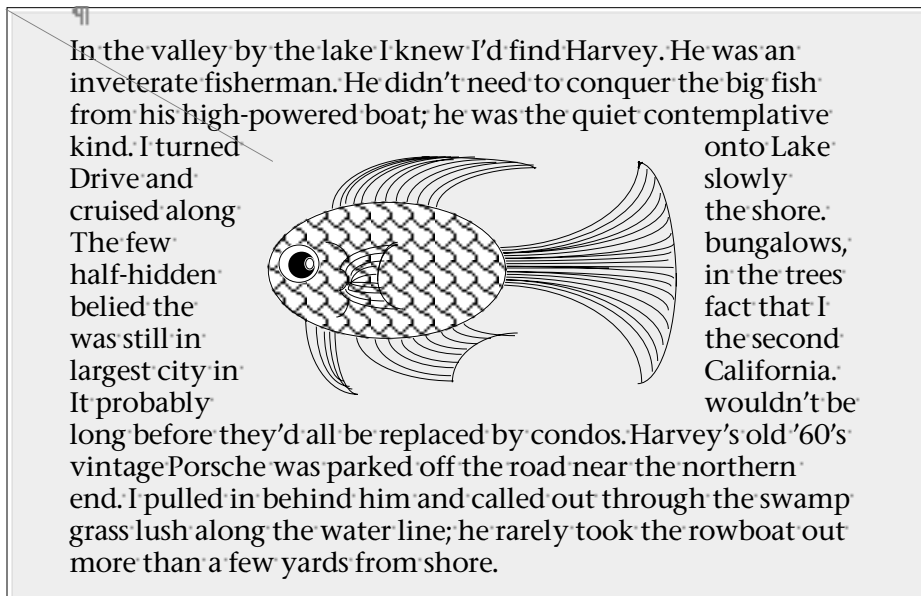


Figure 188

The Move With Paragraph Graphics Anchor (with space and Return character indicators showing to indicate attachment)

Paragraph graphics move with the paragraph to which they are anchored.

- Their distance from the anchoring paragraph is not fixed. In fact, the distance can be quite great, yet still remain anchored to the same Return character. This is because Nisus Writer tries to prevent a paragraph anchored graphic from crossing a page boundary.



When you delete or move the Return character preceding a paragraph with an anchored graphic Nisus Writer also deletes the graphic. When you move this Return character (by cutting, pasting, dragging and dropping, or by entering other text above it) the graphic moves with it.

If you want to copy and paste text with its anchored graphics, be sure to include the proper Return character in the selection when choosing **Cut** or **Copy**, or dragging and dropping the text as illustrated in Figure 189.

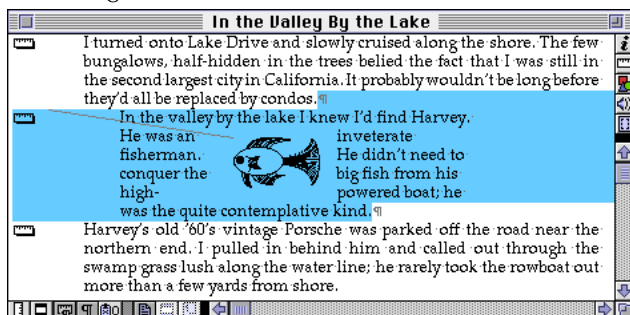


Figure 189

Selecting the Return character to which a graphic is attached



Except for when you choose **Text Wrap On**, graphics never determine the placement of the text on a page. This may cause a graphic to split across page boundaries.



If you add a paragraph anchored graphic at the top of a new document that has no text or only one paragraph Nisus Writer anchors the graphic at the beginning of the document, as there is no Return character to which to anchor it.

Thus, if you add new paragraphs at the beginning of the document, the graphic will not move. You must go to the graphics sheet and move the graphic so that it attaches itself to another paragraph.

To attach a graphic to a page:

You can have your graphics remain on a specific page regardless of the flow of text that surrounds them.

- ▶ Select the graphic, then choose **Fix to Page** from the **Page/¶** menu.

A small page icon just above and to the left of the graphic.

- You can see this graphics anchor when you choose **Graphic Anchors** from the Display Attributes menu that pops up from the Horizontal Button Bar.

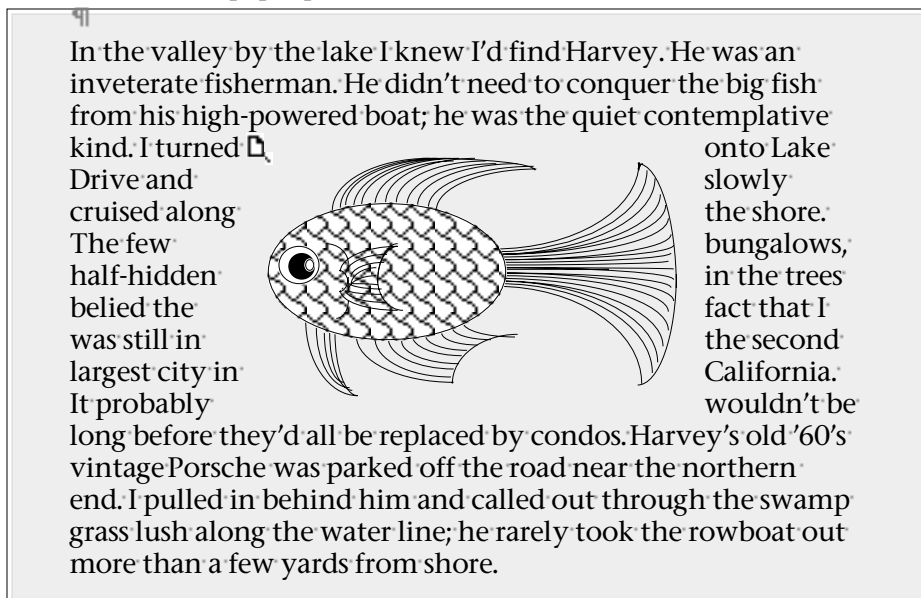


Figure 190

The  Fix to Page Graphics Anchor



Graphics that are fixed to a page cannot be selected at the same time as graphics that flow with a paragraph. If you select one or more graphics that are anchored in one way and then choose the other option from the menu you are not simply switching between two views of your document, you are altering the attachment attribute of the selected graphics.



If you remove enough text so that the number of pages in your document is less than the page number to which you have attached a Fix to Page graphic that fixed to page graphic disappears.

It is, nonetheless, still associated with that page. For example, if you fix a graphic to page 3 and you remove text so that your document has only two pages, the graphic will disappear. When you add text again so that there are three pages, the graphic attached to page 3 will reappear, even if you save and close the file without the graphic having been visible.

Displaying Graphics In, Over and Under Text

The text entered on the text sheet is itself transparent and lies between the two graphics sheets. It may or may not be visible in relation to the graphics. This depends on whether the graphics are in front of, or behind the text, or transparent, or whether you have chosen **Text Wrap On** (if you have a QuickDraw printer, see page 277).

Character graphics on the text sheet do not cause text wrap; they act just as any other character typed from the keyboard. This means that they will wrap around the graphics on the graphics sheets. A document can have a mixture of graphics with **Text Wrap On** and **Text Wrap Off**.

To display a graphic over text:

- ▶ Select the graphic, then choose **Front of Text** from the **Front/Behind Text** menu.

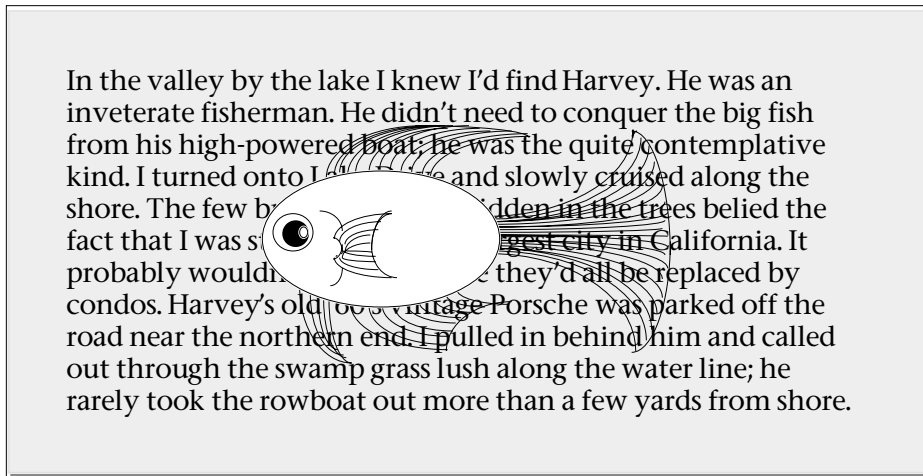


Figure 191

Text Wrap Off (graphic in front of text)

This has the effect of covering the text unless the Fill Palette is set to none (0).

To display a graphic behind text:

- ▶ Select the graphic, then choose **Behind Text** from the **Front/Behind Text** menu.

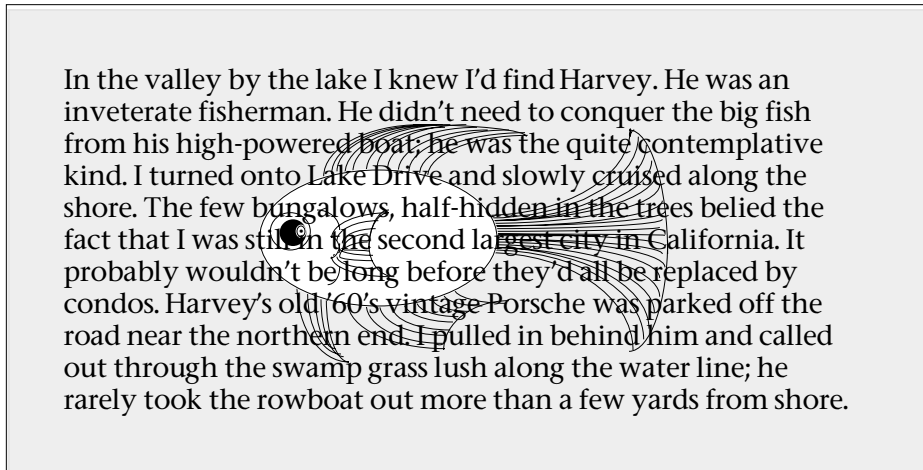


Figure 192

Text Wrap Off (graphic behind the text, also expressed as text over the graphic)

Use this technique to create a "screen" or watermark effect.

To create a watermark effect behind text:

- 1 From the first menu in the Display Palette, choose **Fix to Page** so that the graphic does not move.
- 2 From the second menu in the Display Palette, choose **Behind Text** so that the graphic does not prevent the text from showing.
- 3 From the third menu in the Display Palette, choose **Text Wrap Off** so that the text fills the page normally.
- 4 From the Fill Pattern Palette, choose Black (or "Full") and from the Foreground Fill Color Palette choose a light gray or yellow so that the graphic can be seen but does not obscure the text in any way.

To wrap text around a graphic:

Regardless of which graphics sheet your graphics are on (either in front of the text or behind it; fix to page or move with paragraph) text wraps around the smallest rectangle that encloses the graphic. Text interrupted by the graphic continues on the other side of the graphic (justified according to the attribute set for that paragraph on the Text Bar). This is illustrated in Figure 188 and Figure 190 on pages 196 and 197.

- ▶ Select the graphic, then choose **Text Wrap On** from the **Text Wrap** menu.

You can set the margin of white space to the right and left of the graphic by choosing **Edit Graphic...** from the **Graphics** menu. See "To set the border around which text wraps around graphics" on page 200. You can save these parameters as part of your Nisus New File.

When you select a graphic that spans more than one column and choose **Text Wrap On** from the **Text Wrap** menu, the text will wrap in the other column or columns it touches. The gutter lines between



columns break for a graphic that spans columns. You can see this in the Layout window.

To wrap text around an irregularly shaped graphic

- 1 Create the graphic and be sure that **Text Wrap Off** is the active attribute.
- 2 Choose the Line Drawing Tool and a large “weight.”
- 3 Choose **Text Wrap On** from the **Text Wrap** menu and draw a series of lines that span the exact width and height of the area you want the text to wrap.
- 4 When you have finished drawing all of these lines select them all but not the original irregularly shaped graphic.
- 5 Change their pen pattern to solid white.
 - You can have the non-wrapping graphic attached to the page and the lines attached to the paragraph; this facilitates selecting them. Be sure to make them both share the same attachment attribute when you finish, or they will not remain together as your text changes.

The text then appears to wrap around the graphic while it actually wraps around the (invisible) lines, as illustrated in Figure 193.

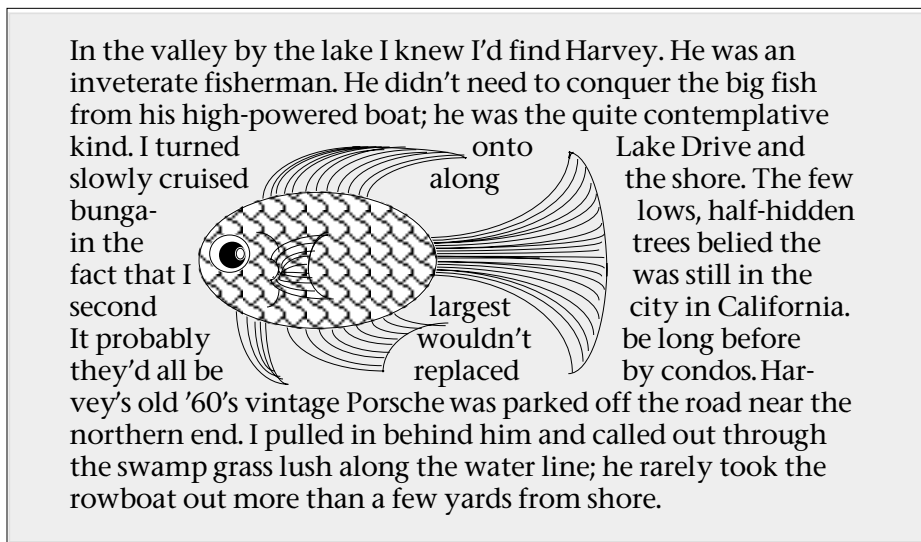


Figure 193

Text wrapping around an irregular shape

Text Wrap only affects the text on the text sheet, not the text created using the Text Tool on the graphics layer. However these text boxes can also have text wrap around them as illustrated in Figure 194.

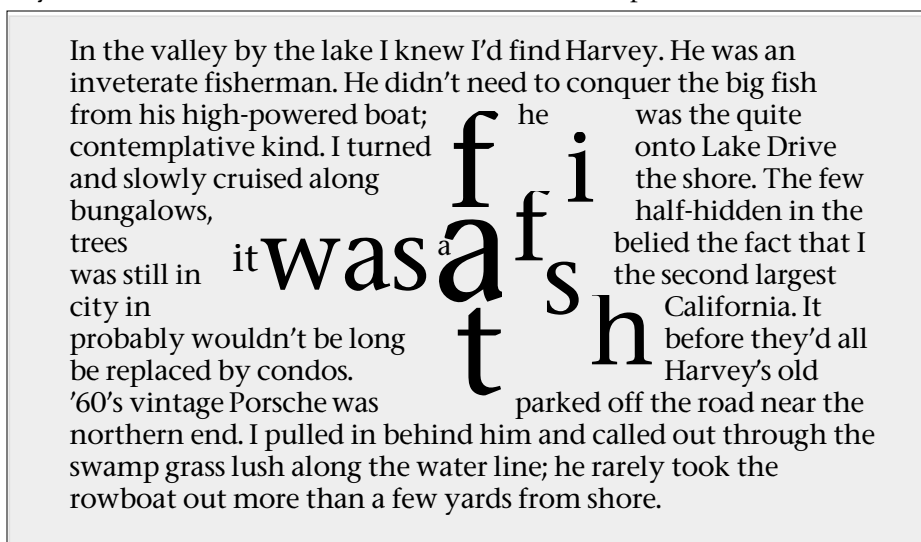


Figure 194

Text wrapping around text boxes

To apply special effects attributes:

- ▶ Select the graphic, then choose **Opaque**, **Transparent Bkgnd.**, **Inverted**, **Transparent**, **Blend On Darker**, **Translucent**, **More Saturation**, or **Less Saturation** from the **Overlay Attributes** menu.

To determine whether or not a graphic hides what is behind it:

- ▶ Choose **Opaque**.
Any objects behind do not show through.
- ▶ Choose **Transparent**.
Any objects behind show through.

To have a graphic invert overlapping regions:

- ▶ Choose **Inverted**.
Black changes to white and white to black.

To blend colors in various ways:

Color monitors offer more options in the Overlay Attributes pop-up menu on the Graphics Bar.

- ▶ Choose **Transparent**
Blends the colors of the Transparent graphic with the colors of the graphic behind it using the lighter tints of both graphics.
- ▶ Choose **Blend on Darker**
Blends the overlapping colors of the Blend On Darker graphic:
 - lighter when the color of the graphic behind it is changed to a lighter tint.
 - more vivid when the color of the graphic behind it is changed to a darker shade.
- ▶ Choose **Translucent**
Blends the colors of the Translucent graphic with the colors of the graphic behind it using the darker shades of both graphics.
- ▶ Choose **More Saturation**
Adjusts the colors of the More Saturation graphic using the lighter tints of the graphic behind it to make it brighter.
- ▶ Choose **Less Saturation**
Adjusts the colors of the Less Saturation graphic using the darker shades of the graphic behind it to make it more dull.



PostScript printers do not support Transparent or Inverted drawings. If you use a PostScript printer, always choose Opaque for best results. For more information regarding the limitations of PostScript printers, see page 277.



Certain combinations of these graphic effects ignore the background color of the graphic. These combinations also differ among the various kinds of graphics you can have in Nisus Writer (that is Nisus Writer objects and bit mapped graphics). These are QuickDraw limitations.

To set the border around which text wraps around graphics:

- 1 Choose **Edit Graphic...** from the **Graphics** menu.
- 2 Type the distance (in points) between wrapped text and the graphic rectangle.
This only applies when Text Wrap is on.

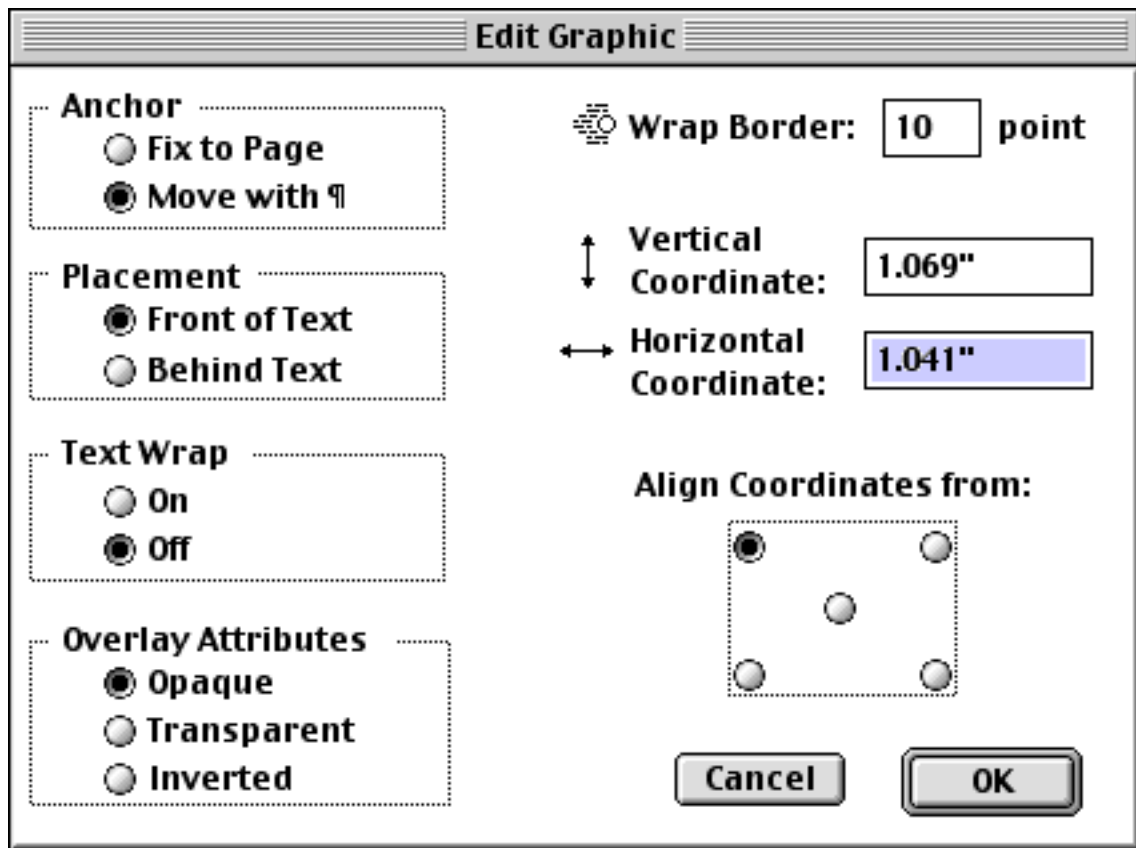


Figure 195
Edit Graphic dialog



You can use this dialog to apply the same graphic attributes as are available with the pop-up menus.

To place a graphic precisely:

- 1 Choose **Edit Graphic...** from the **Graphics** menu.
- 2 Click the button that represents the corner (or the center) you want to use to align the horizontal and vertical placement measurements in the **Align Coordinates from** section of the dialog as illustrated in Figure 195.

The X and Y coordinates are relative to the top of the page.

Press **control** to display the coordinates of the pointer relative to the top of the document.

- 3 Type the vertical distance from the top of the page to the corner or center of the graphic.
 - 4 Type the horizontal distance from the left of the page to the corner or center of the graphic.
- Each time you create a new graphic object, Nisus Writer places it in front of any already existing objects. You may want to shift their relative position later.

To bring an existing graphic to the front of all other graphics in a document:

- 1 Select the graphic (or graphics).
- 2 Choose **Bring To Front** from the **Graphics** menu.

To send an existing graphic behind all other graphics in a document:

- 1 Select the graphic (or graphics).
- 2 Choose **Send to Back** from the **Graphics** menu.



Fix to Page graphics are always behind **Move with ¶** graphics. Bring to Front and Send to Back have no effect on their positions relative to each other.

To form one graphic out of many:

You can combine several selected graphics into a single object.

- 1 Select the graphics you want to groups.
- 2 Choose **Group** from the **Graphics** menu.



When you group graphics, they retain their individual attributes, such as fill pattern, frame weight, and transparency. Once they are grouped, however, changing any of these attributes changes them for every graphic in the group.

You can only group graphics that have the same anchor attribute. You can combine groups of graphics creating medium sized units of larger graphics.

To separate selected graphics from their group:

- 1 Select the grouped graphic you want to ungroup.
- 2 Choose **Ungroup** from the **Graphics** menu.

To change the size of selected graphics:

- 1 Select the graphic you want to scale.
- 2 Choose **Scale** from the **Graphics** menu.
- 3 Type the percentage scaling that you want in the **Horizontal** box.
Nisus Writer automatically enters the same value in the **Vertical** box, since it assumes you want proportional scaling. If you want different horizontal and vertical scaling, enter the desired values in the boxes.
- 4 Click the button that indicates which of the five points of the graphic should remain fixed during scaling.
- 5 Check (or uncheck) **Scale Pen** if you want the object's border line to scale as well as the object itself as illustrated in Figure 197.

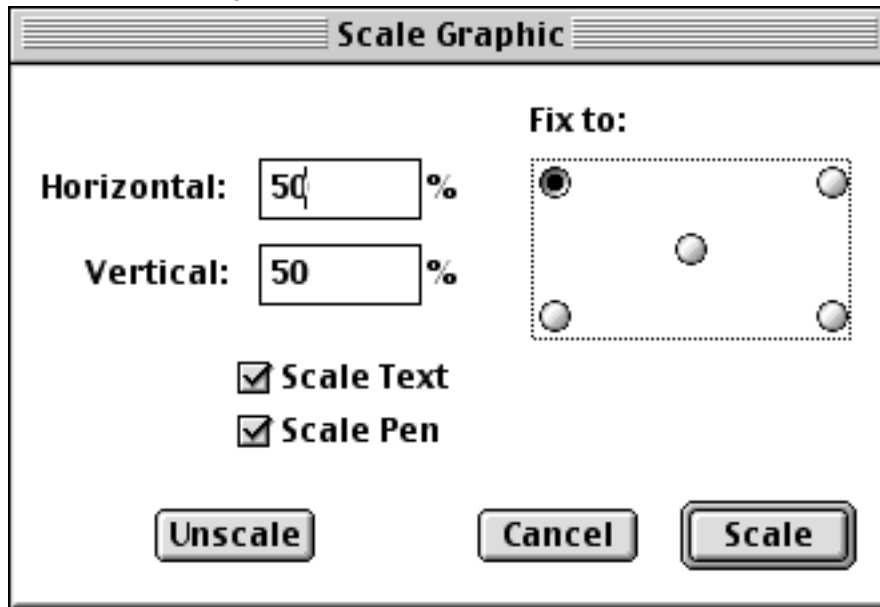


Figure 196
Scale Graphic dialog

- 5 Click **OK**.
 - Once you set a percentage in this dialog you can quickly scale any graphic in the current file to the same percentage by choosing **Quick Scale** from the **Scale** submenu of the **Graphics** menu.

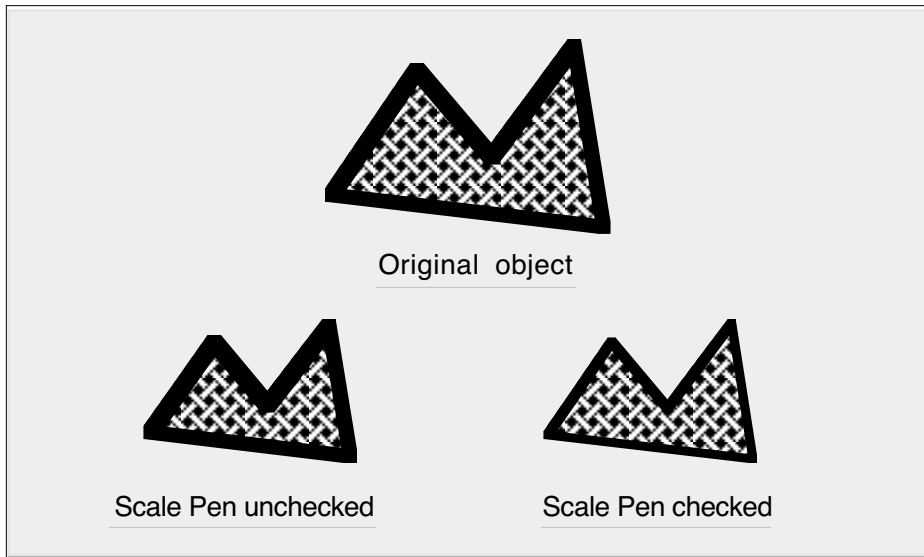


Figure 197
Scaled graphic with and without the pen scaled

To scale graphics and graphic text boxes together:

You might place a graphics text box inside a small “frame” and then need to resize these as a group. Nisus Writer offers a variety of possibilities by combining the two states of the two check boxes in the Scale Graphic dialog illustrated in Figure 196 on page 202. Figure 198 on page 204 illustrates the results of the various options.

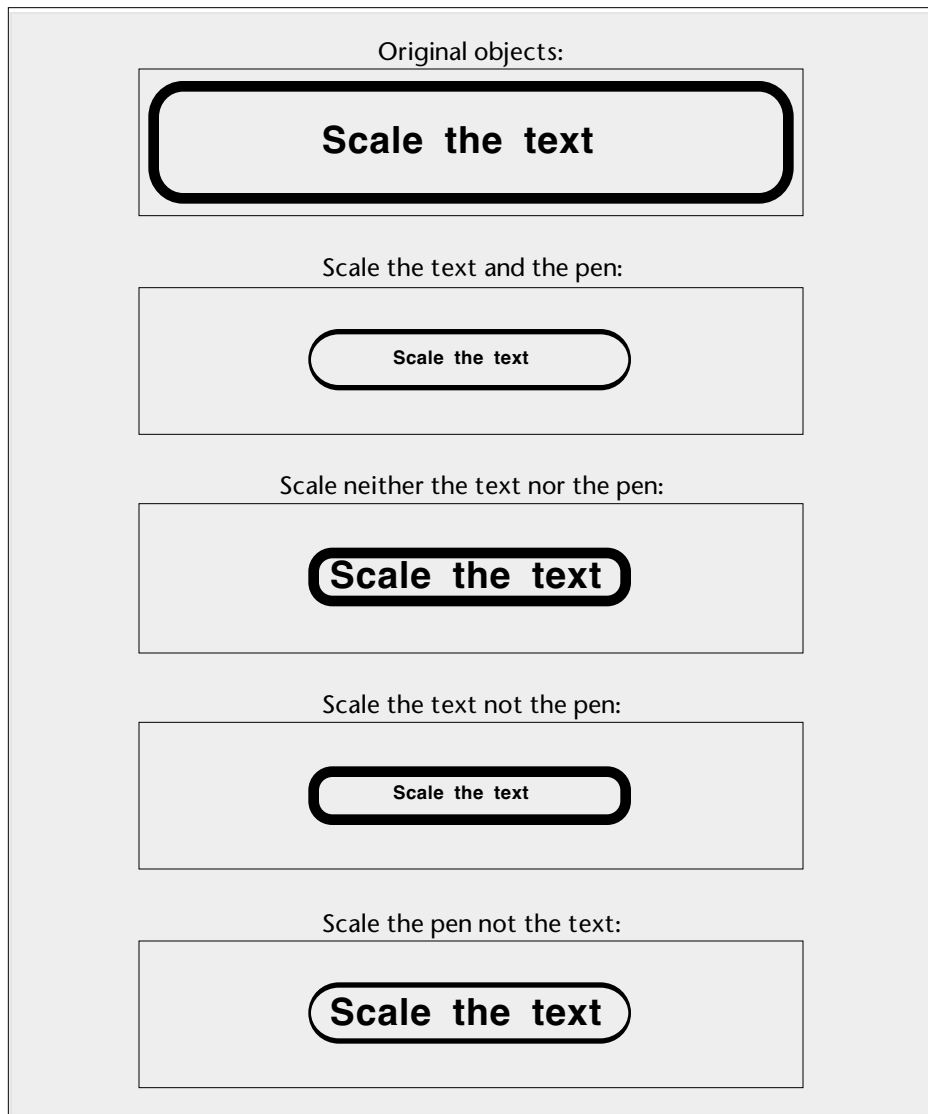


Figure 198
Scaling the text and the pen options

To “unscale” any scaled graphic:

- 1 Select the graphic you want to unscale.
- 2 Choose **Scale** from the **Graphics** menu.
- 3 Click **Unscale**.

This only works on graphics that have an “original” size. Non-Nisus Writer graphics scaled in Nisus Writer remember their original size and can be unscaled. Nisus Writer object graphics do not have an original size and so do not unscale.

- ▶ Choose **Unscale** from the **Scale** submenu to bring the graphic back to its original size.
This only works with some non-Nisus Writer graphics which have been scaled.

To duplicate selected graphics:

You can use copy and paste on the Graphics layers of Nisus Writer. However, periodically you may need to have many copies of a particular graphic object.

- 1 Select the graphic you want to duplicate.
- 2 Choose **Duplicate** from the **Graphics** menu.

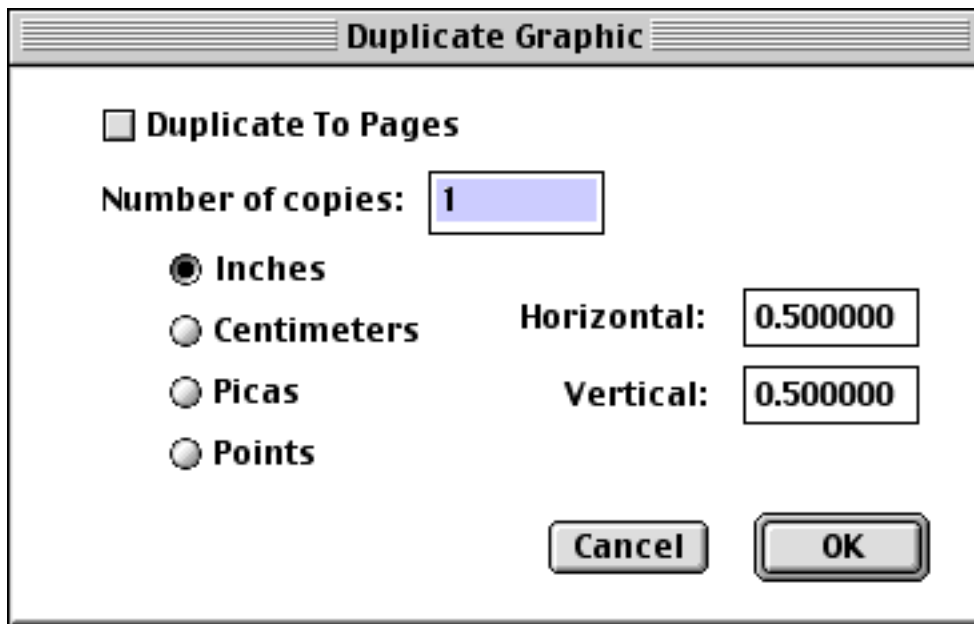


Figure 199

Duplicate Graphic dialog

- 3 Type the number of copies you want in the **Number of Copies** text box.
- 4 Click the button to determine by which unit of measurement you want the copies separated.
- 5 Type the horizontal and vertical distance you want each copy in the **Horizontal** and **Vertical** text boxes.
- 6 Click .

To have a graphic duplicate to specific pages of the document:

- 1 Select the graphic you want to duplicate.
- 2 Choose **Duplicate** from the **Graphics** menu.
- 3 Check **Duplicate to Pages**.

When checked, a modified set of options appears for you to specify the pages to which to duplicate.

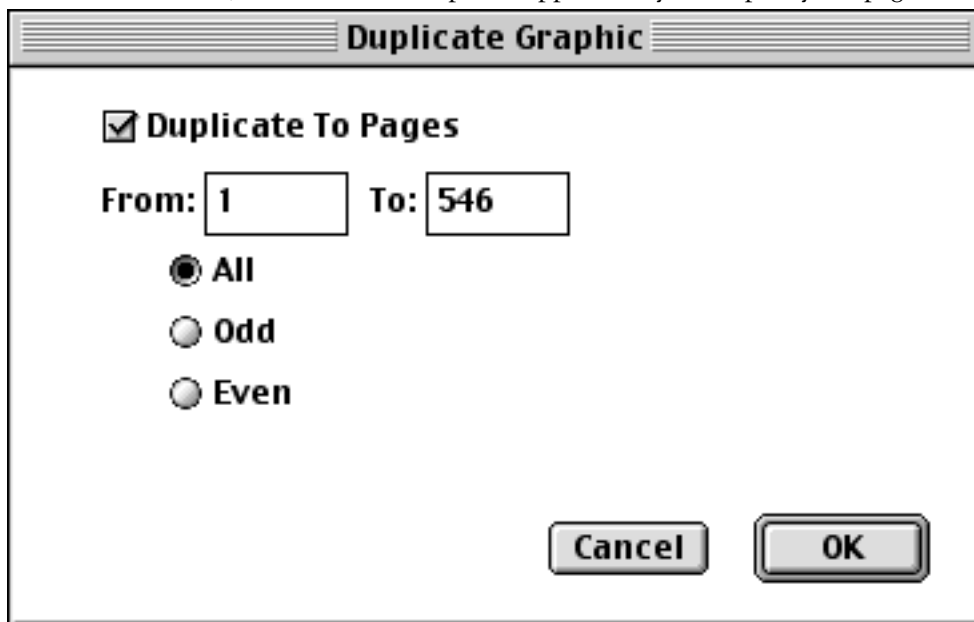


Figure 200

The Duplicate to pages dialog

- 4 Enter the range of pages on which you want the graphic to appear.
- 5 Click the button to determine whether the graphic should appear on **Odd**, **Even** or **All** pages.
- 6 Click .

Nisus Writer places each copy of the graphic on a separate page in the same relative position as the original.

To quickly duplicate a selected graphic based on previous settings:

- ▶ Choose **Quick Duplicate** from the **Graphics** menu.

To rotate graphics to the right or left:

- 1 Select the graphic you want to rotate.
- 2 Choose **Rotate Right 90°** or **Rotate Left 90°** from the **Rotate** submenu of the **Graphics** menu.
The graphic rotates in a clockwise (or counter clockwise) direction around its midpoint. Choose the command again to rotate the graphic an additional 90 degrees. “Right” means that the handle in the upper left corner of the graphic rotates to the right.



You cannot rotate graphics which contain PostScript comments. Rotated text may not print properly on a QuickDraw printer. For more information on PostScript printer limitations, see page 277.

To return a graphic to its original, unrotated position:

- 1 Select the graphic you want to “unrotate”.
- 2 Choose **Unrotate** from the **Rotate** submenu of the **Graphics** menu.

To move graphics by specified increments:

- 1 Select the graphic you want to move.
- 2 Choose **Nudge Right**, **Nudge Left**, **Nudge Up**, or **Nudge Down** from the **Nudge** submenu of the **Graphics** menu.



To move the selected graphic using the keyboard, press , , or to move the graphic to the right, up, down or left respectively.

Nudge only affects graphics on the Graphics Layer, not Character Graphics.

To change the nudge increment:

- 1 Choose **Set Nudge...** from the **Nudge** submenu of the **Graphics** menu.
- 2 Enter the amount (measured in points) you want the graphic to move when you choose a nudge command.
- 3 Click .

The preset value is one point.

Working with Character Graphics

Graphics can be placed on the text layer either by copying and pasting an existing graphic or by choosing Character Graphic from the Insert menu to create a new one. Nisus Writer treats any graphic on the text layer as though it were a character in your text. If you include a character graphic in a sentence, the height of the line in which it appears will likely increase (unless you choose **Fix** from the **Spacing Type** menu on the Text Bar). This means that a 12-point graphic inserted next to 9-point text increases the sentence’s line height.

As you work with character graphics on the text layer, keep these guidelines in mind:

- You can copy, paste, as well as drag and drop text layer graphics like any other character in your text.
- You can move character graphics in relation to the baseline and the characters next to them.
- When you select character graphics they have four round cropping handles (on the sides) and four square sizing handles (on the corners) as illustrated in Figure 201.
- For the purpose of find and replace, Nisus Writer considers multiple character graphics that have the same size graphics window (height and width) to be identical no matter what they really look like.

Editing Character Graphics

To edit the character graphic image:

- ▶ Double-click the character graphic.

The **Graphic for...** window opens containing the character graphic image. In this window Nisus Writer displays the graphic as a Nisus Writer free-moving graphic as though on the Graphics Layers. Use this window to edit graphics in the same way as you would on the Graphics Layer itself. After you finish editing, close the window. The character graphic reflects the changes you made.

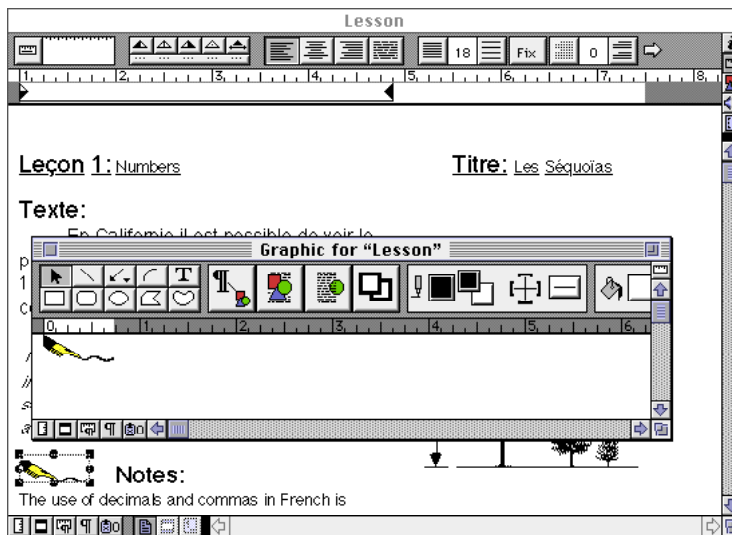


Figure 201
A Character Graphic opened for editing

To resize a character graphic:

You can resize a character graphic. This scales the graphic image to a new size.

- ▶ Select the graphic you want to resize, then drag one of the four square handles on its corners to resize it.

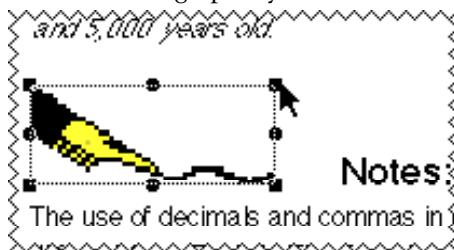


Figure 202
Resizing a character graphic

To force the graphic to keep its original proportions, press **shift** as you resize the graphic.

To change how much of the character graphic appears:

You can crop a character graphic so that portions of it are hidden from view.

- ▶ Select the graphic and drag one of the round handles on its side inward.

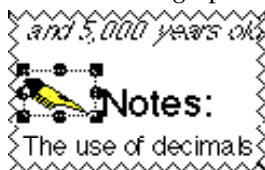


Figure 203
Cropping a character graphic

To change the margin of white space that surrounds a character graphic:

You can change the area surrounding a character graphic.

- ▶ Select the graphic and drag one of the round handles on its side outward.

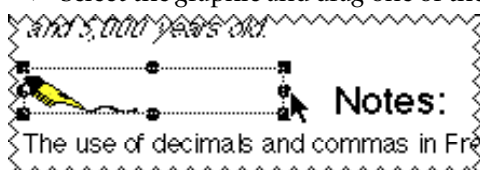


Figure 204
Increasing the white space around a character graphic

To move a character graphic:

You can move a character graphic in relation to the line on which it appears, but Nisus Writer restricts the movement to that line.

- ▶ Drag the selected graphic to another position on the line.

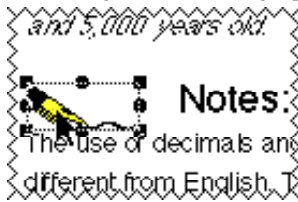


Figure 205

Dragging a character graphic below the baseline of text

Move the graphic up or down in relation to the baseline of the text on the line, and right or left of its normal position. This movement may affect the spacing of the text surrounding the character graphic.

To return a character graphic to its original size and location:

- ▶ Press **⌘** and double-click the selected graphic.

Finding and Replacing Character Graphics

You can find and replace character graphics located on the text layer. You cannot find and replace graphics on the graphics layers.

To find character graphics of the same size:

You can find any character graphic that has the same dimensions as the character graphic in the Find box of the Find & Replace window.

- 1 Choose **Find/Replace...** from the **Tools** menu.
- 2 Copy, then paste a graphic into the Find box.
- 3 Make sure **Find Text Only** on the **Find/Replace** menu does not have a check mark beside it, and click **Find**.

To find character graphics of any size:

You can find any character graphic in your document.

- 1 Choose **Find/Replace** from the **Tools** menu.
- 2 Copy, then paste a graphic into the Find box.
- 3 Make sure **Find Text Only** on the **Find/Replace** menu has a check mark beside it, and click **Find**.



You can only find specific character graphics if you know their actual height.

Importing Graphics

You can import EPSF and PICT graphics directly into Nisus Writer using the Open dialog, or you can copy and paste them into Nisus Writer via the Clipboard.

To import a graphic using the Clipboard:

- 1 Select the graphic in another application, and choose **Copy** from the **Edit** menu.
- 2 Open your Nisus Writer document and choose **Paste** from the **Edit** menu.

To paste PICT graphics:

You can use the Nisus Writer Clipboard or Macintosh Scrapbook to import graphics. If you paste a graphic created in a drawing program into a Nisus Writer document, you can edit the graphic as long as Nisus Writer has the same or similar drawing tools. If you paste a bitmap PICT created with a paint program into a Nisus Writer document, it becomes a single object, and, though you can hide portions of it using the graphics tools of Nisus Writer, you cannot edit it. You can also or (if you have the appropriate XTND translator file) import PICT, EPSF, TIFF, and MacPaint 2.0 graphics directly into a Nisus Writer document without using the Clipboard or Scrapbook.

Normally if you paste grouped object graphics from another graphics program into the Nisus graphics sheet, the groups can be ungrouped and individually edited, just as if they were created in Nisus Writer. The dialog illustrated in Figure 206 will appear.

- ▶ If you want to paste them as a single group without the possibility of ungrouping in Nisus Writer, click **PICT**.
- ▶ Press **⌘** while pasting to bypass this dialog.

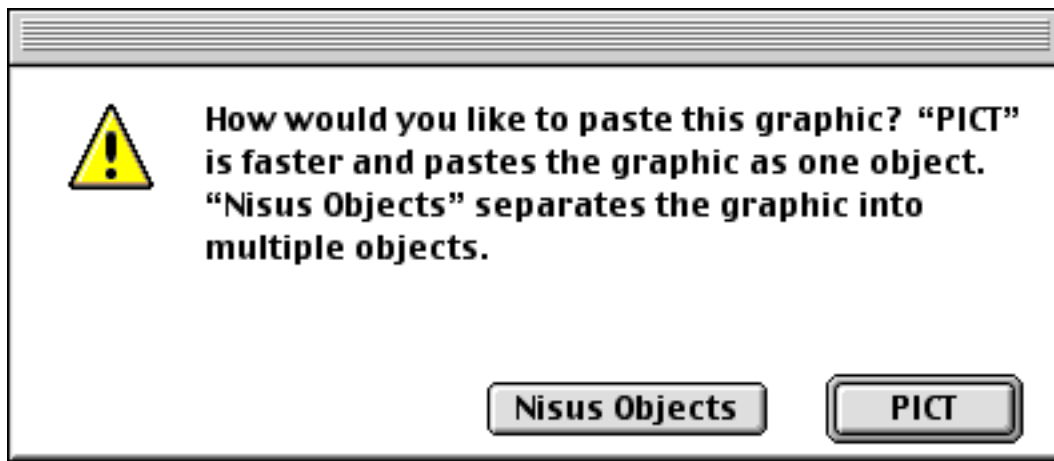


Figure 206
The Paste PICT dialog

To paste imported graphics with PostScript information:

You can import graphics into the graphics sheet from other programs by using the Clipboard or the Scrapbook. If you paste a bitmap created with a paint program, it becomes a single object in Nisus.

If you paste grouped graphics from other programs into the Nisus Writer graphics sheet, the groups can be ungrouped and individually edited, just as if they were created in Nisus Writer.

- ▶ In the dialog that appears shown in Figure 207, click **PICT**.
- ▶ Press **shift** while pasting to bypass this dialog.



This grouping is necessary when pasting a graphic with imbedded PostScript commands into the graphics sheet.

- When you paste such a graphic into the text sheet, the PostScript commands are automatically included (“encapsulated” as in EPSF: Encapsulated PostScript File) in the character graphic.
- On the graphics sheet, however, they are recognized as separate objects. In such a case, the dialog shown in Figure 207 appears. If you click **PICT**, Nisus groups the PostScript commands with the bitmap as a single graphic.

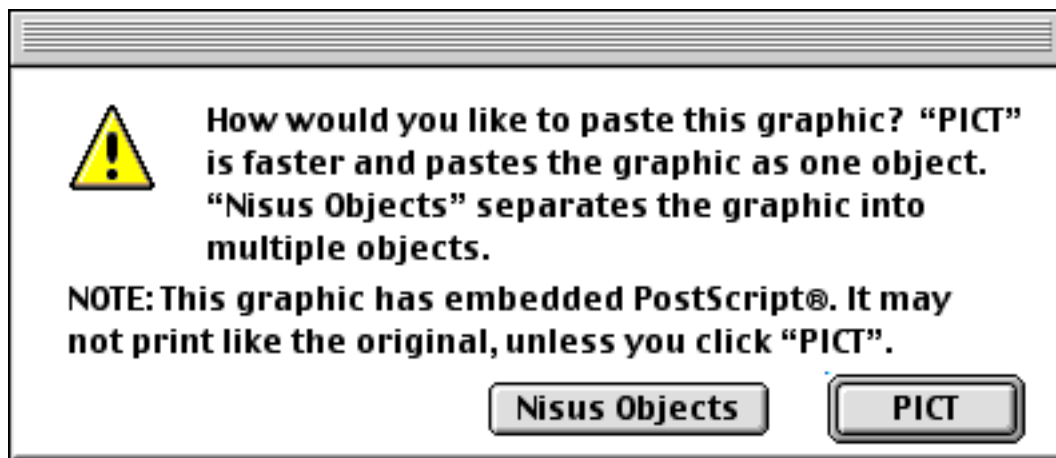


Figure 207
The Paste PostScript dialog

To import a PICT, EPSF, TIFF, or MacPaint 2.0 graphic:

Depending on the import filters you have, you can import graphic images directly from PICT, EPSF, TIFF, or MacPaint 2.0 documents into a Nisus Writer document.

- 1 Open the Nisus Writer document into which you want to import the graphic.
- 2 Choose **Open...** from the **File** menu



Figure 208

The Open dialog with an EPSF file selected

- 3 Locate a PICT, EPSF, TIFF, or MacPaint 2.0 (depending on the Translator files you have in the Claris folder inside your System Folder) graphic document from the listing, and click **Open**.

You may want to choose a particular translator from the pop-up menu at the bottom of the dialog to make finding the particular type of file you want to import easier.

The graphic appears in your Nisus Writer file at the insertion point.

You can resize or crop the graphic using any of its handles or choose **Scale...** or **Duplicate...**



You cannot edit or rotate an EPSF “Encapsulated PostScript File” graphic in Nisus Writer. Opening the Graphics For... window to make any changes in it changes the PostScript information “encapsulated” in the file and damages the graphic so that it will no longer print correctly. For more information about PostScript limitations see page 277.

Inserting a Nisus Page as a Graphic

You can insert the page of a Nisus Writer document into another Nisus Writer document. This allows you to scale the inserted page, rotate it, or make text wrap around it. It allows you to treat the Nisus Writer page as if it were any other graphic. You can insert a page from an existing Nisus Writer document, or you can insert a new page. Once you have inserted the page, double-clicking it opens the original document for editing.

You can combine contents of multiple files into one document. For each section of text with unique and incompatible formatting requirements (such as different numbers of columns) use a separate file. In your “parent” file, insert the contents of these other “adopted child” files using **Page As Graphic**. The contents of the page you specify from the child file are in a resizable, moveable box. You can jump to editing a child file at anytime from the master.

You should experiment with different arrangements of parent and child formatting combinations to see which works best with your application. For example, in some cases, you may want the parent to be have two columns and in others have the child as the two-column format. Or put no text directly in the master and put all text in child files.

The advantage to this approach is flexible format options and the ease of making re-usable templates. The disadvantage is that documents are now spread across multiple files. You must check the spelling of these files across multiple documents and Find/Replace also (though the fact that you can have all the pertinent files open at the same time and use the Catalog to do multi-file operations helps).

To insert an existing Nisus Writer page as a character graphic:

- 1 Click the insertion point in the text where you want to insert the Nisus Writer page.
- 2 Choose **Page As Graphic...** from the **Insert** menu.

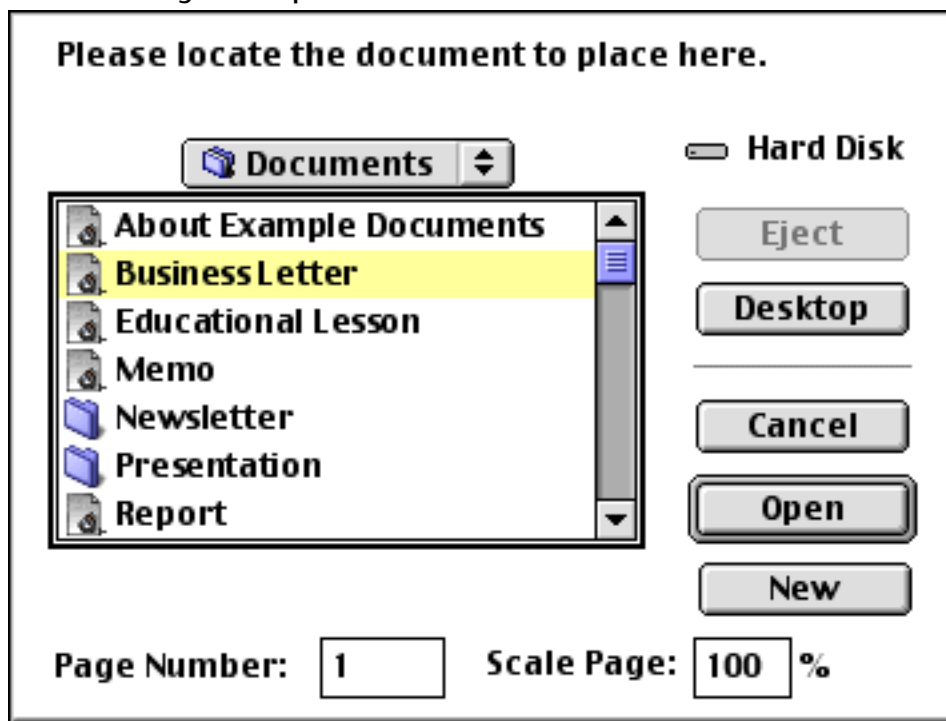


Figure 209

The Insert Nisus Page as Graphic open dialog

- 3 Locate the document from which you want to insert a page.
- 4 Type the number of the page you want to have appear at this spot and the percentage to which you want it to scale, and click **Open**.

If only a part of the page displays as a character graphic, press **shift** and double-click the graphic to expand it to its full size.

To insert a new Nisus Writer page as a character graphic:

- 1 Click the insertion point in the text where you want to insert the Nisus Writer page.
- 2 Choose **Page As Graphic...** from the **Insert** menu and click **New**.

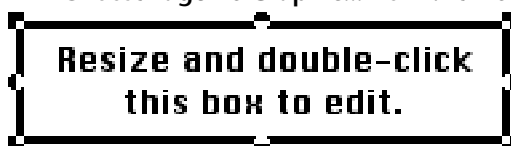


Figure 210

The new Insert Nisus Page as Graphic character graphic box

- 3 Resize the charactergraphic box that appears at the insertion point using the square handles at the corners and double-click it to open a blank Nisus Writer document.

- 4 Edit the document, choose **Save** from the **File** menu, name and close the document.
An image of the page you just created appears as a character graphic at your insertion point.

To insert an existing Nisus Writer page on the graphics layer:

- 1 Click the Display Graphics Bar button on the Vertical Button Bar.
- 2 Choose **Page As Graphic...** from the **Insert** menu.
- 3 Locate the document whose page you want to insert.
- 4 Type the number of the page you want to have appear at this spot and the percentage to which you want it to scale, and click **Open**.

You can scale, rotate and duplicate the Nisus Writer page when it is on the Graphics Layer. You can manipulate the way the text interacts with the Nisus page when it is on the graphics layer.

- ▶ See “Combining the Graphics and Text Layers”, page 195, for information about how to change the way the Nisus Writer page interacts with the text when on the graphics layer.

To insert a new Nisus Writer page on the graphics layer:

- 1 Click the Display Graphics Bar button on the Vertical Button Bar.
- 2 Choose **Page As Graphic...** from the **Insert** menu and click **New**.
- 3 Resize the graphic box that appears on the graphics layer and double-click it to open a blank Nisus Writer document.
- 4 Edit the document, choose **Save** from the **File** menu, name and close the document.
An image of the page you just created appears as a free-moving graphic on the graphics layer.

To open the original document:

- ▶ Double-click the graphic.
The original document opens for editing, or (if you have moved the original), Nisus Writer asks you to locate it (or another document of your choice).

Book Tools

Nisus Writer supplies a variety special tools for creating larger documents. These include the use of variables, footnotes, tables, equations, and cross-references. This portion of the manual also includes a section on creating tables of contents and indexes. Other important tools for working on longer documents are Publish and Subscribe which are discussed beginning on page 314 in the section Managing Documents.

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Working with Automatic Numbering

Nisus Writer provides many customizable tools for automatically numbering objects. Aside from numbering pages (discussed on page 155) those most commonly used include chapters, sections, subsections, tables, equations and figures. You can also number paragraphs, such as items in an instruction list. Nisus Writer can number each of these items for you automatically.

Nisus Writer's automatic numbering offers many advantages. Using this feature, Nisus Writer re-numbers various objects you insert into your document. Without it, you would have to re-number all sections or other objects whenever you add or delete one from within the middle of a sequence.

Automatic numbering is particularly useful in documents such as contracts, books, and reports.

You will find these automatic numbering features on the **Insert** menu and its submenu.

Nisus Writer also provides a variety of other items that automatically change depending on their circumstances. You can learn more about these variables on page 179.

Numbering Chapters, Sections, etc.

To insert a chapter number:

- 1 Put your insertion point where you want your new chapter to begin.
- 2 Choose **Chapter** from the **New Number** submenu of the **Insert** menu.

The word "Chapter" appears followed by the chapter number in standard Arabic numerals, beginning with 1.

Each time you choose **Chapter** Nisus Writer displays "Chapter n." Each time you use this command, the chapter number increases by one.

If you add, move, or delete a chapter number, Nisus Writer automatically rennumbers the remaining chapters in sequence. Thus, you are free to move text around in any way, and Nisus Writer will update the numbering variable.

The commands **Section** and **Subsection** etc., function the same as **Chapter**.

To rename an automatic number:

Nisus Writer comes with the **New Number** submenu of the **Insert** menu preset to the commands listed on page 31. However, you can rename these commands to anything you wish and have the names appear on the menu. These names are file specific, so that if you rename **Custom A** to "**Jane**" in one file you can also rename **Custom A** to "**Jack**" in another.

- 1 Choose **Define Numbers...** from the **Insert** menu.
- 2 Choose the number you want to rename from the pop-up menu at the top of the dialog and enter the name you want to use.
- 3 Click **Set** then, if you are finished click **Done** or choose another number to rename.

To add a word before automatic numbers:

- 1 Choose **Define Numbers...** from **Insert** menu.
- 2 Choose the level of sectioning you want to define from the **Number** pop-up menu at the top of the dialog.
- 3 Check **Restart on New** and choose the appropriate level of sectioning from the pop-up menu in the central "**Counting**" portion of the dialog.
- 4 Type the word that corresponds to what you want to number in the bottom "**Structure**" portion of the dialog and add a space. You can see how the text will appear in your document.
- 5 Click **Set** at the top of the dialog, then click **Done** at the bottom.

Now, whenever you choose to insert the automatically numbering item you just set, it will increment appropriately and appear with the text you added at the bottom of the dialog.

You can change the format of these and other numbering variables.

To use Arabic, Hebrew or Persian with automatic numbers:

When you have Arabic/Persian or Hebrew resources in your System, Nisus Writer offers a new option for the appearance of the variable page number or any other numbering variables

- 1 Choose **Define Numbers...** from the **Insert** menu.
- 2 Choose **Page Number** (or any other number you wish to customize) from the **Number** pop-up menu.
- 3 From the **Unit** pop-up choose **AbgadHawaz** or **Hebrew**.
- 4 Click **Set** then click **Done** to close the dialog.

Insert the page number variable from the **Insert** menu into your header or footer using a Hebrew or Arabic font and page “numbers” will appear as Hebrew or Arabic characters in sequence.

Example Number Formats

Define Numbers

Number: **Custom A** Set

.... Counting

Unit: **Arabic (1, 2...)**

Start at: **1**

Increment by: **1** ☒ Restart on New **Section #** Section #

.... Structure

Example: Figure 1.2.3

Figure **Chapt...** **.** **Secti...** **.** **Cust...**

None **None** **None**

Cancel Done

Figure 211
The define numbers dialog

To number figures:

This example defines a variable called “**Custom A**” for numbering figures in your document. Each number has the form: Figure [current chapter number].[current section number].[current figure number]. For example, “Figure 8.4.2” would be the second figure in section 4 of chapter 8.

- 1 Choose **Custom A** from the **Number** pop-up menu at the top of the Define Numbers... dialog.
- 2 Type “Figure” followed by a space in the first **Structure** box.
- 3 Choose **Chapter #** from the first numbering variable pop-up menu.
- 4 Type “.” in the second **Structure** box.
- 5 Choose **Section #** from the second numbering variable pop-up menu.
- 6 Type “.” in the third **Structure** box.
- 7 Choose **Custom A** from the third numbering variable pop-up menu.
- 8 If you want to restart figure numbering after every new section is declared, check **Restart on New** and choose **Section** from the **Restart on New** pop-up menu.

- 9 Click **Set** to confirm your new numbering structure, then click **Done** to return to the active window. You can now insert a **Custom A** numbering variable in your document for each figure.

To number lists:

Nisus Writer can automatically number lists, such as sequential instructions. This example counts paragraphs (any text followed by a Return).

Here, **Custom A** numbers the first list and **Custom F** restarts numbering for the next list. If you don't restart numbering, the list continues.

- 1 Choose **Define Numbers...** from the **Insert** menu or double-click an existing numbering variable.
- 2 Choose **Custom A** from the **Number** pop-up menu at the top of the Define Numbers... dialog.
- 3 Check **Restart on New**.
- 4 Choose **Custom F** from the **Restart on New** pop-up menu. This means that after each insertion of **Custom F**, **Custom A** will restart numbering.
- 5 Click **Set**.
- 6 Choose **Custom F** from the **Number** pop-up menu at the top of the Define Numbers... dialog.
- 7 Choose **None** from the first numbering variable pop-up menu in the **Structure** section of the dialog. This makes sure nothing visible is inserted when you choose **Custom F**.
- 8 Clear all the **Structure** boxes in the **Structure** section of the dialog, if they are not clear already.
- 9 Click **Set** to confirm your modifications, then click **Done**.

Choose **Custom A** to insert this numbering variable in your document at the beginning of each paragraph which is part of a list. Each time you want to restart numbering, such as when you start a new list, choose **Custom F** from the **Numbering** submenu of the **Insert** menu, which will remain invisible. If you accidentally delete a **Custom F** "marker," just choose **Custom F** again. The next **Custom A** inserted in the document will restart at one.

To change automatic number variables into text:

Automatic numbers are not text. You cannot select just one character of what you see and edit it. The entire string is represented by one character in your text. If you save your document and open it in another word processor, or copy text with an automatic number into another application, the variable "text" appears as a Gremlin represented by ASCII value 29. You can prevent this by converting your variable to text.

- 1 Select the portion you want to "export."
- 2 Choose **Variables to Text** from the **Convert** submenu of the **Edit** menu.

If you do not select any text in the document, Nisus Writer converts the entire document. If you have selections in multiple open documents and press **option** as you choose **Variables to Text** Nisus Writer asks if you want to convert variables in all open documents.

Footnotes

Use footnotes to refer readers to reference notes. Nisus Writer automatically rennumbers footnotes when you add, move, or delete them. You can integrate footnote text in your document or list all text at the end of the document. Footnotes that conclude a document are sometimes called endnotes. The only difference between a footnote and an endnote is the location of its respective explanatory text.

To insert a footnote:

- 1 Put the insertion point where you want the footnote to appear.
- 2 Choose **Footnote/Endnote** from the **Insert** menu.
A **Notes** menu appears to the right of the **Auto** menu.
- 3 Type the footnote text, then close the window.

To return to the document from the notes:

- ▶ Click the Display Document button on the Horizontal Button Bar, choose **Document** from the **Display** submenu of the **Tools** menu, or click the Close box.
This causes your document to display wherever your insertion point was when you opened the Notes for window.
- ▶ Choose **Go to Reference** from the **Notes** menu or press **shift** and click the Close box.
This causes your document and the insertion point to display at the note marker in which your insertion point was in the Notes for window.

To remove a footnote:

- ▶ Select the footnote reference symbol in the document and press .

To edit a footnote:

- ▶ Click the Display Footnote button on the Horizontal Button Bar, double-click any visible footnote text or double-click the footnote reference symbol in the document.

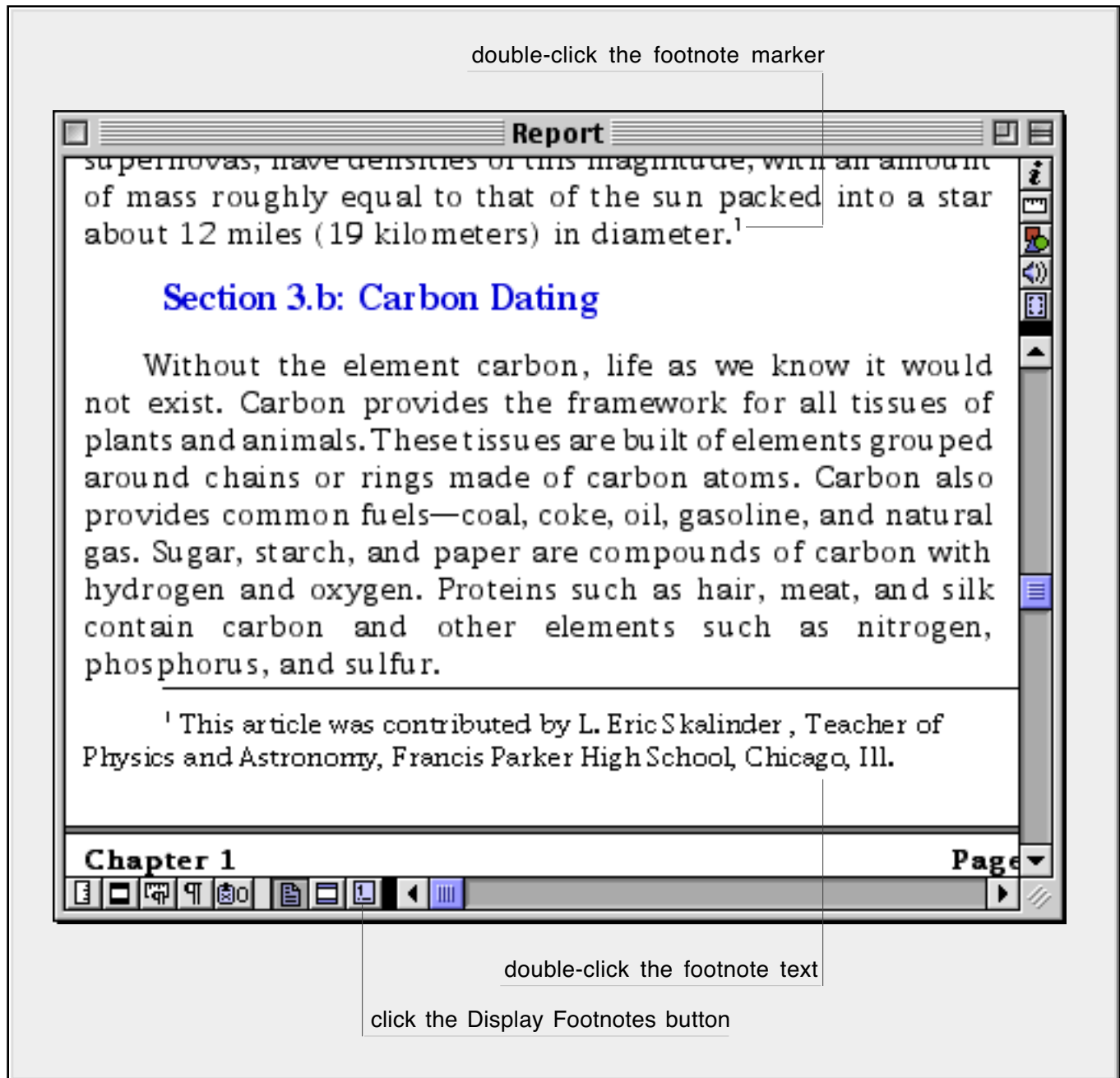


Figure 212

Opening the Footnote window

In the footnote window:

- The preset margins of the notes are the same as the margin limits set for the document in the Layout window.
- The footnotes symbol is preset to indent to a tab of 0.5 inches.
You can change these parameters as you wish.
- The font and style attributes used in the document are maintained in the notes.

While the font and style remain the same as in the document, the text font size becomes the closest whole number to $\frac{2}{3}$ of the document font size. You can change the font, size and style of the footnote's text and symbol without affecting that of the document and you can change the font, size and style of

the footnote symbol in the text without altering the attributes of the note text.

In the document:

- The footnote symbol appears in a scaled version of superscript style that does not affect the spacing of your lines. Otherwise, it shares the same attributes of font, size and style as the character immediately preceding the note symbol.



To check the spelling of the text in your notes, open the Notes window and check the spelling there.

Note Placement

Nisus Writer provides a variety of possibilities for placing the notes of your document.

To position an existing footnote:

- 1 Click the Display Footnote button on the Horizontal Button Bar.
- 2 Choose **Note Placement...** from the **Notes** menu.

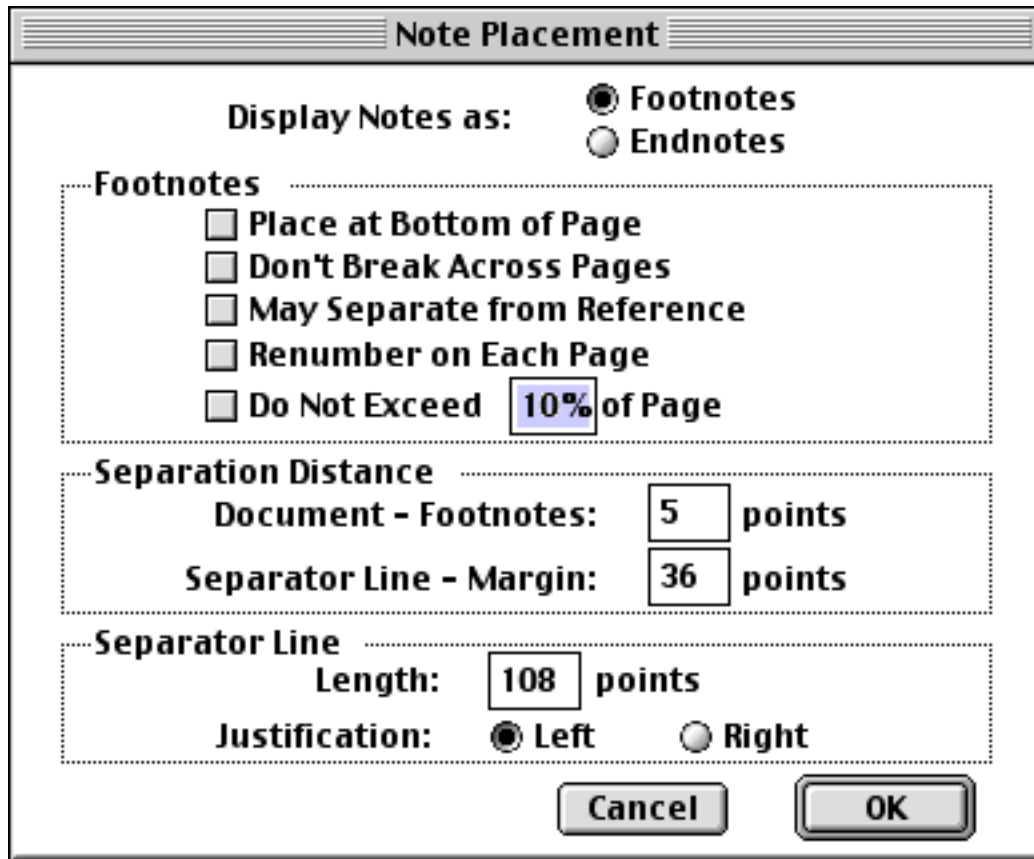


Figure 213

The Note Placement dialog

- 3 Check the options you want, then click **OK** and close the Notes window.

To list all footnotes at the end of the document:

- 1 Click the Display Footnote button on the Horizontal Button Bar.
- 2 Choose **Note Placement...** from the **Notes** menu.
- 3 Click **Endnotes** at the top of the dialog.
- 4 Click **OK** and close the Notes window.

To place footnotes at the bottom of the page:

- 1 Click the Display Footnote button on the Horizontal Button Bar.
- 2 Choose **Note Placement...** from the **Notes** menu.
- 3 Click **Place at Bottom of Page** in the **Footnotes** segment of the dialog.
- 4 Click **OK** and close the Notes window.

This places the footnotes at the bottom of the page rather than just below the last line of text on each page.

To prevent notes from continuing to the next page:

- 1 Click the Display Footnote button on the Horizontal Button Bar.
- 2 Choose **Note Placement...** from the **Notes** menu.
- 3 Click **Don't Break Across Pages** in the **Footnotes** segment of the dialog.
- 4 Click  and close the Notes window.

This treats the note as an undivided block; if there is not enough room on the original page, Nisus Writer places it, in its entirety, on the next page.



When you select **Don't Break across Pages**, Nisus Writer automatically selects **May Separate from Reference** to avoid large gaps at the bottom of pages. This allows the text of the footnote to separate from the reference while keeping the entire text of the footnote on one page.

To allow the symbol and note to appear on different pages:

- 1 Click the Display Footnote button on the Horizontal Button Bar.
- 2 Choose **Note Placement...** from the **Notes** menu.
- 3 Click **May Separate from Reference** in the **Footnotes** segment of the dialog.
- 4 Click  and close the Notes window.

This is useful if there is not enough room to place even the first line of the note's text at the bottom of the page.

To cause the footnotes to start renumbering on each page:

- 1 Click the Display Footnote button on the Horizontal Button Bar.
- 2 Choose **Note Placement...** from the **Notes** menu.
- 3 Click **Renumber on Each Page** in the **Footnotes** segment of the dialog.
- 4 Click  and close the Notes window.

When you choose this, Nisus Writer begins footnote numbering from "1" on each page.

Nisus Writer dims this option when you choose **May Separate from Reference** because choosing both would create ambiguous footnote reference numbers.

To determine the percent of the page reserved for footnotes:

- 1 Click the Display Footnote button on the Horizontal Button Bar.
- 2 Choose **Note Placement...** from the **Notes** menu.
- 3 Click **Do Not Exceed 100%** in the **Footnotes** segment of the dialog and type a value in the text box.
- 4 Click  and close the Notes window.

This option automatically selects **May Separate from Reference**.

To set the separation between the notes and the text:

- 1 Click the Display Footnote button on the Horizontal Button Bar.
- 2 Choose **Note Placement...** from the **Notes** menu.
- 3 Type the size of the vertical space between the last line of text on your page and the first line of your footnotes in the **Document - Footnotes** box in the **Separation Distance** segment of the dialog.
- 4 Click  and close the Notes window.

Nisus Writer centers the separator line vertically in this space.

To set the distance of the separation line from the margin:

- 1 Click the Display Footnote button on the Horizontal Button Bar.
- 2 Choose **Note Placement...** from the **Notes** menu.
- 3 Type the distance you want between the separator line in the **Separator Line - Margin** box in the **Separation Distance** segment of the dialog.
- 4 Click  and close the Notes window.

To set the length of the separator line:

- 1 Click the Display Footnote button on the Horizontal Button Bar.
- 2 Choose **Note Placement...** from the **Notes** menu.
- 3 Type the value (in points to set the length of the line that separates footnotes from the rest of your document) in the **Length** box in the **Separator Line** segment of the dialog.
- 4 Click  and close the Notes window.

The preset value is 108 points.

To open the note placement dialog without first opening the notes:

- ▶ Double-click the separator line visible in your text.

Note Symbols

Nisus Writer offers numerous options for indicating the notes of your document.

To choose a footnote reference symbol:

- 1 Click the Display Footnote button on the Horizontal Button Bar.
- 2 Choose **Note Symbols...** from the **Notes** menu.

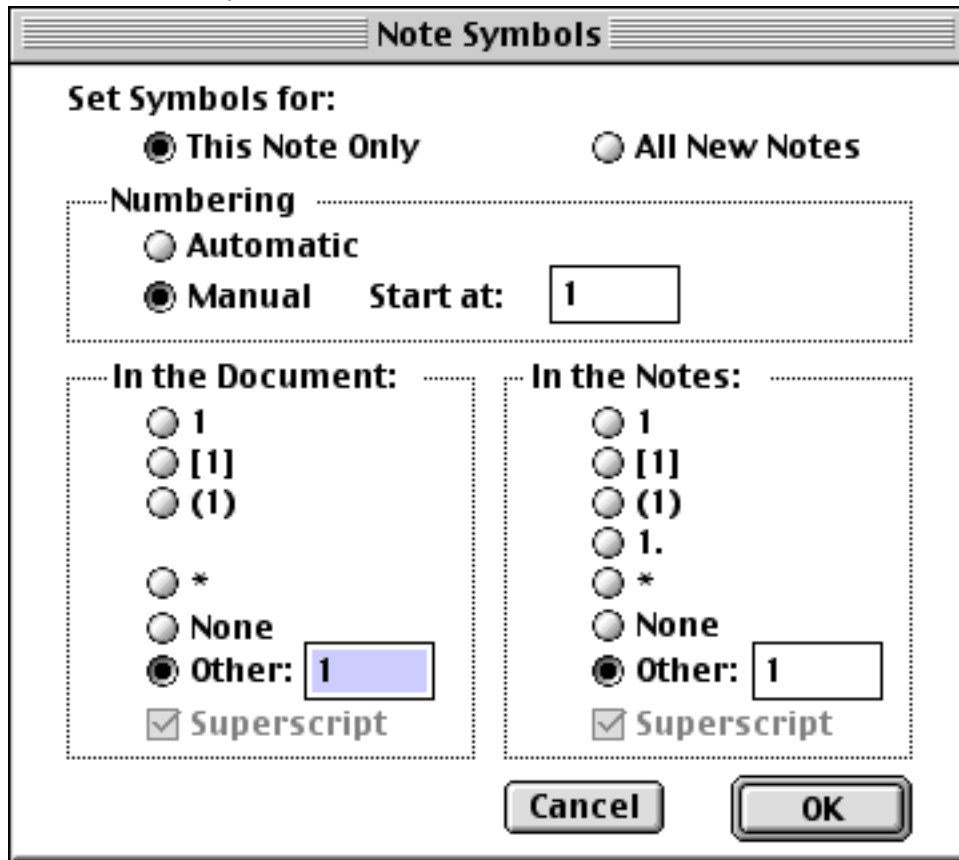


Figure 214

The Note Symbols dialog

- 3 In the **Set Symbols for** segment of the dialog, click
 - ▶ **This Note Only** to apply your choices to the current note only.
 - ▶ **All New Notes** to apply your choices to all new notes from this point on.
- 4 In the **Numbering** segment of the dialog, click
 - ▶ **Automatic** to have Nisus Writer number automatically from the beginning of the document.
 - ▶ **Manual** to set the number using the **Start at** value.



If you choose a symbol in place of a number, Nisus Writer skips its numerical value as it counts. (For example, notes would be numbered as: 1, 2, *, 3, 4, etc.)

- 5 Click an option to format note references in the body of your document and the notes in both segments of the dialog: **In the Document** and **In the Notes**.
 - ▶ **None** to have no number or other symbol indicate at note.
 - ▶ **Other** to have a symbol other than a number or asterisk; type the symbol you prefer in the box.
 - ▶ **Superscript** to have your numbers or other symbols appear in Superscript style.

Note that the asterisk * is a “superscripted” character so you should click to uncheck **Superscript** if you want to use an asterisk for your symbol.

You can use any symbol accessible on the Macintosh in a numbering scheme. See page 60 to learn how to insert unusual characters.

- 6 Click  and close the Notes window.

To find the footnote marker symbol:

The footnote character (even when a number) is not a number, but a variable represented by ASCII character 028. In order to find all the footnote characters do the following:

- 1 Choose **Character Table** from the **Editing Tools** submenu of the **Tools** menu.

- 2 Scroll to ASCII 028 (in the middle column) and select it.
- 3 Choose **Copy to Find** from the **Copy** submenu of the **Edit** menu.
- 4 Close the Character Table.
- 5 Choose **Find All** from the **Find/Replace** submenu of the **Tools** menu.

This selects all the footnote characters in the document.

To change the style of the footnote symbol:



Find the footnote symbols as explained above and then choose the font, size, and/or style you want.

You need to open the **Footnotes for...** window and choose **Find All** once again to achieve the same result for the footnote characters in the Notes.

To open the note symbol dialog without first opening the notes:

- ▶ Press and double-click the footnote symbol in your text.
- ▶ Press and double-click the footnote text visible in your document.

To create right-to-left footnotes in a left-to-right document:

You can have footnotes and the footnote separators appear either from the left or the right edge of the printing region.¹

- 1 Choose **Note Placement...** from the **Notes** menu
- 2 Click **Right** in the **Separator Line** segment of the Note Placement dialog.
While the position of the footnote separator remains constant throughout the entire document, individual footnotes can begin either from the left or right by clicking the Directional Arrow on the Text Bar.

You can have the footnote marker itself on the left edge when the document is primarily in English and a footnote is primarily Arabic, Hebrew or Persian. To accomplish this follow these procedures:

- 1 Type the text of the footnote.
- 2 Click the right justification icon in the Text Bar.
- 3 Place a right justified tab at 0.5 inches from the left margin.
- 4 Bring the First Line Indent marker in to one point (i.e. 1/2 inch) to the left of the inserted tab.

Follow the reverse procedure to enter an English footnote in an Arabic/Persian or Hebrew document.

To restart footnote numbering at the beginning of each chapter:

You may have inserted footnotes one after the other in your document but you want them to restart numbering from "1" at the beginning of each chapter or section.

- 1 At the start of the chapter, double-click the first footnote marker.
- 2 Choose **Note Symbol...** from the **Notes** menu.
- 3 Check **Manual** and confirm that the number in the box is a "1."
- 4 Close the Footnotes window and repeat the procedure for each chapter.

Cross-References

One of the most useful tools for creating long documents such as books are references to other materials in your document. Nisus Writer supplies you with a variety of tools for constantly maintaining current cross-references.

When you refer to a particular page, line or paragraph you actually cross-reference markers. This means that you must mark the text to which you wish to refer before you insert a cross-reference to it.

A detailed discussion of markers and how to add cross-references to your documents begins on page 114.

In addition to this you can search for cross-references in your Find & Replace window. Other references to cross-referencing appear on pages 264 (maintaining a running table of contents) and 438 (creating unique headings so as not to confuse cross-references).

To cross-reference to a variable:

Because variables change, they do not exist as normal text in your document. All variables have the ASCII value of 29 (except footnotes which are 28), if you select a variable in your document and mark it for later cross-referencing you will only see a rectangle "gremlin" in your Marker List. Therefore, when you mark the variable you need to write some descriptive text about the variable in the Marker name dialog. A couple of possible solutions follow.

- ▶ Copy the descriptive caption to a figure and then paste that into the Mark Text dialog as explained on

¹ This is only possible if you have the Arabic/Persian, and/or Hebrew Language Kit installed in your System.

page 115. Then, even though the figure number may change, you can always add its cross-reference because you know what it describes.

- ▶ When using auto numbering, add some descriptive text in **Invisible** style following the number, select, then copy this text to put in the Marker name dialog. Then, even though you cannot see this descriptive text, you can always cross-reference to a marked number.

To cross-reference to a footnote:

- 1 Select the footnote reference symbol in the document.
- 2 Choose **Mark...** from the **Reference** submenu of the **Tools** menu.
- 3 Type some text that describes what the footnote refers to.
- 4 Click .
- 5 Put your insertion point where you want to refer to this footnote.
- 6 Choose **Cross-reference...** from the **Reference** submenu of the **Tools** menu.
- 7 Scroll through the list of markers till you find the description of the footnote and select it.
- 8 Check **Marked Text or Graphic** (and **Use Surrounding Style** if you want).
- 9 Click .

This places the footnote marker in a second location in your text. That is, it allows you to write “See footnote x on page y”.

You would probably then want to add a cross-reference to the page number of the footnote as explained in the section “To make multiple references to a marker” on page 116. This does not put the text of that footnote in the second location nor does it affect the numbering sequence of the footnotes.

To re-reference a footnote marker and its text:

- 1 Select the footnote reference symbol in the document.
- 2 Choose **Copy** from the **Edit** menu.
- 3 Put your insertion point where you want this footnote and its text to appear.
- 4 Choose **Paste** from the **Edit** menu.

This process adds another footnote to the numbering sequence.

To cross-reference to the line number of marked text:

- 1 Choose **Cross-reference...** from the **Reference** submenu of the **Tools** menu.
- 2 Select the marker to which you want to cross-reference from the list on the left side of the dialog.
- 3 Click
 - **Line #**
to cross-reference to the line number of the marker (counting from the beginning of the file to the marker)
 - **Page Line #**
to cross-reference to the line number of the marker (counting from the beginning of the page on which that marker appears to the marker)
- 4 Click .



You cannot cross-reference to text in your footnotes/endnotes, headers/footers or on the graphics layers of Nisus Writer.

To cross-reference to a variable or the page number of text while inside the notes:

- ▶ Proceed the same as you would to cross-reference any other text or variable.

To cross-reference to text in a different document:

- 1 Publish the text to which you want to refer.
- 2 Subscribe to the appropriate edition file in the document where you want the cross-reference to appear.

Tables

The Nisus Table Tool is a special additional application that runs within Nisus Writer. Because the Table Tool is a separate application that works within Nisus Writer, not all Nisus Writer features are available in the Table Tool. For example, in the Table Tool you only have one level of Undo and Redo and one (uneditable) Clipboard. Noncontiguous selection does not work. Neither Nisus Writer macros nor the glossary are supported within the Table Tool.

With the Nisus Table Tool, you can quickly create complex tables and insert them into your document with a single mouse click. These tables can be edited at any time simply by double-clicking them. This portion of the manual will introduce you to the basics of creating and editing tables. In sections that follow, you'll learn about the numerous options available for styling and customizing your tables.

What is a table?

A table is a means of presenting a group of related data in a coherent, structured form. Tables are used to:

- summarize large amounts of data
- compare data for two or more cases
- group complex data so that relationships are clear
- convey statistics about the underlying data
- list a full matrix of related data.

Tables have a wide variety of uses, and, because of the divergent uses, they may take on many different styles, as well. There is no “right” or “wrong” way to organize and format a table.

The parts of a table

My Music Collection				
	Vinyl	8 Track	Cassette	CD
Classical	128 ¹	3	76	24
Jazz	45	1	33	26
Pop	28	4	40	21
Country	14	0	15	19
I guess it's clear when I started collecting.				

Figure 215

A standard Nisus Table Tool table

Tables have many parts, and it is helpful to identify and label each so that we can refer to the parts by name, rather than having to keep pointing to a particular place within an example. With a few minor exceptions, Nisus Table Tool mostly follows the Chicago style for tables (see Chapter 12 of *The Chicago Manual of Style*, Thirteenth Edition. Chicago: University of Chicago Press, 1982).

Title

A short clause or sentence that summarizes what the table shows. Nisus Table Tool supports multi-line titles.

Headings (also sometimes called “heads.”)

At the top of each column of data within the table you'll normally find a heading, which describes what is in that column. If possible, keep your headings down to one or two words.¹ The row headings don't normally have their own column heading, except in special cases. Nisus Table Tool also supports a concept generally called “grouping,” which can be thought of as a heading for a group of headings. We refer to such headings as group headings. Both rows and columns may have group headings.

¹ Where the Nisus Table Tool documentation diverges with the Chicago style is that the headings in the left most column of the table, if present are called “row headings,” while Chicago calls them “stubs.”

Entries (also sometimes called the table “body.”)

The body of the table consists of the columns of data to the right of the row headings and below the column headings. This is the substance of the table. Each intersection of row and column is called an entry, or entry cell. If possible, you should consider the order in which the entries are presented, and attempt to put them in an order that makes sense and is easy to understand at a glance. Ordering that makes sense includes alphabetical, increasing value, related groups, chronological, and sequential.

Notes

At the bottom of the table you’ll find the notes section, which may contain several types of notes. You may enter as many notes into a Nisus Table Tool table as you desire. These, however, have no relationship with the notes of a Nisus Writer document itself.

Types of tables

The simplest possible table is one that has at least two entries (and that usually has corresponding headers that define the data within the table).

	Win	Loss
Thom	15	1

Figure 216

The simplest table

Tables can grow as big as you’d like, although there is a practical limit to their size—usually what will fit onto a single page. Huge tables that sprawl over several pages are extremely difficult to understand at a glance, and the relationships between the data become less distinct when you build, multipage tables. Nevertheless, you will find that big tables are useful when your ultimate goal is to compile an organized reference to a large, underlying database.



One important distinction to make in creating a table is whether or not the table is a summary of information in an unseen database, or an exhaustive listing of the entire data in the database. The former tends to result in small, concise tables that tell a story or highlight a particular point or statistic. The latter are often long, multipage tables that are only consulted as references. Nisus Table Tool can handle both.

When to use tables

Tables should be used when:

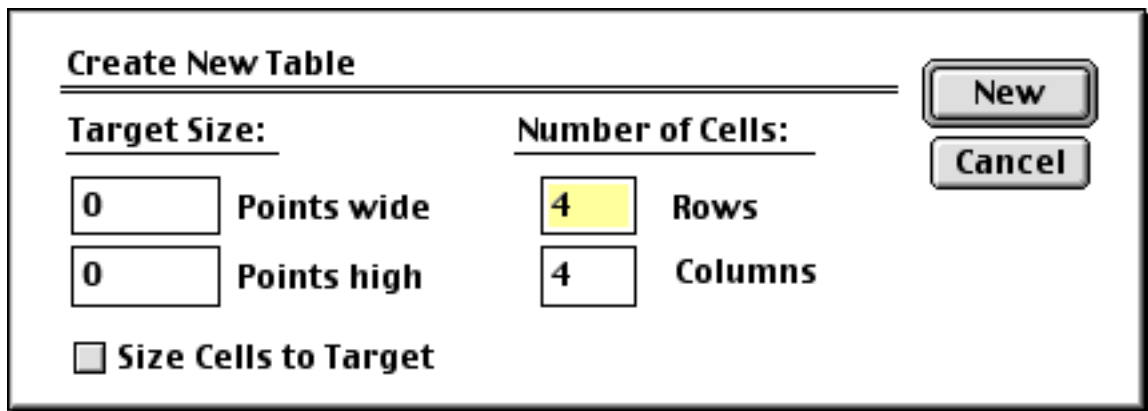
- The information is not suitable for graphing.
- The actual data values are more important than a graphical summary.
- The information can clearly be broken into related parts and groups.
- It is important to see the relationship between two or more pieces of data.

Tables should not be used if:

- The data clearly lends itself to a visual representation (graphs, for example).
- The data cannot be organized into meaningful groups.
- The data contains extensive text that must be read, rather than scanned.

To insert/create a table:

- 1 Put your insertion point where you want the table to appear (either on the Text or the Graphics layer).
- 2 Choose **Table...** from the **Insert** menu.



Create New Table

Target Size:

0 Points wide

0 Points high

☐ Size Cells to Target

Number of Cells:

4 Rows

4 Columns

New

Cancel

Figure 217

The Create New Table dialog

- 3 Set the parameters you want and click **New**.

Fill in the number of rows and columns you want the table to have. Use **Tab** to move between the entry boxes, or move the mouse to the box you want to enter data into and double-click.

The new table window created appears with the name Table from->Nisus® Writer 1 because it is the first new table you've created. It is not saved as a separate file with its own name.

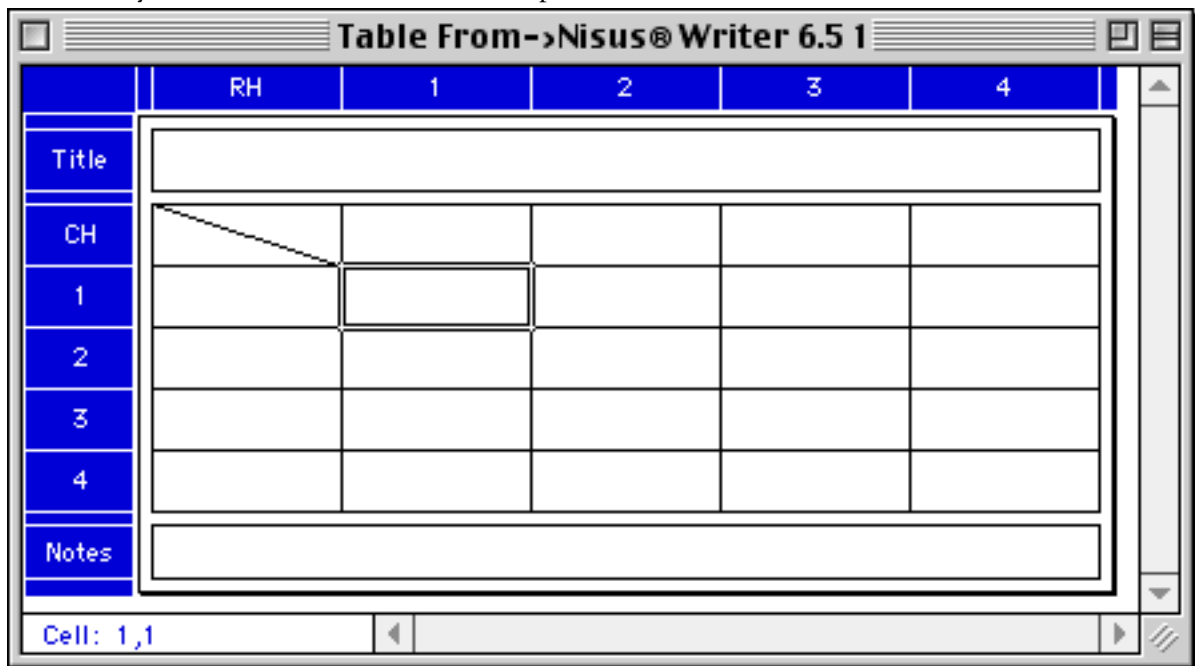


Table From->Nisus® Writer 6.5 1

	RH	1	2	3	4
Title					
CH					
1					
2					
3					
4					
Notes					

Cell: 1,1

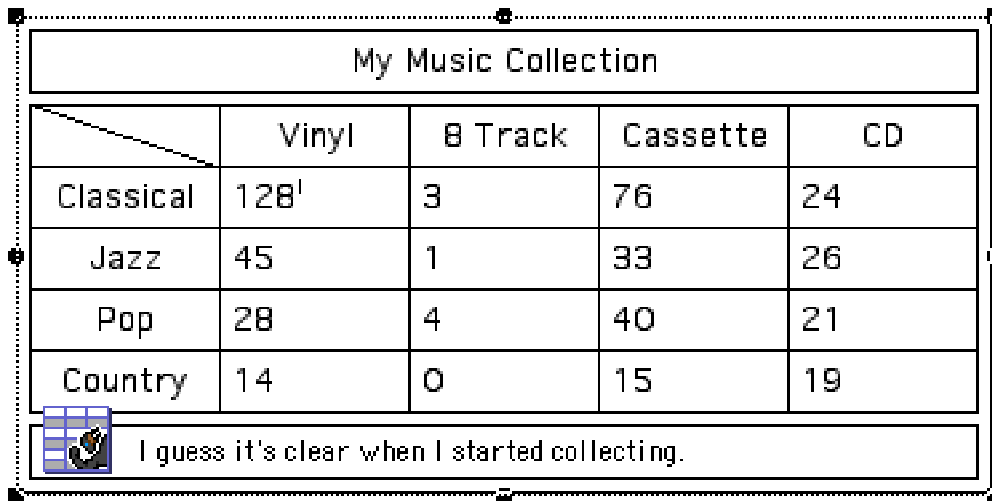
Figure 218

A standard Nisus Table Tool window

- 4 Enter the data you want in your table then click the Close box or choose **Close** from the **File** menu. Nisus Table Tool inserts the table into your document at the location of the insertion point and makes Nisus Writer the active application.

To select a Nisus Table Tool Table on the text layer:

If you insert your table on the Text layer, Nisus Writer treats it as if it were a character graphic in your text. To learn more about how Nisus Writer handles character graphics see page 206.



My Music Collection				
	Vinyl	8 Track	Cassette	CD
Classical	128 ¹	3	76	24
Jazz	45	1	33	26
Pop	28	4	40	21
Country	14	0	15	19
I guess it's clear when I started collecting.				

Figure 219

A Nisus Table Tool table selected by clicking

- ▶ Drag across the table as though you would drag across text.

Nisus Writer highlights the table just as a character in your text, enabling you to add color and certain styles (such as **Underline**) to call attention to it.

- ▶ Click the table.

Nisus Writer indicates that the table is selected by displaying eight “handles” around its perimeter. Four square handles appear on the corners and four round handles appear centered on the sides. In addition, an icon indicating that it is a Nisus Table Tool table appears in the lower left corner of the table.

To select a Nisus Table Tool Table on the Graphics layer:

If you inserted your table on the Graphics layer of Nisus Writer, Nisus Writer treats your table as if it were a free-moving graphic. To learn more about how Nisus Writer handles free-moving graphics see page 188.

- ▶ Click the table.

Nisus Writer indicates that the table is selected by displaying eight “handles” around its perimeter as illustrated in Figure 219.

To save a table:

Because the Nisus Table Tool saves all the table’s information in the Nisus Writer document you do not need to save the table separately.

To open an existing table:

Because the Nisus Table Tool opens tables already embedded in your Nisus Writer document, opening tables is simple.

- ▶ Double-click the table.

This automatically launches the Nisus Table Tool and opens your table for editing.

To edit an existing table:

If you wish to edit a table already in a Nisus Writer document...

- ▶ Double-click the table.

This automatically launches the Nisus Table Tool and opens your table for editing.

The information that follows applies to both new and existing tables.

To add text to a table:

Entering text into your tables is as simple as selecting a place to put it, then typing the text.

Three features of the table tool affect what happens as you enter text.

- **Autosizing** Nisus Table Tool offers the option of automatically sizing the cells as you type. If the **Autosize** option is not used, the insertion point and the text you’re typing may disappear when you get to the bottom edge of the cell. In such cases Nisus Table Tool still captures the text; it is not shown because the cell is not big enough to hold all the text you’ve typed. If you make the cell bigger manually or choose **Resize Now** from the **Table** menu, the extra text will reappear. To learn how to use the sizing commands see “To resize a row or column automatically” on page 235.

- **Scrolling** The Nisus Table Tool automatically scrolls.
In cells that are larger than the display window (most often the title and note cells), typing a long entry may result in the table being scrolled as you type.
- **Text Wrap** Nisus Table Tool determines how much text appears on each line in a cell, using the **H Align** and **Margins** settings you've selected.
You can force a new line in a cell by pressing .
You can type any Macintosh character (in the current font's character set) into a cell, including non-Roman characters, characters with diacritical marks, and symbols.

To enter text in a table:

- ▶ Read table data in from a file.
- ▶ Type directly into a cell.
- ▶ Paste to a cell or cells from the Clipboard.
- ▶ Duplicate cells using **Fill Right** or **Fill Down**



You cannot enter graphics or equations in the Table Tool.

To add or delete rows, columns and/or cells

To add a row or column:

- 1 In the ID bars, select a column immediately to the right (for columns) or below (for rows) where you want to insert the new row or column.
You can insert multiple rows or columns simultaneously by selecting more than one row or column in the ID bar. The insertion point will be the same, but the insertion size will be the same as the number of rows or columns you've selected.
- 2 Choose **Insert** from the **Edit** menu.
What's described above is the "standard" method. A less standard shortcut is to select a cell in the table and then use  with one of the arrow keys to perform the insert. The arrow key you select determines in which direction (in relationship to the current cell) the Table Tool inserts the new rank:



inserts a column to the left of the selected cell¹



inserts a column to the right of the selected cell



inserts a row below the selected cell



inserts a row above the selected cell

These keys work in any cell other than group header cells. To insert more than one row or column at a time, simply select multiple rows or columns in the ID bar in step 1.

To Insert One or More Cells into a Row or Column

- 1 Select one or more cells immediately to the right (for columns) or below (for rows) where you want to insert the new cell(s).
Nisus Table Tool determines how many new cells to create based upon how many you selected. If you select two cells in a row, Nisus Table Tool inserts two new cells into that row.
- 2 Choose **Insert** from the **Edit** menu
- 3 In the dialog that appears, click the option that indicates which direction you want the current cells moved to make room for the new ones.
Note that inserting cells means that the table gets extended at its bottom or right edge.
- 4 Click **Insert** or press .

To delete cells

- 1 Select the cell or cells you want to delete.
- 2 Choose **Delete** from the **Edit** menu.
- 3 In the dialog that appears, click the option that describes which direction you want the current cells moved in order to take up the room left by the deleted ones.
Note that deleting cells means that the table gets new, empty cells at the appropriate edge of the table (right edge for columns, bottom edge for rows).
- 4 Choose **Delete** from the **Edit** menu or press .

¹ These first two shortcuts work only if you have no additional keyboards or scripts in your System. If you have multiple keyboards in your system, typing   or   has no effect.

To delete a row or column:

Nisus Table Tool offers two methods for removing cells from a table. You can either delete the row, column or cell, or you can cut them to paste elsewhere in the current table or in another table or to paste the contents of the cells in your Nisus Writer document.

- 1 In the ID bars, select the column or row you want to delete.
- 2 Choose **Delete** from the **Edit** menu or press  .

