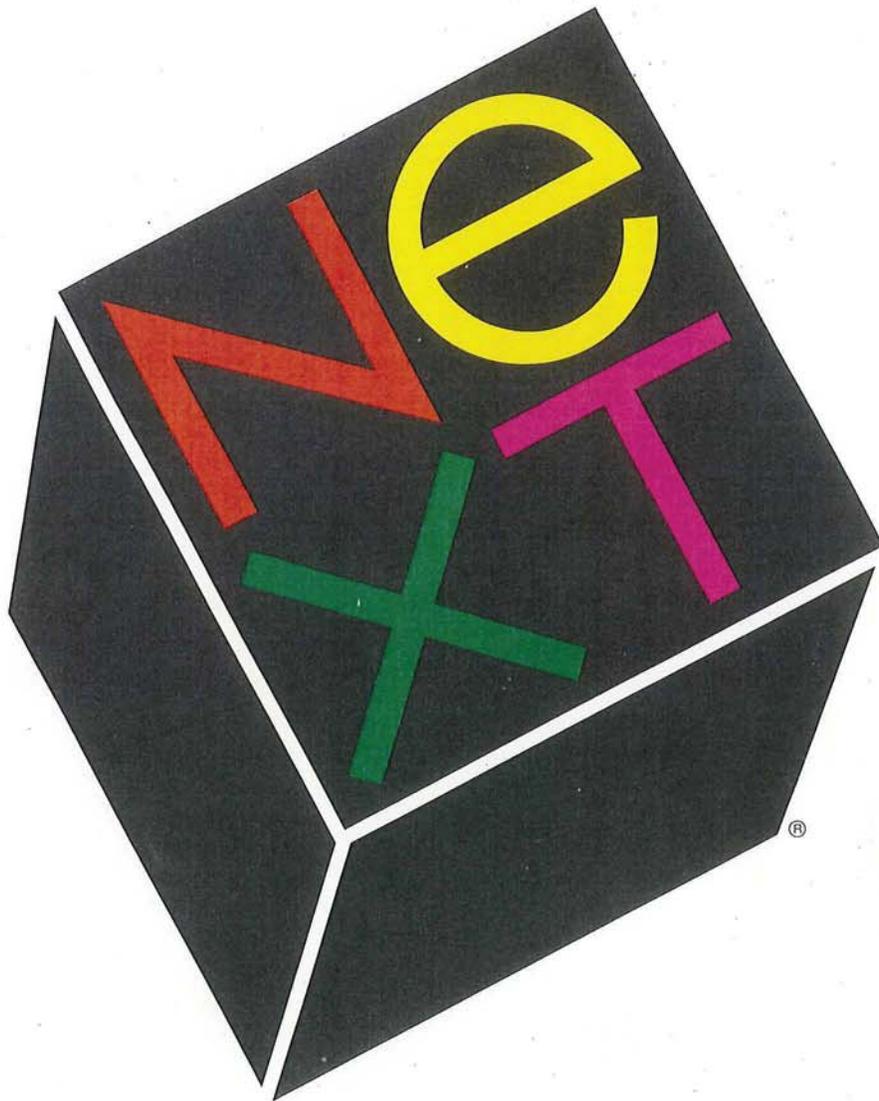


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*Applications*

**NeXT Applications**

# NeXT Applications



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# About This Manual

*NeXT Applications* describes in detail how to work with the principal user applications that come with your NeXT™ computer: the WriteNow® word processor, the applications that search digital libraries, and the Mail application. You can refer to this manual only when you want to look something up, or you can read through it from start to finish.

Before using this manual, you should already be familiar with how to use your NeXT computer in general, as described in the *NeXT User's Reference* manual. Many of the terms and concepts discussed here were introduced in that manual.

Not every NeXT application is described in this manual. Utility applications used to customize and manage the day-to-day use of your computer (for example, to cancel a print request or change your password) are described in *User's Reference*. In addition, applications related to programming on the computer (for example, Interface Builder™) are described in the *NeXT Developer's Library*, and system administration applications are documented in the *Network and System Administration* manual.

Some parts of this manual refer to the “extended release of the software”; if your computer has a NeXT disk drive larger than 300 megabytes installed in it, you've got the extended release. You can find out the size of the computer's disk drive or drives by choosing the Info Panel command in the Workspace Manager™.

## How the Manual is Organized

This manual is divided into several parts:

- Part 1 describes WriteNow, a fast and powerful word processor that lets you enter, edit, and format text. You can enter graphics created outside WriteNow, set up multiple-column documents, check the spelling of words in your documents, and perform many other operations.
- Part 2 describes three applications for accessing information in digital libraries. The NeXT Digital Library includes a dictionary and thesaurus; digital libraries are also available from other companies.
- Part 3 describes Mail, a multimedia electronic mail application that lets you communicate freely with other computer users.

- Two appendices provide supplementary information on WriteNow, such as how to transfer WriteNow documents from an Apple® Macintosh® to a NeXT computer.

Finally, there's a glossary that defines the special terms used in this manual, and an index.

## Special Notation

The following designations are used in this manual:

**Note:** An incidental remark that isn't essential to the discussion at hand.

**Tip:** Advice that will help you get the most out of the system.

**Warning:** A cautionary statement that all users should read.

# Part 1

## Creating Documents with WriteNow

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# Part 1

## Creating Documents with WriteNow



Part 1 provides a complete description of the WriteNow application, a fast and powerful word processor that lets you enter, format, and edit text. In WriteNow, “what you see is what you get”; everything, including where the pages break, looks the same on the screen as when printed.

While useful for creating short, simple documents, WriteNow also includes features that are invaluable for preparing more complex documents. There are facilities for defining and redefining page headers and footers, inserting footnotes so they’ll always fall on the correct page, dividing the page into multiple columns that you can see while you edit, and checking the spelling of words in a document.

Text or graphics created outside WriteNow can be pasted into a WriteNow document, and graphics can even be embedded in text. You can also open plain ASCII files and other types of documents and convert them to WriteNow documents; likewise, you can save WriteNow documents as plain ASCII files or other document types.

Part 1 consists of three chapters:

- Chapter 1, “WriteNow Concepts,” presents concepts that are basic to WriteNow and important to learn to get the most out of WriteNow. It gives background information that’s needed to understand the commands described in the next chapter.
- Chapter 2, “WriteNow Commands,” describes WriteNow’s commands in detail and includes helpful tips on how to use them.
- Chapter 3, “WriteNow Troubleshooting,” presents some problems you may encounter while using WriteNow, and suggests an answer for each one.



# Chapter 1

## WriteNow Concepts

This chapter presents basic concepts related to the use of WriteNow, including the ruler, page formatting, headers, footers, and footnotes. The commands referred to in this chapter are described in detail in Chapter 2.

### Documents

A WriteNow document can contain text entered in WriteNow, and text or graphics pasted in from elsewhere. Graphics are treated the same way as text; you can put them anywhere you can put text, and most operations that apply to text also apply to graphics.

You can view a WriteNow document in a window in three ways:

- *Page view* shows the document as it will be printed, including page breaks, headers, footers, footnotes, and multiple columns. Only the body of the page—not headers, footers, or footnotes—can be edited in this view.
- *Header/footer view* shows the headers and footers you've defined in the document. You can edit headers and footers in this view only.
- *Footnote view* shows and lets you edit only the footnotes in the document.

Using commands in the View menu, you can alternate between these three views in the document window (the views aren't displayed in different windows).

The document window contains the usual close and miniaturize buttons in its title bar, vertical and horizontal scrollers, and a resize bar. In addition to the scroll buttons  and  that scroll by a small increment (the height of a typical line), the vertical scroller contains  and  buttons, which scroll a windowful at a time. The document window also contains, at the lower right, a page number field that displays the current page number and a zoom button that allows you to magnify or reduce the view in the window (as described below).

**Tip:** The  and  buttons will scroll a page at a time if the window displays an entire page of text, which you can ensure by choosing Fit Page with the zoom button.

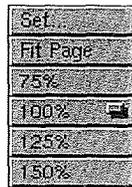
You can have many documents open at the same time in WriteNow. Most WriteNow commands apply to the document in the main window (called the *current document*), while

some apply to the key window, which might not contain a document. (The key window may be the Print panel, for example.)

## Magnifying or Reducing the View



The *zoom button* at the lower right of the document window enables you to magnify the document's size on the screen, as though you were reading it through a magnifying glass. Similarly, you can reduce the document's size on the screen. You use the zoom button by pressing it to display a list of options and then dragging to the option you want; a number less than 100 reduces the size, while a number greater than 100 magnifies it.



You can magnify or reduce the view of the document in three ways:

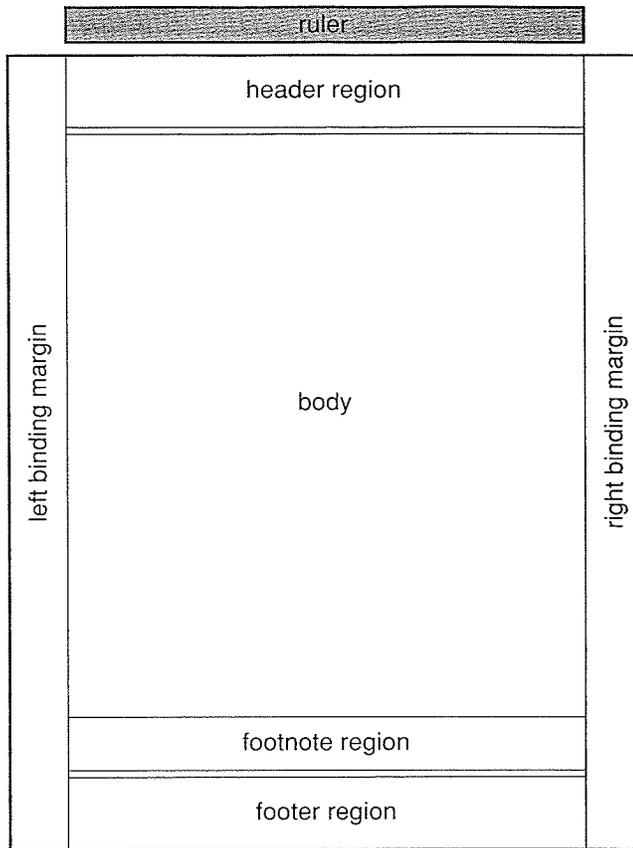
- Choose a number from the list.
- Choose the Set option and enter a number from 25 to 200 in the panel that appears. From then on, the number will be shown in numerical order in the list, so you can easily choose it again.
- Choose the Fit Page option, which magnifies or reduces the view so that a full page from the document fits in the document window (whatever the window's dimensions).

**Note:** If you use a high level of magnification, the document window might fill up with white space (depending on what was visible in the window when you magnified the view), so you might have to scroll to locate text or graphics.

Magnifying or reducing the view doesn't change the dimensions of the document window or the actual size of anything in the document; for example, 10-point text will still be 10 points, even though it might be magnified to look like 14-point text on the screen.

## The Page

As shown in the illustration on the next page, a page of a WriteNow document consists of the header region, the body, the footnote region, the footer region, and the right and left binding margins. Every part of the page except the binding margins can be viewed in the document window (in page view). The ruler, described in detail later in this chapter, excludes the binding margins, which are never shown on the screen and are added to the page only when the document is printed.



The *header region* is at the top of the page. Initially it contains four blank lines, but you can define a header that overrides this default header. More than one header can be defined in a document. The header region determines the top margin of the page; it's the same height on every page, equal to the height of the tallest header in the document. Space is added below any shorter headers to make the region the appropriate height. The Show Space command in the View menu shows a thin gray line under the header region.

The *body* of the page contains all text and graphics that aren't in headers, footers, or footnotes. All the typing and editing you do in page view occurs in the body of the page. Text and graphics flow through your document from the body of one page to the body of the next.

The *footnote region* lies just below the body of the page, above the footer region. If there are no footnotes on the page, this region is empty (it has no height); otherwise, it contains a short horizontal line with the footnote (or footnotes) below it.

The *footer region* is similar to the header region, only it's located at the very bottom of the page; initially, it contains four blank lines. As with headers, more than one footer can be defined in a document. The footer region is the same height on every page, equal to the height of the tallest footer defined in the document. Space is added above any shorter footers to make the region the appropriate height. The Show Space command in the View menu shows a thin gray line above the footer region.

**Note:** There's a small amount of empty space just below the header region and just above the footer region. WriteNow balances these two amounts to be the same in the printed document, although they might be slightly different on the screen.

Finally, *binding margins* may be specified on the left and right sides of the page. These margins initially have no width, but they can be used to reserve blank space for binding printed documents. The binding margins are specified with the Page Layout command in the Page menu and can alternate on odd and even pages.

A document's pages can be divided into as many as four columns (with the Page Layout command). Each column has its own footnote region, but there's only one header region, footer region, and pair of binding margins per page. Binding margins play an important part in setting up documents with multiple columns; see the description of the Page Layout command in Chapter 2 for more information.

**Note:** You'll normally use binding margins only when you want the space for binding to alternate on odd and even pages, or when you create a multiple-column document. To set the left and right margins of paragraphs in the body, header or footer region, or footnote region of the page, you'll use the ruler.

## The Page Number Field



As you scroll through the pages of a document, the current page number is displayed in a text field at the lower right of the document window; the number shown refers to the page displayed at the top of the document window. Even if only a line of the page is visible at the top of the window, the current page number refers to that page (and not to any other page in the window). The bottom of each page is separated from the top of the next page by a dark gray strip.

You can move quickly to a given page in the document by editing the page number field to show the desired page number—for example, by selecting the current number and retyping—and then pressing the Return key. When you click in the page number field, the insertion point moves there and any selection in your document is deselected. You can also move to a given page by dragging the scroll knob until the desired page number is displayed in the page number field.

The page number is displayed only in page view; the page number field is blank in the other views. When you're scaling a graphic, the page number field (and the zoom button) goes away, and the dimensions of the graphic are shown in the lower right instead (as described in "Scaling Graphics" later in this chapter).

## Paragraphs

A WriteNow document consists of *paragraphs* appearing in the body, header or footer region, or footnote region of the page. A paragraph consists of text or graphics (or both) separated by Return or page break characters.

- You insert a Return character by pressing the Return key; what you then type will appear on the next line. Typing one Return starts a new paragraph. Typing two Returns in a row inserts a blank line (an empty paragraph). There is always a Return at the end of the document and at the end of each header, footer, or footnote definition.
- You insert a page break character by choosing Insert Page Break from the Page menu; what you then type will appear at the beginning of the next page.

As part of the word wrap process, WriteNow automatically breaks lines between words at the right margin. It breaks lines not only at spaces but also at hyphens, soft hyphens (produced with the Insert Soft Hyphen command in the Format menu), and em dashes (Alternate-Shift-hyphen). It doesn't break lines at nonbreaking spaces (Alternate-space), en dashes (Alternate-hyphen), and characters in the Symbol font family, including minus signs (typed on the keypad).

Text is a combination of printing characters, such as letters, numbers, and punctuation marks, and nonprinting characters, such as spaces, Returns, and page break characters. Printing characters are visible both on the screen and in the printed document. Nonprinting characters appear as blank space in the printed document; you can see them on the screen by choosing Show Space from the View menu.

The font in a new document is normally 12-point Helvetica® Medium, but you can change these properties with the Font command. You can also start out with different font \* properties—in fact, new documents can be set up any way you like; for more information, see the descriptions of the New command and the Preferences command in Chapter 2.

## Selecting and Editing

This section summarizes the selecting and editing techniques unique to WriteNow; for details on the standard techniques, see the *NeXT User's Reference* manual.

The cursor takes the shape of an I-beam  wherever you can select and edit. In page view, for example, the cursor is an I-beam in the body of the page but an arrow in the header and footer regions, because you can't edit headers and footers in page view (you can only edit them in header/footer view).

The same selecting and editing techniques that work with text also work with graphics or any combination of text and graphics.

## Positioning the Insertion Point

In addition to positioning the insertion point by clicking with the mouse or pressing the arrow keys, you can also position it by using the arrow keys in combination with other keys:

- Holding down the Shift key while pressing an arrow key moves the insertion point in the indicated direction: Pressing the left or right arrow key moves the insertion point one word to the left or right; pressing the up or down arrow key moves it up or down a line.
- Holding down the Control key while pressing an arrow key moves the insertion point to the corresponding edge of the window. If the insertion point is already at that edge of the window, WriteNow scrolls the document one windowful in that direction and moves the insertion point to the same edge of the new windowful.

You cannot position the insertion point in an area where there are no characters, such as beyond the end of a line or the end of the document. If you try to do this, the insertion point will move to a nearby position within the text.

## Selecting and Editing Text

To select a Return or page break character, press a mouse button when the cursor is to the left of the character, and drag to the right. (It helps if you've chosen Show Space from the View menu; Returns look like ↵ and page break characters look like ¶.) You can't select the Return character at the end of the document or at the end of the last header, footer, or footnote definition.

Any printing or nonprinting character can be selected. When you select the last character on a line (usually a space or a Return), the empty area between it and the following character on the next line will also be highlighted.

You can extend or shorten a selection by Alternate-clicking. You can do the same by holding down Alternate while using the arrow keys. For example, holding down Alternate while pressing the left arrow key has the same effect as Alternate-clicking one position to the left of the insertion point. Similarly, holding down both Alternate and Shift with the left arrow key extends the current selection one word to the left.

Most editing operations apply only to the current view of the document; for example, you can't check the spelling in footnotes unless you're in footnote view. When you move, copy, or delete text in page view, however, any headers, footers, or footnotes defined in the text are also moved, copied, or deleted.

## Font Properties during Editing

When you insert text by typing at the insertion point, you can use the Font menu commands to set the font properties (including typeface and size) of the text you're about to type. If you don't set them, these properties will be the same as those of the preceding character, with one exception: When you type after clicking at the beginning of an existing paragraph, the font properties will be the same as the first character of that paragraph.

Text that you paste rather than type at the insertion point will keep its original font properties unless the text was cut or copied from outside WriteNow, in which case it will assume the same properties as text typed at the insertion point.

**Note:** Any text that was entered as part of a graphic is stored as a graphic image, not as individual characters; WriteNow can't change the font properties of this text.

When you replace selected text by either typing or pasting, the replacement will have the same font properties as those of the first character of the selected text.

## Graphics

Graphics in EPS (Encapsulated PostScript) format or TIFF (Tag Image File Format) can be pasted into a WriteNow document in the following ways:

- Through a file (with a ".eps" or ".tiff" extension) that contains the graphic. You can use the Place Graphic command in the Edit menu, which will get the graphic from the file you specify.
- Through the pasteboard, which contains a graphic that you cut or copied from another WriteNow document, from the same document, or from an application that writes EPS or TIFF format to the pasteboard. Use the Paste command to paste the graphic on the pasteboard into your document.

Whichever method you use, WriteNow creates a file containing the graphic and stores that file in the document's file package. As described in *User's Reference*, you don't normally need to concern yourself with file packages; however, you may want to look inside them when working with graphics. Inside the file package, you'll see the file containing the text of the document, which WriteNow names **WNDocument.wn**, and the files that WriteNow created when you pasted in graphics. If the graphic was pasted in from another application, the graphic file is named **WNGraphic.xxxxxx.eps**, where **xxxxxx** is a random six-digit number. Otherwise, the graphic file retains its original name, with the addition of the six-digit number.

When graphics are hidden (with the Hide Graphics command in the View menu), the name of each graphic file (without the six-digit number) is displayed in a gray box that replaces the graphic. If you replace or delete a graphic in the document, the file containing the

graphic stays in the file package until the document file is saved compactly (see the Save and Close commands in Chapter 2).

**Note:** You shouldn't rename, move, or delete the **WDocument.wn** file in a file package, or you won't be able to open the document. You also shouldn't rename, move, or delete a graphic file directly in the file package, or the graphic will disappear from the document and will be replaced by a gray box displaying a message that the graphic is missing. To restore the graphic in the document, you would have to paste it in again or replace the missing graphic file. If you change the contents of a graphic file in the file package, the change will be reflected in the document; however, if the size of the graphic changed, it may not be displayed properly. As described under "Scaling Graphics" below, double-clicking the graphic and either scaling it or Shift-clicking it will solve this problem.

## Pasting in Tall Graphics

Graphics can be embedded within a paragraph of text; a graphic doesn't have to be a separate paragraph. However, when you first paste in a tall graphic, the graphic is placed in its own paragraph (WriteNow adds a Return character before and after the graphic). A graphic is considered to be tall when it's taller than the header-body separator, which is initially 24 points (1/3 inch); see the description of the Page Layout command in the Page menu for information about the header-body separator and how to change it.

If you've chosen Show Space from the View menu, a line of small arrowheads will appear above and below the tall graphic, as when you use the Page menu's Keep on Same Page command on a paragraph. The arrowheads appear because WriteNow automatically applied the Keep on Same Page command to the graphic. You can't reverse this automatic Keep on Same Page with the Allow to Cross Page command, but there's no need to do so as long as you keep the graphic in a paragraph by itself. If you want to embed a tall graphic within text and also allow the resulting paragraph cross a page boundary, increase the header-body separator to the height of the graphic and then use Allow to Cross Page on the paragraph.

## Positioning Graphics

After you've pasted a graphic into your document, you can adjust its position just as you do text. You can use the tabs or margin settings on the ruler to change the horizontal positioning. To center a graphic that's in a paragraph by itself, use the ruler's center alignment button. To change a graphic's vertical position, adjust its line spacing in the ruler or type Return characters. You can also make small vertical adjustments to a graphic that's embedded in text by holding down the Alternate key while choosing the Superscript and Subscript commands from the Font menu.

## Scaling Graphics

Double-clicking a graphic selects it in a special way that lets you change its size. The graphic is enclosed in a rectangle, and the cursor changes to an arrow when it's placed over the graphic. Dragging anywhere within the graphic changes its size and scales the graphic accordingly. Exactly how the graphic is affected depends on whether you hold down another key while scaling:

Key Held Down	Effect
None	Retains original proportions during scaling
Alternate key	Scales to any proportions
Shift key	Returns to original size when graphic is clicked

During scaling, the size of the graphic is shown at the lower right of the window (temporarily replacing the page number field and zoom button). The size shown is a percentage of the size of the original graphic. For example,

x:80.0% y:80.0%

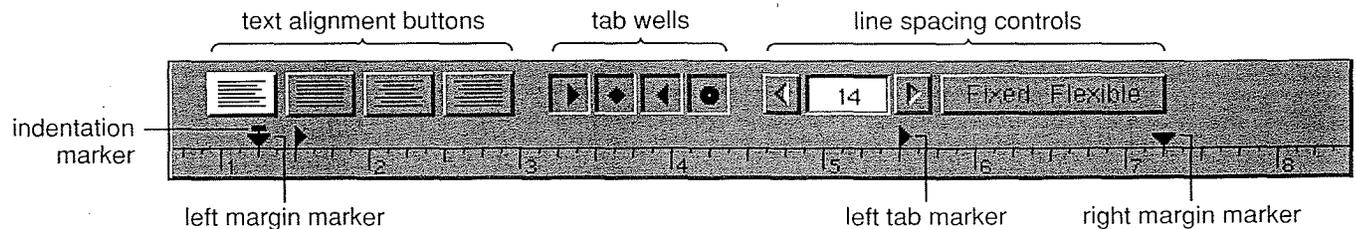
means that the graphic has been scaled down both vertically and horizontally by 20%, while

x:100.0% y:120.0%

means that the graphic has been scaled up 20% horizontally.

## The Ruler

The *ruler* lets you display and change the format of paragraphs: the left and right margins, indentation, tab stops, alignment, and line spacing. When you've chosen the Show Ruler command in the Format menu, the ruler is displayed just below the document window's title bar. The ruler's scale starts at 0 at the left edge of the page, excluding any binding margins, and is initially in inches (although you can switch to other units of measurement with the Page Layout command in the Page menu). The illustration below shows what the ruler looks like when it's displayed in a new document (unless specified otherwise; see the description of the New command in Chapter 2).



The ruler shows the format of the paragraph that contains the insertion point or the beginning of the selected text. Unless you specifically change the format, each new paragraph that you type will have the same format as the preceding one. However, when

you move or copy a paragraph (including the Return or page break character at the end of it), the paragraph will keep its original format.

**Note:** If you move or copy paragraphs from one ruler width to another, WriteNow scales the margin, indentation, and tab settings, adjusting them so that they're in the same relative places on the new ruler (if a tab was originally halfway between the margins, for instance, it will be so after the move or copy). This happens, for example, if you move paragraphs between documents of different page or column widths, or if you copy a paragraph in a multiple-column document into a header or footer.

When you first press the mouse button in the ruler to begin making a ruler setting, WriteNow selects all the text that will be affected by a ruler change (except when you click in the line spacing text field, in which case the selection is made after you've changed the spacing). So if you want to reformat a paragraph, you need only click in the paragraph; you don't have to select the entire paragraph. When you're ready to type in the document again, just position the insertion point where you want to enter the text.

You can move the ruler's margin, indentation, and tab markers to any spot on the scale. When you move a marker in the ruler, a vertical gray line appears, running from the marker to the bottom of the view. This line makes it easier for you to determine the position of the marker relative to the text.

When several paragraphs are selected, the ruler displays the format of the first one. If you then change a ruler setting, *only that change* will be made to the selected paragraphs. For example, if you change the right margin on the ruler, the right margin of all the selected paragraphs will be changed, but the left margin and all other aspects of the paragraphs' format will remain the same. If the ruler already happens to be set to the change you want to make (because it's set that way for the first paragraph of the selection), just click the ruler setting you want and it will be applied to the entire selection.

You can copy paragraph formats by using the Copy Ruler and Paste Ruler commands in the Format menu. Paste Ruler completely replaces all previous ruler settings. For example, to give several selected paragraphs the same format as the first paragraph in the selection, you can use Copy Ruler to copy the format of the first paragraph and then Paste Ruler to apply it to the entire selection.

## **Relative Settings: Command Ruler Change**

If you hold down the Command key while making a margin, indentation, or line spacing change to several selected paragraphs, the change will be relative to the current setting for each paragraph; that is, the corresponding setting in each paragraph will be changed by an equal amount. (The word "Relative" appears in the ruler when you position the cursor in it and then hold down the Command key.) A Relative ruler change is useful, for example, if you want to adjust the left margins in an outline (which typically has several different left margins) by moving all of them half an inch to the right.

## Identical Settings: Shift Ruler Change

If you hold down the Shift key while making a ruler change to several selected paragraphs, the change will be made only to paragraphs that have the exact same settings as all those of the first selected paragraph. (The word “Identical” appears in the ruler when you position the cursor in it and then hold down the Shift key.) For example, if all the quotations in a document have the same paragraph format, and the format is unique to quotations, you can change the left margin for all quotations as follows: Select all the text from the first quotation to the last and hold down Shift while changing the left margin.

**Tip:** To take full advantage of this feature, give unique formats to the different components of your document (for example, headings, subheadings, and paragraphs in the body of the page). You can ensure uniqueness by placing a tab marker in a unique position outside the left or right margin; the marker won’t affect the format but will associate the ruler with a particular type of component.

## Paragraph Margins ▼

To set the left or right margin of a paragraph, drag the corresponding margin marker to the desired position on the ruler. As you drag the left margin marker, the indentation marker moves along with it to keep the same position relative to the left margin (however, dragging the indentation marker doesn’t cause the left margin marker to move).

## Indentation T

To indent the first line of a paragraph, so that it begins to the left or right of the left margin, just drag the indentation marker to the desired position.



Initially, the indentation marker is directly over the left margin marker. This aligns all lines of the paragraph with the left margin.



Drag the indentation marker to the right of the left margin marker to get regular indentation, like the indentation of this text.



Drag the indentation marker to the left of the left margin marker to get a *hanging indent*, like the one shown here.

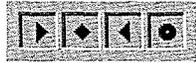
When you change the left margin of an indented paragraph, you don’t have to adjust the indentation; WriteNow will automatically adjust it for you, moving the indentation marker

as you move the margin marker. Keep this in mind when you're adjusting a hanging indent: The only way to change how far the indent falls to the left of the left margin is to drag the indentation marker away from the left margin marker, and not vice versa.

In the first line of a paragraph that has a hanging indent, WriteNow treats the left margin marker like a tab stop.

- For example, in a bulleted item (like this) you would press Tab between the bullet character (produced with Alternate-7) and the first word of the item.

## Tabs



Using tab markers on the ruler, you can set any of four kinds of tab stops: left , center , right , and decimal . When you need a tab marker, just drag one from the appropriate tab well on the ruler and place it at the desired position on the scale; each tab well is marked with the type of tab it contains. To remove a tab marker, drag it to the upper half of the ruler. You can reposition an existing tab stop by simply dragging the marker to a new position on the scale.

Pressing the Tab key in a paragraph inserts a Tab character into the document and moves the insertion point to the next tab stop. The text or graphic following the Tab is aligned with the tab stop, with the type of alignment depending on the type of tab; for example, a left tab aligns text or a graphic on the left. A decimal tab aligns a column of numbers along their decimal points (numbers without decimal points are lined up as though a decimal point were present).

Using right tabs and the Insert Soft Hyphen command in the Format menu, you can line up any character with the tab stop. Just insert a soft hyphen immediately after the character you want to line up. In the example below, a Tab was typed at the beginning of each line and a soft hyphen was inserted immediately after each @ symbol, aligning those symbols with the right tab stop. (The soft hyphen is a marker that can be seen on the screen with the Show Markers command in the View menu; it's normally used to insert a hyphen that's visible only when a word is split between two lines.)

```
pamela@brown
edouard@cmu
stan@columbia
```

If, when inserting a Tab character, you type another character before releasing the Tab key, that character will fill up the space to the tab stop: WriteNow will display the fill character at evenly spaced intervals equal to the width of the widest character in the font. The fill characters will also be lined up on subsequent lines, enabling you to create evenly spaced and aligned "leaders," as in the following example:

Introduction . . . . .	page 3
Chapter 1: The Beginning . . . . .	page 9

You can select and edit Tab characters just as you do any other characters. To see Tab characters on the screen, choose Show Space from the View menu. Even with fill characters superimposed on it, a Tab character is still treated as a single character.

Tabs are recommended for use only in lines that end with Return (rather than lines that wrap across the right margin), and in text that's justified or left-aligned. Furthermore, it's always best to use the Return key rather than the Tab key to move to the next line, even though Tab will advance to the next line in the following situations: When there are no more tab stops to the right of the insertion point, Tab will move to the first tab stop on the next line; and when there are no tab stops at all in a paragraph, Tab will move to the left margin on the next line.

## Alignment



The alignment buttons let you specify how you want the text to be aligned in relation to the left and right margins.



Click this to align the text with the left margin (“ragged right”). Most of the text in this manual is aligned this way.



Click this to *justify* the text.

Justifying text will adjust the space within all lines of a paragraph (except the last) so that they're aligned with both the left and right margins; the paragraph ends up looking something like this. Most newspapers and books justify text. Justifying won't affect the width of nonbreaking spaces. Also, if there are Tab characters within the justified text, WriteNow will observe the tab stops as usual, and will justify text between the last tab stop on the line and the right margin.



Click this to center the text between the left and right margins.

This Is Most Useful For Titles  
And Headings



Click this to align the text with the right margin (“ragged left”).

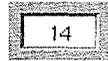
This is the most unusual alignment,  
possibly useful for  
poetry

In paragraphs with center or right alignment, Tab characters don't perform their usual function; instead, they're treated like spaces.

## Line Spacing



This part of the ruler lets you control the *line spacing*, which is the amount of spacing between lines in a paragraph. It measures the distance, in points, from the top of one line to the top of the next line. You can change the line spacing as follows:



Select the line spacing number, enter a new number, and press Return. When you click in the line spacing field, the insertion point moves there and any selection in your document is deselected. After you've changed the line spacing, WriteNow selects the affected paragraphs.



The button on the left decreases the line spacing; the button on the right increases it. Click to change the line spacing by one point.



Click this to change Fixed to Flexible or vice versa:

- When the line spacing is Flexible, the actual spacing between some lines within a paragraph may be larger than the value set in the ruler: If you insert text or a graphic that's taller than the line spacing for the paragraph, WriteNow will increase the spacing as necessary around the line containing the text or graphic. The spacing around a line will also increase to accommodate a superscript or subscript that extends outside the normal line-spacing boundaries.
- Fixed line spacing keeps the spacing fixed at the value set in the ruler, for all lines regardless of their contents. When the line spacing is very small, text in successive lines can overlap.

The line spacing is initially 14 points and Flexible. For fonts smaller than 14 points, you may want to decrease the line spacing to fit more lines on the page. You can set the line spacing to any number from 1 to 127 points; when the line spacing is Flexible, however, there's a lower limit at which WriteNow will stop compressing the lines (to avoid overlap).

If, in any paragraph that crosses a page boundary, the line spacing exceeds the header-body separator (initially 24 points), you'll probably want to use the Page Layout command in the Page menu to increase the header-body separator; see the description of Page Layout in Chapter 2 for details.

## Headers and Footers

A *header* appears at the top of every page, in the header region. A new document has a *default header* that consists of four blank lines, each 12-point Helvetica Medium with 14-point line spacing (unless you specify otherwise; see the description of the New command in Chapter 2). You cannot edit the default header, but you can override it by defining one or more headers of your own. A header must be at least one line high but no more than one-fourth the height of the page. It may contain graphics and text, including the page number, time, and date (which you can insert automatically with commands in the Format menu). Although you can define several different headers in a single document, the header region will always be the same height on every page, equal to the height of the tallest header.

The same is true for *footers*, which appear at the bottom of the page in the footer region. As with the default header, you can override the blank, four-line *default footer* by defining one or more footers of your own.

To define a new header or footer, choose the Insert Header or Insert Footer command from the Page menu. This command changes the view from page view to header/footer view and places the insertion point in a four-line blank header or footer definition, which you can then edit. (See “Working in Header/Footer View” below for more information.) To return to page view from header/footer view, choose View Page from the View menu.

WriteNow places a marker in page view wherever you’ve inserted a header or footer:  for a header and  for a footer. You can see this marker with the Show Markers command in the View menu. Like all markers, it flows with the text as would an inserted character. You can select the marker by dragging across it, and then use the Cut, Copy, or Paste command to manipulate the header or footer it represents. See “Operations on Headers and Footers” below for more information.

The header or footer definition is tied to the location indicated by the marker; as the location of the marker moves, the page on which the header or footer first appears may change. The following rules determine which header or footer appears on a particular page:

- The first header defined on a page appears at the top of that page, and the last footer defined on a page appears at the bottom.
- If no header or footer is defined on a page, the last one defined is displayed.
- If no header or footer is defined on the first page, the default header or footer is used until one is defined.

