RedleX

Mellel

The word processor for Mac OS X

This guide was created in its entirety in Mellel.

Mellel Guide

Mellel is an advanced word processor for Mac OS X, combining innovative features such as multiple note streams, style sets, auto-titles, and more.

What does "Mellel" mean?

The word "Mellel" is a word in Hebrew meaning "Text" or "Words".

How to use this guide

This guide is organised to help you find what you need to find easily and quickly. Each chapter in the guide contains a short description of the chapter's content, and a Should I read this? box, that will help you decide if you you need to read this chapter. This is followed by a table of Stuff You can do, containing the various functions that are available with each feature. Last, but not least, there is a comprehensive listing of all the features and options relevant to that section.

If you're new to Mellel, it would benefit you to read at least the first chapters of the guide. Otherwise, simply skip directly to the functions that have changed with the recent version.

How to find things in the guide

The Table of Contents at the beginning of this guide allows you to browse through all the chapters and sections of this guide. If you cannot find what you want in the guide, try to search for a keyword using the Find option in Adobe® Acrobat® Reader or Apple's Preview. The latter is a very effective tool if you want to browse through all the occurrences of a word or a phrase in the document.

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System Requirements

- A Macintosh computer capable of running Mac OS X 10.5 or later
- An Intel processor
- Mac OS X 10.5 or later
- A monitor with at least 800x600 resolution

Trial version limitations

Mellel is a shareware product. This means that anyone can download the latest official version from the RedleX site and try it before buying it.

The trial version (sometimes called "Demo" version) will run for a period of 30 days with the following limitations:

1   When you launch Mellel a "Please Register" dialogue box will appear.
2   When printing from Mellel to an output device (including saving to PDF) a large "Unregistered" watermark will be stamped across each printed page.

Once the trial period is over, a third limitation will be added: You will not be able to **export** or **copy** content from Mellel to a file or to other applications.

Download, install and Run Mellel

This chapter explains how to download, install run Mellel, and what to do when things go wrong

Should I read this chapter?

You should read this chapter if you're not sure how to download or install Mellel, or if you're having problems downloading or installing Mellel

Downloading Mellel

To install Mellel or to update to a newer version you need to download it from the Internet.

To download Mellel:

1   Open your web browser and go to http://www.mellel.com/.
2   Click the *Download* button in the home page to start the download.
3   Wait while the download is in progress. You can usually follow the download progress via the download window in your browser.
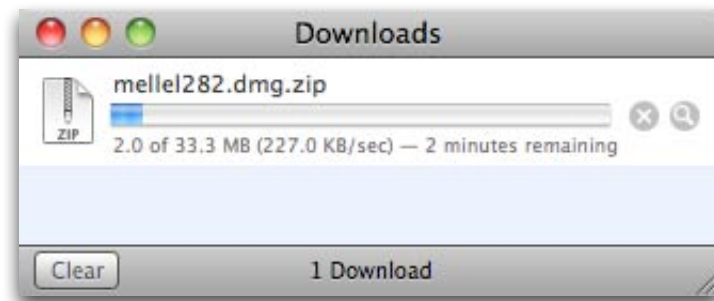
Figure 1: Download progress in the Safari browser

Installing Mellel

Once the download is over, different browsers will handle the downloaded file a bit differently.

Safari

Once the download is over, the zip file will automatically decompress and open a window on your desktop that will allow you to install Mellel.

Figure 2: The Mellel DMG window

Firefox

When you click to download, Firefox will ask you what to do with the Mellel dmg file. Select "Save to Disk":
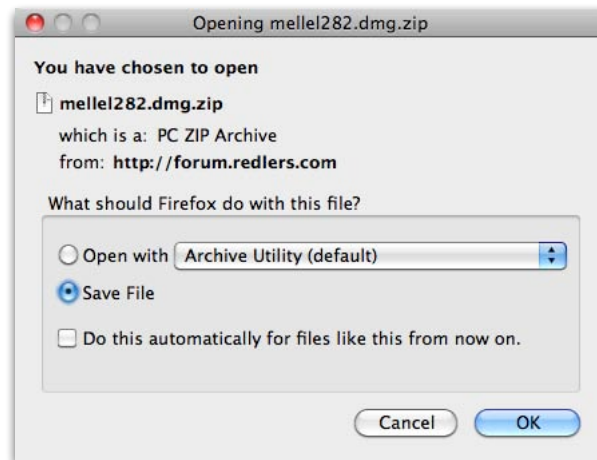
Figure 3: Save to disk with Firefox

Firefox will download the file and save it to a designated folder. The name of the default folder will be displayed at the bottom of the download window (the default folder is your desktop).

Once the download is finished, double-click the downloaded file to open the installation window.
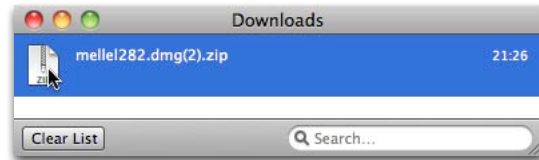
Figure 4: Opening in Firefox

To install or update Mellel:

1 In the Mellel window that opened after the download is complete, click the "Show toolbar" button at the top right corner of the installation window.

Figure 5: The Show toolbar button

2 The window will now display a list of places in your hard disk. Click the Mellel Icon in the window, drag it over the Applications folder and release. The operation will look something like the following:

Figure 6: Dragging Mellel into the Applications folder

3 If you already have a copy of Mellel installed in your Applications folder, Mac OS X will ask you if you want to replace it with the new copy.

Figure 7: To install or not to install, that is the question

4   Click **Replace** to replace the old version of Mellel with the new one. Click **Stop** to avoid replacing it and return back to the Mellel window.

That's it. You're done, and all you need to do now is go into the Applications folder and double-click Mellel to launch it.

Running Mellel

You can run Mellel very easily from your Applications folder

To run Mellel:

1   Open your Applications folder located at the top level inside your hard disk.

Figure 8: This is how the Applications folder looks under 10.5.x

2   Locate Mellel inside that folder and double-click on its icon. Mellel will launch.

Note: While Mellel starts up, its icon will "bounce" in the Dock at the bottom of your screen. When Mellel finishes the launching process, a small bright dot will appear under the Mellel icon in the Dock, indicating that Mellel is one of the applications running on your computer.

Updating Mellel

Once you've downloaded and installed Mellel, updating it is very easy. All you've got to do is:

1 Choose *Mellel > Check for Updates…*.

2 Several things can happen now.

- If you have the latest version of Mellel installed, you'll be so informed with the following dialogue box:

Figure 9: Your version of Mellel is up to date!

- If there is a newer version Mellel will display the following dialogue box:
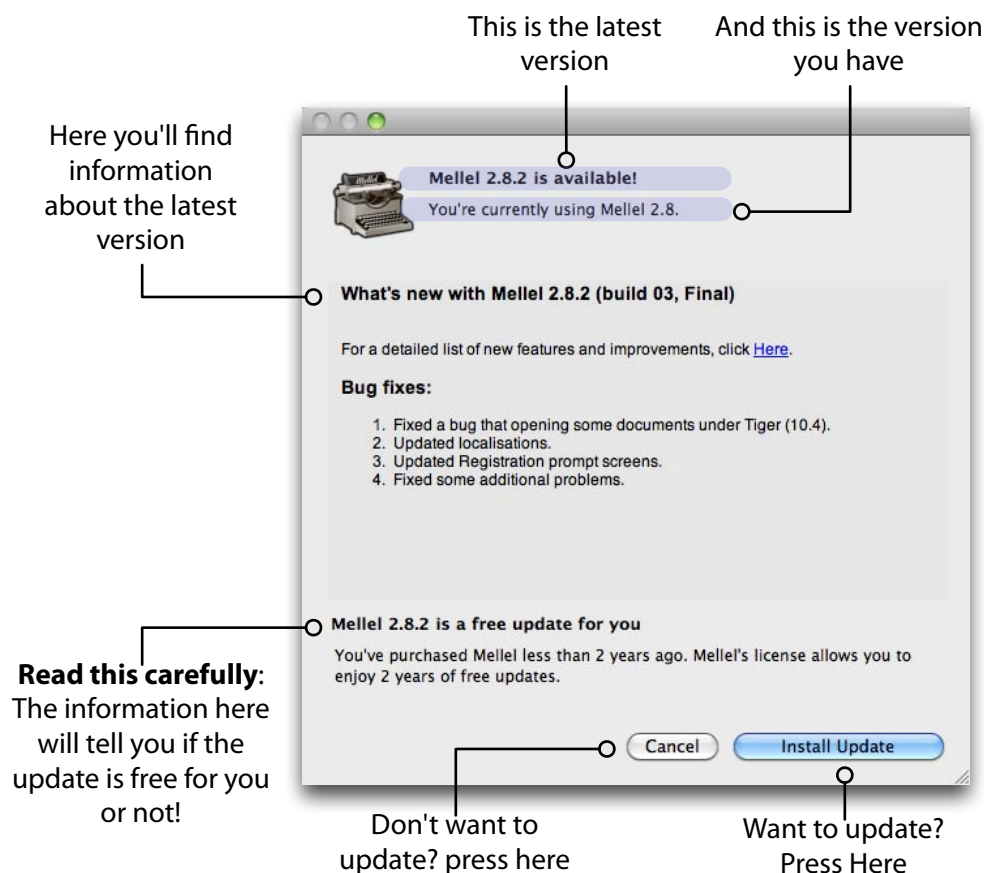
The *Install Upgrade* **dialogue box**

Here you'll be find details about the update and install it directly (or not). Once the latest version gets downloaded into your disk, it will be installed automatically, replacing your existing version.

Note: you can always take it back—even if you've gone through the whole update process and decided, at the end, not to upgrade you can always press the Cancel button and revert to the previously installed version.

Check for updates automatically

Mellel allows you to automate checking for updates by setting the desired time intervals in the *Preferences*.

To automatically check for updates:

1 Choose *Mellel > Preferences...*.

2 Under the *General* **tab open the** *Automatically Check for Updates* **pop-up menu and** choose one of the options.

Adding Mellel to the Dock

If you use Mellel regularly, you can add it to your Dock so you can launch it without having to open the Applications folder.

To add Mellel to the dock:

Do one of the following:

• Drag Mellel's icon from the Applications folder to the Dock, dropping the icon to the left of the line in the Dock. Or,

• Run Mellel. Then press its icon in the Dock and choose Keep in Dock.

To move Mellel in the Dock:

• Drag Mellel's icon in the Dock to a different location.

To remove Mellel from the Dock:

• Quit Mellel. Then drag Mellel's icon out of the Dock.

Uninstalling Mellel

You can uninstall Mellel in a matter of seconds by simply removing Mellel from your Applications folder.

To remove a copy of Mellel from your hard disk:

1   Quit Mellel if it is running, open your Applications folder, and locate the Mellel application file in it.

2   Select Mellel's icon and drag it to the Trash.

Note: *You will not be able to empty the Trash completely if Mellel is still running.*

To remove Mellel's preferences:

Mellel stores all the information needed to run the application in its Preferences file and in the Mellel folder in your Applications Support folder. Those files do not alter or affect your system in any way. However, if you need to remove either of them for some reason reason, follow the steps below.

1   Open the Library folder inside your user folder, and then open the Application Support folder.

2   Select the folder named Mellel and move it to the trash.

3   Open the Library folder inside your user folder, and then open the Preferences folder.

4   Select the file named "com.redlex.mellel.plist" and move it to the trash.

Common installation problems

Sometimes, the installation does not go so smoothly. Here are some tips to solve common installation problems.

What window? I just see a Hard Disk icon

Sometimes, instead of the installation window, you just see a "hard disk" icon on your desktop.

Figure 10: The mellel "hard disk"

This is not a problem, nothing went wrong and the fix is quick and easy:

1   Go to your desktop, locate the "hard disk" icon and double-click it.

2   The Mellel installation window will open, and you'll be able to proceed with the installation process as described above.

I just see a file with a small hard disk icon

Sometimes, after you've downloaded Mellel, the disk image file doesn't open automatically. The result is a file looking like this:

Figure 11: The file with a small hard disk icon

The solution for this problem is simple:

1   locate the file (it's usually on your desktop) and double-click it.

2   The file will now open and you'll see the Mellel installation window. From there, proceed with the installation process as described above.

How do I get rid of the Mellel "hard disk"?

Once you've installed Mellel, the virtual "hard disk" created on your desktop becomes a nuisance. You can remove it using the normal process for ejecting discs and CD-ROMs in Mac OS X.

To remove the virtual disk from the desktop:

Do any of the following:

- Locate the Mellel "hard disk" icon (not the Mellel dmg file!), select it, and press the Control key. From the Contextual Menu select Eject "Mellel". Or,
- Locate the Mellel disk icon on your desktop (not the Mellel dmg file!), select it, and drag it to the trash. Or,
- If the Mellel virtual disk is opened, click in it (not on the Mellel application icon) and press the Control key. From the Contextual Menu select Eject "Mellel". Or,
- In a Finder window, locate the Mellel disk and click the small Eject button to its right.

Buying and Upgrading

This chapter explains how to purchase and upgrade Mellel

Should I read this chapter?

You should read this chapter if you're you want to learn how to buy Mellel
or if you need to upgrade Mellel

If you run Mellel in Demo (unregistered) mode, you'll be presented, once the
launching process is over, with the Registration Prompt window.

Figure 12: Mellel's Registration Prompt window

The Registration Prompt offers you three options:

- **Buy Now...**: Press *this* button to purchase Mellel and fully enjoy all its
  advantages.
- **Enter Code...**: If you've already purchased Mellel, press this button to enter
  the registration code.
- **Not yet**: Press this button to run Mellel in Demo mode for up to 30 days. To
  learn more about the trial version, read the Trial version limitations section.

Buying Mellel

You can buy and register Mellel in a matter of minutes.

Step One: Start the purchase process

To start the purchase process, click the *Buy Now...* button or choose *Mellel (menu) > Buy Mellel...*
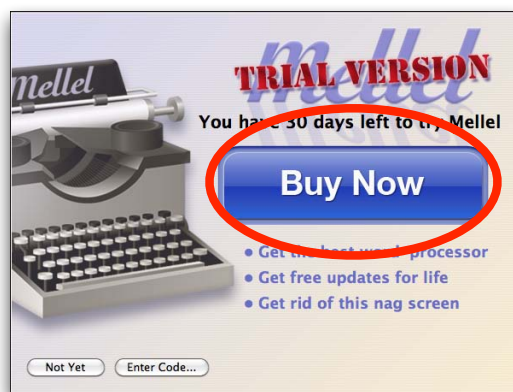
Figure 13: The *Buy Now...* button

Step Two: The Buy Mellel Window

The *Buy Mellel* window presents you with several purchase options for Mellel. The first three can be bought from within Mellel (that is, without leaving the application). Others are available only from our store.
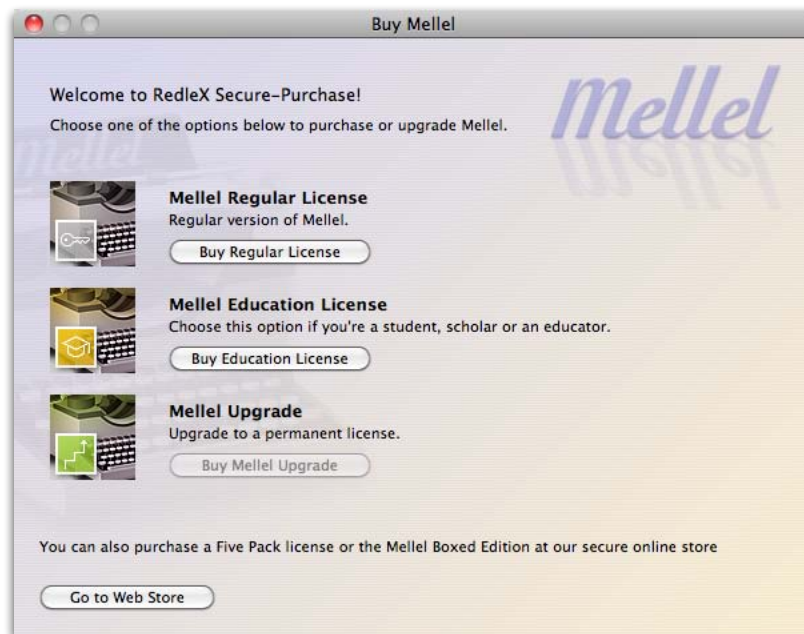
Figure 14: The Buy Mellel window

Clicking any of the option will lead you straight into the purchase process.

Buying from within Mellel—That is, without leaving the application—is quick, convenient and safe: You'll get Mellel registered automatically within a minute, without having to enter a registration code.

Note: Some types of purchases of Mellel need to be handled manually (e.g., the Five Pack), and this can only be done via our store. For more information about purchase options, go to our buying information page: http://www.mellel.com/supportpurchase.html.

Step Three: Confirmation

After the buying process is complete, you'll receive a registration confirmation note by email. The confirmation note will include the purchase info and the registration code.

The registration code will be needed for registering Mellel (or re-registering it) but even if you've registered automatically, keep the code in a safe place and print it as a record of the purchase for future use.

Registering Mellel

You can register (or re-register) Mellel quickly and easily.

To register Mellel:

1   Do one of the following:

   •   Click the *Enter Registration Code...* button in the Registration Prompt window. Or,

   •   Choose *Mellel (menu) > Registration Code...*

2   Mellel will display a dialogue box with text fields in which you can enter (or, better, paste from the email message) the User Name and the Registration Code you received.
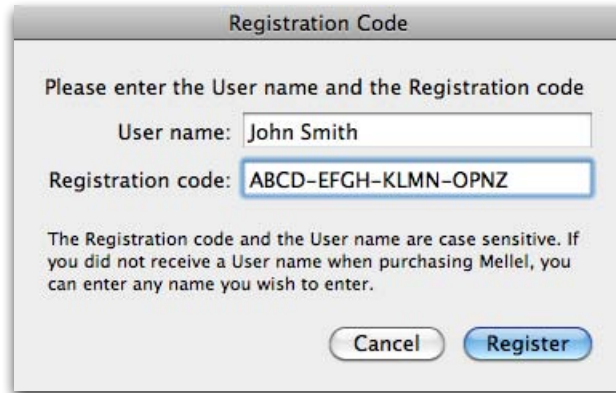
Figure 15: The *Registration Code* **dialogue box**

3   Press the *Register* button.

Note: *If the registration doesn't work properly and you get a message that the registration code or user name are incorrect, make sure that you've entered **both** correctly (both the User Name and the Registration Code are case sensitive).*

Upgrading Mellel

Upgrading Mellel should be a painless process. to see if you need to upgrade and what are the benefits of upgrading, simply do the following:

1   Choose *Mellel > Check for Updates...*

2   If you have a pre-2.6 version of Mellel: you'll be taken to an html file which will tell you if your version is up-to-date or not, and what you need to do about it.
If you have the latest version of Mellel installed, you'll be so informed with the following dialogue box:

Figure 16: Your version of Mellel is up to date!

If you have version 2.6 or later of Mellel Mellel installed, but **not** the latest version available, Mellel will display the following dialogue box:

This is the latest
version

And this is the version
you have

Here you'll find
information
about the latest
version

Mellel 2.8.2 is available!

You're currently using Mellel 2.8.

What's new with Mellel 2.8.2 (build 03, Final)

For a detailed list of new features and improvements, click Here.

Bug fixes:

1. Fixed a bug that opening some documents under Tiger (10.4).
2. Updated localisations.
3. Updated Registration prompt screens.
4. Fixed some additional problems.

Mellel 2.8.2 is a free update for you

Read this carefully:
The information here
will tell you if the
update is free for you
or not!

You've purchased Mellel less than 2 years ago. Mellel's license allows you to enjoy 2 years of free updates.

Cancel

Install Update

Don't want to
update? press here

Want to update?
Press Here

The *Install Upgrade* dialogue box

Here you'll be able to make up your mind and install or skip installing the latest version.

If you need to purchase an upgrade—that is, if this is not a free update for you— you'll see a clear notification that this is not a free update and that you'll be required to purchase an upgrade to update to the latest version.

Note: you can always take it back—even if you've gone through the whole process and decided at the end not to purchase an upgrade, for example, you can always press Cancel and revert to the previously installed version.

Check for updates automatically

Mellel allows you to automate checking for updates by setting the desired time intervals in the *Preferences*.

To automatically check for updates:

1 Choose *Mellel > Preferences...*.

2 Under the *General* **tab open the** *Automatically Check for Updates* **pop-up menu and choose one of the options.**

An introduction to Mellel

This chapter includes an introduction to the most important features and concepts of Mellel

The basics

Mellel is a word processor. It allows you to write text, edit it, style it, format some text as lists or tables, lay it out, and later on print the text to paper or export the text for further use with other applications.

The document

A document is a series of pages into which you can enter text, tables, images, and so on. A document can be saved. That is, you can order Mellel to dedicate some space on your hard disk where it will keep all the details about the document: the text you've entered into it, and every formatting you've made.

Characters

The most basic unit in a word processor document is the character—That is, a single letter, number, space, and so on. Every character has attributes like the font and font face applied to it, size, fill colour, etc.

Mellel several tools to control the way characters appear in your documents. The changes you make to selected text will only affect the selected text. However, if you save the changes you've made into the style, they will affect any piece of text to which this style is applied.

A brief review of the main character formatting options:

- **Character Palette Attributes**: allows you to change the font, the font face (e.g., to set a text with a Bold or Italic face), and the font size. With this palette you can also set every character attribute, including underline, colour, background colour, superscript, upper- and lower-case, and more.

- **More**: the *More* tab of the *Character* palette attributes control several options, mostly related to language and text directionality such as the font, the font face, and relative size for a second font, and the character direction.
- **Character Styles tab**: of the *Character* palette allow you to quickly apply, edit, save, change character variations, add, or delete styles.
- **The Character menu** (*Styles > Character Style*): allows you similar options to those available via the *Character Styles* tab.

The *Character* palette and the *Character* menu are reviewed in detail in the [Character Attributes](#) chapter.

Paragraphs

Paragraphs are strings of characters separated by a Return character. Every paragraph in Mellel has several attributes, such as alignment, line spacing, space above and below it, tabs, and more.

You can control almost all the options related to paragraph styles via the *Paragraph* palette. Hyphenation, Keep with, Next paragraph style, And Associated character style options are controlled via the *Edit Paragraph Style* dialogue box.

Those palettes, menus and tools are reviewed in detail in the [Paragraph Attributes](#) chapter.

Sections and columns

Sections are blocks of text, spanning one or more paragraphs. Within a section, you can create text columns and set the options for arrangement of text in columns.

You can set the options for sections using the *Section* palette or the *Edit Section style* dialogue box. Options for handling Sections styles are available via the *Section* palette *Styles* tab or the *Styles > Section Style* sub menu.

The palette, dialogue box and menu are discussed in depth in the [Section (Column) Attributes](#) chapter.

Pages

Mellel allows you to set individual pages or page ranges with their individual headers and footers, numbering schemes and so on. To control those options, open the *Page* palette and use the options there.

Page options are discussed in depth in the [Page Attributes](#) section.

Tables

Tables are handled mainly via the *Tables* palette. All the table options appear in the *Table* palette. Using this palette, you can set the line and fill colour, line weight and type, padding and alignment, and also select, split, equalise, add, and delete cells. To insert a table, you can use the *Insert table* button or choose *Insert > Table...*.

For all the details about tables in Mellel, see the Tables chapter.

Lists

A List is a special paragraph attribute that allows you to create a series of paragraphs preceded by a numbering or a bullet. You can create an unlimited number of such lists in a document, stop and continue lists, copy and paste list styles, and so on. You can customise the list appearance, numbering, or bullet type, change their position in the list and also set and change their formatting.

You can learn more about lists in the chapter Lists.

Auto-titles (headings, captions)

Auto-titles are special elements (or 'objects') you can insert into your document to serve as headings or as captions for graphs or images. Once entered, via the *Auto-title* palette, you can style the auto-titles and design their format.

Another important thing you should know about auto-titles is that they are used with other features in Mellel. The auto-titles you enter into your document are displayed in the *Outline* pane, serve as the basis for the Table of Contents, appear in changing headers (Mentions), and so on.

You can learn more about auto-titles in the chapter Auto-titles (headings).

Footnotes and endnotes

Footnotes and endnotes are special types of comments that you can add to the document. You can enter a footnote or an endnote by creating a link (reference) in the text to the footnote or the endnote, and then enter the footnote or endnote text.

You can learn more about auto-titles in the chapter Notes (footnotes, endnotes).

Working with Mellel

This chapter includes a practical basic guide to working with Mellel, including open and save, basic actions, selection, navigation, and more

Should I read this chapter?

If you're new to word processing, or want to get to working with Mellel without reading the whole guide, you'd do fine reading just this chapter first

Opening and Saving

In this section you'll learn how to create, open and save documents, how to open templates and how to set the defaults for new documents.

Creating documents

When you create a new document, Mellel opens an empty window, allowing you to enter text, format it, change it and, of course, save it. You can always re-open the document you've created and make some more changes.

Stuff you can do

To...	Do this	Keyboard Shortcut
Create a new document	1 Run Mellel. A new document will automatically be created. Or, 2 Choose *File > New*.	Cmd+N
Open an existing Mellel document from within Mellel	1 Choose *File > Open...* 2 In the *Open* dialogue box, navigate to the document you want to open, select it, and press the *Open* button or double-click the file you want to open. ***Tip***: *To select multiple files in the Open dialogue box, hold down the Command key and click to select the files you want to open; or hold down the Shift key to select several sequential files.*	Cmd+O
Open a document from the Finder	1 Locate a Mellel document in the Finder. 2 Double-click the document to open it. ***Tip***: *dragging the file (or files) over Mellel's application icon in the Finder or in the Doc will also open them.*	

Open a document saved to iCloud	1 Choose *File > iCloud > "the file you want to open"*. **Note**: *This option is only available to users who've purchased Mellel via the Mac App store.*	
Open a recently used document	1 Choose *File > Open Recent* and from the sub-menu select the desired document.	
Save a document	1 Choose *File > Save*. 2 If this is the first time you have saved the document (that is, if it is an unsaved document), Mellel will ask you to name the file and select where to save it.	Cmd+S
Save a document to iCloud	1 Choose *File > Move to iCloud*. **Note**: *This option is only available to users who've purchased Mellel via the Mac App store.*	
Remove a document from iCloud	1 Choose *File > iCloud > "the file you want to open"*. 2 Choose *File > Remove from iCloud*. **Note**: *This option is only available to users who've purchased Mellel via the Mac App store.*	
Save a document under a different name	1 Choose *File > Save As…*. 2 In the *Save* drop sheet, give the file a new name and navigate to the place where you want it saved.	Cmd+Shift+S
Activate Automatic Save (auto-save)	1 Choose *Mellel (menu) > Preferences…* and click the *Open & Save* tab. 2 Do one of the following under *Automatic save*: • Choose *System Standard* if you're using Mac OS 10.7 or later, and if you wish to save/backup your files using the Method used with 10.7 or later. • Click *Save Every* and set the desired default value.	
Activate Automatic backup	1 Choose *Mellel (menu) > Preferences…* and click the *Open & Save* tab. 2 Check the *Every* check-box under *Automatic backup* and set the desired default value (in minutes).	
Save a document as a template	1 Choose *File > Save as template…* and set the name, description, location and preview.	
Open a template document	1 Choose *File > Open Template…* and select a template from one of the templates categories.	
Set Mellel's running and switching behaviour	1 Choose *Mellel (menu) > Preferences…* and click the *Open & Save* tab. 2 Select one of the *Start-up & Switch* options.	Cmd+,
Set a template for new documents	1 Choose *Mellel (menu) > Preferences…* and click the *Open & Save* tab. 2 Navigate to *~/library/application support/Mellel/Templates*, choose one of the template files and *OK*.	Cmd+,

Set Mellel to ignore or not to ignore changes to styles.	1 Choose *Mellel (menu) > Preferences...* and click the *Open & Save* tab. 2 Choose one of the options under *If styles have changed...*.	Cmd+,
Save files in a compressed file format (as a zip file)	1 Choose *Mellel (menu) > Preferences...* and click the *Open & Save* tab. 2 un-check the option *Save documents as packages*.	Cmd+,
Switch a compressed document into a package	1 Choose the document in the Desktop and change the filename extension from ".mellel" to ".zip" 2 De-compress the file as you would with a simple zip file.	
View a Mellel document from the finder	1 In the finder, navigate to the file you wish to view and press the *Space Bar*, and do any of the following: • Press the *Space Bar* again to exit the *QuickView* view (or press *Cmd+Y*) • Press the *Up/Down/Left/Right Arrow* keys to navigate between files. • Press the *Arrow* buttons that appear when you hover above the document (in *Cover Flow* view) to move to the next page. • With the document open in QuickView, scroll the document (using the scroller or scroll keys), switch into and out of *Full Screen* mode, and use the resize handle (bottom-right corner of the *QuickView* window) to change the window size.	Cmd+Y
Set the number of pages viewable with QuickView	1 Choose *Mellel (menu) > Preferences...*. 2 Under the *General* tab, do one of the following: • Uncheck the *Limit QuickView previews* check-box to view all the pages in a document (not recommended). • Set the number of pages viewable with QuickView.	
Use a Service from within Mellel	• Choose *Mellel (menu) > Services > [any service]*.	

Open and save defaults

Mellel offers you several useful options to set the defaults for documents. This section will detail those options that are relevant to opening and saving files.

Start-up options

The *Start-up & switch options* (in the *Preferences*, under the *Open & Save* tab) allow you to determine what will happen when you launch Mellel or switch to it from another application.
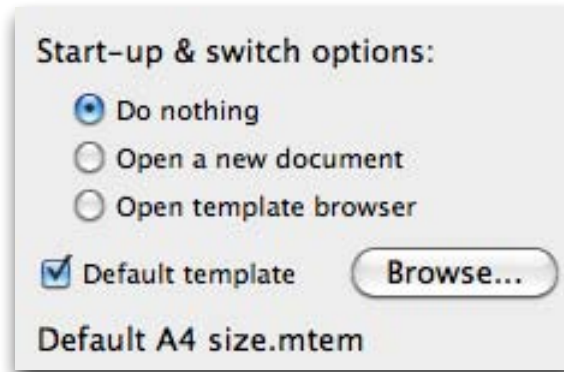
Figure 17: Start-up options

- **Do nothing**: tells Mellel not not open a new untitled document when you launch it or switch to it from another application.

- **Open a new document**: tells Mellel to open a new untitled document when you launch it or when you switch to it from another application (this is the default, Apple-recommended, behaviour for applications).

- **Open template browser**: tells Mellel to open the template browser at launch time. Afterwards, the behaviour with this option selected will be identical to choosing the option *Do nothing*.

- **Default template**: When this option is checked, Mellel will allow you to select a default template to be used when you open a new document. This selected template will open regardless of your choice regarding the opening behaviour of Mellel.

Opening older documents

Mellel allows you to control (in the *Preferences*, under the *Open & Save* tab) the way existing document will be formatted when re-opened.
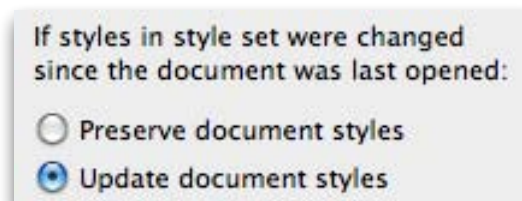
Figure 18: Keep or update existing styles

- **Preserve document styles**: When this option is selected, Mellel will keep your documents looking exactly as they were saved, and will ignore updates to the styles.

- **Change document styles**: When this option is selected, Mellel will format an opened document to conform with changes you've made to the styles.

The option *Preserve document styles* will best suit situation where you do not wish changes made to one document propagated to all other documents using those styles. The option *Change document styles* is meant to be used in situations where you want all your documents to conform to changes you've made to the styles.

Compressed file format

Mellel uses a file format based on XML, short for Extensible Markup Language. With this file format, Mellel files are saved as a special folder (a 'package' in the OS X parlance) that contain the document and the images. For most intents and purposes, you may treat a Mellel document package as if it was a simple file. You can, however, determine if you want Mellel to save the document compressed as a zip file or not (you can see Here how to do that).

Saving your files compressed can help reduce the size of some files, but the main advantage of saving files this way is that it will enable you to send Mellel documents via email, upload them to online storage services (such as iDisk) or retrieve documents from disks without the problems that are involved with package documents.

Important: We recommend that you save your files compressed. This will not limit your ability to retrieve the content of the file, if you so wish to do, in the future, while enabling you to enjoy the advantages of a zipped file right now.

Saving to iCloud

If you've purchased Mellel on the Mac App store you can save files, retrieve files, move files into, and move files from the iCloud—a remote hard disk you can access from your Mac. Saving, opening and moving files to and from iCloud is done simply, similar to saving, moving and opening files.

Using QuickView

Mac OS X's QuickView allows you to view the content of Mellel documents in the *Finder* without having to open them. Mellel supports accurate display of the content (e.g., tables, notes, columns, images, pagination), just as you would have them seen in a PDF.

Mellel also allows you to set the number of pages that will be displayed with QuickView (in the *Preferences*).

Using Services

Services in Mac OS X, according to Apple's help on *Using Services*, allow you to "quickly use content in one application with another application. The content may include text, graphics, pictures, or movies." Often, you will be required to log out and then log in again to use a service you've installed, but many services come with Mac OS X, and can be used immediately.

Using Mail services—An example

The following short "round-trip" from Mellel to Mail and back can serve as an example to the way Services can be used:

1   Select text in a Mellel document.

2   Choose *Mellel (menu) > Services > Mail > Send Selection*.

3   *Mail* will open and include the text you have typed in the body of a new message. Mail the message to yourself.

4   After the message is sent, go to the *Sent* folder in *Mail*, open the message you've sent and select the text in it.

5   Choose *Mail > Services > Open with Mellel*. Voilà! You are back in Mellel with the text intact.

Automatic Save and Backup

Mellel allows you to save and backup your documents. The *Automatic Save* option is turned off by default, but can activate it easily. The *Automatic backup* option, on the other hand, is turned on by default, but you can de-activate it whenever you want.

Automatic save

The *Automatic save* option (auto-save) in Mellel's preferences allows you to save any open document periodically. This option is turned off by default. If you're using Mac OS 10.7 or later you can save files automatically as 'versions'. Otherwise, you can set Mellel to auto-save documents periodically.

Automatic backup

The *Automatic backup* option in Mellel will save a **copy** of any active document periodically into a special folder. This option is turned on by default, so you do not need to activate it. The backup files are saved into *~/library/application support/ Mellel/Backup/* using the document name and a tilde (~).

Note: *Mellel backs up any open document, including unsaved documents, overwriting older copies of the document with the same name.*

Basic text editing

In this section you'll learn how to perform some basic text editing tasks: Cut, copy and paste, dragging and dropping and undoing and re-doing.

Stuff you can do

To...	Do this	Keyboard Shortcut
Cut content from a document	1 Select the content you want to cut from the document. 2 Choose *Edit > Cut*. The content will be removed from the document and placed in the clipboard. **Note**: *To perform a 'smart' cut—removing redundant spaces before and after the content you cut—select the content in step 1 by double or triple clicking it.*	Cmd+X
Clear content	1 Select the content you want to remove from the document. 2 Choose *Edit > Clear*. The content will be removed from the document.	
Copy content from a document	1 Select the content you want to copy. 2 Choose *Edit > Copy*. The content will be copied to the clipboard	Cmd+C
Copy content as plain text	1 Select the content you want to copy. 2 Choose *Edit > Copy Special > Plain Text*. The content will be copied to the clipboard as plain text.	Cmd+Option+Shift+C
Copy character attributes	1 Select content including the character attributes you want to copy. 2 Choose *Edit > Copy Special > Character attributes*. The character attributes will be copied into the clipboard.	Cmd+Shift+C
Copy paragraph attributes	1 Place the insertion point in a paragraph whose attributes you want to copy. 2 Choose *Edit > Copy Special > Paragraph attributes*. The paragraph attributes will be copied into the clipboard.	
Copy list attributes	1 Place the insertion point in a paragraph whose attributes you want to copy. 2 Choose *Edit > Copy Special > List attributes*. The list attributes will be copied into the clipboard.	

Paste the content of the clipboard into the document	1 Place the insertion point where you want the content of the clipboard to be pasted, or select text you wish to apply copied paragraph or character attributes. 2 Choose *Edit > Paste*.	Cmd+V
Paste the content of the clipboard into the document as plain text	1 Place the insertion point where you want the content of the clipboard to be pasted. 2 Choose *Edit > Paste Special > Plain Text*. The text will be pasted as plain text and will be formatted based on the formatting at the insertion point.	Cmd+Option+Shift+V
Paste character attributes	1 Copy some text and then select the text you want to apply character attributes to. 2 Choose *Edit > Paste Special > Character Attributes*.	Cmd+Shift+C, Cmd+V
Paste paragraph attributes	1 Copy some text and then select the text you want to apply paragraph attributes to. 2 Choose *Edit > Paste Special > Paragraph Attributes*.	
Paste list attributes	1 Copy some text in a list and then select the text you want to apply paragraph attributes to. 2 Choose *Edit > Paste Special > Paste List Attributes*.	
Undo an action	• Choose *Edit > Undo*.	Cmd+Z
Re-do an action	• Choose *Edit > Redo*.	Cmd+Shift+Z

Drag text from one place to another	1 Select the text you want to drag, and do one of the following:
	  • Quickly drag the text. While being dragged, the dragged text will become semitransparent.
	  • Press the mouse button inside the selected text until the selection changes its colour slightly. While being dragged, the dragged text will become semitransparent.
	
	2 Drag the text to the destination location. An I-beam cursor will appear where the text is to be placed.
	
	3 Release the mouse button. The text will be cut from its original location and pasted at the destination location.	

Drag and copy text	1 Select the text you want to drag, and perform one of the following: • Quickly drag the text. While being dragged, the dragged text will become semitransparent. • Press the mouse button inside the selected text until the selection changes its colour slightly. While being dragged, the dragged text will become semitransparent. 2 Drag the text to the destination location. An I-beam cursor will appear where the text is to be placed. 3 Hold down the *Option* key and release the mouse button. The text will be copied.
Drag text to the Desktop or to another application	1 Select the text you want to drag and do one of the following: • Quickly drag the text. While being dragged, the dragged text will become semitransparent. • Press the mouse button inside the selected text until the selection changes its colour slightly. While being dragged, the dragged text will become semitransparent. 2 Drag the text outside the document window to the Desktop or to another application and release the mouse button. **Note**: *When you drag text to the Desktop or to the Trash, it is always copied (that is, it is not cut from the document), and a clipping is created on the Desktop or in the Trash.*
Drag a clipping from the Desktop or another application:	1 From the *Desktop* or another application, drag the text into Mellel's window. 2 Drag the text to the destination location. An I-beam cursor will appear where the text is to be placed. 3 Release the mouse button. Text dragged to or from the *Desktop* is always dragged as a copy. **Note**: *Drag and drop works in a similar manner for both text and graphics. For example, you may drag a graphic element from the Desktop into a Mellel document.*
Drag text to or from a header or footer	1 Select the text you want to drag and do one of the following: • Quickly drag the text. While dragged, the text will become semitransparent. • Press the mouse button inside the selected text until the selection changes its colour slightly. While being dragged, the dragged text will become semitransparent. 2 Drag the text to or from the header or footer. Text dragged to or from headers and footers is always dragged as a copy.

Drag text to or from a footnote or an endnote	1	Select the text you want to drag and do one of the following:
		• Quickly drag the text. While being dragged, the dragged text will become semitransparent.
		• Press the mouse button inside the selected text until the selection changes its colour slightly. While being dragged, the dragged text will become semitransparent.
	2	Drag the text to or from the note. Text dragged to or from notes is always dragged as a copy.

Note: When you drag text that contains a reference to a note into a note, it will be kept intact, but the note reference will not be visible. However, if you drag the text that contains the invisible note back into the text, the note reference will reappear, and a new note, identical to the dragged note, will be added to the note stream.

Cut, copy and paste

Copying, pasting, and cutting and clearing are some of the most basic editing options available in a word processor (and not just word processors). Mellel offers, in addition to the standard copy and paste options, an option to copy just the character or paragraph attributes, list attributes, or to copy the text without any attributes (plain text).

Undo and redo

Undo and Redo are useful operations, through which you can undo editing of text or a change you've made to the text. There is an unlimited number of undo and re-do actions, but the undo 'memory bank' is reset when you save your document.

Drag and drop

Dragging and dropping text in Mellel (and in Mac OS X in general) is a useful way to move, remove, or copy content inside, from, or to a document. Drag and drop is similar to cut, copy, and paste operations (depending on the type of drag and drop you perform), the difference being that the dragged content is not placed into the clipboard.

Selection

Almost every action in Mellel involves two parts: selecting the element you want to change, and applying the change by choosing the appropriate action. You can make a selection in Mellel using one of two methods:

- Using the mouse.
- Using the keyboard.

Selecting with the mouse

Making a selection using the mouse is very simple and straightforward: All you need to know is how to click the mouse button and where the *Shift* key is located. The following table details the types of selections you can make using the mouse.

Table 1: Selecting with the mouse

To...	Do this
Select a graphic element	Click the element
Edit a graphic attributes	Double-click the graphic
Select a word	Double-click the word
Select a paragraph	Triple-click in the paragraph
Select a section of the text	Click where you want the selection to start, hold down the mouse button. and drag to the desired end of the selection
Select a wide range of the text	Click where you want the selection to start, scroll to where you want the selection to end, hold down the *Shift* key, and click the mouse button

Selecting with the keyboard

Many people find that selection with the mouse, although convenient, is sometimes slow compared to selection using keyboard strokes. The following list details the types of selections you can make using the keyboard.

Table 2: Keyboard selection

Key	Selection extended
Shift+Right Arrow	One character to the right
Shift+Left Arrow	One character to the left
Shift+Up Arrow	To the line above, to the nearest character boundary at the same horizontal location
Shift+Down Arrow	To the line below, to the nearest character boundary at the same horizontal location
Shift+Option+Right Arrow	To the end of the current word, then to the end of the next word
Shift+Option+Left Arrow	To the beginning of the current word, then to the beginning of the previous word
Shift+Option+Up Arrow	To the beginning of the current paragraph, then to the beginning of the paragraph before it

Shift+Option+Down Arrow	To the end of the current paragraph, then to the end of the next paragraph (including the blank line between paragraphs in Cut, Copy, and Paste operations)
Shift+Cmd+Right Arrow	To the end of the current line
Shift+Cmd+Left Arrow	To the beginning of the current line
Shift+Cmd+Up Arrow	Upward to the beginning of the document
Shift+Cmd+Down Arrow	Downward to the end of the document

Table 3: Keyboard delete

Key	Delete
Backspace	One character to the left
Delete	One character to the right
Option+Backspace	One word to the left
Option+Delete	One word to the right

The Document window

The document window in Mellel allows you to edit the document and offers tools through which you can change the way the document is displayed and monitor the document status.

The next few pages contain a review of the options available to you through the document window. A more detailed review of certain features, such as the *Outline* or editing styles, appears in the relevant chapters dealing with those features.

Tab well and tabs   Paragraph alignment   Paragraph and character status   Ruler   The toolbar   Show menu

Outline pane   Zoom pop-up menu   Document area   Document and page status   Navigation options
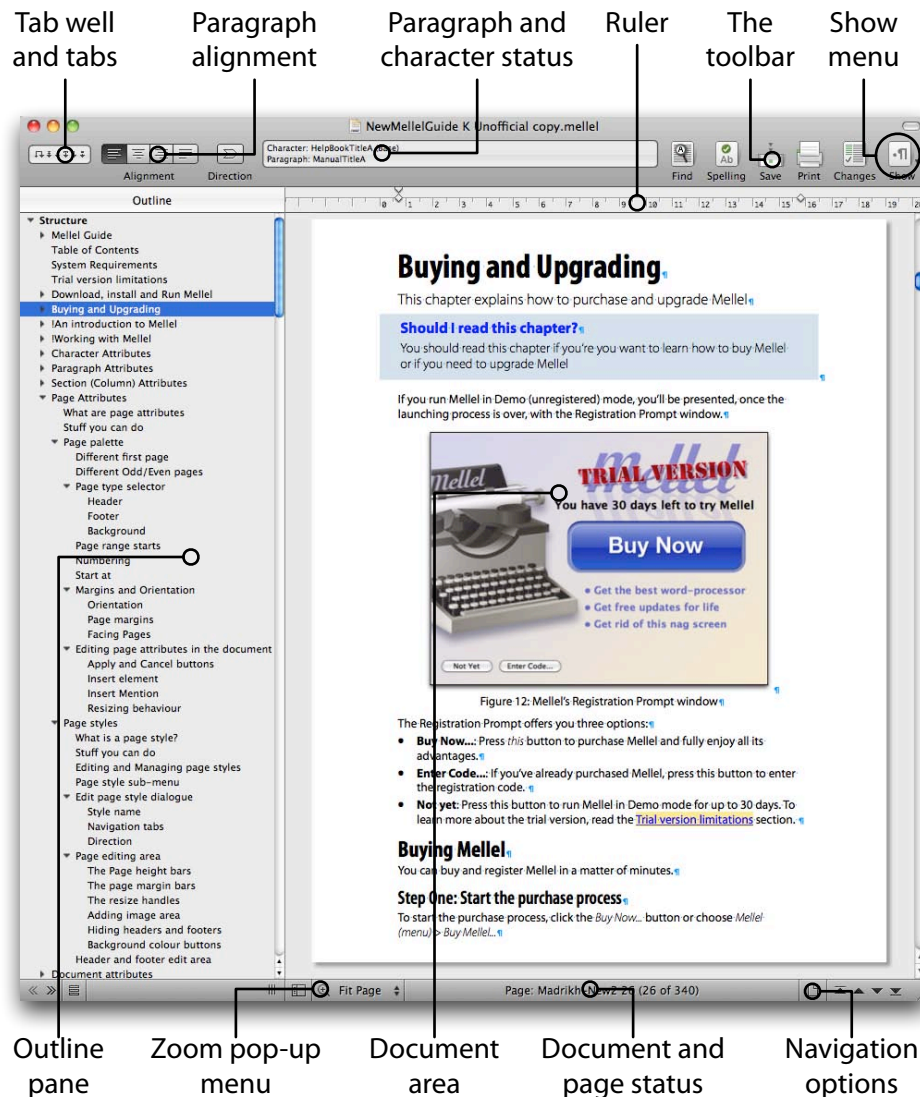
Figure 19: The work area in Mellel

Stuff you can do

To...	Do this	Keyboard Shortcut
Change the size of the document window	• Grab the size control at the bottom-right corner of the document window and drag the control until the window is the size you want it.	
Change the page size of the document	1 Choose *File > Page Setup…*. 2 Choose a paper size from the *Paper Size* pop-up menu.	

Change the document orientation	1 Open the *Page* palette, and click *Margins and Orientation...*	
	2 Choose *Portrait* or *Landscape* from the *Orientation* pop-up menu.	
Change the size of the printable area (set page margins)	1 Choose *Window > Palettes > Page* to open the *Page* palette, and click *Margins and Orientation...*	
	2 Enter the appropriate value for the top, left, right or bottom page margin.	
Set the defaults for the printable area (page margins)	1 Choose *Mellel (menu) > Preferences....*	
	2 In the *Document setup* tab set the default *Page Margins*.	
Show or hide the page margins	• Select *Page Margins* from the *Show* pop-up menu.	
Set the defaults for the display of page margins	1 Choose *Mellel (menu) > Preferences....*	
	2 Check or uncheck the option in the *Document setup* tab	
	3 [Optional] Check or uncheck the *Facing pages* option. When this option is checked, the left and right margins will change to *Inside* and *Outside* (mirrored pages)	
Change the document view from Compact view to Mellel view	• Choose *View > Mellel view* or *Compact view*.	
Set the document background	1 Choose *Mellel (menu) > Preferences...*	Cmd+,
	2 Under the *General* tab choose a background from the *Document Background* pop-up menu, or choose *Custom* to set your own colour via the *Colour* well.	
Enter Full screen mode	• Choose *View > Full Screen*.	Cmd+Ctrl+F
Exit Full Screen mode	• Press the *Esc* key or press *Cmd+Option+S* again.	Cmd+Ctrl+F, Esc
Set the background for Full Screen mode	1 Choose *Mellel (menu) > Preferences...*	Cmd+,
	2 Under the *General* tab choose a background from the *Fullscreen Background* pop-up menu, or choose *Custom* to set your own colour via the *Colour* well.	
Access menu options in Full Screen mode	1 Move the cursor to the top of the screen. The menus will appear and allow you to choose from.	
Zoom in and out when working in full screen mode without using the menus	• Press Cmd++ or Cmd+- to zoom in and out.	Cmd++, Cmd+-

Work with a reversed colour scheme in Full Screen mode (or generally)	1 Do one of the following: • Choose *File > Document Setup…* and change the background colour to a darker colour, then change the colour of the text you're entering to a lighter colour. • Choose *File > Open Template…* and then choose one of the default templates with a reversed colour scheme.
Work with a completely reversed colour scheme	• Open the *Universal Access* panel in *System Preferences*, then open the *Seeing* panel and click the *White on Black* radio button. You can easily activate and deactivate this option with the keyboard shortcut Cmd+Option+Ctrl+8. *Note*: *you can also experiment with the system zoom option in the Seeing panel. Pressing Cmd+Option+8 will activate or deactivate it. Pressing Cmd+Option+= or Cmd+Option+- will zoom in and out of the text.*
Set the preferences for document view	• Choose *Mellel (menu) > Preferences…* and under the *Appearance* tab set the preferable view mode.
To maximise the viewable area of the document without entering Full screen mode	• From the View menu choose *Show Toolbar*, *Show Ruler*, or *Show Bottom Bar*.
Show or hide special characters	• Press the *Show* button pop-down menu and select one of the items in it to check (show) or uncheck (hide) it. Or, • Select *All Invisible Characters* to toggle the display of all the hidden characters at once.
Show or hide document elements	• Press the *Show* button pop-down menu and select one of the items at the bottom of the pop-up menu to check (show) or uncheck (hide) it.
Change the magnification (zoom) level	• Press the *Zoom* pop-up menu and select a zoom level.	Cmd++, Cmd+-
Fit width (zoom level)	• Press the *Zoom* pop-up menu and select *Fit Width*.	Cmd+Option+W
Fit Page (zoom level)	• Press the *Zoom* pop-up menu and select *Fit Page*.	Cmd+Option+G
View document in One up view	• Press the *Zoom* pop-up menu and select *One up*. *Note*: *this only applies to situations where you want to change back from a Two up, Four up or Spread view. One up is the default view.*
View document in Two up view	• Press the *Zoom* pop-up menu and select *Two up*. *Note*: *Choosing this view will not affect any other zoom choice, except other 'up' views.*

View document in Four up view	• Press the *Zoom* **pop-up menu and select** *Four up*. **Note**: *Choosing this view will not affect any other zoom choice, except other 'up' views.*
View document in Spread view	• Press the *Zoom* **pop-up menu and select** *Spread*. **Note**: *Choosing this view will not affect any other zoom choice, except other 'up' views.*

The document area

The document area is where you can enter and edit text. enter and edit the content of the document. When you first create a document in Mellel, it appears as a blank white square. Into this page you can enter text, tables, images and so on and, once you reach the end of one page, Mellel will automatically add another page at the end of the document.

The pages in Mellel appear as either blank white pages over a background or without a background. Within the white area every page is divided into a printable area and a non-printable area. Text, images, and any other element in the document can only appear within the printable area of the page.
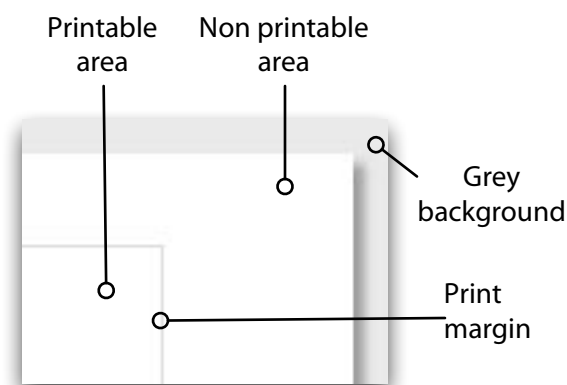
Figure 20: Printable and non-printable area

The toolbar

Mellel's toolbar allows you to control many of the display option, enter items into the document and manipulate the document text. Mellel's toolbar is customisable. That is, it allows you to add, change and remove its content as you wish.

To customise the toolbar:

- Right click (mouse) or Ctrl+Click over the toolbar and choose any of the options in the pop-up menu to change the size or appearance of the items on the toolbar or choose *Customise toolbar...* to customise the toolbar.

Display

Through various options in the document window, the *View* menu, the *Window* menu and the *Preferences* you can control and change the way the document is displayed.

Document views

Mellel allows you to set the document view to one of two: *Mellel* view and *Compact* view.

- **Mellel view**: is the default view. It displays the printable and non printable area over a background (which you can set and change). The main advantage of the Mellel view is that it allows you to view the document as it will be printed.
- **Compact view**: hides the non-printable area. The *Compact* view allows you to fit the same amount of text in a much narrower window.

Note: with Mellel view you can set the background pattern or colour via the Preferences.

Full Screen

Mellel's *Full Screen* mode allows you to work with Mellel with the document window stretched to cover the entire screen, automatically hiding the *Dock* and the menus. You can set the *Full Screen* mode to be 'clean' by hiding the palettes, the *Ruler*, the toolbar (which is always hidden with versions of Mac OS X prior to 10.7) and switching to *Compact* view—but you can also use it as a normal work mode, with the palettes, toolbar and bottom bar displayed. Another option with Mellel's *Full Screen* mode allows you to set the full screen background.

Show menu

The show button pop-down menu, in the toolbar, allows you to show or hide hidden characters and various document window elements. All the changes made apply only to the front-most document and will not affect other opened documents.
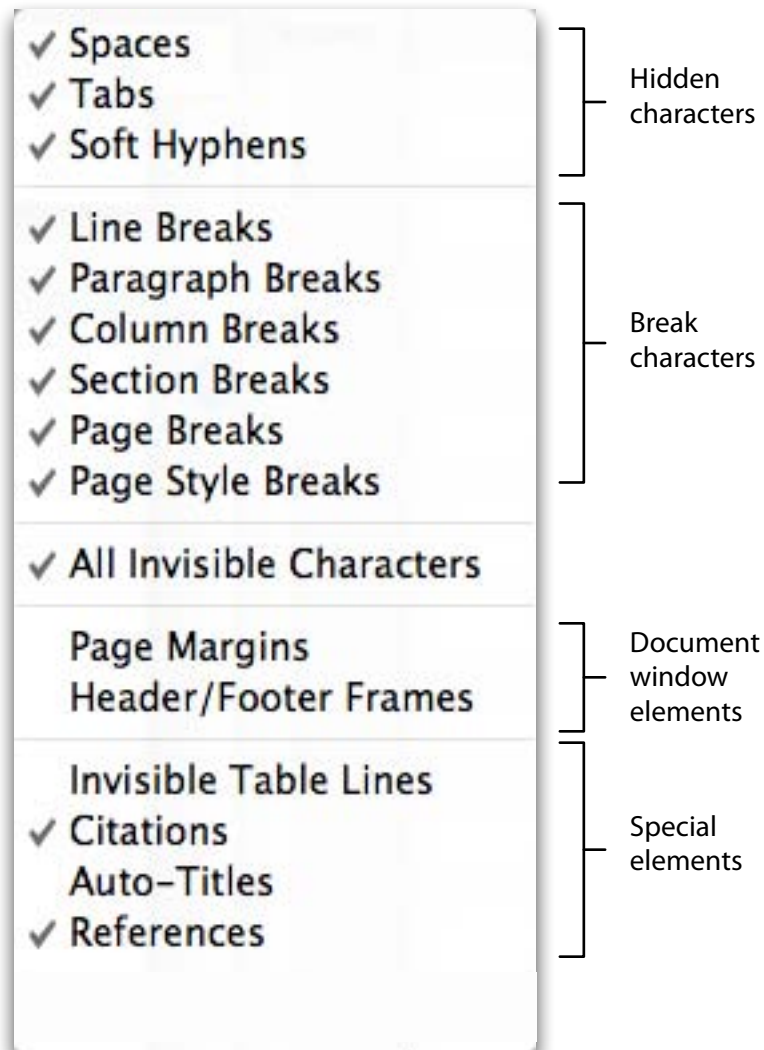
Figure 21: The *Show* pop-down menu

Zoom in and out

The *Zoom* pop-up menu allows you to set the document page magnification to one of several levels between 10 percent and 1600 percent, and also choose some option for automatic fitting of the display.

- **Zoom levels**: from 10 percent to 1600 percent, allowing you to change the zoom level to the selected zoom level.
- **Fit width**: sets and changes the zoom level so that the width of the document's page will fit within the document window.

Note: With the Outline pane open, Mellel will automatically change the zoom level to accommodate the change in the width allocated to the document text.
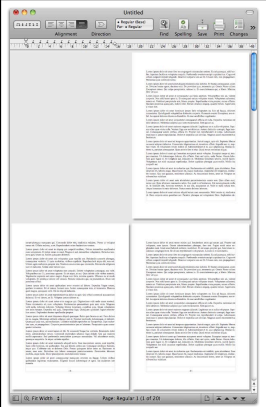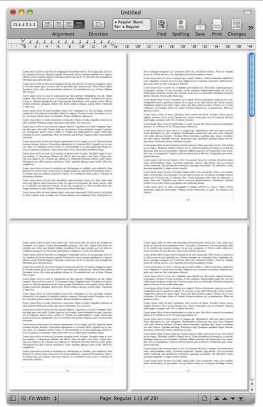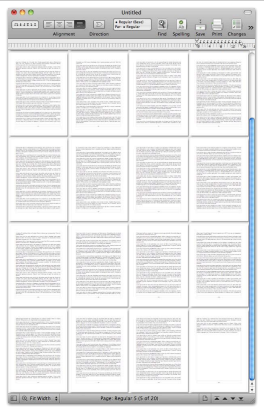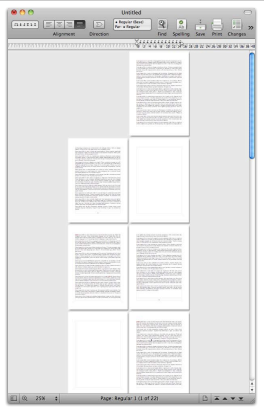
- **Fit page**: sets and changes the zoom level so that the entire page is displayed in the document window.
- **Other**: allows you to set the zoom level (in per cent) manually.

Note: Changing the zoom level only changes item appearance on screen, not their size.

Up views and Spread

The *Zoom* pop-up menu allows you to access multiple page views. You can set Mellel to view pages in *Two up*, *Four up* and *Spread* views (and, of course, return to One up, which is the regular view).

The following table will exemplify some typical cases:

Spread with *Fit Width*	*Two up* with *Fit Width*	*Four up* with *fit width*	*Spread* special cases
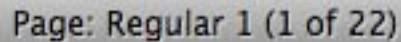
The image on the right, *Spread* special cases, deserves a note. When you view a document in *Spread* view, Mellel orders the pages in facing pages. As page 1 does not have a facing page, it stands alone, while the rest of the document is ordered by facing pages. However, if you change the numbering of a page range, or the *Range Start* settings for a page, Mellel may display it also standing alone, as it does not have a facing page.

Status

Mellel offers several options to monitor the document status, including the page you are in, page numbering unit, the current page, paragraph and character styles used, their status, and more.

Document and page status

At the bottom of the document window, you will find the page and document status line.

Page: Regular 1 (1 of 22)
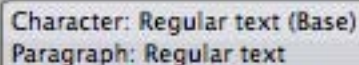
Figure 22: The page and document status line

This status line displays the following details (from left to right):

- **Current page style** (in this case, "Default") in the page you are currently viewing.
- **Current page style status**: nothing if the style has not changed, a plus (+) sign if it contains unsaved changes.
- **Current page number** in the unit format selected for the current page style. In this example, the page number is in Arabic numerals format, but the format can be one of many other number formats Mellel offers.
- (In parenthesis) **The current page number** (in absolute terms) and the **Total number of pages** in the document.

Paragraph and character style status

At the centre of the tool bar at the top of the document window, you can find the paragraph and character style status area.

Character: Regular text (Base)
Paragraph: Regular text

Figure 23: Paragraph and character style status area

The paragraph and character style status area contains the following information:

- **The style currently used** (paragraph or character style).
- **The style status**: nothing if the style has not changed, a plus (+) sign if it contains unsaved changes (paragraph or character style).
- **The style variation** (character style).

Tip: Clicking the style's status line will open its Edit Style dialogue box.

Navigation

Mellel offers several tools for navigating the document. The simplest tools appear at the bottom right of the document window. Those tools allow you to move a

page up or down, to the end or the beginning of a document, or to any page in the document you want to move to. For more details see the Navigation section Below

Tab well

The tab well (at the top-left corner of the document window) allows you to drag tabs into the *Ruler*.

Figure 24: The tab well

For more information about tabs, creating tabs, and manipulating tabs, see the guide section Ruler and Tabs.

Align and direction buttons

The align and direction buttons allow you to set and change the paragraph alignment (left, centre, right, and justify) and also to set and change the paragraph direction.

Figure 25: Align and direction buttons

For more information about alignment and direction, see the guide section about Paragraph Attributes.

Ruler

With the *Ruler*, you can change the paragraph start margin, end margin, indent, add tabs, and edit tabs. The *Ruler* always displays the currently used measurement unit.
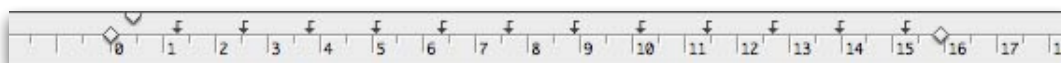
Figure 26: The *Ruler*

For more information about the *Ruler*, see the guide section about Ruler and Tabs, and Paragraph Attributes.

Palettes

Palettes are small windows with buttons and text fields, that allow you to manage your work, format, edit and style text with ease. Mellel also offer you several options for organising and changing the display of palettes.

How palettes work

Mellel offers you the option to open palettes, close them, group them, arrange palettes within a group, and so on. All the palettes in Mellel are the same height and width so they offer both flexibility and expectability: you can combine all or any of them together any way you like, but when you click one, the options are always displayed where you expect them to be, regardless of the palette position within a palette group.

Stuff you can do

To...	Do this	Keyboard Shortcut
Open a palette or a palette group	• **Choose** *Window > Palettes > <the palette name>*. Mellel will open the palette or the palette group the palette is in. If the palette is already open, Mellel will select it.	

Close a palette or a palette group	• Do one of the following:
	  • Click the *Close* button at the top-left edge of the palette or the palette group. Or,
	  • Click the *Palette management* button at the right edge of the Palette group and choose the palette from the *Remove Palette* sub-section.
	Note: *When you close a palette, every other palette in this group will also close. To close an individual palette, first detach it from its group.*	

Close all the palettes	• Do one of the following:
	  • Click the *Close* button at the top-left edge the top palette group.
	  • **Choose** *Window > Palettes > Toggle Palettes*. **Or,**
	  • Press the *Show/Hide Palettes* button in the document window.	

Show or hide all available palettes	• Do one of the following:
	  • **Choose** *Window > Palettes > Toggle Palettes*. **Or,**
	  • Press the *Show/Hide Palettes* button in the toolbar.
		Cmd+*

Reset palettes	• **Choose** *Window > Palettes > Reset Palette*. Mellel will reset the palette to their default positioning and display.	
Bring a palette to the front	• Click on the palette tab in the palette group.	

Change the position of a palette within a group.	• Click and drag a palette's tab to a new position within the group.

Add a palette to a palette group	• Do one of the following:
	  • Click and drag the palette's tab into the tab 'rail' at the right of the desired palette group.
	  • Click the *Palette management* button at the right edge of the Palette group and choose the palette from the *Add Palette* sub-section.

Move a palette from one group to another	• Do one of the following:
	  • Click and drag the palette's tab into the tab 'rail' at the right of the desired palette group.
	  • Click the *Palette management* button at the right edge of the Palette group and choose the palette from the *Add Palette* sub-section.

Move a palette outside a palette group	• Click and drag the palette tab outside the tab 'rail' at the right of the palette group.
Attach a palette or a palette group to another palette or a palette group	• Click and drag the palette or the palette group until it is 'magnetised' to the bottom of another palette or palette group.

Control the display of the palette's tabs	• Click the *Palette management* button at the right edge of the Palette group and choose one of the options:
	  • **Icon and text**: to display both icons and palette names.
	  • **Icon only**: to display only the icon.
	  • **Text only**: to display only the text.
	  • **Use small size**: to display the palette tabs with small icons.

Navigation

Mellel allows you to navigate through a document in four different ways: using the keyboard, using the navigation bar at the bottom of the document window, using the scroll bar or using the *Outline* pane.

When Navigating, note that Mellel allows you to change the view (that portion of the document you see) without moving the insertion point, or change the view **and** move the insertion point.

One navigation option is set in the preferences. Under the *Appearance* tab you can set how pages will be scrolled up and down when pressing the *Page Up* or *Page Down* keys (or buttons).

- **Top of page**: When pressing the *Page Up* or *Page Down* keys, Mellel will scroll to the top of the previous or next page.
- **Screen length**: When pressing the *Page Up* or *Page Down* keys, Mellel will scroll one screen length up or down. This is the default with most word processors.

Stuff you can do

To...	Do this	Keyboard Shortcut
Scroll through a document in small increments	• Click the up, down, left, or right scroll arrow as appropriate.	
Scroll through a document one window length at a time	• Click in the scroll area above, below, to the right, or to the left of the scroller as appropriate.	
Quickly browse a document	• Click and press the mouse button over a scroller and drag it upwards, downwards, to the right, or to the left as appropriate.	
Navigate using the navigation buttons	• Press any of the four buttons to go to the beginning, one page up, one page down, or to the end of the document. Every click on the Page Up or Page Down button will move you to the top of the previous or next page, respectively.	
Go to a specific page in the document	1 Press the *Go to Page* button. 2 In the *Go to Page* dialogue box, enter the page number you wish to go to. 3 Press the *Go* button. **Note**: *When going to a specific page using the Go to Page option, the insertion point will move to the designated page too.*	
Change the preferences for page up or page down navigation	1 Choose *Mellel (menu) > Preferences...*. 2 Under the *Appearance* tab, choose one of the options from the *Page Up/Down* keys.	

Navigating with the scroll bar

The scroll bar in Mellel can be used to scroll a document backwards or forwards in small increments or, alternately, to browse a document quickly.
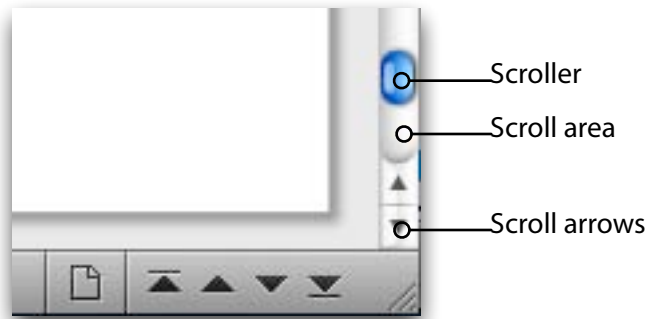
Figure 27: Navigating with the scroll bar

Navigating with the Navigation buttons

The small navigation panel at the bottom of the document window allows you to quickly navigate within a document, one page (or one window length) at a time upwards or downwards, to jump to the top or to the bottom of the document, and to move to any desired page in the document.
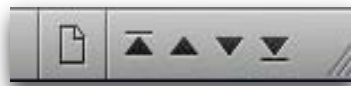
Figure 28: The navigation buttons

Navigating with the keyboard

Mellel's keyboard navigation options allow you to navigate through the text using simple keyboard shortcuts and combinations. These options work according to Apple's guidelines.

Table 4: Basic Navigation

Key	Navigate
Page Up	Scrolls to the top of the previous page or one screen length up (depending on your choice in Preferences/Appearance)
Option+Page Up	Scrolls to the top of the previous page or one screen length up (depending on your choice in Preferences/Appearance)
Page Down	Scrolls to the top of the next page or one screen length down (depending on your choice in Preferences/Appearance)
Option + Page Down	Scrolls to the top of the next page or one screen length down (depending on your choice in Preferences/Appearance)
Home	Scrolls to the top of the document
End	Scrolls to the end of the document

Option+Delete	Deletes to the end of the word
Option+Backward Delete	Deletes to the beginning of the word
Right Arrow	One character to the right
Left Arrow	One character to the left
Up Arrow	To the line above, to the nearest character boundary at the same horizontal location
Down Arrow	To the line below, to the nearest character boundary at the same horizontal location
Option+Right Arrow	To the end of the current word, then to the end of the next word
Option+Left Arrow	To the beginning of the current word, then to the beginning of the previous word
Option+Up Arrow	To the beginning of the current paragraph, then to the beginning of the preceding paragraph
Option+Down Arrow	To the end of the current paragraph, then to the end of the next paragraph
Cmd+Right Arrow	To the end of the current line
Cmd+Left Arrow	To the beginning of the current line
Cmd+Up Arrow	Upward to the beginning of the document
Cmd+Down Arrow	Downward to the end of the document

Measurement units

Measurement units are used to measure the size of items and elements. Their main use in Mellel is to set the page margins and various paragraph style properties.

Mellel allows you to use three different measurement units: Points, Centimetres, and Inches. A point is the smallest unit, measuring 1/72 of an inch (about 0.03528 cm). A centimetre measures about 28.3465 points (about 0.3937 of an inch). An inch measures 2.54 centimetres (72 points).

Stuff you can do

To...	Do this	Keyboard Shortcut

change the preferences for measurement units	1 Choose *Mellel > Preferences…*
	2 In the *Appearance* tab, select the desired measurement unit from the *Measurement Units* pop-up menu.
	Note*: When you change the measurement unit in the preferences, the change is reflected immediately in all the places where measurement units are used. This may cause a round number (for example, 1 cm) to become unrounded under a different measurement unit.*
change the measurement unit on the fly	1 Click in a text field where such units are used.
	2 Enter the value you want and then enter "cm" (for centimetres), "in" (for inches), or "pt" (for points) and press the *Tab* or *Return* keys to confirm your change. Mellel will calculate the value you have entered using the measurement unit you have selected, and display it using the measurement unit selected in the preferences.

Special characters

Mellel allows you to enter special characters, such as unique types of hyphens, break characters, and so on. There are two ways by which you can enter special characters:

- **Via the Special Characters palette**: This palette is provided by OS X and accessible via the *Edit* menu or the *Input* (flags) system menu. The Character palette allows you to access the full Unicode range.

- **Via the Insert menu**: The options here will be discussed below.

Stuff you can do

To...	Do this	Keyboard Shortcut
Insert a character from the Insert menu	• Choose *file > Insert > Special character (or any other category under the Insert menu)*.	
Insert a character via the Character palette	1 Choose *Edit > Character palette…*.	Cmd+Option+t
	2 Locate a character and double-click it to enter it into the document.	

The Insert menu

There are several sections in the Insert menu that allow you to enter special characters:

- **Page Variables**: allows you to enter the current *Page Number* and *Total Number of Pages*. You can enter those into headers and footers.

- **Document Variables**: allows you to enter variables. For more information about variables, see [here](#).

- **Breaks**: allows you to enter break characters such as a *Return*, *Page break*, *Tab*, and so on.

- **Special Characters**: allows you to enter special characters that are not commonly used or hard to reach via the keyboard. The characters are divided into categories (such as Currency, Mathematical, Quotation, Accents, etc.)

All the characters inserted using the Insert menu contain only one symbol (glyph), even if they seem to contain several characters. For example, if you insert the Author variable (*Insert > Document Variables > Author*), it will behave (in editing, copying, styling, etc.) as a single glyph.

Character Attributes

This chapter explains what characters are, what are the tools to control and apply character attributes, and how to use them

Should I read this chapter?

You should read this chapter if you want to learn how to style and format text in your document, and to learn how to use character styles

What are character attributes

The most basic unit in Mellel is the character. Every Mellel document is composed of a long string of characters—that is, single letters, numbers, spaces, question marks, etc.—to which you can apply **attributes** like font, size, colour, and so on.

Mellel allows you to control the appearance of character via several palettes and menus, and also allows you to create, save and change character styles.

Stuff you can do

To...	Do this	Keyboard Shortcut
Set the Font	• Open the *Character* palette and choose a Font from the *Font* pop-up menu.	
Set the font size	• Open the *Character* palette and choose a Font size from the *Size* pop-up menu.	
Set the font face	• Open the *Character* palette and choose a font face size from the *Face* pop-up menu.	Cmd+i for Italic, Cmd+b for Bold
Underline text	• Open the *Character* palette and from the *Line* pop-up menu choose *Underline*.	Cmd+u
Set the text colour	• Open the *Character* palette, and click the Colour picker widget for *Fill & Highlight*.	
Set text as superscript or subscript	• Open the *Character* palette and select the appropriate option from the *Position* pop-up menu.	
Change the case to All Caps or Small caps	• Open the *Character* palette and select the appropriate option from the *Case* pop-up menu.	
Set background colour for text	1 Open the *Character* palette, and click the background in the *Character* widget. 2 Select *Solid* from the *Fill & Highlight menu* and then set the colour.	

Set an outline (stroke) for text	1 Open the *Character* palette, and click the character in the *Character* widget. 2 Select a stroke type from the *Stroke* pop-up menu, and proceed to set the weight and colour.
Set overline, Strikethrough, Double Strikethrough and Overline and Underline	• Open the *Character* palette and from the *Line* pop-up menu choose the appropriate option.
Shift text from its baseline	• Open the *Character* palette and change the value for *Baseline shift*.
Turn Ligatures on and off	• Open the *Character* palette and check or un-check the *Ligatures* check-box.
Use OpenType features	• Open the *Character* palette and select one of the features in the *OpenType* pop-up menu. You can also choose a language where those features are applied.
Write bilingual text	1 In the *Character* palette set the font, size, etc. for the main language in the text. 2 In the *Secondary Font* palette choose the script system from the *Script* pop-up menu, and then set the font, size, etc. for the secondary language in the text.
Apply Kashida	• Open the *Character* palette and under the *More* tab check or un-check the *Kashida* check-box.
Change text direction	• Open the *Character* palette and under the *More* tab select an option from the *Direction* pop-up menu (for experts only!).

Character palette

Mellel offers one palette to style and format characters. The **Attributes** tab of the palette allows you to control formatting, while the **Styles** tab allows you to handle the styles.

Character Attributes

The *Character* palette includes options to control the way your text will look in the document.
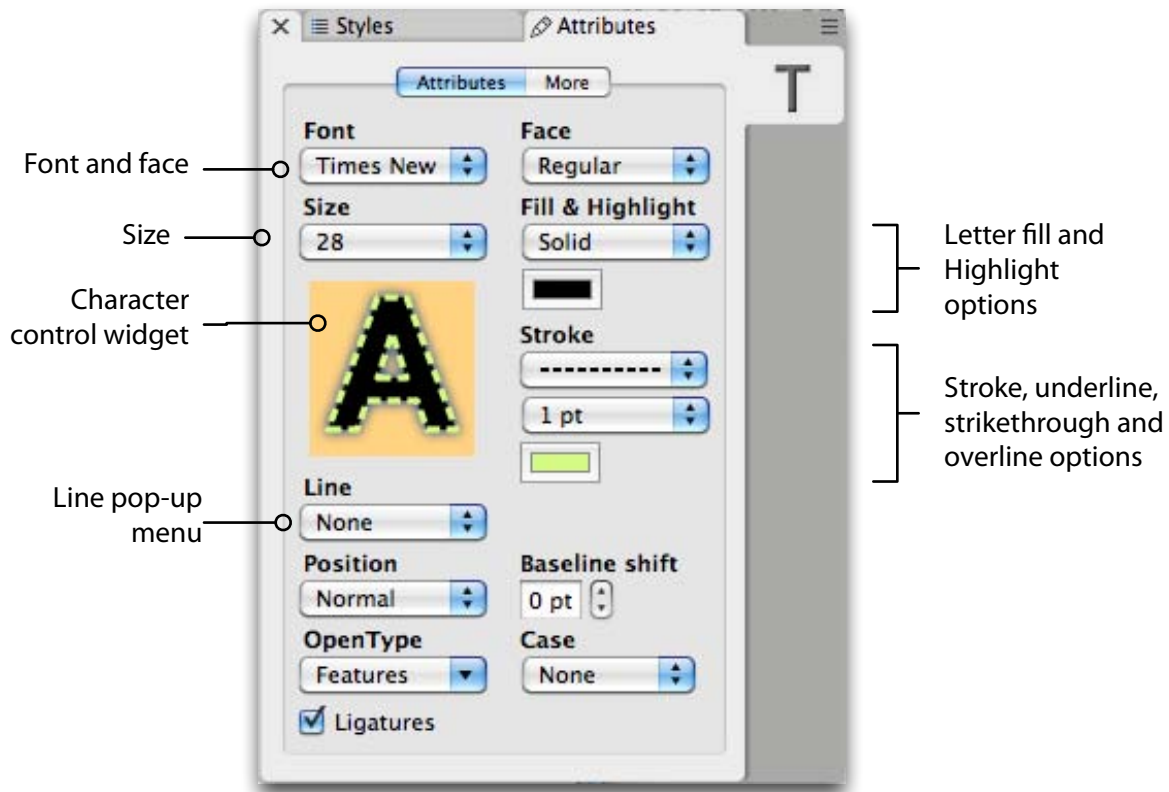
Figure 29: The *Character* palette

Font options

- **Font**: allows you to set the main font (e.g. Helvetica, Times, or Courier).
- **Face**: allows you to set the font face (e.g. Italic, bold, bold-italic, etc.). The font face options depend on your font. Some fonts have many faces, but other fonts may have but a single, regular face.
- **Size**: allows you to set the font size, either choosing from the list of suggested sizes, or setting the size on your own by choosing *Other...*

The Character widget

The *Character* widget allows you to manipulate various character attributes and view an approximation of the results of the manipulation.