To move or copy the contents of cells:

- 1 In the ID bars, select the column or row you want to move.
You can move multiple rows or columns simultaneously by selecting more than one row or column in the ID bar.
- 2 Choose **Cut** (or **Copy**) from the **Edit** menu.
- 3 Choose **Delete** or press  .
- 4 In the ID bars, select the column or row to where you want the row or column moved.
If the row or column doesn't yet exist, choose **Insert** from the **Edit** menu (or use one of the -arrow key combinations) to create it. If you're moving multiple rows or columns, make sure to select the correct number: the number of rows or columns you removed in steps 1 through 3.
- 5 Choose **Paste** from the **Edit** menu.



If the selection range doesn't match what appears on the Clipboard, you will get the "Size Mismatch" alert. You must make sure that the selection range in steps 1 and 4 matches in size and direction (for example, you can't move two rows into three columns!).

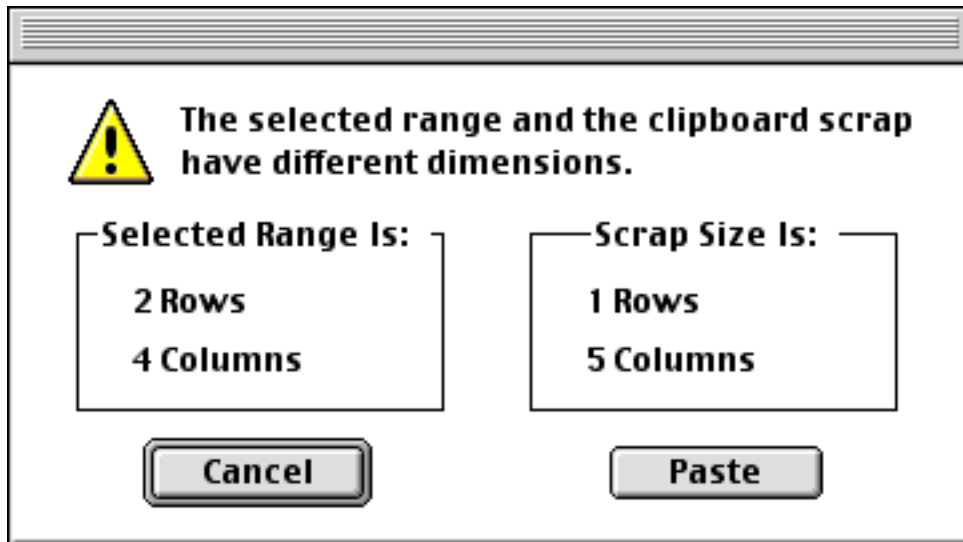


Figure 220
The size mismatch alert

To change font size style etc. alignment of text and shading of cells:

The Nisus Table Tool Formatting Hierarchy

The Nisus Table Tool distinguishes between **Format** commands and **Settings** commands. When you choose a command from the **Format** menu, a process we call explicit formatting, the changes to a cell or its text take effect in the order you perform them. **Settings** commands, however, only apply to text or cells that you haven't already made explicit changes to, with a **Format** command.

With Nisus Table Tool, therefore, cell text that was explicitly formatted stays formatted, even if you change the **Settings** for the area where the cell exists. Only another **Format** command can override explicit cell formatting.

Should you later want to cancel the individual formatting instructions, and have the cell conform to **Settings** menu changes, simply select the formatted cell and choose **Revert to Settings** from the **Style** menu.

The commands of the **Format** and **Settings** menus, control all of Nisus Table Tool's styling abilities. In general, you can expect the Nisus Table Tool to work using the following priorities when it comes to formatting text in a cell:

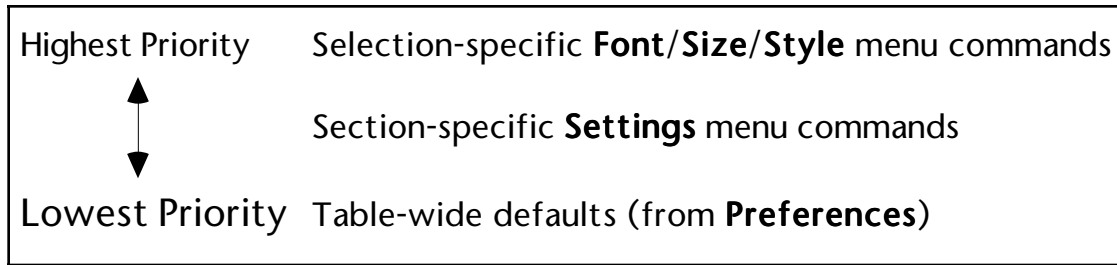


Figure 221
Formatting priorities

The Table Tool applies multiple commands of the same priority level in the sequence you choose them. In other words, if you specify two conflicting **H Align** commands, the second one overrides the first.

You can make changes in format at almost any level: within text, for a cell, for a range of cells, for a column, for a range of columns, and so on. To summarize some of the variables involved:

Enter text by:

- Reading table data from a file.
- Typing directly into a cell.
- Pasting to a cell or cells from the Clipboard.
- Duplicating cells using **Fill Right** or **Fill Down**

Set format by:

- Default table settings.
- **Settings** menu commands.
- **Format** menu commands.

The interaction of these two sets of variables obviously affects the formatting hierarchy. Pasting from the Clipboard to a cell may result in the new text looking different from the surrounding cells, since the text on the Clipboard may have had a style of its own (this is especially crucial to note when cutting and pasting between tables or applications).

Note that explicit formatting within a cell; that is, a style run within an otherwise default or **Settings**-formatted cell, is not always maintained. A copy or fill instruction will cause that formatted text to be replaced with what is being filled or copied.

Finally, seemingly empty cells “remember” explicit formatting until you leave the cell and reenter it.

		Formatting Methods		
		Defaults	Settings Menu	Font/Size/Style Menu Formatting
Entry Methods	Read from Disk	Settings in effect when table was saved are made the new defaults.	Settings in effect when table was saved become the new defaults.	Has no effect on data read from disk.
	Read from Disk	Default settings are used.	Default settings are used.	Has no effect on data read from disk.
	Type from Keyboard	Default settings are used.	Default settings are used.	Format operation for <i>entire</i> cell takes precedence over current settings. Format at the <i>insertion point position</i> means all subsequent text typed will take its appearance from the Format instruction.
	Paste from Clipboard	Default settings are used except for text that has been modified using the Format menu, which retains its formatting.	Default settings are used except for text that has been modified using the Format menu, which retains its formatting.	If Format operation was for entire cell, it takes precedence over current settings.
	Paste by Fill Down or Fill Right	Default settings are used except for text that has been modified using the Format menu, which retains the special formatting.	Default settings are used except for text that has been modified using the Format menu, which retains the special formatting.	If Format operation was for entire cell, it takes precedence over current settings.

Table 9
Nisus Table Tool's formatting hierarchy

To format selections:

- 1 Select the text, cell, or range of cells to format.
- 2 Choose one of the **Font**, **Size** and/or **Style** menu commands.

You can use additional **Font**, **Size** and/or **Style** menu commands, in sequence, on the same selected text. Just don't perform any other action—especially any that changes the current selection—in between the **Font**, **Size** and/or **Style** menu commands.

Nisus Table Tool lets you mix and match styles, alignments, and other settings within a cell, with only a few exceptions. In general, you can apply the commands at the top of the **Style** menu (above the first line), to individual characters, while the ones below that first line apply to cells. Table 10 summarizes what you can and cannot intermix when formatting.

Command	Orientation	Intermix in Cell?	Comments
Font	character-by-character	Yes	Fonts with mismatched heights may align unusually if placed side-by-side.
Size	character-by-character	Yes	The line height will grow to match the tallest character in each line.
Style	character-by-character	Yes	Multiple styles for each character are allowed.
Text Color	character-by-character	Yes	Be careful about creating invisible text by making the text color the same as the cell color.
Cell Color	cell-by-cell	No	Color fills the entire cell, right up to its borders; even the cell margins are filled.
H. Align	cell-by-cell	No	Decimal alignment only applies to Entry cells.
V. Align	cell-by-cell	No	When there is not enough room in the cell for text, extra text “spills off” the top and/or bottom of the cell.
Leading	cell-by-cell	No	Small text with large changes in leading may display “funny” but usually prints OK.
Margins	cell-by-cell	No	Margins may appear to affect the text.

Table 10

The Font, Size & style Menu styling commands

Two areas of interaction might catch you by surprise if you're not prepared for them:

Coloring

Cells have a single *background color* applied to them. But the text in the cell may appear in multiple colors (for example, black and white text, intermixed). The effect this creates depends upon the color choices you make. For example, if you choose a **Cell Color** of **Black** and then intermix white and black text, the text will appear as white on black in some places, and black on black (that is, invisible) in others. The complicating factor is that you can still select the invisible text, even if you can't see what you're selecting. Since nothing is more disconcerting than lost data, you should stick to single, simple text colorations within individual cells.

Margins

Several **Format** commands interact to determine exactly where in the cell the text will appear. If you don't change the **Margins** values, the **H Align** and **V Align** commands will appear to work exactly as you expect (for example, **Center** makes the text appear centered between the cell boundaries). The **H Align** and **V Align** is always calculated within the margins, not between cell boundaries. (Indeed, if **H Align** and **V Align** always worked to cell boundaries, there would be no reason to include the **Margins** command!) Always set symmetrical margins (top and bottom are the same, left and right are the same). Doing so will make it much easier to predict what **H Align** and **V Align** will do to a cell. Asymmetrical margins will usually result in odd and unusual alignments.

To use Style menu shortcuts:

Nisus Table Tool has a number of built-in keyboard shortcuts that let you skip the **Style** menu. These use   keyboard commands:

Press

  **B**

  **I**

  **O**

  **T**

  **S**

  **U**

  **R**

  **M**

  **L**

To apply these styles in your table

Bold

Italic

Outline

Plain

Shadow

Underline

H Align:Right

H Align:Center

H Align:Left

And don't forget that the **Leading** dialog can be reached by typing  , while the **Margins** dialog is reached with  .

To define a style:

User-defined styles are shortcuts that allow you to apply multiple text attributes to a selected range in one operation.

- Choose **Define Styles...** from the **Style** menu click **New**.

The dialog illustrated in Figure 222 appears. With this dialog you can define, edit, and delete your styles.

To assign the attributes you want continue with step 4 in the next section.

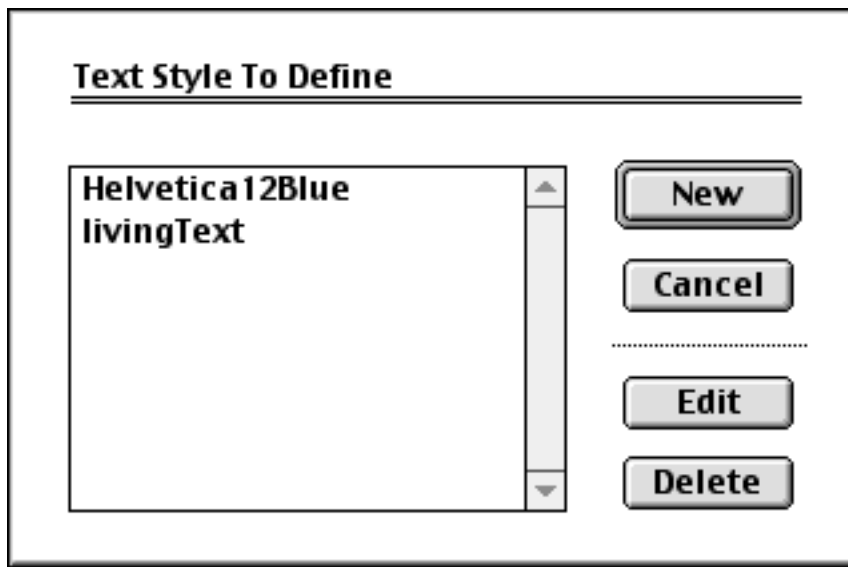


Figure 222

The Table Tool's Define Styles dialog

A defined style combines four text attributes—font, size, style, and color—all grouped into one named style. You apply such a style to a text selection with one operation.

To edit a style:

- 1 Choose **Define Styles...** from the **Style** menu.
- 2 Select the style name you want to alter.
- 3 Click the appropriate **Edit**.
- 4 Choose the font, size, face, or color of your new style from the pop-up menus in the dialog illustrated in Figure 223.

A sample of the style appears in the text box at the lower right corner of this dialog as you change one or more of these attributes (except for the application of super-scripted or sub-scripted text).

- 5 Name your new style in the edit box titled **Name** at the bottom of the dialog.
- 6 Click **Set** (or press **return**).

Nisus Table Tool adds your newly defined style to the bottom of the **Style** menu, ready for use on your table's text.

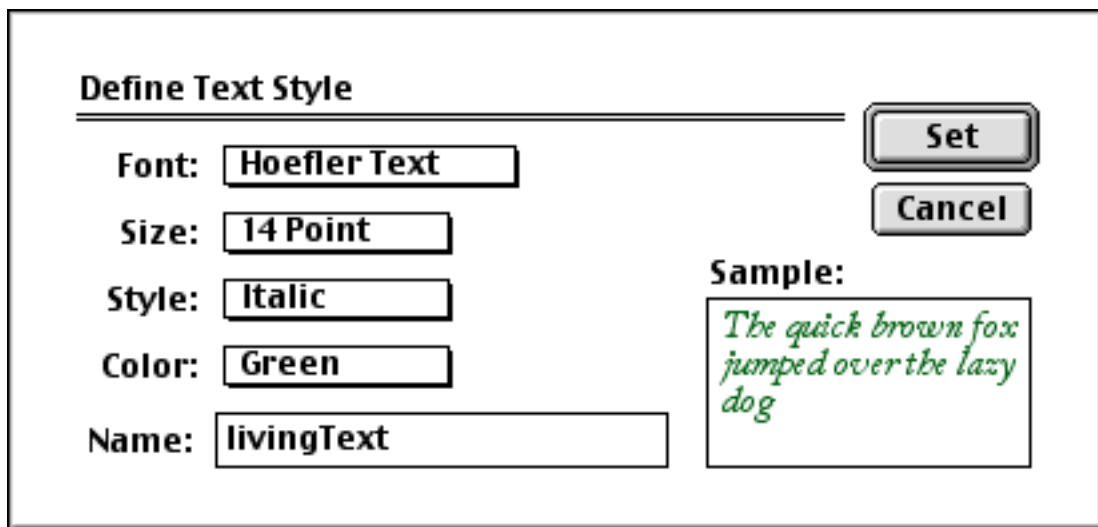


Figure 223

The Table Tool's Define Style setting dialog

Select a style in your table before you choose **Define Styles...**, and the Nisus Table Tool grabs the current style of that text and applies it in the **Define Styles** dialog. All you have to do is name it.

Applying user-defined styles is equivalent to formatting text using the **Font**, **Size**, **Style**, or **Text Color** commands. Therefore, according to Nisus Table Tool's text formatting rules, defined styles override a cell's settings value.

To format a table:

The Nisus Table Tool enables you to determine the appearance of your table. You can set the font, size and style of any character. You can change the cell width and height as well as the alignment of the text within the cell.

To change column width and or height:

Tables can be made tall by using narrow columns or wide by using wide columns. A table with “big” cells (lots of text in each cell) will look quite different from one with terse text or dingbat characters in small cells.

Nisus Table Tool provides several methods by which you can manipulate column and row size

Moreover, you are not restricted to just one of these methods. You can intermix them at will, using the automatic resizing as a basic guideline, then manually changing sizes for specific sections of the table.

To size a cell manually:

Cell boundaries may be moved by grabbing them in the ID bars at the left and top of the table.

To manipulate a row height:

Use the ID bar at the left edge of the table. Change row heights by using the bottom boundary of a row. For example, to make Row 1 larger, use the grab bar pointer on the boundary at the bottom of Row 1 (that is, between Rows 1 and 2).

- 1 Move the pointer to the ID bar at the edge of the table.
- 2 When it changes shape to the “grab bar” pointer drag the border to the new position.

To manipulate a column width:

Use the ID bar at the top of the table. Change column widths using the rightmost boundary for the column in question. For example, to make Column 1 larger, use the grab bar pointer on the boundary at the right of Column 1 (that is, between Columns 1 and 2).

- 1 Move the pointer to the ID bar at the top of the table.
- 2 When it changes shape to the “grab bar” pointer hold down the mouse button and drag the border to the new position.

To set specific column widths and row heights:

A more precise method of manually setting column widths and row heights is to use the **Row Height** and **Column Width** commands from the **Table** menu.

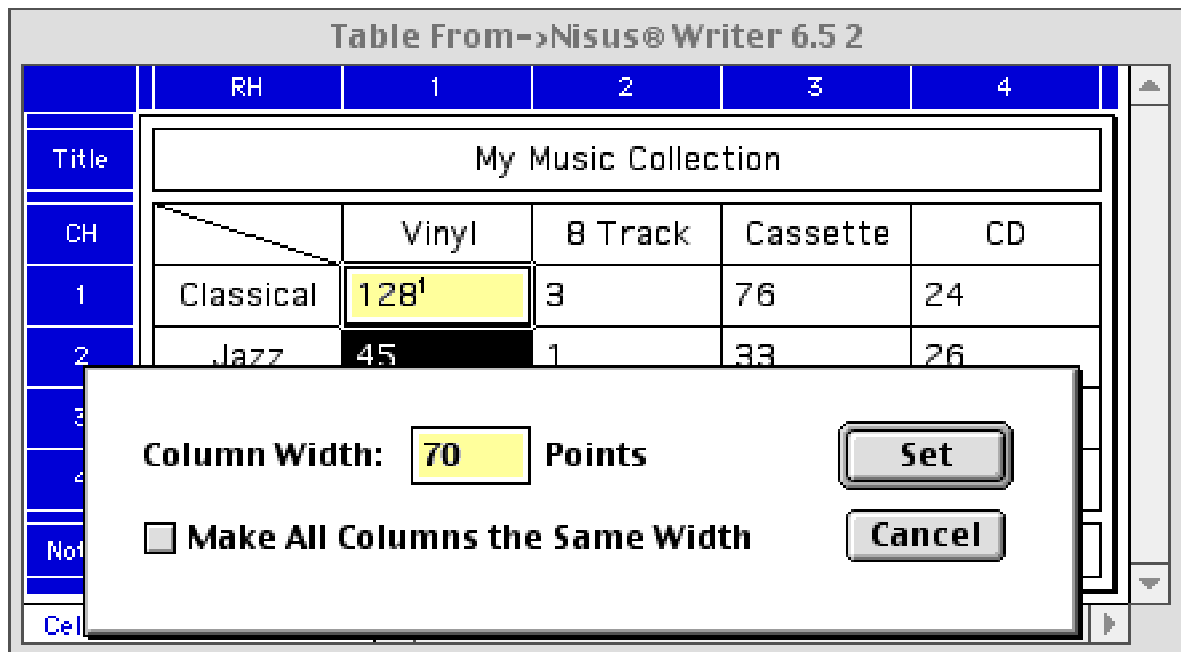


Figure 224

Entering a New Width Specification

- 1 Select the column or row you wish to set.
You can select one or a range of columns or rows.
- 2 Choose either **Column Width...** or **Row Height...** from the **Table** menu.
- 3 In the dialog that appears, enter the specific value for the width or height.



Remember, Nisus Table Tool uses changeable units of measurement, so make sure that the value you're typing is in the correct units (for example, **1** is a valid entry for units in inches, while **88** may be a valid entry for units in picas; the reverse is not necessarily true).

If you want all columns (or rows) to conform to the size you just entered, check **Make all Columns (Rows) the Same Width**.

4 When you're satisfied with your choices, press  or click .

To resize a row or column automatically:

Nisus Table Tool provides controls to automatically size the table as you enter data into it.

- ▶ Choose **By Rows** from the **Autosize** submenu of the **Table** menu to have the Table Tool increase the size of the table vertically.
- ▶ Choose **By Columns** from the **Autosize** submenu of the **Table** menu to have the Table Tool increase the size of the table horizontally.
- ▶ Choose **Don't Resize** from the **Autosize** submenu of the **Table** menu to prevent the Table Tool from automatically increasing the size of the table as you type.

If you choose not to have the Table Tool resizes as you type you can still have your cells resize automatically.

1 Choose **Resize Now...** from the **Table** menu (or press   at any time.

2 Choose a direction in which to resize and click .



Remember, choosing **Autosize** doesn't stop you from using any of the manual sizing options. It just means that when Nisus Table Tool can't fit everything you've typed into a cell, it will expand the cell for you.

To flip rows or columns:

The Table Tool can reverse the sequence of any two selected contiguous cells, rows or columns.

- 1 Select the two cells, rows or columns you wish to flip.
- 2 Choose **Rows** or **Columns** from the **Flip** submenu of the **Edit** menu.



You can choose the flip commands when you have more than two cells, rows or columns selected, but the command only affects the top or left two rows or columns in the selection.

To turn a table on its side:

You can swap columns for rows, and rows for columns, effectively turning the table data on its side.

- 1 Choose **Turn...** from the **Edit** menu.
- 2 Choose one of the rises commands from the pop-up menu in the **Resize on Turn** dialog that appears then click .

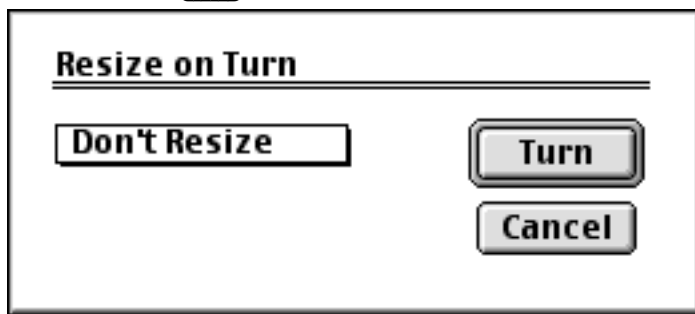


Figure 225

The rises on turn dialog

- ▶ **Don't Resize**

Tells the Table Tool to keep the current column and row sizes intact (that is, move only the data).

- ▶ **Swap Sizes**

Tells the Table Tool to make each row height the corresponding new column width, and vice versa.

- ▶ **By Rows**

Tells the Table Tool to keep the current column and row sizes, swap the data, then perform a **Resize Now** command **by Rows**.

- ▶ **By Columns**

Tells the Table Tool to keep the current column and row sizes, swap the data, then perform a **Resize Now** command **by Columns**.



You cannot undo the commands **By Rows** and **By Columns** because they effectively use two commands in sequence. You must choose **Turn** once again to return the table to its original position.

To add or remove headers to columns and rows:

The Nisus Table Tool treats row and column headers, the areas at the top and left of the data area which are used to indicate the contents of the various rows and columns in the table, as separate areas of the table, so you can style these areas differently.

The Header and Group Header areas are a special case in the **Settings** menu: you may choose to work with **Row** or **Column** headers individually, or to choose a command called **Both**, which allows you to perform exactly the same action on column and row headings simultaneously. The top line of the **Settings** dialog will always tell you what area you are changing.

Use the **Settings** dialogs to control whether or not a particular area is to appear within the table. To take an area out of the table:

- 1 Choose the appropriate Settings command.

If you want a table with no title, for example, you would choose **Title**. Remember that you cannot take out the Entry area of a table!

- 2 Choose **None** from the **Placement** or **Layout** pop-up menu.

One of the choices in the **Placement** or **Layout** menu for all areas (other than **Entry**, which does not have these controls) is a value that indicates that you don't want that area to appear (**None**).

- 3 When you're satisfied with your choice, press  or click .

If you've already entered data into that area of the table, you will see an alert telling you that your action will cause data to be lost.

In the case of the **Both** command (**Headers/Both**, or **Groups/Both**), you may receive two alerts (one after another) about losing data, since you are removing two areas from the table.

If later you change your mind and want to put that area back into the table:

- 1 Choose the appropriate **Settings** command.

If you want a table to include a title you would choose **Title**.

- 2 Use the **Placement** or **Layout** pop-up menu to choose a value other than **None**.

Depending upon the area of the table you've chosen, your options in the **Placement** or **Layout** pop-up menu will vary. For **Notes** and **Titles**, for example, you must choose to have them **Inside Frame** or **Outside Frame**; either option will make the title or note area reappear, albeit in a slightly different relationship to the frame line around the table. The only value currently supported for the various header areas is **Horizontal**; choose it to make the header area(s) reappear.

- 3 When you're satisfied with your choice, press  or click .

The newly created area will appear in the proper position in the Nisus Table Tool window. All cells in the area will be blank.

To group selections of columns and rows:

Groups are optional areas that appear over the header areas. Group headers represent hierarchical groupings of headers, and are created by choosing **Group** from the **Table** menu. Nisus Table Tool treats row and column group headers as separate areas of the table, so you can style these areas differently.

A group header may be as small as a single column or row, as large as the width or height of the entire table, or any size in between. Rows and columns may have group headers.

To create a group header in a table:

- 1 Select the header cell or cells you want to group.

You must make your selection in the header area of the table.

- 2 Choose **Group** from the **Table** menu or press .

A new, blank group header cell appears (to the left of the row headers, or above the column headers). If this is the first group header, you will also see a new section appear on the ID bar (either CG or RG, for column group and row group, respectively).

To remove a group header:

- 1 Select the Group Header cell you want to remove.

You must make your selection in the group header area of the table.

- 2 Choose **Ungroup** from the **Table** menu or press .

If the group header you removed was the last one for this part of the table, the group section on the ID bar will disappear when the group header is removed.

To add a title to a table:

The Title Area extends across the very top of the table. Text is entered and formatted in the Title Area just as it is in any other cell in the table. The only difference is that the title cell runs the entire width of the

table, which means it can be very wide.

To enter a title:

- ▶ Click your insertion point in the Title Area and type the name of your Table.
If you use special alignment (like **Center**) on this cell, moving the pointer to this cell may cause the table to scroll to reveal the entry point.
- ▶ To enter multi-line titles, simply press  at the end of each line.

To change the settings of a title:

- ▶ Choose **Title...** from the **Settings** menu.

The Title Settings dialog illustrated in Figure 226 allows you to change the various settings that apply to the title area of the table. Nisus Table Tool presents a dialog of pop-up menus that control the individual characteristics you can change.

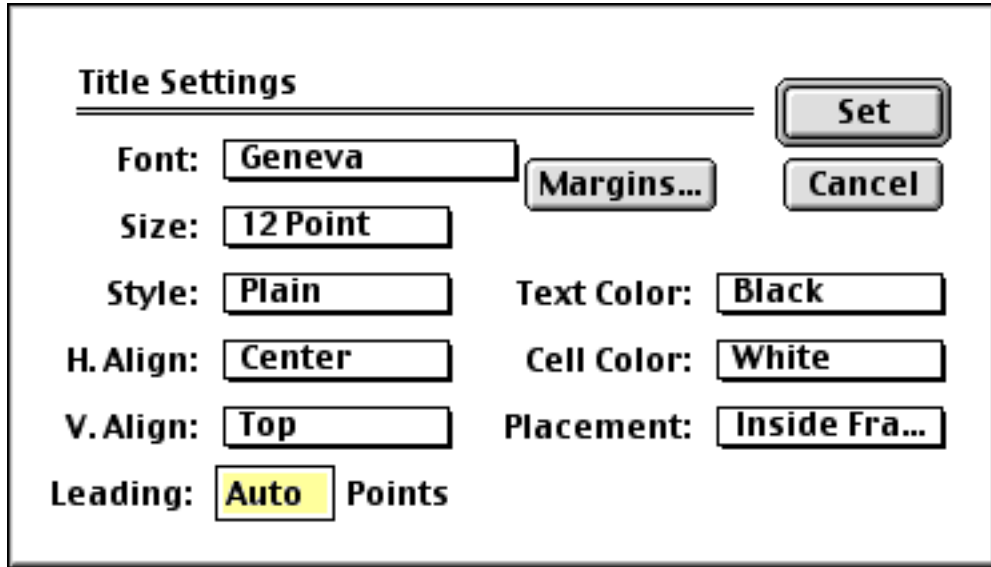


Figure 226

The title settings dialog

The following additional control appears within the **Title** dialog:

Placement is a pop-up menu that allows you to alter the location of the title in relation to the table's frame. Allowable selections are:

- **Inside Frame**
Places the title box within the table's frame, if any.
- **Outside Frame**
Places the title box outside of (above) the table's frame, if any.
- **None**
Suppresses the title
 This causes the title not to appear in the table—anything typed into the title will be lost when you select this option.

To add footnotes to a table:

The Note Area extends across the bottom of the table. Text is entered and formatted in the Note Area much as it is in any other cell in the table, with one exception: when you've created footnotes, each separate footnote appears in a sub-cell of its own. In other words, the Note Area is often simply a table within a table. Since the Note Area runs the entire width of the table, it is treated very much like the Title Area: notes you type may actually move off-screen when you leave the note cell due to formatting in very wide tables. To control the table-within-a-table formatting used for footnotes and legends, choose **Note...** from the **Settings** menu. Otherwise, the Note Area is treated like one giant cell extending the width of the table. Make sure that:

- The headings are clear; they identify the major areas within the table. If your footnotes refer to an entry's classification, it is quite possible that you left out a heading or did not organize your data properly.
- That you don't have multiple footnotes in a single cell. Sometimes multiple notes in one cell indicate that you've put multiple pieces of data into one cell when they should have been separated.

- All the footnotes refer to the same type of data. If so, perhaps you should have added that data element to the table as a separate heading.
- Too many of the notes don't say the same thing. If so, perhaps you need a general note that covers the entire table, rather than specific notes that attach to many individual pieces of data.

Any new Nisus Table Tool table starts with one note cell (assuming that notes are not turned off in the **Settings**). This cell appears at the bottom of the table and spans the full width of the table. As with any Nisus Table Tool cell, you may type as little or as much information into the note cell as you'd like. To force a new line, press .

Nisus Table Tool can also treat the Notes Area as a mini-table by itself. In other words, you may add additional table-wide note cells to the Note Area. There are two ways to add note cells:

- Choose **Insert** from the **Edit** menu (or use the  → shortcuts) in the Note Area.
- Enter a footnote by typing    (or choose **New Footnote** from the **Table** menu). A dialog appears in which you type the actual footnote text, which Nisus Table Tool then places in the appropriate area at the bottom of the table. (You can't footnote a footnote—Nisus Table Tool only supports one level of footnoting.)

The first method is a manual method of creating new note cells. The second method is a more automated method. You may mix the two methods, or choose **Delete** from the **Edit** menu to remove unwanted note cells.

Footnotes are special types of notes—like traditional footnotes, they carry a “marker” with them to indicate what they reference within the table. Footnote markers in Nisus Table Tool may be numbers, letters, or symbols; their style is controlled by choosing **Note** from the **Settings** menu. These markers are created from the Footnote font.

To enter a footnote:

- 1 Position the insertion point at the position in the table where you want the reference, and press   .
- 2 In the dialog that appears, type the text for the note. Click  when you've finished typing the note.

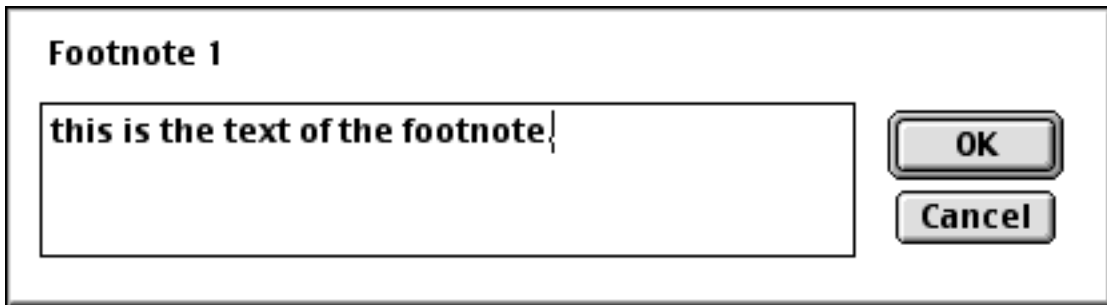


Figure 227
The Footnote Entry Dialog

Nisus Table Tool will place a footnote marker at the position where the insertion point was, and also create a new note cell at the bottom of the table containing both the footnote marker and the text you typed.

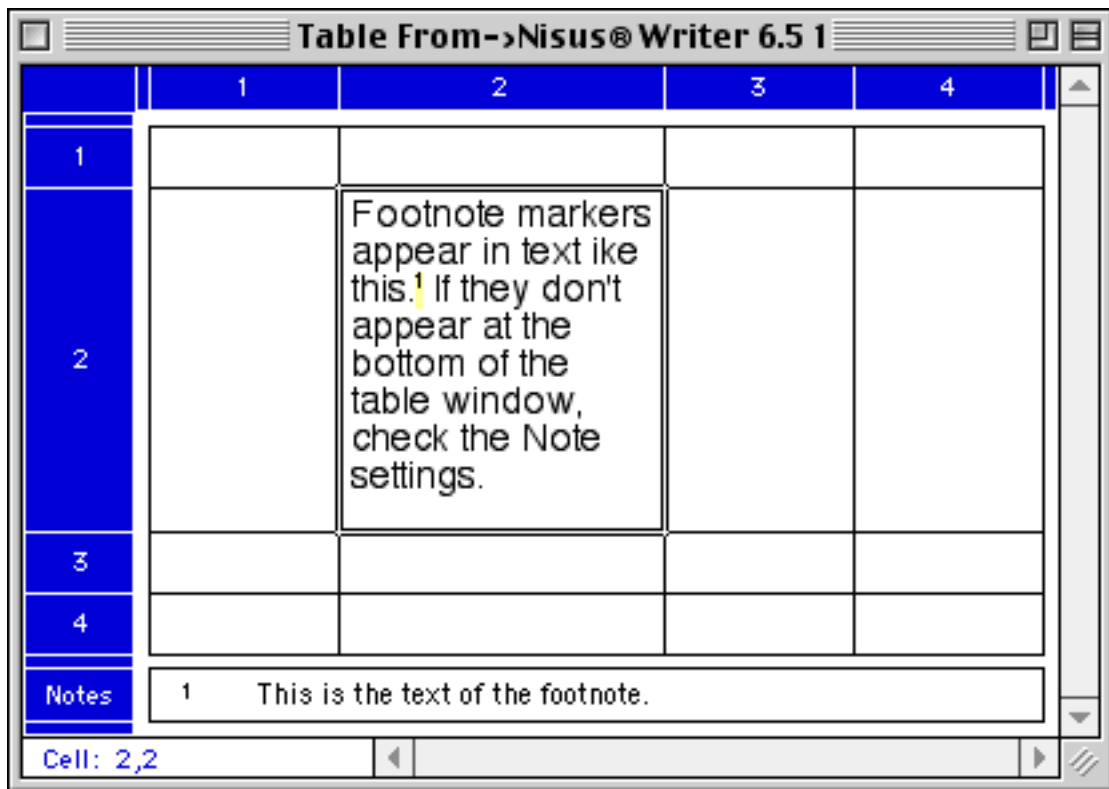


Figure 228
Footnote Marker in Text

One of the special things about Nisus Table Tool footnotes is that they remain “associative.” That means that if you erase either the footnote or marker, both disappear. If you delete a footnote cell at the bottom of the table its associated marker in the body of the table will disappear. If you make changes to the footnotes (delete some or add new ones out of order), choose **Reorder Notes** from the **Table** menu to restore a logical order to the marker sequence. Note that the marker characters are considered as graphics, not text, which means that certain formatting commands—such as **Style**—can’t be applied to them.

The position of each of the controls in the **Settings** dialogs is the same for each area of the table. In other words, **Font** is always the first pop-up menu at the top left of the dialog. For some areas, as many as two additional pop-up menus may appear. For example, most of the dialogs for areas other than the **Entry** area have either a **Placement** or **Layout** pop-up control. The **Notes** dialog contains an additional pop-up menu labeled **Numbering**. Other than these small differences, the **Settings** area dialogs appear and work exactly the same way.

To change the settings of the notes

- Choose **Note...** from the **Settings** menu.

The Note Settings dialog illustrated in Figure 229 appears allowing you to change the various settings that apply to the notes section of the table. Nisus Table Tool presents a dialog of pop-up menus that control the individual characteristics you can change (see the description at the start of the **Settings** menu section).

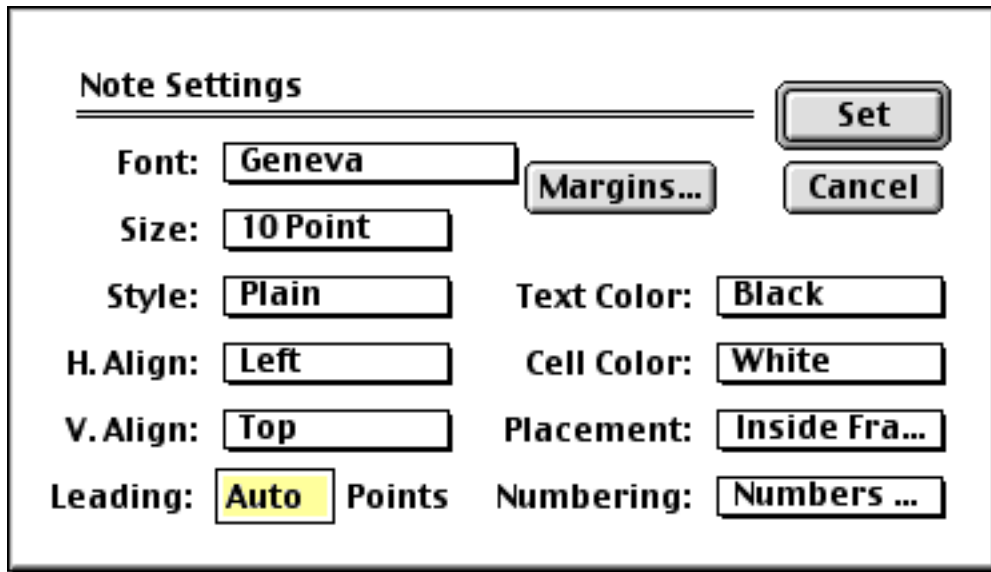


Figure 229

The note settings dialog

The following additional controls appear within the **Note Settings** dialog.

The **Placement** pop-up menu enables you to alter the location of the notes in relation to the table's frame. Choose from:

- **Inside Frame** Places the note box within the table's frame, if any.
- **Outside Frame** Places the note box outside of (below) the table's frame, if any.
- **None** Suppresses the notes
This causes the notes not to appear in the table—anything typed into the notes area will be lost when you select this option.



The **Numbering** pop-up menu enables you to select the type of marker used to denote the footnotes. Choose from:

- **Numbers** Notes are indicated with superscript numerals (1, 2, 3, and so on).
- **Letters** Notes are indicated with superscript lowercase letters (a, b, c, and so on).
- **Symbols** Notes are indicated with superscript symbols (†, §, °, and so on).

To insert a new footnote in the current cell:

- 1 Choose **Note...** from the **Setting** menu.
- 2 Be sure that either **Outside Frame** or **Inside Frame** appears in the **Placement:** section of the Note Settings dialog.
If you have **None** in this dialog, the Table Tool disables the command **New Footnote...**
- 3 Choose **New Footnote...** from the **Table** menu.
- 4 Enter your footnote text in the dialog that appears.
- 5 Click **OK**.

The Table Tool will add the text to the document's footnote list, which appears at the bottom of the table. Nisus Table Tool automatically numbers the footnotes, using the current numbering style defined in the Note Settings dialog.



The Table Tool creates a footnote marker character in the current cell. This marker also appears next to the footnote in the note section. You cannot type over or erase a footnote marker.

To delete a footnote in the table tool:

- 1 Select the footnote (in the footnote area of the table)
- 2 Choose **Delete** from the **Edit** menu.

Footnotes are associated with the cell in which you create them. If you cut or copy a cell containing an associative footnote, the footnote will also be cut or copied.

To reorder the sequence of the notes:

Nisus Table Tool numbers footnotes in the order you type them. This can cause unusual numbering to occur when you delete, copy, or move notes around in the table—the notes may no longer be in order, and some note numbers may be missing.

- ▶ Choose **Reorder Notes** from the **Table** menu to correct this problem.

Reorder Notes numbers notes beginning at the top left of the table and works across and down. This fills in missing note numbers, and the next footnote you create will have the number immediately following the last one in the table.

To hide or display notes:

- ▶ Choose **Hide Notes** from the **View** menu to hide the note area from the table window.

This provides additional space on the screen for entering and editing entries.

- ▶ Choose **Show Notes** from the **View** menu to display the note area of the table.

The note area appears at the bottom of the window. Each table window may have a different **Show/Hide Note** setting.

Add footnotes last

Nisus Table Tool features full footnoting. Footnotes and their associated text are linked. If you cut and paste a selection with a footnote in it, the footnote moves with the paste action. Deleting either the footnote marker or the footnote text results in both being deleted from the table. Choose **Reorder Notes** to restore numbering in a logical fashion (left to right, top to bottom).

But that isn't always the order in which you want the notes to appear. To force the notes to appear in a different order you must create them in that order within the table. So, simply wait until the rest of the table is done, then go through it entering the notes in the order you want them to appear.

To sort tables:

You can sort your tables in a variety of ways.

To sort an entire table:

- 1 Select the entire table.

Drag across one of the ID bars so that all columns or rows are selected. This could take some time in a large table, so here's the shortcut: select a row or column in the ID bars, while holding down **option**, next, hold down **shift** and press **⌘ A** (**Select All**).

- 2 Choose **Rows...** or **Columns...** from the **Sort** submenu of the **Edit** menu.

- 3 In the dialog that appears, type the column (or row) number to use as the key for the sort.

- ▶ To specify the Row Headers as the key, type "RH."
- ▶ To specify the Column Headers as the key, type "CH."
- ▶ Otherwise type the row or column number.

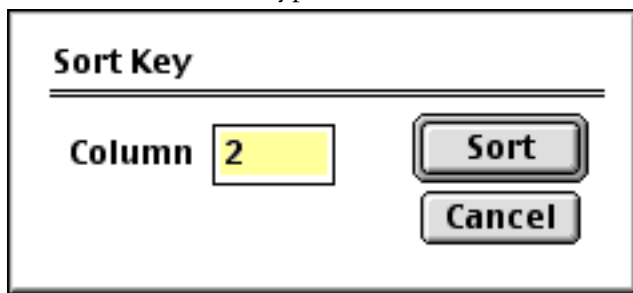


Figure 230

The sort key dialog

- 4 Type the column (or row) number to use as the key for the sort.

- 5 Click **Sort** or press **return** to start the sort.



Note: if your table has group headers, do not include them in your selection. Do not sort a table that has group headers, because it is likely that the relationship between the groups and the rest of the table will be broken after the sort.

To sort a portion of a table:

- 1 Select the part of the table you want to sort.

Drag to select the portion of the table you want to sort. You may do this in the ID bars (in which case entire columns or rows are selected), or within the table itself.

- 2 Choose **Rows...** or **Columns...** from the **Sort** submenu of the **Edit** menu.

- 3 In the dialog that appears, type the column (or row) number to use as the key for the sort.
 - ▶ To specify the Row Headers as the key, type "RH."
 - ▶ To specify the Column Headers as the key, type "CH."
 - ▶ Otherwise type the row or column number. The rank you specify as the key must be within the selected range.
- 4 Click **Sort** or press  to start the sort. If for some reason you decide not to sort, click **Cancel** or press .

To sort cells:

You may find that you want to rearrange the table so that your entries are in some sort of structured order.

To sort an entire table based on one column:

- 1 Select the entire table.
- 2 Choose either **Columns...** or **Rows...** from the **Sort** submenu of the **Edit** menu.
- 3 In the dialog that appears enter the "**Sort Key**" you want to use for the basis of the sort (that is: **Row** or **Column** depending on which command you chose).
- 4 Click .

The Table Tool performs a "one-key sort." The "one-key" refers to the fact that you choose one group of data—a specific row or column—to use to reorder all the information in the selected area. Assume that you have three sets of names and addresses in your table.

John Louis	Parisian Place, 1B	Los Gauchos	CA	95321
John "JJ" Parker	Prickly Pine Road	Farside	OR	94333
John Appleseed	North Woods Road	Vineville	WA	90909

Table 11
Sorting a table

Table 11 appears to be in alphabetical order sorted on the fourth column (the state abbreviation)—the fourth column is probably the "sort key" that was used to order the table (or you might simply have entered the data in that order).

If you want the table in another order—by ZIP Code, for example—you select the entire table and specify a new sort key—column 5, the ZIP Code column.



Make sure to select the entire table. Because if you selected only column 5 for the sort, then column 5 would be the only part of the table reordered, making the ZIP Codes meaningless in relation to the other data in the table.

Here are the rules Nisus Table Tool follows for sorting:

- Generally, sorts are done in ASCII sequence (basically alphabetical order with punctuation and symbols sorting in the order they appear in the ASCII definition).
- Uppercase characters sort first, with the lowercase equivalent following immediately (that is, AaBbCc...).
- Characters with diacritical marks are sorted immediately following the equivalent character (that is, AÄÅÄÅäåääååBb...).
- Ligatures (double characters, like æ) sort after the regular character set and towards the end of the ASCII sequence, if you use a non-U.S. System, it may reorder the ligatures according to the host country's preference.



Note that numeric values are sorted as text strings, not by numeric value.

To swap two columns or rows:

Sometimes you'll find that you want to exchange two adjacent rows or columns. This is where you use Nisus Table Tool's **Swap** command. When you use **Swap**, not only is the data swapped, but so is the size of the cells. The row heights or column widths are swapped simultaneously.

- 1 Select the two rows you want to swap by dragging in the ID bar at the left side of the table.
- 2 Choose **Swap** from the **Edit** menu.

If you want to swap columns, select two adjacent columns with the ID bar at the top of the table in step 1. Should you select more than two rows or columns you'll see an alert telling you to select adjacent objects. Swap also lets you swap adjacent cells. Select any two cells, choose **Swap** from the **Edit** menu, and the cell contents are swapped. This operation does not change the cell size, so you may want to rise the cell manually after a swap.

To find text in a table:

The **Table** menu contains the commands to perform text searching and substitution.

- ▶ Choose **Find**, from the **Table** menu.

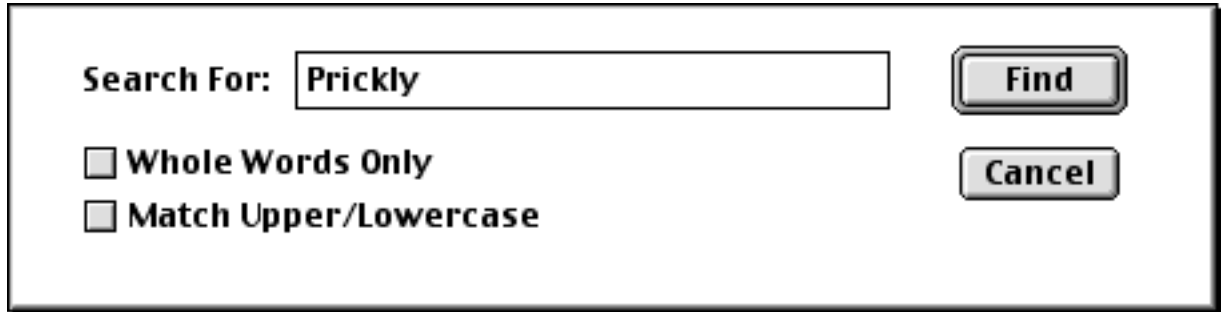


Figure 231

The Table Tool find dialog

When you enter a target string in the **Search For** box and click **Find**, Nisus Table Tool will search the table, starting at the current cell, and search the contents of each cell for the target string. If it finds the string, Nisus Table Tool will change the selection to that cell, scrolling the table if necessary, and select the text. **Find** searches from left to right, and top to bottom order.

Find has two options:

- ▶ Check **Whole Words Only** to limit the search to complete strings.
- ▶ Check **Match Upper/Lower Case** to force the search to be case sensitive.

To find next:

- ▶ Choose **Find Next** from the **Table** menu.

This finds the next occurrence of the target string in the table. Use **Find Next** to continue a **Find** command.

To find and replace:

- 1 Choose **Replace**, from the **Table** menu.

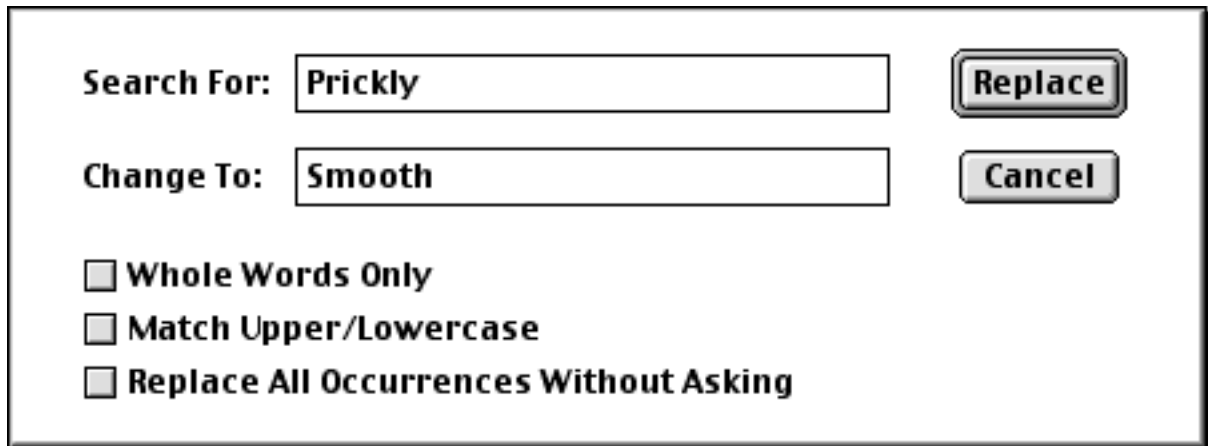


Figure 232

The Table Tool find/replace dialog

You specify the target string exactly like you do with **Find**. You specify the substitution string in the edit box labeled **Change To**.

- 2 Click **Replace** to start the process.

The Nisus Table Tool will search the current table. If it finds an occurrence of the target string, it will prompt you with a dialog. If you wish Nisus Table Tool to replace the target string with the substitution string, click **OK**.

Replace also has the **Whole Words Only** and **Match Upper/Lowercase** options, which work exactly like those in **Find** (see above). Replace all instances of a particular string using **Replace all Occurrences Without Asking**. When you choose this option, **Replace** does just that: it replaces all occurrences in all table cells of the target string with the substitution string until it reaches the bottom of the table.

To replace next:

- Choose **Replace Next** from the **Table** menu.

This finds the next occurrence of the target string, and prompts you with a dialog asking if you want to replace the target string with the substitution string. Use **Replace Next** to continue a **Replace** command.

To hide (or show) lines (frames) in a table:

If you want to change the looks of the frame (border) that surrounds the table:

- 1 Choose **Lines...** from the **Frame** submenu of the **Settings** menu.
- 2 Choose a **Size** and **Style** for the lines.

If you don't want a frame around the table, choose a **Size** of **None**.

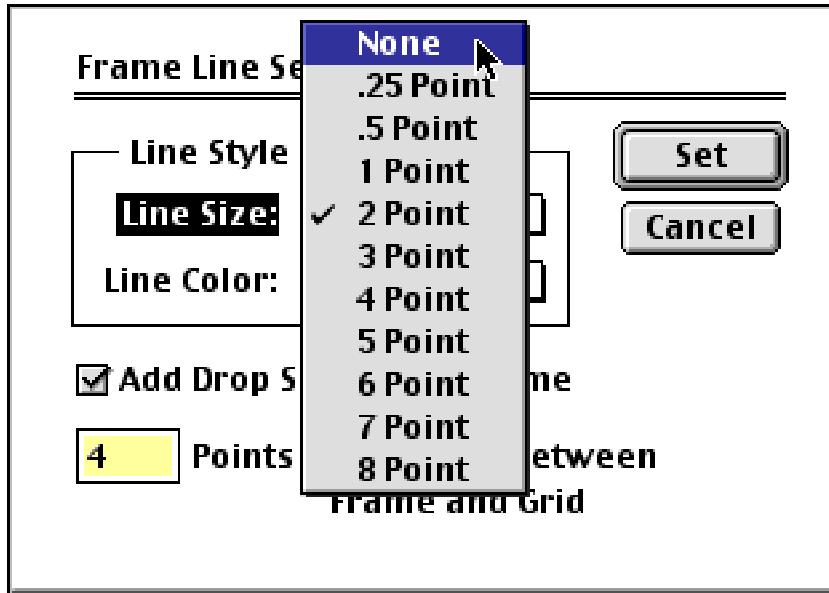


Figure 233

The frame line control dialog

- 3 If you want the **Frame** to appear “detached” from the **Grid**, type an appropriate value in the box labeled **Inches Extra Space Between Frame and Grid**. If you want a drop shadow around the right and lower edges of the frame, check **Add Drop Shadow to Frame**.
- 4 When you're satisfied with your choices, press **return** or click **OK**.

To choose which lines appear in the table:

You can control more than the vertical and horizontal lines in the entry area of your table. To control other lines:

- 1 Choose **Lines...** from the **Select** submenu of the **Settings** menu.
- 2 For each area of the table, select which lines will and won't appear by clicking on the box attached to that line. A checked box means it will appear, while an unchecked box means it won't.

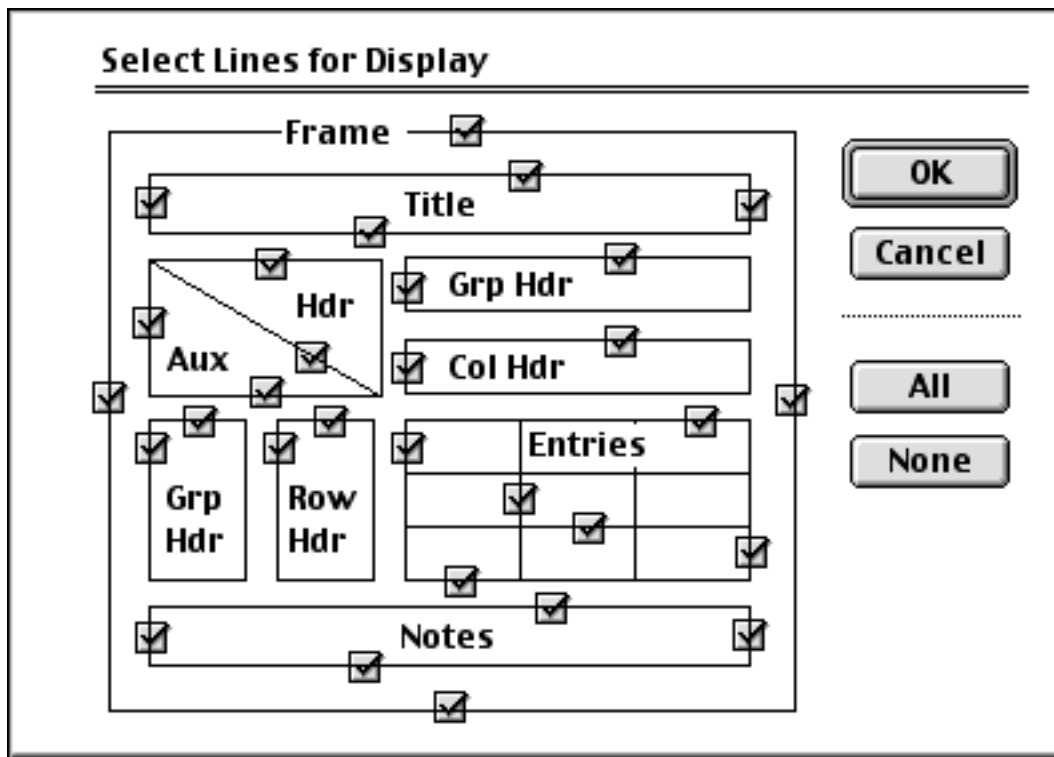


Figure 234

The select lines dialog

Each area of the table can be framed separately. For example, the Title Area can have lines around it at each edge. Many of the lines overlap when the table is put together properly. For example, the line at the right of the Row Header Area overlaps the line at the left of the Entry Area—if either one of these lines is checked, a line will appear between the row headers and entries in the table.

For convenience, **All** and **None** buttons are available to quickly select all of the lines in the table, or to deselect all the lines simultaneously.

3 When you're satisfied with your choices, press **return** or click **Set**.

To convert text to (or from) a table:

The **File** menu's **Import...** and **Export...** commands allow you to select which formats Nisus Table Tool uses for reading and saving files. The following formats are supported:

SYLK (import only)

SYLK is Microsoft's format for interchanging data with other programs, especially tabular and numerical data. Some styling information is brought to Nisus Table Tool in SYLK files, generally column width and numerical and date formatting.

To convert Excel data

SYLK was originally developed for Microsoft's first spreadsheet, Multiplan, and has evolved over time. A SYLK file consists of plain text, formatted in such a way that another program can reconstruct a complete representation of the original Multiplan or Excel worksheet it was saved from. Spreadsheets are unusual in that they may not contain actual data in every cell, but sometimes contain formulas. SYLK format sidesteps this issue by providing both the formula and the calculated value, if necessary. In addition it provides information about the alignment in the cell (Left, Right, Center.), numerical and date formats, and can even reference additional worksheets.

Nisus Table Tool does its best to understand SYLK worksheets. What Nisus Table Tool doesn't understand, it skips over.

To import numbers from Excel

SYLK is not the format in which Excel normally stores its values. You need to tell Excel to export a worksheet in SYLK form.

- 1 Choose **Import...** from the **File** menu.
- 2 In the pop-up menu at the bottom of the dialog that appears, choose **Excel™ SYLK**. Select the file you just saved in Excel. Click **Open** (or press **return**) to complete the action.

Your Excel worksheet should appear in a new Nisus Table Tool document window. Dates and number

formats should be intact. Cell widths may be somewhat different, since Nisus Table Tool does not allow text to “spill over” into adjacent, empty cells as does Excel.

To export tables to Excel

Nisus Table Tool does not write SYLK format files. Therefore, we suggest that you save files in Tabbed Text form for export to Excel.

Tabbed Text is not the format in which Nisus Table Tool normally stores tables. You need to tell Nisus Table Tool to save a worksheet in Tabbed Text form.

- 1 Open the table you want to export in Nisus Table Tool.
- 2 Choose **Export...** from the **File** menu.
- 3 In the dialog that appears, use the pop-up menu at the bottom to choose **Tabbed Text** format. Type a new name for the file in the edit box, if desired (Nisus Table Tool supplies a .TAB-TEXT at the end of the name to distinguish it, so it is not necessary to supply a new name). Click **Save** (or press **return**).

Excel doesn't have an explicit Import command. Excel recognizes SYLK, Excel, Text, WKS, and Multiplan files directly.

Tabbed Text

This is a generic format that contains no styling information, and which separates table entries with ASCII Tab characters. Each row in a tabbed text file is separated by a Return.

To convert tabbed text

Tabbed text is generally regarded as the word processing standard for exchanging tabular data. Virtually all word processors can read and/or write tabbed text files.

A tabbed text file consists of plain text. Each “record” in a tabbed text file consists of a single line of data, with a tab separating each “field” in the record (blank fields result in consecutive tabs with no data between the tabs). The figures below illustrate a simple table and its tabbed text equivalent.

John "JJ" Parker	Prickly Pine Road	Woodside	CA	94333
John Louis	Parisian Place, 1B	Los Gatos	CA	95321
John Appleseed	North Woods Road	Orchardville	CA	90909

Figure 235
A simple table

```
John "JJ" Parker→ Prickly Pine Road→ Woodside→ CA→ 94333
John Louis→ Parisian Place, 1B→ Los Gatos→ CA→ 95321
John Appleseed→ North Woods Road→ Orchardville→ CA→ 90909
```

Figure 236
The same table in tabbed text form with tab characters displayed

To import tabbed text data

- 1 Choose **Import** from the **File** menu.
- 2 In the pop-up menu at the bottom of the dialog that appears, choose **Tabbed Text**. Select the file you just saved in the other application. Click **Open** (or press **return**) to complete the action.

Your data will appear in a new Nisus Table Tool document window.

You may also wish to convert a tabbed-text portion of your Nisus Writer document to a table. While Nisus Writer does not have an automated “text-to-table” feature, you can achieve the same result manually by copying the desired text to the Clipboard, inserting a table with the correct number of rows and columns, and pasting your data into the new table.

To export tabbed text data

Tabbed Text is not the format in which Nisus Table Tool normally stores tables. You need to tell Nisus Table Tool to save a table in tabbed text form.

- 1 Open the table you want to export by double-clicking it in your Nisus Writer document.
- 2 Choose **Export...** from the **File** menu.
- 3 In the dialog that appears, use the pop-up menu at the bottom to choose **Tabbed Text** format. Type a new name for the file in the edit box, if desired (Nisus Table Tool supplies a .TAB-TEXT at the end of the name to distinguish it, so it is not necessary to supply a new name). Click **Save** (or press **return**) to complete the action.

Comma Text

This is a generic format (usually called Comma-Delimited Text), again with no styling information. Each entry is separated by a comma—explicit commas in an entry are allowed by surrounding the entry with straight quotes, and an explicit quote is created by putting two quote characters back to back. Like tabbed text, each row in a comma-delimited file is separated by a Return.

To convert comma-delimited text

Comma-delimited text is generally regarded as the database standard for exchanging data. Virtually all database programs and most word processors that support mail merge can read and/or write comma-delimited text files.

A comma-delimited text file consists of plain text, formatted in such a way that another program can reconstruct a complete representation of the original database it was created from. Each “record” in a comma-delimited text file consists of a single line of data, with a comma separating each “field” in the record (blank fields result in consecutive commas with no data between the commas). If a comma appears within a field, you must surround the entire field with straight quote characters. Consecutive quote characters indicate a literal (individual) quote character. See below for an example of a table and what it looks like in comma-delimited form.

John "JJ" Parker	Prickly Pine Road	Woodside	CA	94333
John Louis	Parisian Place, 1B	Los Gatos	CA	95321
John Appleseed	North Woods Road	Orchardville	CA	90909

Figure 237
A simple table

John "JJ" Parker,Prickly Pine Road,Woodside,CA,94333
John Louis,"Parisian Place, 1B",Los Gatos,CA,95321
John Appleseed,North Woods Road,Orchardville,CA,90909

Figure 238
The same table in comma-delimited form

Three distinctly different types of “records” (rows) have been created from the table above. The first record had explicit quotation marks, which resulted in two sets of double quotes in the name. The second record had an explicit comma in the address field, so the whole field has been surrounded by quotes. The third record is a simple one that has no special formatting requirements.

To import comma-delimited data

Comma-Delimited is not the format in which programs usually store their data. Most likely you need to save the data in comma-delimited form.

- 1 Choose **Import...** from the **File** menu.
 - 2 From the pop-up menu at the bottom of the dialog that appears, choose **Comma Text**. Select the file you just saved in the other application. Click **Open** (or press **return**) to complete the action.
- Your data should appear in a new Nisus Table Tool document window.

To export comma-delimited data

Comma-Delimited is not the format in which Nisus Table Tool normally stores tables. You need to tell Nisus Table Tool to save a worksheet in this form.

- 1 Open the table you want to export in Nisus Table Tool.
- 2 Choose **Export...** from the **File** menu.
- 3 In the dialog that appears, use the pop-up menu at the bottom to choose **Comma Text** format. Type a new name for the file in the edit box, if desired (Nisus Table Tool supplies a **DB-TEXT** at the end of the name to distinguish it, so it is not necessary to supply a new name). Click **Save** (or press **return**) to complete the action.

PICT (export only)

This format contains all styling and formatting information and allows other programs to “draw” the table Nisus Table Tool creates.

EGO

Stands for Edit Graphic Object. This is Nisus Table Tool’s default format. It allows the complete table, with all formatting intact, to reside within a Nisus Writer document, rather than in a separate file. The original table can be edited by double-clicking it in the Nisus Writer document. For more information about editing graphic objects see page 422.

To convert to EGO

When you create a table by choosing **Table...** from the **Insert** menu in Nisus Writer, and then close your finished table, it is automatically placed in EGO format in your Nisus Writer document.

To create a table that spans more than one Nisus Writer page:

- 1 Choose **Table...** from the **Insert** menu and create your table as usual.
- 2 Close the table in the Table Tool so that it appears in your Nisus Writer document.

Table Heading				
	Column 1	Column 2	Column 3	Column 4
Row 1	1x1	1x2	1x3	1x4
Row 2	2x1	2x2	2x3	2x4
Row 3	3x1	3x2	3x3	3x4
Row 4	4x1	4x2	4x3	4x4
Row 5	5x1	5x2	5x3	5x4
Row 6	6x1	6x2	6x3	6x4
Row 7	7x1	7x2	7x3	7x4
Row 8	8x1	8x2	8x3	8x4
Row 9	9x1	9x2	9x3	9x4
Row 10	10x1	10x2	10x3	10x4

Table 12

A long table

- 3 Select the table in the Nisus Writer document and choose **Copy** from the **Edit** menu.
- 4 Treat the table as you would any Nisus Writer character graphic and crop the bottom of the table so only the first portion displays. For instructions on how to crop charactergraphics see page 207.

Table Heading				
	Column 1	Column 2	Column 3	Column 4
Row 1	1x1	1x2	1x3	1x4
Row 2	2x1	2x2	2x3	2x4
Row 3	3x1	3x2	3x3	3x4
Row 4	4x1	4x2	4x3	4x4

Figure 239

A long table with bottom cropped

- 5 Move the insertion point to the next page and choose **Paste** from the **Edit** menu.
- 6 Crop the top of the table so only the second portion displays.

Row 5	5x1	5x2	5x3	5x4
Row 6	6x1	6x2	6x3	6x4
Row 7	7x1	7x2	7x3	7x4
Row 8	8x1	8x2	8x3	8x4
Row 9	9x1	9x2	9x3	9x4
Row 10	10x1	10x2	10x3	10x4

Figure 240

A long table with top cropped

You can have the title appear at the top of the table on the second portion as well.

- 7 Paste the table in once again, immediately ahead of the table on the second page and crop it so that only the title appears.



Figure 241
A long table's uncropped heading

To print a table:

- ▶ Close the table window so that the table appears in Nisus Writer and choose **Print** from the **File** menu. The printer you use determines the manner in which the shading of your tables appears on paper.
- QuickDraw printers:
Shading is applied as a pattern of dots. This pattern can be somewhat crude, depending upon the printer, and the dots for the shading often blend in with the dots for the text, making the text less legible.
- PostScript printer
Shading is applied in a much more refined manner, and the smaller size of the dots gives more pleasing results. The higher the resolution of the PostScript printer, the better Nisus Table Tool's shading should look.

To customize the Nisus table tool works:

- ▶ Choose **Preferences...** from the **File** menu to set a range of options that allow you to customize how the Table Tool works.

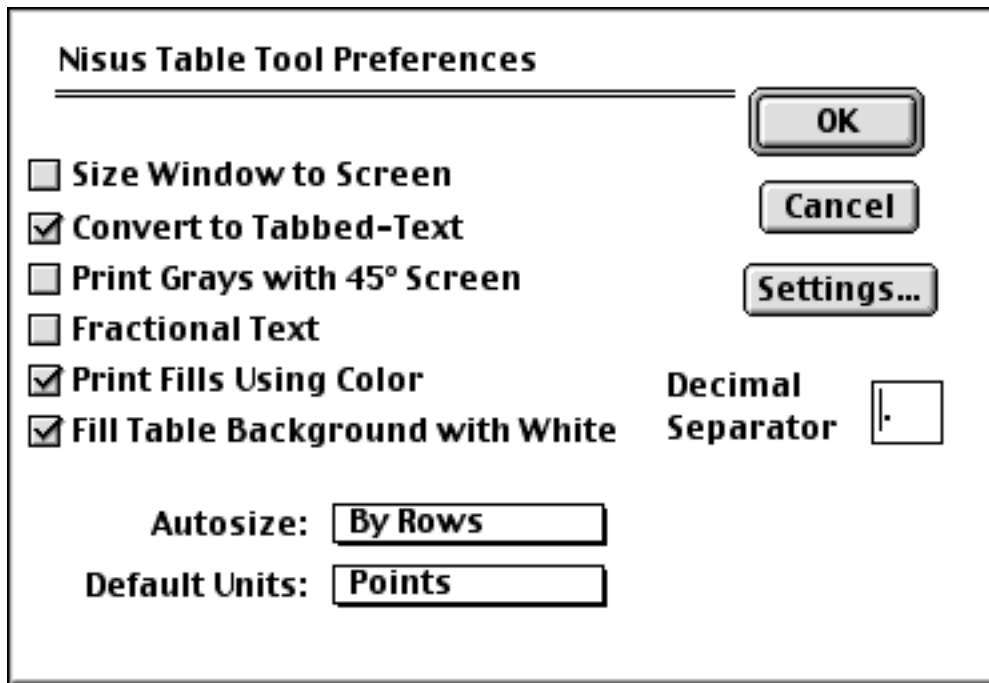


Figure 242
Nisus Table Tool's Preferences dialog

These preferences determine:

- How large the window is when you create a new table.
- Whether the Table Tool converts the Clipboard to tabbed text when you switch out of the Table Tool into another application, and whether the Table Tool converts the Clipboard from tabbed text to cells when you switch from some other application into the Table Tool.
- Whether the cell fill patterns are rotated 45 degrees on a PostScript printer. This gives the shading a smooth appearance.
- Whether the Table Tool uses fractional character widths in text layout.
- The autosize parameter for each new table.
- The default units for each new table.
- The Dingbat font and font size for a new table.
- The decimal place character for each new table.

- The default Settings for each new table.

Whenever you create a new table, the Table Tool gives the table certain settings, dingbat, autosize, and units values. These default values come from either the shipped Table Tool values, or from the Table Tool Preferences file, which the Table Tool creates when you create preferences using this dialog.

When to use preferences

The Table Tool reads its preferences file when:

- The Table Tool launches
- You change the preferences

These are the only times that the Preferences options will have an effect on the Table Tool's actions. Thus, using the **Preferences** command has no immediate effect on tables already open.

Preferences give a table its default settings

Settings control how a table looks. Note that a table's settings define the text attributes for the seven distinct areas of a table:

- Title
- Column Group
- Column Header
- Row Group
- Row Header
- Entry
- Note

A table's settings also control its:

- Line Size
- Line Color
- Line Existence
- Table-wide Shading

To create a settings file:

Also implicit in settings are the default width and height of cells, because cell size is based on the text size and height values derived from the setting's text attributes. You take a 'snapshot' of a table's settings by choosing **Save Settings**. You can, in turn, apply these settings to any other table by choosing **Apply Settings**.

The Table Tool Preferences command also takes advantage of the Settings mechanism. The Nisus Table Tool Preferences file contains the default settings that are applied to every new table you create, so you can configure Nisus Table Tool to create each new table in the style that you want.

To change these default settings, you first need a Settings file on disk to work from. If you don't already have a settings file, choose **Save Settings...** from the **Settings** menu to create a new one. Save this file in the Nisus Writer Tools folder or in the Preferences folder in your System folder.

- 1 Choose **Preferences...** from the **Edit** menu.
- 2 Click **Settings...** in the Preferences dialog; a variant of the Open dialog appears.
- 3 Select the file you created and want to use for your default table settings.
- 4 Double-click the file name to select the file.
- 5 Save the new Preferences by clicking **OK**.

Each new table that you create will now have those settings as a default.

When you assign a Settings file from the Preferences menu, you are telling the Nisus Table Tool to automatically do the equivalent of an Apply Settings for every new table that is created.

Fractional text

Preferences changes only take effect for subsequently created tables, but there is one exception to this rule, Fractional Text.

The **Fractional Text** option makes a difference in how Nisus Table Tool lays out the characters in each line of text. When the Fractional Text option is off, Nisus Table Tool uses integer values for each character width, and as a result, some round off error may occur in the smaller font sizes. The position of each character may therefore differ slightly between text drawn with Fractional Text on or off.

Nisus Table Tool draws all tables using the current Fractional Text preference, so once you set this option, all tables, including those already open, will use the current Fractional Text preference option.



To set the measurement unit in the Table Tool:

- ▶ Choose **Points**, **Picas**, **Inches**, or **Cms** (centimeters) from the **Units** submenu of the **Settings** menu. The unit you choose here corresponds to the numbers you enter in any of the Table Tools dialogs which request measurements. Unlike Nisus Writer in which measurement units are an aspect of the program preferences, you can change these units from dialog to dialog. The unit you choose here appears in the dialogs of the Table Tool so you always know which method of measurement you are using.

Equations



Your Nisus Writer package includes the Nisus Equation Tool (in the Nisus Tools Folder), an application that simplifies working with mathematical formulas. With the Equation Tool you can enter fractions, exponents, and integrals, as well as other mathematical expressions, into your document.

The Equation Tool allows you to display complex equations easily; it does not solve equations.

Though the following instructions consist of discrete tasks, they are, for the most part, cumulative. Because of this the numbers for the tasks increase throughout the section.

To insert an equation:

- 1 Put your insertion point where you want the equation to appear (either on the Text or the Graphics layer).
- 2 Choose **Equation...** from the **Insert** menu.

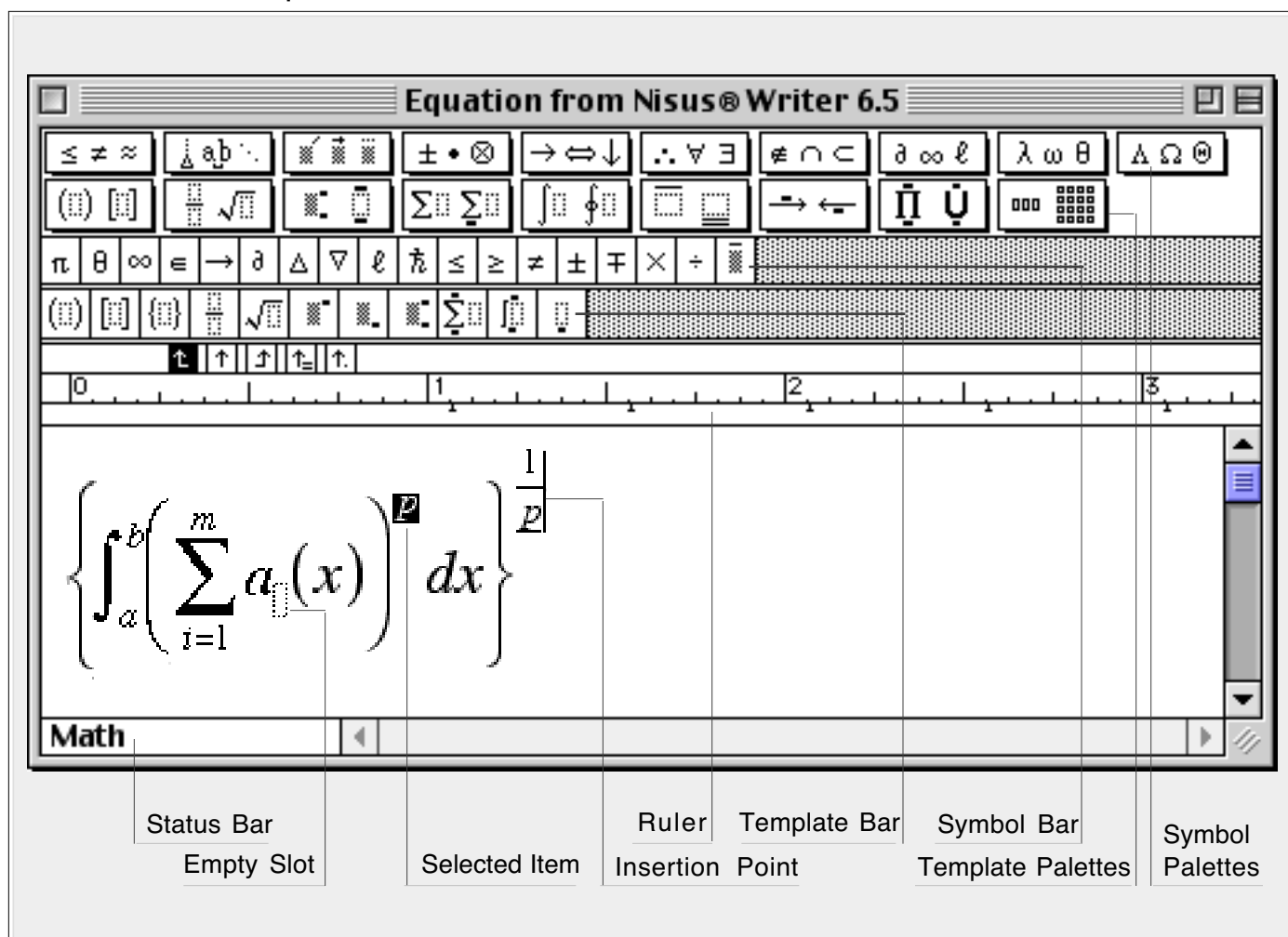


Figure 243

A standard Nisus Equation Tool window

The top row of items on the Tool bar are palettes of symbols from which you can choose to insert in your equation.

The second row of items are templates. Construct equations by piecing together various templates and filling them in with the appropriate symbols and figures.

Click the button you want, then drag till you choose the item you want. When you release the mouse button, that item appears in your equation.

The bottom two rows are buttons that represent specific commonly used symbols and templates. These also appear in the Symbols and Templates tool bars, but here you have quicker (one click) access to them. Illustrations with explanations of each of the palettes begin on page 256.

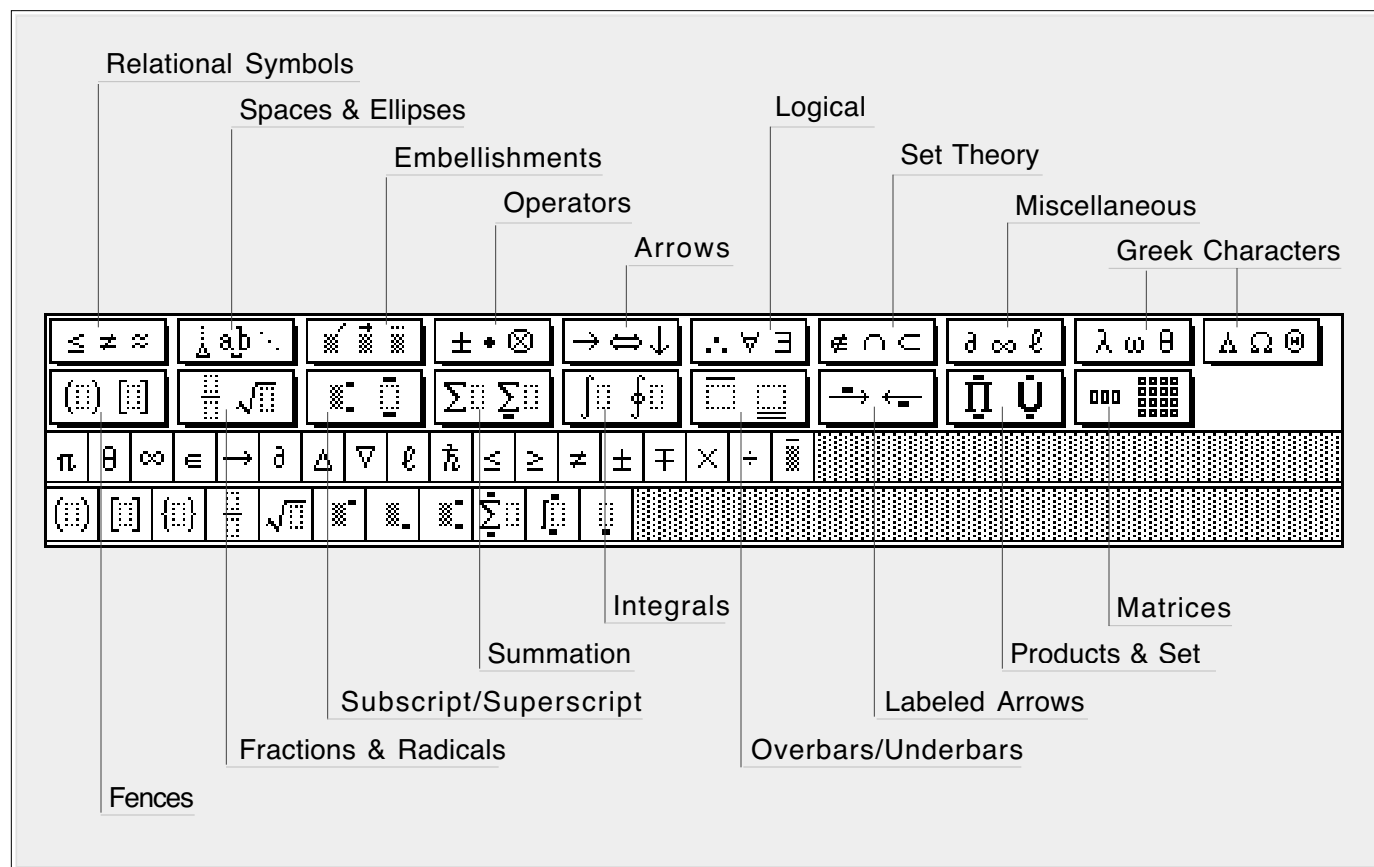


Figure 244
Primary elements of the Equation Tool's tool bar

- 3 Enter the data (templates and symbols) you want in your equation.

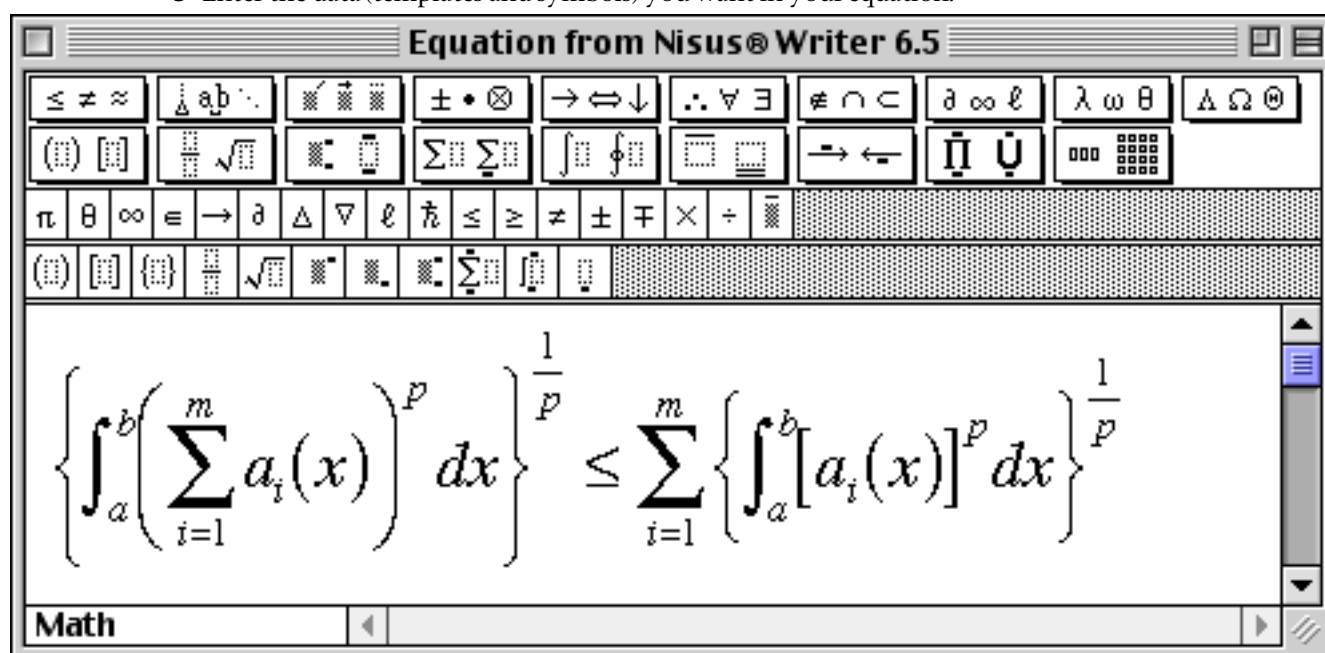


Figure 245
A Nisus Equation Tool window with an equation

- 4 When you finish creating your equation click the Close box.

$$\left\{ \int_a^b \left(\sum_{i=1}^m a(x) \right)^p dx \right\}^{\frac{1}{p}}$$

Equation 1

A Nisus Equation Tool equation in text

To create an equation: a tutorial:

This example leads you through the creation of an often used formula for calculating a statistical quantity known as a variance.

$$\sigma_x^2 = \frac{1}{n} \left\{ \sum_{i=1}^n X_i^2 - n\bar{X}^2 \right\}$$

Equation 2

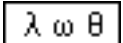
Statistical variance formula

The formula illustrates the use of subscripts, superscripts, and summation templates. Integral and product templates behave much the same as summation templates, so what you learn in this example will be useful in a variety of other situations. The steps required to create the formula are as follows:

- 5 Choose **New** from the **File** menu of Nisus Writer.
- 6 Choose **Equation...** from the **Insert** menu of Nisus Writer. (The Equation Tool opens an empty window.)

To enter Greek characters:

- Enter a σ .

Choose it from the  palette, or, if you know that σ is the Greek letter “s”, press   followed by s.

To use super/subscripts:

- 7 Create slots for the subscript and superscript on the σ by clicking the  icon in the Template Bar. Subscripts and superscripts are small. In order to see what’s happening, make sure to choose **200%** or **400%** scale from the **View** menu.
- 8 The insertion point appears in the newly created subscript slot. Type the subscript, x. The σ may have a bite taken out of it when the X subscript is displayed.
This is no cause for alarm—the Equation Tool repairs this the next time it redraws the screen. If you want to, you can force the Equation Tool to redraw the screen immediately by using the **Redraw** command from the **View** menu, or by pressing .
- 9 Move the insertion point up into the superscript slot either by clicking in it or by pressing . Then type the number 2 into the superscript slot.
- 10 By clicking, or by pressing  again, move the insertion point to the location shown here:

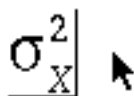


Figure 246

Moving the insertion point

Click the arrow pointer somewhere out to the right of the equation, as shown in Figure 246. Be careful not to place the pointer too close to the subscript or superscript slots, or else the insertion point may jump into one of them when you click.

- 11 Type in the = sign.

Remember not to type any spaces.



To use fractions:

- 12  the fraction by using the  template, which is available in the Template Bar and in the  palette. You can also insert the  icon by pressing  .
- 13 The insertion point appears in the newly created numerator slot; type the number 1 here.
- 14 Move the insertion point down into the denominator slot either by clicking in it or by pressing . Then type in the denominator, n, and press  again to move the insertion point out of the denominator slot.

$$\sigma_X^2 = \frac{1}{n}$$

To use delimiters:

- 15 Insert a pair of braces (curly brackets). Do this either by clicking the  icon in the Template Bar, or by using the   keyboard shortcut.
- 16 Click the  icon to enter a summation template inside the braces. Notice how the braces expand automatically.

$$\sigma_X^2 = \frac{1}{n} \left\{ \sum \right\}$$

- 17 Type the letter x into the summand slot (the large slot on the right).
- 18 Attach a subscript and superscript to the X using the  template, as explained in Using super/subscripts, page 254.
- 19 Move the insertion point into the lower limit slot of the summation template by clicking inside the slot, and type i=1.
As usual, do not try to put in any spaces. The Equation Tool automatically reduces the size of the text, and centers it below the summation sign.
- 20 Click in the upper limit slot of the summation template, and type in the upper limit, n.
- 21 Move the insertion point into the position shown below:

$$\sigma_X^2 = \frac{1}{n} \left\{ \sum_{i=1}^n X_i^2 \right\}$$

- 22 Type -nx.

To move through equations:

If the insertion point is in the upper limit slot of the summation template, pressing  moves the insertion point to the appropriate location. If you repeatedly press , the insertion point cycles through all the slots in the equation and eventually reaches the position shown, regardless of where it started out. If you want to move the insertion point by clicking, click somewhere near the point indicated by the arrow pointer in the figure.

To use embellishments:

- 23 Place a bar over the X by clicking the  icon in the Symbol Bar.
The Equation Tool adds these embellishments to the character to the left of the insertion point. You can add several of them to the same character.
- 24 Enter the exponent denoting “squared” by using the  template. It works just the same way as the  template used earlier. The equation is now complete.

To adjust spacing in equations:

- 25 Select any item or group of items, in the usual way, and nudge them either horizontally or vertically in steps of one pixel (screen dot).
If you view your equation at 400% scale, you can make adjustments as small as a quarter of a point in this way.

26 To nudge items, use the following keystrokes:

			nudges the selected items to the left by one pixel
			nudges the selected items upward by one pixel
			nudges the selected items to the right by one pixel
			nudges the selected items downward by one pixel

You might want to try moving a subscript or a superscript, or moving the limits of the summation. You can even move the bar over the x , but remember that there is a special technique for selecting it: press  and click the bar with the outlined arrow pointer. Nudge commands should only be used for fine adjustments—if you move things too far, the Equation Tool may not be able to update the screen correctly, and you'll have to choose **Redraw** from the **View** menu ( ) to clean up.

To select an equation on the text layer:



- Drag across the equation as though you would drag across text.

If you insert your equation on the Text layer, Nisus Writer treats it as if it were a character graphic in your text.

$$\left\{ \int_a^b \left(\sum_{i=1}^m a_i(x) \right)^p dx \right\}^{\frac{1}{p}} \leq \sum_{i=1}^m \left\{ \int_a^b [a_i(x)]^p dx \right\}^{\frac{1}{p}}$$

Figure 247

A Nisus Equation Tool equation selected as a character

Nisus Writer highlights the equation just as a character in your text, enabling you to add color and certain styles (such as **Shadow**) to call attention to it.

$$\left\{ \int_a^b \left(\sum_{i=1}^m a_i(x) \right)^p dx \right\}^{\frac{1}{p}} \leq \sum_{i=1}^m \left\{ \int_a^b [a_i(x)]^p dx \right\}^{\frac{1}{p}}$$

Figure 248

A Nisus Equation Tool equation with Shadow style applied

- Click the equation.

Nisus Writer indicates that the equation is selected by displaying eight “handles” around its perimeter. Four square handles appear on the corners and four round handles appear centered on the sides. In addition, an icon indicating that it is a Nisus Equation Tool equation appears in the lower left corner of the equation.

$$\left\{ \int_a^b \left(\sum_{i=1}^m a_i(x) \right)^p dx \right\}^{\frac{1}{p}} \leq \sum_{i=1}^m \left\{ \int_a^b [a_i(x)]^p dx \right\}^{\frac{1}{p}}$$

Figure 249

A selected Nisus Equation Tool equation

To select an equation on the Graphics Layer:

If you inserted your equation on the Graphics layer, Nisus Writer treats your equation as if it were a free-moving graphic. To learn more about how Nisus Writer handles free-moving graphics see page 188.

- Click the equation.

Nisus Writer indicates that the equation is selected by displaying eight “handles” around its perimeter as illustrated in Figure 249.

To resize or crop an equation:

Once you select an equation, you can use the handles to change how much white space appears around the equation. To learn more about how Nisus Writer handles character graphics see page 206.

To frame an equation:

On the text layer you can apply a style as illustrated in Figure 248, or you can create more elaborate frames on the Graphics Layer.

To edit an existing equation:

- 1 Double-click the equation.

Nisus Writer opens the equation in the Nisus Equation Tool window, just as when you created it as illustrated in Figure 249.

- 2 Start making changes.

The Equation Tool palettes:

Relational Symbols:

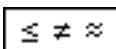
Use these symbols to express various relationships between quantities.

$\leq$	$\geq$
$\prec$	$\succ$
$\triangleleft$	$\triangleright$
$\neq$	$\equiv$
$\approx$	$\propto$
∞	

$\leq$	Less than or equal to
$\geq$	Greater than or equal to
$\prec$	Precedes (in a partial order relationship)
$\succ$	Follows (in a partial order relationship)
$\triangleleft$	Normal subgroup relationship
$\triangleright$	Normal subgroup relationship
$\neq$	Not equal to
$\equiv$	Identically equal
$\approx$	Equivalence relationship, or approximate equality
$\approx$	Approximate equality
$\propto$	Proportional to

Table 13

The relational symbols palette



Spaces & Ellipses:

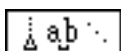
Because the Nisus Equation Tool generally disables the space bar, use the commands on this palette to override the automatic spacing.

$\triangleleft$	a_b	a_b
a_b	a_b	a_b
$\dots$	$\dots$	$\dots$
$\dots$	$\dots$	$\dots$

$\triangleleft$	Alignment symbol
a_b	Zero space
a_b	One-point space
a_b	Thin space (one sixth of an em)
a_b	Thick space (one third of an em)
a_b	Em space (quad)
$\dots$	Ellipsis

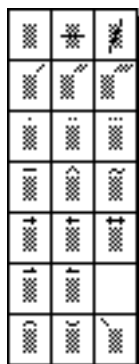
Table 14

The spaces & ellipses palette



Embellishments:

Attach these diacriticals, accents, primes, hats, bars and dots to the character to the left of the insertion point.

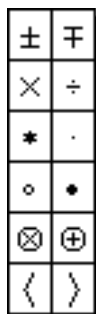


	Removes all embellishments		Dot
	Strike-through embellishment		Over-bar
	Slash embellishment		Hat
	Prime		Tilde
			Arrow

Table 15
The embellishments palette

Operators:

Use these symbols to express various mathematical operations. The angle brackets appear here because they are usually used to denote inner product operations.

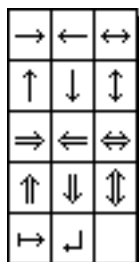


$\pm$	Plus or minus
$\mp$	Minus or plus
$\times$	Multiplication, times, product, cross product
$\div$	Division
$*$	Abstract algebraic relationship
$\cdot$	Dot product, scalar product
$\circ$	Composition of functions
$\bullet$	Dot product, or abstract algebraic relationship
$\otimes$	Tensor product, cartesian product
$\oplus$	Direct sum

Table 16
The operators palette

Arrows:

This palette contains numerous arrows. More arrows, with super/subscripts appear in the labeled arrows palette.



$\rightarrow$	Convergence to a limit, mapping
$\Rightarrow$	Logical implication
$\Leftrightarrow$	If and only if
$\mapsto$	Mapping
$\downarrow$	Carriage return symbol

Table 17
The arrows palette

Logical:

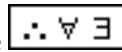
Use these symbols to express eight common logic expressions.

$\therefore$	$\because$
$\exists$	$\exists$
$\forall$	$\neg$
$\wedge$	$\vee$

$\therefore$	Therefore	$\forall$	For all
$\because$	Since	$\neg$	Not
$\exists$	Such that	$\wedge$	Logical and
$\exists$	There exists	$\vee$	Logical or

Table 18

The logical palette

**Set theory:**

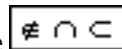
Use these symbols to express various symbols of set theory.

$\in$	$\notin$
$\cup$	$\cap$
$\bigcup$	$\bigcap$
$\subset$	$\supset$
$\subseteq$	$\supseteq$
$\varsubsetneq$	$\varsupsetneq$

$\in$	Element of, contained in, belongs to	$\notin$	Not an element of
$\cup$	Union	$\cap$	Intersection
$\bigcup$	Union of a family of sets	$\bigcap$	Intersection of a family of sets
$\subset$	Subset, contained in	$\supset$	Superset, contains
$\subseteq$	Subset or equal to	$\supseteq$	Superset or equal to
$\varsubsetneq$	Not contained in	$\emptyset$	Empty set, null set

Table 19

The set theory palette

**Miscellaneous:**

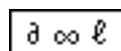
This palette contains various symbols that do not seem to fit in elsewhere.

∂	∇	∞
$\Im$	$\Re$	$\aleph$
$\angle$	$\perp$	$\diamond$
ℓ	$\wp$	$^\circ$
$\hbar$	λ	$\int$
Σ	Π	$\amalg$

∂	Partial derivative	∇	Nabla, del, gradient	∞	Infinity
$\Im$	Imaginary part of complex number	$\Re$	Real part of complex number	$\aleph$	Aleph, transfinite cardinal number
$\angle$	Angle symbol	$\perp$	Right-angle perpendicular	$\diamond$	Diamond
ℓ	Script ell	$\wp$	Weierstrass elliptic functions, p-functions	$^\circ$	Degree symbol
$\hbar$	H-bar, Planck's constant	λ	Lambda-bar	$\int$	Integral symbol
Σ	Summation symbol	Π	Product symbol	$\amalg$	Coproduct symbol

Table 20

The miscellaneous palette



Greek Letters:

These palettes contain all the upper and lowercase Greek letters.

α	β	χ	δ
ϵ	ϕ	ψ	γ
η	ι	κ	λ
μ	ν	$\omicron$	π
ϖ	θ	ϑ	ρ
σ	ζ	τ	υ
ω	ξ	Ψ	ζ

Λ	$\mathbb{B}$	$\mathbb{X}$	Δ
$\mathbb{E}$	Φ	Γ	$\mathbb{H}$
$\mathbb{I}$	$\mathbb{K}$	$\mathbb{A}$	$\mathbb{M}$
$\mathbb{N}$	$\mathbb{O}$	$\mathbb{\Pi}$	$\mathbb{\Theta}$
$\mathbb{P}$	Σ	$\mathbb{T}$	$\mathbb{Y}$
$\mathbb{\Omega}$	Ξ	Ψ	$\mathbb{Z}$

Figure 250
The Greek characters palettes $\lambda \omega \theta$ and $\Lambda \Omega \Theta$

Fences:

These provide a variety of ways to enclose expressions between matching pairs of symbols. All these characters automatically expand to accommodate whatever they enclose.

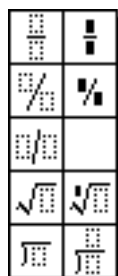
$()$	$[]$	$\{ \}$	$\langle \rangle$
$ $	$ $	$\ \ $	$\ \ $
$[[$	$]]$	$] [$	
$[)$	$([$	$\dot{}$	$\dot{}$
$()$	$()$	$[]$	$[]$
$\{ \}$	$\{ \}$	$\langle \rangle$	$\langle \rangle$
$ $	$ $	$ $	$ $
$[)$	$\langle [$	$\langle \rangle$	

$()$	Parentheses, or round brackets
$[]$	Brackets, or square brackets
$\{ \}$	Braces, or curly brackets
$\langle \rangle$	Angle brackets (inner products, etc.)
$ $	Single vertical bars (absolute value, modulus, determinants)
$ $	Double vertical bars (norms)
$\lfloor \rfloor$	Floor brackets
$\lceil \rceil$	Ceiling brackets
$[]$	Other combinations denoting intervals of various types
$\{ \}$	Horizontal braces
$\{ $	One sided braces
$ \rangle$	Bra-kets as used in quantum physics

Table 21
The fences palette $() []$

Fractions & Radicals:

These symbols create fractions, radicals and long division layouts. The “reduced size” fractions are usually used for simple expressions in running text as in “A pixel equals $\frac{1}{72}$ of an inch.”

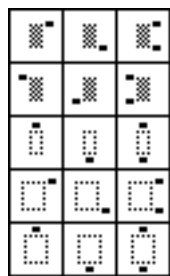


	Full size vertical fraction
	Reduced size vertical fraction (case fraction)
	Slash fraction
	Diagonal fraction
	Square root
	Nth root

Table 22
The fractions & radicals palette 2

Superscript/Subscripts:

These tools allow you to place expressions above and below one another in a variety of ways.



	Superscript
	Subscript
	Joint subscript and superscript
	Under-script (limit)
	Over-script
	Large operator with limits

Table 23
The subscript/superscript palette 3

Summations:

The summation symbol's size is fixed. To scale it you need to adjust the size manually.

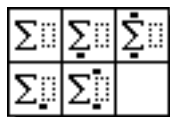
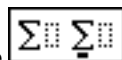


Figure 251

The summation templates palette



Examples of their uses follow:

$$\sum a_i \quad \sum_{\lambda \in \Lambda} a_\lambda \quad \sum_{1 \leq i \leq n} a_i$$

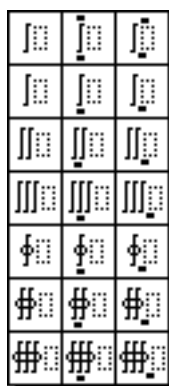
$$\sum_{\substack{1 \leq r \leq m \\ 1 \leq s \leq n}} a_{rs} \quad \sum_{r=1}^m \sum_{s=1}^n a_{rs} \quad \sum_i \sum_j \sum_k a_{ij} b_{jk} c_{ki}$$

Figure 252

Uses of the summation template

Integrals:

The integrals symbol's size is fixed. To scale it press as you choose it from the palette.



$\int$	Definite integral
$\oint$	Contour integral
$\iint$	Double integral
$\oiint$	Surface integral
$\iiint$	Triple integral
$\iiint$	Volume integral

Table 24

The integrals palette

**Underbars/overbars:**

These symbols rises to match the contents of the slot, as in $\overline{w + z} = \overline{w} + \overline{z}$.

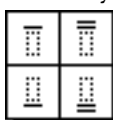


Figure 253

The underbars/overbars palette

**Labeled arrows:**

The arrows scale to match the size of the slot and are used to describe convergence to a limit or some property of a function, as in

$$f_n(x) \xrightarrow{\text{uniformly}} f(x).$$



Figure 254

The labeled arrows palette 7

Products & set theory:

The products and set theory symbol's size is fixed.

