Mellel

Write with Power

http://www.mellel.com

Mellel 4.1 User Manual Version 1.0

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This guide was created in its entirety in *Mellel*

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Chapter 1

Introducing Mellel

1. What is Mellel?

Mellel is a word processor. Similarly to other word processors, it allows you to write text, edit it, style it, format it as lists or tables, lay it out, and later on print or export it to other applications.

But Mellel goes far beyond this. It was developed specifically to handle long and complex documents. It offers a set of advanced features that enable you to take full control of the document structure and style. Using Mellel you can consistently and efficiently create documents exactly the way they want to, while minimizing the manual labor and frustration commonly experienced with competing word processors.

2. Who is Mellel For?

Mellel is a useful tool for anyone looking for a robust, reliable, and friendly word processor for the macOS operating system. The following groups will find it particularly beneficial:

- **Writers and Publishers**: Mellel separates structure and style, which is ideal for writers and publishers who must change one without affecting the other throughout the writing and editing process. Powerful reviewing and editing tools enable you to get your desired results with minimal effort.
- **Scholars and Academics**: Mellel offers two features that are crucial to academic and scientific writing: *Note Streams* and *Live Bibliography*. *Note Streams* allow complete configuration and customization of document notes. Be it end notes, footnotes, or any kind of custom notes, Mellel supports it. In addition, the *Live Bibliography* feature (supported when Mellel is combined with Bookends) allows you to seamlessly manage your citations and bibliography as the document is created, with no detrimental effect on performance.
- **Technical Writers**: The *Cross References* and *Auto-Titles* features in Mellel are perfect tools for technical writers. They enable you to generate structured and dynamic documents that allow quick and customizable referencing from any section of the document to another. As Mellel's cross references are dynamically managed by the application, any changes to the document are immediately and automatically reflected in the references as well, negating the need for any manual intervention to validate and correct the references throughout the document.
- **Legal Documentation Teams**: The consistency and accuracy of legal documents are of the utmost importance to their creators and consumers, as each character and sentence might have profound implications. Mellel provides the required toolbox for achieving this consistency--using *Style Sets*, a revolutionary *Find and Replace* feature, and the ability to apply and enforce any desired style and structure to meet legal requirements. Furthermore, the section styling tools enable meeting the line-numbering requirements in legal documents, and the *Auto-Indent* feature makes creating the document structure a breeze.

- **Non-English Writer**: Mellel is the only word processor that was built from the ground up to support multilingual capabilities. This includes controlling text direction on different level (character, paragraph, pages and the entire document), supporting different scripts and unique ligatures and providing a localized user interface for multiple languages.
- **Anyone creating long and complex documents**: Mellel was built to be robust and resilient, as noted immediately by anyone working with long documents with numerous automatic fields and cross references. Mellel's performance is impeccable even as pages pile up; it enables you to focus on creating the document without worrying about whether or not the system will crash and all progress will be lost.

3. How does Mellel Work?

Mellel is a true What You See Is What You Get (WYSIWYG) word processor. The document's view in the application mirrors the final result, be it a printed version or an exported file in a different format (such as a PDF document). This allows you to apply style and structural changes that immediately appear on the screen.

Unlike other word processors, Mellel separates the concepts of document structure from document style. This requires a certain mind-shift for users accustomed to other word processors in which the two go hand in hand.

For an example, Mellel separates between setting text to be a chapter title and setting how a chapter titles is styled.

4. How do I Use Mellel?

Mellel's User Interface (UI) was designed and developed to be accessible and intuitive. The following figure details Mellel's UI elements:

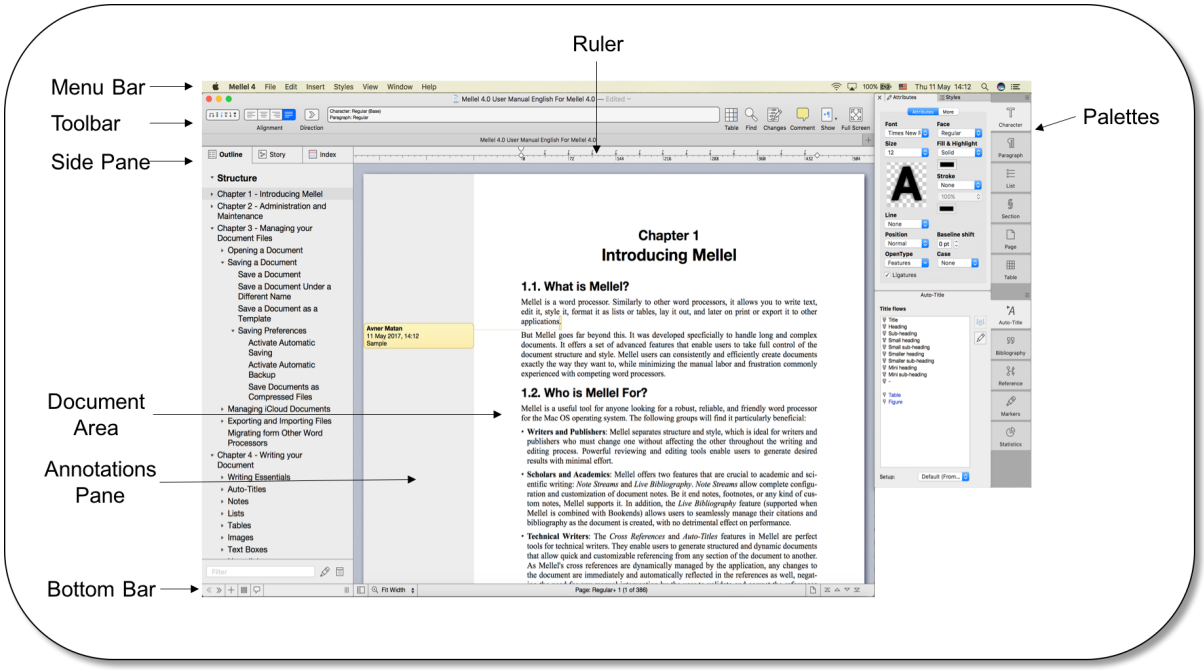


Figure 1-1: Mellel User Interface Elements

1. **Menu Bar**: Includes several menus that allow you to access different functionalities and configuration options. Refer to Menu Bar on page 244 for a complete description of all the menu items.
2. **Toolbar**: Includes shortcuts to Mellel functionalities. The toolbar is customizable and allows you to add your frequently used functions for easy and quick access. Refer to Customizing the Toolbar on page 223 for more information on configuring the toolbar and to Toolbar on page 278 for a complete description of its UI elements.
3. **Ruler**: Used to change the paragraph start margin, end margin and indent level, as well as adding and configuring tabs. Refer to Managing Tab Stops and Tabs on page 131 and Paragraph Formatting on page 128.
4. **Side Pane**: Includes three different tabs:
    a. *Outline*: Displays the document structure and allows quickly navigating between different sections of the document, as well as making easy changes to the document structure. Refer to Outline on page 108 for more information.
    b. *Story*: Used to display story points, and to add and sort characters and locations. Refer to Story on page 115 for more information.
    c. *Index*: Used to create and manage the document Index Records and to configure and insert the actual index into the document. Refer to Indexing on page 199 for more information.
5. **Document Area**: Used to edit the document, enter and style different elements. Refer to Writing your Document on page 25 and Styling your Document on page 121 for more information.
6. **Annotations Pane**: Displays different annotations that were added on top of the document, such as comments or changes (when the *Track Changes* feature is active). Refer to Track Changes on page 180 and Comments on page 184 for more information.
7. **Bottom Bar**: Used to adjust the display layout and to navigate the document. Refer to View Settings on page 218 and Navigation on page 25 for more information on adjusting your display and navigation.
8. **Palettes:** The palettes are your main toolbox for editing the document, including up to 11 pre-defined palettes comprising different functions and features. The palettes are customizable. You can select which palettes to display, and even split them into several different stacks. Refer to Configuring the Palette Layout on page 222 for more information on customizing the palettes, and to Palettes on page 287 for a complete description of the different palettes and their components.

5. How do I Use This Manual?

This Manual serves as a reference guide for Mellel's various functionalities and functions. While you can learn how to use Mellel by reading this manual from cover to cover, we recommend you to use our on-line training materials to get started. Once viewed, you can use this manual as a reference for specific functions and questions.

The manual structure is based on tasks which are grouped into distinct sections. This enables you to locate the information you need quickly and efficiently:

1. **Administration and Maintenance:** Includes all the administrative and maintenance tasks required to use Mellel. This includes downloading, installing, registering and updating the software.

2. **Managing your Document Files**: Includes task descriptions for managing files. This includes loading, saving, importing and exporting files and documents.
3. **Writing your Document:** Includes task descriptions for inserting text and different objects into your document.
4. **Styling your Document:** Includes task descriptions for styling different objects in your document.
5. **Reviewing and Editing your Document:** Includes task descriptions for using the different tools available in Mellel to review and edit your document throughout the writing process and prior to publishing.
6. **Configuring Mellel:** Includes different configuration options that allow you to customize the way Mellel works to your own needs and preferences.
7. **Appendix:** Includes information that is useful for some users but is not directly associated with any specific task. This includes:
    a. **Help & Support**: Includes a complete description of the different ways to get help and support when using Mellel.
    b. **Common Functionalities**: Includes a complete description of various functionalities that are repeatedly used in Mellel but are not a purposeful task on their own. This includes, for example, selecting a color for an element or using different measurement units to adjust elements' size.
    c. **Find and Replace Expression Elements**: Includes a complete description of the elements that can be added to *Find and Replace* expressions.
    d. **Screen Descriptions:** Includes a complete description of the different UI elements in Mellel. While it is not task-oriented, this section can assist users who wish to know what a specific button does or what would be the effect of selecting a certain option from a given menu.

Chapter 2

Administration and Maintenance

1. Downloading and Installing Mellel

To download and install Mellel:

1. Open a web browser and navigate to http://www.mellel.com/download/.
2. Click the **Download** button at the top of the page.
3. Select a location on your computer to save the installation file (optional).
4. Once the download is completed, the following window is displayed:

Tip: If the window does not appear automatically, locate the downloaded *.dmg* file on your computer and double click it.

Figure 2-1: Installation Window

5. Drag the Mellel application icon over the *Applications* folder icon.
6. If you already have an existing copy of Mellel, you will be asked whether you want to replace it:

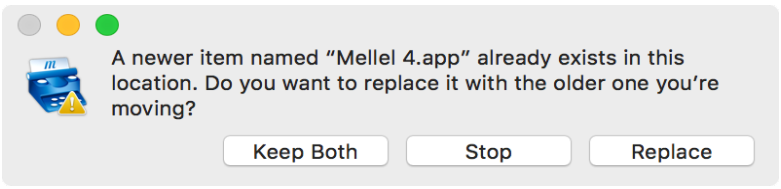


Figure 2-2: Replacing an Existing Mellel Version

6. Click **Replace** to overwrite the existing copy or **Stop** to keep the current one.

Tip: Once the installation is complete, the virtual Mellel hard disk icon that was created as part of the installation process can be removed by dragging it into the trash.

2. Running Mellel

1. To run Mellel, locate its icon in your *Applications* folder and double click it.
2. If you are using the *Trial Version* click **Use Demo** to launch the application. Refer to Trial Version Limitations below for more information regarding the trial version.

Tip: Add Mellel to your Dock if you use it regularly. Drag the Mellel icon from your *Applications* folder onto the Dock area. You can move Mellel's icon within the Dock by dragging and dropping it in a new location, or remove it by dragging it outside of the dock.

A. Trial Version Limitations

Anyone can download the latest Mellel version for a 30-day trial before buying it. The trial version will run with the following limitations:

- When you launch Mellel, a *Please Register* window is displayed.
- When printing from Mellel to an output device (including exporting to a PDF document) a large *Unregistered* watermark will be stamped across each printed page.

Once the 30-day trial period is over, a third limitation is added:

- Exporting or copying content from Mellel to a file or to other applications is disabled.

B. System Requirements

The following list details system requirements for installing and running Mellel:

- Mac OS X 10.6 or later versions.
- Intel processor.

3. Updating Mellel

Updates are frequently released to introduce new features and fix any rare bugs that are discovered. Once Mellel is installed, you can either manually or automatically check for updates and install them.

A. Manually Updating Mellel

To manually check for updates:

1. Choose **Mellel > Check for Updates** from the menu bar.
2. Perform one of the following:
    - If you have the most recent version, the following dialog is displayed as no updates are required. Click **OK** to continue.

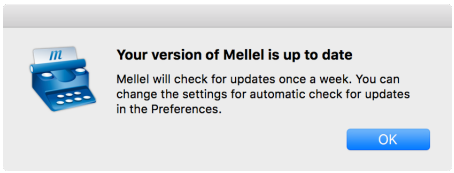


Figure 2-3: Current Version Up to Date

- If a newer version exists, the *Install Update* dialog is displayed. Click **Install Update** to install the new version or **Cancel** to continue using the existing version.

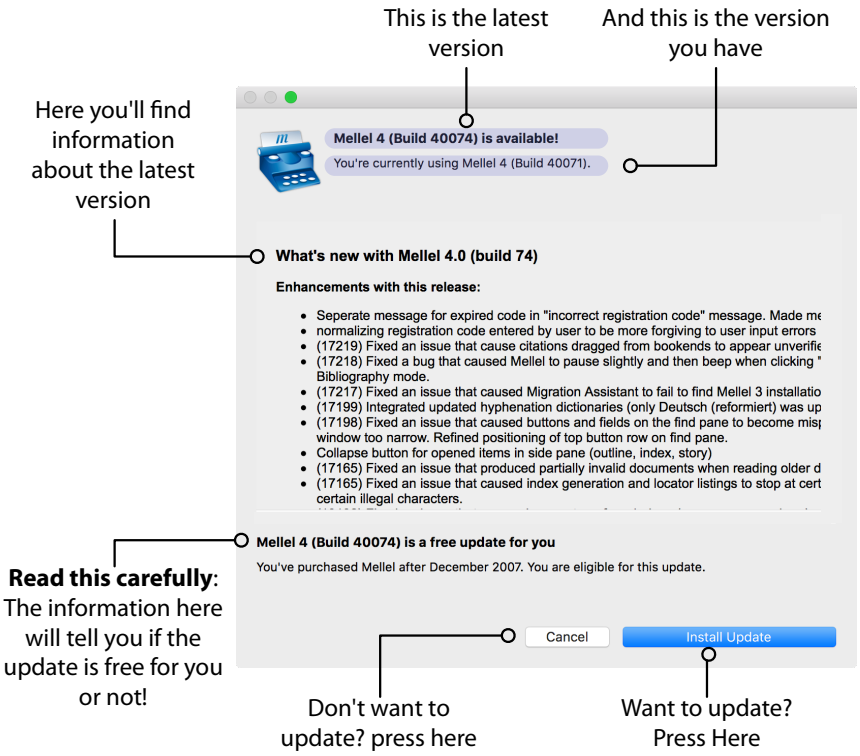


Figure 2-4: Install Update Dialog

B. Automatically Updating Mellel

Perform the following instructions to set Mellel to automatically check and install updates when they are available:

1. Choose **Mellel > Preferences** from the menu bar.
2. Click the **General** tab.
3. Use the *Automatically Check for Updates* popup menu to select the desired option:
   - Never.
   - Every Day.
   - Every Week.
   - Every Month.

4. Buying Mellel

Mellel is a shareware product. This means that anyone can download the latest version and try it for 30 days, with limitations detailed under Trial Version Limitations on page 6.

When the trial version has expired and you decide to purchase Mellel, perform the following instructions:

1. Launch Mellel.
2. Click **Buy Now** in the *Registration Prompt* window:

Figure 2-5: *Buy Now* Button

3. Select the desired option from the Mellel *Store* dialog:

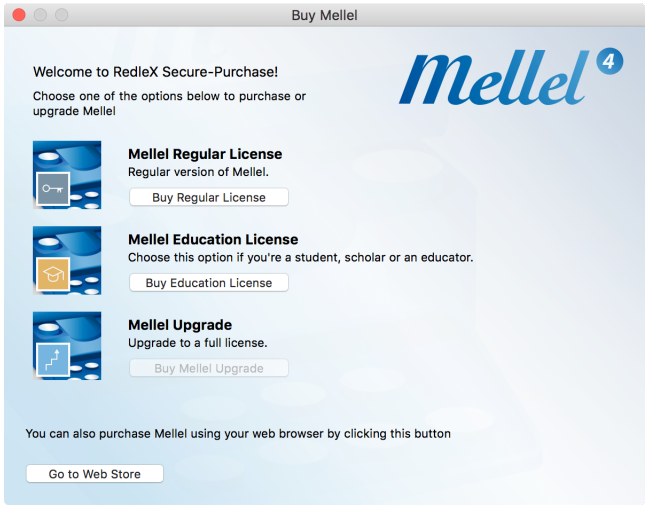


Figure 2-6: Mellel *Store* Dialog

   a. **Buy Regular License:** Purchase a regular license from within the application.
   b. **Buy Education License:** Purchase an education license from within the application.
   c. **Mellel Upgrade:** Purchase a Mellel upgrade from within the application. This option is used if there is a new update available but your license has expired and does not entitle you to any more free updates.
   d. **Go to Web Store:** Open the Mellel web store in a new browser window to complete the purchase outside the application.
4. Once you complete the purchase process you will receive your user name and registration code via e-mail. Refer to Registering Mellel on page 9 to complete the registration process.

Note: If you buy Mellel on Apple's App Store the application is automatically registered.

5. Registering Mellel

Once you have your user name and registration code (refer to Buying Mellel on page 8 for more information), perform the following instructions to register Mellel:

1. Launch Mellel.
2. Choose **Mellel > Registration Code** from the menu bar.
3. Enter your *User Name* and *Registration code* (received in your confirmation e-mail) into the corresponding text boxes in the *Registration Code* dialog:

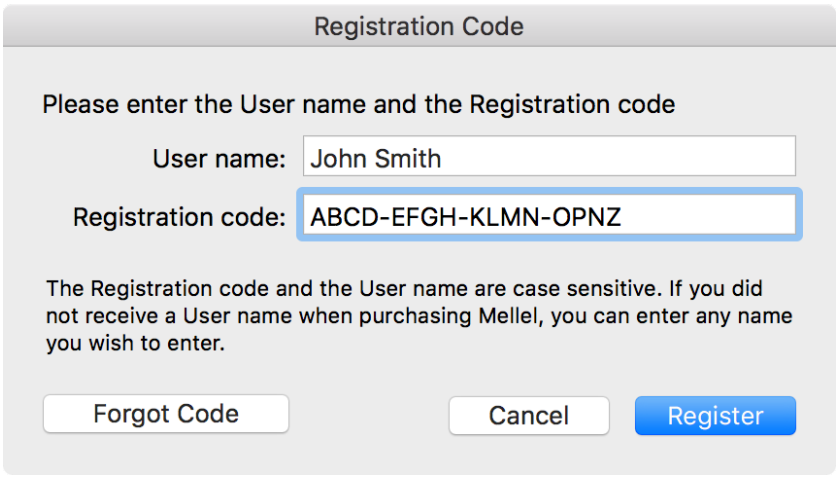


Figure 2-7: Registration Code Dialog

4. Click **Register**.

Note: Manual registration is not required when Mellel is bought from Apple's App Store.

6. Uninstalling Mellel

If you no longer wish to use Mellel and would like to uninstall it, perform the following instructions:

1. Quit Mellel (if it is running).
2. Open your *Applications* folder.
3. Drag Mellel's application icon to the trash.

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

7. Migrating from Other Word Processors

Replacing your previous word processor with Mellel can bring some challenges, such as the technical aspect of migrating your documents from the other word processor into Mellel. The following tips can assist in smoothing the migration process:

- **Using Replace Styles**: The Replace Styles feature is 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 (refer to Replacing Styles on page 157 for more information). 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 of a good migration path is creating a good set of styles in Mellel that will match the styles you commonly used in your old word processor.
  - **Minimize your font set:** You probably experimented with different fonts and font faces with your previous word processor. 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 utilize 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 replace Helvetica, Arial, and Tahoma with Helvetica Neue, for example.
- **Migrating from MS Word:** Importing Word files can be done fairly easily and quickly. You should divide your existing Word files into two groups:
  - Simple: Files that do not contain footnotes and/or endnotes. Simply open these files in Mellel and save them as Mellel files. Refer to Importing Word Documents on page 21 for more information.
  - Complex: Use Word to save them as an RTF document, and then open them in Mellel. Refer to Importing RTF Documents on page 20 for more information.
- **Migrating from TextEdit and other editors:** Many 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 (refer to Importing RTF Documents on page 20 for more information).

Chapter 3

Managing your Document Files

1. Opening a Document

A. Creating a New Document

Any new Mellel document is created based on a template. Either you select one manually, or Mellel uses the default template for new documents.

To create a new document:

1. Perform one of the following:
   - Launch Mellel and click **New Document** in the *Welcome to* Mellel window.

     Or
   - Choose **File > New** from the menu bar (if Mellel is already running).

     Or
   - Press **Cmd** + **N** (if Mellel is already running).

   The *Template Browser* is displayed:

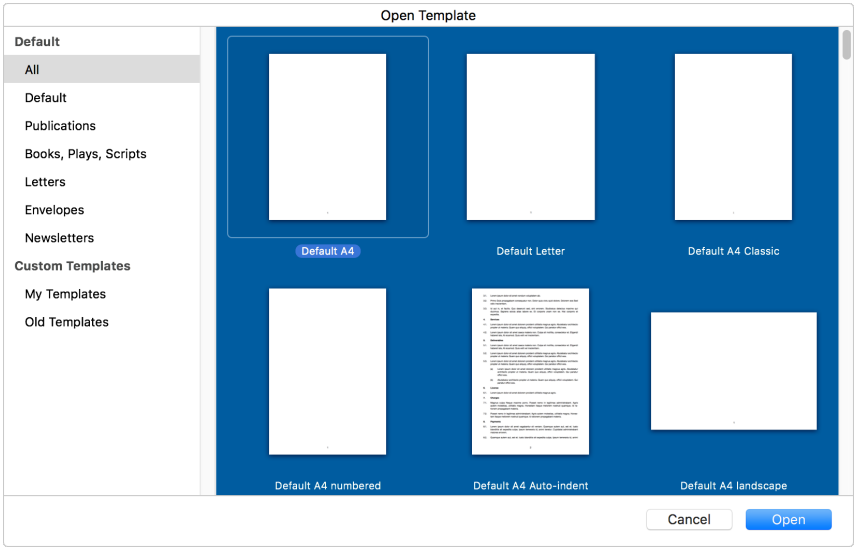


Figure 3-1: Template Browser

2. Choose the desired category from the templates category list. Templates that are included in the selected category are displayed in the templates preview area.
3. Choose the desired template from the templates preview area.
4. Click **Open**.

Templates save time by using ready-made structure and style for your document (refer to Templates on page 161 for more information).

Tip: You can also choose **File > Open Template** from the menu bar and choose your desired template to create a new document based on it.

B. Creating a new Document from the Default Template

You can create a new document based on the default template without using the Template Browser (refer to Setting the Default Template on page 161 for step-by-step instructions for setting the default template).

To create a new document from the default template:

- Choose **File > New with Default** from the menu bar.

  Or

- Press Shift + Cmd + N.

C. Opening an Existing Document

To open an existing document:

1. Perform one of the following:
   a. Choose **File > Open** from the menu bar.

      Or

   b. Press **Cmd + O**.
2. Locate and select the desired file in the *Open File* window.
3. Click **Open** to open the selected file.

Note: You can open multiple files by holding down the **Cmd** key while selecting files.

D. Opening a Recent Document

Mellel keeps track of the documents you recently opened. This enables easy access to frequently used documents.

To open a recently used document:

- Using the *Welcome to* Mellel window:
  1. Launch Mellel, or choose Window > Welcome to Mellel from the menu bar if Mellel is already running.
  2. Choose the desired file from the *Recent Documents* area.
- Using the menu bar:
  1. Choose **File > Open Recent** from the menu bar.
  2. Choose the desired file from the list to open it.

Note: The number of recent documents displayed depends on your macOS preferences.

E. Reverting to a Previous Version of the Document

Mellel can be configured to automatically create backups of the document while you are working on it (refer to Activating Automatic Backup on page 16 for more information).