For example, suppose that only two footers are defined in a document, on pages 2 and 4. The footer defined on page 2 will appear on pages 2 and 3; the one defined on page 4 will appear from page 4 to the last page; and the default footer will appear on page 1 (that is, the footer region on page 1 will be blank and the same height as the footer defined on page 2 or page 4, whichever is taller).

**Tip:** If you want the same header or footer on every page of a document, position the insertion point at the beginning of the document, before the first character, and choose Insert Header or Insert Footer. If you don't insert any other headers or footers, the one you insert at the beginning will apply to all pages.

## Working in Header/Footer View

In header/footer view, WriteNow displays the definitions of all headers and footers defined in the document, in the order of their occurrence. Just below each header definition and above each footer definition, there are two check boxes (described below) and an icon that looks like a header or footer marker (but it's *not* a marker—it serves only to distinguish headers from footers in this view). A dark gray strip appears between definitions in header/footer view, and between the last definition and the bottom of the document window.

Header and footer definitions can be edited in the same way as text in the body of a page. You can change the height of the header or footer by adding or deleting lines (remember, however, that the height of the header or footer region on the page will always equal the height of the tallest header or footer in the document). You can select text continuously from one definition to the next, so it's easy to change several definitions at once. As with paragraphs in the body of the page, you use the ruler to display and change the formats of headers and footers. Unless you explicitly change the format of a new header or footer, it will have the same format as the last paragraph of the preceding header or footer.

**Tip:** If you want to give a header or footer the same ruler settings as the body of a document, first copy the desired format in page view with the Copy Ruler command, then switch to header/footer view and use the Paste Ruler command to format the header or footer.



The Even and Odd check boxes indicate which pages the header or footer will appear on: even-numbered pages, odd-numbered pages, or both. Initially, both boxes are marked; clicking a check box will change it from marked to unmarked or vice versa. This feature is useful in preparing pages that will be laid out facing each other (as in a book) or photocopied as two-sided copies.

## Operations on Headers and Footers

In general, when working with headers and footers in a document, you should choose the Show Markers command from the View menu. This will enable you to see exactly where the headers and footers are defined.

The table below summarizes various operations that you might want to perform on headers and footers while working on a document in page view. Details follow.

**Note:** Operations on footnotes work in exactly the same way as operations on headers and footers.

<b>Operation</b>	<b>What to Do</b>
Edit	Select (or click before) marker and choose View Headers/Footers from the View menu, or double-click in header or footer region.
Move	Select marker and Cut, then Paste marker where desired.
Copy	Select marker and Copy, then Paste marker where desired.
Delete	Backspace over marker with Delete key, or select marker and then Delete.
Locate marker	Double-click in the header or footer region whose marker you want to find, choose View Page from the View menu, and then choose Jump to Selection from the Find menu.

To change a previously inserted header or footer, you can return to header/footer view by choosing View Headers/Footers from the View menu. This command places you in the definition of the header or footer that appears directly after the insertion point or current selection. To go directly to the definition you want to edit, you can either select the marker or click just before it in page view, and then choose View Headers/Footers; or you can double-click the header or footer at the top or bottom of the page in page view. You can also simply look for the definition once you're in header/footer view.

You can't change the default header or footer; you can only override it by inserting a header or footer of your own. (The definition of the default header or footer isn't even shown in header/footer view.) If you double-click a default header or footer in page view, WriteNow will ask whether you want to insert a header or footer at the beginning of the document; if you click OK, it will insert a blank header or footer that you can edit.

When a marker is selected, the Cut, Copy, and Paste commands apply to the header or footer that the marker represents. When you cut, copy, or paste text that has a header or footer defined in it, the operation also applies to the header or footer (regardless of whether markers are shown).

To delete a header or footer that you don't plan to paste elsewhere (and so don't need to place on the pasteboard), just backspace over the marker with the Delete key (or select the marker and choose Delete from the Edit menu). When you backspace over text that has a header or footer defined in it, or replace the text by typing over it, the operation also applies to the header or footer. If markers aren't being shown, WriteNow displays a message informing you that it will delete the header or footer; this makes it less likely that you'll accidentally delete a header or footer when markers aren't shown.

**Note:** You can't delete the default header or footer. If you delete all your headers or footers, your document will use the default again.

If you see a header or footer at the top or bottom of a page but are having trouble locating its marker, do the following: Double-click the header or footer to go to its definition in header/footer view, choose View Page from the View menu, and then choose Jump to Selection from the Find menu. The View Page command will return to the text that was displayed when you left page view, but will place the insertion point just after the marker for the header or footer you double-clicked; Jump to Selection will display the new position of the insertion point and thus the location of the marker.

**Tip:** If you want to check the locations of all the header and footer markers in the document, click at the beginning of the document and then choose these commands to go to the next marker: View Headers/Footers, View Page, and Jump to Selection.

## Footnotes

You can create footnotes of any length in a WriteNow document. They'll appear in the footnote region, just below the body of the page (below the column, if the page is divided into columns). Footnotes can contain graphics and text, including the page number, time, and date (which can be inserted automatically with commands in the Page menu).

Footnotes are created, edited, and otherwise manipulated in much the same way as headers and footers. Read the discussion of headers and footers above, then see the paragraphs below for some information that's specific to footnotes.

Unless you specify otherwise with the Page Layout command in the Page menu, WriteNow will number footnotes automatically, starting from 1 in the order of their occurrence in the document. Page Layout lets you override automatic numbering and specify a starting number other than 1.

To define a footnote, click in the body of the page where you want the footnote number or symbol to be located, and choose the Insert Footnote command from the Page menu. This command changes your view from page view to footnote view and places the insertion point in an empty footnote definition; you can then type the footnote. The text of the footnote will be 10-point Helvetica Medium unless you change these properties with the commands in the Font menu (or unless you changed them as described under the New command and Preferences command in Chapter 2).

In footnote view, every footnote definition begins with a superscripted footnote number marker <sup>1</sup> that's displayed while markers are being shown (with the Show Markers command in the View menu). When markers are hidden or the document is printed, the footnote number appears (in a smaller font size) in place of the footnote number marker unless you've chosen not to have automatic numbering, in which case nothing appears in place of the footnote number marker.

To return to page view from footnote view, choose View Page from the View menu. When markers are being shown, a superscripted footnote marker <sup>1</sup> appears in page view where you inserted the footnote. When markers are hidden or the document is printed, the footnote number appears in place of the footnote marker unless you've chosen not to have automatic

numbering, in which case nothing appears in place of the footnote marker. If you move, copy, or delete the footnote marker or footnote number, the operation applies to the entire footnote; just as when you insert a new footnote, the remaining footnotes are renumbered automatically to retain their sequential ordering.

If there's enough room below the line in which the footnote was inserted, the entire footnote appears in the footnote region at the bottom of that page or column; otherwise, any extra footnote text spills over into the footnote region on the next page or column.

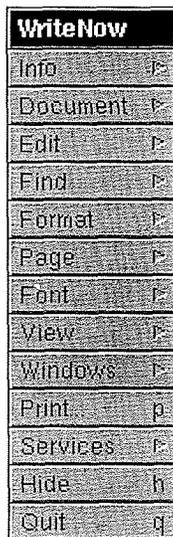


# Chapter 2

## WriteNow Commands

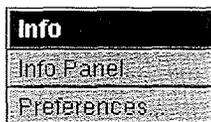
This chapter describes the menu commands in WriteNow in the order of their appearance in the menus. You should already be familiar with the basic WriteNow concepts discussed in the previous chapter, as well as with the general system information provided in the *NeXT User's Reference* manual.

### The Main Menu



WriteNow's main menu contains the standard Windows, Print, Services, Hide, and Quit commands, as described in *User's Reference*. The menus opened by the other commands are described below, followed by a section on the Document menu's Merge command.

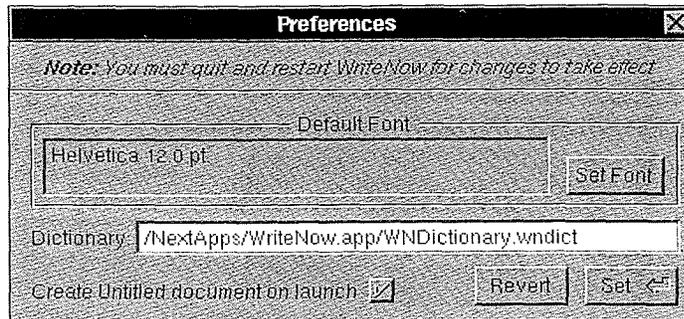
### The Info Menu



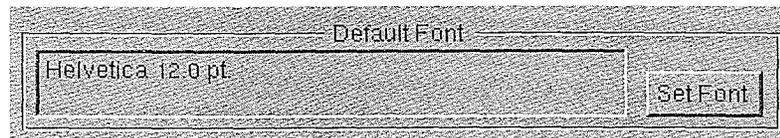
In addition to the standard Info Panel command, the Info menu contains a Preferences command.

## Preferences

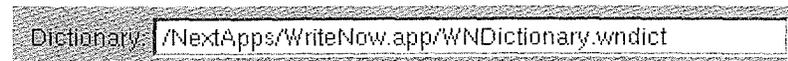
The Preferences command opens a panel that lets you specify your personal preferences for WriteNow documents.



After selecting the preferences you want, click Set. If you change your mind before clicking Set, click Revert to see what the settings were when you opened the panel (or last clicked Set).



This preference specifies the font in new documents (which is normally 12-point Helvetica Medium). The field on the left displays the current setting of this font. To change it, click the Set Font button; this brings up the standard Font panel, where you can then set the new font. (Note that you even though you click a Set button in the Font panel, you still need to click Set in the Preferences panel to set the preference.) If you also have a Stationery document, as described under the New command below, the font you set with Preferences will still apply except where you specifically set a particular font in the Stationery document.



This field specifies WriteNow's default dictionary—the spelling dictionary it uses unless you specify a different one when you use the Spelling command. Initially, the default dictionary is **WNDictionary.wndict** in WriteNow's file package. You can't customize that dictionary (because it's a read-only file), but you can change the default dictionary to be your own copy, which you can then customize. Simply enter a pathname for the default dictionary in this field.

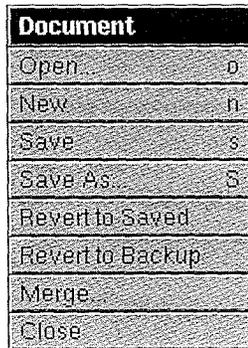
- If the file doesn't already exist, WriteNow asks you to confirm that you want your own custom dictionary by that name, and then creates the file by copying **WNDictionary.wndict** from its file package. This copy becomes the new default dictionary.

- If the file already exists, it simply becomes the new default dictionary.



WriteNow normally opens an untitled document window when you start up the application. If you would rather not have WriteNow automatically open an untitled document, remove the check from this box.

## The Document Menu



### Open

The Open command opens an existing document. It presents the standard Open panel for specifying which document to open, as described in *User's Reference*. The Open panel lists the names of all files that WriteNow can open:

- WriteNow document files, whose names have a “.wn” extension. (You can open WriteNow document files transferred from a Macintosh, although some features in the transferred documents won't be retained; for details, see Appendix A, “Document Conversion in WriteNow.”)
- RTF (Rich Text Format<sup>®</sup>) files, whose names have a “.rtf” extension. An RTF file serves as an intermediate step in the process of converting from one document type to another. For details about opening an RTF file in WriteNow, see Appendix A.
- Plain ASCII files—files listed in the Open panel that have neither of the above extensions. Plain ASCII files contain only text, without formatting, fonts, graphics, headers, footers, and so on. These files are converted to WriteNow when they're opened; see the following section for more information.

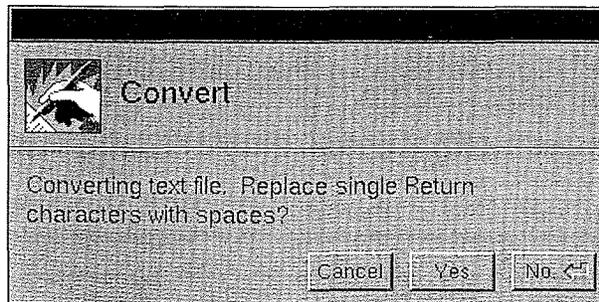
When you open a WriteNow document, it will come up in exactly the state it was in when you last saved it. For example, the ruler will be showing (if it was showing when the file

was saved), the insertion point will be in the same place, and the document window will come up in its previous size.

When a WriteNow document file is opened, WriteNow may reformat it under certain conditions, such as if the fonts in the file system changed (if the file system doesn't contain a font that's used in the document, another font will be substituted), or if the document file was created in a different version of WriteNow (for example, in WriteNow for the Macintosh). Under these conditions, WriteNow displays a notice saying that it's checking the format of the document; to prevent this notice from appearing each time you open the document, be sure to save the document after opening it the first time.

## Opening Plain ASCII Files

When you open a plain ASCII file within WriteNow, the following panel appears:



If the file was created in an application that performs word wrap, such as the Edit application, click No. If the file was created in an application that doesn't perform word wrap, and thus has a Return character at the end of every line, click Yes. WriteNow will replace the individual Return characters with spaces and perform word wrap instead. Two or more consecutive Return characters will be left alone; the first one ends a paragraph and the rest result in blank lines.

If you clicked Yes when you really should have clicked No, you can correct the error by immediately closing the document window (without saving the file) and reopening the file in the correct way.

Remember that text can also be moved between WriteNow and other applications by cutting or copying the text in one application, switching to the other application, and pasting in the text. In text pasted in from outside WriteNow, Return characters are not replaced by spaces.

**Note:** If you open a plain ASCII file from the Workspace Manager rather than from within WriteNow, the file will come up in the Edit application.

## Opening Shared WriteNow Document Files

To avoid the conflict of two people changing the same file at the same time, or one person reading a file while another person is changing it, WriteNow puts a “file lock” in a document file when you open it, indicating that the file is in use. Then, when someone else attempts to open the file, WriteNow warns that person that the file is being used and offers certain options (described below). These warnings don’t appear for files that are read-only for everyone, since file locks aren’t created for them.

When you try to open a document file that you have permission to write in but someone else has open, a panel will give you the user name of the person using the file and the time and date the file was last modified. The panel contains three buttons: Cancel, Open Anyway, and Open Copy:

- If you would rather wait until the document file is no longer being used—for example, you want to change the original rather than work in a copy—click Cancel and try to open the file later.
- If you click Open Anyway, another panel will appear, warning you that the document file may be destroyed and that your WriteNow work session may end unexpectedly if you and the document’s other user change the document at the same time. You should click this panel’s Open Anyway button under two conditions only: You’re *absolutely certain* that the document file was open when a WriteNow session ended abnormally (as a result of a power failure, for example), in which case WriteNow incorrectly perceives the file as still being open; or you’re absolutely certain that the document file was copied in the Workspace Manager while it was being used, in which case it still contains a file lock.
- If you click Open Copy, WriteNow will open a copy of the document file as an untitled document, which you can read or change as you wish (but your changes won’t be reflected in the original document).

If you try to open a document file that you don’t have permission to write in but other people do, a panel will warn you that WriteNow can’t prevent someone else from also opening the file and then changing it. You can click this panel’s Open Copy button to open a copy of the document file as an untitled document.

## New

The New command creates a new, untitled document and opens it in a window. The window’s title bar displays:

- **UNTITLED-1** (or 2, 3, and so on, depending on the number of untitled documents you’ve opened)

- The pathname of the folder in which the document will be stored when you save it with the Save or Save As command (unless you specify a different folder)

When a new document window is opened, the insertion point appears at the top of the window, at the beginning of the body of the page. The header region isn't displayed, but it's there, directly above the body. Dragging the scroll knob to the top of the vertical scroller (or clicking at the top of the scroller) puts the beginning of the header region at the top of the document window. (You can see the header region better by choosing the Show Space command from the View menu.)

The new document is initially set up in a standard way, with, for example, a font of 12-point Helvetica Medium and standard initial ruler settings (as illustrated under "The Ruler" in Chapter 1). Think of the document as a blank piece of stationery that you're about to write on in this standard format. If you would like to start out with a different format, however, you can do so, as described in the following section. (See also the description of the Preferences command in the Info menu.)

### Changing the Initial Document Format

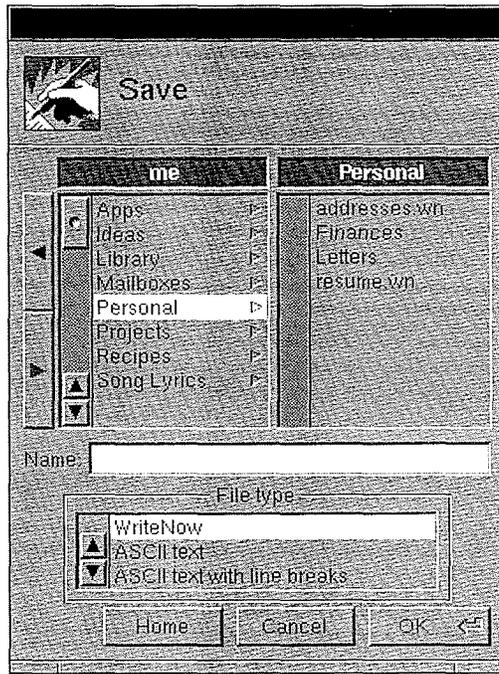
You can create a different initial format for your new documents by creating a document with the desired format, naming it **Stationery.wn**, and putting it in your home folder. You might, for example, want to start out all your documents with a different font or different margins, with markers being shown, or with a nonstandard page layout. Once you've created the Stationery document, all new, untitled documents will start out with the same format (and content, if any) as that document.

To override the Stationery document so that you can open a standard new document, hold down the Alternate key while choosing the New command. To make all your new documents standard again, just delete or rename **Stationery.wn**, or move it to another folder.

### Save and Save As

These are the standard Save and Save As commands, for saving the current document on the disk (as described in *User's Reference*). They save not only your changes to the document's text and graphics, but also the document's exact state on the screen, including whether the ruler is showing, where the insertion point or selection is, and so on.

When you save an untitled document, or use the Save As command, WriteNow presents a panel for naming the document file and putting it in a folder. In both cases you're left in the newly named document; Save As also puts away the original document, so any changes made to it (and not previously saved) are stored only with the newly named document.



This is the standard Save panel except that it also lists a choice of file types for your saved document. Normally, “WriteNow” is selected, for saving a WriteNow document in the usual way, and WriteNow adds a “.wn” extension to the file name you enter (unless you type the extension yourself).

You can select another type of document in the bottom part of the Save panel and have your WriteNow text converted to that type, just as you can convert other types of files to WriteNow with the Open command. “Text” and “Text with line breaks” are for saving the WriteNow document to a plain ASCII file, which may be required if you want to work with the text in another application. In plain ASCII files, page break characters are replaced by Return characters, and Tab with a fill character is replaced by an ordinary (unfilled) Tab character; all graphics, font properties, and formatting (including headers, footers, and footnotes) are removed. “Text” does no further conversion; “Text with line breaks” additionally inserts a Return character at the end of every line that was broken due to word wrap.

“RTF” is for saving the WriteNow document to an RTF file, which may be required if you want to convert from one document type to another and retain the document’s font and formatting. (For details about saving a WriteNow document as an RTF file, see Appendix A.)

## Conserving Disk Space

If you hold down the Alternate key while choosing Save or Save As, WriteNow will save the document as compactly as possible when it closes the document. When WriteNow saves

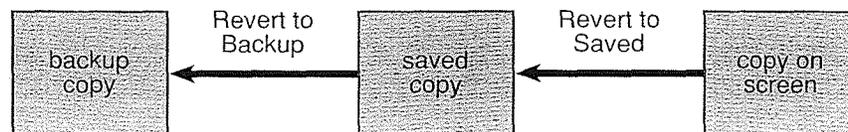
a document compactly, it reclaims unused space that sometimes results from editing, and deletes the following:

- The backup copy of the document that you could otherwise revert to with the Revert to Backup command. (If you don't save compactly, you can undo the Save or Save As command with Revert to Backup.)
- Any graphic files in the document's file package that contain graphics you've deleted from the document.

Saving a WriteNow document you've edited doesn't require free space on the disk the size of the document; only the space necessary to save your changes is required. Rather than let you create a document that's too large to save on your disk, WriteNow warns you as soon as you perform an operation whose results can't be saved, and undoes that operation. You can then save your previous changes and, if you like, free up space on your disk and retry the operation that failed.

## Revert to Saved and Revert to Backup

As illustrated below, the Revert to Saved command returns you to an earlier version of your document—to the state the document was in the last time you saved it. Similarly, the Revert to Backup command lets you return to a still earlier version of your document—to the state it was in *before* the last time you saved it.



**Note:** Two copies of your document are always kept in your file on the disk. This doesn't require twice the space, because text that's common to both versions is shared between the copies.

You can choose Revert to Saved whenever you've edited the current document and haven't yet saved your changes. If you choose this command by mistake, you can immediately use the Undo command from the Edit menu to go back to where you were.

Whenever you've just opened or saved a document, or have chosen Revert to Saved, the Revert to Backup command is available. You can undo Revert to Backup with the Undo command.

When you've edited a document but haven't yet saved your changes, the Revert to Backup command is dimmed; you would first have to Revert to Saved to get to the last-saved state of the document. (If you then chose Revert to Backup, the unsaved changes would be lost.) Revert to Backup is also dimmed when there's no backup copy to revert to, as when you've saved a document compactly to conserve space.

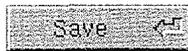
Once WriteNow has created a file package as a result of graphics being pasted into a document, that document will always be in a file package, even if you revert to a version containing no graphics. Whenever you revert to an earlier version of a document after having added graphics, the corresponding graphic files won't be deleted from the file package until the file is saved compactly.

## Merge

The Merge command lets you merge information from one document into another and is useful for producing form letters. It's described in its own section at the end of this chapter.

## Close

The Close command closes the current document, removing the main window from the workspace. If you've changed the document in any way since last saving it, WriteNow presents a panel that gives you the opportunity to save your changes.



Click Save to save the document in the normal way.



Click Save/Compact if you need to conserve space on the disk. WriteNow will save the document as compactly as possible, reclaiming unused space that sometimes results from editing. Save/Compact also deletes the document's backup copy and any graphic files containing deleted graphics; for more information, see the description of the Save and Save As commands.

The unused space that results from editing will never exceed 25% of the document's size (not including the document's graphics and backup copy). Even if you haven't made changes since last saving, or if you close without clicking Save/Compact, WriteNow will still reclaim the unused space that results from editing if the unused space exceeds the 25% limit.

Occasionally you'll see this panel when you haven't made any changes yourself but have performed operations that caused WriteNow to make internal changes to the document. For example, when you check spelling, WriteNow marks passages of text that have been checked so they're not checked again until you modify them; this qualifies as a change.

You can close all open WriteNow documents at once by holding down the Alternate key while closing any document (with either the Close command or the close button).

## The Edit Menu

Edit	
Cut	x
Copy	c
Paste	v
Delete	
Undo Typing	z
Place Graphic	
Change Case	
Count	
Spelling...	
Check Spelling	
Select All	a

### Cut, Copy, Paste, and Delete

These are the standard editing commands, as described in *User's Reference*. They work with both text and graphics (although they don't work within graphics); for details about graphics in WriteNow, see "Graphics" in Chapter 1 of this manual.

### Undo or Redo

The Undo command reverses the effect of the last action that changed text in your document, whether typing, a ruler change, or a command. Commands that can be undone include not only text editing commands like Cut and Paste, but also the document-level commands Revert to Saved and Revert to Backup.

The Undo command in the menu changes to indicate what you're about to undo—for example, Undo Typing or Undo Ruler Change. Immediately after you choose Undo, it changes to Redo, which will undo the Undo command.

After you choose a command that can't be undone (such as New or Open), Undo changes to Can't Undo and is dimmed in the menu.

### Place Graphic

The Place Graphic command gets a graphic from a specified file and inserts it at the insertion point or replaces the current selection with it. The command brings up the standard Open panel, where you specify the file containing the graphic. For more information about working with graphics, see "Graphics" in Chapter 1.

## Change Case

The Change Case command lets you change the selected text in any of the three ways listed below; in the panel it displays, click the option that you want.

Option	Changes	Example Changes this:	To this:
Capitalize Words	First letter of all words to capitals	spin the bottle sending an SOS	Spin The Bottle Sending An SOS
Lowercase	All letters to lowercase	a Panel DEATH-DEFYING	a panel death-defying
Uppercase	All letters to uppercase (capitals)	Quick Start death-defying	QUICK START DEATH-DEFYING

## Count

If no text is selected in the current document, the Count command reports the total number of characters, words, and paragraphs in the current view of the document. In page view, this command applies to the entire document, excluding any headers, footers, or footnotes; in header/footer or footnote view, it applies only to the text in that view. If text is selected, the command reports the same counts for the selected text.

The Count command considers the hyphen character (-) to be one of the punctuation marks that separate words. When counting paragraphs, it does not count empty paragraphs.

A panel shows the numbers as they're being calculated. For very large amounts of text, the command may take a while; you can interrupt it by clicking the panel's Stop button.

## Spelling

The Spelling command presents a panel that lets you check the spelling of words in the current view of your document, choose from possible corrections, and create customized copies of WriteNow's spelling dictionary.

WriteNow's spelling checker considers the hyphen character (-) to be one of the punctuation marks that separate words; however, it ignores all markers, including page number, time, and date markers. WriteNow will not look up words that are all numeric, such as "10", but it will look up combinations of numeric and alphabetic characters (so you can add words like "10th" to the dictionary if you like).

**Note:** Sections of text that have been checked for spelling errors are marked internally as having been checked. If you check the spelling of that text again, it won't actually be checked unless you've edited the text since the last time you checked it or unless you're using a different spelling dictionary.

## The Spelling Dictionary

WriteNow supplies its own 100,000-word spelling dictionary, **WNDictionary.wndict**, and an empty dictionary, **WNEmptyDictionary.wndict**, both stored in WriteNow's file package in **/NextApps**.

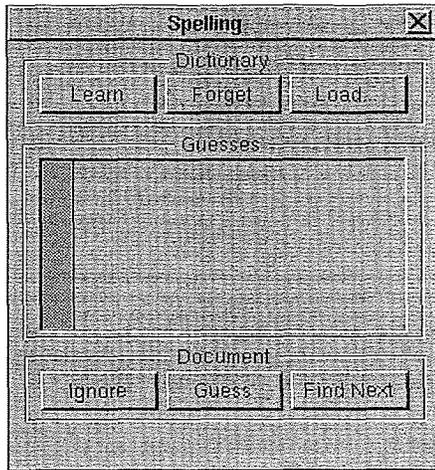
Initially, WriteNow's default dictionary—the dictionary it uses unless you specify a different one with the Load button in the Spelling panel—is **WNDictionary.wndict** in its file package. Although you can't change that dictionary, you can customize your own copy of it. WriteNow provides these convenient ways of getting a copy of **WNDictionary.wndict** (and making the copy the new default dictionary):

- The first time you use the Spelling panel to add or remove words from the dictionary, WriteNow asks you to confirm that you want your own custom dictionary, and then puts a copy of **WNDictionary.wndict** in your home folder (also naming it **WNDictionary.wndict**).
- You can specify a different default dictionary with the Preferences command in the Info menu. If the dictionary you specify doesn't exist, WriteNow similarly asks you for confirmation and then creates that dictionary by copying **WNDictionary.wndict**.

You can have as many custom dictionaries as you like. Use the Workspace Manager to make copies of existing dictionaries, including the empty dictionary (to create one from scratch). You'll do all customization with the Learn and Forget buttons in the Spelling panel. The Load button in the Spelling panel lets you specify the name of a dictionary you want to use other than the default dictionary.

## The Spelling Panel

As a convenience, WriteNow doesn't bring up the Spelling panel as the key window, so that you can type to correct a misspelling without having to click in the document window first.



#### Find Next

To search for the next word not contained in the spelling dictionary, click Find Next in the Spelling panel (or choose the Check Spelling command from the Edit menu). The search starts at the word containing the insertion point, or at the last word in the current selection, and goes to the end of the document. Find Next doesn't distinguish between capital and lowercase letters, or between the single quotation marks ' and '. A message informs you if no more misspelled words are found.

Remember that the search for misspelled words starts at the insertion point or current selection. If you want to check the entire document from beginning to end, you'll have to click at the beginning of it first.

#### Guess

Once a word not contained in the spelling dictionary has been found, click Guess if you want WriteNow to display a list of possible corrections. The corrections will be listed in the Spelling panel; clicking one of them will replace the misspelling with the desired correction.

#### Ignore

If a correctly spelled word is identified as misspelled and you don't want to add it to the dictionary (perhaps it's correct in this context but inappropriate elsewhere), you can click Ignore. That word will never be caught again in this document; it will, however, be detected as misspelled in other documents. After ignoring the word, WriteNow will locate the next misspelled word in your document. Up to 200 words may be ignored in any document; if you ask WriteNow to ignore more than this, it will keep track of only the last 200. To start over again without any words being ignored, hold down the Alternate key when you click Ignore.

If you select more than one word to ignore, all the words in the selection will be ignored (even if they're only partially selected).



The Forget and Learn buttons let you remove or add words from the dictionary you're currently using. The first time you use Forget or Learn when the current dictionary is **WNDictionary.wndict** in WriteNow's file package (a read-only file), WriteNow asks you to confirm that you want your own custom dictionary; see "The Spelling Dictionary" above for more information.

If a correctly spelled word is identified as misspelled, you can add it to the dictionary by clicking Learn. After adding the word, WriteNow will locate the next misspelled word in your document. You can also remove a word from the dictionary by selecting it in the document and clicking Forget.

**Note:** Changes you make with Forget and Learn take effect immediately, but aren't actually incorporated into the copied dictionary until you've accumulated about 120 of them or until you quit WriteNow. If your WriteNow session ends abnormally, you may have to make the changes again.

If you select more than one word to Forget or Learn, the operation will apply to all the words in the selection. So you could, for example, start out with an empty dictionary, select all the text in a document, and click Learn to get a dictionary that consists only of the words in that document.



To use a spelling dictionary other than WriteNow's default dictionary, click Load. WriteNow will present the standard Open panel; you can then open the dictionary file you want to use (see "The Spelling Dictionary" above).

## The Accuracy of the Spelling Check

The words in WriteNow's spelling dictionary were chosen on the basis of the frequency of their appearance in contemporary English text. Plurals of nouns, the past tense of verbs, and similar forms of words are separate entries in the dictionary; depending on their frequency, some of these forms may not have been included. You'll probably find that some of words used in your document are not in the dictionary; you can add them with Learn.

The spelling dictionary is encoded in a compact way that saves storage on your disk but has the following side effects:

- Approximately one in every 50,000 misspelled words will not be detected as misspelled. Assuming an average of ten misspellings per document, this means that a misspelling will go undetected in only one out of every 5,000 documents.

- When WriteNow generates a list of possible corrections for a misspelling, approximately one in every 300 lists will contain a misspelled suggestion.

A shortcoming common to spelling checkers is that errors in context won't be detected. For example, WriteNow won't find anything wrong with the sentence, "Their is a mistake hear somewhere."

## Check Spelling

Choosing the Check Spelling command has the same effect as clicking Find Next in the Spelling panel (see the Spelling command above). Check Spelling locates and selects the next word not contained in the dictionary. To replace the misspelled word, you can just begin typing.

For more options when checking spelling, use the Spelling command, either after Check Spelling or instead of Check Spelling.

## Select All

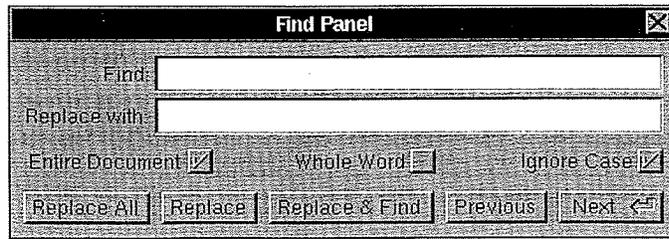
The Select All command selects all the text in the current view of your document. Cutting, copying, or pasting the text will include any headers, footers, or footnotes that are defined in it; however, other editing operations will apply only to the current view. For example, you can copy the entire contents of the document by choosing Select All in page view and then choosing Copy; however, if you want to change the font of all headers, footers, or footnotes, you have to Select All and change the font in the corresponding view of the document.

## The Find Menu

WriteNow's Find menu contains the standard Find menu commands, as described in *User's Reference* (they're described under the Edit menu, where Find is located in many applications). Information specific to WriteNow's Find panel is presented here.

## Find Panel

The Find Panel command brings up the following panel, which contains the standard Next and Previous buttons along with other buttons and check boxes specific to WriteNow:



## Specifying the Text

You can enter up to 255 characters in the Find field. You can search for any sequence of characters, including spaces, Tabs, and Returns. Note the following:

- You can't type a Tab or Return in the Find field, because of their other functions: Tab will move the insertion point to the "Replace with" field, and Return will begin the search for the text. To specify a Tab in the text to be found, type Alternate-Tab, `\T`, or `\t`. Likewise, type Alternate-Return, `\R`, or `\r` to specify a Return or a page break character.
- Using a question mark (?)—the "wild card" character—you can search for any character or a page number, time, or date marker (but no other type of marker). For example, `r?se` will find "rise", "rose", and "ruse" (but not "rouse"). To explicitly search for a question mark, type `\?`.
- Two `\` characters in a row in the Find field represent the "`\`" character itself. So if, for example, you want to search for the characters "`\t`" (rather than a Tab), type `\\t`.

## Specifying the Search Options

The check boxes in the Find panel let you specify options that determine exactly how the search for the text will proceed.



The search for the next occurrence starts at the insertion point or end of the current selection and goes to the end of the document; if Entire Document is checked, the search then continues at the beginning of the document and stops back where it started. Similarly, the search for the previous occurrence starts at the insertion point or beginning of the current selection and goes to the beginning of the document; if Entire Document is checked, the search continues at the end of the document.

Remember that if you want to start searching at the beginning of the document, you must click at the beginning of it first.



If Whole Word is checked, WriteNow will find only entire words that match the specified text; otherwise, it will find the text anywhere, whether an entire word or only part of a word. “Word” here means the same as what you select when you double-click, except that the hyphen character (-) is considered to be one of the punctuation marks that separate words.



If Ignore Case is checked, WriteNow doesn’t distinguish between capital and lowercase letters during the search, and considers each of the following sets of characters to be identical:

- Space and nonbreaking space (Alternate-space)
- Double quotation marks “ « » “ ”
- Single quotation marks ‘ ’

If Ignore Case is not checked, WriteNow searches only for text that exactly matches the capital and lowercase characters you specify, and distinguishes between the characters listed above.

In the text being searched, WriteNow always ignores soft hyphens and header, footer, footnote, and footnote number markers, but not page number, time, and date markers.