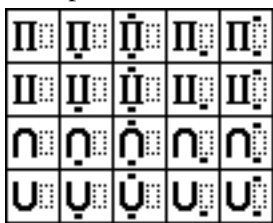


Figure 255

The products & set theory palette 8

Matrix templates:

The first six templates insert a matrix of the type shown. When you choose one of the matrices in the last row, the dialog in Figure 256 appears. The dialog allows you to specify the number of rows and columns in your matrix and how they are aligned.

	Three-element row vector
	Three-element column vector
	2x2 matrix or table
	3x3 matrix or table
	Variable size matrix or table

Table 25
The matrix templates palette 9

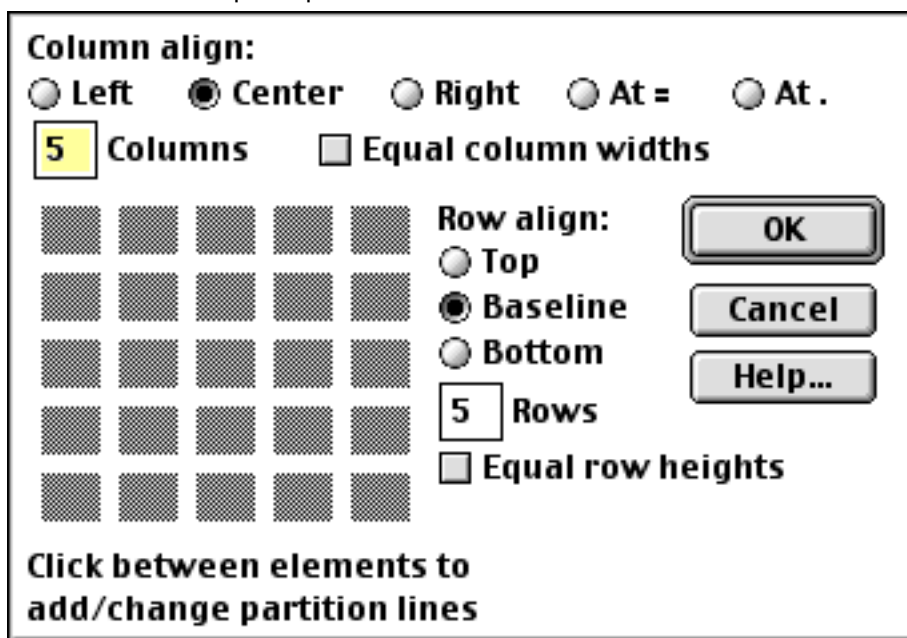


Figure 256
The Design Matrix dialog

To use the Equation Tool with other aspects of Nisus Writer:

Equations function as character graphics on the text layer, you can search for them using the Nisus Writer Find/Replace tool. For instructions on how to search for character graphics see page 208. While Nisus Writer and the Equation Tool cannot solve these equations you can do many calculations in Nisus Writer using the macro **Calculate Line**. You can find this macro in the Spreadsheet Macros file shipped in the Prepared Macros folder. You can drag and drop, copy, cut and paste equations to and from the Text and Graphics layers. As indicated in other sections here, you can use styles on the Text layer and a whole variety of tools on the Graphics layer of Nisus Writer to make your equation stand out. You can also keep entire equations, or portions of equations you use frequently in the Nisus Writer Glossary. The Equation Glossary file shipped with Nisus Writer in the Example Glossaries folder includes the quadratic equation and Maxwell's Equations as well as other samples.

Creating Tables of Contents and Indexes

About table of contents and Indexes

Nisus Writer lists items in the table of contents in the same order as they appear in the document. All index entries display in alphabetical order.

Creating a table of contents or an index involves selecting entries and then choosing the appropriate command to mark that text for inclusion in the table of contents or index. Nisus Writer automatically creates separate files for both the table of contents and index.

Here are some guidelines for creating a table of contents and an index:

- always select text before marking it
- marked text displays in the table of contents and index as it does in the document (though not with its font, size or style attributes).

Tables of Contents

A table of contents is a list of headings related to specific sections of your document with page numbers that indicate where discussion of that subject begins. It is usually placed at the beginning of a document. It is possible to have various tables of contents: one for text and another for illustrations, tables, equations, etc. Items in a table of contents are listed in the order in which they appear in the document.

To create the table of contents:

Though you can create a table of contents at any time as you edit your text, you should not create your final table of contents until you finish the final formatting of your document and every character is on the page where you want it to print.

- 1 Select text you want to appear in the table of contents then Choose **Mark for Contents** from the **Contents** submenu of the **Tools** menu.
- 2 Complete step 1 for each entry you want the table of contents to include.
- 3 Choose **Create Contents...** from the **Contents** submenu of the **Tools** menu.

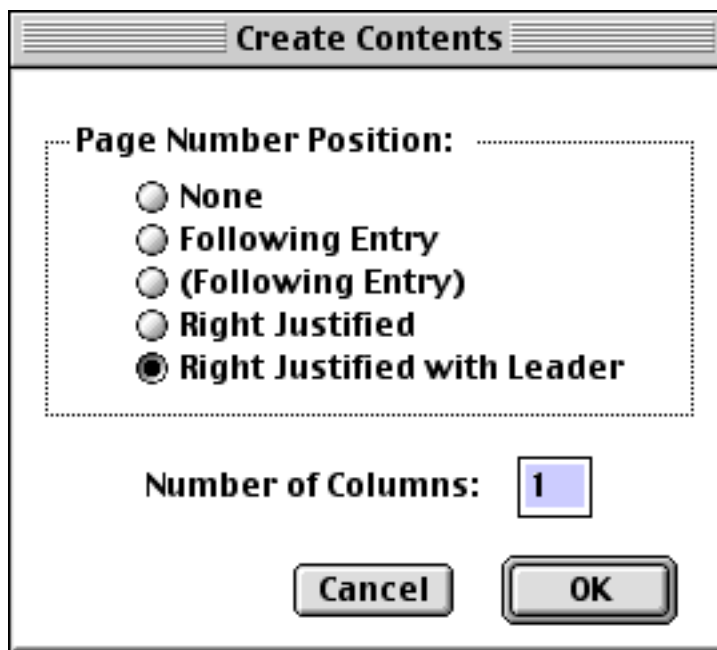


Figure 257

The Create Contents dialog

- 4 Check the commands you want in the dialog, then click .

Nisus Writer automatically creates a table of contents called by the original file's name plus "Contents."

To remove an entry from the table of contents:

- ▶ Select the entry (or just a part of it) and choose **Unmark Contents** from the **Tools** menu.

At least one character of the entry must be selected for this menu item to be active. Nisus Writer always expands partially selected entries to include the whole entry before removing them.

You can remove all selected text (contiguous or noncontiguous) from the table of contents at once.

- ▶ Choose **Remove from Contents** from the **Contents** submenu of the **Tools** menu.



To identify text marked for a table of contents:

- ▶ Choose (check) **Text Marks** from the Display Attributes menu that pops up from the Horizontal Button Bar.

Nisus Writer displays all text which has the attribute **Mark for Contents** inside dotted boxes

 If you do not have the boxes showing, and you make a change in any of this text, Nisus Writer turns on the Text Marks.



These marks do not print unless you choose **Print Display Attributes as Shown on Screen** in the Printing Preferences dialog.

To edit or format a table of contents:

- ▶ Edit or format the table of contents file like any other.

To delete a table of contents:

- ▶ Simply don't save the file.
- ▶ If you save the file, drag it into the Trash, then empty the Trash.

To create a hierarchical table of contents:

Nisus Writer does not support automatic hierarchical contents generation directly—all entries will be copied to the Contents documents exactly as they appear in the document. Here's how to do it manually.

- 1 Insert a tab (or tabs) in front of the text.
- 2 Select the tab (or tabs) and choose **Invisible** from the **Format** submenu of the **Style** menu.
- 3 Select the tab (or tabs) and the text for the table of contents and choose **Mark for Contents** from the **Contents** submenu of the **Tools** menu.

This has no effect on the formatting of your main document. Any white space (formatting characters) you select when you add an entry appears along with the text when you create the table of contents.

To have text appear in the contents, but not in the document:

- 1 Type the entry as you want it to appear in the Contents document.
- 2 Select it, choose **Mark for Contents** from the **Contents** submenu of the **Tools** menu.
- 3 Choose **Invisible** from the **Format** submenu of the **Style** menu.

The text will be visible only in the Contents. To see it, choose **Invisible Text** from the Display Attributes menu that pops up from the Horizontal Button Bar.



Nisus Writer only copies the text to the table of contents, not its attributes. When you create the Contents document, the text appears in Geneva 12 point Plain. You can make final format decisions when all entries have been made. You can, however, create a file called Nisus Contents Stationery and have the command **Create Contents...** open this file. For more information on how to use a Contents Stationery file see "Special Stationery Files" page 158.

To maintain a running table of contents:

You can also use markers and cross-references (see pages 114 and 220) to create a running table of contents that constantly updates itself as illustrated at the top of each section in this document.

After you have thoroughly marked your document, place your insertion point near the top of a chapter.

- 1 Set up a ruler with leader tab to the right line wrap.
- 2 Choose **Cross-reference** from the **Reference** submenu of the **Tools** menu.
- 3 Scroll to the marker name for the first heading in this chapter.
- 4 Check **Marked Text or Graphic** in the **Display as:** section of the dialog (and if you want, check **Use Surrounding Style** as well).
- 5 Click .
- 6 Press .
- 7 Choose **Cross-reference** from the **Reference** submenu of the **Tools** menu.
- 8 The marker name you just used is still selected.
- 9 Check **Page #** from the **Display as:** section of the dialog.
- 10 Click .
- 11 Repeat this process for each of the headings of the section.

Nisus Writer keeps the page numbers in this list current at all times.

When you are ready you can compile a full table of contents at the beginning of the document, as in this manual, simply by copying each smaller segment at the beginning of the various sections and pasting them at the top of your document. Once again, the page numbers remain current.

Working with Indexes

An index is an alphabetical list of words or phrases related to key topics in your document. These are followed by page numbers indicating where these ideas appear in the document. An index is usually placed at the back of a long document allowing key topics to be located quickly. It is possible to have various indexes: subjects, proper names, foreign words, etc.

To index one reference at a time:

- 1 Select the entry to include in the index, then choose **Mark for Index...** from the **Index** submenu of the **Tools** menu.
- 2 Complete step 1 for each entry you want the index to include.

To create an index:

- 1 Choose **Create Index...** from the **Index** submenu of the **Tools** menu.

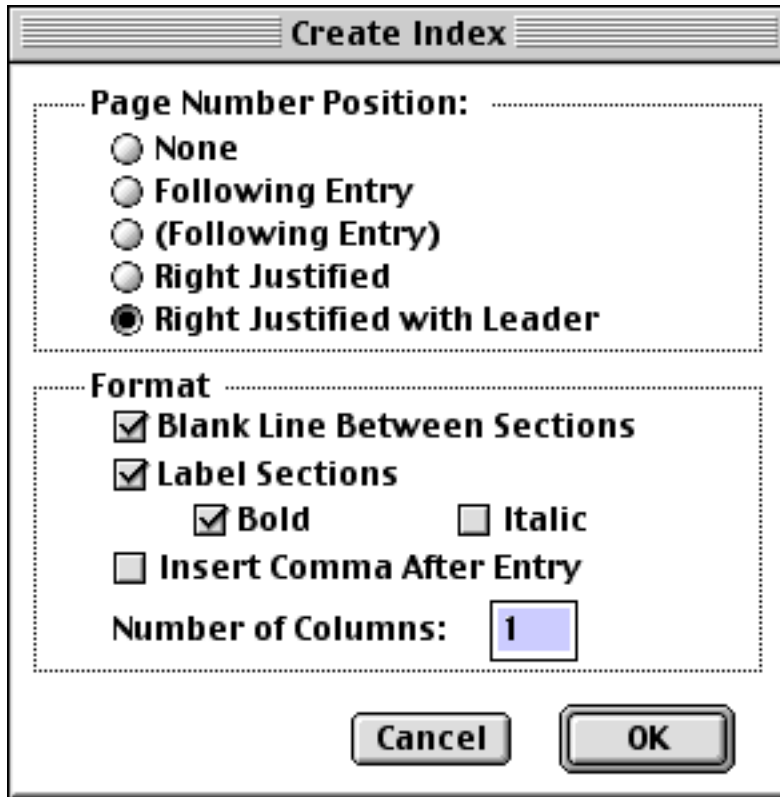


Figure 258

The Create Index dialog

- 2 Check the choices you want in the dialog, then click .

Nisus Writer automatically creates an index called by the original file's name plus "Index". You can edit and format this file like any other.

How Nisus Writer handles consecutive page numbers in an index:

Nisus Writer checks to see whether you have indexed the same term on consecutive pages. If so, the application automatically concatenates all the numbers of these pages and displays them in the index as a unit with the page number of the first instance followed by a hyphen then the page number of the last instance.

To index one term as something else:

The simple method of marking words for an index would index the words fish and fishing individually. Both words will appear as separate entries in the index.

fish	2, 7, 149
fishing	5-6

Similarly, you may have one term in your document and want to refer to it using a more general term in the index. In this case you index one thing as something else. For example you may have horse, mare or colt all appearing in your document and want to have them all referred to in the index as Horse.

Using **Index As...** allows you to index the selection as any key word or phrase you specify. (You can, depending on the emphasis of your document, index "fish" as "fishing" or "fishing" as "fish" so that the

example above would have only one entry with pages 2-7, 149 following it.) You can use **Index As...** to change the uppercase words in the document so they appear as lowercase in the index. Using this feature, you can also select a paragraph of text and index it as a single word.

- 1 Select the text you want to index.
- 2 Choose **Index As...** from the **Index** submenu of the **Tools** menu.
The currently selected text appears in the **Index as** box.
- 3 Type the text you want to appear in the index into the **Index as** box.
- 4 Check the commands you want in the dialog then click **OK**.

To use the index to refer to other entries:

This method also permits referencing other index entries. You can refer readers to other entries with the text you type into the **See also**, box.

- 1 Select the text you want to index.
- 2 Choose **Index As...** from the **Index** submenu of the **Tools** menu.
The currently selected text appears in the **Index as** box.
- 3 Type the text you want to appear in the index into **Index as** box.
- 4 Type the secondary index entry in the **See also** box.

Make sure that the referenced entry is also indexed.

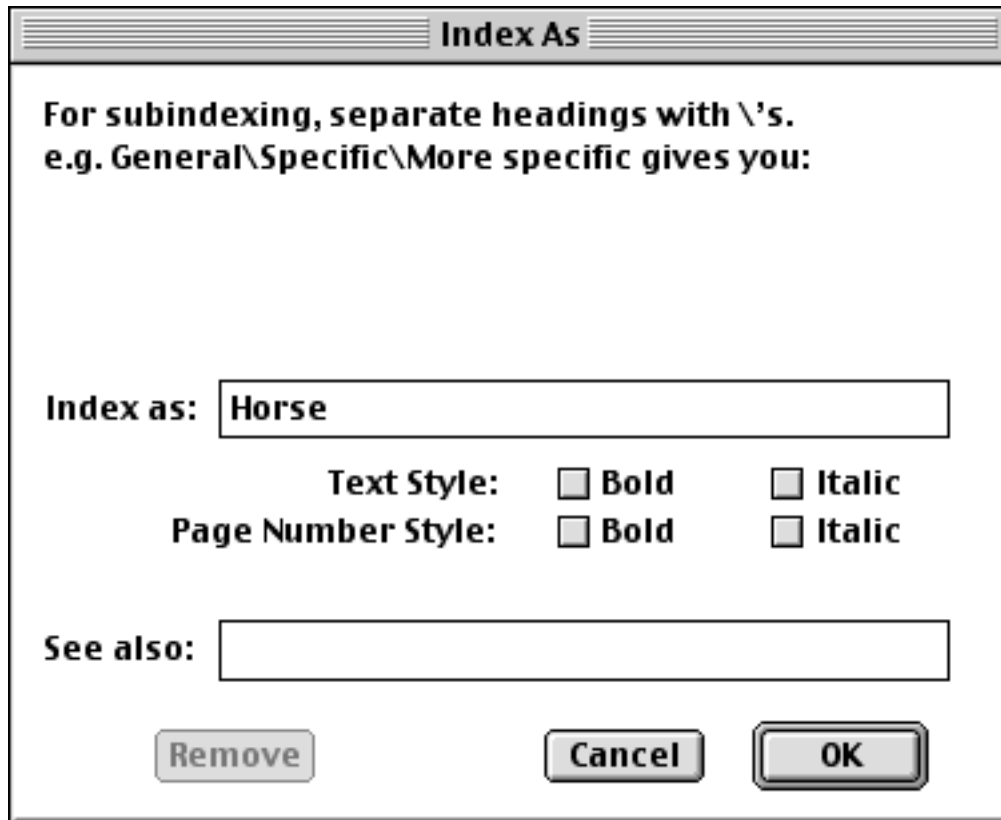


Figure 259

The Index As dialog

- 5 Check the commands you want in the dialog then click **OK**.

To index more than one reference at a time:

You can use the Find/Replace dialog to index an entry found many times in the document.

- 1 Choose **Find/Replace...** from the **Tools** menu.
- 2 Enter the text you want to find and index.
- 3 Choose **Index** from the **Replace** pop-up menu.
- 4 Press **Tab** to move your insertion point to the Replace/Index box.
- 5 Enter the text as you want it to appear in the index, as if it were the Index As dialog.

In the next step, you're told to click **Index All**. If you click **Index All**, Nisus Writer indexes every occurrence of the found text. As an alternative you can click **Find** to find only those occurrences that you want in the index, then click **Index then Find** to include this occurrence in the index and find the

next occurrence of the word you want to index.

6 Click **Index All**.

Nisus Writer gives the attribute of Index As to any text you index in this manner. You can see the difference between text marked for the index using **Mark for Index** and **Index As...**



Of course, if you index a word as the same word, it is equivalent to choosing **Mark Index**. Internally, however, **Index As...** and **Mark for Index** are different. This internal difference is important only when you want to create overlapping index entries or when you edit the entries. If you change the text in the document with the attribute **Mark for Index**, what appears in the index changes also (but only if any text you add is not at the end of the indexed text). If you change the **Index As...** text in the document, the text in the index does not change.

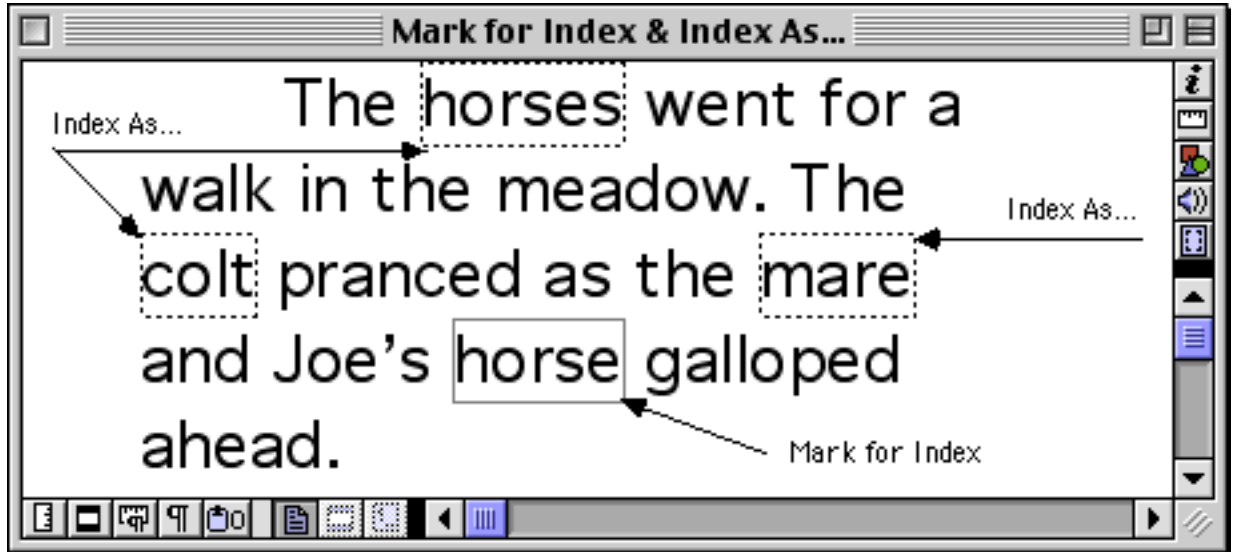


Figure 260

The Mark for Index & Index As... text marks

7 Close the Find & Replace window, then choose **Create Index...** from the **Index** submenu of the **Tools** menu.

8 Check the choices you want to make in the dialog as illustrated in Figure 258 on page 265, then click **OK**.

Nisus Writer automatically creates an index called by the original file's name plus "Index". You can edit and format this file like any other.

To index multiple terms as one term:

Another advantage of using the Find/Replace dialog to index text is that you can use PowerFind (or, if you wish, regular expressions and PowerFind Pro) to find the text you want to index.

PowerFind is explained on page 93. PowerFind Pro is discussed at length beginning on page 103. A discussion of the **Ⓔ** metacharacter appears on pages 99 and 107.

For example, you may want to index the subject Horses in your document. Horses may be discussed wherever the words horse, horses, mare or colt are used. Use the Find/Replace dialog to enter the following PowerFind expression:

horse**Ⓔ**mare**Ⓔ**colt

which will find them all, as shown in Figure 261. Note that the **Ⓔ** is not typed but entered by choosing **OR** from the **Special** menu on the menu bar of the Find/Replace dialog. To access this menu choose **PowerFind** from the Find pop-up menu.

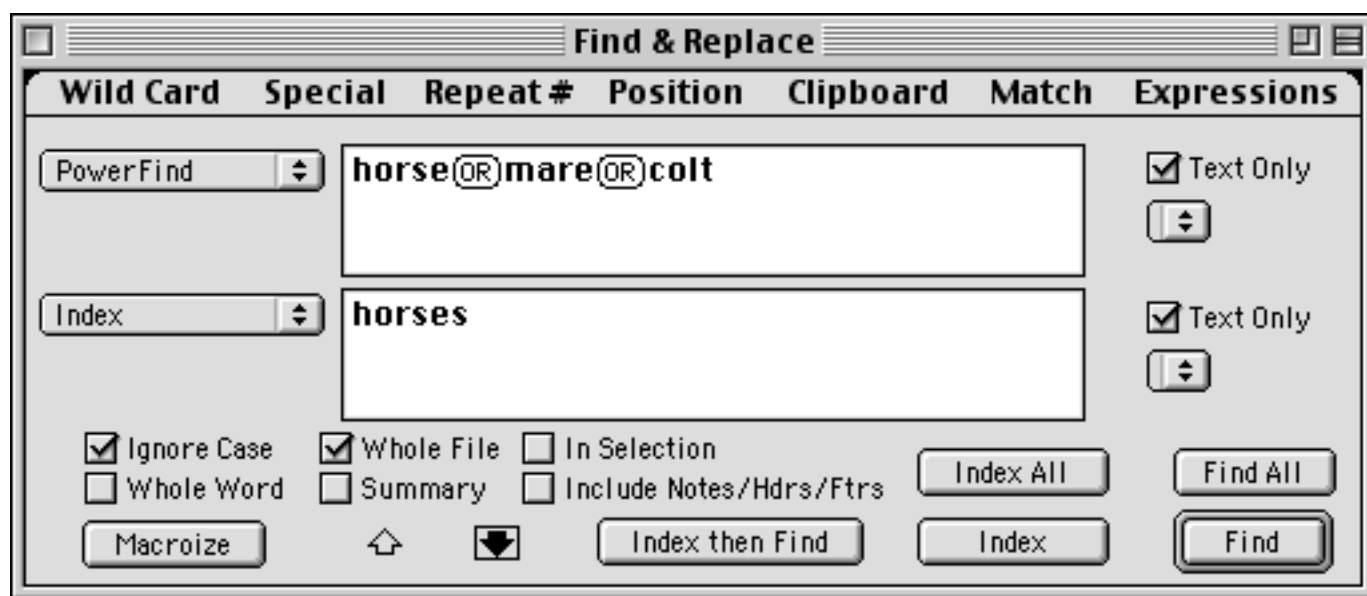


Figure 261
Indexing text for horses

Nisus Writer references all occurrences of horse, horses, mare and colt by the entry Horses in the index. If horse appears on page 10, colt on pages 3 and 4, horses on pages 2 and 25, and mare on page 2 then the entry in the index will read:

Horses..... 2-4, 10, 25

This method also allows you to find every occurrence of a word, while being selective about which occurrences are placed in the index. Continue clicking **Find** until the entry is in a context you wish to index, then click **Index** before continuing.

If you are indexing only whole words, you may find it easier to list every word you want to find in the PowerFind expression. Then, if you check **Whole Word** in the dialog, you may click **Index All**, without indexing any variants of your words.



Be sure to check **Whole Word** if you do not want the above example to index the words nightmare or colter.

Nisus Writer does not limit you to indexing words. You can use any PowerFind expression, which could specify any text from single characters (such as π or $\emptyset$) to paragraphs. You can even index any set of characters in a particular font, size, style and/or color.

To create a concordance as a guide to preparing an index:

You may want to search through your document to find all the occurrences of any particular term you want to index. Not all occurrences may be equally valuable for inclusion in an index.

- 1 Type the term or terms (using the OR metacharacter) you want in the Find box of the Find & Replace window.
- 2 Check **Summary Search** in the Find & Replace window or choose **Summary Search** from the **Find/Replace** menu.
- 3 Click **Find**.

As explained in the section beginning on page 90, this creates a file with links to all the occurrences of your search pattern. You can check the links to see which instances you want to add to the index. You can easily see where discussions of the subject cluster and the summary search file offers you some context for the term to give you a sense of the specific discussion at each instance. Alternatively, you can save the file for later reference and compile additional files searching for different terms.

For more information on using **Summary Search** see page 90.

To create an index entry which references all text of a given font, size and/or style:

- ▶ See the instructions on "To create more than one table of contents or index" which appear on page 270.

To index overlapping entries:

You must use two different methods—**Mark for Index** and **Index As...** For example, if you wish to index dogs, cats, birds, and iguanas as Pets in the following sentence: "The pet store sells dogs, cats, birds, and iguanas."

The pet store sells **dogs, cats, birds, and iguanas.**

- 1 Select dogs, cats, birds, and iguanas as shown above,
- 2 Choose **Index As...** from the **Index** submenu of the **Tools** menu.
- 3 Type **Pets** in the **Index as** box and click .
- 4 Select iguanas.

The pet store sells dogs, cats, birds, and **iguanas**.

- 5 Choose **Mark for Index**.

By doing this, you have added two overlapping entries to the index: **Pets** and **iguanas**.

To add an additional term to the index referring to text already in Index As style:

- ▶ Choose **Additional Index As...** from the **Index** submenu of the **Tools** menu.

To index one word or phrase as several different key words:

- 1 Add the key words to the text.
- 2 Index them either using **Mark for Index** or **Index As...** or both.
- 3 Select the words.
- 4 Choose **Invisible** from the **Format** submenu of the **Style** menu.

To create a hierarchical index:

- 1 Select the text you want indexed.
- 2 Choose **Index As...** from the **Index** submenu of the **Tools** menu.
- 3 In the **Index as** text box enter the text you want to appear in the index with a backslash character (\) between each level of the hierarchy.
- 4 Click .



You can have an almost unlimited number of levels in the hierarchy.

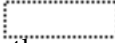
You can create a text string with what you want to appear in the Index As dialog and then paste this into the **Index as** text box.

To automatically index your document:

- 1 Choose **Create Word List** from the **Index** submenu of the **Tools** menu.
This creates a new file called "Filename Word List", which consists of every word in your document, alphabetized with duplicates removed.
- 2 Optionally, you may want to save this file and edit it so that it consists of only the words and phrases you want to index.
The command **Mark Using Word List** selects each "paragraph" that is each line in the word list document consisting of anything from a character to a lengthy phrase ending in a Return then searches the document for that text and marks it for the index.
- 3 Make sure the top window is the word list file and the second window is the document you want to index, then choose **Mark Using Word List**.
Nisus Writer indexes every occurrence of every character/word/phrase in the word list and distinguishes between upper and lower case characters and indexes each occurrence separately.
While for most texts indexing every word would be superfluous, this tool would make sense for certain technical texts.

To identify indexed text:

- ▶ Choose (check) **Text Marks** from the Display Attributes menu that pops up from the Horizontal Button Bar.

Nisus Writer displays all text which has the attribute of **Mark for Index**, or **Indexed As...**, shown inside a dotted box when the **Text Marks** command is checked. If you do not have the boxes showing, and you make a change in any of the indexed text, Nisus Writer turns on the Text Marks. Note that the dotted boxes for Mark Index text  differ from those for Index As... text . See Figure 260 on page 267 to see how these appear around text.



These marks do not print unless you choose **Print Display Attributes as Shown on Screen** in the Printing Preferences dialog.

To remove an entry from the index:

- ▶ Select the entry (or just a part of it) and choose **Unmark Index** or **Remove Index As...** from the **Tools** menu.

At least one character of the entry must be selected for this menu item to be active. Nisus Writer always expands partially selected entries to include the whole entry before removing them.



You can remove all selected text (contiguous or noncontiguous) from the index at once.

- ▶ Choose **Remove from Index** from the **Index** submenu of the **Tools** menu.

To find and remove text from Index as... style

- 1 Choose **Find/Replace** from the **Tools** menu.
- 2 Type the text in the Find box or choose **Any Word** or **Any Text** from the **Wild Card** menu of the Find & Replace window.
- 3 Select the text and choose **Index As...** from the **Index** submenu of the **Tools** menu.
- 4 Leave the Index As text box empty and click .
- 5 Click  in the Find & Replace window.
- 6 Make the document your active window.
- 7 Choose **Remove Index As** from the **Index** submenu of the **Tools** menu.

To edit and/or format an index:

- ▶ Edit the index file like any other.

To delete an index:

- ▶ Simply don't save the file.
- ▶ If you save the file, drag the file into the trash, then empty the trash.

To create more than one table of contents or index:

You can make multiple tables of contents and indexes of the same document without changing the text. The following instructions use the example of multiple tables of contents.

- 1 Choose **Define Styles...** from the **Style** menu. Set the styles you want the different sections to use. For example, use one style for headings and another for illustrations.
- 2 When ready to create a table of contents, decide which levels, or categories, of contents you want to include. Choose **Define Styles...** and from the **Style** pop-up menu in the upper left corner of the dialog, choose from among those styles you defined which ones you want included in the table of contents.
- 3 For each of those styles, choose **Table of Contents** from the **Format** pop-up menu in the Define Style dialog.
- 4 Choose **Create Contents...** from the **Contents** submenu of the **Tools** menu, then press .
- 5 Save and close this table of contents.
- 6 To make each additional table of contents, choose **Define Style...** from the **Style** menu.
- 7 Remove the attribute table of contents from the styles you used to create the first table of contents document.
- 8 For each new style you want included in the second table of contents choose **Table of Contents** from the **Format** pop-up menu in the Define Style dialog.
- 9 Choose **Create Contents...** from the **Contents** submenu of the **Tools** menu.
- 10 Choose **Select All** from the **Select** submenu of the **Edit** menu and then **Copy** from the **Edit** menu.
- 11 Open the first table of contents and choose **Paste** from the **Edit** menu to append this new table of contents to the existing one.

You can create multiple indexes in much the same manner as you create multiple tables of contents. If you're working with languages other than English or with unusual fonts, readers usually find a document easier to use if it contains more than one index. Using this method you can create indexes of "foreign" terms.



Nisus Writer only copies the text to the index, not its attributes. When you create the index document, the text appears in Geneva 12 point Plain. You can make final format decisions when all entries have been made. You can, however, create a file called Nisus Index Stationery, and have the command **Create Index...** call this file. For more information on how to use a Index Stationery file see "Special Stationery Files" page 158.



Nisus Writer does not list duplicate page numbers and multiple references that follow a single "See also" phrase.



It is not possible to index items contained in the footnotes.

Polishing & Managing Documents

This part of your Nisus Writer documentation contains information that helps you manage and fine tune documents. It also gives you some ideas on how to use Nisus Writer effectively.

“Displaying & Printing Documents” shows you how to use the special tools of Nisus Writer to make sure that your text is clean of extraneous characters, your graphics are attached to the document in the manner you want them and you have all your open parentheses and quotation marks balanced and closed. It also explains how to use special Nisus Writer “formatting” styles to help you keep text together, add glossing and affect the tracking of characters. In addition you learn how Nisus Writer handles working with multiple windows (and multiple monitors) and last, but not least, how to transfer your document from electronic form to paper.

“Merging Files” describes how to combine the contents of two documents. You can use Merge for more than customizing a form letter. For example, you can create invoices, develop test questions and put together catalogs.

“Managing Documents” shows you how to keep track of Nisus Writer documents and automate organizing your files. You learn how to use the powerful Publish and Subscribe feature, which makes it a snap to maintain documents that contain the same information. And you also learn how you can use Nisus Writer to manage your e-mail.

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Displaying & Printing Documents

This portion of the manual shows you how easy it is to give your documents a polished, professional look. The sections include:

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Special Styles.....	280
Working with Multiple Documents	290
Printing Documents.....	295

Polishing Documents

The tools Nisus Writer offers to help polish your documents include the ability to number lines in a variety of styles; display the spaces, tabs and other formatting characters in the file that make up the “white space” on your screen; and display and hide the markings that indicate what text you have added to your tables of contents and/or indexes. You can show your graphics as X for faster scrolling and show where and how you have attached them to your document. You can even check for balanced parentheses.

Displaying document attributes

Nisus Writer enables you to turn on a wide variety of display attributes from one dialog, or you can choose them individually from a menu that pops up from the **Display Attributes** menu button on the Horizontal Button Bar.



Figure 262
The ¶ button on the Horizontal Button Bar

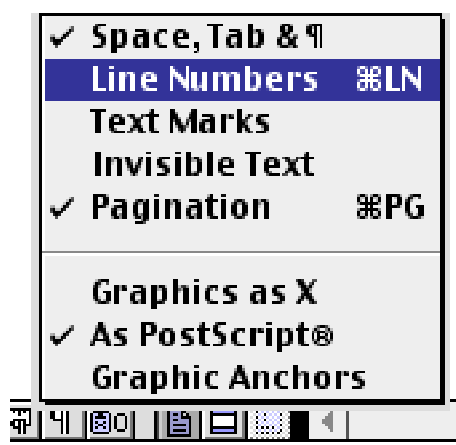


Figure 263
The Display Attributes menu

To set display attributes from the display attributes dialog:

- ▶ Double-click the **Display Attributes** menu button on the Horizontal Button Bar.
- ▶ Choose **Display Attributes...** from the **Display** submenu of the **Tools** menu.

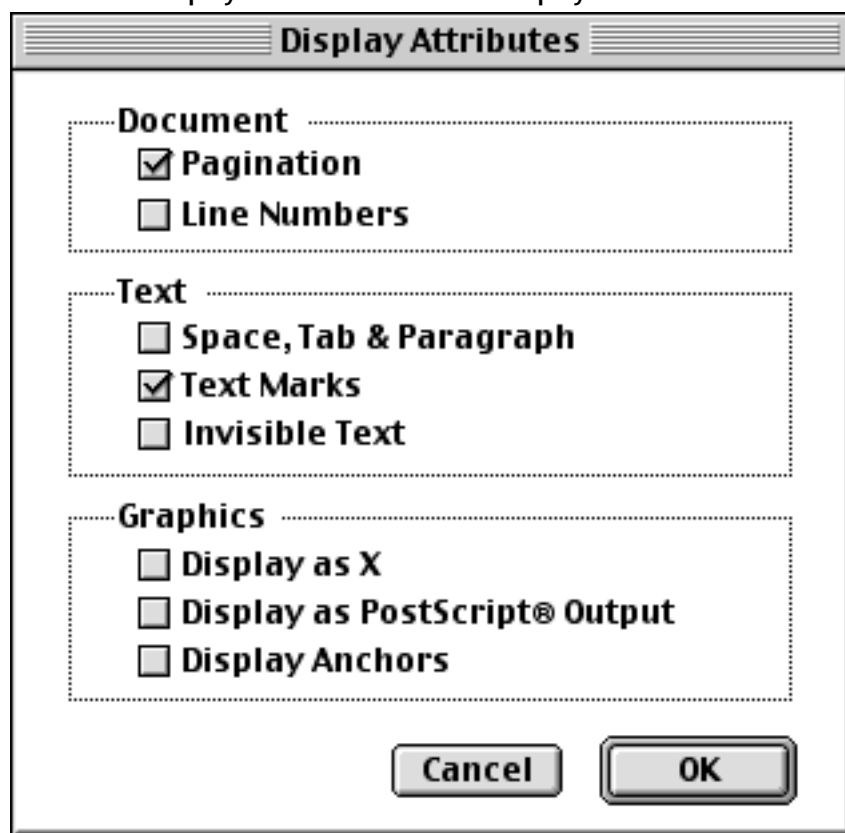


Figure 264
The Display Attributes dialog

Pagination

Nisus Writer comes preset for your new files to display with pagination turned on, ready to print your file on paper.

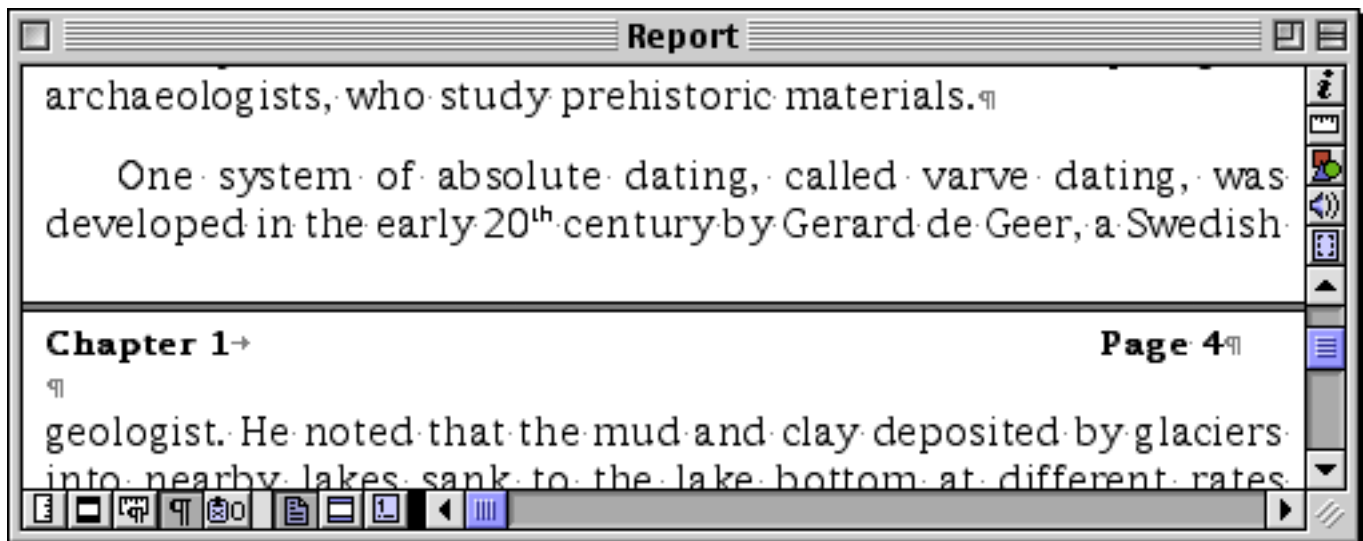


Figure 265

The automatic page break in Nisus Writer

Periodically you may want to display your document as though it were a continuous scroll rather than individual pages. This enables Nisus Writer to scroll through your document faster. To do this you can turn pagination on and off.

To display a document as a continuous scroll:

- ▶ Uncheck **Pagination** in the Display Attributes dialog or in the **Display Attributes** menu button on the Horizontal Button Bar.

The page indicator in the Info Bar appears as .



When you turn off the pagination Nisus Writer does not display headers and/or footers nor does it display footnotes or endnotes and all cross-references to pages display as “1” (as these relate to pages and Nisus Writer considers the entire “scroll” as one page). If you jump to a page number Nisus Writer will move your insertion point to the top of the document.

To learn how to have the appropriate page number appear on each page of your document turn pagination “on” and see “Numbering Pages” on page 155.

To see where page breaks appear:

- ▶ Check **Pagination** in the Display Attributes dialog or in the **Display Attributes** menu button on the Horizontal Button Bar.

When you choose **Print...** or **Layout Page...** Nisus Writer automatically paginates your document.

To set where page breaks appear:

- ▶ Choose **Page Break** from the **Insert** menu.
- ▶ Choose **Format Page Break** from the **Insert** menu to restart page numbering at the insertion point (see page 156 for more information).

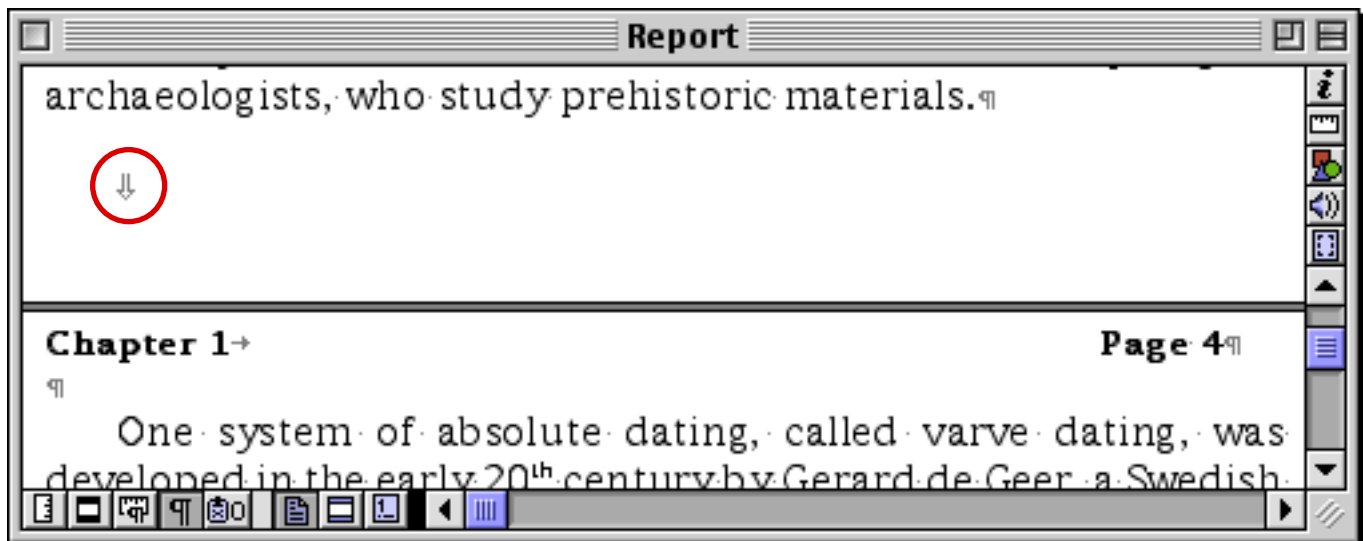


Figure 266
An inserted page break

To jump to a particular page in a document:

- 1 Choose **To Page...** from the **Jump** submenu of the **Tools** menu.
- 2 Enter the number of the page to which you want to jump.
- 3 Click **Jump**.



If you inserted a formatted page break or you set your start page number at something other than 1 (see page 156) be sure to use the page number in parentheses that displays in the Info Bar. If you turn off pagination and jump to a page number Nisus Writer will move your insertion point to the end of the document.

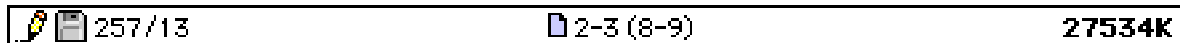


Figure 267
The Info Bar with a formatted page break

Line Numbering

Nisus Writer can display line numbers down the left edge of the document window and print them on your paper. If you don't want to print line numbers, be sure to turn them off before you choose **Print...**

To number lines:

- ▶ Choose **Line Numbers** from the **Display Attributes** Menu button.

To change the way in which line numbers display:

- 1 Choose **Line Number Options...** from the **Display** submenu of the **Tools** menu.
- 2 Choose the options you want.

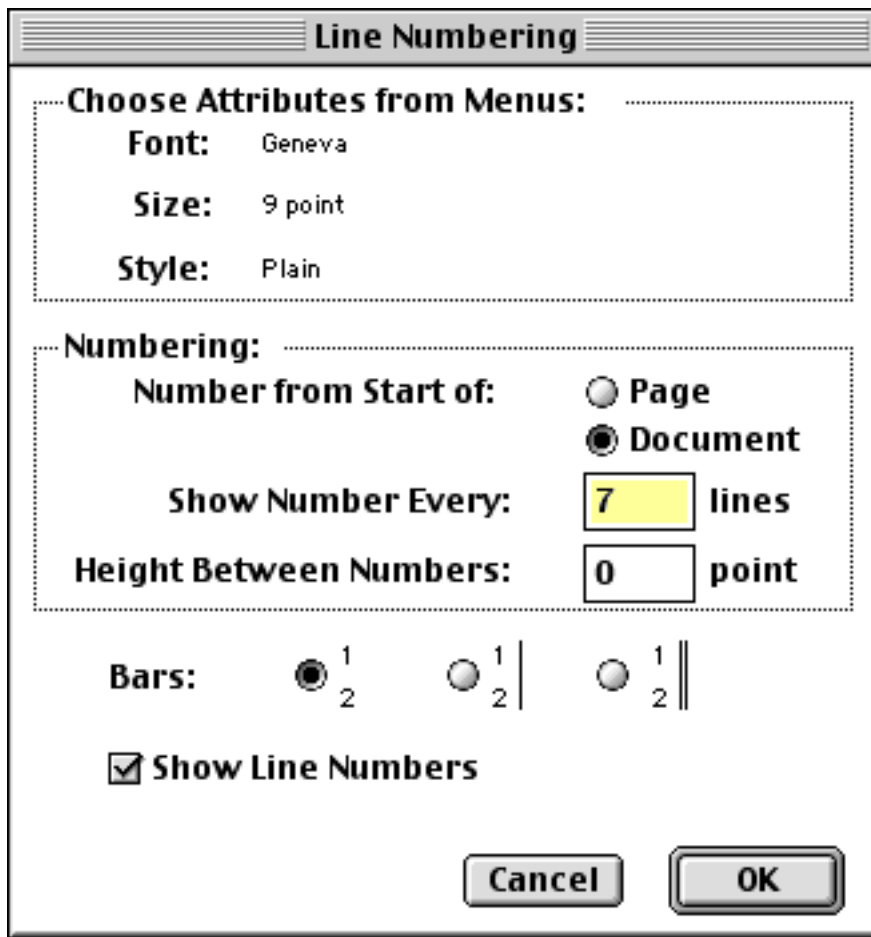


Figure 268
The Line Numbering dialog

- ▶ **Font**
Choose a font from the **Font** menu to change the font of the line numbers in the active window.
- ▶ **Size**
Choose a point size from the **Size** menu to change the size of the line numbers in the active window.
- ▶ **Style**
Choose a style from the **Style** menu to change the style of the line numbers in the active window.
- ▶ **Number from Start of...**
Click **Page** to restart line count on each page of the active window or click **Document** to start line count at the beginning of the document.
- ▶ **Show Number Every...**
Type a number to control the interval between displayed line numbers.
- ▶ **Height Between Numbers...**
Type the minimum height (in points) allowed between line numbers in the active window. Typing zero automatically adjusts the height.
- ▶ **Bars**
Click to display line numbers with no bar, a single bar, or a double bar.



You can choose whether or not to show line numbers from within this dialog.

3 Click .

You can jump to a specific line number and move your insertion point to that position. You can also add a cross-reference to the line number of specific text in your document.

To jump to a particular line in a document:

- 1 Choose **Line...** from the **Jump** submenu of the **Tools** menu.
- 2 Enter the number of the line to which you want to jump.

3 Click .

Working with Nonprinting Characters

Computers commonly have two kinds of characters that users call “nonprinting”:

- Spaces, tabs, etc. which we call Formatting Characters in Nisus Writer.
- Gremlins which are characters produced using  and . If you import text produced on another operating system you may see some “garbage” characters when you edit the file in Nisus Writer. These “garbage” characters are Gremlins.¹ For more information about how Nisus Writer handles Gremlins see “To remove Gremlin characters” on page 313.

As you edit your document, you may find it useful to display nonprinting characters such as spaces, tabs, and paragraph marks.

To display spaces, tabs, return characters, soft return characters and page break characters:

- Click the Display Attributes Menu button found on the Horizontal Button Bar.

Name	Appearance	Created by	ASCII value
space	.		032
tab	→		009
Return	¶		013
line feed	↵	 	011
page break	⇓	Page Break	012
formatted page break	⇕	 Page Break	012
reversed direction space ¹	÷		160
¹ Appears if your system has the appropriate WorldScript extensions for right to left text.			

Table 26
Formatting Characters in Nisus Writer

You can print these characters if you want.

To print spaces, tabs, return characters, soft return characters and page break characters:

- 1 Choose **Preferences...** from the **Edit** menu and check **Printing** in the left column of the dialog.
- 2 In the **Printing Options** section of the dialog, check **Print Display Attributes as Shown on Screen**.

Displaying Text Marks

Nisus Writer marks your text in a variety of ways to help you pay attention to changes you’ve made. The items Nisus Writer marks in this way are:

- Text marked for the table of contents
- Text marked for the index (using both **Mark for Index** and **Index As...**)
- Variables (such as items inserted using the **Numbering**)
- Cross-references

¹ Gremlins are defined as any character whose ASCII code ranges are: 0-8, 10-12, 14-31, 127-255. These characters include “Smart Quotes” ellipses “...”, en “–” and em “—” dashes, footnote indicators, variables (such as page numbers, and cross-references, and any character graphic (which includes any equations or tables created using the commands on the Insert menu). Every character in the WorldScript languages is (technically) a Gremlin. If you use Nisus Writer with WorldScript and you want to remove the non-alpha-numeric characters in your file do not use the command **Remove Gremlins**. Instead you can use the tools of PowerFind and macros to create your own command that will remove only the Gremlins you specify.

- Text in **Keep on Same Line** style
- Text in **Keep on Same Page** style
- Text in **Invisible** style

To display text marks:

- ▶ Choose **Text Marks** from the **Display Attributes** Menu button.

You can print these marks if you want.

To print text marks:

- 1 Choose **Preferences...** from the **Edit** menu and check **Printing** in the left column of the dialog.
- 2 In the **Printing Options** section of the dialog, check **Print with "Display" Options as Shown on Screen**.

Displaying aspects of graphics

While Nisus Writer enables you to work with text as well as graphics there are times when you may not want to display the graphics. These often take longer for Nisus Writer to display on screen and thereby slow your scrolling. You can "hide" your graphics by displaying them as boxes with an X through them.

To "hide" all the graphics in a document:

- ▶ Check **Graphics as X** in the Display Attributes dialog or in the **Display Attributes** menu button on the Horizontal Button Bar.

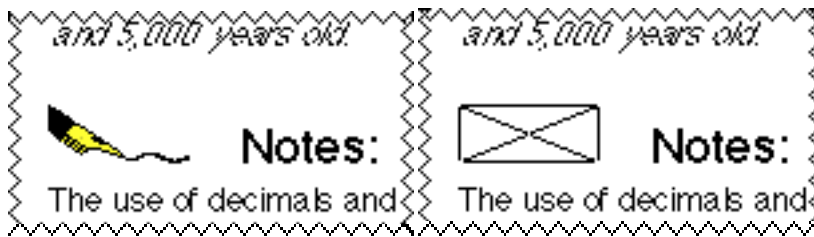


Figure 269

A graphic displayed normally and as an x

To show where graphics are attached to a document:

As explained in "Combining the Graphics and Text Layers" on page 195, you can anchor your graphics to the document in different ways. To see these attachments:

- ▶ Check **Display Anchors** in the Display Attributes dialog or in the **Display Attributes** menu button on the Horizontal Button Bar.

To display graphics correctly for specific printers:

Different printers have different capabilities. To be sure that you display the graphics contained in your Nisus Writer document as your printer can print them, check to see whether your printer uses QuickDraw or PostScript.

To display graphics for a PostScript printer:

- ▶ Check **Display as PostScript® Output** in the Display Attributes dialog or choose **As PostScript®** in the **Display Attributes** menu button on the Horizontal Button Bar.

If you print your document on a PostScript laser printer, some of the graphics may not print as they are displayed on the screen and printed on other (i.e. QuickDraw) printers. This is because some of the features supported by Nisus Writer are not supported by the PostScript printer driver. This affects the following features:

- Transparent Fills and Pen Patterns
- Inverted drawing mode

A PostScript printer does not support the invert mode. It has no effect on the output of graphics.

To display graphics for a QuickDraw printer:

- ▶ Uncheck **Display as PostScript® Output** in the Display Attributes dialog or make sure that **As PostScript®** in the **Display Attributes** menu button on the Horizontal Button Bar is not checked.



You should add this attribute to your Nisus New File as explained on page 159.

Checking Parentheses

Think of parentheses and quotes as demarcation symbols: signs that indicate the beginning and ending of specific text between them. In certain contexts these symbols need to be balanced for them to make sense; you want to "nest" one set within another. In other contexts, you may use parentheses or quotes with other

symbols within them that do not need to be balanced for them to make sense; in these, “nesting” does not count.

Quotes and parentheses appear in two contexts called “Expressions” and “Strings”:

- nesting Expressions

The symbols need to be balanced for them to make sense; you want to “nest” one set within another.

- In algebra:
$$3[4x - 2y(6 - 2\pi i)] + 7xy$$

When you have overlapping parentheses Nisus Writer assumes you have made an error.

- The expression:
([])
is an error.

You must close one kind of parenthesis before you open another.

Nisus Writer also assumes that you will enter matching and closing parentheses in order.

- If you enter:
(())

Nisus will display (()) in the Information Bar indicating that it cannot match the opening and closing parentheses because there was an intervening bracket.

- non-nesting Strings

Sometimes parentheses or quotes appear with other symbols within them that do not need to be balanced for them to make sense; in these, “nesting” is not significant.

Notice in Figure 270 and Figure 272 how the Info Bar displays an opening quote and then the opening quote disappears when you type the close quote.



Nisus Writer does not treat the apostrophe as a “quote” symbol.

Due to the preset options in the Parentheses Preferences dialog, Nisus Writer treats the quotes as the beginning of non-nesting strings. The unmatched parentheses in Figure 272 and Figure 273 do not appear in the Info Bar. However, when you place your insertion point inside the quotation marks and choose **Balance Parentheses** Nisus Writer beeps to indicate you have unmatched parentheses.

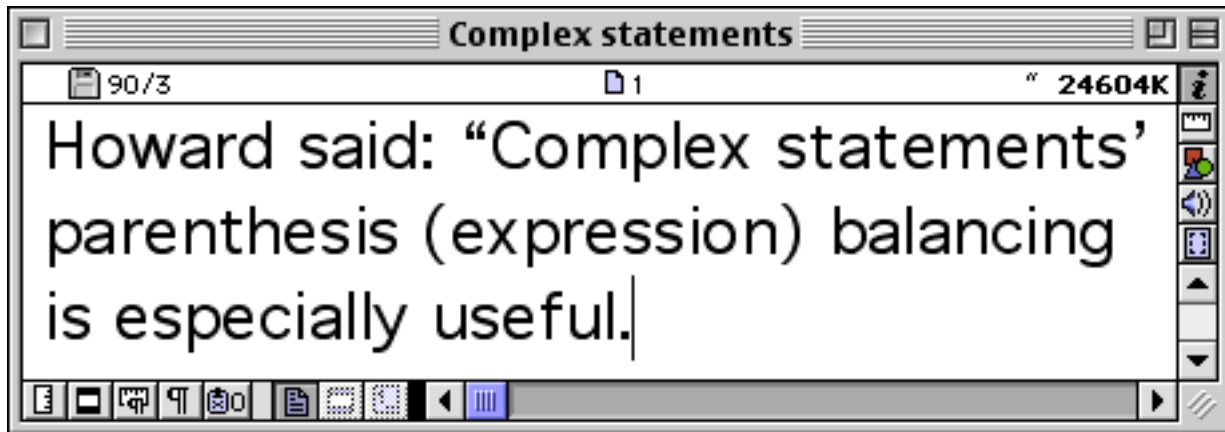


Figure 270
Unmatched quote in the Info Bar

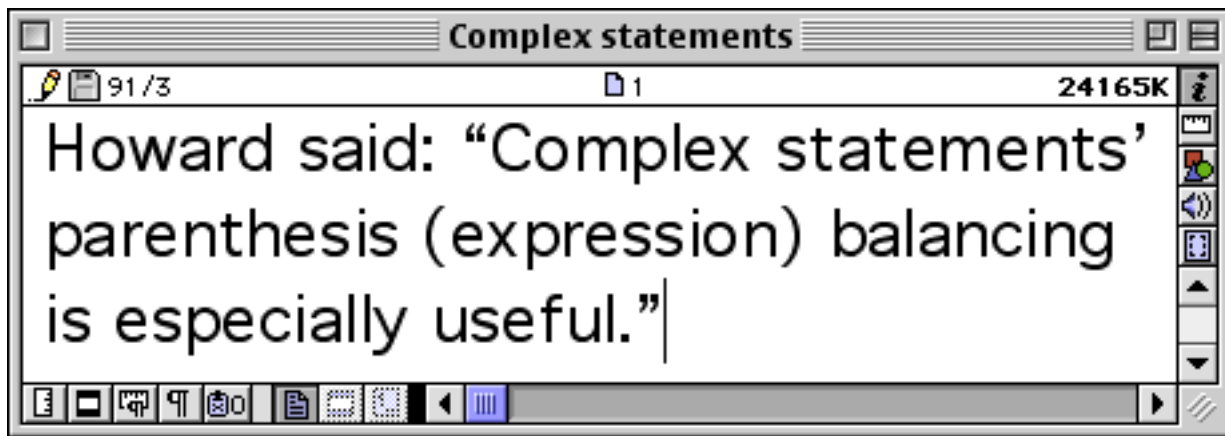


Figure 271
Matched quote, apostrophe not in Info Bar

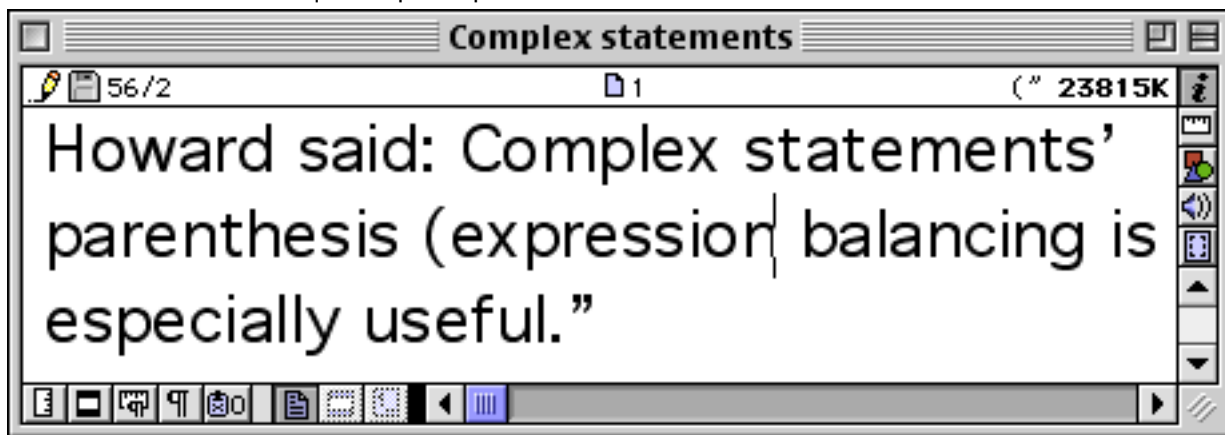


Figure 272
Unmatched quote with unmatched parenthesis

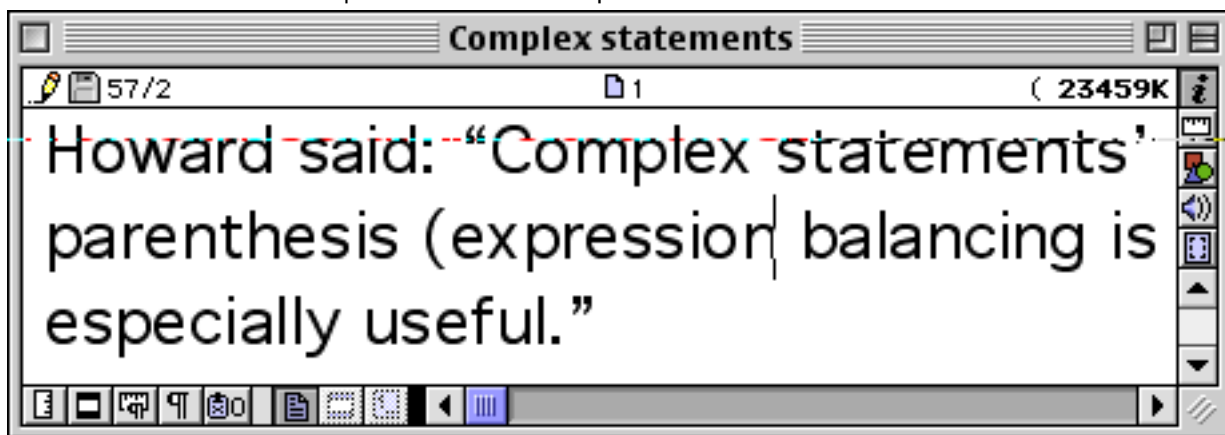


Figure 273
Matched quote, unmatched parenthesis

Nisus Writer recognizes and distinguishes between several variations of both types of parentheses. You can add your own or change the predefined variations as explained on page 336.

Nisus Writer can keep track of when you open and close parentheses and quotation marks to make sure you always balance them. The Info Bar can indicate unmatched parentheses or quotes as you type. In addition to normal writing, parenthesis checking is particularly useful when you write macros and prepare documents for merge.

To keep track of parentheses:

- ▶ Choose **Display Unmatched Parens** from the **Editing Tools** submenu of the **Tools** menu, or choose **Preferences...** from the **Edit** menu and check **Parentheses** in the left column of the dialog then check **Display Unmatched Pairs in Info Bar**.

To select the closest, outermost set of matching parentheses in the active window:

- ▶ Choose **Balance Parentheses** from the **Editing Tools** submenu of the **Tools** menu.

To select the next closest, outermost set of matching parentheses, choose **Balance Parentheses** from the **Editing Tools** submenu again.

In Figure 274, the insertion point appears in the word “expressions.”

When you choose **Balance Parentheses**:

- once Nisus Writer selects: “(expressions)”
- twice: “(especially in complex statements (expressions))”
- three times: “(Balancing parentheses (especially in complex statements (expressions)) is very useful.)”
- If you put your insertion point outside “(expressions)” Nisus Writer selects “(especially in complex statements (expressions))”, etc.

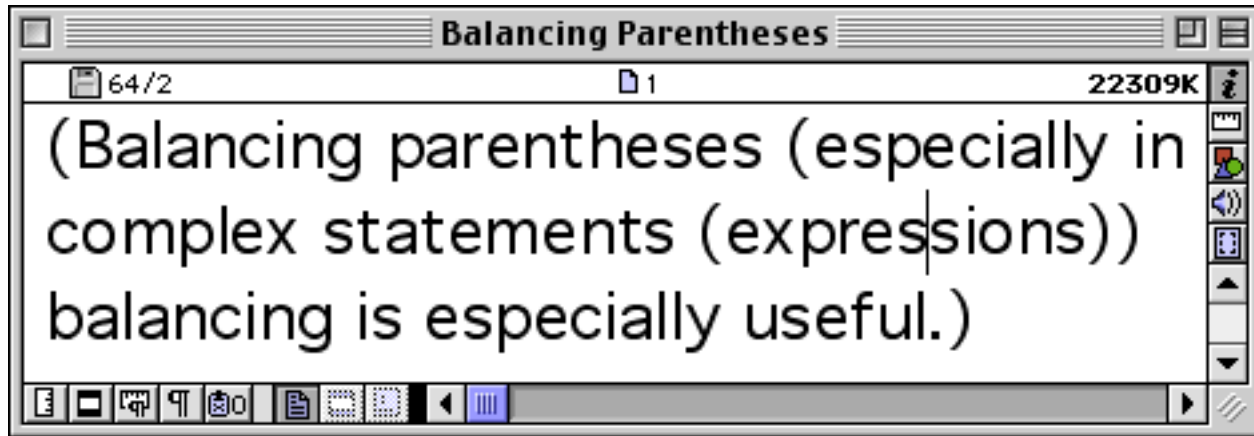


Figure 274

Nested parentheses



If Nisus Writer finds unmatching parentheses it merely beeps.

To update the count of unmatched parentheses:

- ▶ Choose **Recount Parentheses** from the **Editing Tools** submenu of the **Tools** menu.

You should update the count after you cut or paste text.

To determine which characters Nisus Writer checks as parentheses:

- ▶ Choose **Preferences...** from the **Edit** menu and check **Parentheses** in the left column of the dialog. See page 411 for more information.

Parentheses checking in multiscript documents

In certain scripts, a character other than the “Smart Quote” uses the same ASCII value as that used in the Roman script. If you have the **Check Display Unmatched Pairs In Info Bar** option turned on in the Parentheses Preferences dialog and you type one of these characters, Nisus Writer will count these as quotes. Similarly, in other scripts typing the “Smart Quotes” enters ASCII values other than those of the standard characters in Roman script. Because these phenomena are determined by Apple Computers Inc. Check with Apple if you have additional questions.

The ASCII value of the Smart Quotes characters (in Roman script) are:

- Opening Smart Quote “ 210
- Closing Smart Quote ” 211

Special Styles

In addition to the basic styles of **Bold**, **Italic**, **Underline**, **Superscript** and **Subscript**, and the basic Macintosh colors, Nisus Writer offers a variety of styles to affect the appearance of text. Some of these styles affect the shapes of characters while others affect the way in which your text behaves on screen. Nisus Writer separates these styles into “More Styles” and “Format Styles” respectively.

Plain Text

Think of **Plain Text** as a command, not a style: “Remove existing style attributes and make this text plain!”

To remove style attributes from text:

- ▶ Choose **Plain Text** from the style menu.

This removes all style attributes except the following: **Keep on Same Page**, **Keep on Same Line**, **Gloss**, **Ignore Spelling** and **Tracking** as well as any commands from the **Color** submenu of the **Style** menu.

More Styles Submenu

Choose commands from the **More Styles** submenu of the **Style** menu to apply modified (second level **Superscript** and **Subscript**, modified underline) and less common styles.

To narrow each printed character:

- ▶ Choose **Condense** from the **More Styles** submenu of the **Style** menu.
To adjust the space between characters, choose **Track Narrower** from the **Tracking** submenu. (**Condense** and **Track Narrower** create the same effect on-screen unless you have a condensed version of your font installed. To see the distinction, you can print the text.) See “Tracking” on page 286.

To widen each printed character:

- ▶ Choose **Extend** from the **More Styles** submenu of the **Style** menu.
To adjust the space between characters, choose **Track Wider** from the **Tracking** submenu. (**Extend** and **Track Wider** create the same effect on-screen unless you have an extended version of your font installed. To see the distinction, you can print the text.) See “Tracking” on page 286.

To use various levels of Underline:

You can combine the underline styles.

To create a double underline:

- ▶ Choose both **Underline** and **Lower Underline**: “double underline”

To underline only the words and not white space:

- ▶ Choose **Word Underline**.

This removes all underlines from the whitespace between words.



Depending on the combination in which you apply the various underline styles, you can combine **Word Underline** with **Lower Underline** and/or **Dotted Underline** to create a variety of effects.

- a lower line only under the words.
- a dotted line only under the words.
- a dotted lower line only under the words.
- a dotted double line only under the words.



When you have an underline style applied, **Underline** appears checked in the **Style** menu along with any of its variations, such as **Word Underline**. Unchecking **Underline** removes all underline styles.

Superscript and Subscript: Two Levels

Nisus Writer gives you two levels of the Superscript style and two levels of the Subscript style. These styles are particularly helpful when working with mathematical or scientific equations and you do not want to use the Nisus Equation Tool. Characters typed in any of these styles are automatically proportionally sized. The second levels can be used with either **Superscript** or **Subscript**, or they may be used individually.

Note that when **Superscript 2** is checked, **Superscript** or **Subscript** is also checked and when **Subscript 2** is checked, **Subscript** or **Superscript** is also checked.



First level **Superscript** and **Subscript** are mutually exclusive; you cannot apply them together. You cannot superscript a subscript or subscript a superscript using the first level as these apply only to the basic text style as illustrated in a. Using the second level, you can superscript a superscript or subscript a superscript, or subscript a subscript or superscript a subscript as illustrated in b through j.

Second level Superscript and Subscript are for advanced users. Nisus Writer does not immediately update the second level of **Superscript** or **Subscript** on the screen. This, however, does not affect printing. You can force Nisus Writer to update the screen by clicking the zoom box.

- a Nisus^{Nisus}_{Nisus}
First level Superscript and Subscript together
- b Nisus^{Nisus}
Basic text with Superscript 2
- c Nisus^{Nisus}^{Nisus}
Basic text with Superscript and Superscript 2

- d Nisus_{Nisus}
Basic text with Subscript 2
- e Nisus_{Nisus}Nisus_{Nisus}
Basic text with Subscript and Subscript 2
- f Nisus_{Nisus}^{Nisus}
Basic text with Subscript and Superscript 2
- g Nisus_{Nisus}^{Nisus}
Basic text with Subscript 2 and Superscript 2
- h Nisus^{Nisus}_{Nisus}
Basic text with Superscript and Subscript 2
- i Nisus^{Nisus}_{Nisus}
Basic text with Superscript 2 and Subscript 2
- j Nisus^{Nisus}_{Nisus}^{Nisus}_{Nisus}
Basic text with Superscript, Superscript 2 and Subscript 2

Overbar

When you apply the **Overbar** style to your text, Nisus Writer draws a line above the tallest character in the selection. Nisus Writer does not give you control of the height of this line.

Invert

While you can display white text on a black background by using the graphics layer of Nisus Writer, as explained on page 194, you can achieve a similar effect by using the **Invert** style. For writers of Macintosh technical documentation, the **Invert** style also has the effect of simulating selected text on the computer's monitor.

- The following text is in **Invert** style: The quick brown fox...

To display white text on a black background on the text layer:

- ▶ Choose **Invert** from the **More Styles** submenu of the **Style** menu.

All Caps

To give text the appearance of being uppercase:

- ▶ Choose **ALL CAPS** from the **More Styles** submenu of the **Style** menu.

Do not confuse **ALL CAPS** with the **UPPERCASE** command in **Convert** submenu of the **Edit** menu. When you apply this style, the ASCII value of the characters does not change, only their appearance changes (they are still lowercase characters). Though they appear the same both on screen and on paper, an easy way to tell the difference between the two is by typing inside the string of characters with  off. If the new characters appear as uppercase characters, the surrounding style is **ALL CAPS**. If they appear as lowercase characters, the surrounding characters are actually uppercase characters.



A string of characters may be uppercase characters at the same time as it is in **ALL CAPS** style.

Small Caps

Certain bits of text (e.g., the abbreviations for ante meridian and post meridian) traditionally appear in small caps¹.

To have text appear in Small Caps:

- ▶ Select lower case characters only and choose **SMALL CAPS** from the **More Style** submenu of the **Style** menu.
 - The meeting began at precisely 8:30 P.M.
Type the p.m., then select the text and apply the style **SMALL CAPS**.
not
 - The meeting began at precisely 8:30 P.M.

¹ Williams, Robin. *The Mac is not a typewriter*. Peachpit Press, Berkeley, CA. 1990. page 59 and The University of Chicago Press. *A Manual of Style*, 12th Edition, University of Chicago Press, Chicago, IL, 1969. page 201. However, according to French, Christopher W., *The Associated Press Stylebook* and Libel Manual, Revised Edition, Addison-Wesley Publishing Company, Inc., Reading, MA. 1987. page 168: "p.m., a.m. Lowercase with periods."

Notice that a space follows the number and only periods separate the letters.

Color Submenu

Choose commands from the **Color** submenu to display and print text in color. Color styles can be combined with other styles but cannot be “blended” with each other. Though it takes up space, White text appears invisible on screen and, in most cases, when printed—i.e. it is invisible (for information on how to use the **Invisible** style see page 284). You can use colors to mark, search and replace text. On a monochrome monitor it is still possible to search for text formatted (though, obviously, not visible) in a particular color.

- ▶ To change colored text back to black you must choose **Black**, not **Plain Text**.

To create colored text on the graphics layer:

- ▶ Use the color palette on the graphics layer to color graphic text blocks in up to 256 colors as explained on page 195.



You cannot apply a color from the **Color** menu to text created using the Graphics Text Tool.

To print in shades of gray:

- 1 Select your text and choose **Custom Color...** from the **Color** submenu of the **Style** menu.
- 2 Choose the gray you want from the dialog that appears.
- 3 Choose **Color/Grayscale** in the Print dialog when printing.

To have white text on a colored background:

- ▶ Select a block of colored text and choose **Invert** from the **More Styles** submenu.

Format Submenu

Choose commands from the **Format** submenu to apply layout and proofing styles.

Caring for Widows and Orphans

Nisus Writer can correct for “widows” and “orphans” in your text.

Widow control differs from “orphan” control.

- Widow
refers to the last line of a paragraph that has seven characters or less.
- Orphan
refers to the last line of a paragraph, regardless of its length, that does not fit on the same column (or page) as the rest of the paragraph.

To find a widow:

You can find a widow in your document by searching for the PowerFind Pro expression

“: ^ . * . * . * . * . * \r”.

To prevent any selected portion of text from wrapping to the next line:

- ▶ Choose **Keep on Same Line** from the **Format** submenu of the **Style** menu.
Text in this style appears in a dotted box when **Text Marks** is checked in the Display Attributes dialog.

To prevent any selected portion of text from being broken across pages:

- ▶ Choose **Keep on Same Page** from the **Format** submenu of the **Style** menu.
Text in this style appears in a dotted frame when **Text Marks** is checked in the Display Attributes dialog.



Nisus Writer corrects for orphans by using the command **Keep on Same Page**. A macro **Widow & Orphan Control** is included in the file Editing Macros in the folder Prepared Macros inside the Nisus Writer folder shipped with Nisus Writer. This macro keeps the first two lines and the last two lines of a paragraph on the same page. A short string of text can be both a widow and an orphan at the same time.



The **Keep on Same Line** style is particularly useful where text from two different scripts comes together. Generally, Nisus Writer does not wrap a line between an open parenthesis and a character that follows it. However, if the parenthesis is in a Roman script and the following character is from a different script, Nisus may not interpret the ASCII value of the new character as something that should remain with the parenthesis and allows the line to wrap at that point. You can prevent the wrapping by selecting the parenthesis and the succeeding characters and applying the style **Keep on Same Line**.

To mark a word so that the spelling checker ignores it:

- ▶ Choose **Ignore Spelling** from the **Format** submenu of the **Style** menu.
This has the same effect as the **Ignore** button in the Check Spelling window. This is a simple way to mark large amounts of text to be ignored by the spelling checker.

To make text invisible:

- ▶ Choose **Invisible** from the **Format** submenu of the **Style** menu.

Invisible text only appears if you check **Invisible Text** in the Display Attributes dialog of the **Display** submenu of the **Tools** menu or from the Display Attributes menu that pops up from the Horizontal Button Bar. To hide the text again, choose **Invisible Text** a second time.

Nisus Writer checks the spelling of, searches (during Find/Replace) and merges text in **Invisible** style.



You can only apply this style to existing text; you cannot type using this style. If you want to print your invisible text you need to make it visible first.

To make invisible notes:

- 1 Define a style with the attribute **Invisible**.
- 2 Call it "Memo"

This allows you to type invisible text.

You can make this text visible in two ways: either choose **Invisible Text**, or edit the defined style and remove the **Invisible** attribute. If you also add some other style such as **Shadow** your notes can stand out from the rest your text.

To reverse the sequence of letters of the current selection

- ▶ Choose **esreveR** from the **Format** submenu of the **Style** menu.

For instance, the word "mailbox" will appear as "xobliam" if you use **esreveR**.



This style can only be applied to selections that are shorter than one line. You can use this style on older Arabic and Hebrew fonts developed before there were bidirectional word processors. It is implemented in Nisus Writer as a convenience.

Gloss

A gloss can appear above any word or phrase in your text to provide additional information.¹ You can use gloss as an electronic Post-It™.

Glossing This: Accomplishes This:

- 大阪 おおさか 大阪
- 文字間隔設定 Set Tracking 文字間隔設定
- שלום سلام שלום
- سلام שלום سلام

Figure 275
Multilingual Glossing

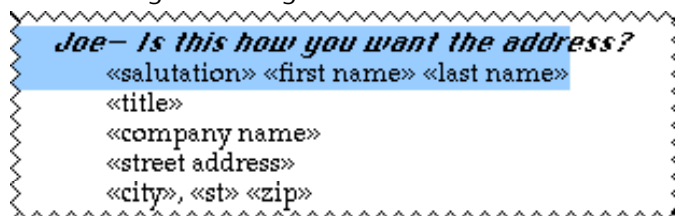


Figure 276
Glossed text

Nisus Writer automatically centers a gloss above the selected text and can include spaces and characters that extend beyond the glossed text. When you use a gloss, keep in mind that its font size increases the line height of the selected text.

All glosses consist of only one font, size and style; you can affect the tracking of the gloss.

You can search for a word in Gloss style, but you cannot use PowerFind metacharacters as the gloss; you can only find the particular word or character of the gloss and these must appear in the gloss dialog that opens in the Find & Replace window precisely as they appear in the document.

¹ The Gloss feature was initially developed for the Japanese version of Nisus. In Japanese text, glossing (or Rubi) allows Hiragana or Katakana explanations of Kanji characters to be entered above them, and does not affect the actual text.

To create a gloss:

- 1 Select the text you want to gloss.
- 2 Choose **Gloss...** from the **Format** submenu of the **Style** menu.

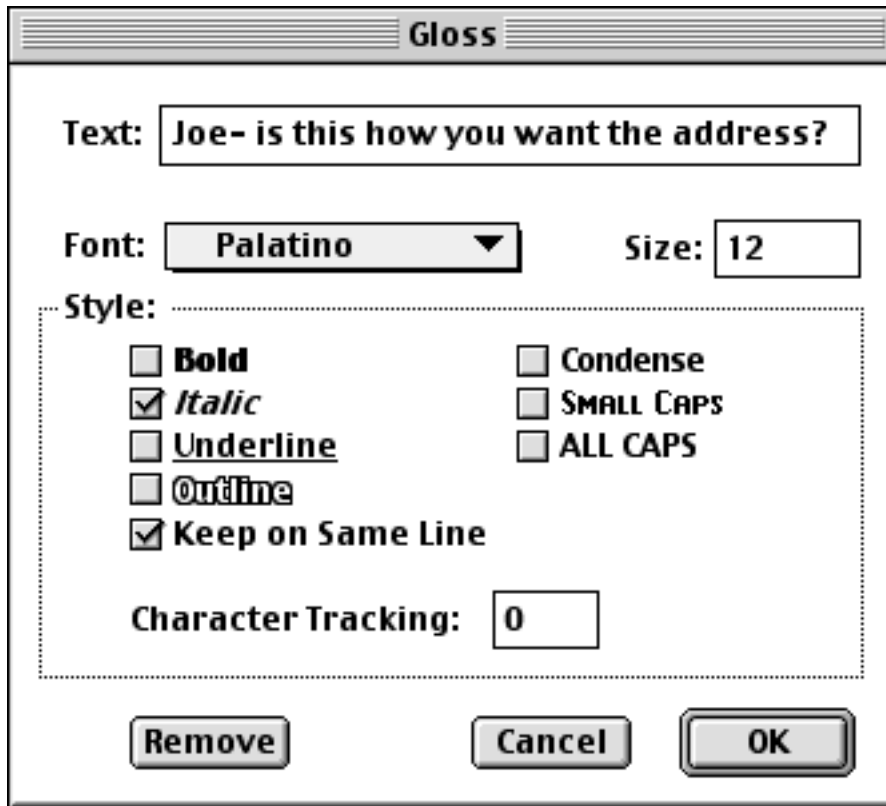


Figure 277

The Gloss dialog

- 3 Type or paste the text you want to appear as the gloss into the dialog.
- 4 If you think the glossed text may wrap, check **Keep on Same Line**.
- 5 Choose the font for the gloss from the **Font** pop-up menu in the dialog.
- 6 Type the font size for the gloss in the **Size** box.
- 7 Check the appropriate style boxes to indicate style preferences.
- 8 Enter the appropriate tracking figure in the **Character Tracking** box.
- 9 Click to have the gloss appear above the selected text.

To edit a gloss:

- 1 Select any portion of the glossed text. (You cannot select the gloss itself. It is not part of the text, rather an attribute of that text.)
- 2 Choose **Gloss...** from the **Format** submenu of the **Style** menu.
Nisus Writer automatically selects the entire glossed text and displays the gloss in the dialog.
- 3 Edit the gloss.
To delete parts of the gloss, select what you want to delete and then press . You can make other changes you want to the font, size and/or style.
- 4 When you finish editing click .

To remove a gloss:

- 1 Select any portion of the glossed text (you cannot select the gloss itself. It is not part of the text, rather an attribute of that text).
- 2 Choose **Remove Gloss** from the **Format** submenu of the **Style** menu.

To gloss texts with different scripts:

- 1 Type the text you want to appear as the gloss.
- 2 Select that text and choose **Cut** from the **Edit** menu.
- 3 Select the text to which you wish to attach a gloss.
- 4 Choose **Gloss...** from the **Format** submenu of the **Style** menu.

- 5 Paste the text you have on the Clipboard into the text box in the Gloss dialog.
- 6 Choose a font from the pop-up menu in the dialog and check any of the other options you want.

To search for a gloss:

- 1 Choose **Find/Replace...** from the **Tools** menu.
- 2 Choose **PowerFind** from the **Find** pop-up menu.
- 3 Choose **Any Text** from the **Wild Card** menu in the Find & Replace window.
- 4 Select everything in the Find box of the Find & Replace window.
- 5 Choose **Gloss...** from the **Format** submenu of the **Style** menu.
- 6 Delete whatever appears in the text box in the dialog.
- 7 Click in the Gloss dialog, then in the Find & Replace window.

To find text associated with a specific gloss:

Under normal circumstances Nisus Writer ignores the presence of a gloss as a style when you search for text with particular attributes.

- 1 Choose **Find/Replace...** from the **Tools** menu.
- 2 Choose **PowerFind** from the **Find** pop-up menu in the Find & Replace window.
- 3 Choose **Any Text** from the **Wild Card** menu in the Find & Replace window.
- 4 Select the contents of the Find box in the Find & Replace window.
- 5 Choose **Gloss...** from the **Format** submenu of the **Style** menu.
- 6 Type the text of the gloss exactly as it appears in the document.
- 7 Be sure the font, size and any other style attributes look exactly like the gloss.
- 8 Click in the Gloss dialog, then in the Find & Replace window.

- You can gloss with a script different from the text you're glossing. To do this, type the text in your document and copy, then paste it into the gloss text box.

It is not unusual for non-Romanic text to appear garbled when pasted into the Gloss dialog. Because of a Macintosh System limitation, dialogs can only display text in the active script.

- Glossing adds at least the point size of the gloss to line height.
- A selection of glossed text must have the same font, size and style, and color. Glossed text cannot have the style **Invisible**.
- Within the same gloss, you can have only one font, size and style.
- You cannot gloss character graphics.
- If you add a gloss over a word that hyphenates, or over more than one word and the words are broken by a line wrap, the gloss text appears in its totality over the two segments of the glossed text and a duplicate, or shadow version appears over the first segment (though no shadow appears when it hyphenates).

The following examples illustrate these problems:

- This ^{duplicate}~~glossed~~ ^{duplicate}text has different styles; **Bold** and *Italic*.
- You will experience problems when text you have with a gloss associated must hyphenate. ^{split}
- When two words or more, a phrase, with a gloss associated with it wraps, ^{separates} other problems occur. ^{separates}
- You can gloss a space or spaces but not tabs.

Tracking

Tracking refers to the alteration of the "forward" edge of the character window. ("Forward" refers to the basic direction of the paragraph, not in relation to the script.) Nisus Writer moves the succeeding character(s) closer to, or further from, the tracked character depending on the value typed in the Tracking dialog.

Each character of your text occupies a certain amount of space that may be greater than the character itself. This space is called the character's "window." You can see this window if you select one character, as illustrated in Figure 278.



Figure 278

Making a character window smaller

- **Narrower** makes the forward edge of this character box smaller.
- **Wider** makes the forward edge larger.

In effect, this command moves the succeeding character(s) closer to, or farther away from the altered character.

Tracking is useful for condensing text in headlines and mastheads. It is also used to extend the space between ideographic characters of East Asian languages without adding extra spaces.

To set tracking:

- 1 Choose **Set Tracking...** from the **Tracking** submenu of the **Style** menu.

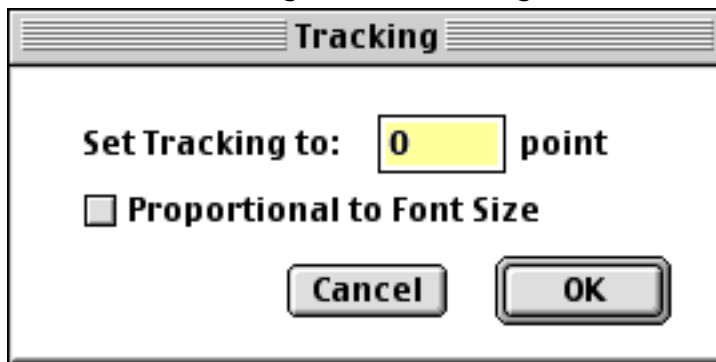


Figure 279

The tracking dialog

- 2 Type a value (in points) of the desired tracking for the current selection.
A negative value reduces the space between characters; a positive value increases the space.
 - 3 Check **Proportional To Font Size** to adjust the amount of tracking to accommodate mixed point sizes in a selection as illustrated in Figure 280.
- If the value for tracking is the same throughout a selection, that value appears in parentheses next to the **Set Tracking...** command.

To increase the tracking of a selection by one point:

- ▶ Choose **Track Wider** from the **Tracking** submenu of the **Style** menu.

To widen tracking by an amount other than one point:

- 1 Choose **Wider By...** from the **Tracking** submenu of the **Style** menu.
- 2 Type a positive value in the **Wider By** box and click **OK**.

To increase tracking of a selection by one-sixteenth of a point:

- ▶ Choose **Wider By 1/16** from the **Tracking** submenu of the **Style** menu.

To increase tracking of a selection by one-fourth of a point:

- ▶ Choose **Wider By 1/4** from the **Tracking** submenu of the **Style** menu.

To decrease the tracking of a selection by one point:

- ▶ Choose **Track Narrower** from the **Tracking** submenu of the **Style** menu.

To decrease tracking by an amount other than one point:

- 1 Choose **Narrower By...** from the **Tracking** submenu of the **Style** menu.
- 2 Type a negative value in the **Narrower By** box and click **OK**.

To decrease tracking of a selection by one-sixteenth of a point:

- ▶ Choose **Narrower By 1/16** from the **Tracking** submenu of the **Style** menu.

To decrease tracking of a selection by one-fourth of a point:

- ▶ Choose **Narrower By 1/4** from the **Tracking** submenu of the **Style** menu.

To Set Tracking for Text of Various Sizes in One Step

You may have text that includes different sizes. You may want to change the tracking of all the text at once, yet have the text in smaller sizes track in proportion to its font size rather than in absolute terms that you set for the larger text.

- 1 Choose **Set Tracking (0)**....
- 2 In the Set Tracking dialog check **Proportional to font size**.
- 3 Type the amount by which you want to change the spacing of the first string of text in the selection.
- 4 Click 

The number you type in the Set Tracking dialog refers to the first character in the string of selected text. Nisus Writer sets the tracking of the other text in proportion to those characters' sizes. The examples below illustrate the differences between some of the possibilities. The tracking for each paragraph was set at -.5. Notice how the amount of tracking changes depending on whether or not **Proportional** was checked and how large the first characters of the text are.

- proportional (larger and smaller size text follows)

Remember to make your **Headlines** much larger than the **Subheadings** and the text, but footnotes should be smaller.

- not proportional (larger and smaller size text follows)

Remember to make your **Headlines** much larger than the **Subheadings** and the text, but footnotes should be smaller.

- proportional (all text that follows is smaller)

Headlines. remember to make them much larger than the **Subheadings** and the text, but footnotes should be smaller.

Figure 280

The effect of Proportional in the Tracking dialog



Narrower draws the selected characters closer to one another.

- The character farthest to the left remains stationary while those to its right move.
- The character(s) to the right of the selected text moves closer to the selected character(s).

Therefore, if you want to bring only two characters closer together, select only the one on the left, then choose **Narrower**.



If you choose one of the tracking commands with no text selected, when you begin to type, your text will appear with whatever amount of space you have set in the command.

Tracking creates an effect quite different from the styles **Condense** and **Extend** in the **More Styles** submenu of the **Style** menu as introduced on page 281. Whereas tracking affects the character box, these styles affect the weight of the character itself as the illustrations below demonstrate. (Note that only some of the text in the sentences had its spacing changed.)

- **Plain**, no tracking

THIS WATER FLOWS RAPIDLY

this water flows rapidly

- **Condense**, no tracking

THIS WATER FLOWS RAPIDLY

this water flows rapidly

- **Plain**, tracking at -1.5

THISWATERFLOWSRAPIDLY

thiswaterflowsrapidly

- **Plain**, no tracking

THAT WATER FLOWS SLOWLY

that water flows slowly

- **Extend**, no tracking

THATWATERFLOWSSLOWLY

that water flows slowly

- **Plain**, tracking at +3

T H A T W A T E R F L O W S S L O W L Y

t h a t w a t e r f l o w s s l o w l y



The Nisus Writer Find/Replace tool finds text with the attribute of tracking. It is limited, however, to whether text has positive or negative tracking, not a specific amount.



Tracking only works properly on groups of characters if you choose **Enable Fractional Font Spacing** in the **Editing** segment of the **Preferences** dialog (which is the setting that this version of Nisus Writer is shipped with).



Limitations in the way the Macintosh presents your text on the monitor (called QuickDraw) require that the beginning of any text occur at a pixel boundary. This limitation is necessary for tracking.



The tracking size attribute is absolute and does not change proportionally if you change the size of the text.

Working with Multiple Documents

Window Basics

Here are a few guidelines for working with windows:

- The size of your monitor's screen determines the window's size.
- The window that contains horizontal lines in its Title Bar is the active window.
- To make a window active, click inside its frame.
- When Nisus Writer saves a document, it also saves the shape and position of each window, position of the insertion point, and selection (if any).
- To hide windows that do not belong to Nisus Writer, choose **Hide Others** from the **Application** menu.
- To display all windows of all open applications, choose **Show All** from the **Application** menu.
- To make a window bigger or smaller drag the window's size box.
- To move a window drag the window's Title Bar.

For shortcuts on how to use the Title Bar of any window see Table 1 on page 4.

To scroll in the direction opposite of how the scroll arrow points:

- ▶ Press  as you click the scroll arrow.

This is particularly useful if a scroll arrow is hidden or off the screen.

To close a window:

- ▶ Click the window's Close box or choose **Close** from the **File** menu.

To open a window to its full size:

- ▶ Click the window's zoom box.

When you click the zoom box a second time, the window returns to the shape and position it had immediately before you "zoomed" it. Clicking the zoom box toggles the window's shape and position between its full (or "optimal") shape and whatever shape and position to which you had previously set it (either by dragging or resizing).

To divide a window into panes:

- ▶ Double-click the Split Window Handle (found on the Vertical and Horizontal Button Bars) to divide a document's window into two equal panes, one above the other or drag it to divide the window into panes of different proportions.

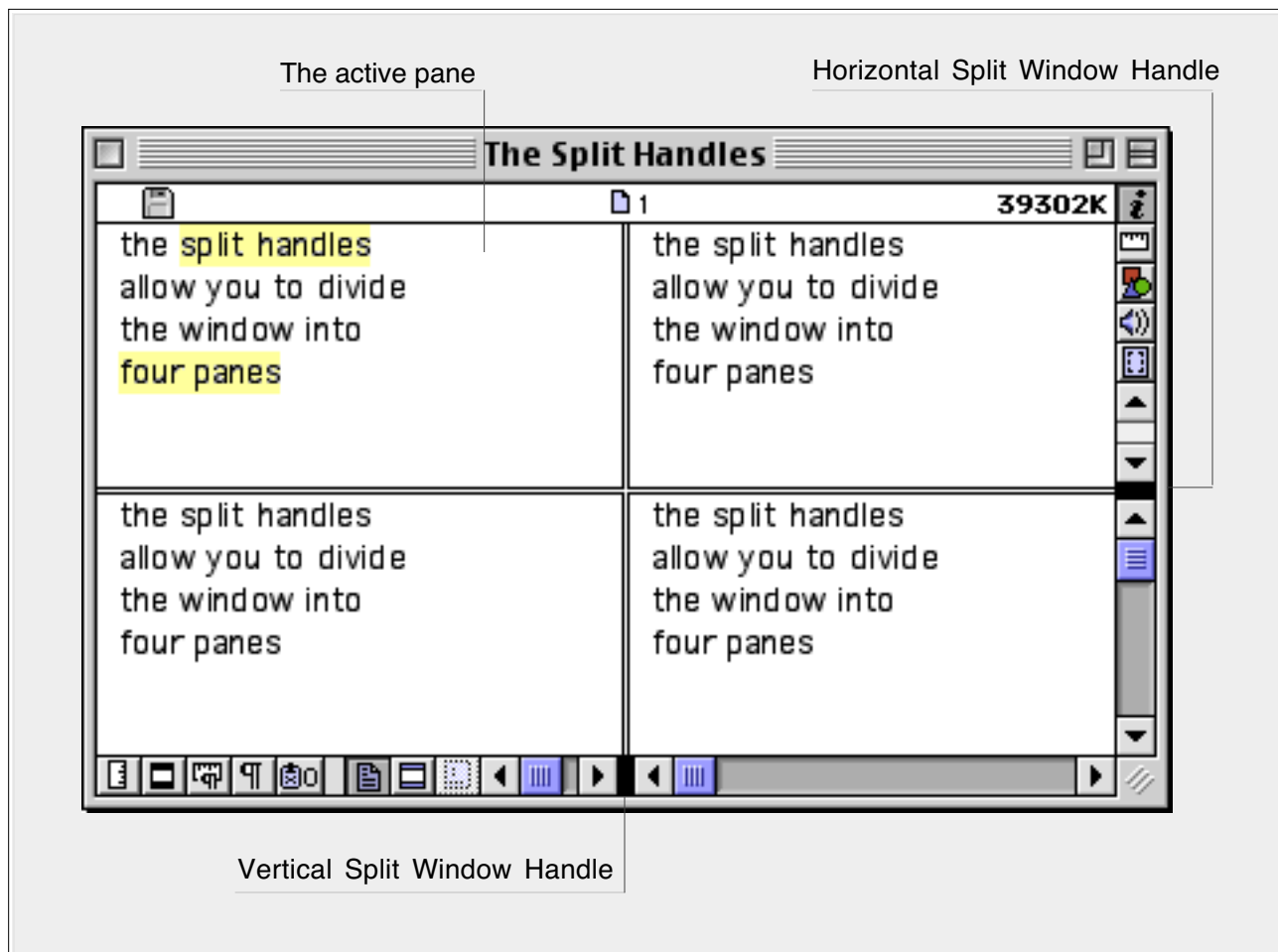


Figure 281

The split window handles

As you drag the Split Window Handle, a double dotted line indicates the size and shape of the panes. You can divide the window into up to four panes.

The insertion point and selection(s) appear in the active pane.



Splitting a window is particularly useful in long documents when you want to refer to two segments of the document continuously.

As illustrated in Figure 282 on page 292, one pane (in this instance the top) can remain stable and display the same text, while the second pane can change displaying new text. In the example, the cross-references appear in the upper pane. As the text grows, new cross-references can be added without looking for the section each time.

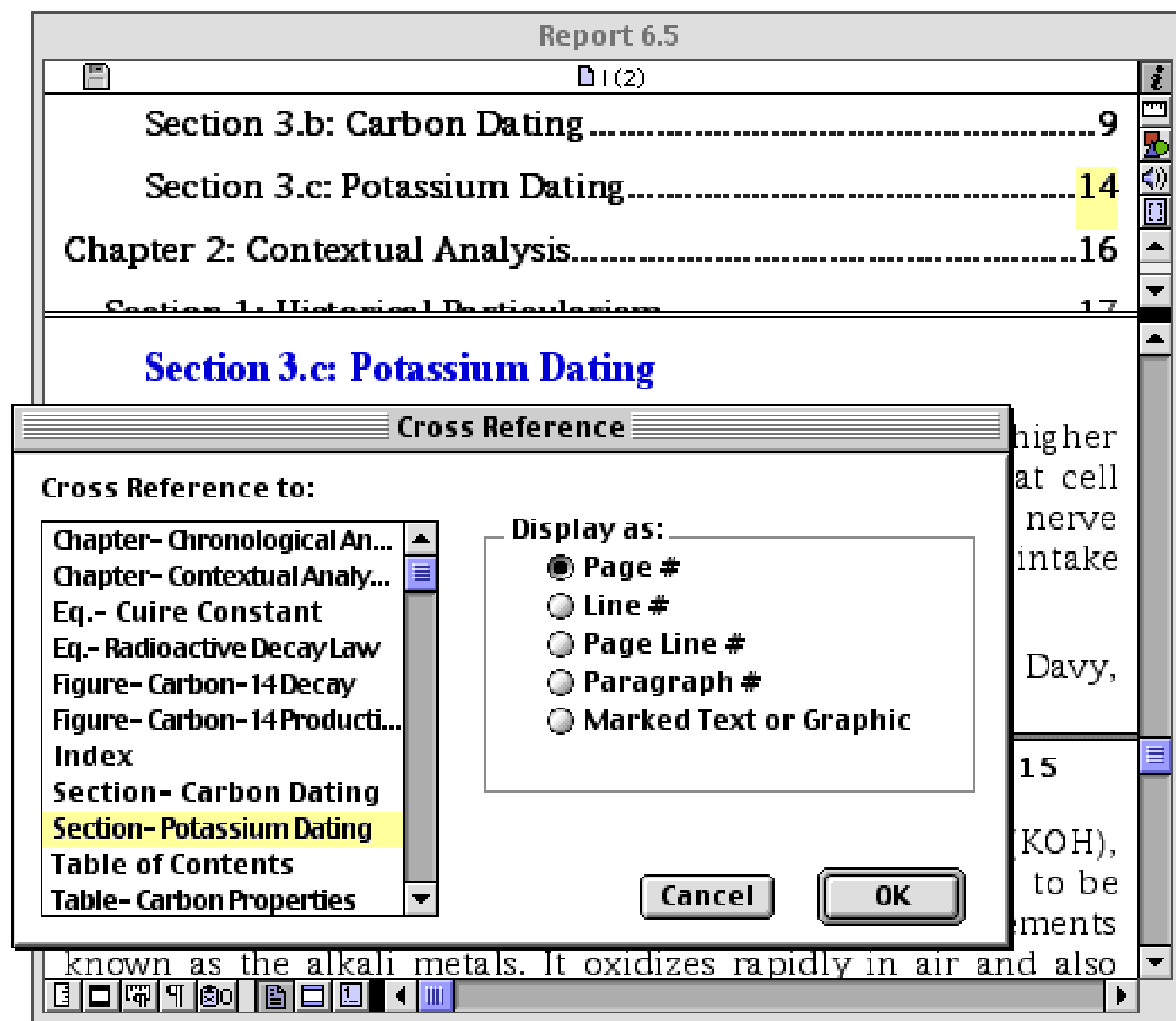


Figure 282
Using the split screen with the cross-reference tool

To undivide a window:

- ▶ Double-click the Split Window Handle (found on the Vertical and Horizontal Button Bars).

To choose how windows appear:

- ▶ Choose from the **Windows** menu either
 - **Tile**
 - **Tile Horizontally**, **Tile Vertically**, **Tile Two Horizontally** or **Tile Two Vertically** to have your windows appear beside each other
- or
- **Stack** to have them appear on top of each other with only their title bars showing.



If you have more than one monitor tiling or stacking affects only the window where the mouse appears. To get the windows on a monitor to tile or stack on the monitor without the menus:

- ▶ Be sure your mouse appears on that monitor and use any of the following techniques.
 - ▶ Use the Keyboard Shortcuts you have assigned for those commands as explained beginning on page 337.
 - ▶ To use the **Windows** menu that appears on a secondary monitor press and click the Title Bar of an active window on that monitor.

- ▶ Use one of the window shortcuts as explained in Table 27 on page 294.

Working with Inactive Windows

To work with an inactive window in the background:

- ▶ Press  as you select text, scroll, turn on or off the display of the Info Bar, Text Bar, Graphics Bar or Sound Bar or any of the display attributes from the **Display Attributes** menu or move an open, but inactive window.
This works in any Nisus Writer window, whether it is a standard document window, the Clipboard, a Glossary window, a macro editing window, the Find & Replace window or the Catalog.
- ▶ Press  as you click where the Close box would be in an inactive window to close it.