To open a previous version of a document:

1. Choose **File > Revert To** from the menu bar.
2. Perform any of the following:
   a. Choose **Last Saved** to revert to the most recent backup version.
   b. Choose **Last Opened** to revert to version of the document when you last opened it.
   c. Choose **Browse All Versions** to see all backed up versions and revert to a specific one.

Note: Reverting to a previous version of the document will discard all changes made since that version was created.

F. File Opening Preferences

1. Setting the Number of Pages Available in QuickLook

With Mellel you can utilize the macOS Finder QuickLook feature to preview Mellel documents. This 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), resembling what would have been displayed in a PDF.

To configure how many pages are available in the Quickview preview:

1. Choose **Mellel > Preferences** from the menu bar.
2. Click the **General** tab.
3. Under *QuickLook*, check the **Limit previews to** checkbox.
4. Enter a value in the adjacent *pages* text box to determine the allowed preview size.

2. Setting the Default Text Encoding for Plain Text Files

When you open plain text files without using the **File > Import** option from the menu bar (refer to Importing Plain Text Files on page 19 for more information), the default text encoding is applied.

To set the default text encoding:

1. Choose **Mellel > Preferences** from the menu bar.
2. Click the **Open & Save** tab.
3. Use the *Default Plain Text Encoding* popup menu to set the default encoding.

3. Setting the Default Behavior for Displaying the Font Matching Panel

When you import RTF documents without using the **File > Import** option from the menu bar (refer to Importing RTF Documents on page 20 for more information), the default behavior for displaying the *Font Matching* panel is applied.

To set the default behavior:

1. Choose **Mellel > Preferences** from the menu bar.
2. Click the **Open & Save** tab.
3. Use the *RTF Font Matching panel* popup menu to set the default behavior:
    - **Don't show:** The panel will never be displayed and any required font matching are handled automatically by Mellel.
    - **Show if needed:** The panel will only be displayed if there are font matching that cannot be handled automatically by Mellel and must be manually resolved.
    - **Always show:** The panel will always be displayed and all font matching must be performed manually.

Note: These settings can be overridden for individual files when you import a document using the menu bar, as detailed in Importing RTF Documents on page 20.

4. Setting Mellel as the Default Application for Opening Different File Types

Mellel can be used to open file types other than .mellel files:

- **Plain text files** (files with a *.txt* extension): Refer to Importing Plain Text Files on page 19 for more information.
- **RTF documents** (files with a *.rtf* extension): Refer to Importing RTF Documents on page 20 for more information.
- **Word Documents** (files with a *.doc* extension): Refer to Importing Word Documents on page 21 for more information.
- **OPML files** (files with an *.opml* extension): Refer to Importing OPML Files on page 21 for more information.

To set Mellel as the default application for opening any of these files types (i.e. Mellel will be launched when they are double-clicked from the Finder):

1. Locate and select a file of the desired type in Finder.
2. Choose **File > Get Info** from the Finder menu bar.
3. Under *Open With* use the popup menu to choose **Mellel**.
4. Click **Change All**.
5. Click **Continue**.

2. Saving a Document

A. Saving a Document

To save your document perform one of the following:

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

Or

- Press **Cmd + S**.

Note: If this is the first time you are saving the document, you will be prompted to select a location and a name for the saved file.

B. Duplicating a Document

Perform one of the following instructions sets to duplicate the active document:

- Choose **File > Duplicate** from the menu bar.

  Or

- Press **Cmd + Shift + S**.

A new window with an unsaved copy of your document is opened, and you can now save it as a new file.

C. Saving a Document as a Template

You can create templates to save time and improve consistency across different documents (refer to Templates on page 161 for more information).

To save a file as a template:

1. Choose **File > Save As Template** from the menu bar.
2. Enter a name for your template in the *Template Name* text box.

Tip: You can make this template the new default template by checking the **Make Default** checkbox.

3. Under *Location* use the *Category* popup menu to select a location for the new template, or use the **Save Elsewhere** button to select a location outside Mellel's templates folder.
4. Under *Template Preview* use the radio button to choose a preview for this template (the preview images is displayed in the template browser):
   a. **None:** No preview will be displayed.
   b. **Use Page:** Enter a page number in the adjacent text box to set that page as the template preview.
   c. **Custom Image:** Click the **Choose** button to locate and select an image that will be used as the template preview.
5. Under *Template Description* you may use the *Description* text box to enter a general description for the template.
6. Click **Save**.

Note: Refer to Creating a New Document on page 11 for instructions on how to create a new document based on your new template.

D. Saving Preferences

1. Activating Automatic Saving

Mellel automatically saves your documents while they are open in accordance with Apple's automatic save preferences.

To configure automatic saving:

1. Choose **Mellel > Preferences** from the menu bar.
2. Click the **Open & Save** tab.
3. Use the *Automatic Save* radio button to choose the desired option:
   a. **Off**: Mellel will not save files automatically.

b. **System Standard**: Mellel will use the system standard for automatic saving. This option is only available for Mac Lion OS and later versions.
c. **Save Every:** Choose this option and enter a value in the adjacent *Minutes* text box to set the time interval for auto-saving your open files.

Note: It is recommended to use the System Standard default option. When any other option is chosen, reverting to previous versions of the document is disabled.

2. Activating Automatic Backup

Mellel is configured to backup your files by default, so that copies of any open file are periodically copied into a backup folder.

To disable or configure automatic backup:

1. Choose **Mellel > Preferences** from the menu bar.
2. Click the **Open & Save** tab.
3. Under *Automatic backup*, use the checkbox to determine whether or not backups are being performed.
4. If the checkbox is checked, enter a value in the adjacent *Minutes* text box to set the time interval for backing up your open files.

Note: Only one backup copy per given document is maintained, so newly created backups overwrite existing ones.

3. Managing iCloud Documents

If you purchased Mellel from *Apple*'s *App Store*, you can manage your files on iCloud, as described in the following sub-sections.

A. Opening a Document from iCloud

To open a file saved on iCloud:

1. Choose **File > iCloud** from the menu bar.
2. Locate and select the desired file.
3. Click **Open** to open the selected file.

B. Saving a Document to iCloud

To save a file to iCloud:

1. Choose **File > Move to iCloud** from the menu bar.
2. Select an iCloud location to save the file.

C. Removing a Document from iCloud

To remove a file from iCloud:

1. Choose **File > iCloud** from the menu bar.
2. Locate and select the desired file.
3. Choose **File > Remove from iCloud** from the menu bar.

4. Exporting and Importing Files

A. Exporting Files

1. Exporting as Plain Text

To export a Mellel document as a plain text file:

1. Choose **File > Export > Plain Text** from the menu bar.
2. Select a name and a location for the exported file.
3. Under *Plain Text Export Options*, configure the desired exporting preferences:
    a. Use the *Encoding* popup menu to select the plain text encoding.

Note: When selecting any option other than *Unicode* or *UTF-8*, use the *Default replacement character* popup menu to set the character that will be used to replace characters that cannot be exported into the selected encoding option.

    b. Use the *Export notes* checkbox to determine whether notes will be exported into the text file.

Note: When notes are exported into a plain text document, Mellel inserts 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. Refer to Notes on page 48 for more information regarding note streams.

    c. Use the *Include URL with hyperlinks* checkbox to determine whether the URL is included in the exported document when hyperlinks are included in the original text.

4. Click **Save**.

2. Exporting as RTF

Mellel supports exporting documents as a Rich Text Format (RTF) document, including a wide range of RTF tags that cover essential features such as character, paragraph and page attributes, tables, headers and footers, footnotes and endnotes, images, columns and sections.

Perform the following instructions to export a Mellel document as an RTF document:

1. Choose **File > Export > RTF** from the menu bar.
2. Select a location and a name for the exported file.
3. Configure the desired exporting preferences:
    a. Use the *Export Markers* checkbox to determine whether markers from the Mellel document will appear in the exported document.
    b. Use the *Export Text Language tags* checkbox to determine whether the languages applied to the text are exported with the document. The default is *No* as it commonly leads to styling issues in the exported document.
    c. Use the *Vector Images Resolution* text box to set the resolution for exported vector images.

Note: The default value is 300 DPI. This value is sufficient for most use cases.

4. Click **Save**.

3. Exporting as Word Documents

Mellel supports exporting documents in an RTF standard using a *.doc* extension, which means that other systems will handle them as *Word* documents.

To export a Mellel document as a Word (*.doc*) document:

1. Choose **File > Export > Word Format** from the menu bar.
2. Select a location and a name for the exported file.
3. Configure your desired exporting preferences:
    a. Use the *Export Markers* checkbox to determine whether markers from the Mellel document will appear in the exported document.
    b. Use the *Export Text Language tags* checkbox to determine whether the languages applied to the text are exported with the document. The default is *No* as it commonly leads to styling issues in the exported document.
    c. Use the *Vector Images Resolution* text box to set the resolution for exported vector images.

Note: The default value is 300 DPI. This value is sufficient for most use cases.

4. Click **Save**.

4. Exporting as OPML Files

Mellel supports exporting documents as OPML files, resulting in an XML document that is readable by all outliners. Mellel's Auto-Titles serve as items in the outliner application.

Note: OPML stands for Outline Processor Markup Language. It is an XML format used by outliners, which are a specialized type of word processors used to display, organize, and edit text hierarchically in an outline tree structure.

To export a Mellel document as an OPML file:

1. Choose **File > Export > OPML** from the menu bar.
2. Select a name and a location for the exported file.
3. Configure your desired exporting preferences:
    a. Use the *Export Content as Notes* checkbox to determine whether text located under the various Auto-titles will be included as notes in the OPML file.
    b. Use the *Include URL with hyperlinks* checkbox to determine whether the URL is included in the exported document when hyperlinks are included in the original text.
4. Click **Save**.

5. Exporting as PDF

The Portable Document Format (PDF) is a standard file format which preserves the original text's structure and style.

To export a Mellel document as a PDF document:

1. Choose **File > Export > PDF** from the menu bar.
2. Select a location and a name for the exported file.
3. Configure your desired exporting preferences:
    a. Use the *Outline* checkbox to determine whether Auto-Titles (both structural and tags, refer to Auto-Titles on page 33 for more information) will be exported as the table of contents for the PDF document. When this checkbox is checked, two additional checkboxes beneath it become available:

1) *Include Bookmarks*: Use this checkbox to determine whether bookmarks are included in the exported outline.
2) *List Tag flows separately*: Use this checkbox to determine whether tag flows (user defined Auto-titles) will appear separately from the structural Auto-titles in the PDF table of contents. Refer to Flow Types on page 35 for more information on the different flow types.

b. Use the *Markers* checkbox to determine whether markers from the Mellel document will be included in the exported document.
c. Use the *Annotations* checkbox to determine whether comments and tracked changes from the Mellel document will be included in the exported document.

4. Click **Save**.

Note: When printing a document, macOS includes a built in function for saving documents as a PDF file. However, it is recommended to use Mellel's exporting tool rather than the macOS' built in feature.

6. Exporting to a Spreadsheet

Perform the following instructions to export any text found within a table in Mellel to a spreadsheet application:

1. Select the text within the table in Mellel.
2. Choose **Edit > Copy** from the menu bar.
3. Switch to the spreadsheet application and paste the text.

7. Exporting Text into Graphic or Layout Applications

Perform the following instructions to export a Mellel document into graphic or layout applications:

1. Export the document as a plain text file with the suitable encoding (refer to Exporting as Plain Text on page 17).
2. Import the text file into the graphic or layout application.

Tip: When exporting into Unicode compliant layout applications, you can simply copy the text from Mellel and paste it directly into the layout application.

B. Importing Files

1. Importing Plain Text Files

To import a plain text file into Mellel:

1. Choose **File > Import > Plain Text** from the menu bar, or press **Cmd + Shift + R**.
2. Locate and select the file you wish to import.
3. **Note:** You can click the **Options** button and use the *Encoding* popup menu to manually select the text encoding.
4. Click **Open** to complete the importing process.
5. **Tip:** There are three alternative ways to import a plain text file:
6. Selecting it in Finder and dragging it onto the Mellel application icon in the Finder or in the Dock.

7. Using **File > Open** from the menu bar, as described in Opening a Document on page 11.
8. Double clicking the file in Finder (if Mellel is set as the default application for opening *.txt* files, as detailed in Setting Mellel as the Default Application for Opening Different File Types on page 14).

When importing plain text files in any of these alternative ways, the default plain text encoding and the default import template are used (refer to Setting the Default Text Encoding for Plain Text Files on page 13 and Setting a Default Template for Importing Documents on page 24 for more information).

2. Importing RTF Documents

Mellel supports exporting documents as a Rich Text Format (RTF) document, including a wide range of RTF tags that cover essential features such as character, paragraph and page attributes, tables, headers and footers, footnotes and endnotes, images, columns and sections.

To import an RTF document into Mellel:

1. Choose **File > Import > RTF** from the menu bar.
2. Locate and select the file you wish to import.
3. Click the **Options** button to display and configure the following importing preferences:
   a. Use the *Source encoding* popup menu to select the text encoding to use when importing the RTF document into a Mellel document.
   b. Use the *Font Matching panel* popup menu to determine whether or not the panel will be displayed (Refer to Matching Fonts from Imported Documents on page 22 for more information):
      1) **Don't show:** The panel will not be displayed and any required font matching will be handled automatically by Mellel.
      2) **Show if needed:** The panel will only be displayed if there are required font matching that cannot be handled automatically by Mellel and must be manually resolved.
      3) **Always show:** The panel will be displayed and any required font matching will be handled manually.
4. Click **Open**.
5. If the Font Matching panel is displayed, perform the required font matching (refer to Matching Fonts from Imported Documents on page 22 for more information).
6. Click **OK** to complete the import process.

Tip: There are three alternative ways to import a RTF document:

- Selecting it in Finder and dragging it onto the Mellel application icon in the Finder or in the Dock.
- Using **File > Open** from the menu bar, as described in Opening a Document on page 11.
- Double Clicking the file in Finder (if Mellel is set as the default application for opening *.rtf* files, as detailed in Setting Mellel as the Default Application for Opening Different File Types on page 14).

When importing RTF documents in any of these alternative ways, the default plain text encoding and the default import template are used (refer to Setting the Default Text Encoding for Plain Text Files on page 13 and Setting a Default Template for Importing Documents on page 24 for more information).

3. Importing Word Documents

Mellel offers an option to import Word files in *.doc* and *docx* format, including a wide range of options that cover essential features such as character, paragraph and page attributes, tables, headers and footers, footnotes and endnotes, images, columns and sections.

To import a Word document in *.doc* or *docx* format into Mellel:

1. Choose **File > Import > Word Document (.doc, docx)...** from the menu bar.
2. Locate and select the file you wish to import.

Tip: There are three alternative ways to import a Word document:

- Selecting it in Finder and dragging it onto the Mellel application icon in the Finder or in the Dock.
- Using **File > Open** from the menu bar, as described in Opening a Document on page 11.
- Double Clicking the file in Finder (if Mellel is set as the default application for opening *.doc* files, as detailed in Setting Mellel as the Default Application for Opening Different File Types on page 14).

When importing Word documents in any of these alternative ways, the default plain text encoding and the default import template are used (refer to Setting the Default Text Encoding for Plain Text Files on page 13 and Setting a Default Template for Importing Documents on page 24 for more information).

The following Word features are supported when documents are imported into Mellel and will be preserved in the new document:

- Standard text encoding.
- Text Style:
  - Font family.
  - Font size.
  - Font color.
  - Bold face.
  - Subscript and superscript.
- Paragraph Style:
  - First-line indent.
  - Left indent.
  - Text alignment - center, left, right.
  - New paragraph, set to default (import only).
  - Paragraph style (import only).
- Page Style:
  - Background color.
  - Page width.
  - Right and left margins.
  - Tabs placement.

4. Importing OPML Files

Mellel supports importing OPML files, converting the outliner's titles into Mellel Auto-titles, while the outliner's notes are converted into text which is placed below the corresponding Auto-title in Mellel.

Note: When importing an OPML file, Auto-title setup from the default document template is used (refer to Templates on page 161 and Managing Auto-Title Flows Setup on page 40 for more information).

Note: OPML stands for Outline Processor Markup Language. It is an XML format used by Outliners, which are a specialized type of word processors used to display, organize, and edit text hierarchically in an outline tree structure.

To import an OPML document into Mellel:

1. Choose **File > Import > OPML** from the menu bar.
2. Locate and select the file you wish to import.
3. Click **Open** to complete the import process.

Tip: There are three alternative ways to import an OPML file:

- Selecting it in Finder and dragging it onto the Mellel application icon in the Finder or in the Dock.
- Using **File > Open** from the menu bar, as described in Opening a Document on page 11.
- Double clicking the file in Finder (if Mellel is set as the default application for opening *.opml* files, as detailed in Setting Mellel as the Default Application for Opening Different File Types on page 14).

5. Importing Spreadsheets

Perform the following instructions to import a spreadsheet into Mellel:

1. Open the spreadsheet application and save the file as a *Tab-Delimited* text file.
2. Open the text file in Mellel (refer to Importing Plain Text Files on page 19).
3. Press **Cmd + A** to select all the text in the document.
4. Choose **Edit > Convert Text to Table** from the menu bar.

6. Matching Fonts from Imported Documents

Imported RTF documents might include fonts that are not available on your local machine. The *Font Matching* panel enables conversion of original fonts into the best possible alternative supported by Mellel.

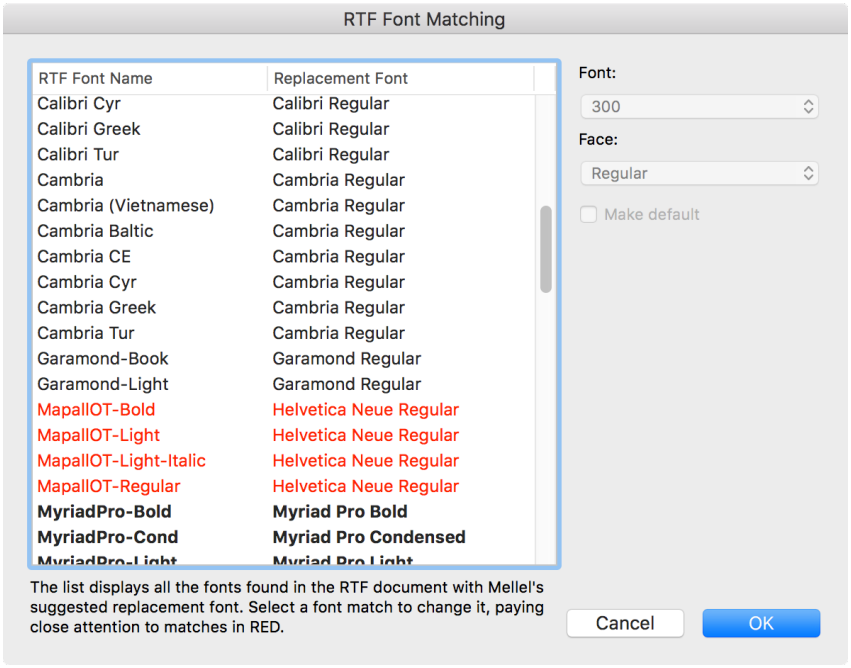


Figure 3-2: *Font Matching* Panel

The panel might be displayed when importing RTF and *Word* documents, depending on your selected import method. Refer to Importing RTF Documents on page 20 and Importing Word Documents on page 21 for more information.

To select the best alternatives for replacing original fonts from the RTF document:

1. Choose a font pairing from the list.
2. Use the *Font* popup menu to select the replacing font.
3. Use the *Face* popup menu to select the replacing font face.
4. Check the *Make default* checkbox to set your selection as the default replacement for the original font. Uncheck it to remove its status as a default replacement.
5. When you are done matching fonts, click **OK** to complete the matching process.

Refer to Font Matching Panel on page 328 for a complete description of the panel.

Best Practices:

The following tips are useful for improving the font matching process:

- **Cover the Basics:** Most documents use a relatively limited set of Windows-based fonts such as Arial, Tahoma, Courier, and Times New Roman. If you can create good default matches for this basic set of fonts, you will eliminate most of the font matching issues. 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.
  - Slab serif fonts such as Courier.
- **If you Can't Match Them, Use Them:** If you don't like matching fonts, use the original ones. You can download and install the core set of fonts used in Windows and use them without being forced to make any matches or compromise. Click this link to download Microsoft's core fonts.
- **Big Fonts have High Coverage:** If you don't like Mellel replacing missing characters with characters from another font, try using one of the inclusive Unicode fonts that cover most of the Unicode range (e.g. Times New Roman, Helvetica, Lucida Grande, Arial).

- **Localization**: Localized versions of Word use special versions of core fonts such as Courier New CY or Tahoma Greek. Although all the language versions of a font are listed, usually only one of them is actually used in the document. If you know what language version is actually used in the imported file, you can match only that version, leaving the others unmatched.
- **Trust Mellel**: It is advisable to let Mellel sort encoding issues on its own. That is, accept Mellel's suggestions for font replacements when importing files. Many of the problems that appear to be font matching problems are usually encoding problems.

7. Setting a Default Template for Importing Documents

When documents are imported into Mellel, a default template is used for the generated Mellel document.

To set the default template for importing documents:

1. Choose **Mellel > Preferences** from the menu bar.
2. Click the **Open & Save** tab.
3. Click the **Browse** button next to the *Default Template for Import* title.
4. Click the desired template.
5. Click **Choose**.

Chapter 4

Writing your Document

1. Writing Essentials

To write your document, you would usually navigate to a specific location, and then either enter a new element or select an existing one and edit it. This section describes the navigation, selection and editing tools available in Mellel.

A. Navigation

Mellel offers several tools for navigating the document:

- *Using the keyboard*: Refer to Keyboard Navigation below.
- *Using the navigation buttons*: Refer to Navigation Panel on page 27.
- *Using the Outline*: Refer to Outline on page 108.

1. Keyboard Navigation

Mellel's keyboard navigation options allow you to navigate through the document using simple keyboard shortcuts and combinations, which are aligned with *Apple*'s guidelines. These shortcuts are separated into commands that change the document view, and commands that change the position of the insertion point.

The following table details the different keyboard navigation options that only move the document view, without moving the insertion point:

Table 4-1: Keyboard Commands for Navigating the Document View

If you want to navigate...	Press...
To the top of the previous page or one screen length up (based on the preferences described under Configuring Scrolling Preferences on page 27)	Fn + Up Arrow
To the top of the previous page or one screen length up (based on the preferences described under Configuring Scrolling Preferences on page 27)	Option + Fn + Up Arrow
To the top of the next page or one screen length down (based on the preferences described under Configuring Scrolling Preferences on page 27)	Fn + Down Arrow

To the top of the next page or one screen length down (**based on the preferences described under Configuring Scrolling Preferences on page 27**)	Option + Fn + Down Arrow
To the top of the document	Fn + Left Arrow
To the bottom of the document	Fn + Right Arrow
To the currently selected text within the document (if no text is selected, this option navigates to the insertion point location)	Cmd + J

The following table details the different keyboard navigation options that move the insertion point:

Table 4-2: Keyboard Commands for Moving the Insertion Point

If you want to navigate...	**Press...**
One character to the right	Right Arrow
One character to the left	Left Arrow
To the line above, to the nearest character boundary at the same horizontal location	Up Arrow
To the line below, to the nearest character boundary at the same horizontal location	Down Arrow
To the end of the current word, then to the end of the next word	Option + Right Arrow
To the beginning of the current word, then to the beginning of the previous word	Option + Left Arrow
To the beginning of the current paragraph, then to the beginning of the preceding paragraph	Option + Up Arrow
To the end of the current paragraph, then to the end of the next paragraph	Option + Down Arrow
To the end of the current line	Cmd + Right Arrow
To the beginning of the current line	Cmd + Left Arrow
Upward to the beginning of the document	Cmd + Up Arrow
Downward to the end of the document	Cmd + Down Arrow
To the currently selected text within the document (if no text is selected, this option navigates to the insertion point location)	Cmd + J

2. Navigation Panel

The navigation panel is located at the bottom right corner of the screen. The following figure depicts the panel and its functionalities:

Figure 4-1: Navigation Panel

1. **Go to page:** Clicking this button opens the *Go to page* dialog. Enter a page number and click **OK** to scroll to the top of that page.
2. **Go to start:** Clicking this button scrolls to the top of the document.
3. **Page up:** Clicking this button scrolls either one page or one screen length up, based on the preferences described under Configuring Scrolling Preferences below.
4. **Page down:** Clicking this button scrolls either one page or one screen length down, based on the preferences described under Configuring Scrolling Preferences below.
5. **Go to end:** Clicking this button scrolls to the end of the document.