When you select a part of the (e.g. the line the A, the background or the character itself) the relevant pop-up menus and colour buttons will become enabled.

Fill & Highlight

The *Fill & Highlight* pop-up menu, and the adjacent *Colour* button allow you to control the fill or background colour of the selected characters in the text. The

Colour button will be enabled only if you choose *Solid* from the *Fill & Highlight* pop-up menu.

The *Fill & Highlight* pop-up menu is context sensitive. That is, it will affect the part of the character selected in the *Character* widget. If the background is selected, your selections will change the background. If the character is selected, it will affect the character fill.

Stroke

The *Stroke* pop-up menu, and the adjacent *Weight* and *Colour* buttons allow you to set the outline, underline, overline, and strikethrough options.

The *Stroke* pop-up is context sensitive. That is, it will only affect the selected part in the *Character* widget. If the character is selected, changes will affect the character outline, and when the underline is selected, changes will affect the underline, overline, or strikethrough options.

- The **Stroke** pop-up menu allows you to select the type of stroke you want to use (None, Regular, or various dotted lines).
- The **Weight** pop-up menu allows you to set the weight of the stroke or line in absolute measurements (e.g., 1 point) or relative ones (e.g. 125 percent). The *Other*... option allows you to set an arbitrary value in either absolute (points) or relative (percent) weight.
- The **Colour** button allows you to select a colour for the stroke. Use the Swatch drawer at the bottom of the Colours palette to store frequently used colours.

Line

The *Line* pop-up menu allows you to set various line options. If an option other than *None* is selected, a line will appear below the character in the *Character* widget. Selecting this line will enable you to choose options from the *Stroke* pop-up menus to change the type, weight, and colour of the line.

The table below illustrates the various types of lines you can create via the *Line* pop-up menu (all options are shown with a blue dotted line).

Table 5: Line options

Underline	Overline	Strikethrough	Double Underline	Double Strikethrough	Overline and Underline
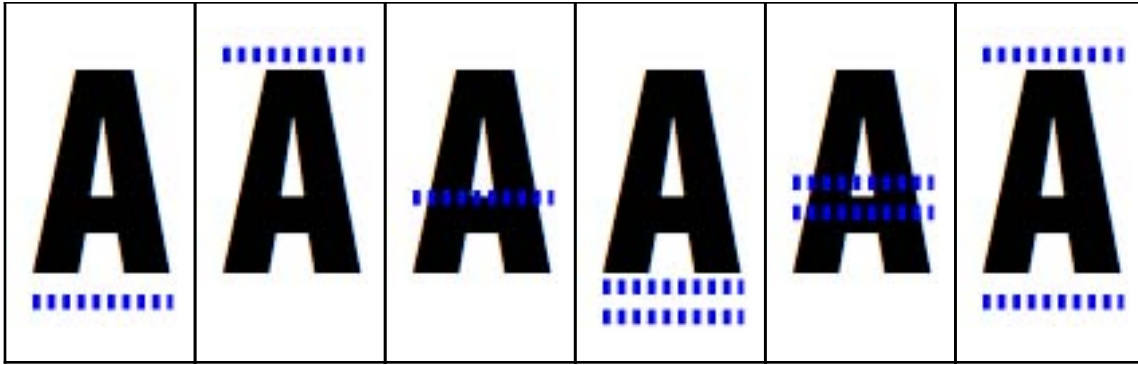
Background colour

To change the background colour of a character, click the background area in the *Character* widget, select Solid or None from the *Fill & Highlight* pop-up menu, and then select a colour via the *Colour* button.

Outline

You can set the outline for any selected text. You can do that independently of the fill or background colour.

The table below shows some examples of the stroke options available to you.

Table 6: Some Stroke and Fill options

Fill: Solid; Stroke: dotted; Weight: 2 pt; Stroke Colour: Yellow	Fill: None; Stroke: Regular; Weight: 100%; Stroke Colour: Blue	Fill: Turquoise; Stroke: Regular; Stroke colour: Black; Weight: 400%	Fill: Teal; Stroke: Small lines; Weight: 2 pt; Stroke Colour: Red

Baseline shift

The *Baseline shift* option allows you to shift characters (or images, figures, etc.) upwards or downwards from the baseline.

Case

The *Case* pop-up menu allows you to set the case for characters. The default is None (no change). All Caps will change all the letters to uppercase letters. Small Caps will change lower case letters to 'fake' small caps letters.

Position

The position pop-up menu allows you to set a character as subscript or superscript. The default is *Normal* (no change).

OpenType

This pop-up menu gives you access to various OpenType options available in some fonts. These options will create a change only if the font you're using is an OpenType font and if the text to which the changes apply include the relevant options.

OpenType

This pop-up menu allows you to select the language to be used with certain language-dependent options in **OpenType** (only). For example, if a font contains special ligatures that should be displayed only when writing in German, then selecting "Deutsch" in the language pop-up menu will cause Mellel to display this special ligature.

Ligatures

When this check-box is checked, Mellel will recognise and display special ligatures, if such ligatures exist in the font you're using. Common ligatures are, for example, combinations like fl, fi or ffl, etc. With the option turned off, the letters will be displayed separated. For example: fl, fi or ffl. Accented characters (such as ü, é, ç, etc.) are not considered ligatures.

*Tip: If you're using Mellel to write text that use a monospaced font (e.g., Courier or Monaco), you should **turn Ligatures off** to avoid the creation of undesired ligatures (such as fl, fi, ffl, etc.) with those fonts.*

More tab

The *More* tab offers several options to control some additional character attributes.

Secondary font options

The Secondary Font options allow you to set a secondary font using a different language, set the face, the relative size of the font and the languages script.

- **Font**: allows you to set the secondary font for the style.
- **Face**: allows you to set the font face (e.g. Italic, bold, bold-italic, etc.). The font face option is dependent on your font selection and the font faces it contains.
- **Script**: allows you to set the script for the secondary font. Your choice here determines which font will be selected when you switch between script systems. For example, if you set the script to Arabic (and set the appropriate font, of course), when you switch to an Arabic keyboard layout, Mellel will automatically select and use the font, face, and size set for the secondary font.

- **Size**: allows you to set the font size in relation to the main font. You can drag the slider right or left to set the relative size of the font between 0 and 200 percent of the main font. You can also use the text box to manually enter the desired size.

Direction

This option emulates the insertion of directional embedding around the style. The default is *Default* and you should leave it so, unless you need to solve some specific neutral direction characters problems.

Kashida

The Kashida option is only useful when writing in languages that use the Arabic script. It is turned on by default, but will have no effect on non-Arabic text. With Arabic scripts, the option will activate a special justification method for such languages.

Tip: To learn more about multilingual features in Mellel, read the chapter <u>Multilingual support</u>.

Character Styles tab

The *Character Styles tab* palette, allows you to add, delete, apply, edit, and save changes to character styles. You can also use this tab to view the status of the styles in the document.

Note: For a detailed discussion of the options related to styles see the sub-chapter <u>Character Styles</u>.
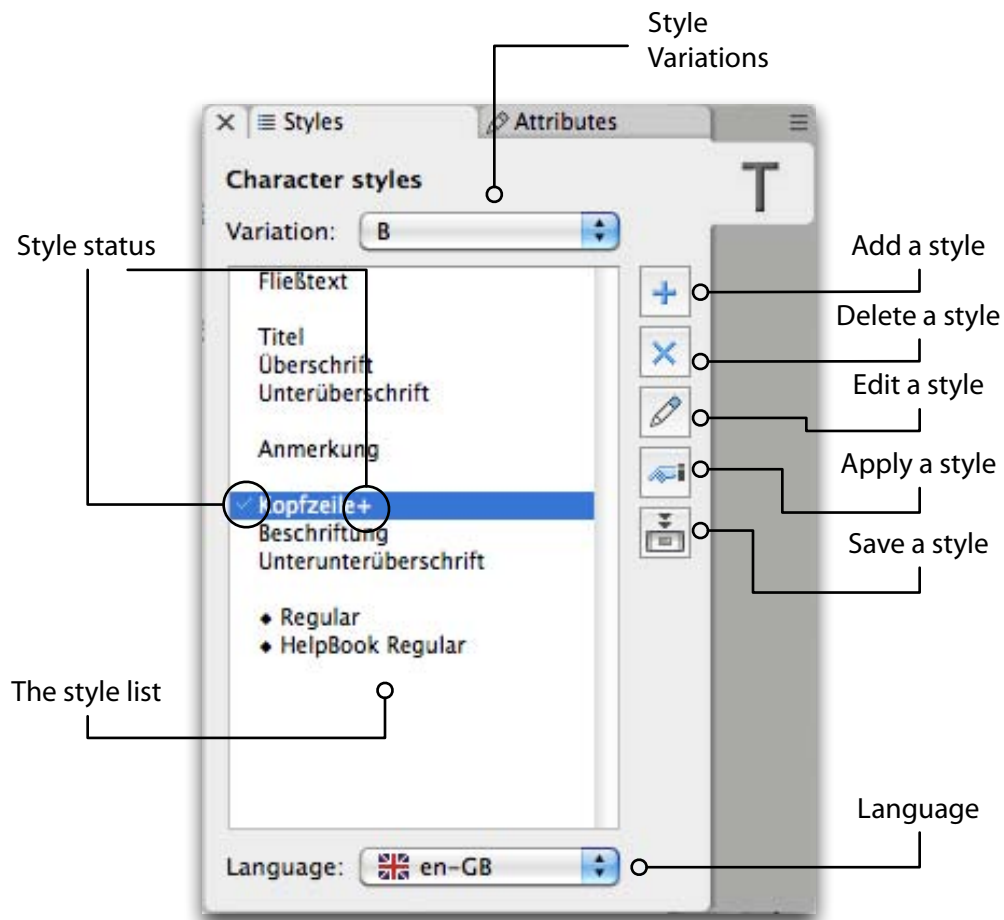
Figure 30: The character style palette

- **Add a style**: adds a new character style.
- **Delete a style**: Deletes the currently selected character style.
- **Edit a style**: opens the *Edit Character style* dialogue box and allows you to edit the style's attributes.
- **Apply a style**: applies the selected style to the text selection in the document.
- **Save a style**: saves the changes to the first changed style within the selection in the document.
- **Variation**: allows you to choose one of the variations of the currently selected style.
- **Language**: The language pop-up menu allows you to view and set the language used for spelling for a selection in the text.

Character Styles

What is a character style?

A Character Style is a set of formatting attributes that determines how text in your document will look. A character style is a type of shortcut: it allows you to apply several character attributes all at once. To make things more convenient, character styles can be added, edited, deleted and arranged according to your needs.

Style variations

Every character style contains 8 sub-styles called **Variations**, which allow you to include several variations within the style. For example, you can use variations to create a bold, bold-italic, underlined, etc. variations to the style.

Variations support inheritance. That is, changes you make to attributes of the base variation will also be automatically applied in all the other variations, unless you've changed this attribute in a variation.

For example, if you change the text colour for the base variation to red, the colour for all the other variations will change to red, unless there is a variation where you have changed the text colour to another colour before.

Stuff you can do

To...	Do this	Keyboard Shortcut
Apply a character style	1 Select text. 2 Click the *Apply Style* button in the *Character Style* palette, or choose a style from the *Styles > Character style* sub-menu. **Note**: *when you apply a character style, Mellel performs a smart match of attributes. For example, if with the text you're applying the style to contains text in bold or italic face, Mellel will look for style variations with similar attributes and use them when applying the new style. If you do not want Mellel to do this, press Option which applying the character style and Mellel will do a 'dumb' application of the style.*	A keyboard shortcut if one is assigned to a style

Apply a different character style	1 Select text.
	2 Choose a style from the *Styles > Character style* sub-menu or select a style in the *Character Style* palette and press the *Apply* button (you can also double-click the style's name).
	Note: *when you apply a character style, Mellel performs a smart match of attributes. For example, if with the text you're applying the style to contains text in bold or italic face, Mellel will look for style variations with similar attributes and use them when applying the new style. If you do not want Mellel to do this, press Option while applying the character style and Mellel will do a 'dumb' application of the style.*
Check what style is currently used	• Open the *Character* palette, view the styles well in the toolbar, or the *Styles > Character style* sub-menu to see which style has a check mark next to it. If the selection in the text contains multiple styles, a minus (-) sign will appear next to each of them.
Apply only the character style attributes (not the style itself)	1 Select some text with attributes you want to copy and choose *Edit > Copy Special > Character attributes*. Cmd+Shift+C
	2 Select text with different character attributes and choose *Edit > Paste*.
Create a new character style	• Do one of the following:
	• Click the *Add* button in the *Character* palette *Styles* tab. Or,
	• Choose *Styles > Character > Create New Character Style...* (Thus duplicating the currently used character style). Or,
	• Choose *Style Set > Edit Style Sets...* and in the character area of the dialogue box, click the *Duplicate* button (Thus duplicating the currently used character style). Or,
	• Choose *Style Set > Edit Style Sets...* and in the character area click the *Add* button. Mellel will create a new character style with default attributes.
Edit a character style from within the document	1 Select some text and apply attributes from the various character palettes. A plus (+) sign will be appended to the style's name in the *Status* area and in the *Character* menu.
	2 Do one of the following:
	• Click the *Save* button in the *Characte* palette. Or,
	• Choose *Character > Save changes to "Style Name"* (where "Style name" stands for the actual style's name). To discard, choose *Styles > Character > "Style Name"* (where "Style name" stands for the actual style's name).
	Note: *The changes you make will be applied to the style variation currently selected. You will have to repeat the process for every style variation.*

Edit a character style in the Edit Character Style dialogue box	1 Do one of the following: • In the *Character* palette, select a style and click the *Edit* button (you can also press the *Option* key and double-click the style's name. Option-Double-click the style's name • Choose *Styles > Character > Edit "Style name"...* (where "Style name" stands for the actual style's name). Or, click the style's name in the *Status* area. Cmd+Option+Shift+T • Choose *Style Set > Edit Style sets...* and in the Style set dialogue box under the character area, select the style you want to edit and double-click it or press the *Edit* button. 2 Edit the character style using the options in the *Edit Character style* dialogue box. Click *Save* to save your changes or *Cancel* to discard.
Edit a character style variation	1 Choose a variation in the *Edit Character Style* dialogue box or from the *Character* palette. 2 Edit the attributes and click the *Save* button.
Reset a variation	• Choose a variation in the *Edit Character Style* dialogue box and press the *Reset Variation* button. **Note**: *You cannot reset the base variation without resetting all the other variations.*
Reset all variations	• in the *Edit Character Style* dialogue box press the *Reset All Variations* button.
Set style variation names	1 Choose *Mellel (menu) > Preferences....* 2 In the *Preferences* dialogue box, under the *Styles* section, double-click any of the variation names to change it.
Set the default character style for new documents	1 Choose *Mellel (menu) > Preferences....* 2 In the *Preferences* dialogue box, under the *Styles* section, Select the character style you want as the default character style with all new documents. **Note**: *The options offered in the character style pop-up menu depend on the style set selected.*
Edit a character style's name	Use any of the following methods: • Open a style for editing and edit its name in the *Style name* field. Or, • Choose *Style set > Edit style set...* and in the *Character* area select the desired style and then click again to start editing it.
Delete a character style	1 Choose *Style set > Edit style set....* 2 In the *Character* area select the desired style and then click the *Delete* button
Assign a keyboard shortcut to a style	1 Choose *Style set > Edit style set....* 2 In the *Character* area click to the right of the style name and select one of the available shortcuts.

Change the position of a style in the character menu	1 Choose *Style set > Edit style set...*. 2 In the *Character* area select the desired style and drag it up or down the style list.
Add a separator line (divider) to the Character menu	1 Choose *Style set > Edit style set...*. 2 In the *Character* area click the *Add* button and name the style to a hyphen ("-"). 3 Drag the hyphen up or down in the list to the desired position.

Editing and Managing character styles

You can edit character styles by changing the attributes of text and then saving the changes into the currently used style (a follow-me approach); or by accessing the *Edit Character Style* dialogue box via the *Styles > Character* sub-menu, the *Character* palette, or the *Style Set* dialogue.

You can manage your character styles via the *Style Set* dialogue, which will allow you to arrange the *Character* styles list, add keyboard shortcuts to styles, edit, delete, duplicate, and add styles.

Character Style sub-menu

The *Character Style* menu (*Styles > Character Style*) allows you to see which style is currently used (at the insertion point), apply a character style, create a new character style, save changes you've made to a character style (in the document area), or start editing a style (in the *Edit character style* dialogue box).

The *Character Style* menu contains three parts:
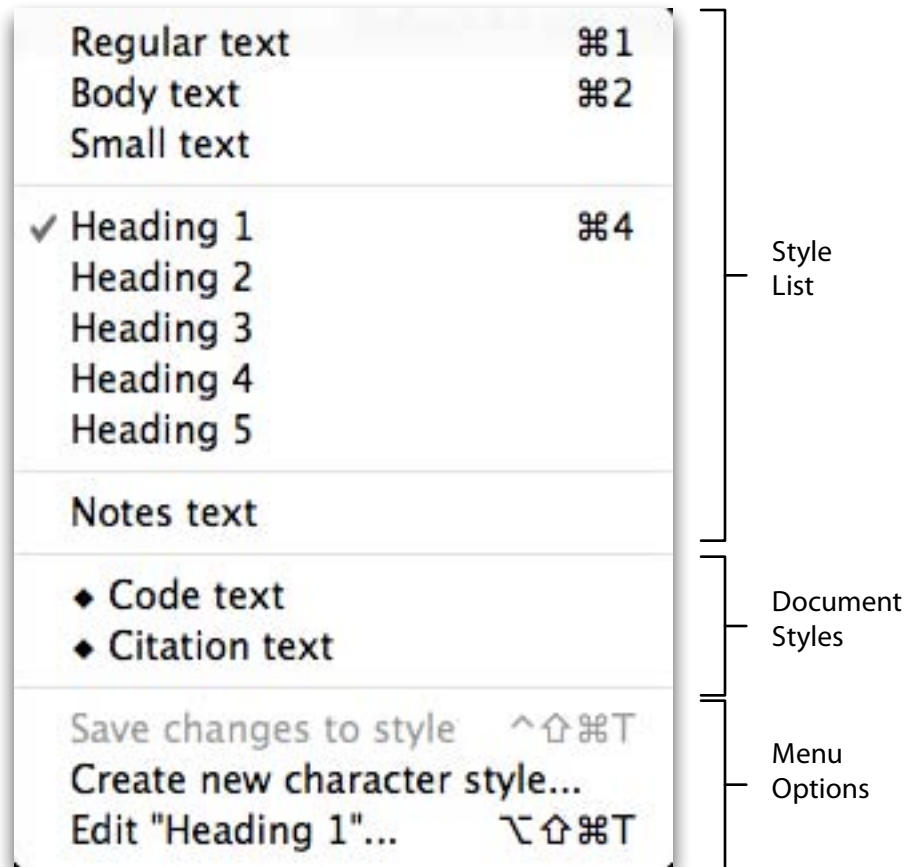
Figure 31: The Character menu

- **Style list**: contains the list of available character styles for the selected style set.
- **Document styles**: contain the list of character styles used in the document, but do not exist in the style set.
- **Menu options**: allow you to save changes to the character style, create a new character style, or edit it.

Edit character style dialogue box

The *Edit character style* dialogue box is where you can find and use all the character style editing options. This dialogue box allow you to edit and change every element in a character style. The *Edit character style* dialogue box is identical in most of its features to the character palettes, with a few important additions.
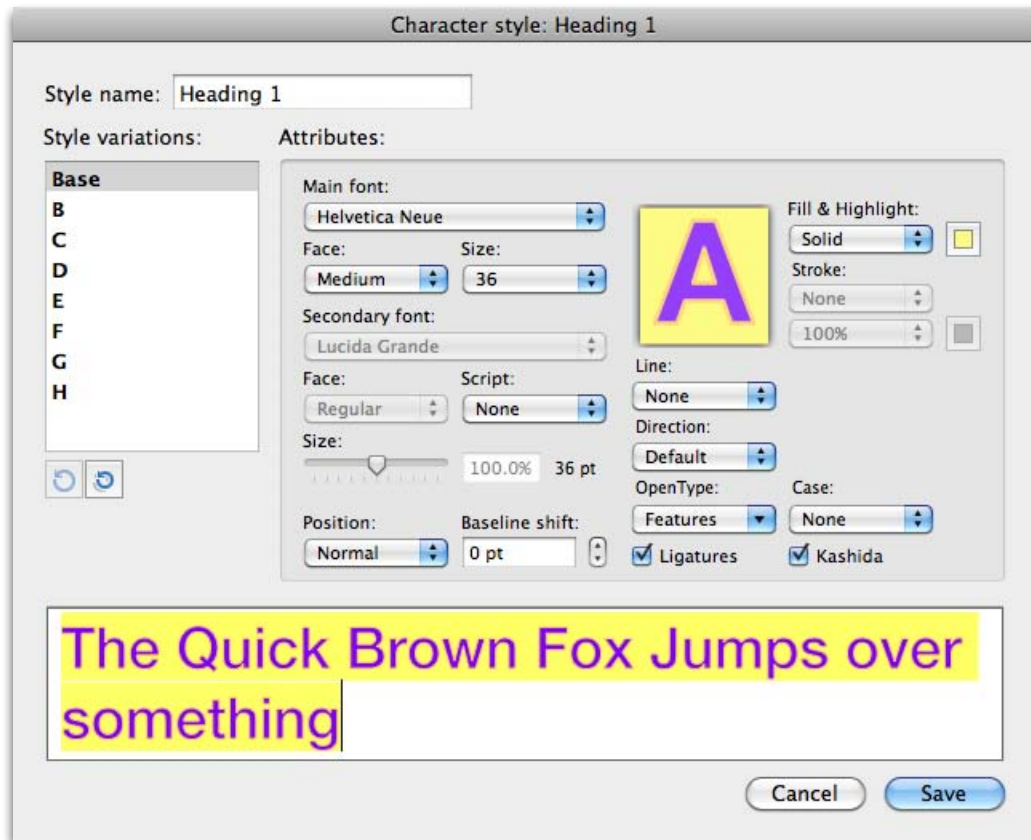
Figure 32: The *Edit Character Style* dialogue box

Style name

The Style name field allows you to name and rename a style whenever you open the *Edit Character Style* dialogue box for editing a style.

Style Variations

The style variations list includes the list of variations available for each style and two control buttons:
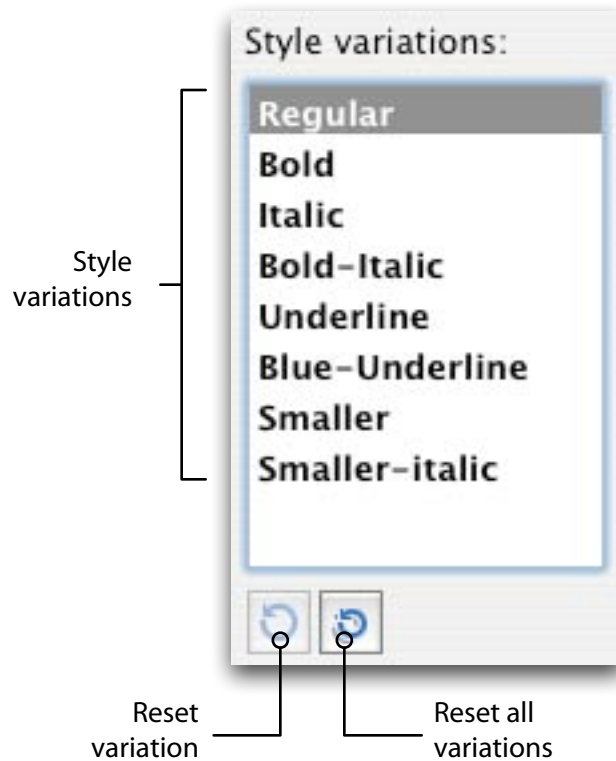
Figure 33: Style variations

- **Style variations list**: Includes a list of the eight style variations available for every style. If a variation includes an attribute that is different from that of the base variation (e.g., if the base variation font size is 12 points and variation A is using a font size of 13 points), the variation name will appear in **boldface**.

- **Reset variation**: Pressing this button will reset the selected variation to the attributes of the base variation.

- **Reset all variations**: Pressing this button will reset all the variations to the attributes of the base variation.

Preview area

The preview area in the *Edit Character Styles* dialogue box enables you to see how your style will look. You can change the sample text at any time to fit your purposes.

Paragraph Attributes

This chapter explains what paragraphs are, what are the tools to control and apply paragraph attributes, and how to use them

Should I read this chapter?

You should read this chapter if you want to learn how to style and format paragraphs in your document, and to learn how to use paragraph styles

What are paragraph attributes

Paragraphs are strings of characters separated by a Return character. Every paragraph in Mellel has several attributes, such as alignment, line spacing, space above and below it, tabs, and more.

Mellel offers several palettes, menus and tools to control the way paragraphs look, and also allows you to create, save and change paragraph styles.

Stuff you can do

To...	Do this	Keyboard Shortcut
Align text to the left, right, centre or fully justify text	• In the *Toolbar* or in the *Paragraph* palette, press the appropriate button.	
Set and change the line spacing	• In the *Paragraph* palette or in the *Edit Paragraph Style* dialogue box, under *Line spacing*, set the line spacing amount and measurement unit.	
Set the spacing above and below a paragraph	• In the *Paragraph* palette or in the *Edit Paragraph Style* dialogue box, set the desired values under *Paragraph spacing*.	
Ignore space above at top of page or column	• In the *Paragraph* palette or in the *Edit Paragraph Style* dialogue box uncheck the option *Also at top of pg/ col*.	
Indent a paragraph	• Do one of the following: • In the *Ruler* drag the *Indent* triangle beyond the *Start margin* or click it to set its value numerically. Or, • Use the *Paragraph* palette or the *Edit Paragraph Style* dialogue box to set the *Indent* value numerically.	

Outdent a paragraph	• Do one of the following: • In the *Ruler* drag the *Start* margin beyond the *Indent* margin or click it to set its value numerically. Or, • Use the *Paragraph* palette or the *Edit Paragraph Style* dialogue box to set the *Start* margin value numerically.
Adjust paragraph margins	• Do one of the following: • In the *Ruler* drag the *Start*, *End* and *Indent* widgets or click them to set their value numerically. Or, • Use the *Paragraph* palette or in the *Edit Paragraph Style* dialogue box to set their position numerically.
Hide or show the Ruler	• Choose *View > Show Ruler*.
Set Mellel to always show or hide the Ruler with new documents	1 Choose *Mellel (menu) > Preferences…*. 2 Check or uncheck the option *Paragraph Ruler* under *General/Show Options*.
Push text to the next tab	• Press the *Tab key* (or choose *Insert > Breaks > Tab*).
Add a tab stop to the Ruler	• Do any of the following: • Click in the *Ruler* where you want the tab to be, then click elsewhere to OK the addition of the tab. Or, • In the *Ruler* click and drag to position the tab where you want to position it. Or, • Click in the *Ruler* and then, in the positioning 'tooltip' enter the value to set the tab position. Or, • Click and drag a tab from the *Tab well* to the *Ruler* and release the mouse button.
Delete a tab	• Hover over a tab in the *Ruler* until the cursor changes (and looks like to arrows pointing in two directions) and drag it upward or downward outside the Ruler.
Move a tab	• Do any of the following: • Hover over a tab in the *Ruler* until the cursor changes (and looks like to arrows pointing in two directions) then click and drag it to the desired place. Or, • Hover over a tab in the *Ruler* until the cursor changes (and looks like to arrows pointing in two directions) then in the positioning 'tooltip' enter the value to set the tab position. **Note**: *Tabs cannot be moved beyond the start or indent margins*
Deselect a selected tab	• Press somewhere else on the ruler or in the document area.

Add a lead to a tab	• Select a tab and then select one of the options in the *Tab Lead* pop-up menu in the *Paragraph* palette.	
Clear (delete) all tabs from the Ruler	• Do any of the following: • Right click (mouse) or Ctrl+Click over the *Ruler* and from the contextual menu choose *Remove all Tab Stops*. Or, • Press the *Option* key and drag any tab from the *Ruler*.	
Add several tab stops at once (populate the Ruler with tabs)	1 Do any of the following: • Double click the *Tab Well*. Or, • Right click (mouse) or Ctrl+Click over the *Ruler* and from the contextual menu choose *Add Tab Stops...* 2 Set the position of the first tab, the distance between tabs and so on and *OK* to add the tab stops.	
Hide or show the tabs in the text	• Select *Tabs* from the *Show* button pop-down menu.	
Change the defaults for showing tabs	1 Choose *Mellel > Preferences…*. 2 Under the *Appearance* tab, check or uncheck the *Tabs* check-box.	
Set the measurement unit for margins and tabs on the fly	• In the appropriate palette enter the desired value, followed by the measurement unit: "cm" if you want the value to be measured in centimetres, "in" if you want the value to be measured in inches, and "pt" if you want the value to be measured in points.	
Set the Decimal Align On character	1 Click and drag a *Decimal* tab into the *Ruler*. 2 Select the *Decimal* tab and enter the desired *Align On* character in the *Paragraph*. ***Note**: If you always use the same Decimal Align On character, it might be a good idea to change the preferences for this character.*	
Change the Decimal Align On preferences	1 Choose *Mellel (menu) > Preferences*. 2 Under the *Typography* tab, click in the *Default Decimal Tab Character* text field and change the default.	
Set and adjust the Combo tab	1 Click and drag a *Combo* tab into the *Ruler*. 2 Click and drag either (or both) hand(s) of the *Combo* tab to the desired position.	
Change paragraph direction	• Click the *Direction* button in the toolbar or in the *Paragraph* palette.	Cmd+Left/Right Arrow
Use hyphenation in a paragraph	See [Hyphenation](#).	

Prevent widows and orphans in the text	• In the *Edit Paragraph styles* dialogue box check the *Keep lines together* option and choose an option from the *Options* pop-up menu and/or set the desired value in the *Line at start* and *Line at end* text fields.
Prevent orphaned headings.	• In the *Edit Paragraph styles* dialogue box set a value of 2 or more for the *Keep with next* text field.
Set the next paragraph style (after pressing Return)	• In the *Edit Paragraph styles* dialogue box choose a style from the *Next Paragraph style* pop-up menu.
Set an associated character style	• In the *Edit Paragraph styles* dialogue box choose a style from the *Associated character style* pop-up menu.
Prevent applying a character style when applying a paragraph style	• In the *Edit Paragraph styles* dialogue box choose *None* from the *Associated character style* pop-up menu.

Ruler and Tabs

The *Ruler* and the tabs in Mellel allow you to set the general appearance of your paragraphs. You can edit the *Ruler* and the tabs using the *Ruler* in the document window, through the *Paragraph* palette or in the *Edit Paragraph Style* dialogue box.

The Ruler

The *Ruler* contains several components that allow you to set and change the appearance of paragraphs:
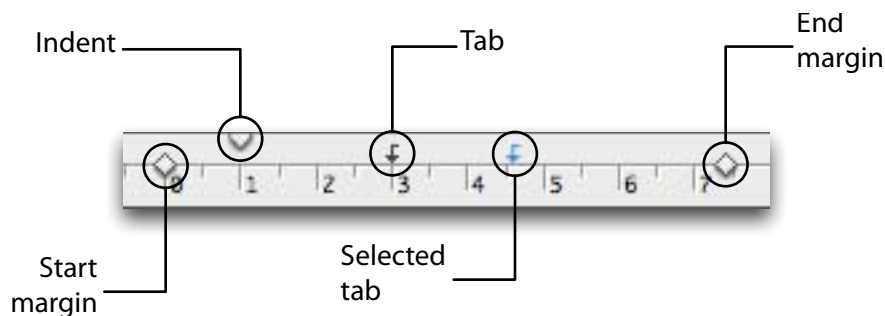
Figure 34: The *Ruler*

- **Start margin**: sets the normal position where the lines in the paragraph start.
- **Indent**: sets the position for the first line in a paragraph. When it is positioned after the *Start* margin, the paragraph will be indented.

- **End margin**: sets the position where all the lines in the paragraph will break and flow to the next line.

- **Tabs**: are stop points you can add to the *Ruler*, to which text can be aligned.

Tabs

Tabs are special stop points you can add to the *Ruler* to which you can align text in your paragraph.

When you press the Tab key on your keyboard, all the text in the paragraph, after the insertion point, is moved (pushed forward) to the next tab stop. If there is no tab stop in the *Ruler*, the text will be moved to the next line.
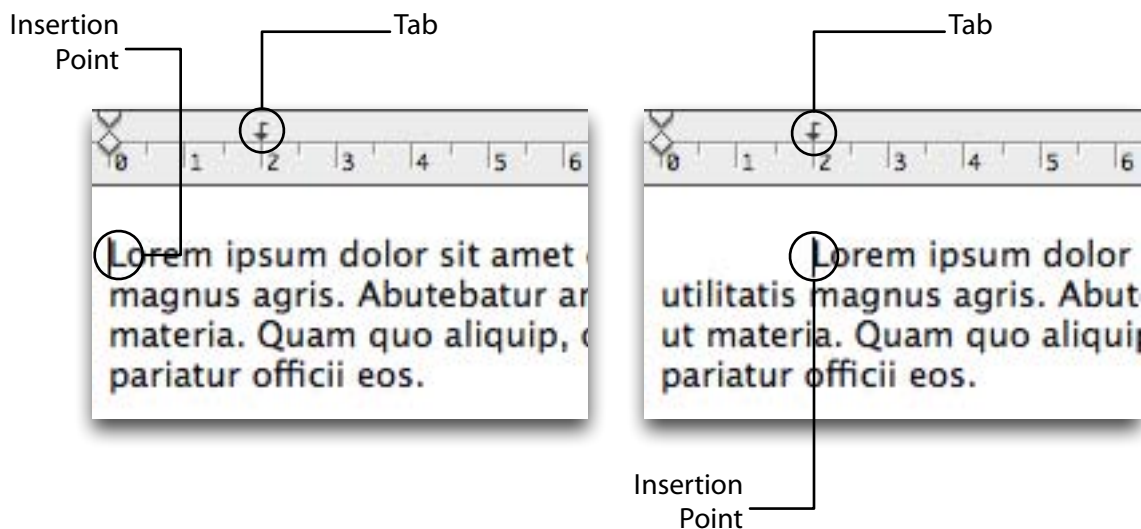
Figure 35: Before (left) and after (right) pressing the tab key

Tab well

Mellel offers six different types of tabs, each with its unique options. You can choose and change the type of tab you wish to use via the *Tab well* or directly via the *Ruler*.

Figure 36: The tab well

Types of tab stops

Regular tab

The *Regular* tab in Mellel serves as a jump point in the text. This is probably the tab you'll be using in most normal circumstances when a tab is needed.
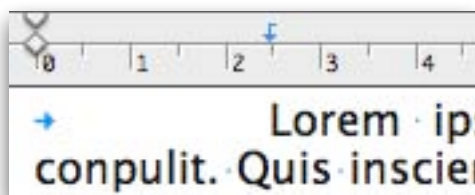
Figure 37: The *Regular* tab in the *Ruler* (selected)

Reverse tab

The *Reverse* tab serves as a jump point from which the text is aligned in reverse to the text direction.
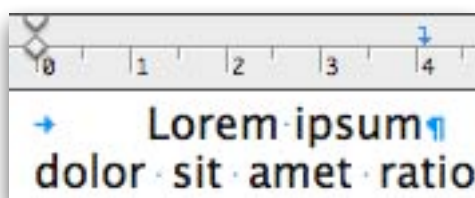
Figure 38: The *Reverse* tab

Centre tab

The *Centre* tab in Mellel serves as a jump point to text that will be centred around the tab point.
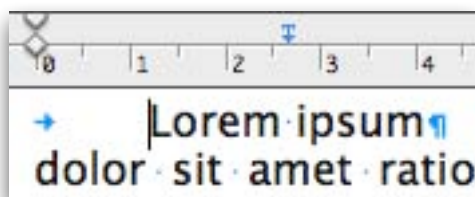
Figure 39: The *Centre* tab

Decimal Tab

The *Decimal* tab serves as an aligning point for numbers, based on a special aligning character set in *Dec. Align On* in the *Paragraph* palette.

The *Align On* character should be the character used in your country as a decimal separator. Thus, in English speaking countries, text will be aligned to a dot (.):
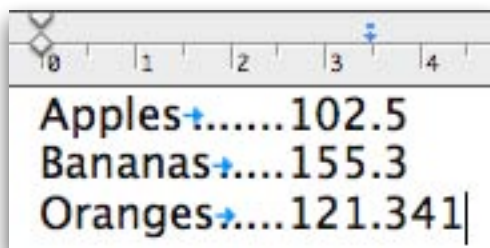
Figure 40: The *Decimal* tab with English

In most other countries, the *Decimal Align On* point will be a comma (,):
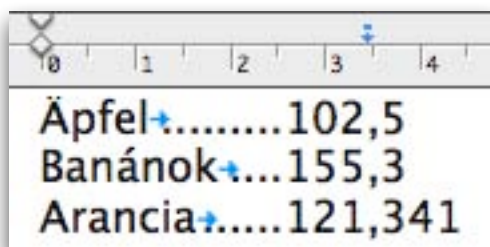
Figure 41: The *Decimal* tab with other languages

The Indent tab

The *Indent* tab allows you to align the text of the entire paragraph to the tab point. It is very useful in cases where you want to align text without creating a list or indent text without starting a new paragraph.
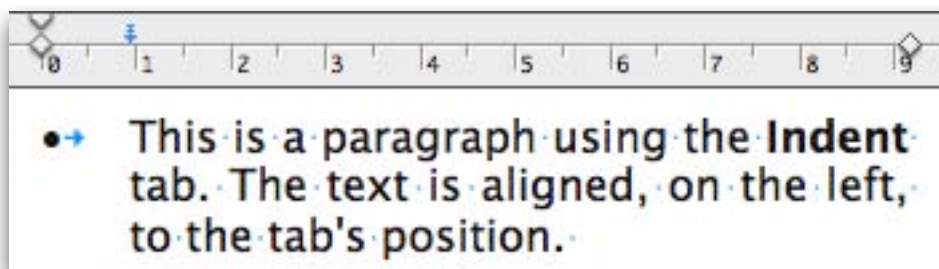
Figure 42: A paragraph aligned with the *Indent* tab

The Combo tab

The *Combo* tab allows you to set the start and indent point for a tab. In other words, it can be used to set a margin-within-the-margin in a paragraph.

The *Combo* tab consists of two adjustable "hands": The Start hand (looks like a small arrow) sets the alignment position of the text after the tab; The Indent hand (looks like a smaller arrow) sets the alignment position of the remainder of the text.

The *Combo* tab allows you to create indented or outdented paragraphs in your text (e.g., for quotes) with their own indention.

For example, in the following figure the Indent hand of the *Combo* tab is positioned at 1.5 centimetres. This is the position to where the first line of text text will align. The Start (arrow) hand is positioned at 2 centimetres. This is where all the other lines in the text will be aligned:
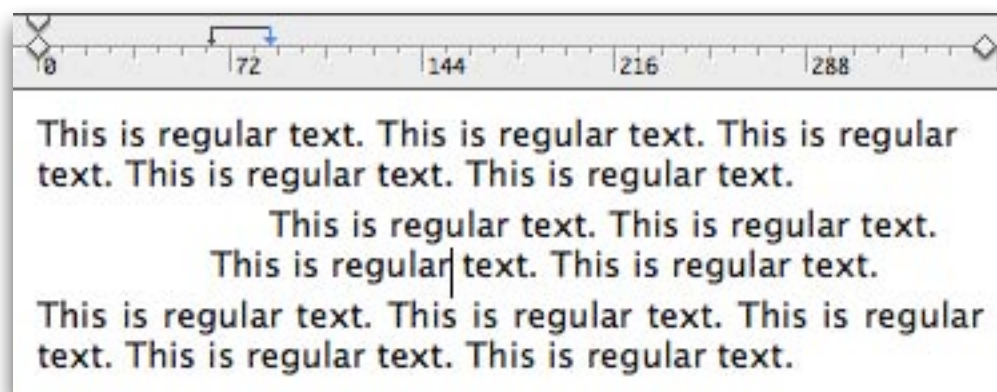
Figure 43: The *Combo* tab in action

You can also use the Combo tab to also outdent text:
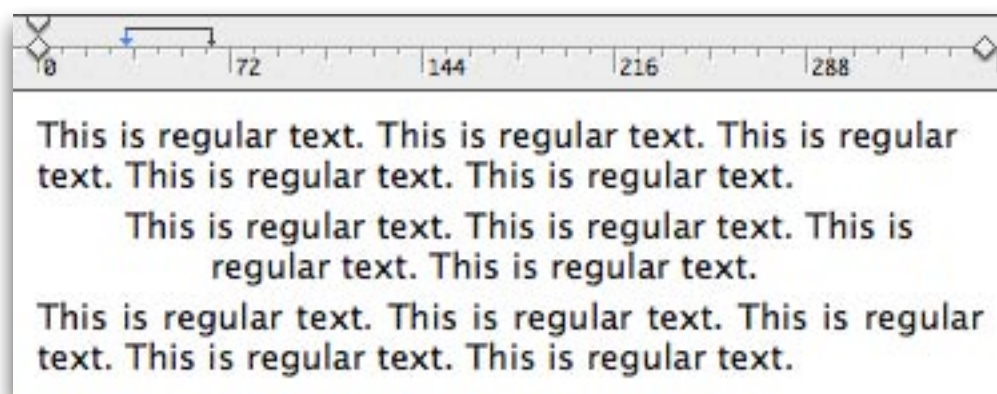
Figure 44: An outdented paragraph using the *Combo* tab

Add tab stops

The Add tab stops dialogue box allows you to enter several tab stops at once.
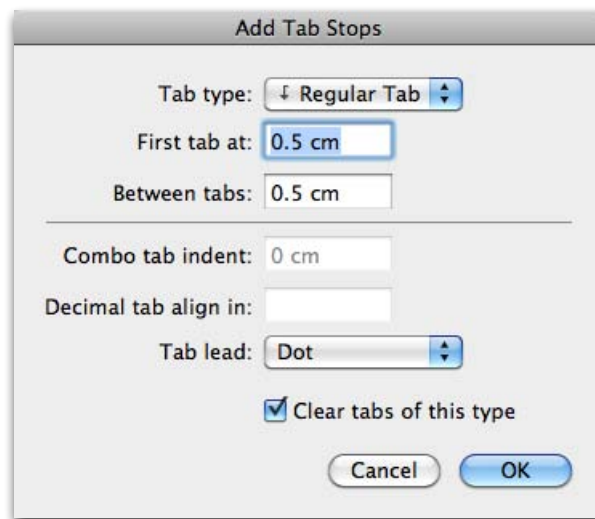
Figure 45: The *Add Tab Stops* dialogue box

- **Tab type**: allows you to select the type of tab stops you wish to insert.
- **First tab at**: allows you to set the position of the first tab.
- **Between tabs**: allows you to set the distance or gap between the tabs after the first tab.
- **Combo tab indent**: If the *Combo* tab is the tab selected in the *Tab type* pop-up menu, you'll be able to set the indention for this tab.
- **Decimal tab align on**: If the *Decimal* tab is the tab selected in the *Tab type* pop-up menu, you'll be able to set the character for aligning for this tab (e.g., a dot or a comma).
- **Tab lead**: If you want the tabs to also have a lead (e.g., a string of dots or hyphens), you can select a lead from this pop-up menu.
- **Clear tabs of this type**: allows you to clear all the tabs of the type you're using in the *Ruler* before placing the new ones.

Paragraph palette

You can edit paragraph attributes such as line spacing, margins, tabs, and more via the *Paragraph* palette. The palette also allows you to view set, delete, change, and apply paragraph styles. Some additional options are available only through the *Edit Paragraph Style* dialogue box.
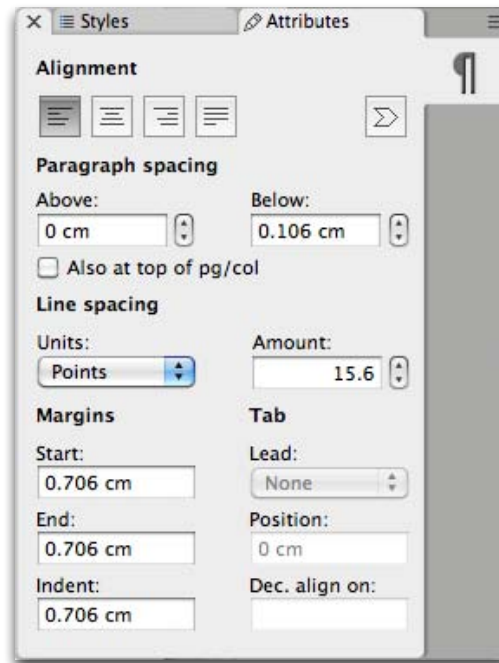
Figure 46: *Paragraph* palette

- **Alignment**: The alignment buttons allow you to set the alignment (justification) of text in a paragraph. You can align text to the right, to the centre, to the left or set the text as as fully justified (block alignment).

Table 7: Alignment options

This text is aligned to the left and to the left it is aligned.	This text is aligned to the centre, it is centred just fine.	This text is aligned to the right, it is right aligned. And that is true.	This text is block justified. It is aligned to the right and to the left.

- **Direction**: The *Direction* button allows you to set the general flow of the text in a paragraph from right to left or left to right. It's of little use if you're not using bi-directional text.

- **Paragraph spacing**: Allows you to set the spacing above and below a paragraph, beyond the set line spacing.

Space above and below set to 0

Space below or above one of the paragraphs set to 12 pt
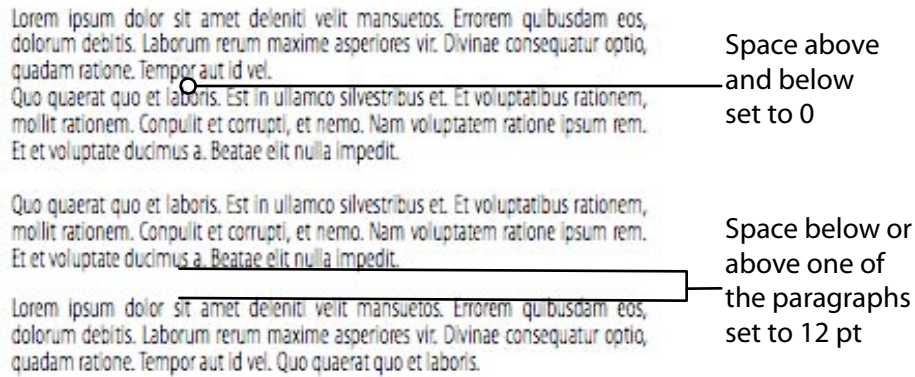
Figure 47: Space above or below

Note: *Spacing between paragraphs is calculated based on the larger value. For example, if paragraph A has space below of 5 points, while paragraph B following it has a space above of 8 points, the spacing between the two paragraphs will be 8 points, not 13 points.*

- **Also at top of pg/col**: When this option is checked, Mellel will add space above a paragraph even when this paragraph is at the top of a page or a at the top of a column. Normally, this option should be unchecked.
- **Line spacing** (sometimes called "leading"): This is the distance between the ascents of two lines of text. It can be measured in two ways: as lines or an exact measurement unit like points or inches. When measured in lines, the line spacing is a multiplication or s division of a set line spacing value. When the line spacing is measured in points, centimetres, or inches, you can set it to any value you desire.
- **Strart, End and Indent Margins**: Here you to set the start, end, and indent margins for a paragraph. The values here define the rightmost and the leftmost points of the paragraph, relative to the point of origin of the *Ruler*.
- **Tab Lead**: allows you to set the repeating character or 'lead' to be entered between the end of the text and the tab location.
- **Position**: allows you to set the position of any tab selected in the *Ruler*.
- **Dec. Align On**: allows you to set a character on which decimal tabs will be aligned. This option is only active when a decimal tab is selected.

Paragraph styles

What is a paragraph style?

A paragraph style is a set of formatting attributes that determines how paragraphs in your document will look. A paragraph style is a type of shortcut: it allows you to apply several paragraph attributes at once. To make things more convenient, paragraph styles can be added, edited, deleted and arranged according to your needs.

Stuff you can do

To...	Do this	Keyboard Shortcut
Apply a paragraph style	1 Position the insertion point anywhere within a paragraph. 2 Click the *Styles* tab in the *Paragraph* palette, and then click the *Apply Style* button, or choose a style from the *Styles > Paragraph* menu.	A keyboard shortcut if one is assigned to a style
Apply a different paragraph style	1 Position the insertion point anywhere within a paragraph. 2 Choose a style from the *Styles > Paragraph Style* menu, or Click the *Styles* tab in the *Paragraph* palette, and then click the *Apply Style* button (you can also double-click the style's name).	

Check what style is currently used	• Do any of the following:
	  • Open the *Paragraph* palette. Or,
	  • View the styles well in the toolbar. Or,
	  • View the *Styles > Paragraph Style* menu to see which style has a check mark next to it.
	Note: *The selected style will have Check mark next to it. If the selection contains multiple styles, a minus (-) sign will appear next to each of them.*	

Apply only the paragraph style attributes (not the style itself)	1 Position the insertion point anywhere within a paragraph you wish to copy, and choose *Edit > Copy Special > Paragraph attributes*. 2 Position the insertion point within another paragraph and choose *Edit > Paste*.	Cmd+V

Create a new paragraph style	Do one of the following: • Click *Styles* tab in the *Paragraph* palette and then click the *Add* button in the . Or, • Choose *Styles > Paragraph Style > Create New Paragraph Style…* (Thus duplicating the currently used paragraph style). Or, • Choose *Style Set > Edit Style Sets…* and in the paragraph area of the dialogue box, click the *Duplicate* button (Thus duplicating the currently used paragraph style). Or, • Choose *Style Set > Edit Style Sets…* and in the paragraph area click the *Add* button. Mellel will create a new paragraph style with default attributes. **Note***: When you duplicate or create a paragraph style, if the style that the new style is based on has an associated character style set, Mellel will ignore that setting, allowing you to set the associated character style of your choice.*	
Edit a paragraph style from within the document	1 Position the insertion point within a paragraph and apply attributes from the various paragraph palettes. A plus (+) sign will be appended to the style's name in the *Pargraph* palette, in the *Status* area in the toolbar, and in the *Styles > Paragraph Style* menu. 2 Do one of the following: • Click the *Save* button in the *Paragraph* palette. Or, • Choose *Paragraph > Save changes to "Style Name"* (where "Style name" stands for the actual style name). To discard changes, choose *Paragraph > "Style Name"* (where "Style name" stands for the actual style name).	
Edit a paragraph style in the Edit Paragraph Style dialogue box	1 Do one of the following: • In the *Paragraph* palette, select a style and click the *Edit* button (you can also press the *Option* key and double-click the style's name. • Choose *Styles > Paragraph Style > Edit "Style name"…* (where "Style name" stands for the actual style's name). Or, click the style's name in the *Status* area. • Choose *Style Set > Edit Style sets…* and in the Style set dialogue box under the paragraph area, select the style you want to edit and double-click it or press the *Edit* button. 2 Edit the paragraph style using the options in the *Edit Paragraph style* dialogue box. Click *Save* to save your changes or *Cancel* to discard	Option-Double-click the style's name Cmd+Option+Shift+P

Set the default paragraph style for new documents	1 Choose *Mellel (menu) > Preferences...*. 2 In the *Preferences* dialogue box, under the *Styles* section, Select the paragraph style you want as the default paragraph style with all new documents. **Note**: *The options offered in the paragraph style pop-up menu depend on the style set selected.*
Edit a paragraph style's name	Use any of the following methods: • Open a style for editing and edit its name in the *Style name* field. Or, • Click a the Paragraph style's name in the *Status* area in the *Toolbar*. Or, • Choose *Style set > Edit style set...* and in the *Paragraph* area select the desired style and then click again to start editing it.

Delete a paragraph style	• Do any of the following:
	   • Choose *Style set > Edit style set...*. and in the *Paragraph* area select the desired style and then press the *Delete* button.
	   • In the *Paragraph* palette, click a style's name and press the *Delete* button.

Assign a keyboard shortcut to a style	• Choose *Style set > Edit style set...*. **1** In the *Paragraph* area click to the right of the style name and select one of the available shortcuts.
Change the position of a style in the paragraph menu	1 Choose *Style set > Edit style set...*. 2 In the *Paragraph* area select the desired style and drag it up or down the style list.
Add a separator line (divider) to the Paragraph menu	1 Choose *Style set > Edit style set...*. 2 In the *Paragraph* area click the *Add* button and name the style to a hyphen ("-"). 3 Drag the hyphen up or down in the list to the desired position.

Editing and Managing paragraph styles

You can edit paragraph styles by changing the attributes of paragraphs and then saving the changes into the currently used style (a follow-me approach); or via the *Edit Paragraph Style* dialogue box you can access via the *Styles > Paragraph Style* menu, the *Paragraph* palette, or the *Style Set* dialogue.

You can manage your paragraph styles in via the *Style Set* dialogue, which will allow you to arrange the *Paragraph* menu, add keyboard shortcuts to styles, edit, delete, duplicate, and add styles.

Paragraph menu

The Paragraph menu (*Styles > Paragraph styles*) allows you to see which style is currently used (at the insertion point), apply a paragraph style, create a new paragraph style, save changes you've made to a paragraph style (in the document area), or start editing a style (in the *Edit paragraph style* dialogue box).

The Paragraph style menu contains three parts:
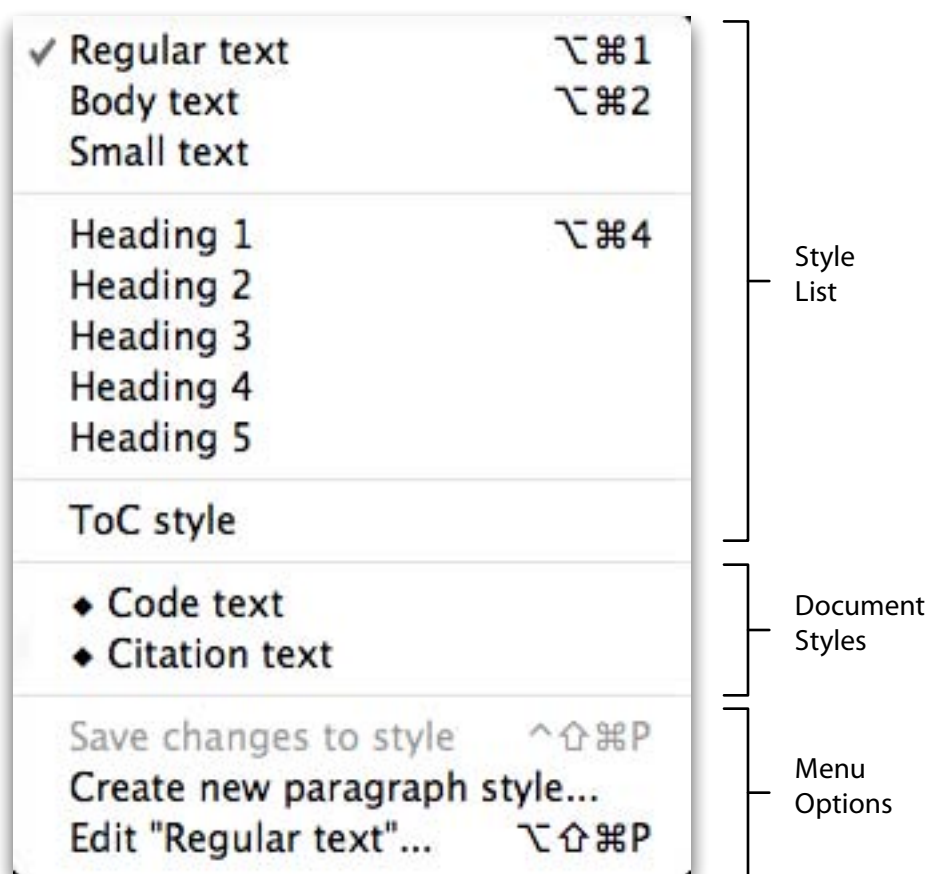
Figure 48: The Paragraph menu

- **Style list**: contains a list of available paragraph styles in the style set.
- **Document styles**: contains the list of paragraph styles used in the document, but no part of the style set.
- **Menu options**: allow you to save changes to the paragraph style, create a new paragraph style, or edit a paragraph style.

Paragraph Palette styles list

The *Paragraph* palette, allows you to add, delete, apply, edit, and save changes to paragraph styles. This palette also allows you to view the status of the styles in the document.
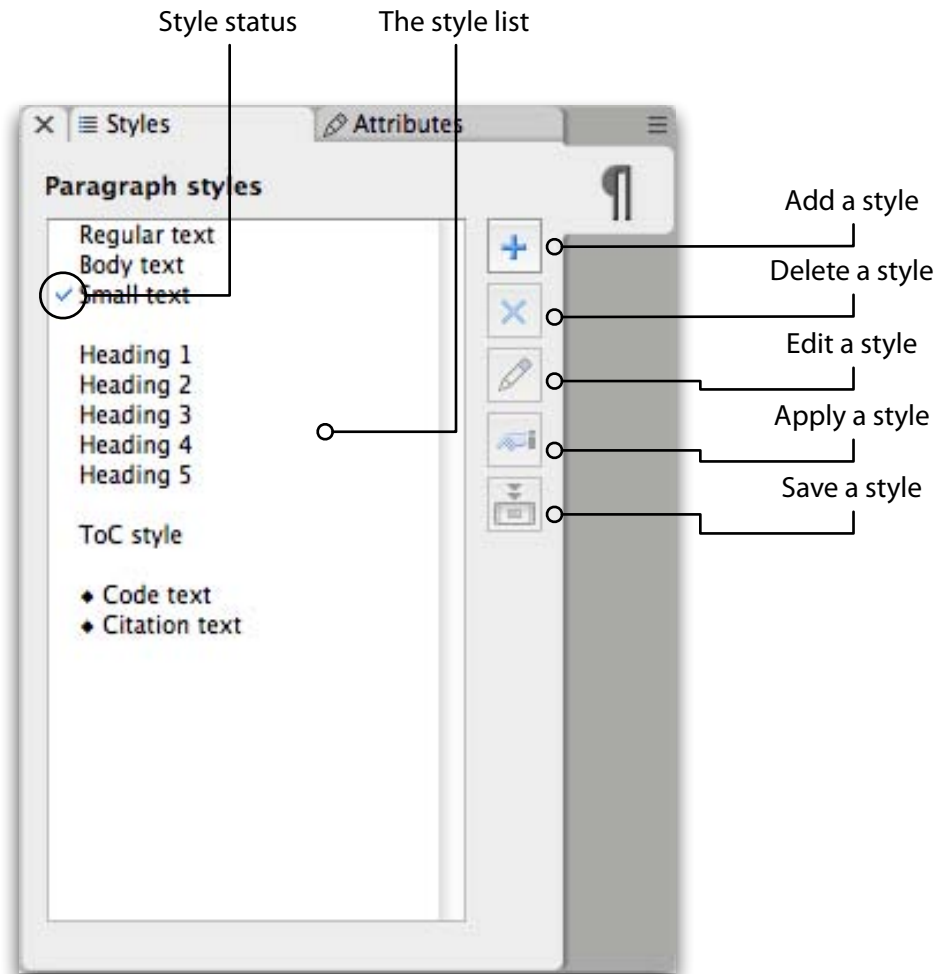
Figure 49: The *Paragraph* palette

- **Add a style**: adds a new paragraph style.
- **Delete a style**: Deletes the currently selected paragraph style.
- **Edit a style**: opens the *Edit Paragraph style* dialogue box and allows you to edit the style's attributes.
- **Apply a style**: applies the selected style to the paragraph where the insertion point is.

- **Save a style**: saves the changes to the first changed style within the selection in the document.

Edit Paragraph style dialogue box

The *Edit Paragraph style* dialogue box is where you can find and use all the paragraph style editing options. This dialogue box allows you to change every element in a paragraph style. The *Edit paragraph style* dialogue box is identical in most of its features to the paragraph palettes, with a few important additions, that will be reviewed below.
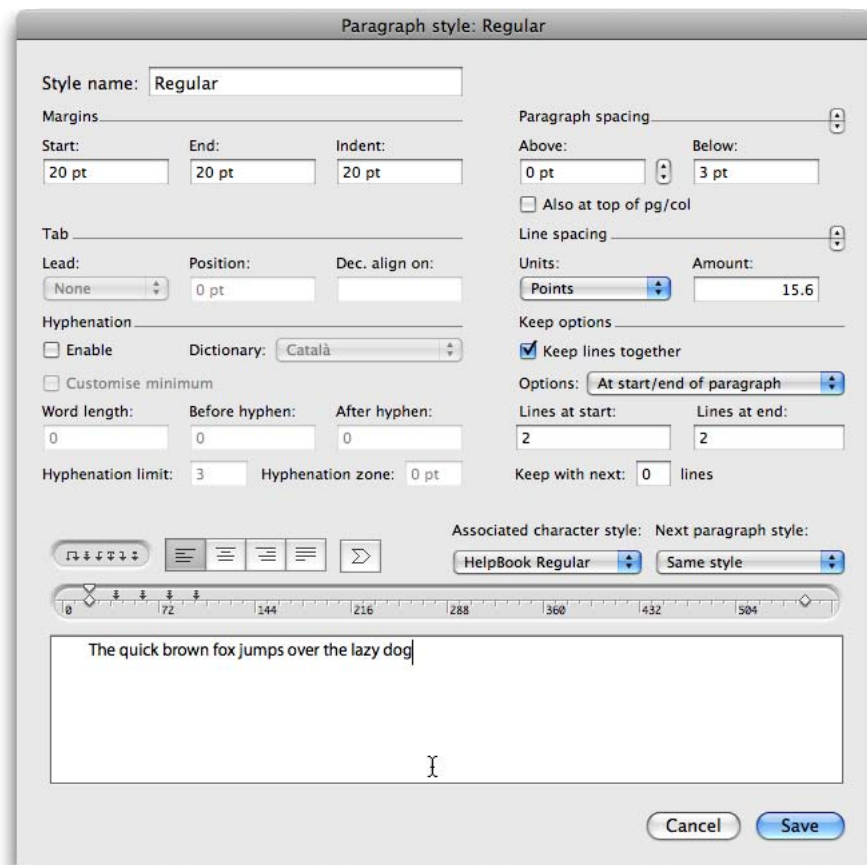
Figure 50: The *Edit Paragraph style* dialogue box

Style name

The Style name field allows you to name and rename a style whenever you open the *Edit Paragraph Style* dialogue box for editing a style.

Hyphenation

Mellel's Paragraph styles support several advanced hyphenation options, which will be reviewed here briefly. For a more in-depth review, see the chapter about Hyphenation.

- **Enable**: Check this option to activate automatic hyphenation for this paragraph style. You have to check this option edit other hyphenation options.
- **Dictionary**: allows you to select a hyphenation dictionary.
- **Customise minimum**: allows you to change the minimum options for hyphenation, overriding the settings in the hyphenation dictionary. The options available are:
  a **Minimum word length**: The minimum length (in letters) for a word to be hyphenated. The default is the value set in the hyphenation dictionary (normally, 5).
  b **Minimum before hyphen**: The minimum length (in letters) of the first part of an hyphenated word. The default is the value set in the hyphenation dictionary (usually, 2).
  c **Minimum after hyphen**: The minimum length (in letters) of the second part of an hyphenated word. The default is the value set in the hyphenation dictionary (usually, 2).
- **Hyphenation limit**: The value you enter here will determine how many consecutive lines will be hyphenated. The default is 3.
- **Hyphenation zone**: This option allows you to set the amount of "white space" allowed at the end of a line. A higher value will reduce hyphenation and allow more white space. The default is 0.

Keep options

Keep options are advanced layout tools, used to control the way text will be laid out at the beginning and end of pages.

Keep lines together

The Keep lines together option, sometimes called "widows and orphans" control, allow you to determine what will happen when a paragraph spills over from one page to the next. When the *Keep lines together* check-box is checked, you can choose one of two options from the *Options* pop-up menu:

- **All lines in a paragraph**: If this option is selected, the paragraph will be kept as a unit, and will not be split across pages. For example, a split paragraph:
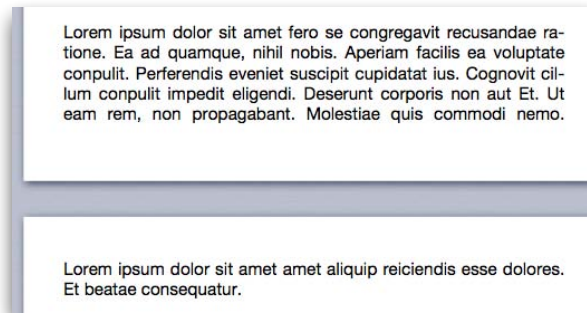
Figure 51: A split paragraph...

Will be moved in its entirety to the next page:
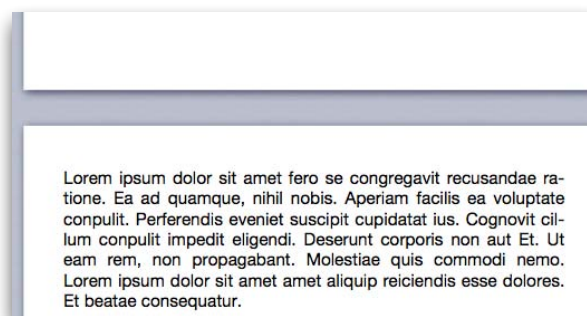
Figure 52: ...is moved to the next page

- **At start/end of paragraph**: allows you to set set how many lines will be kept together at the beginning or the end of a paragraph. This option is useful to prevent a situation where only the first or the last line in a paragraph is displayed at the top or at the bottom of a page (widows and orphans).

  a **Lines at start**: A value of 2 or more will force Mellel to keep two or more lines together at the beginning of a paragraph. A value of 1 or less means that the option will have no effect.

  b **Lines at end**: A value of 2 or more will force Mellel to keep two or more lines together at end of a paragraph. A value of 1 or less means that the option will have no effect.

Keep with next

The Keep with next option allows you to keep the current paragraph style tied to one or more lines of the next paragraph. This option is especially useful to keep headings tied to sub-headings and to body text at the bottom of the page, and is usually activated only with headings. Setting the value to 2 or 3 lines will yield an optimal result. A value of 1 will have no effect and a value of 4 or more lines will

usually force Mellel to move headings near the bottom of the page to the top of the next page.

Note: It is important to bear in mind that you should usually use the Keep with next option only with headings.

Next paragraph style

The *Next paragraph style* option allows you to set the paragraph style that will follow the current paragraph style after pressing the *Return* key at the end of a paragraph. This option is useful when you want a heading or a special style to be followed by a body style. If you don't want the current paragraph style to change when you press the *Return* key, choose the option *Same style*.

Associated character style

The *Associated character style* option enables you to associate (link) any paragraph style to any character style. Associating styles is helpful in several cases:

- **As a shortcut**: you can apply a paragraph and character style to a block of text at once.
- **To work in the traditional way**: where paragraph and character styles function as one entity.
- **To achieve more flexibility (1)**: you can associate several paragraph styles to the same character style.
- **To achieve more flexibility (2)**: you can change an association or the associated styles without having to create a new style.

Note: You cannot associate a paragraph style and a variation within a character style.

Preview area

The preview area displays the style as it will look in the document. It allows you to conveniently adjust options like tabs and indentation. The character style appearance in the preview area is determined by the associated style. If there is no character style associated with the style, a generic default character style is selected.

Section (Column) Attributes

This chapter explains what columns and sections are, and how to use them

Should I read this chapter?

You should read this chapter if you intend to use columns or sections in your document

What are sections

A section in Mellel is a block of text, spanning over one paragraph or more, which starts and ends with a section break (the beginning and the end of a document are also considered section breaks).

The example below shows a page with four sections, but a page may include more than four sections, and a single section can span several pages and sometimes the entire document.

Mellel offers a palette, a sub-menu, a dialogue box and other tools that will allow you to control how your sections will look. You can also use section styles, which allow you to set the appearance of the section with a single menu selection.
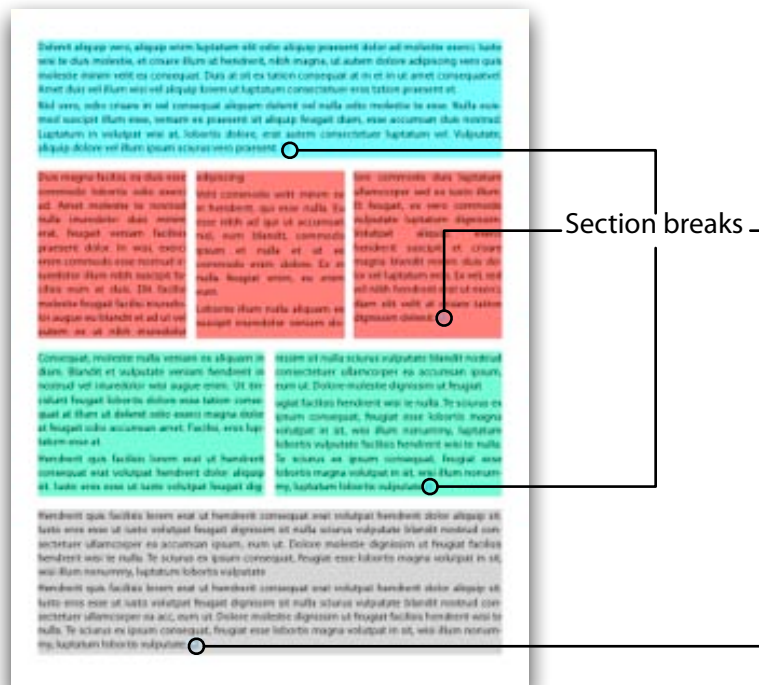
Figure 53: A page with sections

Stuff you can do

To...	Do this	Keyboard Shortcut
Create columns	• Click in the text where you want to create columns, open the *Section* palette and in the *Count* text fields set the number of columns.	
Create a section	1 Select text you want to include in a section. 2 Choose *Edit > Make Section from Selection*.	Cmd+Option+Shift+S
Set the start or end of a section	• Click in the text where you want the section to start or end and choose *Insert > Breaks > Section break*.	
To hide or show the Section palette	• Choose *Window > Palettes > section*.	
Set the background colour for columns	1 Click within a section. 2 In the *Section* palette choose *Solid* from the *Background* pop-up menu, click the *Colour* button and choose a colour.	
Set the columns order	1 Click within a section with columns. 2 In the *Section* palette choose an option from the *Order* pop-up menu.	

Set the space above for a section	1 Click within a section.
	2 In the *Section* palette enter the desired space above value in the *Space above* text field.
Balance columns	1 Click within a section with columns.
	2 In the *Section* palette check the *Balanced* check-box.
Set gutter options	1 Click within a section with columns.
	2 In the *Section* palette set the options in the *Gutter* section of the palette.
Add line numbers	See the chapter about Line Numbering on page 277.

Section palette

The Section palette allows you to set and change the appearance of a section. These options include setting the number of columns, their order, background, space above, and various options related to the gutter.
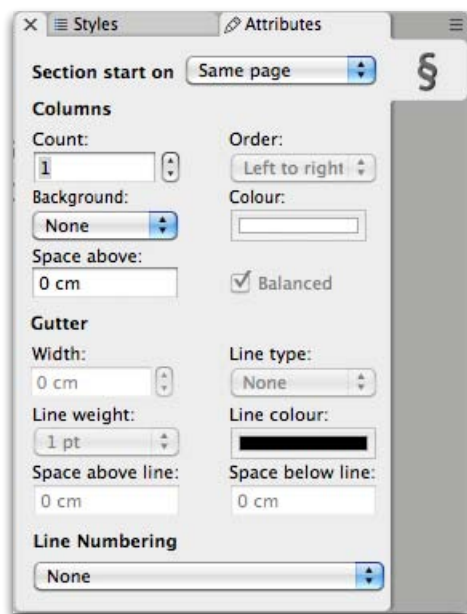
Figure 54: The section palette

Columns options

- **Column count**: allows you to set and change the number of columns in the section. You can set an unlimited number of columns, although the practical limit is probably less than 100 columns.

- **Order**: allows you to set the order or flow of text in columns: from right to left, or from left to right. The last would probably be the best option for all Roman

scripts. The first would serve scripts running from right to left, such as Arabic or Hebrew or script that runs vertically and then from right to left, such as Japanese or Chinese.

- **Background**: allows you to determine whether the section will have a background colour (*Solid*) or not (*None*).
- **Colour**: allows you to set the background colour for the section. This option is available only if the Background option is set to *Solid*.
- **Space above:** allows you to set the space above the section. This option is useful when you wish to set sections apart vertically.
- **Balanced**: When this option is checked, Mellel will try to balance columns— that is, it will try to lay them out so they end at exactly the same position vertically.

Gutter options

- **Width**: allows you to set the width of the gutter—namely, the space between the columns.
- **Line type**: allows you to select what type of line, if at all, will be used. The line will be centred horizontally within the gutter.
- **Line weight**: allows you to set the weight (thickness) of the gutter line.
- **Line colour**: allows you to set the colour of the gutter line.
- **Space above line**: allows you to set the vertical space above the gutter line. A value of 0 indicates that the gutter line will start at the top of the column.
- **Space below line**: allows you to set the space, vertically below the gutter line. A value of 0 indicates that the gutter line will end at the bottom of the column.

Line Numbering

Mellel offers rich options for manipulating line numbers and line numbering. You can read all about those in the chapter titled Line Numbering on page 277.

Styles tab

The Styles tab allow you to add, delete, open for editing, apply and save changes to styles. The styles list contains three sections:

- **Style list**: The list of available section styles with the used Style set.
- **Document styles**: A list of section styles used in the document, that do not exist in the style set (they are marked by a diamond).

- **Control buttons**: Those allow you to perform manipulations over the selected style.

Note: *the various things you can do with styles are discussed here.*

Section styles

What is a section style?

A section style is a set of formatting attributes that determines how sections and columns in your document will look.

Stuff you can do

To...	Do this	Keyboard Shortcut
Apply a section style	1 Position the insertion point within a section. 2 Choose a style from the *Section* sub-menu.	
Apply a different section style	1 Position the insertion point within a section. 2 Choose a style from the *Section* sub-menu.	
Check what style is currently used	• Open the *Styles* tab of the *Section* palette or choose *Styles > Section Style* to see which style has a check mark next to it. If the selection in the text contains multiple styles, a minus (-) sign will appear next to each of them.	
Create a new section style	• Do one of the following: • Open the *Styles* tab of the *Section* palette and click the *Add* button. Or, • Choose *Styles > Section Style > Create new section style...* (Thus duplicating the currently used section style). Or, • Choose *Style Set > Edit Style Sets...* and in the sections area of the dialogue box, click the *Duplicate* button (Thus duplicating the currently used section style). Or, • Choose *Style Set > Edit Style Sets...* and in the sections area click the *Add* button. Mellel will create a new section style with default attributes.	

Edit a section style from within the document	1 Position the insertion point within a section and apply attributes from the *Section* palette. A plus (+) sign will be appended to the style's name in the *Section* palette and in the *Section Style* sub-menu. 2 Do one of the following: • Open the *Styles* tab of the *Section* palette and click the *Save* button. Or, • Choose *Styles > Section Style > Save changes to "Style Name"* (where "Style name" stands for the actual style name). 3 [optional] To discard changes, choose another style from the *Section* palette or the *Styles > Section Style* sub-menu.
Edit a section style in the Edit Section style dialogue box	1 Do one of the following: • In the *Section style* palette, select a style and click the *Edit* button (you can also press the *Option* key and double-click the style's name. • Choose *Styles > Section Style > Edit "Style name"...* (where "Style name" stands for the actual style's name). • Choose *Style Set > Edit Style sets...* and under the sections area, select the style you want to edit and double-click it or press the *Edit* button. 2 Edit the section style using the options in the *Edit Section style* dialogue box. Click *Save* to save your changes or *Cancel* to discard
Set the default section style for new documents	1 Choose *Mellel (menu) > Preferences....* 2 In the *Preferences* dialogue box, under the *Styles* tab, Select the section style you want as the default section style with all new documents. **Note**: *The options offered in the section style pop-up menu depend on the style set selected.*
Edit a section style's name	Use any of the following methods: • Open a style for editing and edit its name in the *Style name* field. Or, • Choose *Style set > Edit style set...* and in the *Section* area select the desired style and then click again to start editing it.
Delete a section style	1 Choose *Style set > Edit style set....* 2 In the *Section* area select the desired style and then click the *Delete* button.
Change the position of a style in the Section Style sub-menu	1 Choose *Style set > Edit style set....* 2 In the *Section* area select the desired style and drag it up or down the style list.