To learn about other tasks you can accomplish in inactive windows see pages 61, 68 and 295

Using the Windows Menu and Working with Multiple Windows

Choose commands from the **Windows** menu to manage and position document windows.

The names of open documents appear after the commands. If a document name in the **Windows** menu appears italicized, the document has been changed since it was last saved.

The active window has a check mark to its left.

The names of all other open Nisus Writer windows: Catalog, Spelling Checker, Macros, etc. appear at the bottom of the **Windows** submenu.

To quickly access the **Windows** menu if you are not near the Menu Bar, press  and click the Title Bar of the active window.

To choose which window displays in front:

- ▶ Choose a window's name from the bottom portion of the **Windows** menu.
- ▶ Click any visible portion of that window.
- ▶ Double-click that window's name in the Catalog.
If the Catalog window is visible but not active you can press  and navigate in the window and even open a file.

To send the top window to the back:

- ▶ Choose **Send Back** from the **Windows** menu.

To switch between the two top windows:

- ▶ Choose **Toggle Front Two** from the **Windows** menu.

To scroll through two windows simultaneously:

- ▶ Choose **Synchronized Scrolling** from the **Windows** menu.
When active, the Synchronized Scrolling indicator displays in the right corner of the Info Bar.
Choose **Synchronized Scrolling** once again to stop scrolling through two windows.
- ▶ Press  as you scroll the active window.

To arrange open document windows so that their title bars display in a cascade:

- ▶ Choose **Stack** from **Windows** menu.
- ▶ Press  as you click the zoom box.
This may change the window size and window position of one or more of the open document windows.

To tile all open document windows:

- ▶ Choose **Tile** from **Windows** menu.
- ▶ Press    as you click the zoom box.
This may change the window size and window position of one or more of the open document windows.

To display all open windows vertically:

- ▶ Choose **Tile Vertically** from the **Windows** menu.
- ▶ Press   and click the zoom box of the active document window.
When tiled, the active window appears in the bottom right corner of your screen and the back window appears in the top left corner. This changes the dimensions and position of all open document windows.

To display all open windows horizontally:

- ▶ Choose **Tile Horizontally** from the **Windows** menu.
- ▶ Press **control option** and click the zoom box of the active document window.
When tiled, the active window appears in the bottom right corner of your screen and the back window appears in the top left corner. This changes the dimensions and position of all open document windows.

To display two windows vertically:

- ▶ Choose **Tile Two Vertically** from the **Windows** menu.
- ▶ Press **shift** and zoom one of them.

To display two windows horizontally:

- ▶ Choose **Tile Two Horizontally** from the **Windows** menu.
- ▶ Press **control** and zoom one of them.

To...	Press and/or Click...
Show the Windows Menu	⌘ click the Title Bar of any window
Show the Clipboard Menu	⌘ option click the Title Bar of any window
Show the Macros Menu	option click the Title Bar of any window
Show the Glossary Menu	shift option click the Title Bar of any window
Tile all windows	control option shift click the Zoom box
Tile all windows vertically	option shift click the Zoom box
Tile all windows horizontally	option control click the Zoom box
Tile two windows vertically	shift click the Zoom box
Tile two windows horizontally	control click the Zoom box
Stack windows	option click the Zoom box
Unsplit a window	Double-click the Split Bar
Scroll backwards	option Scroll Arrow
Scroll by one full screen	shift click in the Vertical Scroll Bar

Table 27
Window shortcuts

To save and close all windows at once:

- ▶ Choose **Save All Changed** from the **Save submenu** of the **File** menu, then Choose **Close All** from the **Close submenu** of the **File** menu.
- ▶ Press **option** and click the Close box or choose **Close All** from the **Close submenu** of the **File** menu.
To avoid the alert for each changed document, press **option** and click **Save** or **Don't Save** in the first alert. This applies the same response to any further **Save** alerts.
If you Choose **Save All** from the **Save submenu** of the **File** menu this saves all open documents whether or not they have changes.

To revert all changed documents to how they were when they were last saved:

- ▶ Choose **Revert All Changed** from the **Revert submenu** of the **File** menu.

To apply a font, size, or style change to selections in all open windows:

- First select the text whose attributes you want to change in each open window.
- ▶ Press **option** as you choose the commands you want to apply from the **Font**, **Size**, and **Style** menus.

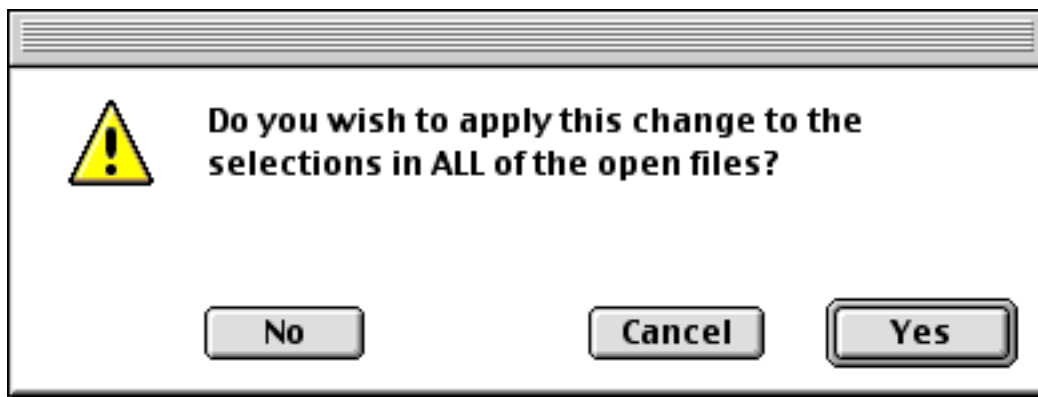


Figure 283

The Apply Change to all open files alert

In the alert that appears, if you click **No** Nisus Writer applies the change to the active window only.



To undo an action after making changes to multiple documents:

Nisus Writer keeps a list of all changes made in open windows in the order you made them. Changes to all open documents are held in the same list. You cannot undo a change out of sequence.

If you want to undo a change made to one document but not to another open document

- 1 Save the file in which you do not want to undo and close it.
- 2 Choose **Undo** from the **Edit** menu.

When you close a document, all changes made to it are removed from the undo list. They are not saved with the document.

Comparing Files

Nisus Writer can compare two files automatically. Comparing files is useful when you have made changes and have forgotten what they were, or you want to check what changes someone else has made.

To compare two documents for all differences in text:

- 1 Open the two files you want to check.
- 2 Press **⌘** and click the zoom box at the top of the window to place them side by side or press **⌘** and click the zoom box to place one above the other.
- 3 Place your insertion point at the top of each file.
- 4 Choose **Compare** from the **Editing Tools** submenu of the **Tools** menu.
The insertion point jumps to the position of the first difference in both windows. If Nisus Writer finds no differences an alert appears notifying you.
- 5 Move the insertion point (in both documents) past the difference and choose **Compare** from the **Editing Tools** submenu again.



Press **⌘** and click in the inactive window to move the insertion point in an inactive window without activating it.

This method catches all differences including formatting characters. It does not, however, compare font, size or style attributes.

To compare two documents while ignoring spaces:

- ▶ Follow the instructions just outlined but choose **Compare (Ignore Spaces)** from the **Editing Tools** submenu of the **Tools** menu.

Printing Documents

When you are ready to commit your document to paper choose **Print** from the **File** menu. Before using the paper, you may want to check to see what the document looks like on screen. In that case, choose **Layout Page...** from the **File** menu.

What you see in the Layout window is what Nisus Writer sends to the printer.

For more information about the Layout window and its description, see Figure 12 on page 12. A brief description of the commands available from the **Layout** menu when the Layout window appears begins on page 24 while full instructions on how to use the tools of the Layout window begin on page 163.

Nisus Writer only prints what appears in the white area on the Text Bar, inside the margin limits as set in the Layout window.

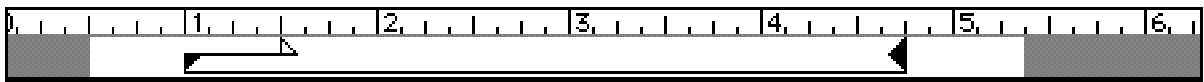


Figure 284
The Line Wrap area (white) inside the margins (gray)

To print an open document:

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

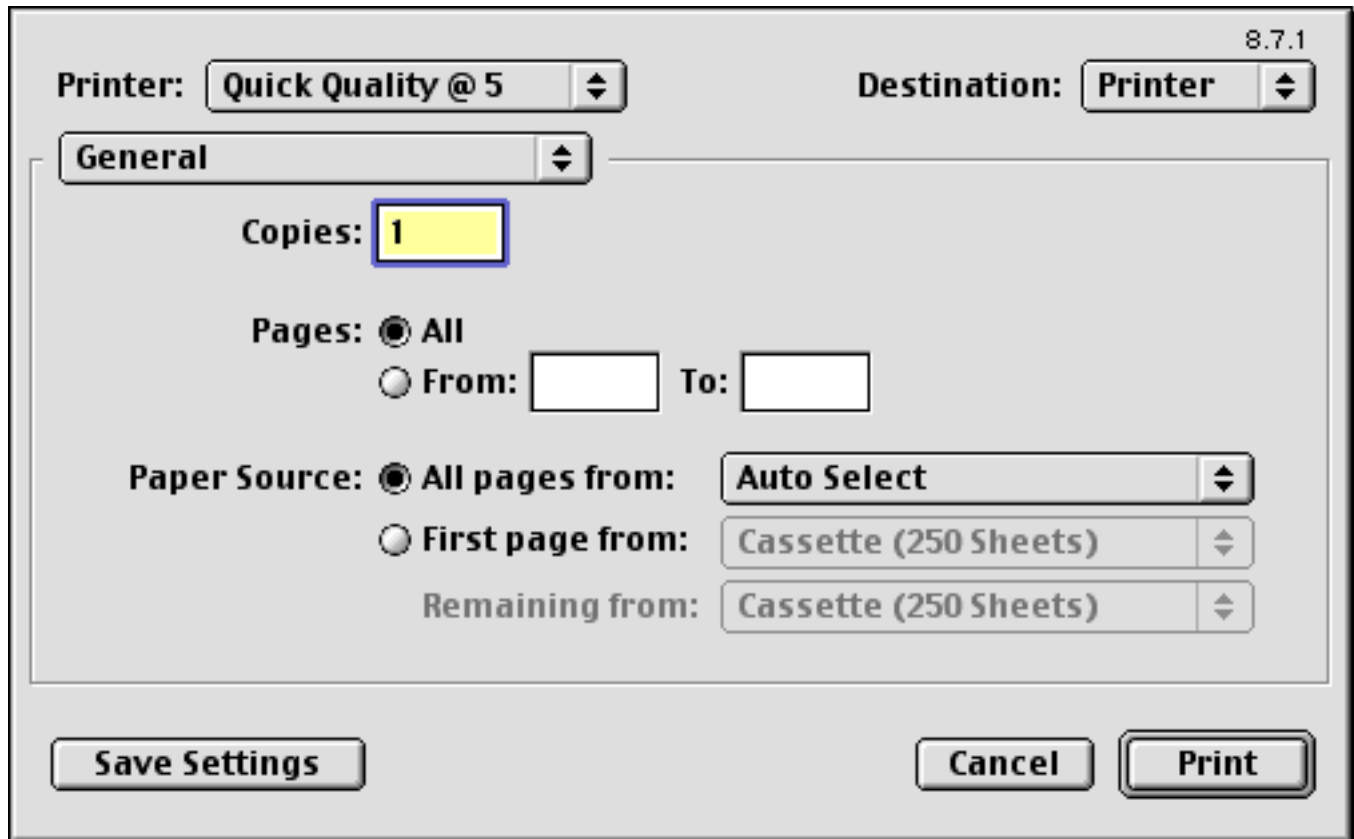


Figure 285
The LaserWriter Print dialog

If you use the LaserWriter 8 printer, the options when the dialog first appears come from the printer driver software you have. Choose Nisus Writer 6.5 from the Printer: pop-up menu to see the options available through Nisus Writer.

You can choose automatic or manual paper feeding; black and white or color/grayscale printing; and printing a paper copy of your document or saving it to disk as a PostScript file. Depending on the printer selected, you may also have other options.

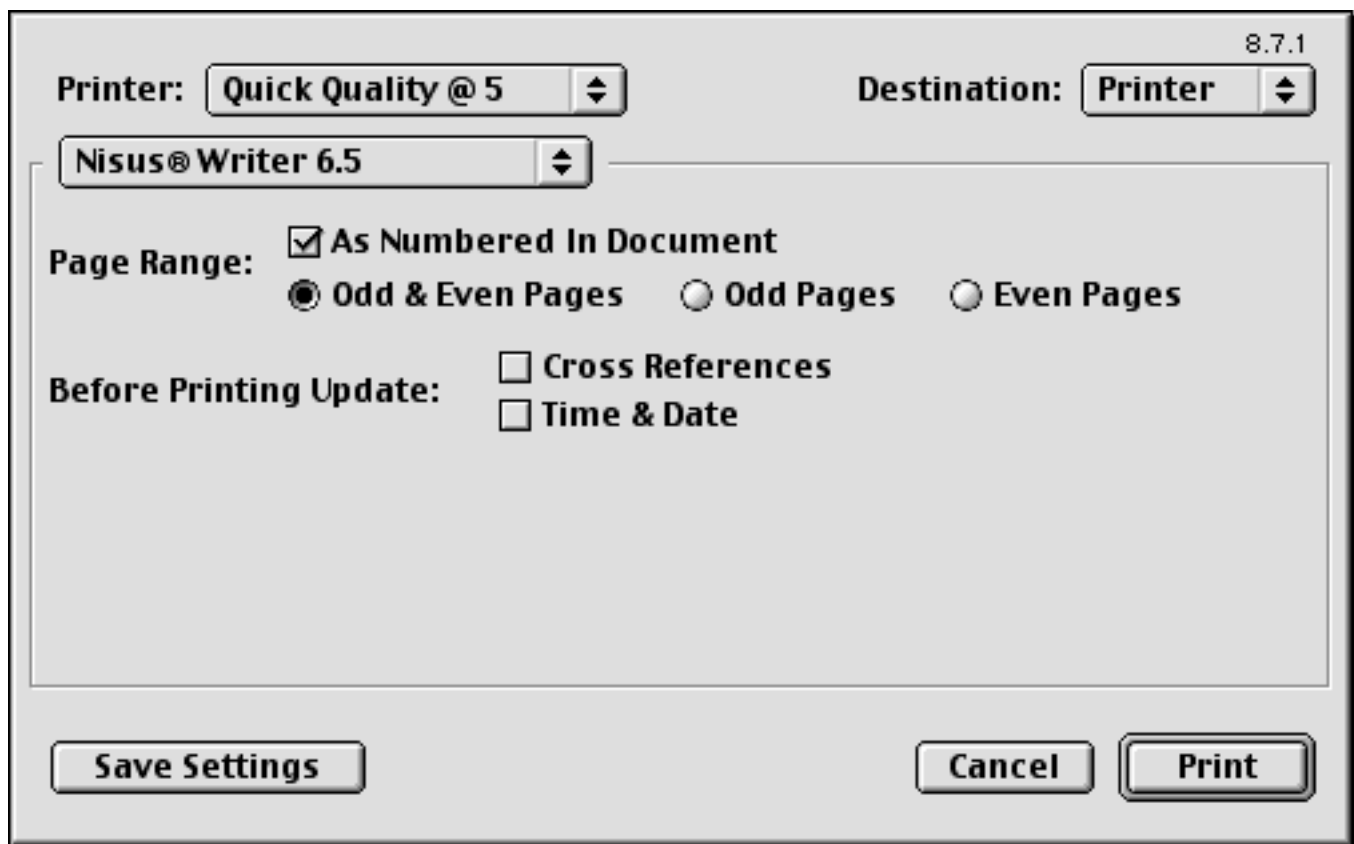


Figure 286

The Nisus Writer Print Options in the LaserWriter 8 printing dialog

To determine how many copies to print:

- ▶ Type the number in the Copies text box.

To determine which pages of the document print

- ▶ Click **All** to print the entire document.
- ▶ Click **From** and type the number of the first page you want to print.
Press **Tab** to move your insertion point from field to field.
 - If you type a number in the **To** box but not in the **From** box, Nisus Writer prints from the beginning of the document to the page number specified.
 - If you type a number in the **From** box but not in the **To** box, Nisus Writer prints from the page number specified to the document end.
- ▶ Click **Odd Pages** to print only odd numbered pages.
- ▶ Click **Even Pages** to print only even numbered pages.

To print a range of pages if the Start page # is set to less than 1:

- 1 Uncheck **As Numbered in Document**.
- 2 Either print all or choose a page range as explained above.



If you print a range of pages you must enter the physical page numbers as indicated in parentheses in the Info Bar (see page 156).

To print a range of pages if one or more formatted page breaks appear in the document:

- 1 Uncheck **As Numbered in Document**.
- 2 Either print all or choose a page range as explained above.



If you print a range of pages you must enter the physical page numbers as indicated in parentheses in the Info Bar (see page 156).

To update cross-referenced text when printing:

You may have edited marked text to which you have added a cross-reference. To make sure that these display the correct text (as marked):

► Check **Before Printing Update Cross References**.

Nisus Writer saves this information with the file so that (unless you uncheck the option) every time you print Nisus Writer will update the cross-references.

You can also update cross-reference information in your file any time you want by choosing **Update X-reference** from the **Reference** submenu of the **Tools** menu.

For more information about editing cross-referenced text see page 114.

To update variable dates when printing:

You may have added a time and date variable to your document to indicate the current status of a draft. To make sure these display the current time and date

► Check **Before Printing Update Time & Date**.

Nisus Writer saves this information with the file so that (unless you uncheck the option) every time you print Nisus Writer will update the time and date.

You can also update the time and date variables in your file any time you want by choosing **Update Time & Date** from the **Date & Time** submenu of the **Insert** menu.

For more information about time and date variables see page 179.

To print draft documents faster:

- Before you choose **Print...** choose **Graphics As X** from the **Display Attributes** menu that pops up from the Horizontal Button Bar.

To print several open documents in a certain order:

- 1 Open the documents you want to print.
- 2 Choose **Tile** from the **Windows** menu or press  and click the Title Bar of the active window and choose **Tile**.
- 3 Choose the sequence in which you want the files to print and click in each of the windows in ascending order so that the first file you want to print is the last one you click.
- 4 Choose **Print All...** from the **Print** submenu of the **File** menu, then enter your choices in the dialog and click .

To print your text in shades of gray:

- See “To print in shades of gray” on page 283.

To create a PostScript file of your Nisus Writer document:

You may want to save your document as a PostScript file for importing or placing in a desktop publishing application or to create a PDF (Portable Document Format) file.

- 1 Choose **Print** from the **Print** submenu of the **File** menu.
- 2 Choose **File** from the **Destination** pop-up menu inside the Print dialog.
- 3 Choose the appropriate settings from the **General** pop-up menu inside the Print dialog.
- 4 Click  as illustrated in Figure 287.

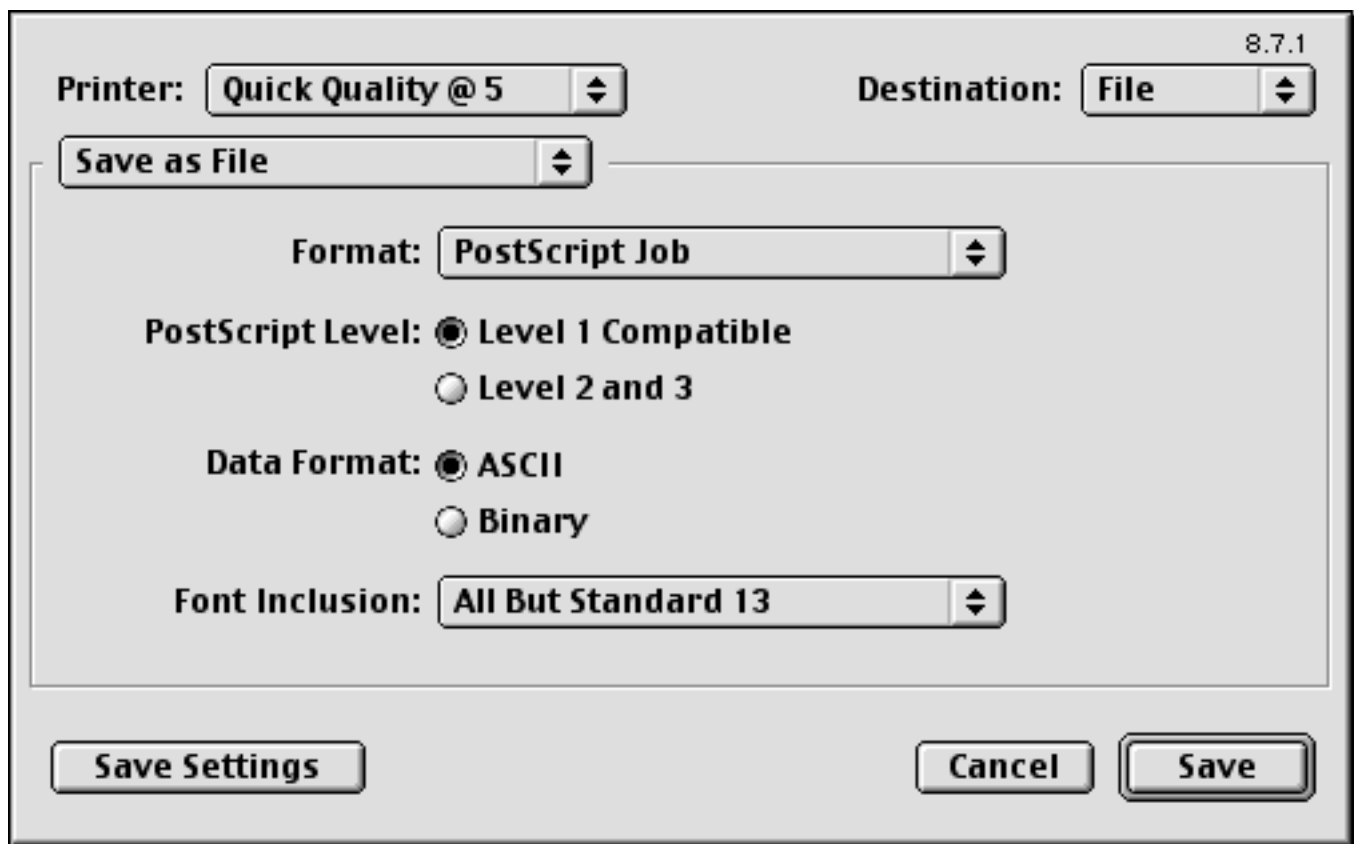


Figure 287
Printing to a PostScript file

Merging Files

The tutorial offers an introduction to merging files; see “Merge and Print Your Document” page 56. This section expands on the standard capabilities.

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About Merging Files

Merged documents result from combining information from a host document with information from a data document. The host document works like a template and can contain both graphics and text.

The data document provides the detail that makes each merged document different. Its contents replace the “field names” and brackets in the host document. It (the host) generally contains text.

Here are some guidelines for merging documents:

- use the same field names in both documents
- put the host and data documents in the same folder
- make sure the host document is the only open window before you run merge.

The procedures that follow explain how to merge a host document (a form letter) with a data document (a list of people who should receive the letter).

Creating a Host Document

The host document contains field names that are replaced with information from the data document. Use brackets at the front and back of all field names: « and ». You do not necessarily have to use these. You may also use [and], { and }, or define your own¹.

To prepare the host document:

It is often best to create a specific letter or document, and then convert it into a form letter afterward. For instance, you might want to send a letter like this:

Dear Grandma, Thanks for the tie you sent me for my birthday. I'm sure I'll use it all the time. How is your cat “Puddles” doing? Write soon. —Bob

But you have several relatives who gave you presents. This is a perfect situation for doing a merge. Start with your letter to Grandma, and alter it to look something like this:

Dear «name», Thanks for the «gift» you sent me for my birthday. I'm sure I'll use it all the time. How is your «relation» «name2» doing? Write soon. —Bob

In short, everything that will change, you replace with some field name. For Grandma, you put «name», etc. This is your host document. The next step for you is to set up your data document.

Creating a Data Document

Here are some guidelines for creating data documents:

- enter the field names on the first line (paragraph) of the data document.
- enter the data fields name in the same order as they appear on the first line (paragraph).
- you do not have to use brackets at all in data files.
- separate each field name and data field with a comma or a tab.
- to include a comma in a field itself (for example, a date), insert straight quotes immediately before and immediately after the comma (",").² Nisus Writer sees a comma as separating two fields. So if you put in Dec 25, 1800 It would be seen as two fields, Dec 25 and 1800. So, if you want it to have a comma, type it in as Dec 25", " 1800.
- if your data document has more than one page, turn off pagination (from the **Display Attributes** pop-up menu on the Horizontal Button Bar)

¹ To type the opening international quotation mark: « press  and type the backslash key . To type the closing international quotation mark: » type   . To define your own field delimiters, check **Other** and type the opening and closing characters in the box when in the Merge dialog.

² If you use “Smart Quotes” as set in the Editing Preferences dialog you can type straight quotes by typing   .

To create the data document:

- 1 Open a new, untitled document and save it with a name that fits your project.
- 2 On the first paragraph of the file, type in the field names that you will be addressing in the file. For the case in our example, you would type in
`name,gift,relation,name2`
 Do not put spaces between the field names and the commas.
- 3 On all subsequent lines of the file, enter the information for each letter in the same order as the field names on the top line. Remember to use a comma or a tab to separate each data field.
- 4 Choose **Save** from the **File** menu and close the data document when your prospect list is complete. For the example of our thankyou note, your data file might look something like this:
`name,gift,relation,name2`
`Grandma,tie,cat,"Puddles"`
`Uncle Lou,Computer Magazine,new wife,Lorraine`
`Mom and Dad,shirt,tenant,in Barbados`



If your data document has more than one page, turn off pagination (from the **Display Attributes** pop-up menu on the Horizontal Button Bar).

Merging Documents & Displaying or Printing the Results

This step shows you how to merge the form letter (host document) and relatives list (data document). Before you begin, be sure the host document is open and that all other windows are closed.

To merge the documents and display the results:

- 1 Close all windows except for the host.
- 2 Choose **Merge...** from the **Print** submenu of the **File** menu.
 A dialog box displays and asks you to specify which records (how many people on the list—each record is a paragraph in the data document) you want to merge and how to display the results.
- 3 Enter your choices in the dialog box and click your preference.
- 4 Click **New Document**.
 You can either display the merged file or print it. Try displaying it first to make sure the file looks as you expected. Print it when you're pleased with the results.
- 5 A version of the standard Open dialog opens and tells you to **Please locate the data document**. Find and double-click the data document you prepared.

Nisus Writer creates an entire new document for every merged record and puts a page break between each record. It puts the information from the data document into the appropriate places in the new documents. Initially, these will all be together in one file. You could easily print them and mail them to different destinations. For our example, our final result would be:

Dear Grandma, Thanks for the tie you sent me for my birthday. I'm sure I'll use it all the time. How is your cat "Puddles" doing? Write soon. —Bob

<Page Break>

Dear Uncle Lou, Thanks for the Computer Magazine you sent me for my birthday. I'm sure I'll use it all the time. How is your new wife Lorraine doing? Write soon. —Bob

<Page Break>

Dear Mom and Dad, Thanks for the shirt you sent me for my birthday. I'm sure I'll use it all the time. How is your tenant in Barbados doing? Write soon. —Bob

To print labels:

Use the stationery documents in the Avery Labels folder inside the Stationery Documents folder which is in the Nisus Writer Folder. The names of the label templates reflect the Avery label number, the individual label measurements (Height x Width in parentheses), and the number of columns on the label sheet. Use the names of the files as a guide in choosing your labels.

5160 (1 X 2.5) 3 column		
Label Number	Label Measurement	Number of Columns
5160	(1 x 2.5)	3 column

Table 28

Decoding an Avery Label stationery file name

Some Avery labels have the same measurements and format but different numbers. For example, 5160 and 5260 are in essence the same label. Differences range from the number of sheets per box to label color.

To use the Nisus Writer Avery Labels:

1 Create a Data Document containing your address records. (Use the Sample Data Document supplied in the Avery Labels folder as a guide.)

2 Open the Avery Label template that you wish to use.

3 Choose **Merge...** from the **Print** submenu of the **File** menu and click **New Document**.

A document will appear with the addresses from the data document formatted in the appropriate places for the labels. You should verify that everything is correct before printing.

To verify your labels:

1 Choose **Layout Page** from the **File** menu.

2 Look at each page to see if everything looks consistent.

If there is a label that contains a line that wraps to the next line when it shouldn't, it will throw off all of the following labels. If this happens to any of your labels it means you are using a label that is too narrow for that address. You may want to switch to a wider label. Another solution would be to select that line and choose **Condense** from the **More Styles** submenu of the **Style** menu. This will probably bring the text back onto one line.

Merging Stationery With Data

Almost all mailing envelopes and labels have the same fields (title, name, address, zip, etc.). You can prepare Nisus Writer envelope and label stationeries with names of the fields ready for merging.

- Use your database application to save a text version of your file and have it append the field names at the top of the file. Then open the Nisus Writer host document you want to fill with this information and choose **Merge...**

Merging Hosts and Data With Multiple Scripts

When you work in multiple scripts, Nisus Writer offers more options for identifying field names in your host document.

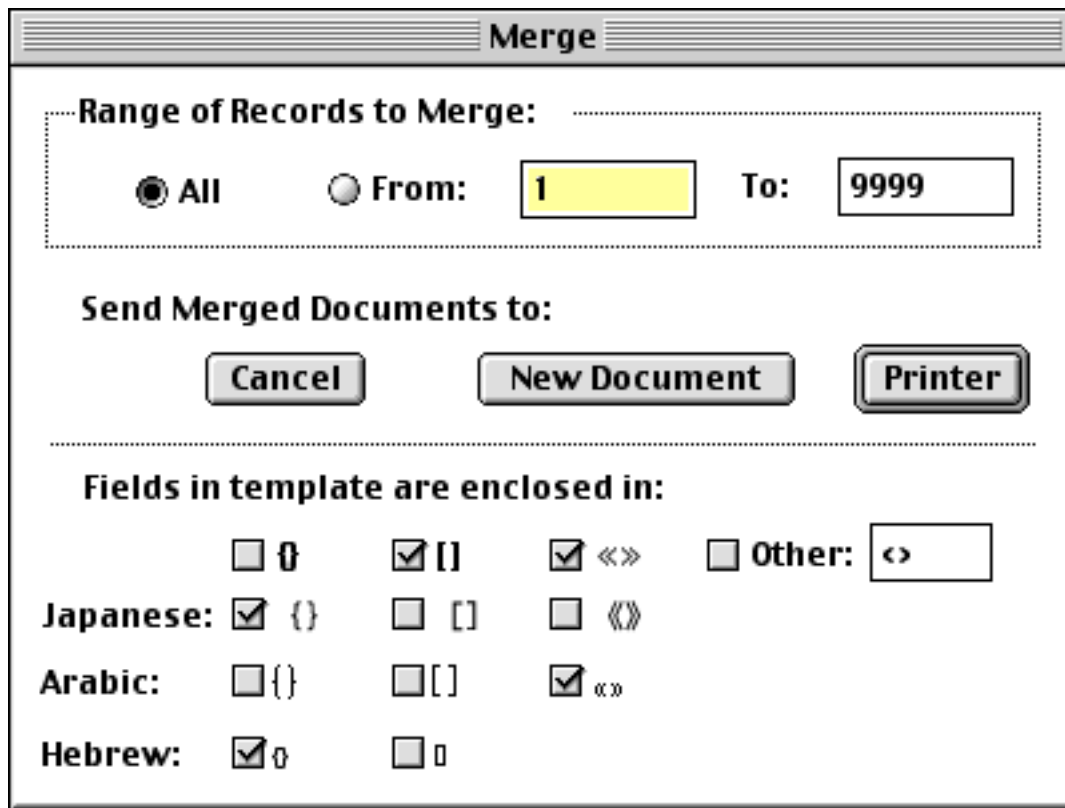


Figure 288
The Multilingual Merge dialog

The characters used in the American Nisus Writer for delimiting a Mail Merge field are « and ». The ASCII values for these two characters are used in the character sets of other scripts. To overcome this problem, you can define your own field delimiters and you may use more than one pair of delimiters.

Advanced Merge Operations

Advanced Merge capabilities include:

- The ability to use conditionals and only merge parts of a data record if certain conditions are met (IF instruction).
- The ability to display dialogs for user input (ASK and SET instructions).
- The ability to include the contents of another document in the host (INCLUDE instruction).
- The ability to control when the next record is used (NEXT and OMIT instructions).

The host document contains the instructions that control the merge. All instructions are inside square brackets [] or universal brackets «» unless you specify other bracket sets in the Merge dialog. No instructions can be in the data document.

Conditional Instruction: [IF...]...[ENDIF]

To insert different text into a merged document, place conditionals inside your host document. The [IF...] instruction begins a conditional. Following the instruction, type any field name in the data document. For example, use the instruction [IF company] to see if there is a data field "company." Any text between [IF...] and [ENDIF] is placed in the merged document if the data field exists. Any text between [ELSE] and [ENDIF] is placed in the merged document if the data field does not exist.

An instruction like [IF company] is true if a "company" data field exists for a data record in the data document.

The IF instruction can make other checks, including numeric checks. In the next example the IF instruction is true if the data field "Income" is greater than 50,000.

Example: [IF Income > 50000] You really should join our Country Club.[ENDIF]

You can apply the following conditional tests:

Character...	What it means
=	Equal
<> or ≠ (☐ =)	Not equal
>	Greater than
<	Less than
<= or ≤ (☐ <)	Less than or equal
>= or ≥ (☐ >)	Greater than or equal

Table 29
Conditional Test characters

You can apply conditional tests numerically or alphabetically. If you compare two alphabetic strings, Nisus Writer considers the beginning of the alphabet as “lower” (z is “greater than” a). Numerical conditional tests require the values on both sides of the conditional to be one of the standard forms: 12 or 45.5 or 12.5E-24¹. Numbers cannot contain a comma, dollar sign, or hyphen. Unacceptable numbers are \$24.45 or 50,000 or 89-90.

ASK and SET Instructions

One way to enter data field information from the keyboard is to insert the ASK instruction in the host document. The format of this instruction is:

[ASK field name = ?Message]

For example, if the host document contains:

[ASK company = ?Enter company name.]

Each time this instruction is encountered in the host document a dialog appears with the text “Enter company name.” You can then do one of three things:

- Enter the company name, then click ;
- Click to bypass that record; or
- Click to stop the merge, in which case the merge document may be partially merged.

The ASK instruction can be placed anywhere in the host document. It can also be placed between [IF...] and [ENDIF] instructions. To enter a missing data field, place it between [ELSE] and [ENDIF].

For example, if the host document contains:

[IF company][company][ELSE][ASK company = ?Enter company name.][ENDIF]

If the company data field is missing you will be prompted with the dialog “Enter company name.”

A field name can be used instead of the words “Enter company name.” above. If you prefer, you can use a field name that is already defined in the data document.

For example, the following expression:

[IF Address][Address][ELSE][ASK Address = ?Enter [company]’s address.]

would cause a dialog similar to the following to appear:

“Enter Nisus Software’s address.” when the Address data field is missing for the company Nisus Software.

The merged document would include the typed address.

You can also use SET to enter data from the keyboard. There are two different ways of using SET.

For example, in this instruction the data field for “budget” is set to \$100,000 each time the host document merges a record from the data document:

[SET budget = 100000]

Another example is to display a message that asks you to enter a value for the budget field when the first record in the data document is merged. All records in the data document merged after the first record use the entered value.

[SET budget = ?Enter budget.]

You can also set one field name equal to another to use the same value for each record. For example:

¹ This is a scientific notation and means: 12.5×10^{-24} .

[SET FirstCompany = [company]]

sets the value of the field name "FirstCompany" equal to the data field "company" in the first record in the data document. This value remains the same for the entire merge document.

INCLUDE Instruction

The [INCLUDE...] instruction allows you to add the contents of another document to the merge document. For example, to include a thank you paragraph or two in the letter to some of your customers, place the following instruction in the host document:

[INCLUDE Thank You Note]

"Thank You Note" is the name of the document which must be in the same folder as the host document. After the merge, the contents of the included document will replace the [INCLUDE...] instruction in the merge document.

To locate a document to be included, type the instruction:

[INCLUDE ?Locate the file to be included.]

When this instruction is encountered in the host document, a dialog displays with the text "Locate the file to be included." asking you to locate the file to be included in the merge document. The text following "?" can be omitted.

The included document may itself contain further merge instructions, as well as another INCLUDE instruction.

NEXT Instruction

Merge can be used to create mailing labels, where you may want 30 or more labels on each page. Each data record is normally separated by page breaks creating a multi-page merge document. To force the next record to be merged without a page break in the merge document, use the instruction [NEXT] which means merge the next record for the subsequent field in the host document.

For example, if the following is in the host document:

[Name]

[Address]

[City][State][Zip]

[NEXT]

[Name]

[Address]

[City][State][Zip]

The first two records in the data document would be merged in the same page in the merge document.

OMIT Instruction

The OMIT instruction (called "delete" or "exclude" in some applications) is used to skip a record in the data document. It is useful after an IF instruction. For example if you have a list of customers and you only want to send letters to those outside the state of California, you can type the following instruction just below the [DATA...] instruction:

[IF State = CA][OMIT][ENDIF]

This has the effect of skipping all records in the data document containing the value "CA" in the State data field. If the opposite effect is needed—you want to send letters only to those customers in California—type:

[IF State ≠ CA][OMIT][ENDIF]

Field Names within Field Names

Suppose you have a data document that includes someone's "formal" name as well as "nickname." With the ASK command you can have the merge interrupt its procedure to ask you which name you want to use. If you then, later in the host document include this field name in double brackets, Nisus Writer uses the data you previously designated to fill that field. This allows one more level of substitution.

For example:

[[YourField]]

places in the merge document the data field of the field name substituted for [YourField].

Or, if you:

[SET TheNameToUse =?Which name do you want to use in the salutation?]

The host document would begin with:

Dear [[TheNameToUse]],

So that when the user responds to the dialog "Which name do you want to use in the salutation?" by

typing “first”, Nisus Writer would use the data field defined by [first] to merge from the data document. Alternatively, the user can type “last” in which case Nisus Writer would use the data field defined by [last]. If the user responds with a field name which is not in the data document or defined by an instruction, the merge is stopped.

Instruction...	What it means...
[DATA File Name]	Specifies the location of a data document called “File Name”.
[DATA ?]	Displays a dialog to locate the data document.
[DATA ?Message]	Same as [DATA ?] but adds a “Message” to the dialog.
[Field Name]	Used to designate a field name used in a data document.
[SET Field Name= Value]	Sets a “Field Name” to a “Value” for all records in the data document.
[SET Field Name= ?Message]	Displays a dialog with a “Message” to set a “Field Name” to a value for all records in the data document.
[ASK Field Name =?Message]	Displays a dialog with a “Message” to set a “Field Name” to a value once for each records in the data document.
[INCLUDE File Name]	Specifies the location of a document called “File Name” to include in the merge document.
[INCLUDE ?Message]	Displays a dialog with a “Message” to specify the location of a document to include in the merge document.
[IF Field Name]Part1[ELSE]Part2[ENDIF]	Places “Part1” in the merge document if a data field exists for “Field Name”. Otherwise, places “Part2” in the merge document.
[IF Field Name = Value]Part1[ELSE]Part2[ENDIF]	Places “Part1” in the merge document if a data field is equal to “Value”. Otherwise, places “Part2” in the merge document.

Table 30

Summary of advanced merge commands

Other possible replacements for the equal sign “=” in the IF and SET instructions are listed in Table 29.

Managing Documents

This section explains how to use Nisus Writer features to manage documents. The sections include:

About the Nisus Writer Catalog	307
Working with the Catalog	309
Saving Files	312
Cleaning Up Documents	313
About Publish and Subscribe	314

Nisus Writer offers a wide variety of tools for managing the growing number of documents on your increasingly large hard drives.

These tools range from:

- the ability to list all the files in a folder or range of folders and being able to type a few characters in the file name which causes Nisus Writer to select the first item with those characters even if they are not at the beginning of a file's name (explained here in "About the Nisus Writer Catalog);
to...
- the ability to keep accessible your essential files—files that you determine (explained in "To have easy access to recent and essential files" on page 325);
to...
- the ability to sort and filter the various files you work on into subfolders and have them accessible directly from your Nisus Writer menus (explained in Appendix B "The Nisus Writer Document Manager" on page 472).

About the Nisus Writer Catalog

The Catalog window is a useful and versatile alternative to the Open dialog. Using the Catalog, you can access a greater variety of folders and files from within Nisus Writer.

- You can copy names of selected files in the Catalog window by choosing **Copy**.
Performing a similar copy in the Finder allows you only 246 characters.
- You can apply any font, size or style, except Italic, to the Catalog window. Names in Italic designate aliases.
- You can place the Catalog anywhere on the screen, or on a second monitor.
- You can print the contents of the Catalog.

Nisus Writer uses EasyOpen and XTND so that when you double-click a file name in the Catalog or the standard Open... dialog you can open Nisus Writer, Nisus Writer readable files and any files for which you have a Claris XTND system file translator.

The Nisus Writer installer automatically places a number of translators in the folder called Claris in your System Folder. You can purchase other translators for formats you need from companies such as DataViz (MacLink Plus) and Mastersoft, Inc.

To open the Catalog:

- ▶ Choose **Show Catalog** from the **File** menu.

The Catalog displays folder and file names in its window, and the **Catalog** menu appears on the menu bar. The icons that appear to the left of the file name indicate the file's type. The Catalog can remain open while you work in Nisus Writer.

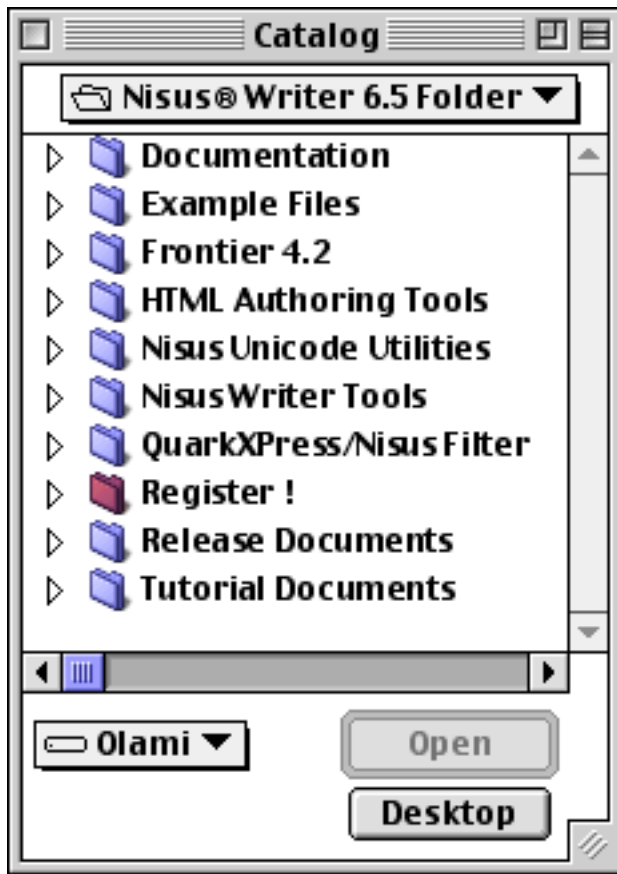


Figure 289

The Nisus Writer Catalog at startup

You can use the Catalog to open any Nisus Writer document or stationery files. You can also use it to load other Nisus Writer files such as dictionaries, macro and glossary files. Initially, the Catalog only displays files that Nisus Writer can read. You will learn how to open other files below.

If you have OpenDoc installed the Catalog also displays a **Stationery** button which, when clicked automatically switches the Catalog to the Stationery folder for you to drag parts into your Nisus Writer documents. For more information about using OpenDoc, see "Using Live Objects" beginning on page 427. In the Catalog, a file's icon changes to indicate that it is open or loaded.

To see the contents of a folder displayed in outline form, just click the hierarchical arrow icon. Nisus Writer displays the contents of the folders indented and the arrow icon turns from right ▶ to down ▼ as in the Finder.

Double-click a folder icon and the Catalog displays only the contents of that folder.

Each different type of Nisus Writer readable file has its own icon and files appear with their small Finder icon. For example, you can tell the difference between a closed and an open Nisus Writer file:



Nisus Writer document



Open or Loaded Nisus Writer file

If you only want to display one type of file, use the **Catalog** menu to choose the type of file you wish to display. For instance, you can limit the Catalog to display only folders, only applications, or all files.

At the top of the Catalog window Nisus Writer displays a pop-up menu of the folder names leading to the current folder, with the current folder name displayed.

At the bottom left, Nisus Writer provides a pop-up menu of all available disks, with the active disk's name displayed. Use this to look through different disks. Nisus Writer can display the desktop of any disk or partition loaded.

Working with the Catalog

These procedures describe how to use the Catalog as you work with Nisus Writer.

To open files using the Catalog:

- ▶ Double-click the file's name in the Catalog.
- ▶ Select the file's name in the Catalog and click .
- ▶ Select the file's name in the Catalog and drag it into an already open file.
In this (third) case, everything on the text layer and all graphics that have the attribute **Move with ¶** are inserted into the existing Nisus Writer document at the insertion point.

To list files of a specific type:

The top section of the **Catalog** menu (except the last item) lists the types of items the Catalog can display. You can only choose one command at a time (except for **Open as Read Only**, which can be chosen in addition to another command) Nisus Writer comes shipped with **Nisus® Readable** already set.

To see only those files created in Nisus Writer:

- ▶ Choose **Nisus® Only**.

To see all files on the drive(s):

- ▶ Choose **All Files**.
This enables you to read the “data fork” of any file whether it is a word processing file, a database file, an application file or even your System file (be careful not to edit your System file). You can use this to compile a list of all the fonts in the Font folder in your System Folder.

To launch another application from within Nisus Writer:

- ▶ Choose **Applications Only**.
This enables you to switch out of Nisus Writer and open any other application on your drive, once again, bypassing the Finder.

To see only the folders on the drive(s).

- ▶ Choose **Folders Only**.
This makes it easier to navigate through folders that have many nested folders. You can then click the arrow icons down to display the contents of nested folders in an outline view as in the Finder.

To set the Catalog to the folder that contains the active document:

- ▶ Press  and  and click the Title Bar of that document.

To switch to the Finder and display the current folder of the Catalog:

- ▶ Press  and click **Desktop**.

To select files in the Catalog:

Once you choose **Show Catalog** from the **File** menu, you can select files using any of the standard Nisus Writer methods.

- ▶ Click the name of one file.
- ▶ Click and drag to select multiple files.
- ▶ Click then press  and click above or below the first selection to select a range of files.
- ▶ Press  and click to select files that are not contiguous.
Remember that in other windows you need to press   to select noncontiguous text.
If you have multiple folders displayed in outline form you can select files from multiple folders at once.
- ▶ Type a few characters of the file's name.
Nisus Writer automatically selects the file with the closest name. The characters you type do not need to be the first few characters of a file name. (For example typing “nch” will select a file with “French” whereas typing “fre” would have found “Freedom”.) Usually only a few characters of a file name are required, unless you have many files with almost the same name. Nisus Writer selects the closest, first match.
- ▶ Use the Find & Replace window to search for any string of characters in a file's name.
You can even use PowerFind and PowerFind+ expressions in the Catalog.
If you have multiple folders displayed in outline form you can select files from those multiple folders simultaneously.



Click the Outline Arrow  to display deeper levels of the hierarchy

By selecting more than one file, you can open multiple files simultaneously.

To open a file for reading but not changing:

- ▶ Choose **Open As Read Only** from the **Catalog** menu.

The pointers of any files opened as read only display as a crossed-out pencil and the same icon appears at the left of the window's Information Bar indicating that you cannot alter this file.



Figure 290

The Read Only icon/pointer

- ▶ Press  and click  to open a second, read only copy of a file that is already open. This is handy for comparing a file with its last-saved version.

To search through closed files:

The middle section of the Catalog menu allows you to select files to search through when you choose **Find/Replace**. For a description on how to create a search list see page 87.



Figure 291

The Eye icon identifies files on the Search List

To prevent searching through a search list:

All files you add to the search list using **Add To Search List** display an eye icon.

You may find the item you want before Nisus Writer finishes the search through all the files on the search list. Nisus Writer continues to search through those files the next time you click . You can prevent this in two ways.

- You can remove the files from the search list.
 - ▶ Choose **Remove From Search List** from the **Catalog** menu to remove selected files from the list.
 - ▶ Choose **Clear Search List** from the **Catalog** menu to remove all files from the search list.
- You can retain the search list for later searching.
 - ▶ Choose **Search Active File** or **Search All Open Files** from the **Find/Replace** menu.

The last section of the Catalog menu consists of file management commands.

To create a new folder on the drive:

- 1 Locate the folder in which you want to create a new folder and choose **New Folder...** from the **Catalog** menu.
- 2 Enter the name of the new folder in the dialog that appear and click . Nisus Writer creates the new folder and sets the Catalog window with that folder as the current open folder.

To delete files or folders from the drive:

You can delete any number of files or (empty) folders from your disks from within Nisus Writer.

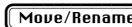
- 1 Select the file(s) or folder(s) you want to delete in the Catalog window.
- 2 Choose **Delete...** from the **Catalog** menu.

Nisus Writer presents an alert asking if you want to delete the selected file. If you have multiple items selected, you can press  as you click  and Nisus Writer deletes all the selected files (or folders) without asking you about each one.

To move and/or rename a file:

You can move or rename any file on your disks from within Nisus Writer.

- 1 Select the file(s) you want to rename.
- 2 Choose **Move/Rename...** from the **Catalog** menu. The Move/Rename variant of the standard Save As dialog appears.
- 3 Type in the new name of the file and/or navigate to the new location for this file.
- 4 Click .

You can press  as you click  to move multiple selected files at once.

You cannot move a file to a different disk (or partition on your disk). This is actually copying the file. The



dialog allows you to go through the motions, but, at the last moment alerts you to the fact that you cannot move a file to a different partition.



If you use the application At Ease, Nisus Writer disables the command **Move/Rename**.

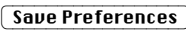
To open or load multiple files listed in the Catalog:

- 1 Select all the files you want to open using any method previously described (using noncontiguous selection, etc.).
- 2 Click  in the Catalog window, or double-click one of the selected files.

To eject a disk without switching to the Finder:

- 1 Select the disk you want to eject from the pop-up menu at the bottom left corner of the Catalog window.
- 2 Choose **Eject** from the **Catalog** menu.

To display a file name in a non-Roman script:

- 1 Choose **Catalog...** from the **File** menu.
- 2 Choose a font of the script in which you want to display your file names from the **Font** menu.
- 3 Choose **Preferences...** from the **Edit** menu and click  from the bottom of the dialog to guarantee that the next time you start the Nisus Writer application the Catalog will display your file's names in that font.

To use the Catalog with Live Objects:

You can drag embeddable objects from the Catalog.

- ▶ Click a selected or unselected item in the Catalog once to allow it to be dragged.



If the Catalog is not the frontmost window, Press  to drag an item from the Catalog to the front window; therefore, dragging in OpenDoc stationery, PICTs, Movies, TEXT files and anything that OpenDoc can translate, can be done in one step.

- You can only drag one item at a time.
- OpenDoc stationery files are visible in the Catalog as Nisus Readable, only when OpenDoc is available.
- If you drag a Nisus Writer file in from the Catalog, it opens into its own window. You can then embed part or all of it manually (using **Copy & Paste** or Drag and Drop).
- Double-clicking an OpenDoc file in the Catalog embeds the object into the top text window rather than opening into its own window. If there is no window, Nisus Writer displays an alert message.



Double-clicking a file in the Catalog attempts to open the file into its own window uses translators. Dragging in a file will default to embedding and looking to OpenDoc instead of Claris for alternative files. So if you double-click an item and get the dialog that says, "I will attempt to translate this file" and this fails, if OpenDoc is installed, you can try dragging it in to see if OpenDoc can take care of it.

For more information see "Using Live Objects" on page 427.

Catalog Shortcuts

Use keys to navigate quickly around in the Catalog window:

To...	Press...
Select one file down	
Select one file up	
Open selected folder or file	 or 
Move up one directory	 
Change Drive	
Select noncontiguous files	Press  and click files

Table 31
Using keyboard to navigate in the Catalog

Saving Files

Nisus Writer offers you several ways to save a document.

- You can save a document as a Nisus Writer document. This happens automatically when you choose **Save** from the **File** menu.
- You can save a document as a Nisus Stationery (template) file.
- You can save a Nisus Writer document as a plain text file.
- You can save a Nisus Writer document as an HTML file.
- You can also save a Nisus document in another word processor's formats by choosing **Save As...** from the **File** menu and choosing any of the formats that appear in the pop-up menu at the bottom of the dialog. You can use any word processor format for which you have an installed XTND translator.

The Nisus Writer installer automatically places a number of translators in the folder called Claris in your System Folder. You can purchase other translators for formats you need from companies such as DataViz (MacLink Plus).

To save an untitled file as a Nisus Writer file:

- 1 Choose **Save** from the **File** menu.
- 2 Type the document name in the **Save document as** box.
- 3 Choose the location in which you want to save the file.
- 4 Click .



If you use the application At Ease, Nisus Writer restricts you to saving your files in the Documents folder.

To save as a Nisus Writer stationery file:

For a detailed description of how to create and edit stationery files see "Working with Stationery Documents" on page 158.

To save a file in a different format:

- 1 Choose **Save As...** from the **File** menu.
 - 2 In the dialog that appears select the file format you want from the pop-up menu at the bottom of the dialog.
 - 3 Save the file in the standard manner.
- ▶ Alternatively, you can set your Saving Files preferences so that Nisus Writer always saves your files in a particular format. For more information see "To Choose the Way in Which Files Save," page 327. You can, however, override this preference for individual instances in the Save As dialog.

To change variables into text so that they appear in other word processor formats:

Cross-references and automatic numbers are not text. If you cross-reference to marked text or insert an automatic number you cannot select just one character of what you see and edit it. The entire string is represented by one character in your text. If you save your document and open it in another word processor, or copy text with a cross-reference into another application, the cross-reference or number “text” appears as a Gremlin represented by ASCII value 29. You can prevent this by converting your cross-reference or automatic number to text.

- 1 Select the document (or the portion you want to “export”).
- 2 Choose **Variables to Text** from the **Convert** submenu of the **Edit** menu.

To automatically backup files:

Nisus Writer lets you decide how often to save files and automatically does it for you.

- 1 Choose **Preferences...** from the **Edit** menu and check **Saving Files** in the left column of the dialog.
- 2 Choose the preferences you want in the dialog box as explained on pages 39 and 327, then click .

To rename and save a file:

- 1 Choose **Save As...** from the **File** menu.
- 2 Enter the document’s new name in the **Save document as** box.
- 3 Choose the location in which you want to save the file.
- 4 Click .



If you use the application At Ease, Nisus Writer restricts you to saving your files in the Documents folder.

Cleaning Up Documents

Nisus Writer has often been called an “industrial strength” word processor. You can take massive amounts of data from mainframe computers and, using the find/replace capabilities of Nisus Writer and its macro tools, massage the text into something humans can read. You can also scale all the graphics in a document to a predetermined proportion. For an explanation of how you can accomplish these tasks, see “To reformat a database” on page 375 and “To scale all character graphics in a document” on page 439.

On a more prosaic level:

- You might receive files from a friend who uses some program other than Nisus Writer and the file has many “nonprinting” “formatting code” characters in it.
- You may receive e-mail from someone who “SCREAMS” for sentences on end.
- You may need to edit your text and then make sure that your text wraps at the appropriate “column” number.

Nisus Writer has the tools to help you out.

To remove Gremlin characters:

You may, perhaps, have received a file that had been created in another application or on a computer other than a Macintosh that has many nonprinting characters. Nisus Writer has a special command to remove these characters.

- 1 Select the area from which you wish to remove the Gremlins.
- 2 Choose **Remove Gremlins** from the **Convert** submenu of the **Edit** menu.



For a definition of Gremlins see the footnote to “Working with Nonprinting Characters” page 276.

To change the case of alphabetic characters:

Choose commands from the **Convert** submenu to change the case of text in a selection.

To make all selected characters UPPERCASE:

- ▶ Choose **UPPERCASE** from the **Convert** submenu of the **Edit** menu.



Change pleasant conversation to SCREAMING TEXT with one command.

This changes the actual characters in your document, exchanging every lowercase character with its corresponding UPPERCASE ASCII equivalent. If all you want to do is make your text appear as though it were all caps, choose the style **All Caps** from the **More Styles** submenu of the **Styles** menu. See page 282 for more information about the difference.

To make all selected characters lowercase:

- ▶ Choose **lowercase** from the **Convert** submenu of the **Edit** menu.

CHANGE SCREAMING TEXT TO pleasant conversation WITH ONE COMMAND.

To capitalize all selected words:

- ▶ Choose **Capitalize** from the **Convert** submenu of the **Edit** menu.



This makes the first letter of every selected word UPPERCASE.

Capitalize treats hyphenated compound words such as: “easy-to-find” as though they were only one word each resulting in: “Easy-to-find” while it treats words separated by a slash as two or more changing: “find/replace” into “Find/Replace” (even though double-clicking only selects the word before the slash). If a word has uppercase characters inside it, Capitalize makes those lowercase as it capitalizes the word (“lowerCase” becomes “Lowercase”).

To reverse the case of selected text:

- ▶ Choose **Toggle Case** from the **Convert** submenu of the **Edit** menu.
Change UPPERCASE to lowercase and lowercase to UPPERCASE wITH OnE ComMaNd.
CHANGE uppercase TO LOWERCASE AND LOWERCASE TO uppercase WiTh oNe cOMmAnD.

To put a Return character at the end of each line:

- 1 Select the paragraph(s) the lines of which you want to break.
- 2 Choose **Break Lines** from the **Line Wrap** submenu of the **Edit** menu.
This command is useful for formatting electronic mail documents which often need to have a specific number of characters in a line.

To put a Return character at the end of each line and add an additional Return at the end of each existing paragraph:

- ▶ Choose **Break Lines +** from the **Line Wrap** submenu of the **Edit** menu.

To form one paragraph from many short ones:

- 1 Select the paragraphs the lines of which you want to merge.
- 2 Choose **Form Paragraph** from the **Line Wrap** submenu of the **Edit** menu.
This command is useful for formatting electronic mail documents which often arrive with a limited number of characters in a paragraph.

About Publish and Subscribe

Publish and Subscribe are tools developed by Apple Computer, Inc. to help you integrate information from various applications and keep all that information current. Use Publish and Subscribe to maintain and manage several documents that contain the same information. For example, suppose you’re responsible for updating a chart every Friday that gets published in three different documents. Nisus Writer automates this task for you. Rather than updating the chart and then pasting it into each document, you can use Publish and Subscribe to automatically replace last week’s chart with this week’s chart.

Using Publish and Subscribe

You make portions of your documents available for use in other documents by creating a publisher. When you do this, the publisher creates an “edition file” which Nisus Writer automatically updates whenever you change that piece of the document which you published. You can include the edition file in your document by subscribing to it.

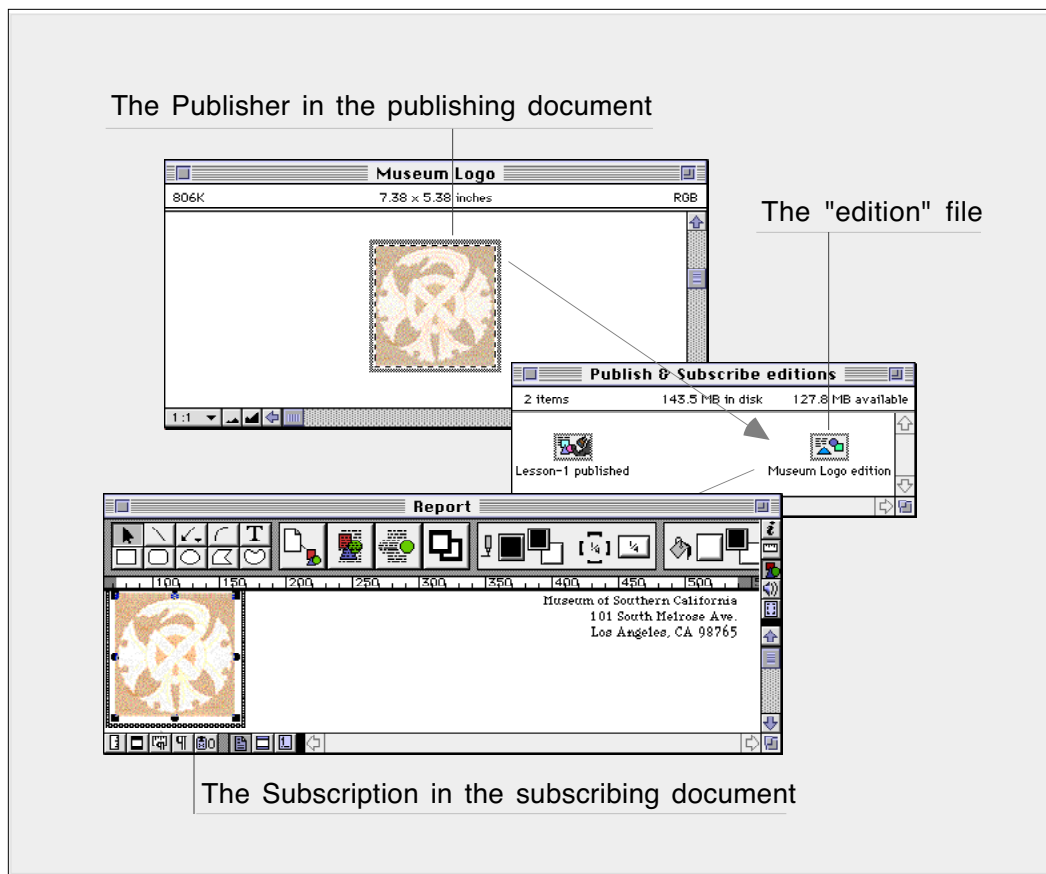


Figure 292
The Publish & Subscribe process

To publish text in Nisus Writer:

- 1 Select the text and/or graphic (on the text layer only) that you wish to publish.
 - 2 Choose **Create Publisher...** from the **Publish & Subscribe** submenu of the **Edit** menu.
- A variant of the standard Save As dialog opens.

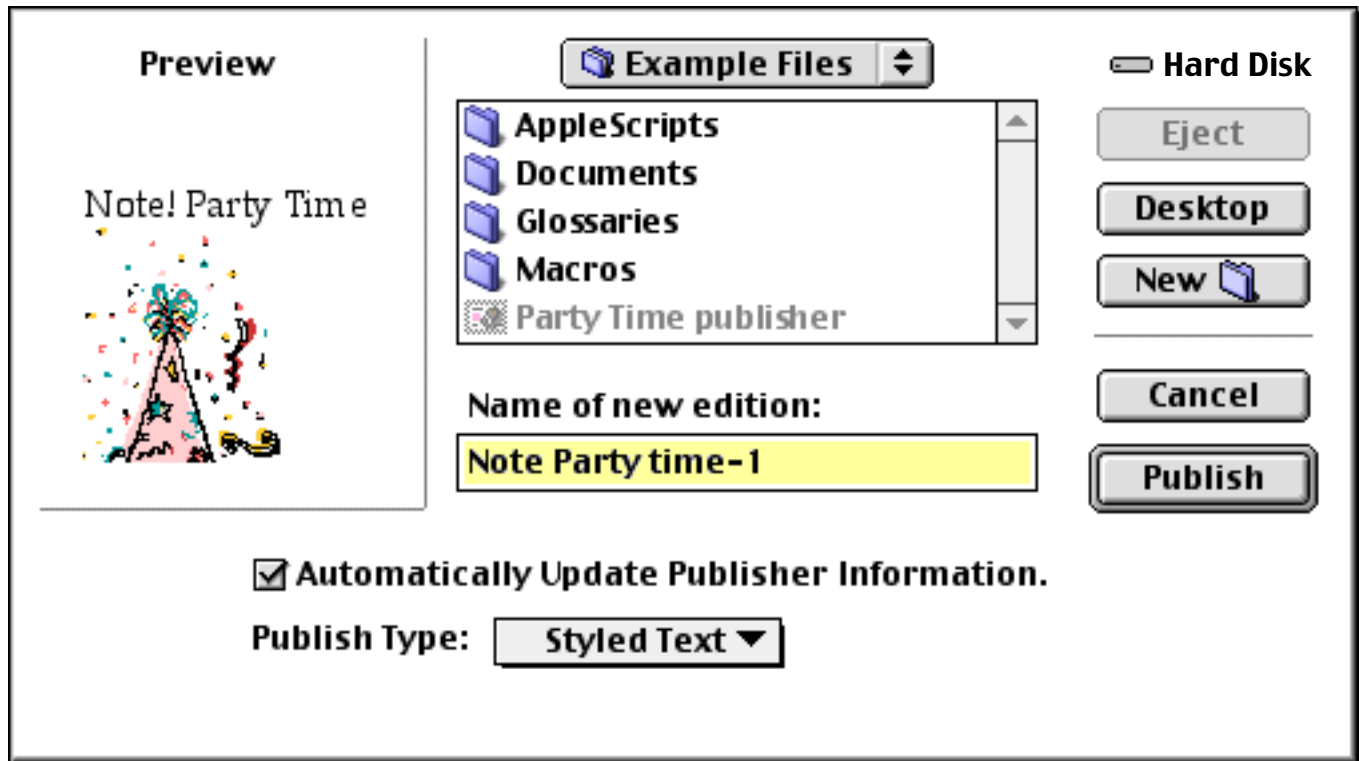


Figure 293

The Publish dialog

- 3 Choose the location in which you want to save the “published edition” file.
 - 4 Click **Publish**.
- You can publish text that appears within a block of published text.
 - You cannot publish text that overlaps an existing publisher’s boundary.

To have changes to the published information appear automatically:

- ▶ Check **Automatically Update Publisher Information** in the Publish dialog.

Any changes you make to editions are automatically made in all documents that subscribe to that edition whenever you save the publishing document.

To determine whether the edition has styled or plain text:

- ▶ Choose **Styled Text** or **Plain Text** from the **Publish Type** pop-up menu in the Publish dialog.



Even if you publish styled text, you can always subscribe to it as plain text. However you can only change the font, size, style, etc. of the entire edition block, whereas styled text appears in the subscriber with all the formatting attributes that appeared in the publisher.

To see the published material in the original document:

- ▶ Click your insertion point inside the area you published.

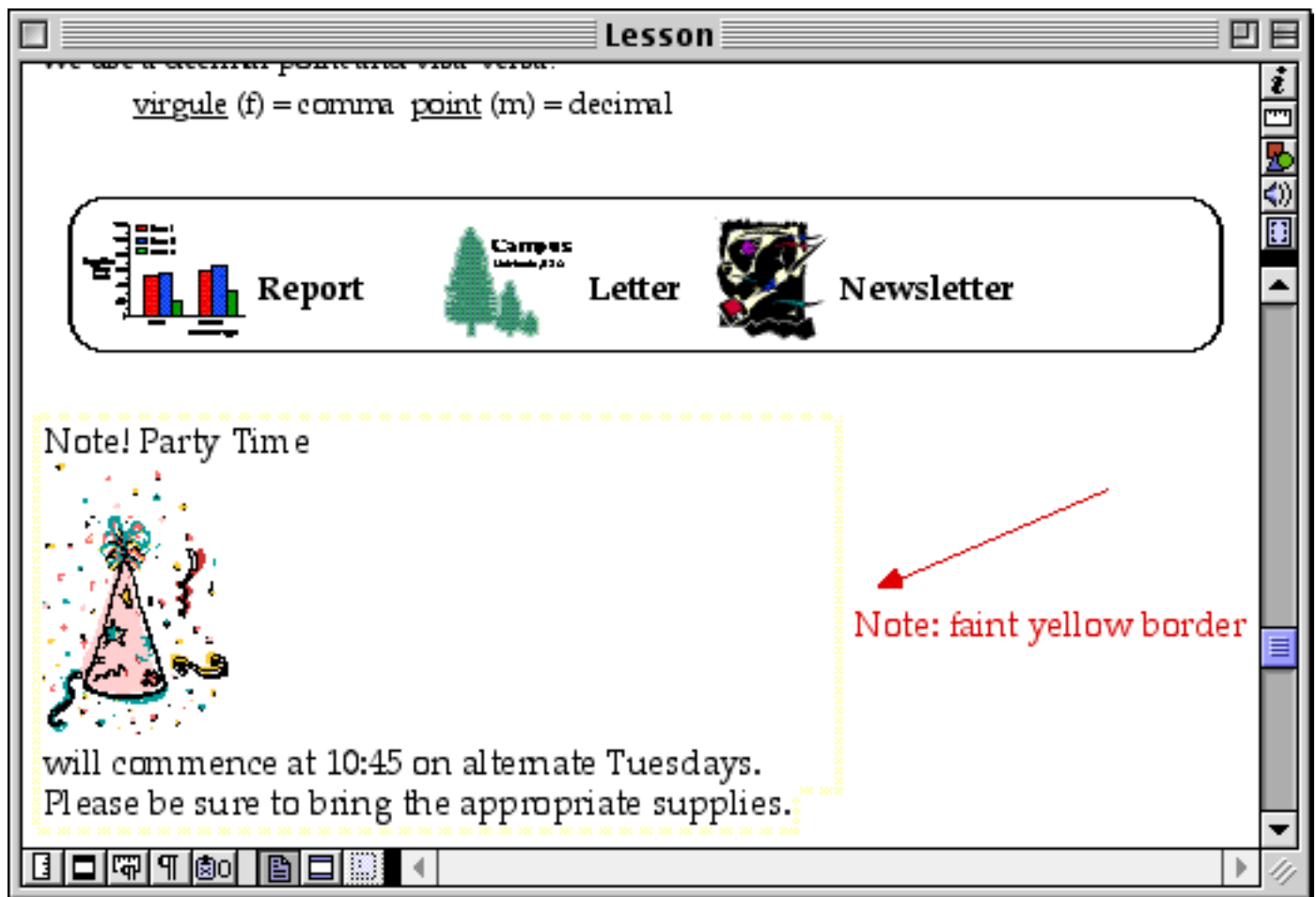


Figure 294

The effect of Display Borders in a publisher

Nisus Writer displays the borders of the published edition whenever your insertion point is inside it. In this manner you will always know if you are about to edit a portion of a document that may have an effect in another file.

Nisus Writer comes pre-set with the command **Display Borders** checked.

To hide publisher borders:

- Choose (uncheck) **Display Borders** from the **Publish & Subscribe** submenu of the **Edit** menu.

To insert text between two, contiguous published blocks of text:

Whenever your insertion point appears beside published text and the publisher border appears, whatever you type expands the published edition.

- Choose **Insert Between Editions** from the **Publish & Subscribe** submenu of the **Edit** menu.

To subscribe to a publisher from another application:

- 1 Put your insertion point in the document where you want the subscription to appear either on the text or graphics layer.
- 2 Choose **Subscribe To...** from the **Publish & Subscribe** submenu of the **Edit** menu.
A variant of the standard Open dialog opens.

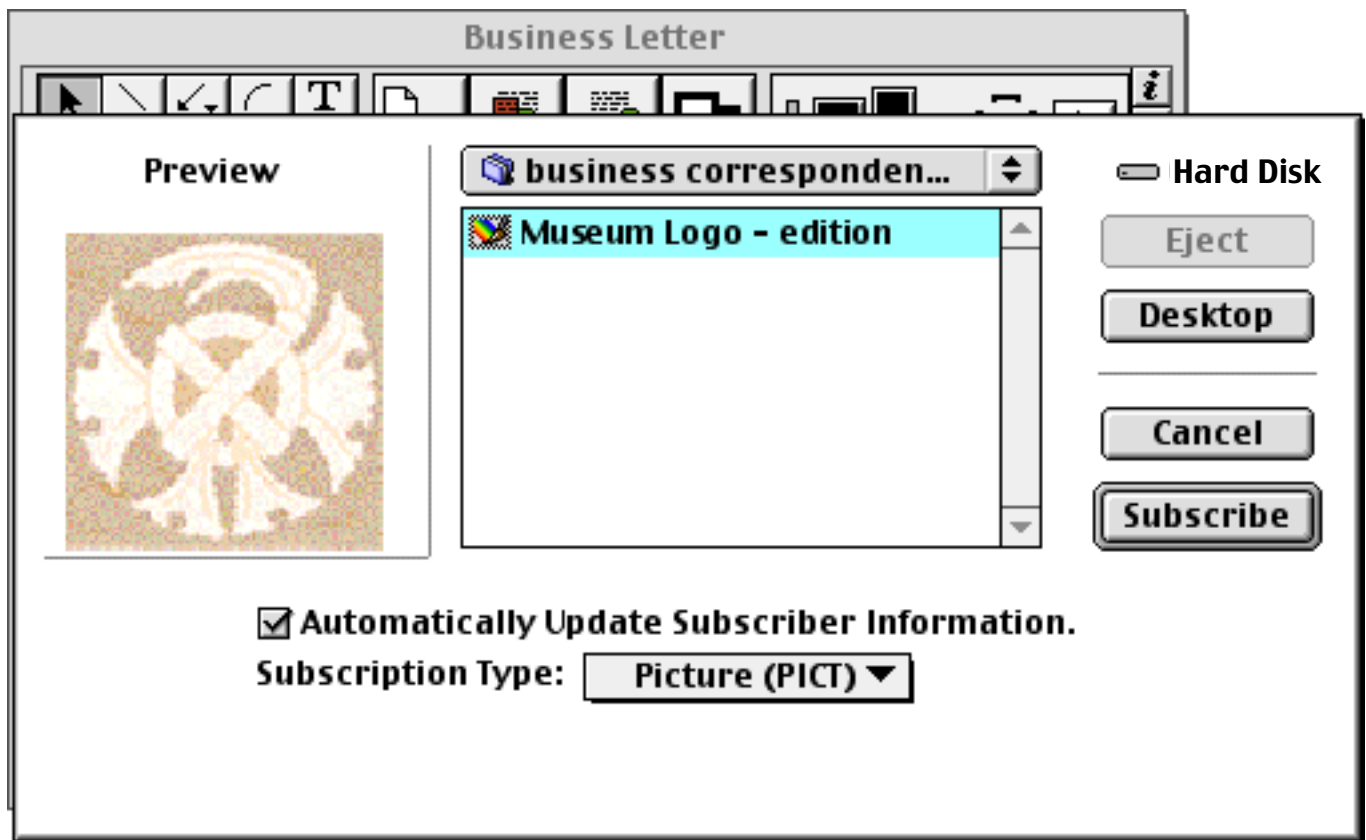


Figure 295

The Subscribe To... dialog

3 Select the name of the edition file to which you want to subscribe and click **Subscribe**.

Nisus Writer comes preset so that your subscriber information updates automatically as soon as the publisher edition changes.



Figure 296

A single graphic subscribed to in three Nisus Writer documents

To subscribe to a publisher created by Nisus Writer:

- 1 Put your insertion point in the document where you want the subscription to appear on the Text Layer.
- 2 Choose **Subscribe To...** from the **Publish & Subscribe** submenu of the **Edit** menu.
A variant of the standard Open dialog opens.

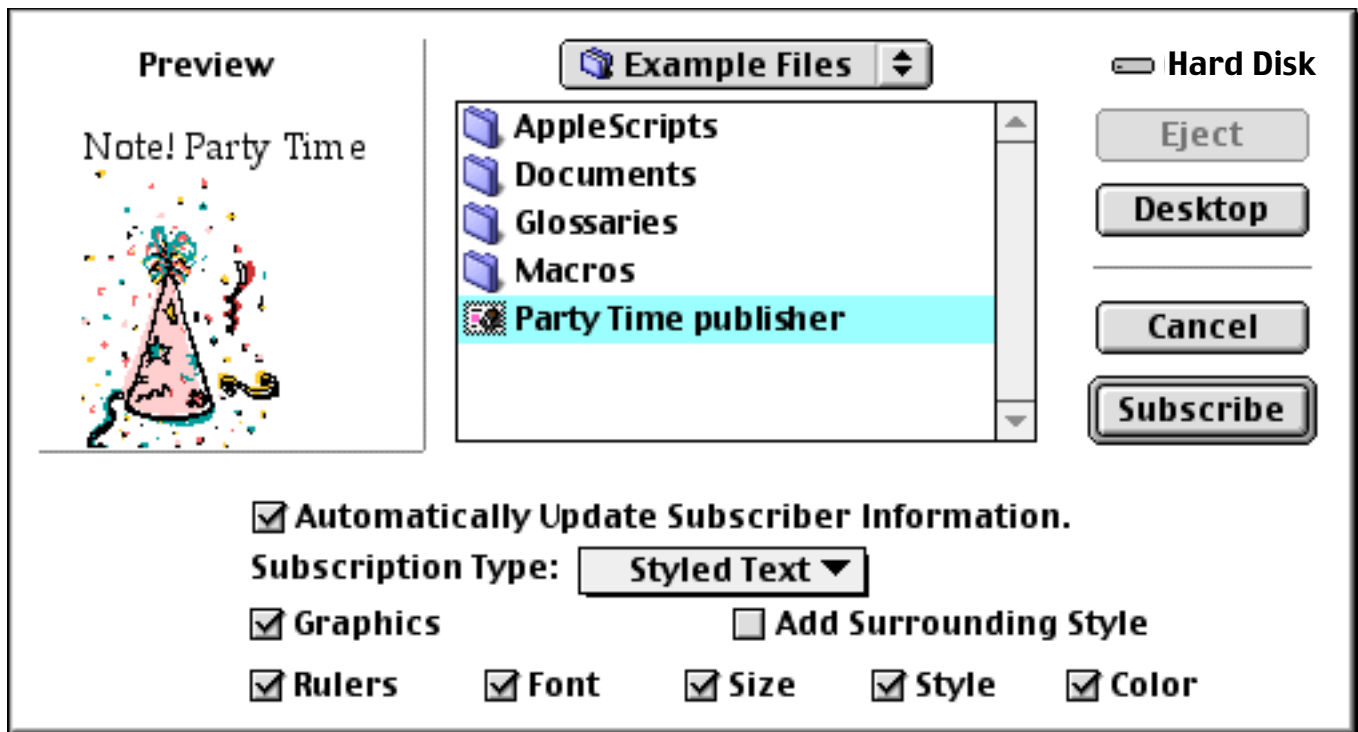


Figure 297

The Subscribe To... dialog

- 3 Select the name of the edition file to which you want to subscribe and click **Subscribe**.

Note that you can have Nisus Writer display ruler, font, size, style, and color attributes as well as any graphics in addition to any attributes of the surrounding text when you subscribe to a Nisus Writer edition file.

The subscription appears in your document and displays as if it had been entered into your document directly. The subscriber behaves as one object. You can edit pieces of the subscriber only in the publisher. You can only select the entire subscriber, not portions of it. Font, size and/or style changes made to the subscriber apply to the entire subscriber.



Neither rulers nor ruler attributes get stored in edition files. The shape of a paragraph is always governed by the ruler of the subscribing document. This is necessary for the text to flow into paragraphs in the subscribing document. If you need to maintain ruler settings, use the Page as Graphic tool as described on page 210.

To find a publisher or subscriber:

Your document may have items in it that you have published and to which others have subscribed in other documents. Or, you may have received a file that has items in it that are subscriptions from other documents. You would want to be aware of such elements in your documents so that you do not alter publishers by accident and can be alert to possible updates to your subscribers.

- ▶ Choose **Jump to Next Edition** from the **Publish & Subscribe** submenu of the **Edit** menu.

To see the subscribed to material in the subscribing document:

- ▶ Click your insertion point inside the area to which you subscribed.
Nisus Writer displays the borders of the subscription whenever your insertion point is inside it.
Nisus Writer comes pre-set with the command **Display Borders** checked.

To hide subscriber borders:

- ▶ Choose (uncheck) **Display Borders** from the **Publish & Subscribe** submenu of the **Edit** menu.

To suspend the flow of information from a publisher to a subscriber:

The time may come when you want your file to stop reflecting any changes that might be made to a publisher.

- 1 Click your insertion point inside the publisher or subscriber in your document.
- 2 Choose **Publish/Subscribe Options...** from the **Publish & Subscribe** submenu of the **Edit** menu.
Based on your selection, Nisus Writer displays a Publisher Options or Subscriber Options dialog.

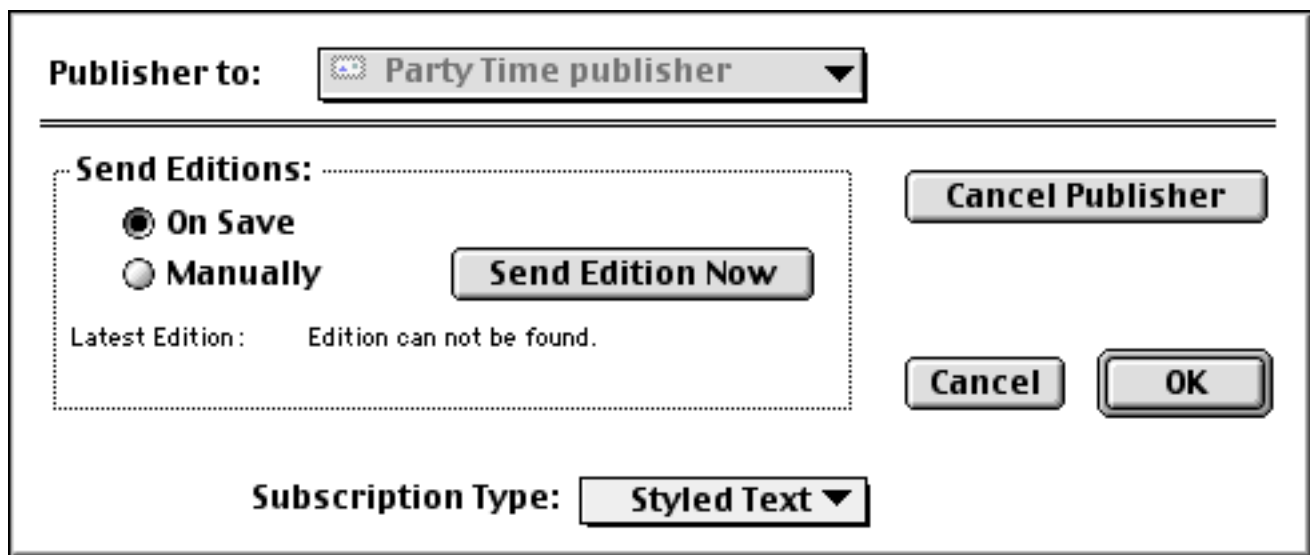


Figure 298
The Publisher Options Dialog

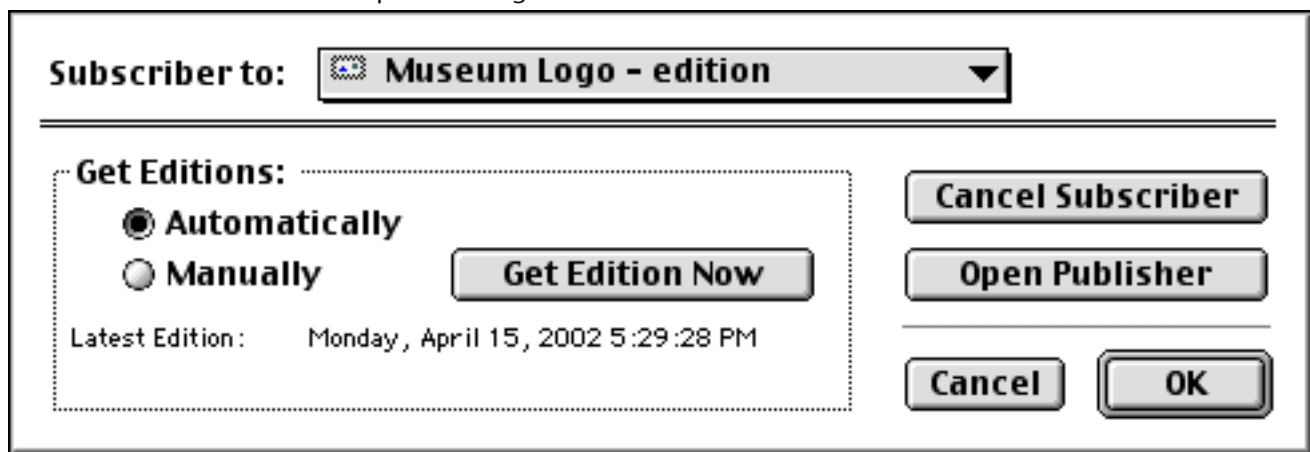


Figure 299
The Subscriber Options dialog

- 3 Click **Manually** in the section **Get Editions**.
- 4 Click **OK**.

This does not remove the publisher, subscriber, or edition file. It only suspends information being sent or received until you choose otherwise.

To send information from a publisher to a subscriber at your request:



You may want your file to show changes made to a publisher at a particular time.

This only works if you have previously set **Manually** in the Publish/Subscribe Options dialog.

- 1 Click your insertion point inside the publisher or subscriber.
- 2 Choose **Publish/Subscribe Options...** from the **Publish & Subscribe** submenu of the **Edit** menu.
- 3 Click **Get Edition Now**.

To make a change to the Publisher document when in the Subscriber document:

You may be working on the document that contains an edition file from some other document and need to update the information in the publisher before finishing the subscriber.

- 1 Click your insertion point inside the publisher or subscriber in your document.
- 2 Choose **Publish/Subscribe Options...** from the **Publish & Subscribe** submenu of the **Edit** menu.
- 3 Click **Open Publisher**.

This opens the file in which the published information resides, even if the publisher happens to be an application that is not currently open.

To suspend all publishers and subscribers:

If you have a file with many publishers and/or subscribers, you may want to suspend updating of all information. This saves updating time as you work.

- ▶ Choose **Suspend All Editions** from the **Publish & Subscribe** submenu of the **Edit** menu.

This does not remove the publisher, subscriber, or edition file. It only suspends information being sent or received until you choose **Suspend All Editions** again.

To break the link between a publisher and a subscriber:

- 1 Click your insertion point inside the publisher or subscriber in your document.
- 2 Choose **Publish/Subscribe Options...** from the **Publish & Subscribe** submenu of the **Edit** menu.
- 3 Click or .

To re-establish a broken link between a publisher and a subscriber:

- 1 Click your insertion point inside the publisher in your document.
- 2 Choose **Link Broken Edition...** from the **Publish & Subscribe** submenu of the **Edit** menu.
- 3 Click .

or

- ▶ Choose **Link All Broken Publishers...** from the **Publish & Subscribe** submenu of the **Edit** menu and click .

You then need to resubscribe to the newly published editions.

Special uses of Publish and Subscribe

By using Publish and Subscribe you can achieve special effects in Nisus Writer that the standard Nisus Writer commands do not (on face value) seem to permit.

To link sections of Nisus Writer documents:

You can break a large Nisus Writer document into sections and link the sections using Publish and Subscribe. This procedure explains how to have the page numbering of your linked sections automatically update when you add or subtract pages from a preceding section.

- 1 Place your insertion point at the very end of the section.
- 2 Choose **Last Page Number** from the **New Number** submenu of the **Insert** menu.
- 3 Select and publish this number.
Give the edition file a name that refers to its purpose such as "Filename Page#."
- 4 Choose **Invisible** from the **Format** submenu of the **Style** menu to hide the page number.
- 5 Subscribe to this edition at the very top of the next file in the series.

Customizing & Automating Solutions

You can customize almost everything about Nisus Writer to fit your working environment. These include subjects already described in the manual such as creating stationery documents (pages 158, 302 and 441), defining combinations of styles that fit your needs (beginning on page 150), determining how your windows and open dialog appear (pages 290 and 307) and what words appear in your User Dictionaries (page 122).

The searching tools of Nisus Writer allow you to customize the way you find and replace text. The section beginning on page 332 discusses this capability in detail.

You can combine any Nisus Writer commands (and include find and replace activities as well) to create new commands that automate repetitive tasks. The manual discusses these macros beginning on page 346. This portion of the documentation details three aspects of how to customize your version of Nisus Writer: how to set preferences, how to customize your Tool Bars, and how to create glossaries that quickly insert text and graphics when you expand abbreviations.

The preferences you choose affect all Nisus Writer documents. Choose preferences that fit your personal writing style. You can set a variety of preferences for Nisus Writer from the commands in the Preferences dialog.

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Setting Preferences

This portion describes the various preferences you can set that affect how Nisus Writer works.

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To Choose Which Dictionaries Nisus Writer Loads Automatically	337
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To Determine What Happens at Startup:

You can choose to have Nisus Writer open a new window and/or the Catalog every time you start the application in addition to a variety of other tasks Nisus Writer can perform for you as it starts.

- Choose **Preferences...** from the **Edit** menu and check **Start Up** in the left column of the dialog.

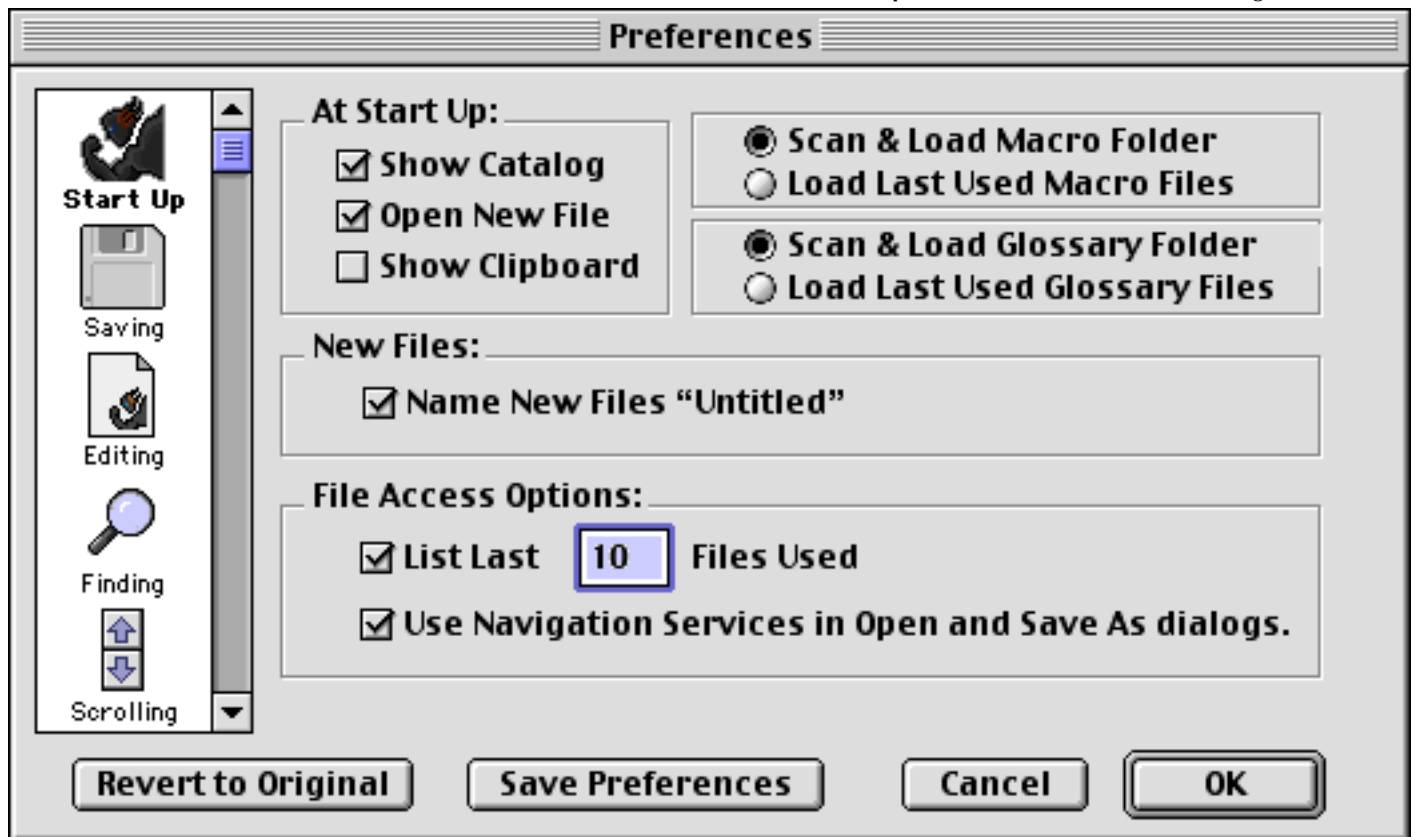


Figure 301
The Start Up section of the Preferences dialog

To prevent the Catalog from appearing at startup:

Nisus Writer comes set so that you never have to choose **Open** again! The Nisus Writer Catalog appears at Start Up available for you to choose files from as soon as you start your Nisus Writer.

- To turn this off, uncheck **Show Catalog** in the **At Start Up** section of the Start Up segment of the Preferences dialog.

To have a blank screen (not an untitled file) at startup:

As Nisus Writer comes installed, every time you start the application you have a new Untitled file in which to begin working. If you usually begin your session from an existing file, you can change this preference.

- ▶ Uncheck **Open New File** in the **At Startup** section of the Start Up segment of the Preferences dialog.

To have the Clipboard visible at start up:

Because you can edit text on the Nisus Writer Clipboard, some people like to have it visible at all times. If you want it visible at Start Up, you can change this preference.

- ▶ Check **Show Clipboard** in the **At Startup** section of the Start Up segment of the Preferences dialog.



To learn more about Nisus Writer's ability to sort and filter the various files you work on into subfolders and have them accessible directly from your Nisus Writer menus (explained in Appendix B "The Nisus Writer Document Manager" on page 473).

To name the file as you start to work on it:

Save early and save often is a wise admonition with any software. Even though Nisus Writer files are very safe, some people like to name and save their file before they start writing.

- ▶ Uncheck **Name New Files Untitled** in the **New Files** section of the Start Up segment of the Preferences dialog.

Whenever you choose **New** from the **File** menu, Nisus Writer will present a variant of the Save As dialog asking you to name (though not save) a file before opening its new window.

To have easy access to recent and essential files:

Nisus Writer can list the 256 most recently used files and keep a second list of files you work on regularly, but not necessarily every day.

To determine how many files appear in the recently used list:

- ▶ Enter the number you want in the **List last files used** text box of the **File Access Options** section of the Start Up segment of the Preferences dialog.

You can also have access to this dialog if you choose **Last Files Used...** from the **File Access** submenu of the **File** menu.

To allow "essential files" to appear in the recently used list:

- ▶ Check the **Allow "Essential Files" in "Last Used" list** in the **File Access Options** section of the Start Up segment of the Preferences dialog.

To remove a file from the last files used list:

- ▶ Press  and choose the file's name from the list.

To clear the last files used list:

- ▶ Press  and choose **Last Files Used** from the **File Access** submenu of the **File** menu.

To add or delete files in the essential files list:

- ▶ Choose **Essential Files...** from the **File Access** submenu of the **File** menu and Choose the files you want as illustrated in Figure 302

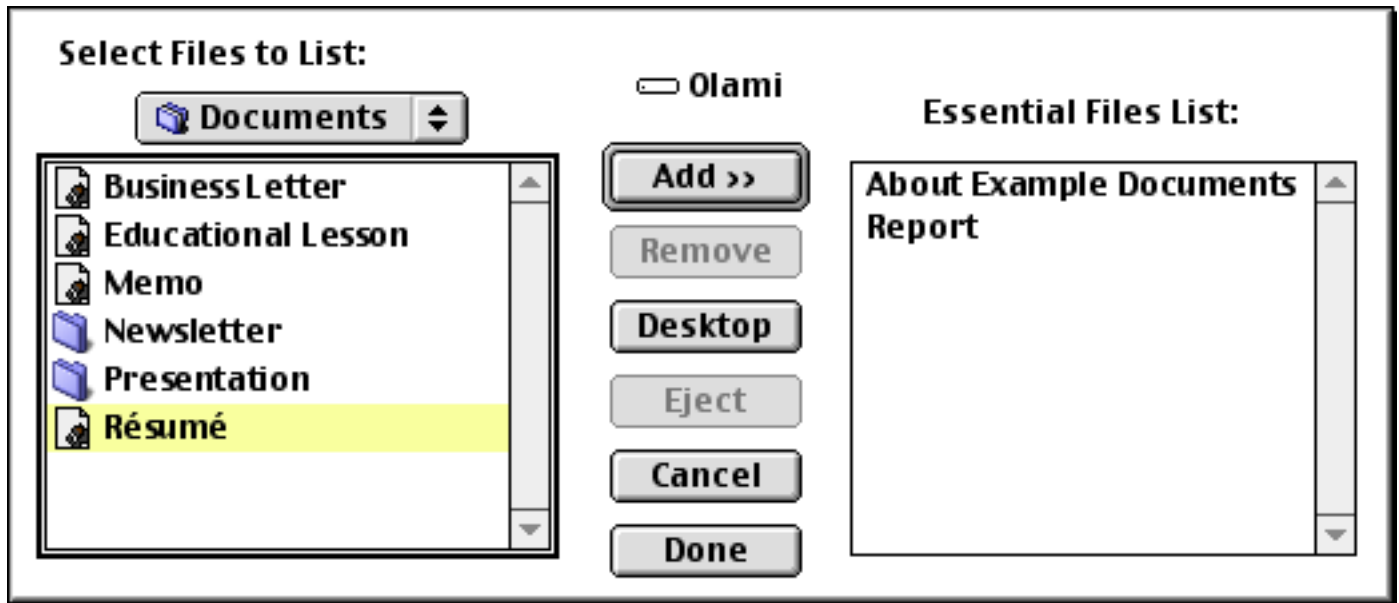


Figure 302
The Essential Files dialog

To remove a file from the essential files list:

- ▶ Press **option** and choose the file's name from the list.

To clear the essential files list:

- ▶ Press **option** and choose **Essential Files...** from the **File Access** submenu of the **File** menu.

Special Files that Open on Start Up

Nisus Writer can perform a variety of tasks at Start Up if you name the files correctly and put them in the proper place.

To set "defaults":

- ▶ Create a Nisus New File as explained beginning on page 101.

To have a glossary file open at startup:

- ▶ Save your glossary file in the Glossaries folder inside the Nisus Writer Tools folder.

To have a macro file open at startup:

- ▶ Save your macro file in the Macros folder inside the Nisus Writer Tools folder.

To perform tasks automatically at startup:

- ▶ Create an **InitInit** macro in your Nisus Macros file (saved in the Macros folder inside the Nisus Writer Tools folder) that does what you need. See "Automatic Macros" page 352, for more information about **InitInit** macros.

To Choose the Way in Which Files Save:

You can choose to have Nisus Writer save your files after a certain number of keystrokes or minutes. You can save the previous version of the file and even save a second copy in another location.

- ▶ Choose **Preferences...** from the **Edit** menu and check **Saving Files** in the left column of the dialog.