3. Configuring Scrolling Preferences

You can configure the page scrolling behavior when using the page up and/or page down functionalities. To set your preferred configuration:

1. Choose **Mellel > Preferences** from the menu bar.
2. Click the **General** tab.
3. Under *Page up/down* choose your preferred configuration:
   a. **Top of page:** Using the page up/down functionalities would result in scrolling to the top of the previous/next page, respectively.
   b. **Screen length:** Using the page up/down functionalities would result in scrolling one screen length up/down, respectively.

B. Selection

Almost every action in Mellel involves selecting the element before you can apply any changes to it. Mellel enables different functionalities for selecting elements using either the mouse or the keyboard.

Tip: Press **Cmd** + **J** to navigate to the currently selected element from anywhere in the document.

1. Mouse Selection

The following functionalities are available for selecting elements using the mouse:

Table 4-3: Mouse Selection

If you want to...	Do this...
Select a an element	Click the element.

Edit an element	Double-click the element.
Select a word	Double-click the word.
Select a paragraph	Triple-click anywhere inside 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, then scroll down and click where you want the selection to end while holding down the **Shift** key.

2. Keyboard Selection

The following functionalities are available for selecting elements using the keyboard:

Table 4-4: Keyboard Selection

If you want to select...	Press this...
One character to the right.	Shift + Right Arrow
One character to the left.	Shift + Left Arrow
Text from the current insertion point to the line above, to the nearest character boundary at the same horizontal location.	Shift + Up Arrow
Text from the current insertion point to the line below, to the nearest character boundary at the same horizontal location.	Shift + Down Arrow
Text from the current insertion point to the end of the current word, then to the end of the next word.	Shift + Option + Right Arrow
Text from the current insertion point to the beginning of the current word, then to the beginning of the previous word.	Shift + Option + Left Arrow
Text from the current insertion point to the beginning of the current paragraph, then to the beginning of the paragraph before it.	Shift + Option + Up Arrow
Text from the current insertion point 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 + Option + Down Arrow
Text from the current insertion point to the end of the current line.	Shift + Cmd + Right Arrow
Text from the current insertion point to the beginning of the current line.	Shift + Cmd + Left Arrow
Text from the current insertion point upward to the beginning of the document.	Shift + Cmd + Up Arrow

Text from the current insertion point downward to the end of the document.	Shift + Cmd + Down Arrow

C. Editing

The following functionalities are available for basic editing of selected elements in the document:

Table 4-5: Basic Editing Tools

If you want to...	Do this...
Cut an element from the document onto the clipboard.	Select the element and then either choose **Edit > Cut** from the menu bar or press **Cmd + X**.
Copy an element from the document onto the clipboard.	Select the element and then either choose **Edit > Copy** from the menu bar or press **Cmd + C**.
Paste the content of the clipboard into the document.	Place the insertion point where you want to paste the content and then either choose **Edit > Paste** from the menu bar or press **Cmd + V**.
Clear an element from the document.	Select the element and then either choose **Edit > Cut** from the menu bar or press **Cmd + X**, **Backspace** or **Delete**.

1. Copying and Pasting as Plain Text

You can copy and paste elements as plain text. This enables pasting different content while preserving existing formatting in the paste location.

To copy an element as plain text:

1. Select the desired element.
2. Choose **Edit > Copy Special > Copy Plain Text** from the menu bar, or press **Cmd + Option + Shift + C**.

To paste the clipboard content as plain text:

1. Place the insertion point where you want the content to be pasted.
2. Choose **Edit > Paste Special > Paste Plain Text** from the menu bar, or press **Cmd + Option + Shift + V**.

Note: It is not required to copy an element as plain text to paste it as plain text.

2. Copying and Pasting Attributes

You can copy and paste just the style attributes for a given element. This enables applying different style attributes while preserving the original content. As Mellel has separate attribute sets for different elements, you must explicitly define what attribute set are you copying/pasting.

To copy the style attributes of a given element:

1. Select the desired element.
2. Choose **Edit > Copy Special** from the menu bar, followed by the option that corresponds to the attributes you wish to copy:
   - *Copy Character Attributes.*
   - *Copy Paragraph Attributes.*
   - *Copy List Attributes.*

To apply the style attributes of the clipboard content to a different element:

1. Copy any element to the clipboard.
2. Select the element you wish to apply the attributes to.
3. Choose **Edit > Paste Special** from the menu bar, followed by the option that corresponds to the attributes you wish to apply:
   - *Paste Character Attributes.*
   - *Paste Paragraph Attributes.*
   - *Paste List Attributes.*

Note: Mellel enables you to paste the style attributes of any element from the clipboard, even if it wasn't copied using the Copy Special functionality.

Note: If you copy a certain type of attribute set but try and paste a different type, nothing will happen (for example, choosing **Copy Character Attributes** followed by **Paste List Attributes** will have no effect on the selected text).

3. Dragging and Dropping Text

Dragging and dropping text in Mellel is a useful way to edit content. From a functional point of view drag & drop is similar to the cut, copy, and paste operations (depending on the type of drag and drop you perform), the difference being that the dragged content is never placed in the clipboard.

To drag and drop text:

1. Select the text you wish to drag.
2. Click the mouse button inside the selection area.
3. While holding the mouse button, drag it to its new location. The dragged text will become partly transparent, and an insertion point will appear where the next is to be placed.
4. Release the mouse button to paste the text in the desired location.

Tip: This action is similar to cutting and pasting text. If you press and hold the Option key when releasing the mouse button, the text will be copied and pasted rather than cut and pasted.

Tip: You can drag and drop text between Mellel and other applications. When dragging text from Mellel into other applications, it is always copied and never cut from the original text.

Note: When dragging text in/from a header/footer, it is always copied and never cut from the original text.

4. Special Characters

Mellel enables you to enter special characters such as unique types of hyphens, currency symbols, mathematical operators, and so on.

To enter a special character:

1. Place the insertion point where you want to add the special character.
2. Perform one of the following:
   - Using the *Insert Special Characters* menu:
     1) Choose **Insert > Special Characters** from the menu bar.
     2) Choose the desired character from the categorized groups:

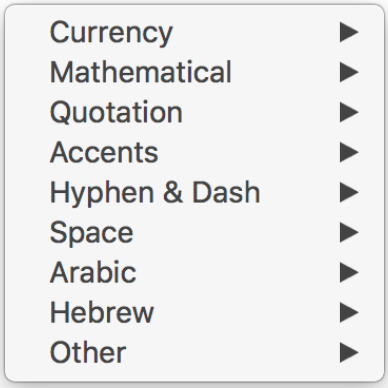


Figure 4-2: Special Characters Categories

   - Using the macOS built-in *Emoji & Symbols* panel:
     1) Choose **Edit > Emoji & Symbols** from the menu bar, or press Ctrl + Cmd + Space. The *Emoji* panel is displayed:

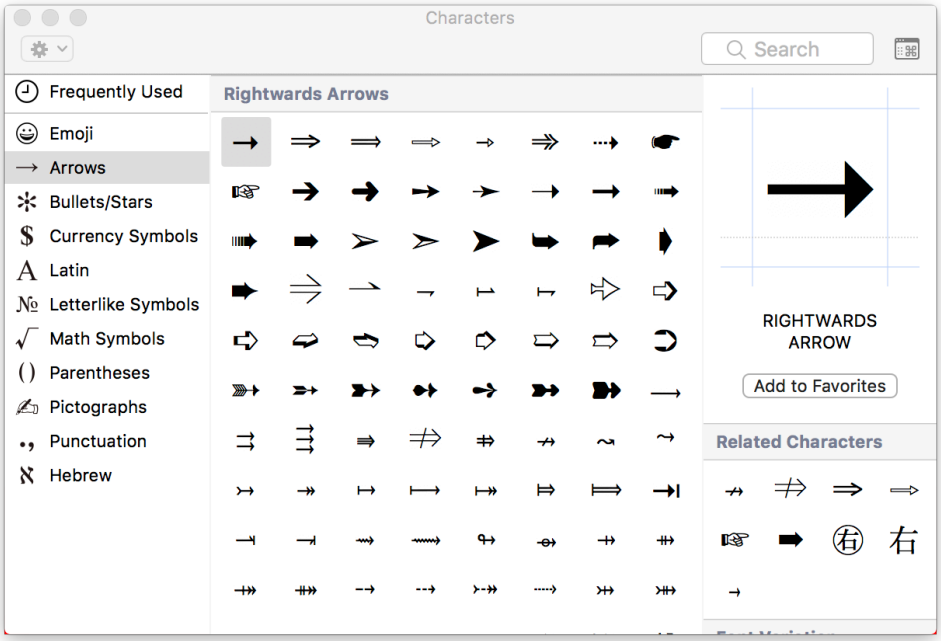


Figure 4-3: Characters Panel

     2) Choose the desired category from the category list.

3) Double click the desired symbol to add it to the text.

Note: You can only enter characters with a Unicode encoding.

5. Deleting Elements

The following functionalities are available for deleting elements from the document:

Table 4-6: Deleting Elements

If you want to...	Do this...
Delete the previous character	Press **Backspace**.
Delete the next character	Press **Delete**.
Delete the previous word	Press **Option + Backspace**.
Delete the next word	Press **Option + Delete**.

6. Undo and Redo

Undo and *Redo* are useful operations, through which you can cancel or repeat recent changes made to document elements.

To cancel your recent action, choose **Edit > Undo** from the menu bar or press **Cmd** + **Z**.

To repeat the most recently canceled action, choose **Edit > Redo** from the menu bar or press **Cmd** + **Shift** + **Z**.

A. Configuring the Undo Cache

To support the *Undo* and *Redo* functionalities, Mellel maintains a cache of your recent actions. Perform the following instructions to configure the cache size:

1. Choose **Mellel > Preferences** from the menu bar.
2. Click the **General** tab.
3. Perform one of the following:
   - To set a hard size limit on the cache size: Use the *Undo Cache* radio button to choose **Remember last** and then use the adjacent text box to enter the maximum number of actions that will be saved.
   - To have the cache reset whenever the document is saved without limiting its size: Use the *Undo Cache* radio button to choose **Clear with Save**.

2. Auto-Titles

A. What are Auto-Titles?

Auto-titles are structural elements you can insert into your document to serve as headings or as captions for chapters, tables, images, graphs and more. *Auto-titles* form the basis for many other Mellel features:

- **Outline:** The *Outline* is built from all the *Auto-titles* in the document, as they are the foundation for the document structure. Refer to Outline on page 108 for more information.

- **Table of Contents:** When generating a table of contents, it can include all the *Auto-titles* in the document. Refer to Table of Contents on page 93 for more information.
- **Cross-References:** *Auto-titles* can serve as targets for cross-references added to the document. Refer to Cross References on page 85 for more information.
- **Mentions:** *Auto-titles* can be used to generate *Mentions*, which are contextual headings (for example including the title of a chapter in the page header).

1. Auto-Title Flows

Every *Auto-title* belongs to a single *flow*—a sequence of *Auto-titles* of a certain type, like titles, headings, small headings, figures, tables and so on. All the *Auto-titles* in a given flow share the same format and contain the same elements.

All *Auto-titles* that belong to the same flow are numbered according to their position in the sequence of *Auto-titles* of that flow in the document. A simple sequence of *Chapters* flow may look something like the following:

Figure 4-4: *Chapters* Flow

When a new *Chapter Auto-title* is added, Mellel enumerates all the existing *Auto-titles* in the document's *Chapter* flow, and number or renumber them according to their position in the sequence. For example, if you add a new *Chapter Auto-title* between the existing first and second ones, the new *Auto-title* will be numbered two (2) and the original second *Auto-title* (now the third in the sequence) will be numbered three (3).

Auto-title flows comprise a single hierarchy in the document. For example, the *Chapter* flow may be the top flow, *Heading* might come next, then *Sub-heading* and so on. A simple flows hierarchy is depicted in the following figure:

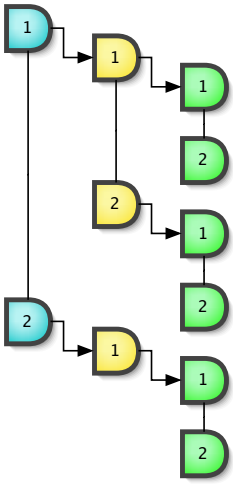


Figure 4-5: Simple Auto-Titles Flow Hierarchy

Three flows are shown in this figure: Blue is the top level, Yellow is the second, and Green is the third. Whenever a Blue flow *Auto-title* is added, the numbering of the Yellow flow is reset, and the same is true for the Green flow, whenever a Yellow flow item is entered.

Note: This is the default behavior. Lower level flows can be configured so that they are not reset with higher level flows.

Mellel manages all the flows, at every level, and numbers them according to their position in their flow, as well as in relation to flows that are higher in the hierarchy.

2. Auto-Titles Format

You can configure any *Auto-title* to include several elements, both dynamic and static. Refer to the following image as an example:

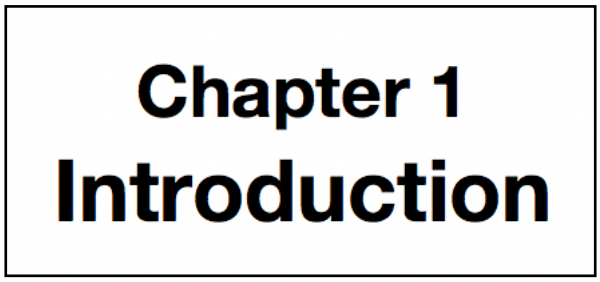


Figure 4-6: Auto-Title Example

This is an example of an Auto-title which is the heading for a chapter. It includes three elements:

- **The word *Chapter*:** This is a static element. It will appear exactly the same in all the *Auto-titles* that belong to the this flow.
- **The number *1*:** This is a dynamic element. It will automatically be updated based on the position of the current *Auto-title* within its flow sequence.
- **The word *Introduction*:** This is a user-set element. It must be manually inserted whenever an *Auto-title* element of this flow is added.

3. Flow Types

Mellel includes two types of flows:

- **Structural Flows**: Structural flows are used to create and maintain the structure of the document. Each document includes a hierarchy of ten structural flows. For example: chapter titles, headings, sub-headings and so on. You cannot add or delete structural flows, or to move them within the flows hierarchy. You can, however, edit their format and style.
- **Tag Flows:** Tag flows are used to tag different elements in the document. By default, new documents include two tag flows - *Table* and *Figure*. You can create up to 99 new tag flows and place them under any structural flows, to enable inserting captions or unnumbered headings. For example: captions for figures, tables, equations and so on. You can delete tag flows, and move them within the flows hierarchy.

The following image depicts structural flows in black numbered 1-10, and tag flows in blue (Equation, Figure, Picture, Table):

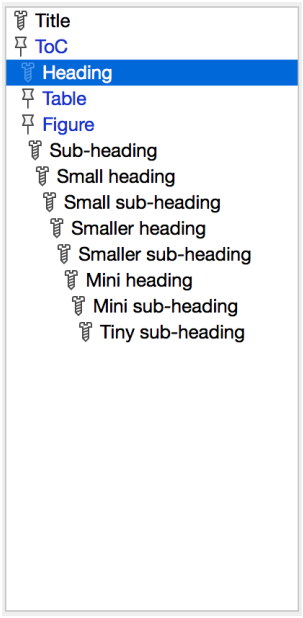


Figure 4-7: Auto-Titles Flow Hierarchy

Tag flow are reset when the structural flow they are located under is reset. For example, in the figure above the *Table* tag flow is located under the *Flow 4* structural flow. As a result, the *Table* flow numbering will be reset after each *Flow 4* Auto-Title.

B. Auto-Titles Tasks

1. Managing Individual Auto-Titles

A. Inserting an Auto-Title

To insert a new *Auto-title*:

1. Place your insertion point where you want to insert the *Auto-title*.
2. Perform one of the following:
   - Using the menu bar:
     1) Choose **Insert > Auto-Title** from the menu bar.
     2) Choose the flow you wish to add an *Auto-title* to.
   - Using the Auto-Title palette:
     1) Click the *Auto-Title* palette.
     2) Choose the flow you wish to add an *Auto-title* to.
     3) Click the **Insert Auto-title** button ( ).

     Or
   - Using the *Auto-Title* palette:
     1) Click the *Auto-Title* palette:
     2) Double click the flow you wish to add an *Auto-title* to.

     Or
   - Using the *Outline*:
     1) Click the **Outline** tab in the side-panel.

2) Right-click anywhere in the *Outline*.
3) Click **Insert**.
4) Select the flow you wish to add an *Auto-title* to.

3. Edit the default *untitled* text with your desired title.

Tip: You can create an *Auto-title* from existing text by selecting it in the document area and performing the steps described above.

B. Renaming an Auto-Title

To rename an existing Auto-Title:

1. Perform one of the following:
   - Click on the *Auto-title* while holding the **Option** key.
     Or
   - Select the *Auto-title*, then click anywhere within it.
2. Enter a new name for the Auto-Title.

C. Editing an Auto-Title

To open the *Auto-Title* popover and edit an existing *Auto-title*:

- Double-click on the *Auto-title* in the document area.
  Or
- Double-click on the *Auto-title* in the *Outline* pane.

The Auto-title popover is displayed:

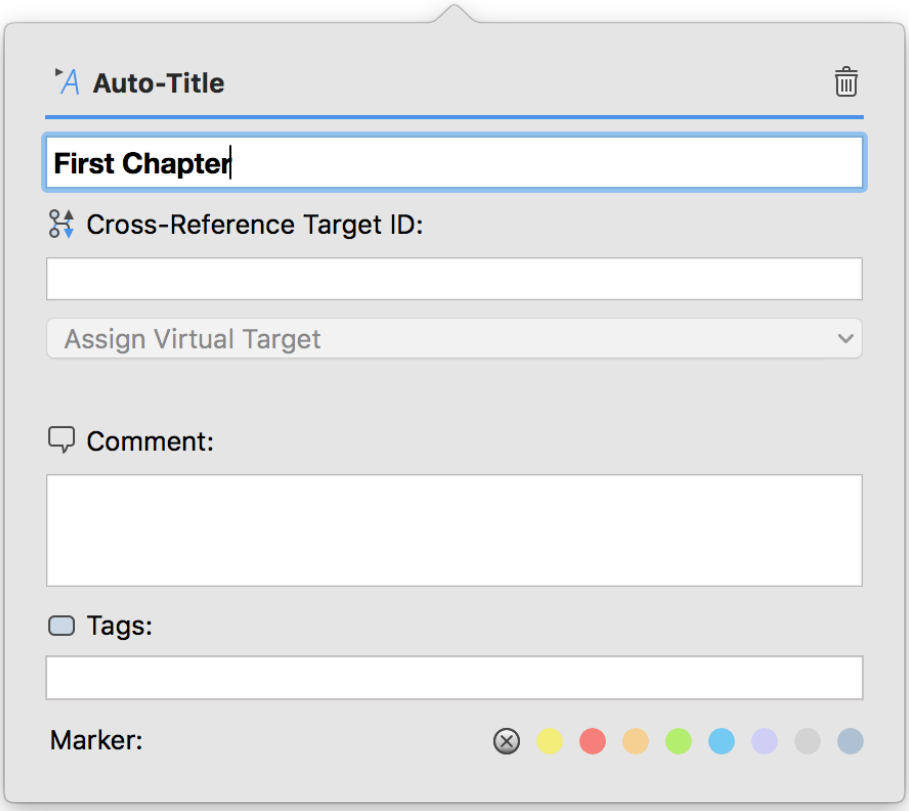


Figure 4-8: Auto-Title Popover

1. Enter a new title for the edited Auto-title (optional).
2. Enter a *Cross Reference Target ID* in the corresponding text box (optional). Refer to Cross References on page 85 for more information.
3. Use the *Assign Virtual Target* popup menu to assign this Auto-title to an existing *Virtual Target* (optional). Refer to Assigning a Virtual Target on page 90 for more information.
4. Enter a comment regarding this *Auto-title* in the *Comment* text box (optional). These comments can be displayed in the *Outline* pane. Refer to Changing the Outline Pane Layout on page 114
5. Add tags to this *Auto-title* by typing them into the *Tags* text box and pressing the **Return** key (optional). *Auto-titles* can be filtered by their tags in the *Outline* pane. Refer to Filtering Outline Items on page 113 for more information.

Note: You can add multiple tags to a single Auto-title.

6. Select a *Marker* to highlight this *Auto-title* in the *Outline* pane (optional). *Auto-titles* can be filtered by their markets in the *Outline* pane. Refer to Filtering Outline Items on page 113 for more information.

D. Deleting an Auto-Title

To delete an existing *Auto-title* perform one of the following:

- Place the insertion point at the end of the *Auto-title* and press the **Backspace** key.

  Or

- Place the insertion point at the start of the *Auto-title* and press the **Delete** key.

  Or

- Select the *Auto-title* and press **Cmd + Backspace**.

  Or

- Select the Auto-title in the Outline pane and press either the **Backspace** or **Delete** keys.

  Or

- Click the **Delete** button ( ) in the Auto-title popover.

Tip: When deleting an *Auto-title* from the *Outline* pane, all the document elements between the deleted *Auto-title* and the next *Auto-title* of the same flow is deleted as well.

Note: When you delete an *Auto-title*, the numbering of all the *Auto-titles* coming after this *Auto-title* may change, depending on its hierarchical location.

E. Copying and Moving Auto-Titles

Auto-titles can be copied and moved just like any other object in your document, as detailed in Basic Editing Tools on page 30.

Additionally, you may use the *Outline* panel to easily move Auto-titles by selecting and dragging them to the desired location.

Tip: When moving an *Auto-title* using the *Outline* pane, all the document elements between the moved *Auto-title* and the next *Auto-title* of the same flow are moved as well. It is a very powerful tool that allows you to quickly and easily reorganize your document.

Note: When you copy or move an *Auto-title*, the numbering of all the *Auto-titles* coming after this *Auto-title* may change, depending on its hierarchical location.

F. Auto-Indent

Auto-indent is a feature which allows you to easily and quickly structure your document by automatically applying different *Auto-title* levels, without the need to enter them via the *Auto-title* palette. Document with *Auto-indent* active are especially suited for writing structured documents such as legal documents.

To enable *Auto-indent*:

1. Open the *Auto-Titles Flow Setup* (refer to Editing Auto-Title Flows Setup on page 42 for step-by-step instructions).
2. Check the *Auto-Indent* checkbox.
3. Click **OK**.

New buttons will be added to the *Auto-Title* palette, as shown in the following figure:

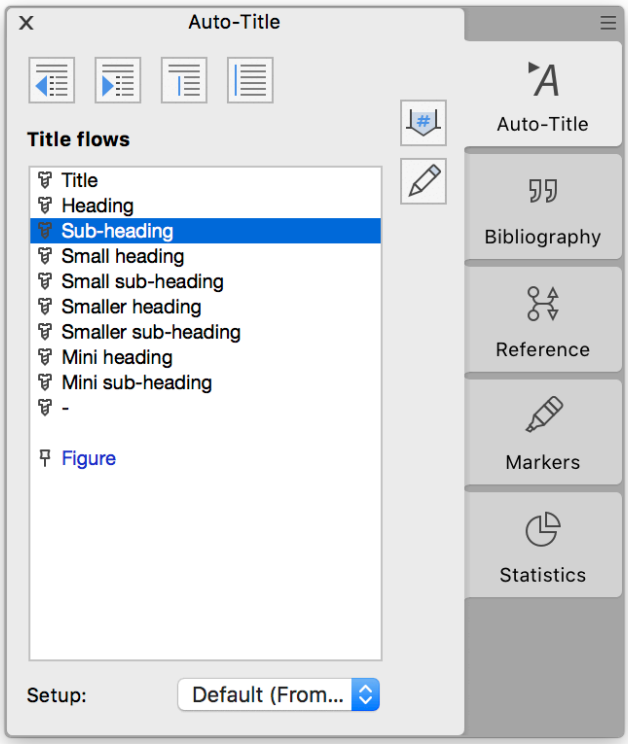


Figure 4-9: *Auto-Title* Palette with *Auto-Indent* Active

Note: For best results using *Auto-indent* you need to configure your Auto-title flow setup correctly. Mellel is shipped with a template that is configured correctly by default, so you can either use this template or create your own.