Add a separator line (divider) to the Section Style sub-menu	1 Choose *Style set > Edit style set...*.
	2 In the *Section* area click the *Add* button and name the style to a hyphen ("-").
	3 Drag the hyphen up or down in the list to the desired position.

Editing and Managing section styles

You can edit section styles by changing the attributes of sections and then saving the changes into the currently used style (a follow-me approach); or via the *Edit Sections Style* dialogue box you can access via the *Styles > Section Style* sub-menu, the *Section* palette, or the *Style Set* dialogue.

You can manage your section styles in via the *Style Set* dialogue, which will allow you to arrange the *Section Style* sub-menu, edit, delete, duplicate, and add section styles.

Section style sub-menu

The *Section style* sub-menu under the *Styles* menu allows you to see which section style is currently used (at the insertion point), apply a section style, create a new section style, save changes you've made to a style in the document area, or start editing a style (in the *Edit Section style* dialogue box).

The Section style sub-menu contains three parts:
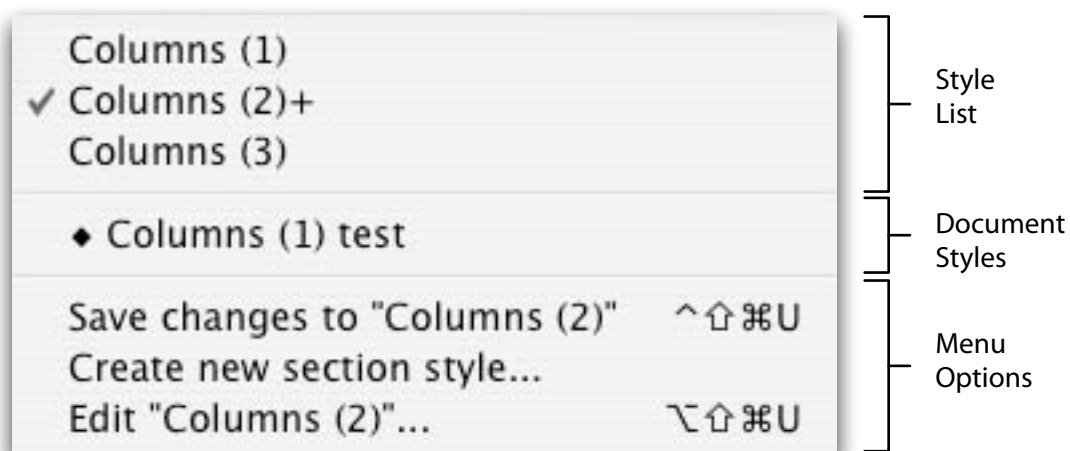
Figure 55: The Section sub-menu

- **Style list**: contains the list of available section styles.
- **Document styles**: contain the list of section styles used in the document, but do not exist in the style set.

- **Menu options**: allow you to save changes to the section style, create a new section style, or edit it.

Edit section style dialogue

The *Edit Section style* dialogue box is your central hub for editing section styles. Here, you can edit and change every element in a section style. The *Edit Section style* dialogue box is functionally almost identical to the *Section* palette. For more info about the options here, see Above.
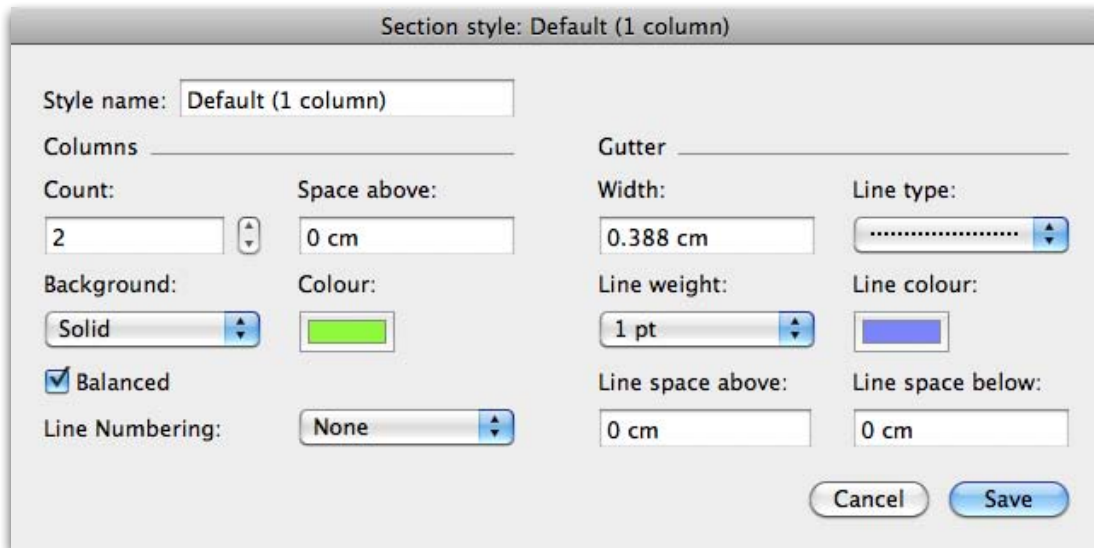
Figure 56: The Edit Section style dialogue box

Style name

The Style name field allows you to name and rename a style whenever you open the *Edit Page Style* dialogue box for editing a style.

Page Attributes

This chapter explains what page attributes are, what are the tools to control and apply page attributes, and how to use them

Should I read this chapter?

You should read this chapter if you intend to use headers and footers or background images in your documents, or if you need to change page margins or orientation in your document

What are page attributes

Pages in Mellel are frames that can contain text an graphics. Pages in Mellel are arranged in **page ranges**—a series of pages that begin and end with a *Page Style Break* (the beginning and the end of the text are also considered *Page Style Breaks*). Page attributes are the options that can be applied to page ranges, such as headers, footers and numbering.

Mellel offers a palette, a sub-menu, a dialogue box and other tools that will allow you to control how your pages will look. You can also use page styles, which allow you to set the appearance of the page range with a single menu selection.

Stuff you can do

To...	Do this	Keyboard Shortcut
Create headers or footers	1 Place the insertion point in the document, at a page you want to have headers or footers. 2 Choose *Window > Palettes > Page* to open the *Page* palette. 3 Check *Header* and/or *Footer* to display the header or footer.	
Insert page number	1 Choose *Window > Palettes > Page* to open the *Page* palette. 2 In the *Page* palette check *Header* and/or *Footer* to display the header or footer. 3 Click within the header or footer and from the *Insert element* pop-up menu choose *Page number*. **Note**: *With the default template, there is already a page number inserted into the header or footer.*	

Insert page number and total number of pages (Page x out of Y) into the header or footer	1 Choose *Window > Palettes > Page* to open the *Page* palette. 2 In the *Page* palette check *Header* and/or *Footer* to display the header or footer. 3 Click within the header or footer and from the *Insert element* pop-up menu choose *Page number*, and then *Total number of pages*.	
Insert a table or a date into the header or footer	1 Choose *Window > Palettes > Page* to open the *Page* palette. 2 In the *Page* palette check *Header* and/or *Footer* to display the header or footer. 3 Click within the header or footer and from the *Insert element* pop-up menu choose *Table...* or *Dage...*.	
Start a new page range	1 Click at the end of the page where you want a page range to end. 2 Choose *Insert > Breaks > Page Style break*.	Cmd+Shift+Enter (for a page style break)
Create a different first page	1 Choose *Window > Palettes > Page* to open the *Page* palette. 2 Check the option *Different first page*.	
Set different headers or footers on Even and Odd pages	1 Choose *Window > Palettes > Page* to open the *Page* palette. 2 Check *Different odd/even pages*. 3 Click either the *Odd* or *Even* tab in the *Page selector* and check the *Header* or *Footer* check-boxes to display the header or the footer for editing.	
Insert a page break	1 Choose *Insert > Breaks > Page break*.	Shift+Enter

Hide the page number, header or footer on the first page	1 Choose *Window > Palettes > Page* to open the *Page* palette, and then click the First Page tab with the *Page selector*.
	2 Do one of the following:
	  • In the document, click the *Close* button in the tab that will appear above or blow the header or the footer. Or,
	  • Under the *First Page* tab in the *Page selector* un-check *Header* or *Footer*.	

Set the header of footer height	1 Do one of the following:
	  • Drag the resize handle for the header or footer. Or,
	  • Set the height of the header or the footer in the *Page Selector* tab view.	

Snap the header or footer height to the optimum.	1 Do one of the following:
	  • Drag the resize handle for the header or footer until it snaps to position. Or,
	  • Double-click the resize handle.	

Apply or cancel changes to the header or footer	• Click the *Apply* or *Cancel* buttons at the top or bottom of the edited header or footer.
Set the page range to start on an even or on an odd page	1 Choose *Window > Palettes > Page* to open the *Page* palette. 2 Choose *Even page* or *Odd page* from the *Page Range Starts* pop-up menu.
Create a running header (mention) in the header or footer	1 Click inside the header or the footer. 2 Choose a heading (auto-title) from the *Insert mention* pop-up menu that will appear above or below the header or footer.
Set the page range to have mirrored margins	1 Choose *Window > Palettes > Page* to open the *Page* palette. 2 Click the *Margins and Orientation* button and check the option *Facing pages*.
Set the numbering unit for a page range	1 In the *Page* palette, choose a numbering unit from the *Numbering* pop-up menu.
Set the start number for a page range	1 In the *Page* palette, check the *Start at* check-box, and in the text field next to the check-box enter the start number. 2 Press the *Tab* key to *OK* your change and exit editing.
Set the background colour	1 Choose *Window > Palettes > Page* to open the *Page* palette. 2 Click the colour well at the *Background* section and set the colour (you may need to do the same for Even pages, if the option *Different odd/even pages* is checked.
Set the background image	• Check the *Image* check-box under the *Background* section and select an image, and then select an image from the *Open* dialogue box.
Set the background image positioning	1 Check the *Image* check-box under the *Background* section and select an image. 2 Choose one of the options from the *Position* pop-up menu under the *Background* section.
Set the background image opacity	1 Check the *Image* check-box under the *Background* section and select an image. 2 Set the opacity via the *Opacity* slider or text area.
Set the page range orientations	1 Choose *Window > Palettes > Page* to open the *Page* palette. 2 Click the *Margins and Orientation* button and in the *Margins and Orientation* dialogue click the Portrait or Landscape button.

Set the margins for the page range	1 Choose *Window > Palettes > Page* to open the *Page* palette. 2 Click the *Margins and Orientation* button and in the *Margins and Orientation* dialogue the top, bottom, left, and right margins.
Show or hide header and footer frames	1 from the *Show* button pop-down menu choose *Header/footer frames*.
Move to the first page in a page range	1 [if the *Different first page* check-box is checked], click the *First page* tab in the *Page* palette.
Move to the first even or odd page in a page range	1 [if the *Different odd/even pages* check-box is checked], click the *Odd* or *Even* tab in the *Page* palette.
Set the defaults to show or hide header and footer frames for all new documents	1 Choose *Mellel (menu) > Preferences...*. 2 In the *Appearance* tab check or un-check *Header/footer frames*.

Page palette

The Page palette contains several attributes you can set and change. Among them are the page type, different first page, different odd and even pages, displaying or hiding the headers or footers, setting the page numbering unit, the start page, and more. The *Styles* tab of the Page palette allows you to add, save, delete, edit and apply page styles.
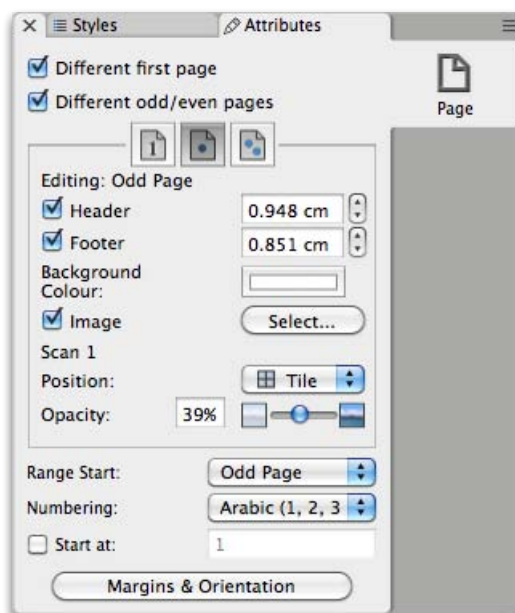
Figure 57: The *Page* palette

Different first page

Checking this option will set Mellel to have the first page (e.g., a title page) in the page range different than all the other pages in the document. When the check-box is un-checked Mellel regards the first page as a regular page or as an even/odd page (if *Different Odd/Even pages* is checked).

Different Odd/Even pages

Checking this option will set Mellel to have different odd and even pages in the page range. When the check-box is un-checked Mellel treats all the pages in the page as regular pages.

Page type selector

This page type tab view allows you to view each type of page in your page range. Mellel will also try, when possible, to skip to the first page of this type available in the current page range. The tab view for each page type includes options that apply to this page type.

Header
Checking this option will display the header for the current page range. You can also set the header height (or directly manipulate it in the document).

Footer
Checking this option will display the footer for the current page range. You can also set the footer height (or directly manipulate it in the document).

Note: The height of a header or footer is limited to a third of the page's size. If the header or footer extend beyond a third of the page's size, the upper part of the header or footer will be 'scrolled out' of display and Mellel will display an Overflow Indicator at the bottom/top of the header/footer to indicate that some of the content cannot be displayed.
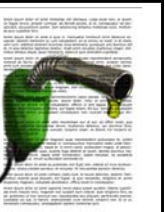
Background
The *Background* options allow you to set the background colour, and the background image, to set the positioning of the background image, and to set its opacity.

- **Background colour**: This option allows you to assign a background colour to all the pages or, if *Different Odd/Even pages* is checked, to set a different background colour for odd and even pages.

- **Image**: When checked, allows you to place a background image to all the pages or, if *Different Odd/Even pages* is checked, to set a different background image for odd and even pages.
- **Position**: allows you to set the positioning of a background image. The various options are fairly self explanatory from the icons in the pop-up menu, and are illustrated with the following table.

Table 8: Background image positioning options

Top Left	Top Centre	Top Right	Middle Left	Centre	Middle Right

Bottom Left	Bottom Centre	Bottom Right	Tile	Fit to page

- **Opacity**: allows you to set the opacity of the background image, either by entering the value (in percent) or by dragging the opacity slider.

Page range starts

This option allows you to set the page range to start with the next even or odd page, or start at any page. This option is useful if, for example, you want to divide your document into chapters, always starting a chapter on an odd page or an even page.

- **Any page**: When this option is selected, Mellel will start the page range at any page, odd or even.
- **Odd page**: When this option is selected, Mellel will start the page range with the next odd page. For example, if page range A starts at page 1 and ends at page 16, Mellel will start the current page range at page 18, creating page 17 as a blank page.
- **Even page**: When this option is selected, Mellel will start the page range with the next even page. For example, if page range A starts at page 1 and ends at

page 15, Mellel will start the current page range at page 17, creating page 16 as a blank page.

Numbering

The numbering option allow you to set the page numbering unit that will be used in the header or the footer. You can apply separate numbering to any page range in the document.

Note: The Numbering option appears only in the Page palette, as it allows you to set ad-hoc changes to a page style. Changes to the Page numbering will not affect the page style.

Start at

This option allows you to set the start number for the page range. The default is the current number (i.e., no change from previous page range). This option is useful if you need to start the document at a number other than 1, or to change the numbering scheme for different parts of a document. If you do not set a number here, the numbering will continue from the previous page range.

Note: The Start at option appears only in the Page palette, as it allows you to set ad-hoc changes to a page style. Changes to the Page numbering will not affect the page style.

Margins and Orientation

Clicking the *Margins and Orientation* button will open a utility dialogue that will allow you to change the page range margins and orientation.
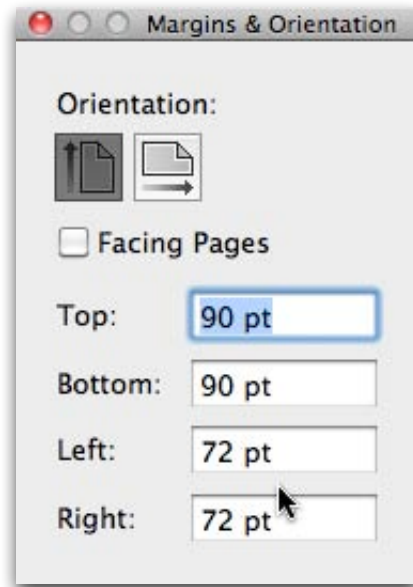
Figure 58: *Margins and Orientation* **dialogue box**

Orientation

You can set the page range orientation to *Portrait* (vertical) or *Landscape* (horizontal).

Note: you can have both portrait and landscape pages in a document, but a single page range can only have one orientation.

Page margins

Page margins are the distance from the edge of the page to the text area. You can set the top, bottom, left and right margins.

Note: Although you can set the page margin values to 0 (that is, no page margins), you should consider that most printers cannot print to the edge of the page and require a page margin of at least 0.15 inches (0.4 cm) on each end of the page. For the minimum margin size, consult your printer documentation.

Facing Pages

This option, when checked, sets even and odd pages to mirror each other—that is, to share the Inner (closer to the fold) and outer margins.

Editing page attributes in the document

Mellel allows you to edit the header or footer attributes directly from the document window.
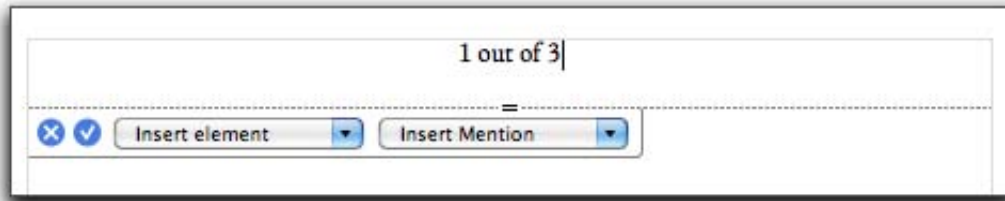
Figure 59: Manipulating the header and footer from the document

If a header or a footer is displayed, you can enter editing it by clicking in it, and enjoy several options to easily manipulate the header or footer (in addition to the controls and options available from the *Page* palette):

Apply and Cancel buttons

When you enter editing the header or the footer, the *Apply* and *Cancel* buttons will appear above the header or the footer.

- **Apply**: pressing this button will apply the changes to the entire page range, and exit editing the header or the footer.
- **Cancel**: pressing this button will hide the content of the header or footer (it will not erase them).

Insert element

This pop-up menu allows you to quickly enter:
- The page number
- The total number of pages
- A Table
- A Date stamp

Insert Mention

This pop-up menu allows you access enter auto-titles as mentions (running headers) into the header or the footer.

Resizing behaviour

- **Overflow indicator:** The overflow indicator appears as a pale red + sign near the bottom or the top of the header or the footer, to indicate that the header or footer contains additional content that cannot be displayed. You cannot make the indicator 'go away', but it will vanish automatically once the header or footer entire content can be displayed.

- **Resize handle**: The resize handle can be dragged up or down. It will snap to its position once you've dragged the handle to the optimal height—i.e., the height where the entire content of the header of footer is displayed.
- **Auto-snap**: double clicking the resize handle will snap it to the optimal height.
- **Auto-resize**: as you add or delete content to or from the header or footer, they will expand or contract automatically. If you've set the header or footer height to a size that does not allow displaying the entire content of the header or footer, Mellel will resize it (i.e., snap-out of the settings in the Page palette. You can always set the size again in the Page palette or by dragging the Resize handle.

Page styles tab

The *Styles* tab allows you to see which style is used at the insertion point, apply a page style, create a new page style, save changes you've made to a style, or start editing a style (in the *Edit page style* dialogue box).

The *Styles* tab contains three parts:
- **Style list**: contains the list of available page styles.
- **Document styles**: contain the list of page styles used in the document, but do not exist in the style set.
- **Buttons**: Those allow you to save changes to the page style, apply it, create a new page style, or edit it.

Note: *for a more detailed discussion of styles, see the* Page Styles section.

Page styles

What is a page style?

A page style is a set of formatting attributes that determines how page ranges in your document will look. Editing page styles in Mellel is simple and, for the most part, self explanatory.

Stuff you can do

To...	Do this	Keyboard Shortcut
Apply a page style	1 Position the insertion point within a page range. 2 Open the *Style* tab in the *Page* palette or choose a page style from the *Styles > page* sub-menu.	

Apply a different page style	1 Position the insertion point within a page range.
	2 Choose another page style from the the *Style* tab in the *Page* palette or from *Styles > page* sub-menu.
Check what style is currently used	• Do one of the following:
	• At the bottom of the document window, view the style name. Or,
	• Open the *Style* tab in the *Page* palette or choose *Styles > Page Style* to see which style has a check mark next to it. If the selection in the text contains multiple styles, a minus (-) sign will appear next to each of them.
Create a new page style	• Do one of the following:
	• Open the *Style* tab in the *Page* palette and click the *Create New Page style* button. Or,
	• Choose *Styles > Page Style > Create new page style...* (Thus duplicating the currently used page style). Or,
	• Choose *Style Set > Edit Style Sets...* and in the pages area of the dialogue box, click the *Duplicate* button (Thus duplicating the currently used page style). Or,
	• Choose *Style Set > Edit Style Sets...* and in the pages area click the *Add* button. Mellel will create a new page style with default attributes.
Edit a page style from within the document	1 Position the insertion point within a page range (and in the header or the footer there, if you wish to edit those), and apply attributes from the *Page* palette. Once you've edited the page style, a plus (+) sign will be appended to the style's name in the *Style* tab of the *Page* palette or with the *Page Style* sub-menu.
	2 Open the *Style* tab in the *Page* palette and click the Save Changes to Style button. Or, Choose *Styles > Page Style > Save changes to "Style Name"* (where "Style name" stands for the actual style name).
	3 [Optional] To discard all changes open the *Style* tab in the *Page* palette and click on the style's name in the styles list or choose *Styles > Page Style > "Style Name"* (where "Style name" stands for the actual style name).

Edit a page style in the Edit Page style dialogue box	1 Do one of the following: • Open the *Style* tab in the *Page* palette, select a style and click the *Edit Page Style* button. Or, • Choose *Styles > Page Style > Edit "Style name"...* (where "Style name" stands for the actual style's name). • Choose *Style Set > Edit Style sets...* and under the pages area, double-click the style you want to edit, or press the *Edit* button. 2 Edit the page style using the options in the *Edit Page style* dialogue box. Click *Save* to save your changes or *Cancel* to discard.
Set the default page style for new documents	1 Choose *Mellel (menu) > Preferences....* 2 In the *Preferences* dialogue box, under the *Styles* tab, Select the page style you want as the default page style with all new documents. **Note**: *The options offered in the page style pop-up menu depend on the style set selected.*
Edit a page style's name	Use any of the following methods: • [Open a style for editing](#) and edit its name in the *Style name* field. Or, • Choose *Style set > Edit style set...* and in the *Page* area select the desired style and then click again to start editing it.
Delete a page style	1 Choose *Style set > Edit style set....* 2 In the *Page* area select the desired style and then click the *Delete* button.
Change the position of a style in the Page Style sub-menu	1 Choose *Style set > Edit style set....* 2 In the *Page* area select the desired style and drag it up or down the style list.
Add a separator line (divider) to the Section Style sub-menu	1 Choose *Style set > Edit style set....* 2 In the *Section* area click the *Add* button and name the style to a hyphen ("-"). 3 Drag the hyphen up or down in the list to the desired position.

Editing and Managing page styles

You can edit page styles by changing the attributes of page ranges in the document, and then saving the changes into the currently used style (a follow-me approach); or via the *Edit Page Style* dialogue box, accessible via the *Page* palette, the *Styles > Page Style* sub-menu, or the *Style Set* dialogue.

You can manage your list of page styles in via the *Style Set* dialogue, which will allow you to arrange the *Page* palette styles list and the *Page Style* sub-menu, edit styles, delete styles, duplicate styles, and add new page styles.

Page style sub-menu

The *Page style* sub-menu under the *Styles* menu allows you to see which page style is currently used (at the insertion point), apply a page style, create a new page style, save changes you've made to a style (in the document area), or start editing a style (in the *Edit page style* dialogue box).

The Page style sub-menu contains three parts:

Figure 60: The Page menu

- **Style list**: contains the list of available page styles.
- **Document styles**: contain the list of page styles used in the document, but do not exist in the style set.
- **Menu options**: allow you to save changes to the page style, create a new page style, or edit it.

Edit page style dialogue

The *Edit page style* dialogue box is your central hub for editing page styles. Here, you can edit and change every element in a page style. The *Edit page style* dialogue box is similar, in its features, to the *Page* palette, but allows you to design your page range much more comfortably.
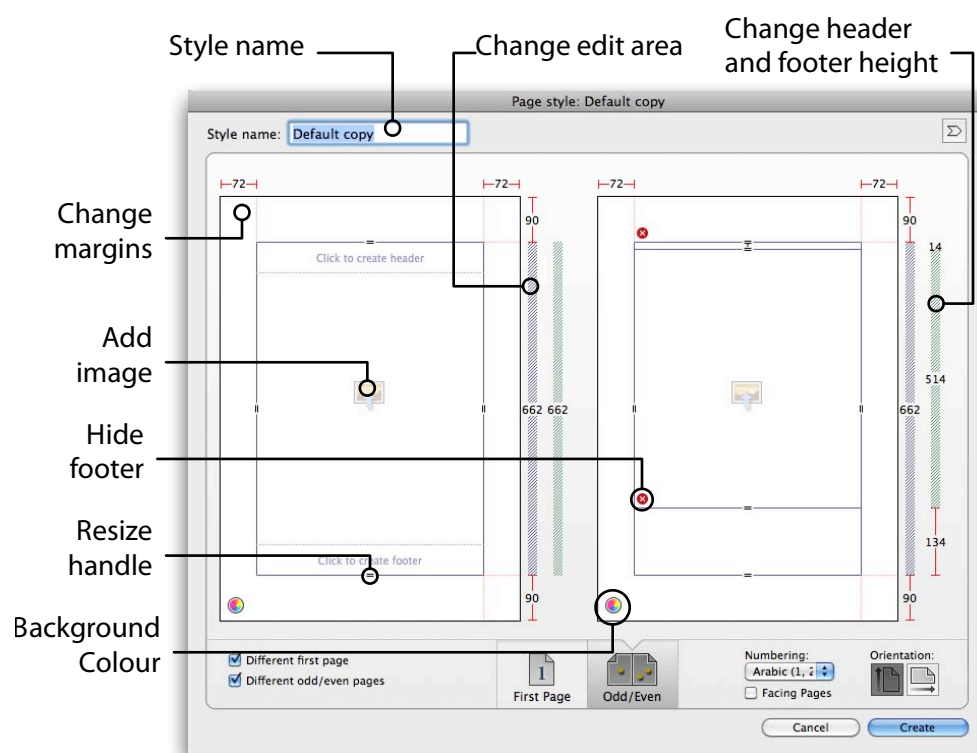
Figure 61: *Edit page style* dialogue

Important: for details about Different first page, Different Even/Odd pages, Numbering, facing pages, and Orientation please see the section about the Page palette on page 113.

Style name

The *Style name* field allows you to name and rename a style whenever you open the *Edit Page Style* dialogue box for editing a style.

Navigation tabs

The navigation tabs, at the bottom of the page editing area, allow you to navigate between editing the first page (if the *Different first page* option is checked) and all the other pages or the Odd/Even pages (if the option *Different Even/Odd pages* is checked).

Direction

The *Direction* button allows you to change the direction of the page flow within the page range: from left to right (as with English, German, French, etc.) or right to left (as with Arabic or Hebrew, for example).

Page editing area

The main area in the *Page Style edit* dialogue box is occupied by the page editing area.

Checking and un-checking the *Different first page* and *Different Even/Odd pages* check-boxes will change the tabs available under the page editing area.

The Page height bars

To the right of the page itself you can see two vertical bars. The **Blue** bar indicate the total height of the edit area in the page range—that is, the page height minus the top and bottom margins. The height is indicated in points and you can manipulate the edit area height by clicking and typing a new value or by clicking the number and dragging up (to shrink the top and bottom margins) or down (to expand the top and bottom margins).

The **Green** bar indicates the page editing area minus the header and footer height. The header/footer bar will be identical to the page bar if there are no headers or footers for this page type.

The page margin bars

The red T bars at the top, bottom, left and right end of the page allow you to change the size of the page margins. The size is indicated in points and you can manipulate the margin size by clicking and typing a new value or by clicking the number and dragging up (to grow the margins) or down (to shrink the margins).

The resize handles

At the top, bottom, left and right margins, as well as at the top or bottom of the header and footer there you'll find resizing handles you can drag up, down, left or right (as fits the case) to resize the margins, the headers or the footers.

Adding image area

Through the area at the centre of the page you can add background images, by clicking on the *Add image* icon or by dragging them on top of it. Once added, you can manipulate the background image attributes by pressing the *Edit* button (bottom right of the image) or eliminate it by clicking the *Delete* button (top left of the image).

The editing options for background image are identical to those available with the *Page* palette.

Hiding headers and footers

If you've created a footer or a header for a page, you can always hide it by clicking the *Hide header/footer* button.

Background colour buttons

At the bottom-left of each page you design there is a *Background colour* button you can click to set the background colour.

Header and footer edit area

Clicking in the header or the footer of a page in the *Page Editing area* you can start editing the header or the footer of the page. The options here are identical to those you will find when editing with the *Page* palette.

The header and footer edit areas allow you to edit the header and footer content of the page style.

Document attributes

This chapter contains information about document attributes and how to use them

Should I read this chapter?

You should read this chapter if you intend to use or apply document attributes

What are document attributes

Document attributes are sets of attributes that affect the document as a whole. Mellel's preferences contain several options for applying attributes that will affect any new document. Those options, however, are overridden when an attribute is applied separately to a document. For example, you can set the default background colour for all new document in the Preferences, but if you set the background colour for a document via the *Document setup* sheet, the setting there will override any general preference.

Stuff you can do

To...	Do this	Keyboard Shortcut
Set the page size for a document	1 Choose *File > Page Setup...* 2 From the *Paper Size* pop-up menu choose a paper size.	Cmd+Shift+p
Set the document orientation	1 Do one of the following: • Choose *File > Page Setup...* **Or,** • Choose *Window > Palettes > Page* **to open the** *Page* **palette, and click** *Margins and Orientation....* 2 Click the desired Orientation, or Choose *Portrait* or *Landscape* **from the** *Orientation* **pop-up menu (with the second).**	Cmd+Shift+p
Set printing options	1 Choose *File > Page Setup...* 2 Choose from the options in the *Page Setup* dropping sheet.	Cmd+Shift+p
Set the document page margins	1 Choose *Window > Palettes > Page* **to open the** *Page* palette, and click *Margins and Orientation...* 2 Enter the desired values for top, left, right and bottom margin. Note: this option has moved to the Page palette. It is kept here for legacy reasons.	

Set the default page margins for all new documents	1 **Choose** *Mellel (menu) > Preferences....* 2 **In the** *Document setup* **tab and enter the desired values for top, left, right and bottom margin.**
Set the default for mirrored margins for all new documents	1 **Choose** *Mellel (menu) > Preferences....* 2 **In the** *Document setup* **tab check the** *Facing pages* **option.**
Set the background colour (on screen)	1 **Choose** *File > Document Setup....* 2 **Check the** *Background (on screen)* **check-box and click the colour button to set the background colour.**
Set the default for background colour (on screen) for all new documents	1 **Choose** *Mellel (menu) > Preferences....* 2 **In the** *Document setup* **tab check the** *Background (on screen)* **check-box and click the colour button to set the background colour.**
Set the binding direction for the document	1 **Choose** *File > Document Setup....* 2 **Choose an option from the** *Binding Direction* **pop-up menu.**
Set the default for background colour (on screen) for all new documents	1 **Choose** *Mellel (menu) > Preferences....* 2 **In the** *Document setup* **tab choose an option from the** *Binding Direction* **pop-up menu.**
Show or hide page margins	1 **from the** *Show* **button pop-down menu choose** *Page margins***.**
Set the default show or hide preference for all new documents	1 **Choose** *Mellel (menu) > Preferences....* 2 **In the** *Appearance* **tab check or un-check** *Page margins***.**
Set the keywords for a document	1 **Choose** *File > Document info...* **and under the** *General* **section enter the keywords into the available text fields.**
Set or change the value for a variable	1 **Choose** *File > Document info...* **and under the** *Variables* **section enter the value for the variable.**
Enter a variable into the document	1 **Click in the document where you want to enter the variable.** 2 **Choose** *Insert > Document Variables > [variable]***.**
change the default Value of a variable	1 **Choose** *Mellel (menu) > Preferences....* 2 **In the** *Document setup* **tab, double-click a variable's** *Default Value* **field and set its value.** **Note**: *Any changes you make to variable defaults will take effect when you open a new document and will not affect any currently open document.*
change the Title of a variable	1 **Choose** *Mellel (menu) > Preferences....* 2 **In the** *Document setup* **tab double-click a variable's** *Title* **field and change its name.**

| Set the default document styles | 1 Choose *Mellel (menu) > Preferences....* |
| | 2 In the *Styles* tab choose the default styles from the various pop-up menus. |

Page setup attributes

Your page setup options depend on your printer and the printer drivers installed in your system. Mac OS X offers several default options that are available even if you do not have any printer drivers installed: page size (from a predetermined list or customised), page orientation (portrait, landscape from right-to-left, and landscape from left-to-right), and scale.

The Page Setup dialogue box offers several options:

Settings: this pop-up menu allows you to switch between the different settings you've saved.

- **Format for**: allows you to select a printer driver and access the Fax and Printer System Preference, and create and save custom paper size.
- **Paper Size**: allows you to select the paper size from a list of paper sizes.
- **Orientation**: allows you to choose the print orientation—portrait, landscape facing right, or landscape facing left.
- **Scale**: allows you to scale the printed page in order to fit the selected paper size.
- **Custom Paper Size**: allows you to set a custom paper size.

Note: *Margins set here are ignored by Mellel.*

- **Summary**: displays a summary of the page setup settings.

Document Setup attributes

The *Document Setup* dropping sheet includes options to set the binding direction, and to set the non-printing background colour.

Options set in the *Document Setup* dropping sheet apply only to the currently used document. You can apply those attributes for any new document via the preferences.
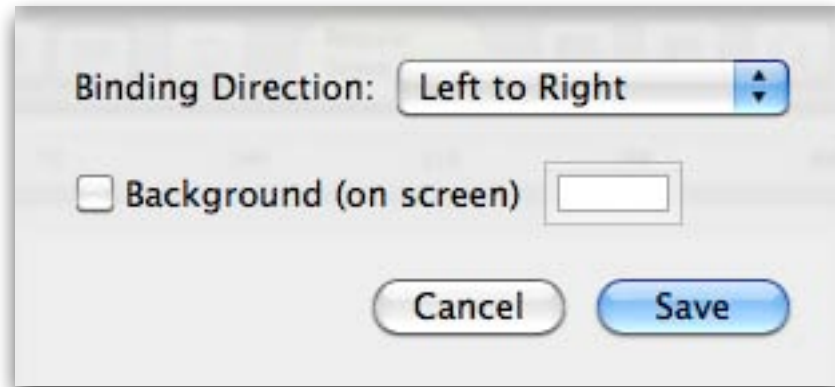
Figure 62: Document setup dropping sheet

Binding direction

The binding direction pop-up menu allows you to set the general direction of the text in the document: from left-to-right or from right-to-left. The binding direction affects, for example, the default paragraph direction, and the direction of new notes (footnotes or endnotes) you create.

Background colour

The background colour option allows you to set the background colour for the document. This background colour is a non-printing background. If you want to set a printing background colour, which is a page attribute, set it through the *Page* palette or the *Edit Page Style* dialogue box.

Document Info attributes

The *Document Info* dropping sheet allows you to set some general document options, such as keywords, variables, markers, and so on.
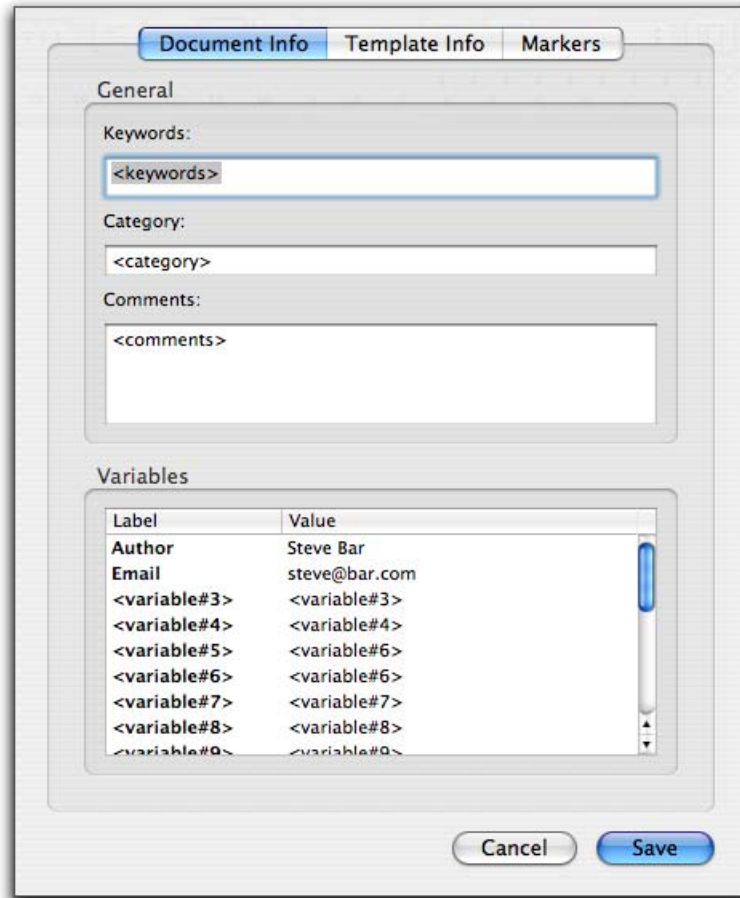
Figure 63: The *Document Info* sheet

Keywords

The *General* section of the *Document Info* sheet displays the Keywords, Category, and Comments fields. The fields serve as general info about the document, and are not enterable (that is, you cannot enter them into the document text).

Variables

Document variables are a set of 20 variables you can insert (through the *Insert* menu) into the document. There are two fields in the variables list: Label and Value. In the *Preferences*, you can set both the label (e.g., Author, email, receipt number, etc.) for the variable, and the variable itself. The setting in the preferences will hold for every new document created after the change. Through the *Document Info* you can change the value of a variable, overriding the default setting in the *Preferences*.

Document variables are useful when you wish to re-use information. For example, you can use variables with telephone numbers or addresses, so that when those change, you will only need to change the variable, and the change will be reflected in all documents using this variable.

Document Defaults

Document defaults are various options available via the Preferences. Those options are available under the *Appearance*, *Open & Save*, *Document Setup* and *Styles* tabs. Relevant here, especially, are the default styles settings under the *Styles* tab, which allow you to set the various defaults for styles used in the document.

Notes (footnotes, endnotes)

This chapter explains what notes (footnotes and endnotes) are and how to use them

Should I read this chapter?

You should read this chapter if you intend to use footnotes or endnotes in your documents

What is a note?

Footnotes, endnotes, and other types of notes, are special types of comments that you can add to the document. The notes typically appear at the bottom of each page (as with footnotes), or at the end of the document (endnotes), and are linked via a special link (reference symbol) inserted into the document text.

Notes have include several elements:

- **Reference symbol**: A link from the document text to the note. The reference symbol is usually numbered (e.g. as 1, 2, 3, etc., or A, B, C, etc.)
- **Separator**: A line separating the main document text from the notes.
- **Note symbol**: A symbol at the beginning of the note. The numbering of the note usually coincide with the reference symbol numbering.
- **Note text**: The text of the note.
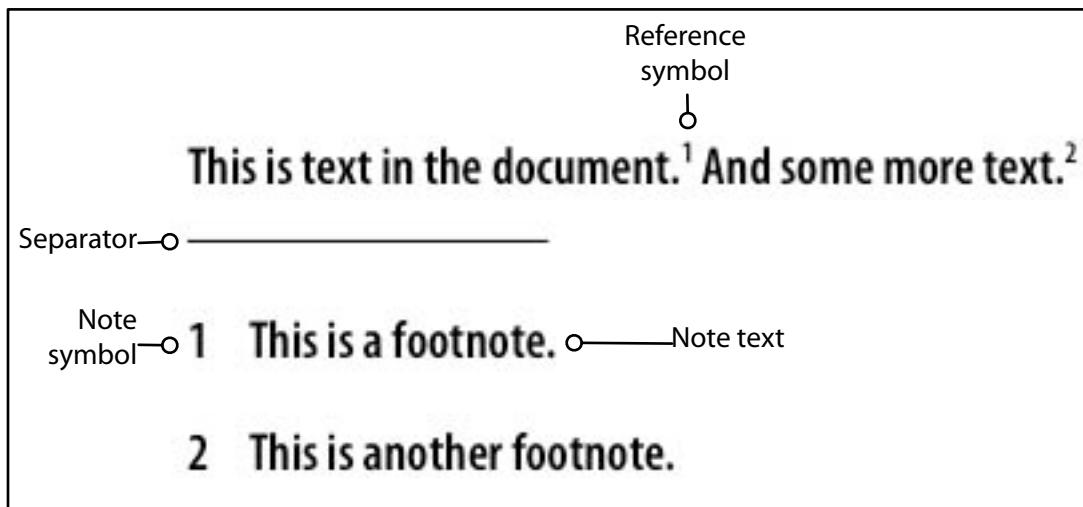
Figure 64: Elements in notes

Note streams

Note streams are a unique feature in Mellel, allowing you to enter numerous 'streams' (sequences) of footnotes and endnotes.

The example below illustrates the way note streams work in Mellel:
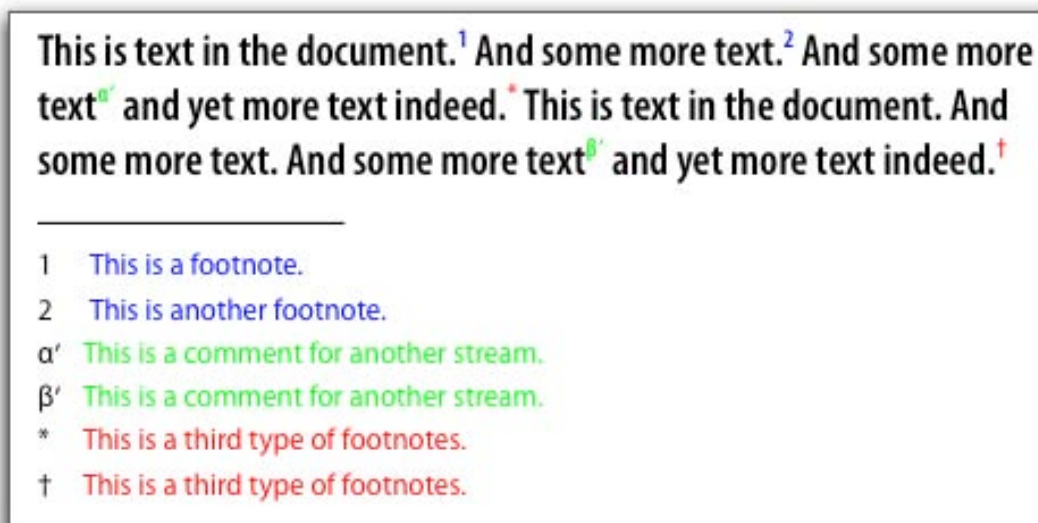
Figure 65: Note streams

Mellel here allows you to have three different 'streams' of footnotes: One with Arabic numbering, a second with Greek numbering, and the third with symbols. The ability to enter concurrent note streams is very useful in cases where notes to the text come from more than one source, such as in the case of translator notes and author notes, or adding personal notes to the text while writing, without them interfering with the regular run of notes.

Stuff you can do

To...	Do this	Keyboard Shortcut
Insert a footnote	• **Choose** *Insert > Note > Footnote*. **Note**: *this (the instruction and the shortcut) are true by default, but can be altered.*	Cmd+Shift+N
Insert an endnote	• **Choose** *Insert > Note > Endnote*. **Note**: *an endnote stream of notes will be available if it is part of a template or if you've created such a stream.*	Can be set by user
Jump from a reference to its note	• Double-click the note reference (number or symbol in the text).	

Jump from the note to its reference	• Double-click the note number or symbol. Or, • Press the *Escape* key.	Esc
Delete a footnote or an endnote	• Select the notes reference (number or symbol in the text) and press the *Delete* button. The note will be removed (deleted).	
Move a note to another location	Select the note reference (number or symbol in the text). 1 Choose *Edit > Cut*. 2 Place the insertion point where you want to move the note reference to. 3 Choose *Edit > Paste*. The note reference and the note itself will be moved to the new location.	
Move a note from one stream to another	1 Select the note in the text and do one of the following: • Choose *Edit > Change* and select a different stream. Or, • Ctrl-click to open the contextual menu. From the *Change* sub-menu, select a different stream.	
Switch a note stream from footnotes to endnotes and vice versa	1 Choose *Insert > Note > Edit Note Attributes*. 2 In the *Edit Note Attributes* dialogue box, select the note stream. 3 Do one of the following: • In the placement area, select a placement from the *Position* pop-up menu. Or, • From the *Note style* pop-up menu, select a style which places the notes according to your wishes.	
Assign or change a keyboard shortcut to a note stream	1 Choose *Insert > Note > Edit note attributes…*. 2 Select (click) the note stream to which you wish to add a shortcut. 3 Click in the right end of the note stream list and select a shortcut.	
Create a new stream	1 Choose *Insert > Note > Edit Note attributes…*. 2 In the *Edit Note attributes* sheet, click the *Add stream* button and name the stream. 3 Set the style attributes or select a style from the *Note style* pop-up menu.	
Delete a stream	1 Choose *Insert > Note > Edit Note attributes…*. 2 Select a stream from the *Stream list* and click the *Delete stream* button. You will be prompted to decide if you want to delete the notes completely or attach them to an existing stream. **Note**: *Streams are document specific (because they contain document-specific data).*	

Change the name of a stream	1 Choose *Insert > Note > Edit note attributes...*. 2 Double-click the stream's name in the stream's list and enter the new name for that stream.
Change the position of a stream	1 Choose *Insert > Note > Edit note attributes...*. 2 Click on a stream and drag it up or down to the desired position. When a horizontal bar appears above the desired position, release the mouse button. **Note***: The position (hierarchically) of the note stream is important. When multiple streams reside in the same location (e.g. two streams of footnotes), Mellel will order the streams at the bottom of the page based on their position in the stream list.*
Set the start number for the note stream	1 Choose *Insert > Note > Edit Note attributes...*. 2 Set the value for *Start at number*. **Note***: for more details about Start At attributes, see the section about* Start at.
Highlight notes in the text	1 Choose *Insert > Note > Edit Note attributes...*. 2 Check the option *Highlight notes on screen* **and (or)** *Highlight notes in print*.
Set the height limit for notes	1 Choose *Insert > Note > Edit Note attributes...*. 2 Under *Height Limit* set the height limit. **Note***: for more details about Height limit, see the section about* Height limit.
Set the placement of notes (at the bottom of the page, end of document, etc.)	1 Choose *Insert > Note > Edit Note attributes...*. 2 Under *Placement* **choose the appropriate option** from the *Position* **pop-up menu.** **Note***: for more details about placement of notes, see the section about* Placement of notes.
Set the resetting options for note numbering	1 Choose *Insert > Note > Edit Note attributes...*. 2 Under *Placement* **choose the appropriate option** from the *Numbering* **pop-up menu.** **Note***: for more details about numbering and resetting of notes, see the section about* Placement of notes.
Set of note reference and notes must reside on the same page	1 Choose *Insert > Note > Edit Note attributes...*. 2 Under *Placement* **un-check the appropriate option** from the *Numbering* **pop-up menu.** **Note***: for more details about splitting of notes, see the section about* Placement of notes.
Set of splitting rules for note text	1 Choose *Insert > Note > Edit Note attributes...*. 2 Under *Placement* **choose the appropriate option** from the *May split* **pop-up menu.** **Note***: for more details about splitting of notes, see the section about* Placement of notes.

Assign a note style to a note stream	1 Choose *Insert > Note > Edit Note attributes*.... 2 Select the note stream to which you wish to apply a note style. 3 Select a note style from the *Note style* pop-up menu. **Note**: *You can apply the same style to several note streams.*
Set the note reference (in the text) attributes	1 Choose *Insert > Note > Edit Note attributes*.... 2 In the *Reference symbol* area choose the desired options from the *Type* pop-up menu (numbering of note), the *Format* pop-up menu (the note reference format), the *Character style* pop-up menu, and check or uncheck the *Superscript* check-box. **Note**: *for more details about reference symbol, see the section about* [Reference symbol].
Set the note symbol attributes (in the notes)	1 Choose *Insert > Note > Edit Note attributes*.... 2 In the *Note symbol* area choose the desired options from the *Type* pop-up menu (numbering of note), the *Format* pop-up menu (the note format in the notes area), the *Character style* pop-up menu, and check or uncheck the *Superscript* check-box. **Note**: *for more details about note symbol, see the section about* [Note Symbol].
Set the note text style	1 Choose *Insert > Note > Edit Note attributes*.... 2 In the *Note text style* area choose the desired options from the *Paragraph* pop-up menu or the *Character style* pop-up menu. **Note**: *for more details about note symbol, see the section about* [Note Text style].
Set the appearance of the separator	1 Choose *Insert > Note > Edit Note attributes*.... 2 In the *Separator* area choose the desired options from the *Alignment*, the *Weight*, the *Width*, the *Line*, the *Colour*, the *Space Above*, and *Space below* pop-up menus, widgets and text fields. **Note**: *for more details about note symbol, see the section about* [Separator].

Note menu

The note menu (*Insert > Note*) allows you to view and select the stream under which you wish to insert the note. It also allows you to edit note stream and note attributes.
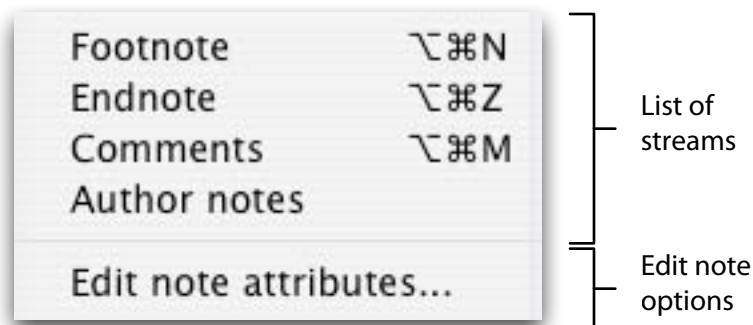
Figure 66: Note menu

- **List of streams**: displays the streams used in a document.
- **Edit note options**: allows you to open and edit all stream and note options.

Edit note attributes sheet

The *Edit note attributes* sheet allows you to edit both the streams, the streams list and the note attributes.
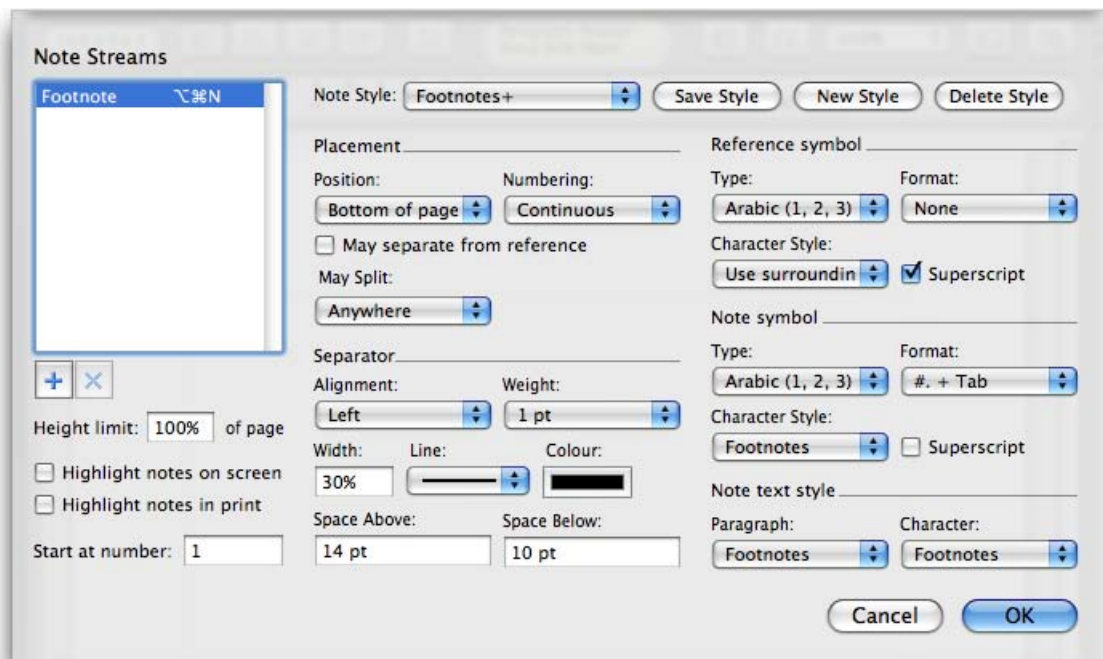
Figure 67: *Edit note attributes* sheet

The Note Streams list

The Note Streams list displays the streams available with the current document. You can add, delete and assign keyboard shortcuts to streams for quick entry.

Stream name

Keyboard shortcut

Add a new stream
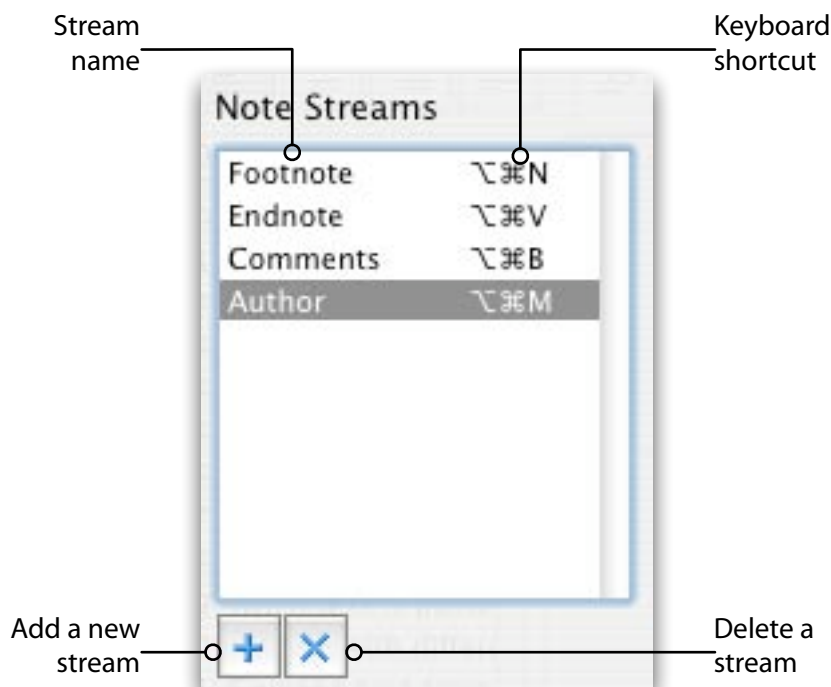
Delete a stream

Figure 68: Note streams area

- **Note name**: displays a list of the note streams that can be used in the document.
- **Keyboard shortcuts**: displays the keyboard shortcut assigned to a note stream.
- **Add stream**: will add a new stream to the stream list.
- **Delete stream**: will delete the selected stream.

Height limit

The *Height limit* option determines the amount of space, as percentage of the page, that the notes may occupy. The setting here may have far reaching influence on your document, as you can see in the following table

Table 9: Various height limit settings

20 per cent	50 per cent	100 per cent

When the height limit is set very low, some of the text linked to notes may flow to the next page. This is suitable when you want to avoid a situation where a long note covers the bulk of a page, or when you have very few notes. If your document contains many notes but they are relatively short, you should opt for setting the height limit to around 50 or 60 per cent. In all other situations, use the default setting (100 per cent).

Highlight Notes

The *Highlight Notes* attributes enables you to determine if you want to highlight the reference to notes in the document window and in print. Highlighting notes makes them easier to spot, especially if your notes appear in superscript.

Start at

The *Start at* attribute allows you to set the starting number for notes for every stream. Note that if you select the numbering option "Restart Every Page" and "Start at" to a number other than 1, this number will be used as the start number on each page.

Placement of notes

The *Placement* attribute allows you to set where the notes of a certain stream will be placed, their type of numbering, and position of notes versus note references.
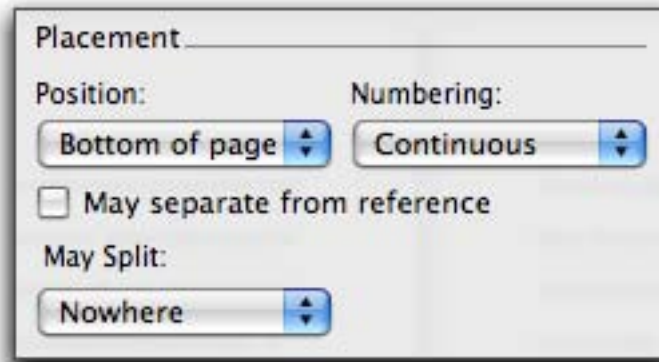
Figure 69: Placement options

- **Position**: This option determines where the notes will be placed: at the bottom of the page (footnotes), directly below the text on each page, or at the end of the document (endnotes).

- **Numbering**: determines if the note numbers will be contiguous or will restart with every page, every section, or every page range. If the option selected is *Restart every page/section/page range,* the attribute *May separate from reference* will be disabled.

- **May separate from reference**: when the note reference and the note itself cannot reside on the same page (for example, when you have a very long paragraph that cannot be split and a very long note) you can allow Mellel to split note references from their notes.

Table 10: May split from reference or not
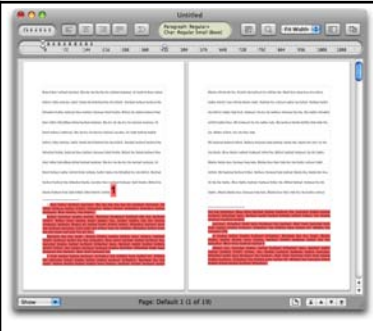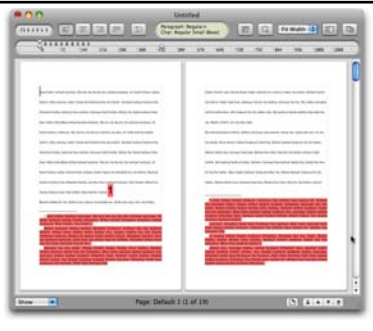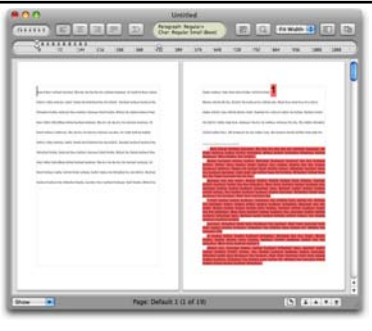
May split from reference	May **not**

When May split from reference is checked, with a long paragraph and a long note, Mellel moves the note to the next page, separating it from the note reference. When the option is not checked, Mellel moves the note **and** the note reference to the next page (and thus creating a wider 'block' of white space at the bottom of the page).

Tip: If the value for "Height Limit" is set to less than 100 per cent and "May separate from reference," is checked, Mellel will not be forced to create a white 'block' between the notes and the text, but may flow some notes to the next page. Use this option sparingly and only when you know what you're doing.

- **May Split**: allows you to choose **where** notes may be split, if they need to be split.

Table 11: May split from reference or not

| Split anywhere | Between paragraphs | Nowhere |

With *Split anywhere*, Mellel will split the note between pages, with the main focus on nice, even layout of the document. *Split between paragraphs* will avoid splitting between paragraphs, which may cause the text too be laid out less nicely, but will keep the paragraphs in the notes as one whole. With *Nowhere* selected, Mellel will ignore any consideration for the sake of keeping the note as one unit.

Reference symbol

The reference symbol section of the *Edit note attributes* sheet contains several attributes related to the way the note reference symbol appearance in the text.

Figure 70: The Reference symbol area

- **Type**: allows you to set the type of note reference numbering scheme to use. There are 11 different options here: Arabic numerals, asterisks, Roman small and capital, Latin small (a) and capital (A), symbol, Hebrew numbering, Greek numbering, Arabic numbering, and Persian numbering.

- **Format**: sets the format of the note reference symbol. For example, if you have selected Roman numerals as the note reference type and (#) as format, the note reference will appear in the text as (i), (ii), (iii), etc.

- **Character**: allows you to set the character style for the note. Through the pop-up menu, you can access all the character styles you have created. In addition, you have the option to select *Use surrounding text*, which will make the note reference adopt the character style of the text surrounding it.

- **Superscript**: allows you to determine if the note reference will appear in superscript letters or not.

Note Symbol

The note symbol area contains several attributes related to the way the note's symbol will appear in the notes.
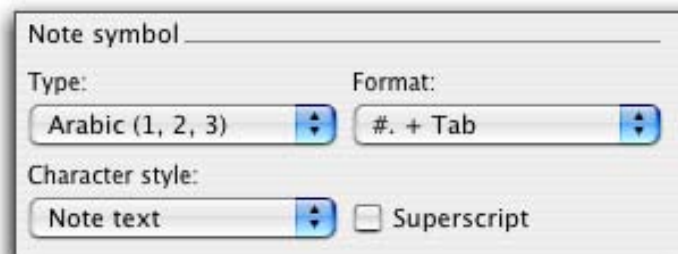
Figure 71: The Note symbol area

- **Type**: allows you to set the type of note symbol numbering scheme to use. There are 11 different options here: Arabic numerals, asterisks, Roman small

and capital, Latin small (a) and capital (A), symbol, Hebrew numbering, Greek numbering, Arabic numbering, and Persian numbering.

- **Format**: sets the format of the note symbol. For example, if you have selected roman numerals as the note symbol type and (#) as format, the note symbol will appear (i), (ii), (iii), etc.
- **Character**: allows you to set the character style for the note symbol. Through the pop-up menu, you can access all the character styles you have created.
- **Superscript**: allows you to determine if the note symbol will appear in superscript letters or not.

Note Text style

The Note text style area allows you to set the default paragraph and character style for the note text.
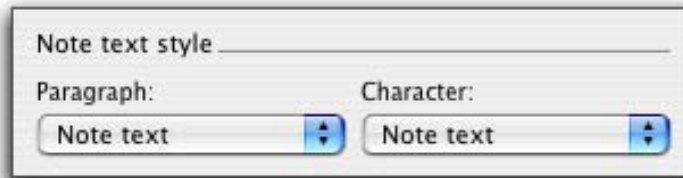
Figure 72: The Note text style area

- **Character**: allows you to select the character style for the text of the note.
- **Paragraph**: allows you to select the paragraph style for the text of the note.

Separator

The Separator area allow you to set all the attributes related to the separator and space above and below it.
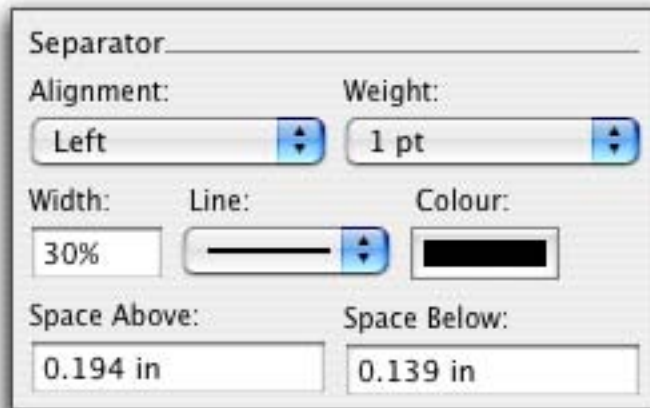
Figure 73: The Separator area

- **Alignment**: allows you to set the separator line alignment.
- **Weight**: allows you to set the separator weight (thickness). Note that any line weight below 1 point may look grey and not black on the screen; however, it will look fine in print.
- **Width**: determines the width of the separator line, in percentage, relating to the page width. This value should update when you change the document margins via the *Page* palette.
- **Line**: The type of line you would like to have with the separator.
- **Colour**: allows you to set the colour of the separator line.
- **Space Above and Space Below**: allow you to set the space above and below the separator, that is, the space between the last line of text in the page and the separator line, and between the separator line and the first note at the bottom of the page or the end of the document.

Note: *The space above and below the separator is measured using the currently selected measurement unit.*

Tip: *To have the endnotes start on a page of their own, at the end of the document you should place the insertion point at the end of the text and choose Insert > Control Characters > Page Break. The endnote will appear on a separate page after the main text, with an empty line where you will be able to insert a title (such as "Work Cited").*

Note Style area

The *Note Style* area (top part of the *Edit Note Attributes* sheet) contains the note style list and options to create new styles, delete them, and save them.

- **Note style menu**: includes all the note styles available with the currently selected style set.
- **Save style**: allows you to save the changes to a style. This button is initially disabled, until you change the style.
- **New style**: allows you to create a new note style.
- **Delete style**: allows you to delete the currently selected style.

For more info about note styles see the [Note styles](#) section.

Note styles

What is a note style

A note style is a set of formatting attributes you can apply to a note stream, in order to set how it will appear in the document text. Note styles can be applied to any note stream (or note streams).

Stuff you can do

To...	Do this	Keyboard Shortcut
Create a new note style	:Use any of the following methods: 1 Choose *Insert > Note > Edit Note attributes...* and click the *New style* button. A new style, based on the selected style, will be created. Or, 2 Choose *Style Set > Edit Style Sets...* and in the Note area click the *Add* button. Mellel will create a new note style. Or, 3 Choose *Style Set > Edit Style Sets...* and in the Note area click the *Duplicate* button. Mellel will create a new note style based on the currently selected note style.	

Start editing a note style	1 Do one of the following:
	• Choose *Insert > Note > Edit Note attributes...* Or,
	• Choose *Style Set > Edit Style Sets...*, then double-click a style in the *Style* area.
	2 Edit the style's attributes, and do one of the following:
	• If you're editing in the *Edit Note attributes* sheet, click the *Save style* button to save, or select the style from the *Note style* pop-up menu to discard.
	• If you're editing in the *Edit Note style* dialogue box, click the *Save* button to save your changes, or *Cancel* to discard.
	Note: *Any saved changes will affect all documents using this style.*
Assign or change a note style	1 Choose *Insert > Note > Edit Note attributes...*.
	2 Select the note stream to which you wish to apply a note style.
	3 Select a note style from the *Note style* pop-up menu.
	Note: *You can apply the same style to several note streams.*
Save changes to a note style	1 Choose *Insert > Note > Edit Note attributes...*.
	2 Make changes to the note attributes and then click the *Save style* button.
Delete a note style	1 Choose *Insert > Note > Edit Note attributes...*.
	2 Choose a style from the *Note style* pop-up menu and click the *Delete style* button.
Edit a note style's name	Use any of the following methods:
	• Choose *Style set > Edit style set...* and in the *Note* area select the desired style and then click again to start editing it, or Double-click the style's name.

Note Style area

The *Note Style* area (top part of the *Edit Note Attributes* sheet) contains the note style list and options to create new styles, delete them, and save them.

- **Note style menu**: includes all the note styles available with the currently selected style set.

- **Save style**: allows you to save the changes to a style. This button is initially disabled, until you change the style.

- **New style**: allows you to create a new note style.

- **Delete style**: allows you to delete the currently selected style.

For more info about note styles see the [Note styles](#) section.

Editing note styles

You can create and edit note styles either through the *Edit note attributes* sheet or through the *Edit Note style* dialogue box. The options offered by either are identical, as regarding note styles. As the *Edit note attributes* sheet also contains the stream list, it will probably be easier and more straightforward to work with it.

Edit note style dialogue box

The *Edit Note style* dialogue box is your central hub for editing note styles. Here, you can edit and change every element in a note style. The *Edit Note style* dialogue box is identical in most of its features to the *Edit note attributes* palette, and its attributes are reviewed with the [Edit note attributes sheet](#) section.

Style name

The Style name field allows you to name and rename a style whenever you open the *Edit note Style* dialogue box for editing a style.

Lists

This chapter explains what lists are and how to use them

Should I read this chapter?

You should read this chapter if you intend to use lists and numbered lists in your documents

What is a list

A List is a special paragraph attribute that allows you to create a series of paragraphs preceded by a numbering or a bullet. You can create an unlimited number of such lists in a document, stop and continue lists, copy and paste list styles, and so on. You can customise the list appearance, numbering, or bullet type, change their position in the list and their formatting.

The List palette

The list palette includes options to start, manage and reset a list, a pop-up menu to select the type of list you want, delete and create new lists, and options to control the appearance of the list.

Decrease
the list or
reset

Start or
increase list
level

Press to
reset the list

Set and reset
start number

Start at

1

Symbol format

Symbol type:

☐ Square, sl

Symbol format:

#)

Symbol position:

0 cm

Indent:

0.318 cm

Margin:

0.318 cm

Char. style:

Body text

Char. variation:

Base

Symbol
options

Symbol and
indent
options

Character
style
options
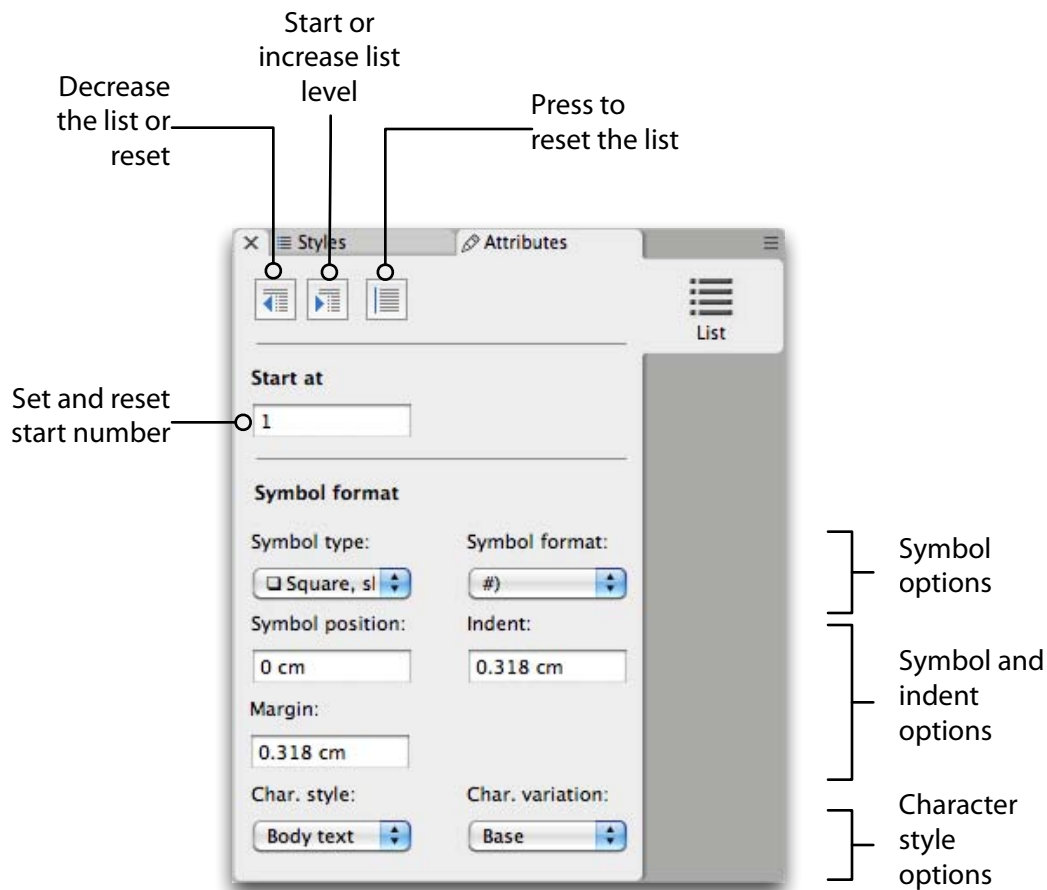
Figure 74: The List palette

List control buttons

The list control buttons at the top of the List palette allow you to start, move up or down a level, and reset a list.

Table 12: The list control buttons

Button	What does it do?
	• Decreases the list by one level. • If the list is at the base level, it resets the list.
	• Starts a list if there is no list. • Increases the list by one level.
	• Resets the list.

Note: *The list control buttons change when you change the paragraph directionality.*

List styles tab

The List Style tab of the List palette allow you to change list styles, create list styles, duplicate styles, delete style, and discard changes to styles. The tab contains three parts:

- **Style list**: contains the list of available list styles.
- **Document styles**: contain the list of list styles used in the document, but do not exist in the style set.
- **Buttons**: which allow you to save changes to the list style style, create a new list style, delete the selected list style, or start editing it in the *Edit list styles* dialogue box.

List options

Mellel offers a rich set of options to manipulate the appearance and behaviour of a list. Those options include setting the symbol type and format, the start number, the character style and variation, the symbol position, indent, and margin. Any selection or change you make will be applied to the level you're currently at, not to all the levels in the list. All the options are saved with the List style.

- **Symbol type**: Allows you to select the numbering scheme or symbol to be used with the current level in the list. This menu includes all the numbering schemes available in Mellel and adds several bullet symbols you can choose from.
- **Start at**: Allows you to set the number at which the list will start. The setting here does not affect the appearance of the list if you're using a bullet symbol, but if you decide to apply a numbering scheme at a later date, your list will start at that set number. You can set a different start number for every level.
- **Symbol format**: Allows you to append common punctuation marks to the symbol at the current level.
- **Char. style**: Allows you to select the character style that will be used with the symbol at the current level. If you change this character style in the future, your changes will be immediately reflected in the lists using that style.
- **Char. variation**: Allows you to select the variation for the selected character style that will be used with the symbol at the current level.
- **Margin**: Allows you to set the distance of the next level from the current level. For example, if you set the Margin to zero, then the next level will start at the same level as the current one. The Margin marker will also appear in the *Ruler* if you position the insertion point inside a list.

- **Symbol position**: Allows you to set the distance of the symbol from either the page margins (with the initial level) or the preceding level margin (for the rest of the levels). The Symbol position marker will also appear in the *Ruler* (it will look like a small dot) if you position the insertion point inside a list.
- **Indent**: Allows you to set the distance of the text from the symbol. For example, if you set the Symbol position to 3 points and the Indent position to 15 points, then the distance between the symbol (start) position and the text (start) position will be 12 points. The Indent marker will also appear in the *Ruler* if you position the insertion point inside a list.

Figure 75: The symbol position, indent and margin in the *Ruler*

Edit list style dialogue

The *Edit list style* dialogue box is your central hub for editing list styles. Here, you can edit and change every element in a list style. The *Edit list style* dialogue box is identical in most of its features to the *List* palette, but allows you to edit the list style with more comfort, seeing the list style as a whole, and not in bits and parts in the document.
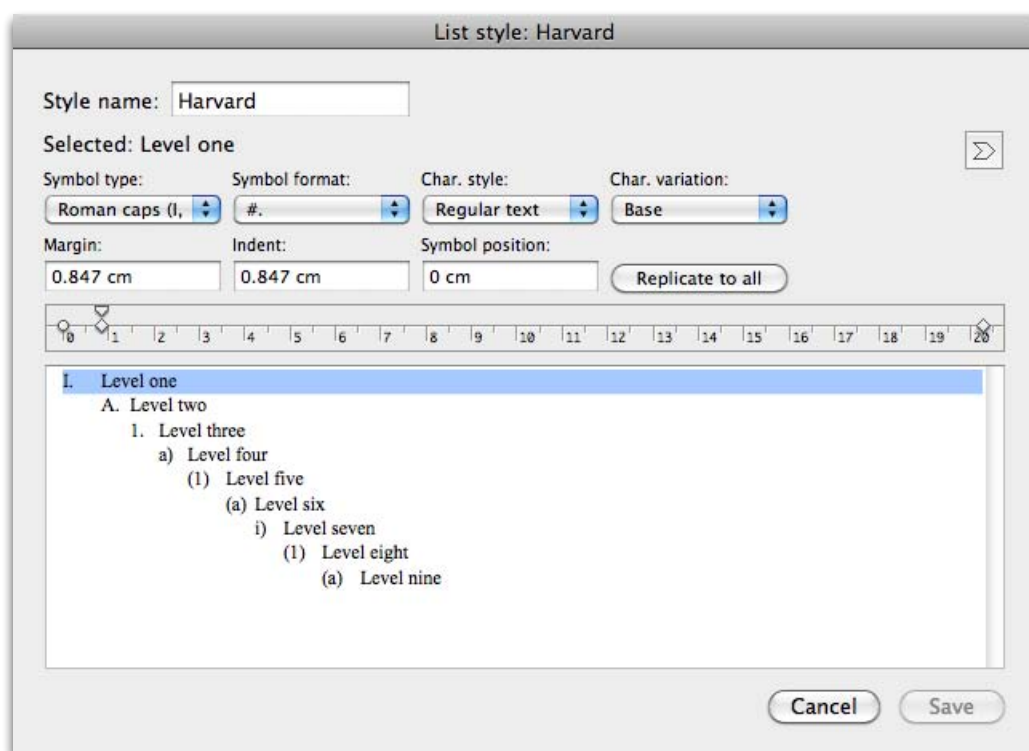
Figure 76: List style dialogue

Style name

The Style name field allows you to name and rename a style whenever you open the *Edit List Style* dialogue box for editing a style.