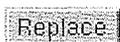
## Searching

WriteNow’s Find panel contains the standard Next and Previous buttons, with an additional feature: When you bring up the Find panel with the keyboard alternative for the Find Panel command (Command-f), pressing Return not only operates the Next button but also closes the panel. This enables you to do a quick one-time search and immediately close the panel, all from the keyboard.



Click Replace All to replace all occurrences of the specified text with text specified in the “Replace with” field, or to delete all occurrences (if the “Replace with” field is blank).

**Note:** Replace All replaces all occurrences of the text in the document, not just those following the insertion point.



Once the text has been found, click Replace if you want to replace that occurrence with text specified in the “Replace with” field, or if the “Replace with” field is blank and you want to delete that occurrence.

## Replace & Find

As a shortcut, you can click this button to combine the Replace and Next operations: WriteNow will replace or delete the found text and then find the next occurrence.

## The Format Menu

Format	
Show Ruler	r
Insert Soft Hyphen	
Indent Left to Tab	[
Indent Right to Tab	]
Insert Page Number	#
Insert Time	T
Insert Date	D
Copy Ruler	1
Paste Ruler	2

### Show Ruler or Hide Ruler

The Show Ruler command displays the ruler at the top of the current document window, and the Hide Ruler command removes it.

### Insert Soft Hyphen

The Insert Soft Hyphen command inserts a *soft hyphen* at the insertion point or in place of the current selection. A soft hyphen is a hyphen that's visible only when a word is split across two lines of text at the point where you inserted the soft hyphen. WriteNow automatically splits words at soft hyphens whenever doing so allows more text to fit on a line. If markers are being shown, a marker appears at the soft-hyphen point. When markers are hidden or when the document is printed, nothing appears at the soft-hyphen point if the line doesn't break there; otherwise a hyphen (-) appears at that point.

**Tip:** The fastest way to insert a soft hyphen as you type is to use the keyboard alternative Command-hyphen.

You can remove a soft hyphen by selecting and deleting it when markers are visible, by backspacing over it with the Delete key, or by deleting the word it's embedded in. When you backspace over an invisible soft hyphen, the insertion point won't move but the hyphen will be deleted.

## Indent Left to Tab and Indent Right to Tab

The Indent Left to Tab and Indent Right to Tab commands reformat the paragraph containing the insertion point, or the paragraph or paragraphs containing the current selection, by moving the indentation marker and the left margin marker to the left or right: The indentation marker moves to the next tab stop in that direction, and the left margin marker moves accordingly to keep the same distance as before between it and the indentation marker.

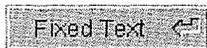
These commands are convenient to use when you're working on an outline with several levels of indentation; just set a tab stop at each of the indentation levels, and choose Indent Left to Tab or Indent Right to Tab (or type the command's keyboard alternative) to move quickly from one level to another. Be sure to include a left tab stop at the highest level so that Indent Left to Tab can return there when you're one level to the right.

## Insert Page Number

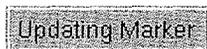
The Insert Page Number command inserts the current page number at the insertion point or in place of selected text. When markers are being shown or in header/footer view, you see a marker  where you inserted the page number; when markers are hidden in page view, or when the document is printed, the page number appears.

## Insert Time and Insert Date

The Insert Time command inserts the time at the insertion point or in place of the current selection; the Insert Date command does the same for the date. A panel offers two options:



Click Fixed Text to insert text showing the current time or date. Unlike Updating Marker (below), this text won't change unless you edit it yourself.



If you click Updating Marker, the inserted time or date will be updated continually, as follows: On the screen, it will reflect when the document was opened; in the printed document, it will reflect when printing began. When markers are being shown, you'll see a marker ( for time, ) where you inserted the time or date. When markers are hidden or when the document is printed, the time or date appears, but it will be treated like a single character: You can only select it as a unit, and it can never be split by a line break. For example, you can select the entire date and change its font, but you can't select and delete the year from the date, or change the font of only part of it.

Note that when you choose Updating Marker, the time or date marker is saved with the document, not the time or date; also, these markers always represent the current time or date, not necessarily when you created the document. So if you want a document to always show the date it was created, choose Fixed Text instead.

## Copy Ruler and Paste Ruler

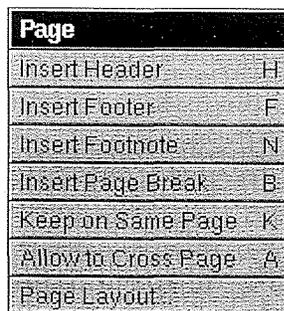
The Copy Ruler command copies the ruler settings of the paragraph containing the insertion point or the beginning of the current selection, so that you can subsequently paste them with the Paste Ruler command. It's as though there's a separate pasteboard for the ruler, and Copy Ruler replaces what's already on it, just as the Copy command does for text.

The Paste Ruler command selects the paragraph containing the insertion point or the current selection and replaces the paragraph's ruler settings with the last ones you copied with the Copy Ruler command. If the current selection spans more than one paragraph, Paste Ruler selects all the paragraphs it spans and replaces their ruler settings.

**Tip:** You can change the ruler settings of only those paragraphs whose rulers match the first paragraph of a selection, by using the Shift key when you make the ruler change, as described in Chapter 1.

Neither of these commands requires the ruler to be showing or changes the contents of the pasteboard.

## The Page Menu



Page	
Insert Header	H
Insert Footer	F
Insert Footnote	N
Insert Page Break	B
Keep on Same Page	K
Allow to Cross Page	A
Page Layout	

## Insert Header and Insert Footer

The Insert Header and Insert Footer commands insert a new header or footer into your document and anchor it with a marker at the insertion point or in place of the current selection.

Insert Header changes the view from page view to header/footer view and places the insertion point on the last line of a four-line blank header definition which you can then edit. After you return to page view (using the View Page command in the Page menu), the header is displayed where it will appear when printed, in the header region at the top of the page. The header region is always the height of the tallest header defined in the document. If markers are being shown, a marker  will be displayed where you inserted the header; when markers are hidden or when the document is printed, the marker is invisible.

Similarly, Insert Footer lets you create a footer that will be displayed in the footer region at the bottom of the page. The marker for a footer is .

The first header defined on a page appears at the top of that page, and the last footer defined on a page appears at the bottom. If no header or footer is defined on a page, the last one defined is displayed. If no header or footer is defined on the first page, the default header or footer is used until one is defined.

Headers or footers you insert override the default header or footer. If you delete all your headers or footers, your document will use the default again.

## Insert Footnote

The Insert Footnote command inserts a new footnote in your document and anchors it with a marker at the insertion point or in place of the current selection. This command changes the view from page view to footnote view and places the insertion point in an empty footnote definition; you can then type the footnote. Unless you've chosen not to have automatic numbering (by turning it off in the Page Layout panel), the footnote definition will begin with a footnote number that's superscripted and in a smaller font size. The numbers start at 1 unless you've specified another starting footnote number in the Page Layout panel. If markers are being shown, a footnote number marker  appears in place of the number.

After you return to page view (using the View Page command in the Page menu), the footnote is displayed where it will appear when printed, in the footnote region below the body of the page. If markers are being shown, a footnote marker  appears where you inserted the footnote. When markers are hidden or when the document is printed, the footnote number appears if you're using automatic numbering, or the marker becomes invisible if not.

## Insert Page Break

The Insert Page Break command inserts a *page break character* at the insertion point or in place of the current selection. The page break character is a nonprinting character that causes WriteNow to start a new page. Text following this character will begin at the top of the next page. You can select a page break character by dragging across it (from left to

right), and delete it to remove the forced page break. To see page break characters on the screen, choose Show Space from the View menu; they'll be displayed as ¶.

## Keep on Same Page and Allow to Cross Page

The Keep on Same Page command lets you keep all lines of one or more paragraphs on the same page. It selects and keeps together the paragraph containing the insertion point or the current selection; if the selection spans more than one paragraph, it selects and keeps together all the paragraphs containing the selection. If all the lines of the selected paragraphs don't fit on the current page, they're moved to the top of the next page. Any page break characters in the selected paragraphs are replaced by Return characters.

Before and after every group of paragraphs that have been kept together, the Show Space command in the View menu shows lines of small arrowheads across the page.

The Allow to Cross Page command reverses the effect of the Keep on Same Page command: It lets all lines of one or more paragraphs be separated across a page break. (It doesn't, however, restore any page break characters that Keep on Same Page replaced with Return characters.) Like Keep on Same Page, it applies to the paragraph or paragraphs containing the insertion point or current selection.

WriteNow automatically keeps on the same page any paragraph that contains a graphic taller than the header-body separator (which is initially 24 points and can be changed with the Page Layout command). The Allow to Cross Page command won't reverse the effect of this forced Keep on Same Page.

## Page Layout

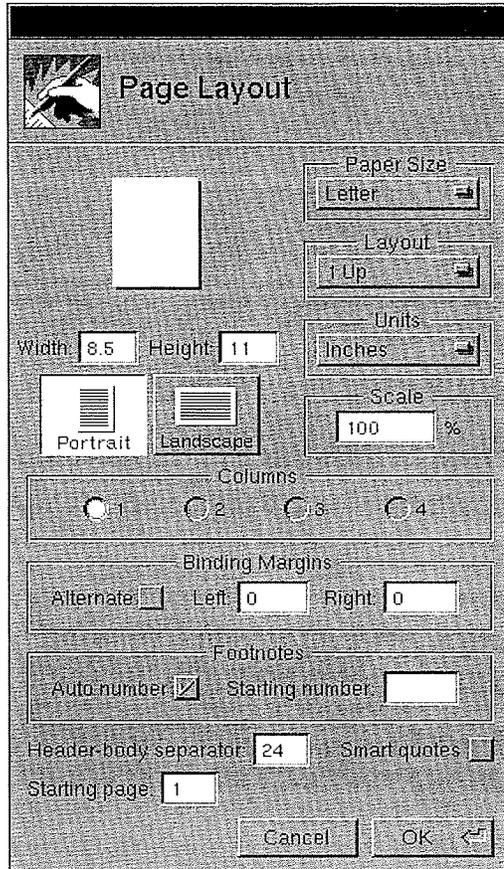
The Page Layout command lets you specify various options that affect the appearance of your document's pages. WriteNow uses a variation of the standard Page Layout panel. This section discusses only the issues related to WriteNow's Page Layout panel; for a discussion of the standard panel, see *User's Reference*.

When you choose the Page Layout command, the entire document is selected, to indicate that all of it will be affected by the command. When done, the command restores the selection to what it was before.

If any of the page layout changes affect the width of the ruler, WriteNow scales the margin, indentation, and tab settings accordingly, putting them in the same relative places on the new ruler. As a result, you can switch to a new page layout and then return to the old layout without losing your original settings. For example, if you switch from an 8 1/2-inch-wide page to an 11-inch-wide page, a tab marker at 4 1/4 inches on the old ruler moves to the new halfway mark of 5 1/2 inches on the new ruler, and vice versa if you return to the old ruler.

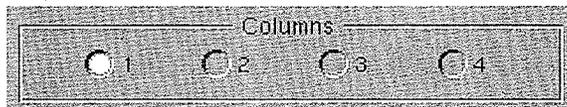
If a change in the page layout reduces the width of the ruler, and the new ruler is narrower than the document window, WriteNow makes the document window narrower.

**Tip:** Because some page layout changes will change the ruler width and scale the ruler settings, it's best to do the page layout first, before formatting the paragraphs in the document.

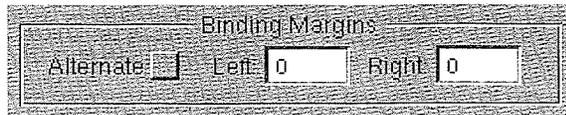


The top half of the panel contains the standard Page Layout options. The Units button sets the unit for all measurements in WriteNow, including the Width and Height fields, Binding Margins fields, and the ruler. The Scale field is dimmed in WriteNow's Page Layout panel; you can use the document window's zoom button to magnify or reduce the size of the document on the screen.

The Page Layout options that are specific to WriteNow are described in the following paragraphs.



This specifies the number of columns of text on each page. See "Multiple Columns" below for more information.



The Left and Right fields are for specifying the widths of the left and right binding margins, which reserve blank space for binding printed documents. The unit of measurement is the same as the unit on the ruler. You can enter any whole or fractional number, such as 1, .5, or 2.33. Since the ruler doesn't include the binding margins, WriteNow reduces the width of the ruler by the widths of the binding margins, and scales down the ruler settings accordingly.

The Alternate check box indicates whether the document will have alternating binding margins (for two-sided copies). If you check this box, the left and right binding margin widths will be reversed on even-numbered pages.

It's best to set the binding margins before formatting the paragraphs in the document, so that you'll be working with the final ruler width from the start.



The check box indicates whether footnotes will be numbered automatically by WriteNow. The text field contains the starting footnote number for the document, if footnotes are being numbered automatically; you should change this number if, for example, you've placed each chapter or section in a separate document but want the footnotes to run consecutively.



You should ignore this option unless your document contains a line taller than 24 points in a paragraph that may cross a page boundary. The *header-body separator* should be set greater than or equal to the height of the tallest line in any such paragraph. If, in any paragraph that may cross a page boundary, you increase the line spacing beyond 24 points, or insert text or a graphic taller than 24 points, you should probably increase the header-body separator accordingly, for the following reasons:

- If a paragraph contains a graphic taller than the header-body separator, WriteNow will force the paragraph to be kept on the same page. However, you may want the paragraph containing the graphic to be able to cross a page boundary. (If you make the graphic shorter so that it's no longer taller than the header-body separator, you'll then need to use the Allow to Cross Page command to enable the paragraph to cross a page boundary.)

- In rare cases, if a paragraph contains a line taller than the header-body separator but doesn't contain a tall graphic, the paragraph will collide with the header region when it crosses a page boundary, cutting off part of the first line on that page. A line might be taller than the header-body separator because of a large font size or the use of superscripts or subscripts, or because you set the line spacing to be greater than the header-body separator. To reduce the possibility of collisions with the header region, don't set the header-body separator smaller than 24.

You can set the header-body separator to a maximum value of 64.

**Note:** The value of the header-body separator is directly proportional to (but is not an exact measurement of) the amount of empty space below the header region. Increasing the header-body separator increases the amount of empty space below the header region, and decreasing the header-body separator decreases this space.



This specifies whether the characters ' and ", which you get by pressing the ' key without Shift and with Shift respectively, will be converted to the characters ‘ ’ and “ ” as you type in the document. For example, rather than

"I don't know what you mean by 'smart quotes,' " he said.

you would get

“I don't know what you mean by 'smart quotes,' ” he said.

If you didn't set smart quotes, you would have to type the correct typographical symbols yourself, as shown in the following table. If you set smart quotes, however, all you have to do is type ' and " and the symbols will automatically be converted for you.

Symbol	Without Smart Quotes	With Smart Quotes
'	Alternate-[ (or ` key on keypad)	' key
'	Alternate-] (or ' key)	' key
“	Alternate-{	" (Shift-')
”	Alternate-}	" (Shift-')

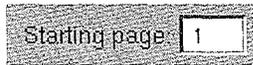
With smart quotes set, a ' or " typed after a space, nonbreaking space, Tab, Return, (, [, {, or < will be converted to ‘ or “ respectively. A ' typed after any other character will be left alone, while a " typed after any other character will be converted to ”, with one exception:

- A ' after a “ becomes ‘
- A " after a ‘ becomes “

**Note:** The smart quotes algorithm was provided by David Dunham of Maitreya Design.

When smart quotes is set and you want to override its effect, type Command-' to get ' or Command-" to get ". To get a ' at any time, hold down the Alternate key and press the ' key.

Remember, smart quotes only affects text typed *after* it's set; any ' and " characters typed before it's set will not be converted. Similarly, deselecting smart quotes will not convert ' ' " " characters to ' and " .



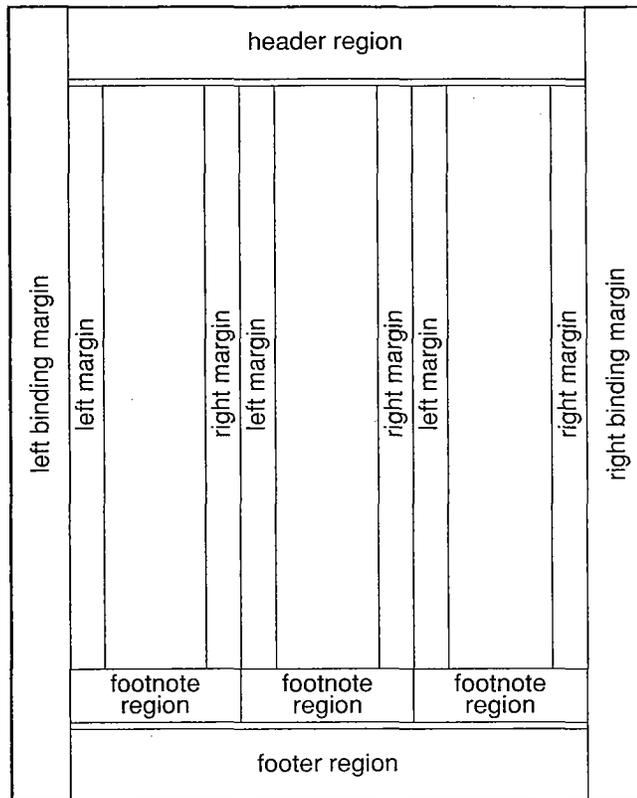
This is the starting page number for the document. It may be any number, including 0 or even a negative number (in case you want the page numbered 1 to begin after the first physical page of the document).

**Tip:** If you want the document to have an unnumbered title page and then begin with a page numbered 1, set the starting page number to 0. On the second physical page, which will be numbered 1, insert a header or footer containing the page number (inserted with Insert Page Number in the Format menu). If you want two unnumbered pages before page 1 (that is, the third physical page should be page 1), set the starting page number to -1.

## Multiple Columns

When you specify multiple columns with the Page Layout command, WriteNow divides the body (and footnote region) of every page into the indicated number of columns, all having equal widths. The text in the body of the page flows from one column to the next. The ruler starts at 0 at the left edge of each column; the ruler settings are scaled down accordingly, and are shown only for the column containing the insertion point or the beginning of the selected text.

As illustrated below, the spacing between columns is determined by the left and right margins of the paragraphs within the columns. (For simplicity in the illustration, the left and right margins are the same for each column, but they can vary by paragraph; also, each footnote can have its own left and right margin settings.)



To leave additional space blank at the left and right edges of a multiple-column document, without affecting the spacing between columns, you have to set the binding margins (rather than the left and right margin settings on the ruler).

Notice that only the header region and footer region extend all the way across the page. A centered title in the body of the page will be centered only within the column containing the title (specifically, between the left and right margins of the paragraph). If a graphic in the body of the page is wider than the column it's in, you'll see only what fits in the column, but you can scale the graphic down by double-clicking it and then dragging within it to the left.

When you print a multiple-column document, the columns will be balanced: They will all begin at exactly the same vertical location, and all but the last column will end at the same vertical location. On the screen, however, the columns will not be perfectly balanced.

In a multiple-column document, the header-body separator should be greater than or equal to the height of the tallest line in any paragraph that may cross a column boundary (rather than a page boundary). Also, the Keep on Same Page and Allow to Cross Page commands affect whether text is kept in the same column (rather than on the same page).

## The Font Menu

WriteNow's Font menu contains the standard Font menu commands, as discussed in *User's Reference*. Information specific to using WriteNow's Font menu is presented here.

When using large font sizes, remember that collisions with the header region may occur if a paragraph contains text taller than the header-body separator (initially 24 points); see the discussion of the header-body separator under "Page Layout" earlier in this chapter for more information.

**Tip:** If you want a small font size in the printed document but would rather work in a larger font size on the screen, you can use the zoom button at the lower right of the document window to magnify the size of the text shown on the screen.

### Superscript and Subscript

These are the standard Superscript and Subscript commands, with an additional feature: If you hold down the Alternate key while choosing Superscript or Subscript, the text moves up or down one pixel; you can use this repeatedly to get the exact positioning you want.

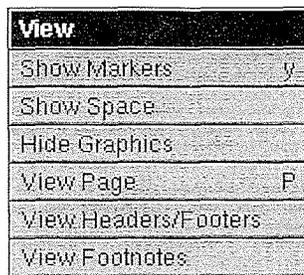
### Changing Identical Font Properties: Shift Font Change

If you hold down the Shift key while changing one or more font properties of a selection, the change will be made only to selected text that has the same font properties as the first character of the selection. For example, if the first character of the selection is 12-point Helvetica Medium and you increase the size by two points while holding down the Shift key, the change will apply to all 12-point Helvetica Medium text in the selection.

**Tip:** The Shift key is used to indicate "identical" here just as when you make changes in the ruler to paragraphs with identical settings. If you forget which key to use for this feature, position the cursor over the ruler and then press the potential keys until the word "Identical" appears in the ruler.

**Note:** This feature doesn't apply to superscripting and subscripting, nor does the Copy Font command.

# The View Menu



## Markers or Hide Markers

The Show Markers command displays markers in your document, as indicated in the table below.

Marker	Stands For
	Header
	Footer
	Footnote
	Footnote number
	Page number
	Time
	Date
	Soft hyphen

The page number marker is always shown in header/footer view and footnote view.

The Hide Markers command is in effect when you open a new document (unless you've overridden it in your Stationery document). It does the following:

- Makes all header and footer markers invisible
- Displays all footnote markers and footnote number markers as footnote numbers unless you've chosen not to have automatic numbering, in which case it makes the markers invisible
- Displays all page number, time, and date markers as page numbers, times, and dates, respectively, except for page number markers in header/footer view
- Displays all soft-hyphen markers as hyphens, if appropriate (otherwise it makes the marker invisible)

Regardless of whether markers are being shown, markers are always hidden in printed documents.

**Note:** Page number, time, and date markers are displayed where the text they represent will begin when the document is printed or when markers are hidden. WriteNow calculates the width of the text, so the line breaks you see on the screen will be the same as what you'll get in the printed document.

## Show Space or Hide Space

The Show Space command lets you see nonprinting characters in the current document, as well as other items of interest that would otherwise be invisible (see the table below).

**Note:** Nonbreaking space (created by typing Alternate-space) remains invisible when Show Space is chosen.

Item	How Displayed
Space	A dot, as shown between these words
Tab	_____ (variable width)
Return	↵
Page break character	↴
Bottom of header region and top of footer region	_____ across the page
Paragraphs to keep on same page	..... across the page above paragraph(s) ..... across the page below paragraph(s)

The Hide Space command is in effect when you open a new document; it makes all of the above invisible. Space is always hidden in printed documents.

Although it isn't shown in the menu, there's a keyboard alternative for the Show Space and Hide Space commands: Command-space.

## Show Graphics or Hide Graphics

With the Show Graphics and Hide Graphics commands, WriteNow lets you temporarily suppress the display of graphics in your document so that you can work more quickly with the text. If your document contains complicated graphics that are time-consuming to display, you can speed up your work by hiding the graphics.

The Show Graphics command is in effect when you open a new document; all graphics that you insert are displayed in the usual way. Hide Graphics displays a gray box in place of every graphic; the box is the same size as the graphic, so line breaks and page breaks aren't affected. In addition, the name of the corresponding graphic file in the document's file package is displayed in the box.

Regardless of whether graphics are being hidden on the screen, they always appear in printed documents (unless the file containing the graphic has been moved or deleted from the document's file package).

## View Page

The View Page command displays the current document as it will appear when printed. In page view, text in the body of the page can be edited. Headers, footers, and footnotes cannot be edited in this view, although they're displayed as they will appear when printed.

You use the View Page command to return to page view from header/footer or footnote view. It returns you to the same part of the document as when you left page view, but places the insertion point just after the marker for the header, footer, or footnote that last contained the insertion point or selection in the view you came from.

## View Headers/Footers

The View Headers/Footers command changes the view of the current document to header/footer view, which displays only the definitions of headers and footers that have been inserted in the document. Header and footer text can be edited only in header/footer view. This command is dimmed if you haven't inserted any headers or footers into your document.

**Note:** The default header and footer cannot be edited; instead, you must insert a header or footer to override the default.

View Headers/Footers places the insertion point in the next header or footer defined after the insertion point in page view (or in the last header or footer if there are no more). If there's a selection rather than an insertion point in page view, View Headers/Footers starts looking at the beginning of the selection for the next header or footer. So choosing this command when a header or footer marker is selected will place the insertion point in the definition of that header or footer.

**Tip:** As a shortcut when the header or footer region is visible in page view, you can double-click in the header or footer region. This will place you in header/footer view with the insertion point in the definition of the header or footer you double-clicked.

## View Footnotes

The View Footnotes command changes the view of the current document to footnote view, which displays only the document's footnote definitions. Footnote text can be edited only in footnote view. This command is dimmed if you haven't inserted any footnotes in your document.

View Footnotes places the insertion point in the next footnote defined after the insertion point in page view (or the last footnote if there are no more). If there's a selection rather than an insertion point in page view, View Footnotes starts looking at the beginning of the selection for the next footnote.

As a shortcut when the footnote region is visible in page view, you can double-click in the footnote region; this will place you in footnote view with the insertion point in the definition of the first footnote displayed in that region.

## The Merge Command

The Merge command in the Document menu lets you merge information from one document (for example, a list of names and addresses) into another document (such as a form letter) and print the results (in this case, a version of the form letter for each name and address). You can also copy all the resulting form letters into one document, to preview them before printing them. Since producing form letters is a common use of the Merge command, we'll use the form letter example to introduce some terms, and then show a specific example before giving further details.

- The document containing the original form letter is called the *template document*. The Merge command takes the document in the key window to be the template document.
- The document containing the list of names and addresses is called the *data document*.
- Each name and address in the data document is in a separate paragraph, called a *data record*. For each data record, a version of the template document is produced; the template document itself remains unchanged.
- Data records are made up of *fields*—for example, name and address fields. The data document gives names to the fields in a *names record*. The template document indicates where to put the contents or “value” of each field (each name and address) in the form letter.
- Each version of the template document (each resulting form letter) is called a *merged document*. If you choose to print the form letters without previewing them, the Merge command just prints them and doesn't leave you with any documents containing the letters—but you can specify that they all be combined into one new document so you can look them over.

## A Simple Example

To illustrate what the Merge command does, this section presents a simple example that merges three names and addresses into a form letter in a template document, and prints a merged document for each name and address.

Suppose you've created a data document, named **MailList.wn**, that contains the four records shown below. The first record (the names record) names the fields; the remaining records (the data records) supply the field values.

```
recipient,address,city,state,ZIP code
Steve Johnson,222 Rose Court,Palisades Park,CA,95014
Michele McColgan,10257 Baker's Lane,Erieville,PA,15213
Jackie Neider,54 North Street,Berkeley,CA,94702
```

You've also created a template document (in the same folder as the data document) that contains the following:

```
«DATA MailList.wn»
«recipient»
«address»
«city», «state» «ZIP code»
```

Dear «recipient»:

We think there's a winner at «address»! Please return the enclosed card so you can claim your \$2,000,000 prize.

Congratulations,

Fortune Sweepstakes

After opening the template document, you choose the Merge command and, as described below, click the button for printing the merged documents. These three form letters are printed, each on its own page:

```
Steve Johnson
222 Rose Court
Palisades Park, CA 95014
```

Dear Steve Johnson:

We think there's a winner at 222 Rose Court! Please return the enclosed card so you can claim your \$2,000,000 prize.

Congratulations,

Fortune Sweepstakes

Michele McColgan  
10257 Baker's Lane  
Erieville, PA 15213

Dear Michele McColgan:

We think there's a winner at 10257 Baker's Lane! Please return the enclosed card so you can claim your \$2,000,000 prize.

Congratulations,

Fortune Sweepstakes

Jackie Neider  
54 North Street  
Berkeley, CA 94702

Dear Jackie Neider:

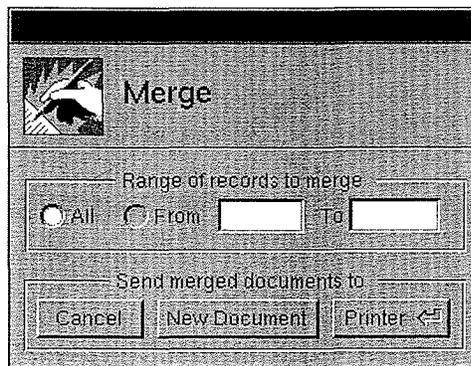
We think there's a winner at 54 North Street! Please return the enclosed card so you can claim your \$2,000,000 prize.

Congratulations,

Fortune Sweepstakes

## How the Merge Command Works

After creating the data document and template document, you're ready to give the Merge command. Be sure the template document is in the key window when you choose Merge. The command starts out by presenting the following panel:





Normally all the records in the data document are merged into the template document. To merge only some of the records, specify a range of records in the From and To fields. Type 1 for the first data record, 2 for the second, and so on. Completely empty records (paragraphs consisting only of a Return character) don't count in this numbering. As a shortcut, you can also click From, which makes the words "first" and "last" appear in the From and To fields, respectively. You can then leave the From field alone and specify a record in the To field, or leave the To field alone and specify a record in the From field. For example, to print from the first record to the tenth, leave the From field unchanged and type 10 in the To field.



Click New Document to copy all the merged documents into a single new document. This new document will be untitled, as when you create a document with the New command; use the Save or Save As command to save it and give it a name.



Click Printer to print the merged documents; the standard Print panel will appear. (A temporary untitled document containing each merged document as it's about to be printed will also appear.)

After you click Printer or New Document in the panel, the Merge command reads the template document and follows instructions in it that are enclosed in the symbols « ». In general, these instructions identify what should be merged into the template document to produce merged documents. (The template document itself isn't changed.) The name of the data document is given in an instruction (as in «DATA MailList.wn»), and instructions indicate where to put the field values in each merged document («recipient», «address», and so on). The Merge command repeatedly reads records from the data document and creates merged documents, inserting the field values where indicated; each merged document starts on a new page. As described below, some instructions cause the Merge command to present another panel, such as one that asks for the value of a field.

If you want to try out the Merge command right now, open the document named **WNTemplate.wn** in **/NextLibrary/Documentation/NextUser/Examples**, and then choose Merge from the Document menu (clicking whichever option you like, Printer or New Document). It will read records from the data document named **WNDataDoc.wn**, which is kept in the same folder as **WNTemplate.wn**. **WNTemplate.wn** shows how you can omit an entire line from an address if a certain item of data (the company name, in this case) is missing. Everything this example illustrates is described in the following sections.

## The Template Document

The template document contains instructions enclosed in the symbols « », which you get by holding down the Alternate key while typing left and right parenthesis, respectively (Alternate-Shift-9 and Alternate-Shift-0). Any text not enclosed in these symbols is taken literally, that is, copied as is into each merged document (for example, the text that's the same in every form letter). This section gives an overview of all the instructions; they're described in detail later.

The most commonly used instructions are:

- DATA, for specifying the name of the data document. This is typically the first instruction in the template document.
- An instruction consisting only of the name of a field defined in the data document. The value of the field is inserted where the name instruction appears in the template document. For example, the template document might contain

Dear «recipient»:

We think there's a winner at «address»!

Here “recipient” and “address” are fields defined in the data document; these instructions are replaced by values read from the data document.

A data document is only one possible source of information to be merged into the template document. Two other sources are:

- A panel in which you enter a field value, presented by the Merge command when it encounters a SET or ASK instruction in the template document. SET also lets you specify the value of a field in the template document itself.
- The entire contents of another document, specified in an INCLUDE instruction. This is useful for combining several documents into one, such as several chapters of a manual into a single document.

Other instructions that might appear in the template document are: IF and ELSE, so the text that's merged into the template document can depend on the value of a particular field; NEXT, for advancing to the next data record; and OMIT, for omitting the current merged document.

**Note:** Words that are shown in capital letters in instructions can actually be typed in any combination of capital and lowercase letters.

All characters not enclosed in the symbols « », including spaces and Return characters, are copied into the merged document. So if you follow an instruction with a Return, that Return will be copied into the merged document; for example, every form letter produced in “A Simple Example” above begins with a blank line due to the Return character following the DATA instruction. For convenience when you want instructions on separate lines without

including the Returns in the merged document, you can omit the » at the end of an instruction, following it only with a Return. In other words,

```
«instruction1  
«instruction2»
```

is the same as

```
«instruction1»«instruction2»
```

## The Format of the Data Document

The data document contains records of information to be merged into the template document, and associates field names with the various types of information. Each record is a paragraph that may occupy any number of lines.

As shown in “A Simple Example” above, the data document typically begins with a names record that specifies the names of the fields. The names are separated by commas or Tabs; the last name in the record is followed by a Return. Spaces surrounding commas and Tabs, or preceding the final Return, are ignored.

Immediately following the names record are data records containing the individual values for each field, in the same order that the fields are listed in the names record; like the field names, these values may be separated by commas or Tabs. The data records are merged into the template document in the order of their appearance in the data document.

If a field value contains a comma, a Tab, or a leading or trailing space (a space at the beginning or end), enclose the value in quotation marks ". If a value contains a quotation mark ", type the quotation mark twice and enclose the entire value in quotation marks. For example, to set a field to

```
J.R. "Bob" Dobbs
```

enter the value

```
"J.R. ""Bob"" Dobbs"
```

**Note:** The only quotation mark recognized as such by the Merge command is "; the symbols “ and ” are treated as ordinary characters.

To leave a field empty, just type a comma or Tab. If the empty field or fields are at the end of the record, you can end the record there rather than have trailing commas or Tabs. For example, suppose the data document contains:

```
recipient,address,city,state,ZIP code  
Don Jones,,Smalltown,CA,94010  
Emily Allen,90-27 3rd Avenue,Queens Village,NY
```

In the first data record above, the address field is empty because of the consecutive commas. In the second data record, the ZIP code field is empty because the record ends with the value of the state field.

A completely empty data record (a paragraph consisting of only a Return character) will be ignored; no merged document will be produced for that record.

Although the names record is usually in the data document, it can also be in a separate document by itself; see the next section for more information. In either case, it must be the very first paragraph in the document.

## Specifying the Data Document: The DATA Instruction

The instruction that specifies the data document in the template document usually has the form

```
«DATA datadoc»
```

where *datadoc* is the name of a data document containing a names record followed by data records. For cases where the data has been produced by a program that can't generate a names record, it's useful to have the names record in a separate document; the DATA instruction would have the form

```
«DATA namesdoc,datadoc»
```

where *namesdoc* is the name of a document that contains only a names record, and *datadoc* is the name of a data document that contains only the corresponding data records. If a document in the DATA instruction is a WriteNow file, be sure to add ".wn" to the file name in the instruction.