G. Using Auto-Indent

Once *Auto-Indent* is active (refer to Auto-Indent above for step-by-step instructions), you can perform the following:

- **Indent or Outdent Paragraph**: Clicking the **Indent Level** ( ) or **Outdent Level** ( ) buttons will result the following behavior:
  - If the current paragraph includes an Auto-title, it is indented/outdented to the next/previous level based on your selection.
  - If the current paragraph does not include an Auto-title, it is indented to the next level, if **Indent Level** is pressed.

- If the selected *Auto-title* is at the top title flows level, clicking **Outdent Level** will change it to regular text.

Note: Selecting regular text and clicking the **Indent Level** button will change it into the top level in the title flow.

- **Continue on Same Level**: Clicking the **Continue Same Level** ( ) button will result in the following behavior:
  - If the current paragraph includes an Auto-title, the Auto-title is removed. The *Next Paragraph* style set for this paragraph style is applied to the Auto-title text.
  - If the current paragraph is already a continuing paragraph (and thus, does not include an Auto-title) it is indented to the level of its preceding Auto-title.
  - If the current paragraph does not have a preceding Auto-title, nothing will happen.
- **Clearing Auto-Titles**: Position the insertion point within any paragraph and then click the **Clear Level** ( ) button to convert the *Auto-title* into regular text and clear any indentions associated with this Auto-title.
- Press the **Return** key at the end of a paragraph with an Auto-title to insert a new Auto-title at the same level as the current Auto-title.

Note: The same functionalities are also available in the **Edit > Auto-Indent** sub-menu, which is only displayed when *Auto-Indent* is enabled.

Note: When *Auto-Indent* is enabled, its keyboard shortcuts overwrite the same shortcuts that are usually reserved for managing lists (changing list level and reseting a list):

- **Cmd +]**: Indent level.
- **Cmd + [**: Outdent level.
- **Cmd + |**: Clear level.
- **Cmd + `**: Continue same level.

1. Continuing Paragraph

Edit Title flows drop-sheet (refer to Editing Auto-Title Flows Setup on page 42 for step-by-step instructions) allows you to set the indentation of continuing paragraphs. Under *Continuing Paragraph* you can:

- Set the **Indent** level for a continuing paragraph.
- Set the **Start Margin** for a continuing paragraph.

2. Managing Auto-Title Flows Setup

Auto-Title flows preferences are configured per document. This configuration is referred to as *Auto-Titles Flows Setup*, and can be loaded and saved to your work environment. This allows using the same setup across different documents.

A. Selecting an Auto-Titles Flows Setup

To select the *Auto-Titles Flows Setup* currently being used in the document, perform one of the following:

- Using the *Auto-Title* palette:
  1. Click the *Auto-Title* palette.
  2. Use the *Setup* popup menu to select the desired setup.

     Or

- Using the *Edit title flows* window:
  1. Choose **Insert > Auto-Title > Edit title flows** from the menu bar, or click the **Edit title flows** ( ) button in the *Auto-Title* palette.
  2. Use the *Selected setup* popup menu to select the desired setup.

Note: When you change the selected *Auto-Titles Flows Setup*, the format of all the *Auto-titles* in the document will change to fit the new setup.

Tip: To set any *Auto-Titles Flows Setup* as your default setup, perform the following instructions:

1. Open your default document template.
2. Select the desired *Auto-Titles Flows Setup*.
3. Save the template.

The selected setup will now be used whenever a new document is created from this template.

B. Creating a New Auto-Titles Flows Setup

You may duplicate an existing *Auto-Titles Flows Setup* to create new setups in your document. To create a new *Auto-Titles Flows Setup*:

1. Perform one of the following to open the *Auto-Title Flows Setup* window:
   - Choose **Insert > Auto-Title > Edit title flows** from the menu bar.
     Or
   - In the *Auto-Title* palette, click the **Edit title flows** ( ) button.
2. Use the *Selected* setup popup menu to select the setup you wish to base your new setup on.
3. Click **Save setup**.
4. Enter a name for your new setup.
5. Click **OK** to create your new setup.

C. Renaming an Auto-Titles Flows Setup

To rename an existing *Auto-Titles Flows Setup*:

1. Open Finder.
2. Choose Go > Library from the menu bar while pressing the **Option** key.
3. Navigate to Application Support > Mellel > AutoTitles Setups.
4. Select the desired setup.
5. Rename it while keeping the *.asup* extension.

D. Deleting an Auto-Titles Flow Setup

To delete an existing *Auto-Titles Flow Setup*:

1. Perform one of the following to open the *Auto-Title Flows Setup* window:
   - Choose **Insert > Auto-Title > Edit title flows** from the menu bar.
     Or
   - In the *Auto-Title* palette, click the **Edit title flows** ( ) button.
2. Use the *Selected* setup popup menu to select the setup you wish to delete.
3. Click **Delete setup**.

Note: Deleting an *Auto-Title Flows Setup* removes it from Mellel's work environment. However, when you delete a setup that is being used in the current document, it will still be available even after deleting it, as all the configuration is still available in the document itself. The style will appear as *<style name> (from document)* in the setup list. If you later apply a different setup, the previously deleted setup will no longer be available.

E. Editing Auto-Title Flows Setup

1. Changing Flow Names

To rename an existing *Auto-title* flow:

1. Perform one of the following to open the *Auto-Title Flows Setup* window:
   - Choose **Insert > Auto-Title > Edit title flows** from the menu bar.
     Or
   - In the Auto-Title palette, click the **Edit title flows** ( ) button.
2. Double-click the desired flow. The *Title flow name* dialog is displayed.
3. Enter a new name for the flow.
4. Click **OK**.

2. Managing Tag Flows

You can add up to 99 tag flows in each *Auto-Titles Flows Setup* and edit, move and delete them as you wish. The following sections detail the different Tag flows management functionalities.

Note: While Tag flows are editable, structural flows are fixed, and you can only change their name and formatting. Refer to Flow Types on page 35 for more information regarding flow types.

A. Adding a Tag Flow

To add a new tag flow:

1. Perform one of the following to open the *Auto-Title Flows Setup* window:
   - Choose **Insert > Auto-Title > Edit title flows** from the menu bar.
     Or
   - In the Auto-Title palette, click the **Edit title flows** ( ) button.
2. Click the **Add** button.

A new *untitled flow* is added to the *Auto-titles* flows hierarchy.

B. Deleting a Tag Flow

To delete an existing tag flow:

1. Perform one of the following to open the *Auto-Title Flows Setup* window:
   - Choose **Insert > Auto-Title > Edit title flows** from the menu bar.
     Or
   - In the *Auto-Title* palette, click the **Edit title flows** ( ) button.
2. Select the tag flow you wish to delete.
3. Click the **Delete** button.

The selected tag flow is removed from the flows hierarchy.

Note: You can only delete tag flows (as opposed to structural flows). Tag flows appear in Blue in the flows hierarchy.

C. Moving a Tag Flow

To move an existing tag flow:

1. Perform one of the following to open the *Auto-Title Flows Setup* window:
   - Choose **Insert > Auto-Title > Edit title flows** from the menu bar.
     Or
   - In the *Auto-Title* palette, click the **Edit title flows** ( ) button.
2. Select the tag flow you wish to move and drag it to the new location.

The selected tag flow is moved to the new location.

Note: Moving tag flows may affect when and if their numbering is reset. Refer to Flow Types on page 35 for more information.

3. Managing Flow Numbering

One of the most useful and important features of *Auto-titles* is their automatic numbering. Mellel enables you to control several preferences of this feature, as detailed in the following subsections.

A. Setting the Numbering Unit

The default numbering unit for an *Auto-title* is Arabic numbering (i.e. 1,2,3...). You can set a different numbering unit by performing the following instructions:

1. Perform one of the following to open the *Auto-Title Flows Setup* window:
   - Choose **Insert > Auto-Title > Edit title flows** from the menu bar.
     Or
   - In the Auto-Title palette, click the **Edit title flows** ( ) button.
2. Select the flow you wish to edit.
3. Use the *Numbering Unit* popup menu to select the desired numbering unit.

B. Setting the Initial Number

By default any *Auto-title* flow begins with the first number in its numbering unit sequence. You can set a different initial number by performing the following instructions:

1. Perform one of the following to open the *Auto-Title Flows Setup* window:
   - Choose **Insert > Auto-Title > Edit title flows** from the menu bar.
     Or
   - In the Auto-Title palette, click the **Edit title flows** ( ) button.
2. Select the flow you wish to edit.
3. Use the *Start* text box to enter the desired initial number.

C. Setting the Numbering Increment

By default any *Auto-title* flow increments by a single number between two subsequent *Auto-titles*. (e.g. 1 > 2 > 3...). You can set a different increment unit by performing the following instructions:

1. Perform one of the following to open the *Auto-Title Flows Setup* window:
   - Choose **Insert > Auto-Title > Edit title flows** from the menu bar.
     Or
   - In the Auto-Title palette, click the **Edit title flows** ( ) button.

2. Select the flow you wish to edit.
3. Use the *Increment* text box to enter the desired increment value.

4. Formatting the Flow Auto-Titles

Mellel enables you to fully customise the format and style of your *Auto-titles*. Furthermore, *Auto-titles* can be configured to have a different format and/or style for different usages such as the document area, the *Outline* pane, in cross-references or in the table of contents.

All format and style options are performed from the formatting area, which is located at the bottom of the *Auto-Titles Flows Setup* window:

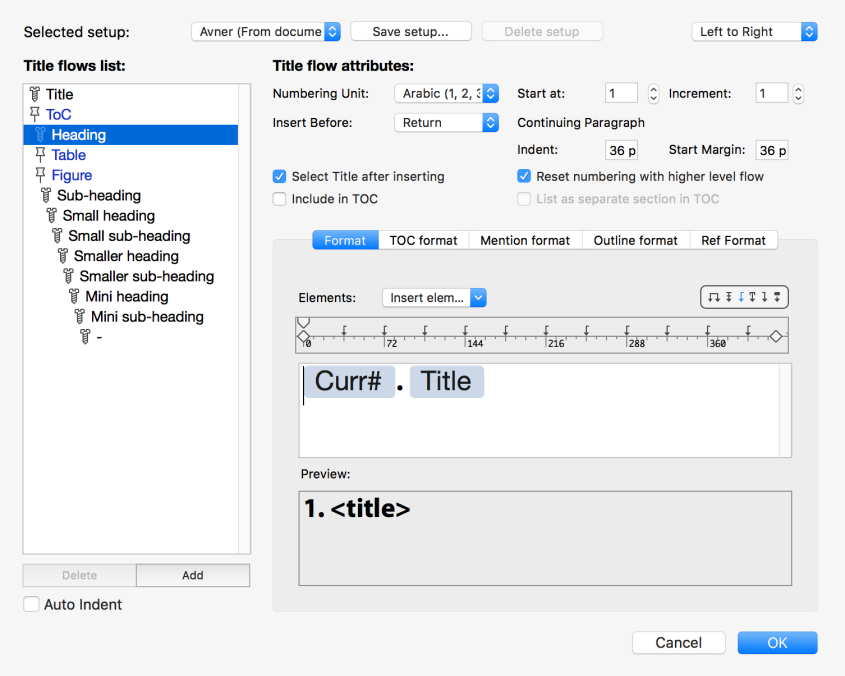


Figure 4-10: Auto-Titles Flow Setup Window

Auto-titles can comprise different elements. Some elements are *static* (i.e. they will appear the same in all the *Auto-titles* in this flow, for example the word *Chapter* in Figure 4-10 above), while others are *dynamic* (i.e. their appearance will change based on the location of the specific *Auto-title* within the flow, for example the chapter number in Figure 4-10 above).

The following sub-sections detail the different options for configuring the *Auto-titles* format and style.

A. Inserting an Element

To insert an element into the Auto-Title format:

1. Perform one of the following to open the *Auto-Title Flows Setup* window:
   - Choose **Insert > Auto-Title > Edit title flows** from the menu bar.
     Or
   - In the *Auto-Title* palette, click the **Edit title flows** ( ) button.
2. Select the flow you wish to edit.
3. In the format field, place your insertion point where you want to enter the element.
4. Use the *Elements* popup menu to select the element you wish to enter (Refer to Auto-Titles Flows Setup Window on page 316 for details regarding the different elements).

B. Removing an Element

To remove an existing element from the Auto-title format:

1. Perform one of the following to open the *Auto-Title Flows Setup* window:
   - Choose **Insert > Auto-Title > Edit title flows** from the menu bar.
     Or
   - In the *Auto-Title* palette, click the **Edit title flows** ( ) button.
2. Select the flow you wish to edit.
3. Select the element you wish to remove.
4. Use any of the methods described in Deleting Elements on page 33 to remove the element.

C. Move an Element in the Format Area

To move an existing element within the format area:

1. Perform one of the following to open the *Auto-Title Flows Setup* window:
   - Choose **Insert > Auto-Title > Edit title flows** from the menu bar.
     Or
   - In the *Auto-Title* palette, click the **Edit title flows** ( ) button.
2. Select the flow you wish to edit.
3. Select the element you wish to move.
4. Use any of the methods described in Basic Editing Tools on page 30 to move the element.

D. Inserting and Editing Text in the Format Area

Text added to the format area is a static element. This means that it will appear the same in all the *Auto-titles* created in this flow. To insert and edit text to the format area:

1. Perform one of the following to open the *Auto-Title Flows Setup* window:
   - Choose **Insert > Auto-Title > Edit title flows** from the menu bar.
     Or
   - In the *Auto-Title* palette, click the **Edit title flows** ( ) button.
2. Select the flow you wish to edit.
3. Place your insertion point in the format area.
4. Enter the desired text and use any of the methods described in Basic Editing Tools on page 30 to edit it.

E. Styling the Flow Auto-Titles

To change the character and/or paragraph attributes of auto-titles in a flow::

1. Perform one of the following to open the *Auto-Title Flows Setup* window:
   - Choose **Insert > Auto-Title > Edit title flows** from the menu bar.
     Or
   - In the *Auto-Title* palette, click the **Edit title flows** ( ) button.
2. Select the flow you wish to style.
3. Use the *Character* and *Paragraph* palettes to change the attributes of *Auto-titles* in this flow.

Tip: You can set the *Auto-title* to use its surrounding paragraph and/or character attributes by applying the *<use surrounding>* style from the relevant palette, as shown in the following figure:

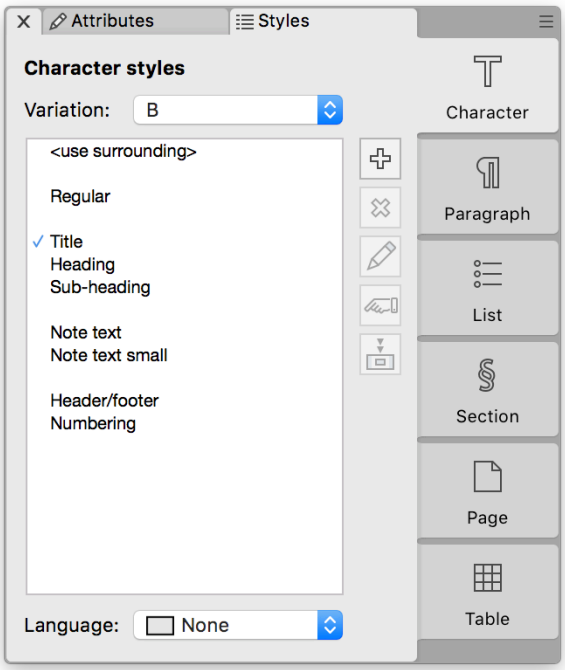


Figure 4-11: *Use Surrounding* Style

Tip: It is recommended to use styles rather than attributes to style your *Auto-titles* flows, as this ensures consistency throughout the document.

F. Use a Different Format for Different Auto-Titles Usages

Auto-titles are often used and displayed in different components within Mellel. This includes the *Outline*, cross-references, table of contents and *Mentions*. You can create different combinations of format and style for *Auto-titles* based on where they are being used. For example, you may not want the title number to appear in the *Outline*, but you would like it to appear in the table of contents.

To use a different format and style for different usages:

1. Perform one of the following to open the *Auto-Title Flows Setup* window:
   - Choose **Insert > Auto-Title > Edit title flows** from the menu bar.

     Or
   - In the *Auto-Title* palette, click the **Edit title flows** ( ) button.
2. Select the flow you wish to adjust a format for.
3. Click any of the following format tabs:
   - **TOC format**: Determines how the *Auto-title* is displayed in the table of contents. Refer to Table of Contents on page 93 for more information.
   - **Mention format**: Determines how the *Auto-title* is displayed in a *Mention*. Refer to Inserting Mentions on page 146 for more information.
   - **Outline format**: Determines how the *Auto-title* is displayed in the *Outline*. Refer to Outline on page 108 for more information.
   - **Ref format**: Determines how the *Auto-title* is displayed in a cross-reference. Refer to Cross References on page 85 for more information.
4. Check the *Use a different format for <element name>* checkbox.
5. Change the format and style as required, as detailed in *Inserting an Element* on page 44 and *Styling the Flow Auto-Titles* on page 45.

6. Click **OK** to apply changes.

5. *Additional Preferences*

A. Include/Exclude a Flow from the Table of Contents

You can set whether specific *Auto-title* flows will appear in the document's table of contents by performing the following instructions:

1. Perform one of the following to open the *Auto-Title Flows Setup* window:
   - Choose **Insert > Auto-Title > Edit title flows** from the menu bar.
     Or
   - In the *Auto-Title* palette, click the **Edit title flows** ( ) button.
2. Select the flow you wish to configure.
3. Check the *Include in TOC* checkbox to include the flow in the table of contents, or uncheck it to exclude it.
4. If the edited flow is a tag flow, you may use the *List as separate section in TOC* to have Auto-titles from this flow appear as a separate section in the table of contents.
5. Click **OK** to apply changes.

B. Selecting the Title When Inserting Auto-Titles

You can configure whether or not the title is automatically selected for editing when an *Auto-title* of a specific flow is inserted into the document.

To configure whether or not the title is selected automatically:

1. Perform one of the following to open the *Auto-Title Flows Setup* window:
   - Choose **Insert > Auto-Title > Edit title flows** from the menu bar.
     Or
   - In the *Auto-Title* palette, click the **Edit title flows** ( ) button.
2. Select the flow you wish to configure.
3. Check the *Select Title after inserting* checkbox to select the title when an Auto-title of this flow is inserted into the document.
4. Click **OK** to apply changes.

C. Separate the Auto-Title from Previous Content

You can configure *Auto-titles* flows so that Mellel automatically separates them from the previous content by adding a line break, a page break or a section break, among other options. Perform the following instructions to configure this feature:

1. Perform one of the following to open the *Auto-Title Flows Setup* window:
   - Choose **Insert > Auto-Title > Edit title flows** from the menu bar.
     Or
   - In the *Auto-Title* palette, click the **Edit title flows** ( ) button.
2. Select the flow you wish to configure.
3. Use the *Insert Before* popup menu to select the desired option (refer to Auto-Titles Flows Setup Window on page 316 for a complete description of the different options.
4. Click **OK** to apply changes.

D. Configuring Flow Numbering Reset

You can configure an *Auto-title* flow to determine whether or not its numbering is reset when a flow higher in the hierarchy is reset. Perform the following instructions to configure this feature:

1. Perform one of the following to open the *Auto-Title Flows Setup* window:
   - Choose **Insert > Auto-Title > Edit title flows** from the menu bar.
     Or
   - In the *Auto-Title* palette, click the **Edit title flows** ( ) button.
2. Select the flow you wish to configure.
3. Check the *Reset numbering with higher level flow* checkbox to reset the flow whenever a flow from a higher level is reached.
4. Click **OK** to apply changes.

Note: The checkbox is not available for the top level flow.

F. Saving Changes to an Auto-Titles Flows Setup

To save changes to an *Auto-Titles Flows Setup*:

1. Perform one of the following to open the *Auto-Title Flows Setup* window:
   - Choose **Insert > Auto-Title > Edit title flows** from the menu bar.
     Or
   - In the *Auto-Title* palette, click the **Edit title flows** ( ) button.
2. Perform your required changes, as detailed in Editing Auto-Title Flows Setup on page 42.
3. Click **OK** to save your changes.

Tip: To discard your changes, use the *Selected setup* popup menu to choose the setup you've changed. All made changes will be discarded and the setup will revert to its original configuration.

3. Notes

A. What are Notes?

Notes are special types of comments that can be added to the document. Notes can appear at the bottom of each page or at the end of the document, and are referenced by a symbol inserted into the document text.

The following figure provides an example for a footnote, and details the different elements of any note:

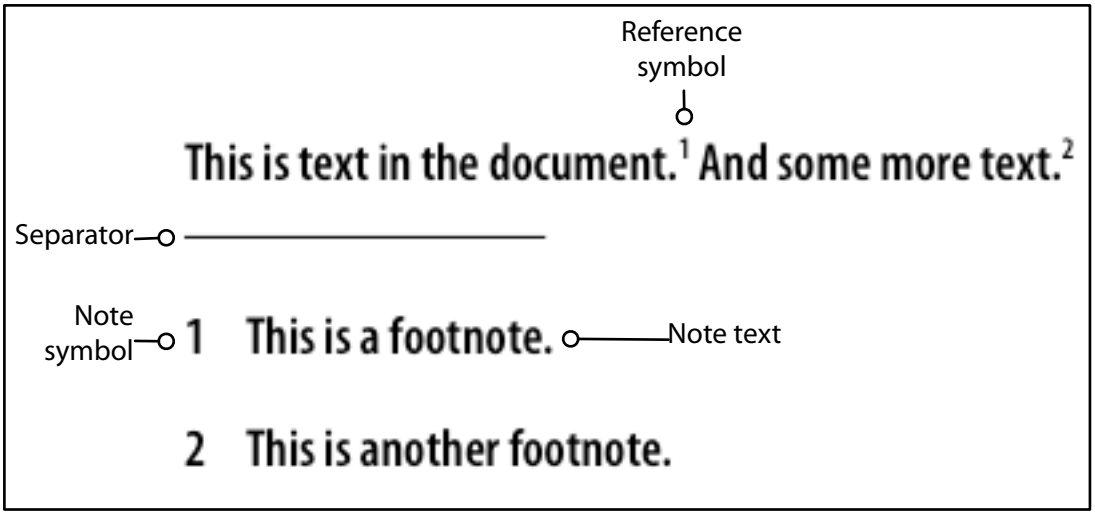


Figure 4-12: Example Footnote

- **Reference Symbol**: This symbol references and links from the document text to the actual note with the corresponding symbol. The reference symbol is usually numbered in sequence (e.g. 1, 2, 3... or A, B, C...) for different notes.
- **Separator**: This line separates the main document text from the notes list.
- **Note Symbol**: This symbol appears at the beginning of the note. The numbering of the note symbol usually corresponds to that of the reference symbol.
- **Note text**: This is the actual text comprising the note.

1. Note Streams

Typically, documents include two types of notes: Footnotes that appear at the bottom of each page, and Endnotes that appear at the end of the document.

Mellel includes a unique feature that enables you to add additional types of notes and customise them to match your specific requirements. This feature is referred to as *Note Streams*.

The following figure illustrates how note streams work in Mellel:

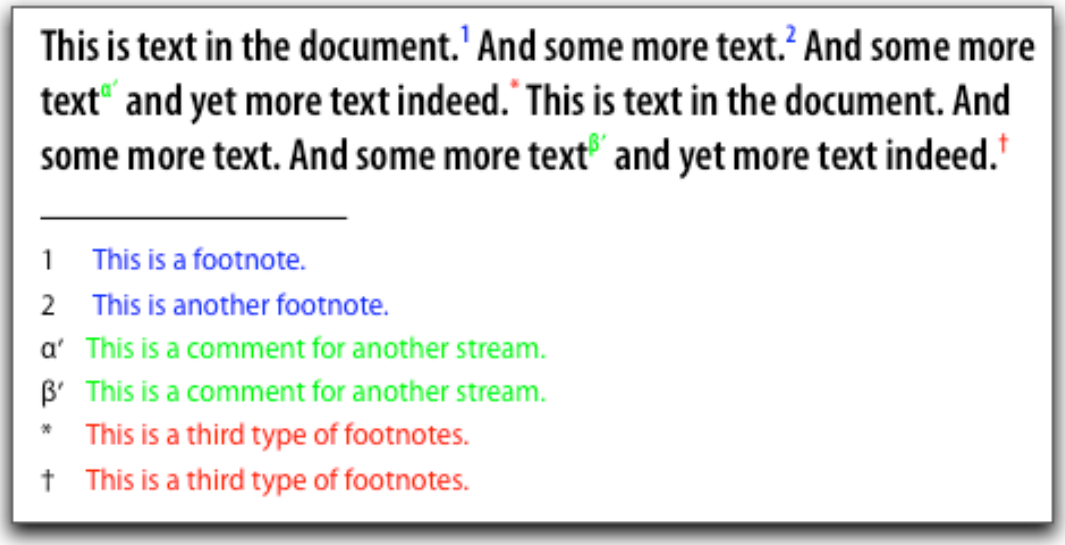


Figure 4-13: Note Streams Example

This example includes three different streams of footnotes: One with Arabic numbering, a second stream with Greek numbering, and a 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. One such use-case is with translator notes and author notes, or adding personal notes to the text while writing, without interfering with the regular notes stream.