The list levels area

The list levels area displays all ten levels of a list at once, allowing you to edit them separately while viewing the impact of a change over the look of the list as a whole. You can navigate between the various levels in the list with the up/down arrow.

Replicate to all

The *Replicate to all* button allows you to replicate the Margin, Indent, and Symbol positions, as well as the character style and character variation to all the levels in the list. Its main purpose is to save time when creating a new list, assuming that in most cases you would want all the levels in that list to use the same character style and distance between list levels.

Using lists and list styles

Lists are very easy to use and manipulate.

To start a list:

Do one of the following:

- In the document area, press Cmd+]. Or,
- Choose *Edit > List > Increase one level*. Or,
- Press the *Increase one level* button.

To create a new list item:

- In a list, press the *Return* key.

To increase the list:

Do one of the following:

- In the document area, press Cmd+]. Or,
- Choose *Edit > List > Increase one level*. Or,
- Press the *Increase one level* button.

To decrease the list:

Do one of the following:

- In the document area, press Cmd+[. Or,
- Choose *Edit > List > Decrease one level*. Or,
- Press the *Decrease one level* button.

To reset a list:

Do one of the following:

- In the document area, press Cmd+\. Or,
- Choose *Edit > List > Reset list*. Or,
- Press the *Reset list* button. Or,
- Press the *Decrease one level* button until the list is reset.

To apply list attributes to another list:

1   Choose *Edit > Copy Special > List attributes.*
2   Place the insertion point anywhere in another list.
3   Choose *Edit > Paste.*

To resume an interrupted list:

1 Start a new list.

2 In the *List* palette, change the *Start at* number to the number where the earlier list stopped at + 1 and press the *Return* key.

To split a list into two lists:

1 Place the insertion point where you want the split to occur.

2 Press the Reset button in the List palette. The list will break into two separate lists.

To turn text into a list:

1 Select some text and click the Start list button in the *List* palette.

To change the style for the whole list:

1 Place the insertion point anywhere in the list.

2 In the *List* palette, select another style from the *List style* pop-up menu.

To copy one item with its list attributes to another list:

1 Triple-click the paragraph you wish to copy.

2 Choose *Edit > Copy.*

3 Place the insertion point where you want the paragraph pasted.

4 Choose *Edit > Paste*.

To copy an item without its list attributes to another list:

1 Do one of the following:

- Select the text you want to copy without triple-clicking. Or,
- Select the text and choose *Edit > Copy Special > Plain text*.

2 Place the insertion point where you want the paragraph pasted.

3 Choose *Edit > Paste*.

To discard ad-hoc changes to a list:

- Choose any style from the *List style* pop-up menu.

Editing List styles

There are two ways to create and edit list styles: by example (follow-me), saving changes via the *List* palette *Styles* tab; and by using the *Edit List Styles* dialogue box. These two ways are not mutually exclusive; that is, you can change your mind and

finish a style you have created by example in the *Edit List Styles* dialogue box and vice versa.

Creating a list style

Mellel offers you several convenient ways to create list styles.

To create a new list style:

Use one of the following methods:

- In the document area, create a list and then click the *Create new list style* button in the *Styles* tab of the *List* palette. In the *New list style* dialogue box, name the new style and click the *OK* button. Or,
- Choose *Style Set > Edit Style Sets...* and in the List area click the *Add* button. Mellel will create a new list style.

Note: *The first method will create a duplicate of an existing style (the one currently used). If you want to create a completely new list style, use the second method.*

Editing in the Edit List style dialogue box

Editing a list style in the *Edit List style* dialogue box is simple and straightforward.

To start editing a list style in the Edit List style dialogue box:

1   From the *Styles* tab of the *List* palette select a list style you wish to edit.

2   Click the *Edit list style* button.

3   In the *Edit List style* dialogue box, edit the style, then click the *Save* button to save your changes or *Cancel* to discard.

Note: *Any saved changes will affect all documents using this list style.*

Editing from the document area

Editing a list style from the document area is straightforward and easy, and much easier than editing the style in the *Edit List style* dialogue box, especially when you only need to make small changes.

To start editing a list style from within the document:

1   Start a list and apply the style you wish to edit via the *List* palette.

2   Edit the list level using the *List* palette and the *Ruler*.

3   Create another list item, increase its level, and repeat step 2. Repeat for levels 3-10.

4   When done with editing click the *Save changes to style* button in the List palette.

Note: *Any saved changes will affect all documents using this list style. Unsaved changes will affect only the list range where the changes were made.*

Ad-hoc editing

You can edit and change list styles on ad-hoc basis, that is, make changes without using the regular list style options.

To make ad-hoc edits to a list style:

1   Position the insertion point in a list.

2   Use the *List* palette and *Ruler* to make changes to the list style attributes.

Note: *Ad-hoc changes will affect only the list range where the changes were made. It will not affect other lists using this style or other documents.*

List style management

Mellel offers several powerful options for list style management, including setting the default list style for new documents and manipulating the list style menu.
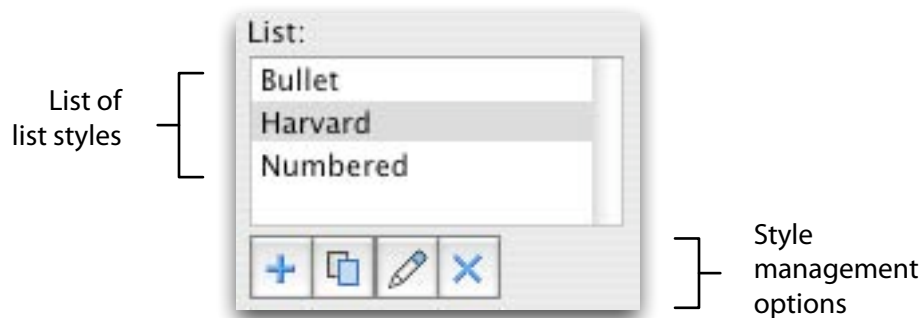
Figure 77: List style management

To set the default list style for new documents:

1   Choose *Mellel (menu) > Preferences....*

2   In the Preferences dialogue box, click the *Styles* section.

3   Select the list style you want as the default list style with all new documents.

Note: *The options offered in the List style pop-up menu depend on the style set selected.*

To edit a list style's name:

Use any of the following methods:

- Open a style for editing and edit its name in the *Style name* field. Or,
- Choose *Style set > Edit style set...* and in the *List* area select the desired style and then click again to start editing it.

To delete a list style:

Do one of the following:

- To delete a list style via the *Edit Style Sets* dialogue box:

  a Choose *Style set > Edit style set...*

  b In the *List* area of the *Style Sets* dialogue box, select the style you wish to delete and press the *Delete* button.

- To delete a style set from the List palette:

  a Select the style you want to delete from the *List* style pop-up menu.

  b Choose *Delete list style* from the *List* style pop-up menu.

To change the position of a style in the list menu:

1 Choose *Style set > Edit style set...*

2 In the *List* area of the *Style Sets* dialogue box, select the desired style and drag it up or down the style list.

To add a separator line (divider) to the style list in the list menu:

1 Choose *Style set > Edit style set...*

2 In the *List* area of the *Style Sets* dialogue box, click the *Add* button and rename the style from "untitled style" to a hyphen ("-").

3 Drag the hyphen up or down in the list to the desired position.

Styles and Style Sets

This chapter explains what styles are, what they're good for, and how to use them efficiently

Should I read this chapter?

You should read this chapter if you intend to use styles extensively in your documents, and especially if you wish to do that methodically

What are styles

A style is a set of formatting attributes that defines the appearance of an element (e.g., a piece of text or an image) in the document. A character style, for example, will contain font or font face attributes; and a paragraph style will contain paragraph alignment and line spacing attributes.

At heart, styles are no more than 'shortcuts' to applying attributes to text. You can work without using them at all, and with notes, letters or short documents you'd probably be doing the smart thing. But with longer documents, or where consistency in styling is required, styles will prove to be an invaluable tool.

Types of styles

Mellel offers several types of styles, each determining the appearance of a different type of element in your document:

- **Character styles** are used to set the appearance of characters in the text.
- **Paragraph styles** are used to set the appearance of entire paragraphs.
- **Page styles** are used to set the appearance of pages and page ranges.
- **Section styles** are used to set the appearance of sections (mainly, columns).
- **List styles** are used to set the appearance of bulleted and numbered lists.
- **Note styles** are used to set the appearance of footnotes and endnotes.
- **Auto-title setups**: Although not styles in the strict sense of the word, for most practical purposes the auto-title setups are used to set the appearance and behaviour of Auto-titles, ToC, Mentions, the Outline and Cross references (with the Auto-title Format element).

Every type of style in Mellel has different, non-converging, attributes. That is, attributes set for one type of style are not not also set by another type of style. Every style is managed individually in its own dialogue box, while general options (such as adding or deleting styles) are managed via the *Style Sets* dialogue box.

Mellel also supports the use of *Formats*. Those are not styles, but they do serve the purpose of a shortcut to some canned format you've created. Among those are the [Find and Replace Actions](#) and [Sets](#), and the [Cross Reference formats](#)).

The style menu

Style menus in Mellel contain three parts:
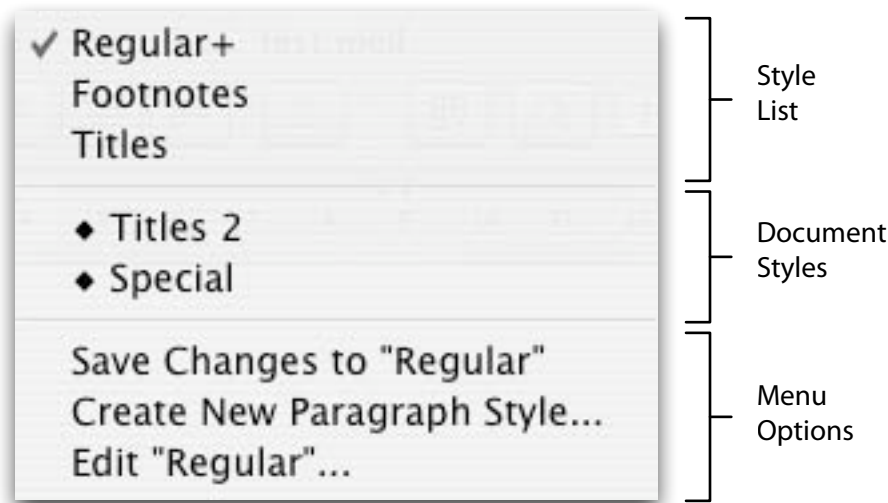
Figure 78: The Style menu structure

- **Style list**: contains the list of styles for this type of style in the style set.
- **Document styles**: list styles used in the document that do not exist in the style set.
- **Menu options**: allow you to save changes to the style, create a new style, or edit the existing style.

The Style menu uses several symbols to indicate the status of the style:

Table 13: Status indications in style menus

Symbol	Indicate
✔	The currently selected style
+	The style has changed
−	The currently selected style when several styles are selected (multiple styles)
!	The style uses a missing font
◆	A document style

Document styles

Document styles are styles that are used in a document, but are not included in the selected style set. Document styles exist, for example, when you delete a style, but there is still text in the document that use it (i.e., refer to it), or when the styles used in a document were changed since you've last opened it.

The existence of document styles is not an indication that something is 'wrong' with the document—it simply indicates that it uses styles that are different from those you have in the style set.

Changes in styles

Handling changed styles

When you change and save a style, the changes are applied to all currently open documents and saved into the *Style set*. When you open another document using the same style set, Mellel needs to know how to handle this document: to **change the document** so it reflects the changes you've made to the styles it uses; or **not to change the document**, so the changes you've made to the style will not be reflected in the document.

Mellel's *Preferences*, under the *Open & Save* section, allow you to make your choice:

When the styles in the document changed:
○ Preserve document appearance
◉ Change document appearance
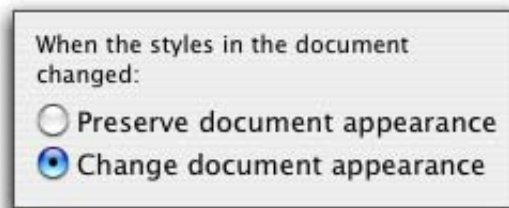
Figure 79: Keep or update existing styles

- **Preserve document appearance**: Choose this option to keep the original appearance of the document. Mellel will ignore changes made to the styles and display the old, pre-change styles, as document styles (marked with a ◆ next to its name).

- **Change document appearance**: Choose this option to adjust the documents you open to changes you've made to styles.

Deleted styles

When you delete a style, it is removed from the style list in the style set. Further on, when you open a document that uses this style set, if the deleted style is used

in the document, Mellel will add the deleted style's name to the style list as a document style (marked with a ◆ next to its name).

Moving a document to another Mac

When you move a document to another computer, the styles in the document will appear normally, if the other computer already has the same style set, or as document styles (marked by a diamond shape (◆) next to their name) if it doesn't.

Importing files

When you import documents, Mellel will create document styles for all the styles used in the imported document. You can replace those new styles with your existing styles by choosing *File > Replace Styles...* and replacing those styles with your own.

Non existing font

When you remove a font from the fonts folder or when you receive a document using a fonts that you do not have, Mellel will indicate the missing font or missing font face with a warning sign (!) next to the style's name in the styles list. The font or font face name will appear in parenthesis. The text in that style will look different, but the style itself will not change. Once the missing font becomes available, the warning will disappear.

Style sets

Style sets are compilations of page, paragraph, character, note, and list styles. Style sets allow you to combine various types of styles to perform specific tasks. For example, you can create a style set to use when writing letters, another for articles, a third for books, and so on.

Style sets can be compared to 'play lists' in a music player: they offer the option to display and use only part of the available styles and make it easier to categorise and manage the styles.

Style sets are saved to a special folder to make them available with every document, but the style set you've used with a certain document is also saved into the document itself. That means that if someone opens this document on a different machine she will be able to view the style set (in the *Style sets* menu), and change the styles.

Stuff you can do

To...	Do this	Keyboard Shortcut
Change a style set	1 Choose *Style set > <any style set>* 2 Choose one of the options in the *Change style set* sheet and press *OK*.	
Edit a style set	• Choose *Style Set > Edit Style Sets...*.	Cmd+Shift+A
Edit a style in a style set	1 Choose *Style Set > Edit Style Sets...*. 2 Choose a style set from the *Style set list* and double-click any of its styles to start editing the style.	Cmd+Shift+A

Create a new style set	1 Choose *Style set > Edit Style sets...* The *Edit Style sets* dialogue box will open.
	2 Do one of the following:
	  • To **create a blank set,** click the *Add* button at the bottom of the style sets list.
	  • To **duplicate an existing set**, click the *Duplicate* button at the bottom of the *Style set list*.
	3 A new set will be created, with its name open for editing. Edit the name, then do one of the following:
	  • Click another style set on the *Style set list* and from its styles drag at least one style of each style type into the new style set. You can drag styles from any available set.
	  • Click the *Add* button at the bottom of the styles list to create at least one style of each style type.
	4 Click *Save* to save your changes.	

Delete an existing style set	1 Choose *Style set > Edit Style sets...* The *Edit Style sets* dialogue box will open. 2 Select the style set you want to delete in the style set list and click the *Delete* button at the bottom of the style sets list.	

Rename an existing style set	1	Choose *Style set > Edit Style sets...* The *Edit Style sets* dialogue box will open.
	2	Select the style set you want to rename and click again to open it for editing.
Make a document set a global set	1	Choose *Style set > Edit Style sets...* The *Edit Style sets* dialogue box will open.
	2	Click the document style set at the bottom of the style set list.
	3	Click the *Make Global* button.

Style set menu

The Style set menu allows you to view the currently available style sets and document specific style sets, move between style sets, and edit the style sets.
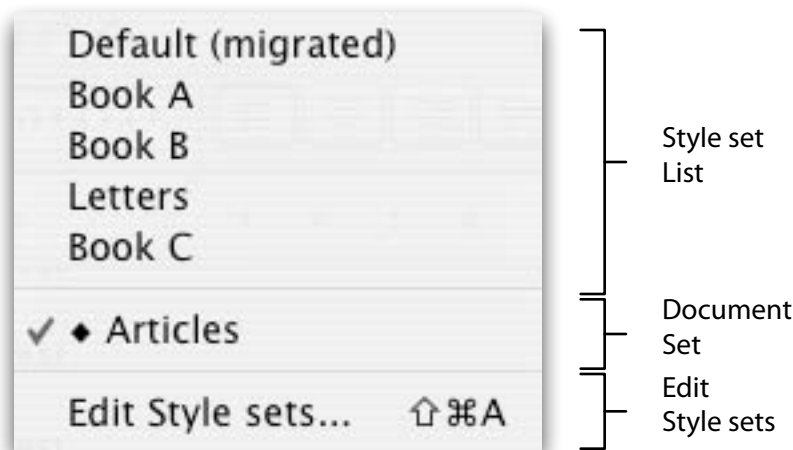
Figure 80: The Style set menu

- **Style set list**: lists the available style sets alphabetically.
- **Document set**: If the document contains a style set you do not have, it will be displayed here.
- **Edit Style sets...**: opens the *Edit Style sets* dialogue box.

Edit Style sets dialogue box

The *Edit style sets* dialogue box is the main hub for editing styles. From here you can manage and edit all your style sets, manage styles, and edit them.

Locking and
Unlocking sets

List of
Style sets

Style
management
options
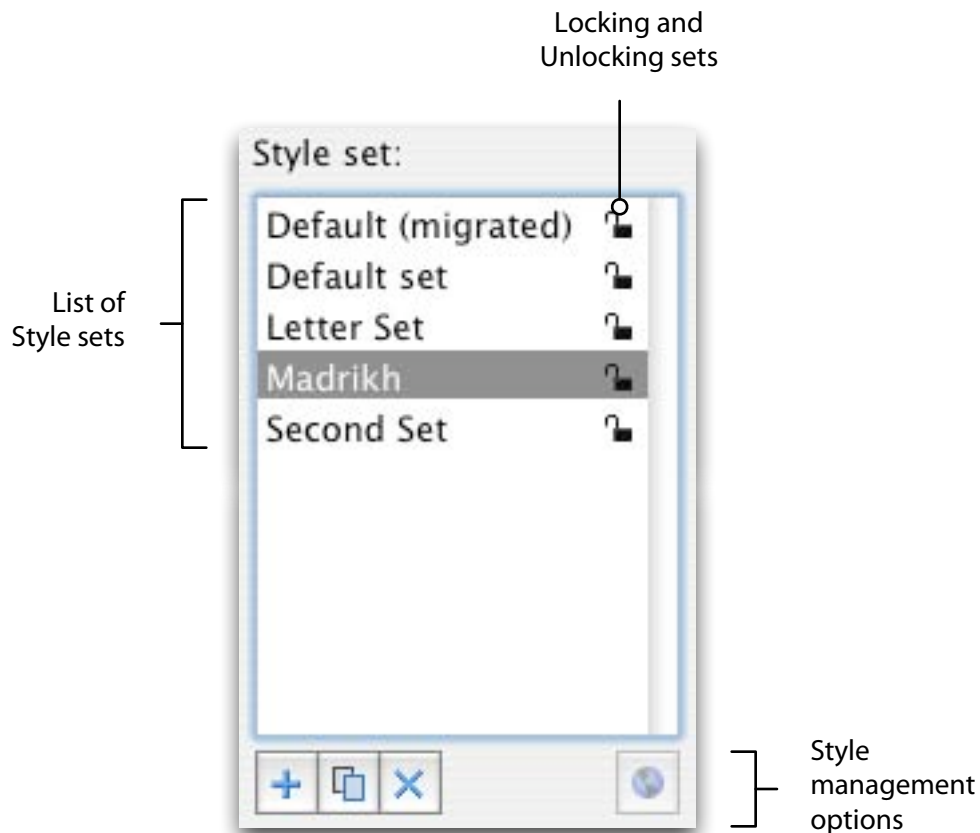
Figure 81: Edit Style set options

- **List of style sets**: lists all available style sets.
- **Locking and unlocking**: Clicking on the lock next to the style set allows you to lock or unlock it for changes. This is mainly a safety measure.
- **Add**: adds a blank (empty) new style set.
- **Duplicate**: duplicates the currently selected style set.
- **Delete**: deletes the currently selected style set.
- **Make set global**: If a document style set is selected, allows you to turn a document set into a regular (global) set.

Changing style sets

Mellel allows you to change the style set used with a document. This feature is useful , for example, to switch between different sets of styles using the same style names, thus changing the appearance of the entire document in one fell swoop; to streamline documents to certain styles; or to switch from a style set used with a document you've received.

Change style set sheet

When you change from one style set to another, Mellel will drop the *Change style set sheet* to prompt you to decide which style-matching method to use when switching sets.

How would you like to match the styles in the document with the new style set?

○ Match identical styles
○ Match by style name
● Match by style attributes

Cancel   OK
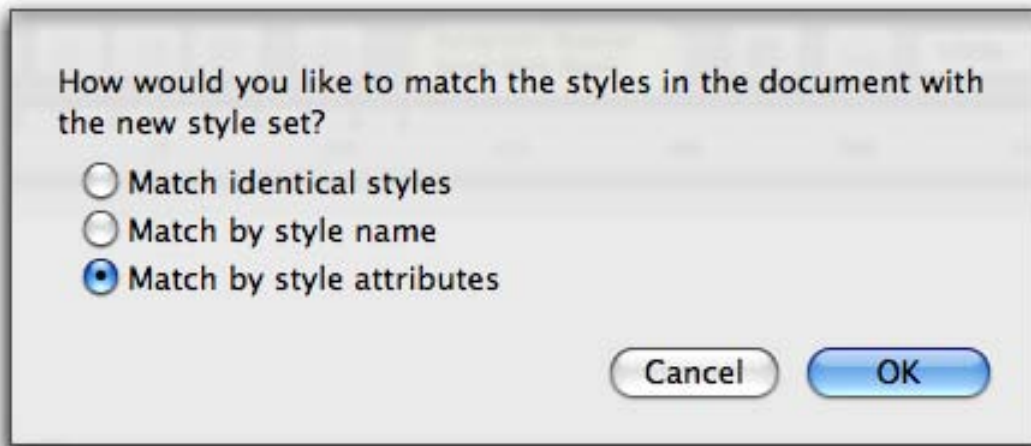
Figure 82: The Change style set sheet

There are three options for matching the document styles:

- **Match identical styles**: Mellel will match styles that are identical in name and attributes. Non-identical styles will become document styles.

- **Match by style name**: Mellel will match styles by their names, ignoring their attributes. Styles without a matching name will become document styles.

- **Match by style attributes**: Mellel will match styles by their attributes, ignoring their names. Styles with attributes that have no exact match in the new style set will become document styles.

When to use which? **Matching identical styles** is the best choice if you want to switch between sets with minimal 'repercussions': styles that are identical in every way will replace the styles in the old style set, and the rest will become document style—the document appearance will not change. This option is very useful in cases where you've created a new set, based on an existing set, and want to move to the new set smoothly.

Match by style name is a useful choice when maintaining the appearance is not an issue. A typical case can be one where you have a 'work set' and a 'print set'. Both sets have styles with the same name, but with different attributes. The 'work set' may have larger text that is easier to work with when writing, and the 'print set' may have the text set to look better in print.

Match by style attributes is a powerful streamlining option. It checks to see the attributes used in the text and minimise the number of styles used as much as possible.

Tables

This chapter explains what tables are and how to use them

Should I read this chapter?

You should read this chapter if you intend to use tables in your documents

What are tables

The tables option in Mellel was developed with one aim in mind: to offer the most advanced features without losing simplicity and ease of use. To achieve this task, Mellel organises all table options in one concise and clear table palette, thus saving the need to switch between a dozen or more different dialogue boxes to apply all the options.

To save space and simplify things, Mellel examines the selected range (the cell or cells you have selected) to determine which options will be available, which options will be disabled, and what would actually happen when you click or select an option. For example, if you select one cell, the Border Selector will enable only the four borders of this cell, since those are the only border options applicable here.

If you select two cells vertically, the Border Selector will also show a line representing the horizontal line between two (or more) cells selected vertically. As you will notice, the Line, Weight, and Colour options remain enabled and are reusable. That is, they are available and applicable to whichever range of cells you have selected.

To create a table:

1　Do one of the following:

- **Choose** *Insert > Table.* **Or,**
- Click the Insert Table button in the toolbar.

2　In the sheet that appears, you can change the number of rows and columns in the table and the table's direction.

3　Click "Insert Table."

Note: *You can create a table in the document text area, header, footer and in notes.*

Note: *The table direction determines the table directionality (to the right or to the left), direction, and its behaviour when changing columns width. You can change the table direction at any time through the Table direction pop-up menu in the Table palette.*

To change the height or width of a row or column:

● Hover above a row or a column border until the cursor changes its shape to a two-headed arrow and drag upwards, downwards, to the right, or to the left.

To open the Table palette:

● Choose *Window > Palettes > Table*

Navigating in a table

Navigation within a table in Mellel is easy and simple. The options are detailed with the following table.

Table 14: Table navigation

Key	Navigate
Tab	Skip from one cell to another
Tab (at the end of table)	Adds one row to the table
Shift+Tab	Skip one cell back
Option+Tab	Jumps to the next tab stop within a cell
Right Arrow	(when at the end of the text in a cell) Jumps to the cell to the right
Cmd+Right Arrow	Jumps to the next cell and select its content
Left Arrow	(when at the beginning of the text in a cell) Jumps to the cell to the left
Cmd+Left Arrow	Jumps to the previous cell and select its content
Down Arrow	Jumps to the cell below. If at the bottom cell in a table, jumps to the line below the table.
Down Arrow (when above a table)	Enter the table cell below that best correspond to the insertion point position
Cmd+Down Arrow	Jumps to the cell below and select its content. If at the bottom cell in a table, jumps to the line below the table
Up Arrow	Jumps to the cell above. If at the top cell in a table, jumps to the line above the table
Up Arrow (when below a table)	Enter the table cell abvoe that best correspond to the insertion point position
Cmd+Up Arrow	Jumps to the cell above and select its content. If at the top cell in a table, jumps to the line above the table
Shift+Up/Down/Right/Left Arrow key	Will extend the selection of cells corresponding to the arrow key

The Table palette

The Table palette contains all the options to manipulate tables in Mellel. Those options include setting the table direction, selecting cells, changing cell borders, alignment, padding, fill, and options to add, delete, join, split, and equalise cell width.
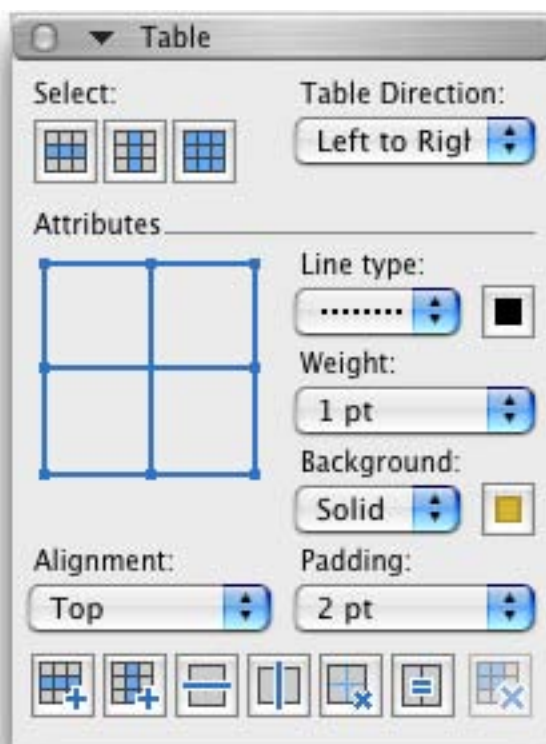
Figure 83: The Table palette

Table direction

Tables in Mellel are bi-directional. That is, they can run from left to right or from right to left. The table editing behaviour when dragging cell borders, adding or deleting borders, adding diagonal lines, etc. changes when you change the table direction. For example, if you create a Left to Right table that looks like this:

Figure 84: Left to Right table

when you change the table direction to Right to Left, it will look like this:

Figure 85: Right to Left table

Note that the diagonal line has also changed its direction to accommodate the change in the table direction.

Note: *Changing the table direction does not affect the text direction within the cells.*

To change table direction:

• Place the insertion point within a table and select "Left to Right" or "Right to Left" from the Table Direction pop-up menu.

Selecting Cells

You can select cells in a table using two different methods: manual selection and the Select set of buttons.

To select cells manually:

1   Place the insertion point inside a table, then click and drag in any direction until all the cells you want to select are displayed as selected (with a grey background).

2   Release the mouse button.

Figure 86: Selecting cells manually

To select cells using the Select buttons:

● Place the insertion point inside a table and click the Select Row, Select Column, or Select Table buttons to create a selection.

Figure 87: Selecting cells using the Select buttons

Table lines and border selector

The table lines section of the table palette allows you to select and change the line type, weight, and colour of cells, cell borders, and diagonal lines in cells.
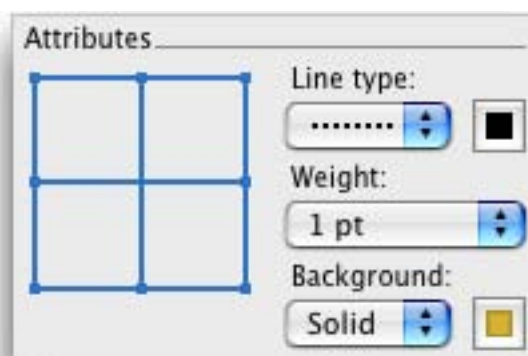
Figure 88: Table lines and border selector

Border Selector

The border selector is used to determine which cell borders will be affected by the changes you make in line type, line weight, and line colour. The border selector changes contextually depending on the range of cells selected in the table. For example, if you have selected just one cell (that is, if you placed the insertion point within a cell), the border selector will look like this:

Figure 89: Border Selector

Because only a single cell is selected, only its four borders (drawn in blue) can be changed using the border selector. However, when you select two cells vertically:

Figure 90: Selecting two cells vertically

The border selector will change to look like this:
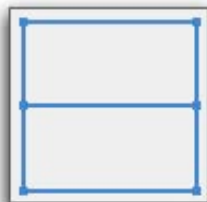
Figure 91: The border selector after selecting two cells vertically

The added border in the middle indicates that there are horizontal lines between cells that can be manipulated. If you further extend the selection:

Figure 92: When changing the selection

the border selector changes to fit the extended selection and also shows a vertical line:
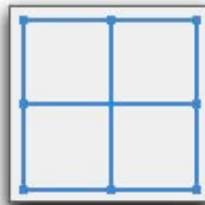
Figure 93: The border selector reflects the change

There are three different options to change the appearance of a line:

- **Line Type**: allows you to select between none (no line) and Solid.
- **Weight**: allows you to set the width (weight) of the border.
- **Colour**: allows you to set border colour.

Selecting lines with in the border selector

Mellel offers several options to make border selection very easy and efficient.

To select or deselect borders in the Border Selector:

- Click on the desired border.

Figure 94: Clicking on the desired border

To select or deselect adjacent borders:
*   Click on the junction between the borders.
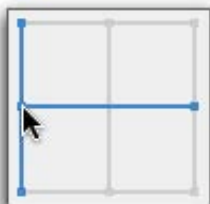
Figure 95: Clicking the junction between the borders

To select only one border and deselect the rest:
*   Press the Option key and click on the desired border.

To select only adjacent borders and deselect the rest:
*   Press the Option key and click on a junction between the borders.

Figure 96: Clicking the junction between the borders with Option pressed

To change the appearance of cell(s) borders:

1   Select the borders you wish to change.

2   Select the type of line (solid or none), the line width, and the line colour (the last two are active only if you have selected Solid as line type).

3   To change other borders or to override the changes you have made before, simply repeat steps 1 and 2.

Creating diagonal lines

When a single cell is selected, you can add a diagonal line from top-right to bottom-left, or from top-left to bottom-right.

To create a diagonal line:

1   Click in a cell where you wish to create a diagonal line.

2   Option-click on one of the diagonal lines in the Table palette.

3   Select Solid from the Line Type pop-up menu.

4   Change the Weight and Colour options as needed.

To create text labels in a cell with a diagonal line:

1   Create the diagonal line as explained above.

2   Click anywhere in the cell containing the diagonal line.

3   In the Table palette, set Alignment: Justify.

4   Type your two labels (for example, "Numbers" and "Letters") on two different lines (separated by Return).

5   Place the insertion point within the first label (in this example, "Numbers").

6   In the *Paragraph* palette, click the *Align right* button.

7   You can now set the font, size, colour, etc. of your text.

To delete an existing diagonal line:

1   Click to place the insertion point in a cell where a diagonal line exists.

2   Press the Option key and click on the diagonal line in the border selector.

3   Select None from the Line pop-up menu.

Vertical Alignment

The Alignment pop-up menu allows you to change the vertical alignment of text within a cell. This option is useful when you want to give your tables an orderly appearance, or when you want to improve the appearance of merged cells when placed alongside unmerged cells.

To change the vertical alignment of text:

1   Select a range of cells for which you wish to change the alignment.

2   Select one of the options from the Alignment pop-up menu.
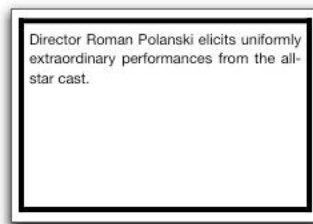
Figure 97: Cell with text aligned to the top
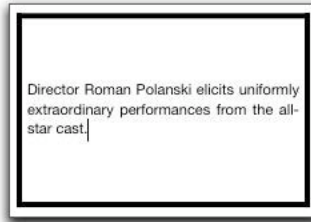
Figure 98: Cell with text aligned to the middle
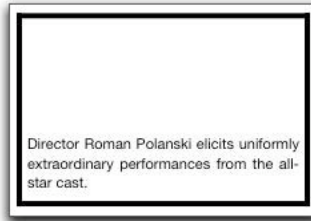
Figure 99: Cell with text aligned to the bottom
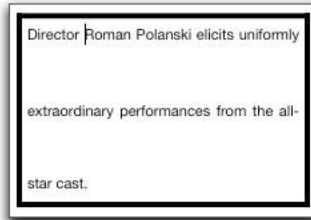
Figure 100: Cell with text justified vertically (Justified)

Cell Padding

Cell padding determines the minimal distance from the innermost edge of the border to the content of the cell. In Mellel, this distance is measured in points from None (no padding) to 5 points. The padding is maintained even if you change the border weight (i.e., the borders would not overlap the text). The default padding value is 2 points, and it is advisable not to change this value unless you are absolutely sure you know what you are doing.

To change the padding of a cell:

1   Select a range of cells for which you wish to change the padding.

2   Select one of the options from the Padding pop-up menu.

Background (colour)

You can set the background colour for a single cell or a selected range of cells. Each time you set the background colour for a cell, this setting will override any existing fill setting.

To change the background colour of a cell:

1   Select a range of cells for which you wish to change the background colour.

2   Choose *Solid* from the Background pop-up menu and click the colour button. The standard colour change window ("Colours") will open. Select the desired background colour and close the "Colours" window.

Options

In this section of the Table palette, you can use options to add rows and columns, merge cells, split cells, equalise cell width, and delete cells.

Table 15: Table options

Option	Image
Add Row	
Add Column	
Split horizontally	
Split Vertically	
Merge Cells	
Equalise Column Width	
Delete Cells, rows, columns	

Adding rows and columns

The Add Row and Add Column options are necessary when you need more rows or columns to contain all the content you want to include in a table.

To add a row to a table:

1   Place the insertion point anywhere within a table.

2   Click the Add Row button. The row will be added below the bottom row in the table and will inherit the attributes of the last row in that table.

To add a column to a table:

1   Place the insertion point anywhere within a table.

2   Click the Add Column button. The column will be added to the right or left end of the table (depending on the table direction), and it will inherit the attributes of the end column in that table.

Note: *Sometimes you will need to add a row or a column not at the end of the table but just above or below a certain point. To do that, you will need to use the Split Horizontally or Split Vertically options:*

To add a row in place:

1   Select the entire row below which you wish to add another row.

2   Click the Split Horizontally button.

To add a column in place:

1   Select the entire column to the right or left of which you wish to add another column.

2   Click the Split Vertically button.

Tip: *You might want to consider selecting the columns you have added alongside other columns and use the Equalise Width option to equalise their width.*

Merging Cells

Cell merging allow you to create a cell that will stretch over or next to other cells. This option is useful, for example, when your table need to contain categories and sub-categories as in the small example shown below:

This Year				Next Year			
Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
55	45	65	80	12	58	69	103

Figure 101: Example with merged cells

Here, the cells for "This Year" and "Next Year" need to stretch over all four quarters, a task best achieved using merging of cells. Cell merging can be performed on any selected range of cells, including the whole table. When you merge cells, Mellel also merges the cells content in the joined cells.

To merge cells:

1 Select the range of cells to merge.
2 Click the Merge Cells button in the Table palette.

Splitting cells

When you split table cells in Mellel, you create two or more cells, rows, or columns in the space of one. This option is useful for much the same purposes as cell merging, but the other way around. For example, the example table above was created from an 8 columns table by merging the top eight cells into two expanded cells. The same table can be created from a 2 columns table by splitting and re-splitting the bottom two cells.

To split cells:

1 Select the cell or cells to split.
2 Click the Split Cells Horizontally or Split Cells Vertically button in the Table palette.

Tip: *You can use the split options to add a column or a row.*

To add a row using Split Horizontally:

1 Select the entire row below which you wish to add another row.
2 Click the Split Horizontally button in the Table palette.

To add a column using Split Vertically:

1 Select the entire column to the right or left of which you wish to add another column.
2 Click the Split Vertically button in the Table palette.

Equalising cell width

The equalising cells option allows you to equalise the width of columns in a selected range. This option is useful when you want to give your table an orderly appearance, or as a quick fix to various unneeded changes in cell width.

To equalise cell width:

1   Select two or more cells horizontally.

2   Click the Equalise Width button in the Table palette.

Deleting entire rows or columns from a table

Mellel offers two types of deleting in tables: deleting an entire row or column (that is, deleting the actual cells and all the content in the cells), and deleting only the content within the cells (leaving the cells intact, but empty).

The Delete Cells option (the right-most button) in the Table palette enables you to delete one (or more) entire row or column. For example, suppose you have a table with 3 columns and 6 rows. If you use the Delete Cells option to delete a row, you will have only 5 rows left in your table.

In order to delete one (or more) entire row or column, the entire row or column must be selected (highlighted). If only some of the cells in a row or column are selected, the Delete Cells option in the Table palette will be disabled.

To delete a single row:

1   Place the insertion point in the row you wish to delete.

2   Click the Select Row button and then click the Delete Cells button in the Table palette.

To delete a single column:

1   Place the insertion point in the column you wish to delete.

2   Click the Select Column button and then click the Delete Cells button in the Table palette.

To delete multiple rows or columns:

1   Select any entire row(s) or column(s) you wish to delete.

2   Click the Delete button in the Table palette.

Copy, cut, paste, and delete table content

Standard text manipulations such as copy, cut, paste, and delete are very useful when editing a table. Mellel makes them very easy to understand and use by clearly differentiating table and text manipulations.

The simple rule is: Any editing done using the table palette will affect the table and not its content. Any editing done using standard text manipulation options

(Cut, Paste, Select All, etc.) will affect the content of the table but not the table itself.

If you are familiar with the basic editing commands in a word processor application, you will have no problem applying them to table content editing as well. Here we will review only those aspects that are slightly different when editing table content versus editing "regular" text in a document.

To select the content of one cell:

- Place the insertion point within the cell whose content you wish to select and choose *Edit > Select All*.

To select the content of the entire table:

- Place the insertion point anywhere in the table and click the Select Table button.

To copy text in a table (or in the text):

Do one of the following:

- Select the cells that contain the content you wish to copy and choose *Edit > Copy*. All the text in those cells will be copied. Or,
- Select the cells that contain the content you wish to copy from another table and choose *Edit > Copy*. All the text in those cells will be copied. Or,
- Select text from the document and choose *Edit > Copy*. All the text in the selection will be copied.

Note: *The copy procedures also apply to copying images, and to a copying of a combination of image(s) and text.*

To cut text from a table (or from the text):

Do one of the following:

- Select the cells that contain the content you wish to cut and choose *Edit > Cut*. All the text in those cells will be removed. Or,
- Select the cells that contain the content you wish to cut from another table and choose *Edit > Cut*. All the text in those cells will be removed. Or,
- Select text from the document and choose *Edit > Cut*. All the text in the selection will be removed.

Note: *The cut procedures also apply to cutting images, and to cutting of a combination of image(s) and text.*

To paste text in a table:
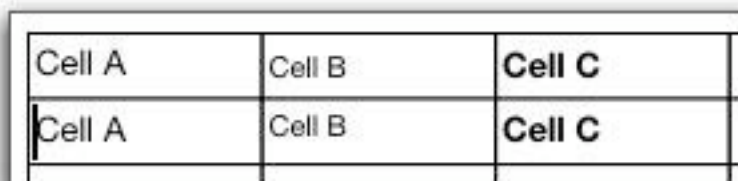
- Place the insertion point inside a cell and choose Edit > Paste. The text will be pasted into the cell and any other adjoining cell(s), depending on the nature of the copied text. For example, if you have copied the content of three cells in a row:

Figure 102: Text copied in a table
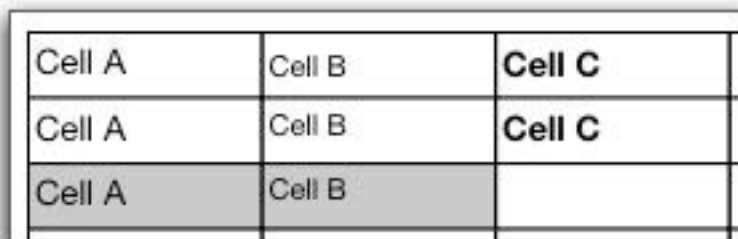
Mellel will try to paste the content of those cells horizontally, starting with the cell where the insertion point is located.

Figure 103: When text is pasted into a table

- If you select a range of cells that matches the range of the copied content, Mellel will paste it without any further changes (that is, the result will be identical to pasting text at the insertion point).

- If you select a range of cells that is different in range (number of cells selected) or orientation (that is, vertically instead of horizontally), Mellel will paste only the content that suits the selected range or orientation. For example, with only two horizontal cells selected, you would get:

Figure 104: Pasting with different ranges of cells selected
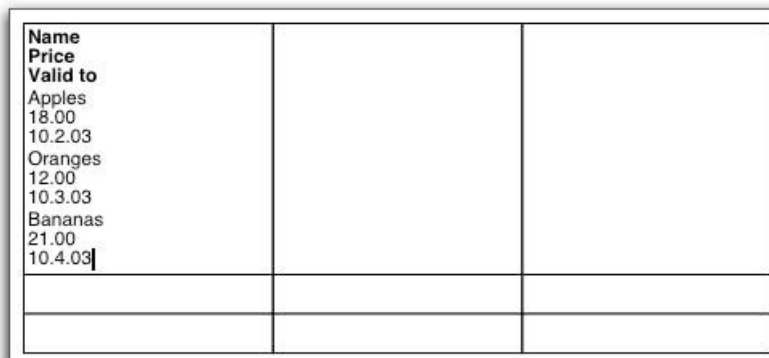
- If you paste text from another table, text in the document, or from a different application, Mellel will treat it one of two ways, depending on the selected range in the table. If you paste at the insertion point (that is, in a cell), Mellel will interpret this as trying to paste the entire text into that cell. If you select a range of cells, Mellel will interpret this as trying to paste the text into that range and will try to organise the text accordingly. For example, this random text copied from TextEdit:

Figure 105: Copying text from TextEdit

When pasted into a cell, this will produce the following result:

Figure 106: Initial result of text pasted

But when the same text is pasted into a selected range of cells, Mellel will read the standard delimiting characters (tab = move to next column; Return = move to next row), and the table will look like this:

Name	Price	Valid to
Apples	18.00	10.2.03
Oranges	12.00	10.3.03

Figure 107: Improved result with text pasted

Note: *Mellel will automatically insert tabs when you paste text that contain tabs. Also, Mellel will never add, delete, or otherwise change the table following a paste operation.*

Converting text to table

Mellel offers an option to automatically convert any tab-delimited text that is imported, pasted, or created in Mellel itself into a table.

To convert text to table:

- Select the text you wish to convert to a table and choose *Edit > Convert Text to Table*.

Applying text attributes to cells

Applying styles and other text attributes to text and images in tables is very easy and is identical in every respect to applying such attributes to any other block of text. You can apply paragraph and text styles to text in multiple cells, change the paragraph and line spacing, adjust the start and end margins, adjust the indents, etc.

Manipulating images within cells

Images in cells can be treated in much the same way as images in other places in the document. When you paste or drag and drop an image into a cell, it is scaled to fit into the cell. There you can change its size, move it around, copy it, apply a style to it, and other regular operations you can do with images.

Moving and copying tables

Moving tables around a document and copying tables within a document is very easy. If you have mastered the art of drag and drop, then you already know all you need to know about moving and copying tables in Mellel.

To copy or cut a table:

1   Double-click **outside** the page margins beside a table. The table will be selected and a grey selection box will appear behind the table. The cursor should remain an arrow as it was before making the selection.
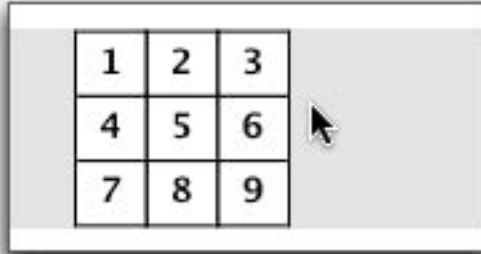
Figure 108: Copying a table

2   Choose *Edit > Copy* or *Edit > Cut* as applicable.

To copy or cut a table with text before or after it:

1   Do one of the following:

 • If the selection starts with the table, place the cursor **outside** the page margins beside the table and drag downwards or upwards to include the additional text you want to select.

 • If the selection starts before or after the table, place the insertion point where you want the selection to start and drag downwards or upwards.

2   Choose *Edit > Copy* or *Edit > Cut* as applicable.

To paste a table:

1   Copy or cut a table (as shown above).

2   Place the insertion point where you want the table to be placed

3   Choose *Edit > Paste*.

To move a table:

1   Double-click **outside** the page margins beside a table. The table will be selected and a grey selection box will appear behind the table.

2   Drag the table to the place you want to move it and release the mouse button. If you press the Option key while dragging, Mellel will create another copy of the table rather than move it.

Note: *The same method will work when dragging and dropping between Mellel documents. This method will not work with clippings or when dragging the table directly into other applications.*

Templates

This chapter explain what templates are and how to use them

Should I read this chapter?

You should read this chapter if you intend to use template documents

What are templates

Templates are 'dummy' pre-formatted documents, intended to speed up the creation of often used types of documents such as letters, fax forms, or envelopes. Templates are also used as forms or general guides to preparing documents with a certain format (for example, a document in a format suitable for admission to a magazine).

Templates in Mellel are simple Mellel files with a unique filename extension. This filename extension (.meltem) tells Mellel that those files are templates, so it knows to open them as such.

When you open a Mellel template, Mellel creates a new untitled document which is a duplicate of the template. This way, you can change the document and save it, without affecting the template, which will remain unchanged for future use.

Stuff you can do

To...	Do this	Keyboard Shortcut

Open a template	1 Do one of the following:
	• Choose *File > Open Template* and then navigate the sub menu to the template you wish to open and choose it. Or,
	• Choose *File > Open Template > Browse...*
	   1 In the *Open Template* dialogue box, select a template category from the *Categories* list.
	   2 From the templates offering, select a template and click the *Open* button or double-click the template.	

Save a document as a template	1 Choose *File > Save as template...*
	2 Name the template in the *Template Name* field.
	3 Choose into which Category (folder) you wish the template to be saved with the *Category* pop-up menu. You can also create a new category, if you so wish, or save the template outside the templates folder.
	4 **Optional**: add a description for the template in the *Description* field.
	5 **Optional**: Set the preview for the template. By default, Mellel creates a preview using Page 1 of the template, but you can use any other page, a custom image or, simply, not use any.
	6 Click the *Save* button.
Set Mellel to use a template as the default file	1 Choose *Mellel (menu) > Preferences...*.
	2 Click to open the *Open & Save* section.
	3 Check *Default Template* and from the *Open* dialogue box select the template you want to use as default from now on.
	4 Click *Open*.
Change or update a template	1 Open the template you wish to change and change it.
	2 Choose *File > Save as Template...*.
	3 Mellel will place you within the same Category and will default to the same name the template had, so you only need to press the *Save* button and save over the existing template.
Remove a template or a templates folder	1 In the Finder, navigate to ~/Library/Applications Support/Mellel/Templates/
	2 Move the template(s) and/or folder(s) you wish to remove to the Trash.
	Note: *With 10.7 (Lion) or later you'll need to perform this task via the Terminal app.*

Using templates

Using templates in Mellel is simple and easy. All you need to know is how to use the *File* menu.

Creating templates

Creating templates in Mellel is as easy as saving files, and also allows you to set where the template will be saved, set the preview and add a description for the template.

Images and Graphics

This chapter contains explanations about graphic elements and images in Mellel

> **Should I read this chapter?**
>
> You should read this chapter if you intend to use graphic elements and images in your files

Mellel allows you to insert graphic elements such as images, graphs or equations, and place them anywhere you want in your documents. You can insert graphics into Mellel by drag and drop or via the *Insert* menu, and edit their attributes via the *Image* dialogue box, and control the way text flows around images via the *Wrap* palette.

Graphic attributes

Inserted graphic elements in Mellel can be placed into a document as either as inline or as floating objects. The graphic elements can cause the text to wrap around them (if you so choose), and you can also add a frame to the image (frames are initially transparent and invisible).

Supported graphic formats

Mellel supports the insertion of files using any graphic format supported by Mac OS X, preserving both pixel and vector data (where it exists). Among those formats are: BMP, EPS, GIF, JPEG, PDF, PICT, PNG, PSD (Photoshop), TARGA, TIFF, and more.

In most cases, even if a specific format is not 'officially' supported, once inserted into Mellel it will be converted to an acceptable graphic file format. For example, you may copy or drag graphics directly from applications such as Adobe Illustrator®, Macromedia FreeHand®, OmniGraffle®, and others, and the illustrations will be placed in Mellel preserving both pixel and vector data.

Stuff you can do

To...	Do this	Keyboard Shortcut

Insert an image into Mellel	• Do one of the following:
	  • Drag the image into an open Mellel document window. Or,
	  • Open the document containing the graphics in an application that supports displaying it, copy it and then move to Mellel and choose *Edit > Paste*.
	  • Choose *Insert > Image* and then navigate to that image, select it and click *OK*.

Replace an inserted graphics	1 Click the graphic you want to replace to select it. 2 Choose *Insert > Image...* 3 Select the graphic you want to insert instead of the existing graphic and press *OK*. **Note**: *when replacing a graphic element the Scaling and Frame attributes of he replaced graphics are preserved.*
Edit graphic attributes	• Double-click an graphic element.

Edit text wrap	• Do one of the following:
	  • Double-click a graphic element.
	  • Select a graphic elements, and open the *Wrap* palette.

Resize a graphic element	• Do one of the following:
	  • Click the graphic element to select it and drag the handles at the four corners of the graphic element to change its size. Press the *Shift* key to resize the graphics maintaining its original aspect ratio.
	  • Double-click a graphic and in the *Image* dialogue box, set the *Horizontal* and *Vertical* scale values

Set a graphic element's wrapping placement	• Select the graphic element, and do one of the following:
	  • In the *Wrap* palette set its placement to either *Inline* or *Floating*.
	  • Double-click the element, and in the *Image* dialogue box set its placement to either *Inline* or *Floating*.

Set a graphic element's wrapping options	1 Select the graphic element, and do one of the following:
	  • In the *Wrap* palette check the option *Image Causes Wrap*.
	  • Double-click the element, and in the *Image* dialogue box check the option *Image Causes Wrap*.
	2 Click any of the wrap buttons, or set the *Extra space* around the wrapped image.

Set the size of a graphic element	• Double-click a graphic and in the *Image* dialogue box, set the *Width* and *Height* for this graphic

Move a graphic element within its frame	1 Double-click a graphic, and in the *Image* dialogue box, select *Float in frame* from the *Fitting method* pop-up menu, and press *OK*.
	2 Press and hold the *Option* key while dragging the graphic around inside the graphic frame.
Retrieve missing images	1 Follow the instructions for Replacing an image <u>Previous Page</u>.

Image dialogue box

The *Image* dialogue box allows you edit, change and control all the attributes related to a graphic element.
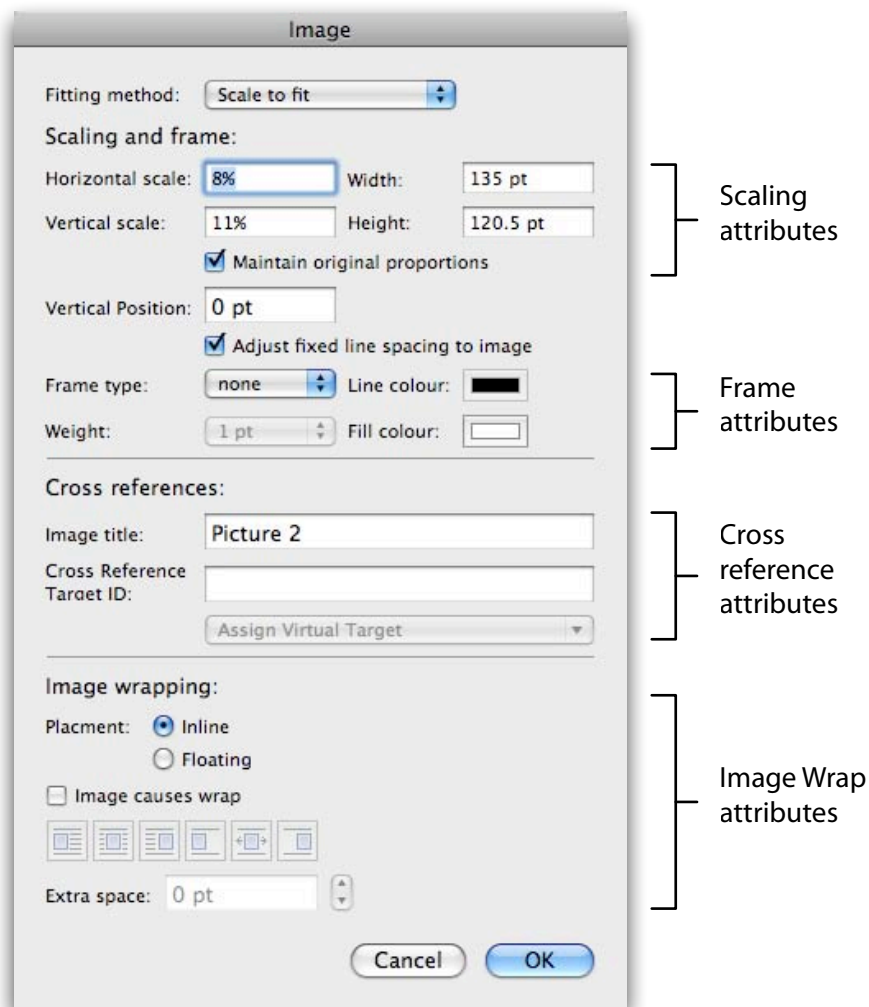
Figure 109: The *Image* dialogue box

- **Fitting method**: determines how the graphic will be fitted in its frame.

a   **Scale to fit**: With this method, the graphic element is resized to fit the frame size.

b   **Float in frame**: With this method, the graphic element is not resized; only the portion of it that can be viewed within the graphic element frame will be displayed.

Figure 110: An image scaled to fit (left) and floating in frame (right)

- **Horizontal and Vertical scale**: determines the graphic scaling within the graphic frame (in percent).

- **Width and Height**: determines the graphic scaling within the graphic frame using the currently selected measurement unit.

- **Maintain original proportions**: allows you to enable (check) or disable (un-check) constraining of the graphic frame proportion. If *Scale to fit* is the selected *Fitting method,* the graphic would be proportionally resized. If not, this attribute will only apply to the graphic frame.

- **Frame type**: allows you to set the graphic frame type to *none* or *Solid*. If *none* is selected, there will be no visible graphic frame. If *Solid* is selected, you can also set the *Weight*, *Line colour*, and *Fill colour of the frame*.

- **Weight**: allows you to set the width of the graphic frame.

- **Line colour**: allows you to set the colour of the graphic frame line.

- **Fill colour**: allows you to set the fill colour for the graphic frame. The fill colour will be visible only if the graphic contains transparency, or if it is smaller than the graphic frame.

- **Vertical position**: allows you to set the vertical shifting of a graphic elements. This is mainly useful if you need to have an inline image set higher or lower in relation to the position in the text to which it is anchored.

- **Adjust fixed line spacing to image**: With inline images, if checked, Mellel will position images in a text laid out with fixed line spacing as a multiplication
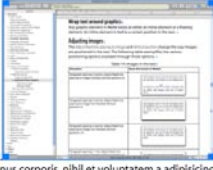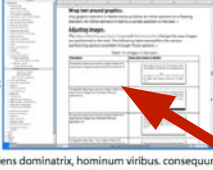
the line spacing. For example, if the line spacing is 14 points, and the image height is 53 points, it will be positioned as if it resides inside a line whose line spacing is 56 points (14 x 4).

- **Image title**: allows you to name the image. You can refer to that name in a reference.
- **Cross Reference Target ID**: allows you to enter a unique name identifier for the image, thus turning it into a target you can refer to with a reference.
- **Assign Virtual Target**: Allows you to assign the image to a virtual target (if there is one in the text).
- **Placement**: You can choose to position a graphic element as an inline or floating item. For more details, see Wrap text around graphics.
- **Image causes wrap**: toggles between causing wrap (checked) or not (unchecked). For more details, see Wrap text around graphics.
- **Wrap options** (button): allows you to access various wrap text around images options. For more details, see Wrap text around graphics.
- **Extra space**: sets the space around the images when wrapping.

Wrap text around graphics

Any graphic element in Mellel exists as either an inline element or a floating element. An inline element is tied to a certain position in the text. When it does not cause wrap it appears as a large letter in the text (see Adjusting non-wrapping inline images). When it causes wrap, it forces the text around it to wrap around it in the selected wrapping manner.

Table 16: Inline image with and without wrap

Inline image, no wrap	Inline image, with *Both sides* wrap (the red arrow points to the point to which the image is anchored)

When a graphic element is floating, it is not tied to any specific point in the text but 'hovers' above it. A floating graphic element can also cause the text to wrap around it.

Types of wrap

Mellel allows you to use different types of wrap, depending on whether the image is an inline image or a floating image.

Wrap around floating elements

There are several wrap options for a floating element. They are summarised with the following table.

Table 17: Floating element wrapping options

No wrap	Wrap to right	Both sides	Wrap to left	Wrap to bigger	Skip

- **No wrap**: The graphic elements floats above the text and does not cause it to wrap.
- **Wrap to right**: The text is wrapped to the right of the image (blank space to the left).
- **Both sides**: The text is wrapped to the left and to the right of the image.
- **Wrap to left**: The text is wrapped to the left of the image (blank space to the right).
- **Wrap to bigger**: The text is wrapped to the right or to the left, depending on the horizontal width of the area left for the text to wrap.
- **Skip**: The text skips the area where there it a graphic element.

Wrap around inline elements

There are several wrap options for a inline element. They are summarised with the following table.

Table 18: Inline element wrapping options

Wrap the right	Both	Wrap to left	Skip and left	Skip and centre	Skip and right
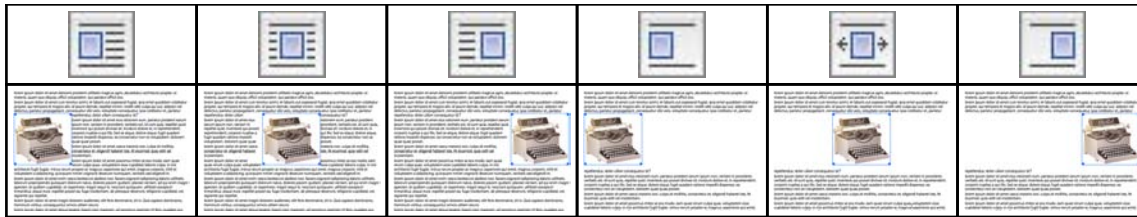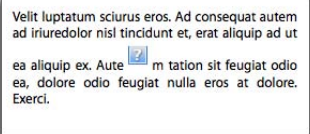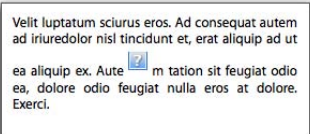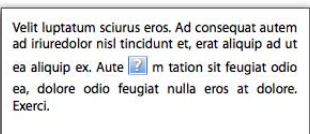
- **Wrap to right**: The element is at the left end, with the text wrapping to its right.
- **Both sides**: The text is centred and the text wraps on the right and on the left.
- **Wrap to left**: The element is at the right end, with the text wrapping to its left.
- **Skip and left**: Text skips the graphic element. The element is aligned to the left.
- **Skip and centre**: Text skips the graphic element. The element is aligned to the centre.
- **Skip and right**: Text skips the graphic element. The element is aligned to the left.

Adjusting non-wrapping inline images

The *Adjust fixed line spacing to image* and *Vertical position* attributes change the way inline images without wrap are positioned in the text. The following table exemplifies various positioning.

Table 19: Images in the text

Situation	How this looks in Mellel
Paragraph spacing in points, Adjust fixed line spacing to image checked, Vertical position=0	
Paragraph spacing in points, Adjust fixed line spacing to image not checked, Vertical position=0	
Paragraph spacing in points, Adjust fixed line spacing to image not checked, Vertical position=-8	

Paragraph spacing=1 line, Adjust fixed line spacing to image checked, Vertical position=0	Velit luptatum sciurus eros. Ad consequat autem ad iriuredolor nisl tincidunt et, erat aliquip ad ut ea aliquip ex. Aute m tation sit feugiat odio ea, dolore odio feugiat nulla eros at dolore. Exerci.
Paragraph spacing=1 line, Adjust fixed line spacing to image not checked, Vertical position=0	Velit luptatum sciurus eros. Ad consequat autem ad iriuredolor nisl tincidunt et, erat aliquip ad ut ea aliquip ex. Aute m tation sit feugiat odio ea, dolore odio feugiat nulla eros at dolore. Exerci.
Paragraph spacing=1 line, Adjust fixed line spacing to image not checked, Vertical position=-8	Velit luptatum sciurus eros. Ad consequat autem ad iriuredolor nisl tincidunt et, erat aliquip ad ut ea aliquip ex. Aute m tation sit feugiat odio ea, dolore odio feugiat nulla eros at dolore. Exerci.

Missing Images

Mellel stores images in a special folder within the Mellel document . This means that you can, at any point, open the package and remove any of the images from the package.

When this happens Mellel will display a special "Missing Image" icon:

Figure 111: Missing Image icon

Important: *If you've saved the file compressed as a zip file, you can always retrieve its content by changing the filename extension from ".mellel" to ".zip" and then de-compress the file as a simple zip file.*
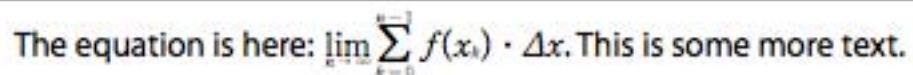
Working with equations

Mellel can import equations from almost any equation editor by drag and drop or copy and past. Equations can be manipulated just like any other graphic element. The main difference between regular graphic elements and equations is that when equations are pasted, they usually come with the proper vertical positioning shift so that you can position them inline properly.

In some special cases, equations can be used differently, as "live" objects. Currently, pasting and using equations as live objects is possible with the equation editor **MathMagic**.

To use MathMagic equations as "live" objects:

1 Create an equation in MathMagic and copy it.

2 Paste the equation into a Mellel document.

The equation is here: $\lim_{n\to\infty}\sum_{k=0}^{n-1} f(x_k) \cdot \Delta x$. This is some more text.

Figure 112: Equation pasted in a Mellel document

3 Copy the equation again, move to MathMagic and paste it. The equation should function as a "live" equation (namely, it will be editable).

Object

This chapter contains explanations about graphic and text objects in Mellel

Mellel allows you to manipulate objects inserted into it. Currently, the only object of this type are images. In the near future Mellel will be able to manipulate other types of objects such as text boxes and shapes. Currently, all the relevant information is included in the Images and Graphics chapter of this guide.

Find and Replace

This chapter contains details about the Find and Replace feature in Mellel and explains how to use it

Should I read this chapter?

You should read this chapter if you intend to find anything in Mellel

Mellel's Find and Replace allows you to perform simple and complex searches within the text of a document. The most common method of searching in the text is via the *Find and Replace* dialogue box, but for quick searches in the text, you can also use several keyboard shortcuts from within the document text.

The Find and Replace dialogue box

Mellel's Find and Replace dialogue box allows you to create and execute both simple and complex searches within the document text or within selected parts of it.
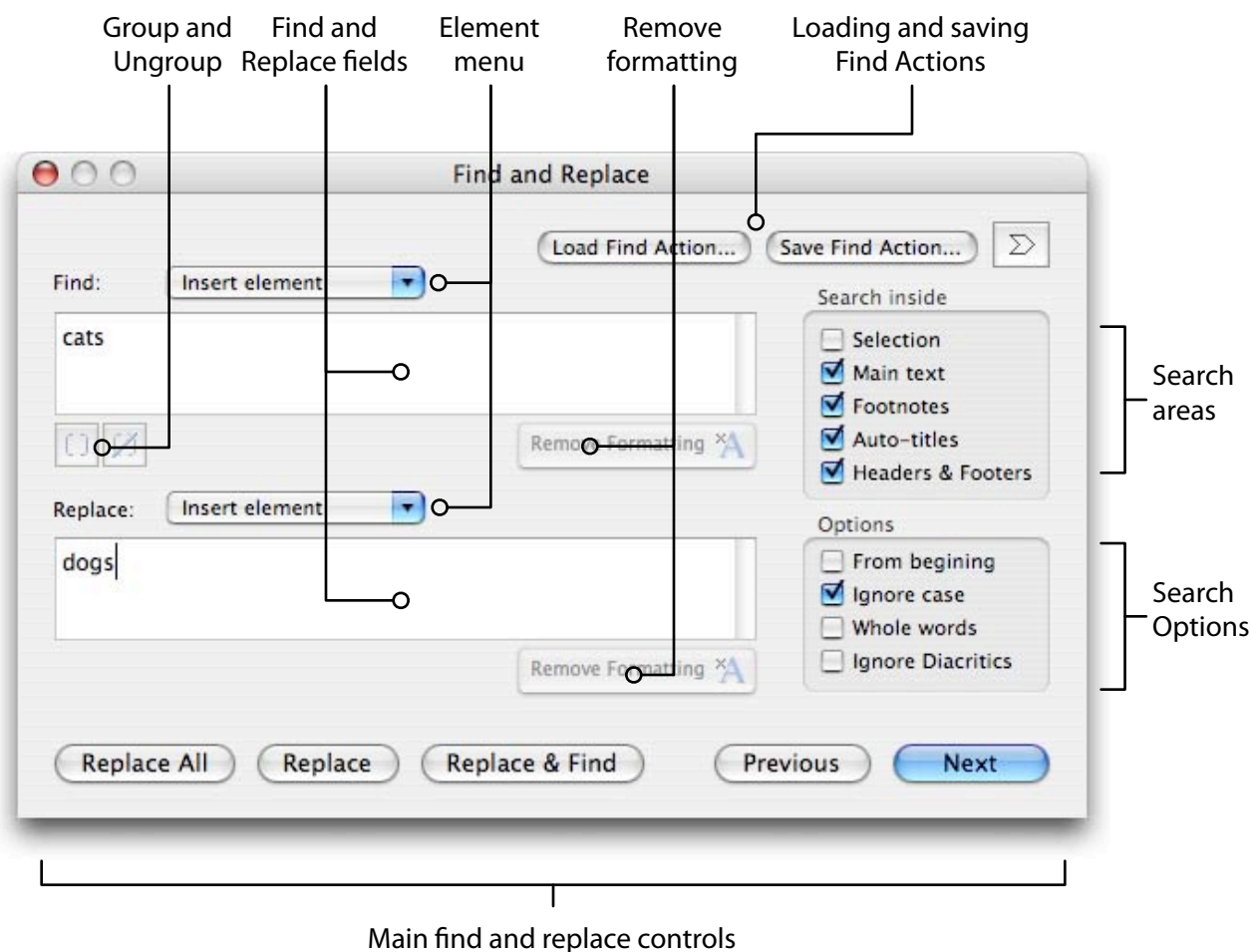
Figure 113: The Find and Replace dialogue box

Find field

The *Find* field is where you can enter a string or an expression you want to find in the text. You can enter into this field elements from the Element menu, from the first four sub-menus on the *Insert* menu, or simply enter (type) text in this field.

Replace field

The *Replace* field is where you can enter the expression that will replace the found range—that is, replace what you've found. In this field, you can enter (type) text, select an item from the Element menu above the field, or use any of the first four sub-menus on the *Insert* menu.

Element menus

There are two element menus in the Find and Replace dialogue box, one above the _Find_ field and the other above the _Replace field._

To enter an element:

* With the insertion point (cursor) in the _Find_ or _Replace_ fields, choose an item from the _Find_ or _Replace_ fields (you can only enter an item from the elements list into the field beneath it).

Find and Replace commands

Mellel's Find and Replace offers several commands that allow you to determine what Mellel will do when searching the text.

* **Find Next** (Cmd+G): is used to look for the next instance of a find expression in the text. If there are no more instances of the find expression to find from the end of the selection to the end of the document, Mellel will sound a beep. The next time you press the _Find Next_ button, the search will start again from the top of the document.
* **Find Previous** (Cmd+D): is used to look for the previous instance of a string in the text. If there are no more instances of the string to find from the start of the selection to the start of the document, Mellel will sound a beep. The next time you press the _Previous_ button, the find operation will start from the bottom of the document.
* **Replace**: is used to replace a range with the string in the _Replace_ field.
* **Replace All**: replaces all the strings that match the found expression with the replace expression.
* **Replace & Find**: replaces the last matched (found) expression and searches for the next matching expression.

Additional commands

There are also two Find commands that are not represented with controls in the _Find and Replace_ dialogue box, but appear on the _Find_ sub-menu under the _Edit_ menu.:

* **Use Selection for Find** (Cmd+E): will cause Mellel to copy the selection in the text into the _Find_ field.
* **Scroll to Selection** (Cmd+J): will cause Mellel to scroll to the current selection in the text.

Group and Ungroup

The *Group* and *Ungroup* buttons allow you to create groups around selected elements in the *Find* field or delete those groups.

To create a group:

1   Select any number of items (elements and text) in the *Find* field.

2   Click the *Group* button.

To ungroup:

1   Select a group.

2   Click the *Ungroup* button.

An alternative method for ungrouping:

1   Position the insertion point right after a group.

2   Press the back-space key.

Search Inside

Mellel's Find and Replace allows you to specify where the search will be performed. You can check any or all of the *Search Inside* options. By default, all the options are checked, except *Selection*.

● **Selection**: The search will be limited to a selection in the text.

● **Main text**: The search will be will be performed within the main body of the text.

● **Footnotes**: The search will be performed within the footnotes, endnotes, and any other notes stream.

● **Auto-titles**: The search will be performed within the *Auto-titles*.

● **Headers and Footers:** The search will be performed within headers and footers.

Options

Mellel's Find and Replace allows you to set some general rules for the search.

● **Ignore case**: When this option is checked, Mellel will ignore the case (uppercase or lowercase letters) of the matching strings. For example, if you want to find the string "Mellel", the strings "mellel" and "Mellel" will both be matched.

- **Whole words**: When this option is checked, Mellel will search for strings that are words and not just part of words. For example, if the search expression is "find", Mellel will match "find" but not "finder".

- **Ignore Diacritics**: When this option is checked, Mellel will ignore accents and diacritical marks in the text. For example, if you search for "fruit" both "fruit", "fruït", and früit" will be matched. This also applies to vowel marks in Arabic, Hebrew, or any other language that uses them.

- **From beginning**: When this option is selected, Mellel will search from the beginning of the document, instead of from the insertion point forward.

Simple searches

The most common use of the *Find and Replace* dialogue box is to perform simple searches where you find a string in the text and replace it with another string.

To Launch the Find and Replace dialogue box:

- Select *Edit > Find > Find...* or press Cmd+F

To do a simple search:

1   Select *Edit > Find > Find...* or press Cmd+F

2   Enter the string you want to find in the *Find* field. and then perform any or all of the following:

- If you want to replace that string with another string, press the Tab key to move to the *Replace* field and enter the replace string.

- If you want to limit or expand your search, check or uncheck the appropriate *Search Inside* check-boxes.

- If you want to use special options, check or uncheck the appropriate *Options* check-boxes.

3   Press any of the controls to perform the find and replace actions.

Find and Replace style and format

Mellel offers you an easy way to find and replace formatting and styles in the text. You can use this feature to replace a specific attribute in the text.

Formatting or style attributes can be assigned only to the entire *Find* or *Replace* fields. That is, you cannot assign different attributes to different parts of the text in each field.

To Find and Replace a formatting or a style for a specific expression:

1   Open the *Find and Replace* dialogue box.

2   Enter the expression (e.g., a string) in the *Find* field .

3   Do one of the following:

- From the *Character* palette, choose attributes you want to look for in the text. For example, if you want to look for text using the Times New Roman font, select this font from the *Font* pop-up menu.

- Select a style from the *Character* palette *Styles* tab.

- Select a text in the document with the desired character attributes and choose *Edit > Copy Special > Copy Character Attributes*, move back to the Find field and choose *Edit > Paste*.

4   Move to the *Replace* field and from its *Element* menu enter the *Found* element.

5   Repeat step 3 with the *Replace* field, using the formatting attributes you want to use.

6   Press the suitable command button at the bottom of the Find and Replace dialogue box.

Note*: If you just want to find an expression using certain attributes, you can skip steps 4 and 5.*

To Find and Replace a formatting or a style:

1   Open the *Find and Replace* dialogue box.

2   From the *Element* menu, insert the element *Anything* (⬚).

3   Do one of the following:

- From the *Character* palette, choose attributes you want to look for in the text. For example, if you want to look for text using the Times New Roman font, select this font from the *Font* pop-up menu.

- Select a style from the *Character* palette *Styles* tab.

- Select a text in the document with the desired character attributes and choose *Edit > Copy Special > Copy Character Attributes*, move back to the Find field and choose *Edit > Paste*.

4   Move to the *Replace* field and from its *Element* menu enter the *Found* element.

5   Repeat step 3 with the *Replace* field, using the formatting attributes you want to use.

6   Press the suitable command button at the bottom of the *Find and Replace* dialogue box.

To view formatting and style attributes applied in the Find or Replace fields:

- Hover over the *Find* or *Replace* field until a tool-tip appears with the details about the formatting applied.

To apply formatting to text and elements:

- With the insertion point in the *Find* or *Replace* area, select attributes from the *Character* palette *Attributes* or *Styles* tab.

To clear formatting applied to text and elements:

- Click the *Clear Formatting* button.