A document specified in a DATA instruction must be in the same folder as the template document. It can be a WriteNow document or any other type of file that WriteNow can open (in which case it will be converted). You can also substitute a question mark for either document name in the DATA instruction, and the Merge command will present the standard Open panel. If you follow the question mark with a message, that message will appear in the panel. For example:

```
«DATA ?»
```

presents the Open panel (with no message) for specifying the data document. The instruction

```
«DATA FormFields.wn,?What is the data document?»
```

reads the names record from the document named **FormFields.wn** in the same folder as the template document, and requests the data document in an Open panel that displays the message "What is the data document?" (Notice that the second question mark is part of the

message.) The following example presents the Open panel, with a message, for each document in turn:

«DATA ?Select the document containing the names.,?Select the data document.»

The DATA instruction must appear before the first reference to a field defined in the names record.

**Note:** If there are any other DATA instructions after the first one, they'll be ignored.

## Field Names in the Template Document

To indicate in the template document that you want to insert the value of a field, just enter an instruction consisting of the name of the field:

«field name»

The same field name may appear any number of times in the template document. Each occurrence of the name instruction is replaced by the value of the field. The font properties of the value in the resulting merged document will be the same as those of the name in the template document. For example, if the template document contains

«recipient»  
«address»  
«city», «state» «ZIP code»

Dear «recipient»:

We think there's a winner at «*address*»!

the second occurrence of the address will be italic where it occurs in the resulting form letter.

**Note:** The font properties of the value are actually determined by only the first character of the field name (as when you type text to replace a selection).

The field names in name instructions must be defined in the names record of a data document (or separate document) or in a previous SET or ASK instruction. Capital and lowercase letters aren't distinguished in field names; for example, «ZIP code», «Zip Code», or «zip code» will insert the value of the ZIP code field.

## Conditional Instructions: IF and ELSE

The IF instruction lets the text included in the merged document depend on the value of a field. You can compare the field to a particular value (city=New York, income>50000), or

you can test whether the field has any value at all. If the condition is met, the Merge command inserts text that you specify; otherwise it inserts nothing, or text that you specify in an ELSE instruction.

## The IF Instruction

The form

```
«IF field name»text«ENDIF»
```

checks to see whether the field has a value; if so, it inserts the specified text, which may contain any instructions as well as text to be taken literally. If the field is empty, as can happen when there are successive commas or Tabs in the data document, no text is inserted. For example, suppose the template document contains:

```
We hope to hear from you.«IF ZIP code» If you reply within five days, «recipient», we'll
send you a free gift.«ENDIF»
```

The second sentence, with the recipient's name inserted, will be included only if the ZIP code field has a value.

The following forms of the IF instruction compare the field for equality and inequality, respectively, to a particular value:

```
«IF field name = value»text«ENDIF»
«IF field name <> value»text«ENDIF»
```

If the specified value is not a number, it's compared literally (character by character) to the value of the field. The value in the IF instruction doesn't have to be enclosed in quotation marks unless they would be required around it in the data document. If the specified value is a number, it's compared numerically to the value of the field, and other operators besides = and <> are allowed:

Operator	Meaning
=	Equal
<>	Not equal
<	Less than
<=	Less than or equal to
>	Greater than
>=	Greater than or equal to

"Number" here means any of the standard numeric formats, as in 3, -12.3, and 1E10. The following are not considered numbers:

\$12	(because of the \$)
20,000	(because of the comma)
90-27	(because of the hyphen)

For example, suppose the template document contains

```
We want «IF income>50000» highly paid«ENDIF» professionals like yourself to live at  
Twin Oaks condominiums.
```

If income is greater than 50,000, this will yield

```
We want highly paid professionals like yourself to live at Twin Oaks condominiums.
```

Otherwise the text “highly paid” won’t be included.

If you want a number to be compared literally rather than numerically, just enclose it in quotation marks.

## The ELSE Instruction

The ELSE instruction can be used with any form of the IF instruction, to specify alternative text to insert if the IF condition isn’t true:

```
«IF condition»text«ELSE»alternative text«ENDIF»
```

If the condition specified after IF is true, the specified text is inserted, as usual; but if the condition isn’t true, the text following «ELSE» is inserted. For example, a form letter in a template document might contain:

```
«recipient»  
«IF address»«address»«ELSE»General Delivery«ENDIF»  
«city», «state» «ZIP code»
```

If the address field has a value, that value appears on the second line, otherwise the words “General Delivery” appear there.

## Nested IF Instructions

As mentioned above, the text in an IF instruction may contain any instructions; it may even contain another IF instruction “nested” within it, as in:

```
«IF condition1»«IF condition2»text«ENDIF»«ENDIF»
```

For example:

```
«IF state=CA»«IF city=Middletown»We hope you’ll contribute to the future of your  
home team.«ENDIF»«ENDIF».
```

This sentence will appear only if the state is CA and the city is Middletown.

## Setting Fields without a Data Document: SET and ASK

The SET and ASK instructions provide other ways (besides the data document) of defining fields and supplying their values. Here are the various forms of these instructions and what they mean:

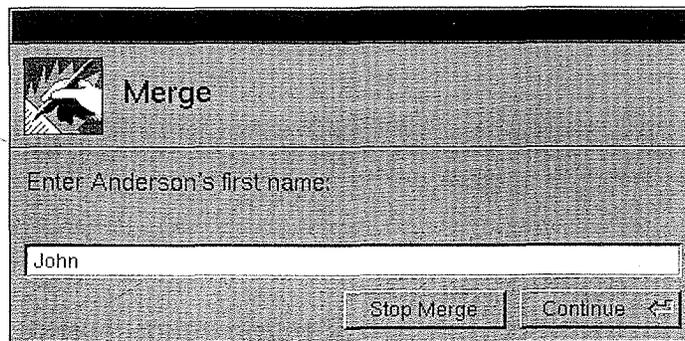
Instruction	Means
«SET field name = value»	Set field to specified value.
«SET field name = ?message» «SET field name = ?»	Present panel requesting field value; display specified message in panel, or default message if none is specified.
«ASK field name = ?message» «ASK field name = ?»	Same as above but for each merged document.

The form of SET that requests a value does so only once, the first time through the template document; subsequently this instruction is ignored, so the value remains the same. The form that specifies a value, on the other hand, takes effect each time through the template document, so IF instructions can contain this form of SET to conditionally change a value for individual merged documents.

The message specified in a SET or ASK instruction may contain other field names, as in

«ASK firstname=?Enter «lastname»'s first name:»

The default message is “What is the value of” followed by the field name and a question mark. The panel corresponding to an ASK instruction always displays the previous value of the field, for convenience if the new value is the same or similar. The above example might cause the following panel to be displayed:



In the following example, the SET instruction sets the value of a field in the template document:

«SET prize=2 million dollars»

...  
You may have already won «prize».

The value specified in the SET instruction doesn't have to be enclosed in quotation marks unless they would be required around it in a data document, as described above.

The SET or ASK instruction can specify the same field name as one defined in the data document; it will override the value read from the data document if it follows the DATA instruction.

## Including Other Documents: The INCLUDE Instruction

The INCLUDE instruction merges all the text in a specified document into the template document. As in the DATA instruction, you can specify the document name in the instruction or have the Merge command present the standard panel for specifying a document to be opened.

<b>Instruction</b>	<b>Means</b>
«INCLUDE document»	Include specified document (in same folder as template document).
«INCLUDE ?»	Present panel for specifying included document.
«INCLUDE ?message»	Same as above but display message in panel.

The included document may be a WriteNow document or any other type of file that WriteNow can open. It may itself contain an INCLUDE instruction (or any other instruction).

## Advancing to the Next Data Record: The NEXT Instruction

The Merge command automatically advances to the next data record when it reaches the end of the template document; you can also instruct it to do so sooner than that with the NEXT instruction. In this way, values from more than one data record can appear in the same merged document. For example, suppose you're creating mailing labels and you want to have three labels per page. Since each merged document begins on a new page, you'll have to combine every three labels into a single merged document; to do this, you can set up your template document as follows:

«recipient»  
«address»  
«city», «state» «ZIP code»

«NEXT»  
«recipient»  
«address»  
«city», «state» «ZIP code»

«NEXT»  
«recipient»  
«address»  
«city», «state» «ZIP code»

## Omitting the Current Merged Document: The OMIT Instruction

The OMIT instruction causes the Merge command not to create the current merged document, but instead to proceed to the next data record and the next merged document, starting all over again at the beginning of the template document. For example, if you don't want to print a form letter when the income field is less than 50,000, you could include the following instruction just after the DATA instruction in the template document:

```
«IF income<50000»«OMIT»«ENDIF»
```

**Note:** You would not use the NEXT instruction here because even though NEXT advances to the next data record, it doesn't start all over again at the beginning of the template document, so the Merge command wouldn't check the value of the income field in the next data record.

## Summary of Merge Instructions

As a summary and for quick reference later, the following list shows every form of instruction a template document may contain.

## Instruction

«field name»

«DATA datadoc»

«DATA ?»

«DATA ?message»

«DATA namesdoc, datadoc»

«IF field name»text«ENDIF»

«IF field name = value»text«ENDIF»

«IF field name <> value»text«ENDIF»

«IF field name = numeric value»text«ENDIF»

«IF field name <> numeric value»text«ENDIF»

«IF condition»text«ELSE»alternative text«ENDIF»

«SET field name = value»

«SET field name = ?message»

«SET field name = ?»

«ASK field name = ?message»

«ASK field name = ?»

«INCLUDE document»

«INCLUDE ?»

«INCLUDE ?message»

«NEXT»

«OMIT»

## Comment

Font properties are observed

Same folder as template document

Panel with no message

Panel with your message

Also ? or ?message for either document

True if field has a value

Compared literally if quoted or nonnumeric

<> means “not equal”

Also <, <=, >, >=

Condition may be any of those above

Quotes optional, as in data document

Panel with your message

Panel with default message

Like SET but for each merged document

Same folder as template document

Panel with no message

Panel with your message

Doesn't restart at beginning of template document

Restarts at beginning of template document



# Chapter 3

## WriteNow Troubleshooting

This chapter presents some problems you may have while using WriteNow, and suggests an answer to each one. The information here can also be found in other parts of this manual, but you may find it easier to look here for quick help when you're having trouble. For further details, see the discussion of the pertinent concept or command in Chapter 1 or 2.

### Problems while Editing

#### **You're confused about why text or the insertion point appears where it does.**

Something you can't see may explain the problem. Try choosing Show Markers and Show Space from the View menu. Also look at the ruler; for example, you may have accidentally centered a paragraph that you meant to be left-aligned.

#### **Characters don't appear at the insertion point when you type; instead, they appear at the end of the preceding line.**

You've clicked at the beginning of a line immediately following a line in which you typed too many Tab characters. Choose Show Space from the View menu so you can see the Tab characters, and display the ruler so you can see exactly where the tab stops are. Notice that the line preceding the insertion point doesn't end with a Return. The problem is that when you entered that line or edited it later, you typed a Tab character when there were no more tab stops in that line. You can solve the problem by pressing Return now, while the insertion point is at the beginning of the line below the one that's missing the Return.

#### **You can't move the insertion point to the right of the character at the end of a line.**

If you're clicking in an empty area where there's no text, or immediately to the right of a Return or page break character, you're not doing anything wrong; you just can't move the insertion point there. Otherwise you're probably clicking at the end of a line in which you typed too many Tab characters (see the preceding problem).

#### **You moved or copied a paragraph and it didn't seem to keep its original format.**

If you move or copy paragraphs from one ruler width to another, WriteNow scales the margin, indentation, and tab settings, adjusting them so they're in the same relative places on the new ruler. This will happen, for example, if you move text between documents that

have different page widths or column widths, or if you copy text in a multiple-column document from the body of a page into a header or footer.

**You can't select part of a date or time in your document, or a line seems to be breaking sooner than necessary (the next line starts with a date that could have partially fit on the previous line).**

You inserted the date or time by choosing Insert Date or Insert Time from the Format menu and clicking Updating Marker. Choose Show Markers from the View menu, and you'll see a marker in place of the date or time. Whether markers are being shown or hidden, the date or time inserted in this way is treated like a single character: You can only select it as a unit, and it can't be split by a line break.

**A search for text seems not to succeed when it should.**

The Find Next command or the Next button in the Find panel starts searching at the insertion point or end of the current selection. (Similarly, the Find Previous command or the Previous button in the Find panel starts searching at the insertion point or beginning of the current selection.) If you want to search through the entire document from beginning to end, be sure to click at the beginning of it first. To guarantee that the entire document will be searched, just keep Entire Document checked in the Find panel. Also look at which other options are checked; for example, be sure that Whole Word isn't checked when you want text to be found within a word.

**A search for text seems to succeed when it shouldn't.**

If the current document contains the Symbol font family equivalent of a character you're searching for, the Symbol character will also be found; for example, an S in the Find field will locate occurrences of "Σ" as well as of "S".

**Spelling or Check Spelling doesn't seem to be finding spelling errors.**

The search starts from the insertion point or the last word in the current selection. If you expect the search to start from the beginning of the document, be sure to click at the beginning of the document first. Also keep the following in mind:

- The spelling dictionary may not contain all the vocabulary used in your document (but you may add words with the Learn option).
- It's rare but possible that a misspelled word will go undetected as a side effect of the compact encoding scheme used in the spelling dictionary.

**A paragraph jumps from one page to the next and back again while you edit.**

This may happen when you edit a paragraph that's been kept on the same page (or is part of a group of paragraphs that have been kept on the same page). As you lengthen the paragraph so that it no longer fits on the page, it moves to the top of the next page, and as you shorten it so that it fits on the previous page, it moves to the bottom of that page.

**Paragraphs are kept on the same page even though you never gave the Keep on Same Page command for those paragraphs, or Allow to Cross Page isn't reversing the effect of a Keep on Same Page.**

WriteNow forces a Keep on Same Page on any paragraph containing a graphic taller than the header-body separator, which is initially 24 points and can be set with the Page Layout command. This can't be reversed with the Allow to Cross Page command. If you don't want all lines of the paragraph to be kept on the same page, try setting the header-body separator to the height of the graphic.

## Header/Footer Problems

**A header or footer doesn't appear where you think it should.**

The location of a header or footer definition determines which pages the header or footer appears on. Choose Show Markers from the View menu and check whether there's more than one header or footer defined on a page; if so, the first header defined on the page appears at the top of that page, and the last footer defined on the page appears at the bottom. If no header or footer is defined on a page, the last one defined in the document is displayed.

Also, if a header or footer that appears on the screen doesn't appear in the printed document, it probably falls in the narrow area (approximately 1/4 inch, or 6 mm) around the edge of the page where nothing will print; move the header down or the footer up by adding a blank line at the beginning of the header definition or at the end of the footer definition.

**You shortened a header or footer to have fewer lines but it's the same height as before on each page.**

The height of the header (or footer) region is always the same on every page, equal to the height of the tallest header (or footer) defined in the document. Space is added below any shorter headers or above any shorter footers to make the region the appropriate height.

**You edited a header or footer and now your pages break in different places than before.**

You added or removed a line from a header or footer with the result that it changed the height of the tallest header or footer. This changed the height of the header or footer region, which in turn changed the height of the body of the page, causing page breaks to be different.

**Body text collides with the header at the top of a page.**

The header-body separator in the Page Layout panel needs to be increased to the height of the tallest line in the paragraph that's colliding with the header. Remember that line height is determined by line spacing as well as by font size.

## Other Problems

**In a multiple-column document, the tops of the columns don't appear to be lined up properly.**

To save time during editing, WriteNow will not line up the columns properly on the screen; however, the columns will be lined up properly in the printed document.

**When you open a new document, it doesn't look the way you expect it to look.**

Your new documents will have a nonstandard initial format if there's a document named **Stationery.wn** in your home folder; an untitled copy of that document will be opened when you choose the New command. If you expected a nonstandard initial format that you set up in a Stationery document, be sure that you spelled the name of the stationery document correctly (for example, not **Stationary.wn**), and that it's in your home folder.

**Every time you open a new document, you get a message about the system having changed and the fonts being checked.**

The fonts in the file system have changed since you created your Stationery document. Opening **Stationery.wn** directly and then saving it will solve this problem.

**When you close a document or choose Quit, WriteNow presents a panel asking whether you want to save changes to the document, even though you haven't made any changes since the last time you saved the document.**

Occasionally you'll see this panel when you haven't made any editing changes yourself, but have performed operations that caused WriteNow to make some internal changes to the document.

**When you try to open a WriteNow document, a panel appears saying that the document file is currently in use by you, but you don't have the file open.**

The last time you worked in the file, the WriteNow session ended abnormally and the file wasn't properly closed. This would happen if there were a power failure, for example, or if you killed WriteNow using the Workspace Manager's Processes command.

Because the file wasn't properly closed, WriteNow didn't remove the file's lock (which warns users trying to open the file that someone is currently working in it). When you opened the file subsequently, WriteNow incorrectly perceived it as still being open. Normally, opening a file that's currently in use by someone else can cause damage to the file. However, since the file isn't really open, you can open it safely: Click the Open Anyway button in the panel and again in the second panel that appears. When the file opens, you can work in it as usual.



# Part 2

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## Part 2

# The Digital Library

A *digital library* is an on-line collection of information—including, for example, reference works, documentation, and literature—that can easily be accessed with a NeXT application designed for that purpose. The NeXT Digital Library is provided with your computer; digital libraries are also available from other companies, and you can even create your own.

Included in the NeXT Digital Library are:

- *Webster's Ninth New Collegiate Dictionary*<sup>®</sup> and *Webster's Collegiate*<sup>®</sup> *Thesaurus*
- Selected NeXT user documentation chapters

The extended release of the software also includes:

- *The Oxford*<sup>®</sup> *Dictionary of Quotations*
- The manuals in *The NeXT Developer's Library*, for developers of NeXT applications
- Notes for application developers about the latest release of the software
- Reference documentation for UNIX<sup>®</sup> commands

You use the applications described in Part 2—Digital Librarian<sup>™</sup>, Digital Webster<sup>™</sup>, and (in the extended release) Digital Quotations—to find information in the NeXT Digital Library. With Digital Librarian, you can access or create other libraries. These applications provide sophisticated search tools that let you quickly locate the information you need.

The chapters in Part 2 describe the library applications:

- Chapter 4 describes Digital Librarian, which provides quick access to information in digital libraries.
- Chapter 5 describes Digital Webster, which you can use to look up words in *Webster's Ninth New Collegiate Dictionary* and *Webster's Collegiate Thesaurus*.
- Chapter 6 describes Digital Quotations, which finds literary references in *The Oxford Dictionary of Quotations*.

In each chapter, the first section introduces the application's basic features and concepts, while the remaining sections provide details about the application's buttons and commands.



# Chapter 4

## Digital Librarian: Searching for Information



The Digital Librarian application lets you quickly locate information in a digital library. It's like having your own personal librarian who's always available to find the information you need.

You can start up Librarian directly from the application dock or File Viewer in the Workspace Manager, or from within another application if that application has a Services menu with a Librarian command in it (as described in the *NeXT User's Reference* manual).

To locate information, you provide Librarian with a word (or words) that you want to look up in the library files. Librarian searches in selected target folders and displays a one-line identification of each file that contains the word. You can then select files from the list to view their contents.

For example, if you wanted to learn about Preferences, you'd select NeXT User as your target and search for the word "Preferences"; Librarian would display a list of files containing that word. Double-clicking a file in the list displays the user documentation in that file.

### Library Bookshelves

Librarian searches in targets that you select among a collection of targets called a *bookshelf*. Bookshelves are similar to documents in a word processor, in that you can use commands like New, Save, and Open in the Bookshelf menu to create bookshelves, save changes you make to them, and open more than one at a time.

The first time you start up Librarian, it opens a bookshelf containing the following target in the NeXT Digital Library:

Target	Contents
NeXT User	Selected chapters from NeXT user documentation (including this chapter) and some WriteNow examples

If you have the extended release of the software, you also see the following Digital Library targets:

Target	Contents
Developer RelNotes	Notes for application developers about the latest release of software
NeXT Developer	The manuals in the <i>NeXT Developer's Library</i> , for developers of NeXT applications
UNIX Manual Pages	Reference documentation for UNIX commands

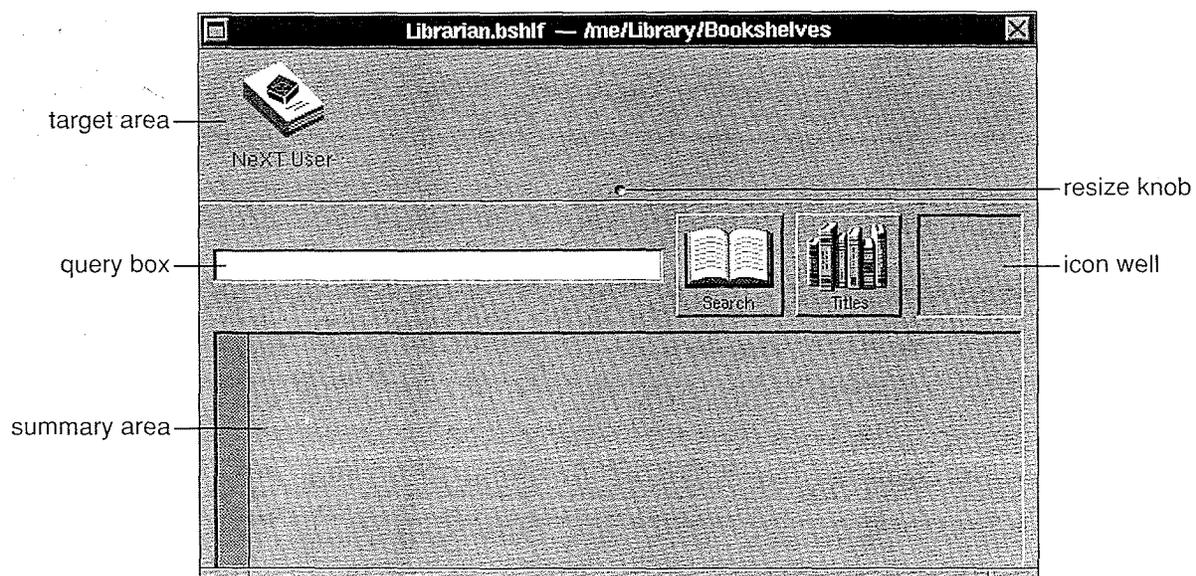
Bookshelves are stored in files that have a “.bshlf” extension. The bookshelf containing the targets listed above is in the file `/NextLibrary/Bookshelves/Librarian.bshlf`. In the extended release of the software, there's another bookshelf in `/NextLibrary/Bookshelves`, named **Literature.bshlf**, that has as its target the Oxford University Press® edition of *William Shakespeare: The Complete Works*.

The first time you start up Librarian, it copies `/NextLibrary/Bookshelves/Librarian.bshlf` to a file by the same name in `Library/Bookshelves` in your home folder; this enables you to customize that bookshelf as you like (for example, by adding targets to it). If you want Librarian to open a different bookshelf when you start it up, just copy the bookshelf you want to `Library/Bookshelves/Librarian.bshlf` in your home folder.

In addition to opening bookshelves within Librarian, you can open bookshelf files directly in the Workspace Manager. Librarian starts up (if it isn't already running) and displays the bookshelf you opened.

## Using Librarian

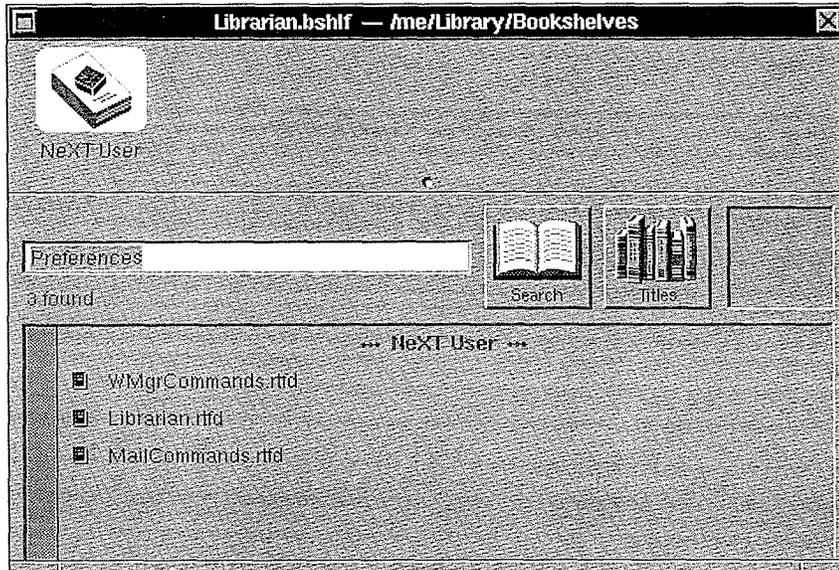
When Librarian starts up, it displays a bookshelf window like the one shown below. (In the extended software release, you'll see more targets.)



The icons in the target area represent the targets in the bookshelf. Before performing a search, you need to select the target (or targets) you want to search in. Clicking selects a single target; Shift-clicking selects or deselects additional targets.

After selecting the targets, you enter a word (or words) in the query box and click the Search button (or press Return). Librarian searches through the selected targets for files that contain your query.

In the summary area, Librarian lists the files it found. (If the list is too large for the summary area, a scroller appears that you can use to view the rest.) For example, here's what you might see if you searched for "Preferences" in the NeXT User target:



You can then open one or more of the files Librarian found, as follows:

- To open one of the files, click its line in the summary area (its icon will appear in the icon well) and then choose Open from the File menu—or, as a shortcut, double-click the line in the summary area. You can also open the file by double-clicking its icon in the icon well.
- To open more than one file at a time, you can select them all in the summary area (Shift-clicking to select additional files), then choose Open from the File menu or double-click the icon in the icon well.

Each file opens in its own window, either within Librarian or in another application:

- If the file is plain ASCII, RTF, or nroff (a UNIX text format), it opens in a Librarian window called a text window, described in the next section (unless you used the Preferences command in the Info menu to make such files open in the Edit application).
- Other files open as if opened from the Workspace Manager. For example, if it's a WriteNow file, WriteNow starts up (if it's not already running) and displays the file,

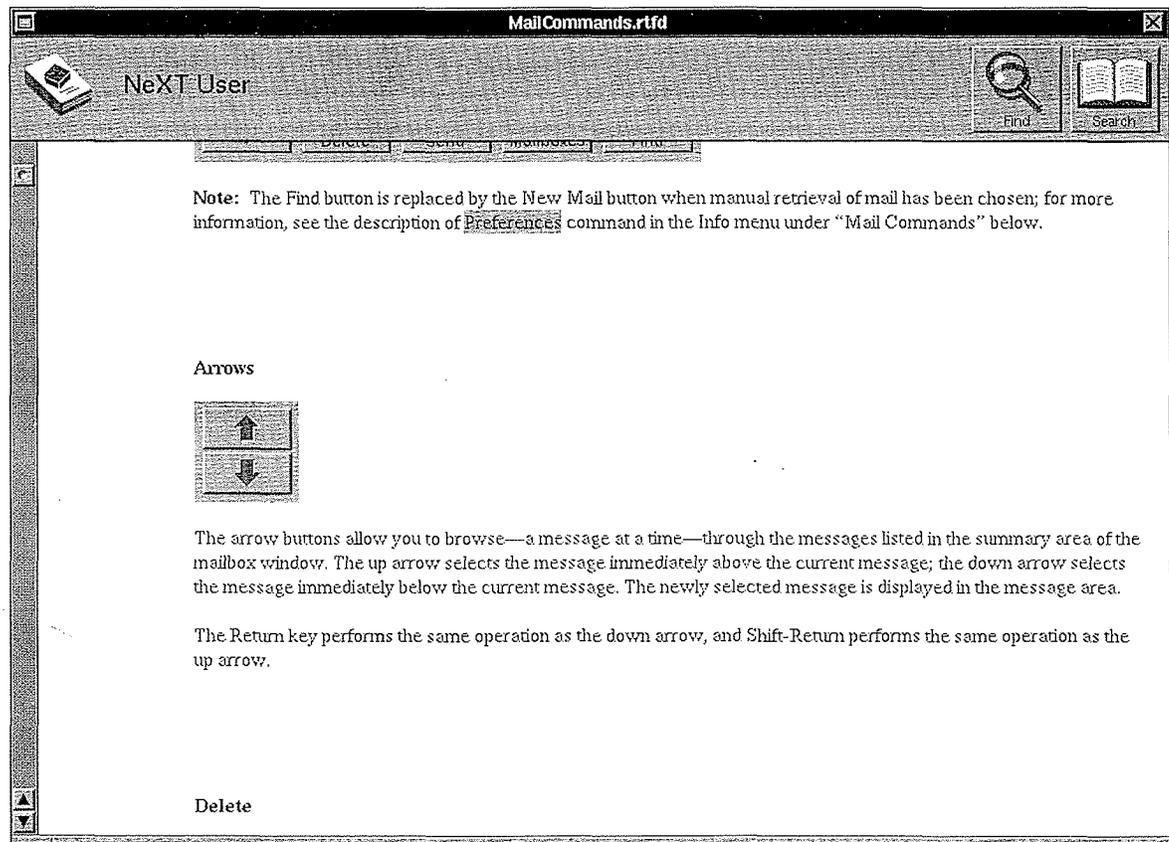
highlighting the first occurrence of the query's first word. You can remain in the application or switch back to Librarian; the application keeps running until you quit it.

If you want to copy the selected file or files into another application (such as into another folder in the Workspace Manager's File Viewer, or into a Mail message), you can drag the icon from the icon well just as you can from a folder window in the Workspace Manager.

To list all the files in the selected targets (without entering a query in the query box), click the Titles button in the bookshelf window. You can open the desired files from the summary lines as usual.

## The Librarian Text Window

A text window in Librarian looks like this:



The text window's title bar shows the name of the file it's in. The area at the top of the window, where the Find and Search buttons are located, shows the target's label.

The first occurrence of the query's first word is highlighted in the text window. You can click the Find button in this window to locate the next occurrence of that word in the file, or use the commands in the Find menu to locate other words.

You can scroll through the text in the text window, or print it with the Print command. Although you can't edit text displayed by Librarian, you can copy it with the Copy command and paste it elsewhere for editing.

**Note:** Since you can't insert text in the text window, an insertion point doesn't appear when you click there.

If you see a word in the text window that you want to use in another search, you can select it and click Search; Librarian returns to the bookshelf window and searches for the text in the selected targets.

## Indexes and Searching

What enables Librarian to search a target especially quickly is the target's index. The index lists all the words that you can look up in the target and gives the locations of those words in the target's files. Rather than search through the text of the files, Librarian just looks up your query in the index and quickly goes to the location given for it.

The targets in the NeXT Digital Library come with indexes already built for them. When you add a new target to a bookshelf, you can ask Librarian to build an index for it.

Files are indexed by "filters" that can interpret the format of the file being indexed. Your NeXT computer comes with filters that can index plain ASCII, RTF, nroff, and WriteNow files. Indexing filters for additional file formats may be provided by other companies; for example, another word processor that you buy for the computer may come with a filter that allows you to index files it creates.

### Searching Without an Index

Librarian allows you to search both indexed and unindexed targets (the words "Unindexed Target" appear above the query box when you select an unindexed target). Even if a target has an index, you don't have to use it; you can switch Use Indexes off with the Preferences command. When not using an index, Librarian searches the entire text, as would the Find command.

Searching an indexed target is much faster, but there are some reasons you might want to do an unindexed search:

- As explained below, not all words in the target are indexed; excluded words won't be found in the index, but would be found in an unindexed search.
- For indexed targets, a multiple-word query directs Librarian to find files that contain the specified words anywhere in the file, even if not adjacent. In an unindexed target, the search will succeed only if the file contains exactly what's entered in the query box, which may be preferable.

- Indexes occupy disk space. You might want to delete an index—or not create one—to save space.

## What's In an Index

Librarian's standard indexing scheme creates indexes containing all words of two or more letters other than very common English words, such as "the," "like," and "me." Two kinds of plain ASCII files exclude certain additional words from their indexes:

- Source files for C programs; indexes for these files don't include words that have special meaning in C (such as "char" and "else").
- Mailbox (".mbox") files from the Mail application; indexes for these files don't include words Mail itself uses (such as "received," "date," and "reply-to").

Normally, as it indexes any target, Librarian removes all punctuation except hyphens, apostrophes, and underscores. A word that contains a hyphen, apostrophe, or underscore is indexed as a single word—for example, "dry-dock" is indexed as one word, not two.

When you add a target to a bookshelf, you can either index it according to the standard scheme or customize its index.

**Note:** For programmers who want to create a custom indexing scheme (for example, for a format not currently supported by Digital Librarian), information is provided on-line in the extended release of the software, in the NeXT Developer target of the Digital Library (it's in the file `/NextLibrary/Documentation/NextDev/Notes/Indexing.rtf`).

## Adding and Removing Targets

You can specify any number of folders as targets in a bookshelf. To add a target folder, use the Workspace Manager to display an icon for the folder, then drag the icon into the target area in the bookshelf window. Librarian labels the target with the folder's name; if you prefer a different label, edit the name under the target (and save the bookshelf). You can move targets around in the target area by dragging them, and you can enlarge the target area by resizing the bookshelf window to make it wider or by dragging the target area's resize knob down.

**Note:** Targets may be files as well as folders, but only target folders can be indexed.

The folders that correspond to the NeXT Digital Library targets are located in the `/NextLibrary` folder. Within `/NextLibrary/Documentation`, the folders beginning with "Next" contain NeXT documentation; other folders in `/NextLibrary/Documentation` contain documentation from other companies for their software that's provided with the computer.

You can index any folder that you have permission to write in. If you have write permission, choose the **Index** command from the **Target** menu to create an index for the new target. Permissions for the **Documentation** folder of **/NextLibrary** (and the **Literature** folder of **/NextLibrary**, in the extended software release) have been set up so that you have write permission for folders that contain indexable files but not for those that don't.

To remove a target from Librarian, drag it out of the target area. Removing a target does not remove the folder or its index from the file system, so you can remove and add a target without rebuilding its index. Whenever you add a target that already has an index, Librarian simply accepts the target and uses its index. (To delete an index from the file system, use the **Index** command.)

## Librarian Buttons

The bookshelf window buttons are described first, followed by the text window buttons.

### Bookshelf Window Buttons

#### Search or Stop



The Search button in the bookshelf window searches for files containing the text specified in the query box, or files containing that text in their name. (With the Preferences command in the Info menu, you can limit the search to either file contents or file names.)

In the query box, you can type a single word or a combination of words (see “Entering a Query,” below), and then click Search or press Return to begin the search. All targets selected in the bookshelf window are searched.

During the search, Librarian ignores capitalization. It searches for:

- Full words only, unless you've used the Preferences command to specify that you want to search for prefixes, too (or for text appearing anywhere, even mid-word)
- Indexed words only, unless you've switched off Use Indexes with the Preferences command

In the summary area, Librarian lists all the files it finds, arranged in alphabetical order under each target (unless you've chosen a different sort order with the Preferences command). Usually, files are identified by pathname and some text from the very beginning of the file.