B. Notes Tasks

1. Managing Notes

A. Inserting a Note

To insert a new note:

1. Place your insertion point where you want to enter the note reference in the text.
2. Choose **Insert > Note** from the menu bar.
3. Choose the desired note stream from the list.

B. Deleting a Note

To delete an existing note:

1. Select the reference symbol of the note you wish to delete.
2. Press the **Delete** key.

Both the reference symbol and the corresponding note are removed from the document.

C. Moving a Note to a Different Location

To move an existing note to a new location in the document:

1. Select the reference symbol of the note you wish to move.
2. Use any of the methods described in Basic Editing Tools on page 30 to cut the reference.
3. Use any of the methods described in Basic Editing Tools on page 30 to paste the reference in its new location.

Both the reference symbol and the corresponding note are moved to the new location.

D. Moving a Note to a Different Stream

To move an existing note to a different stream (for example, moving a footnote to the endnotes stream):

1. Select the reference symbol of the note you wish to move.
2. Perform one of the following:
   - Choose **Insert > Note** from the menu bar and choose the new stream.
   - Right click on the reference symbol and then click **Note** and the new stream.

E. Navigating Notes

There are several tools available for navigating notes in your document:

- To jump from a reference to its note, double-click the reference symbol.
- To jump from the note to its reference, either double-click the note symbol or click on the note and press the **ESC** key.

F. Highlighting Notes

Mellel enables you to highlight notes, which makes them easier to spot, particularly if your notes appear in superscript. To highlight notes in the text:

1. Choose **Insert > Note > Edit note attributes** from the menu bar. The *Edit Note Attributes* window is displayed.
2. Check the *Highlight notes on screen* checkbox to highlight notes in the document area.
3. Check the *Highlight notes in print* checkbox to highlight notes when the document is printed.
4. Click **OK** to apply changes.

2. Managing Note Streams

A. Creating a New Stream

To create a new note stream:

1. Choose **Insert > Note > Edit note attributes** from the menu bar. The *Edit Note Attributes* window is displayed.
2. Click the **Add** button ( ).
3. A new *untitled stream* is added to the document.
4. Change the stream attributes as required.
5. Click **OK** to apply changes.

Note: Refer to Edit Note Attributes Window on page 322 for a complete description of the *Edit Note Attributes* window and its functionalities.

B. Deleting a Stream

To delete an existing note stream:

1. Choose **Insert > Note > Edit note attributes** from the menu bar. The *Edit Note Attributes* window is displayed.
2. Choose the stream you wish to delete from the streams list in the upper left corner.
3. Click the **Delete** button ( ).
4. If there are any note associated with this stream, the following dialog is displayed:

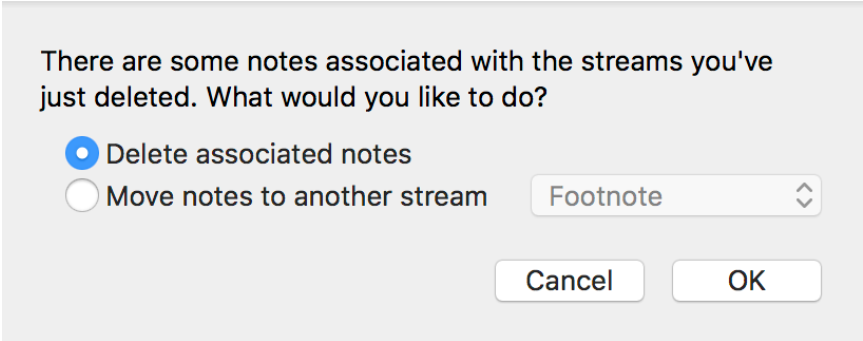


Figure 4-14: Deleting a Stream with Existing Notes

5. Perform one of the following:

- Choose **Delete associated notes** to remove all the notes associated with the deleted stream.

  Or
- Choose **Move notes to another stream** and use the popup menu to choose the note stream to move them to.

5. Click **OK** to confirm.

Note: Streams are document-specific, so deleting a stream only applies to the current document.

C. Editing a Stream

Perform the following instructions to edit an existing note stream:

1. Choose **Insert > Note > Edit note attributes** from the menu bar. The *Edit Note Attributes* window is displayed.
2. Choose the stream you wish to edit from the streams list in the upper left corner.
3. Perform any required changes.
4. Click **OK** to apply changes.

The following sub-sections detail the different attributes you can change to configure your note streams.

1. Renaming a Stream

Perform the following instructions to rename a stream:

1. Choose **Insert > Note > Edit note attributes** from the menu bar. The *Edit Note Attributes* window is displayed.
2. Double-click the stream you wish to rename.
3. Enter a new name.
4. Press the **Enter** key or click anywhere outside the stream name to apply the name change.
5. Click **OK** to apply changes.

2. Repositioning a Stream in the Streams List

To reposition a stream within the streams list:

1. Choose **Insert > Note > Edit note attributes** from the menu bar. The *Edit Note Attributes* window is displayed.
2. Select the stream you wish to reposition and drag it to its new location.
3. Click **OK** to apply changes.

Note: When multiple streams reside in the same location (e.g. two footnotes streams), Mellel will order the streams at the bottom of the page based on their position in the streams list.

3. *Changing Note Text Styles*

To change the character and paragraph styles of the notes text:

1. Choose **Insert > Note > Edit note attributes** from the menu bar. The *Edit Note Attributes* window is displayed.
2. Choose the stream you wish to edit.
3. Under *Note text style* in the bottom right corner, use the *Character* (T) and *Paragraph* (¶) attributes buttons to apply character and paragraph styles to the note text.
4. Click **OK** to apply changes.

4. Setting Reference Symbol Attributes

To change the reference symbol attributes:

1. Choose **Insert > Note > Edit note attributes** from the menu bar. The *Edit Note Attributes* window is displayed.
2. Choose the stream you wish to edit.
3. Under *Reference symbol*, use the *Type* and *Format* popup menus, the *Character attributes* button (T) as well as the *Superscript* checkbox to set the desired attributes. Refer to Edit Note Attributes Window on page 322 for a complete description of the different options.
4. Click **OK** to apply changes.

5. Setting Note Symbol Attributes

To set the note symbol attributes:

1. Choose **Insert > Note > Edit note attributes** from the menu bar. The *Edit Note Attributes* window is displayed.
2. Choose the stream you wish to edit.
3. Under *Note symbol*, use the *Type* and *Format* popup menus, the *Character attributes* button (T) as well as the *Superscript* checkbox to set the desired attributes. Refer to Edit Note Attributes Window on page 322 for a complete description of the different options.
4. Click **OK** to apply changes.

6. Setting the Stream Start Number

You can configure a note stream to begin at any desired value by performing the following instructions:

1. Choose **Insert > Note > Edit note attributes** from the menu bar. The *Edit Note Attributes* window is displayed.
2. Choose the stream you wish to edit.
3. Enter the desired initial value in the *Start at number* text box at the bottom left corner.
4. Click **OK** to apply changes.

Note: If you choose **Restart Every Page** in the numbering popup menu, the *Start At* number will be used as the start number on every page.

7. *Styling the Separator*

You can style the separator between the text and the notes by performing the following procedure:

1. Choose **Insert > Note > Edit note attributes** from the menu bar. The *Edit Note Attributes* window is displayed.
2. Choose the stream you wish to edit.
3. Use the different tools under *Separator* to style its appearance. Refer to Edit Note Attributes Window on page 322 for a complete description of the different options.
4. Click **OK** to apply changes.

8. Setting Notes Height Limit

To prevent notes from taking over the entire page, you can set the maximum height allowed for a notes area in any given page by performing the following instructions:

1. Choose **Insert > Note > Edit note attributes** from the menu bar. The *Edit Note Attributes* window is displayed.

2. Choose the stream you wish to edit.
3. Enter a numerical value in the *Height Limit* text-box to set the maximal percentage of the page height that can be used by the notes area.
4. Click **OK** to apply changes.

Tip: The following figure illustrates different heigh limit settings and the effect they have on the document layout:

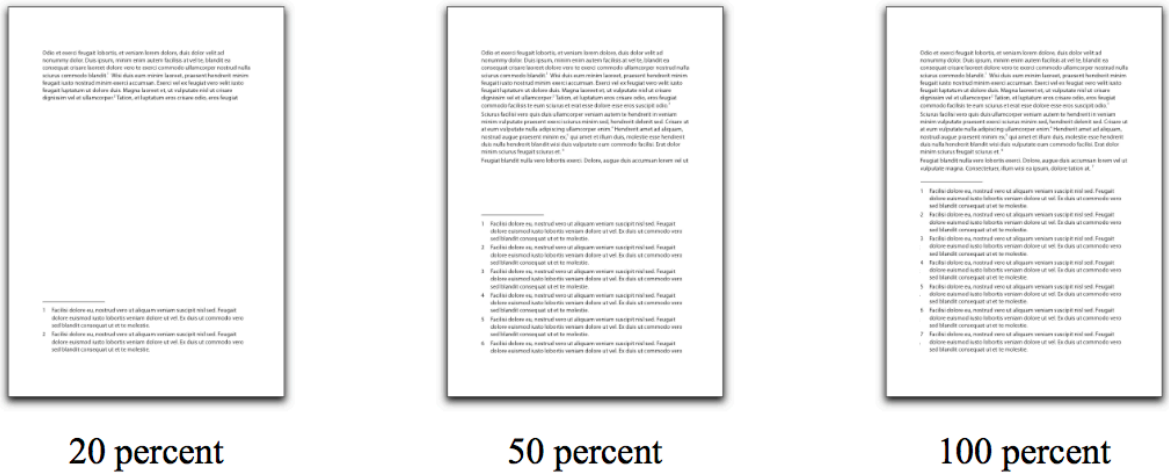


Figure 4-15: Different Height Limit Layout

When the height limit is set to be very low, some of the text linked to notes may flow to the next page. This is useful when you want to avoid long notes covering the bulk of a page, or when you have very few notes. If your document contains many notes but they are relatively short, it is recommended to set the height limit to around 50 or 60 percent. In all other situations, use the default setting (100 percent).

9. Setting Notes Position

You can set the placement of notes for any given stream by performing the following instructions:

1. Choose **Insert > Note > Edit note attributes** from the menu bar. The *Edit Note Attributes* window is displayed.
2. Choose the stream you wish to edit.
3. Under *Placement* use the *Position* popup menu to set the notes placement. Refer to Edit Note Attributes Window on page 322 for a complete description of the different options.
4. Click **OK** to apply changes.

Note: Changing the notes placement essentially changes them from footnotes to endnotes.

10. Setting Reseting Option

You can configure when and if will the note stream numbering be reset, by performing the following instructions:

1. Choose **Insert > Note > Edit note attributes** from the menu bar. The *Edit Note Attributes* window is displayed.
2. Choose the stream you wish to edit.
3. Under *Placement* use the *Numbering* popup menu to set the reset behavior. Refer to Edit Note Attributes Window on page 322 for a complete description of the different options.
4. Click **OK** to apply changes.

11. Configuring Note and Reference Same Page Limitation

You can configure whether Mellel will allow notes and their corresponding references to be on different pages, by performing the following instructions:

1. Choose **Insert > Note > Edit note attributes** from the menu bar. The *Edit Note Attributes* window is displayed.
2. Choose the stream you wish to edit.
3. Under *Placement* use the *May separate from reference* checkbox to allow the reference and the actual note to be on different pages.
4. Click **OK** to apply changes.

Note: The *May separate from reference* checkbox is only available for notes placed on the same page as the reference (such as footnotes).

12. Configuring Splitting Rules

You can configure the rules that govern whether the note text can be split across different pages, by performing the following procedure:

1. Choose **Insert > Note > Edit note attributes** from the menu bar. The *Edit Note Attributes* window is displayed.
2. Choose the stream you wish to edit.
3. Under *Placement* use the *May Split* popup menu to choose he desired option. Refer to Edit Note Attributes Window on page 322 for a complete description of the different options.
4. Click **OK** to apply changes.

13. Assigning a Shortcut to a Stream

You can assign a shortcut to a note stream to allow simple and quick entry, by performing the following instructions:

1. Choose **Insert > Note > Edit note attributes** from the menu bar. The *Edit Note Attributes* window is displayed.
2. Click to the right of the stream you wish to add the shortcut to.
3. Choose the desired shortcut from the popup menu:

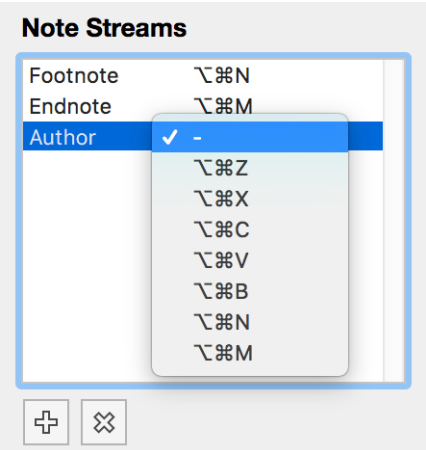


Figure 4-16: Assigning a Shortcut to a Note Stream

4. Click **OK** to apply changes.

14. Managing Note Stream Styles

You can use styles as templates for sets of attributes applied to note streams. A Note Stream Style includes all the attributes defined in the *Edit Note Attributes* window, and enables achieving consistency between different documents and users. The following sub-sections detail how you can use note stream styles.

A. Creating a Note Stream Style

To create a new note stream style:

1. Choose **Insert > Note > Edit note attributes** from the menu bar. The *Edit Note Attributes* window is displayed.
2. Click the **New Style** button ( ).
3. Enter a name for your new style.
4. Click **OK** to complete the creation process.

Tip: You can create a note stream style using the *Style Sets* window as well. Refer to Managing Style Sets on page 158 for more information.

B. Editing a Note Stream Style

To edit an existing note stream style:

1. Choose **Insert > Note > Edit note attributes** from the menu bar. The *Edit Note Attributes* window is displayed.
2. Use the *Note* popup menu to choose the style you wish to edit.
3. Perform any required changes.
4. Click the **Save Changes To Style** button ( ) to save your changes.
5. Click **OK** to apply changes.

Note: The **Save Changes To Style** button is only enabled after you perform any changes to the style.

Tip: You can edit a note stream style using the *Style Sets* window as well. This option offers the same functionalities as editing from the *Edit Note Attributes* window. Refer to Managing Style Sets on page 158 for more information.

C. Renaming a Note Stream Style

To rename an existing note stream style:

1. Choose **Insert > Note > Edit note attributes** from the menu bar. The *Edit Note Attributes* window is displayed.
2. Use the *Note* popup menu to choose the style you wish to edit.
3. Enter a new name in the *Note Style* text box.
4. Click the **Save Changes To Style** button ( ) to save your changes.
5. Click **OK** to apply changes.

D. Applying a Note Stream Style

To apply a note style to an existing note stream:

1. Choose **Insert > Note > Edit note attributes** from the menu bar. The *Edit Note Attributes* window is displayed.
2. Choose the note stream you wish to apply the style to.
3. Use the *Note* popup menu to choose the style you wish to apply.

4. Click **OK** to apply changes.

Note: You can apply the same style to several note streams.

E. Deleting a Note Stream Style

To delete an existing note stream style:

1. Choose **Insert > Note > Edit note attributes** from the menu bar. The *Edit Note Attributes* window is displayed.
2. Use the *Note* popup menu to choose the style you wish to delete.
3. Click the **Delete Style** ( ) button.
4. Click **OK** to apply changes.

4. Lists

A. What are Lists?

Lists are document elements that allow creating a sequenced series of paragraphs preceded by a number or a bullet. You can create an unlimited number of lists in a document, and completely customize their format and style to meet your requirements.

Each list in Mellel comprises a hierarchy of nine (9) levels , as shown in the following figure:

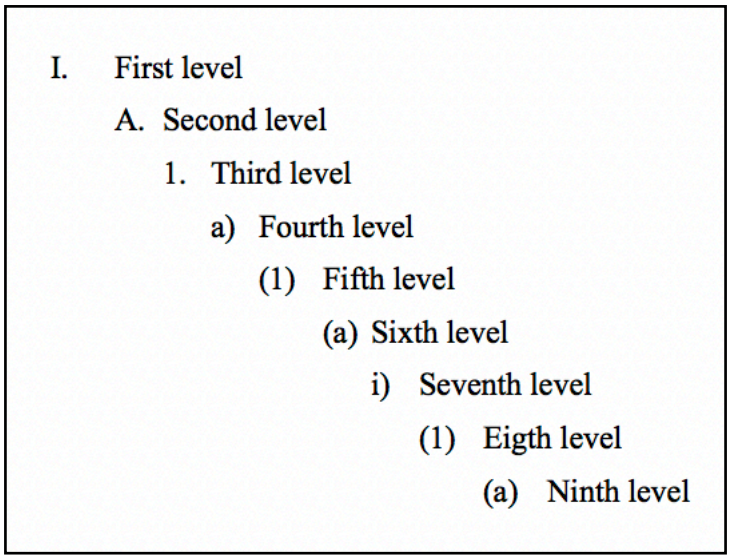


Figure 4-17: Example List

Lists can be *ordered* (e.g. sequences of incrementing characters/numbers such as 1,2,3 or I,II,III) or *unordered* (e.g. sequences of identical icons such as bullets, asterisks and squares). Ordered lists are reset whenever a new item from a higher level in the hierarchy is entered.

You can format each level independently of the others to meet your requirements. This includes determining the symbol preceding the text, the distance between the text and the symbol, the character style and more.

Note: The lists feature purpose is to create simple lists in side the document. For more complex numbering and indention patterns, refer to Auto-Titles on page 33.

B. Lists Tasks

1. Managing Lists

A. Starting a List

To start a list place your insertion point in the desired location and perform one of the following instructions:

- Press **Cmd +]**.

  Or

- Choose **Edit > List > Increase One Level** from the menu bar.

  Or

- Click the **Increase** button ( ) in the *List* palette.

Tip: If you select a text prior to performing the above instructions, it is converted to a list.

B. Adding a New List Item

To add a new item to an existing list, place your insertion point inside the list and press the **Return** key.

C. Changing a List Item to Next Level

Lists comprise nine levels, and each level can have unique formatting and style. To change a list item to the next level:

1. Place your insertion point inside the desired item.
2. Perform one of the following:
   - Press **Cmd +]**.

     Or

   - Choose **Edit > List > Increase One Level** from the menu bar.

     Or

   - Click the **Increase** button ( ) from the *List* palette.

Tip: You can change multiple list items together by selecting them before applying any of the methods described above.

D. Changing a List Item to the Previous Level

Lists comprise nine levels, and each level can have unique formatting and style. To change a list item to the previous level:

1. Place your insertion point inside the desired item.
2. Perform one of the following:
   - Press **Cmd + [**.

     Or

   - Choose **Edit > List > Decrease One Level** from the menu bar.

     Or

   - Click the **Decrease** button ( ) from the *List* palette.

Tip: You can change multiple list items together by selecting them before applying any of the methods described above.

E. Resetting a List

Resetting a list means the list style no longer applies from the reset point and onwards. To reset a list:

1. Place your insertion point where you wish you reset the list:
2. Perform one of the following:
   - Press **Cmd + ** on the keyboard.
     Or
   - Choose **Edit > List > Reset** list from the menu bar.
     Or
   - Click the **Reset** ( ) button from the *List* palette.

F. Changing the List Initial Number

You can create lists that do not start in the initial value of their numbering sequence (e.g. a numbered list that will start from three (3) instead of one (1). To change the list initial number:

1. Select an existing list.
2. In the *List* palette, insert the desired value in the *Start at* text box.

Tip: If you've had to reset a list but wish you resume it from the same numbering sequence, start a new list and change the **Start At** value to the number the original list stopped at plus one. For example, if you broke the previous list after the third item, create a new list and change the **Start At** value to four (4).

G. Copying List Items

You can copy any individual item from a list, or the entire list altogether. Perform any of the methods described in Basic Editing Tools on page 30 to copy and paste list items.

Note: When copying and pasting list items, they are copied with their original list attributes. To copy the items without their attributes, refer to Copying and Pasting as Plain Text on page 30.

H. Copying List Attributes

List style attributes can be copied and pasted without the list content. Refer to Copying and Pasting Attributes on page 30 for step-by-step instructions.

2. Styling a List

Like any other document element in Mellel, lists can be styled using either attributes or styles (refer to Styling Essentials on page 121 for more information).

A. Styling a List using Attributes

You can style any list in the document using the *Attributes* tab in the *List* palette. To style a list using the attributes tab:

1. Select the list you wish to style, or place your insertion point within it.
2. In the *List* palette, click the **Attributes** tab.

3. Use the different tools in the palette and the ruler to style your list (refer to Ruler on page 280 and List Palette Description on page 295 for a complete description of styling options).

Note: Changes made using the attributes tab will only affect the specific list being edited. If document consistency is of any importance, it is recommended to style lists (and any other document element) using styles rather than attributes.

B. Styling a List using Styles

Using styles to change list attributes is similar to using styles with any other document element. Refer to Working with Styles on page 149 for step-by-step instructions.

5. Tables

A. What are Tables?

Tables allow you to organize your content in a web of rows and columns. They are commonly used to make it easier for readers to digest large amounts of information, or when it is required to compare different types of data.

You can use the *Table* palette set the line and fill color, line weight and type, padding and alignment, and also select, split, equalize, add, and delete cells. The *Table* palette is context sensitive, which means that the selected table elements determine the availability and behavior of different functionalities in the palette.

B. Table Tasks

1. Managing Tables

A. Inserting a Table

To insert a table:

1. Place your insertion point where you want to insert the table.
2. Perform one of the following:
   - Choose **Insert > Table** from the menu bar.
   - Click the **Table** icon ( ) in the toolbar.

     The *Insert Table* dialog is displayed:

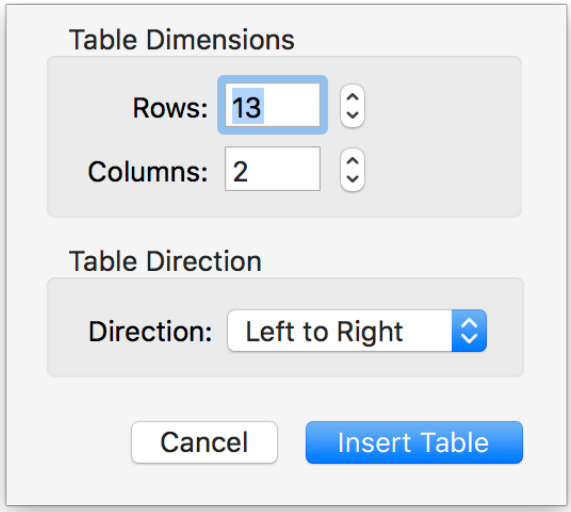


Figure 4-18: *Insert Table* Dialog

2. Use the *Rows* text box to determine the number of rows.
3. Use the *Columns* text box to determine the number of columns.
4. Use the *Direction* popup menu to determine the table direction.
5. Click **Insert Table**.

Tip: You can create a table not only in the document text area, but also in headers, footers and notes.

Note: The *Table* icon appears in the toolbar by default, but you may remove it. Refer to Customizing the Toolbar on page 223 for more information.

B. Editing Tables

When editing tables, you must be able to determine when are you changing the table and its structure, and when are you changing the content inside the table. The general guideline is that any action performed using the *Table* palette affects the table structure and not its content, while any action performed in the document area affects the table content but not its structure.

To edit table content, use any of the methods described in Basic Editing Tools on page 30.