An example

Let's say you've imported some text that has text in the footnotes underlined instead of italicised. To remedy this, you can do the following:

1. Insert an *Anything* element from the *Element* menu into the *Find* area.
2. From the *Character* palette, choose *Under* from the *Line* pop-up menu.
3. Move to the *Replace* area and choose *Found expression* from the Replace area *Element* menu.
4. From the *Character* palette, choose *None* from the *Line* pop-up menu, and then choose *Italics* from the *Face* menu.
5. Uncheck all the options under *Search Inside* except *Footnotes*. This will prevent Mellel from searching for this attribute where you do not want it to be searching (e.g., in the main text).
6. Press the *Replace All* button. Mellel will replace every occurrence of an underlined text in the footnotes with an italicised text, and will display the results in the *Find and Replace* dialogue box.

Find Expressions

Mellel's Find and Replace allows you to create descriptions of a piece of text using a special language called Find-Expressions (or "findex" for short). With a simple find and replace, you can find a character or a string and replace it with another character or string. With Find Expressions, you can define your searches more broadly and generally to find almost any textual pattern or combination of characters. For example, you can use findex to find any email address, phone number in a given format, a paragraph containing a certain character, a word in different spellings, or every permutation of a given word.

The findex language can use several types of elements:

1 **Literal text**: simple text strings.
2 **Special elements**: such as Any Character, Word boundary, Digit, or White-space.
3 **Groups**: that can include other elements.
4 **Or**: the special token Or.

How Find-Expressions work
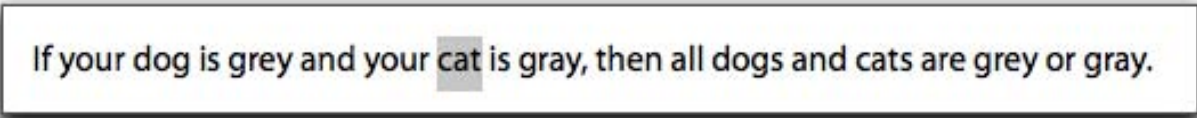
The engine behind findex looks in the document text for a character that matches the first character in the find field. If it finds a match, it continues to the next character in the find field, trying to match it too. If it finds a perfect match, it will select it in the document text. If not, it will retract to one of the preceding elements in the Find field. If it fails completely and there is no match in the text, it will notify you that it failed.

A findex example

Let's say you're searching a document that contains the following text:

"If your dog is grey and your cat is gray, then all dogs and cats are grey or gray."

The simplest form of find is matching literal text. For example, if you enter "cat" in the Find field, the word will be matched and selected:

If your dog is grey and your cat is gray, then all dogs and cats are grey or gray.

Figure 114: Cat is matched

That is, of course, a very simple thing to find, but suppose you want to find either "cat" or "dog." and replace them with the word "grass." To do that with simple find, you'd have to look separately for every instance of "dog" and replace it, and than repeat this procedure with "cat." Using findex, however, you can find all instances of "dog" or "cat" and replace them with one stroke.

The simplest way to do this is by using an *Or* element:

1 In the Find field, enter "cat" and then, from the *Element* menu, select *Or*.
2 Enter "dog" after the *Or* element.
3 Enter "grass" in the *Replace* field.

4   Press the *Replace All* button.

The Find field should look like the following:

Figure 115: Cats or dogs

And the end result will probably be:

Figure 116: All grass

That's an excellent result, although the second part of the sentence, full of "grasss" as it is, might seem a tinge questionable.

To fix that grammatically iffy sentence, we'll need a way to locate "cat," "cats," "dog," and "dogs" at the same time. We can do that by using the *Or* element exclusively. For example:
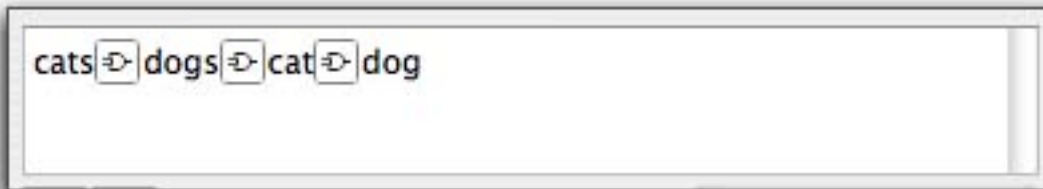
Figure 117: Three times Or

Here, we'll be able to locate all for instances of the words, but that is a cumbersome way of doing things. A more elegant solution would be to use the *Group* element:

1   Select the expression "cat ⬄ dog" and click the *Group* button.

2   Enter "s" after the group, select only the "s", and group it.

3   Double-click the edge of the "s" group to open the group dialogue box.

4   Select *Optional* from the *Repetition* pop-up menu and check the option *Greedy*. Choosing *Optional* here is meant to instruct the findex engine to accept cases

of "cat" and "dog" but also optionally "cats" and "dogs." The *Greedy* option tells the engine to try and match the longer expression (with "s" at the end) if such a match can be made. Combined, the two choices here tell the findex engine: find "cats" and "dogs," if possible, but settle for "cat" and "dog" if that's all you can find.

The end result in the *Find* field should look like the following:
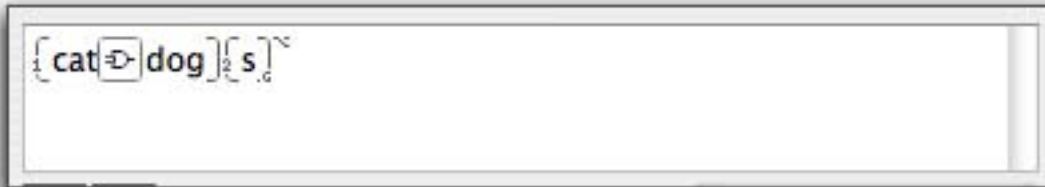
Figure 118: Two groups

When we repeat the *Replace All* action, the result is improved:
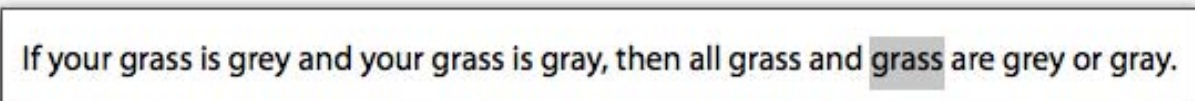
Figure 119: Better grass

For additional findex examples see the tutorial at the end of this chapter.

Findex vocabulary

Literal text

Literal text is plain text entered into the *Find* or *Replace* fields. You cannot assign any attributes to literal text, but you can group it and assign such attributes to the group. For example, if you want to find any case of "a", "aa" or "aaa" in the text, you can enter "a" as literal text in the Find field, group it, and assign the attributes *Greedy* and Repetition=Once or more to the group.

Character matching elements

Elements of this type in findex match characters or types of characters. Character matching elements have several common attributes. You can access those attributes by double-clicking the element to open its attributes dialogue box.

Common attributes of character matching elements

Repetition

The *Repetition* menu in the character matching elements dialogue boxes offers several options:

1   **Once**: Matches the elements once. The element will be considered matching if the text contains a single match for it. E.g., if you look for "e" in "beet" the first and then the second "e" will be matched, but not both at once. This is the default selection for the repetition menu.

2   **Optional**: Matches the element once or not at all. The element will be considered matched if the text contains a single match or no match.

3   **Zero or more**: Matches the element zero times or more. The element will be considered matching if the text contains a single, multiple, or no match for it.

4   **Once or more**: Matches the element once or more. The element will be considered matching if the text contains single or multiple matches.

5   **Exactly**: Repeats matching the element exactly as specified. The element will be considered matching if the text contains as many matches as specified. For example, if you search for "e" and the minimum value is set to 2, the "ee" in "meet" will be matched, but the "e" in "met" will not.

6   **This much or more**: Matches the element at least as many times as set. The element will be considered matching if the text contains the minimum number or any number above it of matches. For example, if you enter "2" in the Minimum field, Mellel will try to match two or more repetitions of the element.

7   **Range**: Repeats matching the element between (and including) the minimum and maximum setting. The element will be considered matching if the text contains the minimum, maximum, or any number in between of matches.

Greedy

An important attribute of all elements is their "greediness" or "laziness." If the option *Greedy* is checked, the findex engine will act 'greedily'—that is, it will try to match the maximal number of characters that match before moving on. If the option is not checked, the findex engine will act lazily—that it, it will match only the minimal number of characters that match. In both cases, if there is no match later on, the findex engine will retract and will try to fit less (when greedy) or more (when lazy) and then move on.

For example, let's say we have the following text:

To boldly go where no <colour>person</colour> has gone before

If we use the following expression (Any Character element, Greedy, Zero or more repetitions):

Figure 120: Greedy

then the findex engine will match all the text from the first open tag to the last close tag:

Figure 121: Too greedy

The same expression, with greediness turned off, will match only one complete HTML tag at a time:

Figure 122: Lazy

The first element in this expression is the open tag ("<"). After findex engine matches this element (e.g., with "<" in "<b>"), it continues to the next element in the expression, *Any character*. Since this element is Greedy, Mellel will match the text to the end, since every character in the text (including the ">" character) up to "before" is considered an *Any character*.

Once the engine 'exhausted' "Any Character," it will move to the next element in the expression, the close tag (">"). Since the last character in the text is the end of the sentence or the Return character, there will be no match and the engine will go back to the greedy *Any character* and will subtract the number of repetitions by one, and will try to find a match again. This process of subtraction will continue until there is a match or until there are no repetitions. In the case above, this will continue until it reaches the last closing tag (with "</colour>").

When *Any Character* is lazy (that is, Greedy is turned off), Mellel will match the first open tag, move to *Any characte*r, and—since Any Character is now lazy—it will suffice itself with the minimum number of matches (which is zero) and move on immediately to the last element. In our case, since the character following the first "<" is "b" and not ">" the findex engine will retract to the Any character element, add one, and try to find a match again. In this case, it will match "b" and will continue to the next element. Here, again, it will find a match and the first found match will be "<b>."

Negated

A findex element can be negated. If the option *Negated* is checked, findex will match any character that is **not** defined by the element. For example, when *Negated* is checked for the Character Set "abc", findex will match any character that is not a, b, or c (that is, d, e, f, etc.).

Any Character

The *Any Character* element in findex matches any character, including variables and line breaks, but excluding break characters (such as Return, Page Style Break, etc.).

To create an Any Character element:

1   Choose *Any Character* from the *Element* menu in the *Find* dialogue box.

2   Double-click the *Any Character* element to edit its attributes.

Letter

The *Letter* element in findex matches any letter character in the text. For example, a or ü or δ.

To create a Letter element:

1   Choose *Letter* from the *Element* menu in the *Find* dialogue box.

2   Double-click the *Letter* element to edit its attributes.

Digit

The *Digit* element in findex matches any digit character from 0 to 9.

To create a Digit element:

1   Choose *Digit* from the *Element* menu in the *Find* dialogue box.

2   Double-click the *Digit* element to edit its attributes.

Alphanumeric

The *Alphanumeric* element in findex matches any digit or letter character.

To create an Alphanumeric element:

1   Choose *Alphanumeric* from the *Element* menu in the *Find* dialogue box.

2   Double-click the *Alphanumeric* element to edit its attributes.

Whitespace

The *Whitespace* element in findex matches any type of space character, tabs and breaks.

To create a White space element:

1   Choose *Whitespace* from the *Element* menu in the *Find* dialogue box.

2   Double-click the *Whitespace* element to edit its attributes.

Character Set

A *Character Set* is a findex element which allows you to match any of several characters. For example, if you want to find either spelling of the word "grey", you can use the following find expression:

gr| a-e |y

Figure 123: Grey or Gray

The character set includes the text "ae" which means either "a" or "e" and so, both "gray" and "grey" will be matched.

Note: *Character set will only match one letter at a time. For example, with a character set of "ae" the letter "a" will be matched first, followed by "e" but not both of them at one.*

To create a Character Set element:

1   Choose *Character Set* from the *Element* menu in the *Find* dialogue box.

2   Double-click the *Character Set* element to edit its attributes.

Set

The *Character Set* element supports the set attribute. In the set field, you can enter a series of characters, either of which can be matched. For example, if the set includes "abc", either a, b, or c will be matched.

Character Range

A *Character Range* is a findex element which allows you to match a character within a given character range. For example, from "a" to "z" or from "e" to "g."

To create a Character Range element:

1　Choose *Character Range* from the *Element* menu in the *Find* dialogue box.

2　Double-click the *Character Range* element to edit its attributes.

Unicode Range

This attribute allows you to set the start and end points of the character range. For example, setting the start point to U+0531 (you can simply enter 0531) and the end point to U+058A will set a character range suitable for all the characters in the Armenian code range.

String

This attribute allows you to set the start and end points of the character range by entering the character directly. For example, entering "a" as the start point and "z" as the end point will set the character range to find any letter from "a" to "z."

Note: the Unicode Range and the String attribute compliment each other and are essentially two different ways to enter the same information. Any change you make to one of the fields in either of the two will be reflected in the other.

Citation

A *Citation* element is a findex element which allows you to match a citation object in the text.

To create a Citation element:

1　Choose *Citation* from the *Element* menu in the *Find* dialogue box.

2　Double-click the *Citation* element to edit its attributes.

Group

A group in findex is any number of characters or elements that are separated from other items in the *Find* field by special brackets (the group mark). You can group together any element and any number of other elements, even a single character.

Usually, though, groups are used to isolate several elements you wish to match or apply some options to separately.

For example, suppose you want find words with a different spelling in American and British English such as grey or centre. The following example Find would do the job:

Figure 124: Finding your centre

The group in this example includes "re" and "er" with an Or element between them. When you press the *Next* button Mellel's findex will look for any word with the sequence "cent". If it succeeds in finding a match, it will then try to match either "re" or "er."

You will also notice that the group in the screen shot above is numbered (the little number near the bottom of the left bracket). The number of the group indicates that the capturing attribute is turned on for this group. See below for more information about capturing.

Groups can be useful in more complex cases. For example, when you want to find grey in both spellings and with different permutations:

Figure 125: Two groups

The expression here will match any instance of the following strings: grey, gray, grayish, greyish, graying, and graying. Note that the second group has the attributes Repetition=Zero or more and the option *Greedy* turned on. Zero or more repetitions means that the endings "ish" and "ing" will be part of the match if found (e.g., with "greyish") but they don't have to be part of the match (otherwise "grey," for example, will not be matched). The Greedy option tells the findex engine to look for those endings and match them too, if possible, so that findex

will not suffice itself with finding "grey" when there might be something else to match further (such as an ending like "ish").

The following permutations tree illustrate the options covered by the expression:
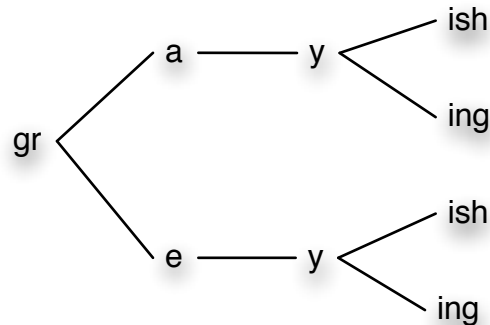
Figure 126: Expression options

Expanding the expression by adding more options (e.g., for "ly" at the end") will further expand the number of permutations covered.

To create a group:

1   In the *Find* dialogue box, select any number of characters and/or elements in the *Find* area.

2   Press the *Group* button.

3   Double-click the group boundary (the parenthesis) to edit the group attributes.

To ungroup a group:

•   In the *Find* dialogue box do one of the following:

a   Select a group in the *Find* area and press the *Ungroup* button. Or,

b   Place the insertion point (cursor) after a group and press the Backspace key.

Group attributes

Repetition

The *Repetition* menu in the *Group* dialogue box offer several options:

1   **Once**: Matches the elements once. The element will be considered matching if the text contains a single match for it. E.g., if you look for "e" in "beet" the first and then the second "e" will be matched, but not both at once. This is the default selection for the repetition menu.

2   **Optional**: Matches the element once or not at all. The element will be considered matched if the text contains a single match or no match.

3   **Zero or more**: Matches the element zero times or more. The element will be considered matching if the text contains a single, multiple, or no match for it.

4   **Once or more**: Matches the element once or more. The element will be considered matching if the text contains single or multiple matches.

5   **Exactly**: Repeats matching the element exactly as specified. The element will be considered matching if the text contains as many matches as specified. For example, if you search for "e" and the minimum value is set to 2, the "ee" in "meet" will be matched, but the "e" in "met" will not.

6   **This much or more**: Matches the element at least as many times as set. The element will be considered matching if the text contains the minimum number or any number above it of matches. For example, if you enter "2" in the Minimum field, Mellel will try to match two or more repetitions of the element.

7   **Range**: Repeats matching the element between (and including) the minimum and maximum setting. The element will be considered matching if the text contains the minimum, maximum, or any number in between of matches.

Greedy

An important attribute of all elements is their "greediness" or "laziness." If the option *Greedy* is checked, the findex engine will act 'greedily'—that is, it will try to match the maximal number of characters that match before moving on. If the option is not checked, the findex engine will act lazily—that it, it will match only the minimal number of characters that match. In both cases, if there is no match later on, the findex engine will retract and will try to fit less (when greedy) or more (when lazy) and then move on.

For example, let's say we have the following text:

    To boldly go where no <colour>person</colour> has gone before

If we use the following expression (Any Character element, Greedy, Zero or more repetitions):

Figure 127: Greedy

then the findex engine will match all the text from the first open tag to the last close tag:

Figure 128: Too greedy

The same expression, with greediness turned off, will match only one complete html tag at a time:

Figure 129: Lazy finding colour

The first element in this expression is the open tag ("<"). After findex engine matches this element (e.g., with "<" in "<b>"), it continues to the next element in the expression, *Any character*. Since this element is Greedy, Mellel will match the text to the end, since every character in the text (including the ">" character) up to "before" is considered an *Any character*.

Once the engine 'exhausted' "Any Character" it will move to the next element in the expression, the close tag (">"). Since the last character in the text is the end of the sentence or the Return character, there will be no match and the engine will go back to the greedy *Any character* and will subtract the number of repetitions by one, and will try to find a match again. This process of subtraction will continue until there is a match or until there are no repetitions. In the case above, this will continue until it reaches the last closing tag (with "</colour>").

When *Any Character* is lazy (that is, Greedy is turned off), Mellel will match the first open tag, move to *Any characte*r and—since Any Character is now lazy it will suffice itself with the minimum number of matches (which is zero) and move on

immediately to the last element. In our case, since the character following the first "<" is "b" and not ">", the findex engine will retract to the Any character element, add one, and try to find a match again. In this case, it will match "b" and will continue to the next element. Here, again, it will find a match and the first found match will be "<b>."

Negated

A findex element can be negated. If the option *Negated* is checked, findex will match any character that is **not** defined by the element. For example, when *Negated* is checked for the Character Set "abc", findex will match any character that is not a, b, or c (that is, d, e, f, etc.).

Capturing

The capturing option allows you to set whether the results (match) of the group will be remembered by the findex engine, so you could refer to it and use the results later on with the *Backreference* element. When a group is capturing, it is numbered (a small number at the bottom of the left bracket).

Name

The *Name* option allows you to set a name for a group and, by checking the option *Display Name*, set it to appear in the *Find* area instead of its content. This option is especially useful with custom find expressions, as it allows you to give a meaningful name to a group of elements whose purpose may not be evident at first glance.

Boundary elements

Boundary elements are elements that match a position in the text, rather than a concrete element in the text. For example, the *Text Start* element will match the position before the start of the text in the document. Since boundary elements only mark a position, they are useful mainly as aids to find something that resides near them.

Word Boundary

The *Word Boundary* element matches a position in the text called "word boundary." Such a boundary exists before and after a word in the text and between word characters and non-word characters.

A word character is defined as any letter (e.g., a, b, c), number (e.g., 1, 2, 3), or the underscore character, but excluding characters such as punctuation marks, parenthesis, exclamation mark, question mark, etc.

For example, these are the word boundaries in the following short string:
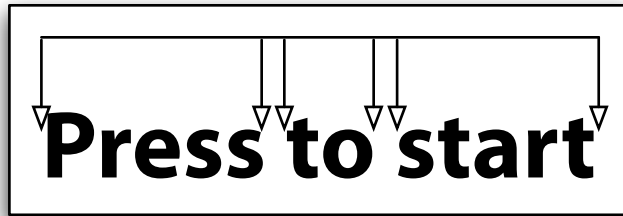
Figure 130: Word boundaries

To create a Word Boundary element:

• Choose *Word Boundary* from the *Element* menu in the *Find* dialogue box.

Negated Word Boundary

The *Negated Word Boundary* element matches any position in the text that is not a word boundary.

To create a Negated Word Boundary element:

• Choose *Negated Word Boundary* from the *Element* menu in the *Find* dialogue box.

Paragraph boundary

The *Paragraph boundary* element matches a position between any two paragraphs in the text. That position is right **after** the Return character, at the beginning of the text, and at the end of the text.

Note: *Do not confuse the Paragraph boundary element with the Return character. The Paragraph boundary simply points to the position after the Return character.*

To create a Paragraph Boundary element:

• Choose *Paragraph Boundary* from the *Element* menu in the *Find* dialogue box.

Negated Paragraph boundary

The *Negated Paragraph boundary* element matches any position in the text that is not a paragraph boundary.

To create a Negated Paragraph Boundary element:

• Choose *Negated Paragraph Boundary* from the *Element* menu in the *Find* dialogue box.

Text Start

The *Text start* element matches the position at the start of the text in the document.

To create a Text Start element:

* Choose *Text Start* from the *Element* menu in the *Find* dialogue box.

Text End

The *Text end* element matches the position at the end of the text in the document.

To create a Text End element:

* Choose *Text End* from the *Element* menu in the *Find* dialogue box.

Backreference

A *Backreference* element is a reference to a matched capturing group in the *Find* field. A capturing group is a group for which the option *Capturing* is checked in the Group dialogue box. Backreference elements are useful when you want to reuse some parts of an expression, or to organise them differently.

For example, suppose you want to find and eliminate cases in the text where a word was typed twice in a row by mistake (e.g. "find find" or "a a"). One way of doing it is by using an *Alphanumeric* element that repeats once or more and is terminated by a word boundary:

Figure 131: Finding a word

Adding a *Whitespace* element will help locate every such word followed by a space:

Figure 132: Word followed by space

The problem now is how to tell Mellel to find cases where the word matched (found) in group 1 is repeated again. Here, adding a *Backreference* can be very useful:

Figure 133: Adding the Backreference element

The *Backreference* element is referring to the capturing (numbered) group 1. The whole expression would be an instruction to Mellel to find any word, followed by a space, followed by the same word we've already found earlier on.

Typically, with such a find expression, our target is to replace it with just one word, eliminating the space between the word. Entering a *Backreference* element in the *Replace* field would do the job just fine:
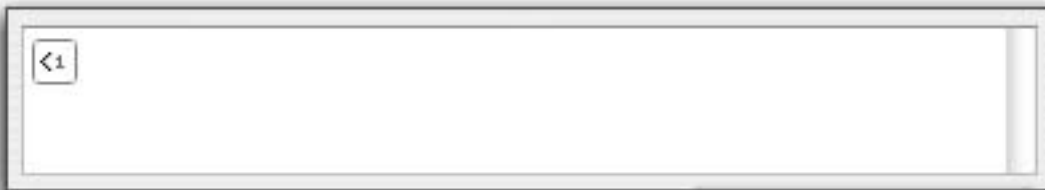
Figure 134: Just a Backreference
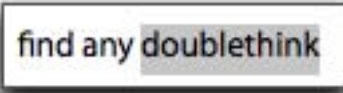
Pressing the *Replace All* button will transform all cases two words in a row in the text. For example, this:

Figure 135: Text before

Will change to this:

Figure 136: Text after

Another typical case where a backreference is useful comes when you need to keep the content, but change the order of element. Let's say, for example, that you wish to change the date format in a document from a UK date format (31/05/2007) to a US format (05/31/2007). Your find expression might look like the following:

Figure 137: Finding a date in Mellel

That is, you will find any string using the following format: <two digits>/<two digits>/<four digits>. In the *Replace* field, you will need to enter the following:

Figure 138: Replacing a date
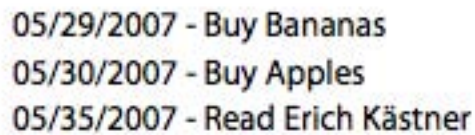
What you have here is the same exact thing, but in a different order, with group 1 (the day in the UK format) and group 3 (the month) trading positions. This way, the following dates:

Figure 139: UK dates

Will change to:

Figure 140: US dates

To create a Backreference element:

1   Choose *Backreference* from the *Element* menu in the *Find* dialogue box.

2   Double-click the *Backreference* element to edit its attributes.

To create a backreference in the Replace area:

Do one of the following:

●   Choose *Backreference* from the *Replace* area *Element* menu, and then double-click the *Backreference* element to edit its attributes. Or,

●   Select the group you want to reference in the *Find* area, and drag it into the *Replace* area.

Group Index

The *Backreference* element supports one attribute, available from the *Backreference* dialogue box. The group index attribute allows you to choose to which group the Backreference element will refer.

Anything

The *Anything* element is a special element created for the purpose of allowing you to easily create Find and Replace actions for formatting and style. It will match any text and, if formatting or style attributes are applied to the *Find* field, will match any text using those attributes.

An *Anything* element is different from other elements in that with all other elements, Mellel tries to match the find expression in the text. With the *Anything* element, no comparison or matching is made for the text.

To create an Anything element:

Choose *Anything* from the *Element* menu in the *Find* dialogue box.

Using the Anything element: An example

Suppose you have the following text:

"Anything you can do I can <u>do</u> better."

You want to change all the places where the text is underlined to italics.

1   Open the *Find and Replace* dialogue box.
2   From the *Elements* menu choose *Anything*.
3   In the *Character* palette, choose *Under* from the *Line* pop-up menu.
4   Move to the *Replace* field and from the *Elements* menu there choose *Found*.
5   In the *Character* palette, choose *None* from the *Line* pop-up menu.
6   In the *Character* palette set the *Face* menu to *Italic*.
7   Press the *Replace All* button.

The end result should be something like the following:

Figure 141: Italics, not underline

Or

The *Or* element allows you to find a match of any of two alternatives. That is, it defines an "either or" relationship between two strings and elements. For example, the following expression:
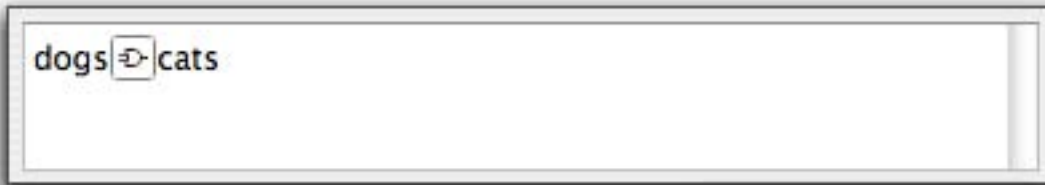
Figure 142: Dogs or Cats

Will be matched if the string "dogs" or the string "cats" is in the text. You can, of course, add another *Or* after "dogs" to match additional strings and elements.

To create an Or element:

* Choose *Or* from the *Element* menu in the *Find* dialogue box.

Found Expression

The *Found* element (available in the *Replace* field) allows you to refer a selection created after a Find action. In contrast with the *Backreference* element, the Found element relates to the whole found range. The found element is especially useful when you need to find and replace styles and formatting.

To create a Found element:

* Choose *Found* from the *Element* menu in the *Replace* area of the *Find* dialogue box.

Using the Found element: An example

Suppose you have the following text:

"Anything you can do I can <u>do</u> better."

You want to change all the places where the text is underlined to italics.

1 Open the *Find and Replace* dialogue box.

2 From the *Elements* menu choose *Anything*.

3 In the *Character* palette, choose *Under* from the *Line* pop-up menu.

4 Move to the *Replace* field and from the *Elements* menu there choose *Found*.

5 In the *Character* palette, choose *None* from the *Line* pop-up menu.

6 In the *Character* palette set the *Face* menu to *Italic*.

7 Press the *Replace All* button.

The end result should be something like the following:

Figure 143: Italics, not underline

Special and invisible characters

Mellel offers you easy access to entering several special or invisible characters you will possibly need to when creating find expressions.

Note: *Do not confuse this with the Special Character item on the Edit menu.*

To find and replace invisible or document info elements:

1   Select *Edit > Find > Find...*

2   Choose *Insert > Page Variables/ Document variables/ Breaks/ Special Characters > [the desired special character]*. The selected character will be inserted into the *Find* or *Replace* fields.

Custom Expressions

Mellel offers you the option to save any part of a find expression as a custom expression. The main purpose of saved expressions is to save time and effort recreating common or often used expressions.

To save a custom expression:

1   Select any portion of the text in the *Find* area in the *Find and Replace* dialogue box.

2   From the *Element* menu, choose *Add Selection to Menu*.

3   In the *Save Custom Find Expression* dialogue box, enter a name for the expression.

To insert a custom expression:

•   With the insertion point in the *Find* or *Replace* area, choose an expression from the *Custom* sub-menu in the *Element* menu.

To update or overwrite a custom expression:

1   Enter a custom expression and change it, or create an expression from scratch.

2   From the *Element* menu, choose *Add Selection to Menu*.

3   In the *Save Custom Find Expression* dialogue box, enter a name identical to the name of the expression you want to update or overwrite and OK to replace it.

To have the custom expression name displayed (instead of its content):

1   Insert a custom expression.

2   Double-click the enclosing group border to open the *Group* dialogue box.

3   Check the option *Use name for display*.

To delete a custom expression:

•   In the finder, go to ~/Library/Application Support/Mellel/Find Expressions/ and move the expression you want to delete to the Trash.

Note: You will need to restart Mellel in order for the changes to take effect.

Find Actions

Find actions are saved find and replace actions, including the entire content of the *Find* field, the *Replace* field, *Search Inside* and *Options* selections. Mellel allows you to save find and replace actions, load them when you want to reuse them, edit those actions, overwrite them, and even create FindSets—sets of find and replace actions you can run sequentially.

To save a find action:

1   In the *Find* dialogue box, click the *Save Find Action...* button.

2   In the *Save Find Action* dialogue box, name the Find Action and click *OK* to save it.

To load a Find action:

1   In the *Find* dialogue box, click the *Load Find Action...* button.

2   In the *Load Find Action* dialogue box, select an action and click the *Open* button to open it.

3   The Find and Replace options set for this action will be displayed in the *Find and Replace* dialogue box where you'll be able to edit it.

To overwrite (save over) an existing action:

1   In the *Find* dialogue box click the *Load Find Action...* button.

2   In the *Load Find Action* dialogue box select an action and click the *Open* button to open it.

3   Edit the Find and Replace options and then click the *Save Find Action...* button.

4 In the *Save Find Action* dialogue box, give the Find Action the same name as the Find Action loaded, and click *OK* to save it. Press "Replace" to overwrite the existing Find Action.

To delete a Find Action:

* In the finder, go to ~/Library/Application Support/Mellel/Find Actions/ and move the action you want to delete to the Trash.

FindSets

FindSets are collections of Find Actions that you can run sequentially. That is, when you run a FindSet, you run any number of Find Actions that were included in it. Mellel allows you to create FindSets, save them, and run them.

There are three important things to note about FindSets:

1 FindSets are run sequentially: That is, when you run a FindSet, it starts with the first Find Action in the list of Find Actions it includes, proceeds to the next, and so on, to the last Find Action. This means that if you run a FindSet with two actions, the first changing every "a" to "b" and the second changing the style used with every "a", the second Find Action will fail to find any "a" in the text. If you reverse the order in the FindSet list, however, you'd be able to avoid this problem.

2 FindSets are always run in Replace all mode: In order to complete a Find Action, it must run its course, so that the next Find Action in the sequence can begin. To do that, it must run as if you've pressed the *Replace All* button for all the Find Actions in the FindSet.

3 Changes to Find Actions will change the FindSet: If you edit, change, or delete a Find Action, the changes you've made will be reflected in the FindSet and might change the way it runs.

Editing and running FindSets

You can edit and run FindSets via the Edit FindSet dialogue box.
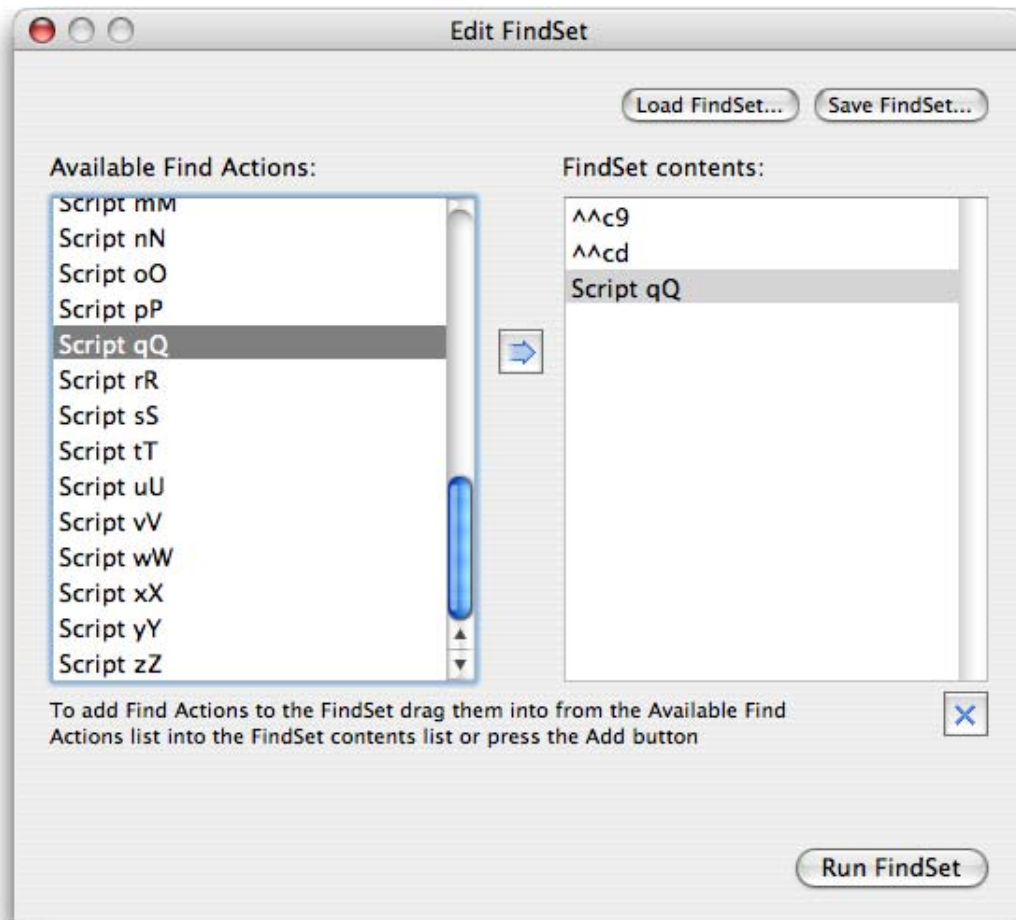
Figure 144: Edit FindSet dialogue box

To run a FindSet:

1   Choose *Edit > Find > FindSet* (or press Cmd+Shift+F)

2   In The *Edit FindSet* dialogue box, choose a FindSet from the FindSet list (on the right) and press the *Run FindSet* button.

To create, edit and save a Findset:

1   Choose *Edit > Find > FindSet* (or press Cmd+Shift+F)

2   In The *Edit FindSet* dialogue box, choose a Find Action and press the *Add* button in the middle (or simply drag the Find Action into the *FindSet Contents* on the right.

3   Do one or all of the following:

   •   To add Find Actions to the FindSet: repeat step 2.

- To delete a Find Action from the FindSet: select the Find Action in the *FindSet Contents* list and click the *Delete* button.
- To change the order of Find Actions in the FindSet: select the Find Actions you want to move and drag it up or down in the list to the appropriate place.

4   When you're done with editing the list, press the *Save FindSet...* button and name the FindSet.

To overwrite (save over) an existing FindSet:

1   In the *Edit FindSet* dialogue box, click the *Load FindSet...* button to load the FindSet you want to edit and overwrite.

2   Edit the FindSet (if you so wish) and then press the *Save FindSet...* button to save it.

3   Give the FindSet the same name as the one you wish to overwrite and OK to overwrite it.

To delete a FindSet:

- In the finder, go to ~/Library/Application Support/Mellel/Find Set/ and move the FindSet you want to delete to the Trash.

To Edit a Find Action from the FindSet dialogue box:

- Double-click the Find Action in the *Edit FindSet* dialogue box. The *Find and Replace* dialogue box will open and there you may edit the Find Action and save it (or overwrite the existing Find Action).

Find Expressions tutorial

The following short tutorials are designed to provide you with some initial hands-on experience with the way Mellel's findex work.

Example A: Finding the right Colour

Let's say, for example, that you want to find every occurrence of the word "colour" or "colour" in the text and change them to "black."

Normally, you'd have to do this by first finding and replacing every instance of "colour" with "black" and then repeat this with "colour." With Mellel's findex engine, you can use the following simple search pattern:

Figure 145: Color or Colour

The structure of this expression is simple, as the following illustration shows:
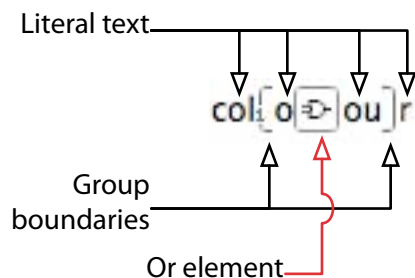
Figure 146: Find Expression structure

Mellel's findex engine will read the expression as meaning: find every string that begins with "col", with "o" or "ou" following it, and ending with an "r". Strings like "column" or "calamity" will not be matched (that is, Mellel will ignore them), and only the strings "colour" or "colour" in the text will be found.

That creates a little problem, of course, because the findex engine will find and replace every matched string with "black," so we'll get some pretty strange results like "Colorado" being turned to "Blackado" and "Colourful" becoming "Blackful."

To prevent that, we can improve the expression by adding a "Word Boundary" element to the search pattern. Adding a word boundary element before and after the pattern will tell the findex engine that "colour" or "colour" must be whole words, not just parts of words.

Figure 147: Find whole words

Now, when you search with the word boundary element placed before and after the search pattern, findex will ignore words such as "multicoloured", "Colorado", "Colourful", "Colorise", and so on.

To create the findex in the above example:

1   Activate the Find by choosing *Edit > Find > Find...* or pressing the Cmd+F keyboard shortcut.

2   Choose *Word Boundary* from the Elements' list.

3   Enter "col" in the *Find* text area.

4   Enter "o" in the *Find* text area.

5   Choose *Or* from the Elements' list.

6   Enter "ou" in the *Find* text area.

7   Choose the text from the first "o" to "ou" and click the *Group* button.

8   Enter "r" in the *Find* text area.

9   Choose *Word Boundary* from the Elements' list.

Example B: Finding "permutations"

Let's say you want to find every permutation of the word "permute". For the sake of brevity, we'll pretend there are only three of those: permutate, permuted, and permutation. The search string will be quite simple to prepare:

Figure 148: Permutate

The first part of the expression, "permut" is common to all the words we look for. The variations occur later on, so we enter them all and group them with an "Or" symbol between them.

This is quite simple to do. However, suppose we get greedy and want to find each and every permutation of permute. That's also very simple to do:

Figure 149: Every permutation

To create the findex in the above example:

1 Activate the Find by choosing *Edit > Find > Find...* or pressing the Cmd+F keyboard shortcut.

2 Enter "permut" in the *Find* text area.

3 Choose *Letter* from the Elements' list.

4 Choose the *Letter* element and click the *Group* button.

5 Double-click the *Letter* element and in the dialogue box choose Once or more from the *Type* pop-up menu, and check the *Greedy* check-box.

6 Click the OK button.

To HTML and back

In this short tutorial you will learn how to utilise Mellel's findex to convert HTML tags into regular Mellel styles, and then get back to HTML. To simplify the tutorial, we will show here how to change the bold tag () into bold text and back.

From to bold

To create the material for this tutorial, create a new document and enter the text "to boldly go!":
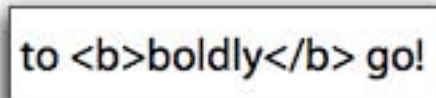
Figure 150: Going boldly

1 Choose *Edit > Find > Find…* (or press Cmd+F).

2 In the *Find* dialogue box, within the *Find* area, enter the text "" and group it.
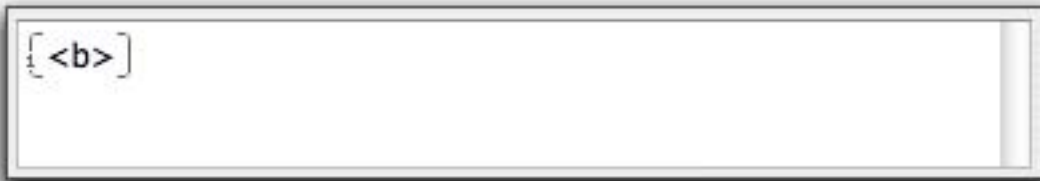
Figure 151: grouped

What you did so far is to enter the typical opening tag for bold text in HTML, and group it.

3 From the *Element* menu enter the element *Any Character*.

4 Double-click the *Any Character* element and from the *Repetition* menu choose *Once or more*.

5 Group the element.

Figure 152: Two groups

What you did here is enter a findex expression that will fit any word or number of words, so that anything within the two bold tags will be selected.

6 Again within the *Find* area, enter the text "" and group it.

Figure 153: Closing tag

What you did so far is to enter the typical closing tag for bold text in HTML, and group it.

Just to make sure that everything works just right, press the *Next* button. The bold tags should be selected, as well as anything within the tags.
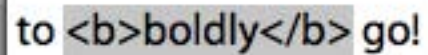
Figure 154: Selecting boldly

7   Select the second group (numbered 2) in the *Find* area and drag it into the *Replace area* (you can also copy and paste it or insert a *Backreference* element and then set its group reference to 2).

What we did here is to create a backreference only to the content within the tags. The result would be that while the content will be maintained, the tags will be erased.

8   With the insertion point in the *Replace* area, choose *Bold* from the *Face* menu in the *Character* palette. Alternately, you can choose a character style from the *Styles* tab of the *Character* palette set the style variation in the *Attributes* tab to whatever you've set as the "bold" variation.

What we did here is to set the formatting of the text within the tags to be in bold face.

9   Press the *Replace All* button. The end result should be something like the following:

Figure 155: All's bold that ends bold

From Bold to

Changing formatting to HTML tags is the reverse of the process of turning HTML to Mellel formatting. In this part of the tutorial, we'll use the text converted in the first part of the tutorial, and convert it back.

1   Choose *Edit > Find > Find…* (or press Cmd+F).

2   From the *Element* menu of the *Find* field, select the element *Anything*. Entering this element as an expression will cause Mellel to skip searching in the text and simply locate all instances of the formatting in the text.
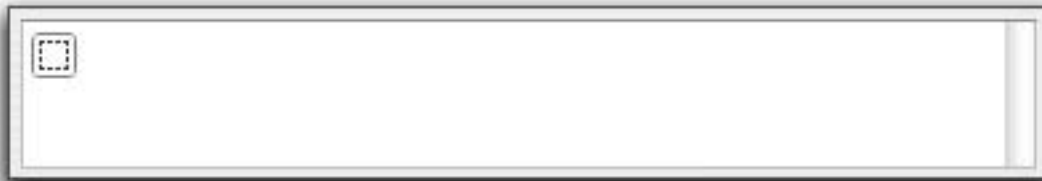
Figure 156: Anything

3 From the *Character* palette, choose *Bold* from the *Face* menu.

4 Move to the *Replace* field. Enter "" and then select *Found Expression* from the *Element* menu. Finally, enter "."

Figure 157: and

5 While still in the *Replace* field, from the *Character* palette, choose *Regular* from the *Face* menu.

6 Press the *Replace All* button. The end result should be something like the following:
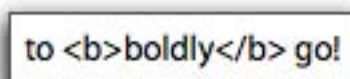
Figure 158: The end result
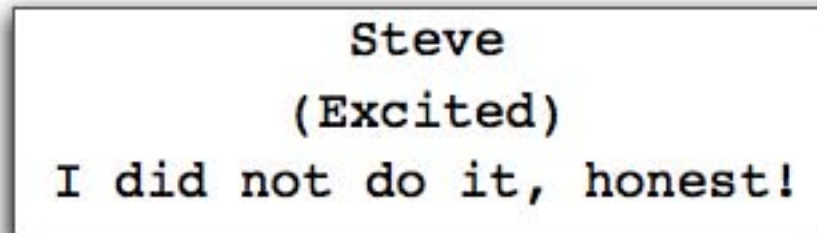
Find Actions and FindSets tutorial

The following tutorial will teach you how to create FindSets and run them. It will also teach you a bit more about findex and Find Actions. The object of this tutorial is to create a FindSet that will replace every lower key character in a certain character style into a small cap character, appropriate for use with screenwriting.

In preparation for this tutorial, create a new character style and name it "Character". Set the base variation font to Courier and the font size to 13 points. Set the second variation ("B") to Courier 11.5 points. Save the style.

Note: *If you really dislike working with styles, skip this preparatory stage. Bear in mind, though, that in real practice, this will prevent you from telling if the text you want to change is really the character name or not.*

1 Create a new document and enter some dummy text in it, for example, like this:
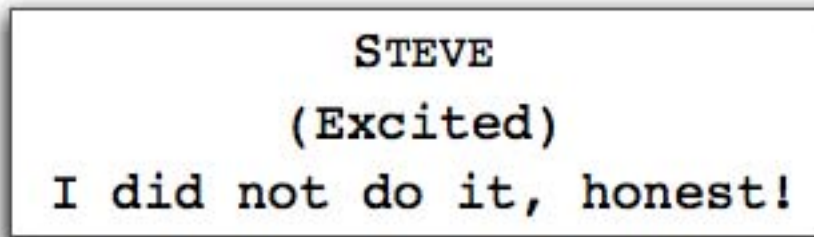
Figure 159: Steve gets excited

2 Set the character style of the character name to "Character" and set another character style for the rest of the text (for our purpose, the style can be identical to "Character", so you can simply duplicate it).

3 Open the *Find and Replace* dialogue box and enter "a" in the *Find* field and "A" in the *Replace* field.

4 Uncheck the option *Ignore Case* in the Options area.

5 Move to the *Find* field, and and from the *Character* menu (or the *Character Style* palette) select the style "Character".

6 From the *Character Style* palette, select the base variation.

7 Move to the Replace field, and from the *Character* menu (or the *Character Style* palette) select the style "Character".

8 From the *Character Style* palette, select the second variation (the one you've set to Courier 11.5).

Note: *if you did not use styles earlier on, there's your chance, instead of following steps 5-8, to set the options manually.*

9 Click the Save Find Action... button and save the action under the name "Script aA"

10 Move to the Find field and enter "b" instead of "a" and then move to the Replace field and replace "A" with "B". Save this action under the name "Script bB."

11 Repeat for the rest of the alphabet (or for as many letters as you like).

12 When done, choose *Edit > Find > Edit FindSet* to open the *Edit FindSet* dialogue box.

13 From the *Available Find Actions* list drag all the actions you've created into the *FindSet contents* list on the left.

14 Click the *Save FindSet...* button and name the FindSet (e.g., "Small Caps").

15 Click the *Run FindSet* button. All the Find Actions will now run sequentially, with the number of replacements noted and the actions run. The end result should be something like the following:

Figure 160: Steve in small-caps

Note that the character name style changed, but the capitalisation was maintained and the rest of the text remained unchanged.

Auto-titles (headings)

This chapter explains how use auto-titles to enter headings, captions and more into your documents

Should I read this chapter?

You should read this chapter if you're writing longer documents, with headings, figures, captions, and so on

What is an Auto-title

Auto-title is a feature that allows you to create structural headings in your, add captions to tables, images, figures and the like, and more. Auto-title attributes are saved to a **setup** file that contains all the headings, captions and their formatting.

Every auto-title in a document is an object **objects**, that can contain several elements, such as titles, numbering, tabs, and more. Take, for example, the following auto-title:

Figure 161: An "Article" Auto-title

If you examine this Auto-title in the *Edit Numbering Flows* dropping sheet, you will see that it is composed of three separate elements ("Curr#," "Title" and "Tab," and some free text:

Figure 162: The elements in "Article"

Every auto-title belongs to a **title flow**—a sequence of Auto-titles of a certain type, like chapters, headings, small heading, and so on. Belonging to a title flow means that all the headings of a certain flow will have the same format and contain the same components. For example, every heading at the "Article" flow level displayed above will include the same "Curr#," "Title" and "Tab" elements, the same formatting, and so on.

Auto-titles that belong to a certain flow, are numbered according to their position in the sequence of auto-titles in the document. A simple sequence of "Chapters" flow may look something like the following:

Figure 163: A simple flow

When you enter a "Chapter" auto-title, for example, Mellel will enumerate all the headings in the "Chapter" flow there are in the document, and number or renumber all the headings according to its position in the sequence. For example, if you add a new "Chapter" heading between the first and the second, the heading will be numbered '2' and the second heading (now the third) will be numbered '3'.

Title flows (or headings) are part of a hierarchy of title flows. For example, the "Chapter" title flow may be the top flow in the hierarchy, "Heading" might come next, then "Sub-heading," and so on. A simple hierarchy of flows is visualised in the following simple diagram:
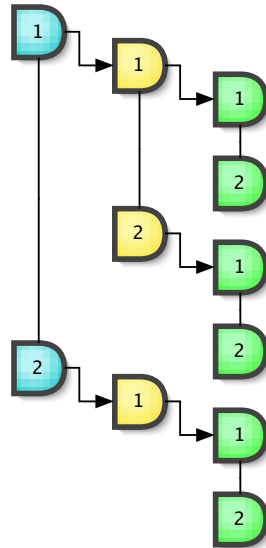
Figure 164: A simple hierarchy of flows

In this diagram you can see three flows: Blue is the top level, Yellow is the second, and Green is the third. Whenever a blue flow item heading is entered, the numbering of the Yellow flow is reset, and the same is true for the Green flow, whenever a Yellow flow item is entered.

Mellel's job is to keep things in order: count all the flows, at every level, and number them according to their position in the flow, and vis-à-vis flows that are higher in the hierarchy.

Types of flows

There are two types of flows you can use to insert Auto-titles in Mellel: **structural** flows and **tag** flows. Each type of flow has its own special usage and unique attributes.

- **Structural flows** are hierarchical flows. There are 10 such flows in every set of flows.
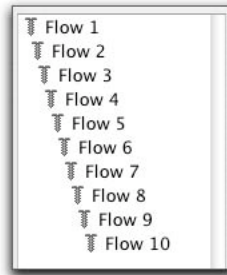
Figure 165: Structural flows in the *Edit Title flows* sheet

Note: *You cannot add, delete, or move a structural flow.*

- **Tag flows** are flows you can locate under any structural flow, and use to insert captions or unnumbered headings. You can have up to 99 tag flows. You can also delete tag flows, and move them around.
  Tag flow are reset when the structural flow underneath which they are located is reset. For example, if you locate a tag flow under Flow 6, its numbering will be reset whenever an auto-title belonging to Flow 6 will be entered into the document. Following that logic, if you locate a tag flow under Flow 1, it will not be reset at all (as the top level flow is never reset).
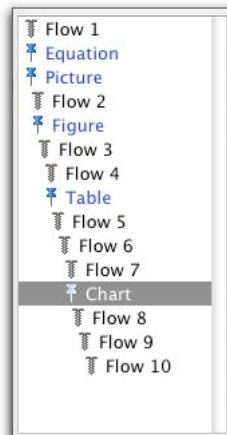
Figure 166: Tag flows with structural flows
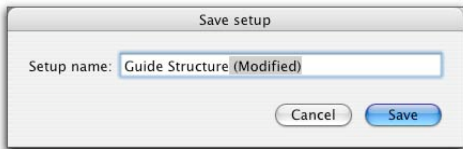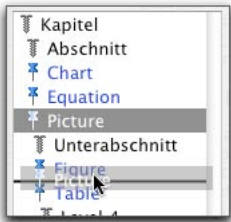
Note: *You can tell Mellel to avoid re-numbering a flow when a higher level heading is entered by un-checking the option* Reset with a higher level flow.

Stuff you can do

To...	Do this	Keyboard Shortcut

Enter an auto-title	1 Choose *Window > Palettes > Auto-titles* to open the *Auto-title* palette (the palette may already be open). 2 Do one of the following: • Choose *Insert > Auto-title > <any title flow>*. Or, • Select a title flow in the *Auto-title* palette and click *Insert*. Or, • Double-click a title flow in the *Auto-title* palette. 3 If the option *Prompt for title when inserting* is checked for this auto-title in the *Edit title flows* setup dialogue box, Mellel will prompt you to enter it. If the option is un-checked, the auto-title will be entered with a dummy title ("Untitled").
Edit an auto-title	• Do one of the following: • Click the auto-title to select it, then click again to enter editing it. Or, • *Option*+Click an Auto-title to enter editing directly. Or, • Double-click the Auto-title to edit in the *Title* dialogue box. Or, • Double-click the auto-title in the *Outline* pane. **Note**: *You can edit an Auto-title's title even if not prompted to enter one when you enter it, if the title is invisible or even completely missing from the title flow format.*
Delete an auto-title	• Do one of the following: • Place the insertion point immediately following the auto-title and press the *Backspace* key. • Place the insertion point immediately before the Auto title and press the *Delete* key. • Select the auto-title and press the *Backspace* or *Delete* key.
Duplicate an auto-title	1 Select the auto-title and choose *Edit > Copy*. 2 Place the insertion point where you want the duplicated auto-title and choose *Edit > Paste*.
Move an auto-title	1 Select the auto-title and choose *Edit > Cut*. 2 Place the insertion point where you want the moved Auto-title to appear and choose *Edit > Paste*. **Note**: *When you delete, duplicate, or move an Auto-title, the numbering of all the Auto-titles coming after this Auto-title may change, depending on its hierarchical location.*
Start editing title flows	• Do one of the following: • Open the *Auto-title* palette and press the *Edit Title flows* button. Or, • Choose *Insert > Auto-title > Edit Title flows...*

Change the selected auto-title setup:	• Do one of the following:
	  • Choose a setup from the *Setup* pop-up menu in the *Auto-title* palette.
	  • Click the *Edit title flows* button in the *Auto-title* palette and in the *Edit title flows* dropping sheet select a setup from the *Selected setup* pop-up menu.
	  • Choose *Insert > Auto title> Edit title flows…* and select a setup from the *Selected setup* pop-up menu.
	Important note*: When you change the Auto-titles setup, the format and appearance of all the Auto-titles in the document will change to fit the formatting attributes of the new setup.*

Set the default auto-title setup	1 Choose *Mellel (menu) > Preferences….* 2 Under the *Styles* section, select the *Auto-title default setup*.
Change the formatting of an auto-title (from the document)	1 Enter editing the auto-title (using one of the methods shown <u>here</u>. 2 Format using the relevant palettes. **Note***: To keep the way your document looks consistent, you might find it useful to use styles rather then ad-hoc changes.*
Change the display direction of auto-title setups	• In the *Edit title flows* dropping sheet, choose *Left to right* or *Right to left* from the *Display direction* pop-up menu. **Note***: the Display direction pop-up menu changes the display in the Edit title flows dropping sheet but have no effect on the setup or the way it functions.*
To create a new auto-title setup	1 Select any of the setups in the *Selected Setup* pop-up menu. 2 Press the *Save As…* button. 3 Give the setup a name of your choice and click *OK*.

Delete a setup	• Do one of the following:
	  • Select any of the setups in the *Selected Setup* pop-up menu and press the *Delete Setup* button. Or,
	  • In the Finder, navigate to your user folder/Library/Application Support/Mellel/AutoTitles Setups and remove the setup you wish to delete.

Add a setup (from the Finder)	1 Copy the setup(s) you wish to add. 2 Navigate to your user folder/Library/Application Support/Mellel/AutoTitles Setups and choose *Edit > Paste*.

Save changes to a setup:	1 Press the *Save As...* button. 2 Remove the added "(Changed)" from the setup name and click *OK*.

	3 Mellel will ask you whether you want to replace the existing setup with the new one. Press *OK*.
Revert a changed setup to the last save	1 Select the setup name from the *Selected Setup* pop-up menu.
Save a setup under a different name:	1 Press the *Save As...* button. 2 Enter the new name for the setup and click *OK*.
Change the name of a setup (from the Finder)	• Navigate to your user folder/Library/ Application Support/Mellel/AutoTitles Setups, select the setup and change its name (but keep the "asup" filename extension.
Select a title flow	• Click on the flows' name in the title flows list.
Change a title flow's name	1 Double-click the title flow name in the *Title flows* list. 2 In the *Level Name* dialogue box, enter a new name and press *OK*.
Add a tag title flow	• Press the *Add* button. An "Untitled Stream" tag flow will be added to the Title *flows* list.
Delete a tag flow	• Select the tag title flow in the title flows list and press the *Delete* button.
Change the position of a tag flow	• Press and hold the tag title flow and drag it to the desired position. A thin black line will appear to indicate under which title flow it will reside.

Change the numbering unit for a title flow	• Select one of the options from the *Numbering* pop-up menu.

Set the initial number for a title flow	• Do one of the following:
	  • Select the number in the *Start at* text box and enter a new value.
	  • Press the stepper up or down arrows to change the start value.

Set the numbering increment for a title flow	• Do one of the following:
	  • Select the number in the *Increment* text box and enter a new value.
	  • Press the stepper up or down arrows to change the increment value.

Be prompted to enter a title when inserting an auto-title	1 Select a title flow from the *Title flows* list. 2 Check the option *Prompt for title when inserting.*
Include or exclude a title flow from the Table of Contents:	1 Select a title flow from the *Title flows* list. 2 Check the option *Include in TOC.*
Be prompted to enter a title when inserting an auto-title	1 Select a title flow from the *Title flow list.* 2 Check the option *Prompt for title when inserting.*
Include or exclude a title flow from the Table of Contents	1 Select a title flow from the *Title flow list.* 2 Check the option *Include in TOC.*
List figures, tables, charts as a separate ToC section.	• In the *Edit title flows* dropping sheet, choose a tag flow and check the option *List as separate section in TOC.*
Insert an element into the format area	• Select the element you wish to insert from the *Elements* pop-up menu.
Remove an element from the format area	• Select the element and press the *Delete* key (or use any other conventional method for removing text (e.g., cut, back-space).
Enter, change, select or delete text into the format area	• Click or select the text and use any conventional method for editing text.
Change the position of an element in the format area	• Select the element and then cut and paste it into the desired location.
Edit the Prev# element flow	1 Select a *Prev#* element. 2 Click the 'stepper' at the right end of the *Prev#* element and select the desired flow level.
Change the paragraph attributes of the format	• Click inside the format area and choose a paragraph style or any attribute from the paragraph palettes.

Change the character attributes of text or elements in the format area	• Select the text or elements you want to change and choose a character style or any character attribute from the character palettes.

Force an auto-title to use the paragraph attributes of the surrounding text in the document	• Click inside the format area and do one of the following:
	  • Choose *Paragraph* > *<Use Surrounding>*.
	  • Double-click *<Use Surrounding>* in the *Paragraph* palette.

Force an auto-title to use the character attributes of the surrounding text in the document	• Select text or elements and do one of the following:
	  • Choose *Character* > *<Use Surrounding>*.
	  • Double-click *<Use Surrounding>* in the *Character* palette.

Have a chapter begin at the top of the next page	• In the *Edit title flows* dropping sheet select from the *Insert before* pop-up menu the option *Page Break* (or *Page style break*).
Create a ToC with both numbered and un-numbered items at the same level	It is often required to create auto-titles which are numbered (e.g., chapter 1, 2, 3, etc.) and un-numbered (e.g. Forward, Bibliography, Table of Contents), that should be listed in the Table of Content as items at the same level. Here's how to do it: 1 In the *Edit title flows* dropping sheet select the level at which you wish to have the heading (usually the top level) and press *Add* to add a tag flow at that level. 2 Apply all the attributes used with the auto-title heading, except for the numbering, of course. 3 Un-check the option *List as separate section in ToC*.

The Auto-title palette

The *Auto-title* palette allows you to enter headings and captions and edit the setup for all the flows.
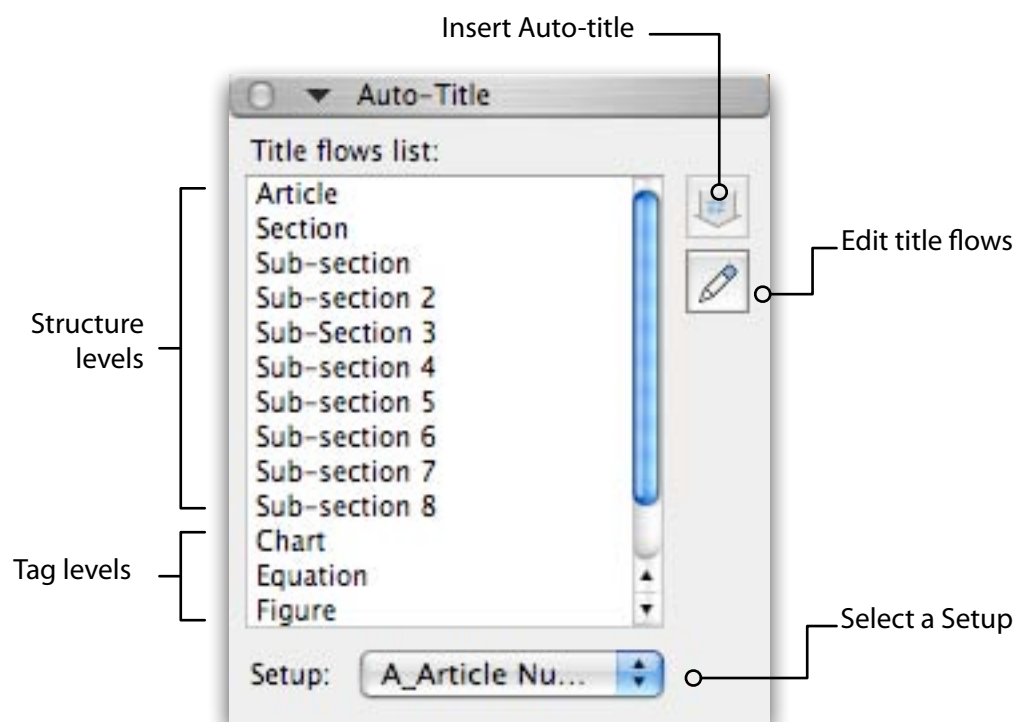
Figure 167: The *Auto-title* palette

- **Title flows list**: lists all the title flows available in the currently selected auto-title setup. The list contains both Structure levels and Tag levels.

- **Insert Auto-title**: allows you to insert the selected title flow (in the *Title flows* list) into the document text.

- **Edit title flows**: opens the *Edit title flows* dropping sheet, allowing you to edit all the options and settings for the current auto-title setup.

- **Setup**: allows you to select an existing setup from the pop-up menu.

The Auto-title sub-menu

The *Auto-title* sub-menu, available via *Insert > Auto-title,* includes the same options offered by the *Auto-title* palette.

The Edit title flows sheet

The *Edit title flows* dropping sheet allows you to edit all the attributes of an auto-title setup, and set the appearance of your table of contents, mentions, outline and cross references.

The *Edit title flows* dropping sheet can be divided into four main areas, as displayed in the following illustration:

Setup selection,
saving, and editing

Title flow general
options

The title flows list   Format area
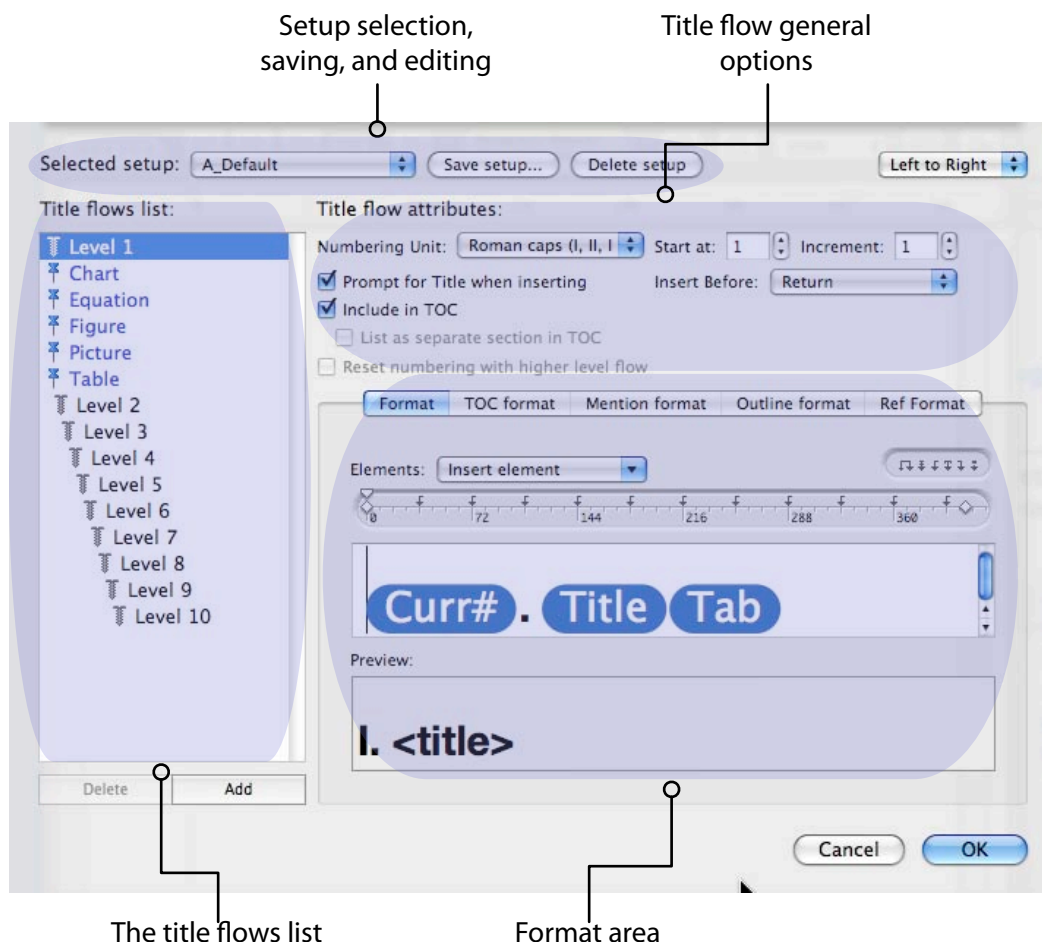
Figure 168: The *Edit title flows* dropping sheet

- **Setup selection, saving, and editing**: In this section of the sheet you can create, load, save or delete setups.
- **The title flows list**: allows you to add and delete tag flows, rename title flows and change the position of tag flows in the hierarchy.
- **Title flow general options**: allows you to set and change some general title flow options such as the numbering unit, inclusion in Table of contents, listing in the Table of contents, prompting for titles, and more.
- **Format area**: Here you can edit the title flow format, its styling and change the format for the table of contents, mentions, cross-references, and so on.

Auto-title setup area

The setup options allow you to create, save, delete, add, or remove title flows setups. Through the *Selected setup* pop-up menu you can also switch setups, thus switching the entire document from one set of auto-title formatting to another.

- **Selected setup**: pop-up menu allows you to select any of the existing auto-title setups.
- **Save setup...**: Choosing this option you'll be able to choose save the currently used setup (or overwrite the existing one).
- **Delete setup**: allows you to delete the currently selected setup.

Title flows list

The title flow list allows you to select title flows, add tag flows, delete tag flows, change the name and position of tag flows, and change the name of title flows.

- **Delete**: deletes the currently selected tag flow.
- **Add**: Adds a new, untitled tag flow to the title flows list.

General options

The general options area contains options that allow you to manipulate the numbering used with the selected title flow, control its inclusion or exclusion from the Table of Contents and its title.

Numbering options

There are several numbering options to control the numbering of a title flow.

- **Numbering unit**: allows you to set the numbering unit for a title flow. Every flow must have a numbering unit, even if no numbering is included in the flow format or displayed.
- **Start at**: allows you to set the initial number where a series of Auto-titles in a flow will start. The default value is 1, and unless you have a very specific numbering scheme in mind, you should leave it unchanged.

Note: The start number can be a negative number or zero, but bear in mind that some numbering schemes do not allow for negative values or zero. If you set the Numbering unit to Greek and the Start at value to -2, for example, the result would be that the first three Auto-titles in the flow will contain the first available value, not a non-existent negative value.

- **Increment**: This option allows you to set the flow's numbering increment. The default value is 1. Unless you have a very specific reason to use a different increment, you should leave it unchanged.

Insert before

The *Insert before* attribute allows you to set what would precede the auto-title. The default is Return. The options in the pop-up menu are:

- **None**: the auto-title will not be preceded by anything. This is useful if you want the heading or the tag flow to appear in mid-line.
- **Return** (the default): Insert a *Return* sign before the auto-title.
- **Column break**: Insert a *Column break* before the auto-title. If the section have just one column, the auto-title will be at the top of the next page.
- **Page break**: Insert a *Page break* before the auto-title.
- **Page style break**: Insert a *Page style break* before the auto-title.

Inclusion options

The inclusion options let you set if a title flow will be included in the Table of Contents or if you will be asked to enter a title for the title flow.

- **Prompt for Title when inserting**: When this option is checked, when entering an auto-title into the document text you'll be asked to enter a title.

Note: when Prompt for Title when inserting is checked, you will be asked to enter a title even if the title flow format does not include a title option. In such cases, the auto-title will include a hidden title.

Tip: Entering a title even when the title is not visible in the document text can be useful as a means to add comments. It can also be helpful as a way to display meaningful titles with a numbered numbering scheme (e.g. 1.1.1,). Those titles may be included in a Table of Contents or in the Outline.

- **Include in TOC**: When this option is checked, all auto-titles in the currently selected flow will be included in the Table of Contents (ToC).
- **List as separate section in TOC**: This option is only applicable to tag flows that are included in the ToC. When this option is checked, the tag flow will be listed separately in the ToC. When the option is not checked, the tag flow will be listed as part of the ToC.

Reset numbering with higher level flow

This attributes allows you to control whether the numbering of a flow will be reset when you enter an auto-title of a higher level flow. The following table exemplifies the difference between the two states.

Reset numbering checked	Reset numbering un-checked
Part A: Start Earth Chapter 1: Mini start Chapter 2: Maxi start **Part B: Middle Earth** Chapter 1: Mini middle Chapter 2: Mini-me **Part C: End Earth**	**Part A: Start Earth** Chapter 1: Mini start Chapter 2: Maxi start **Part B: Middle Earth** Chapter 3: Mini middle Chapter 4: Mini-me **Part C: End Earth**

The format area

The format area allows you to set and design your title flows appearance, set the options for the Table of Contents, Mentions, Outline and Cross reference. The auto-title *Format* tab contains the basic formatting for the heading or tag level, and the *Table of Contents*, *Mentions*, *Outline* and *Cross reference* tabs help you design and forma the way the heading or caption will look when used in the outline, the Table of contents, and so on.

The format edit area contains four main areas:

- **Elements list**: This pop-up menu allows you to select an element you wish to insert into the formatting area.
- **Ruler and tab well**: allows you to visualise, as well as design the format.
- **Format area**: allows you to edit the elements, add text, apply formatting and styles, and so on.
- **Preview**: The preview displays a preview of the way the auto-title will look in the text.

Element list

The list of elements you can use in formatting your title flow includes several elements:
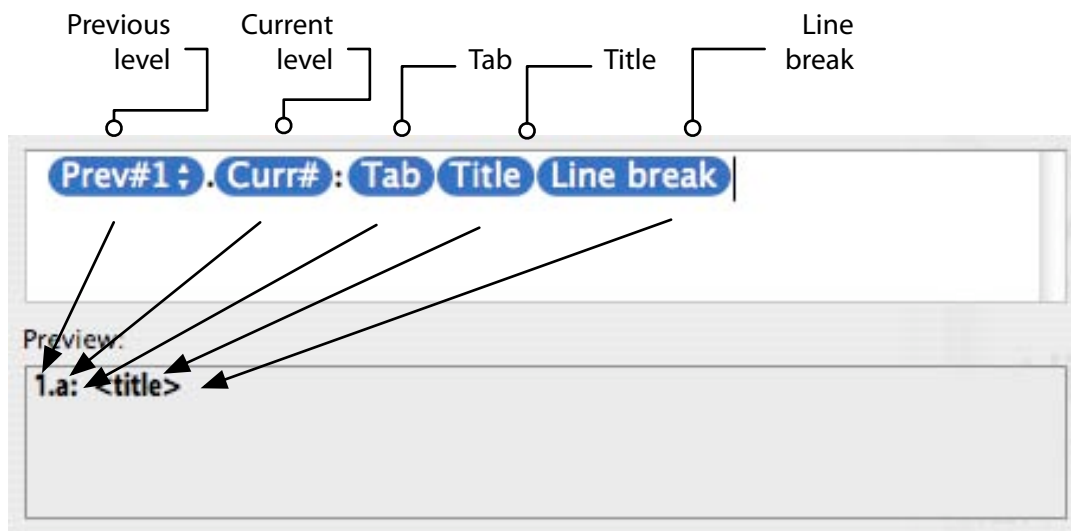
Figure 169: A typical auto-title format

- **Title**: allows you to enter a title for the auto-title.

- **Current Level # (Curr#)**: allows you to enter the level number of the current title flow.

- **Previous Level # (Prev#(1))**: allows you to enter the level number of any title flow on a higher level than the currently selected title flow. You can select the level you wish to refer to from the pop-up menu appended to the element. Once entered the *Prev#* element will inherit the numbering and the numbering unit of that level. For example, if you enter a *Prev#* referring to a Level 1 auto-title with the numbering unit Latin, it will display in the text as "a" (or "b" or "c," etc., depending on the actual numbering of this auto-title).

- **Tab**: allows you to enter a tab as part of the title flow format.

Note: *If there is no tab in the Ruler (or if you've selected a paragraph style that contains not tabs), any part of the auto-title following that tab will be flowed to the next line. If you want to flow an element to the next line, use the* Line break element *.*

- **Line break**: Use this element to insert a line break.

- **Variable (Var)**: allows you to insert a document variable from the *Document variables* list. I is useful if you use document-specific variables such as the document title, subject, author, and so on.

- **Page #**: This element, available only for mention and ToC editing, allows you to insert a reference to the page in which the Auto-title appears.

Ruler and Tab well

With the *Ruler* and the Tab Well you can add and remove tabs and to change the Start, end and Indent positions. The results of your changes can be viewed in the *Preview* area.

The format area

The format area is a simply text editing area, where you can add text, insert elements from the *Elements* pop-up menu, and apply various character and paragraph options and styles from the Character and Paragraph palettes.

The Preview area

The *Preview* displays the formatted auto-title as it would appear in the text. The numbering of the titles is dependent on their actual position in the text, and in the Preview area they will be displayed as if they were the first of their type (for example "1.a.1").

TOC Editing

For information about Table of Contents and Table of Contents editing, see the guide section about Table of Contents.

Mention Editing

For information about Mentions and Mention editing, see the guide section about Mentions.

Outline

This chapter explains tells you what the outline is, and how to use it to view and change the document structure

Should I read this chapter?

You should read this chapter if you write long or ordered documents and want to make the most out of the outline feature in Mellel

What is the Outline

The outline is a special skeleton view of the entire document contents, displaying only the most important elements: headings, captions, bookmarks, and so on—displayed as a hierarchical list or, alternately, as a hierarchical list of the headings, with bookmarks, captions and the like displayed separately.