A small icon next to each file name identifies the file type. The icon for WriteNow files is ; the icon for RTF files looks like , and nroff files are represented by . Plain ASCII files that are indexed with the standard indexing scheme have this icon ; plain ASCII files that have unique indexing schemes have unique icons. For example, the icon for source files for C programs is ; mailbox files are represented by . If Librarian doesn't recognize a file's type, the icon in the summary area looks like this .

You can open a file by selecting it in the summary area and choosing Open from the File menu, by double-clicking it in the summary area, or by selecting it and clicking its icon in the icon well. If the file is a plain ASCII, RTF, or nroff file, it opens in a text window in Librarian (unless you used the Preferences command to make the file open in the Edit application); other types of files open as if opened from the Workspace Manager.



While Librarian is searching, the Search button changes to the Stop button. You can stop a search at any time by clicking Stop; files found before then are listed in the summary area.

### *Entering a Query*

Your query will often be a single word, resulting in a list of all the files containing that word. In some cases you might decide that you then want to refine the search to, for example, list the subset of the files previously found that also contain a second word. The Preferences command in the Info menu lets you specify search criteria in this way, as described in detail later in the “Librarian Commands” section.

The following table shows how, when searching an indexed target, you can instead qualify a search when you first enter a query, by specifying a combination of words joined by **and**, **or**, and **not** (with **and** being assumed between consecutive words). This type of query doesn't work when you search an unindexed target, because in that case the query text is taken literally and searched for exactly as it appears.

<b>Query</b>	<b>Finds</b>
word1 <b>and</b> word2 word1 <b>&amp;</b> word2 word1 word2	Files that contain both words, whether or not the words are adjacent in the file
word1 <b>or</b> word2 word1   word2	Files containing either word (or files containing both words)
word1 <b>not</b> word2 word1 ! word2	Files that contain the first word and do not contain the second word

**Note:** You can also use **and not** in place of **not**.

You can use these joining words together or separately, and there's no limit to the number of words you can combine with them. Librarian reads your query from left to right, grouping words in that order. For example, if you type

Mail or WriteNow and Preferences

Librarian interprets this as “(Mail or WriteNow) and Preferences”—that is, it finds all of the following:

- Files that contain “Mail” and “Preferences”
- Files that contain “WriteNow” and “Preferences”
- Files that contain “Mail”, “WriteNow”, and “Preferences”

However, if you type

Preferences and Mail or WriteNow

Librarian interprets this as “(Preferences and Mail) or WriteNow” and finds:

- Files that contain “Preferences” and “Mail”
- Files that contain “WriteNow”
- Files that contain “Preferences”, “Mail”, and “WriteNow”

## Titles



The Titles button lists in the summary area all the files that are in the selected targets. It ignores any query in the query box.

## Text Window Buttons

### Search or Stop



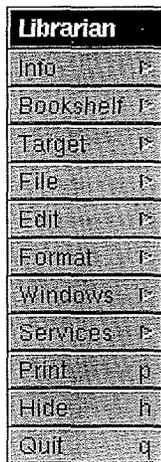
The Search button in the text window searches for the text selected in that window just as if it were a query in the bookshelf window. It returns to the bookshelf window, enters the text window's selection into the query box, and performs the search.

## Find



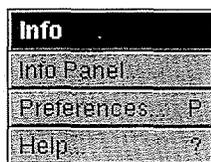
The Find button has the same effect as the Find Next command in the Find menu. It selects the next occurrence of the text specified in the Find panel. It starts looking for the text at the end of the current selection, goes to the end of the text in the file, continues at the beginning, and stops back where it started. When you open a file, Librarian places the first word of the query in the Find panel and finds that word for you.

## Librarian Commands



Librarian's main menu contains the standard Windows, Services, Print, Hide, and Quit commands. The Bookshelf menu contains the Open, New, Save, Save As, Revert to Saved, and Close commands, for opening and creating bookshelves. The Format menu contains the Font and Page Layout commands. All these standard commands are described in *User's Reference*. The other commands in the main menu, and commands in their submenus, are described below.

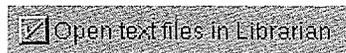
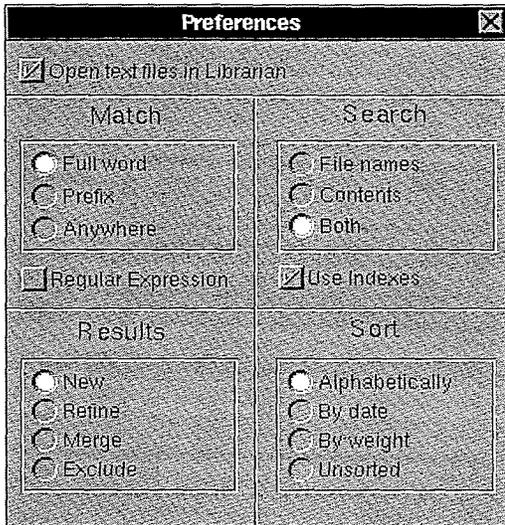
## Info



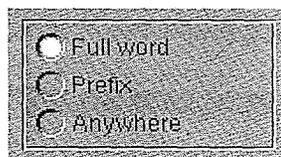
The Info menu contains the standard Info Panel command, plus a Preferences command and a Help command.

## Preferences

The Preferences command lets you set specific conditions for a search and for the display of results. The choices you make stay in effect for the current bookshelf until you change them.



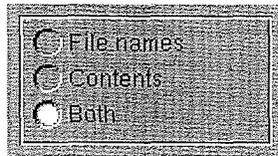
If this box is checked, Librarian opens plain ASCII, RTF, and nroff files in a text window. Otherwise, these files are opened as if from the Workspace Manager; usually this means they're opened in the Edit application, although (with the Workspace Manager's Inspector command) you can arrange for the files to open in a different application. You can edit the files in the Edit application; if a file is read-only, you can't save your changes, but you can print the edited version. (See the *NeXT Development Tools* manual in the *NeXT Developer's Library* for more information on the Edit application.)



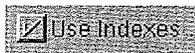
Normally, Librarian searches by Full Word; that is, it finds only words matching exactly what you enter in the query box. You may instead prefer searching by Prefix, which finds all words that begin with (as well as match) your query. If you want to find the query text anywhere it appears (possibly in the middle of a word), click Anywhere.



This feature is implemented primarily for expert UNIX users: If Regular Expression is checked, Librarian allows queries to be regular expressions, as defined in UNIX text editors. For more information on regular expressions, see the UNIX manual page for `ed` (UNIX manual pages are available on-line only in the extended release of the software).

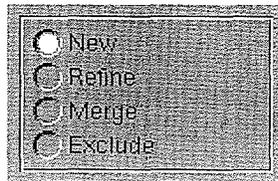


Librarian usually searches for the query in both the names of the files and in the file contents. You can choose to limit the search to either one of these options.



If Use Indexes is checked, Librarian searches for words in the target's index (if any); otherwise, it searches the entire text of each file for the query text. For more information, see "Indexes and Searching" earlier in this chapter.

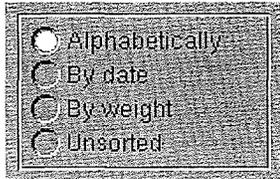
**Tip:** Searching for indexed words is faster, so you may want to search for indexed words first and then, if you don't find what you're looking for, switch Use Indexes off.



These preferences affect the results of the next search. Normally, the New option is in effect; the other options cause the results of the next search to be relative to the results of the previous search. (Remember to switch back to New when you want to resume doing regular searches.)

Option	Results of Next Search
New	Results of the next query as usual (replacing the previous results).
Refine	Subset of results from the previous query that also contain the next query (that is, it lists the files that match the previous query <b>and</b> the next query).
Merge	Files from the previous query and any additional files from the selected targets that match the next query (that is, it lists the files that match the previous query <b>or</b> the next query).
Exclude	Files from the previous query that do <i>not</i> match the next query. If you use the Titles button next instead of Search, it lists all the files in the selected targets that were not previously listed.

Note that selecting Refine, Merge, or Exclude before using Search has the same effect as if you had used **and**, **or**, or **not** in the original query. For example, searching for “open and workspace” yields the same results as searching for “open,” clicking Refine, and then searching for “workspace.” The Results preferences are provided for when you belatedly decide to modify the search criteria—for example, you might decide to refine a search after seeing that a very large number of files were found.



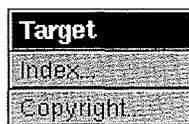
Files in the summary area are listed alphabetically, unless you select one of the other Sort options:

- The Alphabetically option arranges the summary lines in ASCII order (alphabetical, but with capital letters preceding lowercase; for more information, see *User's Reference*).
- “By date” arranges the lines chronologically by date and time of file creation or last modification, with the most recent first.
- “By weight” sorts according to how many instances of the query each file contains; the files that contain the most instances are listed first.
- Unsorted lists the files in the order in which they're found.

## Help

The Help command brings up a bookshelf window that contains a single selected target, Librarian Help. To get help on a specific topic, enter the topic in the query box and click Search.

## Target



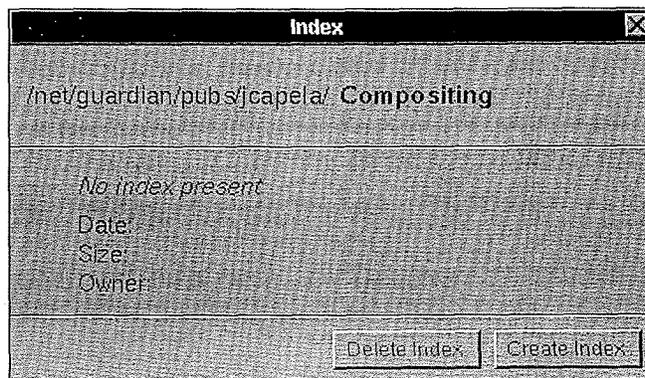
## Index

To create an index for a new target, or to delete, update, or rebuild an existing target's index, select the target and choose the Index command—or, as a shortcut, double-click the target. (An example of when you might want to rebuild an index is when, having previously deleted the index to save disk space, you decide you want it back.)

The Index command opens a panel containing the selected target's pathname, index information (such as date last modified, size, and owner), and buttons for deleting, updating, or creating its index. When you don't have permission to index a folder, these buttons are disabled.

### The Index Panel

A panel like the one shown below comes up when you choose the Index command (or double-click a target). If you've selected several targets, an Index panel appears for each one.



Delete Index

The Delete Index button is dimmed if the target doesn't already have an index (or if you don't have permission to delete the index); otherwise, it deletes the target's index from the file system. When you click Delete Index, another panel appears asking whether you really want to delete the index; click Delete if you do, or Cancel if you don't.

**Note:** If you delete an index, you can rebuild it later by clicking Create Index.

Create Index

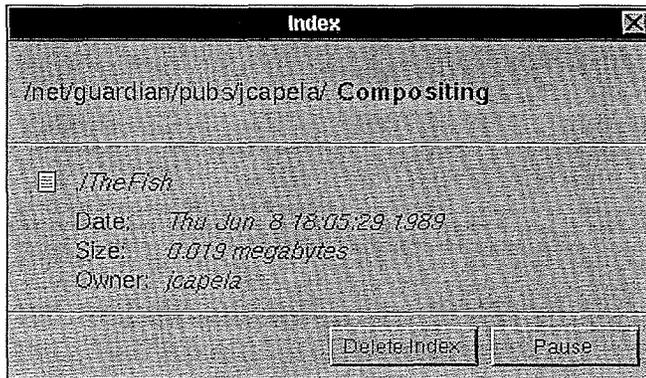
Update Index

The label of this button depends on the target: If the target doesn't have an index, the button is labeled "Create Index"; if the target already has an index, the button is labeled "Update Index." Create Index builds an index from scratch. Update Index lets you index all changes made to the target since it was last indexed, or finish creating or updating a partially built index.

## The Indexing Process

During indexing, the Index panel shows the status of the indexing process and allows you to halt it. When a file is being indexed, its name and icon appear in the top left of the panel, just above the date. As Librarian indexes each file, it places the words it finds in the target's index.

During indexing, the label on the Create Index or Update Index button changes to "Pause."

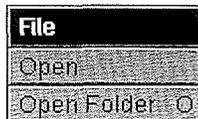


If you click Pause, Librarian finishes indexing the file currently being indexed, then stops indexing. Files that it just indexed are added to the target's new or updated index; the remaining files are not. Clicking the Update Index button later will index the remaining files and add them to the target's index.

## Copyright

The Copyright command displays in a text window the copyright information (if any) for the selected target.

## File



The commands in the File menu apply to the file or files selected in the summary area.

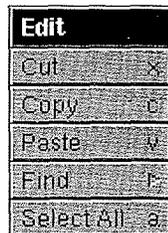
## Open

The Open command opens a plain ASCII, RTF, or nroff file in a text window in Librarian (unless you used the Preferences command to specify that such files open in the Edit application). Other types of files are opened as if from the Workspace Manager.

## Open Folder

The Open Folder command displays the folder containing the selected file in a Workspace Manager folder window.

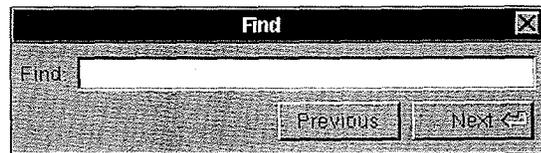
## Edit



The Edit menu contains the standard Cut, Copy, Paste, and Select All commands, as described in *User's Reference*. Cut and Paste work only in text fields (not in text windows).

## Find

The Find menu contains the standard Find menu commands, as described in *User's Reference*. The Find Panel command brings up the panel shown below.



Librarian automatically places in the Find panel the first word of every query it searches for and, immediately after the search, locates that word for you in the text or application window. You can enter other text by typing or using the Enter Selection or Paste command.

The Find Next command, like the Find button in the text window and the Next button in the Find panel, selects the next occurrence of the text specified in the Find panel. The search for the text begins at the end of the current file and continues at the beginning of the text window when it reaches the end. The Find Previous command (or the Previous button in

the Find panel) works the same way, only it starts at the beginning of the current selection and goes backward.



# Chapter 5

## Digital Webster: A Dictionary and Thesaurus



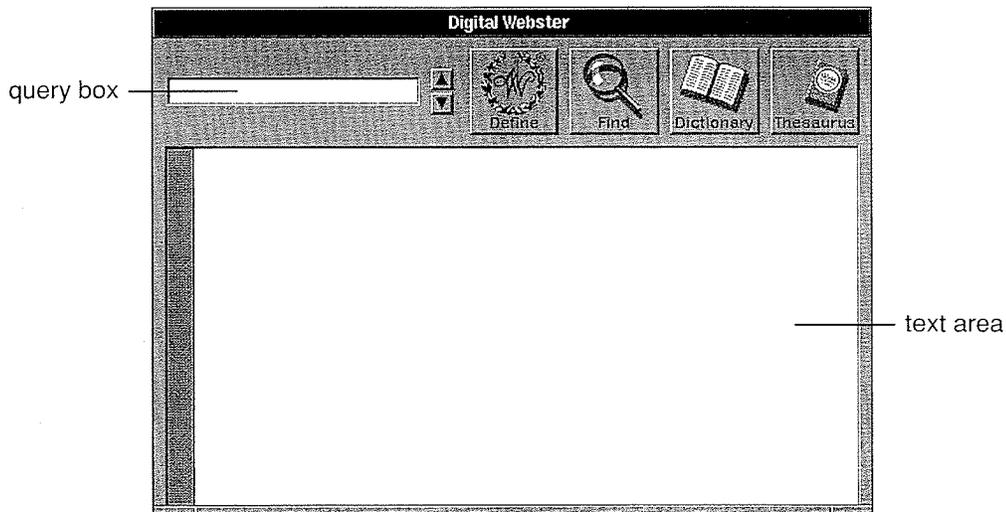
Digital Webster is an application that provides access to the popular reference guides *Webster's Ninth New Collegiate Dictionary* and *Webster's Collegiate Thesaurus*.

The Webster application supplies nearly all the information found in the hardbound editions, and adds powerful search capabilities such as cross-referencing and spell checking.

### Using Webster

Many applications have a Services menu that includes a Define in Webster command; if you select a word or phrase and choose Define in Webster, it starts up Digital Webster (if it's not already running) and searches for the definition. You can also start up Webster directly from your workspace.

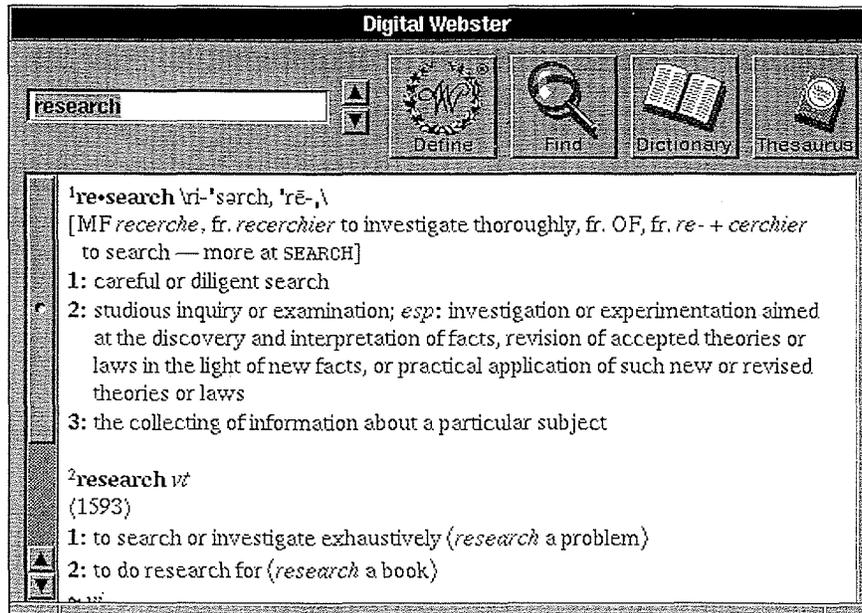
Webster displays a window like the one shown below.



An open book on the Dictionary button or the Thesaurus button means that Webster will search for words in that book; clicking these buttons opens and closes the books. You can have either book or both books open.

You can look up any word or phrase that might be found in a dictionary or thesaurus by entering it in the query box and clicking the Define button (or pressing Return).

Depending on which books are open, Webster displays dictionary or thesaurus entries (or both) in the text area. For example:



In the extended release of the software, any illustration that accompanies a definition is shown in a separate window.

If you want to look up a word that's displayed in the text area, you can select it and click Define.

You can print the definition (and illustration, if available) with the Print command, or copy the text with the Copy command and paste it into another application for editing, but you can't edit the text in the text area.

Webster also doubles as a spelling checker. If you try to look up a word that resembles, but doesn't exactly match, a word in the dictionary, Webster lists alternate spellings in the text area. You can then select the word you want to look up and click Define.

## Webster Buttons

### Define



The Define button looks up the word or phrase that's in the query box and displays dictionary entries, thesaurus entries, or both in the text area; what's displayed depends on the settings of the Dictionary and Thesaurus buttons.

You can type a word or phrase in the query box and then click Define or press Return. Alternatively, you can select text in the text area and click Define, or hold down the Command key while selecting text; Webster will enter the text in the query box and then look it up.

When looking up the query, Webster ignores capitalization and any characters other than letters and numbers. For example, entering any of the following in the query box will display the definition for "grown-up": **grown-up**, **grown up**, **grown-up**, or **Grown Up**.

When Webster doesn't recognize a word, it displays a list of alternatives and enters the first alternative in the query box. You can click Define to look up that alternative or select another one from the list before clicking Define.

## Repeating Searches



Webster keeps a list of all the queries it's looked up during the current session. Click  to display the previous query, or  to display the next query, and then click Define.

**Tip:** If you look up a word in a list of alternatives displayed by Webster and then want to return to the list to look up another word in it, you can click  and then Define to display the list again.

If you've looked up a word and want to see the previous (or next) entry in the dictionary, hold down the Alternate key while clicking  to display the previous entry, or  to display the next entry, and then click Define.

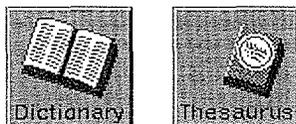
## Find



The Find button has the same effect as the standard Find Next command in the Find menu: In the text area, it selects the next occurrence of the text specified in the Find panel. It starts looking for the text at the end of the current selection, goes to the end of the text area, continues at the beginning of the text area, and stops back where it started. Webster automatically places in the Find panel the first word of every query it looks up.

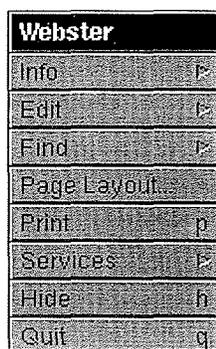
See “Find” in the commands section below for more information about Webster’s Find menu commands.

## Dictionary and Thesaurus



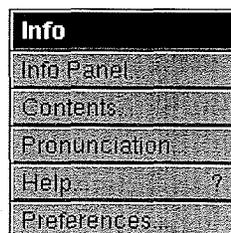
These buttons determine what books Webster looks in when you click Define; if the book on the button is open, that book is searched. Clicking the button opens and closes the book. Either or both of them may be open.

## Webster Commands



Webster’s main menu contains the standard application commands Edit, Page Layout, Print, Services, Hide, and Quit, as described in the *NeXT User’s Reference* manual. The other commands in the main menu are described below.

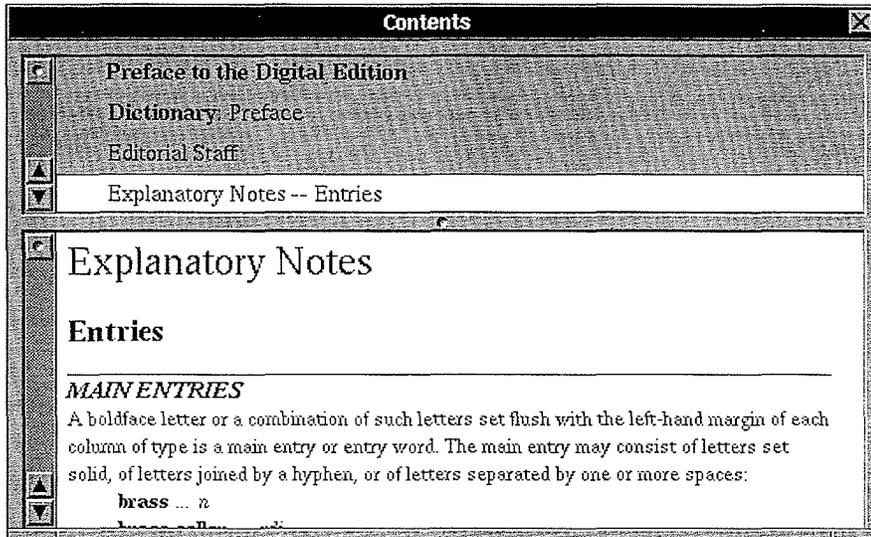
### Info



In addition to the standard Info Panel and Help commands, the Info menu includes a Contents command, a Pronunciation command, and a Preferences command, described below.

## Contents

The Contents command opens a window for displaying introductory and explanatory material from the dictionary and thesaurus. The Contents window displays a list of topics; click a topic to display the corresponding text in the window's text area.



The topics include notes on pronunciation and etymology, as well as a handbook of style with sections on punctuation, capitalization, and other style-related subjects. There are more topics than can fit in the summary area; scroll to see the rest.

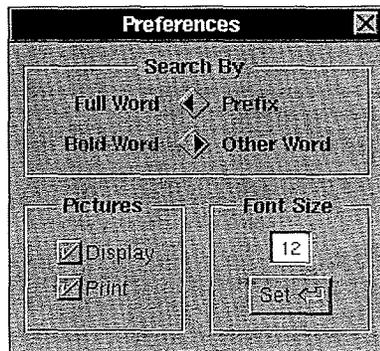
You can use the Find menu to locate specific text in the Contents window's text area.

## Pronunciation

The Pronunciation command displays a panel containing Webster's pronunciation key. You can use the Contents commands to see the "Guide to Pronunciation," which explains the meaning of the pronunciation symbols.

## Preferences

The Preferences command opens a panel letting you specify your preferences for searches and displays. Your choices remain in effect from one work session to the next.



The Search By switches determine the search method that Webster uses when looking up queries. To change the setting of one of these switches, click the switch itself or the label to its right or left.



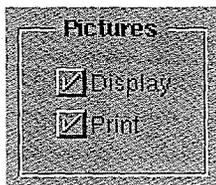
When searching by Full Word, Webster finds only words matching your query exactly. You may instead prefer searching by Prefix, which finds all words that begin with (as well as match) your query.



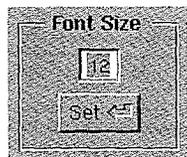
Normally, Webster searches by Bold Word: Only definitions in which the query appears in **bold** are displayed; bold words include main entries as well as their associated variants, inflected forms, and derived forms. For example, if you search for “superconductor” by Bold Word, Webster displays the definition of “superconductivity” along with the associated form “superconductor.”

In the extended release of the software, you can also search by Other Word, in which case all other definitions that include the query are displayed instead. If you search for “superconductor” by Other Word, Webster displays only the words whose definition contain “superconductor” (there’s one such word, “supercurrent”).

**Note:** The Bold Word/Other Word switch applies only to the dictionary, not to the thesaurus.



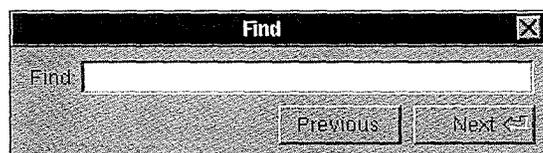
In the extended release of the software, when a definition includes an illustration, Webster displays and prints the illustration along with the definition. By clicking these boxes to remove the check mark, you can choose not to display the illustration or not to print it (or both). If you don't have the extended release of the software, these check boxes are dimmed.



The font size of the text in the text area of the main application window is normally 12 points; you can change it by typing the font size you want in the Font Size field and then clicking the Set button. This also determines the size of the text when it's printed from Webster.

## Find

The Find menu contains the standard Find menu commands, as described in *User's Reference*. You can use these commands to locate text in the text area of either the Webster application window or the Contents window (whichever is the main window). The Find Panel command brings up the panel shown below.



Webster automatically places in the Find panel the first word of every query it looks up. You can enter other text in the Find panel by typing or by using the Enter Selection command or the Paste command.

The Find Next command, like the Find button in the application window and the Next button in the Find panel, selects the next occurrence of the text specified in the panel; the Find Previous command (or the Previous button in the panel) locates the previous occurrence. The search for the text begins at the end of the current selection in the text area (or at the beginning of the current selection, if Find Previous).

When looking for text in the main application window, Webster continues at the beginning of the text area when it reaches the end. When searching in the Contents window, however, Webster looks through the text of all the listed topics; when it reaches the end of the current topic, it looks through the next one, and so on, continuing at the first topic when it reaches the last one in the list.

# Chapter 6

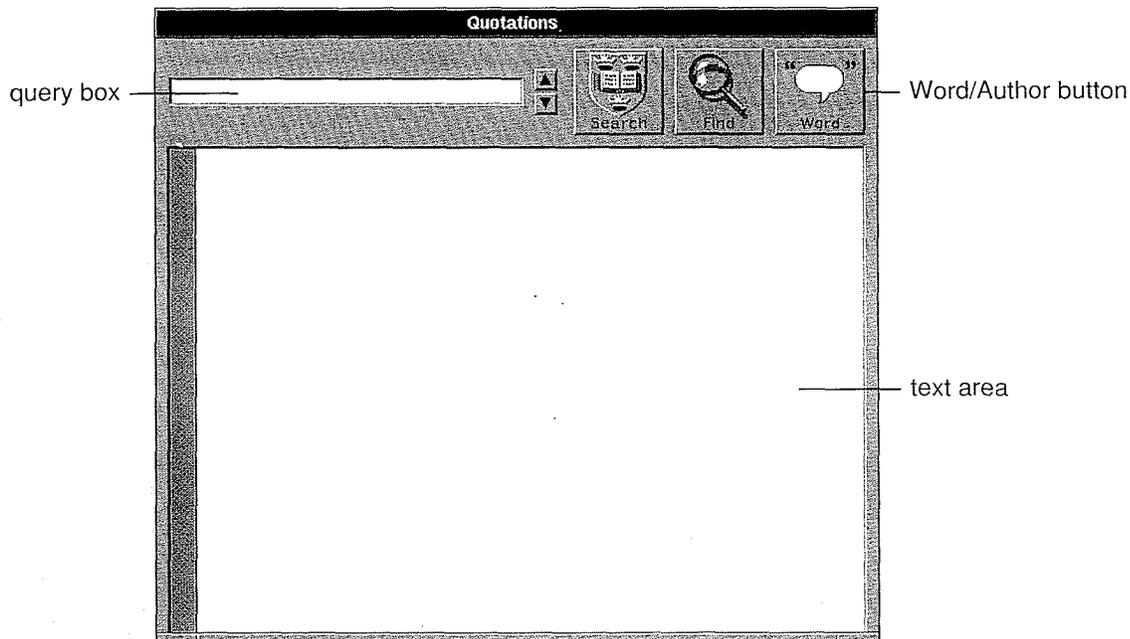
## Digital Quotations: The Oxford Dictionary



The Digital Quotations application, available only in the extended release of the software, provides quick access to the entire collection of literary quotations found in *The Oxford Dictionary of Quotations*. You can search for quotations by providing a word that might appear in a quote or an author's last name. For example, if you wanted quotes on the topic of information, you'd search by the word "information"; if you wanted quotes by Mark Twain, you'd search by the author's name, "Twain."

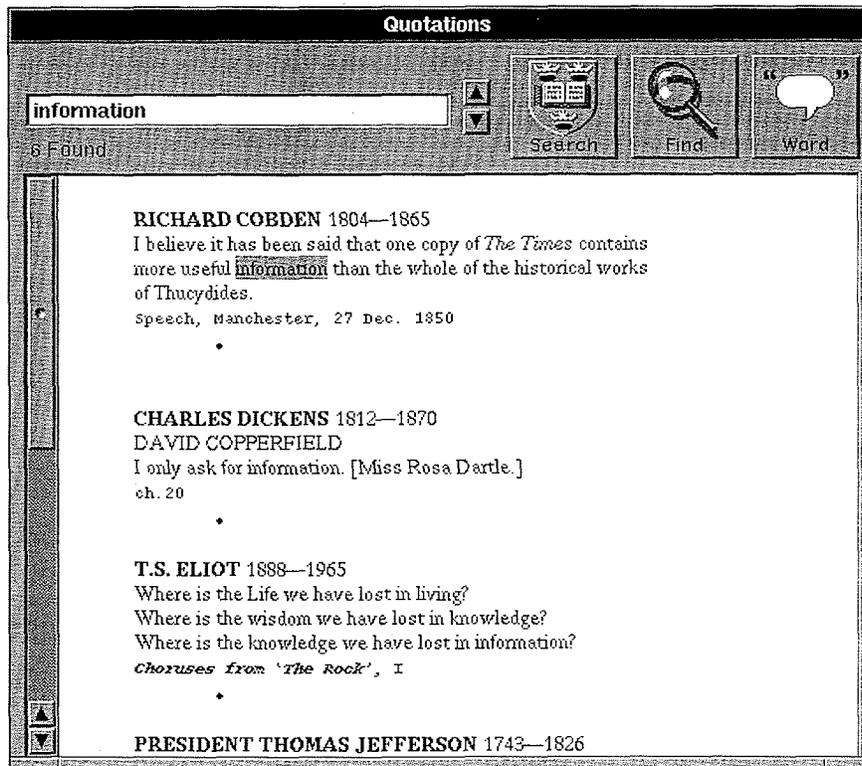
### Using Quotations

When Quotations starts up, it displays a window like the one shown below.



The Word/Author button in the Quotations window determines the search method; clicking the button switches between its two settings. Depending on the method you choose, you enter either a word (or words) or an author's last name in the query box.

To start the search, you click the Search button (or press Return). When the search is complete, the quotations appear in the text area, displayed under their author's name. For example:



If you searched by word, the first occurrence of the first word in the query is highlighted; if you searched by author, the first occurrence of the author's last name is highlighted. You can click the Find button to locate the next occurrence, or use the commands in the Find menu to locate other text.

You can scroll through the text area to look at the quotes, or you can print them all with the Print command. You can also copy them with the Copy command and paste them into another application for editing, but you can't edit them in the text area.

If you see a word or name in the text area that you want to use in another search, you can select it and click Search; Quotations will search for the text by the method chosen with the Word/Author button. You can also initiate a search from within another application, if the application has a Services menu that contains a Search in Quotations command (as described in the *NeXT User's Reference* manual).

## Quotations Buttons

### Search or Stop

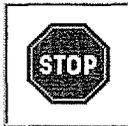


The Search button searches for quotes that correspond to the query entered in the query box. The query may be one or more words or author names, depending on the setting of the Word/Author button; for details, see “Word or Author” below.

You can type your query in the query box and then click Search or press Return. Alternatively, you can select text in the text area and click Search, or hold down the Command key while selecting text; Quotations will enter the text in the query box and then search for it.

During the search, Quotations ignores capitalization and all characters other than letters and numbers. However, you can search for a hyphenated word by entering it as two words (without the hyphen). For example, entering “far reaching” will find quotes containing “far-reaching.”

As it searches, Quotations reports its progress just below the query box: It displays the number of quotes it’s found (if you searched by word) or the number of authors (if you searched by author). At the end of a search, all quotes that were found are displayed in the text area, and the first occurrence of the first word in the query is highlighted. Quotes are listed under their author’s name. Many quotes also include a source reference.



While Quotations is searching, the Search button changes to the Stop button. You can stop a search by clicking Stop; quotes found before then are displayed in the text area.

## Repeating Searches



Quotations keeps a list of all the words or names you’ve searched for during the current session. Click  to display the previous query, or  to display the next query, and then click Search.

## Find



The Find button has the same effect as the standard Find Next command in the Find menu: In the text area, it selects the next occurrence of the text specified in the Find panel. It starts

looking for the text at the end of the current selection, goes to the end of the text area, continues at the beginning of the text area, and stops back where it started. Immediately after searching for a query, Quotations automatically places the first word of the query in the Find panel and locates that word for you in the text area.

See “Find” in the commands section below for more information about Quotation’s Find menu commands.

## Word or Author

The Word/Author button determines which type of query you should enter in the query box (or select in the text area). You can search by word or by an author’s last name; click the button to switch between its two settings.



When you search by word, your query should be one or more words, or a combination of words joined by **and**, **or**, or **not**, as in *Digital Librarian* (see “Entering a Query” in Chapter 4). Like *Librarian*, *Quotations* assumes that successive words are joined by **and**.