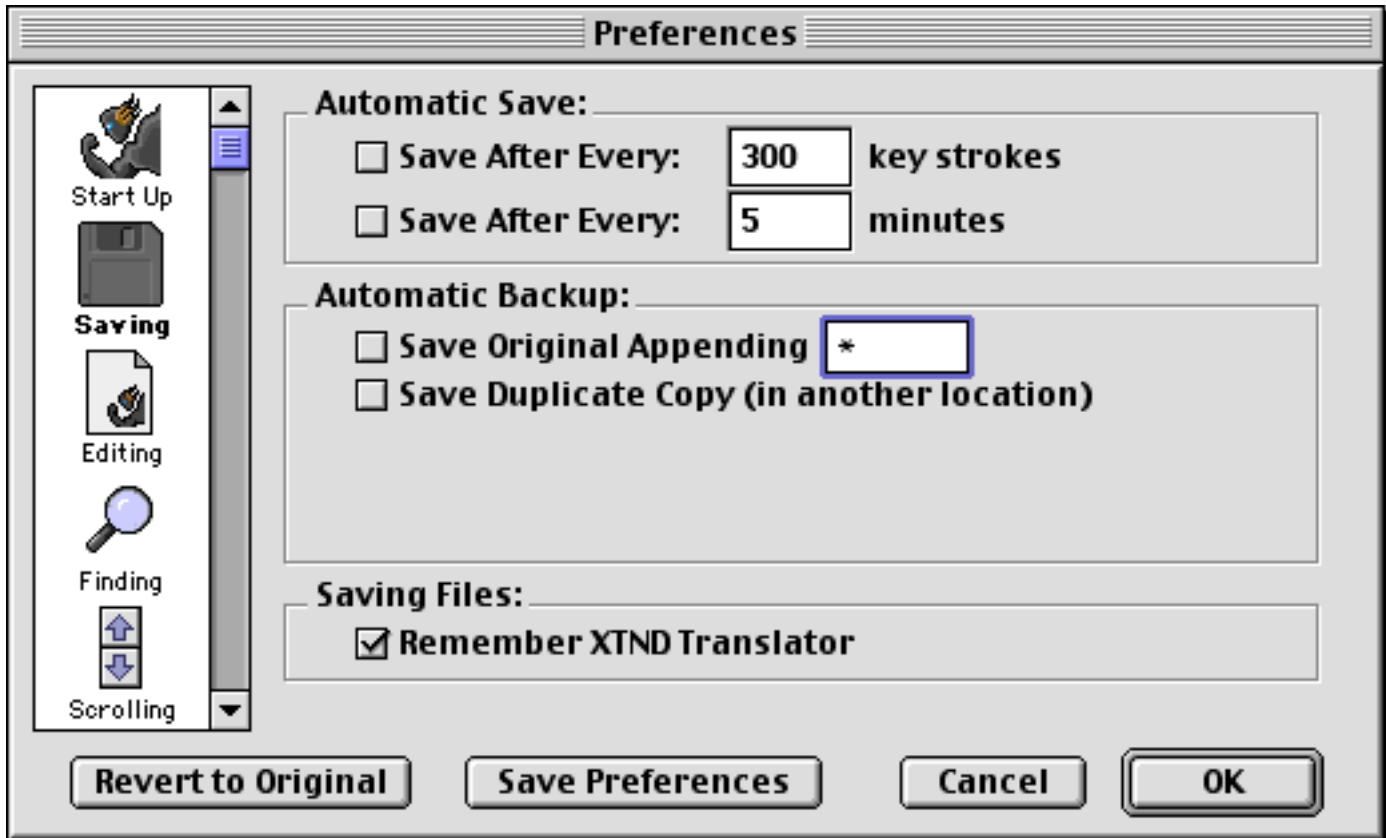


Figure 303
The Saving section of the Preferences dialog

To save files after a certain number of keystrokes:

- ▶ Enter the number of keystrokes in the **Save After Every x keystrokes** text box of the **Automatic Save** section of the Saving segment of the Preferences dialog.

To save files after a certain number of minutes:

Most often when you use Nisus Writer you enter text from the keyboard and so the automatic save after a certain number of keystrokes is very important. However, at certain times you need to manipulate text and in the editing process you don't strike many keys. At this time the other autosave option becomes very important.

- ▶ Enter the number of minutes in the **Save After Every x minutes** text box of the **Automatic Save** section of the Saving segment of the Preferences dialog.

To set back up options.

Whenever you open a file in Nisus Writer, the application puts all the information in active memory (RAM). This is one of the things that makes Nisus Writer so fast to work with. In addition, as a safety feature, Nisus Writer then closes the file on disk. Every time you save Nisus Writer automatically renames the file on disk "File Name*" and then saves the modified version of the file you had in memory. When Nisus Writer finishes saving the file to disk, it removes the original version. You can save this original version as a "backup."

To save the original file as a "backup":

- ▶ Check **Save Original Appending** from the **Automatic Backup** section of the Saving segment of the Preferences dialog.

If you do not check this option, once Nisus Writer has saved the modified file to disk, it removes the original file.

To set what Nisus Writer appends to the previous copy's file name:

- 1 Check **Save Original Appending** from the **Automatic Backup** section of the Saving segment of the Preferences dialog.
- 2 Type what you want appended (up to four characters) in the text box where the * appears.
If you do not check this option, once Nisus Writer has saved the modified file to disk, it removes the original file.

To save an additional copy in another location:

- 1 Check **Save Duplicate Copy (in another location)** from the **Automatic Backup** section of the Saving segment of the Preferences dialog.
- 2 Click **Set Location**.
- 3 In the variant of the Open File dialog that appears, navigate to where you want to have the file saved and then click **Place into FolderName**.

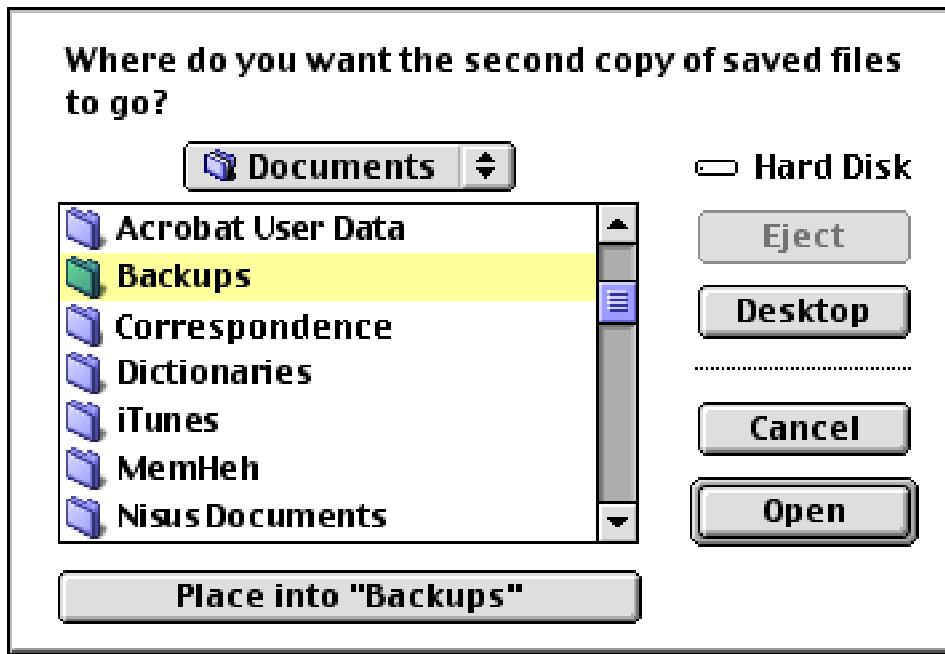


Figure 304

The save second copy dialog



While you can designate a folder on your desktop, you cannot select the Desktop for this purpose.

To Choose Text Editing Options:

You can choose from a number of Nisus Writer options for entering and editing text.

- ▶ Choose **Preferences...** from the **Edit** menu and check **Editing** in the left column of the dialog.

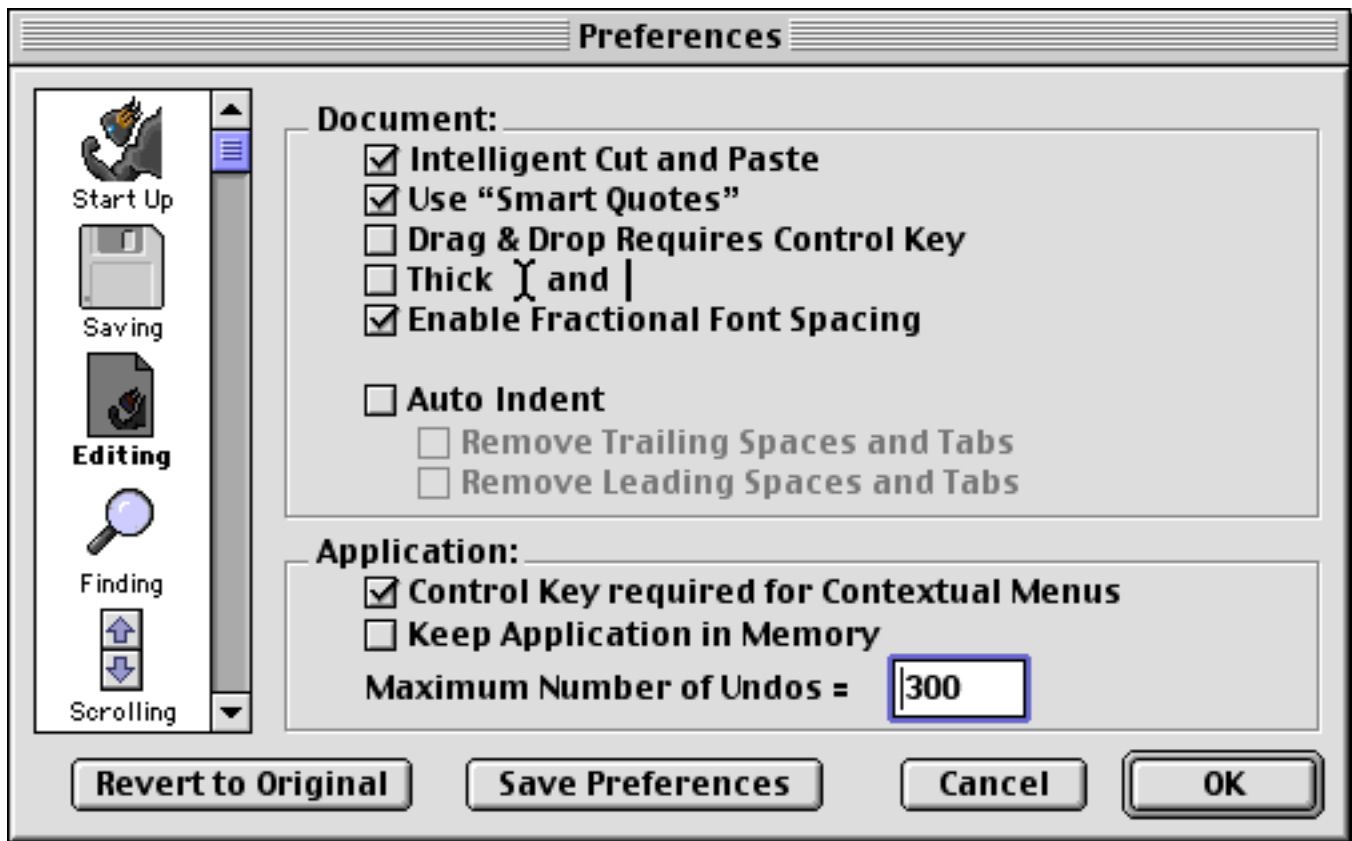


Figure 305

The Editing section of the Preferences dialog

The top section of the dialog refers to preferences that affect the current document. The lower section refers to all aspects of Nisus Writer.

To remove the space in front of a word when selected by double-clicking:

- ▶ Check **Intelligent Cut and Paste** in the Editing segment of the Preferences dialog.

When you cut, copy or drag and drop text that you double-click, Nisus Writer selects and moves the space to the right of the selected text.

To use "straight quotes" rather than "smart quotes":

- ▶ Uncheck **Use "Smart Quotes"** in the Editing segment of the Preferences dialog.

When you type Nisus Writer automatically inserts the correct "Opening" or "Closing" quote and curly apostrophe; also called "smart quotes" because they indicate what is inside the quote marks. To disable this feature uncheck the option.



Nisus Writer needs to use the "Straight Quotes" in macros arguments. If you have your preference set to "Smart Quotes" you can always type a "Straight Quote" if you press **⌘** as you type **⌞**.

To choose how to enable drag and drop:

Nisus Writer allows you to select anything on the text layer and drag it to another location in that, or another file where you can drop it into place. You can choose whether or not to require **⌘** for this operation.

- ▶ Check or uncheck **Drag & Drop Requires Control Key** in the Editing segment of the Preferences dialog.

To make the insertion point and I beam easier to see:

- ▶ Check **Thick X and |** in the Editing segment of the Preferences dialog.



This is especially useful for PowerBook users.

To minimize access to the hard disk:

- ▶ Check **Keep Application in Memory** in the Editing segment of the Preferences dialog.

This keeps Nisus Writer entirely in RAM rather than on disk. This feature is especially useful for PowerBook users as it increases battery life. Keeping Nisus Writer entirely in RAM also makes Nisus Writer respond faster.

To send precise character spacing information to the printer:



- ▶ Check **Enable Fractional Font Spacing** in the Editing segment of the Preferences dialog.

You must check this if you use TrueType fonts.

To enable automatic indentation of new paragraphs:

- ▶ Check **Auto Indent** in the Editing segment of the Preferences dialog.

This feature is most useful when using Nisus Writer for programming code or electronic mail memos, or for those who need to transmit their documents as “pure” or “clean” ASCII text.

If you choose to use Auto Indent two additional options become available. These are primarily useful, once again, for those who use Nisus Writer to program code.

To remove extra spaces or tabs from the end of paragraphs while typing:

- ▶ Check **Remove Trailing Spaces and Tabs** in the Editing segment of the Preferences dialog.

As illustrated in Figure 306 through Figure 308, when you type and you have an indented paragraph, and if you type two Returns, Nisus Writer removes the spaces or tabs that “trail behind” the insertion point before the first Return as you type the second one.

Figure 306

Insertion point before an “auto-indented” paragraph

Figure 307

Typing a Return automatically indents the next paragraph

Figure 308

Typing a Return a second time removes the trailing tab or space

To remove extra spaces or tabs from the beginning of paragraphs while editing or typing:

- ▶ Check **Remove Leading Spaces and Tabs** in the Editing segment of the Preferences dialog.

As illustrated in Figure 309 and Figure 310, when you edit your text, and if you place your insertion point before any number of spaces or tab characters and press Return, Nisus Writer removes those spaces or tabs that would have “lead in front of” the insertion point at the beginning of the new paragraph.

Figure 309

Insertion point between spaces

Figure 310

Typing a Return automatically removes the leading spaces

To turn on a shortcut for balloon help:

Nisus Writer also allows for a shortcut to turn on Balloon Help so that you don’t have to choose it from the Guide menu.

- ▶ Press  and point.

To set the number of undos Nisus Writer tracks:

- ▶ Enter a number between 1 and 32,767.

The larger number of undos, the more memory Nisus Writer requires.

To Choose the Find/Replace Options:

The Find & Replace window of Nisus Writer offers a wide variety of options. You can set these so that every time you open Nisus Writer the same set of options appear.

- ▶ Choose **Preferences...** from the **Edit** menu and check **Finding** in the left column of the dialog

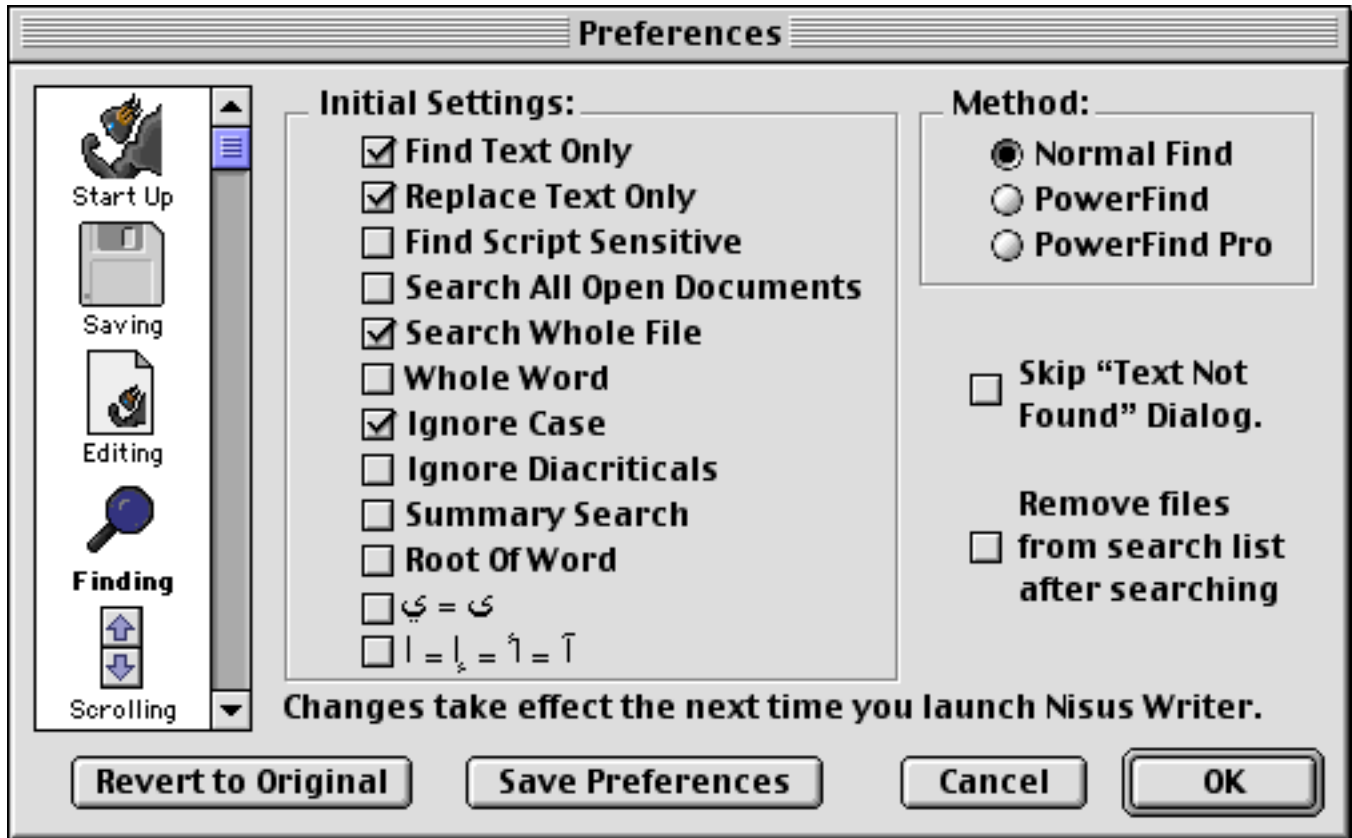


Figure 311
The Finding section of the Preferences dialog

To determine the state of the Find & Replace window when it opens:

- ▶ Click one of the radio buttons in the Method segment of the Finding segment of the Preferences dialog.

To determine the initial settings of the Find/Replace menu:

- ▶ Check any of the options in the Initial settings segment of the Finding segment of the Preferences dialog.

The manual describes each of these commands in the sections Finding and Replacing Text on page 82, Examples of putting PowerFind to use on page 93 and Using PowerFind Pro on page 103.

To disable the “text not found” dialog:

- ▶ Uncheck **Skip “Text Not Found” Dialog** in the Finding segment of the Preferences dialog.

To determine whether or not the search list gets saved:

- ▶ Check or uncheck **Remove File from Search List After Searching**.

For instructions on how to use a search list see page 87.

To Choose Scrolling Options:

Nisus Writer scrolls both vertically and horizontally automatically when your insertion point gets to the edge of the screen. If, for some reason you do not want this to happen, you can change your preference at any time.

- ▶ Choose **Preferences...** from the **Edit** menu and check **Scrolling** in the left column of the dialog.

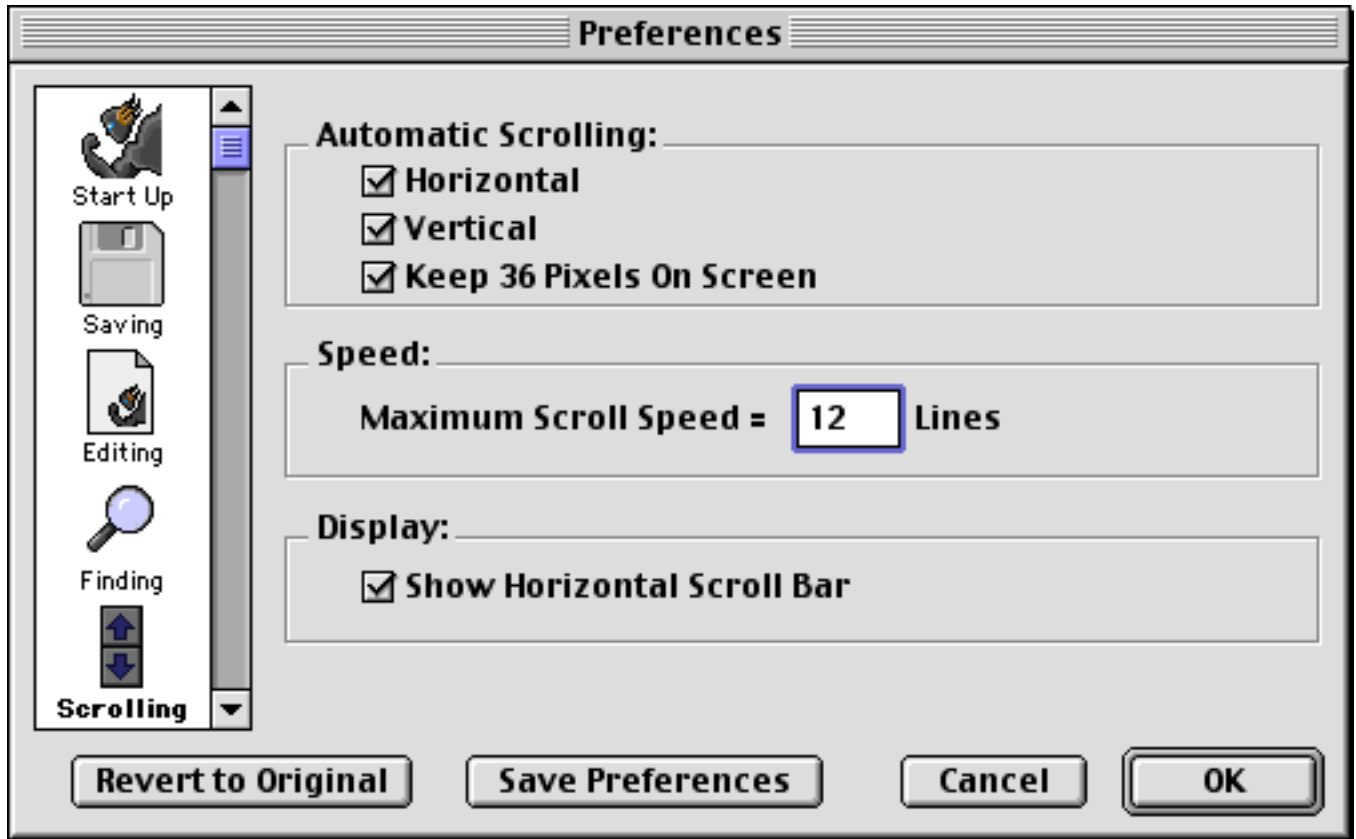


Figure 312
The Scrolling section of the Preferences dialog

To turn off automatic horizontal and/or vertical scrolling:

- ▶ Uncheck **Horizontal** and/or **Vertical** in the **Automatic Scrolling** segment of the Scrolling segment of the Preferences dialog.

To allow the insertion point to remain close to the horizontal scroll bar:

- ▶ Uncheck **Keep 36 Pixels on Screen** in the **Automatic Scrolling** segment of the Scrolling Preferences dialog.

Nisus Writer always tries to keep at least 36 pixels between the bottom or right edge of your insertion point and the horizontal or vertical scroll bars as you type, unless you uncheck this option.

To set how fast Nisus Writer scrolls:

Many years ago, the engineers at Nisus Software Inc. worked hard to get Nisus Writer to scroll faster than the Macintosh's processor would permit. Then, with the release of the iMac and later models, processor speed became so fast that users complained that Nisus Writer scrolled too fast. As a response to this change in need, the meaning of the number entered in the Maximum Scroll Speed text box has been changed. Instead of its old meaning: [Enter the number of lines you want to have pass by at a time when you click and hold the vertical scroll bar arrows in the Maximum Scroll Speed text box of the Speed section of the Scrolling segment of the Preferences dialog.] now:

A value of 14 means scroll one line every 1/60th of a second (no acceleration). A value of 0 means scroll one line every second. Values above 14 add acceleration, every 2 seconds it speeds up by one line per 1/60th of a second, with a maximum of the preference value minus 13. So for a value of 15 the maximum is 2 (one step of acceleration), at 16 the maximum is 3, etc.

- ▶ Therefore, to keep scrolling speed manageable, keep the number in the text box at 14 or a bit lower.

To determine whether or not the horizontal scroll bar shows:

- ▶ Uncheck **Show Horizontal Scroll Bar** in the **Display** segment of the Scrolling segment of the Preferences dialog.

Sometimes you may need the additional pixels to view a large graphic. However, if you turn off the display of the Horizontal Scroll Bar, this also hides the Horizontal Button Bar and the tools it contains.

To Choose Measurement Display Options:

Nisus Writer can display measurements in either inches, centimeters, picas, or points; from the edge of the paper or the left margin. Whichever one you choose in this dialog determines their display on the Text Bar, and Graphics Bar and any dialog in which measurement options display.

- ▶ Choose **Preferences...** from the **Edit** menu and check **Measure** in the left column of the dialog.

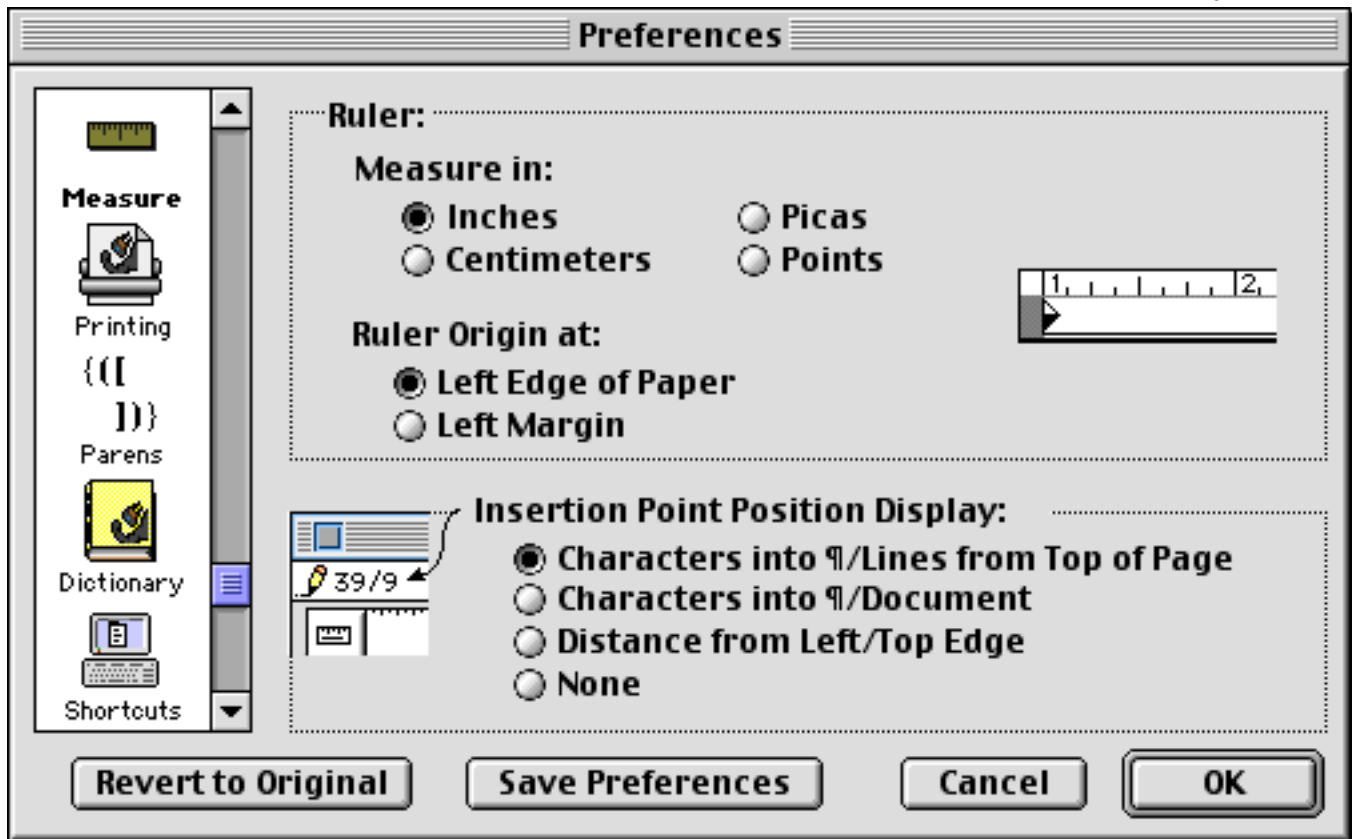


Figure 313
The Measure section of the Preferences dialog

To determine the unit of measurement used by Nisus Writer:

- ▶ Click any one of the radio buttons in the **Measure In:** portion of the **Ruler** section of the Measurement segment of the Preferences dialog.

To determine from where the ruler begins its measurements:

- ▶ Click **Left Edge of Paper** in the **Ruler Origin at:** portion of the **Ruler** section of the Measurement segment of the Preferences dialog.
This causes the ruler to display from the left edge of the document.
- ▶ Click **Left Margin** in the **Ruler Origin at:** portion of the **Ruler** section of the Measurement segment of the Preferences dialog.
This causes the ruler to display beginning at the left margin as set in the Layout window.

To determine how the Info Bar displays the position of the insertion point:

- ▶ Click any one of the radio buttons in the **Insertion Point Position Display** section of the Measurement segment of the Preferences dialog.
 - **Characters into ¶/Lines from Top of Page** displays the position of the insertion point in characters from the beginning of a paragraph and lines from the top of a page.
 - **Characters into ¶/Document** displays the position of the insertion point in characters from the

beginning of a paragraph and characters from the beginning of a document.

- **Distance from Left/Top Edge** displays the position of the insertion point from the left top edge of a page.
- **None** turns off the display of the insertion point position.

Whatever you set in this dialog, when you activate the Graphics Bar, the Info Bar displays the X and Y coordinates of the pointer relative to the top of the page.

Press **control** to display the coordinates of the pointer relative to the top of the document.



All Nisus Writer dialog boxes that accept measurements open preset to the type of unit you choose in this dialog. Nonetheless, you can have Nisus Writer recalculate the values you enter according to a different unit of measurement simply by typing that unit's abbreviation at the end of the value in the text box of the dialog.

Acceptable abbreviations are:

- inch: in or "
- centimeter: cm
- point: pt
- pica: pc (not pil)

To Choose Printing Options:

Nisus Writer allows you to set a variety of printing options.

- ▶ Choose **Preferences...** from the **Edit** menu and check **Printing** in the left column of the dialog.

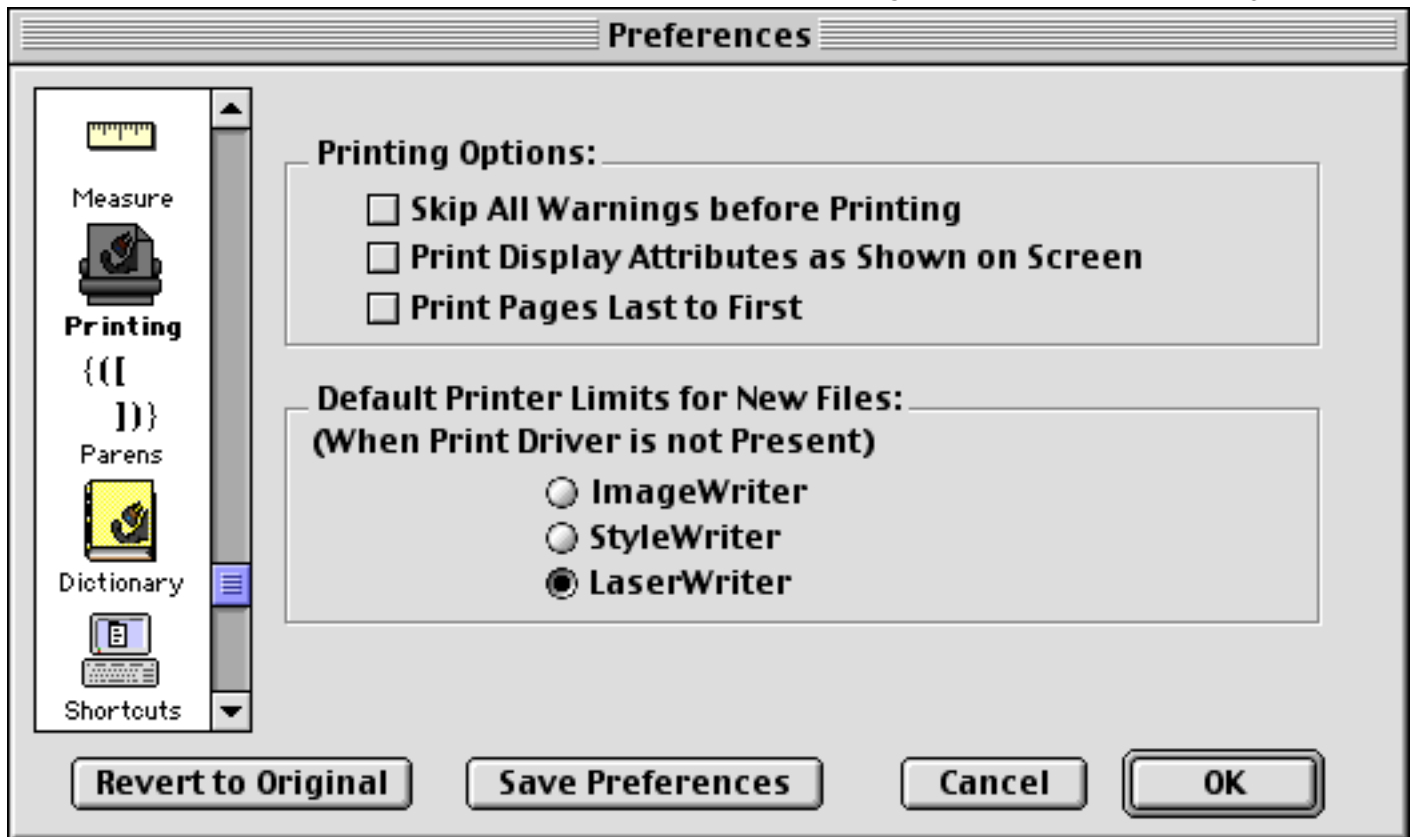


Figure 314
The Printing section of the Preferences dialog

To turn off printer warnings:

- ▶ Check **Skip All Warnings before Printing** in the Printing segment of the Preferences dialog.
If you have graphics, page frames, or line numbers that appear beyond the limits of your printer, Nisus Writer warns you that they will not print correctly.

To print formatting characters, text marks and graphics anchors:

- ▶ Check **Print Display Attributes as Shown on Screen** in the Printing segment of the Preferences dialog.

These include items which display when you check them in the Display Attributes dialog.

To print pages in reverse order:

- ▶ Check **Print Pages Last to First** in the Printing segment of the Preferences dialog.

If you print odd pages and then even pages on the same sheets of paper you may want to check this option so that you don't need to feed your paper in backward.

To set the printable area for new documents when no printer driver appears in the extensions folder:

- ▶ Click the radio button for the printer to which you are most likely to print the Printing segment of the Preferences dialog.

To Choose Parentheses Tracking Options:

Nisus Writer can keep track of when you open and close parentheses and quotation marks to make sure you always balance them. The Info Bar indicates unmatched parentheses or quotes as you type. In addition to normal writing, parenthesis checking is particularly useful when you write macros and prepare documents for merge.

- ▶ Choose **Preferences...** from the **Edit** menu and check **Parens** in the left column of the dialog.

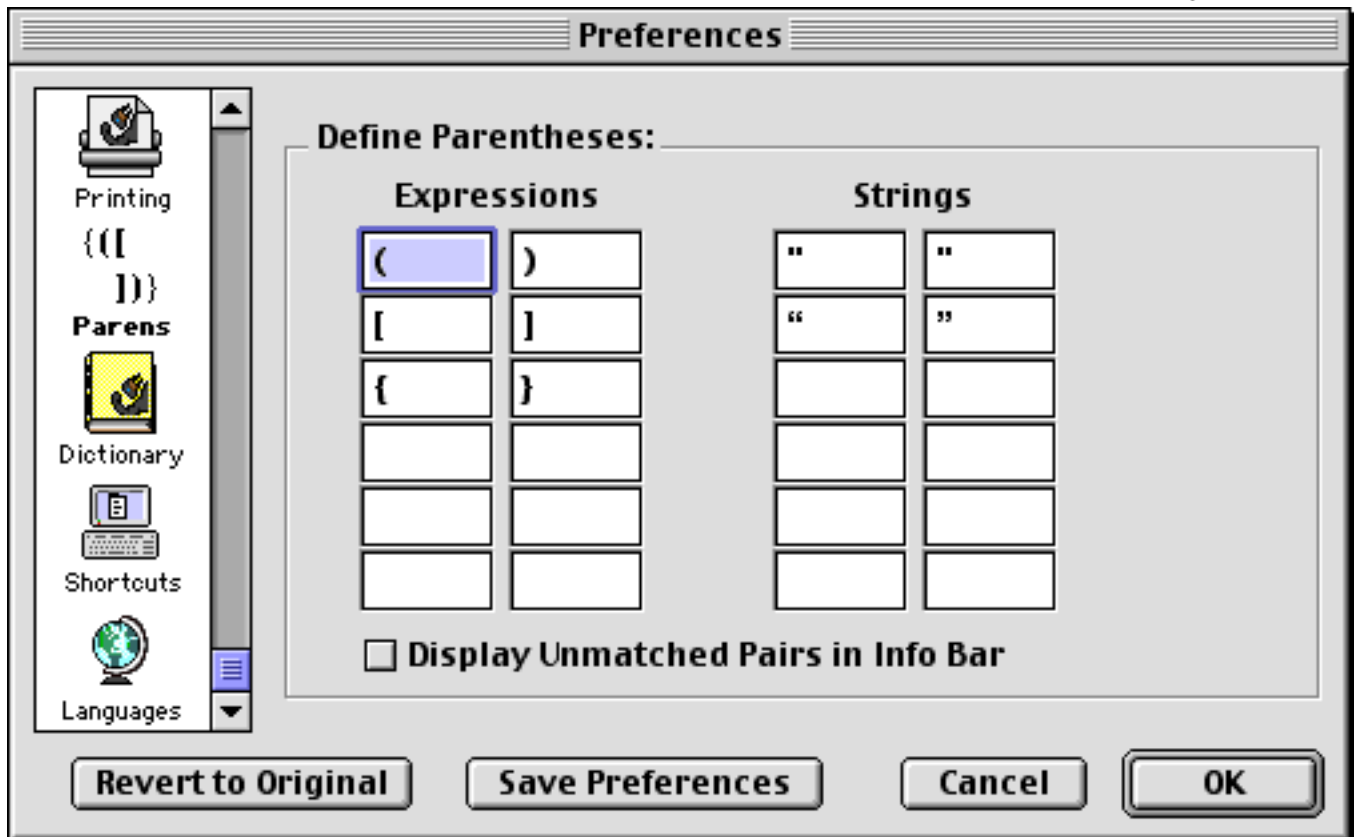


Figure 315
The Parentheses section of the Preferences dialog

To determine the expressions tracked for balancing purposes:

- ▶ Enter any expressions or standard parentheses in the **Expressions** columns.

You can nest expressions to any depth.

To determine the strings tracked for balancing purposes:

- ▶ Enter any quote sets in the **Strings** columns.

You cannot nest strings.

To keep track of unmatched pairs

- ▶ Check **Display Unmatched Pairs in Info Bar**.

To Choose Which Dictionaries Nisus Writer Loads Automatically:

Nisus Writer automatically uses the dictionaries installed in the Dictionaries folder in the Nisus Writer Tools folder. However, you can set your preferences for different dictionaries. The section “Using multiple dictionary tools” on page 130 explains why you might want to do this.

- ▶ Choose **Preferences...** from the **Edit** menu and check **Dictionary** in the left column of the dialog.

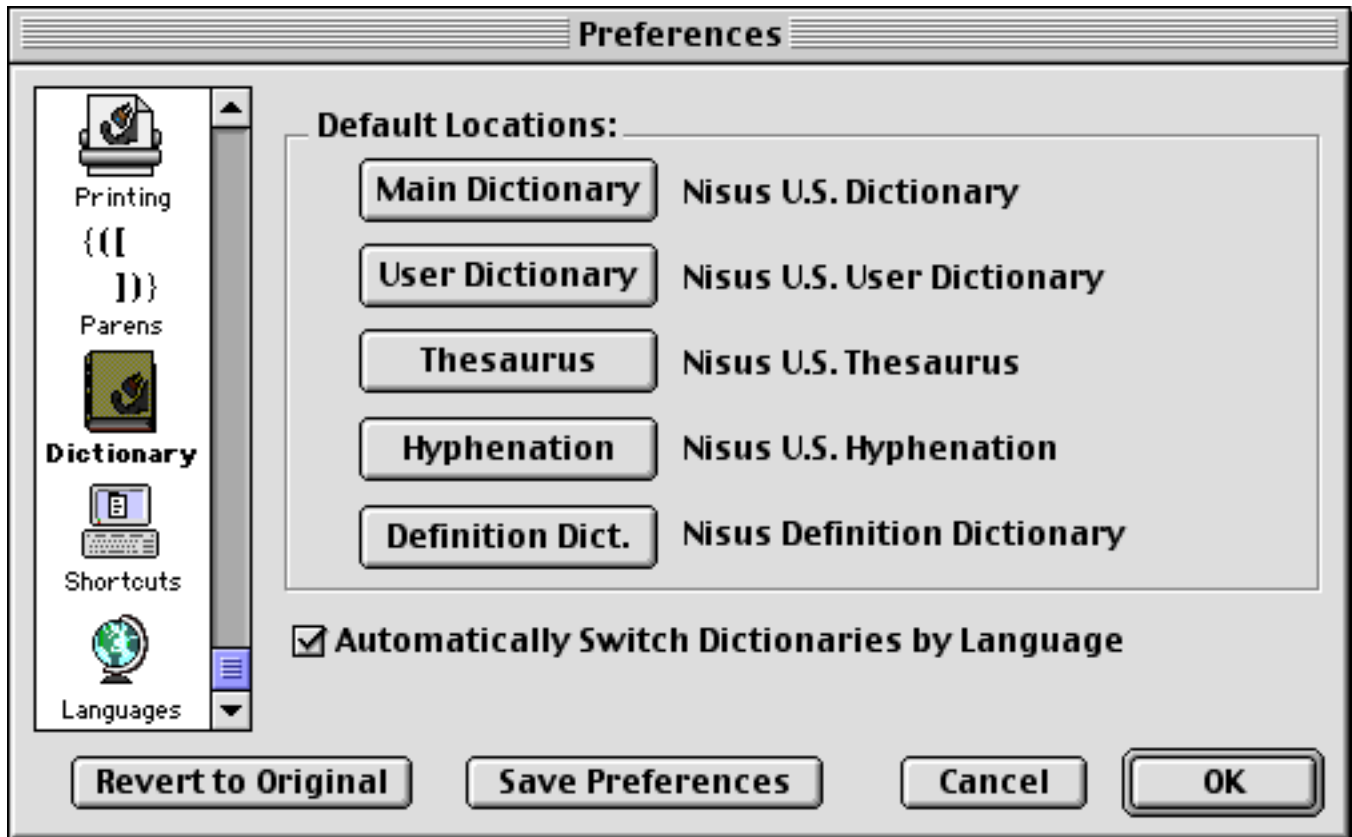


Figure 316

The Dictionary section of the Preferences dialog

Click each button to locate the dictionary, thesaurus, etc. you want Nisus Writer to load automatically.

To make sure Nisus Writer switches language dictionaries:

If you use Nisus Writer to edit text in various languages and set these languages using the commands of the **Style** menu Nisus Writer can automatically switch to the appropriate installed dictionaries, etc. for each language.

- ▶ Check **Automatically Switch Dictionaries by Language**.

To Assign Keyboard Shortcuts to Menu Commands:

While studies show that, in general, using the mouse is faster than using the keyboard, in many instances, writers need to keep their fingers on the keys. You can use your keyboard to choose almost any command available in Nisus Writer.

- 1 Choose **Preferences...** from the **Edit** menu and check **Keyboard Shortcuts** in the left column of the dialog to customize one-, two-, or three-keystroke sequences to any menu command.

This enables all menus and adds the **Misc. Menus** menu to the right of the **Auto** menu. You can choose commands from this menu to assign keyboard shortcuts to commands which do not appear on the main menus. Icon and button controls and pop-up menus are also available in the **Misc. Menus** menu.

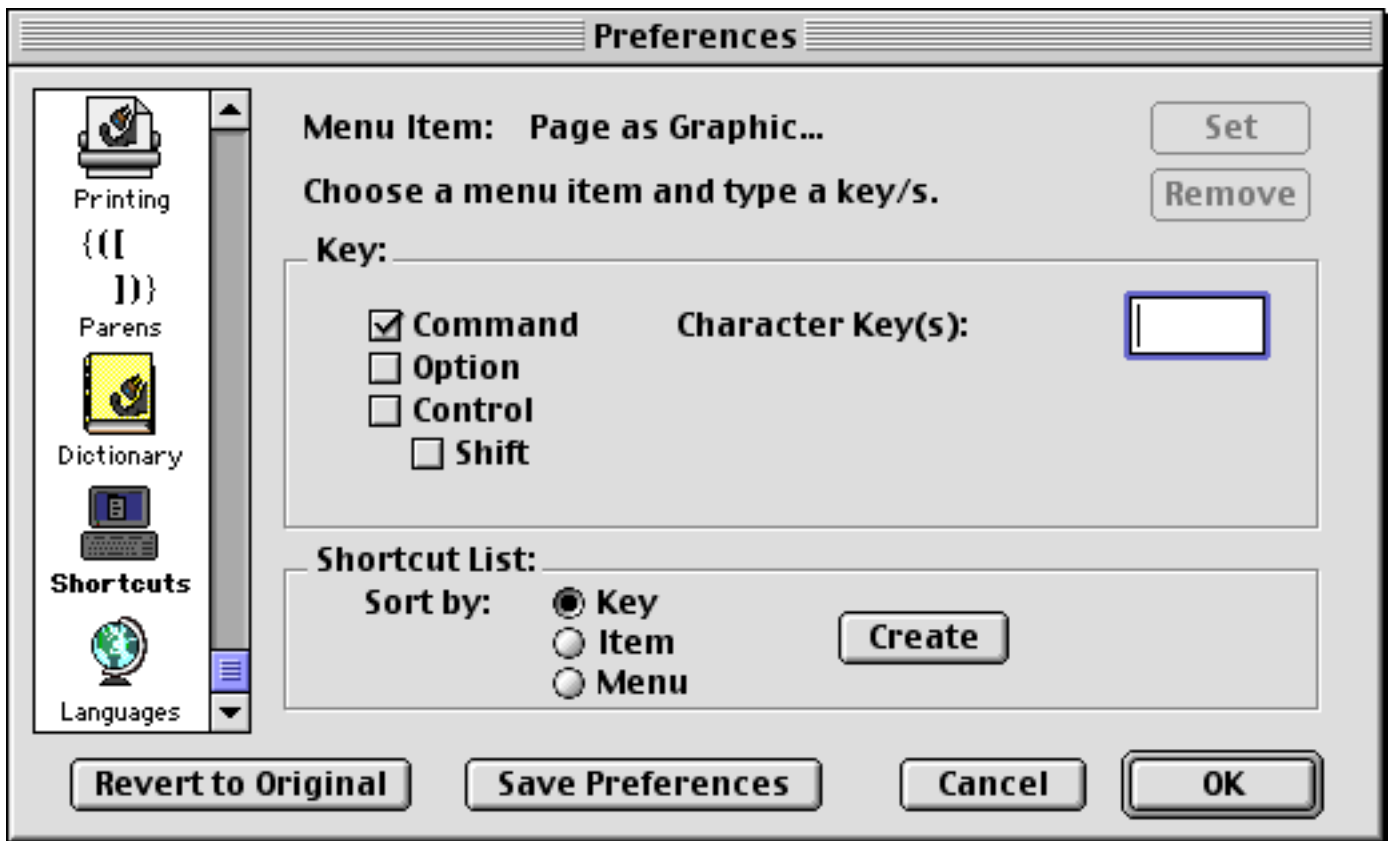


Figure 317
Keyboard Shortcuts section of the Preferences dialog

- 2 Choose a command from any menu.

The menu command name appears beside **Menu Item**.

- 3 Type the keys (up to three characters) you want to use to call that menu command. In addition, you can add any of the modifier keys to achieve addition combinations.

- ▶ Check **Shift** to require to be part of your keyboard shortcut. When assigned, it appears on the menus as ⇧.
- ▶ Check **Option** to require to be part of your keyboard shortcut. When assigned, appears on the menus as ⌥.
- ▶ Check **Control** to require to be part of your keyboard shortcut. When assigned, appears on the menus as ⌘.
- ▶ Check **Command** to require to be part of your shortcut. When assigned, appears on the menus as ⌘.
- ▶ Click **Function Key #** to require a function key to be your shortcut. When assigned, appears on the menus as F followed by a number. You cannot use the Function keys with any other keys.
- ▶ Click **# Key pad Key** to require a key pad key to be part of your shortcut. When assigned, appears on the menus as followed by a number. You cannot use the # Keypad keys with the alphabetic or numeric keys of the remainder of the keyboard.

- 4 If your menu command is on a menu that changes (**Ruler Name**, **File Access** submenu, **Jump** submenu, **Macros** submenu, **Glossary** submenu, **Windows** submenu, **Font**, or **Style**) click either **Location on Menu** or **Menu Item Name** from the **Key Stays with** section of the dialog.

Location on Menu makes a keyboard shortcut occupy a fixed position (second, fifth, etc.) on the menu; **Menu Item Name** keeps the shortcut with the name of the menu command, even if that name moves in the menu (or, as in a ruler name, marker, macro, glossary abbreviation or defined style appears in another file).

- 5 Click to confirm your keyboard shortcut.
- 6 Click when you finish setting your keyboard shortcuts.

To remove an existing keyboard shortcut:

- 1 Choose **Preferences...** from the **Edit** menu and check **Keyboard Shortcuts** in the left column of the dialog.

- 2 Choose the menu command from which you wish to remove the keyboard shortcut.
- 3 Click **Remove**.
- 4 Click **Done** when you finish setting your keyboard shortcuts.

To create a text file of the keyboard shortcuts:

- 1 Click **Sort by**
 - ▶ **Key**
 - ▶ **Item**
 - ▶ **Menu**

to alphabetize the list by the keys used to invoke them; alphabetically by the name of the command (regardless of where they appear in the menus); and alphabetically by the name of the menu in which they appear and then alphabetically within each menu.

- 2 Click **Create**.

You can print this file; however, you should know that the symbols for ⌘, ⌥, ⌃, ⌘, and ⌘ do not print.



You can copy each one of these characters to the Find & Replace window and replace all with the word that corresponds to the symbol.

To use a keyboard shortcut:



- ▶ Press either **⌘** and/or **⌥**, **⌃**, **⌘** while typing the assigned key or key sequence.

The possible structures of command assignments to any menu command are as follows: The letter A stands for any normal typing character, including any of the characters on the numeric keypad, treated as different than the same characters on the main keyboard. The letter F stands for any Function Key.

A	⌘1	F1
⌘A	⌘⌘1	⌘F1
⌥A	⌥⌘1	⌥F1
⌃A	⌃⌘1	⌃F1
⌥⌘A	⌥⌘⌘1	⌥⌘F1
⌃⌘A	⌃⌘⌘1	⌃⌘F1
⌃⌥A	⌃⌥⌘1	⌃⌥F1
⌥⌥⌘A	⌥⌥⌥⌘1	⌥⌥⌥F1

Table 32
Keyboard Shortcut assignments

- Using three keys for each command makes it possible to assign easy-to-remember sequences.
- Release **⌘** at the end of the sequence to avoid a delay in execution.

To assign keyboard shortcuts to the commands beyond Nisus Writer :

You can assign Keyboard Shortcuts to the commands of the Apple menu just as you do to any Nisus Writer command. However, you cannot assign Keyboard Shortcuts directly to the commands in the Guide, Keyboard or Applications menus. However, for each of these you can create a macro that calls that command and then assign a Keyboard Shortcut to each such macro. For your convenience you will find macros for some of the Keyboards in the file “Macros for Keyboard Selection.”

To find whether a key combination has been assigned to a command:

- ▶ In the **Keyboard Shortcuts** section of the Preferences dialog, press **⌘** and the key sequence you want to find. If you have assigned this to a command, that command's name appears as if you had chosen it from the menu in the **Menu Item** field.

General rules regarding keyboard shortcuts:

There are a few rules in assigning menu keys. If you try breaking them, in almost all cases Nisus will not let you. They are listed here only to explain the occasional beeps you will get if you try.

- You cannot mix Command keys from the keyboard, keypad and/or Function keys for one menu command assignment.
- You cannot assign Function keys in combination with any other key: they can only be assigned on their own, only one key per menu command.
- Keyboard shortcuts are limited to three letters per menu command.

- You cannot mix, in one menu command assignment, characters assigned using two different modifier keys. For example you cannot assign P B a to anything.
- The Macintosh OS reserves 0 through 9 (in words: Zero through Nine). You cannot assign these combinations to any commands. Nor can you assign (-Space) because the System uses this to rotate among the various script systems installed.
- Nisus has reserved two keys which it will not let you assign. These are: -Period: the general STOP or Cancel command); the (Command Minus: used for inserting a manual hyphen).



If a menu command has more than one menu shortcut set assigned to it only the last one assigned displays on the menu. If you want to remove one of the shortcut sets, other than the one you can see, you have to remove all of the assigned shortcuts and then replace the ones you want to keep.

To Choose Multiple Language Handling Options:

This command does not appear unless the appropriate Language Kits are installed.

- ▶ Choose **Preferences...** from the **Edit** menu and check Languages in the left column of the dialog.

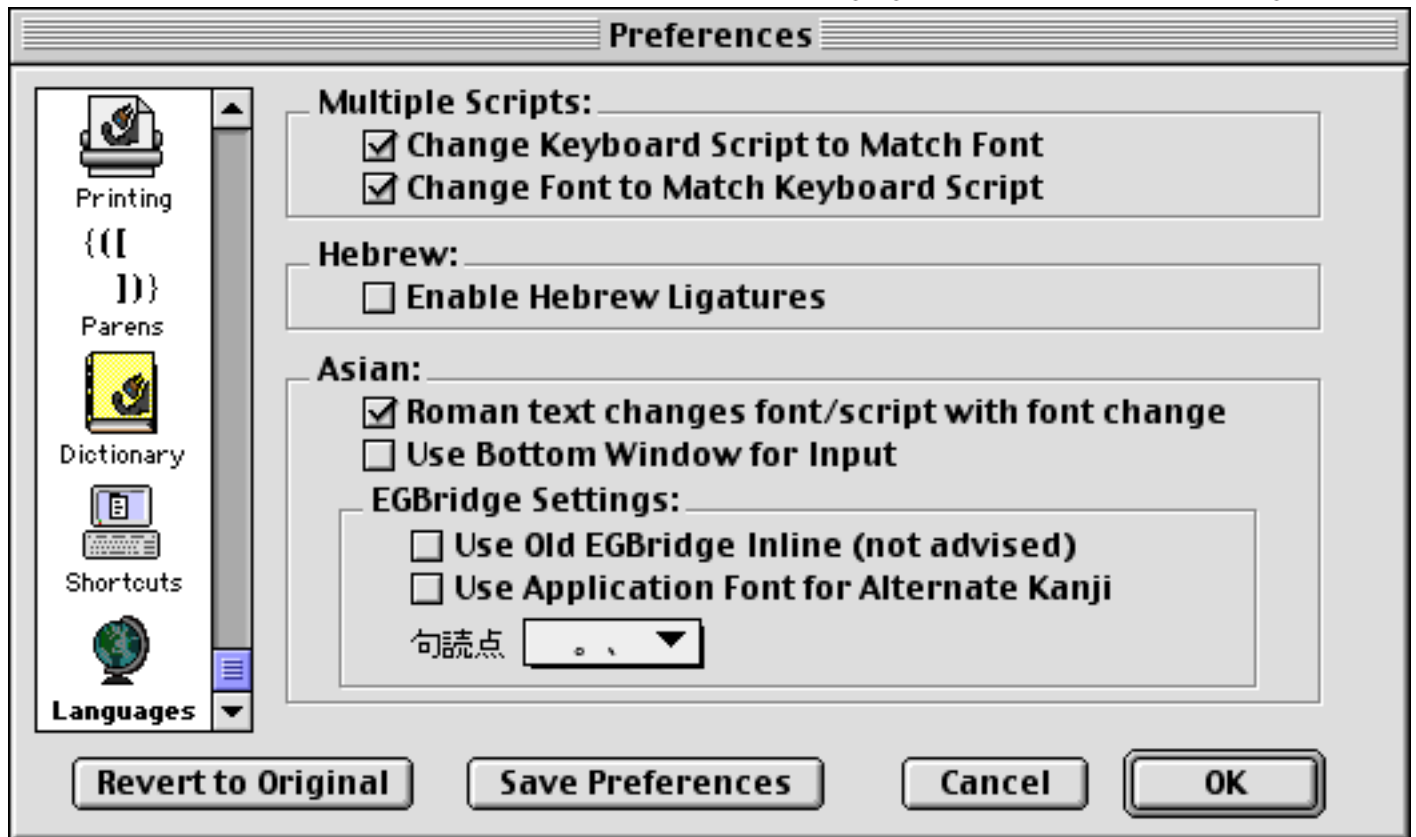


Figure 318
The Languages section of the Preferences dialog

To have the input method switch to match the font you choose:

- ▶ Check **Change Keyboard Script to Match Font**.

When checked, the keyboard or input method automatically switches to match the font chosen. Otherwise, the keyboard changes only when you choose a new keyboard or input method from the Keyboard menu.



If you do not want the keyboard to change automatically, uncheck this option and the keyboard will only change when you choose keyboard entry method.

To have the font switch to match the input method you choose:

- ▶ Check **Change Font to Match Keyboard Script**.

When checked, the font automatically switches to match the keyboard or input method chosen. Otherwise, the font changes only when you choose a font from the **Font** menu.



Some scripts (Cyrillic, East European and the languages of East Asia) allow you to enter text with a different script than the font. For example, you can type in a Japanese font (such as Osaka) even if the keyboard script is for a Romanic language. In this case text enters in the Romanic range of the ASCII set and appears in a variant

of Geneva. Note that Nisus Writer does not check the spelling of any text entered in this manner.

To allow for faster handling of large amounts of pointed Hebrew text:

- ▶ Uncheck **Enable Hebrew Ligatures**.

To have Romanic text entered in a two-byte font change its font/script when you change the font:

- ▶ Check **Roman text changes font/script with font change**.

To have your typing appear in a window at the bottom of the screen:

- ▶ Check **Use Bottom Window for Input**.

This turns off EGBridge, VJE and Kotoeri inline input methods.

To use the original EGBridge inline input method supported by EGWord:

- ▶ Check **Use old EGBridge Inline (not advised)**

To display the Kanji alternatives using the font at the insertion point:

- ▶ Check **Use Application Font for Alternate Kanji**.

To choose the punctuation mark you want to use:

- ▶ Choose the appropriate one from the pop-up menu.

To Save Preferences:

- ▶ Click **Save Preferences** in the Preferences dialog.

To Return All Preferences to Their Original (Shipped) Settings:

- ▶ Choose **Revert to Original** in the Preferences dialog.

Using the Glossary

Use the Glossary to save time. A glossary contains abbreviations with corresponding entries. When you expand an abbreviation, its entry replaces the abbreviation you typed. Glossary entries can contain both graphics and text.¹

You can have many different glossaries for different collections of abbreviations related to specific tasks. Note that in this context, “open” really means load (place its contents in the active memory of the computer).

To Create a New Glossary:

- 1 Choose **New Glossary File...** from the **Glossary** submenu of the **Auto** menu.
A glossary editing window named Untitled Glossary appears.
- 2 Choose **New Abbreviation...** from the **Glossary** submenu of the **Auto** menu.
A dialog for entering abbreviations appears.
- 3 Enter the abbreviation you want to use, then click .
- 4 Enter the text and/or graphics that will replace the abbreviation in a document.
- 5 Continue to create additional glossary abbreviations you want to use.
- 6 After typing the last glossary entry, but before closing the glossary editing window, choose **Save** from the **File** menu.
- 7 Name the glossary and click .
- 8 Close the glossary editing window.

To have a glossary load automatically when Nisus Writer starts:

- ▶ Place it in the Glossaries folder inside the Nisus Writer Tools folder. Nisus Writer will load up to 24 glossary files that appear in that folder.

To Create A Glossary Abbreviation in an Existing Glossary:

- 1 Choose **New Abbreviation...** from the **Glossary** submenu of the **Auto** menu.
A dialog for entering abbreviations appears.
- 2 Type the abbreviation that corresponds to the entry, then click .
- 3 Type the glossary entry in the box across from its abbreviation.
- 4 Choose **Save** from the **File** menu then close the glossary editing window.
The abbreviation appears in the **Glossary** submenu.

To create a glossary abbreviation from a selection in the text:

Suppose you (James Brady, President) have written your letter and prepared your salutation. You can select the salutation and add it in its entirety to your glossary.

- 1 Select the document's signature block; from
Sincerely
to
James Brady
President
 - 2 Choose **New Abbreviation...** from the **Glossary** submenu of the **Auto** menu.
When you name a glossary abbreviation, use a name that reminds you of what it means and at the same time won't be used as normal text.
 - 3 Type
slt over **<Abbreviation>**, then click .
- slt could stand for “salt,” “silt,” “slit,” “salute,” possibly even “assault,” or, as in this case: “salutation” but you wouldn't often simply write “slt” in a sentence.

¹ If you use Nisus Writer with WorldScript extensions and non-Roman fonts note that the System can only display your abbreviations on the **Glossary** submenu in the System font (**Chicago** or **Charcoal**) and they will appear there as rectangles. However your abbreviations will expand correctly in the document. For details of how Nisus Writer handles editing text with WorldScript see page 72.

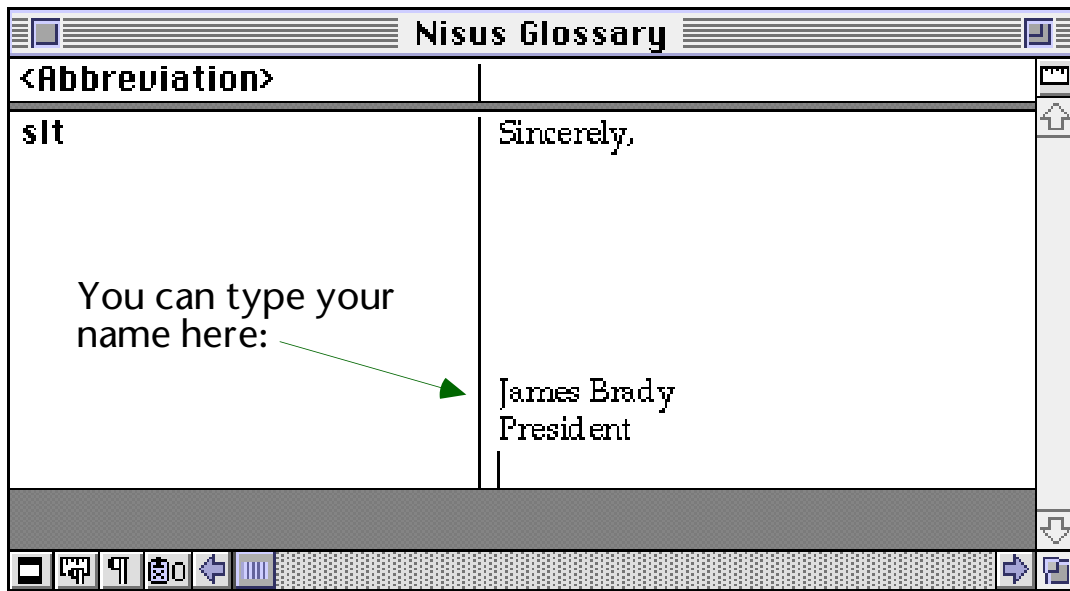


Figure 319

The Nisus Glossary window

The glossary editing window displays. Nisus Writer automatically inserts the selected signature block to correspond with its abbreviation. Notice that the Glossary's Horizontal Button Bar resembles the Nisus Writer document window. You can use many of the same features to create and edit glossaries that you use when working with any other Nisus Writer file. You can check spelling in the glossary editing window.

If the current file had your salutation with the attributes of Palatino, 12 point, **Plain Text** and **Black**. When you put the salutation into the Glossary it brings those attributes as well. You can tell Nisus Writer that you want the salutation to assume the surrounding attributes when you use the abbreviation.

- 4 Type your name in place of James Brady (if you didn't do that in your file).
- 5 Select everything in the white area to the right of **slt**.
- 6 Choose **Any Font** from the bottom of the **Font** menu, **Any Size** from the **Size** menu as well as + **Any Styles** and **Any More Defined Styles** from the **Style** menu and **Any Color** from the **Color** menu.
- 7 Choose **Save** from the **File** menu.
- 8 Close the glossary editing window.

For FAXes you can even add your scanned signature to the salutation.

To Use a Glossary Abbreviation:

- 1 Move the pointer to where you want to insert the glossary abbreviation.
 - 2a Type the abbreviation and expand it later or
 - 2b Type the abbreviation then   to expand it immediately, or
 - 2c Choose the abbreviation you want to use from the appropriate submenu of the **Auto** menu.

The list of all abbreviations in each loaded glossary file appears beside that file's name. When you choose the abbreviation its expansion appears in your text at the insertion point.

To Edit a Glossary Abbreviation:

- 1 Choose **Edit Glossary File...** from the **Glossary** submenu of the **Auto** menu.
- 2 Choose the Glossary file that contains the abbreviation you want to edit from the pop-up menu in the dialog that appears, as illustrated in Figure 320.

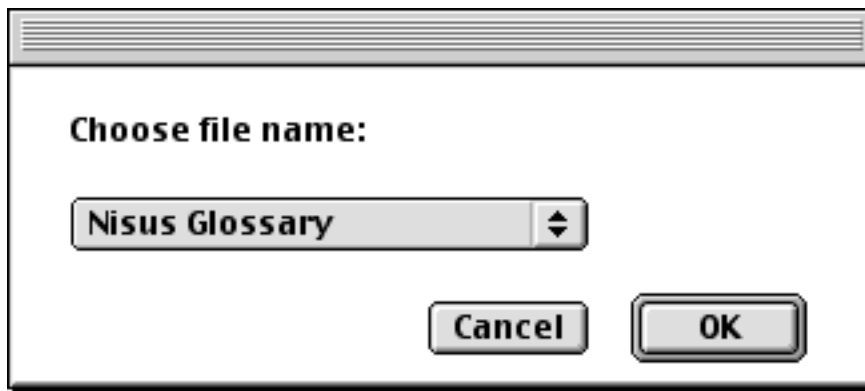


Figure 320
The Edit Glossary dialog

- 3 Select the part of the abbreviation you want to edit, then make your changes.
- 4 Choose **Save** from the **File** menu then close the glossary editing window.

To copy or cut a glossary abbreviation:

- 1 Press **⌘** and choose the abbreviation you want from the appropriate glossary file from the **Glossary** submenu of the **Auto** menu.
- 2 Place your insertion point at the end of the glossary abbreviation that precedes the one you want to copy and select the abbreviation.
- 3 Choose **Cut** or **Copy** from the **Edit** menu (depending on whether you want to remove this abbreviation or make a copy of it into another glossary file).
- 4 Open the target glossary and place the insertion point at the end of the glossary editing window.
- 5 Choose **Paste** from the **Edit** menu.



Because you can keep more than one glossary file open at a time you can select an abbreviation and drag it from one glossary file to another (or if you press **⌘** as you drag it, put a copy in the other file).

To Delete a Glossary Abbreviation:

- 1 Choose **Edit Glossary File...** from the **Glossary** submenu of the **Auto** menu.
- 2 Double-click the abbreviation you want to delete.
- 3 Click **Delete Entry**.
- 4 Choose **Save** from the **File** menu, then close the glossary editing window.



Alternatively, you can press **⌘** as you choose the abbreviation you want to delete. Nisus Writer presents an alert asking if you are certain you want to remove the abbreviation.

To remove a glossary file from memory:

- 1 Choose **Remove Glossary File** from the **Glossary** submenu of the **Auto** menu.
 - 2 Choose the glossary file you want to remove from the pop-up menu in the Remove glossary dialog and click **OK**.
- This removes the glossary file from active memory of Nisus Writer. If you have **Scan & Load Glossary Folder** checked in the Startup section of the Preferences dialog, the next time you start Nisus Writer this file will automatically load once again.
- ▶ You can also remove the glossary file by pressing **⌘** as you choose the glossary's file name from the **Glossary** submenu of the **Auto** menu.

To Expand Glossary Abbreviations:

To expand an abbreviation automatically, as you type:

- ▶ Choose **Auto-Expand** from the **Glossary** submenu of the **Auto** menu.
- Any abbreviations you have in any of your loaded Glossary files will automatically expand when you type a **space**, **tab**, or **return**, or period, comma, question mark, or exclamation mark. Nisus Writer comes with a small Glossary file called "AutoCorrect Spelling" installed in the Glossaries folder inside the Nisus Writer Tools folder.
- You might not end an abbreviation with a common "word-ending" character (such as those that automatically expand abbreviations). In that case, the following instruction might prove useful.

To expand an abbreviation in a selected region of text:

- 1 Select text where you want the glossary expansion to occur.
 - 2 Choose **Expand Abbreviation** from the **Glossary** submenu of the **Auto** menu or type  .
- Nisus Writer replaces the abbreviation(s) with its corresponding entry.

If you have multiple abbreviations in your selection, Nisus Writer expands them all at once—even if you select the entire document.

To expand all the abbreviations in a document at once:

- 1 Choose **Select All** from the **Select** submenu of the **Edit** menu.
- 2 Choose **Expand Abbreviation** from the **Glossary** submenu of the **Auto** menu or you can use the keyboard shortcut and press  .

To substitute abbreviations as you type:

- 1 Type the abbreviation.
- 2 Choose **Expand Abbreviation** from the **Glossary** submenu of the **Auto** menu or type  .

To insert an abbreviation directly from the menu:

- ▶ Choose the abbreviation you want from the appropriate Glossary file's submenu of the **Auto** menu.

Macros Quick & Easy

Macros automate repetitive tasks and combine in one command name a whole collection of tasks you frequently perform.

Here you learn how easy it is to combine the menu commands of Nisus Writer into your own custom combinations. We call these combinations “Macros”. Consider each menu command in Nisus Writer a “micro” command. Putting them together, creates a “macro.”

This portion of the manual describes how to record, edit, copy, delete, and save macros.

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About Macros

We’re all familiar with macros on a conceptual level. We know that the directive: Clean up your room means to perform a number of smaller tasks:

Clean Up Your Room

Pick books up from floor

//Perform the following tasks in order.

Put books on shelves

Pick clothes up from floor

//They may be clean or dirty, Each situation requires a different response. First we evaluate them, then either continue or go to (“goto”) another item in the task list.

If (the clothes are clean) goto Closet

Put clothes in laundry

//If the clothes are dirty and we put them in the laundry, we can finish, or “exit”.

Exit

//What follows is not actually a task, but a label of the location to which we “goto”.

Closet

Hang up clothes

Use Nisus Writer Macros to automate tedious or time-consuming tasks like:

- formatting an entire raw data document (see page 375)
- scaling all graphics to a specific size (see page 439)
- removing accidentally repeated words, sentences or paragraphs
- checking a document for consistency
- reversing the order of phrases
- laying out a newsletter, given just the text

Nisus Writer can also execute the macro of your choice when you open the program. It can automatically run macros when you open a document, create a new file, or double-click in your document while pressing  and/or  keys.

To use existing macro files and their commands:

You can use your macro files if you do any of the following three things...

- ▶ Keep your macro files in the Macros folder inside the Nisus Writer Tools folder;
- ▶ Choose **Open Macro File** from the **Macros** submenu of the **Auto** menu;
- ▶ Double-click the macro’s file name in the Catalog;

- ▶ Then choose the macro you want from the appropriate macro file in the **Macros** submenu of the **Auto** menu.

For more information see “Working with Macro Files” on page 355.

How Macros Work

The easiest way to create a macro is to perform the activities you want to repeat while Nisus Writer records what you do. When you record a macro, Nisus Writer keeps track of your keystrokes and mouse clicks.

In addition to recording, another quick way to create a macro is by editing a macro supplied in your Nisus Writer package. For example, your package includes a macro that reduces the size of graphics by 62%. To automate reducing graphics by 75%, simply change the number 62 in the macro to 75.

If you decide to write your own macros, Nisus Writer gives you two options. You can use the Nisus Writer Menu Command Dialect or the Nisus Writer Programming Dialect. Use the Command Dialect to create macros that contain a series of menu commands. Including a menu command in a macro gives you the same result as choosing the command from its menu.

Use the Nisus Writer Programming Dialect to add features to Nisus Writer that you can't implement using PowerFind, PowerFind Pro, or the Menu Command Dialect. The Programming Dialect allows you to use variables, arrays, loops, conditional branching, and other functions in macros. When using the Programming Dialect, you can include commands from the Menu Command Dialect. However, you cannot mix commands from the two dialects on one line.

When you open a macro file by choosing **Edit Macro Command...** from the **Macros** submenu of the **Auto** menu, it resembles other documents except that it has a special section on the left for macro names and dividers resembling page breaks between individual macros. Two forward slash marks “//” tell Nisus Writer that these are comments and not commands. In this example, the actual macro instructions appear (as they would on screen) in the **Chicago** font below the comments.

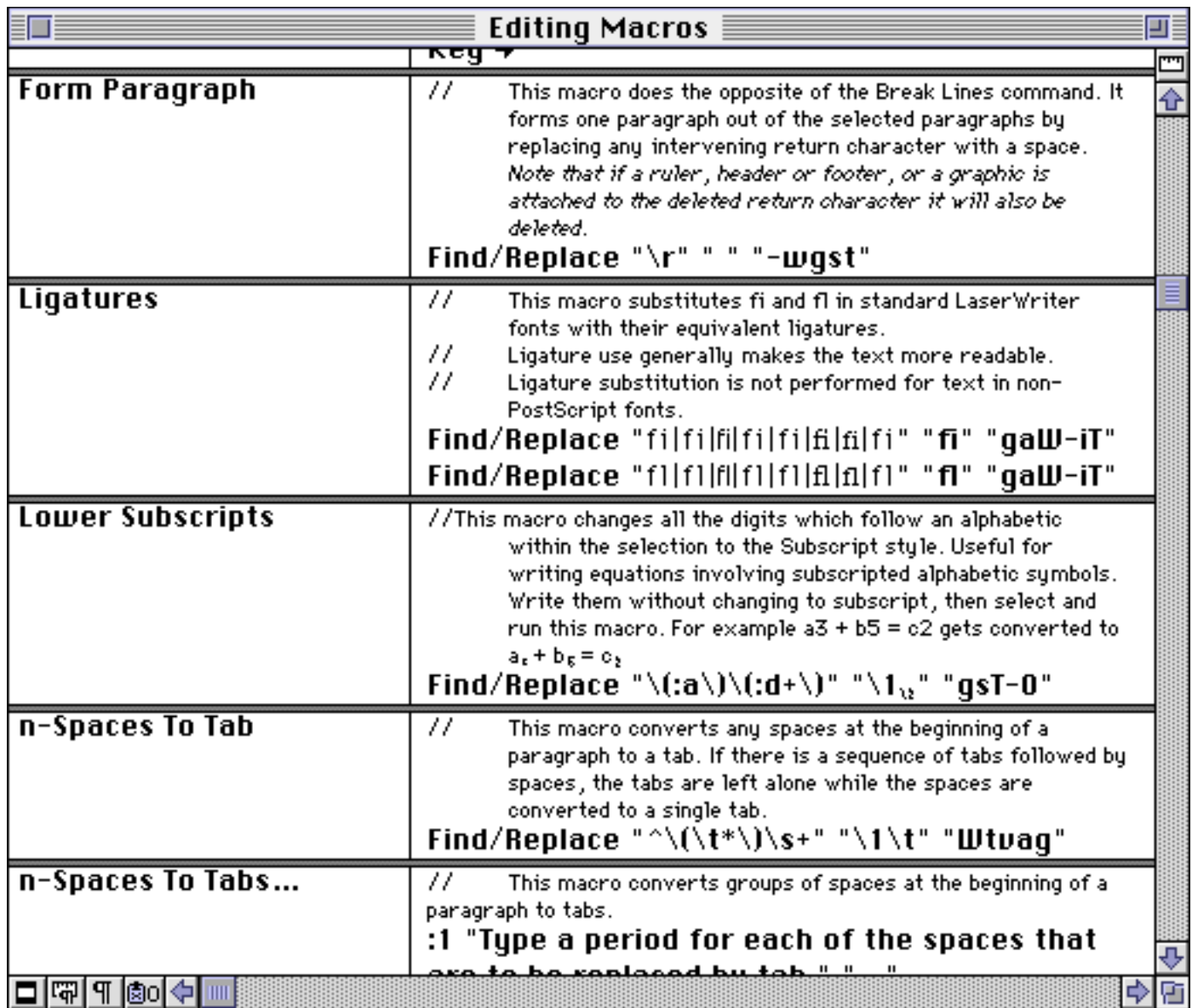


Figure 321

Macros as they appear in an open macro editing window

Before Creating a Macro

Consider these basics before you create a macro:

- Determine the overall purpose of the macro. Do you plan to use the macro frequently? Or just once? Will others find the macro useful?
- If you plan to record a macro, practice the procedure you want to record. Know the most efficient order to choose commands and select items.
- Think of a descriptive name for the macro. Use names that correspond to the operation the macro performs.
- Decide how and when you'll most often run the macro. Nisus Writer Macros are stored in files that are easy to access. Remember to store the macro in a file with macros that perform similar operations or with other macros that you use when working on a particular project.

Guidelines for Working with Macros

Here are a few guidelines for working with macros:

- The best way to create a Find/Replace type of macro is to use the "Macroize" button in the Find & Replace window. For more information see "To automate your find/replace activities" on page 92.

- When recording a macro use keyboard equivalents to indicate dragging and pop-up menu choices.
- If you make a mistake while recording a macro, it's usually best to continue recording and then edit the macro when you have finished (rather than trying to fix your mistake while the macro is being recorded).
- If you wish to undo an activity in the macro editing window, remember that Undo and Redo only work as long as the window is open. If you close the macro editing window, you will no longer be able to undo changes there; however, you can use **Revert to Saved** to restore the macro file to its previously saved condition.
- Single and multiple mouse clicks (such as, clicking a button or checkbox) are recorded. However, mouse movements such as click and drag are not. Use the keyboard to enter mouse movements that are not recorded.
- Nisus Writer does not record pop-up menu commands. This means you can't directly record the selection of a named ruler from the Ruler Name menu, but you can record the selection of a user style from the Style menu. To use a named ruler in a recording, add the ruler you want to a style, then record the selection of the style. Alternatively, you can assign a keyboard shortcut to the ruler you wish to select and then record the keyboard shortcut in your macro.
- Macro names are not case sensitive.
- If, while recording a macro, you include a user-defined keyboard shortcut as one of your commands, remember that changing your key assignment later on will alter the function of the macro.
- Nisus Writer loads up to 24 macro files in the Macros folder inside the Nisus Writer Tools folder. Each macro file may contain any number of individual macros. The macros found in the current macro file appear in a submenu of each macro file. Choosing a macro command from a macro file's submenu runs that macro command.
- Remember, Nisus Writer does not record key presses or mouse clicks performed while in the Table Editor or Equation Editor, because these are separate applications and not under the direct control of Nisus Writer's macro instructions. If you need to automate the insertion of a table or equation with a particular size or format, try adding a blank table or equation of the desired style to your glossary. The files in the Glossaries folder called Table Glossary and Equation Glossary shipped with Nisus Writer already include some standard formats you can automatically insert into your documents.
- You can quickly get at all the commands in the **Macros** submenu of the **Auto** menu by pressing  while clicking the Title Bar of the active window. When you pull down the **Macros** menu in this manner, you can press  while selecting a macro to open that macro for editing rather than running it.

Recording Macros

Recording mouse clicks:

Nisus Writer automatically records mouse clicks using coordinates that represent the location of the click relative to the top left corner of the active window.

You can designate other coordinates relative to the other corners of an active window. Nisus Writer measures the coordinates in terms of screen pixels. To know where to click you need a pixel ruler or remember that a pixel is $\frac{1}{72}$ of an inch.

Here are some sample click instructions and description of the pointer's location. You can type these in yourself. The R refers to the right edge of the active window, while the B refers to the bottom edge of the active window.

Macro Command

What it Means

Click 23, 23	relative to top left corner
Click R-8, 9	relative to top right corner
Click 8, B-38	relative to bottom left corner
Click R-8, B-38	relative to bottom right corner

The negative numbers indicate that the distance is to the left or up from the reference boundary.

Recording modifier and arrow keys:

, , , and  are called modifier keys. Earlier versions of Nisus Writer required that you use various modifier keys to access certain commands in the macro language. While this is no longer the case, you may want to use these keys for other purposes. To record these keys, press them at the same time as

you press another key. Nisus Writer uses ⌘ (ASCII 17) for , ⇧ (ASCII 19) for , and ⌥ (ASCII 20) for . (The  modifier is not currently recorded.) These symbols appear on the screen when you choose **Any Font** from the **Font** menu. In other fonts, these symbols appear as small open rectangles or other symbols, but still perform their function. When you press the arrow keys, Nisus Writer records their ASCII equivalent. Each time you press  or , Nisus Writer records a backspace or delete character ⌫ (ASCII 8). Arrow keys appear in the macro window as arrows with single stems: ← → ↓ ↑.

Symbol	Hex	Dec	Key Pressed
⌫	08	008	Backspace
⌘	11	017	Command
⇧	13	019	Shift
⌥	14	020	Option
←	1C	028	Left arrow
→	1D	029	Right arrow
↑	1E	030	Up arrow
↓	1F	031	Down arrow

Table 33

Recorded modifier keys in macros

When recording keystrokes, the , , or  modifier character appears before the key that is recorded, but after the macro command word **Key**. When recording menu commands or mouse clicks, the modifier key symbol appears before the menu command name or before the macro command word **Click**.

For example, if you press  while you choose Cut from the Edit menu and type  , then  , Nisus Writer records these instructions as:

⇧Cut

Key: ⌘⇧⌫

Nisus Writer does not record the Function keys  through  that appear along the top of Extended keyboards.

To record a macro:

The procedure below shows you how to record a very simple macro that swaps two alphabetic characters, for example, changes “the” to “teh”. While there are other (perhaps easier) ways to make this correction (use the spelling checker or a glossary abbreviation) this offers a good opportunity to demonstrate how Nisus Writer records macros.

- 1 Place the insertion point to the left of two characters that are transposed, eh.
- 2 Choose **Record** from the **Macros** submenu of the **Auto** menu.
The word **Auto** at the top of the menu bar begins blinking. The blinking lets you know that Nisus Writer is recording your keystrokes and mouse clicks.
- 3 Press   to select the character to the right of the insertion point “e”.
- 4 Choose **Cut** from the **Edit** menu.
- 5 Press  to move the insertion point one character, “h”, to the right.
- 6 Choose **Paste** from the **Edit** menu.
- 7 Choose **Stop Recording...** from the **Macros** submenu of the **Auto** menu.
The Macro Name dialog opens.

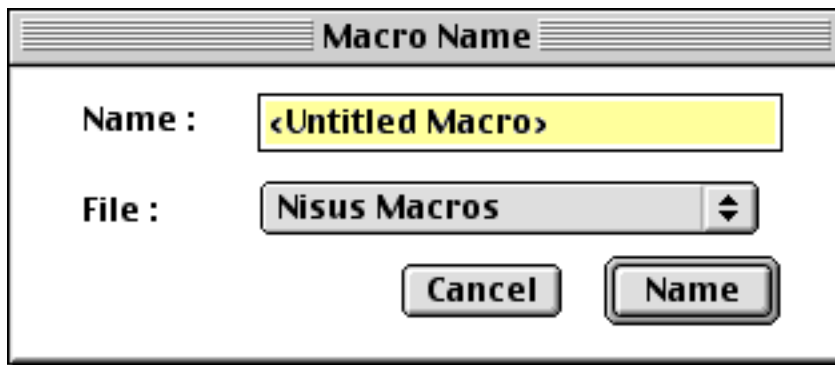


Figure 322

The Macro Name dialog

- 8 Type **Swap Characters** in the box, then click **Name**.

From the **Macro File** pop-up menu you can choose the macro file into which you want to save this new macro command.

Like all new macros, **Swap Characters** displays at the bottom of the macro editing window. As the example in Figure 323 shows, the left column contains macro names. The right column contains the instructions the macro performs. Nisus Writer arranges macro names in alphabetical order when you close the macro editing window.



Figure 323

The text of a simple recorded macro

- 9 Choose **Save** from the **File** menu, then close the macro editing window.

To record a macro and assign it a key sequence:

This procedure explains how to create a macro and use a key sequence to run it.

- 1 Choose **Record Macro** from the **Macros** submenu of the **Auto** menu.
- 2 When the **Tools** menu name begins to flash, perform the actions you want the macro record.
- 3 Choose **Stop Recording...** from the **Macros** submenu of the **Auto** menu to end the recording session.
- 4 Type the macro's name, then click **Name**.
Nisus Writer displays the current macro file in the macro editing window. The insertion point is at the end of the macro you just recorded. Now you can make any needed corrections to the macro.
- 5 Choose **Save** from the **File** menu to save the macro. Close the macro editing window.
The new macro name will not appear on the **Macros** submenu until the first time you close the macro editing window.
- 6 To assign a keyboard shortcut to your macro, choose **Preferences...** from the **Edit** menu and check **Keyboard Shortcuts** in the left column of the dialog, choose your macro from the **Macros** submenu of the **Auto** menu, then type your key assignment.
- 7 Click **Set** then click **Done**.
- 8 Click **Save Preferences** in the Preferences dialog to save your keyboard shortcut.

Saving a Macro

Nisus Writer saves each new macro in the current macro file. When you save a macro file all the macros it contains are also saved. If you change a macro file and do not explicitly save it, Nisus Writer asks you whether you want to save it when you quit the program or open another macro file.

To explicitly save a macro in a macro file:

- 1 Choose **Edit Macro File...** from the **Macros** submenu of the **Auto** menu then choose the macro file you

want to save from the pop-up menu to make the macro editing window active.

- 2 When the macro editing window is open choose **Save** from the **File** menu.

Playing Back Macros

You can test macros you've recorded by playing them back.

To play back a macro one step at a time:

- 1 Choose **Edit Macro File...** from the **Macros** submenu of the **Auto** menu to open the macro editing window.
- 2 Scroll until you find the macro you want to test, then select the portion of the macro you wish to run.
- 3 Choose **Execute Selection** from the **Macros** submenu of the **Auto** menu.

When you choose **Execute Selection**, Nisus Writer moves the front window (the one with the selected macro text) to the rear. The commands of the macro affect the next window, which Nisus Writer makes the active window. If the macro creates a new document, the new document becomes the active window.

To play back an entire macro:

Think of a macro as another command.

- 1 Open the file to which you want the commands of the macro to apply if necessary (some macros create files, others can open existing files).
- 2 Choose the macro from the **Macros** submenu of the **Auto** menu.

You can also press  as you click the Title Bar of the active window to choose an individual macro. This as a shortcut to the **Macros** submenu.

Running Macros

Nisus Writer includes a number of ready made macro files in the folder Example Macros, which is inside the Nisus Writer Folder. You can also create your own macro files and store them wherever you wish.



Nisus Macros

Figure 324

The Macro file icon

To open a macro file:

- ▶ Choose **Show Catalog** or **Open...** and select the macro file you want and click .
- ▶ Choose **Open Macro File** from the **Macros** submenu of the **Auto** menu and select the macro file you want and click .



Nisus Writer automatically loads up to twenty-four macro files saved in the Macros folder inside the Nisus Writer Tools folder.

To run a macro:

- ▶ Select the macro of your choice from the submenu of the appropriate macro file.

Automatic Macros

Your Macintosh is more than a typewriter and Nisus Writer is more than just the way you get letters on the screen and then on paper. Nisus Writer can perform a wide variety of tasks automatically, depending on how you direct it.

Choose menu commands using the mouse and/or keyboard shortcuts. However, in addition to these, Nisus Writer "chooses" certain commands with specific "reserved" names when it "senses" particular events. If you give a macro one of these names, it will run automatically when the events occur. Note that for these macros to be available when you open Nisus Writer, you must include them in the macro file called "Nisus Macros" which you must put in the folder called Nisus Writer Tools. For more information see the section: "Working with Macro Files" on page 355.

The macro called: runs when you:

Command

Press  while you double-click in the active window. (Unless you write your own macro with this name, Nisus Writer automatically "chooses" the command **Copy to Find** when you press  and double-click.)

CommandOption	Press   while you double-click.
InitOpen	Open a document
InitInit	Start Nisus Writer (also executed when you load the macro file that contains it).
InitNew	Choose New from the File menu or open a stationery document (anything that creates an “Untitled” file)
InitRevert	Choose Revert to Saved from the Revert submenu of the File menu
Option	Press  while you double-click.
SwitchIn	Enter Nisus Writer from the Finder

Macro names are not case sensitive. Nisus Writer treats upper and lowercase characters the same for all macro names.

Nisus Writer has a built-in **Command** macro that copies the selection to the Find/Replace dialog. If you press and hold  while double-clicking a word, Nisus Writer copies it to the Find/Replace dialog. This is similar to selecting a word and then choosing **Copy to Find** (choose **Copy to Find** from the **Copy** submenu of the **Edit** menu). If you want to select and copy more than one word to the Find/Replace dialog, press , double-click the first word of the text and do not release the second click until you have dragged the mouse to the last word you want to select. Releasing the mouse triggers the macro and copies the selection into the dialog. The presence of your own **Command** macro overrides this built-in macro.

Similarly, for example, you can write a **CommandOption** macro that adds a selection to the index. Create a new macro and name it **CommandOption**, then type the following macro instruction: **Mark for Index**.

Then, to add an entry to the index press both  and  while you double-click to select text. When you release the mouse Nisus Writer marks the selection for the index.

You can also write an **Option** macro which adds an entry to the table of contents. The **Option** macro should have the instruction: **Mark for Contents** and you trigger it by pressing  as you double-click text.

Editing Macros

You edit macros just as you edit any other kind of text in Nisus Writer. In fact, you can think of macros as no more than a “to do” written list of instructions you want Nisus Writer to perform.

As a shortcut, you can press  as you choose a particular macro from that macro file’s submenu of the **Auto** menu to open the macro file for editing (rather than running) the macro. Nisus Writer places the insertion point at the beginning of the macro you choose.

To edit a macro:

- 1 Choose **Edit Macro File...** from the **Macros** submenu of the **Auto** menu.
- 2 Choose the macro file that contains the macro command you want to edit from the pop-up menu in the dialog that appears, as illustrated in Figure 325.

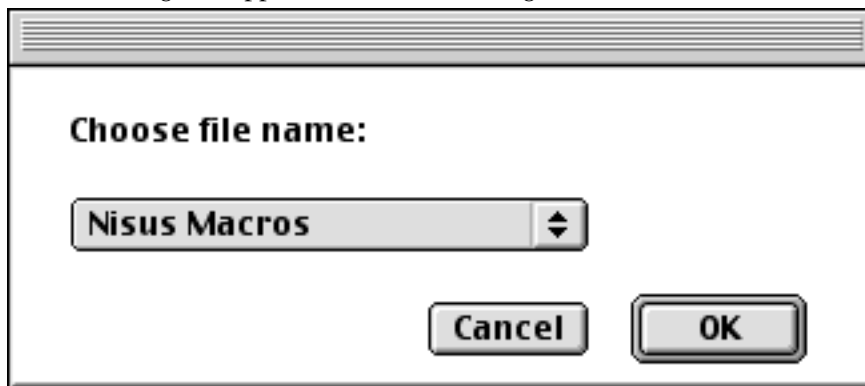


Figure 325
The Edit Macro dialog

- 3 Scroll through the list of available macros.
- 4 Make any desired changes.

To rename a macro:

- 1 Choose **Edit Macro File...** from the **Macros** submenu of the **Auto** menu.
- 2 Choose the macro file that contains the macro command you want to rename from the pop-up menu in the dialog that appears, as illustrated in Figure 325.

- 3 Double-click the name (along the left side of the macro editing window) of the macro you want to change.
 - 4 Type the new name, then click **Name**.
 - 5 Choose **Save** from the **File** menu.
- When you close the macro editing window or quit Nisus Writer, the program sorts all macro names in alphabetical order within the macro file in which it appears.

Copying Macros

In Nisus Writer you can copy and paste macros from one macro file to another.

- 1 Open the two macro files from and to which you want to copy and paste your macros.
- 2 Scroll through the list of macros until you find the macro you want to copy.
- 3 Select the macro instructions you want to copy.

Make sure you include the Return character ¶ that precedes the macro name as illustrated in Figure 326.

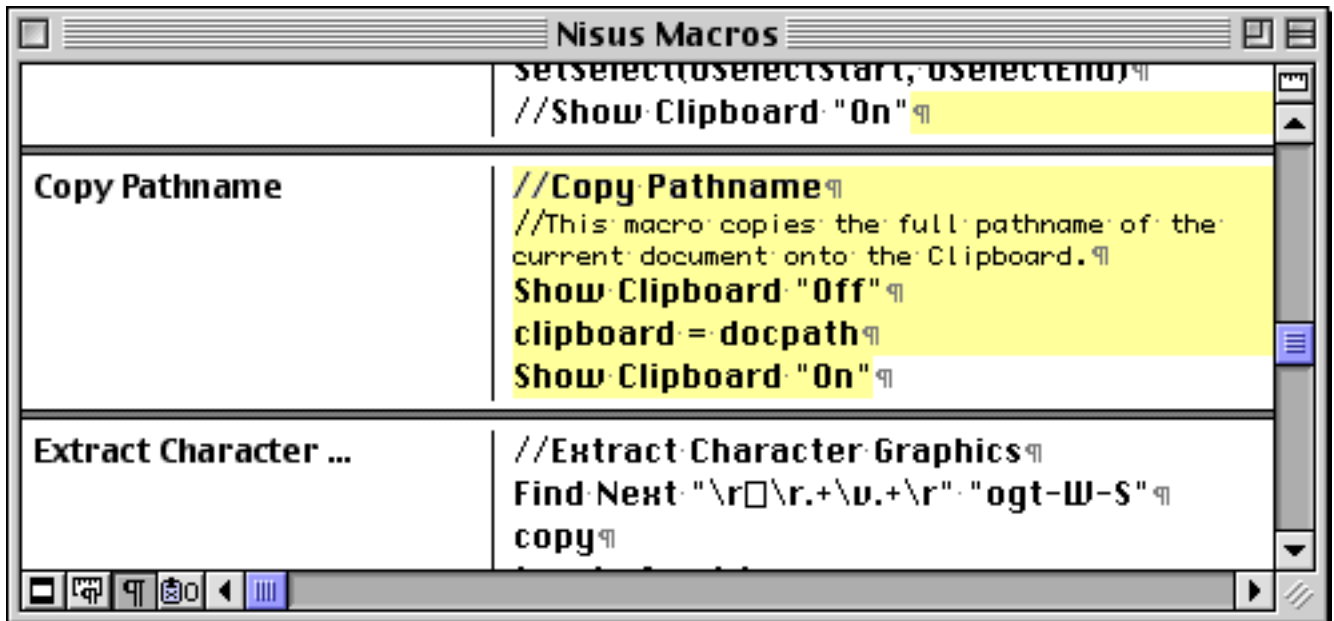


Figure 326

A macro selected for copying

- 4 Choose **Copy** from the **Edit** menu.
- 5 Click your mouse in the other macro file to make it the active window.
- 6 Move your insertion point to the end of the last macro instruction in the file. (⌘⇧↓ moves the insertion point to the end of a document).
- 7 Choose **Paste** from the **Edit** menu.
- 8 Choose **Save** from the **File** menu.

You can also use Drag and Drop to achieve the same effect.

Deleting Macros

To delete a macro:

- 1 Choose **Edit Macro File...** from the **Macros** submenu of the **Auto** menu.
 - 2 Choose the macro file that contains the macro command you want to delete from the pop-up menu in the dialog that appears, as illustrated in Figure 325.
 - 3 Double-click the name of the macro you want to delete.
 - 4 Click **Delete Macro**.
- ▶ You can also delete a macro if you press ⌘⇧↓ as you choose its name from the list.



You can undo the deletion of a macro until the time that you close the macro editing window. After that, Nisus Writer clears the actions in the undo list associated with that window from memory.

Recovering a Macro

To recover a macro:

Even if you have removed a macro and have closed the macro editing window, you can still recover the previously saved macro file provided you have not saved the file after the deletion.

- 1 Choose **Edit Macro File...** from **Macros** submenu of the **Auto** menu to open the macro editing window.
- 2 Choose the macro file that contains the macro command you want to rename from the pop-up menu in the dialog that appears, as illustrated in Figure 325.
- 3 Choose **Revert to Saved** from the **Revert** submenu of the **File** menu.

Undoing a Macro

You can undo the effects of any macro, even the most complicated one, with a single Undo. Nisus Writer combines all the actions of a macro into a single undo command. However, undoing a macro won't undo operations that are not undoable elsewhere in Nisus Writer, such as closing or saving a file.

Stopping a Macro

You can stop a macro before it has finished its appointed rounds. When you stop a macro in the middle of running, Nisus Writer leaves its task partly completed.

To stop a macro before it finishes running:

- ▶ Press   at the same time until an alert appears, then click either **Continue** or **Stop**.

Working with Macro Files

Macros are stored as special Nisus Writer documents and have their own icon. Loading a macro file is like loading a glossary, dictionary, or thesaurus, but it does not automatically open the macro window for editing.

When you start Nisus Writer, it looks for a file called Nisus Macros in the Macros folder inside the Nisus Writer Tools folder. If Nisus Writer finds the file, the program automatically loads the file (and runs any **Init** macro if that is in this file).



We do not include a file called specifically Nisus Macros with Nisus Writer. However, you can choose any of the macro files shipped with Nisus Writer, or create a new one, and (re)name it Nisus Macros.

When you load a macro file, Nisus Writer displays its macros as commands in a submenu that appears beside that macro file's name in the **Auto** menu. You may load a new macro file after you have made changes to the current one and before you have saved those changes. If you quit Nisus Writer and the macro file has unsaved changes, Nisus Writer displays a dialog asking if you want to save changes.

To open a different macro file:

- ▶ Place the macro files you want Nisus Writer to open in the folder called Macros inside the Nisus Writer Tools folder inside the Nisus Writer folder.

Nisus Writer automatically opens up to twenty-four macro files and lists them in alphabetical order in the **Auto** menu. Note that in this context, "open" really means load (place its contents in the active memory of the computer).

You can open any other macro files you want by double-clicking the file's name in the Catalog or by choosing **Open...** from the **File** menu and double-clicking the file's name in the Open dialog.



If you already have twenty-four macro files listed in the **Auto** menu, you need to remove one of the listed files before you can open another.

To remove a macro file from memory:

- 1 Choose **Remove Macro File** from the **Macros** submenu of the **Auto** menu.
- 2 Choose the macro file you want to remove from the pop-up menu in the Remove Macro dialog and click .

This removes the macro file from active memory of Nisus Writer. If you have **Scan & Load Macro Folder** checked in the Startup section of the Preferences dialog, the next time you start Nisus Writer this file will automatically load once again.

- ▶ You can also remove the macro file by pressing  as you choose the macro's file name from the **Macros** submenu of the **Auto** menu.

To create a new macro file:

When you try to create a new macro file while another macro file is loaded which contains unsaved changes, a dialog asks if you want to save the file before creating a new one. The untitled macro file becomes the current macro file and contains the new macros you create.

- ▶ Choose **New Macro File...** from the **Macros** submenu of the **Auto** menu.

When you quit Nisus Writer, the application asks you to save the macro file and give it a name (if you haven't done so already.)

To save the current macro file under a different name:

- ▶ Choose **Edit Macro File...** to open the current macro editing window, then choose **Save As....** from the **File** menu to give the macro file a new name.

To call one macro from another:

A Nisus Writer macro can call any command on the menus of Nisus Writer. This includes glossary entries and even other macros from the same or another macro file.

- If the two macros are in the same file:
 - ▶ Write the macro name on its own line in the macro.
- If the two macros are in different files:
 - ▶ Write the macro file name followed by a colon then the macro name (i.e. Filename:Macroname or **Editing Macros:Lower Subscripts**).

Creating Macros with the Menu Command Dialect

This portion of the manual explains how to use the Menu Command Dialect to write simple macros. The Menu Command Dialect is a simple macro editing language based on the names of the menu commands and the capabilities of PowerFind and PowerFind Pro. If you want to write complex macros and use the full capability of Nisus Writer, see page 379, which explains the Nisus Writer Programming Dialect.

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Typing Menu Commands

You can tell Nisus Writer what to do just as you would type out a “to do” list for yourself. Anything that Nisus Writer can do by choosing something from the menus, you can tell it to do in a macro by typing that same command name.

Case sensitivity in Menu Command Dialect macros

You don’t need to be precise about using upper or lowercase characters because Nisus Writer ignores them. If a menu command appears in a submenu, type only the command of the submenu. Typed menu commands get the same result as recorded menu commands.

A simple “to do” list:

The two commands that follow, when put together in sequence as a macro capitalize the initial letter of every word in a selection no matter what the case of the characters was before:

lowercase

Capitalize

To choose commands on the Text Bar:

The following commands do not appear in normal menus. However if you choose **Preferences...** from the **Edit** menu and check **Keyboard Shortcuts** in the right column of the Preferences dialog, you will see them under the menu item Misc. Menus. (**Left to Right** and **Right to Left** appear and function only if you have the Arabic/Persian and/or Hebrew Language Kit in your System.)