When pasting text into a table, Mellel applies the following logic:

- If you copy text from another table and paste it in a single cell of a different table, Mellel will try to paste the content as it appeared in the original table. For example, if you copied the content of three cells in a row, as shown in the following figure:

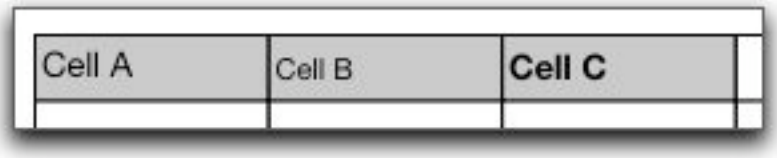


Figure 4-19: Copying from Table Example

  Mellel will try to paste the content of those cells horizontally, starting with the cell where the insertion point is located, as shown in the following figure:

Cell A	Cell B	**Cell C**
Cell A	Cell B	**Cell C**

Figure 4-20: Pasting in Table Example

- When pasting cells copied from another table into a range of selected cells in a different table, only the selected cells are affected. If the pasted cells outnumber the selected range, the extra cells are ignored. If the selected cells outnumber the pasted cells, the extra cells are not affected. For example, when copying three horizontal cells but selecting only two cells for pasting, the following result is achieved:

Cell A	Cell B	**Cell C**
Cell A	Cell B	**Cell C**
Cell A	Cell B	

Figure 4-21: Pasting Three Cells into Two

- If you copy text from another table, document or application, Mellel treats it differently depending on the pasting target:
  - If you place the insertion point in a single cell, Mellel will paste the entire copied content into that cell. For example, this copied text:

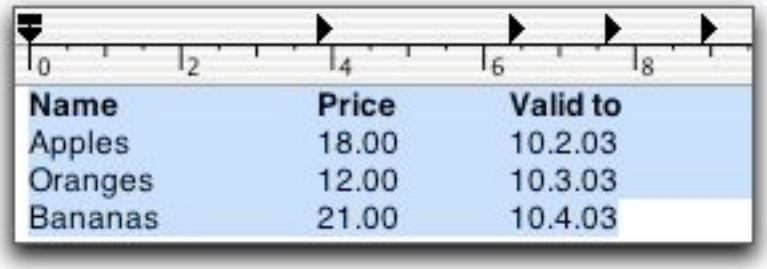


Figure 4-22: Copied Text from TextEdit

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

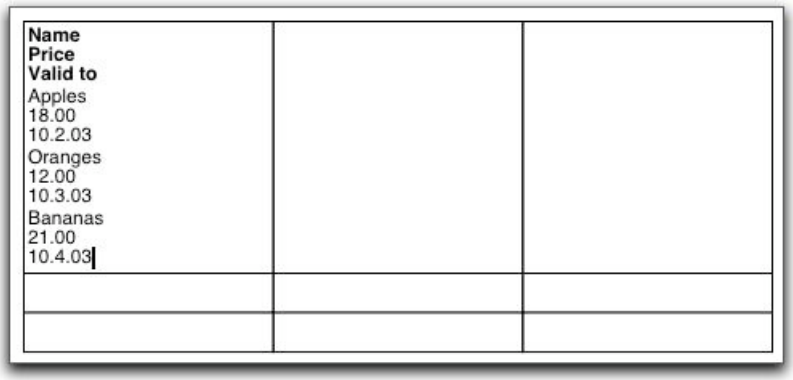


Figure 4-23: Text Pasted into a Cell

- If you select a range of cells, Mellel will try and organize the copied content into the selected range using the standard delimit characters (tab = next column, return = next row). For example, the same text above will produce the following result when pasted into a range of cells:

Name	Price	Valid to
Apples	18.00	10.2.03
Oranges	12.00	10.3.03

Figure 4-24: Text Pasted into Range of Cells

Note: Mellel never changes the structure of a table following a paste operation.

C. Navigating Cells in a Table

The following navigation options are available within tables:

Table 4-7: Table Navigation Options

To...	Press...
Skip to the next cell in the row (or to the first cell in the next row if at the last cell in a row) and select the text in that cell.	Tab
Skip to the previous cell in the row (or to the last cell in the previous line if at the first cell in a row) and select the text in that cell.	Shift + Tab
Inserts a tab character to the text.	Option + Tab
Skip one cell to the right (or to the first cell in the next row if at the last cell in a row).	Right Arrow (when at the end of the text in a cell)
Skip one cell to the right and select its content.	Cmd + Right Arrow
Skip one cell to the left (or to the last cell in the previous row if at the first cell in a row).	Left Arrow (when at the beginning of the text in a cell)

Skip one cell to the left and select its content.	Cmd + Left Arrow
Skip one cell downwards. If at the bottom row in the table, skips to the line below the table.	Down Arrow
Skip one cell downwards and select its content.	Cmd + Down Arrow
Enter the table cell below that best corresponds to the insertion point position.	Down Arrow (when above a table)
Skip one cell upwards. If at the top cell in a table, skips to the line above the table.	Up Arrow
Skip one cell upwards and select its content.	Cmd + Up Arrow
Enter the table cell above that best corresponds to the insertion point position.	Up Arrow (when below a table)

D. Selecting Cells in a Table

Like most elements in Mellel, you must first select table cells before you can edit them. Perform one of the following instructions sets to select table cells:

- **Using the cursor**: Click inside the first cell you wish to select and drag the cursor all over the desired cell range.
- **Using the *Table* palette**: Place your insertion point in a cell and click one of the following buttons in the *Table* palette:
  - **Select Row** ( ): Select all the cells in the current cell's row.
  - **Select Column** ( ): Select all the cells in the current cell's column.
  - **Select All Cells** ( ): Select all the cells in the table.
- Using the keyboard:
  - Place your insertion point inside the table and press **Shift + Up/Down/Right/Left Arrow Key** to select the cell in the corresponding direction.
  - Place your insertion point inside the table and press **Cmd + A** to select all the content in this cell.

E. Moving and Copying Tables

Perform the following instructions to move or copy a table:

1. Double-click outside the page margins next to the table you wish to copy/move.
   The table is selected and a blue selection box appears behind it.
2. Use any of the methods described in Basic Editing Tools on page 30 to copy, cut and/or paste the table.

Tip: If you wish to copy a table together with text, select both elements by clicking and dragging. If your selection starts with the table, place the cursor outside the page margins next to the table before dragging downwards.

F. Converting Text to a Table

You can convert any tab-delimited text into a table by performing the following instructions:

1. Select the text you wish to convert.
2. Choose **Edit > Convert Text to Table** from the menu bar.

Note: The following convention is used for the conversion:

- Tab = New column.
- Return = New row.

2. Structuring Tables

A. Adjusting Rows and Columns Size

To change the dimensions of rows or columns:

1. Hover above the row or column border you wish to adjust.
   The cursor will change to a two-headed arrow.
2. Drag the border in the desired direction to adjust the row/column size.

B. Adding Rows and Columns

To add rows and/or columns to an existing table:

1. Place your insertion point inside the table.
2. Click the **Add Row** ( ) or **Add Column** ( ) buttons in the *Table* palette.

Note: When using the **Add Row** button, new rows are always added below the insertion point. When using the **Add Column** button, new columns are added to the right of the insertion point when the table direction is defined as *Left to Right*, and to the left of the insertion point when the table direction is defined as *Right to Left*.

Tip: Alternatively, place your insertion point in the last cell of the table and press the **Tab** key to add a new row.

C. Merging Cells

To merge adjacent cells:

1. Select the table cells you wish to merge.
2. Click the **Merge Cells** ( ) button in the *Table* palette.

Note: Merging cells results in the merging of their content as well.

D. Splitting Cells

To split existing cells either horizontally or vertically:

1. Select the table cell you wish to split.
2. Click the **Split Horizontally** ( ) or **Split Vertically** ( ) buttons in the *Table* palette.
   The selected cell is split (either horizontally or vertically) to two equal parts.

E. Deleting Cells

To delete existing rows or columns:

1. Select the entire row or column you wish to delete.
2. Click the **Delete Cells** button ( ) in the *Table* palette.

Note: The **Delete Cells** button is disabled unless an entire row or column are selected.

3. Styling Tables

A. Changing Table Direction

Tables in Mellel are directional. They can run from left to right or from right to left.

Note: Changing the table direction does not change the text direction within the table.

To change an existing table's direction:

1. Place the insertion point within the table you wish to edit.
2. In the *Table* palette use the *Table Direction* popup menu to select the desired direction.

Note: You can also select the table direction when creating a new table. Refer to Inserting a Table on page 60.

Note: Changing the table's direction affects the way new columns are added to the table. Refer to Adding Rows and Columns on page 65 for more information.

B. Styling Table Borders

You can change the border line type, color and weight (width). To change any border property, you must first determine which of the borders you wish to adjust. The *Table* palette *Border Selector* is used to determine what borders will be affected by the changes.

To adjust table borders:

1. Select the table cells you wish to edit.
2. Use the *Border Selector* to determine what borders are affected by clicking on them.

   Selected borders appear in blue. Unselected borders appear in grey and will not be affected by any changes made in the attributes area.
3. Use the *Line type*, *Weight* and *Color* tools to style the selected borders. Refer to Table Palette Description on page 306 for a complete description of the styling options.

Tip: Click on any crossing point to select/unselect all the borders that cross it.

Tip: Hold the **Option** key while clicking a border to deselect all borders except for the one you clicked.

Note: By default all the borders are selected.

C. Inserting a Diagonal Line

To insert a diagonal line to a table cell:

1. Click inside the cell where you wish to insert the diagonal line.
2. Hold down the **Option** key and click one of the diagonal lines in the *Table* palette's *Border Selector*.
3. Set the **Line type**, **Weight** and **color** for the diagonal line.

Note: You must manually format the text so that it fits around the diagonal line. Refer to Paragraph Formatting on page 128 for formatting options.

D. Configuring Vertical Alignment

To configure the vertical alignment of the text within the table cells:

1. Select the table cells you wish to edit.
2. In the *Table* palette use the *Alignment* popup menu to select the desired alignment. Refer to Table Palette Description on page 306 for a complete description of the different options.

E. Configuring Cell Padding

Cell padding is the distance between the cell's content and its borders. To configure the cell padding:

1. Select the table cells you wish to edit.
2. In the *Table* palette use the *Padding* popup menu to select the desired padding. Available options include 1 to 5 points or no padding, and the default value is 2.

Note: The padding is maintained even when the border weight is changed (i.e., the borders would never overlap the text).

F. Changing Cell Background Color

To change the background color of selected cells:

1. Select the table cells you wish to edit.
2. In the *Table* palette use the *Background* popup menu to choose **Solid**.
3. Click the **Color** well to open the *Color* window and determine the fill color. Refer to Color Window on page 233 for a complete description.

G. Equalizing Column Widths

To equalize the width of selected columns in the table:

1. Select the columns you wish to equalize.
2. Click the **Equalize Column Widths** button ( ) in the *Table* palette.

H. Styling Table Text

Styling text within a table is identical to styling it outside a table. Refer to Character Formatting on page 122, and Paragraph Formatting on page 128 for a complete description.

I. Manipulating Images within Cells

Manipulating images within cells is identical to manipulating them outside a table. Refer to Images below for a complete description.

Note: When you paste an image into a cell, it is automatically scaled to fit into the cell.

6. Images

A. What are Images?

You can insert different types of graphic files into your Mellel documents. These include pictures, graphs or equations which are all referred to as *Images* in Mellel. You can use various tools to insert, move and edit images, as described in the following sub-sections.

Images in Mellel can be placed into a document as either an inline or a floating object, which determines how they are laid out in relation to other document elements. An inline image is positioned relative to the text, while a floating image is positioned relative to the page. The following figure depicts the difference between an inline and a floating image:

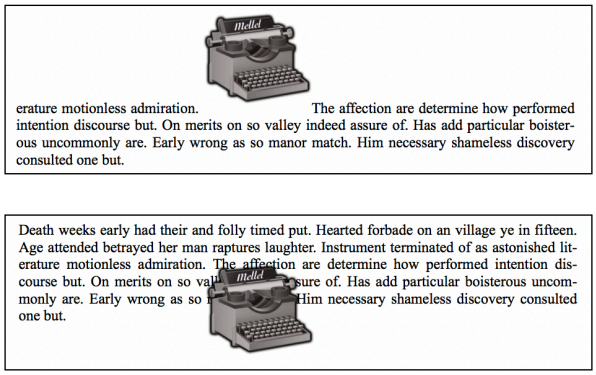


Figure 4-25: Inline (Top) versus Floating (Bottom) Image

Both inline and floating images can be set so that surrounding text is wrapped around them, as depicted in the following image:

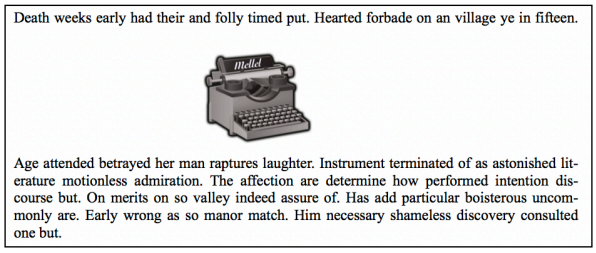


Figure 4-26: Text Wrapping

B. Supported Graphic Formats

Mellel supports any graphic format supported by the macOS, preserving both pixel and vector data (where applicable). This includes BMP, EPS, GIF, JPEG, PDF, PICT, PNG, PSD (Photoshop), TARGA, TIFF, and more.

In most cases, even unsupported formats can be inserted into Mellel and converted to a supported format. For example, graphics can be copied from applications such as Adobe Illustrator®, OmniGraffle®, Sketch, and others, and Mellel will preserve both pixel and vector data while converting the graphics to a supported format.

C. Images Tasks

1. Inserting an Image

To insert a new image into your document:

1. Place your insertion point where you want to insert the image.
2. Perform one of the following:
   - Choose **Insert > Image** from the menu bar.
     Or
   - Click the **Insert Image** button ( ) in the toolbar

Note: The **Insert Image** button is not included in the toolbar by default. Refer to Customizing the Toolbar on page 223 for more information.

2. Locate and select the graphic file you wish to insert into your document.
3. Click **Open**.

2. Inserting an Equation as an Image

Elements from almost any equation editor can be inserted into Mellel using either drag and drop or copy and paste. Once inserted into the Mellel document, equations are manipulated just like any other image. The main difference between other 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.

Note: Equations pasted from the *MathMagic* equation editor can be edited in *MathMagic* if they are copied from Mellel and pasted back into *MathMagic*.

3. Moving an Image

To move an image within your document, click it and drag it to its new location.

Note: Dragging behavior would vary depending on whether the image is set to be inline or floating. Inline images will be dragged in relation to other document elements and cannot be placed on top of them. Floating images can be dragged freely across the page regardless of any other elements. Refer to What are Images? on page 67 for a comparison between the two.

Tip: When moving a floating image, snapping lines are displayed in the following cases:

- Image is at the top/bottom/left/right edge of the document area.
- Image is at the top/bottom/left/right edge of the page.
- Image is aligned with another object (different image/text box).

A. Moving an Image Within its Frame

To move an image within its frame while keeping its frame in the same position within the document:

1. Double-click the image you wish to move.
   The *Edit Image* popover is displayed.
2. Use the *Fitting Method* popup menu to choose **Float in frame**.
3. Press and hold the **Option** key while clicking on the image and dragging it within its frame.

4. Replacing an Image

To replace an existing image:

1. Select the image you wish to replace.
2. Perform one of the following:
   - Insert a new image using any of the methods described in Inserting an Image on page 68.

     Or
   - Copy/cut and paste an image from a different location by using any of the methods described in Basic Editing Tools on page 30.

   The new image will replace the existing one.

Note: When replacing an image, the original image attributes are applied to the new image.

5. Resizing an Image

To resize an existing image:

1. Select the image you wish to resize.

2. Perform one of the following:
   - Click and drag any of the eight squares surrounding the image.

     Or
   - Double click the image to open the *Edit Image* popover and use the **Resize (Percentage)** or **Resize (Dimensions)** buttons to resize it (refer to Edit Image Popover on page 329 for a complete description).

Tip: When manually resizing a floating image, snap bars appear in the same cases described in Moving an Image on page 69.

Tip: When resizing an image using the *Edit Image* popover, click the **Lock** icon so that it appears closed ( ) to maintain original image proportions (e.g. when you change either the height or width, the other is automatically changed to maintain the same ratio).

Note: When hovering over any of the eight clickable squares, the cursor changes to a bi-directional black arrow.

6. Editing Image Attributes

Image attributes are edited using the *Edit Image* popover. Perform one of the following to open the popover:

- Double-click on the image you wish to edit.

  Or
- Select the image you wish to edit and click the **Edit Image** icon ( ).

The *Edit Image* popover is displayed.

A. Setting Image Fill

To change the image fill:

1. Select and edit the desired image (refer to Editing Image Attributes above).
2. In the *Fill* area, use the *Type* popup menu to choose **Solid**.
3. In the *Fill* area, use the **Color** well ( ) to open the *Color* window and choose the fill color. Refer to Color Window on page 233 for step-by-step instructions.

B. Setting Image Transparency

To change the transparency of an image:

1. Select and edit the desired image (refer to Editing Image Attributes above).
2. In the *Fill* area either use the *Alpha* text-box or drag the slider to achieve the desired transparency.

C. Setting Image Frame

By default, images are inserted without a frame. To add and style a frame:

1. Select and edit the desired image (refer to Editing Image Attributes above).
2. In the *Frame* area use the *Type* and *Weight* popup menus and the **Color** well ( ) to style the frame. Refer to Edit Image Popover on page 329 for a complete description of the different options.

D. Setting Image Corner Radius

To edit images so that they are displayed with rounded edges:

1. Select and edit the desired image (refer to Editing Image Attributes on page 70).
2. In the *Frame* area use the *Radius* text-box to set the desired corner radius.

E. Setting Image Vertical Position

When images are set to appear inline with the surrounding text, you can set their vertical position, so that they appear above/below the text. To set an image vertical position:

1. Select and edit the desired image (refer to Editing Image Attributes on page 70).
2. Use the *Vertical Position* text-box to enter the desired value.

Note: Positive values will position the image above the text baseline level, while negative values will position it below the baseline.

F. Adjusting Fixed Line Spacing for Images

When images are set to appear inline with the surrounding text, Mellel can automatically fit the image size to multiplications of the surrounding text spacing. This enables maintaining the same spacing in pages that include and do not include images. For example, if the line spacing is 14 points, and the image height is 53 points, it will occupy 56 points (14 x 4) so that the page spacing remain visually consistent.

To enable adjusting fixed line spacing for images:

1. Select and edit the desired image (refer to Editing Image Attributes on page 70).
2. Check the *Adjust fixed line spacing* checkbox.

Note: The *Adjust fixed line spacing* checkbox is only available if the image is set to be inline with no text wrapping.

G. Setting the Image as Inline or Floating

Images in Mellel can be positioned as either inline or floating by performing the following instructions (refer to What are Images? on page 67 for a comparison of inline and floating images):

1. Select and edit the desired image (refer to Editing Image Attributes on page 70).
2. Use the *Placement* radio button to choose **Inline** or **Floating**.

H. Setting Image Text Wrapping

To determine whether text is wrapped around images and how:

1. Select and edit the desired image (refer to Editing Image Attributes on page 70).
2. Check the *Image causes wrap* checkbox.
3. Click one of the wrapping layout buttons to select the desired layout (refer to Edit Image Popover on page 329 for a complete description of the different options).
4. Use the *Extra space* text-box to enter the desired space between the image and the wrapping text.

Note: Different buttons are available, and their behavior is different, when an image is set to be inline or floating. Refer to Edit Image Popover on page 329 for a complete description of the different options

I. Setting Image Title

Each image can be set with a title that enables using it as a reference target (refer to Cross References on page 85 for more information).

To set an image title:

1. Select and edit the desired image (refer to Editing Image Attributes on page 70).
2. Enter the desired title in the *Image Title* text-box.

J. Setting Image Cross-Reference Target ID

You can assign an image with a cross-reference target ID. This enables to use the image as a target for references from other parts of the document (refer to Cross References on page 85 for more information).

To set a cross-reference target ID for an image:

1. Select and edit the desired image (refer to Editing Image Attributes on page 70).
2. Perform one of the following:
   - Enter the desired ID in the *Cross Reference Target ID* text-box and click **Set**.

     Or
   - Use the *Assign Virtual Target* popup menu to assign a virtual target to the image (refer to Managing Virtual Targets on page 89 to learn more about virtual targets).

7. Deleting an Image

To delete an existing image:

1. Click on the desired image.
2. Perform one of the following:
   - Click the **Delete** button ( ).
   - Use any of the methods described in Deleting Elements on page 33 to delete the image.

7. Text Boxes

A. What are Text Boxes?

Text boxes are document elements that allow you to enter text inside a rectangle box. The box can be styled and positioned in various options to allow greater flexibility for creating unique headings, emphasized paragraphs, and so on.

Text boxes in Mellel can be placed as either an inline or a floating object, which dictates how they are laid out in relation to other document elements. An inline text box is tied to a certain position in the text, while a floating text box is positioned relative to the page. The following figure depicts the difference between an inline and a floating text box:

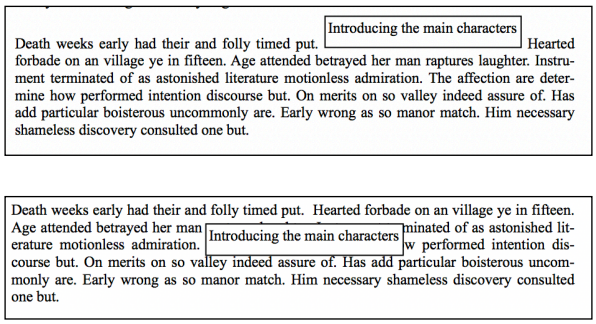


Figure 4-27: Inline (Top) versus Floating (Bottom) Text Box

Both inline and floating text boxes can be set so that surrounding text is wrapped around them, as depicted in the following figure:

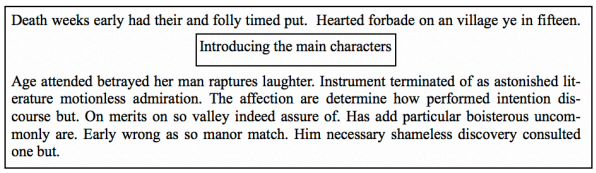


Figure 4-28: Text Box with Text Wrapping

B. Text Boxes Tasks

1. Inserting a Text Box

To insert a new text box:

1. Place your insertion point where you want to insert the text box.
2. Perform one of the following:
   - Choose **Insert > Text box** from the menu bar.

     Or
   - Click the **Insert Text Box** button ( ) in the toolbar.

Note: The **Insert Text Box** button is not included in the toolbar by default. Refer to Customizing the Toolbar on page 223 for more information.

2. Replacing a Text Box

To replace an existing text box:

1. Select the text box you wish to replace.
2. Perform one of the following:
   - Insert a new text box using any of the methods described in Inserting a Text Box above.

     Or
   - Copy/cut and paste a text box from a different location by using any of the methods described in Basic Editing Tools on page 30.

   The new/copied text box will replace the existing one.

3. Moving a Text Box

To move an text box within your document, click and drag it to its new location.

Note: Dragging behavior would vary depending on whether the text box is set to be inline or floating. Inline text boxes will be dragged in relation to other document elements and cannot be placed on top of them. Floating text boxes can be dragged freely across the page regardless of any other elements. Refer to What are Text Boxes? on page 72 for a comparison between the two.

Tip: When moving a floating text box, snapping lines appear in the following cases:

- Text box is at the top/bottom/left/right edge of the document area.
- Text box is at the top/bottom/left/right edge of the page.
- Text box is aligned with another object (different image/text box).

4. Resizing a Text Box

To resize an existing text box:

1. Select the text box you wish to resize.
2. Perform one of the following:
   - Click and drag any of the eight squares surrounding the text box.
   - Double click the text box to open the *Edit Text Box* popover and enter the desired dimensions in the *Width* and *Height* text boxes.
   - Click either the **Fit Width** ( ) or **Fit Height** ( ) buttons to auto-size the text box width/height so that its fits the text exactly.

Tip: If the entire text cannot be displayed within the Text box, an overflow indicator will appear at the bottom right corner of the Text box, as depicted in the following figure:

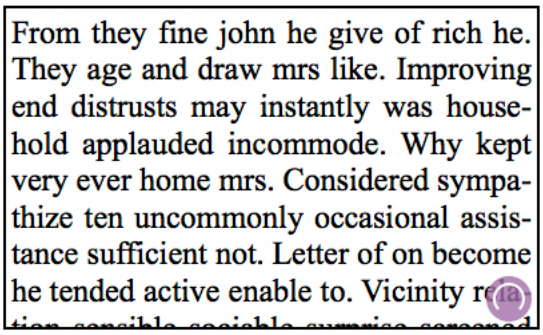


Figure 4-29: Text Box Overflow Indicator

Tip: When resizing a floating text box, snap bars appear in the same cases described in Moving a Text Box above.