*Quotations* won’t search for common words such as “the” and “to,” or for words shorter than three letters. It displays quotes under their author’s names; authors are listed in alphabetical order.

When you search by word and enter a word that’s any part of an author’s name other than the last name, the full name of the author is also displayed, along with quotes containing the word. For example, if you search by the word **Sarah**, *Quotations* will find not only any quotes containing “Sarah,” but also “Sarah Adams,” “Mrs. Sarah Josepha Hale,” and “Sarah, 1st Duchess of Marlborough.”

**Note:** When you search by word, the source reference is sometimes incomplete, because the *Oxford Dictionary* is arranged by author and does not repeat the full reference for each quote by the same author. To see the full reference, click the Word/Author button to set it to Author, select the author’s name, click Search, locate the quote with the Find panel, and scroll up to the quote that shows the full reference.

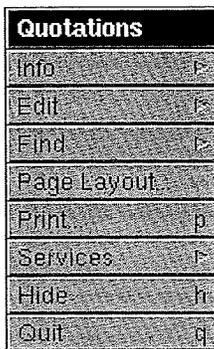


When you want to search by author, your query should be an author's last name, or several last names joined by the word **or** or a vertical bar **|**. For example, to get quotes from Jane Austen and Emily Bronte, type **Austen | Bronte** or **Austen or Bronte**.

All quotes are displayed under their authors' names. Speeches, diary entries, and letters are listed in chronological order, while books, plays, and poems are listed alphabetically by title.

If you entered several authors' last names, they're listed alphabetically. If several authors have the same last name, those authors are displayed in chronological order.

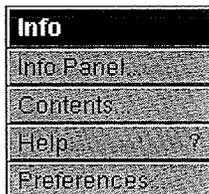
## Quotations Commands



Quotations	
Info	⌘
Edit	⌘
Find	⌘
Page Layout	
Print	⌘
Services	⌘
Hide	⌘
Quit	⌘

The Quotations main menu contains the standard application commands Edit, Page Layout, Print, Services, Hide, and Quit, as described in *User's Reference*. The other commands in the main menu are described in this section.

## Info

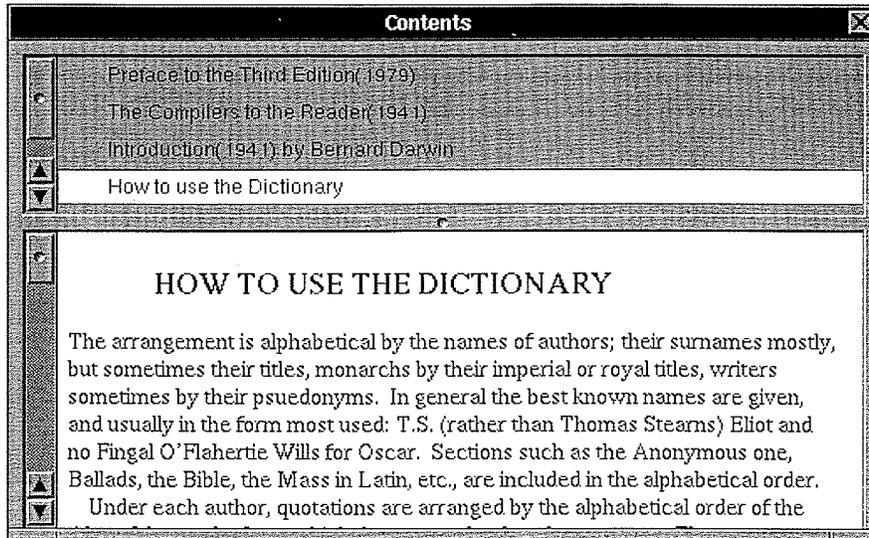


Info	
Info Panel	
Contents	
Help	?
Preferences	

In addition to the standard Info Panel and Help commands, the Info menu includes a Contents command and a Preferences command, described below.

## Contents

The Contents command opens a window for displaying introductory material from the *Oxford Dictionary*. The Contents window displays a list of topics; click a topic to display the corresponding text in the window's text area.

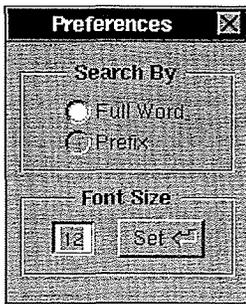


Topic	Text
Preface to the Third Edition	Explains the differences between this edition and previous editions of the <i>Oxford Dictionary</i>
The Compilers to the Reader	Describes the initial work on the <i>Oxford Dictionary</i> and how selections were made
Introduction	Introduces the <i>Oxford Dictionary</i> , with commentary on which authors are quoted the most
How to use the Dictionary	Describes the organization of the <i>Oxford Dictionary</i>
Copyright Notice	Copyright information

You can use the Find menu to locate specific text in the Contents window's text area.

## Preferences

The Preferences command opens a panel letting you specify your personal preferences for searches and displays. Your choices remain in effect from one work session to the next.

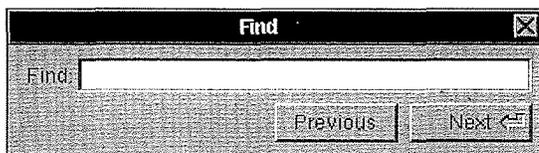


Normally, Quotations searches by Full Word: It finds only words or names matching the query exactly. You may instead prefer searching by Prefix, which finds all words or names that begin with (as well as match) your query.

The font size of the text in the text area of the main application window is normally 12 points. You can change the size in which quotes found in subsequent searches will be displayed by typing the size you want in the Font Size field and then clicking the Set button. This also determines the size of the text when it's printed from Quotations.

## Find

The Find menu contains the standard Find menu commands, as described in *User's Reference*. You can use these commands to locate text in the text area of either the Quotations application window or the Contents window (whichever is the main window). The Find Panel command brings up the panel shown below.



Quotations automatically places in the Find panel the first word of every query it searches for; immediately after the search, it locates that word for you in the text area. You can enter other text in the Find panel by typing or by using the Enter Selection command or the Paste command.

The Find Next command, like the Find button in the application window and the Next button in the Find panel, selects the next occurrence of the text specified in the panel; the Find Previous command (or the Previous button in the panel) locates the previous occurrence. The search for the text begins at the end of the current selection in the text area (or at the beginning of the current selection, if Find Previous).

When looking for text in the main application window, Quotations continues at the beginning of the text area when it reaches the end. When searching in the Contents window, however, Quotations looks through the text of all the listed topics; when it reaches the end of the current topic, it looks through the next one, and so on, continuing at the first topic when it reaches the last one in the list.



# Part 3

## Mail: Multimedia Communication

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## Part 3

# Mail: Multimedia Communication



Mail (also known as NeXTmail™) is a sophisticated electronic mail application that lets you send messages to and receive messages from other computer users on a network. With Mail you can extend your workplace to include your campus or corporation, as well as network users in other states or countries. And because Mail is built on UNIX mail, you can use it to communicate with other UNIX users who don't have NeXT computers. If you're not on a network, you can use Mail to send messages to yourself or to other users of your computer.

More than a conventional mail program, Mail is a multimedia communication tool that lets you share ideas and information in a variety of forms with other network users. Your Mail messages can include not only text but also graphics and even voice recordings: With the microphone built into your MegaPixel Display, you can record and send voice mail to other network users who have the ability to play back messages.

Part 3 contains two chapters:

- Chapter 7, "Using Mail," provides an overview of the Mail application.
- Chapter 8, "Mail Buttons and Commands," is a comprehensive reference for all Mail buttons and commands.



# Chapter 7

## Using Mail

This chapter introduces the basics of sending and receiving messages with the Mail application. The buttons and commands referred to in this chapter are described in detail in Chapter 8.

### Messages and Mailboxes

Mail messages sent to users of NeXT computers can contain any or all of the following:

- Text, either plain ASCII or formatted (formatting means changing margins, indentation, tab stops, or font properties)
- Voice recordings and other sound recordings
- Attached files or folders that you can open by double-clicking an icon
- Graphics (actually attached graphic files, but displayed directly in a message instead of being represented by an icon)

**Note:** In fact, anything other than plain ASCII text generates an attached file. Formatted text results in an attached RTF file, while a sound recording attaches the file containing the recording.

Messages are grouped into *mailboxes*—file packages with a “.mbox” extension in a **Mailboxes** folder in your home folder. Every user has an Active mailbox (named **Active.mbox**) where all new messages are delivered. Only your Active mailbox receives new mail; it is your starting point for most Mail operations. You can also create mailboxes for storing messages that you transfer from the Active mailbox. For example, instead of letting hundreds of messages accumulate in your Active mailbox, you may want to transfer some to other mailboxes, arranging them by category. All your status reports could go in one mailbox, all your memos to the marketing group in another, and so on.

## Starting Up Mail

You can start up Mail directly from the application dock or the File Viewer in the Workspace Manager, or from within another application that has a Services menu with a Mail command in it. In these cases, a window appears that displays the contents of your Active mailbox. Mail also starts up when you open a mailbox file from the Workspace Manager; a window displaying that mailbox appears.

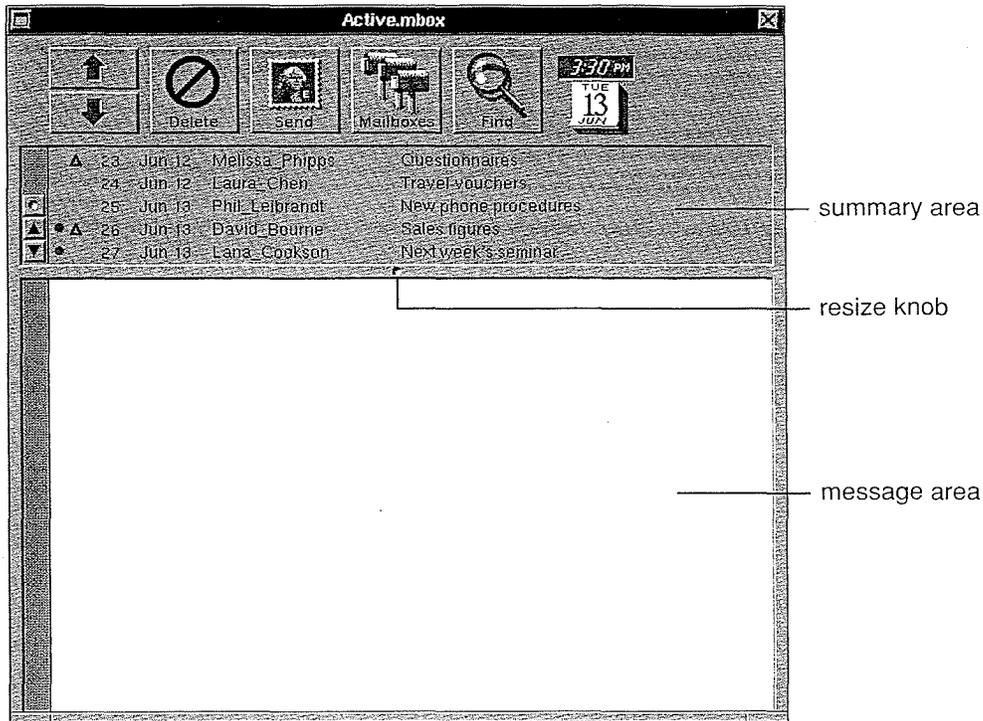
If, when Mail starts up, you see a panel that tells you the mailbox is already in use, this is Mail's attempt to protect you from having the same mailbox open on more than one computer, which can cause serious problems (including loss of mail). Mail keeps track of whether a mailbox is open and warns you with this panel if you attempt to open that mailbox again while it's still open somewhere else. This can happen in either of the following circumstances:

- You log in and start up Mail on a second computer. To avoid problems, click Cancel in the warning panel.
- Your last Mail session terminated abnormally (due to a power failure, for example). A mailbox that was open then is still considered to be open during your next Mail session. Click OK in the warning panel to proceed to open the mailbox again.

Note that you're more likely to start up Mail on a second computer if, using the Workspace Manager's Preferences command, you've set up Mail to start up automatically when you enter your workspace. If you've set up Mail this way and you tend to log in on multiple computers, you can use Mail's Preferences command to have Mail start up hidden; this will prevent the Active mailbox from being opened at all upon startup, thus avoiding this problem.

## Reading Messages

When you start up the Mail application, a window appears that displays the contents of your Active mailbox.



The summary area displays one-line summaries of the messages in the mailbox. Each summary line includes a message number, the date the message was sent, the sender's address (which may also be the sender's user name), and the subject of the message.

Icons to the left of the numbered summary lines provide additional information about messages:

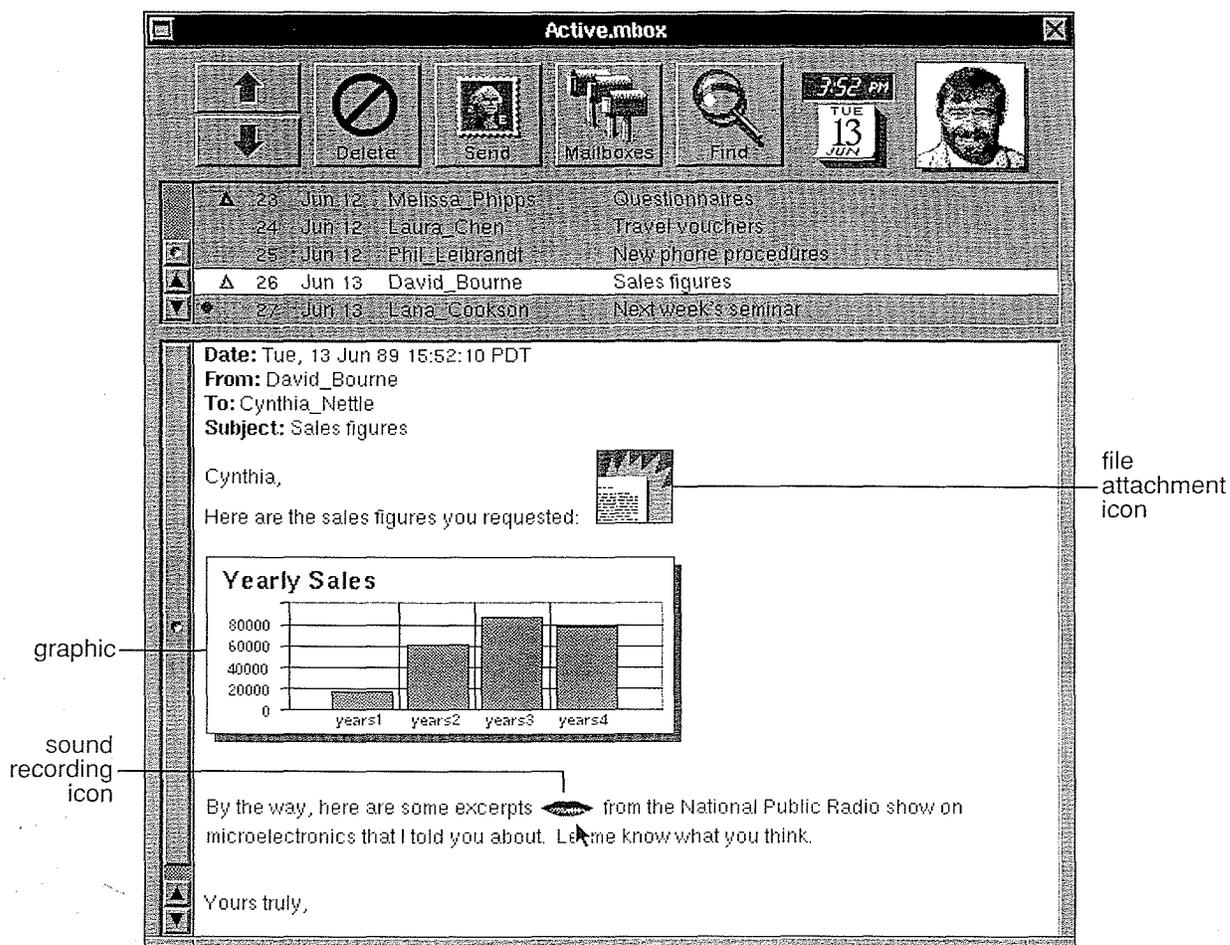
- indicates an unread message.
- ▲ indicates that the message includes formatted text, a graphic, a sound recording, or an attached file or folder. You cannot forward these messages to users of computers other than a NeXT computer.

If your message list is too long for the summary area, use the scroller to view the additional summaries. The oldest unread message is always visible in the summary area when Mail starts up.

The message area is where you read your mail: It displays the individual messages listed in the summary area. To read a message, click its summary line; the message will be displayed in the message area, making it the *current message*. The time and date that the message was sent appears on the right at the top of the window. If your system administrator has set up Mail to display user pictures, a picture of the person who sent the message may also appear beside the time and date.

**Note:** Information about setting up Mail to display user pictures is available (along with other system administration information) in the *Network and System Administration* manual.

A message may include icons that represent sound recordings, files, or folders that the sender attached to the message. As described later, you double-click these icons to play the recording or open the attached file or folder. (Graphics appear directly in the message area instead of being represented by icons.) Here's an example of a message that contains attachments and graphics:



To step through the list of messages in the summary area, click the arrow buttons at the upper left of the window, or click lines in the summary area.

If a message is too long for the message area, you can use the scroller to view the rest of it. You can also drag the resize knob that's located between the summary and message areas to change the relative sizes of those areas, or you can resize the entire window with the window's resize bar.

**Tip:** Text sent from non-NeXT computers may have Returns at the ends of lines, which might give the message a ragged appearance, with choppy, uneven line endings. To even out the line endings, widen the window with the resize bar.

You can't modify a message in Mail's message area, but you can copy text from the message with the Copy command and paste it into another window—a WriteNow window, for example—where you can edit it. As soon as you click in the message area, the summary line of the current message dims to light gray.

Any part of a message you've received—including attachment icons and graphics—can be copied into a Send window (the Mail window where you compose outgoing messages) with the Copy command. Also, Mail's forwarding feature copies the entire message into a Send window where you can edit it before sending it to other users (see “Replying and Forwarding” later in this chapter).

After reading your mail, you may want to miniaturize the Active mailbox window, and return it to its original size when you're ready to read new messages or send mail. When Mail is running, you can tell whether there is any new mail by the appearance of the application's icon in the dock: If there is new mail, the icon shows a fan of letters; otherwise, it shows a single letter.



New mail

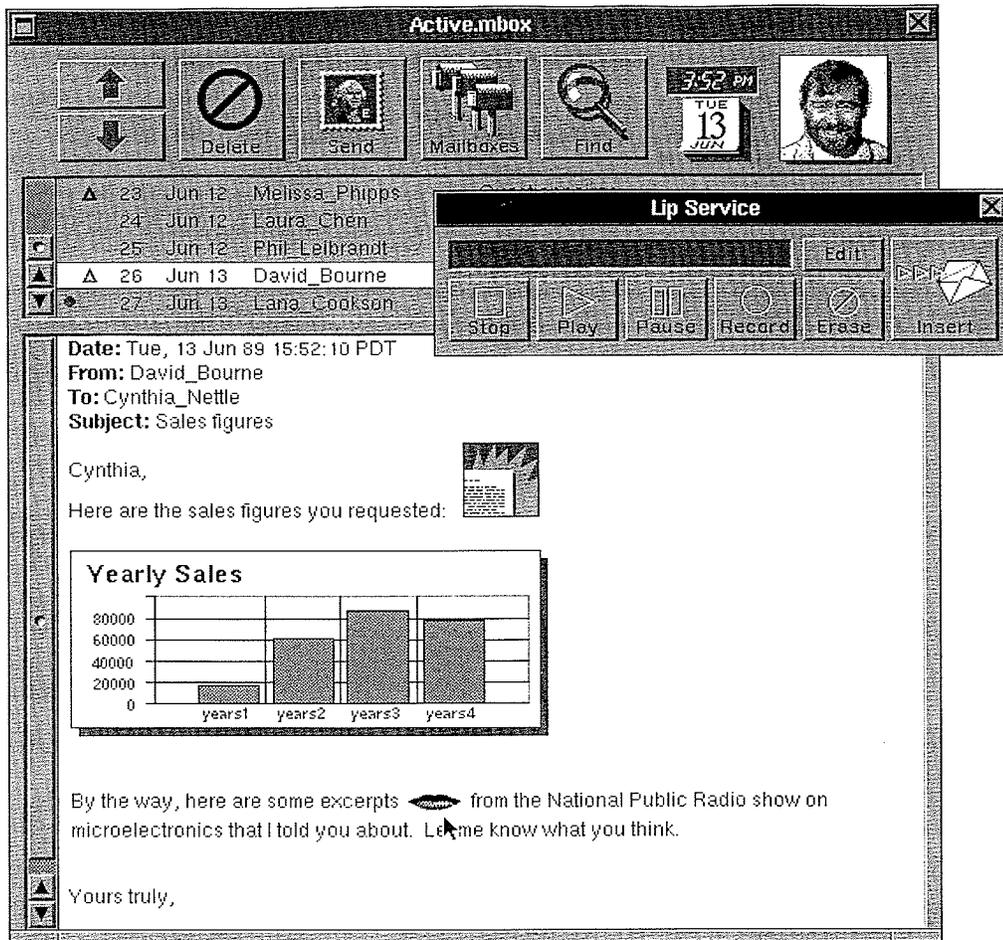


No new mail

**Tip:** To make Mail start up automatically when you log in, use the Workspace Manager's Preferences command.

## Listening to a Sound Recording

A recording icon in a message represents a sound recording that's contained in the message. To listen to the recording, double-click the icon to display a Lip Service™ panel. Click the Play button in the panel to begin playing back the recording; click the Stop button if you want to end the playback before the end of the recording.



If the recorded message is too loud or too soft, you can adjust the volume with the volume keys on the keyboard or with the display preferences in the Preferences application.

## Opening Attached Files and Folders

A file or folder icon in a message represents an attached file or folder. To open the attachment, double-click its icon.

- If you double-click a file attachment icon—a WriteNow file icon, for example—it starts up the associated application (if the application isn't already running) and displays the file's contents in a window. You can edit the contents of the file and use the application's Save command to save the edited version; if you then forward the file, your saved changes go with it. If the attached file contains an application (or an executable file), the application simply starts up when you double-click the icon.
- If you double-click a folder attachment icon, Mail opens a Workspace Manager folder window that displays the contents of the attached folder.

**Note:** Double-clicking a graphic starts up the application associated with the format in which the graphic was saved.

If you want your own copy of an attached file or folder, you can simply drag the attachment icon over the icon for one of your folders in the Workspace Manager's File Viewer. Or, after opening an attached file, you can use the application's Save As command to save your own copy. You can also send a copy of the attachment by dragging its icon into a Send window.

Since graphics are actually attached graphic files, you can similarly drag them out of a mailbox window; an icon representing the graphic file appears under the cursor.

## Deleting a Message

Eventually you'll want to remove some of the messages that accumulate in your mailbox. It's especially good practice to delete messages containing attachments when you no longer need them, since they can take up a lot of disk space. To delete a message, select it in the summary area and click the Delete button (or press the Delete key). Use one of the selection techniques listed in the table below to select multiple messages for deletion (or for other operations such as transferring messages to another mailbox).

<b>What You Do</b>	<b>What Happens</b>
Drag	Selects the messages you drag across
Shift-click	Adds the message or removes the message from the selection
Alternate-click	Extends the selection to include all messages between the message you click and the previously selected message

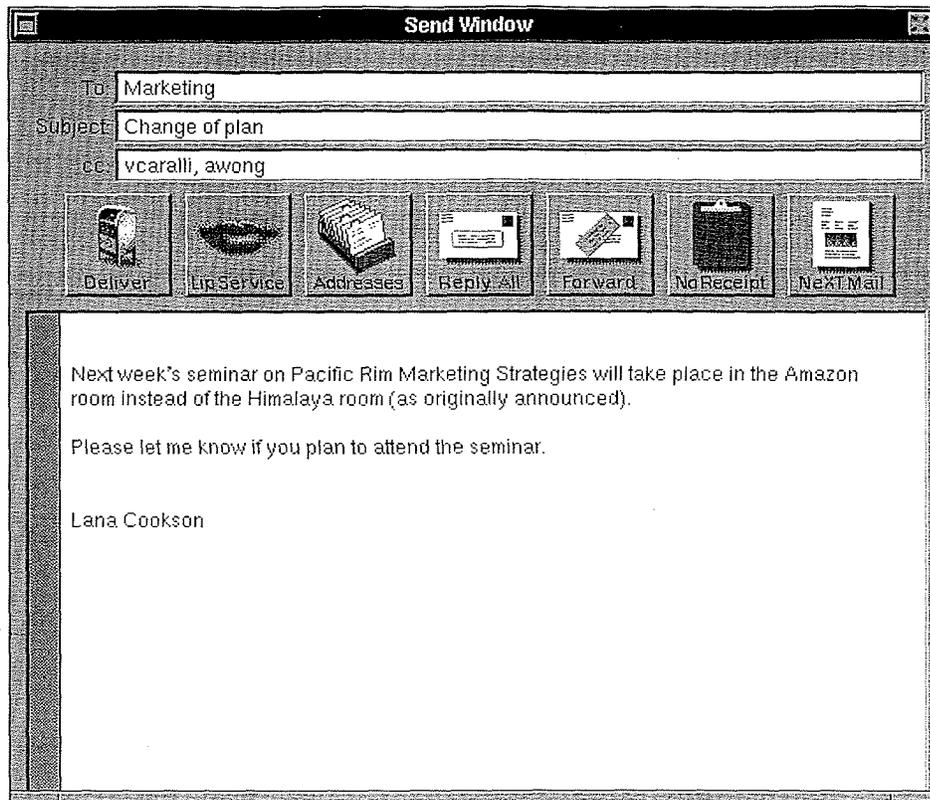
Control-clicking a message selects it without displaying it in the message area. This is useful if you want to delete a message without waiting to view it.

Although deleted messages no longer appear in the mailbox window, they aren't removed permanently until the mailbox is compacted. You can compact a mailbox, and thus permanently remove all deleted messages, by choosing Compact from the Utilities menu.

Any message deleted since the last compaction can be restored. To restore the last message or group of messages you deleted, choose Undelete from the Edit menu. Choose Undelete again to restore messages from prior deletions.

## Sending Messages

Sending messages to other users is as easy as reading mail. When you want to send a message, click the Send button in a mailbox window: Mail will open a Send window where you can compose and address your message, select mailing options, and send the message on its way. After the message is sent, the Send window closes. You can also mail directly from within another application, if the application has a Services menu that contains a Mail command (as described in the *NeXT User's Reference* manual).



At the top of the Send window are fields in which you enter information about the message: the address of the recipient, the subject of the message (ASCII characters only), and the addresses of any people that you want to provide with a copy of the message. To send a message you must supply at least an address, which is usually the user name of the intended recipient. To enter information in a field, click in the field—or press the Tab key (or Return) to move between fields—and type the information.

You can send a message to more than one person by entering multiple addresses separated by commas or spaces in the To field. Another way to send messages to multiple users is to enter an *alias* in the To field. Aliases are shorthand addresses that can identify a single user or a group of users; when you enter an alias, you're telling Mail to send the message to everyone who has been assigned to that alias. Click the Addresses button to display a panel in which you can view aliases, insert aliases into Send window fields, and create your own private aliases; for more information, see the description of the Addresses button in Chapter 8.

You can also enter addresses (user names or aliases) in the “cc” (carbon copy) field to send copies of the message to multiple users. If you want to keep a copy of the message for later reference, add your own address to the “cc” field. To keep a copy of all your messages, you can use the Archive option of the Preferences command.

Type the body of the message in the lower part of the Send window. Use standard editing techniques to compose and edit the message; there's no need to press Return at the ends of lines. When composing a message to another user of a NeXT computer, you can include sound recordings in your message (as described in “The Lip Service Panel” in Chapter 8) or attach files or folders (see below).

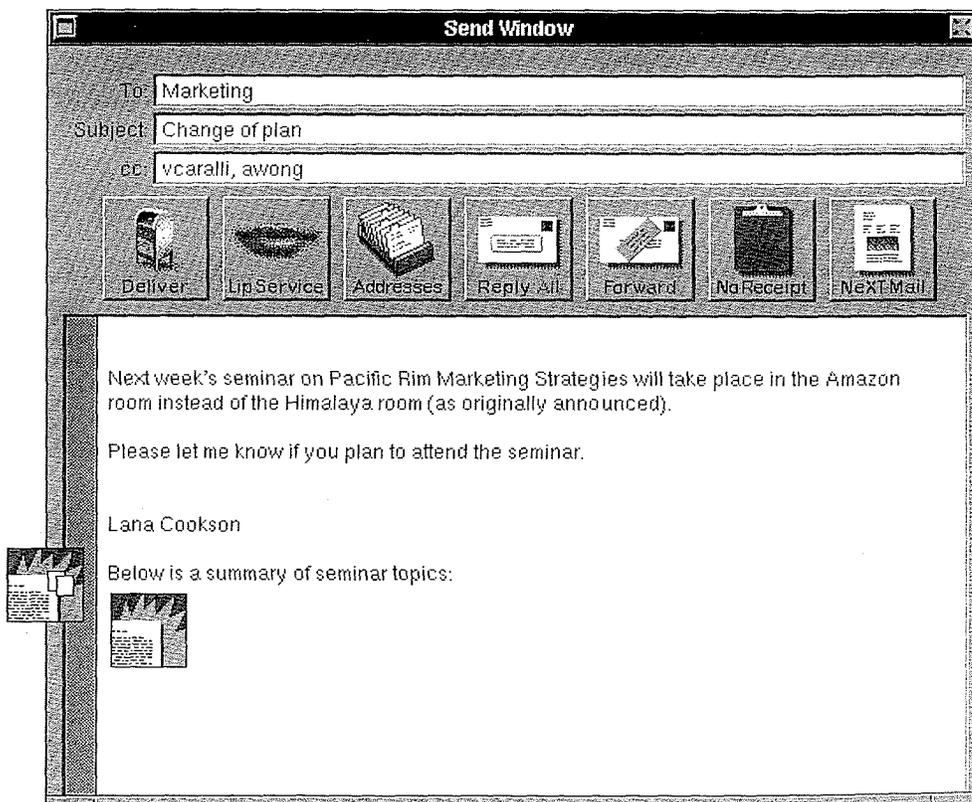
The No Receipt button lets you request a notification message when your message is read, and the NeXT Mail button prepares your messages for delivery to a non-NeXT computer. For a complete description of these buttons and the other buttons in the Send window, see Chapter 8.

## Attaching Files and Folders to Messages

A powerful feature of Mail is its ability to attach files and folders (including graphics) to mail messages. For example, if you're sending a message about quarterly sales, you could attach a WriteNow file containing the figures and even include pictures of the sales representatives in the message. You should only attach files and folders to messages that you're sending to other users of NeXT computers.

To attach a file or folder, first click where you want the attachment to appear in the message (or select a part of the message that you want to replace with the attachment). Then use the Workspace Manager's File Viewer (or other folder window) to display an icon for the file or folder that you want to attach to the message, and drag the icon into the message.

- If you drag an icon representing a graphic file in TIFF or EPS format, the complete graphic contained in that file appears in the message at the insertion point (or in place of the selection).
- If you drag any other file icon or a folder icon, a copy of that icon appears.



There are several other ways to attach a file or folder to a message in a Send window. You can copy an icon or graphic from another Send window or mailbox window, or copy a graphic from another application, and paste it into the Send window. Or you can simply drag an icon or graphic from a mailbox window into a Send window—but you can't drag an icon or graphic *out of* a Send window.

After you attach a file or folder to a message, the Deliver button displays a triangle to indicate that the message should only be sent to users of NeXT computers.



You can verify the origin of an attachment by holding down the Shift key and then a mouse button while the cursor is positioned over the attachment icon (or graphic) in the Send window; Mail displays the pathname of the file or folder until you release the mouse button. If Mail has to shorten a pathname to display it, it clips off the beginning of the pathname so you can at least see the name of the file or folder that has been attached.

**Note:** You can use the same technique in the message area of a mailbox window to see the origin of an attachment in mail you receive.

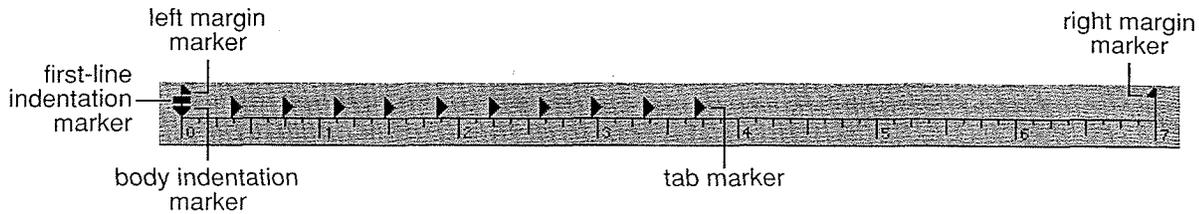
When you send a message with attachments, Mail delivers copies of the attached files or folders; the original files or folders you attached to the message remain wherever you dragged them from.

Attachments (particularly graphics and sound) can consume a large amount of disk space, so be aware of the size of files you attach to your messages, especially if you're sending the message to multiple users. In the Workspace Manager, use the Inspector command in the Tools menu to check size, or display the File Viewer in Listing view.

## Formatting Your Messages

The Send window provides a *ruler* that can be used to alter the format (margins, indentation, and tab stops) of your message. Mail's ruler is similar to WriteNow's ruler, but it has fewer features, as described in this section. The Text menu (a submenu of the Format menu) contains commands for showing the ruler and copying ruler settings, as well as commands for centering or otherwise aligning text between the margins.

To display the ruler, choose Show Ruler from the Text menu. The ruler settings show the format of the paragraph that contains the insertion point or the beginning of the selected text. The ruler's scale is calibrated in inches. The illustration below shows what the ruler initially looks like when it's displayed in a Send window:



You can move margin, indentation, and tab markers by dragging them along the scale of the ruler. When you move a marker in the ruler, a vertical gray line appears, running from the marker to the bottom of the window. This line makes it easier for you to determine the position of the marker relative to the text.

There are two important things to note about the margin settings:

- The left and right margin settings affect the entire text; thus the margin settings, whatever they may be, will always be uniform throughout a message.
- The right margin adjusts to match the width of the window: If you resize the window wider, the right margin marker moves to the right and the lines of text become longer; narrowing the window moves the right margin marker to the left.

Tab stops and indentation may be customized for individual paragraphs. Unless you specifically change the tab stops and indentation, each new paragraph you type will have the same tab stops and indentation as the preceding one. If you move or copy a paragraph (including the Return at the end of it), the paragraph will keep its original tab stops and indentation.