Document structure view

The *Outline* pane display the document's structure—a hierarchical list of all the headings entered as Auto-titles in the document. The figure below exemplifies this correspondence between auto-titles in the document and the outline:
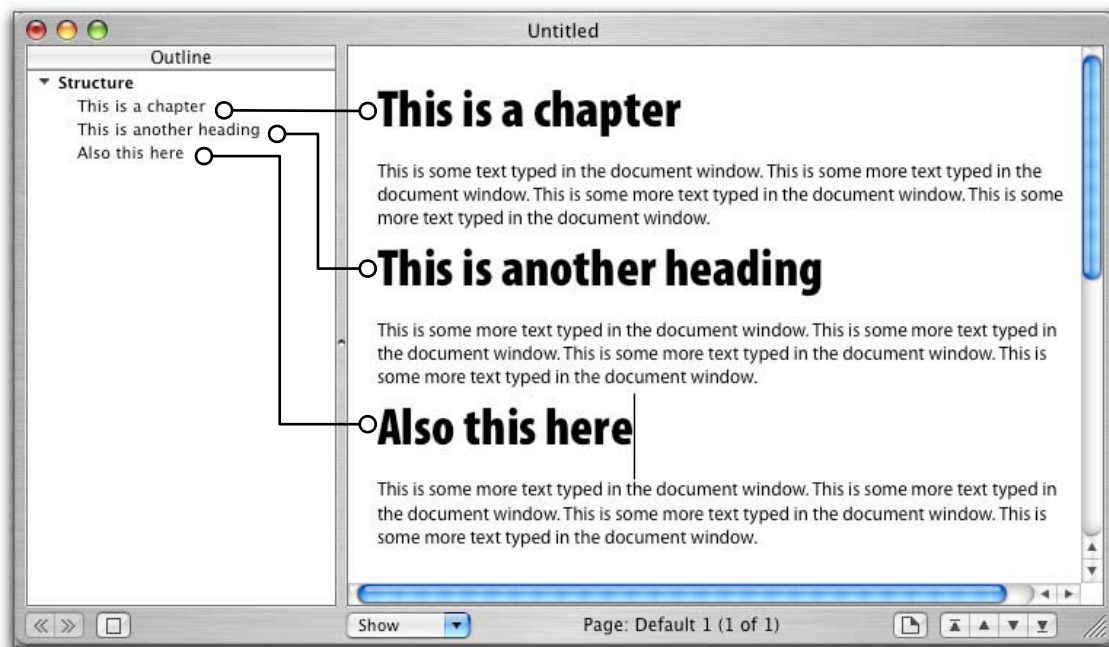
Figure 170: Auto-titles and corresponding outline items

The *Outline* pane will not display just the main headings: every heading in the document will be displayed as well.
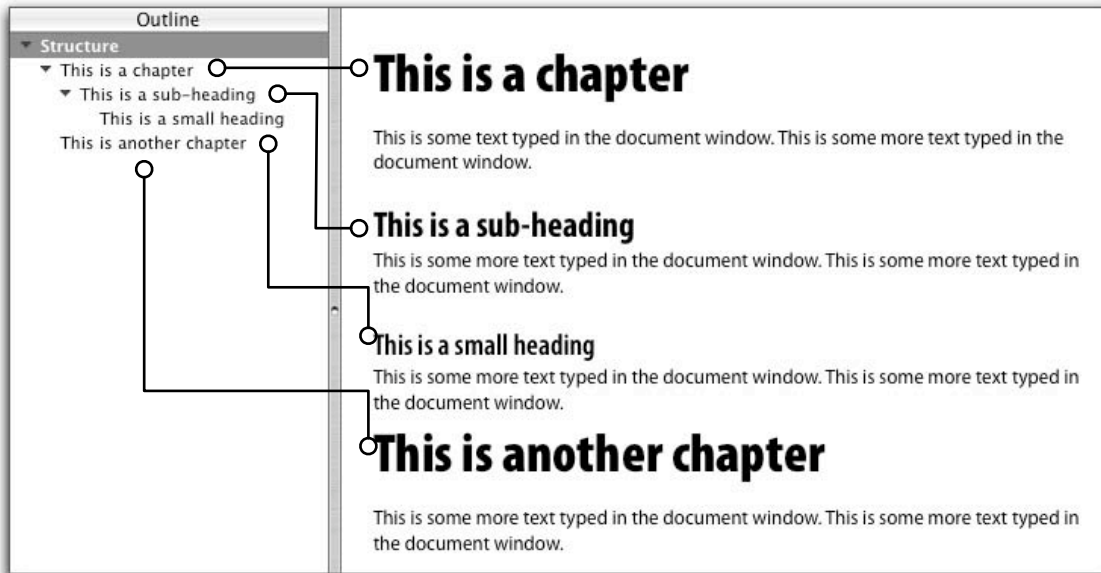
Figure 171: A hierarchical outline

The headings displayed in the outline are connected not only to the headings in the text, but also to the content following those headings. For example, when you select headings in the outline, you also select the content following them up to the next heading at that level.
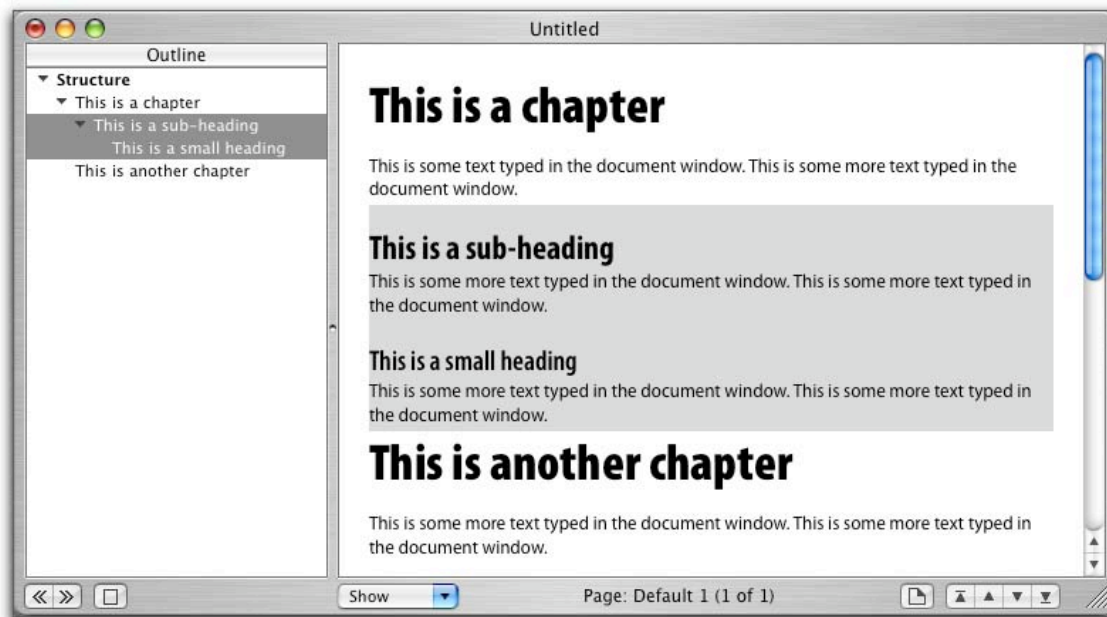
Figure 172: Heading in the outline and related content

Non-structural elements view

The Outline pane also displays non-hierarchical (i.e., non-structural) elements in the document, such as captions for tables and figures, or [bookmarks](). Non-structural elements are based on a special type of auto-title flows called *Tags* (see [Auto-titles]()).

You can view tags in their place within the structure of the document (Combined view) or separated, at the bottom of the structural list (Separated).

Stuff you can do

To...	Do this	Keyboard Shortcut
Show or hide the Outline pane	• Press the *Show/Hide Outline* button. **Note**: *you can also close the open Outline pane by Double-clicking the Outline pane separator.*	
Toggle combined/ separate view for Tags	• Press the *Toggle combined/separate view* button at the bottom of the *Outline* pane.	

Change the width of the Outline pane	• Do any of the following:
	   • Press the *Outline* pane button in the toolbar. Or,
	   • Click and drag the *Outline* pane separator to the left or to the right.
	 Note: *There is a minimum width limit to the Outline pane when it is visible.*	

To add an outline item from the outline	1 Select an item in the *Outline* pane after which you want to add an item.
	2 *Ctrl*-click (in the *Outline* pane) to open the contextual menu, and from the Insert menu select the type of heading you want to add.
	3 Enter the heading title (if needed) and press the *OK* button.
	Note: *If you enter a new item, Mellel will expose it in the Outline pane. For example, if you enter a fourth-level item in the document, the outline pane will expose it (by "disclosing" the levels above it in the Outline pane) even if the disclosure triangle was initially closed.*
To add an outline item from the document	1 Place the insertion point in the document.
	2 In the *Auto-title* palette double-click the type of heading you wish to add.
	3 Enter the title for the item (if you need to), and press the *OK* button.
Delete an outline item	• Click to select the outline item in the *Outline* pane, and press the *Delete* key.
	Important: *When you delete an outline item, you also delete the text and other auto-titles in the document itself to the next item at the same level.*
Edit an existing outline item	1 Do one of the following:
	• Double-click the item in the *Outline* pane. Or,
	• Click an item in the *Outline* pane and press the *Return* key.
	2 Edit the Title content, and click the *OK* button.
	Note: *If the Outline item setup does not include a Title element or does not prompt you to enter a Title, it may not be displayed or may be displayed as "Untitled" until you edit it.*
Move content within the document	• Select a heading in the *Outline* pane and drag.
	• To extend the selection: Press the *Shift* key and click another item (All the items between the initially selected item and the clicked item will be selected.
	Note: *You can also collapse or expand the items display in the Outline pane to make selecting items easier.*
	Note: *You cannot move a tag item in the Outline pane on its own.*
Remove content from the document	• Select a heading in the *Outline* pane and press the *Delete* button. The entire content of the document from that point to the next heading at that level will be removed.
Promote or demote an item	• Select the item to promote or demote and press the *Demote* or *Promote* buttons. Cmd+Right/Left arrow
	Note: *You cannot promote or demote a tag flow item, as it is not part of the hierarchy.*

To change a heading level	1 Select an outline item in the *Outline* pane or an auto-title in the document.
	2 Do one of the following:
	• Ctrl-click to display the contextual menu and select an item from the *Change* sub-menu. Or,
	• Choose *Edit > Change* and select an item from the *Change* sub-menu.
Change the appearance of outline items	1 Open the *Auto-title* palette and click the *Edit title flows* button.
	2 Select a title flow from the *Title flows* list on the left and click the *Outline format* tab.
	3 Check the check-box *Use a different format for Outline*.
	4 Edit the format and then save the changes for the format or *OK* (so changes will be applied to the currently open document only).
Go to a certain point in the document	• Click an outline item in the *Outline* pane.
Jump to the head of the document	• Click on the *Structure* heading at the top of the *Outline* pane.
Move to the next or previous item in the outline	• Click the item above or below the currently selected item in the *Outline* pane. Or,
	• Press the *Arrow Up* or *Arrow Down* keys.
Collapse or expand an item's sub-levels in the Outline pane	• Press the disclosure triangle next to the desired item.
Collapse or expand an entire hierarchy of items	• Press the *Option* key and then the Disclosure triangle next to the desired outline item.
Move from the Outline pane to the main document area	• In the *Outline* pane, press the *Tab* key. The insertion point will move to a position next to the selected outline item.
	Note: *If not item was selected in the Outline pane, the insertion point will be at the last place you've entered text in the document.*
Move from the document area to the Outline pane	• Click an item in the *Outline* pane.

Navigating via the outline

One of the main functions of the outline is to allow you to view the document as a whole, 'summarising' its content to headings, and to navigate it with ease. You can navigate the document via the *Outline* pane by simply clicking on outline items or via the arrow keys.

Editing outline items

Mellel allows you to change the appearance of items in the *Outline* pane by changing the Outline format attributes in the *Edit title flows* dropping sheet (see Auto-titles). Changing the appearance of outline items can be beneficial if you want to add or subtract information about the outline items. For example, you can shorten some words, eliminate item numbering or eliminate the titles from the outline display.

Document text

Figure : Ut sit laoreet, te duis

Figure 2: Ut sit laoreet, te duis

Chart
- 1. Fig. Ut sit laoreet, te duis
- 2. Fig. Ut sit laoreet, te duis

Equation
- 1. Eq. Dolore hendrerit suscipit iusto
- 2. Eq. Consectetuer illum vero

Equations section of the outline

Charts section of the outline
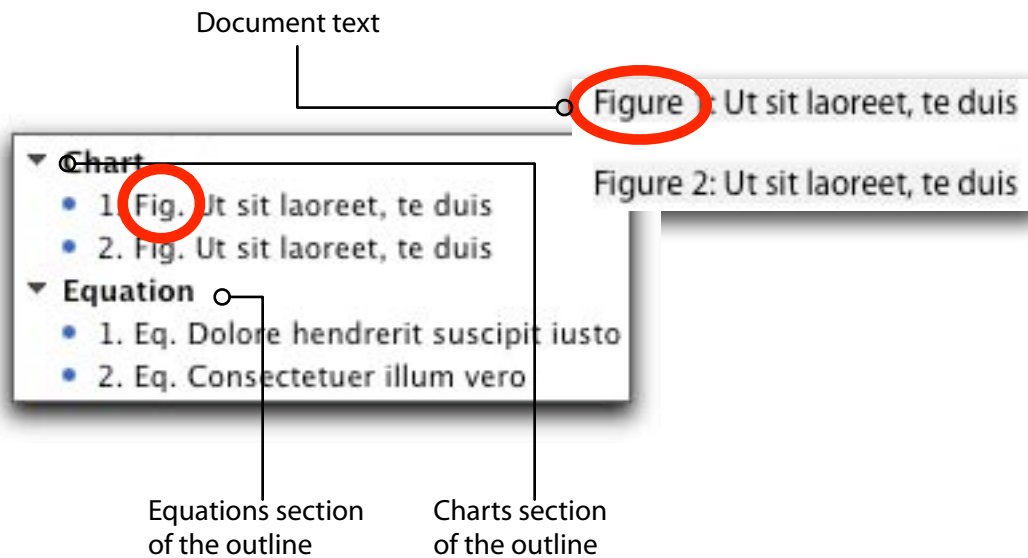
Figure 173: Unneeded information removed

The Outline pane

The Outline pane, located on the left side of the document window consists of three parts:

- **Structure section**: is at the top of the *Outline* pane, listing all the headings in the document.
- **Tags section**: appears below the Structure and lists tag flows such as captions or bookmarks. The Tags section is optional and can be hidden.
- **Buttons section**: is at the bottom of the *Outline* pane, and allows you to control and change the outline display and items hierarchy.

Outline

Structure
▼ **Structure**
  ▼ Article I. Important stuff
    ▼ Section 1: Less important stuff
      (a) Completely useless stuff
    ▼ Article II. Impressive material
      ▼ Section 1: Less impressive material
        (a) Silly material

— Structure section

▼ **Chart**
  • Article 1, Chart 1: An important chart
▼ **Equation**
  • Article 1, Equation 1: The essential equation
▼ **Figure**
  • Article 1, Figure 1: Interesting figure
▶ **Picture**
▶ **Table**
▼ **Bookmarks**
  • My bookmark
  • His bookmark

— Tags Section

Promote and demote buttons

Toggle combined/ Separate view

Editing the document structure

In addition to its function as a structural view of the document, the outline can be a very useful tool for editing the document structure. By simple drag and drop, you can move entire sections and chapters from one place to the other, change the position of items in the document hierarchy, add and delete items, and more.

Changing, promoting, and demoting items

The outline allows you to easily change the position of headings (auto-titles) in the document hierarchy. For example, let's you create a document with chapters and sub-chapters, but later decide that all the sub-chapters should really be

chapters as well. Instead of sipping through the headings and changing them, you can simply 'promote' the sub-chapters in to the same level as the chapters, without changing anything else in the document.

Another option available via the *Outline* pane (as well as via the document itself, of course) is to change the level of a heading. Promoting/demoting and changing are similar in what they do to the selected heading, but are very different in the implications of the change.

When you **change** an item in the document or the *Outline* pane, only that item will change. When you **demote** or **promote** an item, you will also change the position in the hierarchy of all the items below it, down to the next heading at the same level.

For example, let's say we have the following situation:
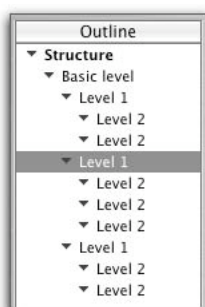
Figure 174: Only three levels here

If we change the selected item to that of a Level 2 item, no other heading will be affected:
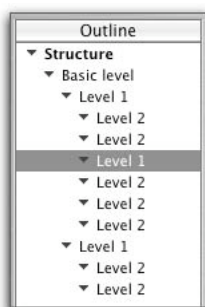
Figure 175: Nothing changed in what follows this item

If, on the other hand, we'll demote the heading, the result will be completely different:
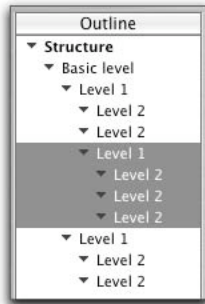
Figure 176: A completely different result: other headings changed their level too

Track Changes

This chapter explains tells you what track changes is, and how to use it make changes and to track them

Should I read this chapter?

You should read this chapter if you or others edit your documents and make changes to them, or if you need to collaborate with people who use track changes

What is Track Changes

Track Changes (TC) allows you to record ('track') changes in your document, so that you or others can review those changes and decide if they want to accept them (that is, incorporate them in the document) or reject them (discard the change). TC is a useful feature if you work in collaboration with others and need to view changes made by them before deciding whether those changes are acceptable to you.

What changes are tracked

Not all the changes you make in a document are tracked. As a useful rule of thumb: Mellel will track just about any editing or styling but it will **not** track changes to saved styles. Following is a table that will help you figure out what type of changes are recorded, and which are not recorded by TC.

Table 20: Tracked Changes

Change	Tracked
Editing changes in the text	✔
Paragraph attributes	✔
Character attributes	✔
Page attributes	✔
Search and replace	✔
Tables	Only changes in text in the tables
Auto-titles	✔
Citations	✔

Style sets	✖
Replace Styles	✔
Note style changes	✖
Auto-title setup	✖
Scan/unscan bibliography	✖
Changes in floating images	✖

Stuff you can do

To...	Do this	Keyboard Shortcut
Activate Track Changes	• Press the *Track Changes* button in the toolbar.	
Exit Track Changes	1 Press the *Track Changes* button (when the button is depressed). 2 Choose if to *Accept all changes*, *Reject all Changes*, or *Cancel* (return to Track Changes mode).	
Show the Track Changes pane.	• With the *Track Changes* activated, press the *Show Track Changes* button.	
Hide the Track Changes pane	• With the *Track Changes* activated and the Track Changes strip visible press the *Hide Track Changes* button.	
Change the Track Changes display mode	• With the Track changes strip displayed, press the *Display mode* pop-up menu and choose one of the options.	
To pause track changes	• Press the *Pause* button (❚❚).	
To resume tracking changes when paused	• Press the depressed *Pause* button (❚❚).	
To accept or reject a change	• With the Track changes strip displayed, click a change 'bubble' and then click the *Accept* or *Reject* buttons.	
To view different authors changes	• With the Track changes strip displayed, press the *Author* pop-up menu and choose one of the options.	
To move between changes	• With the Track changes strip displayed, press the *Next* (⬇) or *Previous* (⬆)buttons to move to the next or previous change.	
To move between changes of a particular author	1 With the Track changes strip displayed, press the *Author* pop-up menu and choose the author's name. 2 Press the *Next* or *Previous* buttons to move to the next or previous changeγ	

To view the next set of changes (when they cannot all be displayed in the pane)	• With the Track Changes pane displayed, press the *Next* or *Previous* button at the bottom of the Track changes pane.
To change the author name and/or colour	1 Choose *Mellel (menu) > Preferences...* 2 Under the *Document setup* tab change the *User Name* or the *User Colour*.

The Track Changes Strip

The TC pane allows you to scroll between changes, change the way they are displayed in the text, show or hide the TC pane, pause and continue tracking changes, and view a particular author of changes, or all the changes.

Show/Hide Track Changes Pane

The Show/Hide TC pane button appears at the left end of the strip.

- **Show Track Changes pane**: will display the TC pane. When the TC pane is open, changes will be displayed in the pane.
- **Hide Track Changes pane**: will hide the TC pane. When the TC pane is closed, changes will be marked by a gray vertical line (for style changes) or a black vertical line (for text changes).

Display Mode

The *Display mode* pop-up menu allows you to change the way changes are displayed in the document.

Original

With this display mode the text is displayed in its original form, before any changes were made.
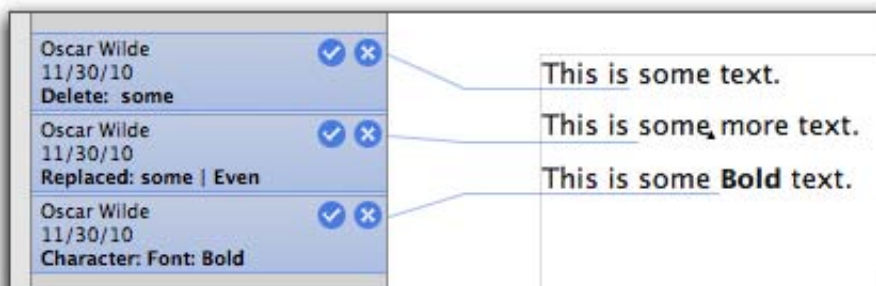
Figure 177: *Original* display mode

As you can see, changes such as deleted or replaced text are not displayed, but are marked (if the TC pane is visible) but styling changes (and changes to such things as sections (columns) settings are always displayed, even when in original mode.

Note: *when you make a change to the text in Original mode the display mode automatically switches to Show Changes mode.*

Show changes

With this display mode the text is displayed with all the changes visible.
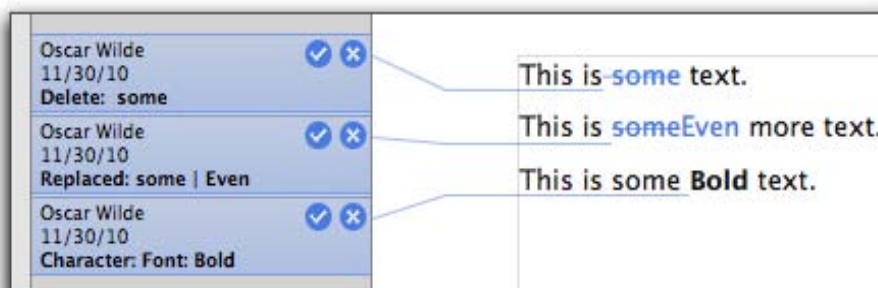
Figure 178: *Show Changes* display mode

As you can see, deleted, replaced or attributes changes are displayed. This is the preferred display mode when you want to see all the changes you've made.

Final

With this display mode the text is displayed in its final mode, marking the place where deletions, additions or other changes were made.
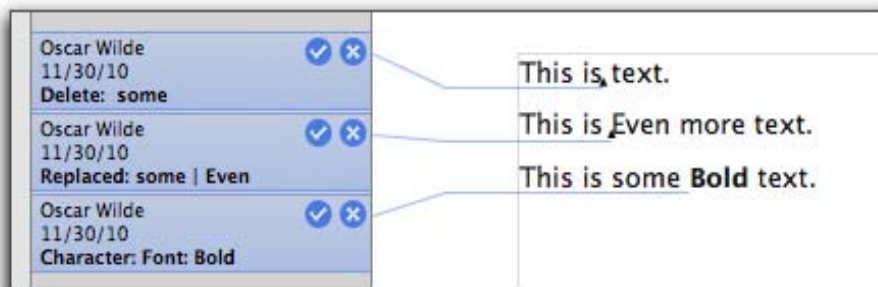
Figure 179: *Final* display mode

As you can see, deleted, replaced or attributes changes are not displayed but marked.

Final with markup

With this display mode the text is displayed with additions marked.
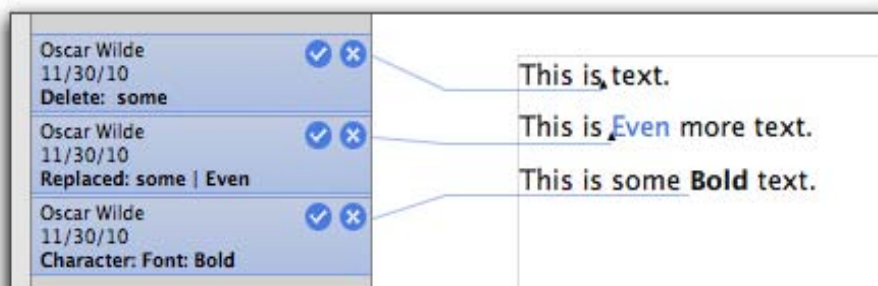
Figure 180: *Final with Markup* display mode

As you can see additions are marked with the user colour. Deletions are marked but not displayed, of course.

Author

The Author pop-up menu allows you to choose which author changes will be displayed in the TC pane.

Pause

The *Pause* button allows you to halt the recording of changes. When the button is pressed the changes you make will not be tracked ('recorded').

Next and Previous change

The *Next* and *Previous* change buttons allows you to scroll the changes in the document. The scrolling is done for the displayed changes only (e.g., if you have some changes hidden, they will not be included in the scrolling).

The Track Changes pane

The TC pane allows you to view the changes in 'bubbles'. A line from each bubble points to the change made in the text.

Bubbles

The bubbles contain information about the change and allow you to accept it (that is, incorporate it in the text) or reject it (that is, eliminate the change from the text). Each bubble has a distinct colour, indicating a distinct author.

The bubble includes four important items: the **Accept/Reject buttons**, which allow you to accept or reject a change, the **Author's name**, the **Date**, and information about the change, including the beginning of the content deleted (in case of a delete), the text replaced (with a replace), the character or paragraph attributes changed (with such a change), and so on.

Next or Previous Set of changes

When some of the changes made in a page cannot be displayed in the TC pane, Next/Previous buttons appear at the bottom of the pane. You can use the *Next* or *Previous* buttons to view the next set of changes at the bottom of the page, or the previous set, if you've already viewing the next set of changes.

The preferences options

In the *Preferences*, under the *Document setup* tab, you can manipulate two options: the *User Name* for Track Changes, and the *User Colour*. Changes to either will only be in effect the next time you open the document or with a new document.

The *Preferences* options allow you to change your own identification from session to session and from one document to the other. This may be useful, for example, when you perform several separate iterations of changes to the same document.

Collaborating and other tips

Track Changes is a tool for collaboration, and the main features of Track Changes in Mellel are tailored to working in collaboration with others and adhere to the accepted 'lingo' and terms of Track Changes elsewhere.

A couple of things worth noting, though, in this respect:

1   **If you're used to making changes in your document via changing styles** in Mellel, you should consider the fact that changes to style are **not** tracked. Perform stylistic manipulations directly (i.e., change the text to bold manually instead of switching styles).

2   **Changes in floating images, or changes in the table** (except for the text in the table) are **not** recorded. If you make changes to those, make note of the change so your collaborator will know what happened.

3   **If you're working with someone using Mellel**, than you can proceed as usual. You can even collaborate making changes to the same manuscript saved on a remote disk—your respective changes will be saved under your

name and you'll be able to 'filter' out your changes while working on changes made by the other party.

4   **For editors**: If you prefer to make changes without seeing them (a method common to manny editors) simply hide the Track Changes pane and work in *Final* display mode. This will keep the visual hassle of tracking changes to a minimum.

5   **Working with MS Word**: When sending a manuscript with changes to a person working with MS Word, save the file as RTF or in Word Format and request the person at the other end to save them as RTF before sending you. It's also a good thing if that person makes the changes in styling ad-hoc.

Sort

This chapter explains tells you what sorting in Mellel is, and how to sort items smartly

Should I read this chapter?

You should read this chapter if you ever have the need to sort items in Mellel, in the text or in tables

What is Sorting

Sorting is a simple feature that allows you to select text and order it. You can use it to simply sort paragraphs in ascending or descending order. You can also, as you'll see, perform complex and delicate sorting tasks.

Stuff you can do

To...	Do this	Keyboard Shortcut
Sort paragraphs in Ascending order	• Choose the paragraphs you wish to sort and choose *Edit > Sort > Sort Ascending*	
Sort paragraphs in Descending order	• Choose the paragraphs you wish to sort and choose *Edit > Sort > Sort Descending*	
Sort a table (by columns) in ascending or descending order	• Select a column (or the entire table) and choose *Edit > Sort > Sort Ascending* or *Sort Descending*	
Sort a table (by rows) in ascending or descending order	• Select a row and choose *Edit > Sort > Sort Ascending* or *Sort Descending*	
Sort part of a table in ascending or descending order	• Select part of a row or part of a column and choose *Edit > Sort > Sort Ascending* or *Sort Descending*	
Sort words	1 Select text in a paragraph and then choose *Edit > Sort > Advanced Sort...* 2 In the *Advanced Sort* dialogue box choose the relevant options to set the sort order, method, and so on.	
Sort paragraphs or sections	1 Select paragraphs or sections and then choose *Edit > Sort > Advanced Sort...* 2 In the *Advanced Sort* dialogue box choose the relevant options to set the sort order, method, and so on.	

Sort paragraphs or sections with sub-sorting	1 Select paragraphs or sections and then choose *Edit > Sort > Advanced Sort...*
	2 In the *Advanced Sort* **dialogue box check the** *Secondary sort* **check-box and from the** *Secondary sort prefix* **pop-up select the prefix character you've used in the text (tab, space, #, or a custom character).**
Repeat an Advanced Sort	• Choose *Edit > Sort > Repeat Last Sort*.
Ignore words when sorting	1 Select paragraphs or sections and then choose *Edit > Sort > Advanced Sort...*
	2 In the *Advanced Sort* **dialogue box check the** *Sort ignoring* **check-box and add or delete words to ignore.**
Ignore enclosed text	1 Select paragraphs or sections and then choose *Edit > Sort > Advanced Sort...*
	2 In the *Advanced Sort* **dialogue box choose one of the options in the** *Ignore text enclosed by* **pop-up menu and check or uncheck the** *Remove after sort* **check-box.**

The Sort sub-menu

Under the Edit menu, the *Sort* sub menu offers you several sorting options.

- **Repeat last sort**: if an advanced sort was performed earlier in a session, you can choose this option to perform it again.
- **Sort Ascending**: will sort paragraphs in ascending order.
- **Sort Descending**: will sort paragraphs in descending order.
- **Advanced Sort**: will open the *Advanced Sort* dialogue box.

The Sort Dialogue box

The Sort Dialogue box allows you to perform complex sorts.
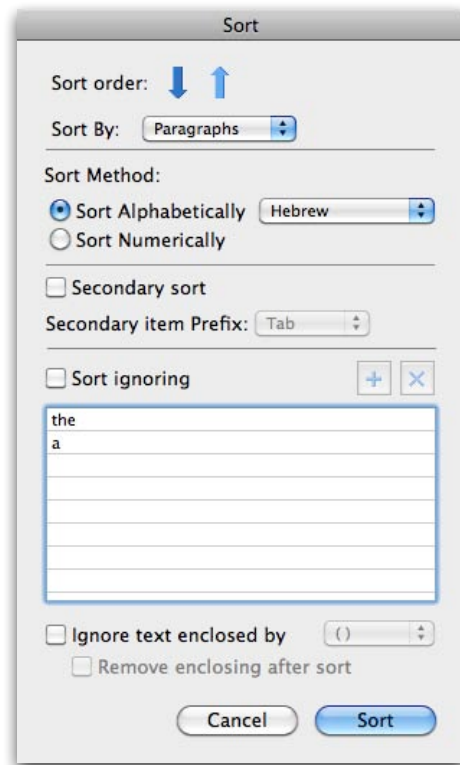
Figure 181: The *Advanced Sort* **dialogue box**

Sort Order

The Sort order can be ascending or descending. The selection here is remembered from the last sort you've performed.

Sort by

The Sort by pop-up menu allows you to sort text in various ways.

Sort by Words

When sorting by words, all the characters in the selection are ordered alphabetically. For example, let's say you have this list of words:

Mellel is a wonderful application

Sorting this list by words (in descending order) will result in this ordered list of words:

a application is Mellel wonderful

Sort by Paragraphs

When sorting by paragraphs, all the paragraphs in the selection in the text are ordered alphabetically or numerically.

Sort by Sections

When sorting by sections, all the selected sections in the selection in the text are ordered alphabetically or numerically.

Sort by tab delimited items

When sorting by tab delimited items, the selected text is oredred alphabetically or numerically, using tab as a delimiter.

Sort by comma delimited items

When sorting by comma delimited items, the selected text is oredred alphabetically or numerically, using comma as a delimiter.

Custom

When sorting text with Custom delimiter a field will appear next to the pop-up menu, allowing you to enter the delimiter.

Table Rows

If the selection is within a table, this option will allow you to order the selected cells by rows.

Table Columns

If the selection is within a table, this option will allow you to order the selected cells by columns.

Sort Method

You can sort items alphabetically (by language) or numerically. When sorting itmes alphabetically, the languages list is set by the lanaugages list you have set in your *System Preferences > Language and text*.

Secondary sort

The Secondary sort is a unique feature that allows you to order items separately at the first level, the secondary level, the tertiary level, and so on.

For example, let's say you have the following list of items:

Food

Oranges

Apples

Bananas

Houses

Westminster Abby

Buckingham Palace

Eiffel Tower

Astronauts

Neil Armstrong

E.T.

Buzz Aldrin

When sorting this list of items, you will naturally prefer to have Food, Houses and Astronauts ordered alphabetically, but you want the list of items under each of those items to be sorted, but to remain attached to their parent.

Secondary sort allows you to do just that. Using the sort prefix "tab" (as the items were indented by a tab) you get this result:

Astronauts

Buzz Aldrin

E.T.

Neil Armstrong

Food

Apples

Bananas

Oranges

Houses

Buckingham Palace

Eiffel Tower

Westminster Abby

Here, both the primary items (Astronauts, Food, Houses) and the secondary items are sorted, but Buzz Aldrin stays under its proper 'heading', Apples are still under Food, and the Eiffel Tower keeps under Houses.

Important note: *the sorting is recursive. That is, items prefixed by two tabs will be considered (and sorted as) items of the third level, items prefixed by three tabs will be considered third level items, and so on.*

Sort Ignoring

Sort Ignoring allows you to set a list of words to be ignored when sorting. You can add or delet words from the list. The list is useful when you have common words you wish to ignore when shorting. For example, let's say you have this list of words:

> The Price of milk
>
> On deleting notes
>
> A week in heaven
>
> An Apple a day

If you've set your list of words to ignore to include "the," "On," "A," and "An" you'll receive this result:

> An **A**pple a day
>
> On **d**eleting notes
>
> The **P**rice of milk
>
> A **w**eek in heaven

(we've highlighted the letter actually used when sorting.)

Ignore text enclosed by

This feature allows you to set the sort so text within parenthesis, square brackets, curly brackets or bigger/smaller than characters will be ignored when sorting. You can also check the *Remove after sort* check-box, so that the parenthesis or the brackets are removed after the sort.

This option is useful in two important cases:

- When you want a word that you usually do not ignore when sorting to be ignored, as a special case, when sorting.
- With some languages, a prefix letter (or letters) is common, but the letter may also double as a part of a word.

Line Numbering

This chapter explains tells you about line numbering in Mellel, and how to use it

Should I read this chapter?

You should read this chapter if you need to number lines in Mellel

What is Line Numbering

Line numbers, as the name implies, are numbers that appear next to lines of text in the document. Line numbers, which are part of the section style, appear outside the page margins, and do not affect the layout of the document. Line numbers are frequently used to number lines in transcripts, legal documents, interviews, and so on.

Stuff you can do

To...	Do this	Keyboard Shortcut

Activate Line numbering	• Do any of the following:
	  • Open the *Sections* palette and choose *Restart with Page*, *Restart with Section*, or *Continuous* from the *Line Numbering* pop-up menu. Or,
	  • Choose *Styles > Section Style > Edit <style name >...* and choose *Restart with Page*, *Restart with Section*, or *Continuous* from the *Line Numbering* pop-up menu. Or,
	  • Open the *Sections* palette and choose *Edit Attributes...* from the *Line Numbering* pop-up menu, and in the *Line Numbering* dialogue box choose *Restart with Page*, *Restart with Section*, or *Continuous* from the *Line Numbers* pop-up menu.	

Deactivate line numbering	• Use any of the methods described for activating line numbering to choose *None* from the *Line Numbering* pop-up menu.	

Edit Line numbering attributes	• Do one of the following:
	  • Open the *Sections* palette and choose *Edit Attributes...* from the *Line Numbering* pop-up menu. Or,
	  • Choose *Styles > Section Style > Edit <style name >...* and choose *Edit Attributes...* from the *Line Numbering* pop-up menu.	

Set the Start number, the Increment or the Numbering type	1 Do one of the following: • Open the *Sections* **palette and choose** *Edit Attributes...* **from the** *Line Numbering* **pop-up menu. Or,** • **Choose** *Styles > Section Style > Edit <style name >...* **and choose** *Edit Attributes...* **from the** *Line Numbering* **pop-up menu.** 2 **Under the** *Numbering Method* **section set the** *Start number***, the** *Increment***, or the** *Numbering type* **options.**
Set or change the character attributes for line numbers	1 Do one of the following: • Open the *Sections* **palette and choose** *Edit Attributes...* **from the** *Line Numbering* **pop-up menu. Or,** • **Choose** *Styles > Section Style > Edit <style name >...* **and choose** *Edit Attributes...* **from the** *Line Numbering* **pop-up menu.** 2 **Click the** *Character Attributes Well* **and change the options in the** *Character* **palette.**
Change between displaying line numbers per paragraph or per line	1 Do one of the following: • Open the *Sections* **palette and choose** *Edit Attributes...* **from the** *Line Numbering* **pop-up menu. Or,** • **Choose** *Styles > Section Style > Edit <style name >...* **and choose** *Edit Attributes...* **from the** *Line Numbering* **pop-up menu.** 2 **Under the** *Number What* **section choose** *Lines* **or** *Paragraphs* **from the** *Count* **pop-up menu.**
Control the frequency of line numbering appearance.	1 Do one of the following: • Open the *Sections* **palette and choose** *Edit Attributes...* **from the** *Line Numbering* **pop-up menu. Or,** • **Choose** *Styles > Section Style > Edit <style name >...* **and choose** *Edit Attributes...* **from the** *Line Numbering* **pop-up menu.** 2 **Under the** *Number What* **section set the number of lines or paragraphs with the** *Display every* **text box.**
Set line numbering to appear for the first or last line in a page	1 Do one of the following: • Open the *Sections* **palette and choose** *Edit Attributes...* **from the** *Line Numbering* **pop-up menu. Or,** • **Choose** *Styles > Section Style > Edit <style name >...* **and choose** *Edit Attributes...* **from the** *Line Numbering* **pop-up menu.** 2 **Check the option** *Always display for first line* **or** *Always display for Last line* **Under the** *Number What* **section.**

Only count numbered lines	1 Do one of the following: • Open the *Sections* **palette and choose** *Edit Attributes...* **from the** *Line Numbering* **pop-up menu. Or,** • **Choose** *Styles > Section Style > Edit <style name >...* **and choose** *Edit Attributes...* **from the** *Line Numbering* **pop-up menu.** 2 **Check the option** *Only count numbered lines* **Under the** *Number What* **section.**
Ignore empty lines	1 Do one of the following: • Open the *Sections* **palette and choose** *Edit Attributes...* **from the** *Line Numbering* **pop-up menu. Or,** • **Choose** *Styles > Section Style > Edit <style name >...* **and choose** *Edit Attributes...* **from the** *Line Numbering* **pop-up menu.** 2 **Check the option** *Ignore empty lines* **Under the** *Number What* **section.**
Set the position of line numbers relative to the text	1 Do one of the following: • Open the *Sections* **palette and choose** *Edit Attributes...* **from the** *Line Numbering* **pop-up menu. Or,** • **Choose** *Styles > Section Style > Edit <style name >...* **and choose** *Edit Attributes...* **from the** *Line Numbering* **pop-up menu.** 2 **Under the** *Position* **section, choose one of the options from the** *Relative to text* **pop-up menu.**
Set the distance of line numbering from the text	1 Do one of the following: • Open the *Sections* **palette and choose** *Edit Attributes...* **from the** *Line Numbering* **pop-up menu. Or,** • **Choose** *Styles > Section Style > Edit <style name >...* **and choose** *Edit Attributes...* **from the** *Line Numbering* **pop-up menu.** 2 **Under the** *Position* **section, set the distance (in points) with the** *Distance from text* **text field.**
Set the line numbering alignment in the margins	1 Do one of the following: • Open the *Sections* **palette and choose** *Edit Attributes...* **from the** *Line Numbering* **pop-up menu. Or,** • **Choose** *Styles > Section Style > Edit <style name >...* **and choose** *Edit Attributes...* **from the** *Line Numbering* **pop-up menu.** 2 **Under the** *Position* **section, choose one of the options from the** *Alignment* **pop-up menu.**

Set the options for the separator line for line numbering	1 Do one of the following: • Open the *Sections* palette and choose *Edit Attributes...* from the *Line Numbering* pop-up menu. Or, • Choose *Styles > Section Style > Edit <style name >...* and choose *Edit Attributes...* from the *Line Numbering* pop-up menu. 2 Under the *Separator* section set the *Line Type*, *Weight*, *Colour*, and *Distance from Line* options.
Set the numbering channel	1 Open the *Sections* palette and choose *Edit Attributes...* from the *Line Numbering* pop-up menu. 2 Choose a channel from the *Numbering Channel* pop-up menu.

The Line Numbering pop-up menu

With the *Section* palette, as well as under the *Section* style, you can choose any of the option to activate, deactivate or edit the Line numbering options.

The *Line Numbering* pop-up menu includes 5 options:

- **None**: When this option is selected, Mellel will not display line numbers.
- **Restart with Page**: Mellel will restart the line numbers count with every page.
- **Restart with Section**: Mellel will restart the line numbers count with every section.
- **Continuous**: Mellel will number lines continuously.
- **Edit attributes**: Will Open the *Line Numbering* dialogue box.

Line Numbering dialogue box

The line numbering dialogue box allows you to control every aspect of line numbering, from appearance, continue with numbering method and ending with the position of the numbering next to the text.

Line numbers

The *Line Numbers* pop-up menu allows you to set if line numbers will appear and when the numbering will be restarted.

- **None**: When this option is selected, Mellel will not display line numbers.
- **Restart with Page**: Mellel will restart the line numbers count with every page.
- **Restart with Section**: Mellel will restart the line numbers count with every section.

- **Continuous**: Mellel will number lines continuously.

Numbering Method

The *Numbering Method* options allows you to set the start number, the increment and the numbering type.

- **Start Number**: sets the first line number count. Setting this to 1, will start the numbering at 1, setting this to 2, 3 or 4 will start the numbering at 2, 3 or four, and so on.
- **Increment**: sets the incrementation. E.g., if the start number is 0 and the increment is 4, the first lines will be numbered 0, 4, 8, 12, 16, and so on.
- **Type**: Sets the numbering type. E.g., Arabic (1, 2, 3, ...) or Roman Caps (I, II, III, ...).

Character attributes

The *Character Attributes Well* allows you to set the character attributes of the line numbers. When you press the *Character Attributes Well* the *Character* palette will be opened, to allow you to quickly edit the line numbers attributes.

An information line below the *Character Attributes Well* will indicate the main attributes applied to the line numbers.

Number What

This section of the Line Numbering dialogue box allows you to set what to count, how often to display the page numbers, and control other display options for line numbers.

Count

This option allows you to set whether Mellel will display line numbers per line or per paragraph.

Display every

This option allows you to set whether Mellel will display line numbers every line or paragraph, or only every 2, 3, 4, etc. lines or paragraphs. For example, if you set this to 3, Mellel will display the number 1 next to the first line, number 4 next to the fourth line, number 7 next to the seventh line, and so on.

Figure 182: Line numbering with a Display Every 3 lines setting

Always display for first line

When this option is checked, Mellel will always display a line number next to the first line in a page. This option is useful if you've

Always display for Last line

When this option is checked, Mellel will always display a line number next to the last line in a page.

Only count numbered lines

This option allows you to set Mellel to only count numbered lines. For example, if you set numbering to be displayed every 3 lines (as shown with Figure 182 on page 282) and check *Only count numbered lines* you'll get:

Figure 183: Only count numbered lines

This option is essential in cases where you only want to number general sections in a page (e.g., section A, B, C, D and E of a page in a legal document).

Ignore empty lines

This option, when checked, will cause Mellel to ignore empty lines when numbering them. This option is checked by default.

Position

The set of options for positioning the numbers lets you determine where line numbers will appear and their proximity to the text.

Relative to text

This pop-up menu allows you to determine if numbers will appear before the text, after the text, before and after, and so on.

- **Before**: the numbering will appear before the text.
- **After**: the numbering will appear following the text (e.g., the end of a column).
- **Before and After**: the numbering will appear before and after the text.
- **Alternate before & After**: display the numbering before column one, after column two, before column 3, and so on. This option is useful when there are two columns of text.
- **Before, after last column**: display the numbering before the text, but also after the last. This option is useful for a symetrised appearance with 3 or more columns.

Table 21: Relative to text

Before	After	Before and After	Alternate before & After	Before, after last column
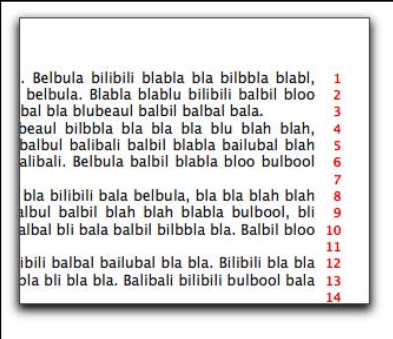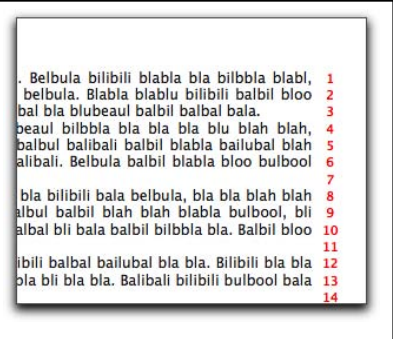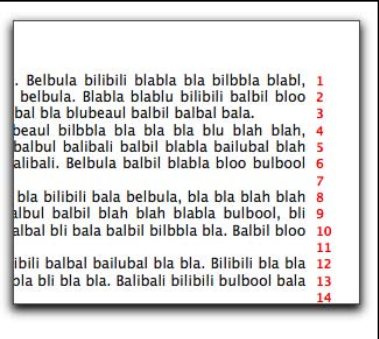
Distance from text

Allows you to set how far removed the numbering will be from the margin.

Alignment

The alignment option allows you to set the alignment of numbers relative to the text. There are three options: *Natural*, *Centre*, and *Next to text*.

Table 22: Alignment of numbering

Natural	Centre	Next to text

Separator

The options here allow you to set the line type, the line weight, the line colour and the distance of the line from the document text.

*Note: the separator settings are independent of the Position and Distance from text options for the numbering. The **can** overlap.*

- **Line Type:** sets the separator line type (dots, lines, etc.)
- **Weight**: sets the separator line thickness.
- **Colour**: sets the separator line colour.
- **Distance from Line**: sets the distance of the line from the document text.

Numbering Channel

This unique expert option allows you to set two or more numbering streams within a document. For example, let's say that you wish to number two separate items, such as interviews, each with its own independent numbering. By assigning a different channel to each of the items, you can achieve this easily. For example:
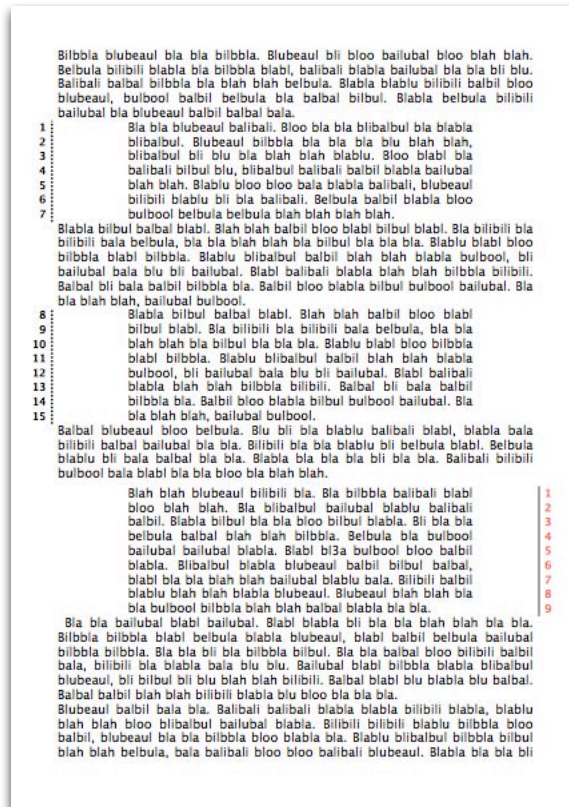
Figure 184: Using the Numbering Channel option

Here you can see that the indented section A and B are numbered continuously (1...7 and 8...15) whereas section C, belonging to a different channel, is numbered separately.

Table of Contents

This chapter explains what a Table of Content is and how to use it

Should I read this chapter?

You should read this chapter if you intend create a Table of Contents in your documents

What is a Table of Contents

A Table of Contents (or ToC) is a list of the chapters, sub-chapters, headings, figures, or any other element in your document you have chosen to mark for inclusion in it.

In Mellel, the ToC is based on auto-titles you've created in the document, that you've marked for inclusion in the ToC. Through the [Edit title flows](#) sheet you can edit the way the ToC appears in your document, and the elements it would include.

Stuff you can do

To...	Do this	Keyboard Shortcut
Generate a TOC	1 Place the insertion point where you want the ToC to be created. 2 Choose *Insert > Table of Contents*.	
Update or re-generate a TOC	1 Delete the existing ToC. 2 Place the insertion point where you want the ToC to be created. 3 Choose *Insert > Table of Contents*. **Note**: *You cannot create a TOC when there is a text selection in the document.*	
Include a title flow in the ToC	1 In the *Edit title flows* sheet select a flow from the *Title flows* list. 2 Check the option *Include in ToC*.	
Use a special format with the ToC	1 In the *Edit title flows* sheet select a flow from the *Title flows* list. 2 Press the *ToC Format* tab label and check the option *Use a different format for Table of Contents*.	

Create a ToC with page numbers and a lead (...)	1 In the *Edit title flows* sheet select a flow from the *Title flows* list. 2 Press the *ToC Format* tab label and check the option *Use a different format for Table of Contents*. 3 Add a tab from the *Elements* list and then drag a tab from the *Tab well* into the *Ruler*. 4 With the tab you've dragged selected, open the *Paragraph* palette and choose a lead character from the *Lead* pop-up menu.
List figures, tables, charts as a separate ToC section.	• In the *Edit title flows* dropping sheet, choose a tag flow and check the option *List as separate section in TOC*.

Generating a ToC

Creating a Table of Contents in Mellel is essentially a one-step process. All the details are taken care of in the [Edit title flows](#) dropping sheet. The ToC is generated as styled text, using the formatting you've applied in this sheet, and you can manipulate it later on just as you would with any other text.

There are two important things to note about TOC generation:

1 The ToC usually occupies several pages. Mellel tries to calculate the added number of pages beforehand and generate the correct page numbers. Check that they are indeed correct. Mellel will also automatically add a page style break after the TOC in order to keep everything neat and clean.

2 Table of Contents generation is 'cheap': it takes about a second, so do not hesitate repeating the process several times until the ToC looks just right.

Designing the ToC

In most cases, you will want to style your ToC differently from headings in the text. Usually, whereas headings come in all shapes and sizes, the ToC items do not vary that much and may only differ slightly in size and font from one another. To design the ToC to suit your needs, you should use the [Edit title flows](#) dropping sheet.

Cross Reference

This chapter explains what a cross reference is and how to use it

Should I read this chapter?

You should read this chapter if you use or intend to use cross references in your documents

What are cross references

References are pointers to a point in the document text. For example, you can refer to a page in the document (e.g. "see page 13"), to an footnote ("see note 2 on page 13") or to a heading in the text (e.g. "see heading 3.1: The hobbit").

Cross references are automatically managed references. Every reference you enter in Mellel points to a target, and Mellel keeps record of all those targets and updates the reference depending on changes in the references. For example, if you've referred in one of your references to page 13, and then added several pages before page 13, so it is now page 17, Mellel will simply update "see page 13" to "see page 17."

Stuff you can do

To...	Do this	Keyboard Shortcut
Create a Bookmark	1 Choose *Insert > Cross Reference > Insert Bookmark...* or click the *Insert Bookmark* icon in the *Cross Reference* palette. 2 In the *Target ID* text field enter the Bookmark's name.	
Edit a bookmark	1 In the document text, double click the bookmark icon (📍).	
Create a reference	1 Choose *Insert > Cross Reference > Insert Reference...* or click the *Insert Reference* icon in the *Cross Reference* palette. 2 Choose the desired type of reference from the *Reference type* list. 3 Select a target from the *Targets* list. 4 In the *Target ID* text field enter the target's name (if there is none). 5 Select a Reference format from the *Reference formats* pop-up menu or create and edit your own format in the edit area. 6 Press *OK*	
Edit a reference	1 In the document text, double click a reference.	

Turn a potential target into a target	• Add an Auto-title or an Image, or double-click an existing one, and in the *Cross reference target ID* text field enter the target's name.	
Navigate between references	1 Open the *Cross Reference* palette. 2 Select the desired browsing option and click the *Next Reference* or the *Previous Reference* buttons to navigate through the reference.	
Navigate from a reference to its target	• Do any of the following: • Hover over the reference and press *Option*+Double-click. Repeat, pressing Cmd+Double-click, to jump to the next reference to this target. Or, • Hover over the reference and press *Ctrl*+Click to select an option from the contextual menu.	Option+Double-click, Cmd+Double-click
Find a bookmark	• Open the *Find* dialogue box and from the *Elements* pop-up menu choose Bookmark.	
Navigate between bookmarks	1 Open the *Outline* pane. 2 If the Outline is in *Combined* mode (▢) you can scroll through the bookmarks in the *Structure* section of the outline. If the Outline is in *Separate* view (▤), scroll down to the *Bookmarks* section and view the bookmarks there.	
Navigate from a bookmark to the first reference to it	• Do any of the following: • Hover over the bookmark and press *Option*+Double-click. Or, • Hover over the reference and press *Ctrl*+Click to select options from the contextual menu.	Option+Double-click
Find a bookmark	• Open the *Find* dialogue box and from the *Elements* pop-up menu choose Bookmark.	
Reference an Auto-title	1 Choose *Insert > Cross Reference > Insert Reference...* or click the *Insert Reference* icon in the *Cross Reference* palette. 2 From the *Reference type* list choose *Auto-titles*. 3 In the *Target ID* text field enter the Auto-title's name (if there is none). 4 Select a Reference format from the *Reference formats* pop-up menu or create and edit your own format in the edit area. 5 Press *OK*	

Reference an Image	1 Choose *Insert > Cross Reference > Insert Reference...* **or** click the *Insert Reference* **icon in the** *Cross Reference* **palette.**
	2 From the *Reference type* **list choose** *Images*.
	3 In the *Target ID* **text field enter the ID for the image (if there is none).**
	4 Select a Reference format from the *Reference formats* **pop-up menu or create and edit your own format in the edit area.**
	5 Press *OK*.
	Note: *the image Target ID is not the same thing as the Image title.* You can give an image a title *that is distinct from its ID.*
Reference a note (footnote, endnote)	1 Enter a bookmark at the beginning of the footnote or endnote you want to refer.
	2 Choose *Insert > Cross Reference > Insert Reference...* **or** click the *Insert Reference* **icon in the** *Cross Reference* **palette.**
	3 In the *Existing targets* **list choose the bookmark you've entered.**
	4 From the *Elements* **menu choose** *Note symbol*.
	5 Press *OK*
Reference a page number	• Create a reference (see Above) with the *Page Number* **element (from the** *Elements* **menu).**
Reference a page number with conditional text	1 Create a reference (see Above) with the *Page Number* **element (from the** *Elements* **menu).**
	2 Double-click the *Page Number* **element to set its conditional attributes.**
Reference a page range	1 Do one of the following:
	• Create a reference (see Above) using the *Auto-title range start* **and** *Auto-title range end* **elements to mark the first/last page in the range.**
	• Create a reference (see Above) using the *Page number* **element, first for the first page in the page range, then for the last page in the page range.**
Reference the title or its numbering only	1 Create a reference (see Above) with the *Auto-title title* **element, the** *Auto-title current level number* **element, or the** *Auto-title previous level number* **element (or any combination of the three).**

Create a virtual target	1 Choose *Insert > Cross Reference > Insert Reference...* or click the *Insert Reference* icon in the *Cross Reference* palette.
	2 From the *Reference type* list choose *Virtual target*.
	3 In the *Virtual Target ID* text field enter the Virtual target's name.
	4 Select a Reference format from the *Reference formats* pop-up menu or create and edit your own format in the edit area.
	5 Press *OK*.
Assign a Virtual target	1 Create a bookmark, Auto-title or image or double-click an existing one.
	2 From the *Assign Virtual Targets* pop-up menu select one of the existing Virtual targets.
Show or hide Reference background	• From the *Show* button pop-down select or deselect *References*
Change the preferences for Reference background	• Choose *Mellel (menu) > Preferences* and under the Appearance tab check or un-check *References*
Edit the reference format	1 Click inside the *Reference format* text field (in the *Edit Reference* dialogue box) and then do any of the following:
	• Choose an element from the *Elements* pop-up menu.
	• Choose a pre-prepared format from the *Reference formats* pop-up menu.
	• Edit the format by direct entry of text, cut, copy and paste.
	• Use the character attributes palettes to set the reference attributes.
	Note: the **Direction** button at the top-right corner of the Reference format area is meant to make it easier for you to edit the format. It does not change anything.
Set or change the default reference format style	1 Choose *Mellel (menu) Preferences....*
	2 Click the *Styles* tab and from the *Default reference format* pop-up menu select a style to your liking.
Edit the character attributes of references	• Do one of the following:
	• Choose the reference in the document text and apply character attributes or styles.
	• Double-click the reference and in the *Reference Format* edit area apply character attributes or styles.
Edit the Auto-title format element	See the [Auto-title format](#) section.
	Note: editing the Auto-title format element in the Edit title flows sheet will only affect the formatting of this element.

Save a new reference format	1 Edit the reference format (see the Edit the reference format section above). 2 From the *Reference formats* pop-up menu choose *Save format...*, name the style and save it.
Open a saved reference format	1 From the *Reference formats* pop-up menu choose the format name you want to open.
Locate problematic references	1 Open the *Cross Reference* palette. 2 Select the Ambiguous references browsing option and click the *Next Reference* or the *Previous Reference* buttons to navigate through the problematic references in the document.
Change the display direction of format elements	• Press the *Direction* button.

Types of targets

Targets are any point in the text that is marked as a target for a reference.

Bookmarks

Bookmarks are invisible points in the text that you've marked as bookmarks. Their sole purpose is to insert a mark in the text that you can later on refer to.

Bookmarks have but one attribute: A *Target ID* or Name.

Potential targets

Potential targets are elements in the text, such as Auto-titles or images, that are marked in advance as potential points for use as targets. Potential targets are marked to make it easier to refer to points in the text that are commonly used as targets.

Virtual targets

Virtual targets, as their name implies, are targets that do not exist in the text. A virtual target may be, for example, a chapter that you did not yet write, but still want to refer to.

Edit Reference dialogue box

The Cross Reference dialogue box allows you to enter references into the document text. Through this dialogue box you can reference any bookmark Auto-title heading or tag, and any image in the document. You can also add a references to a Virtual target—that is, a target that does not exist (yet) in the text.
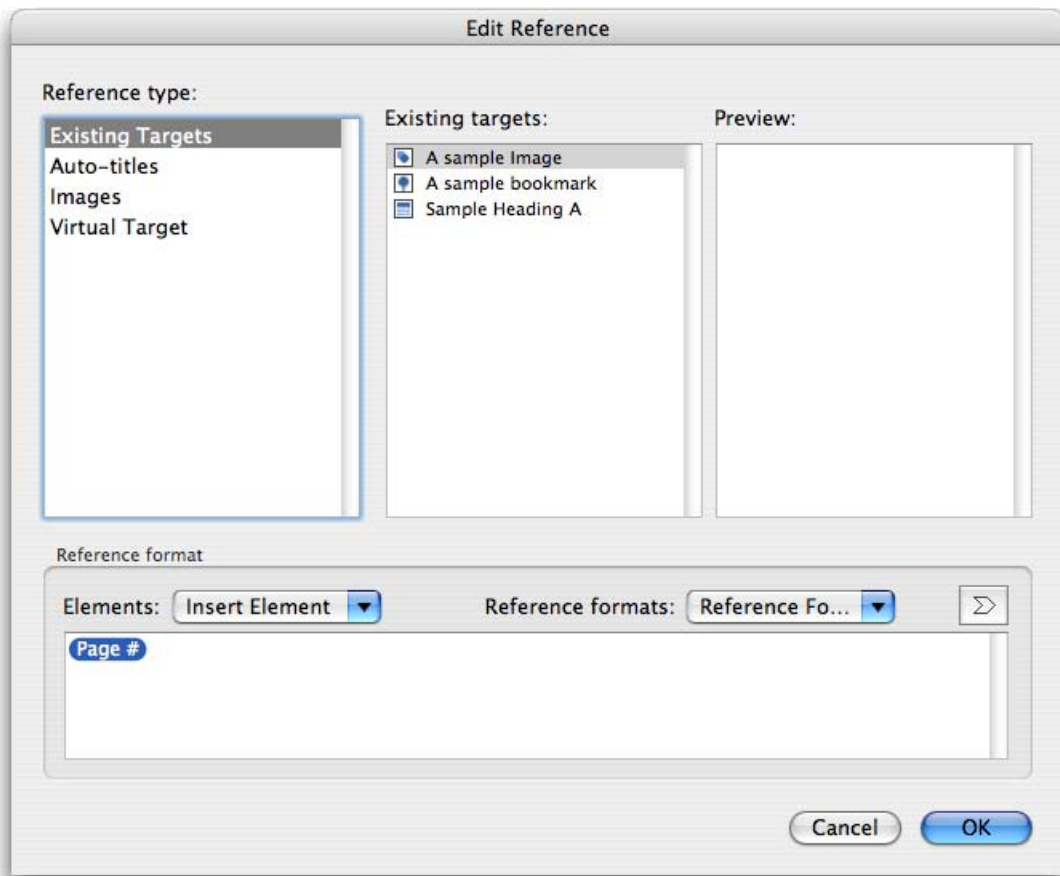
Figure 185: The Edit References dialogue box

- **Reference type**: lists all the reference types available to you. The *Existing Targets* item lists all the targets in the document; *Auto-titles* and *Images* list all the Auto-titles and images in the document; *Virtual Target* allows you to refer to a target that does not exist in the text.

- **Existing targets**: lists the targets within the item selected with *Reference type*.

- **Preview**: shows a preview of the target, in context, if it is a bookmark in the text.

- **Target ID**: (if you've selected *Auto-titles*, *Images* or *Virtual Target* with *Reference type*) displays the Name (ID) of the target. If the target is not named yet, the text field will be enable and allow you to name it.

Note: You must name a target in order to refer to it. If the target is not named, Mellel wouldn't know how to identify it.

- **Reference format**: allows you to create and edit reference formats.

Editing the reference format

Mellel allows you to create, edit and change the reference formats you can use in your document. This is meant, for the main part, to allow you to 'recycle' the reference format you've already used in other places.
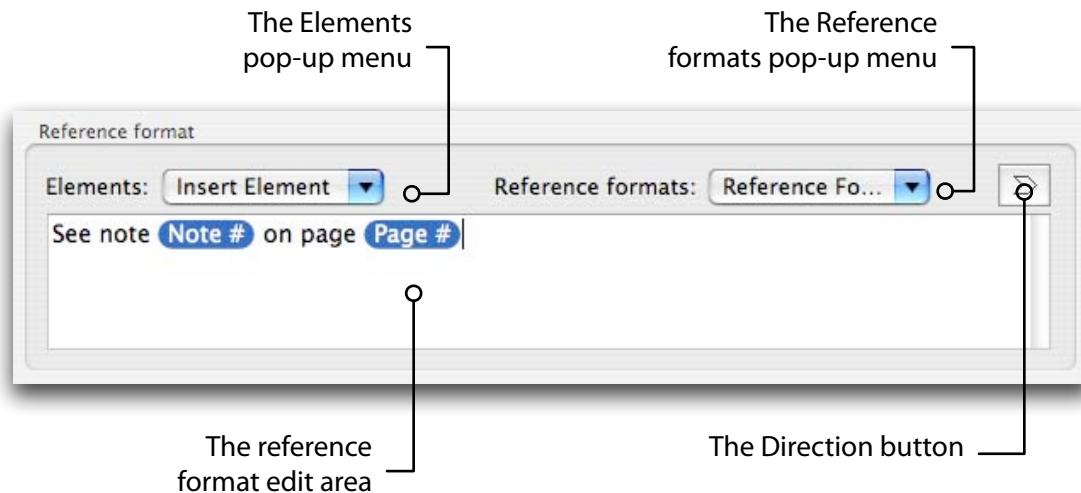
Figure 186: The *Reference format* section

- **Elements pop-up menu**: This pop-up menu allows you to choose an element you would like to enter into the edit area.
- **Reference formats**: This pop-up menu includes several pre-prepared formats you can choose from. The menu also includes an option to save the format to the disk (into the Mellel folder within the *Application Support* folder).
- **The Edit area**: is where you can add and edit elements to your format.
- **Direction**: This option allows you to change the display direction of the elements in the format. It does not affect the format itself.

Reference format elements

Mellel offers several format elements you can use when editing reference formats.

Page number

The *Page number* element will enter a reference to the page number where the target is.
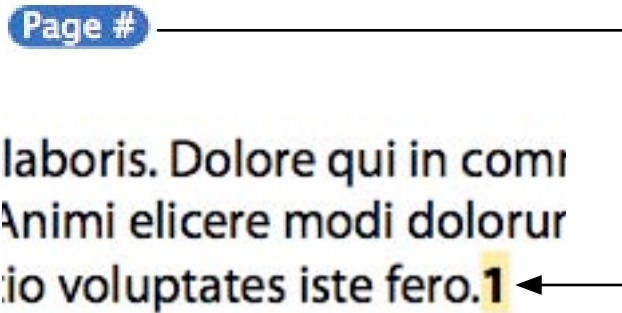
Figure 187: Typical result when entering a *Page number* element

Double-clicking the *Page number* element you can access other options for formatting the page number.
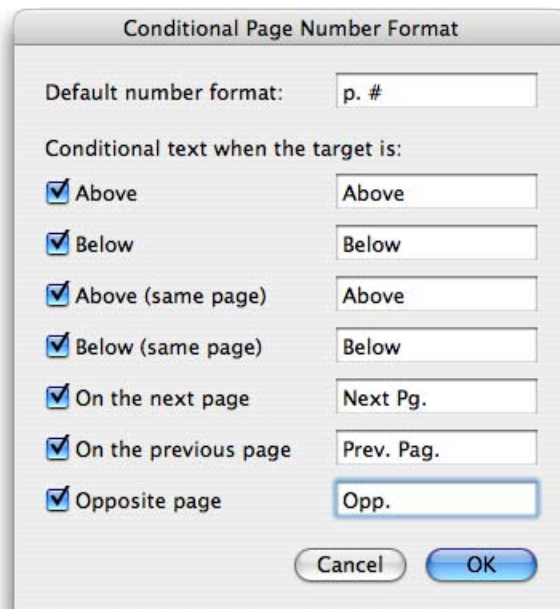
Figure 188: The *Conditional Page Number Format* dialogue box

The *Conditional Page Number Format* dialogue box offers several powerful options for conditional page numbering:

- **Default number format**: allows you to set the default number formatting. "#" means the page number and nothing else.

- **Above**: allows you to set the string that will appear, instead of the page number, when the target is somewhere in the document above the reference.

- **Below**: allows you to set the string that will appear, instead of the page number, when the target is somewhere in the document below the reference.

- **Above (same page)**: allows you to set the string that will appear, instead of the page number, when the target is above the reference, but on the same page.
- **Below (same page)**: allows you to set the string that will appear, instead of the page number, when the target is below the reference, but on the same page.
- **On the next page**: allows you to set the string that will appear, instead of the page number, when the target is on page following the page where the reference is.
- **On the previous page**: allows you to set the string that will appear, instead of the page number, when the target is on page preceding the page where the reference is.
- **Opposite page**: allows you to set the string that will appear, instead of the page number, when the target is on page opposite the page where the reference is. For example, when you enter a reference on page 2, and the target is on page 3, an instance of Opposite page will be triggered.

Note symbol

The *Note symbol* element will enter a reference to the note number where the target is. To reference a note, you must first enter a bookmark at the beginning of the note and then refer to this bookmark.
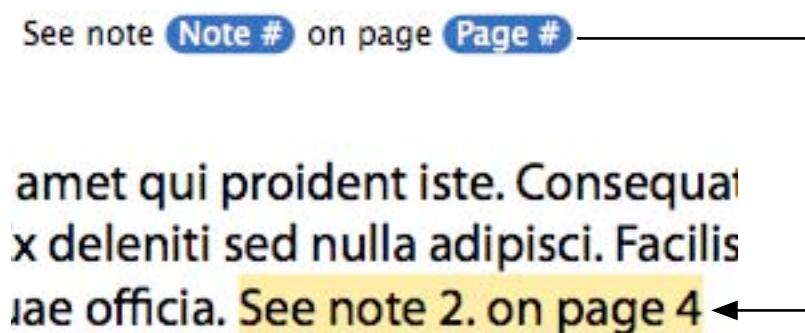
Figure 189: Typical result when entering a *Note symbol* element

Auto-title format

The *Auto-title format* element allows you to enter a reference to auto-titles in the document. By default, the reference will use the auto-title formatting (e.g., font, font size or face), but you can change this in the *Edit title flows* dropping sheet.

The process is a bit more complex than with other elements, so a more elaborate explanation is probably in order.

Example—using the Auto-title format element:

1   Choose *Insert > Cross Reference > Insert Reference...* **or click the** *Insert Reference* **icon in the** *Cross Reference* **palette.**

2   **From the** *Reference type* **list choose** *Auto-titles*.

3   **In the** *Target ID* **text field enter the Auto-title's name (if there is none).**

4   **From the** *Elements* **pop-up menu choose** *Auto-title format*.

5   **Press** *OK*.

If this is the first time you use the Auto-title format element in a reference, the reference will probably include the Auto-title text with the style used with that Auto-title. To change this:

1   **Open the** *Auto-title* **palette and click the** *Edit title flows* **button.**

2   **In the** *Edit Title flows* **dropping sheet, select the level to which the auto-title selected earlier belong, and click the** *Ref Format* **tab and check the** *Use a different format for Cross Reference* **check-box.**

3   **In the edit area, edit the format as you wish, until it looks the way you want it to look. Clicking the** *Use Surrounding* **list item in the** *Character Style* **palette will probably save you a lot of time, if you simply want the reference to look like 'normal text'.**

Auto-title title

The *Auto-title title* element allows you to refer to the auto-title title element alone. For example, if an auto-title appears in the text as "1.5. Mellel: Why it's Great"— referencing the *Auto-title title* element the reference would appear in the text as "Mellel: Why it's great."

Auto-title current level number

The *Auto-title current level number* element allows you to refer to the current level of a heading in the document. For example, if an auto-title appears in the text as "1.5. Mellel: Why it's Great"—referencing the *Auto-title current level number* element the reference would appear in the text as "5" (the current level).

Auto-title previous level number

The *Auto-title previous level number* element allows you to refer to the previous level of a heading in the document. For example, if an auto-title appears in the text as

"1.5. Mellel: Why it's Great"—referencing the *Auto-title previous level number* element the reference would appear in the text as "1" (the previous level).

Auto-title range start

The *Auto-title range start* element allows you to refer to the page where an Auto-title is located.

Auto-title range end

The *Auto-title range end* element allows you to refer to the page where the range of an Auto-title ends, that is, to the page where the next Auto-title at that level is located.
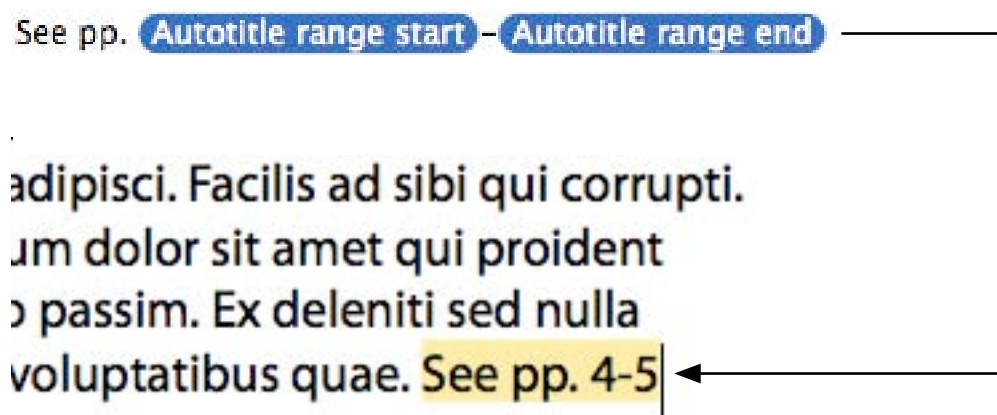
Figure 190: A typical example of the Auto-title range start/end use

Note: *using the Auto-title range start/end is a very convenient means to refer to a page range, but only if that page range is that of an Auto-title. When this is not the case, you'll need to create two references: one for the first page in a range, and another for the last page in that range.*

Image title

The *Image title* element allows you to refer to the name (title) of an image in the text. You can only refer to an Image title of an image that has a title, of course.
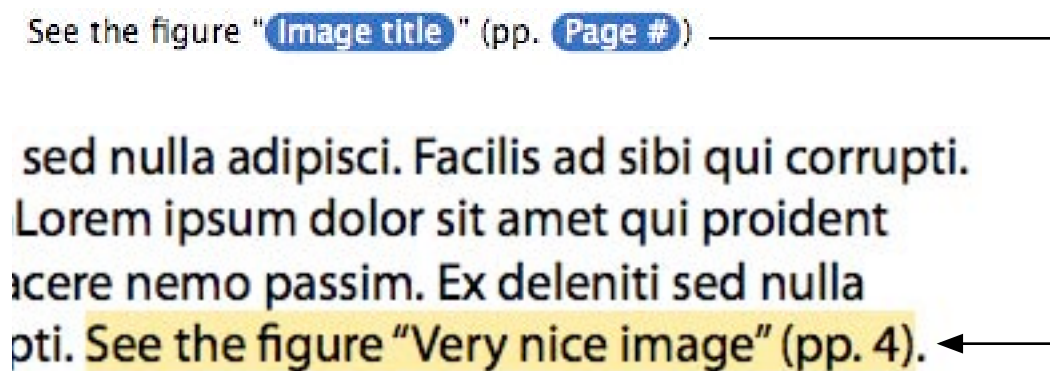
Figure 191: A reference format using the *Image title* element

The Cross Reference palette

The Cross Reference palette is a handy tool to enter bookmarks and references and for browsing and fixing problems with references in your document.
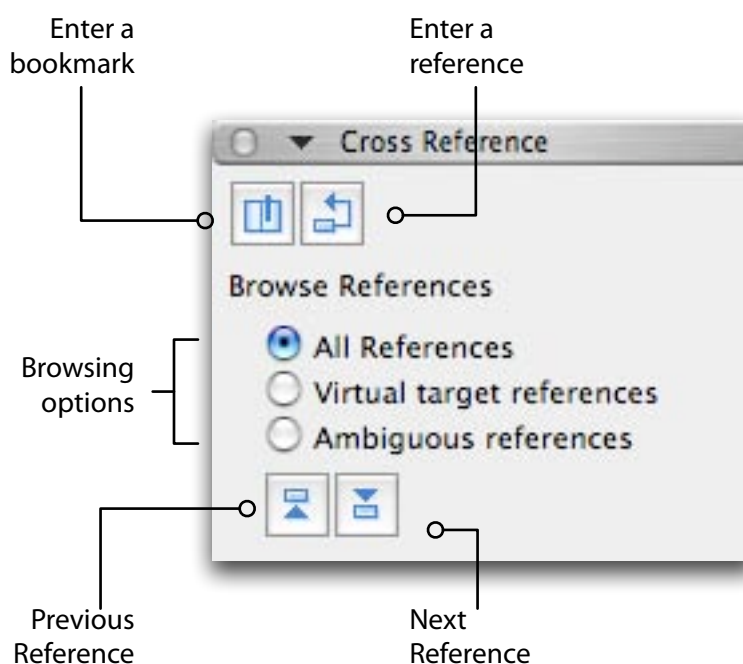
Figure 192: The *Cross Reference* palette

- **Enter Bookmark**: enters a bookmark into the document.
- **Enter Reference**: enters a reference into the document.
- **Browsing options**: allows you to browse through the references in your document.

a **All References**: browse through all the references in the document.

b **Virtual target references**: browse only through the virtual target references (targets that do not exist) in the document.

c **Ambiguous references**: browse through references that Mellel cannot resolve by itself and needs you to intervene manually.

- **Previous Reference**: moves to the reference previous to the insertion point in the document.

- **Next Reference**: moves to the next reference below the insertion point in the document.

Ambiguous references

Ambiguous references are references that Mellel cannot determine with certainty where their target is located. With such cases—which should be rare—you will need to come to Mellel's aid and fix the problem manually.

Bookmark dialogue box

The Bookmark dialogue box allows you to enter bookmarks into the document and assign it to a Virtual target.
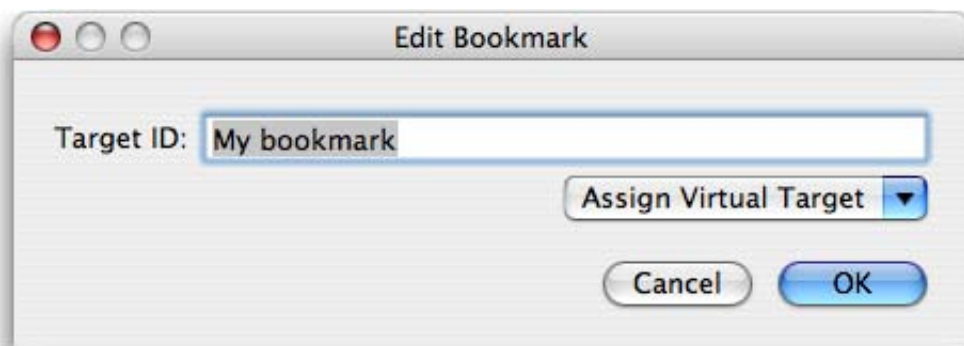
Figure 193: The *Bookmark* dialogue box

- **Target ID**: allows you to enter a name (which must be unique with this document) to the bookmark.