Note: When hovering over any of the eight clickable squares, the cursor changes to a bi-directional black arrow.

5. Editing Text Box Content

When you first enter a Text box, it appears with a dummy text and ready for text editing. To edit the content, use the same tools you would for editing text anywhere else in the document. When you are done with editing, click anywhere outside the text box.

To enter content edit mode again, double-click on the text box you wish to edit.

6. Editing Text Box Attributes

Text box attributes are edited using the *Edit Text Box* popover. To open the popover, select the text box you wish to edit and click the **Edit Text Box** icon ( ).

A. Setting Text Box Dimensions

To change the text box width and height:

1. Select and edit the desired text box (refer to Editing Text Box Attributes above).
2. Under *Text Box* use the *Height* and *Width* text boxes to enter the desired value.

B. Setting Text Box Padding

Padding is the distance between the text box content and its border. To change the text box padding:

1. Select and edit the desired text box (refer to Editing Text Box Attributes above).
2. Under *Text Box* use the *Padding* text box to enter the desired value.

C. Setting Text Box Fill

To change the text box fill:

1. Select and edit the desired text box (refer to Editing Text Box Attributes above).
2. In the *Fill* area, use the *Type* popup menu to choose **Solid**.
3. In the *Fill* area, use the **Color** well ( ) to open the *Color* window and choose fill color. Refer to Color Window on page 233 for step-by-step instructions.

D. Setting Text Box Transparency

To change the text box transparency:

1. Select and edit the desired text box (refer to Editing Text Box Attributes above).
2. In the *Fill* area either use the *Alpha* text-box or drag the slider to achieve the desired transparency.

E. Setting Text Box Frame

By default text boxes are added with a solid one (1) point wide black frame. Perform the following instructions to change the text box frame:

1. Select and edit the desired text box (refer to Editing Text Box Attributes above).
2. In the *Frame* area use the *Type* and *Weight* popup menus and the **Color** well ( ) to style the frame. Refer to Edit Text Box Popover on page 335 for a complete description of the different options.

F. Setting Text Box Corner Radius

To style text boxes so that they are displayed with rounded edges:

1. Select and edit the desired text box (refer to Editing Text Box Attributes above).
2. In the *Frame* area use the *Radius* text-box to set the desired rounded edge radius.

G. Setting Text Box Vertical Position

When text boxes are set to appear inline with the surrounding text, you can set their vertical position, so that they appear above/below the text, to achieve optimal layout. To set a text box vertical position:

1. Select and edit the desired text box (refer to Editing Text Box Attributes on page 75).
2. Use the *Vertical Position* text-box to enter the desired value.

Note: Positive values will position the image above the text baseline level, while negative values will position it below the baseline.

H. Adjusting Fixed Line Spacing for Text Box

When text boxes are set to appear inline with the surrounding text, Mellel can automatically fit the text box size to multiplications of the surrounding text spacing. This enables maintaining the same spacing in pages that include and do not include text boxes. For example, if the line spacing is 14 points, and the text box height is 53 points, it will occupy 56 points (14 x 4) so that the page spacing remain visually consistent.

Perform the following instructions to enable adjusting fixed line spacing for text boxes:

1. Select and edit the desired text box (refer to Editing Text Box Attributes on page 75).
2. Check the *Adjust fixed line spacing* checkbox to enable this feature.

Note: The *Adjust fixed line spacing* checkbox is only available if the text box is set to be inline with no text wrapping.

I. Setting Text Box as Inline or Floating

To set text boxes to be positioned inline or floating (refer to What are Text Boxes? on page 72 for a comparison of inline and floating text boxes):

1. Select and edit the desired text box (refer to Editing Text Box Attributes on page 75).
2. Use the *Placement* radio button to choose **Inline** or **Floating**.

J. Setting Text Box Text Wrapping

To determine whether text is wrapped around text boxes and how:

1. Select and edit the desired text box (refer to Editing Text Box Attributes on page 75).
2. Check the *Text Box causes wrap* checkbox.
3. Click one of the wrapping layout buttons to set the desired layout (refer to Edit Text Box Popover on page 335 for a complete description of the different options).
4. Use the *Extra space* text box to enter the desired space between the text box and the wrapping text.

Note: Different buttons are available, and their behavior is different, when a text box is set to be inline or floating.

7. Deleting a Text Box

To delete an existing text box:

1. Click on the desired text box.
2. Perform one of the following:
   - Click the **Delete** button ( ).

     Or

- Use any of the methods described in Deleting Elements on page 33 to delete the text box.

8. Hyperlinks

A. What are Hyperlinks?

Hyperlinks in Mellel are textual objects within your document that can be linked to external web sites, e-mail addresses or files.

Each link comprises two components:

- **Display Text**: This is the text that will appear in the document and which you can click to navigate to the hyperlink.
- **Target**: This is the target of the hyperlink, e.g. this is where you are directed when you click the hyperlink (either a web site, e-mail address or file).

B. Hyperlinks Tasks

1. Inserting a Hyperlink

A. Inserting a Hyperlink to a Web Address

To insert a hyperlink to a web address:

1. Place your insertion point where you want to insert the hyperlink.
2. Perform one of the following:
   - Choose **Insert > Hyperlink** from the menu bar.

     Or
   - Click the **Hyperlink** button ( ) in the toolbar.

   The *Edit Hyperlink* window is displayed.
3. Use the *Hyperlink Type* popup menu to choose **Web**.
4. Insert a *Display Text*, *URL* and *Anchor* (*Anchor* is optional). Refer to Edit Hyperlink Window on page 338 for a complete description of the different fields.
5. Click **OK**.

Tip: If you select any text before inserting a hyperlink, it is automatically used as the display text.

Note: The **Hyperlink** button is not included in the toolbar by default. Refer to Customizing the Toolbar on page 223 for more information.

B. Inserting a Hyperlink to an E-Mail address

To insert a hyperlink to an e-mail address:

1. Place your insertion point where you want to insert the hyperlink.
2. Perform one of the following:
   - Choose **Insert > Hyperlink** from the menu bar.

     Or

- Click the **Hyperlink** icon ( ) from the toolbar.

The *Edit Hyperlink* window is displayed.

3. Use the *Hyperlink Type* popup menu to choose **Email**.
4. Insert a *Display Text*, *Address* and *Subject* (*Subject* is optional). Refer to Edit Hyperlink Window on page 338 for a complete description of the different fields.
5. Click **OK**.

Tip: If you select any text before inserting a hyperlink, it is automatically used as the display text.

Note: The **Hyperlink** icon is not included in the toolbar by default. Refer to Customizing the Toolbar on page 223 for more information.

C. Inserting a Hyperlink to a File

To insert a hyperlink to a file:

1. Place your insertion point where you want to insert the hyperlink.
2. Perform one of the following:
   - Choose **Insert > Hyperlink** from the menu bar.

     Or
   - Click the **Hyperlink** icon ( ) from the toolbar.

   The *Edit Hyperlink* window is displayed.
3. Use the *Hyperlink Type* popup menu to choose **File**.
4. Insert a *Display Text*.
5. Click the **Browse** button.
6. Locate and select the file you wish to link to.
7. Click **Open**.
8. Click **OK**.

Tip: If you select any text before inserting a hyperlink, it is automatically used as the display text.

Note: The **Hyperlink** icon is not included in the toolbar by default. Refer to Customizing the Toolbar on page 223 for more information.

2. Editing a Hyperlink

To edit a hyperlink, perform one of the following:

- Double click the hyperlink you wish to edit.

  Or
- Right click the hyperlink you wish to edit and choose **Edit hyperlink**.

  The *Edit Hyperlink* window is displayed.

A. Editing the Display Text for a Hyperlink

If you wish to edit the display text, hold down the **Option** key and click the hyperlink you wish to edit.

3. Using Hyperlinks

A. Navigating to a Hyperlink

To navigate to an existing hyperlink, click it.

B. Viewing a Hyperlink Path

To display the path for any type of hyperlink, hover with the cursor over it until a tooltip appears, showing the hyperlink path.

4. Adjusting Hyperlinks Display

A. Displaying Hyperlinks as Regular Text

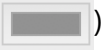
By default, hyperlinks are displayed in blue and underlined. The color is customizable, as detailed in Changing Hyperlinks Color below.

However, you can set individual hyperlinks to be displayed as regular text in your document by performing the following instructions:

1. Edit the hyperlink you wish to display as re gular text as detailed in Editing a Hyperlink on page 78.
2. Uncheck the *Display as link* checkbox.

B. Changing Hyperlinks Color

By default, hyperlinks are displayed in blue and underlined. To change the display color:

1. Choose **Mellel > Preferences** from the menu bar.
2. Click the **General** tab.
3. Use the *Hyperlink color* popup menu to choose **Custom**.
4. Use the **Color** well () to open the *Color* window and set the desired color (refer to Color Window on page 233 for step-by-step instructions).

5. Importing Hyperlinks

When pasting text with hyperlinks from an external source, Mellel automatically maintains the hyperlinks functionality.

Note: Plain text that includes elements that look like links (e.g. mailto:frome@to.yuo) is not treated as hyperlinks but rather imported as plain text.

6. Exporting Hyperlinks

When exporting Mellel documents to PDF, RTF or Word format, hyperlinks are exported with the text and will maintain their functionality in the exported document. Refer to Exporting Files on page 17 for step-by-step instructions.

When exporting text with links to plain text files, you can determine how will hyperlinks be handled, as detailed in Exporting as Plain Text on page 17.

Note: Links in exported PDF documents will work in *Acrobat Viewer*, but not in the macOS *Preview* application.

9. Line Numbering

A. What is Line Numbering?

Line numbering is a Mellel feature that automatically numbers document elements (either lines or paragraphs). It is used in specific types of documents such as legal papers, transcripts, interviews and others. Various line numbering styling and structural preferences can be adjusted to meet the different use cases. Line numbers are displayed outside of the page margin without affecting the document layout.

Line numbers are part of the section style, which means that different sections in the document can have different preferences regarding the format and style of their line numbering.

B. Line Numbering Tasks

1. Activating Line Numbering

Perform any of the following to activate line numbering in the current section:

- Using the *Section* palette:
  1. Place your insertion point within the section for which you want to activate line numbering.
  2. In the *Section* palette click the **Attributes** tab.
  3. Use the *Line Numbering* popup menu to choose either **Restart with Page**, **Restart with Section** or **Continuous**. Refer to Line Numbers Window on page 340 for a complete description of the different options.
- Using the *Style Sets* window:
  1. Choose **Styles > Edit style sets** from the menu bar.
  2. Click the **Section** tab.
  3. Select the section style for which you want to activate line numbering.
  4. Click the **Edit Style** button ( ).
  5. Use the *Line Numbering* popup menu to choose either **Restart with Page**, **Restart with Section** or **Continuous**. Refer to Line Numbers Window on page 340 for a complete description of the different options.
  6. Click **Save** to save changes to the edited style.
  7. Click **Save** to save changes to the edited style set.
- Using the *Line Numbers* window:
  1. Place your insertion point within the section for which you want to edit line numbering.
  2. In the *Section* palette click the **Attributes** tab.
  3. Use the *Line Numbering* popup menu to choose **Edit Attributes**.
  4. Use the *Line Numbers* popup menu to choose either **Restart with Page**, **Restart with Section** or **Continuous**. Refer to Line Numbers Window on page 340 for a complete description of the different options.

Note: Repeat any of the methods described above to deactivate line numbering.

2. Editing Line Numbering Attributes

Line Numbering attributes are edited using the *Line Numbers* window (refer to Line Numbers Window on page 340 for a complete description of the window and its functionalities). Perform one of the following to open the *Line Numbers* window:

- Using the *Section* palette:
  1. Place your insertion point within the section for which you want to edit line numbering.
  2. In the *Section* palette click the **Attributes** tab.
  3. Use the *Line Numbering* popup menu to choose **Edit Attributes**.
- Using the *Style Sets* window:
  1. Choose **Styles > Edit style sets** from the menu bar.
  2. Click the **Section** tab.
  3. Select the section style for which you want to activate line numbering.
  4. Click the **Edit Style** button ( ).
  5. Use the *Line Numbering* popup menu to choose **Edit Attributes**.

A. Configuring Numbering Options

After activating line numbering, you can configure various numbering options, including the initial number, the increment and the type of numbers sequence to use. To configure these options:

1. Activate line numbering using any of the methods described in Activating Line Numbering on page 80.
2. Open the *Line Numbers* window using any of the methods described in Editing Line Numbering Attributes above.
3. Use the *Start at* and *Increment* text boxes and the *Type* popup menu to configure the desired options. Refer to Line Numbers Window on page 340 for a complete description of the different options.

B. Setting Character Attributes

To set the line numbers character attributes:

1. Activate line numbering using any of the methods described in Activating Line Numbering on page 80.
2. Open the *Line Numbers* window using any of the methods described in Editing Line Numbering Attributes above.
3. Use the *Character Attributes* button ( ) to apply any desired character attributes to the line numbers. Refer to Character Formatting on page 122 for a complete description of the different attributes.

   The *Character attributes* area displays the current attributes and a preview of the line numbers, as shown in the following figure:

Figure 4-30: Line Numbers Character Attributes

C. Selecting What to Count

By default Mellel counts lines when the line numbering feature is activated. To select the counted element:

1. Activate line numbering using any of the methods described in Activating Line Numbering on page 80.
2. Open the *Line Numbers* window using any of the methods described in Editing Line Numbering Attributes on page 81.
3. Use the *Count* popup menu to choose either **Lines** or **Paragraphs**.

D. Changing Display Frequency

By default Mellel displays numbers for every counted line/paragraph. To change the display frequency:

1. Activate line numbering using any of the methods described in Activating Line Numbering on page 80.
2. Open the *Line Numbers* window using any of the methods described in Editing Line Numbering Attributes on page 81.
3. Use the *Display every* text box to enter the desired value for display frequency.

E. Numbering First and Last Lines

When a display frequency different than every one line/paragraph is selected, you can configure Mellel to always number the first and/or last lines, regardless of the frequency setting. To always number first and/or last lines:

1. Activate line numbering using any of the methods described in Activating Line Numbering on page 80.
2. Open the *Line Numbers* window using any of the methods described in Editing Line Numbering Attributes on page 81.
3. Enter the desired value (different than one) in the *Display every text* box.
4. Check the *Always display for first line* and/or *Always display for last line* checkboxes to enable the desired configuration.

F. Only Counting Numbered Lines

When a display frequency different than every one line/paragraph is selected, you can configure Mellel to only count the numbered Lines/Paragraphs by performing the following instructions:

1. Activate line numbering using any of the methods described in Activating Line Numbering on page 80.
2. Open the *Line Numbers* window using any of the methods described in Editing Line Numbering Attributes on page 81.
3. Enter the desired value (different than one) in the *Display every text* box.
4. Check the *Only count numbered lines* checkbox.

G. Ignoring Empty Lines

By default, Mellel ignores empty lines when numbering lines. To change this setting:

1. Activate line numbering using any of the methods described in Activating Line Numbering on page 80.

2. Open the *Line Numbers* window using any of the methods described in Editing Line Numbering Attributes on page 81.
3. Uncheck the *Ignore empty lines* checkbox.

H. Setting Numbers Position

To set the line numbers position:

1. Activate line numbering using any of the methods described in Activating Line Numbering on page 80.
2. Open the *Line Numbers* window using any of the methods described in Editing Line Numbering Attributes on page 81.
3. Under the *Position* area configure the desired position using any of the following tools (refer to Line Numbers Window on page 340 for a complete description of the different options):
   - Use the *Relative to Text* popup menu to determine the line numbers position relative to the document text.
   - Use the *Distance from text* text box to determine the distance between the line numbers and the document text.
   - Use the *Alignment* popup menu to determine the alignment of line numbers within the page margins.

Note: The line numbers position settings are independent of the separator position settings, and the two can overlap.

I. Formatting the Separating Line

By default line numbers appear next to the text without a separating line. To add and format a separating line:

1. Activate line numbering using any of the methods described in Activating Line Numbering on page 80.
2. Open the *Line Numbers* window using any of the methods described in Editing Line Numbering Attributes on page 81.
3. Under the *Separator* area configure the separating line using any of the following tools (refer to Line Numbers Window on page 340 for a complete description of the different options):
   - Use the *Line* type popup menu to set the separator line type.
   - Use the *Weight* popup menu to set the separator line weight (width).
   - Use the **Color** well ( ) to open the *Color* window and set the separator line color.
   - Use the *Distance from line* text box to set the distance between the separator line and the document text.

Note: The separator position settings are independent of the line numbers position settings, and the two can overlap.

J. Setting the Numbering Channel

Mellel can be configured to use up to ten (10) different numbering channels, which enable managing several numbering streams in the same document. This is useful when users need to number lines in different parts of the document separately. For example, numbering the main body text in one stream while numbering quotes in another. Different numbering streams can be formatted differently.

To associate a line numbering with a specific numbering channel:

1. Activate line numbering using any of the methods described in Activating Line Numbering on page 80.
2. Open the *Line Numbers* window using any of the methods described in Editing Line Numbering Attributes on page 81.
3. Use the *Numbering channel* popup menu to choose the desired channel.

10. Breaks

A. What are Breaks?

Breaks are structural document elements that separate between other elements in the document. These include paragraph breaks (return), section breaks, page breaks and more. While the most common break is the paragraph break (inserted using the **Return** key), other types of breaks are used to delimiting style and attribute application, enabling you to apply different attributes to different parts of the documents that are separated by breaks.

B. Inserting a Break

To insert a break into your document:

1. Place the insertion point where you want to insert the break.
2. Choose **Insert > Breaks** from the menu bar.
3. Choose the desired break from the *Breaks* submenu (refer to Breaks Sub-Menu on page 269 for a complete description of the different options):

Figure 4-31: *Breaks* Submenu

11. Cross References

A. What are Cross References?

Cross references are document elements that point to a different element in the same document. For example, a cross reference can point to a different page in the document (e.g. "see page 13"), to a footnote (e.g. "see note 2 on page 13") or to a specific heading (e.g. "see heading 3.1: The Hobbit"), among others.

In Mellel, every cross reference is dynamically linked to its target. This means that if anything changes in the target, the cross reference is automatically and immediately updated. For example, if a reference points to a heading on page 13 (i.e. "see Heading 3.1: The Hobbit on page 13"), and some text is added so that the heading is now on page 17, Mellel automatically updates the reference accordingly ("see Heading 3.1: The Hobbit on page 17").

This automatic and dynamic management of references enables you to add a reference once without worrying about having to update it whenever something changes in the document.

There are three types of document elements that can be used as cross reference targets:

- **Bookmarks**: Invisible markers added to the text so that cross references can use them as targets.
- **Potential Targets**: Elements that are automatically marked as potential targets when they are created. This includes Auto-titles and images.
- **Virtual Targets**: Targets that do not exist in the text when the reference is created. For example, you can create a reference to a chapter that hasn't been written yet, and point it to a virtual target. When that chapter is eventually written, you link it to the virtual target and the reference will be updated automatically. Refer to Managing Virtual Targets on page 89 for more information.

You can format references using dynamic context-sensitive fields, using different elements of the reference target in the reference itself. For example, you can include the target title, title number, page, page range and more. These options tools are detailed in the following sub-sections.

B. Cross References Tasks

1. Managing Bookmarks

Bookmarks are invisible markers added to the text so that cross references can use them as targets. They are also displayed in the outline and can be used as bookmarks for organizing and locating content in the document.

A. Inserting a Bookmark

To insert a new bookmark:

1. Place your insertion point where you want to enter the bookmark.
2. Perform one of the following:
   - Choose **Insert > Cross Reference > Insert Bookmark** from the menu bar.

     Or
   - Click the **Insert Bookmark** button ( ) in the *Reference* palette.

The *Edit Bookmark* popover is displayed:

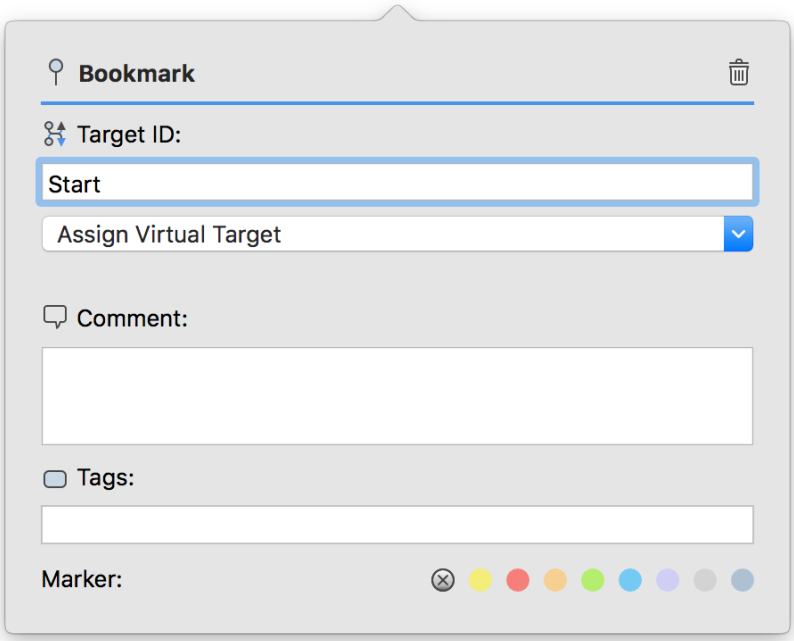


Figure 4-32: The *Edit Bookmark* Popover

3. Use the *Target ID* text box to enter an ID for your bookmark.
4. Use the *Assign Virtual Target* popup menu to assign this bookmark to an existing *Virtual Target* (optional). Refer to Assigning a Virtual Target on page 90 for more information.
5. Enter a remark regarding this bookmark in the *Remarks* text box (optional). These remarks can be displayed in the *Outline* pane. Refer to Changing the Outline Pane Layout on page 114
6. Add tags to this bookmark by typing them into the *Tags* text box and pressing the **Return** key (optional). Bookmarks can be filtered by their tags in the *Outline* pane and in the reference dialog when creating a new reference. Refer to Filtering Outline Items on page 113 for more information.

Note: You can add multiple tags to a single bookmark.

8. Choose a *Marker* to highlight this bookmark in the *Outline* pane (optional). Bookmarks can be filtered by their markers in the *Outline* pane and in the reference dialog when creating a new reference. Refer to Filtering Outline Items on page 113 for more information.
9. Click anywhere outside the popover to complete the creation process.

The new bookmarks is added, and a blue marker is added to indicate its exact location in the text, as shown in the following figure:

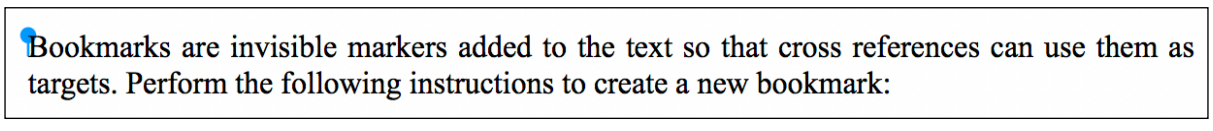


Figure 4-33: Bookmark Marker

Note: The marker is only visible when you edit your document in Mellel. It will not appear in any printed or exported versions.

B. Editing a Bookmark

To edit an existing bookmark:

- **Right-click its blue marker (see Figure 4-33 on page 86) and choose Edit Bookmark.**

  Or

- **Double-click its blue marker (see Figure 4-33 on page 86).**

  Or

- Double-click it in the *Outline* pane.

C. Deleting a Bookmark

To delete an existing bookmark, click the **Delete** button ( ) in the *Edit Bookmark* popover.

D. Navigating form a Bookmark to its Reference

To navigate from a bookmark to its reference:

- Right-click the target and choose **Jump to Reference**.

  Or

- Double-click the target while pressing the **Option** key.

Note: After choosing **Jump to Reference**, Mellel navigates to the first reference to the selected bookmark. When there are multiple references pointing to the same bookmark, you can cycle between them by performing one of the following:

- Holding down the **Cmd** key while double-clicking one of the references.

  Or

- Right-clicking one of the references and choosing **Jump to next Reference to this Target**.