If you want to change the tab stops or indentation of a single paragraph, you need only click in the paragraph; you don't have to select the entire paragraph. After you make your changes, the paragraph is left selected. When you're ready to type in the message again, just position the insertion point where you want to enter the text.

When several paragraphs are selected, the ruler displays the format of the first one. If you then change a ruler setting, the selected paragraphs will receive not only that ruler setting, but all the formatting of the first paragraph. You can also copy the format of one paragraph to other paragraphs with the Copy Ruler and Paste Ruler commands in the Text menu.

**Note:** If you copy formatted text from Mail into another application, the formatting will be copied along with the text only if the application can interpret RTF.

## Margins ↑ 1

The margin markers determine the left and right margins of the entire text. To set the left or right margin, drag the corresponding margin marker to the desired position on the ruler. As you drag the left margin marker, the tab and indentation markers move with it, remaining the same distance relative to the left margin.

## Indentation

There are two indentation markers: a first-line indentation marker , which indents the first line of a paragraph, and a body indentation marker , which indents all the rest of the lines of the paragraph. The two indentation markers move independently; adjusting one does not affect the other.



Initially, both indentation markers are aligned with the left margin marker. Neither indentation marker can be moved to the left of the left margin marker.



Dragging the first-line indentation marker to the right of the body indentation marker creates a regular indentation, such as the one shown in this paragraph.



Dragging the first-line indentation marker to the left of the body indentation marker creates a *hanging indent*, like the one shown here.



Dragging both the first-line and the body indentation markers to the same position indents the entire paragraph, like this.

Changing the left margin of the text doesn't affect indentation. Both indentation markers move with the left margin marker, maintaining the same distance from it.

## Tabs

Tab markers set the locations of tab stops—the positions that the insertion point will advance to if you press the Tab key. Typing proceeds normally (from left to right) after the tab, which lets you align columns of text vertically along the left side.

Initially, the ruler displays ten tab markers set eight spaces apart. Note that these initial tab markers may not line up exactly with the calibration marks on the ruler's scale.

To reposition a tab stop, drag the tab marker to the desired position on the ruler. To create a new tab marker, click below the scale of the ruler and the marker will appear on the ruler above where you clicked. You can remove a tab marker by dragging it off the left or right end of the ruler.

Like indentation, tab stops adjust accordingly when you move the left margin marker.

## Replying and Forwarding

Mail provides quick ways to respond to messages or to forward copies of messages to other users. If you want to reply to a specific message, click that message in the summary area of a mailbox window (to make it the current message), then click Send to open a new Send window. To automatically address your reply to the sender of the current message, click the Reply button in the Send window. The To field of your message will be filled with the address of the current message's sender (or with the Reply-To address, if the sender specified one with the Options command in the Tools menu). The Subject field of your message will be filled with the current message's subject (preceded by "Re:"). At the same time, the Reply button will change to Reply All.

Click Reply All if you also want to send copies to everyone in the "cc" field of the current message. The "cc" field of your message will be filled with all the addresses in the "cc" field of the current message, and Reply All will change back to Reply. The button will continue to alternate between Reply and Reply All each time you click it.

You can change or add to the addresses if you like, then write your message and click Deliver.

To forward a message, click it in the summary area, click Send, and then click the Forward button in the Send window. Mail copies the current message into the message area and enters the message's subject in the Subject field. Add text before the copied message if you like. If text is already in the Send window when you click Forward, the forwarded message will be appended to the end of it. You can forward several different messages, adding them one at a time in this manner.

Complete the forwarding by addressing the message and clicking Deliver.

## Creating a Message History

By using Forward and Reply together, you can create a reply that contains a copy of the message you're responding to, letting the receiver view the history of a mail exchange. To include a copy of the current message in a reply, click Forward; this copies the current message into the Send window. Then type your response and click Reply or Reply All to address it (or enter addresses by typing). If recipients of the message use the same technique, their replies will contain all the earlier messages in the exchange, and the message history will grow.



# Chapter 8

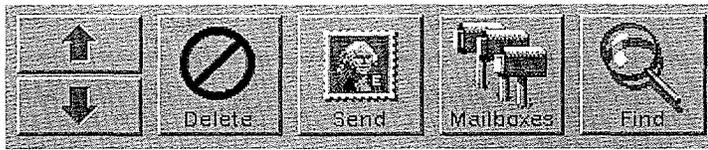
## Mail Buttons and Commands

This chapter describes all buttons and menu commands in Mail. You should already be familiar with the Mail concepts discussed in the previous chapter.

### Mail Buttons

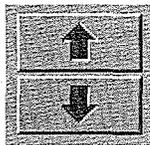
The mailbox window buttons are described first, followed by the Send window buttons.

#### Mailbox Window Buttons



**Note:** The Find button is replaced by the New Mail button when manual retrieval of mail has been chosen; for more information, see the description of Preferences command in the Info menu under “Mail Commands” below.

#### Arrows



The arrow buttons allow you to browse—a message at a time—through the messages listed in the summary area of the mailbox window. The up arrow selects the message immediately above the current message; the down arrow selects the message immediately below the current message. The newly selected message is displayed in the message area.

The Return key performs the same operation as the down arrow, and Shift-Return performs the same operation as the up arrow.

## Delete



Clicking the Delete button deletes the message or messages selected in the summary area of the mailbox window. Pressing the Delete key (or choosing the Delete command from the Edit menu) has the same effect. You can reverse a deletion by choosing Undelete from the Edit menu.

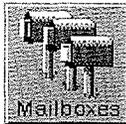
Messages that you delete aren't actually removed from the mailbox, nor is the numbering changed, until the mailbox is compacted. (See the description of the Compact command in the Utilities menu.)

## Send

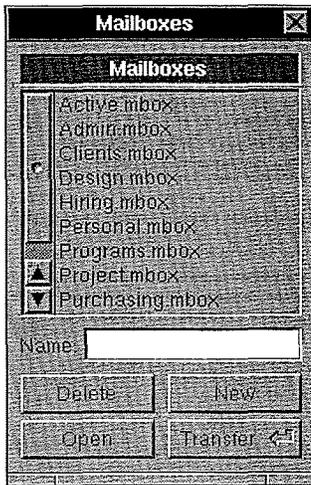


The Send button opens a Send window where you can compose and deliver a mail message. See "Send Window Buttons" below.

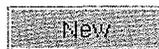
## Mailboxes



The Mailboxes button displays a panel that you can use to create new mailboxes, open mailboxes, delete mailboxes, and transfer messages between mailboxes. Only your Active mailbox actually receives delivered mail. Any other mailboxes you create are for storage, and the only way mail gets into them is if you place it there yourself. (The special Outgoing mailbox, which can be used for automatic filing of all your outgoing messages, is an exception; see the description of Preferences in the Info menu for more information.)

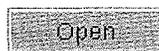


The Delete button in the Mailboxes panel lets you delete one of your mailboxes from the file system (thus deleting all messages in the mailbox). To delete a mailbox, select it from the list displayed in the panel, then click Delete. If you delete the Active mailbox, all its messages will be destroyed; another, empty Active mailbox will be created the next time you start up Mail.



The New button lets you create additional mailboxes for storing and managing your mail messages. To create a new mailbox, type a mailbox name in the Name field (Mail adds the “.mbox” extension for you) and then click New. Mail opens a mailbox window for the new mailbox, which is initially empty; to add messages to it, copy messages from other mailboxes, or transfer them from other mailboxes using the Transfer button.

**Tip:** No two mailboxes can have the same name, but if you want to create a mailbox with a name *similar* to that of an existing mailbox, select the mailbox to display its name in the Name field, then edit the name; as soon as you change the contents of the Name field, the New button becomes available for creating the new mailbox.



The Open button in the Mailboxes panel opens a selected mailbox and displays its contents in a mailbox window. To open a mailbox, select it from the list displayed in the panel, and then click Open (or simply double-click the mailbox in the list). Mail opens a mailbox window that lists all the messages currently stored in that mailbox. The name of the mailbox appears in the title bar of the window. (You can also open a mailbox by opening the corresponding mailbox file from the Workspace Manager.)



The Transfer button moves messages between mailboxes. To transfer mail messages, select the messages you want to move in a mailbox window and click Mailboxes; in the Mailboxes panel, select a destination mailbox from the displayed list and click Transfer to move the messages to the new mailbox. You don't have to open a mailbox to transfer messages into it.

## Find



The Find button has the same effect as the Find Panel command in the Find menu. See the description of the Find command in the Edit menu.

## Send Window Buttons



## Deliver



The Deliver button sends the message currently displayed in the Send window to the users specified in the To and "cc" fields (and in the "bcc" field, which you can fill using the Options command in the Tools menu). A triangle appears in the button as shown above when the message in the Send window includes formatted text, a graphic, a sound recording, or an attached file or folder; the triangle reminds you not to send the message to users of computers other than a NeXT computer (also see "NeXT Mail or Non-NeXT" below).

## Lip Service



The Lip Service button displays a panel that you can use to create sound recordings with the built-in microphone located on the bottom edge of your monitor to the left of the NeXT logo. (If you don't have a built-in microphone, you can plug one into the microphone jack on the back of the monitor.) After creating a sound recording in this panel, you can include the recording in your mail messages. See "The Lip Service Panel" below.

## Addresses



The Addresses button displays a panel in which you can view the addresses of other users on the network. You can also select addresses and put them directly into the To and "cc" fields of the Send window, and define aliases (custom addresses) for your own personal use. See "The Addresses Panel" below.

## Reply or Reply All



This button lets you quickly reply to the current message. The button alternates between Reply and Reply All as you click it, inserting the appropriate information in the Send fields; the current message is used as a source.

When you click Reply, the To field of the Send window is filled with the address of the current message's sender (or with the Reply-To address, if the sender specified one with the Options command in the Tools menu); the Subject field is filled with the current message's subject (preceded by "Re:"). At the same time, the Reply button changes to Reply All.

Reply All is useful if you want to send a copy of the reply to all the users who received the original or a copy of the current message. In addition to filling in the To and Subject fields of the Send window, Reply All fills the "cc" field of the Send window with the addresses

that appear in both the To and the “cc” fields of the current message. (Addressees in the “bcc” field of the original message, if any, will not receive your message.)

**Tip:** If you want your reply to include a copy of the current message, first click Forward to copy the message into the Send window, then type your response and click Reply or Reply All to fill the appropriate fields for delivery.

## Forward



The Forward button lets you quickly forward the current message to other users. When you click Forward, Mail copies the current message into the Send window (following any text that’s already there) and enters the subject of the message in the Subject field. The copy of the current message in the Send window is preceded by additional information about that message, including the date it was received, the address of the original sender and the address of the original recipient (or recipients).

## No Receipt or Receipt



When you click No Receipt, the button changes to Receipt, indicating that you’ll be sent notification when your message has been read by each NeXT recipient (including To, “cc,” and “bcc”). The notification mail (generated by the system) will be delivered to your Active mailbox, showing the subject line of the message and the time and date the message was read. Clicking Receipt changes the button back to No Receipt.

## NeXT Mail or Non-NeXT



This button makes it easier to compose and edit messages you’re sending to users of computers other than a NeXT computer. The button alternates between NeXT Mail and Non-NeXT as you click it.

When you click NeXT Mail, the button changes to Non-NeXT and your message is prepared for delivery to a non-NeXT computer. The text of the message changes to ASCII characters (as described below) and Courier font, formatting is lost, and the line length is limited to no more than 72 characters. This ensures that what you see on your screen will closely resemble what the recipient will see. Word wrap continues to work as usual; only at the moment of sending will Return characters be added to the ends of lines, as required by the receiving computer.

If there are any attachments in your message, a panel appears reminding you to remove these before Non-NeXT can go into effect. Remove the attachments, then click the NeXT Mail button again.

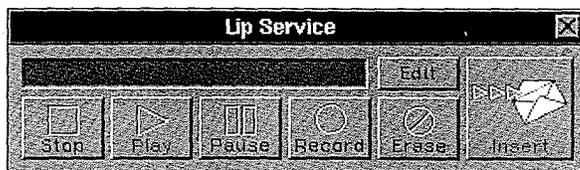
The character set is restricted to ASCII when communicating with non-NeXT computers because the standard UNIX mail mechanism underlying Mail (which Mail uses in communicating with non-NeXT computers) does not recognize characters outside the ASCII character set, and will convert any such characters to ASCII. An em dash (—), for example, would be converted to the letter “P”. (See Appendix E of *User’s Reference* for more information on the ASCII character set.)

If you don’t use this button to specify non-NeXT mail, the recipient may have difficulty reading your message because lines may break in the middle of words. Formatting or attachments will generate unintelligible messages on non-NeXT computers.

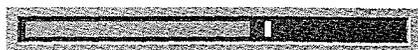
If you click Non-NeXT when there’s already a message in the Send window, the message remains plain ASCII characters, unformatted, but its font becomes 12-point Helvetica Medium (unless you changed the initial font as described under the Font command).

## The Lip Service Panel

When you click the Lip Service button in a Send window or double-click a recording icon in a mailbox window or a Send window, Mail displays the Lip Service panel, where you can create and edit sound recordings for insertion into your messages or listen to a recording attached to a message.

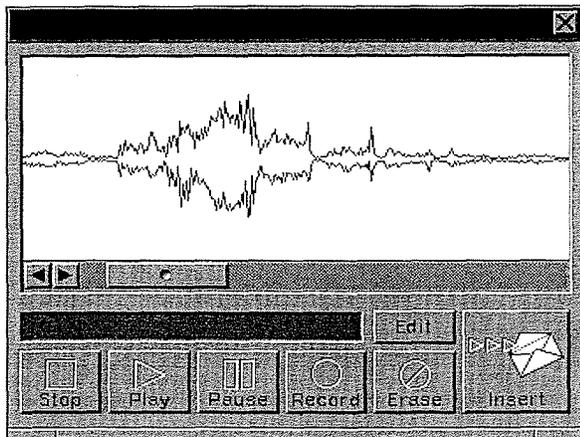


The Lip Service panel displays a meter that indicates the sound level for the recording you’re currently creating or playing back. For example:





The Edit button displays a graphic of a waveform that represents the current recording. (The button is highlighted while a waveform graphic is displayed.) You can select segments of the waveform by dragging across it, and use the standard editing commands Cut, Copy, and Paste on the waveform to modify the recording. The waveform graphic does not track the progress of a recording while it's being played back, but by selecting segments of the graphic and playing them you can locate precise points for editing. You can also resize the Lip Service panel to adjust your view of the waveform. For example:



If no recording is available for editing, the waveform area is empty. Click the Edit button again to remove the waveform graphic from the panel.



The Stop button stops the recording you're currently creating or playing back.



The Play button plays back the current recording—either the recording you made in the Lip Service panel or the recording associated with the recording icon in the current message. Click Stop to end the playback before the end of the recording.

If a segment of the waveform is selected when you click Play, only the part of the recording represented by the selected segment is played; otherwise, the entire recording is played.

If the recording is too loud or too soft, you can adjust the volume with the volume keys or the Preferences application.



The Pause button halts the recording you're currently creating or playing back. (The bars on the button are highlighted during a pause.) Click Pause again to restart at the point where you paused.

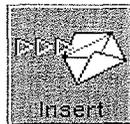


The Record button starts recording through the microphone built into your Megapixel Display (or a microphone connected to the microphone jack on the back of the MegaPixel Display). If you want to stop the recording before it's finished, click Stop. (Clicking Play also stops the recording.)

To replace a segment of the waveform with something new, select the part you want to replace, then click Record and record the new material; the new recording will replace the selected segment of the current recording. To insert new material in the recording without changing the old, click at the point in the waveform where you want to insert the new material (an insertion point appears), then click Record and record the new material. (You can also use Cut, Copy and Paste to edit the waveform.)



The Erase button erases the current recording. It erases the entire recording, even if a segment of the waveform is selected when you click Erase.



The Insert button includes the current recording as part of the message in the Send window, then closes the Lip Service panel. A recording icon  appears at the location of the insertion point (or replaces the current selection) in the Send window to indicate that the sound recording is inserted in the message.

When you deliver the message, a recipient can listen to the recording by double-clicking the recording icon.

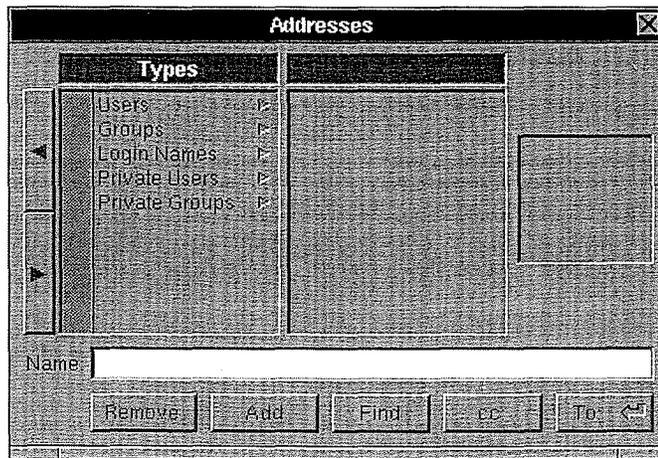
The Insert button is dimmed if there's no current recording. If you click Insert when no Send window is open, a panel will appear telling you that Mail can't complete the operation.

If you click the close button, Mail does not include the recording in the message, but saves it as the current recording—which you can modify or insert later on. Regardless of whether you clicked Insert or the close button, the current recording remains available until you replace it with a new recording, so you can click Lip Service again to display the Lip Service panel and include the recording in another message.

## The Addresses Panel

When you click the Addresses button in a Send window, Mail displays the Addresses panel, which has several uses: It stores addresses like an address book; it lets you insert addresses

in address fields without typing (and so without typing errors); and it can be used to create new Mail aliases (custom addresses) for your personal use.

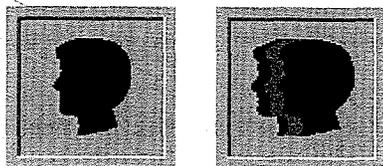


The Addresses panel uses a browser to display addresses. Select from this browser just as you would select folders and files in a File Viewer's browser (either by clicking or by typing).

Five address types appear in the first column of the browser. The Users, Groups, and Login Names addresses are defined by your system administrator. The Private Users and Private Groups consist of addresses that you add yourself. They can be existing addresses or aliases that you create; there will be none of these until you begin adding them, as described under "Private Aliases" below.

When you select an address, your selection appears in the Name field. You can also type a path to an address in the Name field (as you would type the pathname to a folder or file in a Workspace Manager Finder panel).

The panel also displays the pictures of individual users (if available). For Private Users and Private Groups, the panel displays silhouette icons to represent single users or groups of users.



Use this button to search for an address based on text that appears anywhere within the list. A full name or a part of a name will work. For example, if you type **peters** in the Name field and click Find, Mail can locate and select an addresses such as **Dave\_Peterson** or **rpeters**. Click Find again to find the next instance of the text in the list.



The “cc:” button appends the address that appears in the Name field to the “cc” field in the Send window. Similarly, the “To:” button appends the selected address to the To field in the Send window. When Mail appends an address to the list in a Send window field, it automatically separates the entries with commas. These buttons never replace text in the Send window fields, selected or not—they only add to the list in a field.

## Private Aliases

You can use the Addresses panel to create and manage your own lists of addresses. For example, you could have a selected list of people to inform of company softball games. The advantage of a private alias over one defined by your system administrator is that you have complete control over the alias.

Mail lets you maintain two types of lists: Private Users for storing commonly used addresses (user names or aliases), and Private Groups for creating group aliases.

The Private Users list provides the equivalent of an address book—you can quickly find the address you want without having to search through long lists. For example, if you frequently send messages to a long address such as **baines@pucc.princeton.edu**, you can add the address to your Private Users list, where you can quickly locate it and append it to a Send window address field.

The Private Groups list provides an area for creating personal aliases for single or multiple network addresses. For example, you could create the shorthand alias **nr** for the existing address **nross**, or you could create the alias **art** for every user in the art department. When creating personal aliases, follow the conventions for naming files (as described in *User's Reference*), except don't use a comma or a space. After you create a Private Groups alias, you can insert the same alias in your Private Users list.

Remember, Private Groups aliases are for your personal use only. Other users on the network cannot send mail to an alias you create in the Addresses panel unless they too create that alias for their own use.



The Remove button is available only when the Private Users type or a Private Groups entry is selected in the browser. This button removes the selected entry unless it's the only address associated with a private group. (You can remove this address after adding another address to the group, or remove the single-address group itself.)



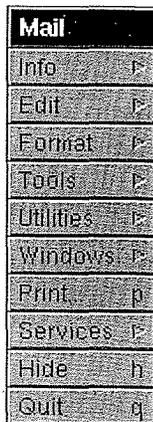
The Add button is available only when the Private Users type or a Private Groups entry is selected in the browser. This button adds the address entered in the Name field to the selected list.

To add a new address to the Private Users list, select Private Users in the Types column, enter the address in the Name field, and click Add. Mail displays the new entry in the Private Users column. You can also use the Add Private User command in the Utilities menu to add addresses to the Private Users list.

To create a new group alias, select Private Groups in the Types column, enter an alias in the Name field, and click Add. Mail displays the new alias in the Private Groups column. The alias automatically includes your own mail address; after you add more addresses, you can select this address and remove it. To add to a private group, select the group's alias in the Private Groups column, enter an existing address (user name or alias) in the Name field, and click Add. Mail displays the entry in the browser column to the right of the Private Groups column. You can add as many addresses as you want to a Private Groups alias.

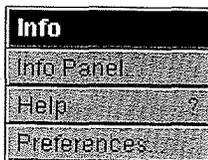
If you try to create a Private Groups alias that's identical to an existing network alias, Mail will inform you that the alias already exists and will refuse to accept it.

## Mail Commands



Mail's main menu contains the standard Windows, Print, Services, Hide, and Quit commands, as described in *User's Reference*. The other commands in the main menu, and commands in their submenus, are described below.

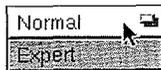
### Info



In addition to the standard Info Panel and Help commands, the Info menu contains a Preferences command.

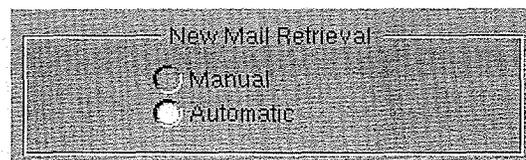
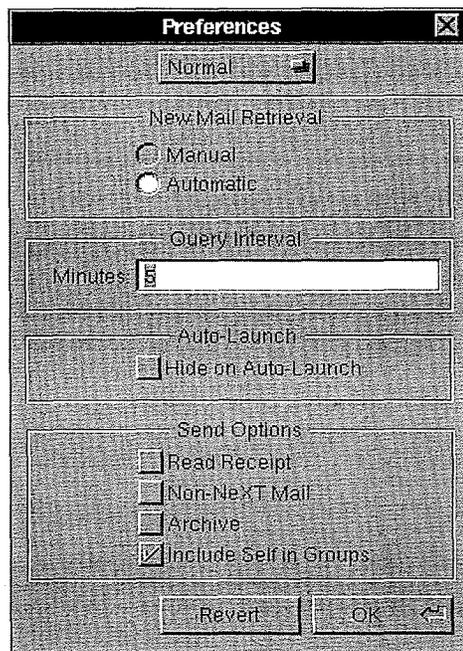
## Preferences

The Preferences command opens a panel that lets you set your personal preferences for various aspects of Mail's delivery system and your own outgoing mail. There are two groups of preferences: Normal and Expert. The group currently being displayed in the Preferences panel is indicated by the button at the top of the panel. To change to the other group, press the button and choose it from the list.



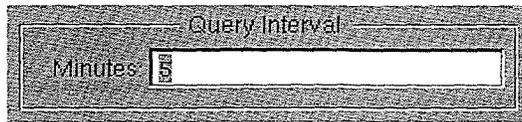
After selecting the preferences you want, click OK. If you change your mind before clicking OK, click Revert to see what the settings were when you opened the panel (or last clicked OK).

### *Normal Preferences*

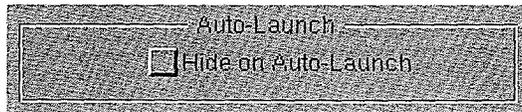


The Manual and Automatic buttons control the method Mail uses to retrieve new mail. Since mail messages go to a central “post office,” Mail must periodically inquire whether anything has been delivered; if you have mail, it's retrieved from the central location and deposited in your Active mailbox. The normal method of retrieval is Automatic, which means that Mail will automatically retrieve new mail whenever it finds any during its

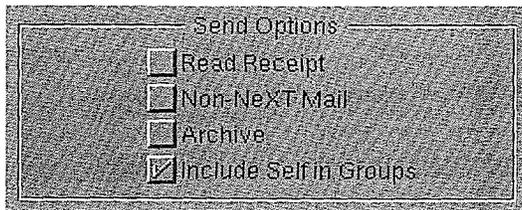
periodic check. If you choose Manual, the retrieval of new mail will occur only when you initiate it yourself by using the New Mail command in the Utilities menu (or the mailbox window's New Mail button, which appears in place of the Find button when manual retrieval has been chosen). Manual retrieval may be desirable if network time is costly.



Normally, Mail checks for new mail every five minutes. You can change this interval by specifying a different number of minutes in the Query Interval field. (Some people increase the interval because they prefer seeing letters fanning in the Mail icon less often.)



If this box is checked, and you've used the Workspace Manager's Preferences command to have Mail start up automatically when you enter your workspace, Mail will start up hidden. The Active mailbox won't be opened; as described in Chapter 7 under "Starting Up Mail," this is useful if you tend to log in on multiple computers.



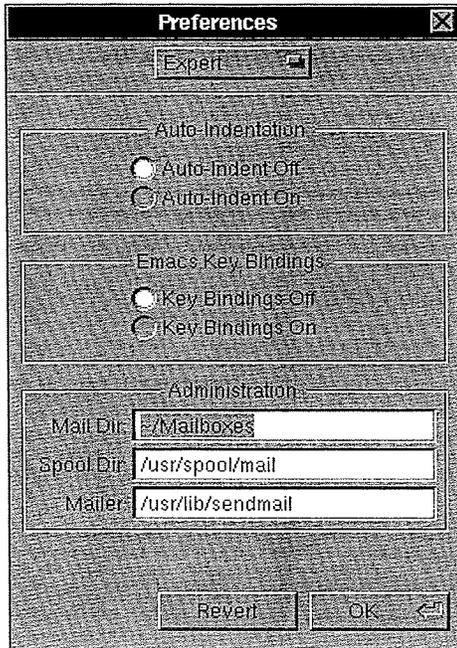
Read Receipt corresponds to the No Receipt or Receipt button in the Send window. If this box is checked, all your Send windows will open in Receipt mode.

Non-NeXT Mail corresponds to the NeXT Mail or Non-NeXT button in the Send window. If this box is checked, all your Send windows will open in Non-NeXT mode.

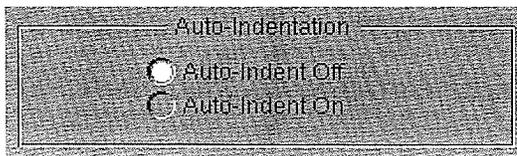
If Archive is checked, copies of all your outgoing messages will be sent to a mailbox named Outgoing (which is created automatically).

Include Self in Groups, which is normally checked, means that when you send mail to a group alias that includes your user name, you'll receive the mail. Click this box to remove the check mark if you don't want to receive mail that you send to these groups.

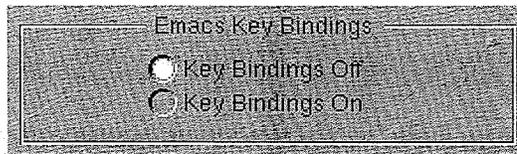
## Expert Preferences



Expert preferences include advanced text editing features and system modifications that will primarily be of interest to expert UNIX users or system administrators.



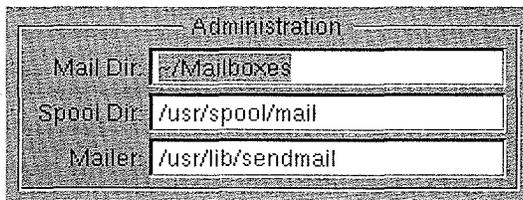
Auto-indentation preserves the indentation of the previous line when you type Return. If you indent a line with a tab, the next line will automatically tab to the same spot when you press Return. If you indent a line with spaces, tabs will be inserted in the next line first, followed by as many spaces as may be needed. Auto-indentation is most useful for entering text in the Courier font family (for example, for programmers entering code).



This is an advanced feature for users who are accustomed to traditional terminal-based editors. Emacs is a popular text editor used by UNIX programmers. "Key bindings" refers to the attachment of commands to keys. For example, with Emacs Key Bindings switched

on, Control-F moves the insertion point forward one character. The Emacs commands that operate in this mode are as follows:

Command	Action
Control-B	Move back one character
Control-F	Move forward one character
Alternate-b	Move back one word
Alternate-f	Move forward one word
Control-A	Move to beginning of line
Control-E	Move to end of line
Control-D	Delete next character
Control-H	Delete previous character
Alternate-d	Delete to end of current (or next) word
Alternate-h	Delete to beginning of current (or previous) word
Control-K	Delete forward to end of line
Alternate-<	Move to beginning of text
Alternate->	Move to end of text
Control-N	Move down one line
Control-P	Move up one line



The Administration preferences are primarily for system administrators.

The Mail Dir field specifies the directory in which your Active mailbox and other mailboxes are stored. If you have an optical disk, for example, changing this directory to one located on your optical disk would allow you to store your mail there.

The Spool Dir field specifies the directory from which Mail retrieves new mail. If the volume of mail is high, changing this directory makes it possible to reduce the number of people reading mail from the same directory. Any change should be made by your system administrator.

The Mailer field specifies the program that Mail uses to send mail. You can change this program—for example, to one that keeps track of mail statistics. This feature is for system administrators only. For more information about the default mailer program, see the UNIX manual page for **sendmail** (UNIX manual pages are available on-line only in the extended release of the software).

## Edit

Edit	
Cut	X
Copy	C
Paste	V
Delete	
Undo	Z
Undelete	U
Find	F
Spelling	
Check Spelling	
Select All	A

### Cut, Copy, Paste, and Delete

These are the standard editing commands described in *User's Reference*. The effects of these commands depend on what type of window is the key window.

- In a mailbox window, the Cut, Paste, and Delete commands apply to the message or messages selected in the summary area. (The Delete command thus works the same as the window's Delete button.) The Copy command can be used either to copy selected messages or to copy a selection in the message area (whichever you selected last). Copied text can be pasted into any window that accepts text; copied icons and graphics can be pasted into a Send window.
- In a Send window, Cut, Copy, Paste, and Delete work within the message and in the text fields.
- In the waveform that appears when you click the Edit button in a Lip Service panel, you can use these commands to modify the sound recording.
- In panels, you can use these commands to edit text in text fields.

### Undo

The Undo command reverses the last deletion performed in the message area of a Send window. Repeated use of the command inserts copies of the last deleted selection. Undo does not reverse any other editing operations.

## Undelete

The Undelete command reverses the last message deletion you performed (unless the mailbox has been compacted since you deleted the message). Subsequent Undelete commands will restore previous message deletions, up to the point that the mailbox was last compacted. The undeleted messages are displayed in the summary area when you use the command.

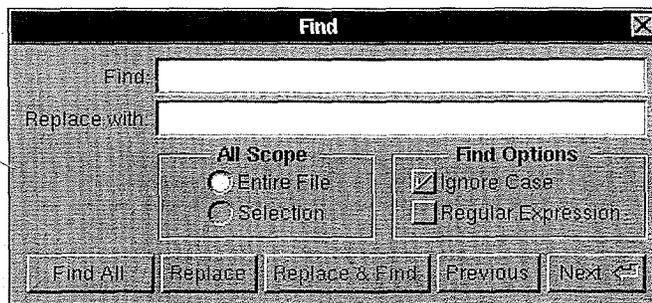
**Note:** Undelete does not reverse any other type of deletion, such as deletion of text from a Send window; for that, use Undo.

## Find

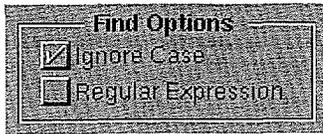
Find	
Find Panel	f
Find Next	g
Find Previous	d
Enter Selection	e

The Find menu contains commands that are very similar to those in the standard Find menu, described in *User's Reference*. Information specific to Mail's Find menu commands is presented here.

The exact appearance of the panel displayed by the Find Panel command depends on whether you're searching for messages in the summary area of a mailbox window or for text in a message that appears in a mailbox window or a Send window. When you search for messages, the panel looks like this:



The All Scope buttons are available only when replacing text in a message in a Send window, as described below. The Find Options check boxes apply in any case.



If Ignore Case is checked, Mail doesn't distinguish between capital and lowercase letters during the search. If Ignore Case is not checked, Mail searches only for the text that exactly matches the capital and lowercase characters you specify.

If Regular Expression is checked, Mail allows you to use regular expressions, as defined in UNIX text editors, for finding character strings in a message summary or a message. This option is implemented primarily for expert UNIX users; see the UNIX manual page for `ed` for more information on regular expressions (UNIX manual pages are available on-line only in the extended release of software).

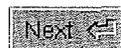
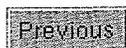
### *Finding Messages*

To find mail messages, click in the summary area of a mailbox window and choose Find Panel from the Find menu (or click the Find button in the mailbox window) to display the Find panel. In the Find field, enter the text that you want to locate in a message summary. You can enter characters that may appear anywhere in a message number, date, sender's address, or subject.

Click one of the buttons in the Find panel to perform the operation you want. Found messages are selected in the summary area; a message informs you if the text you're searching for isn't found. You can view the text of a found message (and make it the current message) by clicking its summary line.



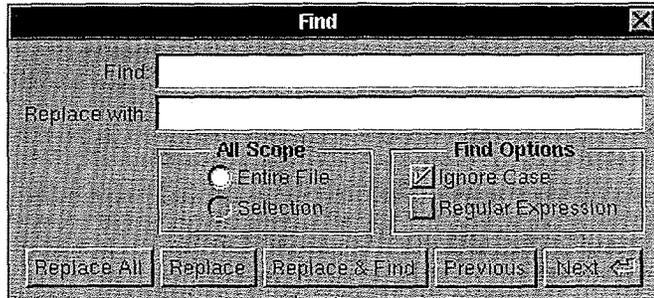
Click Find All to select all the message summaries that contain the text specified in the Find field.



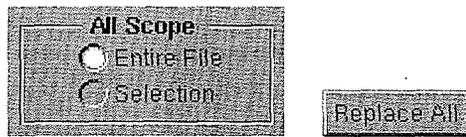
Click Previous to search backward from the message (or group of messages) selected in the summary area. Click Next to search forward. The search is circular: If the search is moving backward through the list of messages and reaches the beginning of the list without finding anything, it continues at the end of the list; if the search is moving forward and reaches the end of the list, it continues at the beginning.