- ▶ Use these commands to make changes to the format of your current ruler:

Line Height	Paragraph Spacing	Paragraph Justification
L 1	¶ 0	Left
L 1.5	¶ 0.5	Center

L 2	¶ 1	Right
L 3	¶ 2	Full
L Other	¶ Other	Left to Right
		Right to Left

L Other and **¶ Other** open the line spacing and paragraph spacing text boxes, respectively.

- To type a paragraph marker symbol “¶” for the Paragraph Spacing commands type  .

To choose commands from menus that Nisus Writer does not always display:

Nisus Writer displays certain menus only when a particular dialog box is active or while specific tools are available. For example, when you choose **Find/Replace** from the **Tools** menu, the **Find/Replace** menu appears. When you choose **Layout Page...** from the **File** menu, the **Layout** menu appears. At other times Nisus Writer hides these. When writing macros, you must first tell Nisus Writer to display a menu before you can have the macro choose the commands of these additional menus.

- 1 Display the window or tool that makes a menu visible.
- 2 Choose the command from the now-visible menu.

For example, to choose the **Set Columns...** command from the **Layout** menu, use the following macro instructions:

Layout Page...

Set Columns...



There are exceptions to this rule. Among them are pop-up menus that appear in some dialogs, such as the **Find** pop-up menu in the Find/Replace dialog: a macro can change **Normal Find** to **PowerFind** without displaying the Find/Replace dialog. The ruler commands described earlier are other examples. The **Speak** command which speaks the selection, is another.

Writing an invalid command in a macro

When you write a macro and use a valid command that is currently unavailable, Nisus Writer beeps and goes on to the next command. If, however, you call a command that does not exist, Nisus Writer beeps and presents an alert informing you that the command does not exist. The alert lets you choose to stop or continue the macro.

For example, you may have your insertion point in some text on the Text Layer and call a macro with the command **Display Paste Spot** (which has meaning only when on the Graphics Layer). Nisus Writer beeps and goes on to the next command in the macro. If, however, you have your insertion point somewhere on the Graphics Layer and you call a command Display Spot (which does not exist at all) Nisus Writer beeps and asks if you want to stop or continue the macro.



Figure 327
The unknown macro command alert

Menu commands sometimes have the same name but perform different actions and belong to different menus. This only happens if you create menu commands (macros, markers) that conflict with the standard commands (or with other macros, markers, and so forth). To resolve conflicts in a macro, precede the command by the menu name followed by a colon. For example you may have a macro that does something special when you copy selections and have named it **Copy**. In such a case, writing **Macros:Copy** in your instructions will call that macro.

To create a new macro that contains menu commands:

- 1 Choose **New Macro Command...** from the **Macros** submenu of the **Auto** menu.
- 2 When the Macro Name dialog appears type a name and click  or press .

When the macro editing window is open, Nisus Writer is ready for you to type in a sequence of

instructions.

- 3 Type each command name on a separate line and press  at the end of each command name.
Be sure to type the command names exactly as they appear on menus. You don't need to include the ellipses that follow some commands (for example, **Open...**).
- 4 Choose **Save** from the **File** menu, then close the macro editing window.

Typing Keyboard Entries

You can have Nisus Writer type text into your document much the same as a player piano causes the keys to strike the strings automatically. (However, you will not see the keys on your Macintosh keyboard move up and down or hear their clicks.)

To have a macro type text in your document:

- 1 Type the word **Key** and then a .
- 2 Type the text you want the macro to insert when it runs.
The text must not include a Return character.

To have a macro type a Return character:

- ▶ Type the word **Key** followed by a  followed by a .

To write a macro that displays text like this:

"Will you teach me," she asked, "about macros?"

"Sure," he said, "I'll be glad to."

(which includes a Return between the two lines and one at the end of the second line) type the following four lines with a  at the end of each line.

Key " Will you teach me, " she asked, " about macros? "

Key .

Key " Sure, " he said, " I'll be glad to."

Key .

Typing Mouse Click Instructions

It is easier to record a macro that performs mouse clicks and arrow movements than to figure out what you need to type. Record the click and key strokes into a temporary macro, and then copy the required lines into the macro you are writing.

Typing Special Symbols

Nisus Writer uses special symbols to record the modifier keys, arrow keys, backspace, and so on.

To enter modifier key and other special symbols in a macro:

- 1 Make sure your insertion point is where you want the character to appear in your macro editing window.
- 2 Choose **Character Table...** from the **Editing Tools** submenu of the **Tools** menu.
- 3 Choose **Any Font** from the bottom of the **Font** menu.
- 4 Double-click the character you want to have appear in your macro.

Whenever you double-click a character in the Character Set window Nisus Writer inserts it at your insertion point in the window immediately behind the Character Set window.



Table 33 on page 359 lists the various modifier keys: what they look like, how to create them and their ASCII decimal and Hex values.

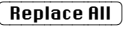
When using a font other than **Any Font**, some characters display as a blank rectangle "□", diamond "◆", or apple "🍏". This special font of Nisus Writer is available for use on the Clipboard, in the macro editing window, in the Find/Replace dialog and in the glossary editing window. When you paste a character in the **Any Font** font into your document, that character assumes the surrounding font, size and style, color and defined styles.

About Syntax and Arguments

The instructions that Nisus Writer understands are simple to learn. Some menu commands display dialog boxes that normally need entries from the keyboard or mouse clicks to click the various check boxes or buttons. For example, when you choose **Find/Replace...**, the Find/Replace dialog displays. When recording a macro, click the Find box, then press  to move to the Replace box.

To write a macro that replaces a word:

The following instructions explain how to write a macro that finds the word “the” and replaces it with “that”.

- 1 Open a new file and type the one or more times.
- 2 Choose **Record** from the **Macros** submenu of the **Auto** menu.
- 3 Choose **Find/Replace...** from the **Tools** menu.
- 4 Type the in the Find box.
- 5 Press  to move the insertion point to the Replace box.
- 6 Type that in the Replace box.
- 7 Type  .
- This is the same as clicking .
- 8 When the alert that notifies you of how many replacements Nisus Writer made appears, press .
- 9 Type   to close the Find/Replace dialog.
- 10 Choose **Stop Recording...** from the **Macros** submenu of the **Auto** menu.
- 11 Type a name for the macro “The>That” then click .

The macro instructions look like this:

Find/Replace... 

Key the→that  

Key 

Key  



If you choose **Space, Tab & ¶** from the **Display Attributes** pop-up menu on the Horizontal Button Bar you can see the symbols that Nisus Writer uses to indicate where you typed a space, a tab, or a Return.

Pressing  selects the entire contents of the Replace box, so that what you type in replaces what was previously there. If you had clicked the mouse in the Replace box rather than pressing , Nisus Writer would record the mouse click instead and another copy of the word “that” would be added to the Replace expression each time you ran the macro.

Nisus Writer can accomplish the same results as this macro with a single command using “arguments”. Type this instruction to get the same results as described above (it is explained a few paragraphs down):

Find/Replace “the” with “that” using the options “ia”

Expressions in straight quotes that immediately follow a menu command are called “arguments.” You can use arguments instead of mouse clicks or keyboard entries. This allows macros to run faster and makes them easier to type and understand. Use arguments to specify what text to search for, what text to replace it with, the state of various search options, what text to copy, what text to paste, and so on. Nisus Writer requires at least one space character between arguments.

Note: When writing macros with arguments, the arguments must be enclosed in straight quotes (as above) rather than smart quotes. If you have the “Smart Quotes” preference checked in the Editing section of the Preferences dialog, press  while typing a quote to access the straight quote character. Be sure to use quotes: " rather than two single quotes or apostrophes: ', which have a different function. For more information see “Single Quoted Arguments” on page 369.

In the example above, the arguments are as follows:

Argument	What it does
Find	Finds “the”
Replace	Replace it with “that”
Options	Uses the options i (Ignore Case) and a (Replace All)

An argument’s meaning depends on the particular command used. Text between each argument is ignored, so the words “with” and “using” in the instruction above could have been left out or replaced with something else, and the meaning of that instruction would not have changed.

The next sections describe the syntax for using each command in Nisus Writer macros that accept arguments. They observe the following conventions:

- commands are discussed in the order that they appear on the menu bar, and then in each menu
- each command name is headlined

- the commands are listed with all their possible syntactical permutations
- the listing of each command is repeated in the series with an explanation and examples where appropriate.

File Menu Commands

The following **File** menu commands may take arguments when executed from a macro: **New, Open..., Show Catalog, Save As...**

New

You may want Nisus Writer to open a new file for you, perhaps one of your stationery files... give it a name and put it in a particular folder.

Syntax:

New

New · "Pathname:Filename"

New · "Pathname:Filename" · "Pathname:Stationery"

New · ":Foldername:Filename"

New

If you set your Start Up preference to name new files as untitled (as it is when you first install Nisus Writer), then this instruction creates an untitled document, otherwise it brings up the New File dialog.

New "Pathname:Filename"

This instruction creates a new document named Filename. Pathname is the path to where you want the document to be located on disk. To specify a pathname, start with the disk name. Follow the disk name by a colon, follow this by the name of the first level folder. Follow the folder name by a colon, then the name of the second level folder and so on. Do this level by level until you reach the name of the file you wish to create. Thus, **New** · "My Notes" creates a new document called My Notes and places it in the current folder. **New** · "Disk 1:My Folder:My Notes" creates a document called My Notes and puts it in the folder My Folder on the disk called Disk 1.

New "Pathname:Filename" "Pathname:Stationeryname"

This instruction creates and names a new document with the specified pathname and filename. The macro opens the stationery file you specify. Thus:

New "HD:Folder1:Notes" · "HD:memostationery" creates a new document named "Notes" and places it in "Folder1" on the hard disk called "HD." The macro opens the stationery file you named "memostationery."

New ":Foldername:Filename"

This instruction creates a new file and names it Filename and places it in the folder Foldername in the current folder. If you don't already have a folder by the name "Foldername" the macro creates it.

Open/Catalog

Perhaps you want Nisus Writer to open an existing file, or just open the Catalog and add some files to a list so you can search through them.

Syntax:

Open

Show Catalog

Open · "Pathname:Filename"

Show Catalog · "Pathname:Filename"

Open · "<URL>"

Open · "Pathname:Filename" · "A"

Show Catalog · "Pathname:Filename" · "A"

Open · "Pathname:Filename" · "R"

Show Catalog · "Pathname:Filename" · "R"

Open · "Pathname:Foldername" · "C"

Show Catalog · "Pathname:Foldername:" · "C"

Open · "Foldername" · "C"

Show Catalog · "Foldername" · "C"

Open · ":Foldername:" · "C"

Show Catalog ":"Foldername:" "C"

Show Catalog Open

The **Show Catalog** instruction brings up the Catalog Window and the **Open** instruction brings up the Open File dialog.

Open "Pathname:Filename" Show Catalog "Pathname:Filename"

The **Open** and **Show Catalog** instructions with arguments are synonymous. Filename is the name of the document you want to open. If you omit Pathname, Nisus Writer assumes the document is in the current folder. If Nisus Writer does not find this document, it displays an alert that it has not found the file and asks you whether you wish to continue or stop the macro. If the document is already open, but not active, Nisus Writer brings it to the front.

Open "<URL>"

If you have Internet Config installed in your Macintosh, this command will open the quoted URL.

Show Catalog "Pathname:Filename" "A" Open "Pathname:Filename" "A"

If the second argument is **A** (for add), the document is not opened but instead is added to the search list. Thus the macro instruction **Open "My Notes" "A"**, adds the file called My Notes, which must be in the current folder, to the search list.



For more information and examples about multi-document searches, see pages 362 and 434.

Show Catalog "Pathname:Filename" "R" Open "Pathname:Filename" "R"

If the second argument is **R** (for remove), Nisus Writer removes the file from the search list. Thus, the macro instruction **Open "My Notes" "R"** removes the file My Notes from the search list.

Show Catalog "Pathname:Foldername" "C" Open "Pathname:Foldername" "C"

This instruction opens the specified folder name. The **"C"** argument is short for Change to the designated folder. The instruction reads: Open the quoted folder. If the folder does not exist Nisus Writer beeps and displays a message that it cannot open such a folder (volume) and that no such folder exists.

If you just want to go to the root level of the drive, all you need is the name of the drive followed by a colon.

Show Catalog "Foldername" "C" Open "Foldername" "C"

This instruction opens Foldername if it is in the current folder. If Foldername does not exist, Nisus Writer beeps and displays a message that no such folder exists.

Show Catalog ":"Foldername:" "C" Open ":"Foldername:" "C"

The colon must precede and follow Foldername. This instruction opens Foldername if it is in the current folder. However, if Foldername does not exist, Nisus Writer creates it and opens it inside the current folder.

The special instruction **Open "::" "C"** moves the current folder up to the next folder in the hierarchy. You can create a subfolder to the current folder with **Open "My Favorite Files:" "C"**. Nisus Writer calls the new folder My Favorite Files.

Save As...

You may regularly receive data from another source and need to save it on your drive with a specified name.

Syntax:

Save As

Save As "Pathname:Filename"

Save As

This instruction brings up the standard Save File dialog.

Save As "Pathname:Filename"

This instruction saves the current document under the name Filename. If a pathname is specified then it saves the document in the specified folder.



If you use the application At Ease, Nisus Writer restricts you to saving your files in the Documents folder.

Edit Menu Commands

The following **Edit** menu commands may take arguments when used in macros: **Cut**, **Copy**, and **Paste**. The argument "**n**" refers to Clipboard number. It places whatever you cut or copy onto the designated Clipboard. In a paste operation it would paste whatever you have on the designated Clipboard.

Cut

You can have Nisus Writer open a particular document, jump to a particular spot in that document, select some text, and cut it.

Syntax:

Cut

Cut · "n"

⇧**Cut**

⇧**Cut · "n"**

Cut

This instruction cuts the selection and places it in the current Clipboard.

Cut "n"

If the argument **n** is present then the resulting instruction cuts the selection and places it in Clipboard **n**.

The argument **n** may be any whole number from 0 through 9. Thus, **Cut · "5"** cuts the selection and places it in Clipboard 5, replacing whatever was in that Clipboard.

⇧**Cut**

⇧**Cut "n"**

If the Shift symbol ⇧ precedes **Cut**, the text cut is appended to the contents of the current or the designated Clipboard.

Copy

Nisus Writer can find a selection in your document and copy it to any of your 10 Clipboards so that you can manipulate that text or simply paste it into another document.

Syntax:

Copy

Copy · "n" · "Text"

Copy · "" · "Text"

Copy · "n"

⇧**Copy**

⇧**Copy · "n" · "Text"**

⇧**Copy · "" · "Text"**

⇧**Copy · "n"**

Copy

This instruction copies the selection to the current Clipboard.

Copy "n" "Text"

The argument **n** is, as in **Cut**, the Clipboard number. Text represents the actual text you want placed on the Clipboard. It can be any sequence of characters (not including Return characters) to be copied. Thus the macro instruction **Copy · "2" · "Nisus"**, places the word Nisus in Clipboard 2.

Copy "" "Text"

If **n** is omitted, as in **Copy · "" · "Nisus"**, the word Nisus is copied onto the current Clipboard.

Copy "n"

If Text is omitted, as in **Copy · "3"**, the selected text is copied onto Clipboard 3.

⇧**Copy**

⇧**Copy "n" "Text"**

⇧**Copy "" "Text"**

⇧**Copy "n"**

If you precede **Copy** with the Shift symbol ⇧ the instruction that results appends the copied text to the current or designated Clipboard.

Paste

When you have Nisus Writer copy or cut something from your document you can do any number of things to it. You will probably want to paste it back in to another place in the current document, or to some other document.

Syntax:

Paste

Paste · "n"

Paste · "" · "Text"

Paste · "n" · "Text"

⇧**Paste**

⇧**Paste** · "n"

⇧**Paste** · "" · "Text"

Paste

This instruction replaces the selection with the contents of the current Clipboard.

Paste "n"

This instruction replaces the selection with the contents of Clipboard **n**. Thus, **Paste** · "3" replaces the selection with the contents of Clipboard 3.

Paste "" "Text"

Text is the text to be pasted. Thus, **Paste** · "" · "Nisus" replaces the selected text with the word Nisus.

Paste "n" "Text"

This instruction copies the selection to Clipboard **n** and Text replaces the selection.

⇧ Paste

If the Shift symbol ⇧ precedes **Paste**, the resulting instruction swaps the selection with the contents of the Clipboard.

⇧ Paste "n"

This instruction swaps the selected text with the contents of Clipboard **n**.

⇧ Paste "" "Text"

This instruction copies the selected text to the current Clipboard and then replaces the selection with Text.

Tools Menu Commands

The following Tools menu commands can take arguments when used in macros: **Find Next**, **Find All**, **Find in Selection**, **Replace With**, **Replace All**, **Replace in Selection**, **Find/Replace...**, **To Line...**, **To Page...**, and **Mark...**

Find Next

Syntax:

Find · **Next**

Find · **Next** · "Find Pattern" · "Options"

Find · **Next** · "Find Pattern"

Find · **Next** · "Find Pattern" · "*Options"

Find · **Next** · "Find Pattern" · "Options" · "Windows"

You can use the syntax of **Find** · **Next** with all the commands that follow:

Find · **All**

Find · **in** · **Selection**

Replace · **With**

Replace · **All**

Replace · **in** · **Selection**

Find Next

This instruction finds the next occurrence of whatever you have in the Find & Replace window without making it the active window.

Find Next "Find expression" "Options"

The first argument, the "Find expression," can be any regular expression or literal text that does not include

a Return. The second argument, "Options," if present, is a sequence of characters each of which is an abbreviation for a search option. For example, **W** means Whole Word, **i** means Ignore Case, **M** means multi-document search, etc.. To turn off an option precede the letter representing that option by a minus sign "-". Thus **-W** means not Whole Word. These characters are combined to form the Options argument. For a full explanation and a listing of search options see page 365.

For example, **Find·Next·"business"·"iW"** finds the word "business" with Ignore Case "i" and Whole Word "W" selected. The instruction **Find·Next·"\r\r"·"g-W-W"** searches through to the end of the current document for the PowerFind Pro pattern **\r\r** (two Returns). Here **g** means PowerFind Pro pattern. The Find expression is interpreted as a regular expression which matches two consecutive Return characters. The option **-W** means Wrap Around is off (that is, when the search reaches the end of the file Nisus Writer will not continue the search till it returns to the point of origin) and **-W** means Whole Word is off.

Find Next "Find expression"

If you omit the Options argument Nisus Writer uses the preset search options which are listed on page 365.

Find Next "x" "*Options"

If the Options argument is present and the first character in that argument is the asterisk *, the options will be those set in the Find/Replace dialog plus those set by any other arguments you insert following the asterisk.

Find Next "Find expression" "Options" "Windows"

The first argument, "Find expression," can be any regular expression or literal text that does not include a Return character. The second argument, "Options," if present, is a sequence of characters each of which is an abbreviation for a search option. The third argument, "Windows," can be any open document (type the name of the file as it appears in the Title Bar).

Find/Replace

Syntax:

Find/Replace

Find/Replace·"Find·Pattern"·"Replacement·Pattern"

Find/Replace·"Find·Pattern"·"Replacement·Pattern"·"Options"

Find/Replace·"Find·Pattern"·"Replacement·Pattern"·"*Options"

Find/Replace·"Find·Pattern"·"Replacement·Pattern"·"Options"·"Windows"

Find/Replace

This instruction brings up the Find/Replace dialog.

Find/Replace "Find expression" "Replacement Pattern" "Options"

The arguments "Find expression" and "Replacement Pattern" can each be either a regular expression or any literal text. They can also be font, size and style sensitive; just select the pattern, set the attributes from the appropriate menus, and put the appropriate characters in the "Options" argument. The Options argument selects the search options as described in the Find Next instruction. For better readability, you may place the word "with" between the find and replacement patterns. Thus the instruction:

Find/Replace·"this"·with·"that"·"-g-AwA"

finds all occurrences of the word "this" and replaces them with "that." Do not forget the spaces before and after the word "with."

Find/Replace "Find expression" "Replacement Pattern"

When the "Options" argument is omitted, the search options are listed as preset options.

Find/Replace "Find expression" "Replacement Pattern" "Options" "Windows"

The arguments Find expression and Replacement Pattern can each be either a regular expression or any literal text. They can also be font, size and style sensitive; just select the pattern, set the attributes from the appropriate menus, and put the appropriate letters in the "Options" argument. The Options argument selects the search options as described in the Find Next instruction. The fourth argument Windows can be any open document (type the name of the file as it appears in the Title Bar).

Search Options

The "Options" argument is optional in these search instructions: **Find Next**, **Find/Replace**, **Find All**, **Find in Selection**, **Replace Word**, **Replace All**, and **Replace in Selection**. It is used to select the search options. A letter represents each search option. You combine these letters inside a pair of double quotes to form the Options argument. You can place the options in any order.

Type a - “minus” sign in front of any option to make that option mean the opposite of its regular meaning. Here’s a list of the options you can include in the Options argument.

Argument:	What it Means:
a	Replace All
A or W	Wrap Around (when the search reaches the end of the file Nisus Writer will continue the search till it returns to the point of origin)
-A or -W	Not Wrap Around (when the search reaches the end of the file Nisus Writer stops)
b or r	Search toward beginning of document (backwards)
B	“Batch” or Summary Search (creates a “concordance” file)
-B	Does not perform a “Batch” or Summary Search (does not create a “concordance” file)
C	Place the Find expression in the Find box and the Replacement Pattern in the Replace box of the Find/Replace dialog (no search or replace operation is performed)
¢	 4 Treats all ‘alif characters as the same (only if you have the appropriate [Arabic/Persian or Hebrew] Language Kit installed)
e	PowerFind expression (which you can copy from the Find/Replace dialog)
E	Jump to end of document if search fails
F	Find All (selects all occurrences)
f	 f Searches for text that sounds similar (Sounds Like “Fuzzy Find”)
g	PowerFind Pro pattern
-e or -g	Find Literal (only needed if you choose PowerFind Pro in the Mode section of the Finding Preferences dialog)
G	Search all open documents
-G	Search front document only
i	Ignore Case
-i	Case Sensitive
I	Index mode (instead of replacing)
l	(lowercase L) Replace All in the current paragraph (the one in which the insertion point appears)
M or m	Use the Search List
-M or -m	Search active document only
n	Select last text changed after a Replace All within the current selection; ignored if neither s nor I are used
o	Find Text Only (not attribute sensitive)
-o	Find is attribute (font, style, etc.) sensitive
O	Replace Text Only (not attribute sensitive)
-O	Replace is attribute (font, style, etc.) sensitive
r or b	Search toward beginning of document (in reverse)
®	 r Root of Word (only if you have the appropriate Arabic/Hebrew/Persian WorldScript extensions)
s	Replace All in current selection
S	Find is Script (language) sensitive
-S	Find is not Script (language) sensitive (finds Find expression in any Script) (language)
t	Avoid dialogs (Terse); when search fails, no dialog is given
T	Terminate current macro if the search fails
™	 2 Treat all yaa’ characters as the same (only if you have the appropriate [Arabic/Persian or Hebrew] Language Kit installed)
v	Display the number of substitutions after a Replace All (Verbose)
w	Whole Word

Folder. You can open the macro file "File & Folder Macros" and edit these macros to suit your needs. To learn more, refer to the section Writing Macros with the Programming Dialect beginning on page 379.

Jump

Syntax:

Jump

Jump · "Marker Name"

Line · "Line Number"

Page · "Page Number"

Line · "Starting Line Number" · "Ending Line Number"

Jump · "Start Marker" · "End Marker"

Jump · "Line Number" · "Marker Name"

Jump · "Marker Name" · "Line Number"

Jump · "Line Number"

⇧**Jump** · "Marker Name"

⇧**Line** · "Line Number"

⇧**Page** · "Page Number"

⌘**Jump** · "Marker Name"

The Jump instruction may take zero, one, or two arguments.

Jump

This instruction brings up the Jump dialog.

Jump "Marker Name"

This instruction moves the insertion point to the location of the marker MarkerName. Thus, the instruction **Jump** · "Carbon Table", moves the insertion point to the location of the marker Carbon Table. If there is no such marker in any open file, this instruction does nothing. You can jump back and forth to any marker in the Headers/Footers, Footnotes/Endnotes document portion of your file.

Jump "Line Number"

For example, **Jump** · "120" moves the insertion point to the beginning of line 120. If the document contains fewer lines than 120, this instruction moves the insertion point to the end of the file.

Jump "Starting Line Number" "Ending Line Number"

For example, **Jump** · "3" · "12" selects the text from the beginning of line 3 to the beginning of line 12 (and does not include line 12 in the selection).

Jump "Line Number" "Marker Name"

For example, **Jump** · "3" · "Carbon Table" selects the text from the beginning of line 3 to the location of the marker Carbon Table.



The word **END** is a predefined marker that designates the end of text. For example, **Jump** · "5" · "END" selects the text from the beginning of line 5 to the end of the file. To jump to the beginning of text use **Jump** · "1".

Jump "Start Marker" "End Marker"

For example, **Jump** · "Carbon Table" · "Molecule Figure" selects text between the two markers Carbon Table and Molecule Figure.

⇧Jump "Line Number"

If ⇧ precedes Jump as in ⇧**Jump** · "3", the resulting instruction selects the text from the current position of insertion point to the beginning of line 3.

⌘Jump "Marker Name"

If ⌘ precedes Jump as in ⌘**Jump** · "Carbon Table", the resulting instruction deletes the marker Carbon Table.

Mark

Syntax:

Mark... · "Marker Name"

Mark... · "Start Marker" · "End Marker"

Mark... "Marker Name"

Places a marker (Marker Name) at the insertion point or selection. For example, **Mark...** · "Carbon Table"

places the marker Carbon Table at the insertion point or selection.

Quotes Inside Arguments

To use quotes inside any quoted arguments, you must double the quotes. For example, to find:

"Do you use Nisus Writer Macros effectively?" he asked.

use this instruction:

Find/Next · " " "Do you use Nisus Writer Macros effectively?" " " "he asked."

If you choose **"Smart Quotes"** in the Editing Preferences dialog you do not need to double your quotes:

Find/Next · " " "Do you use Nisus Macros effectively?" "he asked."

Single Quoted Arguments

If an argument is in single straight quotes in a macro instruction it is evaluated as a replacement expression before the instruction is executed. For example, in the following macro instruction:

Find/Replace · '\CC' · "Bar" · "g"

the expression '\CC' means "contents of the current Clipboard" and because it is in single quotes the expression is evaluated and becomes whatever is on the Clipboard. Because "g" means searching for a PowerFind Pro pattern, the contents of the Clipboard are interpreted as a regular expression and the matched text is searched for and replaced with "Bar." The final result is that whatever regular expression is on the Clipboard, it is searched for and replaced with "Bar."

Suppose that **F..** is copied to the Clipboard. When the macro instruction **Find/Replace** · '\CC' · "Bar" · "g" is evaluated, it becomes **Find/Replace** · "F.." · "Bar" · "g". The resulting instruction is then executed and all occurrences of words such as Fly, Far, Fat, Fun and Fan are replaced with the word "Bar."

Single quoted arguments can be useful with the **Copy** or **Paste** instructions. For example, the macro instruction **Copy** · "2" · '\CC' copies the contents of the current Clipboard to Clipboard 2. Similarly, the macro instruction **Copy** · "6" · '\C9' copies (shifts, or moves) the contents of Clipboard 9 to Clipboard 6.

To include a Return character in an argument, put a backslash \ in front of it. This causes the argument (quoted text) to continue to the next line. The Return character may also have a ruler attached to it. The procedure is effective with both quoted and single quoted arguments.

Another useful trick is to include metacharacters in the argument, such as **Paste** · " " · 'Text\rMore · text'. The metacharacter \r is first evaluated as a Return character and then the resulting text in between single quotes is pasted at the insertion point or selection.

Smart Quotes

To change all quotes in expressions such as "The Leader of the People" to smart quotes as in "Over the Bounding Waves" means search for \< (quotes at the beginning of a word, presumably opening quotes) and replace them with “. Then search for \> (quotes at the end of a word, presumably ending quotes) and replace them with ”. Do the same for single quotes, except that single quotes at the end of numbers have to be excluded. They are presumed to designate the foot measurement symbol. A single quote followed by another single quote has to be excluded as a likely inch measurement symbol. Replace all remaining single quotes not preceded by a digit or another single quote with the closing single smart quote to account for the apostrophe. The macro consists of the following instructions:

Find/Replace · "\<" · " " · "a-wAg"

Find/Replace · "\>" · " " · "a-wAg"

Find/Replace · ":[^']\<" · " " · "a-wAg"

Find/Replace · ":[^'0-9]\>" · " " · "a-wAg"

Find/Replace · ":[^'0-9]':>'" · " " · "a-wAg"

The last Find expression matches a single quote not preceded by a digit and not followed by a single quote. This macro is not foolproof. It will not replace quotes correctly around expressions which are not usually parts of a word such as "-" or '+'. To correct for this the beginning of word metacharacter (\<) is replaced by the user defined wild card: <[\s\r\t({}] which translates to "the preceding character is a space, Return, tab, or any of the opening brackets or parentheses." Therefore the resulting instruction:

Find/Replace · ":[\s\r\t({]" · " " · "a-wAg"

replaces any double quotes preceded by a space, a Return, tab, left parenthesis, brace or bracket, with smart opening quotes. While the instruction:

Find/Replace · " " · " " · "a-wAg"

replaces all remaining quotes with smart closing quotes. Similarly, the following instruction is used to replace single opening quotes with smart ones:

- **Keep on Same Page**
- All the commands in the **Display Attributes** pop-up menu on the Horizontal Button Bar

For example, the macro instructions:

Space, Tab & ¶ "On"

Line Numbers "Off"

display the formatting characters and turn off display line numbers while the instructions: **Text Bar "On"** and **Info Bar "Off"** show the Text Bar and hide the Info Bar.

Looping and Accessing Other Macros

Macros can access other macros by name and can even access themselves. A macro that accesses itself is called a looping macro. A macro continues to loop until you stop it (press  ) or when it reaches a condition such as **Find Next**, a **Find/Replace**, **Find All** or **Find** in the Selection instruction with the **T** option. The **T** option terminates the macro when a search fails. Pressing   stops all macros. Use the **T** option in **Find/Replace** to stop only the current macro; macros that call the current macro continue on. A macro can access any other macro in the currently loaded macro file, that is, any macro that appears in the macro files listed in the **Macros** submenu of the **Auto** menu. Invoking one macro from within another is like running any other menu command. Write the name of the macro to be invoked on its own separate line in the macro performing the call.

Example: Rolling Characters

To create a macro that “rolls” three characters, that is, one that turns abc into bca, use the Swap Characters macro described on page 371. You can think of rolling characters as two successive swaps, where abc becomes bac and then bca. If you put the insertion point immediately before the letter a in abc, and then choose the Swap Characters macro, it would swap a and b, but the insertion point would remain to the right of b. So, to swap b and c, it is necessary to move the insertion point back one character before calling Swap Characters again.

To move the insertion point back one character, you can use the left arrow key or type   or  . The “roll” macro instructions look like this:

Swap Characters

Key ←

Swap Characters

To create this macro follow these steps:

- 1 Choose **Record** from the **Macros** submenu of the **Auto** menu.
- 2 Choose **Swap Characters** from the **Nisus Macros** submenu of the **Auto** menu (assuming that it is present in the loaded macros of this file).
- 3 Press  to move the insertion point one character to the left.
- 4 Choose **Swap Characters** again.
- 5 Choose **Stop Recording...** from the **Macros** submenu of the **Auto** menu.
- 6 When the Macro Name dialog appears on screen, type the name of the macro, then press  or click .

The current macro file displays and shows the recorded instructions and macro name.

Editing Tools for Macros

Nisus Writer offers many editing tools useful for writing macros. Press indicated keys at the same time.

To move the insertion point:

Press:

left one character



right one character



left one word (or punctuation mark)



right one word (or punctuation mark)



up one line



down one line



to beginning of next sentence



to beginning of previous sentence



to end of paragraph



to beginning of paragraph
 to beginning of previous paragraph
 to beginning of next paragraph
 to beginning of current line
 to beginning of next line
 to top of window
 to bottom of window
 to top of document
 to bottom of document

To extend the selection:

left one character
 right one character
 left one word
 right one word
 left one sentence
 right one sentence
 up one line
 down one line
 beginning of previous paragraph
 beginning of next paragraph

To decrease the selection:

left one character
 right one character
 left one word
 right one word
 left one sentence
 right one sentence
 up one line
 down one line
 beginning of previous paragraph
 beginning of next paragraph

To delete:

a character to the left
 a character to the right
 one word to the left
 one word to the right

To:

bring the selection or insertion point into view
 select text to end paragraph
 select text to beginning of paragraph

  (non repeating)
  (on numeric keypad)
  (on keyboard)
  
  
 
 
 
 

Press:

Press:

Press:

 or 
 (on Extended Keyboards)
  or 
  (on Extended Keyboards)

Press:


    or   
    or   

To Display a Dialog Box in a Macro

You can have Nisus Writer notify you of something or ask you for information that it can then either paste into your document, manipulate in any number of ways and even evaluate before continuing on with its tasks.

Syntax:

```
:1 "Message"
:1 "Message" "text in edit box"
:1 '\CC'
:1 '\CC' '\CC'
```

```
:1 "Message"
:1 '\CC'
```

This instruction pauses execution of the macro, displays a dialog with the quoted message, then resumes execution when you click . For example, the instruction **:1 "hola el mundo"** displays a dialog box with the message *hola el mundo*.

Click  or press  to resume the macro. Displaying dialog boxes with messages is helpful in testing macros. It is particularly helpful when the macro being executed is long and you want to know exactly when a particular instruction is being executed. **:1 '\CC'** displays a dialog using the text on the current Clipboard.

```
:1 "Message" "text in Box"
:1 '\CC' '\CC'
```

You can also display a dialog which includes a text box. To do this include a second argument in the **:1** instruction as in **:1 "How are you?" "Fine, thank you!"**

The user of the macro can then type any text into the dialog box. If you want the dialog to appear with an empty text box, include no text between the second set of quotes. When the user clicks  Nisus Writer copies the text typed in the text box to the current Clipboard. (The Clipboard is not updated if it is the front-most window.) **:1 '\CC' '\CC'** displays the contents of the current Clipboard in the dialog and in the text box.

To Use Speech with Macros

You can have Nisus Writer speak any text in your document, in your Clipboard, or you can program it to speak what you might have had it present in a dialog.

Syntax:

```
Spanish (etc.)
Speak "Message"
Speak '\CC'
```

Spanish

This instruction tells Nisus Writer which speech voice to use when speaking text. If you know that the text you want Nisus Writer to speak is in one of these languages make sure to choose it before you use the **Speak** command.

Speak "Message"

This instruction speaks whatever appears between the quotation marks. For example:

Speak "Hello World" vocalizes the text: *Hello World*.

Speak '\CC'

This instruction speaks whatever appears on the Clipboard. For example, if the text "This is the current Clipboard" appears on the current Clipboard: **Speak '\CC'** vocalizes the text: *This is the current Clipboard*.

You can have a macro present a dialog that asks for a response and then speak the response.

To have a macro speak a response to a dialog:

- ▶ In the macro editing window, type:


```
:1 "How are you?" " "
Speak '\CC'
```

Advanced Macro Examples

To select text:

Nisus Writer cannot record text selection by clicking and dragging the mouse, but it can select text using a **Find Next** instruction as follows:

- 1 Set a temporary marker at one end of the text to be selected.
- 2 Place the insertion point at the other end of the text.
- 3 Choose the marker from the **Jump** submenu of the **Tools** menu with the  key held down. This

You can add additional lines to this macro to have it open an envelope stationery file, paste in the address and then send the file to the printer.

To reformat a database:

Every database is different. These instructions illustrate a particular solution to the task.

Suppose you receive a file. You would need to analyze it to learn how it is structured. It might have “fixed length fields.” Each field has a certain number of characters, even if only one or two meaningful characters appear in it. Figure 328 illustrates such a database.

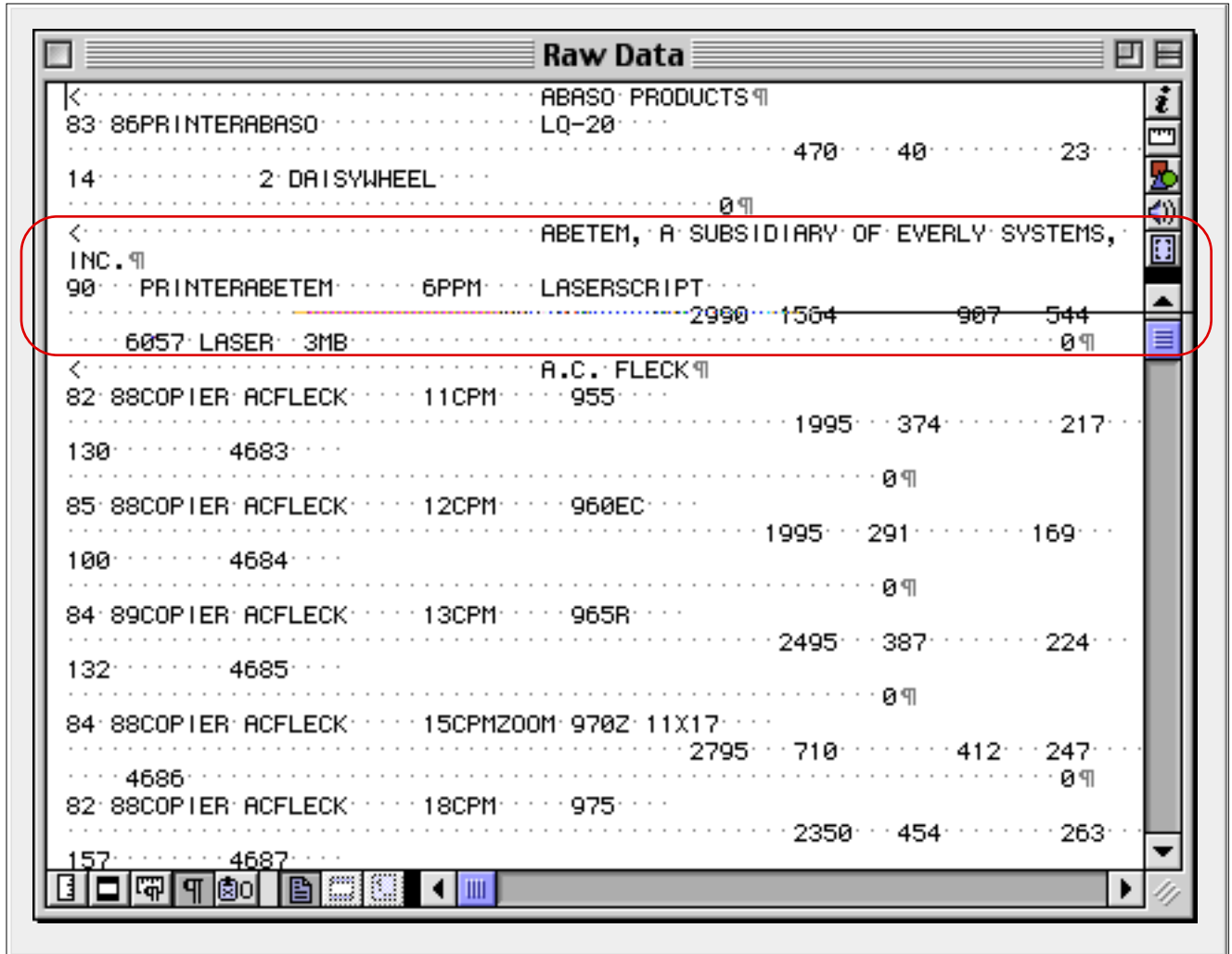


Figure 328

The database

This database has two kinds of records:

- a company name
the record begins with “<” followed by a number of spaces, the company’s name then a Return.
- a list of that company’s products
the record:
90 PRINTERABETEM 6PPM LASER-
SCRIPT 2990 1564 907 544 6057
LASER 3MB 0
which consists of:
 - a digit followed by a number of spaces to fill the field (a total of 5 characters)
90 or \(\.....\)
 - a second field of text amounts to seven characters
PRINTER or \(\.....\)
 - third and fourth fields which consist of ten characters each
ABETEM 6PPM or \(\.....\)\(\.....\)

- the fifth field has thirty-five characters
LASERSCRIPT or \(\.....\)
- then twenty extraneous spaces appear to fill out a field, which we won't need later, so we don't demarcate them
..... or
- the last five fields each contain six characters but between the second and the third of these are five more extraneous spaces and between the fourth and the fifth are another six extraneous spaces
2990 1564 907 544 6057 or \(\.....\)(\.....\)(\.....\)(\.....\)(\.....\)
- finally, the expression determines that from this point to the end consists of superfluous data and marks it for later
LASER 3MB 0 or \(.*)\$

Not every record has data in each of the fields, so the task is to identify, distinguish and find each of the various fields.

- The find expression:
"`^(.....)(.....)(.....)(.....)(.....). .....(.....)(.....)....(.....)(.....).....(.....)(.*)$`"
does the trick.
- It identifies the various fields (indicated here by "[#]":
`[1]90 · [2]PRINTER[3]ABETEM ··· [4] · 6PPM ··· [5]LASER-SCRIPT
· · · · · [6] · 2990[7] · 1564[8] · · 907[9] · · 544[E10] · 6057[E11] · LA-SER · 3MB · · · · · 0`

Once each field is distinguished as an independent expression you can alter its sequence and its appearance.

- The replace expression takes care of this:
`"2\t1\t3\t4\t5\tE10\t6\t7\t8\t9\tE11"`

This is the core of the macro.

The macro then goes on to assign rulers and additional styles as illustrated in Figure 329 (the replace expression looks strange because it includes all the formatting information and the size of the characters needed to be small).

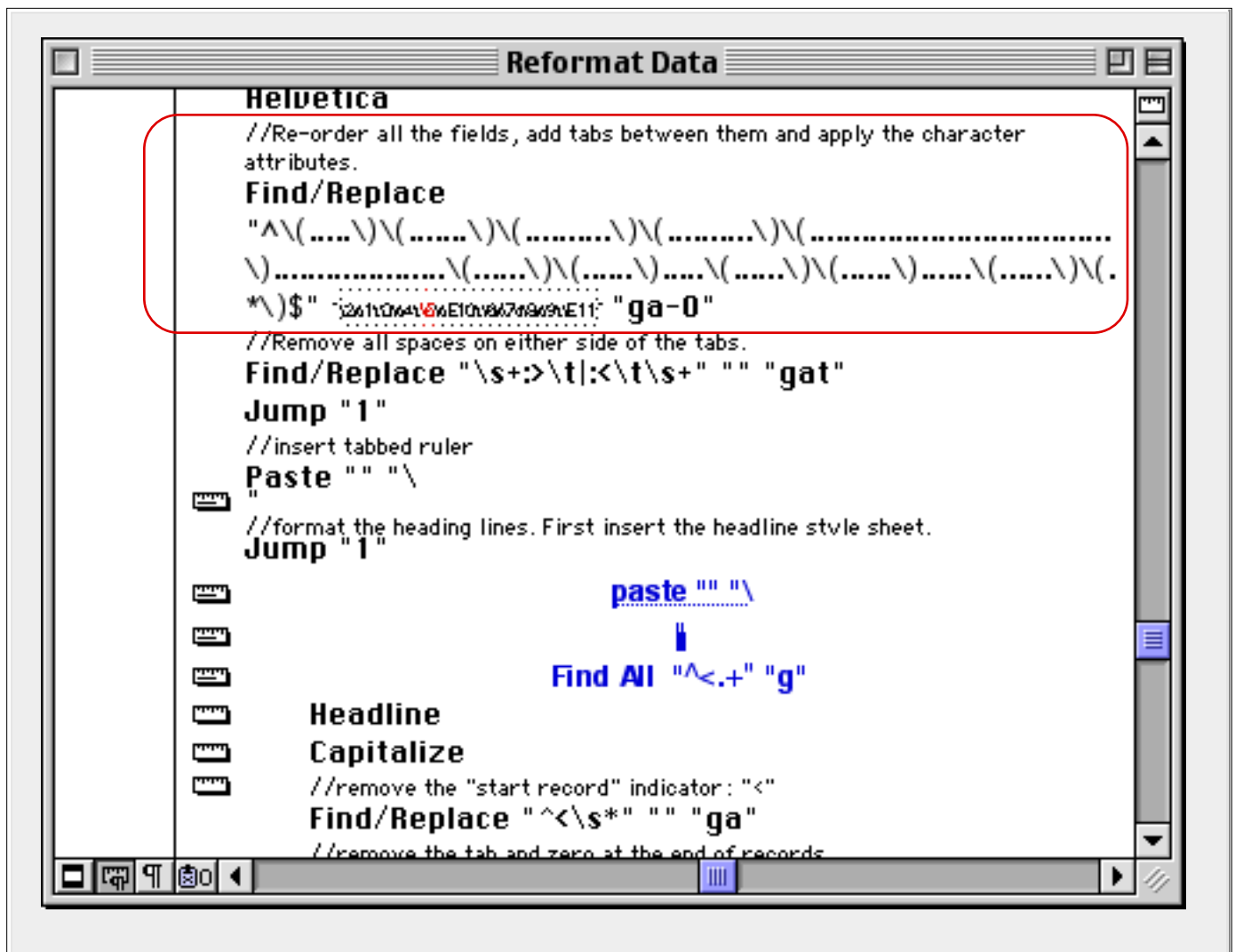


Figure 329

The database cleanup macro

When the macro finishes its tasks the file appears as in The database cleanup results.

Raw Data									
2002Fragon Product Book									
Type	Year	Mfg.	Speed	Model	Index	Aug	Lb.	86y	Used
Abaso Products									
PRINTER	90-98 14	ABASO DaisyWheel		LQ-20	2		470		40
Abetem, A Subsidiary Of Everly Systems, Inc.									
PRINTER	90 944	ABETEM LASER QMB	6PPM	LASERSCRIPT	8057		2990		1684
A.C. Fleck									
COPIER	92-99 7 13	ACFLECK 3	11CPM	955		489	199		6 37
COPIER	95-99 9 10	ACFLECK 4	12CPM	960EC		489	199		6 29
COPIER	94-99 4 13	ACFLECK 5	10CPM	968R		489	249		6 39
COPIER	94-99 2 24	ACFLECK15CPM200		M 970Z 11X17		489	279		6 71
COPIER	92-99 3 15	ACFLECK 7	19CPM	976		489	205		0 45
COPIER	92-99 7 17	ACFLECK 9	19CPM	995 11X17		489	299		6 61

Figure 330
The database cleanup results

Writing Macros with the Programming Dialect

This portion of the manual presumes you have some experience with programming. Use the Nisus Writer Programming Dialect to add features to Nisus Writer that you can't implement using PowerFind, PowerFind Pro, or the Nisus Writer Menu Command Dialect. When writing macros in the Programming Dialect, you can include commands from the Menu Command Dialect. However, you cannot mix commands from the two dialects in one line.

The Nisus Writer Programming Dialect is a powerful BASIC-like programming language. The Programming Dialect lacks some constructs that would make it easier to create long and complicated programs. For example, all looping must be done with the **If()** statement and the **GoTo** command; there are no "while" or "until" loops. The conditional **If()** statement does not have an "Else()" to follow. Neither of these constructs is necessary, however, and their absence does not reduce the functionality of the language in any way.

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Rules for Writing Macros

If you have some programming skills, you will probably understand most of the commands and examples that follow. If Nisus Writer Macros are your first introduction to programming, be prepared to experiment and endure some trial and error as you gain an understanding of the Programming Dialect just as you would with any new language.

In this and the following sections, commands and other reserved words of the Programming Dialect are written in lowercase text unless they are a combination of two or more words, in which case the first letter of each of the words within the command word will be capitalized.

Some Basic Rules:

- Use Returns or semicolons to separate statements in the Programming Dialect. A statement is a single command for Nisus Writer to perform a function.
- You can use any word as a variable that is not among the words reserved for the programming dialect.
- All reserved words are not case sensitive (except certain reserved variables such as **DOUBLE**, **LONG**, **SelectWithRuler**, **DoubleLock**, and **ReportErrors**, which are case sensitive).
- Variable names are case sensitive and can only consist of the standard alphanumeric symbols.
- The first character of a variable name must be an alphabetic or the underscore "_" (ASCII 95), all subsequent characters can be alphabetic, an underscore, or numeric.
- Variable names cannot contain extended ASCII characters (characters above ASCII 127). They cannot be written in any of the characters of the WorldScript languages.
- The maximum number of characters allowed in a variable name is 255, all of which are significant.
- All variables must be one word, which means they cannot contain spaces.
- No declaration of variables is necessary. The first statement assigning a value to a variable (the first time a variable is used followed by an equal sign) creates the variable and defines its type.

- All integers in the Programming Dialect are Long; that is, they are 32 bit signed integers. The maximum value of an integer is 2,147,483,647, and its minimum value -2,147,483,648. For example, the statement **myData = 10** assigns 10 to the variable myData and becomes an integer variable of type Long, such that the following assignment statement **myData = 6.5** truncates the 6.5 and stores the whole number 6 in myData.
- A label is any non-reserved word on a line immediately followed by a colon ":" (except a number, which has a special meaning in the Menu Command Dialect). Use labels in **GoTo** statements to gain complete control of program execution, including looping and conditional branching.
- The Programming Dialect is an interpreted language. Compilation of the code is not currently supported. All macro commands are first checked for their meaning in the Programming Dialect. If the Programming Dialect finds no meaning for a command, it passes the interpretation of that command to the Menu Command Dialect interpreter for processing. After processing and execution of each Programming Dialect line, control is once more passed to the Programming Dialect interpreter and the process repeats.
- Because of this implementation, you cannot put menu commands and programming dialect code on the same line.

Variables, Expressions, and Data Types

Variables

Often, when referring to variables, you will use the method operator **->**. In basic terms, this is used to apply a method found on the right side of the operator to the array or variable on the left side of the operator. For example, the command **s->push(Starts)** will place all the selection starts of noncontiguous text blocks into a newly instantiated array called **s**. The variable-related commands are:

free

FreeAll

FreeGlobal

FreeLocal

global

local

type

In Nisus Writer Macros you can use variables and build algebraic, Boolean, and string expressions using variables. For example, you can use the macro language to construct the expressions below (functions appear in boldface):

Math Expressions

myVar = 3.1416 + 2 * ((-85 + -10E-35) / 2.45)

myVar = 5 * 5 + 3^(2./4) + 5 * (6.21 - Tan(ACos(-1)))

myVar = √3

myVar = 5 * 5

myVar = myVar + 36.5 - 55

currentTime = time

oneHour = 60 * 60

quittingTime = oneHour * (12 + 5)

xMasEve90 = MakeDate(24, 12, 1990)

Boolean Expressions

myTest = 5 > 6^31 - 3 * time

if (myVar->type != "UNKNOWN") myVar = myVar + 1

if (myVar) clipboard = myVar

if (!myVar) clipboard = "myVar is zero"

**if ((date >= xMasEve90 && date < xMasEve90 + oneHour
* 24) && (time > xMasEve90 + quittingTime)) skiAngleFire**

String Expressions

```
myString = "Hi ya bub!"
myString = "The time is " + time + ", and the date is " + date + "."
noCommas = "9,123,456,789" / ","
//Division by a string removes all occurrences of that string from the numerator
noHiYa = "Hi ya bub!" - "Hi ya"
theBub = left(right("Hi ya bub!", 4), 3)
myString = "π/2" = " " + (ACos(-1) / 2)
//Note: ACos(-1) / 2 must be parenthesized in order to be evaluated before conversion to string.
• currentClipboard = clipboard
```

Data Types Supported

Nisus Writer supports these data types:

long integer **I**

In the range $-2,147,483,648 \leq I \leq 2,147,483,647$

double precision floating point **F**

With 18 digits of accuracy past the decimal point with a maximum value of 1.18973E+4932.

Boolean **B**

With a value of either true or false.

string **S**

A pure text string, no character attributes like font, size and so forth, up to $2K - 1 = 2047$ characters in length; for example, "this is a string".

date/time **D**

Technically, this is the number of seconds since Midnight, January 1, 1904. When a date/time type is used in a string the result is in the date format that you have set in your document. When a date/time type is used in a comparison or assigned to a numerical variable, a double float representing the number of seconds since Midnight, January 1, 1904, is used in the comparison or assignment.

Variables and functions in Nisus Writer are unique among programming languages for several reasons. The type of a variable is not explicitly declared; it is derived from its use in an assignment statement. Data types can be mixed in any assignment statement or expression. All functions are designed to accept any data type, automatically casting their arguments to an appropriate type before they are used.

Variables are scoped locally and globally. The nature of scoping allows for many variables with the same name, it is important to understand how it works. When variables are autoinstantiated, they are implicitly defined to have a local scope. Locally scoped variables can be accessed only by the macro in which they were created as well as macros that are called by the macro creating the variable. Local variables are automatically deleted when the macro creating the variable exits; global variables remain between macro runs and are not deleted unless specified by you with the FreeGlobal command.

Local Variables

Local variables can only be accessed in the macro where they were created, as well as in all the macros that the creating macro calls. Local variables are deleted upon exit of the macro that created the variable.

Global Variables

Global variables can be accessed by any macro (unless a local variable with the same name overrides the global's scope). Global variables remain between macro runs and are only destroyed when you explicitly do so with one of the "free" commands. Unless explicitly stated, variables will always be created in a local scope. You can use the local and global commands to force a variable's scope.

When a macro accesses a particular variable name, a process begins that tries to locate the variable. The search for the variable begins in the current scope, which is the scope of the currently running macro. If the variable is not found in the current scope, the search continues up the chain of macro calls made, looking in each of the preceding macros' respective scopes. If the variable is not found in any of the running macros' scopes, the final place searched is the global variable space. The diagram below illustrates this process:

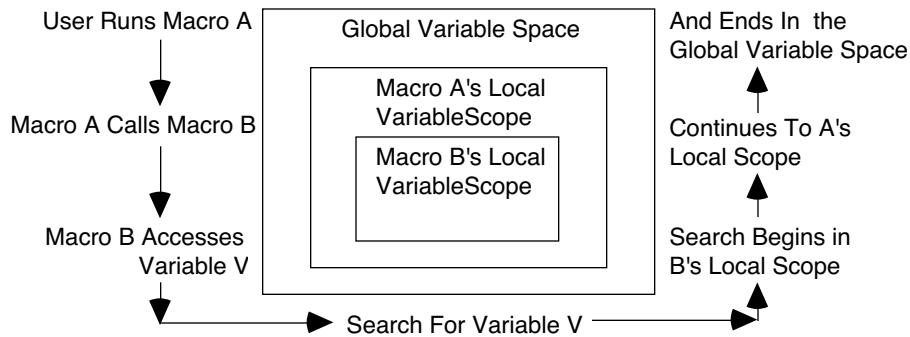


Figure 331
Variable scoping in Nisus Writer programming dialect

If the variable is found during a search, the search stops and that variable is returned to the macro that initiated the search. If the variable is not found, it will be autoinstantiated in the current macro's local scope, its data type derived when data is assigned to it.

There are two commands you can use to control a variable's placement in local and global space. They are the **Local** and **Global** declaration commands. If a variable is defined without using the **Local** or **Global** command, a variable is placed by default in the defining macro's local scope upon instantiation. Once a variable is defined, no new instance of that variable name is created unless you use the **Local** command to force an instantiation in the current scope.

Preset Case, Implicit Local

- Macro A creates variable V, with the statement `V = 1`. Once V is defined, you can access it anywhere within A's scope.
- Macro A then calls macro B. The variable V, created in macro A, is accessible to macro B because macro A's scope includes macro B's scope. The advantage is that you don't have to pass A's variables to B.
- Macro B can do anything it wants to variable V. The changes to V remain after macro B exits, returning control to macro A. This is an important point, because this is a unique treatment of local variables and is different from other popular programming languages (for example, if B sets V equal to 2, `V = 2`, then upon return to A, V will still be equal to 2, not 1).

The preset case has some advantages, but this may not be what you want. One reason why you may not want macro B to access macro A's variable V is that the variable V may be a generic name for a counter in a loop in A, and changing A's looping counter in macro B would have drastic effects. To get around the problem, use the **local** command.

Local Declaration

In the following section, the subscript to variable V specifies the macro in which it was created and defined, that is, its scope.

- Macro A creates variable V, which we will call VA, with the statement `VA = 1`. Once VA is defined, it can be accessed anywhere within A's scope.
- Macro A then calls macro B. The variable VA, which was created in macro A, is accessible to macro B, but we want macro B to have access to its own variable VB so as not to affect VA. We accomplish this with the statement `local V, VB` is now created and exists in B's local scope.
- Macro B can do anything it wants to variable VB, and VA will not be affected; in fact, the existence of VB means you cannot even access VA from inside of macro B. After macro B exits, returning control to macro A, VA contains the original value (for example, if B sets VB equal to 2, `VB = 2`, then upon return to A, VA will still be equal to 1, not 2).

Global Declaration

Global variables remain between runs of macros and are not automatically removed from global variable space.

- Macro A declares variable V, which we will call VG, to be global, using the command `global V`. Once VG is defined, it can be accessed anywhere within A's scope or within any other macro, for that matter.
- Macro A exits and returns control to the user. VG is global and is not deleted. The user then runs macro B. Macro B also has access to VG. VG will have the same value that macro A last assigned to it.

To hide access of a global variable to a macro or temporarily override a variable's value—like the value for the reserved variable **DOUBLE**—you can use the local command to declare a new instance of the variable.

Numerical and Math Functions

All of the math functions Nisus Writer offers, typecast (convert) their arguments to the double precision floating point data type and are accurate to 18 digits. Here are the available math functions:

acos	asin	atan	atan2	ceil
cos	cosh	div	DOUBLE	DoubleLock
exp	fabs	floats	floor	fmod
ints	log	log10	LONG	mod
modf	pow	random	rrandom	seed

Table 34

The numerical and math functions of the Programming Dialect

Since most of the calculations done with math functions use double precision numbers, you need to know how to format them to output or text. When printing floating point numbers, be aware of the reserved variable **DOUBLE**. It specifies the format of floating point numbers when they are converted to text. The preset value for **DOUBLE** is "%lg". Users of C may be familiar with the formatting specifications for the **printf()** function. Nisus Writer Macros use **printf()** to format all numerical data for output or text. Here are some examples of formatting double precision numbers:

preset Format of "%lg"

3.141592653589793239 formats to 3.14159
-21.123e-26 formats to -2.1123E-25

Format of "%.18lf"

3.141592653589793239 formats to 3.141592653589793239
-21.123e-26 formats to 0.000000000000000000

Format of "%.18lg"

3.141592653589793239 formats to 3.14159265358979324
-21.123e-26 formats to -2.1123e-25



The number to the right of the period represents the number of places after the decimal point displayed. Changing 18 to another number in the last two examples above lets you change the number of digits that print beyond the decimal point.

A double precision floating point number is any number outside of the range of a long integer, any number that has a fractional part, or any number that includes a decimal point. To guarantee that a double precision number is created, place a decimal point in a number or set the reserved variable **DoubleLock** equal to true. For example:

DoubleLock = TRUE

MyVariable = 3

The last assignment assigns a double precision number (equal to 3) to the variable **MyVariable**. All subsequent assignments of numbers to variables will instantiate double precision variable types.

String Functions

All Boolean and arithmetic operators add, subtract, and divide (+, -, /) and allow strings as operands. The + operator will concatenate strings. So, "Hi " + "There!" will become "Hi There!". The - operator will remove the first instance of the second string from the first. So, "Hi There!" - "i Th" will give the result "Here!". The / operator will remove all instances of the second string from the first. So, "Banana, Fanna Fo Fanna" / "na" will result in "Ba, Fan Fo Fan". There is no "*" operator for strings. In the case of Boolean operators, like greater than ">", an ASCII comparison results returning a Boolean value; for example "this" > "that" is equal to true. The farther along in the dictionary a word would be, the greater it is, so,

"ABC" is less than "XYZ". Here are the string-related functions that Nisus Writer supports:

CharToNum	clipboard	left	length
LowerRoman	MacroCopy	MacroPaste	mid
NumToChar	offset	right	strings
UpperRoman			

Table 35

The string functions of the Programming Dialect

The following example includes a few string functions.

```
//This macro takes a date in short format and makes sure that all numbers are two digits in
length; for example, 8/3/94 reformats to 08/03/94. This is useful because you can then
correctly sort on the reformatted date.

shortMonth=""
shortMonth = makeDate(day,month,year)
num1 = 0; num2 = 0; num3 = 0
//Get the month, store in num1.
monthLen = length(shortMonth)
offset1 = Offset("/", shortMonth)
num1 = Left(shortMonth, offset1 - 1)
//Get the day, store in num2.

offset2 =
offset1 + Offset("/", Mid(shortMonth, offset1 + 1, monthLen))
num2 = Mid(shortMonth, offset1 + 1, offset2 - offset1)
//Store the year in num3.
num3 = right(shortMonth, monthLen - offset2)
//Setting LONG to this format guarantees a field width of two.
local LONG; LONG = "%02ld"
//Reconstruct the date, with the correct field width.
shortMonth = num1 + "/" + num2 + "/" + num3
```

The Clipboard

One way to get information from the files at hand or from the user is by utilizing the Clipboard.

If you want to get a segment of text from a file, you first use the **SetSelect** command or **Find Next** to select the text. Then, do a cut, and you will find that the string variable **clipboard** will be whatever was cut. Here is an example:

```
Find Next ^.^ "g"
//Find and select the next Paragraph

cut
para=clipboard
```

//Since clipboard changes a lot, it is wise to put the contents elsewhere right away

Also, if you want to get input from the user, you will again have to use the Clipboard. Here is an example:

```
:1 "Enter Your Name" ""
//user dialog box

name=clipboard
```

//Whatever they inputted will now be on the Clipboard



Every time you use a dialog box or a cut, you will replace the original contents of the Clipboard. Also, remember, while Nisus Writer allows an unlimited Clipboard size, the Programming Dialect can only use the first 2047 characters of that Clipboard. If you exceed this, your macro may not work properly. You can cut and paste huge pieces of text, and all will be well, but if you try to do string operations on a Clipboard larger

than 2047 characters, you will not be able to read or write beyond that point.

You can also use the Clipboard for output. You can assign a string to the Clipboard, and do a paste or a dialog box of your choosing:

```
clipboard="I'm a wizard!"
```

```
paste
```

Will paste "I'm a wizard!" into your document.

If you want a command that accepts a string to take the contents of the Clipboard, use the command '\CC'.

For example,

```
clipboard="I'm brilliant!"
```

```
:1 '\CC'
```

will open a dialog box with the message "I'm brilliant!"

Nisus Writer supports 10 Clipboards. They are numbered 0-9. You can choose which one is currently active, by having a line in your macro like

```
7
```

That changes the Clipboard to #7. If you were on 0 to start with, all the information in 0 will still be there regardless of what you do to 7. For example:

```
0
```

```
//set the clipboard to clipboard #0
```

```
clipboard="Nisus Writer!"
```

```
7
```

```
//now set the Clipboard to Clipboard #7
```

```
clipboard="Everyone loves "
```

```
paste
```

```
//paste the contents of the current Clipboard (namely 7)
```

```
0
```

```
//active Clipboard is 0 again.
```

```
paste
```

Your document will get "Everyone loves Nisus Writer!"

You can do any string operations you want on the Clipboard. For example, if the Clipboard is currently "Hi ya Bub!". You can say: **clipboard=clipboard/"ya "**, and the Clipboard will now contain "Hi Bub!"



Document Functions

The document functions which the Programming Dialect supports are:

CharNum	DateCreated	DocName
DocPath	EndCharNum	ends
LastDateSaved	LineCharNum	LineNum
NextRulerStart	PageLineNum	PageNum
RulerEnd	RulerName	RulerStart
SelectEnd	SelectStart	SelectWithRuler
SetSelect	SetSelectMore	StartEnds
startst	TimeModified	

Table 36

The document functions of the Programming Dialect

The following example uses a few document functions. For more examples, look over the Outlining Macros

shipped with Nisus Writer.

```
//This macro copies all the noncontiguous selections, with their governing ruler into a
//new document and then prints this new document. To ensure this macro runs correctly,
//display the paragraph rulers before choosing the macro.
//If no selections, exit.
if (SelectStart == SelectEnd) exit
//Save all the selections start and end points.
s->qPush(startends);if(s->error)GoTo reportError
//Create a new file to place the selections. printFile is the name of the new file.
9
printFile = "PrintFile @ " + (time / 60) + ".txt"; clipboard = printFile
0
New '\C9'
Toggle Front Two
oRulerStart = -1
//loop until no more selections.
printLoop:
if (!s->size) GoTo doPrint
//Select one section of text at a time. Verify the ruler hasn't changed.
SetSelect(s[1],s[2]);if(rulerStart==oRulerStart)GoTo addSelection
//This selection has a different governing ruler, copy and paste it.
SelectRuler(s[1])
Copy
Toggle Front Two
SetSelect(endCharNum, endCharNum)
Paste
Toggle Front Two
//Copy and paste the selection into the new document, loop back for next selection.
addSelection:
SetSelect(s[1], s[2]); oRulerStart = rulerStart
find/replace "e" "&r" "gs" '\C9'
s->pop; s->pop; GoTo printLoop
//Finish up by printing the new document.
doPrint:
```

Looping Constructs

The looping constructs the Programming Dialect supports are:

error	exit	false
GoTo	if	Label:
Macro Name	NumFound	stop
true		

Table 37

The looping constructs of the Programming Dialect

Nisus Writer gives you simple looping constructs that include **if ()**, **GoTo**, **label:**, **exit**, and **stop** statements. The **if** statement evaluates any combination of algebraic and logical expressions between a pair of parentheses. If the expression inside parentheses **()** evaluates to true, a non zero numeric value, or a non-empty string, then all the statements from the right of the closing parentheses, **)**, to the line's end are executed.

Looping example:

//This macro numbers the beginning of every paragraph with an uppercase Roman number, starting with roman numeral romanStart. If you want a different start, change the assignment to romanStart below.

```
romanStart = 1
```

//Select All paragraph starts and push them on the stack

```
Find All . " ^ . " . " goT"
```

```
s -> push (Starts); if (s -> error) GoTo reportError
```

```
counter = NumFound + romanStart - 1
```

//Loop over all paragraph starts, in reverse order, so changes to the document do not affect the starts stack, pasting in the new Roman number.

```
loop:
```

```
if (! s -> size) exit
```

```
SetSelect(s -> first, s -> pop)
```

```
clipboard = UpperRoman(counter)
```

```
key ->
```

```
paste . " . ' # . \CC . #'
```

```
counter = counter - 1
```

```
GoTo loop
```



No short circuiting occurs in the **if()** statement. This means that every expression inside the “if” statement’s left and right parentheses is evaluated before the final Boolean result is determined.

A colon ends label names; **myLabel:** is an example.

Labels are not really statements. They must appear on a line by themselves. They cannot appear at the beginning, middle, or end of multiple statements on a single line.

Macro Name

A macro can call another macro, if you type the macro’s name on a separate single line of the calling macro. When the called macro finishes, Nisus Writer executes the next line of the calling macro. This is similar to performing a GoSub, calling a procedure or performing a subroutine in other languages.

For example, the line **Copy Address** runs the macro “**Copy Address**” explained on page 374. When the macro Copy Address finishes its tasks it returns control of the macro to the calling macro which executes the line following **Copy Address**.

Data Storage and Manipulation Functions

The data storage functions the Programming Dialect supports are:

create	ends	error
first	floats	ints
last	pop	push
qcreate	qpush	shuffle
size	StartEnds	starts

Table 38

The data storage and manipulation functions of the Programming Dialect

One of the most basic data storage types in programming is the array. A simple array is a sequentially numbered list of data elements from which you can store and retrieve data. Consider a row of houses on a street. Each house has a mail box with a unique address. You can send (store) mail to any mailbox and each resident picks up (retrieves) his own mail. In other settings you may learn about different types of storage. However, Nisus Writer Macro Programming Dialect combines three different types of data storage into one: a single dimensioned array, a stack, and a queue.

The Nisus Writer storage class gives you the capability to push data onto a stack, then access the data on

the stack in array fashion. The main advantage is that you do not have to worry about maintaining the size of the storage. Use stack and queue operations to keep array indexing variables to a minimum.

One final difference between Nisus Writer and classical programming languages is that the Nisus Writer storage class is nonhomogeneous. This means you can mix the types of data you store. You can store strings along with doubles and longs. In this sense it is like a record in Pascal, or struct in C.

Accessing Storage as an Array

There are two ways to access a storage element as an array: traditional array access and relative access. The traditional array access method uses an index value inside a pair of brackets as shown below:

```
myData->create(3)
myData[3] = " is the answer"
myData[1] = 123.5
clipboard = myData[1] + 50 + ":" + myData[3]
```

In the case of the relative array access method, access is relative to the previous access of storage. The index value used in a relative access can be positive, negative, or zero. A relative access is signified when the index value appears inside double brackets. Array index values are automatically typecast to a long integer if necessary.

Autoinstantiation doesn't automatically create **myData**'s storage elements 1 through 3. Use the create or push commands to accomplish this.

The indexes of arrays are numbered with positive integers. For example, the first element of an array has the index 1. That is, the first element of **myData** in the example to the right is **myData[1]**.

The example that follows illustrates the syntax and use of relative accessing, assuming that the active document has some noncontiguous selections:

```
myData->push(starts)
//Stack push the selection's start for the set of noncontiguous selections.
//Set insertion point to beginning of the first selection.
SetSelect(myData[1], myData[1])
loop:
//Terminate the loop when all data is used up, determined by a bad access.
if (myData->error) exit
Paste " " "•"
//paste a bullet at each saved start.
//Note, both of the following relative accesses point to the same data.
SetSelect(myData[[1]], myData[[0]])
GoTo loop
```



[[1]] and **[[0]]** are examples of relative access, to move to the next selection's start.

When a relative access exceeds the bounds of the number of elements stored, an error flag is set in the storage variable. You can use the statement to the right to test the flag. The storage error flag is also set if there are any other kinds of storage errors, namely memory errors.

When you use push or qpush, it adds things to your array. **Push** will add what you are pushing to element #1 of the array, and all the other elements in the array will be moved (pushed) up one. **Qpush** will put whatever you are qpushing on to the end of the array. For example, if you create array **a**, and you set **a[1]** to be "Hello!", and then you say **a->push("Goodbye!")**, you will find that **a[1]** is now "Goodbye!", and **a[2]** is "Hello!". If you had done the above example with **Qpush** instead, you would find **a[1]** to be "Hello!" still, and **a[2]** to be "Goodbye!".

Accessing Storage as a Stack or Queue

Nisus Writer always removes items from the top of a stack or queue by removing the first item and letting the remainder of the items move up one place in the stack or queue. To remove items from the top, use the pop command. There are two ways to add items to your array. You create a stack when you use the push command. A stack is an example of a Last In First Out (LIFO) array. A way to remember how a stack works is this: a stack of pancakes is built when you add to the top of it, and you can take pancakes only off the top of the stack. When you use the push command, Nisus Writer places your data (a "pancake") on the top of the stack and retrieves it when you use the pop command. The other way to store data in an array is to make a queue, which is a First In First Out (FIFO) array. A queue is like a line of people at a bank. When a new person arrives, he or she must go to the end of the line. The bank teller only calls on the first person in line. When you use the qpush command, your data is placed at the end of the queue (the "line") and can

only be read when all the items before it are removed. You can use an array as both a stack and a queue, but you should be careful in remembering the relative position of items in the array.

All stack and queue operations in Nisus Writer use a method call from the storage variable to invoke the operation. Object oriented programming (OOP) defines methods as functions that are associated with a specific set of data. A collection of data and the methods that operate on that data are defined as a class in C++. This is why we have called the Nisus Writer storage type a storage class.

There are currently 11 methods associated with the storage class. The syntax for accessing a method is the following:

myVar -> **method**

myVar is the storage variable name, -> signifies a method call, and **method** is the name of the method you are calling. Some storage class methods accept an argument that you pass between parentheses. In this case the syntax looks like this:

myVar -> **method(arg)**

All storage class methods set an error flag in the storage variable when they can't accomplish their operation. This error flag is accessed using the error method described. It is a syntax error to use a storage class variable in any context that does not include a call to a method or an indexed array access. The list below lists and describes methods associated with the storage class:

push(E)	Pushes the result of the expression E onto the front of the storage variable, storing the result in a newly created element. The new element will then be the first element of the storage variable. E can be any variable name or constant, any data type excluding storage variables. Push does not return any value. Please read below about the optional keywords which can be passed as alternative arguments to push .
qpush(E)	Pushes the result of the expression E onto the end of the storage variable, storing the result in a newly created element. The new element will then be the last element of the storage variable. E can be any variable name or constant, any data type excluding storage variables. qpush does not return any value. Please read below about the optional keywords which can be passed as alternative arguments to qpush .
pop	Removes the first element from the storage variable, shrinking the storage variable size by 1. The value returned by this method is the contents of the element that was removed from the storage variable.
create(I)	Adds I (uppercase i for integer) number of empty elements to the front of the storage variable. You are required to create the elements of a storage variable before you can access them. Remember, push and qpush create elements for you automatically, create does not return any value.
qcreate(I)	Adds I (uppercase i for integer) number of empty elements to the end of the storage variable. You are required to create the elements of a storage variable before you can access them. Remember, push and qpush create elements for you automatically, qcreate does not return any value.
first	Returns the contents of the first element. This method will not affect the size of the storage variable.
last	Returns the contents of the last array element. This method will not affect the size of the storage variable.
shuffle	Causes the contents of every element to be swapped with the contents of another randomly selected element, mixing up the contents of the storage variable.
size	Will return the number of elements in the storage variable.
swap(I1,I2)	Swaps the contents of element I1 (for integer 1) with the contents of element I2 (for integer 1).
error	If any of the above methods, as well as all indexed accesses, have encountered an error, then an error flag will be set for that storage variable. This method returns a Boolean value indicating the state of that flag.

Optional Keyword Arguments for push and qpush

For the purpose of selecting groups of similar types of data, there are reserved keywords that you can use as arguments to push and qpush. The keywords are mainly used in conjunction with a noncontiguous selection. You can create a noncontiguous selection in three ways:

- with the rectangular selection tool (press  and drag a selection—usually a column)
- while pressing  and 
- as the result of a **Find All** while using the Find/Replace dialog or by choosing **Find All** from the **Find/Replace** submenu of the **Tools** menu.)

Here's the syntax for using keywords:

myVar -> **push(keyword)** or **myVar** -> **qpush(keyword)**

The following list describes keywords:

strings	Stores all the elements of the noncontiguous selection in the storage variable as individual text strings.
ints	Stores all the elements of the noncontiguous selection as long integer numbers in the storage variable. This is accomplished by converting the text of the noncontiguous selection to a number.
floats	Stores all the elements of the noncontiguous selection as double precision floating point numbers in the storage variable. This is accomplished by converting the text of the noncontiguous selection to a number.
starts	Saves all the selections' starts of the noncontiguous selection in the storage variable.
ends	Saves all the selections' ends of the noncontiguous selection in the storage variable.
StartEnds	Saves all the selections' starts and ends of the noncontiguous selection in the storage variable. The order in which they are saved is selection's start followed by selection's end. This order is the same for both push and qpush .



Even though noncontiguous selection was used in the keyword descriptions above, it does not mean you have to have a noncontiguous selection. Any selection will work.

Storage use example:

```
//This routine sums all values in a noncontiguous selection. Use the rectangular selection
//tool to select a column of numbers (option-select).
sum = 0.0; s -> qPush (floats)
//push all selection as floats
if (s->error) GoTo reportError
//make sure we got all the selections.
loop:
sum = sum + s -> pop
//add to the total
if (s->size) GoTo loop
//while data is in queue.
Clipboard = sum
//place result in Clipboard
paste
exit
//We had an error with the storage, probably low on memory.
reportError:
paste " "\rERROR: Unable to collect all numbers in selection.'
```

Dates and Times

The three functions **MakeDate**, **Time** and **Date** return a date/time data type. This data type can be used in mathematical calculations like any other number. But, when the date/time data type is used in string calculations, or typecast to a string, it converts to a readable text string. The Hong Kong time zone conversion macro below illustrates this principle.

The following table lists date and time functions:

date	day	DayOfWeek	hour
MakeDate	minute	month	second
time	WhatDay	year	

Table 39

The date and time functions of the Programming Dialect

Partial code from the create calendar macro:

```
//This macro excerpt finds the day of week a user-supplied month begins on, and also the
//total numbers of days in that month.
//Get the month and year for which they want a calendar. The Month = 0; theYear = 0
clipboard = month
:1 "What Month (1-12) ? " '\CC'
eval 'theMonth = \CC'
if (theMonth < 1 || theMonth > 12) GoTo reportInputError
clipboard = year
:1 "What Year (19XX) ? " '\CC'
eval 'theYear = \CC'
if (theYear < 1904 || theYear > 2039) GoTo reportInputError
//Calculate the start of the next month.
endMonth = theMonth + 1; endYear = theYear
if (endMonth == 13) endMonth = 1; endYear = endYear + 1
//Then calculate the total number of days in this month.
totalDays = 0.0;
startDay = MakeDate(1, theMonth, theYear);
endDay = MakeDate(1, endMonth, endYear);
totalDays = (endDay - startDay) / (3600 * 24)
//Find out what day the month starts on, 1-7 respectively equals Sunday through Saturday.
calendarStart = WhatDay(startDay) - 1
```

Timer example:

```
myTime = 0.0; myTime = time
:1 "Click OK when you want to stop timing."
myTime = time - myTime; clipboard = myTime + " total secs."
:1 '\CC'
```

Report current date and time example:

```
clipboard = "Today is " + date + " and the time is " + time
//Displays as: Today is 8/5/94 and the time is 3:14:03 PM
:1 '\CC'
```

Report current date and time in Hong Kong if you are in the Pacific time zone (no daylight savings) example:

```
//Hong Kong is 16 hours ahead.
clipboard =
"The date in Hong Kong is " + (date + 16 * 3600) + " and the
time is " + (time + 16 * 3600)
//Displays as: The date in Hong Kong is ##/##/## and the time is ##:##:## AM
:1 '\CC'
```

In this example, you can use the date/time data types returned by the functions in arithmetic as well as string operations; for example as ##/##/## and ##:##:## AM appear in "Hong Kong date and time: ##/##/##"

and the time is ##:##:## AM.”

The date format used in the programming dialect is the same as the date format set in the front document. Choose **Date Format...** from the **Date & Time** submenu of the **Insert** menu to change the date format.



You may have noticed the number 3600 used a few times in the above examples. This is because when dealing with a date/time data type in a calculation the units of the data type are always in seconds. There are 3600 seconds in one hour; 3600 is used in the above calculations to convert between hours and seconds.

Windows

There are several functions associated with the Window data type. They are all to be used for purposes of altering the actual characteristics of the windows.

Instantiation: You can only create a window variable by referencing it to a real window. You cannot instantiate it any other way. For example, you could say: **mywindow=Nisus[FrontWindow]**.

Syntax:

When referring to windows, you must start with the command word “Nisus”, and then have bracketed elements. These bracketed elements may be nested, as you can see in the following example:

TheLeftSide=Nisus[FrontWindow][WindowRect][RectLeft]

We start with **Nisus**¹. The next thing we are interested in is the front window. Then, the Window's size record, and finally, what the left value is set to.

The words in brackets are called “Property Keywords,” and they represent the information within the record.

You cannot take shortcuts, such as: **Nisus[RectLeft]**, because, that is not enough information for the program to go on. Nisus Writer could have several windows open, and it wouldn't know which one to use. You must put in the whole “trail” in order for it to work.

You can, however, create auto-instantiated variables representing any part of the record. For example, you could say:

mywindow=Nisus[FrontWindow]

and then say:

TheLeftSide=mywindow[WindowRect][RectLeft].

All of the Property Keywords are listed alphabetically and fully explained in the Macro Command Listing Glossary beginning on page 401. Here, we will discuss categories of words.

First Level: These are words that can be used in the first set of brackets after the command word **Nisus**:

FrontWindow

FrontDocumentWindow

CurrentClipboardNum

FollowingMacro.

The following Property Keywords can be put in after **Nisus[FrontWindow]** or **Nisus[FrontDocumentWindow]**, or any variable that refers to them:

WindowRect

LastRecordedSound

CurrentSoundGroup

DefaultSoundGroup

NeedsSaveA

MicroRulerIconDisplayState

HeaderFooterIconDisplayState



To learn what each of these keywords do, refer to the Macro Command Listing Glossary beginning on page 401.

Procedures can be called upon with the following syntax:

Nisus[FrontWindow]->procedurename().

Variables already set appropriately can be substituted for the left side, like:

mywindow=Nisus[FrontWindow]

mywindow->procedurename()

Also, you may substitute FrontDocumentWindow for FrontWindow.

¹ We use the command word “Nisus”, because eventually, there will be other applications that can be reached with the programming language, each with their own command word. For instance, QUED[FrontWindow] would refer to the program QUED/M's front window.

These are the procedures that may be called in that manner:

BringWindowFront()

SendWindowBack().

The empty set of parentheses is mandatory.

WindowRect: If you want to set the size and position of the window in question, change the values of the components of the window record. For example:

Nisus[FrontWindow][Windowrect][RectLeft] = 100

The four Property Keywords referring to window size and position are:

RectRight

RectLeft

RectTop

RectBottom.

Programming Sound

With the Programming Dialect, you can access all the sound data in your file. The sound commands work the same way as other Property Keywords. All of these commands are Property Keywords that can be used in various ways to affect the sound recordings in your file:

SoundGroupName

SoundName

SndResourceName

SndFileName

SoundPlayTime

SoundRandomTime

SoundRepeatAgainAfter

SoundNumberOfRepeats

Explanations of these terms, appear in the Macro Command Listing Glossary beginning on page 401.

All of these can be referenced by:

Nisus[FrontWindow][LastRecordedSound][SoundName]

This general format is the only way to retrieve sound information. You cannot autoinstantiate a variable like this, you must set it to a real value. For example, these statements work:

mysound=Nisus[FrontDocumentWindow][LastRecordedSound]

mysound[SoundName]="Beep"

But the last statement alone will not work:

Sound Functions: There are several functions related to sound, they are:

PlaySoundStack

PlayTimedSoundStack

PauseSoundStack

PauseTimedSoundStack

OffsetTime

The two functions **PlaySoundStack** and **PlayTimedSoundStack** are indeed stacks, and can be treated as such with any stack operations. You can **push** or **qpush** a sound on to the stack.

PlaySoundStack->qpush(mysound).

All of these Property Keywords and the functions involved with them are individually described in the Macro Command Listing Glossary beginning on page 401.

Speech (Text-to-Speech) in Nisus Writer is asynchronous, which means once Nisus Writer starts speaking text, you may perform other commands or tasks and Nisus Writer will continue speaking the text until it has finished.

The following is a simple macro which will read one sentence at a time, selecting each sentence as it reads. Since speech is asynchronous, Nisus Writer will speak the first sentence while the next sentence is already being selected. So the macro gets well ahead of its reading. By using

nisus[FollowingMacro] = "Read Sentences", Nisus Writer waits until it has finished speaking (or playing back the sound) before executing the next macro (in this case the macro **Speak Sentences** calls itself). Speech and playback of sound cannot be synchronized unless you use this command.

If you need to be sure that Nisus Writer has completed a command before it continues to the next one, you will have to split the macro after the line that needs a pause using the command **nisus[followingmacro]**.

An example of this command is the macro **Speak Sentences** which will select each sentence and speak it:

```
If (Not(nisus[canspeak])) GoTo end
Find Next "(:<[^A-Za-z]:u\.:w|[^.?!])+[.?!]-" "gt-WT"
Speak
nisus[followingmacro] = "Speak Sentences"
exit
end:
:1 "I cannot speak the text because the "Nisus Speech Tool".
was not in the "Nisus Writer Tools" folder when you opened Nisus Writer."
```

Macro Technical Information

This section contains technical information you need to know if you plan to write macros.

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Boundary Between Menu Command Dialect & Programming Dialect

There is a definite boundary between the Menu Command Dialect and the Programming Dialect. You absolutely cannot mix commands from the Menu Command Dialect and the Programming Dialect on a single line. Data passing is limited to the Clipboards, the pushing of selections on to stacks, and the result of PowerFind Pro matches between \ (and \); that is, \1, \2, ..., \9. The reserved word clipboard and the eval function are used to facilitate passing information from one side to the other.

You should not find this to be a severe limitation. You will probably inadvertently mix the two dialects and wonder why things do not work. For this reason, you should study the macros that are shipped with Nisus Writer.

The macro facility does not yet fully support recursive types of procedures; macros are currently limited to a nesting depth of 20 macros. A macro may call itself, creating no new scope, and this is not considered a recursive call.

Variables

Variable names must begin with an alphabetic (a-z or A-Z) or the underscore (_) character and thereafter may contain the numbers 0-9. The names of variables, unlike function commands and reserved constants, are case sensitive; for example, dog and Dog are not the same variable. Variable name lengths are limited to 255 characters.

Nisus Writer provides globally and locally scoped variables. For more information on these variables, see "Data Types Supported" on page 381.

Comments

Double slashes "//" at the beginning of a macro command cause the remainder of that line to be interpreted as a comment. In the Menu Command Dialect Nisus Writer ignores the slashes if they appear anywhere else unless they are part of an "argument." For example, if they form part of a Find/Replace or a Paste expression, Nisus Writer interprets the double slashes literally (that is, as the ASCII characters they are).

For example,

Find/Replace "//" "XYZ" "g"

or

Paste "" ""//rite on!"

even

Paste "" //paste this in the document:"Hello!"

work just fine.

Nonetheless, certain uses of double slashes in those commands that accept "optional" arguments can cause problems. So, for example, in the case of **Copy**, you can specify which Clipboard to copy something to. Therefore the command:

Copy "3"

will put the selected text on Clipboard 3, while:

Copy "3" "ice cream"

will put the text "ice cream" on Clipboard 3.

The command Copy (and others of this sort) will now work if comments follow them, unless you have one or more arguments present.

Thus:

Copy //This will cause an error message

Copy "3" //This won't.

Copy "3" "caviar" //Neither will this.

Copy "" //Nor will this, and it's functionally equivalent to just 'Copy.'

On the other hand, in the Macro Programming Dialect, any double slashes that appear cause Nisus Writer to treat whatever follows them as a comment.

So that

MyHome = "http:" + "//" + "www.xyz.com"

does not work.

Therefore, if you need to use double slashes in a Macro Programming Dialect command you must separate them with backslashes as follows "\/\".

Statements

The Programming Dialect is executed in statements. The parser for the Programming Dialect can only execute statements one line at a time. Therefore, statements cannot cross multiple lines, that is, they cannot cross lines separated by Returns. Wrapped lines in statements however, are OK.

In contrast with the menu command dialect, multiple statements can be placed on a single line when the statements are separated by semicolons ";". The last statement on the line does not require a semicolon.

Commands that make up statements, unlike label and variable names, are not case sensitive. You can execute a statement up to 2047 characters long. If a statement does not execute in either dialect, a warning dialog displays containing the incorrect statement. Set the variable ReportErrors equal to false to turn the dialog off.

Example of multiple statements on the same macro line:

if (numfound) · i = i + numfound; clipboard = ""; exit

The "eval" Statement

The statement eval (evaluate) is used to execute a programming dialect statement whose precise nature is determined at the time of macro execution.

Use eval to execute a programming dialect statement. The statement to be executed is placed within either quotes or single quotes following the eval statement, separated by a space. When quotes are used, the expression between them is taken literally, without substitution or parsing. If single quotes are used, the expression between them is first parsed or interpreted and then executed. It is the single quotes version which is most useful.

The eval command accomplishes for you, within the programming dialect, what the Execute Selection command does in the menu command dialect. It takes a programming dialect line of commands and executes them. Its power comes from the ability to pass to it commands which are the result of evaluations of any expression, the result of user input, and/or the result of parsing (when single quotes are used).

For example, suppose you need a macro which, as input, takes a macro command typed into a macro dialog, and then executes it. A simple application of that would be a macro which takes data entry and allows the user to type the data either in the form of values or in the form of mathematical expressions.

In either case, we will assume, the macro needs the result as a number, stored in the variable named Result.

Here is a macro which does this (the last two lines paste the result into your document, for testing):

:1 · "Enter the total rent paid this year in dollars." · "100"

Result = 0.0

//Instantiates the variable Result as a Double precision number

eval 'Result = \CC'

Clipboard = Result

Paste

The user entry can be any mathematical expression or just a number.

Suppose you enter `2*234.50` into the dialog of this macro. The expression `eval 'Result = \CC'` when executed, first (because it is in single quotes) replaces the `\CC` with the current Clipboard. In this case the string `2*234.50` replaces `\CC`. It then executes the expression `Result = 2*234.50` which therefore evaluates the product and stores the result in the variable `Result`.

Because the programming dialect supports the full set of elementary and trigonometric functions, all these can be used in the expression you enter into the dialog.

Use `eval` to create a statement line in the Programming Dialect. When the macro runs `eval` takes an argument string between single or double quotes. `eval` expands the metacharacters between two single quotes, then passes the newly expanded string onto the parser to be executed.

There can only be one `eval` statement on a single line, and it must be the first statement. Your `eval` statements can contain up to 2047 characters. Unlike the menu command `Execute Selection`, you cannot recursively nest `eval` statements.

eval example:

```
//Prompt the user, get today's day and place it in the current Clipboard.
```

```
:1 "What Day (1-31)?" . "
```

```
//The metacharacter for the current Clipboard is \CC use it in conjunction with eval to  
assign it to your own variable, theDay.
```

```
eval 'theDay = \CC'
```

Expressions

Expressions are calculations that are evaluated to some value, including algebraic and logical; for example, `3 + 5` is an expression that evaluates to 8. They also include any function that returns a value. Expressions appear on the right hand side of an assignment "=" statement. Expressions appear between the pair of parentheses in an `if()` statement. Functions, unlike label names and variable names, are not case sensitive. Finally, expressions can appear between the parentheses of any function that requires arguments—the result of the expression becomes the argument that is passed to the function.

Operators and their Order of Precedence

Algebraic and logical operators, as well as functions, are evaluated from left to right. All operators have left-to-right associativity except for `√`, `!` and `=` which have right-to-left associativity. They are also evaluated in the order or precedence as shown in Figure 332.

Highest	(), ->
	Functions including ^ (power) and √ (square root).
	!
	*, /, mod, div
	+, -
	<, <=, >, >=
	==, !=
	&&,
Lowest	=

Figure 332
The order of precedence of operators

Operator Overloading

The `+`, `-` and `/` operators are overloaded in function, meaning that they represent a different operation when one or both of the operands is a string. In the case of `+`, the strings are concatenated. In the case of `-`, the first occurrence of the string on the right of `-` is removed from the string on the left of `-`. And finally, in the case of `/` (divide), all occurrences of the string on the right of `/` will be removed from the string on the left of `/`. As a result of operator overloading and autotypcasting, a nonassociative algebra results. For example, `"hi ya" +`

3 + 5 is equal to "hi ya 35" and is not the same as "hi ya" + (3 + 5) that is equal to "hi ya 8."

Autoinstantiation

Most programming languages require you to define the variable's data type before using it. In Nisus Writer variables are autoinstantiating, which means that the variable type is defined when it is assigned. For example, in the variable `pi = 3.1415`, "pi" is created and is of type double.

Autoinstantiation is satisfactory in most cases, though in some cases you may want to force a variable to be of a certain type. If you need a variable to be of a certain type, you must use a "dummy" assignment statement (variable = data) to a constant of the correct type before the variable's actual use.

Autoinstantiation will not occur if the variable already exists in the local or the global variable space. You can create a new instance in the outermost local scope by using the local command.

A special case of autoinstantiation exists with the storage class. To autoinstantiate a storage class variable, you must use one of the storage functions, or other non-numeric data types, such as window or rectangle.

Autotypcasting

In most programming languages, you cannot mix different types of data in expressions or as arguments to functions. In Nisus Writer's programming dialect, each data element is autotyped when necessary to complete an operation.

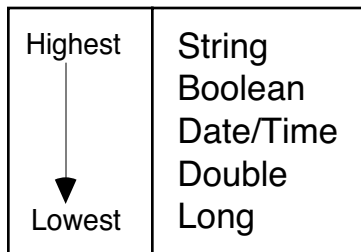


Figure 333

Precedence of data types in autotypcasting

In algebraic and Boolean expressions, data is typecast to the highest type used in an operation. Figure 333 illustrates the typecast hierarchy from the highest to lowest. Operations where this type of typecasting occurs are: `* + < > == / - <= >= !=`. The `*` operator is not defined for string data types. Autotypcasting does not occur if the operands are of the same type.

Three Boolean functions always cast their arguments to Boolean before the operations occur: the logical NOT, AND and OR (`!`, `&&`, `||` respectively) functions.

Most functions expect some kind of input in the form of function arguments. A math function like `cos()` (trigonometric cosine of an angle in radians) only operates on double precision data. With auto-typecasting it is not necessary to explicitly pass a double precision number in the `cos` functions argument list. Like all functions in Nisus Writer, `cos` will typecast the data passed to the data type it needs. In the case of `cos`, the data ends up being typecast to a double. For example, passing a string `cos("3.141592654")`, will work and return a value of -1.

Sometimes you do not want the result obtained from autotypcasting. You can force a cast from any type to any other type with an assignment statement.

All math functions cast their arguments to doubles. Functions that work on strings always cast the first argument to a string and additional arguments to longs, except the offset function which casts both of its arguments to strings. The majority of the remaining functions cast their arguments to longs. Finally, the storage class typecasts array indices to longs before the storage access occurs.

Example of autotypcasting:

```
myLong = 123456 // init myLong
myString = "hello there" // init myString
myString = 500 // "500" is now a string.
myLong = myString // 500 is now a long.
```

You may need to use typecasting, for example, if you are doing math calculations and obtaining data from the clipboard. (Remember, clipboard is always of type string and is a function which returns the contents of the current Clipboard.) For example, if you want to multiply the contents of the Clipboard and store the result in the Clipboard, the statement `clipboard = 3*clipboard` will not work. You need instead the sequence of statements: `Result = 0.0; Result = Clipboard; Result = 3*Result; Clipboard = Result.`

Formatting Specifications

Date and Time Formats

The format of date can be changed by using the Date Format dialog, found in the **Date & Time** submenu of the **Insert** menu. The time can be changed to a 24-hour format and back again through the General Controls control panel.

DOUBLE and LONG Formats

When a DOUBLE or LONG data type is converted to text, as when it is assigned to the Clipboard, its format is under your control. The numeric information will be formatted according to a predefined format, unless you specify another format before conversion to text. You may specify the format in terms of a simple assignment statement to the reserved variables DOUBLE or LONG.

Each of the type names can be assigned a string which is used to specify the format of any subsequent variable of that type. For example, with the assignment statement `DOUBLE = "%4.11lf"`, all variables storing numbers in double precision (that is, all non-integer numbers) and accessed after this statement in the macro, will be formatted according to the `%4.11lf` specification.

The meaning of the codes in the specification string are the same as those in the standard ANSI C-Language `Printf()` function. The various codes are quite extensive, though for most purposes, only a very small subset is required. The listing of the codes is given below. The examples below will illustrate the most frequently used formats. Notice that the formatting variables DOUBLE and LONG are all in uppercase characters. These variables are case sensitive, uppercase characters are required.

The preset format for double precision floating point numbers is `%lg`. Several conversion options are available for doubles, with `%lg` or `%LG` the most preferable.

DOUBLE = `"%6.18lg"` Field width of six, eighteen decimal digits.

The preset format for long integers is `%ld`. `ld` is the only conversion option available to you for formatting long integers. The only choices are with flags and changing the fieldWidth.

LONG = `"%8ld"` Field size of eight.

LONG = `"%-10ld"` Left justified with a field width of ten.

All formatting specifications use the same arrangement as shown in Table 40, brackets "[]" indicate options. Everything else is required.

startSymbol	%
flags	[{-,+,0}]
fieldSize	[<intnum>]
precision	[<intnum>]
argSize	(lowercase L)
conversion	{d,e,E,f,g,G}

Table 40
String formatting values

startSymbol (required)

The start symbol is always a percent symbol % and is required.

flags

Uses any combination of the following:

- Left justifies the text in the field.
- + Always prints a + or - symbol in front of the field indicating the sign of the number.
- 0 Pads the field with leading zeros.

fieldSize

This option sets the field size. It uses the integer value for the size of the field in which to place data. Use spaces to pad the field when the data is smaller than the field size. The field expands if the data is larger than the field size.

precision

This option sets the number of decimal digits. With **DOUBLE**, an integer value that follows a decimal point is the number of digits past the decimal point that print. The last digit is rounded.

argSize (required)

With **DOUBLE** and **LONG** the argument size (**argSize**) is always 1 (lowercase L) representing a double data type or long. It is required and cannot be omitted.

conversion (required)

Use one of the following:

- Long Integers: Long always convert to "d".
- Double Floats: Doubles have several choices.
 - e, E** Give you a signed decimal floating point number of the form [-]m.ddd(eE)+/-xx.
 - f** Gives you a signed decimal fixed-point number of the form [-]mmm.ddd.
 - g, G** Will use the smaller, in character length, of "e" or "E", and "f".
- The format is always a concatenation of **startSymbol**, **flags**, **fieldSize**, **precision**, **argSize** and **conversion**, forming a single word. There can be no spaces or tabs between any character in the formatting specification.

Data Types Outline

Data Types

String

"this is a string"

All strings appear between double quotes. Strings can be 2K -1, or 2047, characters long. Strings do not contain any formatting attributes and are pure text. When pasted into a document, a string assumes the surrounding style attributes.

Long Integers

Long integers are numbers that don't contain a fractional amount that follow a decimal point. They are in the range -2147483648 to 2147483647.

Double

Double precision floating point numbers can contain a fractional amount that follows a decimal point. Double precision numbers in Nisus Writer are accurate to 18 digits. The largest floating point number you can represent is 1.18973E+4932. The smallest fraction that can be represented is 1.08420E-19.

Boolean

The Boolean type represents the result of a conditional expression, for example, 5 greater than 6 (5 > 6). It is either TRUE or FALSE and in this case is FALSE. These uppercase words (TRUE and FALSE) are reserved Boolean values.

Date and Time

The date and time types have characteristics of both the double type and the string type. When these types are used in comparisons, they act as if they are a double float. If you assign them to a string they would appear as "24 Nov, 1990".

Constant Data: User-defined Constants

String

String data can be any text that appears between double quotes; for example, "this is a string, 12345". Use **NumToChar(34)** to enter a quote character into a string.

Long Integers

Long integer constants are created when a number is entered without a decimal point. A long integer is in the range -2147483648 to 2147483647. If a number is outside this range or DoubleLock is equal to TRUE, then the number is automatically cast to a Double data type.

Double

When a number has a decimal point in it or is outside the range of a long integer, it is considered a floating point number (for example, 3.1415926 is a floating point number because it contains a decimal point. All floating point numbers in Nisus Writer are double precision).

Boolean

There are two Boolean constants which are the reserved words **True** and **False**.

Macro Command Listing Glossary

!	Logical Not operator. Use in logical expressions (same as Not).
!=	Not equal operator. Use in logical expressions (same as <>).
"	String delimiter. Use to create String (text) data. When using quotes in macros, you must uncheck "Smart Quotes" in your Editing Preferences, or press  when typing quotes to toggle Smart Quotes off.
%	Modulus operator. Use in algebraic expressions. Returns the remainder of F1 divided by F2; for example, 22 % 7 is equal to 1 (same as 22 mod 7). Also, it is the start symbol for formatting specifications.
&&	Logical And operator. For logical expressions (same as AND).
(	Left Parenthesis. Use to nest expressions or in function calls.
)	Right Parenthesis. Use to nest expressions or in function calls.
*	Multiplication operator. Use in algebraic expressions.
+	Addition operator. Use in algebraic expressions, or S1 + S2 concatenates the string S2 to the end of string S1 .
,	Parameter separator. Use in function calls like SetSelect(1,Endcharnum) .
-	Subtraction or Negation operator. Use in algebraic expressions, or S1 - S2 removes the first occurrence of string S2 from string S1 .
->	Method operator. Call to a variables method. For example s->push(Startends) puts all the beginning and end points of all selected text into the array s . This is a little more complicated than =. Other functions return actual values. For example, a=s->first will assign to "a" whatever value is first in line in the array "s." Many of the functions use this operator. Look to them for further examples. Some are: error , ends , starts , startends , size , first , last , pop , push , and qpush .
/	Division operator. Use in algebraic expressions, or S1 / S2 removes every occurrence of string S2 from string S1 .
//	Comment Marks. Comments follow the two forward slashes to the end of line.
:	End Of Label Mark. Immediately follows a label identifier. For use with GoTo .
;	Statement separator. Use to delimit two statements (in the programming dialect) on the same line.
<	Less Than operator. Use in logical expressions.
<=	Less Than Or Equal To operator. Use in logical expressions.
<>	Not Equal operator. Use in logical expressions (same as !=).
=	Assignment operator. Set a variable equal to an expression.
==	Equal To operator. Use in logical expressions.
>	Greater Than operator. Use in logical expressions.
>=	Greater Than Or Equal To operator. Use in logical expressions.
[	Left Bracket. Use to access a storage variable as an array.
[[	Double Left Bracket. Use in relative position array accesses to a storage variable.