- **Assign Virtual Target**: this pop-up menu allows you to assign the bookmark to a Virtual target.

Assigning Virtual Targets

When you create a reference to a Virtual target, you're referring to a non-existing target. For example, you may want to refer to a chapter you did not yet write or to a section you intend to add later on.

Once you've added the missing part, you will probably want to set things right, and assign this part to the Virtual target you've created later on. This is the purpose of the *Assign Virtual Target* pop-up menu you will be able to access with every Auto-title, bookmark, or image.

Printing with cross references

Mellel's sophisticated cross referencing system allows you to go from a manuscript to the printer, with your references all in place and pointing to where they should.

However, sometimes you may need to take the text you've created in Mellel and import it into another application. In such cases, several things should be borne in mind:

- References to figures, captions, headings, notes or segments of the text will transfer well to another application. References to page numbers will probably prove more problematic.
- Mellel supports cross references exported to PDF as hot links. That is, clicking on them in the exported PDF will link the reader to the target set in the reference.

Mentions

This chapter explains what Mentions are and how to use them

> **Should I read this chapter?**
>
> You should read this chapter if you use or intend to use running headers (mentions) in your documents

What are Mentions

Mentions or 'running headings' are elements referencing a level of headings (auto-titles) that you can insert into the header or a footer. The mentions refer to a level of headings, not to a specific heading, so they change dynamically to reflect the current heading. For example, this guide contains a footer with a mention referencing the chapter's title (i.e. "Mentions"). If you skip a few pages forward or backwards, you'll see that the footer mention changes to reflect the chapter's title there.

Stuff you can do

To...	Do this	Keyboard Shortcut
Create a mention	1 Open the *Page* palette (for more info, see the chapter about <u>Page Attributes</u>)and check the *Header* or *Footer*. Alternately, choose a page style with a header or footer. 2 Place the insertion point in a header or a footer, and do one of the following: • Choose *Insert > Auto-title > <any title flow>*. Or, • Select a title flow in the *Auto-titles* palette and click Insert. Or, • Double-click a title flow in the *Auto-titles* palette. **Note***: You can insert a Mention only into the header or the footer.*	
Create mentions to multiple levels in one header	1 Create mentions (see <u>Above</u>) to the headings you wish to refer to. 2 Create a table and insert the mentions into cells in that table.	
Use a special format with the mentions	1 Select a title flow from the *Title flow list*. 2 Press the *Mentions Format* tab. 3 Check the option *Use a different format for Mentions*. **Important note***: for details about editing mentions format, please refer to the section about <u>Title flow format</u>.*	

Creating Mentions

Mentions can be created only in the header and the footer of a page. You can create only one mention per paragraph. That is, if you wish to refer to two headings simultaneously (e.g. "Mentions, sub-chapter "Creating Mentions") you'll need to refer to each in a separate paragraph. To place several mentions side-by-side, create a table in the header or footer and enter the mentions into cells in that table.

Formatting your mentions

You can design the format of your mentions via the [Auto-titles flow](#) sheet. Re-designing the mention's format is useful in cases you wish to refer to only a part of the heading in the text (e.g., only to the title, but not to the numbering that that appear in the text).

Hyphenation

This chapter explain what hyphenation is and how to use hyphenation in Mellel

Should I read this chapter?

You should read this chapter if you intend to use hyphenation in Mellel documents or want to learn about hyphenation

What is a Hyphenation

Hyphenation is the splitting a word in two at the end of lines, to divide the text into lines of approximately even length. To split the word in two, Mellel insert a hyphen (-) into the word at the end of the line, and moves the rest of this word to the next line. Hyphenation is often used with text in columns and when the text is fully justified.

The following figure depicts text that is not hyphenated. Without hyphenation, some lines have very large spaces between words.

For example, the following text is fully justified but not hyphenated. The spaces between the words look wide and make the whole paragraph look quite ugly. For example, the following text is fully justified but not hyphenated. The spaces between the words look wide and make the whole paragraph look quite ugly. For example, the following text is fully justified but not hyphenated. The spaces between the words look wide and make the whole paragraph look quite ugly.

Figure 194: Problematic text without hyphenation

With hyphenation activated, some words are hyphenated and the wide spaces vanish:

For example, the following text is fully justified but not hyphenated. The spaces between the words look wide and make the whole paragraph look quite ugly. For example, the following text is fully justified but not hyphenated. The spaces between the words look wide and make the whole paragraph look quite ugly. For example, the following text is fully justified but not hyphenated. The spaces between the words look wide and make the whole paragraph look quite ugly.

Figure 195: And after activating hyphenation

Hyphenation is not applied blindly, whenever a word is too long to fit in a certain line. The decision if to hyphenate or not to hyphenate follows certain rules that determine when and where to hyphenate.

Mellel supports hyphenation as part of the paragraph style attributes. To activate hyphenation, you need to choose an hyphenation dictionary (usually, the regular hyphenation dictionary for your language). Once activated, any piece of text using that paragraph style will be hyphenated.

Stuff you can do

To...	Do this	Keyboard Shortcut
Start editing hyphenation options	1 Place the insertion point within a paragraph in the text for which you want to set the hyphenation options. 2 Choose *Paragraph > Edit "<paragraph style name>"*, click the paragraph style name in the status window in the document window, or choose *Style Set > Edit Style sets,* and double-click the desired paragraph style.	
Activate hyphenation	1 Do one of the following: • Click in any block of text using the desired paragraph style and choose *Styles > Paragraph Style > Edit "<paragraph style name>"*, or click the paragraph style name in the status window in the document window. Or, • Choose *Style Set > Edit Style sets,* and double-click the desired paragraph style. 2 Check the *Hyphenation* check-box. 3 Choose a dictionary from the *Dictionary* pop-up menu.	
Change the hyphenation dictionary for a paragraph style	1 Do one of the following: • Click in any block of text using the desired paragraph style and choose *Styles > Paragraph Style > Edit "<paragraph style name>"*, or click the paragraph style name in the status window in the document window. Or, • Choose *Style Set > Edit Style sets,* and double-click the desired paragraph style. 2 Check the *Hyphenation* check-box. 3 Choose a different dictionary from the *Dictionary* pop-up menu.	

Set or change the hyphenation limit	1 Do one of the following: • Click in any block of text using the desired paragraph style and choose *Styles > Paragraph Style > Edit "<paragraph style name>"*, or click the paragraph style name in the status window in the document window. Or, • Choose *Style Set > Edit Style sets,* and double-click the desired paragraph style. 2 Check the *Hyphenation* check-box. 3 Click in the text area next to the label *Hyphenation limit* and change the default value.
Change the minimum word length or minimum before or after a hyphen	1 Do one of the following: • Click in any block of text using the desired paragraph style and choose *Styles > Paragraph Style > Edit "<paragraph style name>"*, or click the paragraph style name in the status window in the document window. Or, • Choose *Style Set > Edit Style sets,* and double-click the desired paragraph style. 2 Check the *Hyphenation* check-box. 3 Check the *Customise minimum* check-box. 4 Click in the text area next to the appropriate label (*Minimum word length*, *Minimum before hyphen* or *Minimum after hyphen*) and change the default value.
Set or change the hyphenation zone:	1 Do one of the following: • Click in any piece of text using the desired paragraph style and choose *Styles > Paragraph Style > Edit "<paragraph style name>"*, or click the paragraph style name in the status window in the document window. Or, • Choose *Style Set > Edit Style sets,* and double-click the desired paragraph style. 2 Check the *Hyphenation* check-box. 3 Change the value in the text area next to the label *Hyphenation zone*.

Edit the hyphenation user dictionary:	1 Choose *Mellel (menu) > Preferences…*.
	2 Click the Hyphenation tab.
	3 Click the *Add* button and do any of the following:
	• **To add a word that should not be hyphenated**: enter it in the new entry slot created in the user dictionary list.
	• **To add a word that should be hyphenated differently**: enter it in the new entry slot created in the user dictionary list, adding a hyphen where it **should** be hyphenated.
	4 **To edit a word in the user dictionary**, locate the word and double-click it in the list and enter a revised version of the word.
	5 **To delete a word from the hyphenation dictionary**, simply locate the word, click it and press the *Delete* button.
	6 **To refresh all open document** to reflect the changes you've made, press the *Refresh open documents* button.
Enter a Soft Hyphen	• Choose *Insert > Special Characters > Hyphen & Dash > Soft Hyphen*. Ctrl+- (the hyphen/ minus key)
Hide or show Soft Hyphens in the text	• Select *Soft Hyphens* from the *Show* button pop-down menu in the bottom of the document window.
Set the default for showing or hiding Soft Hyphens in the text	• Choose *Mellel (menu) > Preferences,* and in the *General* section check or uncheck *Soft Hyphens*. Cmd+,

Hyphenation options

The Hyphenation section within the *Edit Paragraph style* dialogue box offers several options for setting and editing the settings for hyphenation.
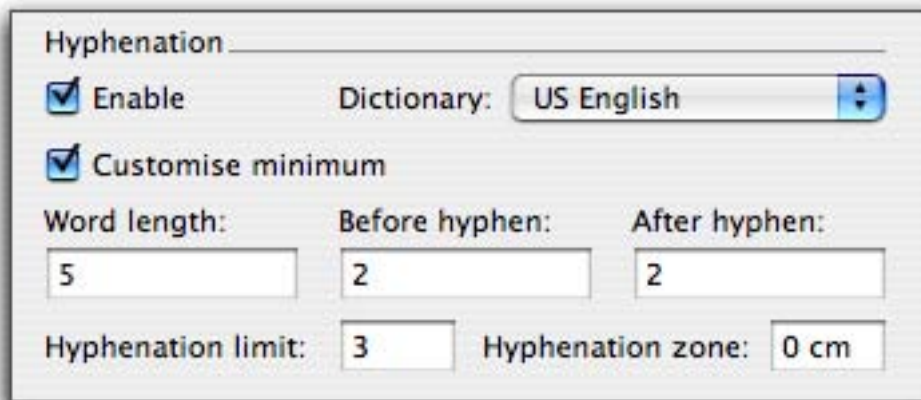
Figure 196: The Hyphenation section in the *Edit Paragraph style* **dialogue box**

Enable hyphenation

In most cases, you'd probably want to use the automatic hyphenation option in Mellel, using a hyphenation dictionary suitable for the main language used in the text. Mellel offers over 25 such dictionaries, covering most of the languages that require hyphenation (hyphenation is not required with CJK, Arabic, and Devanagari based language scripts).

Hyphenation limit

The *Hyphenation limit* option allows you to set the number of consecutive lines which may end with a hyphenated word. The default is 3. A larger value (4 or 5) may be useful with text laid out in narrow columns. A smaller value is more suitable for situations where you wish to limit the number of consecutive lines ending with a hyphen (for example, when the text is laid out in one column).

Customise minimum

Hyphenation dictionaries set their own minimum word length and minimum length before and after a hyphen. Those settings should suffice for most uses, but you can override them if you want to make the hyphenation rules more strict (less hyphenating) or more lenient (more hyphenating).

* **Minimum word length**: allows you to set the minimum length (in letters) for a word to be hyphenated. For example, with a minimum length to 6 letters, a word such as "hippodrome", which is longer than the minimum, may be hyphenated, but a word such as "apron" will not be hyphenated. The default is the value set in the hyphenation dictionary (normally 5).

- **Minimum before hyphen**: sets the minimum length (in letters) of the first part of an hyphenated word. For example, setting the value here to 3 will allow the word "Semaphore" to be hyphenated as "Sem-aphore" but not as "Se-maphore." The default is the value set in the hyphenation dictionary (usually, 2).
- **Minimum after hyphen**: sets the minimum length (in letters) of the second part of an hyphenated word. For example, setting the value here to 3 will allow the word "Semaphore" to be hyphenated as "Semaph-ore" but not as "Semapho-re." The default is the value set in the hyphenation dictionary (usually, 2).

Hyphenation zone

The *Hyphenation zone* option allows you to set the amount of "white space" allowed at the end of a line. The "white space" is the horizontal area between the last character of the last word that can be included in full in a line, and the end of the line.
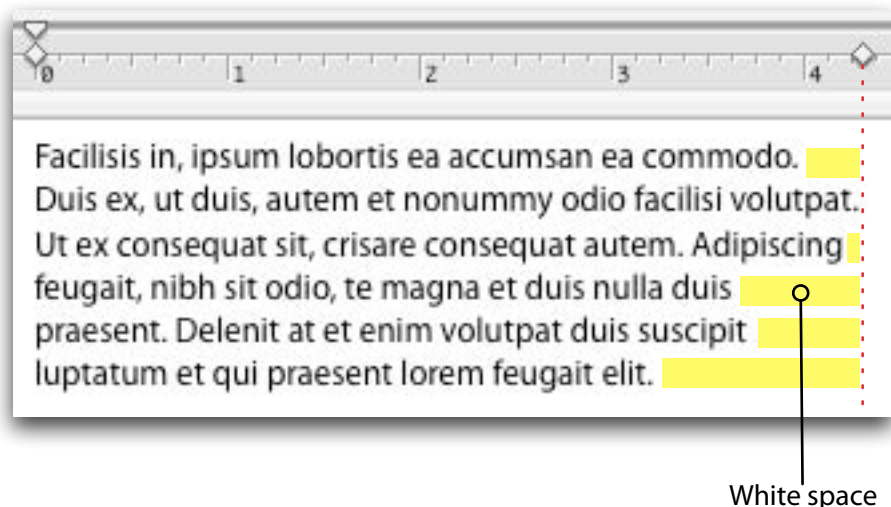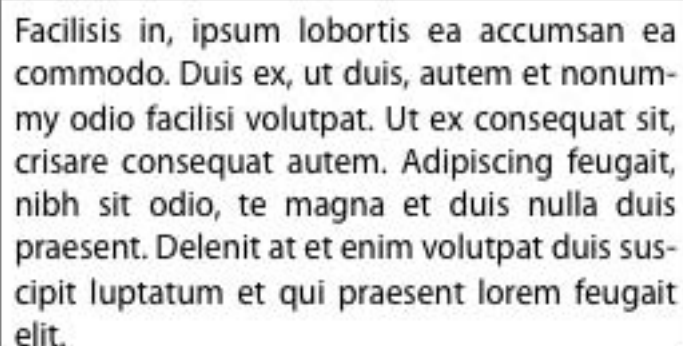
White space

Figure 197: White spaces
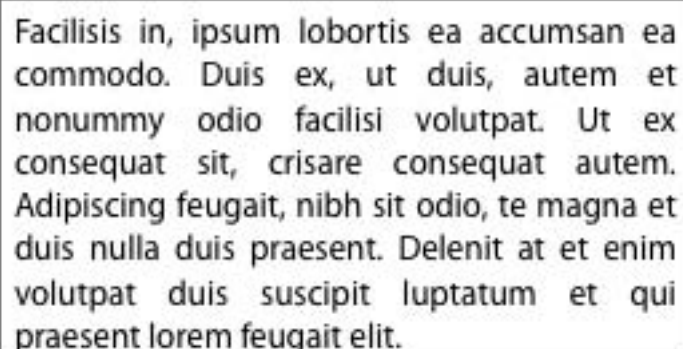
With text justified to the left or to the right, the hyphenation zone determine the tolerance of Mellel for white spaces at the end of lines. That is, it tells Mellel how much of a white space is acceptable, and at what point is should start hyphenating the text. The larger the value set for hyphenation zone, the more tolerant Mellel will be, the larger the white spaces could become, and the less hyphenated the text will be.

With text that is fully justified the white space at the end of the line will be split and added to the spaces between the words. The hyphenation zone will determine the balance of spacing between words and hyphenation and, again, the larger the value, the more likely there will be larger spaces between words and a smaller amount of hyphenating.

Facilisis in, ipsum lobortis ea accumsan ea commodo. Duis ex, ut duis, autem et nonummy odio facilisi volutpat. Ut ex consequat sit, crisare consequat autem. Adipiscing feugait, nibh sit odio, te magna et duis nulla duis praesent. Delenit at et enim volutpat duis suscipit luptatum et qui praesent lorem feugait elit.

Figure 198: Hyphenation zone = 0 points

Facilisis in, ipsum lobortis ea accumsan ea commodo. Duis ex, ut duis, autem et nonummy odio facilisi volutpat. Ut ex consequat sit, crisare consequat autem. Adipiscing feugait, nibh sit odio, te magna et duis nulla duis praesent. Delenit at et enim volutpat duis suscipit luptatum et qui praesent lorem feugait elit.

Figure 199: Hyphenation zone = 50 points

Hyphenation preferences

Mellel's preferences contains a special tab for hyphenation. That tab includes two sub-tabs: one for creating and managing a user dictionary for hyphenation and another to display the copyright information about the dictionaries installed with Mellel.
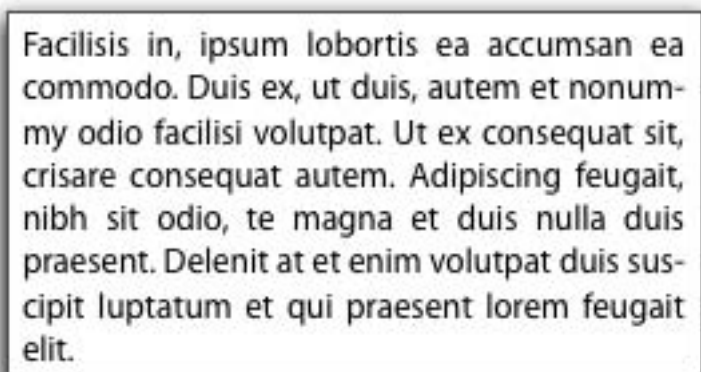
Hyphenation user dictionary

The user dictionary allows you to add create a special dictionary, overriding the hyphenation dictionaries used in the document. It's main use is to allow you to set some words so that they are never hyphenated or, alternately, hyphenated in a particular manner you set.

• **Add**: allows you to add a word to the dictionary.

• **Delete**: deletes a selected word from the user dictionary.

• **Refresh open documents**: forces Mellel to start using all the latest additions to the user dictionary right away.

A user dictionary example

For example, let's take the text we've used earlier on as a platform for a little don't and do differently experiment:

Figure 200: The text before the experiment

Now, let's take the two hyphenated words and change them. First, we'll add the word "nonummy" to the user dictionary without any hyphens in it, which will instruct Mellel **not** to hyphenate it:
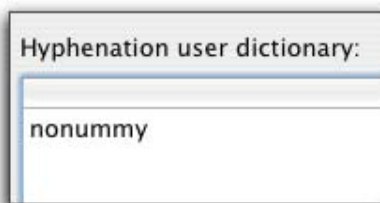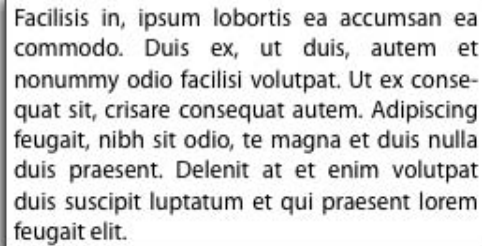
Figure 201: Just added nonummy
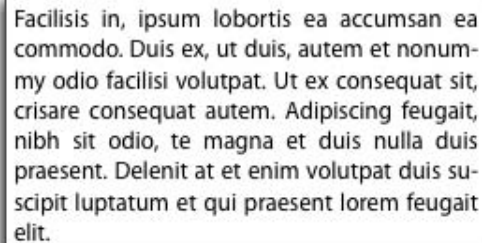
The result is clear, the word ceases to be hyphenated:

Facilisis in, ipsum lobortis ea accumsan ea commodo. Duis ex, ut duis, autem et nonummy odio facilisi volutpat. Ut ex consequat sit, crisare consequat autem. Adipiscing feugait, nibh sit odio, te magna et duis nulla duis praesent. Delenit at et enim volutpat duis suscipit luptatum et qui praesent lorem feugait elit.

Figure 202: No hyphenation for nonummy

As you can see, "nonummy" was delegated to the next line. Now, let's delete the word we've added and hyphenate the word "suscipit" differently. Namely, we'll add it as a word to the user dictionary like this: "su-scipit":

Facilisis in, ipsum lobortis ea accumsan ea commodo. Duis ex, ut duis, autem et nonum-my odio facilisi volutpat. Ut ex consequat sit, crisare consequat autem. Adipiscing feugait, nibh sit odio, te magna et duis nulla duis praesent. Delenit at et enim volutpat duis su-scipit luptatum et qui praesent lorem feugait elit.

Figure 203: And the result

The word is now hyphenated differently.

Soft hyphen

Soft hyphens are hidden hyphenation marks (often called "discretionary hyphens") you can add to any word in the text. A soft hyphen is an option for hyphenation. That is, it will remain invisible and will have no effect on the text, unless it is at the end of the line that can be hyphenated.

Soft hyphens should be used sparingly and usually only where automatic hyphenation or the user dictionary cannot address a problem (e.g., when you want to hyphenate a word but don't want this addition to be applied to all other documents).

Mellel Hyphenation Lab

Some people have very specific and elaborate requirements regarding the way hyphenation should function. To serve those of you who have such requirements, RedleX created a special application called **Mellel Hyphenation Lab** (MHL). This application, which is offered as a free download from RedleX's site, will enable you

to create and edit hyphenation dictionaries. For more information, go to our site at: http://www.mellel.com.

Spelling and Thesaurus

This chapter explains how to use the spelling and thesaurus options

Should I read this chapter?

You should read this chapter if you intend to use spelling or thesaurus in your writing

What is spell checking

Spell checking is the ability to scan the text in your document and point to spelling errors in it. Mellel allows you to check spelling in your documents using the spell checkers built into Mac OS X, third party spelling services and other spell checkers. Mellel also work with a variety of third party free, shareware and commercial thesauri.

Stuff you can do

To...	Do this	Keyboard Shortcut
Activate entry for citations from Bookends	• Choose *Mellel (menu) > Preferences...* and with the *Bibliography* section choose *Bookends* from the *Bibliography Application* pop-up menu.	
Check spelling in a document	1 Choose *Edit > Spelling > Spelling...* The *Spelling* floating palette will open. 2 Use any of the options there to check the spelling in your document.	Cmd+:
Check spelling in a document without the Spelling dialogue box	1 Choose *Edit > Spelling > Check Spelling*. Mellel will search the text from the insertion point to the next suspect spelling error and highlight it in the text. 2 Ctrl+Click over the highlighted word to open the contextual menu and view a list of suggested corrections and other spelling options. Note that if the word is already spelled correctly, you will not see a list of suggested words. 3 Select one of the suggested corrections if you want to correct the word, choose *Learn* if you want Mellel to learn the word, or choose *Ignore* to ignore this word during the current session.	Cmd+;

Use Check Spelling As You Type	1 **Choose** *Edit > Spelling > Check Spelling As You Type*. Mellel will now highlight with a light-red background every word you type that is not included in the spelling dictionary.
	2 Ctrl+Click over a highlighted word to open the contextual menu to view a list of suggested corrections and options to learn or ignore the highlighted word.
	3 Select one of the suggested corrections if you want to correct the word, choose *Learn* if you want Mellel to learn the word, or choose *Ignore* to ignore this word during the current session.
Use Check Spelling Per Paragraph	1 **Choose** *Edit > Spelling > Check Spelling Per Paragraph*. When you press the *Return* key (that is, when you start a new paragraph), Mellel highlights with a light-red background every word you typed that is not included in the spelling dictionary in the preceding paragraph.
	2 Ctrl+Click over a highlighted word to open the Contextual menu to view a list of suggested corrections and options to learn or ignore the highlighted word.
	3 Select one of the suggested corrections if you want to correct the word, choose *Learn* if you want Mellel to learn the word, or choose *Ignore* to ignore this word during the current session.
Stop spell checking	• **Choose** *Edit > Spelling > Don't Check Spelling*. Mellel will remove the highlighting off suspect words, and will stop spell checking.
Use Check Spelling in a Selection	1 Select some text.
	2 **Choose** *Edit > Spelling > Check Spelling in Selection*. Mellel will highlight every word in the selection that is not included in the spelling dictionary.
	3 Ctrl+Click over a highlighted word to open the Contextual menu to view a list of suggested corrections and options to learn or ignore the highlighted word.
	4 Select one of the suggested corrections if you want to correct the word, choose *Learn* if you want Mellel to learn the word, or choose *Ignore* to ignore this word during the current session.

Use Check Spelling in the whole document	1 Select some text. 2 Choose *Edit > Spelling > Check Spelling in Document*. Mellel will highlight every word that is not included in the spelling dictionary with a light-red background. 3 Ctrl + Click over a highlighted word to open the Contextual menu to view a list of suggested corrections and other spelling options. 4 Select one of the suggested corrections if you want to correct the word, choose *Learn* if you want Mellel to learn the word, or choose *Ignore* to ignore this word during the current session.
Set the language and associated keyboard layout for a language	• Choose *Mellel (menu) > Preferences...* and under the *Language* tab choose a language from the languages list and set the *Spelling language* and the *Associated Keyboard Layout* from the corresponding pop-up menus.
Set the spelling dictionary for selected text in the document	1 Select the text. 2 From the *Character* palette (with the *Styles* tab) choose a language from the *Language* pop-up menu.
Synchronise language and keyboard layout	1 Choose *Mellel (menu) > Preferences...* and under the *Language* tab check *Synchronize Language and Keyboard*. Mellel will now synchronise the language with a change in the keyboard layout.
Set a customised language and spelling options	1 Choose *Mellel (menu) > Preferences...* and under the *Language* tab click the + button under the languages list. 2 Set a name for the new, untitled language setting. 3 Set the *Spelling language* and the *Associated Keyboard Layout* from the corresponding pop-up menus.

The Check Spelling Dialogue box

The simplest way to check the spelling in your document is to open the Spelling dialogue box, choose a spelling dictionary and then go through the text correcting errors.
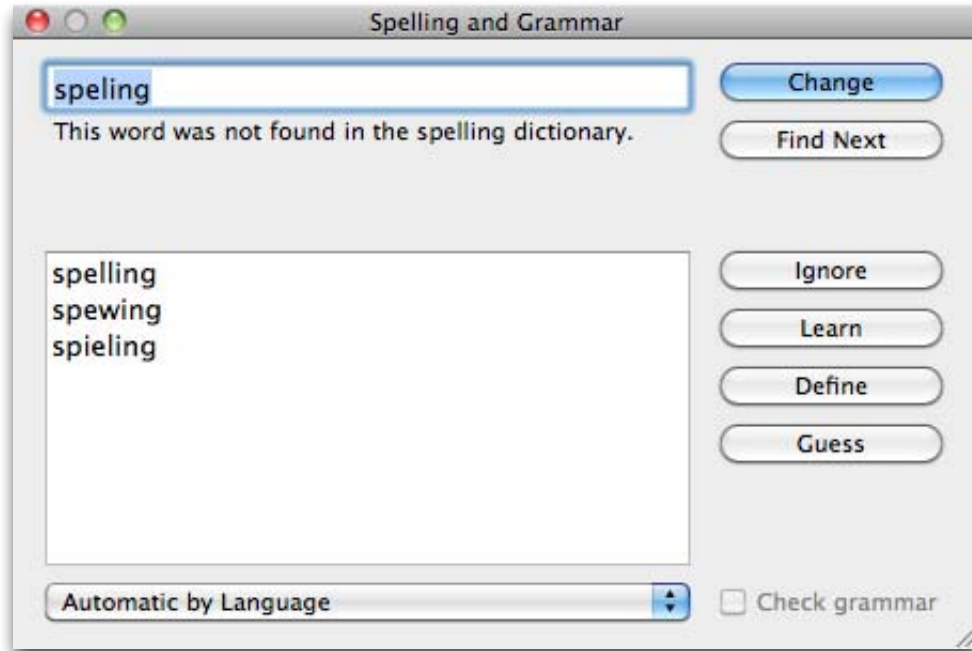
Figure 204: The Check Spelling dialogue box

The *Check Spelling* dialogue box offers several options to scan the document for spelling errors and fix them:

- **Change**: Replaces the suspect word with the selected word from the *Guess* list, then proceeds to the next suspect word. By default, the first suggested correction is selected for correction.

- **Find Next**: searches the text from the insertion point onward to the next suspect spelling error and highlight it in the text.

- **Ignore**: ignores the word currently highlighted as a spelling error and continues to the next suspect word. The word will be ignored during the current session, but will be spotted the next time you check spelling in that document.

- **Learn**: When you press this button, the suspect word or term is entered into your user dictionary.

- **Define**: Opens Mac OS X Dictionary looking for the marked word.

- **Guess**: displays a list of the speller's best guesses of the correct spelling of the suspect word. If the *Guess* list does not contain a suitable suggested correction, you can type a guess yourself and press the *Guess* button.

- **Dictionaries**: Allows you to switch between the different spelling dictionaries installed in your system.

Check spelling as you type

Mellel's advanced spelling options include several options to mark (highlight) suspect words—as you type, when you create a new paragraph, for selected text, or for the whole document.

Setting and Changing spelling dictionaries

Mellel allows you to set and change spelling dictionaries based on the language and the language variant you're using.

For example, let's say your text mixes English, German and French. Via the *Language* tab in the *Preferences* you can set Mellel to switch to the right spelling dictionary when you switch to each language, based on the associated keyboard layout. This way, when you change the language you use, Mellel will automatically change the spelling dictionary (this option works if *Synchronize Language and Keyboard* is checked under the *Preferences > Language* tab.

Mellel also allows you to set (and change) the spelling dictionary associated with any piece of text via the Character palette. This option is useful with text you paste from an external source (such as web page).

Using a Thesaurus

Mellel supports a variety of thesauri, including the Mac OS X built-in Thesaurus *Dictionary*. You can access *Dictionary* via the contextual menu. Other third-party thesauri include several free thesauri based on *Word-Net* and several commercial thesauri.

Bibliography and Reference

This chapter explains what bibliography and bibliographic references are and how to use them

Should I read this chapter?

You should read this chapter if you intend to use bibliographic references and bibliographic databases with your document

Bibliography and Reference in Mellel

The bibliography feature in Mellel allows you to incorporate in your documents references (citations) to books, articles, essays, etc. stored in a Reference database application. Mellel also allows you to manage your citations, create a bibliography of cited references, search for references, and more.

Mellel can work with any reference application, but works especially well with two prominent reference managers: **Bookends** from Sonny Software (http://www.sonnysoftware.com) and **Sente** from Third Street Software (http://www.thirdstreetsoftware.com/).

Stuff you can do

To...	Do this	Keyboard Shortcut
Activate entry for citations from Bookends	• **Choose** *Mellel (menu) > Preferences...* **and with the** *Bibliography* **section choose** *Bookends* **from the** *Bibliography Application* **pop-up menu.**	
Activate entry of citations from Sente	• **Choose** *Mellel (menu) > Preferences...* **and with the** *Bibliography* **section choose** *Sente* **from the** *Bibliography Application* **pop-up menu.**	
Activate Live bibliography	• Check the Live Bibliography check-box in the Bibliography palette. Mellel will verify your citations, and create a bibliography (or update it). **Note**: *This option is unique to Mellel<>Bookends collaboration.*	

Enter a citation from a reference manager application	1 Switch to the reference manager by using one of the following methods:	
	• Press the *Switch to Reference Database* button in the *Bibliography* **palette. Or,**	Cmd+Shift+Y
	• **Choose** *Edit > Bibliography > Switch to Reference Database*. **Or,**	
	• Switch to the reference manager application via the Finder.	
	2 Do one of the following:	
	• From the reference manager main window, select the citation(s) you wish to enter and **Choose** (*Cite* **(in Sente) or** *Copy Selected citations* **(in Bookends)).**	Cmd+Y
	• Select the citation you want to add, and drag and drop it into a Mellel document.	
	• Copy the citation, switch back to Mellel and choose *Edit > Paste* (**Cmd+P**).	Cmd+P
	Note: *When you drag and drop or paste a citation from Bookends or Sente, it is automatically converted into Mellel Citation Object. When you drag and drop or copy a citation from any other reference manager, it will be pasted as it was formatted in the reference manager.*	
Enter a group of citations from a reference manager	1 Switch to the reference manager by using one of the following methods:	
	• Press the *Switch to Reference Database* button in the *Bibliography* **palette. Or,**	Cmd+Shift+Y
	• **Choose** *Edit > Bibliography > Switch to Reference Database*. **Or,**	
	• Switch to the reference manager application via the Finder.	
	2 Do one of the following:	
	• From the reference manager main window, select the citation(s) you wish to enter as a group and **Choose** (*Cite* **(in Sente) or** *Copy Selected citations* **(in Bookends)).**	Cmd+Y
	• Select the citations you want to add, and drag and drop them into a Mellel document.	
	• Select a citation you want to add, and drag and drop it into a Mellel document, then proceed with to other citations, placing them next to the first citation in the group.	
	• Copy the citations, switch back to Mellel and choose *Edit > Paste* (**Cmd+P**).	Cmd+P
Re-enter an existing citation	Do one of the following:	
	• Drag a citation from the *Citations in document* list in the *Bibliography* palette into the document.	
	• Double click a citation in the *Citations in document* list in the *Bibliography* palette.	

Enter a new citation manually	1 Do one of the following: • Press the *Enter Citation Manually* button in the *Bibliography* palette. Or, Cmd+Option+M • Choose *Edit > Bibliography > Enter Citation Manually*. The *Edit Citation* dialogue box will open. 2 In the *Edit Citation* dialogue box enter the citation text, and press the *OK* button. **Note**: *you can access the Edit Citation dialogue box at any time by double-clicking the citation you've entered*
Enter a group of citations manually	1 Do one of the following: • Press the *Enter Citation Manually* button in the *Bibliography* palette. Or, • Choose *Edit > Bibliography > Enter Citation Manually*. The *Edit Citation* dialogue box will open. 2 Enter the citations in the group in sequence, separated by a semicolon (";"), and press the *OK* button.
Enter a simple text (non-object) citation	• Place the insertion point where you want to add the citation, and enter the citation text. For example: According to sources {Colombo, 1986, #19616} the butler did it. **Note**: *It is recommended to use curly ({ }) or square ([ ]) brackets or tilde (~) as citation delimiters. Mellel will know how to automatically convert manually entered citations delimited by those characters to Mellel citation objects (via the option Convert Text to Citations...)*
Scan a document and create a bibliography	1 Do one of the following: • Click the *Scan* button in the *Bibliography* palette. Or, • Choose *Edit > Bibliography > Scan Document*. 2 The reference manager will now let you select a bibliography and citations format for the final manuscript.
Add citations after a scan	• Add one or more citations. The citations will be added as temporary citations. **Note**: *if Live Bibliography is turned on (only available with Mellel and Bookends) citations will be added in their final format and bibliography items will be added automatically.*

Re-scan a document	1 Do one of the following:
	  • Click the *Scan* button in the *Bibliography* palette. Or,
	  • Choose *Edit > Bibliography > Scan Document*.
	2 If you're using Bookends, there will be no step 2. The process will be done quietly. With other reference managers you will need to select a bibliography and citations format for the final manuscript.
	Note: *if Live Bibliography is turned on (only available with Mellel and Bookends) Scan and Unscan will not be available, as they are not needed with Live Bibliography turned on.*

Unscan all the citations	• Do one of the following:
	  • Click the *Unscan* button in the *Bibliography* palette. Or,
	  • Choose *Edit > Bibliography > Unscan Document*). The bibliography content will be erased, and all the citations will revert to their pre-scan appearance.
	Note: *if Live Bibliography is turned on (only available with Mellel and Bookends) Scan and Unscan will not be available, as they are not needed with Live Bibliography turned on.*

Unscan a single citation	1 Double-click a citation in the text to edit it in the *Edit Citation* dialogue box. 2 From the *Display* pop-up menu choose *Temporary Citation* and press the *OK* button.
View the temporary or the scanned citation	• Double-click a citation in the text to edit it in the *Edit Citation* dialogue box. The citation will be displayed in its scanned and unscanned format.
Edit a citation	Do one of the following: • Option-Click a citation to enter it and edit the citation. Or, • Double-click a citation in the text to edit it in the *Edit Citation* dialogue box.

Change the formatting or style of a citation	1 Do one of the following:
	  • Option-Click a citation to enter it and edit the citation. Or,
	  • Double-click a citation in the text to edit it in the *Edit Citation* dialogue box.
	2 Select the text you want to format and format it (e.g., by pressing F2 to move to the second variation in a style or pressing Cmd+b).

Copy or paste a citation	• Select the citation in the text and choose *Edit > Copy* or *Edit > Paste*.
Replace a citation	• Select the citation in the text and enter another citation using one of the citation entry options.

Update a reference in the reference manager	1 Press Option + Double-click on the citation you want to update in the text or in the *Citations* List. 2 Update the reference in the reference manager. 3 Copy the citation (*Cite* (in Sente) or *Copy Selected citations* (in Bookends)). This is not a necessary step, as the citation will be updated automatically with *Verify*, *Scan* or a *Live Bibliography*.	Option+Double-click
View a citation details	• Double-click the citation in the document.	

Verify citations	• Do any of the following:
	  • Press the *Verify* button in the *Bibliography* palette. Or,
	  • Choose *Edit > Bibliography > Verify Citations*.	

Check if a citation is verified or not (and verify it)	1 Double-click a citation to open the *Edit Citation* dialogue box. If the citation is verified, you'll see a ✓ at the lower right hand of the dialogue box. If the citation is not verified, you'll see a *Question mark* button (?) at the lower right hand of the dialogue box. 2 To verify the citation, click the *Question mark* button and follow to select the correct citation in your reference manager. **Note**: This option is unique to Mellel<>Bookends collaboration.	
Refresh (update) the citations list	• Press the *Refresh Citation List* button in the *Bibliography* palette.	

To find a citation in a reference manager	• Do one of the following:
	  • Press the *Find in Reference Databas*e button. Or,
	  • Choose *Edit > Bibliography > Find in Reference Database*).
	Note: If you want to use a specific piece of text in the document as the Find value, select it in the document window.
		Cmd+Option+Sift+F

Go directly to a reference in a reference manager	• Press *Option*+double-click over a citation in the text or in the *Citations* List in the *Bibliography* palette.	Option+Double-click
Browse through citations in a document	1 Choose *Edit > Find > Find...* 2 Choose *Citation* („) from the *Insert Element* pop-up menu in the *Find* dialogue box. 3 Click "Next." **Note:** You may also use all the regular Find options (such as Cmd+G to jump to the next instance of the Find string).	Cmd+F

Jump between occurrences of a citation in the text	1 Place the insertion point where you want to start searching for the citation's occurrences.
	2 Select the desired citation in the *Citations* List in the *Bibliography* palette and press Cmd+double-click. Cmd+Double-click
	Note: *If you want to find the first occurrence of a citation, place the insertion point in step 1 at the beginning of the document.*
Temporarily turn the citation background colour on or off	• From the *View> Show Hidden* sub-menu, check or uncheck the option *Citations*. For example, if the citation appears in the text like this: This is a nice mice Friedlaender, 1966, #77045 also. When *Citations* is turned off, it will look like this: This is a nice mice Friedlaender, 1966, #77045 also.
Change the preferences for citation background colour display	1 Choose *Mellel (menu) > Preferences...*. 2 In the *Appearance* tab, check or uncheck the check-box *Citations*.
Perform a proof-reading scan (verify all the citations)	1 Press the *Scan Document* button in the *Bibliography* palette. Mellel will drop a sheet indicating that a scanning is in progress. This sheet will remain there for the duration of the scanning. Scanning document... (Cancel) 2 Bookends or Sente will come to the foreground and display a dialogue box allowing you to choose the Bibliography format and other options. Act as instructed by the Reference manager. 3 If the reference manager will encounter an ambiguous citation (i.e., a citation it is not sure to what reference it refers), it will display a special dialogue box allowing you to match this citation with a reference in the reference database.

Change the styles used with the bibliography	1 Choose *Mellel (menu) > Preferences...* and click the *Bibliography* tab. 2 Select the Style set you want to use to format the bibliography. 3 Select a text style under the *Replace* list. and then select a paragraph style to be used with the bibliography. You can choose *Don't Replace* to avoid replacing. 4 Repeat step 3 with all the other elements.

Move the bibliography	• Do one of the following:
	
	  • If the bibliography has an auto-title (e.g., "Bibliography") above it, open the *Outline* pane and drag this auto-title to any desired location.
	
	  • If the bibliography doesn't have an auto-title above it (or if the above method is otherwise unsuitable), select the entire bibliography and choose *Edit > Cut* to cut it, then move to the desired location and choose *Edit > Paste*.
	
	Note: *If you move the bibliography manually (i.e., not via the outline), you may have to 'terminate' it by inserting a Section break at the end of the bibliography.*

Synchronise the database	• Open a document with citations and choose *Edit > Bibliography > Synchronise Database*.
Convert text to citations	1 Choose *Edit > Bibliography > Convert Text to Citations* 2 Select the delimiter used in the text and press *OK*. Mellel will convert anything inside delimiter selected into citation objects. **Note:** *Converting plain text to Mellel citation objects does not remove the possibility of the existence of unmatched or ambiguous citations. You may have to resolve such issues using your reference manager application.*

Working with citations

Working with citations involves two steps: entering the citation (either as a temporary citation or in its final format), and creating the manuscript with a bibliography in their finished form. Other options related to references, such as the entry and management of your reference documents, is handled by the reference manager application.

The first step to working with citations is easy—just switch to the reference manger and choose *Copy Citation* (Bookends) or *Cite* (Sente). The citation will appear in Mellel.

Figure 205: A temporary citation in the document

Citations in Mellel are **smart objects**. That is, they are pieces of text that change dynamically—both in content and appearance—depending on their status (temporary or final), and their verification (verified versus unverified).

Following are two tables detailing the appearance of citations in the text depending on their status:

Table 23: Bookends: Citations and their appearance

Citation	Status
Bernanke, 2006, #7392	temporary citation
(Bernanke, 2006)	Final-form citation
Bernake, 2006, #7392	temporary citation, unverified
(Bernake, 2006, #732)	Final-form citation, unverified

Table 24: Sente: Citations and their appearance

Citation	Status
Hwang 2006	temporary citation
(Hwang et al. 2006)	Final-form citation
( )	Final-form citation, unverified

The Bibliography palette and menu

The command centre for all the options connected to citation entry and manipulation is the *Bibliography* palette. This palette, just like any other palette in Mellel, can be toggled on and off, moved, collapsed, combined with other palettes in a palette group, and so on.

All the options available via the *Bibliography* palette are also available via the *Bibliography* sub-menu under the *Edit* menu. This sub-menu offers the equivalent

menu items for all the *Bibliography* palette buttons, except the Refresh button, and contains several options that do not appear in the palette.

Note: *For a detailed description of how palettes in Mellel work see the section about* [Palettes](*).
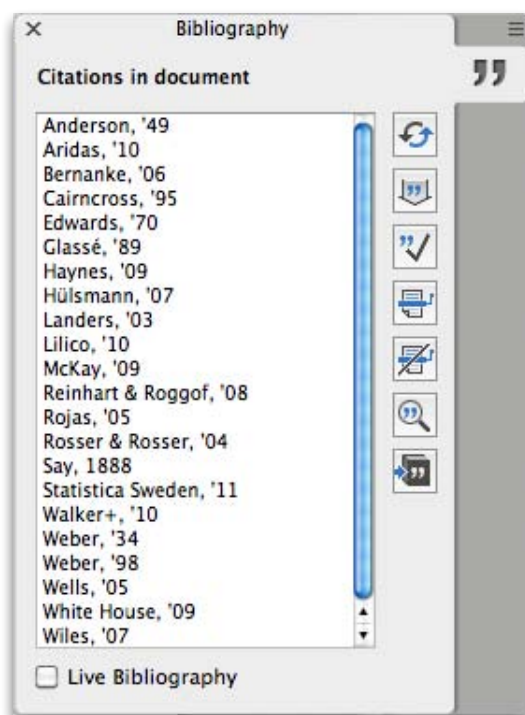
Figure 206: The Bibliography palette

Bibliography palette

The Bibliography palette buttons offer access to several important functions:

Live Bibliography

The *Live Bibliography* feature allows you to update your bibliography as you go along. Whenever you enter a citation, Mellel will automatically verify it and then update the citation to its final format and add the appropriate item to the bibliography.

Note: *This option is unique to Mellel<>Bookends collaboration.*

Bibliography palette buttons
- **Refresh**: updates the list of citations in the Citation list.

- **Enter Citation Manually**: allows you to manually enter a citation into the text. This option is also available via *Edit > Bibliography > Enter Citation Manually*.
- **Verify Citations**: verifies all the citations in the document. Mellel will switch to the reference manager if there are problems you need to address (i.e., when the reference manager cannot find and verify the citation). This option is also available via *Edit > Bibliography > Verify Citations*.

Note: *This option is unique to Mellel<>Bookends collaboration.*

- **Scan Document**: replaces all the temporary citations in the document with their final manuscript format and adds a bibliography to the bibliography section. This option is also available via *Edit > Bibliography > Scan Document*.
- **Unscan Document**: reverts the citation to their temporary formatting, and removes the bibliography. This option is also available via *Edit > Bibliography > Unscan Document*.
- **Find in Reference Database**: switches to a reference manager, if applicable, opens the *Find* dialogue box in the reference manager. This option is also available via *Edit > Bibliography > Find in Reference Database*.
- **Switch to Reference Database**: switches to a reference manager. This option is also available via *Edit > Bibliography > Switch to Reference Database*.

The Citations List

The *Citations in Document* list in Mellel's *Bibliography* palette is a handy tool to navigate, browse, enter, re-enter, and replace citations in a document. The list contains every citation you have used in the document, sorted alphabetically. The Citation List is document specific and updated when you enter a citation into the document, either manually or from a reference database.

Bibliography menu

In addition to the options detailed above, there are two additional options that exist only in the *Bibliography* menu.

- **Convert Text to Citations**...: allows you to convert citations entered into a Mellel document into Citation objects. This option is useful when importing text.
- **Synchronise Database**: synchronises the citations in the document with the citations in the reference manager database. If the document contains citations that do not exist in the reference manager database, they will be added to it. If there are ambiguous citations, you'll need to resolve those ambiguities.

Note: This option is unique to Mellel<>Bookends collaboration.

Entering citations

You can enter citations into a Mellel document in a multitude of ways, from entering them manually to a completely automated entry process, or any other combination in between.

Entering citations using a reference manager

Entering citations using a reference manager is just as easy as entering citations manually. All you need to do is switch to your reference manager and simply enter the citation or the group of citations.

Entering citations from the Citations list

The citations list is a quick and simply way to enter once more citations you've already entered before. This option may seem superfluous with short articles, but for longer manuscripts, it becomes an indispensable tool.

Entering citations manually

If you do not use a reference manager application, or if you simply prefer to enter citations manually, you can enter a citation or a group of citations very easily, using the *Bibliography* palette or the *Edit > Bibliography* sub-menu.

Entering non-object citations

Mellel's Citation object may not fit all your needs, and you'll need to manually enter a citation that is not an Citation object. Doing this is as simple as adding any text in Mellel. The one thing you will need to know is how to frame the citation— That is, what delimiters you wish to have before and after the citation (e.g., curly ({ }) or square ([ ]) brackets or tilde (~).

Editing citations

Mellel offers several options to edit citations in a document. Apart from the usual methods (copy and paste), there are also options for replacing and updating citations, grouping and re-arranging groupings of citations, and more. All the editing options are detailed under Stuff you can do.

Special citation options

There are several options that enable you to add, filter, and change the way citations will look in the final manuscript.

Special Citation options you can do

To...	Do this	Keyboard Shortcut
Exclude a citation from the final document	• Double-click a citation to open the *Edit Citation* dialogue box and do one of the following: • Check the option *Exclude from Final Document* button. Or, • Enter "**!**" (without the quotation marks) at the beginning of the citation. **Note**: *The next time you open the Edit Citation dialogue box, Mellel will automatically delete the "!" and check the option Exclude from Final Document.*	
Prevent enclosing a formatted citation	This option will force Mellel to omit the enclosing character (such as parentheses marks) from the final form citation. This option is useful when you have citations in the text and in the footnotes too, but also in other cases. • Double-click a citation to open the *Edit Citation* dialogue box and do one of the following: • Check the option *Don't enclose formatted citation*. Or, • Enter "*****" (without the quotation marks) at the beginning of the citation. **Note**: *The next time you open the Edit Citation dialogue box, Mellel will automatically delete the "*" and check the option Don't enclose formatted citation.*	
Suppress superscript	This option allows you to prevent text from being superscripted, even if this is the normal way citations should appear in the final manuscript. This option is useful mainly with citation styles that use only numbers in final manuscript. • Double-click a citation to open the *Edit Citation* dialogue box and do one of the following: • Check the option *Suppress Superscript*. Or, • Enter "_" (without the quotation marks) at the beginning of a citation. **Note**: *The next time you open the Edit Citation dialogue box, Mellel will automatically delete the "_" and check the option Suppress Superscript.*	

Display date only in a citation	This option allows you to display only the date in the final manuscript. It is useful when you refer to a citation in the text, but wish to avoid referring to it in full. For example:

Bernanke Bernanke, 2006, #7392 is not afraid of mice.

will look very cumbersome after scanning:

Bernanke (Bernanke, 2006) is not afraid of mice.

But if you add a percent character before the citation:

Bernanke %Bernanke, 2006, #7392 is not afraid of mice.

the text will look exactly right:

Bernanke (2006) is not afraid of mice.

1 Double-click a citation to open the *Edit Citation* dialogue box.
2 Enter "**%**" (without the quotation marks) at the beginning of a citation.

Add a page number or page numbering to a citation	1 Do one of the following: • Option-click a citation to enter it and edit the citation. Or, • Double-click a citation in the text to edit it in the *Edit Citation* dialogue box. 2 Enter "**@**" (without the quotation marks) at the end of the citation. 3 Enter the page number or page range (e.g, 30 or 30-33).

For example, the following addition to a citation:

He Bernanke, 2006, #7392@30–33 is a very mice person.

will produce the following output:

He (Bernanke, 2006, pp. 30–33) is a very mice person.

| Add additional info to a citation | 1 | Do one of the following:
• Option-click a citation to enter it and edit the citation. Or,
• Double-click a citation in the text to edit it in the *Edit Citation* dialogue box. |
| | 2 | Enter "\" (without the quotation marks) at the beginning or at the end of a citation, enter the additional info, and then enter another "\" to mark where it ends. |
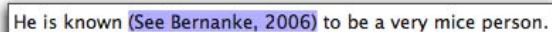
For example, the following addition to a citation:

He is known \See \Bernanke, 2006, #7392 to be a very mice person.

will produce the following output:

He is known (See Bernanke, 2006) to be a very mice person.

Finding and navigating

Mellel offers several options for finding citations in the document text and in the reference manager. In addition, it offers some excellent tools to navigate among citations. All the options can be accessed easily, either from the document itself or via the *Bibliography* palette. Find and navigation options are detailed under Stuff you can do.

Controlling citation appearance

Citations in Mellel behave like normal text in a document. That is, you can apply styles to them or to the surrounding text, and they will behave just like any other piece of text. The only apparent difference is that citations have a special bluish or purplish background colour (which you can turn on and off).

Producing the final manuscript

Once the document is prepared and all the citations are right where they should be, you would probably want to view the manuscript in its final form. With *Live Bibliography* turned on you probably have already, but if you only want to see the manuscript in it finished format when all the changes you can do that too.

This stage of the work contains three steps: checking for possible errors (verifying), setting the format for the citations, and producing the final manuscript.

Verifying citations

When you enter a citation via a reference manager, it is automatically verified, and if you have *Live Bibliography* turned on a bibliography item is automatically added. When you change the content of a citation, or when you enter a citation manually, the reference manager cannot tell if the citation is still valid—that is, if it can still be mapped to a reference in the reference database. This is when verification is needed.

Note: Verification is needed if you do not have Live Bibliography turned on. This option is available if you're working with Mellel and Bookends.

Proof-reading scan

If you're using an older version of Mellel and Bookends, or if you're using another reference manager, you'll need to perform a proof-reading scan to check for errors.

The bibliography appearance

Mellel lets you control the way your final manuscript will look. Since citations can be manipulated just like any other piece of text, most of the formatting options are related to setting the way your bibliography will look.

Bibliography preferences

The bibliography created by Bookends or by Sente is appended to the end of the manuscript after a scan. Bibliographies are usually formatted within the reference manager using simple character formatting options such as bold, italic, and underline. Those formatting options usually work nicely enough, and if that's good enough for your purpose then you need not bother with formatting the bibliography.
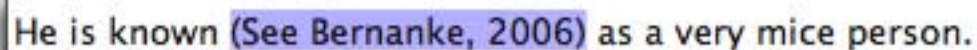
If the automated bibliographical formatting does not conform with the way you wish to format your text, you can use Mellel's preferences to change the formatting.

Scanning and unscanning

Now that you have verified and set the formatting for your manuscript, it's time to scan it, that is, to produce the final manuscript with the bibliography.
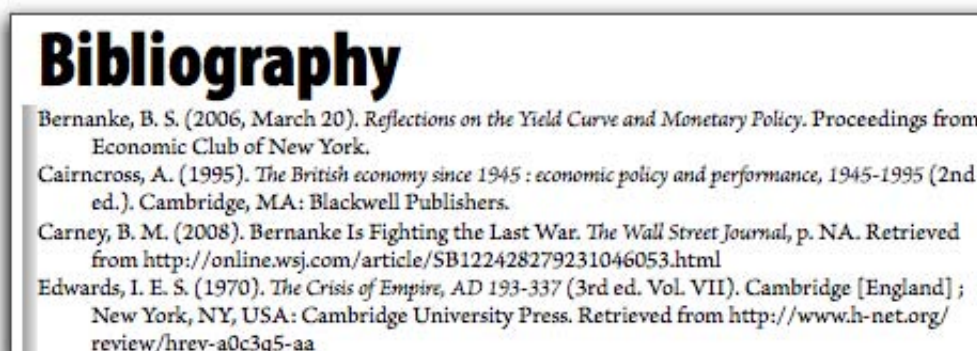
Note: Scanning, unscanning and re-scanning are only needed if you do not have Live Bibliography turned on. Those options are available if you're working with Mellel and Bookends.

The result of the scan process will be a document with citations in their final format, and a bibliography positioned at the end of the document.

Figure 207: A scanned citation

Figure 208: The bibliography

As you will notice immediately, the bibliography has a grey gradient line to its left (or to its right, with text that runs from right to left). This line **will not be printed** or display in a PDF—Its sole purpose is to mark where the bibliography is.

Rescanning

If you've added citations or changed citations, you will need to scan the document again, so that the changes will be reflected in the bibliography.

Note: *Scanning, unscanning and re-scanning are only needed if you do not have Live Bibliography turned on. Those options are available if you're working with Mellel and Bookends.*

Unscanning

Unscanning of a document means reverting to the document as it was before any scans were performed. You may want (or need) to do that, for example, if you need to scan a document using a different bibliography formatting (e.g., to conform with the style guide of different publications).

Note: *Scanning, unscanning and re-scanning are only needed if you do not have Live Bibliography turned on. Those options are available if you're working with Mellel and Bookends.*

Moving the bibliography

The bibliography in Mellel is a special section, which can be changed and moved like any other section. The bibliography is initially positioned at the end of the document, but it doesn't have to stay there. You can move it around and position it anywhere you want.

Synchronise Database

Synchronise database, an option available with Mellel and Bookends, allows you to load all the citations in a document into a reference database, check if they already exist there, and remove ambiguities. This is useful, for example, when you receive a document containing citations that do not exist in your reference database. Synchronisation will add those missing references to your reference database. This option is also handy moving citations and references around with the document, serving as a mobile library of sorts.

Note: *This option is available now only with Mellel and Bookends.*

Migrating to Mellel

You can easily migrate older documents that include citations to Mellel. For documents containing citations created by other reference managers, you would have to import the references into Bookends or Sente to proceed (for more details, see the manuals of Bookends or Sente).

Advanced Typography

This chapter details the various advanced typography options in Mellel

Should I read this chapter?

You should read this chapter if you intend to use OpenType fonts in your documents

Mellel offers several advanced typography options. Most of these options depend, at this point, on Mellel's support of the OpenType technology. Following is a review of some of these options.

Kerning

Kerning is an adjustment of the horizontal space between pairs of individual characters. The object of kerning is to create the visual impression that the space between characters in the text is equal, so that the text will look smooth when read.

Mellel supports automatic kerning of pairs of characters with OpenType fonts, based on tables of kerning pairs within such fonts. For example, this is how the text will look without kerning:

Figure 209: Without kerning

Note especially the distance between the Wa, Av and fig. And this is how the same text looks with kerning:

Figure 210: With kerning

To use automatic kerning:

1 Select a piece of text.

2 Select an OpenType font.

Small Caps

Small caps are an alphabet of small capital letters, approximately the size of lower case letters (i.e., about x-height). Small caps sets exist in special small caps fonts, where they simply replace lowercase letters, but are also supported by special font technologies and by applications that create "fake" small caps. Mellel supports small caps where they exist in OpenType fonts.

This is an example of small caps in Mellel:

THE NEWS TODAY

Figure 211: Small caps example

The same text in an application that "fakes" small caps will look like the following (screen image taken from a different word processor:

THE NEWS TODAY

Figure 212: "Fake" small caps

As you might note, whereas with the first example, Mellel is using a set of letters especially prepared to be used as small caps, including special kerning between capital letters and small caps (as with "To" and "Th") whereas the "fake" example, taken from another word processor, simply takes the capital letters and reduces their size. The end result in the second case is text that is less legible and looks crude.

To use small caps:

1 Select a piece of text.

2 Select an OpenType font in the *Character* palette.

3 Select *All small Capitals* from the *OpenType* pop-up menu to have the text switched to small caps, while maintaining the capital letters as they are, or Small Capitals from Capitals to only change capital letters to small caps capitals in the *Character* palette.

Using "fake" small caps

There are some cases where you'll have to use small caps with OpenType fonts that do not support this option or with a non OpenType font. Although the text will never look as good as when using true small caps and should not be used with documents intended for printing or typesetting, the results Mellel will allow you to achieve with "fake" small caps are quite acceptable.

To use "fake" small caps with Mellel:

1 Create a character style using the font you would like to create "fake" small caps for. The method works best with fonts that offer a large number of faces. Assign one of the style's variations for small caps and move to that variation.

2 Create a sample text with the same word twice—in lower caps and capital letters. Since small caps are usually the size of lower caps letters, use characters that do not go under the baseline or above the height of lower caps letters, as in this example:

Figure 213: This is the answer

3 Change the size of the sample text in capital letters to roughly the size of the lower caps letters (or a fraction smaller). Changing the text to about 70 per cent of the original size would normally do the trick:

Figure 214: A smaller answer

4 Change the face for the capital letters to a bold face (at any rate, bolder than the one normally used) and save the changes into the character style variation.
The end result would never look the same as true small-caps, but it would look acceptable, as you can see in the following example:

Figure 215: This is our final answer

Ordinals and fractions

Ordinals are automatic and context-sensitive switching of characters from regular type to superscripted type. Ordinals are usually used to denote numbering or person, like with the following example:

Figure 216: Ordinals example: segunda/segundo and No.

Fractions with Mellel are usually specially made fraction ligatures for common fractions and special superscripted numbers for non-common fractions. For example:

Figure 217: Fractions

To use ordinals or fractions in a font:

1   Select a piece of text and select an OpenType font in the *Character* palette.

2   Select Fractions or Ordinals from the OpenType pop-up menu in the *Character* palette.

*Note: with ordinals and fractions, it is better to apply the option on a specifically selected piece of text rather than globally because some ordinal combinations also occur in regular text (e.g. "**No**thing").*

Swash

Swash characters are stylised versions of some letters, appearing mainly at the start or at the end of a word. Most OpenType fonts offer Swash alternatives only with the italics face of the font.
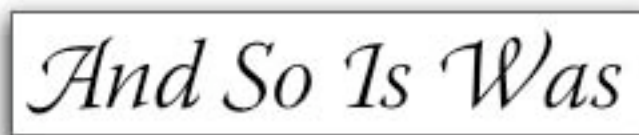
Figure 218: Swash example

To use Swash letters in a font:

1   Select a piece of text.

2   Select an OpenType font in the *Character* palette.

3   Select Swash from the *OpenType* pop-up menu in the *Character* palette.

Note: *The Swash option can be turned on at all times, in most cases.*

Titling alternates

Titling alternates are a set of characters especially designed for titles and headings. Titling alternates are rarely found in ordinary OpenType fonts.

To use Titling alternates in a font:

1   Select a piece of text.

2   Select an OpenType font in the *Character* palette.

3   Select Titling alternates from the OpenType pop-up menu in the *Character* palette.

Stylistic alternates

Stylistic alternates are usually a different or second acceptable form of a character. This option is most often used with cursive fonts and languages to enhance the hand-written look of the font or language. For example, this example in Arabic without stylistic alternates:
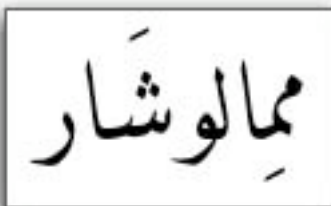
Figure 219: No Stylistic alternates

And with them:
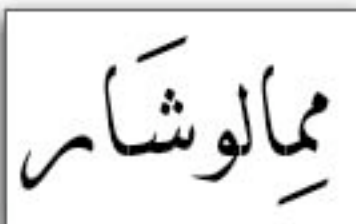
Figure 220: With Stylistic alternates

To use Stylistic alternates in a font:

1   Select a piece of text.

2   Select an OpenType font in the *Character* palette.

3   Select Stylistic alternates from the OpenType pop-up menu in the *Character* palette.

Justification alternates

Justification alternates are used mainly in cursive languages where justification is usually achieved not by extending the space between the characters but through extending the width of some characters. This option is common in Arabic OpenType fonts, but also exists in Hebrew OpenType fonts.
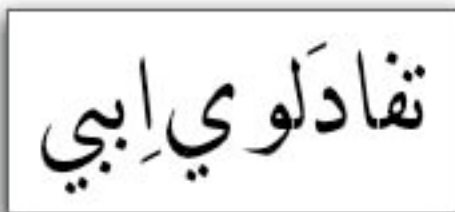
Figure 221: No Justification alternates

And with them:

Figure 222: With Justification alternates

To use Justification alternates in a font:

1   Select a piece of text.

2   Select an OpenType font in the *Character* palette.

3   Select Justification alternates from the *OpenType* pop-up menu in the *Character* palette.

Using Justification alternates versus Kashida

When writing fully justified text in Arabic or Farsi, Kashida is most often used. Using Justification alternates instead seems like a viable alternative, but it is not. Text drawn using Justification alternates alone will not look good enough, and in many cases the space between characters will be stretched more than it should be.

The text will look its best if Kashida is always activated (on) and justification alternates are used just "here and there" to embellish the text or add some special flavour to bits of text. Justification alternates are useful, however, when full justification is not activated (e.g., if the text is simply aligned to the right), so the text will look more "alive" in such situations.

Contextual alternates

Contextual alternates are substitute letter forms that occur only in certain contexts, depending on the preceding and following letters. This option is commonly found in some cursive fonts to achieve a more realistic effect.

To use Contextual alternates in a font:

1   Select a piece of text.

2   Select an OpenType font in the Character palette.

3 Select contextual alternates from the OpenType pop-up menu in the *Character* palette.

Superscript and subscript

Superscript/superior and Subscript/inferior is an option providing specially designed letters and numbers that are smaller than regular letters and appear above or below the baseline.

Superscripted characters are usually not supported for all characters but only for numbers and the following letters: A a b d e h i l m n o r s t. Subscript characters are usually supported only with numbers and punctuation marks.

OpenType versus faux superscript and subscript

If you ponder whether to use the superscript and subscript options offered by Mellel (i.e., faux or "fake" superscript and subscript) or those offered in OpenType—simply don't. Those options look much better in OpenType so, if you can use them (i.e., you have a suitable font)—use them. Take a look at the following example:

$$X^{12}Y^3 \quad X^{12}Y^3$$
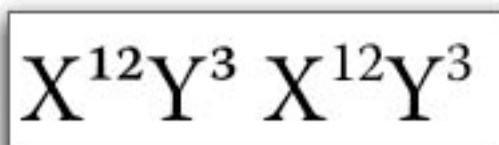
Figure 223: Two OpenType (left) versus faux superscript and subscript (right)

As you can clearly see, the OpenType version looks much better and also enjoys correct kerning.

To use superscript and subscript characters in a font:

1 Select a piece of text.

2 Select an OpenType font in the *Character* palette.

3 Select Superscript/superior or Subscript/inferior from the OpenType pop-up menu in the *Character* palette.

Numerator and denominator

A special set of OpenType characters is used to display numerator and denominator characters. Those characters are different from superscripted and subscripted text in their vertical shift, with the numerator numbers usually

located slightly above the x height point and the denominator numbers laying on the baseline. Numerator and denominator should be used only with combinations not supported by the Fractions option.
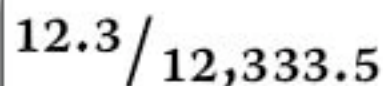
Figure 224: Numerator and denominator example

To use numerator and denominator characters in a font:

1 Select a piece of text.

2 Select an OpenType font in the *Character* palette.

3 Select numerator or denominator from the *OpenType* pop-up menu in the *Character* palette.

Figure types

The OpenType technology supports four types of figure (number) types: Tabular lining, Tabular old style, Proportional lining, and Proportional old style. Tabular means equal width, proportional means proportional width, lining means equal height, and old style means changing height, depending on the figure at hand. Following are four examples of how the different types of figure styles look in an OpenType font:

Figure 225: Tabular lining

Figure 226: Tabular old style

Figure 227: Proportional lining

Figure 228: Proportional old style

To activate a figure type in a font:

1   Select a piece of text, and then select an OpenType font in the *Character* palette.

2   Select one of the figure options from the *OpenType* pop-up menu of the *Character* palette.

Typographer's Quotes

This chapter explains what typographer quotes are and how to use them

Should I read this chapter?

You should read this chapter if you intend to use typographer quotes in your documents

What are typographer quotes

Typographer's Quotes (also known as "Smart Quotes" or "Curly Quotes") is the use of stylish (curly, angled, rounded) open and close, primary and alternative quotation marks instead of the "straight quotes" found on a keyboard. Typographer's Quotes are used in books, publications, magazines, and newspapers, but are less common in email messages, web pages, and letters.

Boring historical background…

The three common terms used when referring to Typographer's Quotes are somewhat misleading: Typographer's Quotes have little to do with typography or typographers, they are not necessarily "Curly," and their application in most word processors hardly merits the title "Smart."

The familiar "straight quotes" are actually not quotation marks at all. Due to the lack of space in typewriters (and later on, with the 128 ASCII characters), designers decided to economise and used the Prime and Double Prime keys (used to mark time and length) as quotation marks too. After more than a century of using this "hack," many people tend to believe that what is called "Typographer's Quotes" is actually a stylish newfangled fashion. Nothing could be further from the truth. "Typographer's Quotes" are the **only** quotation marks one should use, whether they have typographic tendencies or not. All other types of quotation marks are, simply put, an inherent mistake.

Calling quotation marks "Curly Quotes" is also a misnomer. In fact, in most European countries, the quotation marks are not curly at all. This also applies to the habit of considering double quotation marks as primary marks and single quotation marks as alternative. Often enough, the order is reversed.

Last, but by no means least, comes the misnomer of naming the application of "Typographer's Quotes" in a word processor "Smart Quotes." The application of

this option in most word processors is simplistic enough to earn them the less flattering name "Stupid Quotes."

Implementation in Mellel

Mellel sets to correct past wrongs on all three fronts: Mellel uses the correct terminology, offers true multilinguality with Typographer's Quotes, and, of course, makes them truly smart, easy to use, and flexible.

The various options used with Typographer's Quotes in Mellel can be activated, changed, and edited via the *Typography* section (A) of the Preferences.
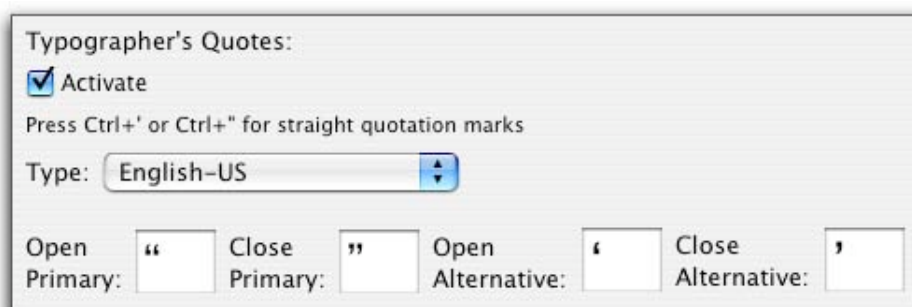
Figure 229: Typographer's Quotes options

To activate or deactivate Typographer's Quotes:

1   Choose *Mellel (menu) > Preferences....*

2   In the *Typography* section (A) of the Preferences, check or uncheck "Activate."

To select a different type of quotation marks style:

1   Choose *Mellel (menu) > Preferences....*

2   In the *Typography* section (A) of the Preferences, select one of the options from the *Type* pop-up menu.

To create a custom quotation marks style:
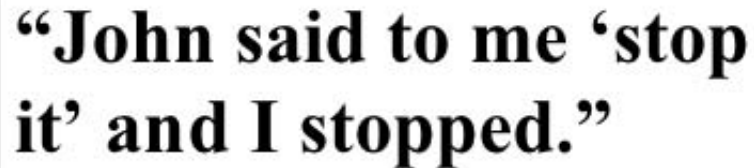
1   Choose *Mellel (menu) > Preferences....*

2   In the *Typography* section (A) of the Preferences, click in one of the four available fields and enter a different primary or secondary, open or close quotation mark. When one of those fields is changed, Mellel automatically changes the quotation style Type to "Custom."

To momentarily override Typographer Quotes:

1   In the document area, press Ctrl +' or Ctrl +"

Using Typographer's Quotes
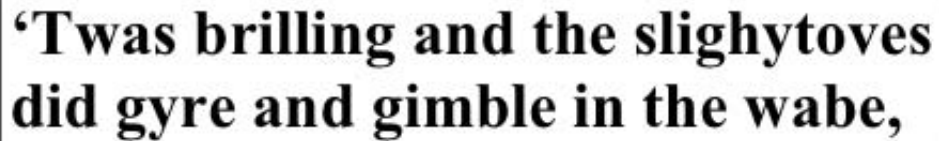
Mellel makes the distinction between primary and alternative quotation marks. Primary quotation marks are the quotation marks regularly used on both ends of a quote. Alternative quotation marks are usually used to mark a quote within a quote. For example:

Figure 230: Usage of Typographer's Quotes

Mellel determines which quotation mark to use according to the quotation mark location in the text. It is not smart enough, however, to detect the correct quotation mark to be used in all cases. For example:

Figure 231: Typographer's Quotes without editing

Left untended, Mellel (along with all other word processors) will get the quotation mark all wrong. The usual "hack" here is to type two consecutive alternative quotation marks, copy the second, paste it over the first and hope that nobody will notice that this is also typographically wrong:

Figure 232: The problem at hand

With Mellel, all you have to do is press Ctrl +' to have Lewis Carroll chortle with joy:

Figure 233: The simple fix to the problem

Another typical problem is when one needs to use special quotation marks to suit a special output option (HTML, code, spreadsheet) or for any other reason. Here, the Custom quotation mark becomes extremely useful. Take the following example:

Figure 234: And another problem

Here you can see that the quotation marks are replaced by HTML character marks.

Replacing Straight Quotes

Many documents, such as e-mail messages or plain text documents, contain "straight quotes" instead of Typographer's Quotes. You can replace those "straight quotes" quickly and efficiently by using Mellel's *Find and Replace* feature. You can save the different Find Actions you will create to run them in the future, and you can even create a FindSet to run all the find actions automatically, one by one.

To Replace Straight Quotes with Typographer's Quotes:

1   Open the document containing the "straight quotes."

2   Choose *Edit > Find > Find* (or press Cmd + F).

3   In the *Find* field, choose *Whitespace* from the *Element* menu.

4   Select the *Whitespace* and click the *Group* button.

5   Enter a straight quote (") character after the Group. In steps 4 and 5, you've instructed Mellel to find every open double quote that comes following a space of any sort. This is rather crude, but will fit almost all cases where an Open Double Quote is required. You can improve this by adding other cases

such as adding Em Dash as another place after which open quotation marks are required.

6　Move to the *Replace* field, and from the *Element* menu choose *Backreference*.

7　Enter your preferred opening double quotation mark.

8　Click the *Save Find Action* button and save the Find Action.

9　Press the *Replace All* button.

10　Repeat steps 3 to 9 for a single quotation mark. After replacing all the remaining instances of double straight quotation marks, you should have all the quotation marks in your document curled just as they ought to.

11　For the close double and single quotation marks, simply enter " and ' as the strings to find, and enter ' and " as the strings to replace them.

12　**Optional**: Choose *Edit > Find > FindSet* and create a FindSet with those four actions, in the same order they appear here and run them whenever you need to curl your quotation marks.

Multilingual support

This chapter contains details about the multilingual support in Mellel

Should I read this chapter?

You should read this chapter if you intend to write text in a non-Roman language

Mellel provides excellent language support for more than 200 languages. The following chapter briefly covers some of the special options offered for some languages and language groups.

Activating and switching languages

When you want to write in a certain language, you usually want to choose the keyboard layout or input method and start writing. Mellel language switching capabilities allow you to do just that, simply and efficiently.

Activating your language

The first step to begin writing in a certain language is to activate entry of text in that language.

To activate languages:

1   In the Dock, click the System preferences icon to open the *System preferences* panel.

2   Click the *Language and Text* system preference.

3   Click the *Input* menu tab view.

4   In the *Input* menu tab view, check the option *Show input menu in menu bar*.

5   Check to select all the languages you want to activate, and check the options *Character Palette* and *Keyboard Viewer*.

The following screen shot shows how to select a language from the languages list.
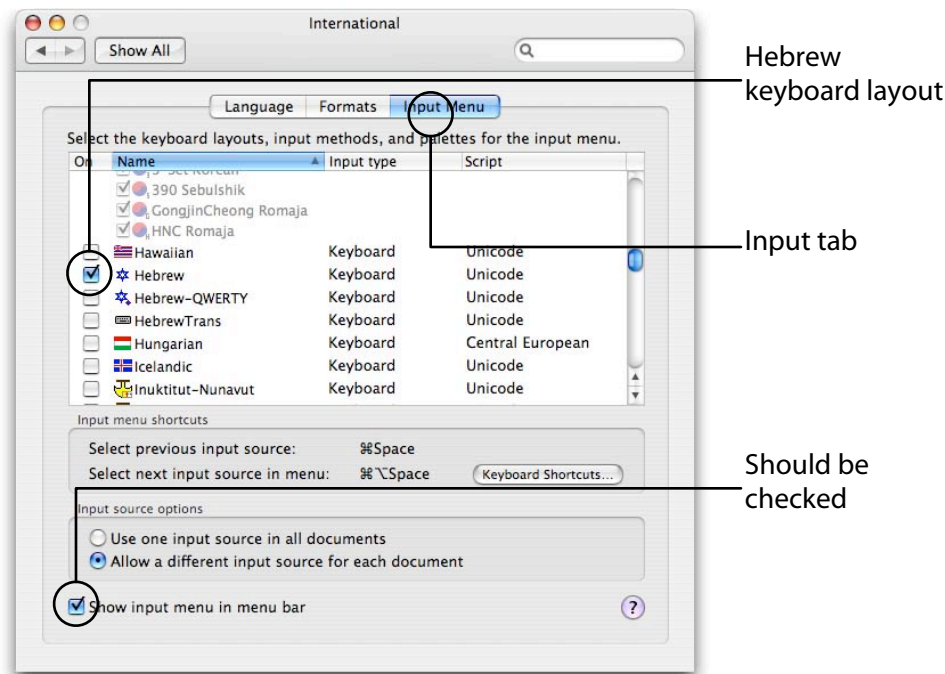
Figure 235: Selecting a language from the Input list

Switching between languages

After activating the languages you'll want to use, you can now start to write using those languages. You only need to know how to switch between languages.

To switch between languages:

1 Place the insertion point in the document.

2 Go to the *Input* menu in the *Finder* (located at the top-right end of the menu bar, usually with a country flag at the top) and select the language you want to use.