## Finding Text in Messages

To find text in messages, click in the message area of a mailbox window or make a Send window the key window, and choose Find Panel from the Find menu (or click the Find button in the mailbox window) to display the Find panel. In the Find field, enter the text you want to locate. Find will not search for text in attached files.



Click one of the buttons in the Find panel to perform the operation you want. (The All Scope, Replace All, Replace, and Replace & Find buttons are dimmed for mailbox windows.) Found text is selected and displayed in the Mail window; a message informs you if the text you're searching for isn't found.



The All Scope buttons indicate the area that Replace All will apply to—either to the entire message in the Send window (Entire File) or only to the text that's currently selected in the message (Selection). In the indicated area, Replace All replaces all occurrences of the text specified in the Find field with the text specified in the “Replace with” field. If the “Replace with” field is blank, Replace All deletes all occurrences of the text.



Once text has been found in the Send window, click Replace if you want to replace that occurrence with text specified in the “Replace with” field, or if the “Replace with” field is blank and you want to delete that occurrence.



As a shortcut, you can click this button to combine the Replace and Next operations. Mail will replace or delete the found text and then find the next occurrence.



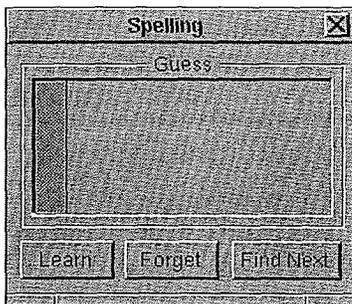
Click Previous to search backward from the insertion point or from the beginning of the current selection. If the search reaches the beginning of the text, it continues at the end.



Click Next to search forward from the insertion point or from the end of the current selection. If the search reaches the end of the text, it continues at the beginning.

## Spelling

The Spelling command is available only in a Send window, and only for text in the message itself (not in an attached file). It brings up a panel that lets you check the spelling of words in your message, choose from possible corrections, and modify the spelling dictionary. As a convenience, Mail doesn't bring up the Spelling panel as the key window, so that you can type to correct a misspelling without having to click in the Send window first.



To begin a spelling check from this panel, click Find Next. Spelling locates and selects the next word not contained in the spelling dictionary (Mail uses a system-wide 100,000-word spelling dictionary that's shared by other applications, such as Edit).

**Note:** Word processing applications (like WriteNow) tend to use their own dictionaries rather than this system-wide one.

The search for misspelled words is circular, so that the entire text of the message in the Send window is searched. The search starts at the word containing the insertion point, or at the last word in the current selection, and goes to the end of the text. If no potentially misspelled words are found, the search continues at the beginning of the Send window until it comes back to the starting point.

The Spelling panel displays a list of possible corrections to the last word selected as misspelled (unless the word is completely unrecognizable). Double-clicking one of them will replace the selected word in the Send window with the desired correction.



The Learn and Forget buttons let you remove or add words from the spelling dictionary. If a correctly spelled word is identified as misspelled, you can add it to the dictionary by clicking Learn. You can also remove any word you've added to the dictionary, by selecting it and clicking Forget.



To search for the next misspelled word, click Find Next (or choose the Check Spelling command from the menu).

## Check Spelling

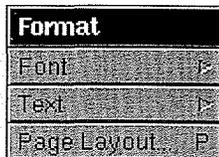
Choosing the Check Spelling command has the same effect as clicking Find Next in the Spelling panel (see the Spelling command above). Spelling locates and selects the next word not contained in the spelling dictionary. To replace the misspelled word, you can just begin typing.

For more options when checking spelling, use the Spelling command, either after Check Spelling or instead of Check Spelling.

## Select All

The Select All command selects the entire contents of the last area you clicked in, whether the summary area of a mailbox window, a message in a mailbox window or Send window, a text field in a Send window or panel, or a waveform in a Lip Service panel.

## Format



The Format menu contains the Font and Text commands, described below, and the standard Page Layout command, described in *User's Reference*.

## Font

Font	
Font Panel	⌘
Bold	⌘B
Italic	⌘I
Underline	
Larger	
Smaller	
Heavier	
Lighter	
Superscript	⌘⇧=
Subscript	⌘⇧_
Unscript	
Light Gray	
Dark Gray	
Black	
Copy Font	⌘⇧C
Paste Font	⌘⇧V

The Font menu contains the standard Font menu commands for changing the appearance of characters, plus the Light Gray, Dark Gray, and Black commands. These three additional commands change the shade of text, which is normally Black; they can be used to highlight words in messages for emphasis or to mark related passages. The font in Mail's windows is initially 12-point Helvetica Medium, unless you change this initial font as described below.

The effect of a command in Mail's Font menu depends on which window is the key window when you choose the command and, in the case of mailbox windows, which area of the window you last clicked in.

- In a Send window, the Font menu commands affect text selected in the message. You can apply different font properties to individual characters or words in a message. The Underline, Superscript, Subscript, Unscript, Light Gray, Dark Gray, and Black commands are available only in Send windows.
- In a mailbox window, the Font menu commands affect *all* the text in the summary area or the message area of the window (whichever area you clicked in last). You can set a different font in each of the two areas. Mail uses the new font in every subsequent mailbox window that you open, until you change it again with the Font menu commands. The font set in the message area is also used in every subsequent Send window that you open.

Font properties copied with the Copy Font command do not include Underline, Superscript, Subscript, Light Gray, Dark Gray, or Black.

## Text



The Text menu contains commands for formatting the text of your message in a Send window. For related information on how to set margins, indentations, and tab stops with the ruler, see “Formatting Your Messages” in Chapter 7.

### *Align Left, Center, and Align Right*

These commands align the text with the left margin (“ragged right”), center it between both margins, or align it with the right margin (“ragged left”).

### *Show Ruler or Hide Ruler*

Show Ruler displays the Mail’s ruler in the Send window’s message area, and the Hide Ruler command removes it.

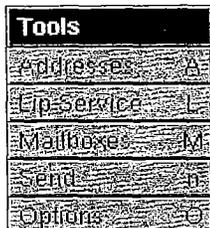
### *Copy Ruler and Paste Ruler*

The Copy Ruler command copies the ruler settings of the paragraph containing the insertion point or the beginning of the current selection, so that you can subsequently paste them with the Paste Ruler command. It’s as though there’s a separate pasteboard for the ruler, and Copy Ruler replaces what’s already on it, just as the Copy command does for text.

The Paste Ruler affects the paragraph containing the insertion point or the current selection. It replaces the paragraph’s ruler settings with the last ones you copied with the Copy Ruler command. If the current selection spans more than one paragraph, Paste Ruler replaces the ruler settings of all the selected paragraphs.

Neither of these commands requires the ruler to be showing, or changes the contents of the pasteboard.

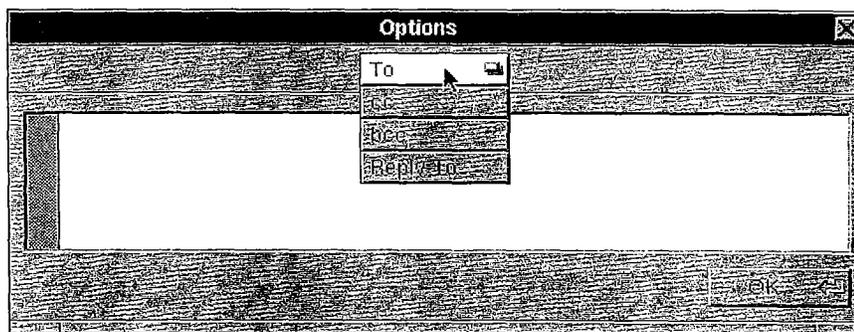
## Tools



The first four commands in the Tools menu provide alternative ways of opening the Addresses panel, Lip Service panel, Mailboxes panel, and Send window. The Options command is described below.

## Options

You can use the Options command when you're working in a Send window; it brings up a panel containing a large area for entering address lists. (You can resize the panel for an even larger area.) The button at the top of the panel specifies the type of address field. To change it, press the button and drag to the type of field you want.



After entering the addresses of the specified type (exactly as you would in a Send window), click OK.



The To option corresponds to the To field in the Send window. Any addresses you enter will be inserted in the Send window's To field when you click OK.



The “cc” option corresponds to the “cc” field in the Send window. Any addresses you enter will be inserted in the Send window’s “cc” field when you click OK.

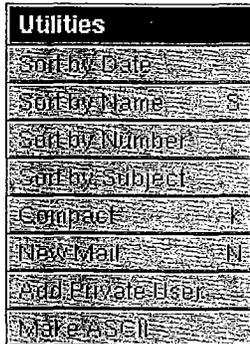


The “bcc” (blind carbon copy) option is for confidential or hidden addressees of your message. Whoever you enter here will receive a copy of the message, but no other recipients will know, since the “bcc” list does *not* appear in the message that’s received.



Use the Reply-To option when you want the reply to your message to go to someone *other* than yourself. The address entered here will be inserted in the To field of the recipient’s Send window when the recipient clicks Reply. For example, if you’re sending a memo to Purchasing, but you want Purchasing to reply to Personnel, you would enter Personnel’s address in the Reply-To field. When Purchasing clicks their Reply button, the To field of their message will be filled with Personnel’s address. If you also want a reply, append your address in the Reply-To field.

## Utilities



### Sort by Date, Sort by Name, Sort by Number, and Sort by Subject

Normally, Mail lists and numbers mail messages in the order in which they were received by the mailbox. You can use the Sort commands to reorder the messages.

- Sort by Date sorts the messages in the order in which they were sent (which may differ from the order in which they were received).
- Sort by Name sorts the messages by the address of the sender in ASCII order (alphabetical, but with capital letters preceding lowercase; for more information, see *User’s Reference*).

- Sort by Number sorts the messages sequentially by message number (which is also the order in which they were received by the mailbox).
- Sort by Subject sorts messages by their subject titles (subject titles are in the last column of the summary area). This is helpful for collecting messages on a single topic, or for gathering them together for deleting or moving to other mailboxes.

Regardless of the specified sort order, each new message is numbered sequentially in the order in which it is received.

Sort orders are temporary; if you close a mailbox window after specifying a sort order and then reopen the mailbox, the messages will appear sorted by message number.

## **Compact**

The Compact command compacts a mailbox by removing from the file system all the messages that you've deleted since the last compaction. When you compact a mailbox, Mail rennumbers the remaining messages to fill any gaps left in the numbering sequence by the message deletions.

**Warning:** Make sure that you want to permanently remove deleted messages when you compact a mailbox. Compact can't be undone.

## **New Mail**

The New Mail command retrieves new mail immediately and deposits it in your Active mailbox. Normally, Mail retrieves mail whenever it finds any during its periodic check for new mail; you might use New Mail if you're in a hurry to read mail that you know has been sent but you haven't yet received. If you've used the Preferences command to turn off automatic mail retrieval, you'll receive mail only when you choose New Mail.

## **Add Private User**

The Add Private User command adds the sender's address from the current message to the Private Users list in the Addresses panel. After you add an address to the list, you can use the Addresses panel to append the address to Send window fields, which cuts your typing time and the chance of typing errors. See "The Addresses Panel" in the "Mail Buttons" section above.

## **Make ASCII**

The **Make ASCII** command converts the message in the Send window to plain ASCII text, removing all formatting from it and converting non-ASCII characters into ASCII characters. If the message contains any attachments, a panel appears saying that you must remove all attachments before the command can be carried out; dismiss the panel, remove all attachments, and then choose the command again.

Since there's some overhead associated with sending mail that's formatted and includes attachments, you might use **Make ASCII** if, for example, you're forwarding a heavily formatted message to another NeXT computer user but want to keep it simple and fast.

Unlike the NeXT Mail button in the Send window, this command doesn't enforce a 72-character line length, change the text to Courier, or add Returns to the ends of lines when you send the text. Use the NeXT Mail button rather than the **Make ASCII** command when you want to send mail to a non-NeXT computer.

# Appendices

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# Appendices

These appendices provide specialized information about WriteNow:

- Appendix A provides details about converting other types of files to WriteNow and vice versa, and about transferring WriteNow documents from an Apple Macintosh to a NeXT computer.
- Appendix B summarizes useful features of WriteNow that aren't available as commands in menus or that require pressing a special key.



# Appendix A

## Document Conversion in WriteNow

This appendix provides details about converting various types of files to WriteNow and vice versa, and about transferring WriteNow documents from an Apple Macintosh to a NeXT computer.

As described under “Open” and “Save and Save As” in Chapter 2, you can convert other types of files to WriteNow, and you can save WriteNow documents as other file types. Many applications, including WriteNow, Edit, Microsoft® Word, and Microsoft Write, use a standard file type known as Rich Text Format (RTF) to convert other document formats to their own format. RTF, which was developed by Microsoft Corporation, serves as an intermediate step in the conversion process: A document saved as an RTF file in one application can be opened in another application that recognizes RTF, and thus converted to the other application’s format. But not all document features can be converted correctly, because RTF can’t represent all possible document characteristics, and because different word processors often interpret similar features in different ways or have entirely different features.

**Note:** Files called filters, located in WriteNow’s file package, are required for converting between WriteNow and RTF.

When WriteNow documents are transferred from a Macintosh to a NeXT computer, not all document features are retained; this appendix lists the unretained features.

### Opening an RTF File

The following features are ignored when an RTF file is opened in WriteNow, since WriteNow doesn’t support them:

- Style sheets
- Color tables
- Custom footnote separators
- Top and bottom margins
- Widow control
- Line numbers
- Section breaks
- Restarting page numbers
- Vertical alignment
- Paragraph borders

These RTF features aren't converted exactly:

- Double Underline text is displayed as underlined text; Outline and Shadow text is displayed as bold text. (But WriteNow internally stores the use of Outline and Shadow, so the text might be displayed properly when the file is opened in another application.)
- Strikethrough and Hidden text is converted to the medium-weight typeface for the font family, such as Times Roman or Helvetica Medium.
- Paragraph line spacing may be different.
- Side-by-side paragraphs appear in single-column format.
- Footnotes never appear at the end of the document; they're always at the bottom of the appropriate page and column.
- Headers or footers defined to be on the first page only are inserted at the beginning of the WriteNow document.
- Page dimensions are set as specified in the Page Layout panel rather than as specified by the RTF file.
- Left and right margins in WriteNow are the sum of the left and right margins and the left and right indents defined in the RTF file.
- Since WriteNow doesn't support section breaks, the number of columns in the first section applies to the entire document.
- Microsoft Windows metafiles and bitmaps are not converted.
- Characters other than ASCII characters might not be displayed correctly (because different computers support different character sets). You can reenter the correct characters by typing them in; see the "Character Sets" appendix of the *NeXT User's Reference* manual for information.

## Saving an RTF File

The features that aren't converted exactly from WriteNow to RTF are as follows:

- If more than one header or footer is defined in a single paragraph in WriteNow, only the first one is converted.
- The smallest left or right margin in the WriteNow document is converted to the left or right margin in RTF. The difference between a given paragraph's margins and the smallest left or right margin becomes the left or right indent.

## Transferring a WriteNow Document from a Macintosh

To transfer a WriteNow document from a Macintosh to a NeXT computer, move the document as is; do a straight binary transfer, since the document is already in WriteNow format. Either before or after the transfer, give the document a “.wn” extension. You can open the document in WriteNow on a NeXT computer just as you can open any other WriteNow document.

Not all features of the transferred document are retained on a NeXT computer. The Macintosh QuickDraw graphics format is incompatible with the NeXT computer’s EPS graphics format, so graphics are shown as gray boxes. Also, Outline and Shadow text are displayed as bold text.

**Note:** If you move the transferred document back to the Macintosh, some characters will be translated incorrectly but the original graphics will be redisplayed. Text that was originally in Outline or Shadow style will also be redisplayed, because the transferred document internally stores the text’s original style.



# Appendix B

## Special Features of WriteNow

This appendix summarizes useful features of WriteNow that aren't available as commands in menus or that require pressing a special key.

Context	Feature	How to Do It
Insertion point	Move left or right one word Move up or down one line Move to edge of window	Shift left or right arrow key Shift up or down arrow key Control arrow key
Graphics (after double-clicking)	Scale and retain proportions Scale to any proportions Return to original size	Drag Alternate-drag Shift-click
Ruler (general)	Relative settings Identical settings	Command ruler change Shift ruler change
Tabs	Tab fill (leader)  Align with any character	Hold down Tab, type tab fill character, release Tab Right tab; soft hyphen (Insert Soft Hyphen command) after character
Document operations	Use customized new document  Override <b>Stationery.wn</b> Close all documents  Save compactly	Document named <b>Stationery.wn</b> in your home folder Alternate New Alternate Close a document or Alternate-click its close button Alternate Save or Alternate Save As
Page Layout (smart quotes)	Override quote conversion	Type Command-' for ', and Command-" for "
Font operations	Identical font properties Superscript or subscript one pixel	Shift font change Alternate Superscript or Subscript
Hide or Show Space	Keyboard alternative	Command-space
Spelling	Start over with no words ignored	Alternate Ignore

*(continued)*

**Context**

Find panel  
(Find field)

**Feature**

Search for Tab  
Search for Return or page break  
Search for any character  
Search for question mark  
Search for text “\T”  
(likewise for “\t”, “\R”, or “\r”)

**How to Do It**

Type Alternate-Tab, \T, or \t  
Type Alternate-Return, \R, or \r  
Type question mark (?)  
Type \?  
Type \\T

# Glossary

## ***absolute pathname***

A pathname that starts with the root folder, represented by a slash (/), and ends with the file or folder that the pathname identifies.

## ***alias***

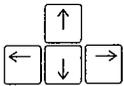
A shorthand address used in the Mail application to identify a single user or a group of users.

## ***application***

A program with a graphical user interface that you can run from the workspace, such as WriteNow, Digital Webster, or Preferences.

## ***application dock***

The column of up to 13 icons along the right edge of the screen; also called the *dock*. It contains application icons that you can use to start up applications; it can also contain the recycler.



## ***arrow keys***

Four keys, labeled with arrows, that cause movement (usually of the insertion point) in the indicated direction.

## ***ASCII characters***

A subset of the characters that can be typed from the NeXT keyboard, as shown in the “Character Sets” appendix of the *NeXT User’s Reference* manual.

## ***attention panel***

A panel that requires you to perform an action in it before you can continue to work in an application. It can’t be covered by any other window or icon.

## ***binding margins***

Margins on the left and right sides of a page, set with WriteNow’s Page Layout command, that are used to reserve space for binding printed documents or to set up margins in a multiple-column document.

## ***body***

The area of a WriteNow page that contains all text and graphics that aren’t in headers, footers, or footnotes. All the typing and editing you do in page view is in the body of the page.

***bookshelf***

A collection of targets in a digital library, in which Digital Librarian searches the targets you select.



***brightness keys***

The two keys that control the brightness of the screen. The upper key increases the brightness, the lower key decreases it.

***browser***

A multiple-column area of a window in which you can browse through hierarchically organized information by clicking names in the columns. The File Viewer, for example, includes a browser with file and folder names in it, for navigating the file system.



***button***

A control that you click to make something happen, or press to cause a continuous action. Buttons are labeled with text, graphics, or both.

***byte***

A unit of information in the computer. In a plain ASCII file, for example, each character occupies one byte.

***close***

To make a window disappear from the workspace when you're done using it. Closing a window that contains a file puts the file away, usually giving you a chance to save changes first.



***close button***

A control in a window's title bar that, when clicked, closes the window. When the close button is partially drawn, it means that the window contains unsaved changes or that its contents aren't up-to-date.



***command***

A word or phrase in a menu that describes an action an application can take, or names a submenu or panel it can open.

***control***

A graphic object in a window that you operate to make something happen; a button, text field, slider, or scroller.

***current document***

The document in WriteNow's main window.

***current folder***

The folder that you're currently working in. If you're working in a file, the current folder is the one containing that file. In a File Viewer window, the current folder is the one displayed in the icon path (if a folder is selected); if a file is selected, or if more than one file or folder is selected, the current folder is the one containing the selection.

***current font***

The font of either the text you're about to type at the insertion point or the first character in the current text selection.

***current message***

The message that currently appears in the message area of a mailbox window in the Mail application. You make a message the current message by clicking its summary line in the summary area of the window.



***cursor***

The image on the screen that moves as you move the mouse; usually an arrow or an I-beam. When the computer is performing an operation that must be completed before you can continue your work in that application, the cursor appears as a rotating disk.

***data document***

A document from which WriteNow's Merge command will read records of information to be merged into the template document.

***data record***

In a data document read by WriteNow's Merge command, a record that contains a value for each field defined in the names record. Each data record results in a merged document.

***default header, default footer***

The blank header or footer in a new WriteNow document, consisting of four blank lines. You can override the default header or footer by inserting one of your own.



***Delete key***

A key used to remove individual characters, words, graphics, or other items. (It's labeled "Delete" on older keyboards.)

***detach***

To drag a submenu away from its associated menu.

***digital library***

An on-line collection of information—including, for example, reference works, documentation, and literature—that can easily be accessed with a NeXT application designed for that purpose.



***dimmed***

Gray, faded, or otherwise made to recede into the background. You can't choose a command or operate a button when it's dimmed.

***document menu***

A standard type of submenu displayed by the command just below Info in the main menu of some applications. Its title indicates what you can open and save in the application—for example, it might be Document, File, or Spreadsheet.

***dot file***

A file (or folder) whose name begins with a period and which typically contains information that you don't need to access. Dot files are normally hidden from view in Workspace Manager folder windows; to see them, check the UNIX Expert box in Preferences application.

***double-click***

To click twice in quick succession on the same object. A double-click extends the kind of action accomplished by a click.

***drag***

To position the cursor on something, press and hold down a mouse button, move the cursor to a new location (by moving the mouse), and then release the mouse button.

***EPS***

Encapsulated PostScript, a format for storing graphics.

***extension***

The last period in a file name and all characters that follow. A file's extension indicates the type of information in it. The Workspace Manager uses the extension to associate a file with a particular application.

***field***

In a data document read by WriteNow's Merge command, each record is made up of individual fields separated by commas or Tabs; each field represents a different type of information. See also *text field*.

***file***

A collection of related information stored on a disk, such as a document, report, letter, or application.

***file package***

A special folder containing files that aren't normally shown in folder windows. Instead, a file package looks and behaves like a file (when you open it by double-clicking, for example). To see the files inside a file package, you must use the Open as Folder command.

***file system***

The collection of all the files you can access through your computer, organized so that you can easily locate the information you want. See also *hierarchical file system*.

***File Viewer***

A Workspace Manager window that gives you access to all the files in the file system.



***floppy disk***

A plastic disk, encased in a protective cartridge, that holds information a floppy disk drive can read or write.

***floppy disk drive***

A mechanism that can store and retrieve information from a floppy disk.

***folder***

A place in the file system that contains files and other folders. Opening a folder displays the names of the files and folders it contains.

***folder window***

A Workspace Manager window that displays the contents of one or more folders and that you use to locate and open files and to organize them (for example, by moving, copying, or renaming them). The File Viewer is a folder window, and you can open a folder window with the Open as Folder command.

***font***

A set of properties that describe the appearance of text: font family (such as Times), typeface (for example, whether Times Bold or Times Roman), and size (in points).

***font family***

A collection of characters with a consistent design; for example, Helvetica and Times.

***footer***

Text that appears at the bottom of each page of a WriteNow document, in the footer region.

***footer region***

An area at the bottom of a WriteNow page that initially contains the blank default footer. You can override the default footer by defining one or more footers of your own. The footer region is the same height on every page, equal to the height of the tallest footer defined in the document.

***footnote region***

An area just below the body of a WriteNow page (or column) where a document's footnotes, if any, are displayed.

***footnote view***

The view of a WriteNow document that shows only footnotes. You can edit footnotes only in this view.

***group***

A class of users for which permissions are assigned to a file or folder. A group is established by a system administrator; typically it consists of people working together on the same project or at a common site.

***hanging indent***

First-line indentation to the left of the subsequent lines of a paragraph; useful for bulleted or numbered items.

***hard disk drive***

A device that can store and retrieve information from metal disks permanently encased within it. A hard disk drive is installed inside your NeXT computer.

***header***

Text that appears at the top of each page of a WriteNow document, in the header region.

***header-body separator***

In WriteNow's Page Layout panel, a number that should be set greater than or equal to the height of the tallest line in any paragraph that may cross a page boundary. If, in any such paragraph, you increase the line spacing beyond 24 points, or insert text or a graphic taller than 24 points, you should probably increase the header-body separator accordingly.

***header/footer view***

The view of a WriteNow document that shows only the headers and footers you've defined in the document. You can edit headers and footers only in this view.

***header region***

An area at the top of a WriteNow page that initially contains the blank default header. You can override the default header by defining one or more headers of your own. The header region is the same height on every page, equal to the height of the tallest header defined in the document.

***hierarchical file system***

A file system in which folders can contain other folders, down to any number of levels. In a hierarchical file system, files and folders containing related information can be grouped into other folders; you can open a folder to see only the information it contains without having to view everything on the disk.

***highlight***

To make something such as a command, text, icon, or title bar stand out visually. Highlighting usually indicates that something has been chosen to perform an action, or selected to receive an action.

***home folder***

Your home base in the file system; the folder that holds your personal files. Its name is the same as your user name (**me** if you don't log in).

***host name***

The name by which a computer on a network is known to the other computers on the network. The host name is assigned by the system administrator and appears at the top of the login window.

***icon***

A small pictorial representation of an application, file, folder, disk, or other item.

***icon path***

An area in the File Viewer that displays icons representing the selected file or folder.

***initialize***

To prepare a disk so it can hold information. When you initialize a disk, any information already on the disk is destroyed. You must initialize a new disk before you can use it, and you can reinitialize a disk to "erase" its contents.

***insertion point***

The place where text and graphics may be entered; usually represented by a blinking vertical bar.



***justify***

To adjust all the lines of a paragraph (except the last line) so that they're aligned with both the left and the right margins.

***key window***

The standard window or panel that currently receives keystrokes. Its title bar is highlighted in black. You make a window the key window by clicking in it.

***keyboard alternative***

A combination of keys that you can use instead of the mouse for choosing a command. You hold down the Command key while typing the character shown next to the command in the menu (using Shift, not Alpha Lock, for capital letters).

***kilobyte***

1024 bytes.

***line spacing***

The amount of spacing between lines in a WriteNow paragraph. It measures the distance, in points, from the top of one line to the top of the next line (but may be flexible to accommodate tall text).

***link***

A special file that looks and acts like an ordinary file or folder, but that accesses the contents of a file or folder that's somewhere else in the file system; when you open the link, you actually open this file or folder.

***log in***

To gain access to a computer by providing a user name and a password. The login process restricts the computer's use to authorized users.

***log out***

To quit all running applications and (if you had to log in to use the computer) return to the login window.

***mailbox***

A file package (in the **Mailboxes** folder in your home folder) in which the Mail application stores messages. Every user has an Active mailbox where all incoming messages are delivered.

***main menu***

The menu that appears in your workspace when an application starts up or becomes active. Its title bar displays the application's name (or an abbreviation).

***main window***

The standard window that you're currently working in. If it's not also the key window, it has a dark gray title bar and receives any action performed by a panel.

***menu***

A window that contains a vertical list of commands.

***merged document***

A version of the template document, created by WriteNow's Merge command. You can print all merged documents or ask that all merged documents be copied to a single new document.



***miniaturize button***

A control in a window's title bar that, when clicked, reduces the window to a miniwindow.



***miniwindow***

An icon that represents a miniaturized window. Double-clicking a miniwindow returns the window to the way it was before it was miniaturized.

***modifier key***

A key that doesn't generate a character but changes the effect of other keys and of actions taken with the mouse. Shift, Alternate, Command, and Control are modifier keys.

***mouse buttons***

The two buttons on the mouse. All mouse actions can be performed with either button unless you specify otherwise in the Preferences application.

***names record***

The record that specifies the names of the fields whose values are stored in the data document read by WriteNow's Merge command.

***nonbreaking space***

A space you can type between words so that they'll always be on the same line; typed by holding down the Alternate key and pressing the space bar.

***open***

To put up a window in your workspace. Opening a file or folder puts up a window that displays the contents of the file or folder.



***optical disk***

A plastic disk, encased in a protective cartridge, that holds information that an optical drive can read or write.

***optical drive***

A mechanism that uses a laser to store and retrieve information from an optical disk.

***owner***

The person (represented by user name) who created a file or folder; a class of users for which permissions are assigned to a file or folder.

***page break character***

A nonprinting character that forces WriteNow to start a new page; any text following this character will begin at the top of the next page. The Show Space command from the View menu displays the page break character as ¶.

***page view***

The view of a WriteNow document in which the document is shown as it will be printed, including page breaks, headers, footers, footnotes, and multiple columns. Most editing is done in this view.

***panel***

A window that typically appears in response to a command and lets you control what the application does or provides information about the application. Panels often perform an action on a standard window.

***paragraph***

In WriteNow, text or graphics (or both) separated by Return or page break characters.

***password***

A sequence of characters that you must enter along with your user name when logging in. It can consist of letters, numbers, symbols, and spaces, and should be known only to you.

***pasteboard***

The place where the computer stores what you last cut or copied with the Cut or Copy command.

***pathname***

A name, or a sequence of names separated by a slash (/), that specifies a file or folder in the file system. See *absolute pathname* and *relative pathname*.

***permissions***

Characteristics of a file or folder that determine what certain users can do with the file or folder—for example, whether they can view a file's contents or remove a file from a folder. Permissions are automatically assigned to a file or folder when it's created, and they can be changed by its owner.

***pixel***

The smallest unit of measurement on a computer's screen. The NeXT MegaPixel Display, for example, measures 1120 by 832 pixels and has approximately 92 pixels per inch.

***plain ASCII***

A data format consisting solely of characters from the ASCII character set. These include text characters (with no font properties) and control characters.

***point***

A unit of measurement equal to 1/72 of an inch.

***press***

To position the cursor on something and, without moving the mouse, hold down a mouse button and keep it down until the desired effect is achieved.

***read-only***

A file that has read permission, but not write or execute permission, for one or more classes of users is a read-only file for those users. Read-only files can be read but not written to.

***record***

In a data document read by WriteNow's Merge command, a paragraph consisting of field names (a names record) or field values (a data record).

***recycler***

An icon, always present in the workspace, that you use to delete files and folders from the file system.

***relative pathname***

A pathname that starts with a name in the current folder and ends with the name of the file or folder that the pathname identifies.



***Return key***

A key used to start a new line, paragraph, or process. (It's labeled "Return" on older keyboards.)



***resize bar***

The narrow strip at the bottom of a window that you can drag to change the size of the window.

***resolution***

The number of dots per inch of images on a display screen or in printed output. The higher the resolution, the clearer the image.

***root folder***

The folder at the top of the file system hierarchy. This folder is represented by a slash (/). It's physically located on the startup disk.

***RTF***

Rich Text Format, a data format that serves as an intermediate step in the process of converting from one document type to another.

***ruler***

The numerical scale that displays and lets you change the format of a paragraph (for example, its indentation and tab stops).

***save***

To store information on a computer's disk.

***scroll***

To move through information in a window or section of a window when there's more than can be displayed at one time, so that a different part of the information is visible.



***scroll button***

A button that you click or press to scroll by small increments, or that you Alternate-click to scroll by a windowful. Scroll buttons appear in scrollers and can also stand alone as separate controls.



***scroll knob***

A variable-sized box in a scroller that moves as you scroll and that you can drag to scroll. Its length indicates how much of the scrollable contents are currently displayed, and its position indicates what part of the contents are displayed.



***scroller***

A dark gray vertical or horizontal bar containing a scroll knob and scroll buttons. Scrollers appear along the left side or bottom of an area that you can scroll through.

***shell window***

A window in which you can enter UNIX commands. You can open a shell window with the Workspace Manager's New Shell command (or in the Terminal application).



***Shift key***

The key used to produce the capital letters on letter keys and the upper character on keys labeled with two characters. (It's labeled "Shift" on older keyboards.)



***slider***

A control that lets you set a value in a range by dragging a knob within a bar.

***soft hyphen***

A hyphen that's visible only when a word is split across two lines of text at the point where the soft hyphen was inserted. You can insert a soft hyphen with the Insert Soft Hyphen command in WriteNow's Format menu.

***standard window***

A window in which you do the primary work of an application. A standard window is the usual recipient of actions performed by menus and panels.

***startup device***

The device that provides the system files when the computer is turned on. A computer's startup device can be its hard disk drive, another computer on the network, or, in rare cases, an optical drive.

***startup disk***

The disk in the startup device that contains the system files, which the computer needs in order to operate. It may be a hard disk or an optical disk.

***submenu***

A menu that's opened by a command in another menu (usually the main menu).

***system administrator***

The individual in charge of a computer network or of a computer that's been set up to be used by more than one person. The system administrator registers users and keeps the network or computer operating properly. (System administration information is provided in the *Network and System Administration* manual.)

***system control keys***

Five keys that regulate the computer's physical functions: the Power, brightness, and volume keys.

***system files***

Files which the computer needs in order to operate and which must be loaded into the computer after it's turned on.

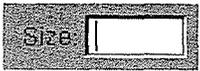


***Tab key***

A key used to move to the next stopping point in a sequence, such as a tab stop in a document. (It's labeled "Tab" on older keyboards.)

***template document***

The document into which WriteNow's Merge command merges information from some other source or sources. The Merge command takes the document in the key window to be the template document.



***text field***

A control used to enter text; a white box, usually labeled with text that identifies what information should go in it.

***TIFF***

Tag Image File Format, a format for storing graphics.

***title bar***

The strip at the top of a window that contains its title and possibly buttons for manipulating the window. It's highlighted in black if it's the key window, or dark gray if it's the main window but not the key window.

***typeface***

A variation of a font family, such as **Times Bold**, *Times Italic*, or **Times Bold Italic**.

***user name***

The name by which the computer identifies you. This is the name you log in with, the name used to identify you as the owner of files and folders, and the name of your home folder. Unless a system administrator has given you a different one, your user name is **me**.



***volume keys***

The two keys that control the volume of the speaker in the MegaPixel Display. The upper key increases the volume, the lower key decreases it.

***window***

A rectangular area in which information is presented on the screen. See *standard window*, *menu*, and *panel*.

***word***

Any sequence of characters between spaces or punctuation marks, selected with a double-click. In WriteNow, some commands consider hyphen (-) to be one of the punctuation marks that separate words.

***word wrap***

The automatic breaking of lines between words. Word wrap lets you type without having to press Return to end each line.

***workspace***

The screen environment in which you do your work on a NeXT computer.



***zoom button***

A button at the lower right of a WriteNow document window that enables you to magnify or reduce the size of the document on the screen.



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