]	Right Bracket. Use to access a storage variable as an array.
]]	Double Right Bracket. Use in relative position array accesses to a storage variable.
^	Exponentiation (Power) operator. Use in algebraic expressions; for example, 2 ^ 3 is equal to 8 (same as pow (2, 3)).
 	Or operator. Use in logical expressions (same as OR).
√	Square Root math function. Returns the square root of an expression; for example, √4 is equal to 2 (same as sqrt (4)).
acos (F)	Arc Cosine trigonometric function. Returns 0 to π radians; F is in the range -1 to +1. So, acos(0) would be $(1.57) \pi/2$.
AND	And operator. Use in logical expressions (same as &&). For example: 0 and 1 , returns 0. 0 and 0 returns 0, while 1 and 1 returns 1.
asin (F)	Arc Sine trigonometric function. Returns $-\pi/2$ to $\pi/2$ radians; F is in the range -1 to +1. For example, asin(1) returns $\pi/2$.
atan (F)	Arc Tangent trigonometric function. F has no range limitations. Returns $-\pi/2$ to $\pi/2$ radians. So, atan(100000000) would return very close to $\pi/2$.
atan2 (F1, F2)	Arc Tangent trigonometric function. Returns $-\pi$ to π radians, the arc tangent of F1 divided by F2. atan2 uses the sign of both arguments to determine the correct quadrant (sign) of the return value. For example, if you wrote atan2(10,20) , it would return the value of 0.463648. Whereas, atan2(-10,20) would return -0.463648.
BringWindowFront()	This procedure causes the window function calling it to be brought to the front. It is a Window procedure, so it must be called appropriately: <pre> theWindow=Nisus[FrontWindow] theWindow->SendWindowBack() :1 "Now, it's in the back" theWindow->BringWindowFront() :1 "Now, it's in the front" </pre>
canrecord	Property keyword of Nisus Writer. This will return a Boolean telling whether or not Nisus Writer is currently able to record. For example: <pre> crd=Nisus[canrecord] if(crd==TRUE) GoTo out :1 "You cannot record right now!" exit out: :1 "You can record right now!" exit </pre>
canspeak	Property keyword of Nisus Writer. This will return a Boolean telling whether or not Nisus Writer is currently able to speak. Example: <pre> crd=Nisus[canspeak] if(crd==TRUE) GoTo out :1 "Nisus Writer cannot speak right now." exit out: :1 "Nisus Writer will speak with you now." exit </pre>
ceil (F)	Ceiling math function. Returns the smallest integer not less than F as a floating point number; for example, ceil (7.3) is equal to 8.0 and ceil (6.0) is equal to 6.0.

CharNum	Character Number document function. Returns the number of characters from the start of the document to the insertion point.
CharToNum (S)	Character To ASCII Number string function. Returns the ASCII number that is equivalent to the first character in the string S . For example, if you gave the command, asc=CharToNum("Nisus") , asc would be set to 78. (78 is the ASCII value assigned to capital-N, the first letter in the string).
clipboard	Current Clipboard string variable. Clipboard is used to assign text to or from the current Clipboard. See page 384 for ways to use the Clipboard.
cos (F)	Cosine trigonometric function. Returns the cosine of F in radians. For example, cos(3.14159) would return -1.
cosh (F)	Hyperbolic Cosine trigonometric function. Returns the hyperbolic cosine of F . For example, cosh(3.14159) would return 11.5919.
create (I)	Stack Create Elements storage method. Use to append I empty elements to the beginning of a storage variable. You cannot autoinstantiate an array unless you use an array function. To get around this, you can use create . Let's say you wanted an array to keep track of a shuffled deck of cards. <pre> deck=create(52) deck[1]="Ace of Spades" deck[34]="Ten of Clubs" . . .</pre>
CurrentClipboardNum	This is a property keyword that returns the number of the current Clipboard. It will return 0-9. <pre> cnum=Nisus[CurrentClipboardNum] clipboard="Current Clipboard is "+cnum :1 '\CC'</pre>
CurrentSoundGroup	This will return sound information on the currently selected sound group. <pre> mysound=Nisus[FrontDocumentWindow][CurrentSoundGroup]</pre>
date	Current Date date/time function. Returns a date data type representing the current date. <pre> today=date clipboard="Good morning, it's "+today+"." :1 '\CC'</pre>
DateCreated	File or Folder Creation Date document function. In a document returns the creation date of the document. In the Catalog window, DateCreated returns the creation date of the currently displayed folder. <pre> when=DateCreated clipboard="This file was created on "+when+"." :1 '\CC'</pre>
day	Current Day date/time function. Returns 1 through 31 representing the current day of the month. <pre> today=day clipboard="" if(day==1) clipboard="Today is the "+today+"st" if(day==2) clipboard="Today is the "+today+"nd" if(day==3) clipboard="Today is the "+today+"rd" if(day>3) clipboard="Today is the "+today+"th"</pre>

	<code>:1 · '\CC'</code>
DayOfWeek	Current Day date/time function. Returns the current day as a string; for example, "Sunday". <code>today=DayOfWeek</code> <code>clipboard="Today is · "+today</code> <code>:1 · '\CC'</code>
DefaultSoundGroup	This will return the current default sound group. <code>mysoundgroup=Nisus[FrontDocumentWindow]</code> <code>[DefaultSoundGroup]</code>
div	Integer Division algebraic function. Returns the integral part of F1 divided by F2; for example, 22.5 div 3 is equal to 7.
DocName	Document's Name document function. Returns the front document's name. <code>dn=DocName</code> <code>clipboard=" "</code> <code>clipboard="The · front · window · is · "+dn+ " · "</code> <code>:1 · '\CC'</code>
DocPath	Front document's File Path and Name document function. Returns the complete path of the front window document including the document name. <code>dn=DocName</code> <code>clipboard=" "</code> <code>clipboard="The · front · window · is · "+dn+ " · "</code> <code>:1 · '\CC'</code>
DOUBLE	DOUBLE Precision Floating Point Formatting Specification format variable. DOUBLE is the formatting specification that the ANSI C language printf() function uses to format double precision floating point numbers when they are converted to text. The preset value for DOUBLE is %lg. DOUBLE will override the preset when you assign a new formatting specification to it. DOUBLE must always be in uppercase because DOUBLE is a variable that is case sensitive, like all variables. See "Formatting Specifications" on page 399.
DoubleLock	Double Precision Conversion flag variable. DoubleLock is a Boolean flag that, when set to true, causes every constant number to be converted to a double precision floating point number; for example, the integer constant 4, containing no decimal point, will be converted to 4.0. If DoubleLock has not been defined by you, it will preset to a value of false. Since DoubleLock is a variable, it is case sensitive, meaning that you must enter it in the same upper and lowercase configuration as seen here.
EndCharNum	End Character Number document function. Returns the character offset from the beginning of the document for the last character in the document; that is, the number of characters in a document. <code>SetSelect(0,endcharnum)</code> <code>//That will select the entire document</code>
ends	Selection End Points push or qpush keyword operator. Stores the selection end points, for all the selections in a document, into a storage variable. <code>n->push(ends)</code> <code>//n will now be an array of all the end points of the selected text. There can be more than one end point because Nisus Writer can have noncontiguous text selected.</code>
error	Error miscellaneous function. Returns a Boolean data type representing the error state of the last command executed. A value of true indicates an error, usually a sign of insufficient memory.


```

s->push("Writer")
s->push("The")
s->push("Powerful")
s->push("Document")
s->push("Processor")
a=s->first
clipboard=a
:1 '\CC'
//This prints "Processor". It is "first" in line to be popped
a=s->first
clipboard=a
:1 '\CC'
//This will print "Processor" again. Note that it was not removed from the stack, only
looked at.

```

floats Floating Number push or qpush keyword operator. Stores every selection as a floating point number into a storage variable.

Let's say your front window had the numbers 1 through 10 on separate lines.

```

Find All ^.+ "g"
f->qpush(floats)
clipboard=" "+ "The third number down is "+f[3]+ "."
:1 '\CC'

```

floor (F) Floor math function. Returns the largest integer not greater than F as a floating point number; for example, **floor (2.675)** is equal to 2.0 and the **floor (3.0)** is equal to 3.0.

fmod (F1 , F2) Floating Modulus math function. Returns the remainder of F1 divided by F2 with the same sign as F1.

```

a=fmod(2.3,1.1)
clipboard=" "+a
:1 '\CC'

```

This code will print 0.1

FollowingMacro This is a property keyword that will wait until all multimedia processes are complete before calling a macro. For an example, see the "Speak Sentences" macro included with your macros.

```

Speak
nisus[followingmacro] = "Speak Sentences"
exit

```

free VarName Delete Local Or Global Variable miscellaneous function. Deletes the first occurrence of VarName found by first searching in the local variable space and then in the global variable space.

```

a->create(1000)
//That takes up a lot of space
free a
a=4

```

//You would not be able to do this if it were still a storage variable. Try this with and without the "free a" statement.

FreeAll Delete All Local And Global Variables miscellaneous function. Deletes every local and global variable. Like **Free VarName**, but for everything.

FreeGlobal Delete All Global Variables miscellaneous function. Deletes every global variable. See **Free VarName**.

FreeLocal Delete All Local Variables miscellaneous function. Deletes every local variable. See

Free VarName.

FrontWindow This is a property keyword. It will reference the frontmost window in Nisus Writer.

```
thefrontrect=Nisus[FrontWindow][WindowRect]
thefrontrect[RectLeft]=0
thefrontrect[RectRight]=100
thefrontrect[RectTop]=50
thefrontrect[RectBottom]=250
Nisus[FrontWindow][WindowRect]=thefrontrect
```

FrontDocumentWindow

This is a property keyword. It will reference the frontmost window in Nisus Writer which is a Document window.

```
thefrontrect=Nisus[FrontDocumentWindow][WindowRect]
thefrontrect[RectLeft]=0
thefrontrect[RectRight]=100
thefrontrect[RectTop]=50
thefrontrect[RectBottom]=250
Nisus[FrontDocumentWindow][WindowRect]=thefrontrect
Nisus[FrontDocumentWindow]->BringWindowFront()
```

global VarName Global variable declaration. Causes the next use of **VarName** to be stored in global variable space. See **Free VarName**.

GoTo Id Unconditional Branch. Causes the macro to start executing statements following the label **Id**. You cannot branch control.

```
//This macro adds up all the numbers between 1 and 50.
counter=0
sum=0
loop:
//This is the label "loop" note the colon.
counter=counter+1
if(counter==50) GoTo out
//This will go to the label "out."
sum=sum+counter
GoTo loop
//This will go to the label "loop."
out:
//This is the label "out."
clipboard="total: "+sum
:1 '\CC'
```

HeaderFooterIconDisplayState

This property keyword tells you if the Header/Footer Display command or the Header/Footer Icons button on the Horizontal Button Bar is selected.

```
State=
Nisus[FrontWindow][HeaderFooterIconDisplayState]
clipboard=State
:1 '\CC'
```

hour Hour Of Day date/time function. Returns 0 through 23 representing the 24 hours of the current day.

```
h=hour
clipboard="The military-time hour is: "+h
:1 '\CC'
```

if (E) Conditional Test. If the expression E evaluates to true then the statement(s) on the same line immediately following it (E) will be executed.

```
a=5
b=0; c=0; d=0; e=0
if(a==5) b=1
if(a==17) c=1
if(a<20) d=1; e=1
//On the previous line, if a<20 then d and e will be set to 1.
clipboard="a:" + a + " b:" + b + " c:" + c + " d:" + d + " e:" + e
:1 '\CC'
if(a!=10) GoTo notten
exit
notten:
:1 "Furthermore, a is not ten!"
```

ints Integer Number **push** or **qpush** keyword operator. Stores every selection as an integer number into a storage variable. Exactly like floats, but it stores the numbers as integers. See **floats**.

label Label declaration. The name **label**, in which the user provides the name, is a location in a macro that can be used to branch control to using the **GoTo** command. The correct syntax of a label requires that a colon immediately follows the label name. A label must appear on a macro line by itself. See **GoTo**.

last Last Element storage method. Returns the contents of the last element of a storage variable (same as **myStorage [myStorage->size]**).

```
s->push("Nisus")
s->push("Writer,")
s->push("The")
s->push("Powerful")
s->push("Document")
s->push("Processor")
a=s->last
clipboard=a
:1 '\CC'
//This wil print "Nisus". It is "last" in line to be popped.
a=s->last
clipboard=a
:1 '\CC'
//This will print "Nisus" again. Note that it was not removed from the stack, only looked at.
```

LastDateSaved Modification Date document date/time function. Returns a date data type that is equal to the modification time stamp on disk for the front document. When the front window is the Catalog window, **LastDateSaved** returns the modification date for the currently displayed folder.

```
when=LastDateSaved
clipboard=""
clipboard="This file was last saved on " + when + "."
:1 '\CC'
```

LastRecordedSound

This is the last recorded sound in the current window. To be noticed, the sound must have been recorded during the current session (in other words, you can't record a

sound, quit, open the document, and expect **LastRecordedSound** to find anything).
It is a property keyword.

//For this example to work properly, you must record a sound in your document during the same session that you execute this.

```
mysound=Nisus[FrontDocumentWindow]
[LastRecordedSound]
mysound[SoundName]="Rupert"
PlaySoundStack->qpush(mysound)
```

left·(S,·I) Left Sub String string function. Returns **I** left characters from the string **S**; for example, **left ("hi ya bub", 5)** is equal to "hi ya".

length·(S) String Length string function. Returns the number of characters in the string **S**.

```
s="I am a string 51 characters long (Including spaces)"
ls=length(s)
clipboard="String: "+s+" Length: "+ls+"."
:1 '\CC'
```

LineCharNum Line Character Number document function. Returns the number of characters from the beginning of the line to the insertion point.

```
locl=linenum
locc=linecharnum
clipboard=
"Just in case you were interested, you're on line: "
clipboard=clipboard+" "+locl+" character: "+locc+"."
:1 '\CC'
```

LineNum Line Number document function. Returns the line number from the beginning of the document to the insertion point. For an example, see above.

local·VarName Local variable declaration. Causes the next use of VarName to be stored in the current scope's local variable space. You must do this if you are to hide all previous declarations of a particular VarName from the scope of the current macro. For example, if macro **A** has a variable "X", and it calls macro **B** which also has a variable "X" serving a different purpose, you may unintentionally transfer or lose the contents of "X". This is remedied by declaring macro **B**'s variable X to be local. Just put "Local X" at the top of the macro.

log·(F) Natural Logarithm math function. Returns ln(F), the natural logarithm of F; F is greater than zero. For example, log(25) is 3.21888.

log10·(F) Logarithm Base 10 math function. Returns log(F), the log base 10 of F; F is greater than zero. For example, log10(25) is 1.39794.

LONG Long Integer Formatting Specification format variable. **LONG** is the formatting specification that the ANSI C language **printf()** function uses to format long integer numbers when they are converted to text. The preset value for **LONG** is %ld. **LONG** will override the preset value when you assign a new formatting specification to it. **LONG** must always be in uppercase because **LONG** is a variable that is case sensitive, like all variables. See "Formatting Specifications" on page 399.

LowerRoman·(I) Lower Case Roman Number miscellaneous function. Returns an all lowercase string representing the Roman number for the integer I.

```
clipboard=lowerroman(year)
:1 '\CC'
```

MacroCopy Copy Selection document function. Copy the selection into the current Clipboard. This only works in document windows. This is almost the same as **Copy** from the menu command dialect, with a few differences.

MacroCopy does not copy formatting, rulers, and so forth. It will not keep track of these.

MacroCopy is much faster than **Copy**. So, if you are planning to copy a whole lot of text, many times, and you don't care about the formatting or rulers, it would be much better for you to use **MacroCopy** instead of **Copy**. Also, as **MacroCopy** is a programming dialect command, it can be placed on the same line as other programming dialect commands. For example:

```
if(x==3)·copy
```

//This will not work as you cannot have menu dialect and programming dialect on the same line.

```
if(x==3)·MacroCopy
```

//This will work fine.

MacroPaste

Paste Current Clipboard document function. Paste the current Clipboard into the document. This only works in document windows. It has the same advantages and disadvantages as **MacroCopy**. See **MacroCopy**.

MakeDate·(I1,I2,I3)

Create Date Data Type date/time function. Returns a date data type representing the **I1** day, of the **I2** month, of the **I3** year.

```
moon=MakeDate(20,7,1969)
```

```
Armstrong= ""
```

```
Armstrong=moon+": That's one small step for man,"
```

```
Armstrong=Armstrong+" one giant leap for mankind."
```

```
clipboard=Armstrong
```

```
:1·'\CC'
```

MicroRulerIconDisplayState

This property keyword will notify you of whether the Display Paragraph Ruler button on the Horizontal Button Bar is selected and, therefore, whether or not the paragraph rulers along the left edge of the window ( and ) display.

```
State=Nisus[FrontWindow][MicroRulerIconDisplayState]
```

```
clipboard= "" +State
```

```
:1·'\CC'
```

mid·(S,·I1,·I2)

Middle Sub String string function. Returns **I2** characters of string **S** beginning at character position **I1**; for example, **mid("hi ya bub", 7, 3)** is equal to "bub".

minute

Minute Of Hour date/time function. Returns 0 through 59 representing the 60 minutes of the current hour.

```
m=minute
```

```
clipboard="We are " +m+" minutes into the hour."
```

```
:1·'\CC'
```

mod

Modulus operator. Used in algebraic expressions. Returns the remainder of **F1** divided by **F2**; for example, **22 mod 7** is equal to 1 (**same as 22 % 7**).

modf·(F)

Modf math function. Returns the signed fractional part of **F**; for example, **modf(3.1415)** is equal to 0.1415.

month

Current Month Enumerated date/time function. Returns 1 through 12 representing January through December, respectively.

```
m=month
```

```
clipboard="We are " +m+" months into the year."
```

```
:1·'\CC'
```

NeedsSaveAs

This property keyword tells you if the window in question has never been saved. **For example, new files that haven't been saved will register as true.**

```

Saved=Nisus[FrontWindow][NeedsSaveAs]
clipboard="" + Saved
:1 ·'\CC'

```

NextRulerStart Next Governing Ruler Position document function. Returns the character offset from the beginning of the document for the next governing ruler following the insertion point. NextRulerStart will return 2,147,483,647 ($2^{31}-1$) if the next ruler does not exist.

//This macro will put the insertion point at the next ruler.

```

next=nextrulerstart
if(next>endcharnum)·GoTo·out
SetSelect(next,next)
out:
exit

```

Nisus A command word for several functions. All of the functions are referred to by Property Keywords in brackets after the command. For example, **Nisus[FrontWindow]** will return a window record to the front window. Nisus[canrecord] will return a Boolean stating whether or not it is possible to record a sound. Several of these keywords can be used with procedures with the form: **Nisus[keyword]->procedurename()**. The Property Keywords and procedures are all in this section of the documentation, but are listed here with their appropriate usage for completeness:

Keyword:	Usage:
FrontWindow	Nisus[...]
FrontDocumentWindow	Nisus[...]
CurrentClipboardNum	Nisus[...]
FollowingMacro	Nisus[...]
canrecord	Nisus[...]
canspeak	Nisus[...]

After **Nisus[FrontWindow]**
or **Nisus[FrontDocumentWindow]**

Keyword:	Usage:
WindowRect	Nisus[FrontWindow][...]
LastRecordedSound	Nisus[FrontWindow][...]
CurrentSoundGroup	Nisus[FrontWindow][...]
DefaultSoundGroup	Nisus[FrontWindow][...]
NeedsSaveAs	Nisus[FrontWindow][...]
MicroRulerIconDisplayState	Nisus[FrontWindow][...]
HeaderFooterIconDisplayState	Nisus[FrontWindow][...]

After **Nisus[FrontWindow][WindowRect]**
or **Nisus[FrontDocumentWindow][WindowRect]**

Keyword:	Usage:
RectRight	Nisus[FrontWindow][WindowRect][...]
RectLeft	Nisus[FrontWindow][WindowRect][...]
RectTop	Nisus[FrontWindow][WindowRect][...]
RectBottom	Nisus[FrontWindow][WindowRect][...]

Procedures that use these keywords:

Function:**Usage:****BringWindowFront()****Nisus[FrontWindow]->...****SendWindowBack()****Nisus[FrontWindow]->...**

You can also set auto-instantiating variables to these functions.

```
mywindow=Nisus[FrontDocumentWindow]
```

```
mywindow->SendWindowBack()
```

```
//This will bring the frontmost document window to the back.
```

Not

Not operator. Used in logical expressions (same as !).

NumFound

Number Of Find Or Find/Replacements miscellaneous function. Returns the number of items found or replaced in previous Find/Replace.

```
//This macro will tell you how many paragraphs there are in your document
```

```
find·all·"^.+·"·"g"
```

```
clipboard="There are "+NumFound+" Paragraphs in this document"
```

```
:1·'\CC'
```

NumToChar (I)

ASCII Number To Character string function. Returns a string containing the character equivalent of the ASCII number I.

```
clipboard=
```

```
numtochar(78) // 78 is the ASCII value of "N"
```

```
:1·'\CC'
```

offset (S1, S2)

Position Start Of String string function. Returns the character offset of the first occurrence of **S1** in **S2**; for example, **offset ("bub", "hi ya bub")** is equal to 7.

OffsetTime

This is a global that will offset the real time by an amount you specify. It will not reset the Clock, but it will convince **PlayTimedSoundStack** that it is some other time. This is particularly useful for testing code you have written for **PlayTimedSoundStack**. The following example will "advance" the clock to the next quarter hour.

```
global`OffsetTime
```

```
qHour=15*60
```

```
k=3
```

```
OffsetTime=qHour-time%qHour+k*qHour
```

OneMonth

This Data offset will add one month to any date. Since month is an ambiguous term, this is useful because it will automatically add one month. If you add a fractional amount of months to a date (like 1.5), the fraction is accounted for in terms of the beginning month. For example, if you add **1.5*OneMonth** to June 16, 1972, the result will be July 31, 1972, because the .5 month is counted as 15 days, because there are 30 days in June. In short, it will add the number of days in the base month, times whatever multiplier you put on it.

```
OneMonthFromToday=date+OneMonth
```

```
clipboard=" "+OneMonthFromToday
```

```
:1·'\CC'
```

OneYear

This Data offset will add one year to any date. Since year is an ambiguous term, this is useful because it will automatically add one year.

```
OneYearFromToday=date+OneYear
```

```
clipboard=" "+OneYearFromToday
```

```
:1·'\CC'
```

OR

Or operator. Use in logical expressions (equivalent to ||).

PageLineNum

Page Line Number document function. Returns the number of lines from the top of the page to the insertion point.

```
plnn=pagelinenum
```

```

pInp=pagenum
clipboard="Just in case you were interested, you're on-line: "
clipboard=clipboard+" "+pInn+" of page: "+pInp+"."
:1 '\CC'

```

PauseSoundStack This Boolean, when set to TRUE, will cease all processing of the **PlaySoundStack**.

PauseTimedSoundStack

This Boolean, when set to TRUE, will cease all processing of the **PlayTimedSoundStack**.

PageNum

Page Number document function. Returns the number of pages from the beginning of the document to the insertion point. See **PageLineNum** for an example.

PlaySoundStack

This pre-initialized, global variable will allow you to play a sound from your document. Since it is a variable, and not a routine call, it is case sensitive, and must be in the same upper and lowercase configuration as shown here. It is also a stack, and has all the functionality of any other stack.

//For this example to work properly, you must record a sound in your document during the same session that you execute this.

```

mysound=
  Nisus[FrontDocumentWindow][LastRecordedSound]
mysound[SoundName]="Rupert"
PlaySoundStack->qpush(mysound)

```

PlayTimedSoundStack

This pre-initialized, global variable will allow you to play a sound from your document at some given time. Since it is a variable, and not a routine call, it is case sensitive, and must be in the same upper and lowercase configuration shown here. It is a stack, and has all the functionality of any other stack.

//For this example to work properly, you must record a sound in your document during the same session that you execute this.

```

mysound=
  Nisus[FrontDocumentWindow][LastRecordedSound]
mysound[SoundPlayTime]=time+10
mysound[SoundRepeatAgainAfter]=10
mysound[SoundNumberOfRepeats]=4
PlayTimedSoundStack->push(mysound)

```

pop

Pop storage method. Removes the first element of a storage variable and returns its contents. This takes it out of the stack.

```

s->push("a")
s->push("b")
s->push("c")
clipboard="Stack s="+s->pop+s->pop+s->pop
:1 '\CC'

```

If you want to get the top value of a stack or queue, without removing it from the stack or queue, use **first**. See **first** on page 405.

pow (F1, F2)

Exponentiation (Power) operator. Used in algebraic expressions; for example, **pow (2, 3)** is equal to 8 (same as 2^3).

push (E)

Stack Push storage method. Creates and appends a new first element for a storage variable and stores the result of expression E in the new elements contents. For an example, see **qpush**.

qcreate (I)

Queue Create Elements storage method. Use to append I empty elements to the end of a storage variable. This differs from **create(I)** because it appends the elements to the

other end of the queue array. Remember, a queue is like a line of people. The people who were first there, get served first. A Stack is like a pile of rocks to be moved. The last ones put there will be the first ones moved elsewhere.

qpush · (E) Queue Push storage method. Creates and appends a new last element for a storage variable and stores the result of expression **E** in its contents.

```
s->qpush("Hello·")
s->qpush("There·")
s->qpush("Pal!·")
clipboard="With·qpush:·"+s->pop+s->pop+s->pop
:1·'\CC'
s->push("Hello·")
s->push("There·")
s->push("Pal!·")
clipboard="With·push:·"+s->pop+s->pop+s->pop
:1·'\CC'
```

random Random miscellaneous function. Returns a random integer in the range -32767 to 32767. If you want a random number within a given range you will have to use % and +.

```
//I want a random integer between 0 and 10.
r=fabs(random%10)
clipboard="Between·0·and·10:·"+r
:1·'\CC'
//Now I want one between 50 and 60.
r=fabs(random%10)+50
clipboard="Between·50·and·60:·"+r
:1·'\CC'
```

RectBottom See **WindowRect**

RectLeft See **WindowRect**

RectRight See **WindowRect**

RectTop See **WindowRect**

ReportErrors Report Errors flag variables. **ReportErrors** is a Boolean flag that, when set to false, causes the syntax warning dialog not to appear. This allows you to check for errors yourself and report them in some other way. If **ReportErrors** has not been defined by you, it will preset to a value of true, causing syntax errors to be reported. Since **ReportErrors** is a variable, it is case sensitive, meaning that you must enter it in the same upper and lowercase configuration as seen here.

right · (S, · I) Right Sub String string function. Returns I right characters from the string **S**; for example, **right ("hi ya bub", 3)** is equal to "bub".

RoundDownMonth()

This command will take the number of days in the month, check to make sure the date it was given does not exceed that, and if it does, it will truncate them, and set the date to be the last day of that month. So, if you pass it August 74th, it will round that down to August 31.

```
baddate=makedate(29,2,1992)·//1992·is·not·a·leap·year
gooddate=rounddownmonth(baddate)
clipboard=""·+gooddate
:1·'\CC'
```

rrandom · (F1 ·, · F2 ·) Random Number With Range miscellaneous function. Returns a random floating point number, FR, in the range $F1 \leq FR \leq F2$.

	<pre>//I want a random decimal between e and pi r=rrandom(2.71828,3.14159) clipboard="Result: "+r :1 '\CC'</pre>
RulerName	Ruler Name document function. Returns the name for the governing paragraph ruler of the insertion point. <pre>clipboard=RulerName :1 '\CC'</pre>
RulerStart	Ruler Start document function. Returns the offset in characters from the beginning of the document for the governing paragraph ruler preceding the insertion point. //This macro will move the insertion point from its current location to the ruler that governs it. <pre>SetSelect(rulerstart,rulerstart)</pre>
second	Second date/time function. Returns 0 to 59 representing the 60 seconds of the current minute. <pre>clipboard="We are "+second+" seconds into the current minute" :1 '\CC'</pre>
seed (I)	Seed miscellaneous function. Sets the starting seed value of the random function to I. With any given seed number, the train of random numbers will be the same. <pre>seed(5) a=random%10 b=random%10 c=random%10 d=random%10 e=random%10 clipboard="5 random numbers: "+a+" "+b+" "+c+" "+d+" "+e :1 '\CC' seed(5) //Seed it with 5 again, we should get the same results. a=random%10 b=random%10 c=random%10 d=random%10 e=random%10 clipboard= "5 more random numbers: "+a+" "+b+" "+c+" "+d+" "+e :1 '\CC'</pre>
SelectEnd	Selection End Point document function. Returns the end of selection offset, of the last selection, in characters from the beginning of the document. //This macro expects to have a document with a selected bit of text ready. It will select everything except the text that was originally selected. <pre>se=SelectEnd st=SelectStart SetSelectMore(0,0) SetSelectMore(0,st) SetSelectMore(se,endcharnum) //This macro is not very practical, but it shows you that you can use SelectEnd to your advantage.</pre>
SelectRuler (I)	Select Governing Ruler Icon document function. Selects the governing paragraph ruler

of the character offset **I**.

SelectRuler(charnum)

//This macro will select the ruler governing the position of the insertion point.

SelectStart Selection Beginning Point document function. Returns the beginning selection offset, of the last selection, in characters from the beginning of the document. For an example, see **SelectEnd**.

SelectWithRuler Selection Includes Beginning Ruler flag variable. **SelectWithRuler** is a Boolean flag that, when set to true, and used in conjunction with either the **SetSelect** or **SetSelectMore** commands, causes the paragraph ruler immediately to the left of the selection to be selected along with the text. If **SelectWithRuler** has not been defined by you, it will preset to a value of false. **SelectWithRuler** is a variable, it is case sensitive, that is you must enter it in the same upper and lowercase configuration as seen here.

SendWindowBack()

This procedure causes the window function calling it to be sent to the back. It is a Window procedure, so it must be called appropriately:

```
thewindow=Nisus[FrontWindow]
thewindow->SendWindowBack()
:1 "Now, it's in the back"
thewindow->BringWindowFront()
:1 "Now, it's in the front"
```

SetSelect (I1, I2) Select Text document function. Selects text from character offset **I1** to character offset **I2**. You define the two character offsets, and it will select the text between them. It can be used in any of the following ways:

```
SetSelect(8,20)
SetSelect(0,endcharnum)
s->push(starts)
n->push(ends)
SetSelect(s->pop, n->pop)
```

SetSelectMore (I1,I2) NoncontiguousSelect Text document function. Adds, to the previous **SetSelectMore**, another selection of text from character offset **I1** to character offset **I2**. The very first selection created with **SetSelectMore** is ignored. To work around this always begin your **SetSelectMore** with a nonconsequential statement, **SetSelectMore(0,0)**.

shuffle Shuffle storage method. Randomly shuffles the order of the elements in a storage variable.

sin (F) Sine trigonometric function. Returns the sine of angle **F** which must be in radians. For example, **sin($\pi/4$)** equals 1.414.

sinh (F) Hyperbolic Sine trigonometric function. Returns the hyperbolic sine of **F**.

```
clipboard=" "+sinh( $\pi/4$ )
equals 0.86867.
```

size Size storage method. Return the number of elements in a storage variable.

```
s->push(5)
s->push("Five")
s->push(5.5)
s->push("Cinco")
s->push("Funf")
sz=s->size
clipboard="size: "+sz
```

```

:1 ·'\CC'
s->pop
sz=s->size
clipboard="size:·"+sz
:1 ·'\CC'

```

SndFileName This is the full path name of the sound file you want your sound data variable to load. If you give it a file name with no path, it will assume that the file is in the same folder as the macro file that contains the running macro. For example:

```
mysound[SndFileName]="Happy·Sounds"
```

will look for the file “Happy Sounds” in the folder containing the macro file. If you have the resource in some other folder, you must use an absolute path name, like this:

```
mysound[SndFileName]=
"System:Nisus·Writer·Folder:Happy·sounds"
```

Both of these examples will autoinstantiate a variable, called **mysound**, which will be a record containing all the data about the sound in question. There are several other commands like this one, referring to various aspects of the sound. They are: **Sound-PlayTime**, **SoundRandomTime**, **SoundRepeatAgainAfter**, and **SoundNumberOfRepeats**.

All of the above commands are listed in this glossary.

SoundGroupName This returns the name of the currently selected sound group.

```
mysound=
Nisus[FrontDocumentWindow][CurrentSoundGroup]
thename=mysound[SoundGroupName]
```

SoundPlayTime This is the time at which a sound sent to **PlayTimedSoundStack** will be played. For example, see **PlayTimedSoundStack**.

SoundRandomTime

This is a time limit, in seconds, that you specify. If you have set this to anything but 0, the next time the sound is played will be a random time not greater than the time specified here. This will only take effect if **SoundRepeatAgainAfter** is set to 0.

```
mysound[SoundRandomTime]=5
```

This will set the maximum random time delay to 5 seconds.

SoundRepeatAgainAfter

This is the amount of time that will pass between each repetition of a sound. If this is set to 0, then **SoundRandomTime** will be used to determine the next time to play the sound. If they are both set to 0, the sound only plays once.

SoundNumberOfRepeats

This is how many times you want the sound to play again. It is initialized to 0. If it is set to, say, 3, the sound will play 4 times total. Once initially, and three repeats.

SndResourceName This will search through all open resource forks for the sound. It is uninitialized until set by the user. Some application must have loaded the resource beforehand. Any application that is running that had loaded it will be sufficient. To load a specific sound resource, you must first open the file containing that resource with **SndFileName**.

```
mysound=
Nisus[FrontDocumentWindow][CurrentSoundGroup]
mysound[SndResourceName]="Fluff"
```

sqrt·(F) Square Root Function. Returns the square root of an expression; for example, **sqrt (4)** is equal to 2 (same as $\sqrt{4}$).

StartEnds Selection Start and End Points push or qpush keyword operator. Stores the selection

start and selection end points, for all the selections in a document, into a storage variable.

//This macro expects to have noncontiguous text selected. It will then select everything in the file, then nothing, and then re-select the noncontiguous text. It is not a practical macro, but you can see how to use startends

```
s->push(startends)
select all
SetSelect(0,0)
loop:
if(!s->size) exit
SetSelectMore(s->pop,s->pop)
GoTo loop
```

starts Selection Start Points push or qpush keyword operator. Stores the selection start points, for all the selections in a document, into a storage variable. This is like startends, but it only stores the starts. For example, if you wanted the starts and the ends in different arrays, you could write:

```
s->push(starts)
n->push(ends)
```

stop Stop command. Causes all running macros to exit returning control to the user. This not only stops the running macro, but also any other macros. For example, say macro **A** calls macro **B** which, in turn calls macro **C**. If the command exit is reached in macro **C**, **B** will pick up where it left off. If, however, the command stop is reached in **C**, then **C**, **B**, and even **A** all stop.

strings String **push** or **qpush** keyword operator. Stores the text, for all the selections in a document, into a storage variable.

//This macro will select all paragraphs in the file and put them in individual slots in an array "s". Then it opens a dialog box with the fourth paragraph displayed.

```
find all ^.+ "g"
s->qpush(strings)
clipboard=s[4]
:1 ^\CC'
```

swap (I1,I2) Swap Contents storage method. Swap the contents of element **I1** with the contents of element **I2** of a storage variable.

```
t->push("a")
t->push("b")
t->push("c")
t->swap(1,2)
clipboard="It isn't b any more, it became:" +t[2]
:1 ^\CC'
```

tan (F) Tangent trigonometric function. Returns the tangent of F in radians. For example **tan(3.14159/4)** would return 1. Note: You cannot take the tangent of $\pi/2$ or $3\pi/2$; these are mathematically undefined.

tanh (F) Hyperbolic Tangent trigonometric function.
Returns the hyperbolic tangent of F. For example, **clipboard=tanh(3.14159/4)** would return 0.655794.

time Current Time date/time function. Returns a time data type representing the current time.

```
t=time
clipboard="The time is: " +t
:1 ^\CC'
```

TimeModified Document Last Modified Time date/time function. Returns a time data type representing the last time a document was modified while editing.

t=timemodified

**clipboard="The last time this file was modified was: " + t
:1 '\CC'**

true Logical True predefined constant. Used in logical expressions. Returns a Boolean data type set, equal to the value of true; that is, the value of not false.

type Type Name Of Variable miscellaneous method. Returns a string representing the data type of a variable; for example, **myVar=3.5**, **myVar->type** is equal to **DOUBLE**.

UpdateVariables() The **UpdateVariables** recounts variables used in numbering and sets them to the currently appropriate value. For example, in an outline, you might have Roman numerals for the first level, and then for each subsection, letters, and for each sub-subsection, Arabic numerals. You can use **UpdateVariables** to renumber your entire outline after you've added, deleted, or moved parts of it, so that the numbering is still correctly sequential.

The way this command can tell whether or not you want a number put in any specific place in your document is by defined styles. Let's say you wanted to have Roman numerals placed in front of every level 1 paragraph. Create a new style called Roman. Then, put a bullet (option [8]) in every spot where you want to have a Roman numeral. The actual settings of the style itself do not matter. UpdateVariables will do all the work here; the style is just used as a location marker.

Then, create a new style for the second level, which you could name Letter. Type bullets in that style wherever you want to have a letter. Do the same for numbers. Then format the outline text in your document to look something like this:

```
→ level 1
→      → level 2
→      → level 2
→      → level 3
→      → level 3
→      → level 2
→ level 1
→      → level 2
→      → level 3
→      → level 3
→      → level 2
→      → level 3
→      → level 3
→ Conclusion
```

All of the bullets in the first column should be in the style Roman. All of the bullets in the second column should be in the style Letter, and all the bullets in the rightmost column should be in the style Number.

Then, make a series of macros—we'll call them **lev1**, **lev2**, and **lev3**—each with only one line:

lev1: result=Upperroman(n[1])+ ". "

lev2: result=NumToChar(64+n[2])+ ". "

lev3: result=n[3]+ ". "

Now, make one more macro, which we can call Tools Variable Update. That pushes style names, and then macro names onto a stack, like this:

```
s->qpush("Roman")
s->qpush("lev1")
s->qpush("Letter")
s->qpush("lev2")
s->qpush("Number")
s->qpush("lev3")
select all
Nisus[FrontDocumentWindow]->UpdateVariable(s)
```

When you run this macro, you will see that the bullets have become Roman numerals, letters, and numbers that behave like an outline. Furthermore, as long as you keep putting bullets of the appropriate style in, you can just run the macro again to update the numbering.

Note that the styles that **UpdateVariables** uses will be altered, so don't use this command on any styles that you don't want to change.

UpperRoman (I)

Uppercase Roman Number miscellaneous function. Returns an all uppercase string representing the Roman number for the integer I. It is exactly like **LowerRoman**, except that the Roman numerals will be uppercase. For an example, see **LowerRoman**.

WhatDay (D)

Day Corresponding To Date date/time function. Given **D**; a date or time data type; or the number of seconds since midnight, January 1, 1904; **WhatDay (D)** will return 1 through 7 representing Sunday through Saturday, respectively, the day of week that D falls on.

//Have you ever wondered what day of the week it will be at the turn of the millennium? (Jan 1, 2001).

```
turn=makedate(1,1,2001)
d=Whatday(turn)
if(d==1) clipboard="Sunday"
if(d==2) clipboard="Monday"
if(d==3) clipboard="Tuesday"
if(d==4) clipboard="Wednesday"
if(d==5) clipboard="Thursday"
if(d==6) clipboard="Friday"
if(d==7) clipboard="Saturday"
clipboard="The turn of the century will fall on a "+clipboard
:1 '\CC'
```

WindowRect

This property keyword represents the window's position and size. It has four parts: **RectRight**, **RectLeft**, **RectTop**, and **RectBottom**. Each of them is a distance, in pixels, from either the left edge, or the top of the screen.

```
thefrontrect=Nisus[FrontWindow][WindowRect]
thefrontrect[RectLeft]=0
thefrontrect[RectRight]=100
thefrontrect[RectTop]=50
thefrontrect[RectBottom]=250
Nisus[FrontWindow][WindowRect]=thefrontrect
```

year current year date/time function. returns 1904 through 2040 representing the current year.

y=year

clipboard="just in case you weren't sure, the year is"+y

:1 '\cc'

Writing AppleScripts

Using AppleScripts you can create little “stand alone” applications that you can use to take information from one “scriptable” program and manipulate it in a second before passing it on to yet another. You can also create little applications that you can share with other Nisus Writer users.

AppleScripts are made up of AppleEvents. An AppleEvent is a single command such as “Copy” or “Print”; analogous to a Nisus Writer macro command. Therefore, an AppleScript, an accumulation of AppleEvents written to perform an action, is analogous to a Nisus Writer macro. There are several levels of AppleEvent support an application can have.

Nisus Writer supports some of these.

Nisus Writer is Scriptable. That is, using the Script Editor application, to do any of the required suite of AppleEvents such as: Open - a document, Print - a document, Quit - the application, Run - the application. Nisus Writer also supports the “Do Script” command.

Nisus Writer is Tinkerable. You can add AppleEvents to a macro and AppleEvent information can be returned via the Clipboard or in the form of a document saved to the Finder to extend the functionality of the macro language, and subsequently Nisus Writer.

Nisus Writer is not Recordable. You cannot record your actions in Nisus Writer and have them appear as part of an AppleScript.

Nisus Writer is not Attachable. You cannot attach AppleEvents to a macro so that Nisus Writer can send AppleEvents to other applications. Adding many AppleEvents in a macro is equivalent to writing an AppleScript in Nisus Writer.

	ChemDraw		MathType
	ChemDraw 3D		Graphing Calculator
	Delta Graph		Nisus Table Tool
	Expressionist		Photoshop
	Generic EGO		

Figure 334
Badges of Graphic Objects supported by Nisus Writer

Editing Graphic Objects

The ability to “Edit Graphic Objects” is a special subset of AppleEvents. This allows applications to embed parts into Nisus Writer by Copying and Pasting. These parts can later be edited in their respective applications simply by double-clicking the parts in Nisus Writer.

You can tell whether an object is editable if, when you click to select it, the creating application’s icon (its “badge”) appears off its lower left corner.

To integrate AppleScript with Nisus Writer:

The argument of Do Script can be any Nisus Writer menu command (even the name of a macro, style, etc.). In addition, you can put almost any Nisus Writer macro programming dialect command in an argument. A few examples follow.

To write AppleScripts from within Nisus Writer:

This script tells Nisus Writer to open a new file and type “Hello World.” It then selects all the text, applies the font Times, then makes it Bold and Red.

- ▶ Choose **Do AppleScript...** from the **Macros** segment of the **Auto** menu.
This presents a dialog in which you can type some AppleScript commands.

If you have made a syntax error Nisus Writer offers you a chance to fix it. If, on the other hand, there is an execution error, the dialog will already have gone away.

- ▶ When you Choose **Do AppleScript...** from within a macro, it can take two arguments. The first argument is the script itself. The second, optional, argument is “.” which means “don’t put the result on the Clipboard”, as with **Frontier DoScript...**

To have AppleScript open a new file:

```
▶ tell application "Nisus® Writer"
  Do Script "New"
end tell
```

To have AppleScript open a file and perform some tasks:

This script tells Nisus Writer to open a new file and type “Hello World.” It then selects all the text applies the font Times, then makes it Bold and Red.

```
▶ tell application "Nisus® Writer"
  Do Script "New"
  Do Script "Key Hello World"
  Do Script "Select All"
  Do Script "Times"
  Do Script "Bold"
  Do Script "Red"
end tell
```

To have AppleScript look for two or more spaces and convert them to a tab:

You can use AppleScript to run a command in the Macro language of Nisus Writer, even commands that take arguments and Find/Replace metacharacters.

```
▶ tell application "Nisus® Writer"
  Do Script "Find/Replace \"\\s\\s+\" \"\\t\" \"gaAt\""
end tell
```



Note that when you would use a quote or a backslash character in a Nisus Writer macro you need to tell AppleScript:

- That the quote character should be sent to Nisus Writer as part of an argument rather than ending the AppleScript argument.
Put a backslash before it.
- That a backslash character is supposed to be meaningful to Nisus Writer and not taken as part of the AppleScript command.
Put a backslash before it.

This same command in a Nisus Writer macro would have looked like this: Find/Replace "\s\s+" "\t" "gaAt"

To have AppleScript use aspects of the macro programming dialect:

You can even use AppleScript to assign variables within Nisus Writer using the Macro Programming Dialect

```
▶ tell application "Nisus® Writer"
  activate
  Do Script "global Cindy"
  Do Script "global Jan"
  Do Script "Find Next \"~\" \"gt\""
  Do Script "Copy"
  Do Script "Jan=clipboard"
  Do Script "Cindy=\"The selected word was \" + Jan + \".\""
  Do Script "Clipboard=Cindy"
  Do Script ":1 '\\CC'"
end tell
```



This example illustrates additional important points.

- The single quote character ' does not need a backslash in front of it.
- You should assign global scope to any Nisus Writer variables you use.

Local variables tend to lose their scope when called from AppleScript, especially if you're switching into and out of Nisus Writer. (Of course, you can and should use regular AppleScript variables.)



If your AppleScript directly or indirectly causes Nisus Writer to display a dialog box, Nisus Writer must be in the foreground when that happens. If Nisus Writer is in the background and an AppleScript command attempts to display a dialog (or even if an error dialog would ordinarily appear), the AppleScript will just

ignore that whole command. This prevents Nisus Writer from getting “stuck” in the background with a dialog displayed, waiting for input.

On the other hand, if Nisus Writer is in the foreground and your AppleScript causes a dialog to appear, AppleScript pauses while you fill in the dialog, and resumes when you dismiss it. The preset timeout period for dialog input is 60 seconds, but you can change this manually in your script.

To see a list of all the AppleScript commands that Nisus Writer recognizes:

- ▶ Drop the Nisus Writer application icon on the AppleScript application icon.

Writing Macros Using Frontier

Nisus Writer macros can contain Frontier commands. With Frontier, you can send AppleEvents to the Finder and other applications thereby making Nisus Writer “Attachable”. This way you can extend macros to take control of other applications and completely automate your Macintosh.

You must install Frontier Runtime explicitly as a custom option in the Installer. If you did not do this at the time you installed Nisus Writer you can do it at any time you desire.

There are two Frontier commands in Nisus Writer:

Frontier Do Script...

Frontier Do Selection.

- ▶ Choose **Frontier Do Script...** from the **Macros** submenu of the **Auto** menu to open Frontier. This displays a dialog in which you can type a Frontier command and have Frontier execute the command. By using **Frontier Do Script** in a macro, you can have Frontier execute more than one command.
- ▶ Choose **Frontier Do Selection** from the **Macros** submenu of the **Auto** menu, to cause Frontier to execute the selection.

Frontier Do Selection is similar to **Execute Selection** but is used only for Frontier commands. To use **Frontier Do Selection** with more than one Frontier command, you must place a semicolon between the commands (for example: **Finder.showClipboard ();launch.resource ('FKEY', 3)**).

To use Frontier commands in a macro:

Syntax:

```
Frontier Do Script "Frontier Command"
Frontier Do Script "Frontier Command" "-"
Frontier Do Script 'Frontier Command' "\CC"
Frontier Do Script 'Frontier Command' "\CC" "-"
```

Frontier Do Script "Frontier Command"

This instruction sends the command **Frontier Command** to Frontier to be executed in the background. The results are passed back to Nisus Writer on the current Clipboard. Anything on the current Clipboard prior to this command will be deleted.

Nisus Writer can nest commands in a **Frontier Do Script** instruction. For example:

- These commands are not nested


```
Frontier Do Script "file.getSystemFolderPath ()"
Frontier Do Script 'file.bytesInFolder (" \CC ")'
```
- This command is nested


```
Frontier Do Script
  "file.bytesInFolder (file.getSystemFolderPath ())"
```

Frontier Do Script "Frontier Command" "-"

This instruction sends the command **Frontier Command** in the first argument to Frontier to be executed in the background. The second argument **"-"** tells Frontier not to place the results on the current Clipboard.

Frontier Do Script 'Frontier Command' "\CC"

This instruction sends the command **Frontier Command** to Frontier and uses the value on the current Clipboard. Frontier executes the command in the background. The results are passed back to Nisus Writer on the current Clipboard. **"-"** can be appended to prevent results being placed on the current Clipboard (i.e. **Frontier Do Script 'Frontier Command' "\CC" "-"**).

To use quotes in a Frontier command:

You must double the amount of quotes if you use quotes to surround the command or you must use single quotes to surround the command. For example:

```
Frontier-Do-Script- "launch.controlPanel- ( "Sound" )"
```

```
Frontier-Do-Script- 'launch.controlPanel- ( "Sound" )'.
```

Using Word Services

According to Working Software Inc., its developers, the "Word Services Suite is a public, standard protocol, endorsed by Apple Computers. The Word Services Suite defines the standard language that Macintosh applications will use to communicate with one another for functions involving text. This communication ability allows any Macintosh application to use spelling checkers, envelope addressers, grammar checkers, hyphenators, Greek translators, and other utilities that operate on text as if they are built directly into the application itself."

- Applications that are Word Services compatible include Working Software's own Spellswell, Grammarian by Linguisoft and Mikhal (a Hebrew-English spelling checker/translator) by Panergy.

To add a Word Services application to the menus of Nisus Writer:

- 1 Choose **Edit Word Services** from the **Editing Tools** submenu of **Tools** menu.

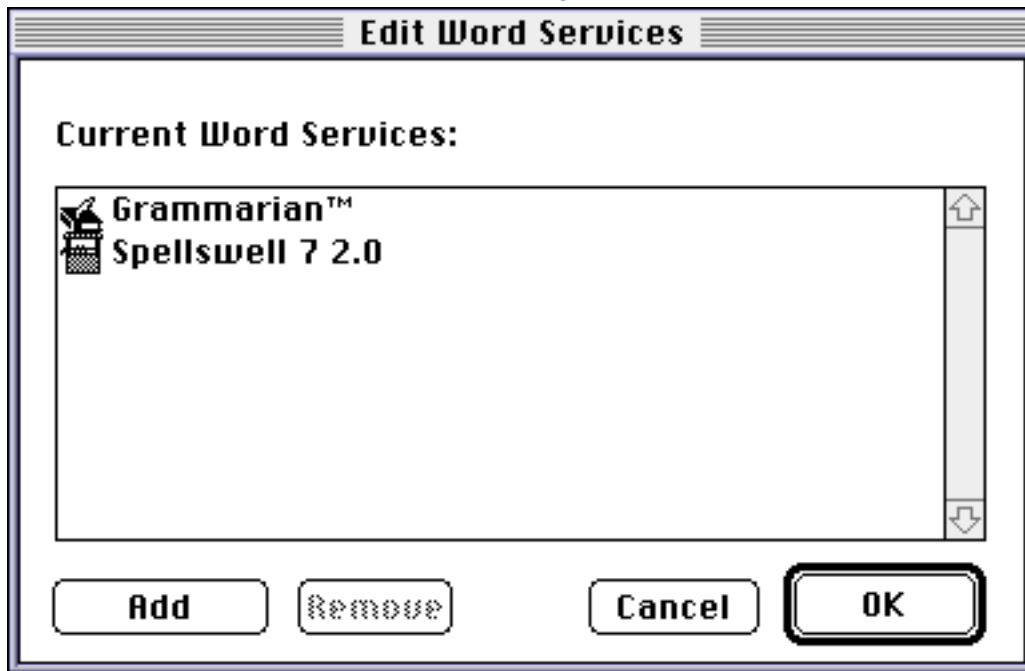


Figure 335

The Edit Word Services dialog

- 2 In the dialog that appears (illustrated in Figure 335) click **Add** and find the application you want to use. (The dialog only lists disks/folders and applications.)

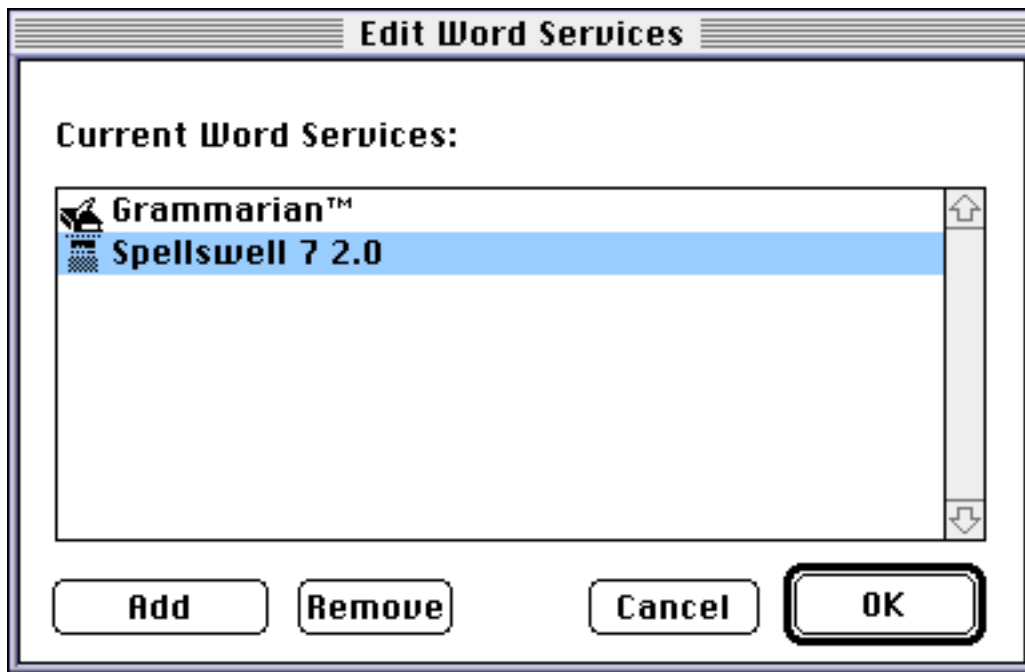


Figure 336

The Add Word Services open dialog

- 3 Select the application you want to use and click **Open**.
- 4 When you finish adding applications, click **OK**.

To use a Word Services application from within Nisus Writer:

Word Services applications work on Nisus Writer files. You need to have a file open before you start a Word Services application.

- 1 Choose the Word Services application's name from the bottom of the **Editing Tools** submenu of the **Tools** menu.
- 2 Follow the instructions in the documentation of the Word Services application.

To remove a Word Services application from the menus of Nisus Writer:

- 1 Choose **Edit Word Services** from the **Editing Tools** submenu of **Tools** menu.

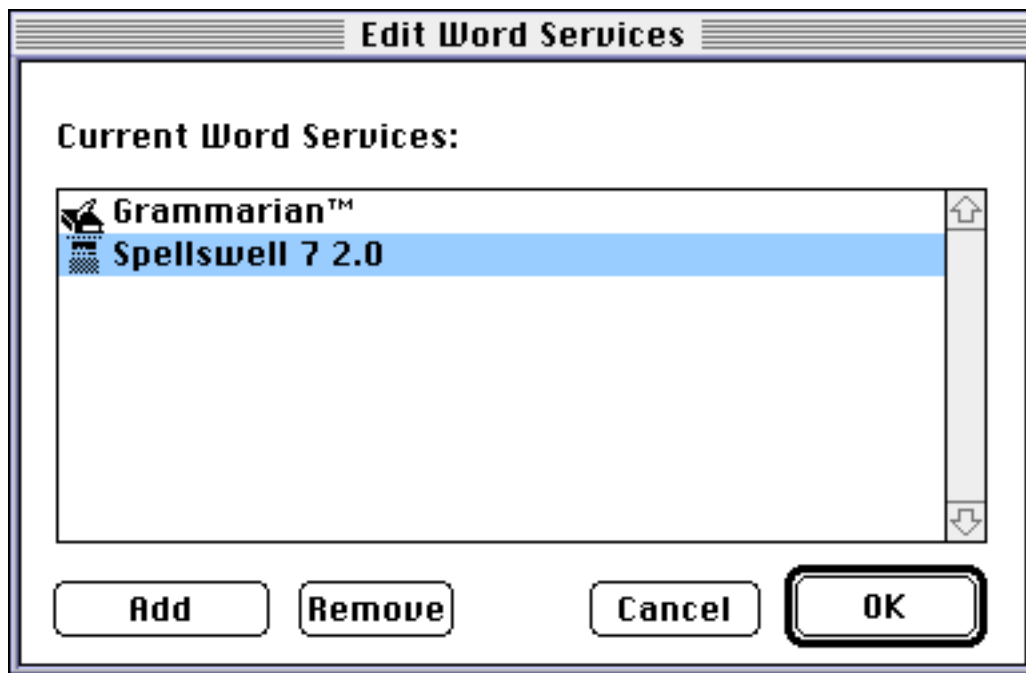


Figure 337

The Edit Word Services dialog set to remove an application

- 2 In the dialog that appears select the application you want to remove and click **Remove**.
- 3 When you finish removing applications, click **OK**.

Using Live Objects™

Imagine a document containing text, graphics, tables, charts, graphs, calendars, clocks, a live link to the Internet, even a QuickTime VR movie... all kinds of different parts.

Nisus Writer has always allowed you to edit text and create a graphic or import or paste one created by a dedicated graphics application. You can also insert a table or an equation in existing Nisus Writer documents.

Now, using Apple Computer's new OpenDoc technology, any Nisus Writer document is a potential "container" of a wide variety of parts or Live Objects.

Using Nisus Writer with Live Objects is similar to the way you may think of combining components for a home stereo. When you build a home stereo system, you can buy the cabinet in which you will store all the components from one company and all the various electronic pieces from a variety of other companies. Each component may have the limited or expansive set of features you need for your particular listening preferences. You can do this because you know that all these components have a standard interface and will work together.

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Some background to Live Objects

Apple Computer, Inc. expects Live Objects to simplify the way people develop and use software by breaking down the barriers between different applications and bridging the gap between many operating systems. Using Live Objects components, instead of large applications you can combine features from many different tools (and hopefully, in the future, across many platforms) to create customized solutions.

Live Objects work with traditional applications as well. For instance, this version of Nisus Writer is a (indeed, the first) Live Objects validated container application. This means that you can drag and drop new capabilities into Nisus Writer, allowing you to customize it to an even greater extent.

- If you want to include a site on the World Wide Web in your work, simply drag and drop a Cyberdog Web browser into your document.
- If you want to add a graph and link its information to the data in a table, Live Objects exist which

allow you to do this.

Live Objects enables you to plug in new tools that give you unprecedented flexibility and power.¹

To install Live Objects:

- ▶ Double-click the OpenDoc Installer application.
- Installing Live Objects adds the following items to your computer:
- OpenDoc system software (in the Extensions folder)
 - the Editors folder (in the System Folder)
 - the Stationery folder (at the root level of your hard disk).

The Mac OS Version 7.5 requires that you install OpenDoc system software. In later versions installation of this software is automatic.

Working with Live Objects

To use an editor:

When you install Live Objects, the editors get placed—and should remain—in the Editors folder inside your System Folder. Editors are like mini-applications. Each handles a different type of data, graphics, graphs, tables, or Internet information. Once you install an editor, it works something like a system extension—it functions behind the scenes. However, you don't open or use the editor itself.

- ▶ Locate the editor's stationery icon (in the Stationery folder on the root level of your hard drive) and either double-click it or drag it into a Nisus Writer document.

You don't actually "Open" a Live Object editor, as you do an application, instead of the editor, you use the stationery that activates that editor.

The Stationery folder

When you install a Live Object, the installer for that object places stationery in the Stationery folder.

To insert Live Objects in Nisus Writer:

- ▶ Choose **Show Catalog** from the **File** menu, click **Stationery** then drag-and-drop a stationery icon from the Stationery folder into the document.
- For more information see "To use the Catalog with Live Objects" on page 311.
- ▶ Drag-and-drop a stationery icon from the Stationery folder into the document.
- ▶ Choose **Insert Object...** from the **OpenDoc** submenu of the **Edit** menu and select the object you want from the Stationery folder.



If you find a Live Object embedded in another container application you can drag or paste these objects from those applications into Nisus Writer.

Some objects allow you to embed other objects within them as illustrated in Figure 338, Figure 339 and Figure 340.

To select an object in Nisus Writer:

- ▶ If you are on the text layer press **⌘** and click it once.
- If you choose **Select All** from the **Select** submenu of the **Edit** menu Nisus Writer only selects the text.
- ▶ If you are on the graphics layer
 - ▶ Press **⌘** and click it once.
 - ▶ Drag a selection rectangle across it as you would any graphic.
 - ▶ Choose **Select All** from the **Select** submenu of the **Edit** menu.

Nisus Writer selects all Live Objects if any are there. If there are no Live Objects, or if you have a graphic selected, Nisus Writer selects the graphics on the graphics layer. Nisus Writer cannot select both Live Objects and graphics simultaneously.

When you select an object it displays eight square handles that allow you to resize it: one on each corner and one on each side. This is similar to selecting a PICT graphic in Nisus Writer except that the handles on the sides of a PICT are round.

To move an object:

- ▶ Select the object then drag it, or press **⌘**, click and drag it.

¹ For an excellent introduction to Live Objects and their use on the Internet in particular see Kissell, Joe & David McKee, *Cyberdog: Live Objects on the Internet*, MIS Press, New York, 1997.

To activate an object:

- ▶ Click inside the object.

As you click the mouse the object activates. If you want to activate an object inside of an object click in that deeply embedded object.

Activating an object activates the menus of that object's editor and allows you to choose whatever commands the editor permits.

When you activate an object it displays a gray border around it.

To get information on an object:

- 1 Select the object.
- 2 Choose **Part Info** from the **OpenDoc** submenu of the **Edit** menu.

The window that appears can tell you which editor created the object. It also allows you to change which editor is used to edit it if you have another compatible editor on your System. It will also present such information as the creation and modification date of that particular part.

To view an inserted object in its own window:

- 1 Activate the object.
- 2 Choose **View in Window** from the **OpenDoc** submenu of the **Edit** menu.

This allows you to edit the object in its own dedicated window.

To edit an object:

- ▶ Click in it once to activate it.

As you click the mouse the object activates. If you want to activate an object inside of an object, click in that deeply embedded object.

Activating an object activates the menus of that object's editor and allows you to choose whatever commands and palettes the editor enables, as illustrated in Figure 338, Figure 339 and Figure 340.

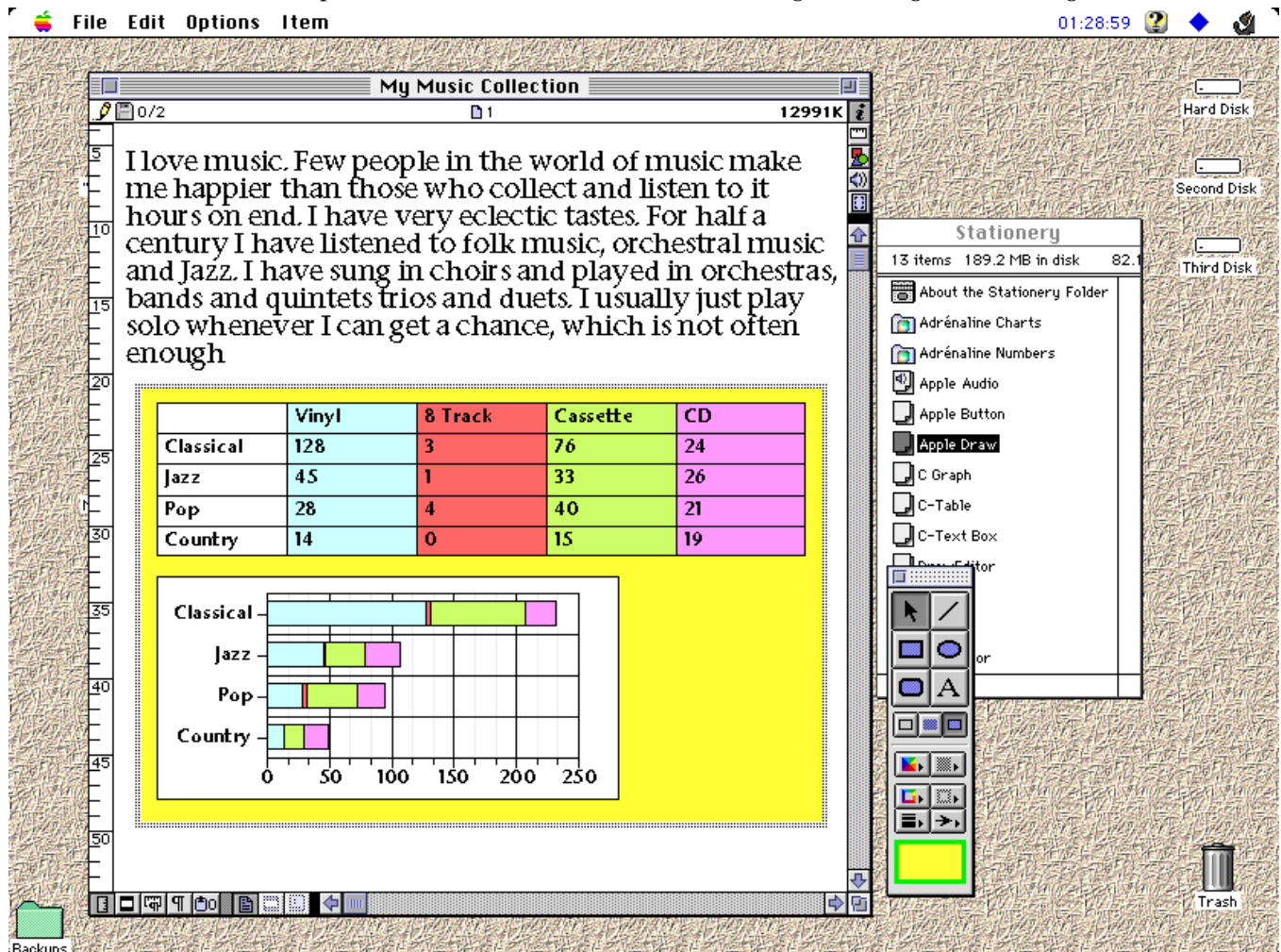


Figure 338
A drawing object activated in Nisus Writer

To delete an object:

- ▶ Select the object and press  (if you are on the graphics layer) or choose Clear or Cut from the Edit menu, or drag the item to the Trash.

To use Nisus Writer with Cyberdog:

Cyberdog is a set of Live Objects each of which offers some Internet capability. You can embed some of these parts in your Nisus Writer document.

You can use Cyberdog in Nisus Writer as your Internet browser as well as for sending and receiving e-mail and accessing newsgroups.

To embed a Web Site in your Nisus Writer document:

- ▶ Drag a URL Icon from the browser.
- If you drag a Web URL into your Nisus Writer document a Web browser appears.
- You can drag text and graphics directly from a browser, newsreader, or e-mail window into your documents.

The relationship between Live Objects and Nisus Writer

Live Objects are neither on the text layer nor the graphics layers of Nisus Writer. They reside on a layer unto their own and at this time do not interact directly with Nisus Writer.

Nisus Writer shares menus and windows with embedded Live Objects. In order to enable these objects to perform specified tasks, certain menu items appear in Nisus Writer menus that are available only for those objects' use when they are being edited. Otherwise, these menus are never enabled. These commands are:

- **Paste As...**
- **View in Window**



Live Objects have two different states. Selected and Activated. These commands only become enabled when you activate an object.



If Live Objects appear more than 40 to 45 8.5" by 11" pages away from each other you cannot select all of them.

When you select (as contrasted with activate) an object you can manipulate it in relation to the page layout aspects of Nisus Writer. That is, you can move it about on the page, but not edit it.



Live Objects currently float over Nisus Writer graphics, PICTs and EGO objects.

Live Objects on the graphics layer can:

- duplicate
- scale
- be nudged.
- have text wrap around them.

With Live Objects on the text layer you can:

- rises
- move
- copy
- delete.



Live Objects on the text layer do not behave like character graphics, nor do they move with paragraphs. Future updates of Nisus Writer may include such capabilities.



You cannot select text or graphics at the same time as Live Objects.

To establish dynamic links between objects:

Some Live Objects enable you to establish dynamic links between them so that when the data in one changes any reference to that data in another updates as illustrated in Figure 339 and Figure 340.

Check the documentation of your various Live Objects to learn whether or not you can use **Paste As...** with the objects you have.

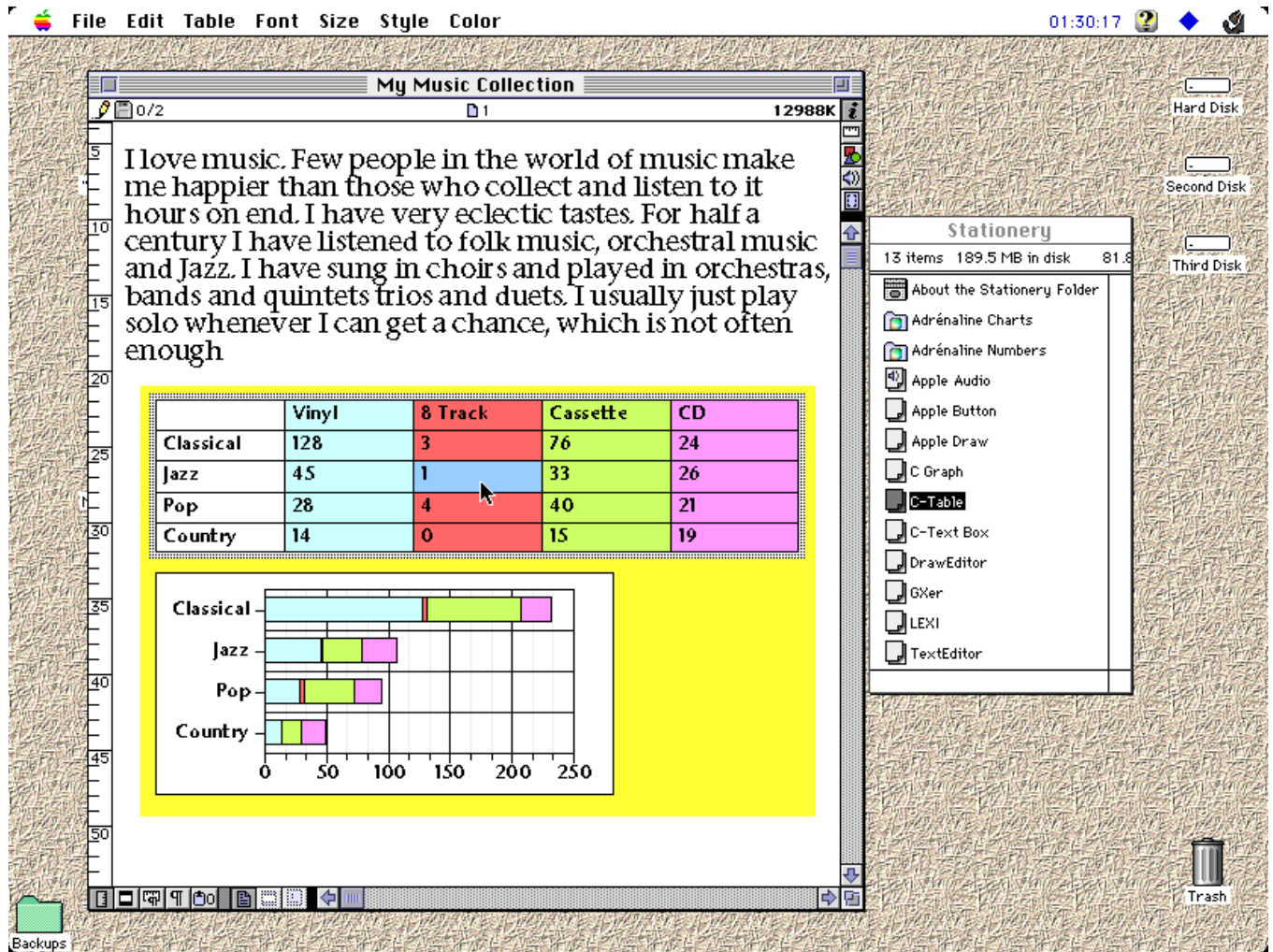


Figure 339

A table part in Nisus Writer

In these illustrations, when the data in the table changes the graph updates to represent that change.

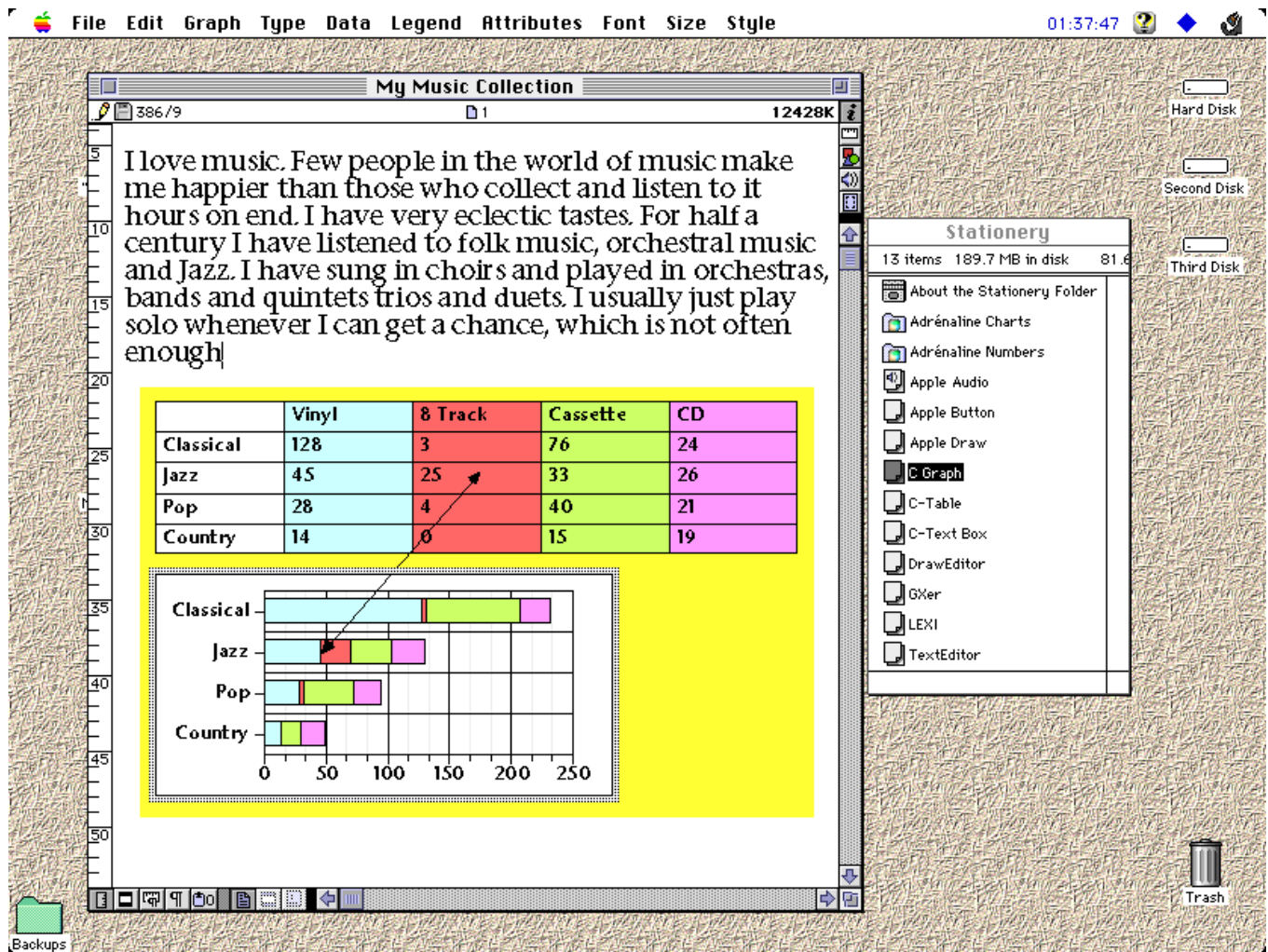


Figure 340
A graph part automatically updated in Nisus Writer

OpenDoc is abandoned technology!

Because OpenDoc is such a new technology, it was never perfected. Be prepared to find some things that don't work, some conflicts and possibly a crash. Since Live Objects are their own little micro applications, if an object is a demo or beta or has bugs, it may crash and probably cause Nisus Writer to crash also.

Nisus Writer and OpenDoc is like a parent that adopts a child: When you embed a Live Object into Nisus Writer, Nisus Writer adopts that Object's qualities as well as its possible quirks. Be sure to save and back up your work often.

Nisus Writer was designed in such a way as to smooth the interaction between Live Objects and the Nisus Writer container as much as possible. However, by necessity, Nisus Writer relinquishes a certain amount of control to the Parts. If crashes occur while using Live Objects, contact the maker of the parts.

Putting It All Together

Nisus Writer contains the tools for composing documents of any length. You may already use many of Nisus Writer's practical, time saving tools such as the Spelling Checker, Thesaurus, Keyboard Shortcuts, Drag and Drop, Unlimited Undos, to name a few. This part of the Nisus Writer documentation offers you suggestions on how to integrate the capabilities of Nisus Writer to get the most out of it.

"Handling Correspondence" outlines the ways Nisus Writer can help you create letters, FAXes and forms and includes tips for using Nisus Writer as an off-line e-mail editor.

"Handling Reports and Documentation" suggests ways that Nisus Writer can help you work with larger documents.

"Desktop Publishing in Nisus Writer" suggests ways you can use Nisus Writer to create flyers, brochures, newsletters and pamphlets.

"Developing Multimedia Presentations" suggests ways that Nisus Writer can help you communicate in text, video and sound.

You can use many Nisus Writer features in more than one of the contexts described here. Therefore, we may discuss them in more than one section.

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Handling Communications

Most people handle tremendous amounts of correspondence including the simple office memo, the formal business letter, FAXes, mass mailings and increasing amounts of e-mail.

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Standardizing Your Correspondence Stationery

You can give all your stationery a unified look without ordering it from an outside source.

- ▶ Create your own Nisus Stationery file with your letterhead.
 - Insert a header in your Stationery file with the Date variable that you can have update automatically.
 - Insert a Nisus Page as Graphic as a sidebar on the Graphics Layer with the names of the officers of your organization. (As the names change, update the information in the Nisus Page and have the information update in your stationery file.)
 - Import a graphic of your logo into your header and/or put it behind your text on the Graphics Layer so that it appears as a watermark as explained in "To create a watermark effect behind text" on page 189. Select the graphic and choose **Duplicate...** from the **Graphics** menu and check **Duplicate to Pages** so the graphic appears at the same relative position on every page.
 - Insert a Header or Footer (with your return address information and page number) that appears only on even pages so that when your letter grows to a second page, the information in the header will automatically appear.
- ▶ Modify your primary stationery file for use as memo stationery.
- ▶ Modify the stationery document to use as FAX stationery.
 - Choose the **Last Page Number** variable from the **New Number** submenu of the **Insert** menu in your header to indicate total number of pages.
 - Import a scanned image of your signature. (Since the file will be seen as an electronically reproduced image on paper at the other end, no one need know that you didn't sign the paper you FAXed either by FAX machine or FAX modem.)
- ▶ Keep your stationery file(s) in the Essential Files... list for easy access.

Merging Your Database With Your Stationery

Almost all mailing envelopes and labels have the same fields (title, name, address, ZIP, etc.). You can prepare Nisus Writer envelope and label stationeries with names of the fields ready for merging. A variety of stationery files come shipped with Nisus Writer. You can find them in the folder called "Avery Labels" inside the folder "Stationery Documents" in the Nisus Writer Folder.

- ▶ Use your database manager to save a text version of your file and have it append the field names at the top of the file. Then open the Nisus Writer host document you want to fill with this information and choose **Merge...**

For detailed information on how to use the merge capabilities of Nisus Writer see “Merging Files” beginning on page 300.

Using Nisus Writer as an Off-line e-mail Editor

With more and more correspondence travelling electronically on many different services, it can become difficult to keep your correspondence together. A variety of tools in Nisus Writer can help you manage your e-mail.

To use Nisus Writer as an off-line editor:

With the release of Nisus Email, Nisus Software Inc. has made writing, reading and finding your email messages easier than ever. Even without Nisus Email you can use Nisus Writer as a superior email text editor.

- 1 From your on-line service provider, open your mail and copy the text of a letter.
- 2 Switch to Nisus Writer, open a new file and paste the letter into your file.

You can create a special stationery file in which the basic style is a defined style in which the only unique attribute is Ignore Spelling (from the Format pop-up menu in the Define Styles dialog). Create an additional style for your response that has a visual appearance different from the basic style and does not have the attribute Ignore Spelling.
- 3 Write your response in Nisus Writer; select your response and choose your defined style (called Response for example).
- 4 Use the Nisus Writer Glossary
 - to include boiler plate batches of frequently used text and your salutation
 - to insert a break to indicate from which service a particular bit of correspondence comes, if you use a variety of e-mail services
 - to quickly insert a dividing line graphic between letters.
- 5 Check your spelling.

Nisus Writer will only check the text you wrote and put in your Response style, “ignoring” the text of the letter you received.
- 6 Select and copy your response in the Nisus Writer file.
- 7 Switch to your e-mail application and paste your response into the reply form your provider supplies.

You can then repeat this process for each letter you receive.

This keeps a log of your correspondence in a simple Nisus Writer file through which you can search for anything.

To find correspondence on a particular subject or to a specific individual:

You may handle ten to fifteen e-mail messages in a day. Finding a particular message in the “filing cabinets” or comparable filing system of the many e-mail providers can be a daunting process.

- 1 Choose **Show Catalog** from the **File** menu.
- 2 Turn down the outline arrow for the folders in which you have saved the correspondence files that might contain what you are looking for.
- 3 Select the files you want to search in and choose **Add to Search List** from the **Catalog** menu.

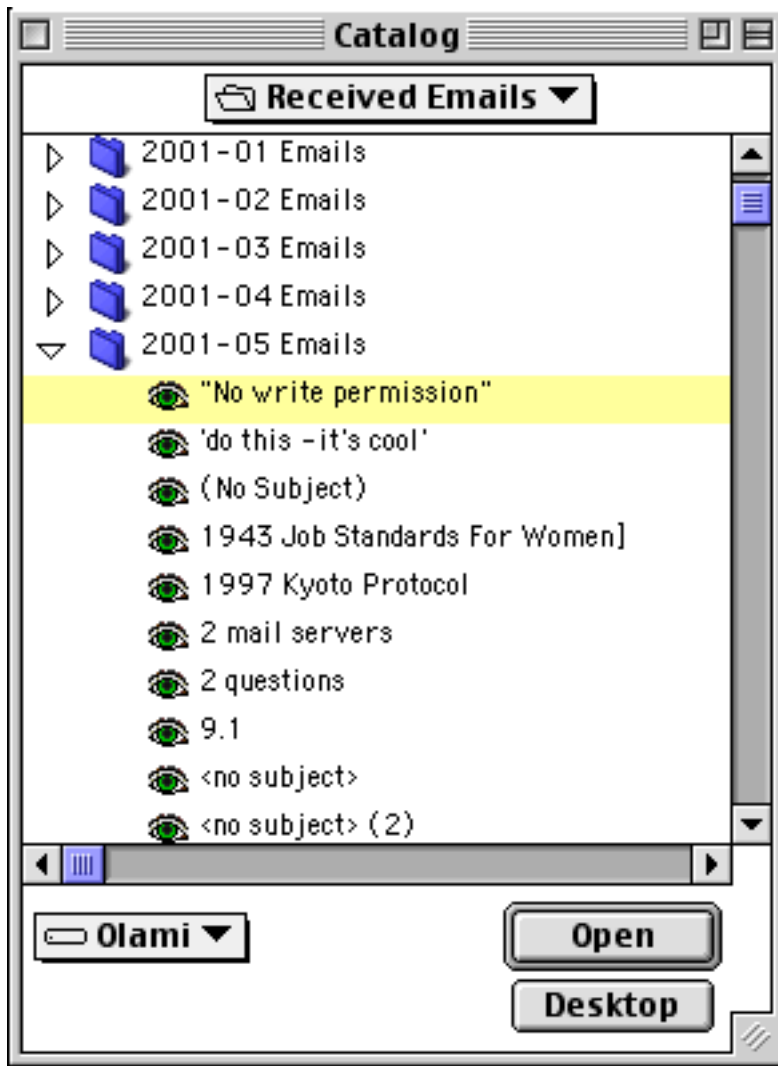


Figure 341

The Catalog ready to search files in multiple folders

You can resize the Catalog and change the font, size and style of the display.

- 4 Choose **Find/Replace...** from the **Tools** menu.
- 5 Type what you want to find in the Find box.
- 6 Make sure **Search Search List** is checked in the **Find/Replace** menu.
- 7 Click **Find**.

Nisus Writer opens the first file in the search list that contains the text you typed in the Find box. Click **Find** again to continue the search or click **Find All** to have Nisus Writer open all files in which the text appears.

Nisus Writer and the Internet

The Nisus Writer installer puts InternetConfig on the hard drive in the Nisus Writer folder (if you use an older version of the Mac OS that needs it). Nisus Writer uses the Internet Control Panel (or Internet Config) to tell it where to send your Internet related Apple Events. You, the user, need to set the Helper configuration on your own.

To set the browser launched when you open a URL in Nisus Writer:

If you want iCab or Netscape, or some other browser to open from within a Nisus Writer window, you need to choose that application as the http helper in the Internet Control Panel (which will already have been set to some default application when it first gets installed).

To open a URL in Nisus Writer:

- 1 Select a URL in your document
- 2 Press **⌘** and double-click the URL.



Because of the unique text engine in Nisus Writer this is different from other applications. You can also open a URL from within a macro as explained on page 361.

To use Nisus Writer as an HTML editor:

See “Publishing on the World Wide Web” on page 448.

Handling Reports & Documentation

Nisus Writer is an excellent tool for writing and editing reports of all lengths. The fact that the entire file gets read into active memory means making changes to long documents takes a matter of seconds.

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Using Defined Styles to Control Large Documents

Nisus Writer has multiple ways of handling the various possible combinations of fonts, sizes, styles, colors and paragraph formats. While the vast majority of word processors allow you to define styles that apply to entire paragraphs, (which have become known as “style sheets”) in Nisus Writer you can also apply a collection of attributes to a single character. This offers you much greater control over the final look of your document as well as the manner in which you can modify it.

Assign every character in your document a defined style.

As far as Nisus Writer is concerned, every Space, Tab and Return character has a particular font size and style. You can modify these to alter the space between words and/or lines.

- 1 Before you start writing, create an electronic mock-up of how you want the document to look. Begin with page setup to determine paper size and orientation and then set the margins in the Layout Page window. Include such items as bulleted lists, captions for figures, various levels of headings and sub-headings, headers and/or footers as well as footnotes.
- 2 Assign the appropriate font, size, style (including format styles such as Keep on Same Page), and color.
- 3 Then use the tools on the Text Bar to shape the appearance of paragraphs. Set the first line in/outdent, the space between lines and above paragraphs.

You probably only need three or four pages to include all these elements.

When you feel secure that the mock-up represents how you think the final document will appear begin at the top of the document and name each ruler.

- 4 Give the rulers for the headings names that represent their role in the document. If one depends on another, use terms such as Heading A R (for “ruler”) and Heading B R or Heading 1 R and Heading 2 R rather than heading and subheading so that the related rulers will appear together on the **Ruler Name** menu.
- 5 After naming all the rulers define your styles. Name each style with the same name as the ruler for that level of heading but don’t append the R (for “ruler”) at the end of it. For headings, you may want to associate a style with a ruler name.

Not every defined style should have a ruler name associated with it. For example, this document has one style: text with two rulers with which it is used: text and explanation. Each of the blocks of text associated with the style shares the same character attributes, yet they have slightly different ruler attributes.

- 6 Save this mock-up as a stationery file and modify it as needed.

In general, you have greater control if you use defined styles and rulers. If, during your work, you encounter a special case that doesn’t fit into your predefined plan, you can always create a new ruler and/or style at that time.

Begin your document with a temporary Header/Footer

- 1 Design the header or footer the way you want it to appear but don’t put the usual information in.
- 2 Choose **Page Number** from the **New Number** submenu of the **Insert** menu and **Document Name** and from the **Insert** menu and **Current Date** from the **Date & Time** submenu of the **Insert** menu. If you want type the word “draft.”
- 3 When you print a draft, click **Before Printing Update: Time & Date** at the bottom of the Print dialog. In this manner you will always know from what version of which document your printed pages came.

Use this as the header or footer until you feel secure you have the sections and chapters assigned.

- 4 When you have written the text for the first few pages of each section or chapter you are ready to insert the header/footer for each chapter.
- 5 When you are ready to do the final formatting of your document and you know exactly what text will appear on which page, insert your odd and even paged headers and/or footers.

Create an “Editing Notes” Style

Perhaps more than one person needs to work on a particular document. Each writer or editor can have a unique defined style that does not affect the format of the text but stands out as his or her signature style. Or, perhaps you have questions about certain phrases or certain segments of the text that need more information before you can complete them. Select those segments of your document and choose your special notes style. The style can assume the surrounding font and size, even the existing style(s), but merely add an additional style attribute that will make it stand out. If you have a color monitor, magenta almost glows, and even if you have a black and white or gray scale monitor you can still find any text in a special color or style using the Find/Replace tools of Nisus Writer.

Using Automatic Numbering

Nisus Writer's automatic numbering capability can help you keep track of chapter and section numbers in addition to footnotes and/or endnotes which are explained on page 215.

To automatically number chapters and sections:

- ▶ Choose the command that corresponds with the level of sectioning you want to number from the **Numbering** submenu of the **Insert** menu.

For more information about automatic numbering see page 213.

Give Every Section and Sub-section a Unique Name

You may refer to similar subjects in various parts of your document. Try to avoid using the exact same text as headings for such sections. This can cause confusion when you want to add cross-references. If each section has a unique name you can assign a marker to it then cross-reference to that section elsewhere in your document.

To find every heading in your document:

Follow these twelve steps to find any string of words up to the end of the paragraph.

- 1 Choose **Find/Replace** from the **Tools** menu.
- 2 Choose **PowerFind** from the **Find** pop-up menu in the Find & Replace window.
- 3 Choose the open parenthesis from the **Match** menu twice.
- 4 Choose **A-Z a-z** from the **Wild Card** menu.
- 5 Choose **1+** from the **Repeat #** menu.
- 6 Choose the close parenthesis from the **Match** menu then the open parenthesis once again.
- 7 Choose **Space** from the **Special** menu.
- 8 Choose the close parenthesis from the **Match** menu.
- 9 Choose **0+** from the **Repeat #** menu.
- 10 Choose the close parenthesis from the **Match** menu.
- 11 Choose **1+** from the **Repeat #** menu.
- 12 Choose the style of the heading you wish to find for marking from the bottom of the **Style** menu.

The Find & Replace window should look like Figure 342.

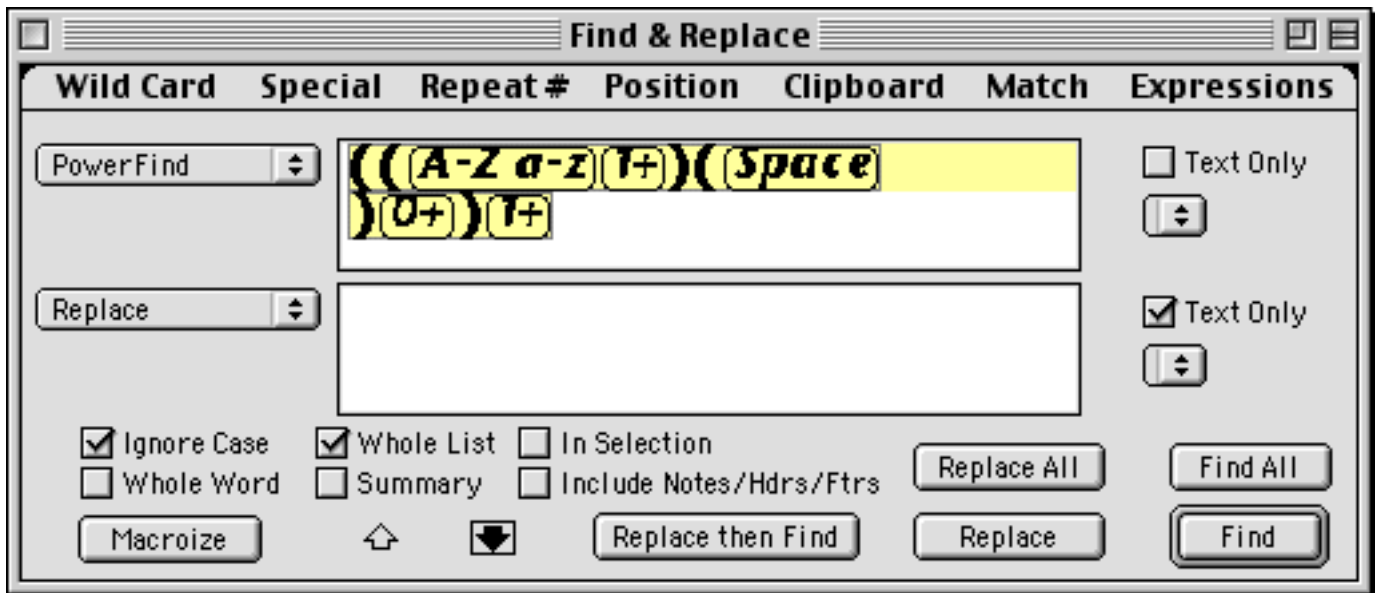


Figure 342

The Find & Replace window ready to find headings to mark

Beware of headings with quotations, colons, dashes and other punctuation marks—try to avoid them as this expression will not find them.

To mark every heading in your document:

Once you find your headings it is easy to mark them. Nisus Writer gives you two methods.

- Proceed manually by following these seven steps:
 - 1 Put your insertion point at the top of your document.
 - 2 Choose **Find Next** from the **Find/Replace** submenu of the **Tools** menu.
 - 3 When Nisus Writer finds an instance of your heading style, choose **Copy** from the **Edit** menu.
 - 4 Choose **Mark...** from the **Reference** submenu of the **Tools** menu.
 - 5 Choose **Paste** from the **Edit** menu.
This pastes the text of the heading into the Mark dialog.
 - 6 Click **Set**.
 - 7 Continue the procedure from step 1 through 6 until you reach the end of the document.
- Or... you can create a macro that will do the entire process as you enjoy the beverage of your choice, meet with colleagues or read other documentation.

Use the Glossary to Control Unusual Characters

"What key do I type to get that wedge?"

"How can I get a 'screen' of the same size every time I need to put it in my document?"

Keep them in the Glossary!

- Type "wdg" (not quite a wedge, but close enough to be familiar and easy to remember), choose **Expand Abbreviation** from the **Glossary** submenu of the **Auto** menu (or type  ) and there it is in your document with the tab characters in front and in back as well if you like.
- Type "scrn" (not quite a screen, but close enough to be familiar and easy to remember), choose **Expand Abbreviation** from the **Glossary** submenu of the **Auto** menu (or type  ) and there it is in your document ready to double-click and place some other text or graphic in front of it.

Use screens to make information stand out.

Figure 343

A screen from a Glossary with text inside

You can also create a “dropped shadow screen” if you like. The possibilities are limited only by your needs and imagination.

To scale all character graphics in a document:

You might prepare a document with numerous graphics on the text layer set to certain size specifications. For a second edition, you have been asked to rise all the graphics to make them all uniformly 50% of full size rather than the current 62%. Nisus Writer can handle this task while you meet to design the next edition.

The following macro uses aspects of the Menu Command dialect of Nisus Writer as well as the Programming Dialect and uses a few additional files as well, just to keep track of what it’s accomplishing.

```
//...This macro opens the document “My Document With Big Graphics” and scales all the
character graphics within it. The macro also creates two other documents: one to keep
track of when, how many and how long it took to scale the graphics and one in which to
do the actual scaling.
```

```
//The variable ScaleVar keeps track of the number of character graphics the macro has
scaled. We have it start at zero. If you don't give it some value, the computer will assign it a
random value.
```

```
ScaleVar = 0
```

```
//The macro opens a document to record the number of graphics it has scaled and the
amount of time it took to do the job. You can save or trash this file after running the
macro.
```

```
New "Scaled Char GrafX Log File"
```

```
//The macro opens a document in which to manipulate the graphics and switches to the
graphics layer.
```

```
New "Temp Doc"
```

```
Graphics Bar
```

```
//Change to Clipboard 2 so that the time and date information is not erased when we
copy the character graphic.
```

```
2
```

```
Red
```

```
//You can get the current time and date by using the time and date variables. We assign
the time (and then the date) to the clipboard in order to paste them into the log file.
```

```
Clipboard = Time
```

```
Paste
```

```
Clipboard = Date
```

```
Paste
```

```
//Change to Clipboard 1 to manipulate the character graphic information.
```

```
1
```

```
Key
```

```
Black
```

```
//When you use the paste command with arguments, you need to remember that the first
argument specifies which Clipboard to use. When this argument is left blank, the current
Clipboard is used.
```

```
Paste " " "Scaling Character Graphics to 81 %."
```

```
Key
```

```

// Open the document that contains the character graphics.¶
Open · "Hard·Drive:My·Document·With·Big·Graphics" ¶
//This Find All command lets you know how many character graphics there are. The
result (numfound) is passed to the Clipboard then spoken. The non-printing character that
Nisus Writer uses as a place holder for Character Graphics is ASCII 01.¶
Find·All · "␣" · "go-St" ¶
Clipboard · = · numfound ¶
//Speak is normally followed by text enclosed in double straight quotes. In this case we use
single straight quotes because we want to "evaluate" what's on the current clipboard:
"␣" (here, the contents of the current Clipboard which equals numfound) and add that
to what is spoken.¶
Speak · '␣ graphics need scaling. Go take a break.' ¶
//Jump to the first line of the document so that Character Graphics are found from start to
finish.¶
Jump · '1' ¶
Label: ¶
//Find the next ASCII 01. The options (listed between the last set of quotation marks) mean
that PowerFind Pro is on, the search must be for Text Only, the search will not wrap
around, the search is script insensitive, and you will not be notified if the search fails.¶
Find·Next · "␣" · "go-A-St" ¶
//If there are no more character graphics found, skip all the commands that are listed in
this macro before the label "thisisit:". numfound is a variable, the value of which is the
number of items that were found.¶
If · (numfound==0) · goto · thisisit ¶
//Copy the found Character Graphic.¶
Copy ¶
//Open the prepared graphics editing document to scale the character graphic. ¶
Open · "Temp·Doc" ¶
//Paste the Character Graphic that's on the clipboard. ¶
Paste ¶
Scale ¶
//Enter 81 into the scale graphics dialog. You can scale to any percentage you want. This
user needed to scale graphics that had been earlier scaled from 100% to 62% an additional
81% to have them at 50% of original size.¶
Paste · " · "81" ¶
Key · ¶
// Cut then Paste the scaled graphic over the unscaled one¶
Cut ¶
Toggle·Front·Two ¶
Paste ¶
//Update ScaleVar to show that a Character Graphic has just been scaled.¶
ScaleVar · = · ScaleVar · + · 1 ¶
//Go back to the beginning of the loop to test if there are any more character graphics to
scale. ¶
Goto·Label ¶
Thisisit: ¶
//When all the Character Graphics are scaled, open the log file to record the time and how
many were scaled.¶
Open · "Scaled·Char·Grafx·Log·File" ¶
Blue ¶
2 ¶
//Paste the time and date that the macro finished¶
Clipboard · = · Time ¶

```

```

Paste¶
Clipboard = Date¶
Paste¶
1¶
Clipboard = ScaleVar¶
Key · ¶
Black¶
//Paste the number of graphics that were scaled to 81%.¶
Paste: " " · Scaled · \CC · Character · Graphics · to · 81% · ¶
Key · ¶
Exit¶

```

Desktop Publishing

The extensive graphics capabilities of Nisus Writer make it a useful tool for many entry level desktop publishing tasks. You can create letterhead stationery, three-fold flyers, booklets and even newsletters.

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Creating Letterhead Stationery

Letterhead stationery often has a sidebar with the names and positions of important people in an organization. As these positions change you often need to reprint new stationery. Using Nisus Writer you can create your new stationery electronically.

To create letterhead stationery with a sidebar:

- 1 Choose **New** from the **File** menu.
- 2 Choose **Page Setup...** from the **Print** submenu of the **File** menu and determine the paper size (if your printer supports the option) click **Expand Page** then click **OK**.
- 3 Choose **Layout Page** from the **File** menu and click the **Expand To Printer Limits** button on the Info Bar of the layout window then close the layout window.
- 4 Display the Text Bar and drag the first line indent and the left line wrap indicators in about 2 1/4 " from the left margin.
- 5 Display the Graphics Bar, click your insertion point near the upper left corner of your document and choose **Page As Graphic...** from the **Insert** menu. In the dialog that appears click **New**.
- 6 Drag the handle on the lower right corner of the box that appears and place it so that it extends the full length of the letter then double-click the box.