3 Start typing. Mellel will find a suitable font for your language.

4 When you want to switch to another language, repeat steps 2 and 3.

Important tip: *You can save yourself a lot of time by using the customary keyboard shortcuts for switching between languages. Pressing Cmd+Space bar will switch between the two recently selected languages (keyboard layouts). Pressing Cmd+Option+Space bar will switch between all the available languages in the Input Menu.*

Bypassing Spotlight

With Mac OS X 10.4, Apple introduced Spotlight, which enables searching within files. The Spotlight shortcut is initially Cmd+Space, and you need to change that to be able to switch between languages.

To change Spotlight's preferences:

1 In the Dock, click the System preferences icon to open the *System preferences*.

2 Click the *Spotlight* system preference.

3 Uncheck the option *Spotlight Menu keyboard shortcut* and *Spotlight Menu Window Shortcut*.

Special input methods

When you want to enter just a word or two in a certain language, or wish to use a special character, using the regular keyboard layout for that language will be too complicated or even useless. In such cases, you may want to use two tools provided with Mac OS X: The Keyboard Viewer, which allows you to enter text by clicking the letters in a simulated keyboard; and the Character Palette, which allows you to select any character from any language to enter into your text.

To use the Keyboard Viewer:

1 Place the insertion point in the document.

2 Go to the *Input* menu in the *Finder* (located at the top-right end of the menu bar, usually with a country flag at the top) and select *Show Keyboard Viewer*.

3 Go again to the *Input menu* and select the language you want to use.

4 In the *Keyboard Viewer, c*lick the characters you want to use in your text. They will automatically be entered into your document.

Tip: You can switch between languages with the Keyboard Viewer activated.

To use the Character Palette:

1 Place the insertion point in the document.

2 Go to the *Input* menu in the *Finder* (located at the top-right end of the menu bar, usually with a country flag at the top) and select *Show Character Palette*.

3 In the *Character Palette,* double-click any character you want to place into your document.

Tip: Mellel will allow you to enter only characters with a Unicode encoding. It will not allow you to enter characters in a font that are not Unicode encoded.

Automatic language switching

Mellel offers several special features for smooth writing and switching languages. One of the most important among those is the automatic language switching option. This option works it magic mostly behind the scenes, to minimise the hassle involved in using and switching languages. Still, if you want to be totally in control when using various languages, Mellel offers this option too.

How language switching works

When you try to use a certain language, every application looks for the characters you've entered in the currently used font. In most cases, it finds the character in the font and displays it in the text. The trouble begins when it cannot find the character you typed in that font.

The usual solutions to this problem are either not to display the text at all (show "squares") or to switch to a different font either explicitly or discreetly. Mellel takes a different route here by switching to an available font, but also allowing you to mark such cases of substitution easily, if you want to enjoy style and font consistency throughout your document.

Font substitution

Mellel offers the option to view any case where the original font was substituted by marking it with a special background colour. This special marking option can be activated from the preferences.

To activate highlighting font substitutions:

1   Choose *Mellel (menu) > Preferences*.

2   Under the *Typography* section (A), check the option *Highlight Font substitutions*.

Once you activate the *Highlight Font substitutions* option, Mellel will highlight with a special background colour cases where a substitution font was used.

For example, let's say you've entered some text using the default character style, and then switch to a language which is not supported in the default font. The result may look something like the following:

Figure 236: Highlight font substitutions

Once you select the highlighted text and switch to the desired font, the background will disappear:

Figure 237: No background colour

Secondary font

Selecting and switching fonts manually is fine, but very tiresome if you need to switch between languages and fonts very often. In addition, you might prefer to use one font with a certain language and a completely different font with a different language. This is where the secondary font option comes to the rescue.

To use the Secondary font option:

1   Create a new document, and type some text (preferably using the two languages you want to use in the text).

2   Select the text and open both the *Character* palette.

3   Set your preferred font, font face, and size for the main language to be used in the text via the *Attributes* tab.

4   Click the *More* tab and set your preferred font, font face, and relative size for the secondary language to be used in the text.

5   Still in the *More* tab, select the language script for the secondary font from the *Script* pop-up menu.

6   **Optional**: If you want the settings you've created to be useable with other documents, you will need to save the changes to the character style. To do that, click the *Styles* tab of the *Character* palette and then click the *Save Changes* button.

Using the example above, here's how a setting for writing in a Roman script (English, French, German, etc.) as the main language and Japanese as the secondary language in a text:
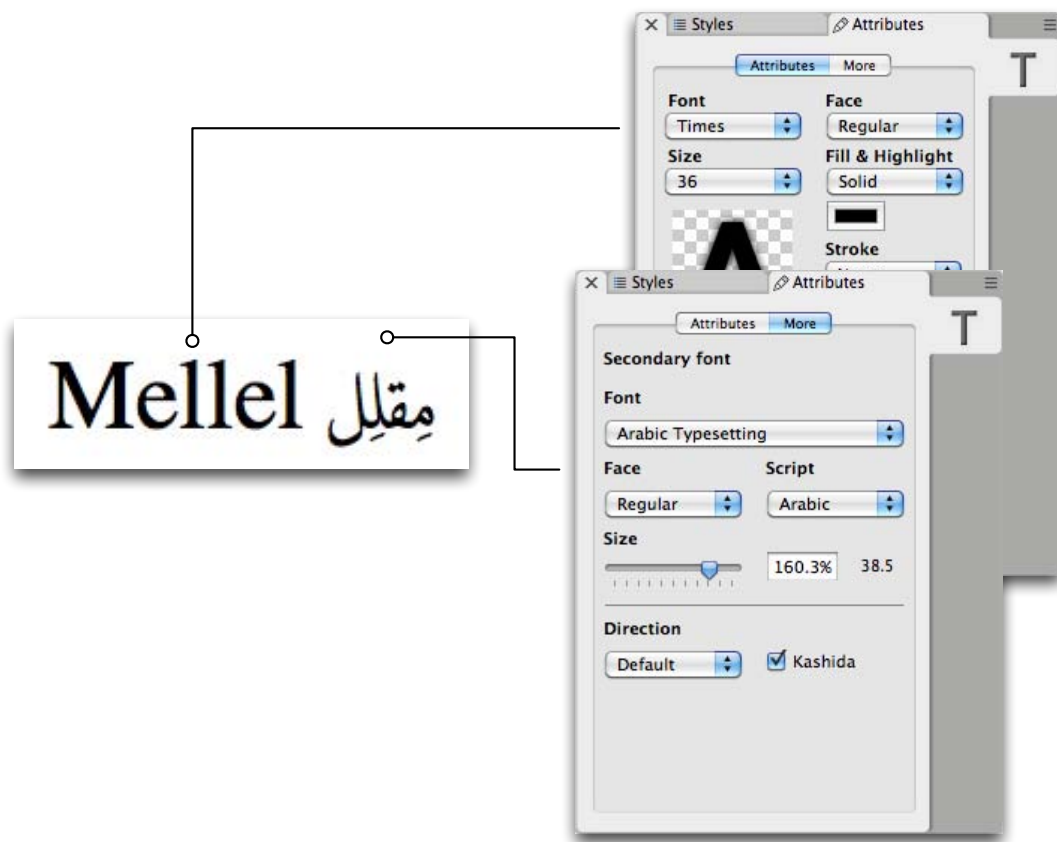
Figure 238: Setting the main and secondary font

As you can see in the example, the secondary font setting can differ from those of the main font. For example, to use a bold face instead of a regular face, and to change the font size relative to the main font.

Writing in Chinese, Japanese, and Korean

Mellel fully supports writing in CJK languages (Chinese, Japanese, and Korean), either exclusively or mixing Roman, Cyrillic, and different languages. Mellel fully supports the kinsoku line breaking rules that are useful to avoid having some characters appear at the beginning or the end of a line.

To start writing in a CJK language:
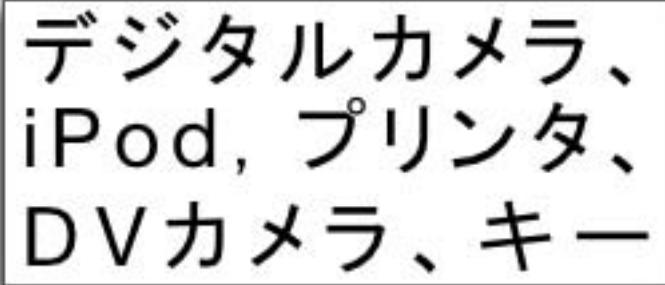
1   Position the insertion point in the text where you want the CJK text to appear.

2 Switch to a suitable keyboard layout or input method.

3 Enter the text.

Mixing CJK and other languages

Mellel offers superior support for mixing text in CJK languages and other languages. This support typically manifests itself in two important cases: Spacing text and justifying text.

Mellel spaces text in CJK languages differently than it spaces text in Roman languages. For example, this is how mixed CJK and Roman text is usually spaced with most applications:
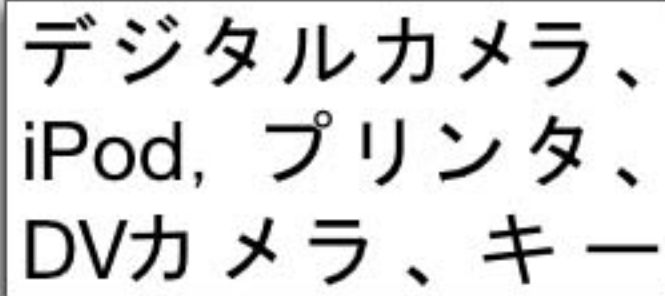
Figure 239: Spacing with most applications

As you can see, in this Katakana and Roman mix Roman characters are spaced as if they were in Japanese, which may be confusing, since added spacing is sometimes used in Roman text as a means of emphasis, and, at any rate, unpleasant to read.

Mellel, on the other hand, spaces the text differently, as you can see in the following example:

Figure 240: Spacing in Mellel

The result here is more palatable and only the Katakana gains the extra spacing.

The situation becomes even more difficult when dealing with Roman text with spaces between the words. This is the result you'll get with most applications here:

Figure 241: Spacing with most applications with spaces

As you can see, when there is a space in a line of text, most applications 'abandon' spacing between characters and spaces the justified line by using the inter-word spacing. The result is not very pleasant and quite confusing.

With Mellel, on the other hand:

Figure 242: Spacing in Mellel with space between words

As you can see, the 'burden' of spacing is "shared" between the Roman and Japanese text, so there are no 'holes' in the middle of the line.

Yet another difference between Mellel and some applications (especially those that use Apple's text engine) manifests itself when you have a punctuation mark

or similar marks at the end of the line. This is how such text appears in most applications:

Figure 243: Comma at the end

As you can see, the comma at the end of the second line also gains spacing after the word, which makes the text look unjustified. This how the text appears in Mellel:
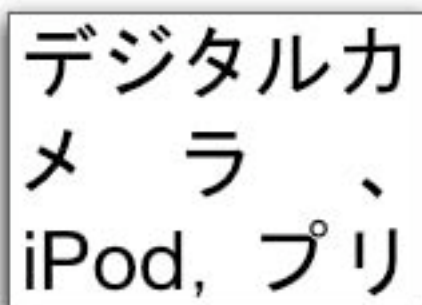
Figure 244: Comma at the end in Mellel

The text will look quite ugly with both methods, of course, but here you can see that Mellel avoids the pitfall of adding space after the comma, so the text maintains its justified appearance.

Writing in Greek

Mellel fully supports writing in Greek, and provides support for a secondary font using a the Greek script. Other aspects of writing in Greek are identical in function and application to those discussed earlier in this chapter. In addition to those options, Mellel also offers an option to number pages, notes, lists, auto-titles, outline items, and so on using Greek numerals.

Writing in Cyrillic languages

Mellel fully supports writing in Cyrillic languages (such as Russian or Bulgarian) and provides support for a secondary font using a Cyrillic script. Other aspects of writing in Cyrillic languages are identical in function and application to those discussed earlier in this chapter.

Writing in Arabic and Persian

Mellel is the first and only Mac OS X native application to fully support writing Arabic and Persian. Mellel offers both excellent internal support for text written from right to left, and additional features designed especially for writing in Arabic and Persian.

Arabic and Persian options

The Arabic and Persian support includes, among others, the following features:

- Right-to-left and left-to-right paragraph direction: rulers, tabs, and every other element changes depending on the writing direction.
- Support for secondary or main fonts in Arabic and Persian: enables you to create character styles with separate fonts, font faces, and sizes for Roman (or other script) and Arabic or Persian.
- Kashida support for full justification of Arabic and Persian texts.
- Full support for diacritical marks and ligatures.
- Support for OpenType fonts and special ligatures, justification alternates, swash ligatures and contextual alternates.
- Unicode bidirectional support, with special enhancements especially for writing in Arabic and Persian.
- Relative font size for Arabic, Persian, and Roman fonts: enables you to adjust inherent font size differences between scripts.
- Support for Arabic and Persian fonts.
- File names, style names, etc. in Arabic and Persian.
- Arabic and Persian numbering schemes for numbers, headers, notes, etc.
- Import and export of Arabic and Persian as plain text and RTF.
- Import and export support for Arabic and Persian.
- Dynamic ruler, tab, and alignment: all paragraph elements are adjusted when you change the paragraph direction.

- (Expert) Special Direction control per character.
- (Expert) Special Direction breaking space.

Special features for writing in Arabic and Persian

Most aspects of writing in Arabic and Persian are identical in function and application to those discussed earlier in this chapter. In addition to those options, Mellel also offers an option to number pages, notes, lists, auto-titles, outline items, and so on using Arabic-Indic or Persian numerals.

There are several aspects unique to writing in Arabic and Persian, which will be discussed below.

Paragraph direction

Paragraph styles in Mellel are bidirectional. The directionality option is not part of the paragraph style itself and can be set differently for the same style in different parts of a document. In other words, any style can be used in the same document for writing from left to right, and from right to left.

To change the paragraph direction for a paragraph:
- Click the Paragraph direction button in the toolbar or in the *Paragraph* palette. To properly write from right to left, the paragraph direction tool should look like this:

Controlling directionality

Mellel offers you some options to control directionality and how text will appear and behave with bidirectional text.

Direction

The direction option in the *Character* palette, under the *More* tab allows you to emulate the insertion of directional embedding around the style. That is, it allows you to insert text with a directionality different than the one used in the paragraph.

Direction Breaking Space

This option, available via *Insert > Breaks > Direction Breaking Space* or by pressing Control + Space keyboard combination will insert a direction breaking space at the insertion point.

Kashida

Kashida is a unique system of justification used in Arabic and Arabic languages. Using Kashida you can justify text (full justification) by lengthening the horizontal "base" line of characters while the spacing between words remains unaltered. For example, the following text is justified without using Kashida:
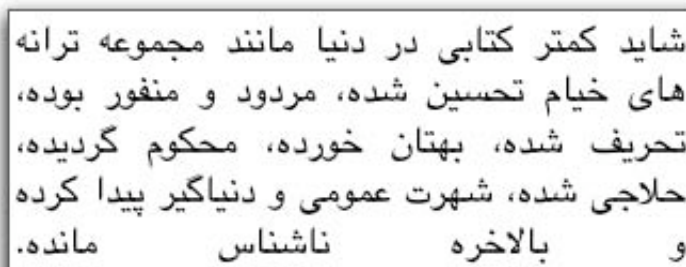
Figure 245: Text justified without using Kashida

In the above example, the spacing between the characters is expanded to justify the text correctly, but the result is quite ugly and breaks with the traditional way of justifying Arabic texts.

The same text using Kashida will look like the following:
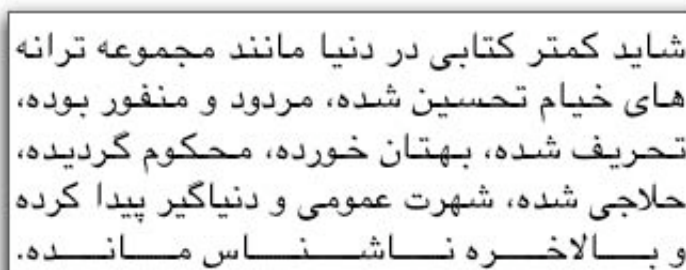
Figure 246: Text justified using Kashida

Using Kashida, the spacing remains unaltered (i.e., the spacing between words is not extended), but certain Arabic letters are extended (widened) using a special character called "tatweel" to provide a nice effect of an evenly justified text. You don't have to use Kashida with all the text you want to justify, of course. Often, a better effect can be created by using Kashida only with some of the words. Another way to apply justification that can be even more elegant is by using OpenType options like "Justification Alternates."

The Kashida option is available via the *Character* palette *More* tab. The option is part of the character style, and is turned on by default. When a text contains

Arabic, Kashida will be applied automatically. If your text contains mainly non-Arabic text, with Arabic words spread here and there, you might want to turn off this option.

You can also turn Kashida on and off for some segments of the text to create some nice effects. For example, if you turn Kashida off for all the text in the line except the last word, this word will stretch very nicely to compensate for the lack of Kashida with the other words.

To turn Kashida on or off:

- Check or uncheck *Kashida* under the *More* tab at the *Character* palette.

OpenType support

Mellel is the only Mac OS X word processor to support writing in Arabic and Persian. With a proper OpenType font for Arabic, you can easily access all the spacial ligatures for Arabic and, in addition, access options such as special forms and justification. The support with OpenType for Arabic specific options far exceeds, at this point, any similar support offered by Mac OS X.

Writing in Hebrew

Mellel is the only Mac OS X native application that offers the option to type Hebrew correctly. Mellel offers excellent internal support for text written from right to left and additional features designed especially for writing in Hebrew.

Hebrew options

The Hebrew support includes, among others:

- Right-to-left and left-to-right paragraph direction: the rulers, tabs, and every other element changes depending on the paragraph direction.
- Support for secondary or main font in Hebrew: enables you to create character styles with separate fonts, font faces, and sizes for any script and Hebrew.
- Full support for diacritical marks, niqud, and ligatures.
- Unicode bidirectional support.
- Improvements to Unicode bidirectional support. These include special attention to cases specific to Hebrew.
- Relative font size for Hebrew and Roman fonts: enables you to adjust inherent font size differences between scripts.

- Support for Hebrew fonts.
- Support for special Hebrew characters (Insert menu).
- File names, style names, etc. in Hebrew.
- Hebrew numbering schemes.
- Import and export of Hebrew as plain text and RTF.
- Special import options for Hebrew (for example, correct import of numbers entered in 'reverse' under Mac OS 9).
- Dynamic ruler, tab, and alignment: all paragraph elements are adjusted when you change the paragraph direction.
- (Expert) Special Direction control per character.
- (Expert) Special Direction breaking space.

Hebrew support

Most aspects of writing in Hebrew are identical in function and application to those discussed earlier in this chapter. In addition to those options, Mellel also offers an option to number pages, notes, lists, auto-titles, outline items, and so on using Hebrew numerals.

There are several aspects unique to writing in Hebrew, which will be discussed below.

Paragraph direction

Paragraph styles in Mellel are bidirectional. The directionality option is not part of the paragraph style itself and can be set differently for the same style in different parts of a document. In other words, any style can be used in the same document for writing from left to right, and from right to left.

To change the paragraph direction for a paragraph:

- Click the Paragraph direction button in the toolbar or in the *Paragraph* palette. To properly write from right to left, the paragraph direction tool should look like this:

Controlling directionality

Mellel offers you some options to control directionality and how text will appear and behave with bidirectional text.

Direction

The direction option in the *Character* palette (under the *More* tab) allows you to emulate the insertion of directional embedding around the style. That is, it allows you to insert text with a directionality different than the one used in the paragraph.

Direction Breaking Space

This option, available via *Insert > Breaks > Direction Breaking Space* or by pressing Control + Space keyboard combination will insert a direction breaking space at the insertion point.

Typing in Hebrew

It is sometimes very difficult to remember where each Hebrew letter is. To help you locate a letter or a vowel mark, you can use the Keyboard Viewer.

To use the Keyboard Viewer to type in Hebrew:

1 From the Input menu choose *Keyboard Viewer*. The *Keyboard Viewer* will open.

2 Locate the desired letter in the *Keyboard Viewer* and enter it.

If you do not want to use the *Keyboard viewer*, you can use the following keyboard layouts—Hebrew and Hebrew QWERTY—as reference:

Figure 247: Regular keyboard layout for Hebrew
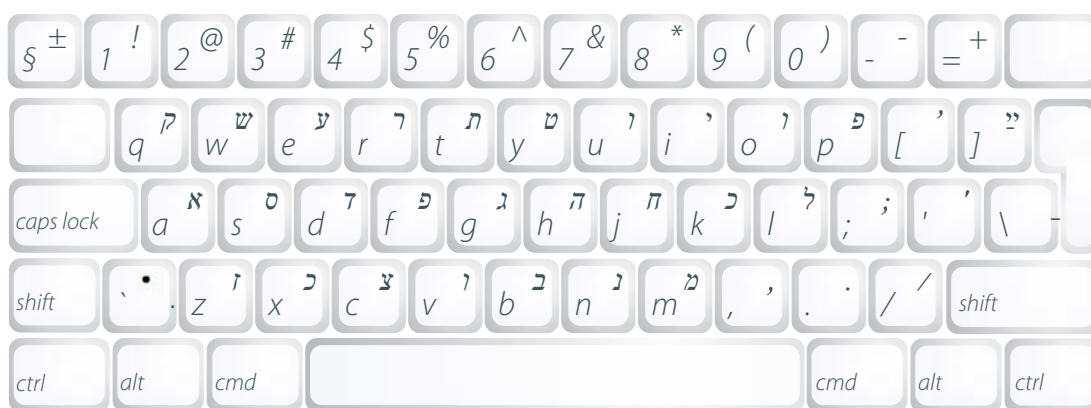
Figure 248: Hebrew QWERTY keyboard layout for Hebrew

Entering Vowel Marks (Niqud)

Mellel makes it very easy to enter the Hebrew vowel marks (called "Niqud" in Hebrew).

To enter a vowel mark (Niqud):

1 Enter the letter and then press the keyboard combination to enter the vowel mark.

The following table and figures will help you enter vowel marks easily.

Table 25: Entering vowel marks in Hebrew

Character	Vowel	Keystroke with Hebrew keyboard	Keystroke with Hebrew QWERTY
	Chataf-Patach	Option+1	Option+1
	Chataf-Qamatz	Option+2	Option+2
	Chataf-Segol	Option+3	Option+3
	Chiriq	Option+4	Option+4
	Tsereh	Option+5	Option+5
	Patach	Option+6	Option+6

	Kamatz	Option+7	Option+7
אָ	Kubutz	Option+8	Option+8
אֻ	Segol	Option+9	Option+9
אֶ	Shvah	Option+0	Option+0
וּ	Shuruk	Option+u	Option+u
ֹ	Cholam-Chaser	Option and +	Option+o
וֹ	Cholam-Maleh	Shift+u	Shift+o
שׁ	Shin	Shift+a	Option+s
שׂ	Sin	Option+a	Option+w
תּ	Dagesh	Letter, then Option+<	Letter, then Option+>

Pressing the Option key

Pressing the *Option* key, you can enter many vowel marks.

Figure 249: Regular keyboard layout with the *Option* key pressed
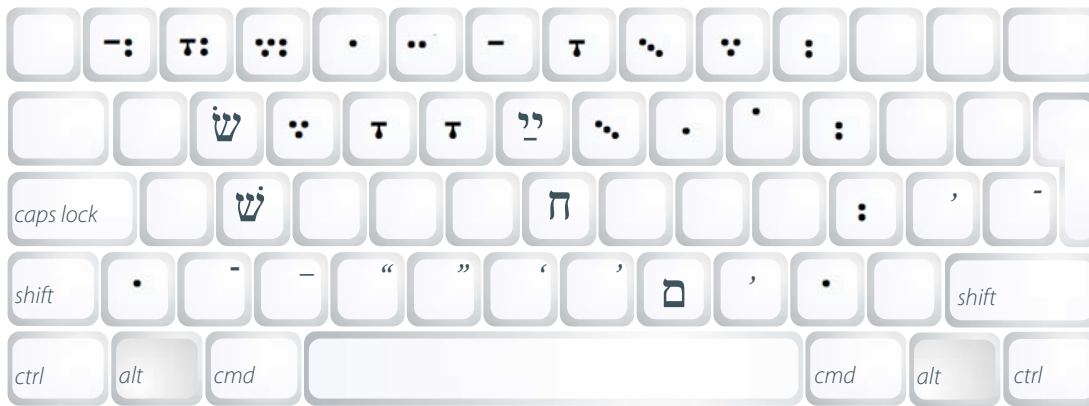
Figure 250: Hebrew QWERTY keyboard layout with the *Option* key pressed

Pressing the shift key

Pressing the *Shift* key, you can enter several important letters.
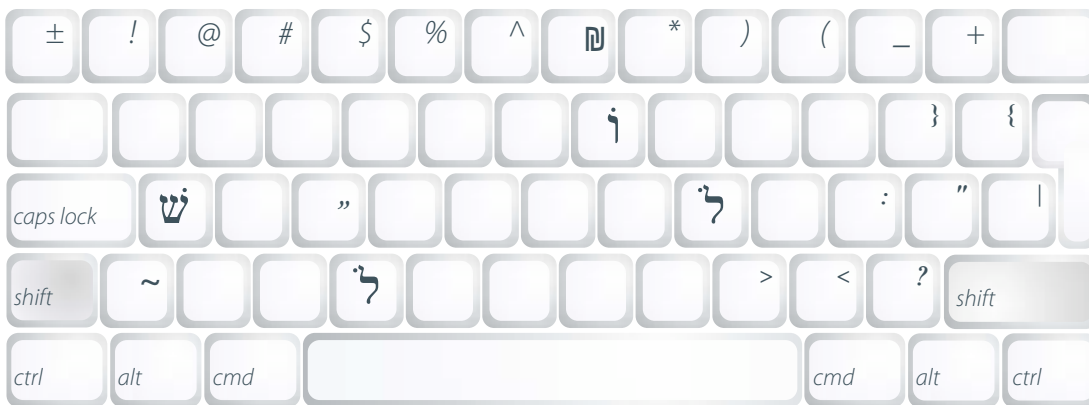
Figure 251: Regular keyboard layout with the *Shift* key pressed
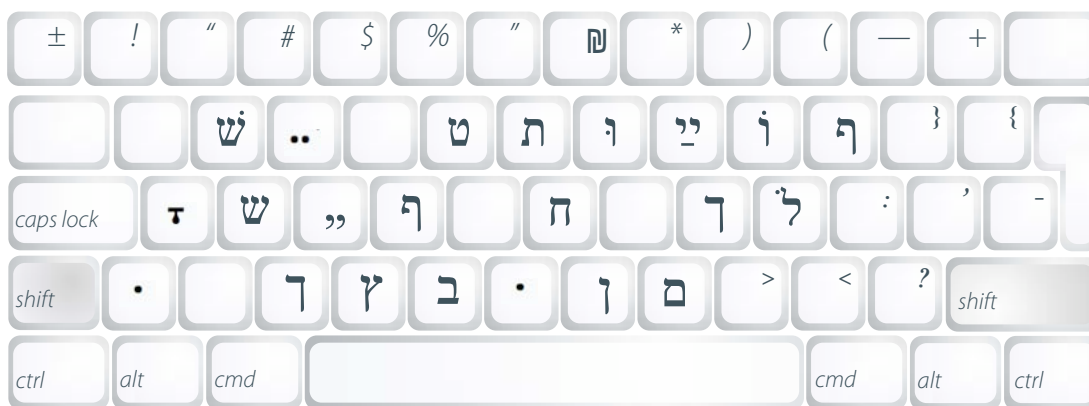
Figure 252: Hebrew QWERTY keyboard layout with the *Shift* key pressed

Pressing the shift key

Pressing the Shift key, you can enter several important letters.
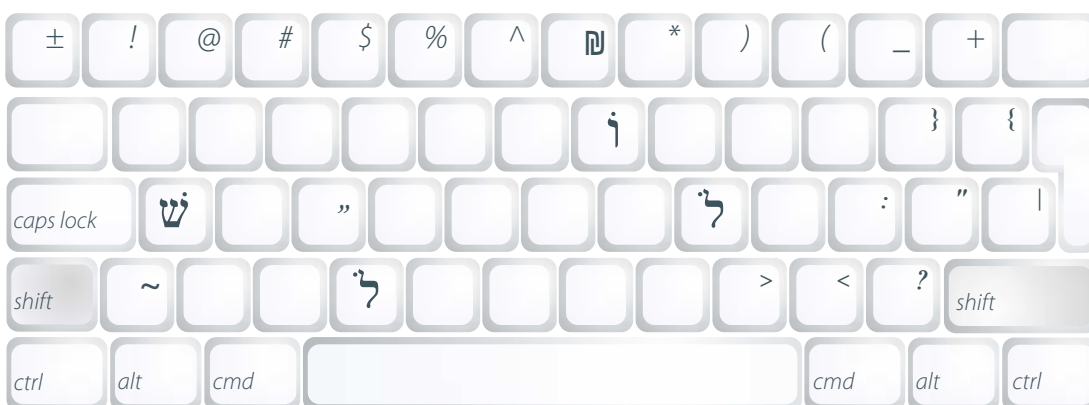
Figure 253: Regular keyboard layout with the Shift key pressed

Figure 254: Hebrew QWERTY keyboard layout with the Shift key pressed

Entering trope marks

Mellel supports entry and correct positioning of trope marks (Te'amim) in Hebrew. To make full use of this option, you'll need to use an OpenType font (several free ones are offered on our site) and use the *Character Palette* or a special keyboard layout for entry of vowel marks.

To enter trope marks:

1   From the *Input* (flag) menu choose *Show Character palette*.

2   The character palette will appear. Move to the Hebrew code table in the character palette.

3   Enter letters and vowel marks and then double-click a trope mark in the Character palette to add it.

Note: In almost all cases, the correct entry order is: letter, then vowel mark, then trope mark.

Final result	Add the trope mark	Add the vowel mark	Enter the letter
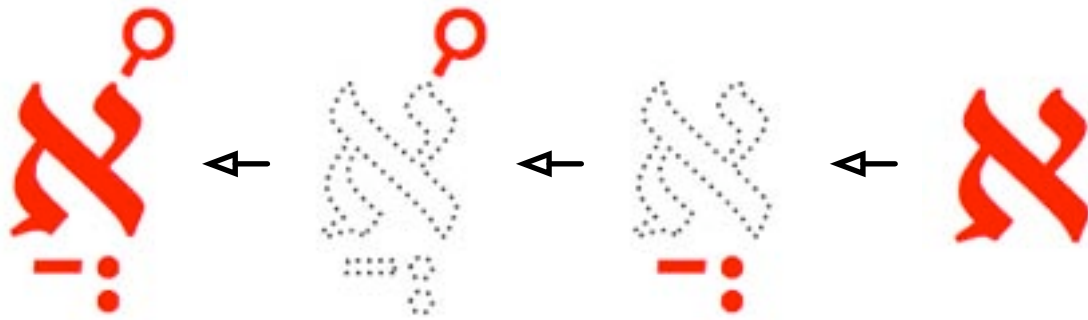
Figure 255: Correct order of entry for trope marks

Using Hebrew fonts

The text coding system in OS X is based on Unicode (see The Unicode Organisation site http://www.unicode.org/ and explanations about Unicode below). The following table shows which fonts will function properly with Mellel and which will not:

Table 26: Fonts in Hebrew with Mellel

Font Type	Usable in Mellel	Where Can I find it?
Regular OS 7-8 Hebrew Type 1 fonts	✔	Various distributors
Regular OS 7-8 Hebrew TrueType fonts	✔	Various distributors; Older language kits
OpenType fonts such as SBL Hebrew, Cardo or Ezra SIL	✔	Internet
Roman fonts with Hebrew Letters*	✖	Various vendors
Lucida Grande (Default font on Mac OS X)	✔	Installed with Jaguar or later
Arial Hebrew, Raanana Hebrew, Peninim Hebrew, Corsiba Hebrew	✔	OS 9 Language Kit
WorldFont Hebrew fonts	✔	Adobe product installations
Windows PC fonts	✔	See our site for more info.
"Internet fonts" such as Ariela, Nave, etc.	✖	Various sites, including iDigital
Special free fonts such as Titus Cyberbit.	✔	Internet

• Regular Roman fonts with Hebrew letters instead of regular Roman characters. The fonts may be used with Mellel, but they will behave like Roman fonts; that is, they will print from left to right.

Fortunately, the Windows OS also uses Unicode as its standard character encoding system. Because of that, many modern PC fonts can be used with Mellel and OS X without any modification. Just put them into the Fonts folder inside your user directionry/Library/ and you are done.

Those fonts have several limitations: First, most of the free Hebrew fonts for Windows are of a quality that leaves a lot to be desired. Second, most of the fonts do not include Nikud. Worse, even when there is Nikud, it cannot be used.

That remembered, there's a hefty number of free Hebrew fonts around the Internet. A comprehensive list of those is available at our web site font download section at: http://www.redlers.com/downloadfont.html.

Writing in Syriac

Mellel is the only Mac OS X native application that offers the option to write in Syriac correctly. Mellel offers excellent internal support for text written from right to left and additional features designed especially for writing in Syriac. Most of the details regarding writing in Syriac are discussed with regards to writing in Arabic and Persian above.

Export and Import

This chapter contains details about exporting from Mellel and importing into Mellel

Should I read this chapter?

You should read this chapter if you intend to export Mellel document to other document formats, or to import text and documents from other sources into Mellel

Stuff you can do

To...	Do this	Keyboard Shortcut
Export a file from Mellel as Plain text	1 Choose *File > Export > Plain Text...* 2 Select, check or uncheck the export options and then *OK*.	Cmd+Shift+R
Export a file from Mellel as RTF	1 Choose *File > Export > RTF...* 2 Check or uncheck the *Export Markers* option and then *OK*.	
Export a file from Mellel as Word format	1 Choose *File > Export > Word Format...* 2 Check or uncheck the *Export Markers* option and then *OK*.	
Export a file from Mellel as OPML	1 Choose *File > Export > OPML...* 2 Check or uncheck the *Export Content as Notes* option and then *OK*.	
Export a file from Mellel as PDF	Do any of the following: • Choose *File > Export > PDF...*, check or uncheck the *Print Markers* option and then *OK*. • Choose *File > Print...* and choose an option from the *PDF* button-menu (note that Mellel's option *Print markers* is under the *Mellel* pop-up menu item in the Print sheet).	

Import a plain text document by drag and drop	1 Choose *Mellel (menu) > Preferences…*. under the *Open & Save* tab, select the *Default Plain Text Encoding* for opening files by drag and drop. Your selection will now become the default encoding for opening such files.
	2 Drag and drop the document(s) you wish to open onto Mellel's application icon in the Finder or the Dock.
	Note: *Mellel will recognise plain text documents as such only if they have the filename extension ".txt" (without the quotation marks). A filename may have an "extension" at the end—a dot followed by several letters—that identifies the file's type. Extensions are usually hidden in Mac OS X. Whether extensions are set to visible or hidden, changing the name will not change its extension. To change the extension, select just the extension and type ".txt" (without the quotation marks). This will cause the file to open by dragging and dropping on Mellel's icon.*
Open a plain text file from within Mellel	Do any of the following:
	• Choose *File > Open…* and navigate to the file you want to open. Or,
	• Choose *File > Import > Plain Text…* When you select this method, the *Import* dialogue box allows you to select text encoding.
Set Mellel as default for opening plain text files	1 At the *Finder*, locate a file with a *.txt* filename extension.
	2 Select the file and choose *File > Get info*…
	3 With the *Open With* pop-up menu, select Mellel and click *Change All…*
	4 Click *OK* to apply the changes globally.
Open plain text files in Mellel by double-clicking them (when Mellel is the default for opening Plain text files)	• At the *Finder*, locate a file with a *.txt* filename extension and double-click it.
Import an RTF file by drag-and-drop	• Drag and drop the desired file on Mellel's application icon. Mellel will try to detect the source encoding automatically.
	Note: *Mellel may display the* **RTF font matching** *panel. For details about this option, see Here.*
Import an RTF file from within Mellel	Do any of the following:
	• Choose *File > Open…* and Navigate to the file you want to open. Or,
	• From within Mellel, select *File > Import > RTF…*, check, uncheck and select the desired options and then *OK*.
	Note: *Mellel may display the* **RTF font matching** *panel. For details about this option, see Here.*

Set Mellel as default for opening RTF files	1 At the *Finder*, locate a file with a *.txt* filename extension. 2 Select the file and choose *File > Get info...* 3 With the *Open With* pop-up menu, select Mellel and click *Change All...* 4 Click *OK* to apply the changes globally.
Open RTF files in Mellel by double-clicking them (when Mellel is the default for opening RTF files)	• At the *Finder*, locate a file with a *.rtf* filename extension and double-click it. **Note**: *Mellel may display the* **RTF font matching** *panel. For details about this option, see Here.*
Import a Word file by drag-and-drop	• Drag and drop the desired file on Mellel's application icon. Mellel will try to detect the source encoding automatically. **Note**: *Mellel may display the* **RTF font matching** *panel. For details about this option, see Here.*
Import a Word file from within Mellel	Do any of the following: • Choose *File > Open...* and Navigate to the file you want to open. Or, • From within Mellel, select *File > Import > Word format...* **and** *OK*. **Note**: *Mellel may display the* **RTF font matching** *panel. For details about this option, see Here.*
Set Mellel as default for opening Word files	1 At the *Finder*, locate a file with a *.rtf* filename extension. 2 Select the file and choose *File > Get info...* 3 With the *Open With* pop-up menu, select Mellel and click *Change All...* 4 Click *OK* to apply the changes globally.
Open Word files in Mellel by double-clicking them (when Mellel is the default for opening Word files)	• At the *Finder*, locate a file with a *.doc* filename extension and double-click it. **Note**: *Mellel may display the* **RTF font matching** *panel. For details about this option, see Here.*
Import an OPML file by drag-and-drop	• Drag and drop the desired file on Mellel's application icon.
Import an OPML file from within Mellel	Do any of the following: • Choose *File > Open...* and Navigate to the file you want to open. Or, • From within Mellel, select *File > Import > OPML...* and *OK*.
Set Mellel as default for opening OPML files	1 At the *Finder*, locate a file with a *.opml* filename extension. 2 Select the file and choose *File > Get info...* 3 With the *Open With* pop-up menu, select Mellel and click *Change All...* 4 Click *OK* to apply the changes globally.

Open OPML files in Mellel by double-clicking them (when Mellel is the default for opening OPML files)	• At the *Finder*, locate a file with a *.doc* filename extension and double-click it.

Exporting from Mellel

Export as Plain text

Exports the file to as plain text, without styling. There are several options to choose here.

- **Encoding**: Choose from any of 30 different plain text encoding.
- **Default replacement character**: If the selected encoding is not Unicode or UTF-8, some characters may not be available for exporting and must be replaced. Mellel allows you to select a special character to replace such non-convertible characters.
- **Export Notes**: when checked, Mellel will export all the notes in the document in their current stream order. It will insert an asterisk both before and after a note reference for the first stream and will do the same for the note symbol at the end of the document. The second stream will get two asterisks before and after the note reference and the note symbol, and so on.

Export as RTF

When exporting a file to RTF Mellel export your file in the RTF standard, created and maintained by Microsoft™ Corporation. Mellel supports a wide range of RTF tags, covering most of the essential features supported by the standard, including character, paragraph and page attributes, tables, headers and footers, footnotes and endnotes, images, columns and sections.

- **Export Markers**: This option in the *Export* sheet allows you to choose whether to export the markers in the text or not.

Export as Doc format (Word format)

When exporting a file to Word format Mellel export your file in the RTF standard, created and maintained by Microsoft™ Corporation, using the ".doc" filename extension. The features supported with this type of export are the same as with exporting to RTF.

- **Export Markers**: This option in the *Export* sheet allows you to choose whether to export the markers in the text or not.

Export as OPML

OPML (short for **Outline Processor Markup Language**) is an XML format for Outliners. Exporting files to OPML will result in an XML file that is readable to all outliners. The headings in the text (i.e., the auto-titles) will serve as items in the outliner application.

- **Export Content as Notes**: this option allows you to export the text under the various headings as a 'note', so the content of the document will be preserved in the outliner application.

Export as PDF

PDF is a standard format (maintained by Adobe™ Corporation) for files which preserves the appearance of the text. This option is a short-cut to using the *PDF* option from the *Print* sheet.

- **Print Markers**: this option, checked or unchecked, determines whether the markers in the text will also appear in the PDF document.

Importing into Mellel

Mellel offers you several import options, available both from the *File* menu or by simply dragging files over Mellel's icon or double-clicking them in the *Finder* (if you've set Mellel to be the default option for opening this type of files).

Import Plain text

Mellel allows you to import files as plain text using 30 different encodings.

- **Plain Text Import Options**: the Encoding pop-up menu, appearing when you import via *File > Import > Plain Text...* allows you to choose the encoding to be used when importing the file.

Note: this option is not available if you import files by drag-and-drop or by double-clicking a file.

Import RTF

Mellel supports a wide range of RTF attributes including character, paragraph and page attributes, tables, headers and footers, footnotes and endnotes, images, columns and sections.

There are several RTF options, available when you import via *File > Import > RTF...*.

- **Source encoding**: Allows you to choose the encoding for the imported file. If you do not know how the imported file was encoded, select *Auto Detect*.

- **Font Matching panel**: allows you to choose how to match fonts in the imported RTF with the fonts you have installed. See more about this option Here.

Import Word files

Mellel offers an option to import MS Word (.doc) files by dragging and dropping .doc files over Mellel's application icon in the *Finder*, double-clicking .doc files, or by opening them from Mellel itself. This support for MS Word .doc files relies on the built in support for such files in Mac OS X and is limited in this respect.

The .doc support in Mac OS X 10.3 or later is done in two stages: when a .doc file is opened by Mellel, it is first converted from .doc format to RTF and then open the file. This means that Mellel will display the *RTF Font Matching* dialogue See more about this option Here). The features supported when importing via this option are listed in the following table.

Table 27: .doc import options

Option	Support for
ansi, mac, pca,	Standard encodings of text. Mac encoding is not supported for writing.
b	Bold face text
cb, cf	Background and foreground colour
colourtbl	Colour (of text)
upn, dnn	Subscript and subscript position
paperwn, fin, lin, margrn, margln	Page width, First-line indent, Left indent, right margin, left margin
fonttbl, fsn, i,	Font and font size
par, pard	New paragraph, set to default. Supported just for reading
qc, ql, qr	Text centred, left aligned, right aligned
sn	Paragraph style, supported just for reading
tab	Tab placement

Import OPML

OPML (short for **Outline Processor Markup Language**) is an XML format for Outliners. Importing files saved in this format will import the titles as auto-titles (headings) in Mellel, with the notes appended as the text below those headings.

Important note: when Mellel imports an OPML file, it will use the Auto-title Setup currently used in your document. You will need to choose the setup most appropriate for the OPML file (or change this after importing).

RTF font matching

Most of the RTF files you import to Mellel probably originated on another computer. Mellel can open those files, but because they don't include the fonts used to create them, you are faced with a problem: How do you match the fonts used by the creator of the documents with the fonts you have in your system?

Mellel's *Font Matching panel* was designed to solve this problem. When you import an RTF document into Mellel, this special panel may pop up (depending on your Preference settings) and display a list of all the fonts used in the imported document. You can then match the original fonts with the best possible alternative you have available.
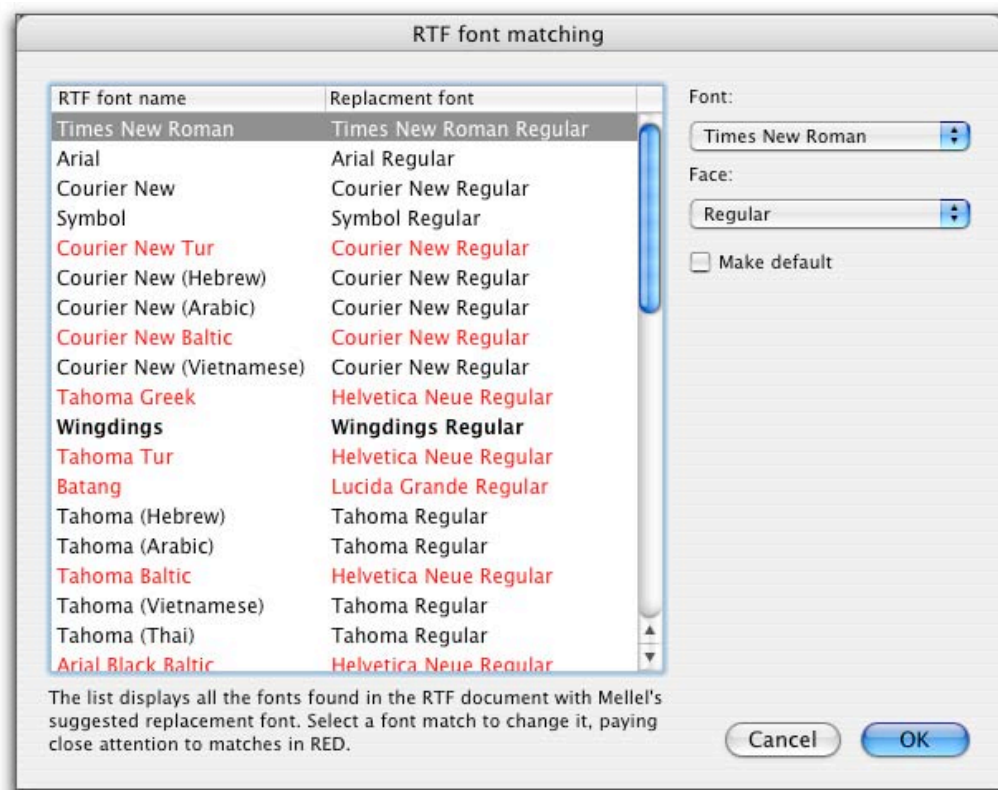
Figure 256: The RTF font matching panel

The RTF font matching panel includes two important areas: the font and font matching list; and the font options area.

- **The font list**: the left side of the panel displays a list of all the fonts used in the RTF document (left) and a list of suggested replacement fonts drawn from the fonts available in your computer. The fonts in the list belong to three types:

  1 **Fonts you've matched**: If you've already marked some font matches as the default, Mellel will not interfere and simply mark them with **boldface**.

  2 **Fonts matched algorithmically**: If Mellel can find a probable match using its ingenious algorithm, it will display those matches in regular face. Those matches are usually correct, but you should browse them briefly.

  3 **Fonts matched by type**: If Mellel cannot figure out to which font it can mach the original font, it uses the information within the font to match it by general categories such as Roman, Swiss (sans-serif), decor, and so on. Such font matches are displayed in **RED**. Review those very carefully, at least with the first few import actions.

- **Font options**: Here you can select the font and font face to change the suggested matching and even save the replacement as the default match for a certain font.

  1 **Font**: displays the replacement font currently used. You can change the replacement font at any point by selecting a match and then selecting a font from the _Font_ pop-up menu.

  2 **Face**: displays the replacement font face currently used. You can change the replacement font face at any point by selecting a match and then selecting a font face from the _Face_ pop-up menu.

  3 **Make default**: When you check this check-box the match is saved into a special font matching file.

To change the replacement font:

1 Select the RTF font name for which you wish to change the replacement font.

2 Select a different font and/or font face from the _Font_ and _Face_ pop-up menu.

To save the match as the default match:

1 Select the RTF font name for which you wish to change the replacement font.

2 Select a font and/or font face from the _Font_ and _Face_ pop-up menu.

3 Check the _Make default_ check-box.

To delete a default match:

1 Select the RTF font name for which you wish to change the replacement font.

2   Uncheck the *Make default* check-box. You can uncheck the *Make default* check-box and delete the match at any time.

When to show the RTF font matching panel

The *RTF Font Matching* panel does not have to pop-up every time you import an RTF document. The display of this panel can easily be controlled to achieve the best result.

There are three options for displaying the RTF font matching panel:

1   **Don't show**: Mellel will match as best as it can, but will never show the RTF font matching panel.

2   **Show if needed**: Mellel will match as best as it can and will display the panel only if it is uncertain about some of the matches.

3   **Always show**: Mellel will display the panel even if it is absolutely sure that all the matches are correct.

To set the default for displaying the RTF font matching panel:

1   Choose *Mellel (menu) > Preferences...*.

2   In the *Open & Save* tab, select the desired option from the *RTF Font Matching* panel pop-up menu.

To change the choice for displaying the RTF font matching panel:

1   Choose *File > Import > RTF...*

2   From the *Font Matching* panel pop-up menu select the desired option.

Tips for successful font matching

Mellel does a good job matching fonts used in RTF documents with the fonts you have in your computer. That said, with a little effort you can help it do an even better job. Following are a several useful tips for successful font matching.

- **Think Windows**: Most MS Word for Windows documents use a relatively limited set of fonts such as Arial, Tahoma, Courier, and Times New Roman. If you can create good matches for the basic set of fonts used in Windows, you will eliminate most of the font matching problems. For your purposes, there are three main types of fonts you have to match: Roman (serif) fonts such as Times; sans serif fonts such as Helvetica, Tahoma, and Arial; and slab serif fonts such as Courier.

- **Use Windows fonts**: If you don't like matching fonts, why not use the original ones? You can download and install the core set of fonts used in Windows and

have the matches ready without being forced to make matches. Microsoft's core fonts are available here: http://sourceforge.net/project/showfiles.php?group_id=34153&release_id=105355.

- **Multilingual matching**: "International" versions of MS Word use special versions of the core fonts such as Courier New CY or Tahoma Greek. Usually, although all the language versions of a font are listed, only one of them is actually used. If you know what language version the sender uses for the files you receive, you can match only that version, leaving the others untouched.

- **Big fonts cover everything**: If you don't like having Mellel replacing missing characters with characters from another font try to use one of the "big" Unicode fonts out there that will cover most of the Unicode range.

- **Auto-detect solves problems**: When importing, it is advisable to let Mellel sort encoding issues on its own. That is, use the *Auto-Detect* option when opening files. Many of the problems that appear to be font matching problems are usually encoding problems.

Import and Export Tips

There are several common import problems you may face when trying to import files created in other applications to Mellel or migrate your files from an word processor to Mellel. The following set of tips will help you eliminate those problems.

Using Replace Styles

The *Replace Styles* feature can be a powerful tool when migrating a large set of files from your old word processor to Mellel. This option, accessible from the *File* menu, allows you to replace a document style with a global style. In other words, it helps you replace the temporary paragraph and character styles created in files with the styles you regularly use.

If you intend to migrate a large set of your old files to Mellel, doing it in an orderly fashion will allow you to use the *Replace Styles* feature to the full and save yourself a lot of time in the process. Following are some handy rules to keep in mind while migrating:

- **Create a set of styles**: The most important part to a good migration path is creating a good set of styles that will match the styles you commonly used with your old word processor. Those styles will be used later on with *Replace Styles*. If you're not the planning-ahead type, you don't have to cover all the styles in advance—you can add them as needed. A good basic set will include

three or four heading styles, two or three body text styles, and some special styles for notes, headers, footers, etc.

- **Minimise your font set**: While working with your old word processor, you probably experimented with different fonts and font faces. This can be a problem when using *Replace Styles* because you will have to replace a lot of temporary styles every time you want to migrate a file to Mellel. To prevent this, you should utilise the *RTF font matching* panel to limit the number of fonts in your imported files. For example, you can match similar fonts such as Times, Times New Roman, New York, Gramond, Georgia, Gentium, and Palatino with a font such as Hoefler Text; or convert Helvetica, Arial, and Tahoma with Helvetica Neue, for example.

Migrating from MS Word

Migrating MS Word files can be done fairly easily and quickly. You should divide your existing MS Word files into two sections: simple and complex. With the simpler files—for example, files that do not contain footnotes, or endnotes—all you'll need to do is open them in Mellel and save. The files will be saved with their old name, but as Mellel files. With the more complex files, you'll have to save them first to RTF and then open them in Mellel.

Migrating from Nisus Writer

You can migrate from Nisus Writer (Classic) following one of two routes: exporting to RTF from Nisus Writer, or opening Nisus Writer files directly in Mellel.

- **Exporting to RTF**: This method should work fine in theory. In practice, however, it doesn't work that well, especially when the text includes anything other then plain Roman text.
- **Opening from Mellel**: Nisus Writer files are plain text files with a separate resource fork containing the styles. This means that you can open those files directly in Mellel as you would any other plain text files. All the styling is lost, of course, but the text is kept intact.

Migrating from TextEdit and other editors

TextEdit and similar text editors (e.g., Nisus Writer Pro), as well as many other word processors, save their files in RTF format or offer this option as an equivalent (native) format. Open such files as you would any RTF file.

Other import and export options

There are several other important applications that you might need to import files from or export files to. Following are several examples to solve common import and export problems with such files.

Export and import—spreadsheet applications

Importing and exporting from and to spreadsheet applications is very simple and straightforward.

To import from MS Excel and other spreadsheets applications:

1   Open the spreadsheet application and save the file as a tab-delimited text file.

2   Open the file in Mellel.

3   Select the text and choose *Edit > Convert text to table*.

To export to MS Excel and other spreadsheets applications:

1   Select the text in a table in Mellel and choose *Edit > Copy*.

2   Move to the spreadsheet application and paste the text.

Export and import—graphic applications

Importing and exporting from and to graphic applications is usually very simple. There are, however, some noted exceptions and workarounds with some applications.

To Export text to vector drawing applications:

1   Export the text as plain text with the suitable encoding.

2   Import the text back into the drawing application.

To Export text into a layout application:

Do one of the following:

•   Export the text as plain text and then import it back into the layout application. Or,

•   If the layout application is Unicode compliant, try using copy and paste.

To import text from a graphics or layout application:

Use one of the following methods:

•   From within the graphics or layout application copy the text into the clipboard, move to Mellel, and paste it. If you want to copy a graphic element or part of it, simply copy it into the clipboard. Or,

- Export from the graphics or layout application as plain text or RTF or save as PDF (as appropriate), and then open in Mellel or drag and drop into Mellel.

Markers

This chapter explain what markers are and how to use them

Should I read this chapter?

You should read this chapter if you intend to mark your text (colour marking)

What are markers

Markers allow you to mark text or a note in your documents, similar to a real-life felt-tip marker. Markers are not part of the regular character attributes of text, nor are they an override. To use text highlighting as a character attribute, use the *Fill & Highlighting* feature in the *Character* palette to create a background to the text.

Stuff you can do

To...	Do this	Keyboard Shortcut
Mark text	1 Select text, and do one of the following: • Press the *Apply* button in the *Markers* palette. Or, • Double-click a marker in the *Markers* palette. • Ctl-Click (right mouse button) to open the contextual menu and choose a *Marker*. Or, • Choose *Edit > Marker > any marker*. Use any of the methods described for activating line numbering to choose *None* from the *Line Numbering* pop-up menu.	Cmd+Ctrl+0... 8
Discard a marker	1 Select marked text. 2 Select *None* using any of the methods for applying a marker.	
Discard (delete) all markers	1 Select all the text in the document. 2 Select *None* using any of the methods for applying or changing a marker.	
Change marker names for the current document	1 Choose *File > Document Info...* and click the *Markers* tab. 2 Double-click a marker and change its name.	
Change marker names for all new documents	1 Choose *Mellel (menu) > Preferences...*. 2 Under the *Document Setup* tab double-click a marker and change its name.	
Find the next or previous marked text in a document	• Click the *Find Next/Previous marked text* button in the *Markers* palette.	Cmd+Ctrl+[or]

Find the next or previous marked text with a specific marker	• To find the **Next** marked text, press the *Cmd* key, and Double-click the marker in the *Markers* list. • To find the **Previous** marked text, press the Cmd+Option keys, and Double-click the marker in the *Markers* list. **Note:** *You can also use the Find and Replace dialogue box to find marked text.*	Cmd+Double-click or Cmd+Option+Double click
Print a document with or without markers	1 Choose *File > Print...* 2 From the *Print* drop-sheet pop-up menu choose *Mellel* and check or uncheck the option *Print Markers*.	
Export a document with or without markers	1 Choose *File > Export > Word format* or *RTF...* 2 Check or uncheck the option *Export Markers*.	

The Markers palette

The *Markers* palette allows you to easily apply, change, track down and change markers.
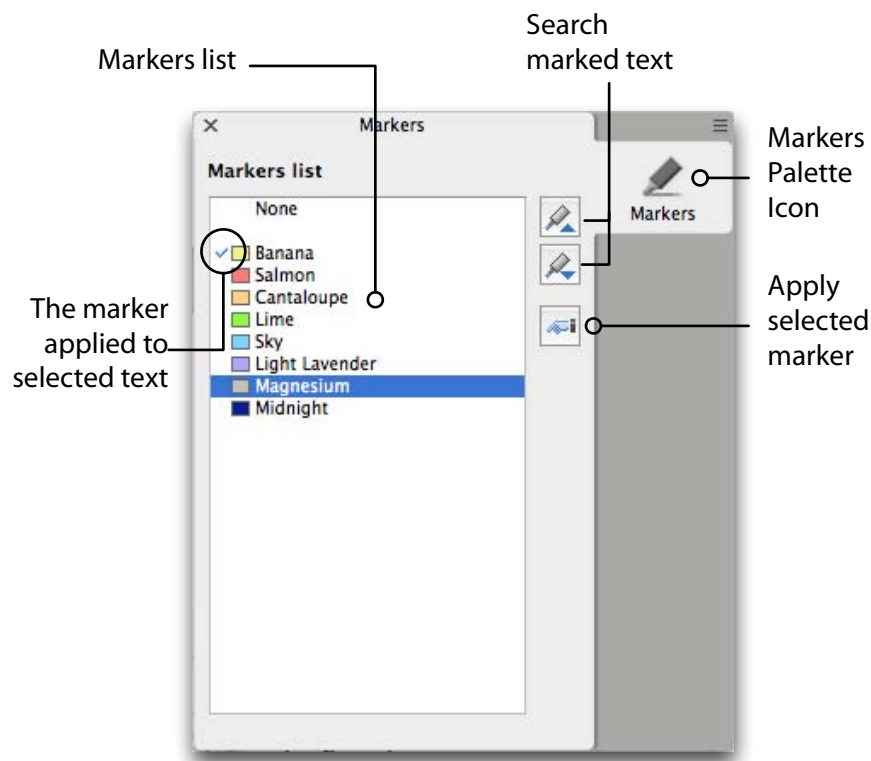
Figure 257: The *Markers* palette

Using markers

It is very easy to mark and unmark text using the *Markers* palette. If a selected text is marked, Mellel will indicate this with a checkmark next to the marker in the *Markers list*.

Changing marker names

The marker names in the *Markers* palette are just a starting point, and you can change them for all new documents via Mellel's *Preferences*, or set them for the document you're working with via *File > Document Info...*.

Finding marked text

Having text marked in a document is a fine thing, but it isn't of much use if you cannot easily locate marked text. The *Find Next marked text* option in the *Markers* palette will make this very easy.

Printing and exporting markers

You can print and export markers (or set Mellel to avoid printing or exporting markers via the Print or Export features.

Date and Time

This chapter explain how to enter date and time stamps

Should I read this chapter?

You should read this chapter if you intend to insert date and time stamps

What is a Date and Time stamp

The Date and Time feature in Mellel allows you to insert a date or time stamp in a document.

There are three types of date and time stamps available:

- **Document creation date**: This variable stamp will insert the date or time when the document was first created.
- **Document opening date**: This variable stamp will insert the date or time when the document was last opened. This stamp will automatically update if you open the document at a later date.
- **Current date (text)**: This stamp will insert a text string with the date or time of entry. This text will not change or update automatically.

There are three types of date and time formats—*Long Date*, *Short Date*, and *Time*. The specific format depends on the settings you have under *System Preferences > Language and Text > Formats*.

Stuff you can do

To...	Do this	Keyboard Shortcut
Enter a date or time stamp	1 Place the insertion point in the document. 2 Choose *Insert > Date...* 3 Select a Date and Time type (the default would be your last selected option). 4 Select a format from the pop-up menu. (The default would be your last selected option), and press the *Insert* button.	

Change the date or time format	1 Open the *System Preferences* and open the *Language and Text* panel.
	2 In the *Language and Text* panel, click the *Formats* tab.
	3 Do one of the following:
	• Select a region from the *Region* pop-up menu.
	• Press *Customise...* and customise the date or time format.
	• Select a region from the *Region* pop-up menu and then press *Customise...* and customise the date or time format.
	Note: *With Document creation date and Document opening date, Mellel will always use the currently available date and time format in the Language and Text panel. If you do not want the date or time stamp to change, use the Current date (text) stamp instead.*

Example: Creating a Date and Time Stamp

Date and time stamps in Mellel can be inserted as either a variable or as a simple text string. A text time stamp doesn't change dynamically and is more suited to situations where you want the stamp to remain as it was inserted.

A variable stamps is a vary useful in a header or a footer, especially in conjunction with document variables.

A good example of a more sophisticated use of variable stamps would be inserting a 'control line' in a page style's header. In the short example below you'll learn how to do that.

1 Open a new document and open the *Page* palette.

2 Check the option *Header* (if it isn't checked already). The header should now be displayed with a light grey box around it. (If it isn't, open the *Show* button pop-down menu in the toolbar and select the option *Header/Footer frames*.)

3 Enter editing the header by clicking in it. If it contains any content, delete it and align the paragraph to the left by clicking the *Align Left* button in the toolbar.

4 Choose *Mellel > Preferences...* and in the *Document Setup* section change the label for two of the variables to Author and Department, and the *Default Value* to <Author> and <Department> respectively. (Enter your name or department as the *Default Value* only if you want them to be the default value with all new documents from now on.) Close the *Preferences* window.

5 Choose *File > Document Info...* and under the *Document Info* tab, in the *Variable* section, enter your name and the name of your department as the value.

When you enter your name and department here, they become variables that are attached to this document only. Click *Save*.

6 Back in the Header, enter the following text:
Creation Date: Time:
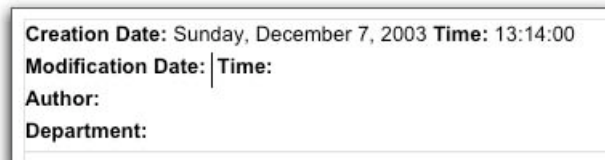**Modification Date: Time:**
Author:
Department:
Your header should look something like the following:

Figure 258: The raw header

7 Place the insertion point right after the text "**Creation Date:** " and choose *Insert > Date...* **Select** *Document creation date* **as** *Type* **and** *Long Date* **as** *Format*. Press *Insert*. The date stamp may appear in bold face, as it assumes the surrounding character style. Change this by selecting the date stamp and selecting a different character style or variation.

8 Repeat the same process for "**Time:** ", using *Time* as the format. The result should look like this:

Figure 259: And after adding some of the data

9 Repeat the same process for "**Modification Date:**" and "**Time:**" with *Document opening date* as *Type*.

10 Place the insertion point right after the text "**Author:** " and choose *Insert > Document Variables > Author*. Repeat this for "**Department:** " choosing *Insert > Document Variables > Department*.

11 Place the insertion point right after the department's name, press *Return* to create a new paragraph and enter "Page of pages".

12 Place the insertion point right after "Page " and choose *Insert > Page Variables > Page Number*.

13 Place the insertion point right after "of " and choose *Insert > Page Variables > Total Number of Pages*. The final result should look like this:

Creation Date: Sunday, December 7, 2003 **Time:** 13:14:00
Modification Date: Sunday, December 7, 2003 **Time:** 12:55:17
Author: John Smith
Department: The Untouchables
Page 1 of 20 pages.
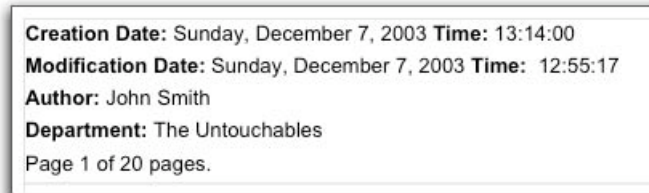
Figure 260: The header: final state

Replace Styles

This chapter explains what the Replace Styles option is and what it is good for

Should I read this chapter?

You should read this chapter if you wish to use some advanced streamlining options with styles and imported files

One of the most important tasks in text editing is maintaining a consistent appearance and styling of the text throughout the document. Replace Styles is an option that enables you to replace every styling variation in a document with a style or a style variation of your choice.

The Replace Styles option is fairly straightforward: you select the styling variation you want to replace, select the style and the variation you want to replace them with, move over to the next replacement, and so on, until you have replaced all the styling variations in the document.
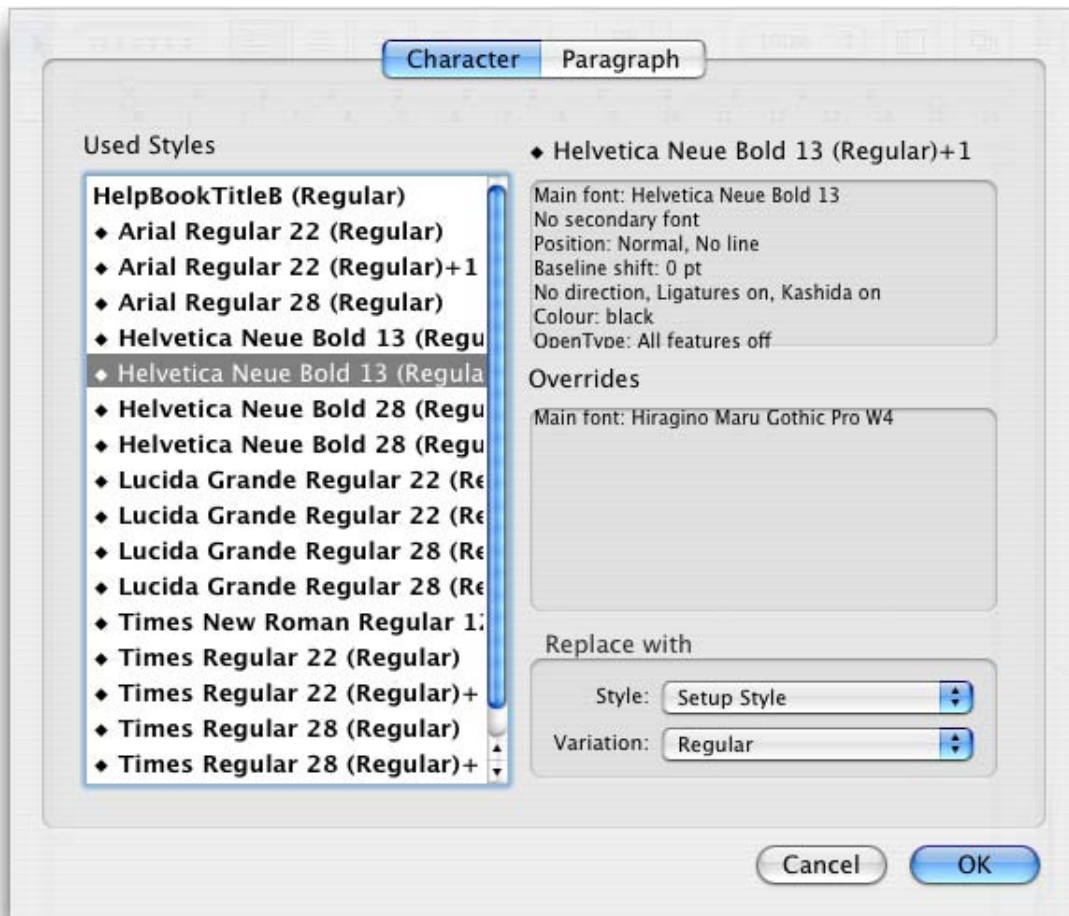
Figure 261: The Replace Styles sheet

To open the Replace Styles sheet:

● Choose *File > Replace styles...* The Replace Styles sheet will open.

Replace Styles sheet

The Replace Styles sheet includes two tabs: **Character** and **Paragraph** to allow you to replace both character and paragraph styling variations. Each tab contains several sections:

● **Used Styles**: This section lists all the global styles, changed global styles, and document styles used in the document. Document styles are marked by a diamond shape (◆) before their name. Changed document styles are marked by a plus (+) character after their name, with a number indicating the number of overrides (changes to the global styles) applied with them.

- **Style Attributes**: Lists all the style's attributes. This list of attributes will be especially useful when importing text from another source (for example, when importing an RTF file, or after pasting text from another application).

- **Overrides**: Lists every override (unsaved change) to a global style. Overrides are often ad-hoc changes applied to global styles during the writing or editing process, and the Override list can give useful clues as to the most appropriate style to replace the override with.

- **Replace With**: Using the pop-up(s) here, you can select any style from the global styles list to replace the selected style. With the Character tab, you can also select the variation you want. With the Paragraph tab, you can select the paragraph direction.

To see the details of a used style:

- Click on a style's name in the Used Styles list. Full information about the style will be displayed to the right, followed (below) by a list of all the overrides the style includes (if any).

To replace a style with another style:

1   Click on a style's name in the Used Styles list.

2   Select a style and a variation or paragraph direction (depending) to replace it with. Once you have selected a replace style, the style to replace will lose its bold-face emphasis.

3   Select other styles to replace.

4   Repeat steps 2-3 until done.

5   Click OK to apply your changes.

To replace several styles with one style:

1   Select the styles you want to replace in the Used Styles list. You can use Shift + Click and/or Cmd + Click to extend your selection.

2   Select a style and a variation or paragraph direction (depending) to replace it with. Once you have selected a replace style, the style to replace will lose its bold-face emphasis.

3   Select other styles to replace. You can use Shift + Click and/or Cmd + Click to extend your selection.

4   Repeat steps 2-3 until done.

5   Click OK to apply your changes.

Efficient style replacing

Replace Styles is an extremely powerful option and if used wisely can save hours of tedious style editing. Following are some "quick and dirty" rules of thumb to help you use this option efficiently right from the start:

- **Design first, then replace**: Often, it is tempting to start working on a document by replacing unwanted styles. This method will probably work just fine while replacing the document regular body text with your own body text, but further on, when you get into the nitty-gritty stuff of titles and special styles, you will find yourself stuck in the middle, lacking the proper replacement style for some styles. It is better, therefore, to examine the document thoroughly and design your styles to cover all possible cases before you actually start the replacement process.

- **Use the source**: If you plan to use the existing styles in a document (which may be the case with a Mellel document received from someone else), try to create new styles based on the existing document styles. If you stick with the original document style names, the replacement process will become much easier.

- **Associated styles**: Many Mellel users associate paragraph and character styles. If you have created paragraph styles based on existing document paragraph styles, make sure that those paragraph styles are associated with your own styles, not the document styles, before you start replacing styles.

- **Character styles:** Many Mellel users associate paragraph and character styles. If you do this, try to replace the character styles first and only then replace the paragraph styles. Otherwise, replaced paragraph styles associated with character styles will "flatten" your character styles so that they will all be using the "base" variation.

Word Count (statistics)

This chapter explains what the statistics palettes is used for and how to use it

Should I read this chapter?

You should read this chapter if you intend to see how many words or characters there are in your documents

The *Statistics* palette displays some important statistical details about the document you are currently working with. The statistics and count updates while you write (live update).

The palette contains three tabs:

1   **General**: including the total number of characters, words and paragraphs in the document and in a selection, and the total number of lines in the document.
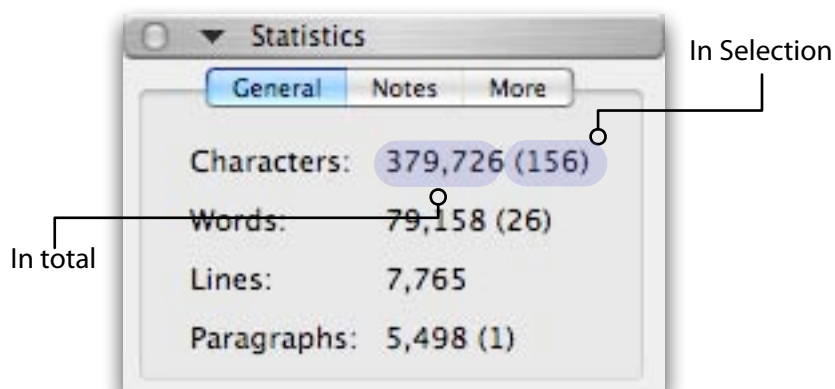

Figure 262: The *General* Statistics tab

2   **Notes**: including the total number of notes in the document, and the total number of characters and words in the notes.

3   **More**: including the total number of tables, images, citations and auto-titles in the document.

In the *Preferences*, you can refine your control of the character count by setting Mellel's *Statistics* palette to include in the count or exclude from it counting of blank characters (such as *space*), break characters (e.g., *Return* or *Page Break*), and punctuation marks (e.g. (,.:?!|).

Important note: Mellel performs real-live count of words in a document. Mellel was optimised so that displaying this info would not have an effect on performance. Still, with long documents, the live count might slow the typing performance somewhat. If you notice a slow-down, close the Statistics palette.

Stuff you can do

To...	Do this	Keyboard Shortcut
Count words, characters, paragraphs, etc.	1 Choose *Window > Palettes > Statistics* to display the *Statistics* palette.	
Set the preferences for word count.	• Choose *Mellel (menu) > Preferences...*. • Under the *General* tab, check or uncheck the options under *Statistics*.	

Keyboard shortcuts

This chapter explains how to create custom keyboard shortcuts

Should I read this chapter?

You should read this chapter if you intend to create custom keyboard shortcuts

Keyboard shortcuts are keyboard combinations (pressing several keys on the keyboard at the same time) that enable you to perform an action without having to use the mouse or make menu selections.

There are three types of keyboard shortcuts available in Mellel:

1 **Set keyboard shortcuts**: shortcuts that are set for use in advance. For example, pressing the *Command* key and then the *c* key will be the equal of choosing *File > Copy*.

2 **Customisable keyboard shortcuts**: shortcuts you can select from a given variety of shortcuts. For example, you can use the keyboard combination Cmd+1–0 (numbers from 1 to 0) to switch between character styles. The shortcuts you assign can be allocated and reallocated. Mellel allows you to assign a keyboard shortcut to paragraph styles, character styles, and note streams

3 **Shortcuts assigned through the Keyboard & Mouse System Preference**: shortcuts to almost any menu option in Mellel. Some examples of elements to which you can apply shortcuts are detailed below.

To create a customisable keyboard shortcut (paragraph and character styles):

1 Open the *Edit Style sets* dialogue box.

2 Click the Paragraph or Character style to which you wish to apply the shortcut.

3 Click the menu beside the style or stream and select a shortcut.

To create a customisable keyboard shortcut (Note style):

1 Open the *Edit Note Attributes* dialogue box.

2 Click the note stream to which you wish to apply the shortcut.

3 Click the menu beside the style or stream and select a shortcut.

To create a special keyboard shortcut:

1 Run Mellel (if it isn't already running).

2 Click the System Preferences icon in the Dock.

3 In the System Preferences main panel, select *Keyboard & Mouse*.

4 In the Keyboard & Mouse System Preference, click the Keyboard Shortcuts tab.

5 In the list of options, scroll down until you reach the item *Application Keyboard Shortcuts*.

6 Click to select the item, and click the small + button below.

7 A drop sheet will appear, allowing you to select an application. Select "Mellel" from the list and enter the menu title in the *Menu Title* field.

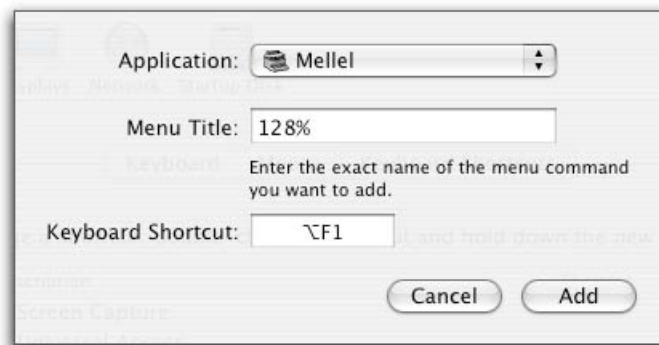**8** Click in the *Keyboard Shortcut* field and press the keyboard combination you want to assign to the menu title.

Figure 263: Assigning a keyboard shortcut

10 Click the *Add* button.

11 Quit Mellel and re-run it, then check to see that the added command exists and works.

What you can and cannot do

The number of keyboard shortcuts you can assign using the Keyboard Shortcut tab is almost unlimited. There are, however, limits to what things you can and cannot assign a shortcut:

1 **You cannot reassign a set keyboard shortcut**: That is, you cannot override an existing keyboard shortcut with your own.

2 **You can access options only that are in menus**: That is, you cannot assign a keyboard shortcut to a text field, a stepper, or a button.

3 **You cannot properly assign a shortcut to two menu items with identical names**: Mellel will always select the first.

There is, however, a surprising number of options to which you can assign a keyboard shortcut. The following table details some of them.

Table 28: Keyboard shortcuts options

Option	How to do it?
Services	Use the name of the service or command (if you want to use the command with other applications as well, assign it as an "All Applications" command.
Unassigned options in menus and sub menus	Use the name of the option
Menus in the main document window	Use the name of the option
Names of styles, auto-titles, list styles, and so on	Use the style name

Thanks!

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