Figure 344

Shape the box to match the sidebar

- 7 In the new document window, type the names and positions of the people in your organization. Choose whatever font, size, style and (if you have a color printer) the color you want. You can import EPS and another graphic logo to put at the top.
- 8 When you finish, save the file and name it something to the effect of Masthead/Sidebar.PaG (for Page as Graphic) so you can identify it in the Finder or the Catalog. Then close the file.

Nisus Writer knows what the file is. In fact, if you now double-click the area of the sidebar Nisus Writer will reopen the file you just closed. Whenever you need to edit this list, all you need do is double-click the placed page and Nisus Writer will open it for you (so long as you don't throw the file away). If you move the file, Nisus Writer will ask you to find it; then the PaG tag at the end of the name will come in handy.

- 9 Click the Display Text Bar Button on the Vertical Button Bar to return to the text layer of Nisus Writer and format the text area of your letter.

10 Save the file as a stationery document.

Even though your sidebar is on the graphics layer of Nisus Writer you can still double-click it on the text layer and open the placed document.

This tool also gives you hypertextual capabilities. You can crop a Nisus Writer page as graphic to the size of a button. When you double-click the "button" Nisus Writer opens the original document. In this way, one document can lead to another.

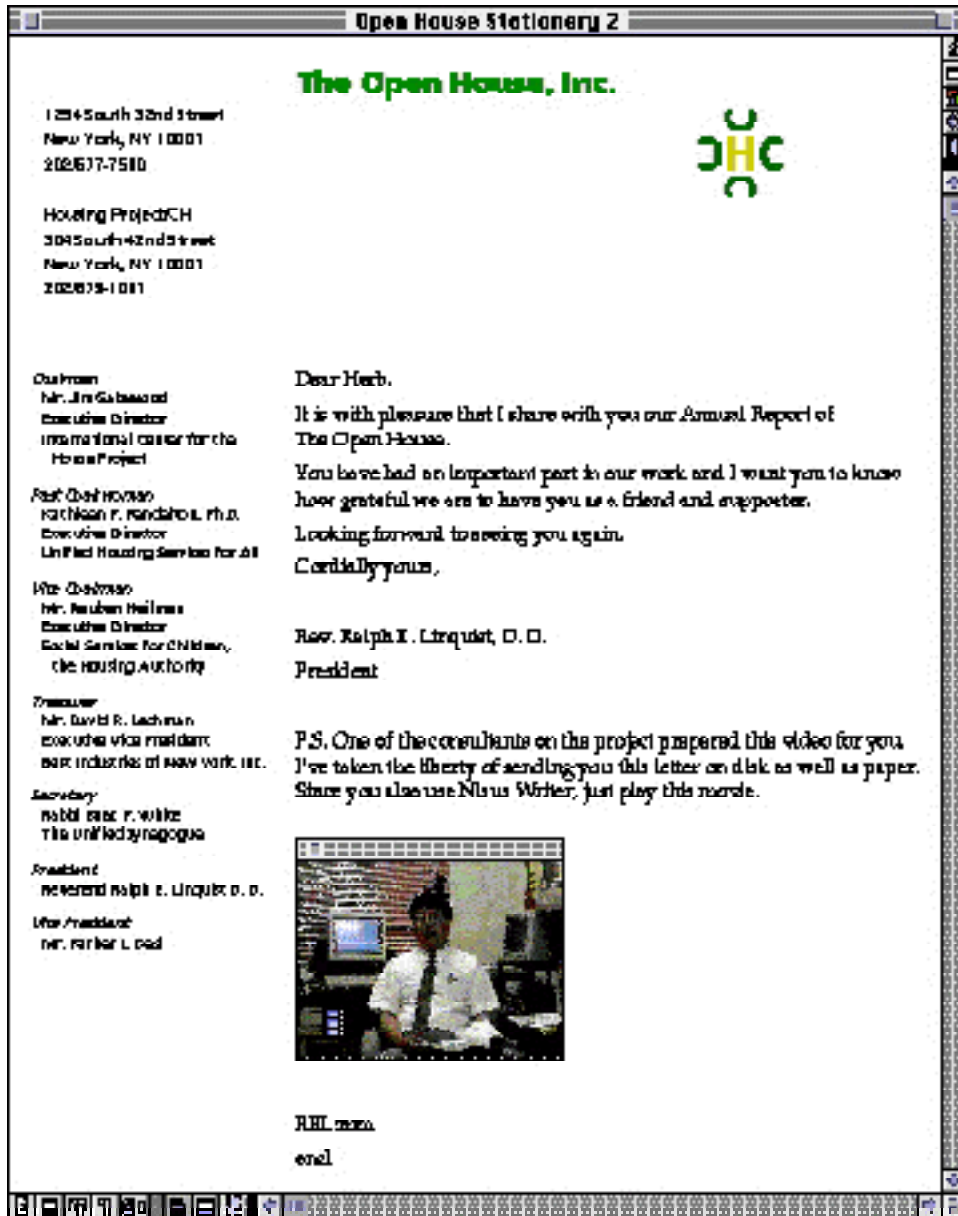


Figure 345
Stationery with a Nisus Writer Page as Graphic sidebar

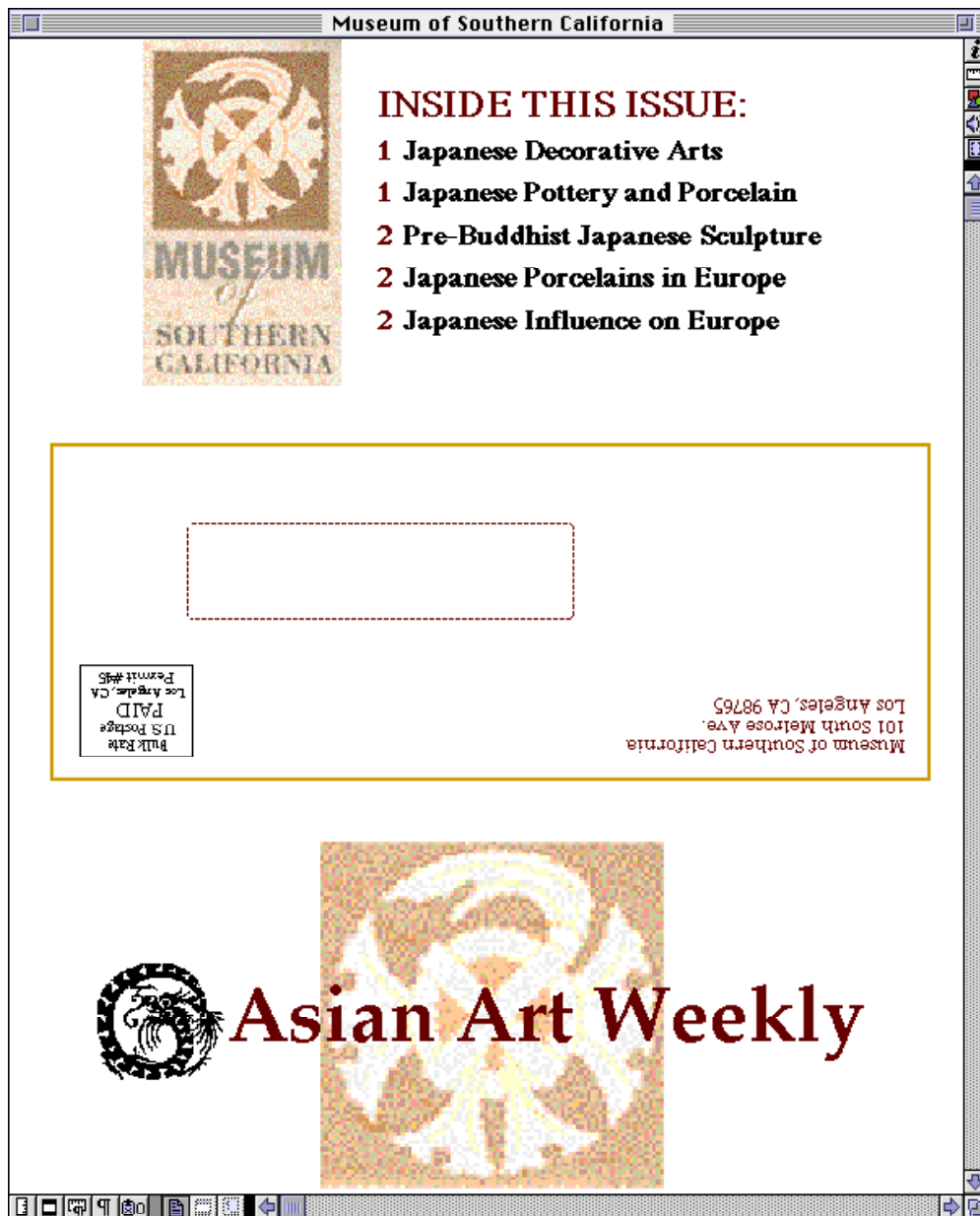


Figure 346
A sample of a 3-panel flyer

Creating a One-page (3-Panel) Flyer

Use the column feature to create a one-page flyer with 3 panels (two folds). In this example, page one contains the text inside of the flyer, and page two contains the front and back panels. The flyer explained here differs from the one illustrated in Figure 346.

To set up a flyer:

- 1 Choose **Page Setup...** from the **Print** submenu of the **File** menu and change the Orientation to Landscape. Click **OK**.



Figure 347

Orientation set to Landscape

- 2 Choose **Layout Page...** from the **File** menu.
- 3 Adjust the margins as desired.
- 4 Choose **Set Columns...** from the **Layout** menu.
- 5 Click **3** (columns) and click **None** (no line between columns).
- 6 Set the gutter width. Click **OK**.

Note: for a balanced look, you should set the gutter width to twice the measurement of the margins. For example, if your margins are .5" you should set the gutter width to 1".

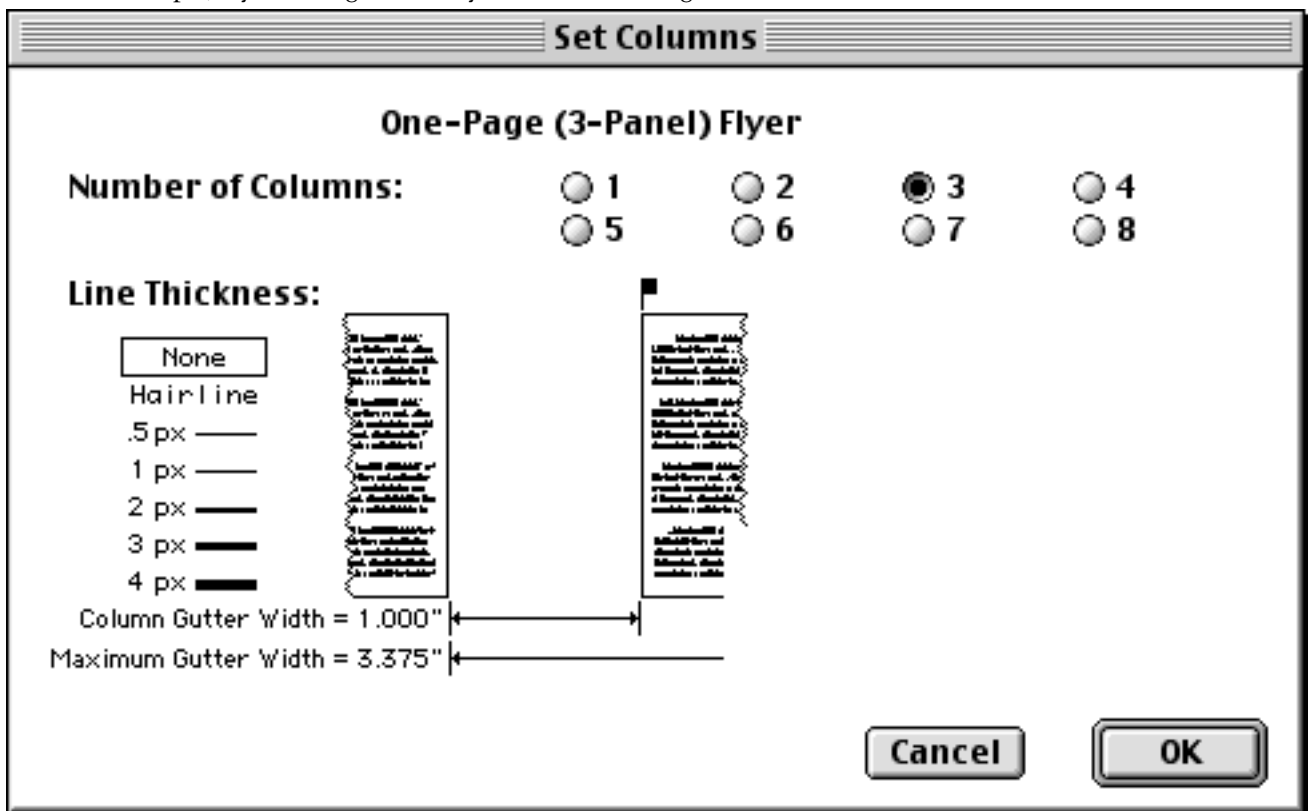


Figure 348

The set columns dialog

- 7 Choose **Close** from the **File** menu, to return to the document.

To type the flyer:

To see which column Nisus Writer displays on the screen, click the Display Info Bar button on the Vertical Button Bar. Nisus Writer indicates the column number in brackets after the page number in the center of the Info Bar.



Figure 349

The Info Bar displays the column number in brackets

- 1 Type the text of the inside panel of the flyer in the three columns on page 1.

The text automatically wraps from the bottom of one column to the top of the next. If necessary, choose **Page Break** from the **Insert** menu to end one column and enter text at the top of the next.

- 2 Type the text of the folds and back of the flyer in the columns on page 2.

The third column is the front cover, the 2nd column is the back cover and the first column is the inner flap.

To print the flyer:

- 1 Choose **Print...** from the **File** menu.
- 2 Set it to print from Pages: 1 to 1 and click **Print**.
- 3 Choose **Print...** from the **File** menu once again.
- 4 Set it to print from Pages: 2 to 2.
- 5 Change the **Paper Source** to **Manual** and click **Print**.
- 6 After page 1 has printed, feed the blank side of page 1 into the printer to print page 2.
- 7 Fold between columns (two folds) to create the flyer.

You can put a graphic on the front flap and rotate it. You can have a graphic span two or more of the columns and have the text wrap around it.

Creating a Booklet

You can create a pamphlet or booklet where the last page is printed on the same sheet as the first page. For an 8 page booklet, for example, the pages are organized: 8-1, 2-7, 6-3, 4-5. Folding the sheets in half places the pages in the proper order. The layout window displays pages 1 and 4 beside a blank page, even though they print on the same sheet of paper.



Because each sheet of paper creates four pages of a booklet, your booklets must consist of multiples of four pages (i.e. 8, 12, 16, 20, etc.)

To set up a booklet:

- 1 Choose **Page Setup...** from the **Print** submenu of the **File** menu, and change the Orientation to Landscape. Click **OK**.
- 2 Choose **Layout Page...** from the **File** menu.
- 3 Click the Display Info Bar button on the Vertical Button Bar.
- 4 Click the third button from the left of the Info Bar (booklet format).



Figure 350

The booklet format button

- 5 Adjust the margins as desired.
- 6 Choose **Close** from the **File** menu to return to the document.

To print a booklet:

- 1 Choose **Print** from the **File** menu.
- 2 Click **Odd Pages** in the **Page Range** segment at the bottom of the dialog and click **Print**.
- 3 Choose **Print** from the **File** menu.
- 4 Click **Even Pages** in the **Page Range** segment at the bottom of the dialog.
- 5 Change the **Paper Source** to **Manual** and click **Print**.
- 6 Feed the blank side of page 1 into the printer to print page 2. Then feed the blank side of page 3 into the printer to print page 5. Continue this until all pages are printed. (Two sheets of paper (both sides) are used for an 8 page pamphlet.)
- 7 Stack the pages in order and fold them in half.



If your printing preferences are set to **Print Pages Last To First**, feed the blank sides into the printer in the opposite order.

Creating a Newsletter

Nisus Writer lets you combine text and graphics to illustrate and color your newsletters easily.

- Nisus Writer's graphics features let you create simple or complex graphics in up to 256 colors. You can draw freehand or use the drawing tools (circle, square, etc.). Then choose from the **Graphics** menu to position precisely the graphic (using **Nudge** and **Snap-to-grid**), **Edit Graphic...**, (**Rotate**, **Duplicate...**) and change the attributes of the graphic (color, **Text Wrap On**, in **Front Of Text** or **Behind Text**). You can create and edit graphics right in the document window to see their effect on the text of your newsletter.
- Choose **Character Graphic...** from the **Insert** menu to have your graphics in the text of the newsletter.
- Choose **Open...** from the **File** menu to insert (TIFF, PICT, MacPaint or EPS) graphics created in other programs.
- Create a graphics text box and choose **Rotate Right 90°** to rotate a block of text. You can rotate the date and issue number in the masthead, or create a three-fold self mailer containing an address and return address.
- Create a text box to draw attention to a block of text. You might place an event summary or list of contributing reporters in the text box.
- Choose **Set Tracking... (0)** from the **Tracking** submenu of the **Style** menu for precise control of the spacing between letters in headlines and newsletter mastheads.
- Choose **Page As Graphic...** from the **Insert** menu to create creative layouts, such as rotated pages, and variable columns.
- Use macros to clean up typos (double spaces, blank lines) and standardize (smart quotes vs. straight quotes, verb usage). Use the Editing Macros (in the Prepared Macros folder) or create your own.
- Use Columns to wrap text from the bottom of one column to the top of another.

To Create a Drop Cap:

If you want to use a drop cap in Nisus Writer to create a fancy beginning of a paragraph, follow the instructions below or use the macro that appears at the end.

- 1 Click the Show Graphics Bar icon .
- 2 Choose **Text Wrap On** from the **Text Wrapping** menu.
- 3 Choose **Move with ¶** from the **Page/¶** menu.
- 4 Select the Text Tool  from the Graphics Palette.
- 5 Drag a rectangle approximately the size of the Cap you want to drop.



Figure 351

Text box for a Drop Cap

- 6 Type the character for the Cap.
- 7 Choose the font size and style of the character from the **Font**, **Size** and **Style** menus.
- 8 Resize the graphic rectangle if necessary.
- 9 Move the character to the desired position of the text.
- 10 Use **Nudge** to position the character and rise the rectangle as desired.
- 11 Return to Text layer of Nisus to continue editing text.

The following macro can do the first steps before resizing and replacing the rectangle.

Graphics Palette

Text Wrap On

Move with ⌘

Click 111, 10

Click 258, 154

:1 "What character do you want to drop? Type the character then click OK." "R"

Macropaste

48

:1 "Choose the Selection Tool, then rises and position the Cap as you wish."

If you assign a keyboard shortcut to the macro you can do almost all the work with a couple of keystrokes.

Desktop Publishing with WorldScript Documents

Most desktop publishing programs that handle WorldScript fonts cost more than three times as much as Nisus Writer. You can still use files with WorldScript text, created and edited in Nisus Writer and then move these files into your desktop publishing program. The problem has been getting English localized programs to display and print WorldScript materials correctly.

The only way to get the non-Roman scripts into unlocalized Desktop Publishing programs is to import an EPS file that contains the EPS code for that text. You can use these instructions in any application that allows you to print. This is a LaserWriter 8 print driver feature, and you must have this printer driver to be able to do this.

To create an EPS file from a Nisus Writer document:

- 1 Select **Chooser** from the Apple menu.
- 2 Click the LaserWriter 8 driver on the left of the Chooser window.
- 3 Open Nisus Writer and set up the document exactly as you want it to look.
- 4 Choose **Print...** from the **File** menu.
- 5 In the **Destination** area of the dialog click **File** and then.

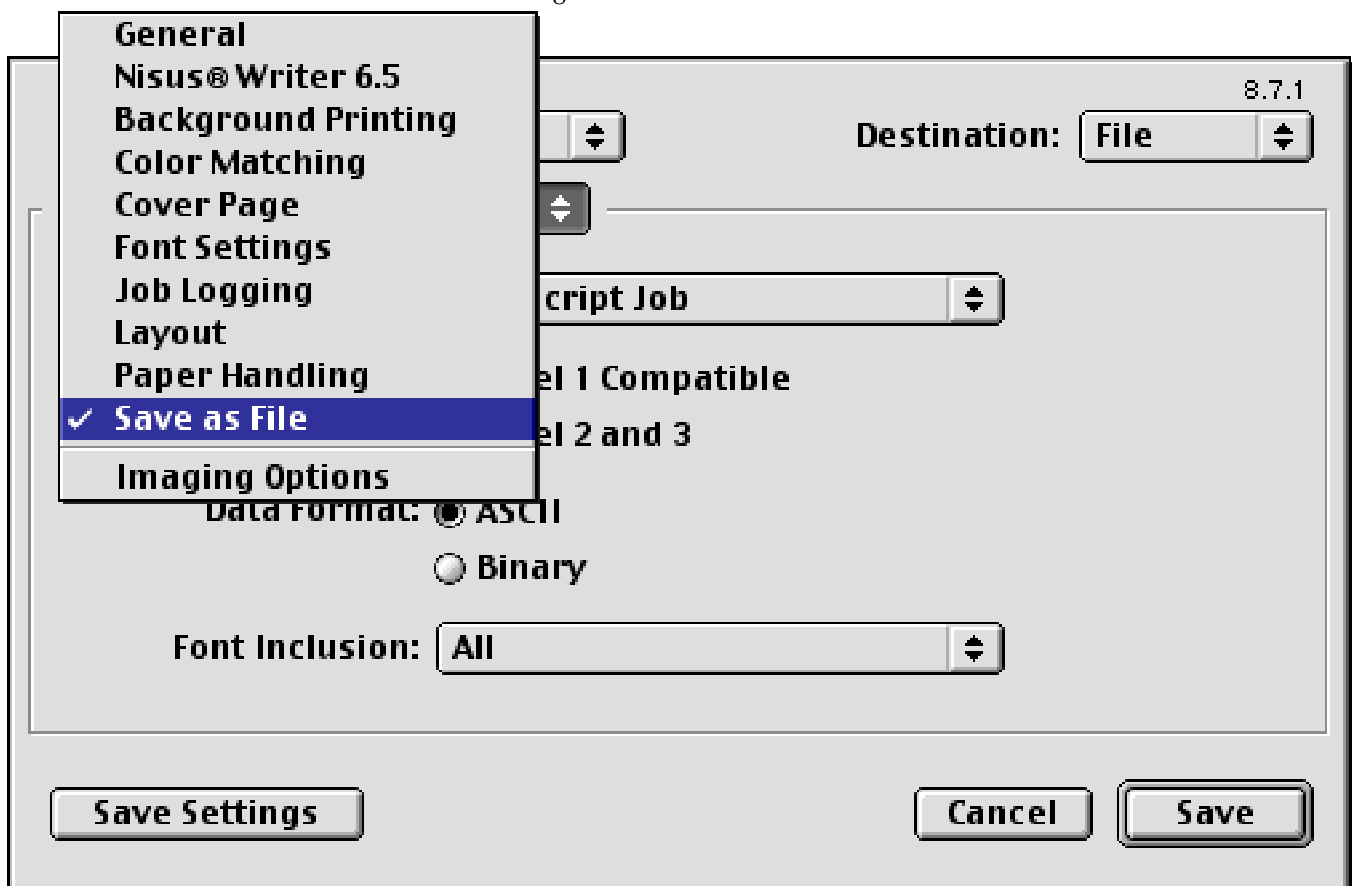


Figure 352

The LaserWriter 8 print dialog

The **Print** button changes to **Save** when you change the **Destination** from **Printer** to **File**. This brings

up a variant of the Save As dialog.

6 Choose **Save as File** from the pop-up menu (where you see **General**) to the left.

6 Choose the appropriate format from the **Format** pop-up menu.

Some applications prefer one over the other, so you may have to try the various options.

7 Choose **All** or **All But Standard 13** from the **Font Inclusion** pop-up menu.

If you leave the **Font Inclusion** pop-up menu set to “**None**” you may lose the font information for your non-Roman scripts.

8 Click .



You can now import this EPS file into your desktop publishing program, or any other program that handles EPS graphic files. You can manipulate the file as a graphic element. However, if you wish to change the text (alter the spelling, a word, or the margins, etc.) you need to do that in Nisus Writer and create a new EPS file to import.

Publishing on the World Wide Web

You can use Nisus Writer to prepare pages to publish on the World Wide Web of the Internet. Many of the advanced features of Nisus Writer can be used in HTML documents.

To create a HTML document:

1 Open an existing or create a new document in Nisus Writer.

2 Apply the appropriate styles from the **Size** and **Style** menu and/or the **HTML Block Elements** and **HTML Styles** style library submenus.

Nisus Writer converts the size of your characters that you apply from the **Size** menu as well as the color you apply from the **Color** submenu of the **Style** menu. Not all styles from the **Style** and the **More Styles** submenu are converted.

You can use the HTML Format Tool Bar and the HTML Style Tool bar as illustrated on pages 448 and 448 to make this process easier.



Not all styles are supported by all Web browsers. Certain “traditional” styles are maintained in the HTML Block Elements and HTML Styles style libraries even though their effects are available using Nisus Writer’s own styles.

You can see the results of various headings styles in Figure 353 and Figure 354.

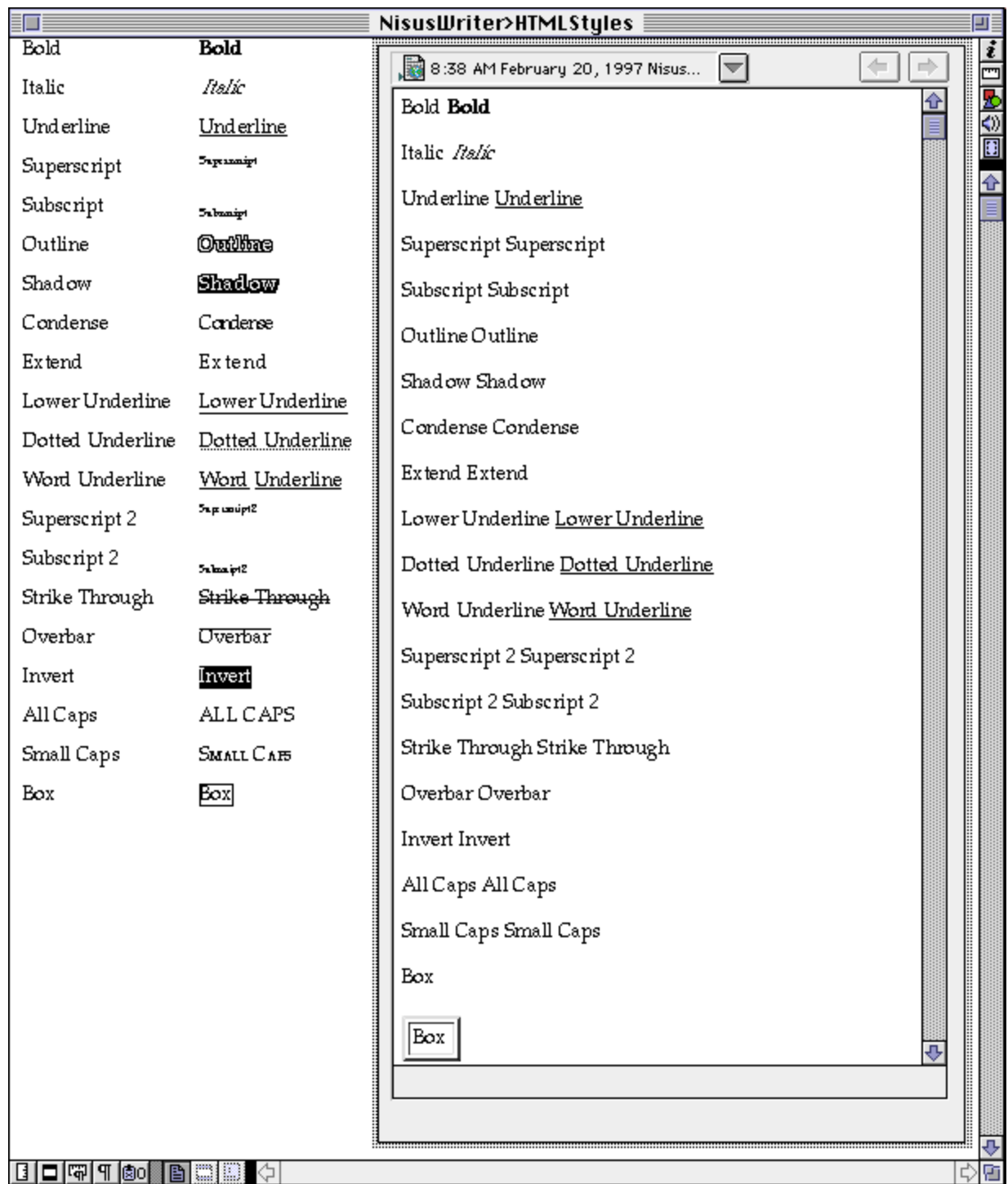


Figure 353
Nisus Writer styles in Nisus Writer and Cyberdog

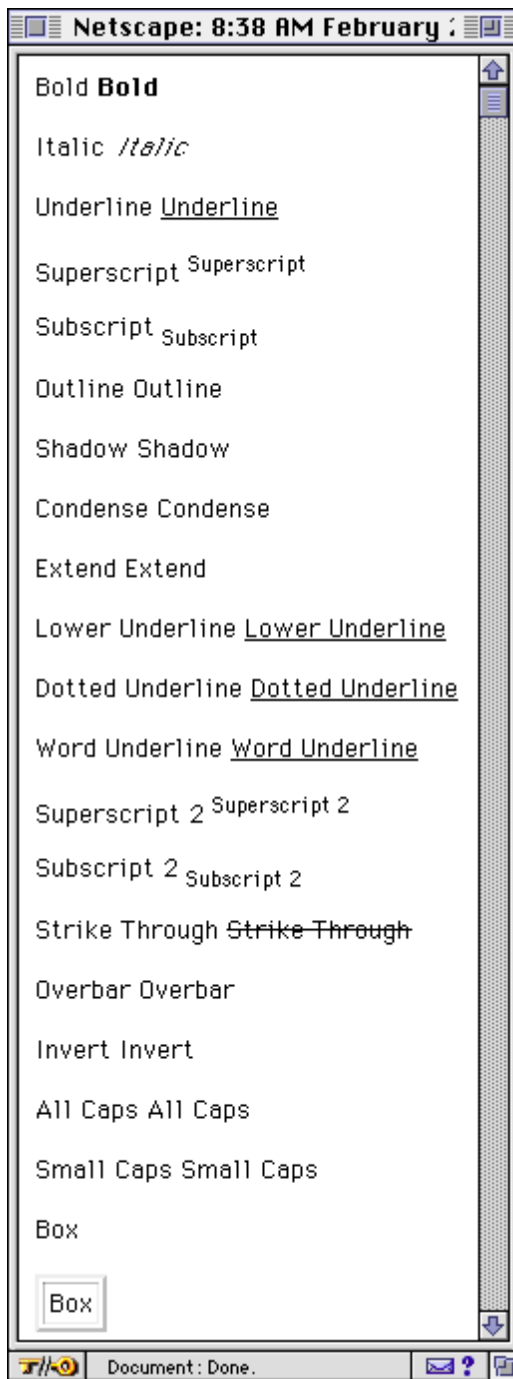


Figure 354
Nisus Writer styles in Netscape

- 3 Choose **Header** from the **Insert** menu and enter whatever text you want to appear in the title of the browser window.
- 4 Choose **Save As...** from the **File** menu.
- 5 From the File Type pop-up menu at the bottom of the dialog choose **Nisus® HTML** and click **OK**.
- 6 When Nisus Writer asks if you want to replace the existing file click **Replace**.

Nisus Writer creates a new (additional) file called "filename.html" Use this file to open in our Web browser.

If you do not insert a header Nisus Writer will use your file's name as the title of the Web page. Additionally, if you add spaces to your file's name when you save it on your Macintosh, Nisus Writer will add underscores to the .html file so that it can be read correctly on your server. For example "Our Wonderful Trip" becomes "Our_Wonderful_Trip.html".

- 7 You can continue to edit the original Nisus Writer file. Each time you save your file you can "reload" the file in your browser to see how the changes affect its appearance in the browser.
- You may want to prepare a special folder in which to keep all the files as Nisus Writer creates a special



folder for the graphics.

To create a link to another document:

- 1 Choose **Footnote** from the **Insert** menu.
- 2 Enter the address of the file to which you want to link and close the Notes for... window.
- 3 Select the footnote reference number in the text and whatever you want “clickable” in the Web document.
- 4 Choose **Link** from the **HTML Styles** style library submenu of the **Styles** menu.

To create a link to an anchor:

- 1 Select the text to which you want to anchor your link.
- 2 Choose **Mark...** from the **Tools** menu
- 3a If you want to link to an anchor in the same document all you need do is set a cross-reference to that marker.
- 3b if you want to link to an anchor in another file, choose **Footnote** from the **Insert** menu.
- 4 Enter the address of the file to which you want to link, add “#markername” and close the Notes for... window.
- 5 Select the footnote reference number in the text and whatever you want “clickable” in the Web document.
- 6 Choose **Link** from the **HTML Styles** style library submenu of the **Styles** menu.

To create a rule (line) in your Web document:

- ▶ Type a Return or any alphanumeric characters and choose **Horizontal Rule** from the **HTML Styles** style library submenu of the **Styles** menu.

Nisus Writer supports only one size horizontal rule.

To create an indent in your Web document:



- ▶ Drag the left line wrap indicator in at least $\frac{1}{2}$ " or 36 pixels in to the right.

You can continue to do this for succeeding indents and outdents.

To justify the text in your Web document:

- ▶ Click the appropriate justification button on the Text Bar.

To create a preformatted area in your Web document:

- ▶ Enter the text exactly as you want it select the text and choose **Preformatted** from the **HTML Block Elements** style library submenu of the **Styles** menu.

To create bulleted and numbered lists in your Web document:

- ▶ Create a list just as you would for any other purpose using Nisus Writer's automatic numbers and bullets.

When you save the file as an HTML file Nisus Writer automatically converts all the variables and unusual characters to their correct equivalents for display on the WWW.

You can see an example of how some of these styles work in Figure 355.

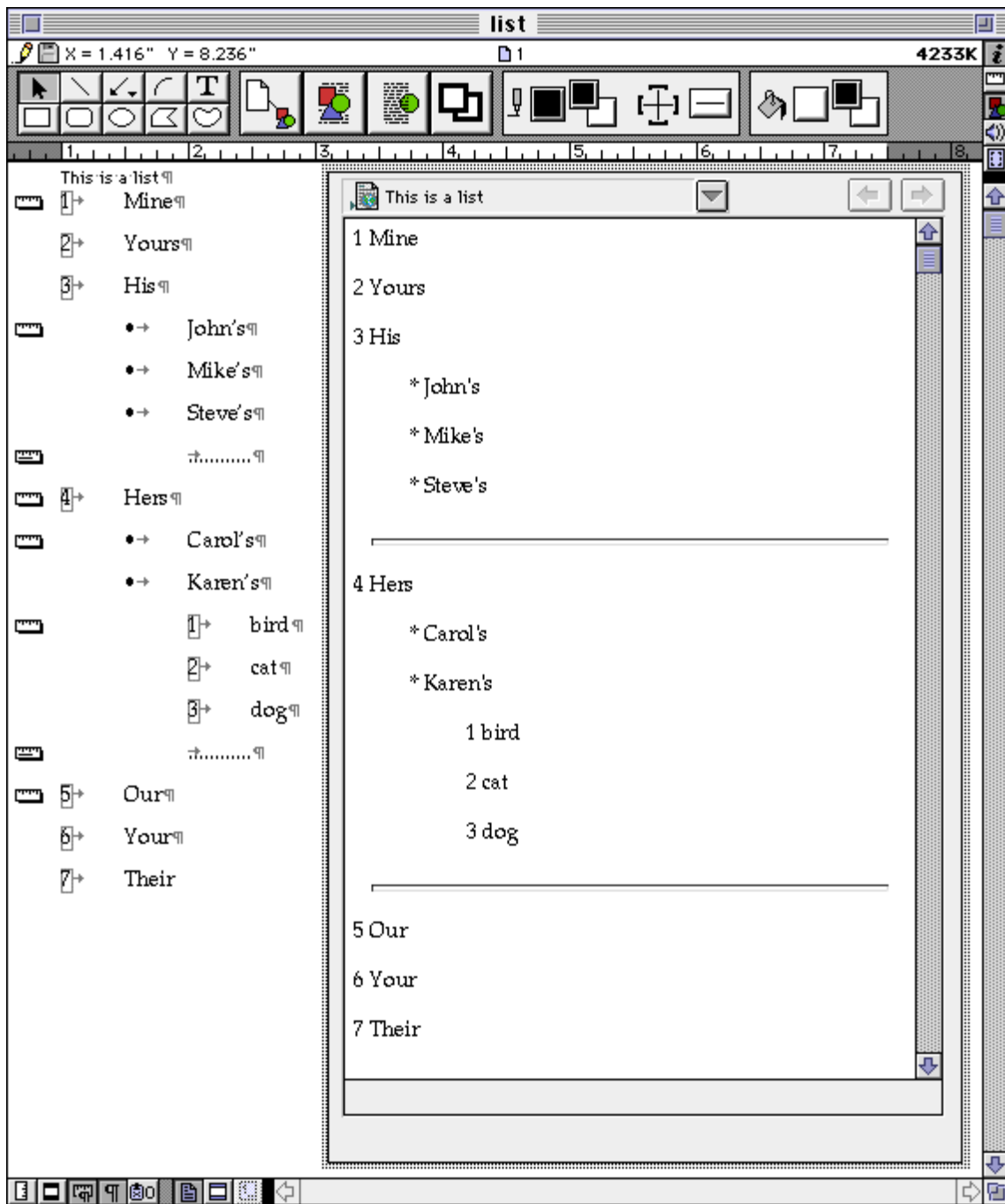


Figure 355
Creating a HTML list in Nisus Writer with its own Cyberdog browser on the graphics layer

To determine how graphics appear in your Web document:



- 1 Paste your graphic as a Character Graphic.

Web browsers ignore everything on the graphics layer of Nisus Writer.

- 2a Choose either **Align Graphic Left**, or **Align Graphic Right** from the **HTML Styles** style library submenu of the **Styles** menu to have your text wrap around the graphics along the left or right side of the browser window.

- 2b Choose either **Align Graphic Top**, **Align Graphic Middle** or **Align Graphic Bottom** from the **HTML Styles** style library submenu of the **Styles** menu.

Figure 356 and Figure 357 illustrate the results.

Notice that Nisus Writer does not display graphics as they will appear in the browser window. The party hat is in **Align Left** style while the first fish is in **Align Right** style. The remaining three fish are in **Align Top**, **Align Middle** and **Align Bottom** respectively.

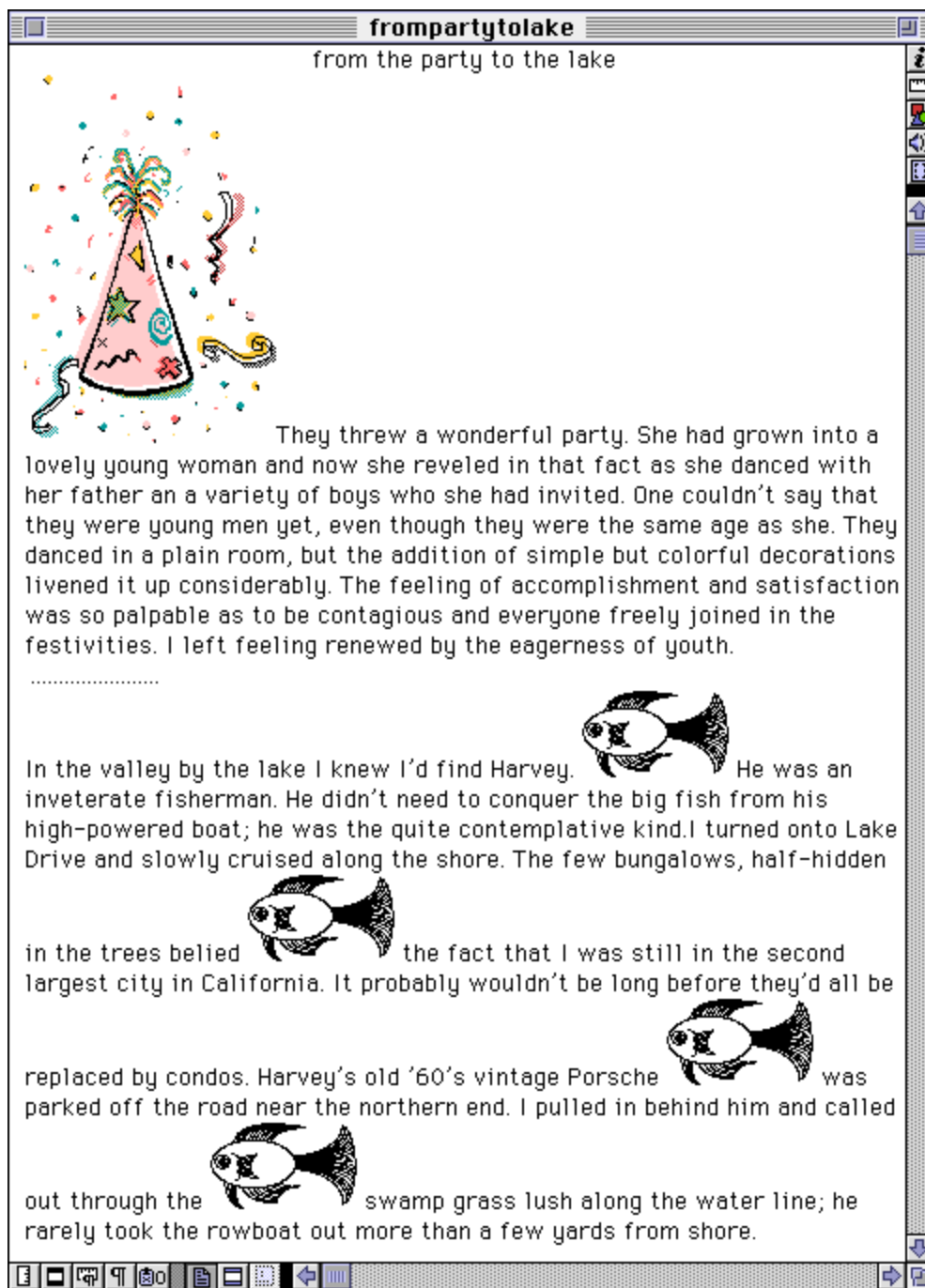


Figure 356

Aligning graphics for HTML publishing in an Nisus Writer document



Figure 357

Aligned graphics in a Nisus Writer document as they appear on the WWW

To create a table in your Web document:



Nisus Writer offers two methods for creating tables.

When you create a table for your Web document it is not WYSIWYG inside Nisus Writer.

- ▶ Select your text and choose **Box** from the **More Styles** submenu of the **Style** menu.
Everything in the Box style appears in one table frame. Wherever the Box style begins and ends Nisus Writer enters a return code in the HTML document.
- ▶ Select your text and choose **Table** from the **HTML Block Elements** style library submenu of the **Style** menu.
Separate fields in your table by tabs and rows by Returns. You can create a new “paragraph” inside a table’s cell by typing a Soft Return character (**shift** **return**).
If you want to add links to items in your table apply the Table style first and then add the Link style afterwards.

To create HTML effects not supported automatically by Nisus Writer:

With all of these capabilities, there are, nonetheless, many HTML features that Nisus Writer does not support. If you know HTML you can enter the codes directly.

You can prevent HTML code from simply appearing in the converted HTML document as text.

- ▶ Select that text and choose **Raw HTML** from the **HTML Styles** style library submenu of the **Style** menu.

To enter hidden comments in your Web document:

- ▶ Select that text and choose **Hidden Comments** from the **HTML Styles** style library submenu of the **Style** menu.

To set the background color of your Web document:

- ▶ Choose **Background Color...** from the **File** menu and set the color you want.

Developing Multimedia Presentations

Text and graphics are but two of the media used to convey information. Nisus Writer also allows you to create audio and video. You can draw graphics on the Graphics Layer and deal with sound and text on the Text or Sound Layers.

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Creating Multimedia Documents

Nisus Writer includes all the tools you need to create a multimedia document. To put them all together:

- Use video to animate your document. Insert QuickTime movies anywhere in the text of your document, or on the graphics layer, to play a full color movie at the touch of a button.
- Use the Sound tools of Nisus Writer to attach sound to text or graphics. You can record yourself reading a passage and have Nisus Writer automatically select the text as it plays back. You can set playback controls so that your reader can play back any sound simply by double-clicking.
- Use macros to automate the “presentation” of your document. You can create a macro that jumps to and plays back sounds based upon the reader’s response to certain questions. You can also use macros to walk the reader through your presentation; to show movies, play back sounds, and speak text. You can, for example, ask for a reader’s name (in a :l type dialog) then read it back to them.
- Use Text-to-Speech to allow your reader to select text (in English, French, German, Italian, or Spanish) and have it spoken back in the language in which it’s written.
- Use the Page as Graphic feature to create a hypertext link between two documents. Your reader can, by double-clicking a “button”, open another document.

QuickTime Movies

QuickTime movies add yet another dimension to your document. For example, you could use movies to illustrate how an arm moves or machinery works. The only limitations are your imagination and the memory available on your Macintosh!

You can open a QuickTime movie on the Text layer or the Graphics layer of Nisus Writer.

To insert a QuickTime movie:

- 1 Put your insertion point where you want the movie to appear (either on the Text or Graphics Layer).
- 2 Choose **Movie...** from the **Insert** menu.

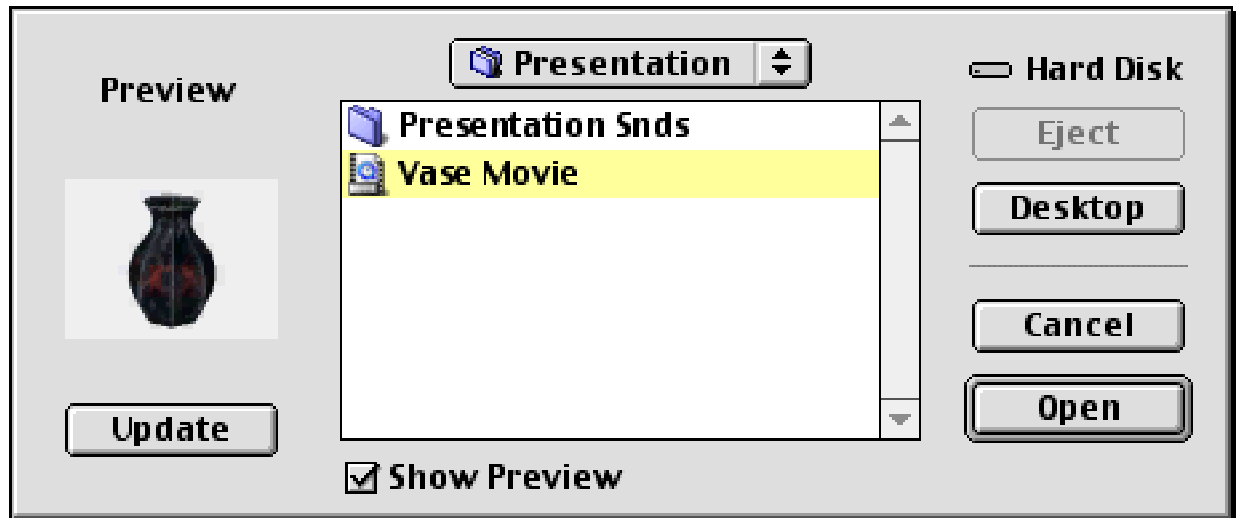


Figure 358

The Movie variant of the standard Open dialog

The Movie variant of the standard Open dialog appears from which you can preview and open movies you have stored on your drive.

3 Select the movie you want to insert.

4 Click **Open**.



Figure 359

A QuickTime movie on insertion

The QuickTime movie frame is now in your document.

Nisus Writer treats a QuickTime movie just as it treats a character graphic on the Text layer or a free-moving graphic on the Graphics layer. A QuickTime movie differs from these other graphics in that it displays a little filmstrip icon in the lower left corner of the graphic when you select it.

To play a QuickTime movie:

1 Double-click the QuickTime movie to open it.

The movie opens with its own floating window.

2 Double-click the movie or click the filmstrip icon to display play controls and then click the play button or drag the bar to view the movie frame by frame.



Figure 360

An open QuickTime movie

Nisus Writer allows the movie to float above your windows. When you finish viewing the movie, click its close box to return it to your document.

You can display and play more than one movie at once, even from different documents simply by double-clicking each of them. Nisus Writer allows them to run simultaneously.

Using Sound in Instructional Materials

Sound is a powerful tool for any type of instructional material. Requiring only a microphone, recording sounds is as simple as selecting and clicking.

- Record a foreign language text slowly and clearly, then record the same passage as it would be spoken in conversation by a native speaker. The students can play back the recordings (word-by-word or sentence-by-sentence) and also record themselves reading the same passage. Listening to their recording and comparing it to the instructor's, they can perfect their pronunciation quickly and easily.
- Use multilingual voices (French, German, Spanish and Italian, in addition to English, for example) in language lessons to assist in pronunciation. Instruct students to type and have Nisus Writer speak any word they do not know how to pronounce.
- Record yourself reading the instructions for a lesson. You can even place the instructions in invisible text and have a macro playback the instructions automatically when another user opens the file.
- Use recordings in a collaborative writing project; students can record themselves reading the text they write.

About Sound

Nisus Writer makes it easy for you to include sound in documents. Use sound to record hard to pronounce names, comments about the document, thoughts about a meeting that you need to include in a memo you plan to write later, or as part of a presentation. You can play a message you record yourself or ask your Macintosh to read a selected passage to you.



You need to use at least the recommended 3 MB of memory assigned to Nisus Writer in the Finder for recording and playing sounds. The size of the sound does not matter since it is played directly from disk and never stored in the memory of the computer. This same allocation of 3 MB is recommended for Text-to-Speech. Apple's Text-to-Speech may require more memory (for the System, not Nisus Writer) depending on the voice you choose.

Nisus Writer supports sound in your documents in a number of ways. On the sound layer you can type and edit text, make and play back sound recordings. You can also have Nisus Writer "speak" or read the text to you.

Using Text to Speech

You can have Nisus Writer read a typed document back to you. If it is written in English, French, German, Spanish or Italian, simply select the portion of text you want read.

To have Nisus Writer read text:

- 1 Click the Display Sound Bar button on the Vertical Button Bar.



Figure 361

The Display Sound Bar button on the Vertical Button Bar

- 2 Select the text you want Nisus Writer to read to you.
- 3 Choose the language of the text (either English, French, German, Spanish or Italian) from the **Speech Voices** submenu of the **Sound** menu.
- 4 Click the Speak button on the Sound Bar.



Figure 362

The Speak button



Nisus Writer only "speaks" the words of the last line of a rectangular selection.

Nisus Writer's text to speech tool interprets abbreviations. Therefore you must type twospaces after "in." as in

“inside” or the text to speech tool will consider the word an abbreviation for inches.

- “Billy, bring the toys in. If you don’t do what I say now, you won’t get your dessert.”

Recording and Playing a Sound

You can make sound recordings and place them in your document. A recording can be a simple word or a complex collection of voices and music. The term “Sound Annotation” might refer to a short verbal recording that explains some aspect of the document. Alternatively a Sound Annotation can be an entire speech which you, a colleague, or an associate, can later type into the document.

After recording, Nisus Writer automatically attaches a Sound Annotation to a special icon, at the insertion point.



Figure 363
The Sound Annotation icon

You can, however, attach recordings to your text in any number of different ways. For example, you can attach the reading of each letter, word, or sentence to that letter, word or sentence. Using multiple clicks in the text, you can then hear the computer play back the recording character by character, word by word, or sentence by sentence. With this intimate integration of text and sound, you can use Nisus Writer to prepare interactive language lessons, or reading lessons.

To record a sound note:

- 1 Make sure your microphone is plugged into your computer (unless, of course, you have a Macintosh with a built-in microphone).
- 2 Put your insertion point where you want the Sound Annotation to appear.
- 3 Click the Display Sound Bar button on the Vertical Button Bar.
Nisus Writer displays the **Sound** menu on the right of the menu bar.
- 4 Make sure that **Record Annotation** on the **Sound** menu is checked.
- 5 Make sure that **Manual** on the **Recording Cue** submenu of the **Sound** menu is also checked.
- 6 Get close enough to the microphone to eliminate background noise.
- 7 Click the Record button on the left of the Sound Bar.



Figure 364
The Record button

- 8 Create the sound you want to record then click the Stop button when you finish recording.



Figure 365
The Stop button

A Sound Annotation icon appears at the insertion point representing the recorded sound. Nisus Writer automatically numbers each sound you record in your document as Sound 1, Sound 2, and so on.

To play back a recording:

- 1 Click and drag across the Sound Annotation icon to select it.
- 2 Click the Play button on the Sound Bar.



Figure 366
The Play button

To choose a sound annotation to play back:

Your insertion point may be at a position far from the Sound Annotation icon, yet you want to play back the memo.

- 1 Choose sound 1 from the Sound Name menu on the lower left edge of the Sound Bar.

Note that two things happen:

- Your insertion point jumps to the Sound Annotation icon and selects it.
- Nisus Writer displays the name sound 1 in the Sound Name box.

2 Click the Play button in the Sound Bar.

The Sound Name box always displays the name of the sound Nisus Writer plays if you were to click Play. It either displays the sound name you have selected, or the sound touching your insertion point forward in the flow of your text.

To rename a recorded sound:

The name Sound 1 does not describe the sound you recorded. You can rename it so that when you want to choose a sound from the Sound Name menu you'll know which one you want.

- 1 Double-click and drag to select the sound name in the Sound Name box.
- 2 Type the new name.

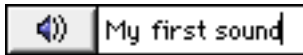


Figure 367

The name in the Sound Name box

- 3 Press  or .

You cannot use the same name for two different sounds in a single document.

To attach a sound to text manually:

Nisus Writer allows you to attach sound to text synchronizing the two media.

- 1 Select a sentence in a document.
- 2 Click the Record button.
- 3 Read the sentence.
- 4 Click the Stop button to stop the recording.

That's all there is to it! Your recording is now attached to the sentence.



Nisus Writer automatically names the second sound you record sound 2. The name appears in the Sound Name box.

By selecting any part of text, you can attach your recording to that text. Similarly, by selecting a graphic on the Text Layer, you can attach your recording to a graphic.

To play back a manually attached recording:

- 1 Select the attached text or graphic.
- 2 Click the Play button.



You can either select the text yourself, or choose the sound's name from the Sound Name menu (which selects the text or graphic for you).

You need only select a portion of the text to which you have attached a recording. When you click Play, Nisus Writer automatically extends the selection to include all of the attached text.

Working with Multiple Recorded Sounds

You can, of course, have overlapping attached recordings. You can attach a recording of each word to that word and also attach a continuous recording of the whole sentence to that whole sentence.

In the case of such overlapping attachments the sound which will play will be indicated in the Sound Name box. To access any other sound, you will need to choose it from the Sound Name menu. Choose the sound you wish to play from this menu and then click the Play button.

To automatically select units of text for recording:

When you want to attach a recording to each character, word, sentence, or paragraph it can be quite tedious to select each text object and record. To help you with such tasks, Nisus Writer provides two sets of commands:

- The **Record by...** commands on the **Sound** menu determine the amount of text selected.
- The commands in the **Recording Cue** submenu of the **Sound** menu determine how Nisus Writer knows when to select and begin recording.

For example, if you wanted to record the reading of each word in a sentence, you would set your preference by choosing **Record By Word** from the **Sound** menu.

- 1 Choose Record by Word from the Sound menu.
- 2 Choose **By Command Key** from the **Recording Cue** submenu of the **Sound** menu.

This allows you to use the keyboard to control when Nisus Writer starts and stops recording.

3 Place your insertion point just before the first word to which you want to attach a sound.

4 Click the Record button.

Nisus Writer automatically depresses the Pause button and selects the first word.

5 Press .

Nisus Writer releases the Pause button and activates the recorder.

6 Create the sound you want to record.

7 Release .

Nisus Writer depresses the Pause button and automatically selects the next word.

You are now ready for attaching the recording to the second word. Repeat the process beginning with step 5, until you complete all your recordings. Whenever you release  Nisus Writer activates the recorder.

8 Finally, click the Stop button to finish the session.

To automatically record sounds using voice cueing:

The second level of automation provided in Nisus Writer's sound capabilities is called Voice Cueing.

1 Choose **By Voice** from the **Recording Cue** submenu of the **Sound** Menu.

2 Click the Record button on the Sound Bar.

Nisus Writer automatically selects the next text object (character, word, etc.) when it senses a pause in your speech.

With that much automation you will need a little practice in the beginning, but save time in the end.

You may need to set **Background Sound Levels** by choosing **Recording Options...** from the **Sound** menu.

To record practice sounds:

► Choose Practice Recording from the Sound menu.

With this option set, each new recording session removes the previous session's sounds. If you use this option, you can still preserve the last session's sounds if you rename the sound in the Sound Name box before recording the next session.

To play back automatically attached recordings:

You can play back recordings, made with methods other than Manual cueing in three different ways.

- Use the manual method described on page 459.
- With the Sound Bar showing, you can play back sounds by clicking text that has recorded sounds. When you double-click a word Nisus Writer plays back any recording attached to just that word. Triple-click a sentence and Nisus Writer will play back any recording attached to the entire sentence.
- Choose **Click Playback** from the **Sound** menu. With Click Playback set, you do not need to display the Sound Bar to play back sound attached to text when clicking as described above.

For example, you may need to record the reading of a complete sentence and attach it to that sentence. You may then, separately, record the reading of each word and attach it to each corresponding word.

With such overlapping recordings, you can double-click a word (selecting it) and have the word-attached recording play back. Alternatively you can triple-click the sentence (selecting it) and have the sentence-attached recording play back.

To manage sounds using the sound catalog:

As you create more sounds, you may find the need to group them into named groups.

To do this you must display the Sound Catalog. Notice that Nisus Writer automatically names the starting group "Document Sounds." This includes the sounds of all groups you may create.

Think of the various groups you will create as though they were Macintosh system "Folders" where the individual sounds then become the "files." However the "Document Sounds" group does not have a counterpart in the file system, because it lets you "see through" all the groups (folders). Furthermore (also different from the Macintosh hierarchical file system), sounds can belong to more than one group at the same time.

To create a group for gathering sounds together:

Suppose you have recorded several sounds. First create the group and name it. (The counterpart of creating a new folder and naming it).

1 Choose **Show Sound Catalog** from the **Sound** menu.

2 Click .

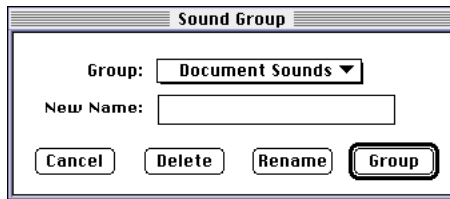


Figure 368

The Sound Group dialog

- 3 Type the name of the group you wish to create.
- 4 Click **Group**.

You are now ready to gather existing sounds in the newly created group.

To gather recorded sounds into a Sound Group:

- 1 Choose **Show Sound Catalog** from the **Sound** menu.
- 2 Choose the **Document Sounds** group from the pop-up menu at the top of the Sound Catalog.
- 3 Select the sounds you wish to gather together into a group.

Select multiple sound names in the Sound Catalog the same way you select file names in the Catalog. For noncontiguous selection press **⌘** as you click. For extended continuous selection either click and drag or press **⇧** as you select.

- 4 Click **Group** at the bottom of the Sound Catalog.

The Sound Group dialog illustrated in Figure 368 appears.

- 5 Choose the group you want from the pop-up menu at the top of the dialog.
- 6 Click **Group**. The sounds you have grouped will now only show in the Document Sounds group and in the newly created group.

You can now choose that new group's name from the pop-up menu in the Sound Catalog.

To play the sounds of a sound group:

While Nisus Writer offers a variety of methods of playing your sounds, the simplest is explained here.

Nisus Writer lists all the sound groups you create in the **Sound Groups** menu on the Sound Bar.

- ▶ Choose the name of the group of sounds you want to play from the **Sound Groups** menu.
Only those sounds belonging in that sound group appear in the **Sound Name** menu.

To rename a sound group:

You can edit both the group names and the sound names in the usual way.

- 1 Choose the name of the group you want to change in the **Sound Groups** menu.
- 2 Select all the text in the **Sound Groups** box and type the new name.
- 3 Press **⏎** or **⏏** or click back in your document window to confirm the new name.

To delete a sound group:

Use the Group dialog to delete (or rename) any sound group.

- 1 Choose **Show Sound Catalog** from the **Sound** menu.
- 2 Click **Group** at the bottom of the Sound Catalog.
- 3 Choose the name of the sound group you want to delete from the pop-up menu in the sound group dialog.
- 4 Click **Delete** (or **Rename**).

When you delete a group name, you only dissociate those sounds from that particular sound group. You have not deleted the actual sounds within the group. Nisus Writer still lists the sounds in the "Document Sounds" group or any other group with which they are associated.

To remove a sound from a group:

- 1 Choose **Show Sound Catalog** from the **Sound** menu.
- 2 Choose the sound group name from the pop-up menu at the top of the Sound Catalog.
- 3 Select the sound (or sounds) you want to remove from this group.
- 4 Click **UnGroup** at the bottom of the Sound Catalog.

To delete a sound:

- 1 Choose **Show Sound Catalog** from the **Sound** menu.
- 2 Select the sound (or sounds) you want to delete.
- 3 Click **Delete**.

This deletes the selected sounds.

To move sounds from one group to another:

- 1 Ungroup the sounds from their current group.
- 2 Gather them into the new group from the Document Sounds group.

Nisus Writer allows sounds to appear in more than one group.

Grouping has many applications. For example, if you have attached the reading of some text to that text in two different voices (they could be male and female or Southern accent and New York accent) you could have the sounds of each voice in a separate group.

Sound Files

Nisus Writer stores all sounds in separate sound files on disk in a special sound folder. Nisus Writer names this folder with the name of the file and appends the abbreviation "Snds". Nisus Writer may need to shorten the folder name to make room for "Snds". Each sound file name inside this folder is the same as the name of the sound within the document. Therefore you are not allowed to use the same name for two different sounds in the same document. Since sound groups only associate sounds, they do not appear in the sound folder.

Imported Sounds

You can import pre-recorded sounds into a Nisus Writer file from the variety of CDs available. In order to do this you need a sound editing application such as Sound Editor.

To import a sound:

- 1 Open a Nisus Writer file.
- 2 Record a sound of the approximate duration of the sound you want to import. (You can record noise; you are going to replace it with pre-recorded sound.)
- 3 Save the Nisus Writer file and Quit Nisus Writer.
- 4 In Sound Edit, open both the Nisus Writer sound file (Type: AIFF, Creator: NISI) and the sound you want to import.
- 5 Select a block of sound in the pre-recorded sound to paste (to import) into Nisus Writer.
- 6 Select a block of identical length in the Nisus Writer sound file.
- 7 Choose **Paste** and then save the Nisus Writer sound file in Sound Editor.
- 8 Open Nisus Writer and the document you saved with the sound.
- 9 Choose the sound you imported from the **Sound Name** menu.
- 10 Click Play.

Technical Odds and Ends

Any tool as capable as Nisus Writer has much more than immediately meets the eye. The tasks you can accomplish with it are limited primarily by your imagination.

A variety of technical information which may help you follows.

Customizing the Tool Bars

You need to use the resource editor Resorcerer® to accomplish this task as you need to edit certain resources inside Nisus Writer.

You can customize the FPAL by cutting and pasting menu item names into the [MenuName] field according to the model: Menu Name:Menu Item Name (For example in FPAL 1289, Button #4 File:Print). The name you use must exactly match the names used in the MENU resource. Or you can use the menu and menu item numbers (example File:Print could be 257:15). Also you must use Resorcerer to open the FPAL resource since certain constructs in the Template file do not exist in ResEdit.

To edit the graphic, find the “graphic (cicn)” that corresponds to the item you want to change and edit it (For example in FPAL 1289, Button #4 the graphic cicn ID is 5012).

Any “syntactically correct” macro argument can be entered in the Macro Argument field. To execute this you must also place “Macros:Execute Selection” in the MenuItem field.

The X and Y Coordinates in Long Documents

After global coordinate 32767, (usually around page 45) global mouse coordinates become inactive. After global coordinate 65535 the global coordinates start over at 0. It seems unusual that any one would be interested in global coordinates in large documents. Also note that the global coordinates were never (and still are not) accurate in regard to the actual printed page (which depends on the printer and its driver). Now that coordinates are relative to the page, they are accurate in respect to the printed page of paper. The global coordinates that are still available by pressing  are there just for a reference to the top of the Macintosh window's virtual document for drawing, not to printed pages all lined up.

GREP Explained

“GREP” stands for “Global Regular Expression Program (or Parser).” It is a misnomer because it does not search for regular expressions in general, but actually a superset of all regular expressions. Nisus Writer is capable of searching any regular expression. An example of a regular expression that cannot be searched for using standard GREP is (in Nisus Writer notation):

`\(yak.*)*\.`

This is a valid Nisus Writer search pattern, but is not a GREP expression because, in GREP, you cannot place a * after a \) meta-character. It is, however, a regular expression (there are books that explain the exact definition of a “regular expression”; in general they can form a “finite state machine”)

Here are some strings that match this pattern:

yak yak yak.

yakkety yak yak.

yakkety-yak; yak.

Another regular expression that cannot be expressed in GREP is:

`yak.*|blah`

Because GREP does not allow the | (OR) metacharacter with any other metacharacter in the same expression.

Both Nisus Writer and GREP allow you to search for things that are NOT regular expressions. (The \1 metacharacter is not a regular expression.)

Once a pattern has been “found” and there are two possible matches at a certain point in the document—each with different length, Nisus Writer allows you to specify which of these found matches is preferred. For example, a * after any sub-expression means to prefer the longest match. A .* after any sub-expression prefers the shortest match.

GREP has been in Nisus Writer since one of its earliest version and before that in the text editor produced by Nisus Software: QUED/M. It appeared in QUED/M (and its predecessor before any version of Think C (at that time, Lightspeed C). QUED was originally written in MegaMax C.

What do the dictionaries offered by Nisus consist of?

Dictionary & Thesaurus

	words
British	80,000
Danish	169,000
Dutch	122,000
French	289,000
French-Canadian	289,000
German	143,000
German-Switzerland	143,000
Italian	185,000
Norwegian (Bokmal)	150,000
Spanish	215,000
Swedish	176,000
U.S.	84,000

Dictionary Only

	words
Catalan	191,000
Finnish	191,000
Norwegian (Nynorsk)	145,000
Portuguese	218,000
Portuguese-Brazil	210,000

Other Dictionaries

Super Dictionary

	total words
British	152,000
U.S.	174,000

British legal

9,000

British medical

24,000

U. S. legal

10,000

U. S. medical

24,000

U. S. geographical/biographical

19,000

U. S. scientific/technical

10,000

U. S. Definition

words	definitions
80,000	33,000

The meaning of reading grade level

Nisus Technical Support recently received the following letter.

I was doing some writing the other day, and, on a whim, I activated the Word count feature. I'm still new to Nisus Writer, and just thought I'd explore a little bit. I examined the list of how many words there were in my writing, words per sentence, etcetera. Then, to my astonishment, discovered I write at a grade four level!

The next day, I wrote a letter to a friend describing this event. Out of curiosity, I tried it again, and discovered that I was now writing at a grade NINE level!

My question, then, is this: what determines this? Have I been intellectually stunted all these years, only to advance by leaps and bounds overnight? Just curious.

To which we responded:

You know, I think everyone at some point wonders this.

My first inclination was to tell you that our programmers never in fact went to school, so they just had to guess what the grade level for any document would be. Being programmers, they thought that the best way to figure it out would be to calculate the odds of any particular document with a certain number of characters in it to have a certain level of difficulty. So they compare the distribution of characters in the document with the frequency of usage, calculate the odds, and return a grade level. This generally satisfies the less astute user.

My second inclination was to tell you that it's a bug, but I'm not sure that this is true.

My third inclination was to tell you that the message you sent me is at a grade 9 level, so I think we can safely say your earlier high score was not a fluke. However, you apparently have now leveled off. You should not expect any future improvement.

But I think the best response is: The reading grade level score is designed to indicate what level of education, on average, would be required to comprehend your document. It is not an indication of the skill of the author, except insofar as the author may be trying to reach an audience at a particular level. Persons writing children's books, however well educated they may be, should strive to keep that score fairly low!

To learn the formula for how Nisus Writer calculates this see "Reading Grade level" on page 465.

Best regards,

The Nisus Writer Technical Staff

Appendix A Outlining Your Thoughts

This portion of the manual introduces you to Nisus Writer and shows you how to use time-saving features effectively. Review the information here to get a feel for the application and how easy it is to learn and use. The sections include:

Definitions	467
To insert an outline in a document	467
To alter the appearance of an outline	468
To manipulate an outline	468
To insert normal text within an outline	469
To restart an outline	469
To insert a new (second) outline in a document	469
To convert an outline to normal text	470
To put (paste) an outline from one document into another	470
How outlining affects the way Nisus Writer works	470

By now, most of us know what an outline is. Generally, it looks something like this:

- 1 Definitions
 - 1.1 Sibling
 - 1.2 Child
 - 1.3 Parent
 - 1.4 Promote
 - 1.5 Demote
- 2 To insert an outline in a document
 - 2.1 To start an outline
 - 2.2 To insert a sibling
 - 2.3 To insert a child
 - 2.4 To insert a parent
 - 2.5 To move sections of an outline
 - 2.5.1 To promote a subject
 - 2.5.2 To demote a subject
 - 2.6 To Hide/Show various levels of an outline
- 3 To convert an outline to normal text
- 4 To insert normal text within an outline
- 5 To end an outline
- 6 To restart an outline
- 7 To insert a new outline in a document
- 8 To put (paste) an outline from one document into another
- 9 How outlining affects the way Nisus Writer works.
 - 9.1 Automatic Numbering
 - 9.1.1 Pre-existing documents with automatic numbers
 - 9.1.2 Using what used to be "Custom Numbers"
 - 9.2 Invisible Text
 - 9.3 Copying and pasting paragraphs
 - 9.4 Undoing in an outline
 - 9.5 Defined Styles

Figure 369
A sample outline

Outlines help us organize our thoughts in a hierarchical manner. Computer outlining tools allow us to move sections of our hierarchy around so that subordinate segments move with their headings and automatically update their numbering system. They also let us hide and display various portions of the outline so that we can get a quick overview of the structure of our document. Over the years (since version 4.0), Nisus Writer has offered the necessary tools for enabling outlining. Version 1 of Nisus even had the code to enable outlining it was never implemented due to the problem of how to handle graphics on the Graphics Layer. Our users have wanted outlining tools so much that they developed suites of macros that enabled it and made the macros available over the Internet - independent of Nisus Software Inc.

Definitions

In order to learn how to use Nisus Writer's outlining capabilities, a few terms need to be explained.

Think of an outline as if it were a family tree. The subject of your document serves as the initial couple - the progenitors of all the thoughts in the outline. The first generation represent the primary headings of your outline. Each of these headings function as siblings to one another - they are all of the same generation. Any one of these headings can have "children", ideas that are dependent on that heading (which are in the relation of "parent" to them). In any generation there can be as many siblings as needed to fully explore the breadth of an idea. Each of these siblings can have children to deal with that idea in greater depth.

What makes an outline different from a family is the fact that you can modify it as you wish. As you come to know the collection of ideas, the relationships between them might change and you can alter that relationship by promoting and demoting headings from one generation to another. You can even move an idea from one branch of the family to another.

Promote

To raise one level in the outline hierarchy without moving the text.

Demote

To lower one level in the outline hierarchy without moving the text.

Parent

A heading on the top level, (or, next level up from the succeeding text) in the outline hierarchy.

Sibling

A heading on the same level in the outline hierarchy as the preceding (and/or succeeding) text.

Child

A heading on the next level down in the outline hierarchy as the preceding text.



Nisus Writer uses the terms Parent and Child for another of its features, the **Page As Graphic**. These two phenomena are sufficiently different to make mistaking one for the other highly unlikely.

To insert an outline in a document:

There is no "Outline View" of a Nisus Writer document. An outline is an integral portion of your Nisus Writer document. Any Nisus Writer document can have an outline, either at the very beginning or at any other point in the text. If, however, you do a lot of outlining, starting every document with an outline, you might want to create a Nisus®Stationery document (called "Outline Stationery"). This file can have the first number of an outline at the very top of it ready for you to start. A Nisus Writer document can have as many outlines as you like. Each outline, however, can have only five (5) levels.

To start an outline:

- ▶ Put your insertion point where you want the outline to begin and choose **Start New Outline** from the **Outline** submenu of the **Tools** menu.

This prepares your document with the special styles and counters needed for an outline.

To insert a Sibling:

- ▶ Put your insertion point where you want the Sibling to appear and choose **Insert Sibling** from the **Outline** submenu of the **Tools** menu.

Or...

- ▶ Put your insertion point where you want the Sibling to appear and type a .

To insert a Child:

- ▶ Put your insertion point where you want the Child to appear and choose **Insert Child** from the **Outline** submenu of the **Tools** menu.

Or...

- ▶ Put your insertion point where you want the Child to appear and type  .

To insert a Parent:

- ▶ Put your insertion point where you want the Parent to appear and choose **Insert Parent** from the **Outline** submenu of the **Tools** menu.

Or...

- ▶ Put your insertion point where you want the Parent to appear and type   .

To alter the appearance of an outline:

Nisus Writer uses a special combination of defined styles, named rulers and automatic counters - tools available in any Nisus Writer document - to manage an outline. You can modify the appearance of any one or more of these features in the standard manner.

To alter the font, size and/or style:

- ▶ Press  and choose the defined style you want to change from the bottom of the **Style** menu.

When you start an outline, Nisus Writer uses the font at the insertion point. The size and style are set in advance. You can change this to whatever you want in the Define Style dialog.

To alter the ruler:

- ▶ Make sure the Text Bar shows and move the line wrap indicators and/or change the line and paragraph spacing indicators as you wish.

To alter the appearance of the automatic numbers:

- ▶ Double-click the automatic number you want to change and make the appropriate changes in the Define Numbers dialog.

Nisus Writer comes preset to create numbers (in the hierarchy) that look like this:

1, 1.1, 1.1.1, etc.

To create numbers (in the hierarchy) that look like this:

I, A, i, a, 1

- 1 Choose **Level 1** from the pop-up menu in the **Number** area at the top of the dialog.
- 2 Choose **Upper Roman (I, II, III, IV)** from the **Unit** pop-up menu in the **Counting** section of the dialog.
- 3 Choose **Level 1** from the first pop-up menu in the **Structure** section of the dialog.
- 4 Click .
- 5 Choose **Level 2** from the pop-up menu in the **Number** area at the top of the dialog.
- 6 Choose **Uppercase (A, B, C, D)** from the **Unit** pop-up menu in the **Counting** section of the dialog.
- 7 Choose **Level 2** from the first pop-up menu in the **Structure** section of the dialog and delete the periods (.) that appear in the following text edit boxes.
- 8 Click .
- 9 Repeat steps 5-8 as you choose **level 3** and **Roman (i., ii, iii, iv)**, etc. for each succeeding level number.
- 10 When you're finished, click .



You can save this information with your Nisus New File. A Nisus New File set to 1, 1.1, 1.1.1, etc. ships as the "default" Nisus New File. You can find a Nisus New File set to I, A, i, a, 1 in the folder called Nisus New File Alternatives.

To manipulate an outline:

A Once you have entered the basic ideas of your outline you would, probably, want to reorder some of your ideas, or, raise or lower them in the hierarchy

To demote a heading:

- ▶ Put your insertion point in the section you want to demote and choose **Demote** from the **Outline** submenu of the **Tools** menu.

Or...

- ▶ Press  .

To promote a heading:

- ▶ Put your insertion point in the section you want to promote and choose **Promote** from the **Outline** submenu of the **Tools** menu.

Or...

- ▶ Press  .



While this changes the level of the outline number, in this - and succeeding headings it does not change the level of its subordinate (children) text.

To Hide or Show various levels of an outline:

To hide all text below the primary level:

- ▶ Choose **Hide All** from the **Outline** submenu of the **Tools** menu.
- ▶ To “undo” a **Hide All** action, choose **Display All** from the **Outline** submenu of the **Tools** menu.

To display all text below the primary level:

- ▶ Choose **Display All** from the **Outline** submenu of the **Tools** menu.
- ▶ To “undo” a **Display All** action, choose **Hide All** from the **Outline** submenu of the **Tools** menu.

To hide all headings and text below a specific heading:

- ▶ Put your insertion point in the section above the levels you want to hide and choose **Toggle Child** from the **Outline** submenu of the **Tools** menu.
- Or...
- ▶ Press  and Double-click the mouse on the “Counter” above the level(s) you want to hide.

To hide all headings and text of a specific heading level:

- ▶ Put your insertion point in the section above the levels you want to hide and choose **Toggle All Children** from the **Outline** submenu of the **Tools** menu.
- Or...
- ▶ Press   and Double-click the mouse on the “Counter” above the level(s) you want to hide.

To move a portion of an outline:

- 1 Select (quadruple-clicking is best) the paragraph(s) you want to move.
- 2 Drag the text to the end of the paragraph it is to follow, or the beginning of the paragraph it is to proceed.



You may need to promote or demote the text when it is in its new location.

If you move a heading that has hidden text, Nisus Writer takes the hidden text along with the visible text.

To insert normal text within an outline:

You may want to enter a body of text that is not part of the outline hierarchy with the expectation of continuing with the outline hierarchy at a later point.

- ▶ Put your insertion point at the end of the text where you want the outline to end and choose **End Outline** from the **Outline** submenu of the **Tools** menu.

Ending an outline moves your insertion point to the next paragraph and does not insert a counter. The next time you press , Nisus Writer does not insert a new Sibling in your document. As you type, your text retains the surrounding attributes but does not have the outline style.

To restart an outline:

Once you have entered a body of text that is not part of the outline hierarchy you can resume the outline.

- ▶ Put your insertion point at the end of the text where you want the outline to restart and choose **Restart Outline** from the **Outline** submenu of the **Tools** menu.

Restarting an outline moves your insertion point to the next paragraph and inserts a new counter on the top level of the outline. The next time you press , Nisus Writer inserts a new Sibling in your document. You need to demote the new counter to the proper level (if necessary).

The new number inserted by restarting an outline is the next number in the sequence.

To insert a new (second) outline in a document:

As stated at the outset, a Nisus Writer document can have as many outlines as you like. Each outline, however, can have only five (5) levels. At any point you can restart the counting of your outline

- ▶ Put your insertion point where you want the new outline to appear and choose **Start New Outline** from the **Outline** submenu of the **Tools** menu.

If your insertion point is inside an existing outline when you choose **Start New Outline**, all numbers from that point on are reset to begin counting at “one”.

To convert an outline to normal text:

- 1 Select any portion or all of the outline and choose **Copy Text Only** from the **Edit** menu.
- 2 Paste the text into a new document.

If you paste the text into an area of the current or any other document where the Outlining styles still exist, the text will assume that surrounding style and will likely continue to function as outlining text.

To put (paste) an outline from one document into another:

You may want to take an outline from one document and paste it into another. When you do this, all the style and ruler information carries over to the new document.

However, the outline counters do not yet exist in the new document. You need to start a new outline in the document and then paste in the outline.

If you have customized the appearance of your outline numbers in original outline you will have to reset the numbers in the new document.

How outlining affects the way Nisus Writer works

Automatic Numbering

- Pre-existing documents with automatic numbers
When you have a document with Custom Numbers in it and then start a new outline, thereby increasing any of the already present Custom Numbers, they will increment and display assuming their structure as though they were Outline numbers.
- Once you have started an outline in a document, you cannot then use any of the “Custom Numbers”. You can, however (if you really want to confuse yourself), use any of the other automatic numbers and redefine them as custom numbers.

Invisible Text

Hiding part an outline puts that text into “Invisible” style. Because of this Nisus Writer now handles Invisible text in a different way than it did in earlier versions.

Deleting Invisible Text

In the past you could put your insertion point at any location related to invisible text and delete any of that text by pressing the delete key. This is no longer possible. If you put your insertion point in some text and make it invisible (especially by hiding that level of an outline), pressing the delete key deletes only the visible text that precedes the hidden (invisible) text.

The location of the insertion point in invisible text.

In the past you could put your insertion point at any location within invisible text and, by pressing either the forward or backward arrow keys count the number of invisible characters. This is no longer the case. If you put your insertion point in some text and make it invisible (especially by hiding that level of an outline), pressing the either the forward or backward arrow keys moves your insertion point to the end or the beginning of that string of invisible text. The counter on the Info bar indicates this jump.

Line numbers

Line numbers only count visible text. If you make any text invisible, by hiding it, the count in the line numbers changes. This has not changed from earlier versions of Nisus Writer.

Copying and pasting paragraphs

If you quadruple click a paragraph to select it, you can move the paragraph (using **Copy** and **Paste**) to the end of the paragraph in front, or at the beginning of the paragraph behind the new location and it will drop in as a new paragraph, not as a continuation of the existing paragraph or as a lead-in to the succeeding paragraph.

If you move such a paragraph using Drag and Drop, an additional Return (paragraph) appears following the moved paragraph (if it is dropped at the end of a paragraph) or preceding the moved paragraph if it is dropped at the beginning of a paragraph).

Undoing in an outline

What appears to be one action when you inset a new parent, child or sibling - or promote or demote a section needs four undos to get back to the way it was.

To account for this increase in potential undos you need to remember, you might want to increase the number in the Editing section of the Preferences dialog.

Defined Styles

A new style “**Outline**” now appears in the **Format** submenu inside the Define Styles dialog. This exists for internal purposes, not general use.

Graphics

Graphics on the Text Layer continue to function as characters in your text. If you hide a graphic in an outline it disappears and then reappears when you display that text.

Graphics on the Graphics Layer are ignored when you hide or display text.



If, however, you have a graphic on the Graphics Layer with the attribute Text Wrap on and hide the paragraph(s) in which the graphic displays, the graphic will move up and display in a new area of text and cause that text to wrap around the graphic.

Find and Replace

To find any or all paragraphs of a particular outline level:

- 1 Choose **Find/Replace** from the **Tools** menu.
- 2 Choose **PowerFind** from the **Find Method** pop-up menu in the **Find & Replace** window.
- 3 Choose **Any Character or ¶** from the **Wild Card** menu in the **Find & Replace** window.
- 4 Choose **1+** from the **Repeat #** menu in the **Find & Replace** window.
- 5 Select what you see in the **Find & Replace** window.
- 6 Choose the “**Level**” style you want to find from the submenu that appears from your document's name at the bottom of the **Style** menu.
- 7 Click **Find** or **Find All**.



Beware, if you find (and thereby select) text that is invisible (because it has been hidden in a string of outline text) using the Find/Replace tool of Nisus Writer, nothing prevents you from deleting or replacing that text.

WorldScript

You can only have a left to right or a right to left outline (not both) in any single document.

Appendix B The Nisus Writer Document Manager

Automatically Sorting and Opening Your Files With the “Document Manager”

The **Last Used Files** and **Essential Files** features in the **File Access** submenu of the **File** menu store the paths (actually aliases) to the last few files you have opened or created. Whenever you want to open any one of these again, you simply choose its name from that menu. This feature has been in Nisus Writer for some time and remains in this version. However, the Document Manager feature is new and adds a different, more controllable and more feature-rich way of keeping track of such files.

You do not need to use this feature, and, Nisus Writer does not require you to use it. The Nisus Writer Installer application creates a new folder in the Nisus Writer 6.5 folder called Document Manager. If you choose not to use the feature, you will see a new **Documents** menu (to the right of the **Gear/Cogwheel** menu) but its commands will have no effect.

To start using the Document Manager:

- ▶ You need do nothing. The Document Manager is set to start collecting aliases of files you open in Nisus Writer.

As you start using Nisus Writer 6.5, there is nothing new on the **Documents** menu. The two commands that appear there: **Show in Catalog** and **Show in Finder** do nothing but open or display the Document Manager's folder. However, when you open a file or create and save a new file, that file's name will appear in the **Documents** menu, allowing you to open the file again, just like using the **Last Used Files** menu. So far, there is nothing new or better - except that, where the **Last Used Files** lists your files in chronological order (most recently used files on top), the **Documents** menu lists your files in alphabetical order (beginning of the alphabet on top).

While it may appear that the **Documents** menu merely gives you an alphabetical list of the files you've used, it actually offers a great deal more. You have more control over what appears on that menu, because you can look in the Document Manager folder and see an actual Alias of the file you just opened. (This may not seem like much, but, you'll see.)

After using Nisus Writer for some time, you will find many such Aliases in the Document Manager folder. You may see an ungainly list of more files than you wish to scroll through.

To open a file using the Documents menu of the Document Manager:

- ▶ Choose that file's name from the **Documents** menu.

To organize the files in the Document Manager:

You can use any of the Finder management features with which you may be familiar. For example, you can create folders within the Document Manager folder, and organize the Aliases in logical groupings. You can throw away the Aliases you do not want on the menu, and, you can create new aliases to files you do want to access often. You should only create one level of folders within the Document Manager folder, because any folders within those will not be accessible through the **Documents** menu.

1 Choose **Show in Finder** from the **Documents** menu.

2 In the Document Manager folder, create folders with names that relate to the work you do.

Each folder's name should have one (or more) word(s) that is likely to appear in the name of your file (for example):

- Active
- Categories Category
- Cedros
- Crash Bugs Test Demo
- Internet IP Address HTML Server
- Employee
- Office Parking & Lease
- Project
- Patent PTO USPTO
- Personal, Financial, Bank IRS

- RE Real Estate Office
- Tech Support
- Education



Pay careful attention to the name you give each of the folders you create. Each word in the name will “capture” the created Alias of any file that has the same word (case insensitive) in its name. This gives you the chance to “Filter” the files you use into logical folders. This filtering overlaps folders that have the same word in their names.

If you have a folder named “Family” and another folder named “Bob family”, then open a file which has the word “Family” in its name, two aliases of the file will be created, one for each folder. Now when you look on the **Documents** menu, you will see the file's name appear on the submenu “Family” and also on the submenu “Bob family.”

When creating these filtering folders, think through carefully how to name them so that the automatic filtering is most effective. If you find it is not working well, you can temporarily remove the aliases and adjust the folder names. Remember that the Aliases do not affect the original files in any way! Trashing aliases has no effect on the files - they are still where they were before. This means that nothing you do in the Document Manager folder will affect either the location or the existence of your files. For this reason, you should never place in that folder any actual file, because if you do, you could forget that and trash the file accidentally when trashing the aliases.

To delete a file from the Documents menu:

- 1 Choose **Show in Finder** from the **Documents** menu.
 - 2 In the Document Manager folder, delete the alias by dragging it to the trash.
- Or...
- ▶ Press  as you choose that item's name from the **Documents** menu.

For better filtering, choose words in your folder names which are likely to be the ones in the file's name. A string of synonyms is particularly effective even if it does not read as any meaningful phrase. So for example, the folder name “Email fax letter” will trap any documents which contain any one of these words in their name.

To prevent a file from entering the Document Manager:

- ▶ Press  as you choose **Open** from the **File** menu.
- Or...
- ▶ Press  as you double-click the file's name in the Catalog window

To create an alternate Essential Files menu:

- ▶ Create a folder named “Often Used” or something like it, and put in it Aliases of those files you use often.

To manage unfiltered files:

Once you have begun using folders within the Document Manager folder, you will find that some aliases are not filtered by any of the folders you have created. They will appear on the **Documents** menu directly, rather than through any submenu. This may clutter your **Documents** menu.

- ▶ Create a folder named “-Other” (that's a hyphen/dash followed by the word Other).

This will trap all unfiltered Aliases, keeping your Documents menu easier to navigate.



The “-” dash in the name is necessary and will list it first in the menu, unless of course you use a dash in the name of another folder.

To stop using the Document Manager:

- ▶ Remove the “Document Manager” folder from the Nisus Writer Tools folder to some other location on your hard drive (or delete it entirely).

Document Manager summary of features

- Removing the Document Manager folder from the Nisus Writer Tools folder prevents all features of the Document Manager from functioning until you put the folder back into the Nisus Writer Tools folder.
- An alias will be created in the Document Manager folder if it exists, whenever:
 - A file is opened
 - A new file is saved for the first time
 - A file is saved under a new name
- An alias will not be created:
 - If another alias (or file) with the same name already exists in the Document Manager folder or any of its sub-folders.
 - While pressing  as you choose **Open**
 - Pressing  as you choose either **Save** or **Save as** does not prevent the alias from being created.
- Pressing  while choosing an item in the **Documents** menu removes that item from the menu and removes the alias from the folder.
- Filtering
 - Aliases will normally be created in the top level (or in the special “-Other” folder if it exists) of the Document Manager, however, if any word in the title of the file matches any word in any of the names of folders, then the alias will be created in the matching folder (or folders), rather than in the top level of the Document Manager. Only folders that are in the top level of the Document Manager folder get checked for filter matching.
 - An alias will be created in each matching folder.
 - Aliases will not be created in matching folders if an alias already exists in that folder or any of its sub-folders.
 - A “word” is defined as any string of characters up to a white space or punctuation character.

Appendix C The Text Analyzer

Using the Text Analyzer

The Text Analyzer evaluates the relative frequency and relevance of words in a Nisus Writer document. It calculates unique words or phrases by excluding words found in the Words to Omit file located in the Analyzer folder (inside the Nisus Writer Tools folder; the file contains common words which are generally not useful in indexing your document). You can edit the Words to Omit file to add or delete words from the Analyzer's task. You can add new words, one per new line or remove others and any empty lines. A second file in that folder (called Word Definitions) contains the definition of what a "word" means. You can edit this file to add accented characters (such as in "el niño") or remove numbers from the characters that can define a word. The Word Definitions file contains within it an explanation of each definition and the format which must be strictly observed. The supplied word definitions include sequences of numbers as words. This may not suit you, in which case just remove the number characters.

To analyze your document:

- 1 Choose **Analyze Text...** from the **Tools** menu.

The Text Analyzer dialog appears.

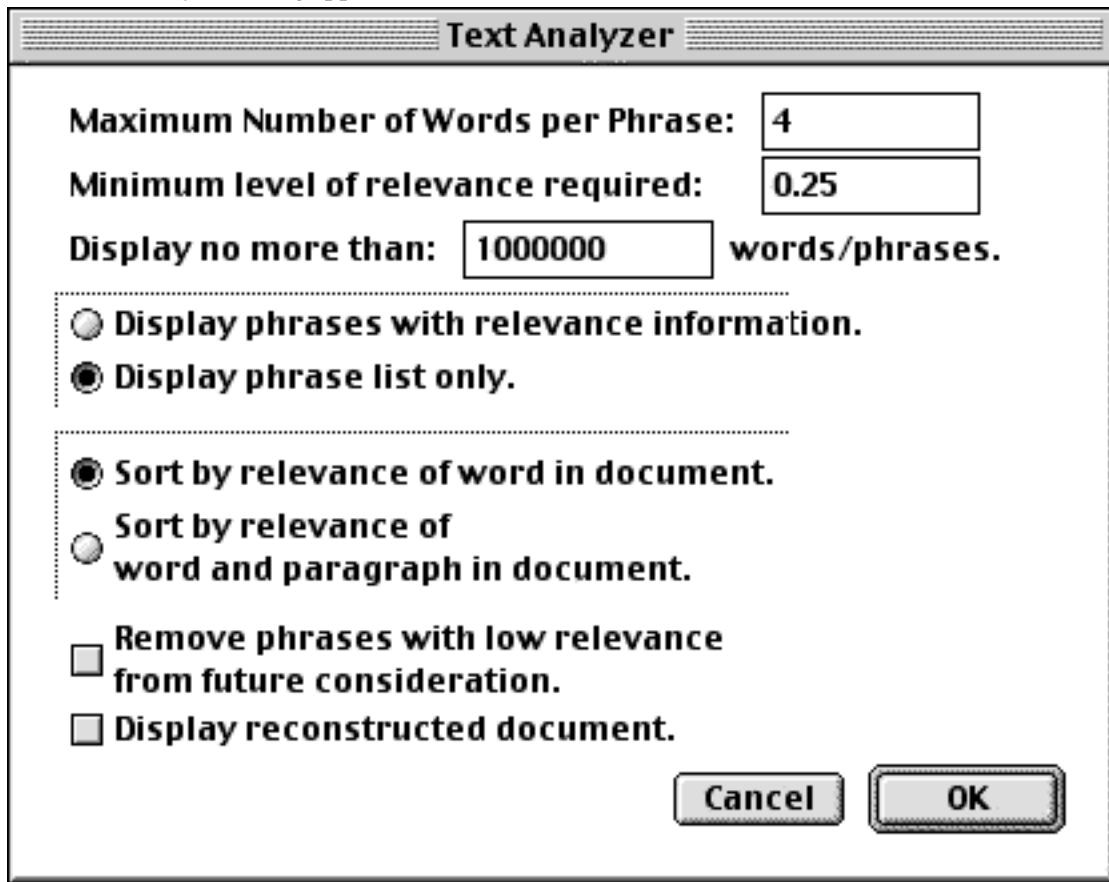


Figure 370
The Text Analyzer dialog

- 2 Determine the maximum length (in number of words) you think would be appropriate to give you meaningful phrases for your index.

For example, the Clipboard is a very valuable tool on the Macintosh and in Nisus Writer especially: you have ten of them, you can append materials to the Clipboard, you can use drag and drop on the Clipboard, you can check your spelling on the Clipboard, you can use the various Clipboards in macros, etc. You would probably want to add the term Clipboard to the index. The single word "Clipboard" appears in an early printed edition of the Nisus Writer manual 365 times (once for each day of the solar year) and "Clipboards" appears an additional 23 times. But, which of those instances is truly worth indexing?

The Analyzer can determine quickly that the two-word phrases "current Clipboard" appears 64 times and "Clipboard menu" 9. The three-word phrase "show Clipboard button" appears, 3 and the four-word phrases:

“text on the clipboard,” “contents of the clipboard,” “contents of a clipboard” appear 8, 6 and 5 times respectively. This gives the indexer a more meaningful set of terms to check for creating a valuable index.

- 3 Determine the level of relevance required. The greater the number (the higher degree of relevance for the document), the fewer words it will find. Or, conversely, the smaller the number (the lower degree of relevance for the document) the more possible words and phrases will be presented by the Analyzer. If you want all the words and phrases, enter zero.

- 4 Determine the number of words and/or phrases you want the Analyzer to display.

You can have Nisus Writer show you its numerical evaluation of the relevance or not:

- 5a. Click **Display phrases with relevance information**. to have this information presented in the file the text Analyzer creates.

If you ask for the relevance information, you get a great deal of information:

- The number of Words
- The number of “Significant” words
- The number of Unique words
- The number of Paragraphs

In addition to this, Nisus Writer also displays the number of occurrences and the relevance level (as described in step 6) for each phrase. You can use this information to help you evaluate the words and/or phrases you want to save for a word list to index.

- 5b. Click **Display phrase list only**. to get only the words (and/or phrases).

If you do not want the relevance information, you get a text file that you can edit which is ready for you to use with the command **Mark Using Word List**.

To create a word list:

- 1 Choose **Analyze Text** from the **Tools** menu.
- 2 Set the **Maximum Number of Words per Phrase** to “1”.
- 3 Set the **Minimum level of relevance required** to “0”.
- 4 Check **Display phrase list only**.
- 5 Click .

You can have Nisus Writer sort the words and/or phrases according to two relevance measures:

- 6 Click either:
 - **Sort by relative frequency of occurrence in the document.**
 - **Sort by relative frequency of word and paragraph in document.**

To have the Text Analyzer “learn” which words should be considered:

As you practice with the Text Analyzer, you will notice that certain words do not have significant meaning in the context of your writing. You can have the Text Analyzer omit these for future consideration.

- Click **Remove phrases with low relevance from future consideration**. This adds those words to the Words to Omit file (which you can always edit, as it is a Nisus Writer file).

To study the temporary document that Nisus Writer creates as it parses your file:

- ▶ Click **Display reconstructed document**.

So, for example, should you look at the first few paragraphs of A Christmas Carol by Charles Dickens you would see:

```
marley was dead ~ to begin with ~ there is no doubt whatever about that ~
the register of his burial was signed by the clergyman ~ the clerk ~ the
undertaker ~ and the chief mourner ~ scrooge signed it ~ and scrooge's
name was good upon change ~ for anything he chose to put his hand to ~ •
old marley was as dead as a door-nail ~ •
mind ~ i don't mean to say that i know ~ of my own knowledge ~ what
there is particularly dead about a door-nail ~ i might have been inclined ~
myself ~ to regard a coffin-nail as the deadest piece of ironmongery in the
trade ~ but the wisdom of our ancestors is in the simile ~ and my
unhallowed hands shall not disturb it ~ or the country's done for ~ you will
therefore permit me to repeat ~ emphatically ~ that marley was as dead as
a door-nail ~ •
```

Figure 371

A Christmas Carol analyzed

- Bullets “•” represent the ends of paragraphs.
- Tildes “~” represent the ends of phrases (as defined in the Word Definitions file).
- All other formatting characters such as tabs and spaces are replaced with a single space.
- Everything is lowercased.

You can adjust the Word Definitions file. If you do, this view of the document as seen by the Text Analyzer may be helpful. This shows what your document truly is, regardless of fonts, sizes, case, exclamation marks and other emoticons. This is what it really is when it comes to words and phrases.

This “reconstructed” view may be of interest to those who work intensively with text. And may be helpful when adjusting the Word Definitions file. Note that you can define your own phrase delimiters and the characters that constitute words, etc. For more information on this you should refer to the comments in Word Definitions file.

To continue with the example based on A Christmas Carol (assuming you would want to index the story):

The file created by analyzing the text presents this information (abbreviated)

Analysis of “A CHRISTMAS CAROL”

Words 28270

Significant words 12309

Unique words 4370

Paragraphs 703

This first information is fairly self-explanatory.

To interpret the results of the Text Analyzer:

These are the five most commonly appearing words in the text (A Christmas Carol):

1-word phrases

count relevance 1 relevance 2 words

308 1.000000 0.945423 scrooge

89 0.288961 0.390622 up

88 0.285714 0.412659 ghost

86 0.279221 0.354518 christmas

84 0.272727 0.395062 spirit

While “up” may not be that important, nor, perhaps “christmas” (we all know that the story is about Christmas), the other words may be worthy of indexing. You might want to add “up” to the Words to Omit list.

Then, the first few two-word phrases:

2-word phrases

count relevance 1 relevance 2 words

1	1.000000	0.000000	abundance rejoices
1	1.000000	0.000000	administered instalments
1	1.000000	0.000000	affectionate grouping
2	1.000000	0.000000	ali baba
1	1.000000	0.000000	angelic messengers
1	1.000000	0.000000	antique scabbard
1	1.000000	0.000000	apoplectic opulence
1	1.000000	0.000000	approving affability
1	1.000000	0.000000	aromatic vinegar
1	1.000000	0.000000	barren waste

followed (after a significant amount of other phrases) by:

2	1.000000	0.005690	yo ho
22	0.936382	0.105332	tiny tim
2	0.816497	0.005690	remain unaltered

You might wonder why “yo ho” has a higher relevance 1 factor than “remain unaltered” if they both occur the same amount of times in the document. The reason is that the two words “yo” and “ho” occur only as a phrase whereas “remain” also appears as part of a phrase “remained unaltered”.

and a later sample:

11	0.565779	0.050625	young cratchits
2	0.534522	0.005690	camden town
3	0.530330	0.005690	top couple
20	0.510310	0.105332	scrooge's nephew

And then a sample of three-word phrases:

3-word phrases

count relevance 1 relevance 2 words

1	1.000000	0.000000	adapted to pedestrian
1	1.000000	0.000000	alleys and archways
1	1.000000	0.000000	anyhow and anyhow
1	1.000000	0.000000	apparently so trivial
1	1.000000	0.000000	astonish his son's

Then, lastly (we requested only up to this number) four-word phrases:

4-word phrases

count relevance 1 relevance 2 words

1	1.000000	0.000000	affront to your understanding
1	1.000000	0.000000	answering to their questions
1	1.000000	0.000000	appealing from their fathers
1	1.000000	0.000000	apprentice at a milliner's
1	1.000000	0.000000	atom of a bone
1	1.000000	0.000000	belonged to his deceased
1	1.000000	0.000000	boast of the advantage

You can then evaluate the list to determine which of these many phrases you want to include in your index.

Afterword

The dedicated group of people at Nisus Software Inc. created Nisus Writer as a tool to enable better communication, worldwide.

As one user of an earlier version of Nisus Writer wrote: "It's not just another word-processing program; it's an international program in the forefront of multicultural understanding."

Indeed, we hope that we play a small role in helping to unite the peoples of our world through making a better tool for written communication, and helping you achieve your endeavors.

If you have any thoughts about how we can make Nisus Writer even better in the future, we welcome your ideas. Send them to features@nisus.com.

Don't forget to visit our Web Site to check on updates or other information. Just choose **Nisus Home Page** from the Guide/Help menu.

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