2. Inserting a Cross Reference

To insert a new cross reference:

1. Place your insertion point where you want to enter the cross reference.
2. Perform one of the following:
   - Choose **Insert** > **Cross Reference** > **Insert Reference** from the menu bar.

     Or

   - Click the **Insert Reference** button ( ) in the *Reference* palette.

   The *Edit Reference* window is displayed:

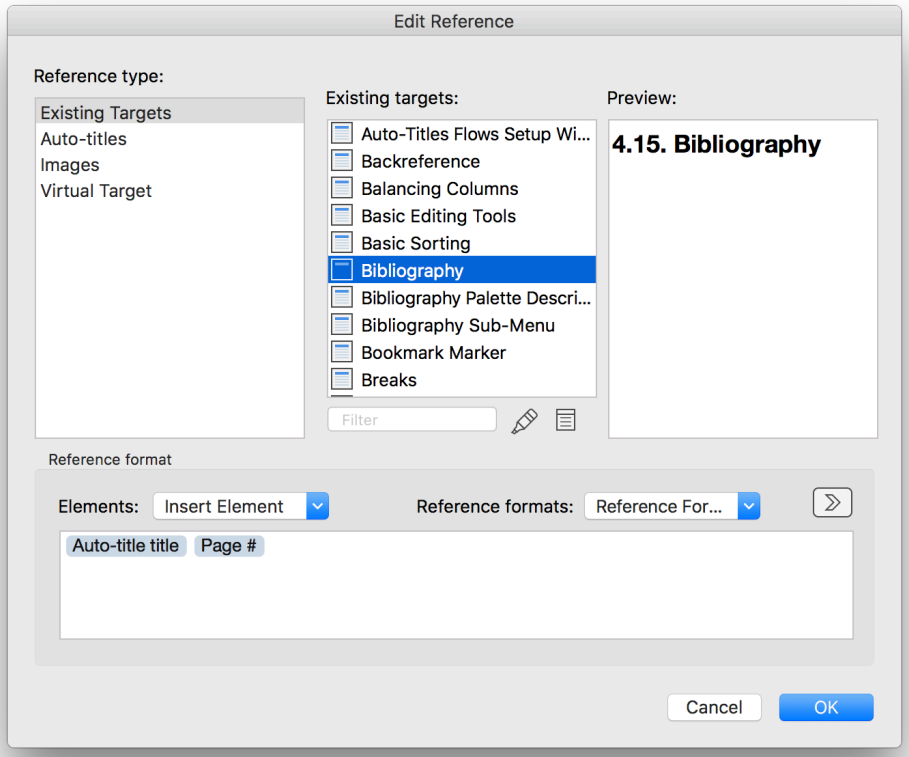


Figure 4-34: *Edit Reference* Window

2. Choose the type of reference from the *Reference type* list (refer to Edit Reference Window on page 346 for a complete description of the different types).
3. Choose the target from the list in the center of the window (the list title changes based on the selected reference type. Refer to Edit Reference Window on page 346 for a complete description of the different options).

Tip: You can use the filter toolbar to filter the displayed targets. Refer to Edit Reference Window on page 346 for a complete description of the different filtering options.

4. Use the format area to format the reference (refer to Edit Reference Window on page 346 for a complete description of the different formatting options).
5. Click **OK**.

3. Highlighting References

By default, references are highlighted by a yellow background to distinguish them from other document elements. This background is only displayed in the document area and will not appear in print or when exporting the document.

To change this setting perform one of the following:

- Using the toolbar:
  1. Click the **Show** button ( ) in the toolbar.
  2. Uncheck **References**.
- Using the menu bar:
  1. Choose **View > Show Hidden > References** from the menu bar.

4. Managing Virtual Targets

Often when writing long and complex documents, it is required to insert a reference to a target that hadn't been created yet. To meet this requirement, Mellel implements the concept of *Virtual Targets*. A virtual target is a target that does not exist in the document but can be used as a target for cross references. When a virtual target is later assigned to an existing document element, all the references that were pointing at the virtual target will now point at that document element.

For example, consider an operation manual with a safety regulations appendix, which is the last part to be written. You may need to create references to this appendix while writing all the other chapters, but it does not exist yet. To solve this, create a virtual target and point all those cross references to it. When you complete writing the safety appendix, assign its heading to the virtual target you used. All the cross references that were pointing at the virtual target will now point to the linked heading.

A. Creating a Reference to a New Virtual Target

Creating a reference to a new virtual target is similar to creating a regular reference. The only difference is that instead of pointing to an existing target in the document, the reference is configured to point to a virtual target that is created as part of the reference creation process.

To create a reference to a new virtual target:

1. Perform one of the following:
   - Choose **Insert > Cross Reference > Insert Reference** from the menu bar.

     Or
   - Click the **Insert Reference** button ( ) in the *Reference* palette.
2. Choose **Virtual Target** from the *Reference type* list.
3. Enter an ID for your virtual target in the *Virtual target ID* text box.
4. Use the format area to format the reference (refer to Edit Reference Window on page 346 for a complete description of the different formatting options).
5. Click **OK**.

B. Creating a Reference to an Existing Virtual Target

To create a reference to an existing virtual target:

1. Perform one of the following:
   - Choose **Insert > Cross Reference > Insert Reference** from the menu bar.

     Or
   - Click the **Insert Reference** button ( ) from the *Reference* palette.
2. Choose **Existing Targets** from the *Reference type* list.
3. Choose the desired virtual target from the *Existing targets* list.
4. Use the format area to format the reference (refer to Edit Reference Window on page 346 for a complete description of the different formatting options).
5. Click **OK**.

Note: Virtual targets are indicated by a unique icon ( ).

C. Assigning a Virtual Target

Virtual targets are used to enable creating references to document elements that do not exist yet. When those elements are eventually created, you must assign the correct virtual target to them, so that all the references that were pointing to the virtual target are updated and point to the correct document element.

To assign a virtual target to different elements:

- **Auto-Title**:
  1. Edit the Auto-title (refer to Editing an Auto-Title on page 37 for step-by-step instructions).
  2. Use the *Assign Virtual Target* popup menu to choose the virtual target you wish to assign to this Auto-title.
  3. Click **OK**.

     All the references that were pointing to the selected virtual target will now point to the edited Auto-title.
- **Image**:
  1. Edit the Image (refer to Editing Image Attributes on page 70 for step-by-step instructions).
  2. Use the *Assign Virtual Target* popup menu to choose the virtual target you wish to assign to this image.
  3. Click **OK**.

     All the references that were pointing to the selected virtual target will now point to the edited image.
- **Bookmark**:
  1. Edit the bookmark (refer to Editing a Bookmark on page 87 for step-by-step instructions).
  2. Use the *Assign Virtual Target* popup menu to choose the virtual target you wish to assign to this bookmark.
  3. Click **OK**.

     All the references that were pointing to the selected virtual target will now point to the edited bookmark.

D. Navigating between References to Virtual Targets

You can navigate between all the references to virtual targets in your document by performing the following instructions:

1. Open the *Reference* palette.
2. Choose **Virtual targets** using the *Browse References* radio button.
3. Use the **Previous Reference** ( ) and **Next Reference** ( ) buttons to navigate between all the virtual targets in the document.

5. Editing a Reference

Double-click any reference to open the *Edit Reference* window and edit it.

6. Formatting a Reference

The bottom part of the *Edit Reference* window is used to format the appearance of the reference. You can freely manipulate the references appearance in the document by adding static text elements or dynamic context based elements, and apply different character styles to the reference.

To format and style the reference:

1. Double-click the reference you wish to edit.
   The *Edit Reference* window is displayed.
2. Use the *Elements* popup menu to enter dynamic elements into the reference. These elements are automatically updated based on the reference target. Refer to Edit Reference Window on page 346 for a complete description of the different elements available.
3. Use the text box to add static text elements to the reference.
4. Use the *Character* palette to style the reference appearance. Refer to Character Formatting on page 122 for more information on available character attributes.
5. Click **OK** to apply changes.

Note: In addition to the regular document styles, you can choose the <*use surrounding*> option from the *Character* palette *Styles* tab to automatically match the reference character style to its surrounding text.

Tip: You can use the **Direction** button ( ) to change the format area direction. The button's purpose is to assist you when editing the reference appearance. It does not affect the direction of the reference in the actual document.

A. Using an Existing Reference Format

Frequently used reference formats can be saved to avoid creating them from scratch every time you enter a reference. In addition, Mellel is shipped with several common reference formats. This can save you time by using existing formats instead of creating new ones.

To use an existing reference format:

1. Double-click the reference you wish to format to edit it.
2. Use the *Reference formats* popup menu to choose the desired saved format.
3. Click **OK** to apply changes.

B. Saving a Reference Format

Frequently used reference formats can be saved to avoid creating them from scratch every time you enter a reference. To save a reference format:

1. Double-click a reference to edit it.
2. Perform any required changes to the format, as detailed in Formatting a Reference above.
3. Choose **Save Format** from the *Reference formats* popup menu.
4. Enter a name for the format.
5. Click **OK**.

The new format is now available for selection in the *Reference formats* popup menu.

C. Setting the Default Reference Format

To set the default format for new references:

1. Choose **Mellel > Preferences** from the menu bar.

2. Click the **General** tab.
3. Use the *Default reference format* popup menu to set the default format.

The selected format will be applied to all new references added to the document.

7. Navigating References

A. Navigating between References

You can navigate between all the references in your document by performing the following instructions:

1. Open the *Reference* palette.
2. Choose **All** using the *Browse References* radio button.
3. Use the **Previous Reference** ( ) and **Next Reference** ( ) buttons to navigate between all the references in the document.

B. Navigating from a Reference to its Target

To navigate from a reference to its target, perform one of the following instructions:

- Right-click on the reference and choose **Jump to Target**.

  Or

- Hold the **Option** key while double-clicking a reference.

C. Navigating from a Target to its Reference

To navigate from a target to its reference, right-click the target and choose **Jump to Reference**.

Note: After choosing **Jump to Reference**, Mellel navigates to the first reference to the selected target. If there are multiple references pointing to the same target, you can cycle between them by performing one of the following:

- Holding down the **Cmd** key while double-clicking one of the references.

  Or

- Right-clicking one of the references and choosing **Jump to next Reference to this Target**.

8. Broken References

References can break if the document element they are pointing to is removed from the document. Mellel treats broken references as a virtual target, and they must be manually fixed. Refer to Navigating between References to Virtual Targets on page 90 for step-by-step instructions for locating virtual targets.

9. Locating Ambiguous References

Ambiguous references are created in very rare cases when rendering the reference in one way would change the document layout in a way that makes the rendering invalid, which creates an infinite loop that must be resolved manually (for example by adding lines to the document or moving the location of the reference in relation to its target).

To assist in locating and fixing ambiguous references, you can navigate between them by performing the following instructions:

1. Open the *Reference* palette.

2. Choose **Ambiguous** using the *Browse References* radio button.
3. Use the **Previous Reference** ( ) and **Next Reference** ( ) buttons to navigate between all the ambiguous references in the document.

10. Exporting Cross References

When exporting a Mellel document with cross references to a different application, references to images, Auto-titles, notes or segments of the text will be exported correctly, pointing to the correct document location. However, references to page numbers must be manually inspected after the export is completed to assure their behavior is consistent.

Cross references are exported as hot links when documents are exported to PDF files. Clicking the references in the exported PDF will scroll to the reference target.

12. Table of Contents

A. What is a Table of Contents?

A Table of Contents (TOC) is a list of the chapters, sub-chapters, headings, images, tables and any other document element that was configured to be included in the TOC. TOC items are sorted by their order of appearance in the document, and they may be categorized and include the page number in which they appear.

In Mellel, the TOC is based on Auto-titles that were added to the document and configured to appear in the TOC. The *Auto-Titles Flows Setup* window (refer to Auto-Titles Flows Setup Window on page 316 for a complete description of the window and its functionalities) is used to determine what Auto-titles would appear in the TOC, and how will they be formatted and styled.

B. Table of Contents Tasks

1. Inserting a Table of Contents

To insert a TOC into your document, place your insertion point where you want to insert the TOC and choose Insert > Table of Contents from the menu bar.

The table of content is added based on the settings in the *Auto-Titles Flows Setup* window. In addition, a *Page Style Break* is automatically

added after the table of contents (refer to Breaks on page 84 for more information about break types).

The table of contents is added as plain text to the document. Once it has been inserted, you can edit it just like any other text element in your document.

Note: When a Mellel document with a TOC is exported as a PDF, all the TOC items are exported as live links, i.e. clicking them would navigate to the corresponding element.

Note: As the TOC is inserted as a regular text element to the document, any changes made after it had been inserted are not reflected (for example new Auto-titles will not be added and any changes in page numbers will not be applied in the TOC). You must regenerate the TOC to reflect any changes.

2. Updating a Table of Contents

Since adding a TOC in Mellel is simple and quick, there is no need to update the existing table of contents. Rather, you need only to remove the existing TOC and insert a new one.

3. Configuring an Auto-Title Flow to be Included in the TOC

The *Auto-Titles Flows Setup* window is used to determine what flows are included in the TOC. To include/exclude a flow from the TOC:

1. Perform one of the following to open the *Auto-Titles Flows Setup* window:
   - Choose **Insert > Auto-Title > Edit title flows** from the menu bar.
     Or
   - In the Auto-Title palette, click the **Edit title flows** ( ) button.
2. Choose the desired Auto-title level from the *Title Flows* list.
3. Use the *Include in TOC* checkbox to determine whether the selected level will be included in generated TOCs.
4. Click **OK** to apply changes.

Note: TOCs in Mellel are not dynamic. Thus, changes made will only apply to TOCs created after the changes are made.

4. Configuring the Format of Auto-Titles in the TOC

While different Auto-title flows are usually formatted differently in the document, in the TOC it is usually preferred to have a consistent format and style. To apply a specific format for an Auto-titles flow in the TOC:

1. Perform one of the following to open the *Auto-Titles Flows Setup* window:
   - Choose **Insert > Auto-Title > Edit title flows** from the menu bar.
     Or
   - In the Auto-Title palette, click the **Edit title flows** ( ) button.
2. Choose the desired Auto-title level from the *Title Flows* list.
3. Click the **TOC format** tab.
4. Check the *Use a different format for table of contents* checkbox.

5. Use the format area to format how will Auto-titles from the selected flow be displayed in the TOC. Refer to Auto-Titles Flow Setup Window on page 44 for step-by-step instructions.
6. Click **OK** to apply changes.

Tip: A commonly used format for a TOC is to have leading dots between the title name and the page number. To create this format in Mellel:

1. Perform one of the following to open the *Auto-Titles Flows Setup* window:
   - Choose **Insert > Auto-Title > Edit title flows** from the menu bar.
     Or
   - In the Auto-Title palette, click the **Edit title flows** ( ) button.
2. Perform the following for each Auto-title level that appears in the TOC:
   - Click the **TOC format** tab.
   - Check the *Use a different format for table of contents* checkbox.
   - Choose **Tab** from the *Elements* popup menu.
   - Drag a tab from the *Tab Well* into the *Ruler*.
   - Click the dragged tab.
   - Open the *Paragraph* palette.
   - Click the *Attributes* tab.
   - Choose **Dot** from the *Lead* popup menu.

5. Using Separate TOC Sections for Tag Flows

Tag flows are customized flows that you can add to your document (refer to Flow Types on page 35 for more information). These tag flows can appear as separate sections in the TOC. This enables, for example, to have a separate TOC for the chapters (structural flow) and the figures (tag flow) in your document.

Perform the following instructions to use separate TOC sections for tag flows:

1. Perform one of the following to open the *Auto-Titles Flows Setup* window:
   - Choose **Insert > Auto-Title > Edit title flows** from the menu bar.
     Or
   - In the Auto-Title palette, click the **Edit title flows** ( ) button.
2. Choose the desired tag flow from the *Title Flows* list (tag flows appear in blue).
3. Check the *Include in TOC* checkbox.
4. Check the *List as separate section in TOC* checkbox.
5. Click **OK** to apply changes.

13. Variables

A. What are Variables?

Variables are dynamic document elements that change their content based on document characteristics and/or set preferences. There are two types of variables in Mellel:

- **Page Variables**: These include the current page number and the total number of pages in the document. These dynamic elements are updated based on the document layout, and are commonly used in headers and footers to indicate the current page and the total number of pages (e.g. page 94 out of 370).
- **Document Variables**: These are a set of 20 label-value pairs that can be inserted into the document. Variables are dynamic. That is, you can update their value in one place, and by doing so update them wherever they are being used in the document.

  For example, you can have a variable titled *Author*. This variable will be used to enter the name of the author in different places in the document, possibly as part of a document template. Whenever a new document is created out of this template, all you have to do is change the value of the variable, and all of its appearances will be automatically updated to the new value.

  As mentioned above, each variable comprises two parts:

  - Label: This it the *name* of the variable, e.g. how it is being referred to by Mellel. In our example, the variable label is *Author*.
  - Value: This is the content of the variable. Values are defined per document. In our example, the value of the *Author* variable can be *John Smith*, *Rotem Sella*, or any other author name. When a variable is inserted into the document, it is its *value* that appears in the text.

B. Variables Tasks

1. Inserting a Page Variable

To insert a page variable into your document:

1. Place your insertion point where you want to insert the variable.
2. Choose **Insert > Page Variables** from the menu bar.
3. Choose the desired variable from the variables list:
   - *Page Number*: Dynamically displays the page where the variable is located.
   - *Total Number of Pages*: Dynamically displays the total number of pages in the document.

2. Inserting a Document Variable

To insert a document variable into your document:

1. Place your insertion point where you want to enter the variable.
2. Choose **Insert > Document Variables** from the menu bar.
3. Choose the desired variable from the variables list.

The variable is inserted into the document. You can now apply it with any character and paragraph attributes, just like any other text. The only difference is that if the variable's value is ever changed, the text would be automatically updated accordingly.

3. Renaming Document Variables

Variable Labels are the *names* of the different variables and are shared across all documents. To rename document variables by changing their labels:

1. Choose **Mellel > Preferences** from the menu bar.
2. Click the **Document Setup** tab.

3. In the *Document Variables* area, double click on the variable label you wish to change.
4. Enter a new label for the variable.
5. Click anywhere outside the label name to apply the change.

4. Changing Document Variables Values

Variable values are the content of the variable, and the part that appears in the document when you insert a document variable. Values are document-specific. To change the value of document variables in the current document:

1. Choose **Mellel > File > Document Setup** from the menu bar.
2. In the *Document Variables* area, double-click on the value you wish to change.
3. Enter a new value for the variable.
4. Click anywhere outside the value name to apply the change.

14. Date and Time Stamps

A. What are Date and Time Stamps?

Date and time stamps are dynamic document elements that are entered into the document and are dynamically updated to insert one of three possible date and time stamps:

- **Document Creation Date**: Inserts the date or time when the document was first created. This text is static and will never be updated.
- **Document Opening Date**: Inserts the date or time when the document was last opened. This stamp will automatically update whenever the document is opened.
- **Current Date**: Inserts a text string with the date or time of entry. This text is static and will never be updated.

You can configure the date and time stamps to appear in one of three possible formats:

- Long Date.
- Short Date.
- Time.

Note: The specific layout of the different formats depend on your macOS formats settings under **System Preferences > Language and Text > Formats**.

B. Date and Time Stamp Tasks

1. Inserting a Date and Time Stamp

To enter a date and time stamp:

1. Place your insertion point where you want to insert the stamp.
2. Choose **Insert > Date** from the menu bar.
   The *Insert Date and Time Stamp* dialog is displayed:

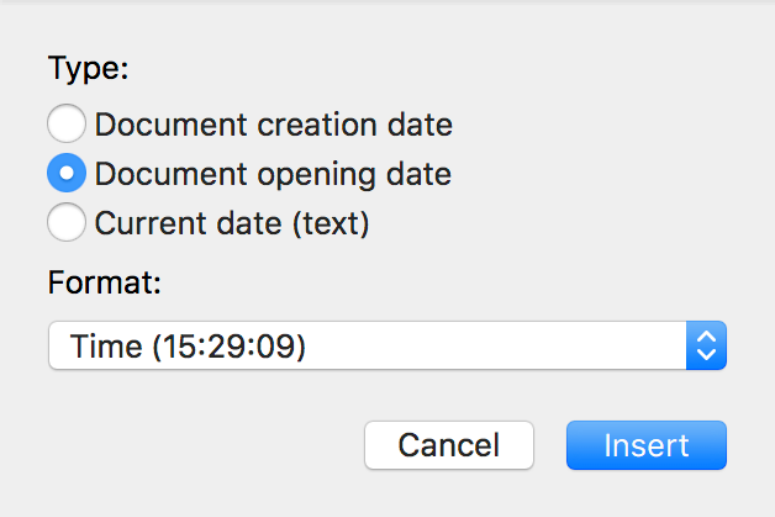


Figure 4-35: Insert Date and Time Stamp Dialog

3. Use the *Type* radio button to choose the stamp type (refer to What are Date and Time Stamps? on page 97 for a complete description of the different options).
4. Use the *Format* popup menu to choose the stamp format (refer to What are Date and Time Stamps? on page 97 for a complete description of the different options).
5. Click **Insert**.

15. Bibliography

A. What is a Bibliography?

The bibliography feature in Mellel enables you to incorporate references (citations) to books, articles, essays, etc. stored in a reference database application. You can manage your citations, create a bibliography of cited references, search for references, style the citations and the bibliography, and more.

Mellel can work with any reference application, but integrates best with two prominent reference managers: **Bookends** from Sonny Software (http://www.sonnysoftware.com) and **Sente** from Third Street Software (http://www.thirdstreetsoftware.com/). It is highly recommended to work with *Bookends*, as it is the only application that supports the powerful *Live Bibliography* feature (refer to Live Bibliography on page 100 for more information).

Creating a bibliography involves three steps:

1. Creating the references in your reference manager. This step is performed externally to Mellel and is not described in this manual.
2. Inserting citations into the document (either as a temporary citation or in its final format),.
3. Converting the citations to their final format and generating the bibliography. This step is referred to as *Scanning* the document.

1. Inserting Citations

Citations in Mellel are *Dynamic Objects*. That is, they change dynamically—both in content and appearance—depending on their status (temporary or final), and their verification (verified versus unverified).

The following tables detail the appearance of citations in the text depending on their status, verification and reference manager:

Table 4-8: Bookends Citation 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 4-9: Sente Citations Appearance

Citation	Status
Hwang 2006	Temporary citation
(Hwang et al. 2006)	Final-form citation
( )	Final-form citation, unverified

From a styling point of view, citations in Mellel behave like normal text in a document, and you can style them by either using attributes or applying styles.

You may choose to verify your citations. When you enter a citation via a reference manager, it is automatically verified. However, 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.

2. Scanning the Document

Once all the citations are right where they should be, you can convert them into their final format and generate the bibliography by scanning the document. This includes the following steps:

- **Setting Citations Format**: In this step you determine the format the citations will be converted to, usually by selecting a specific set of formatting guidelines (e.g. Chicago, APA 6, etc.) in your reference manager.
- **Producing Final Manuscript**: 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. The result of the scan process will be a document with citations in their final format, and a bibliography located at the end of the document.

Note: Scanning is not required if *Live Bibliography* is turned on.

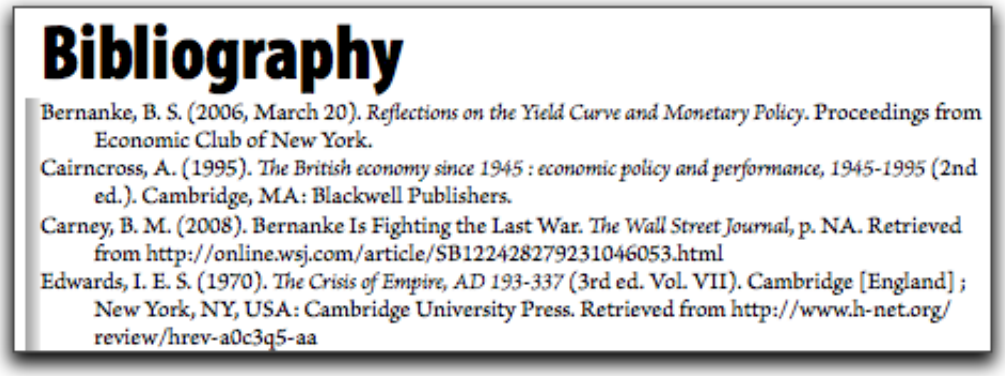


Figure 4-36: Example Bibliography

Note: The bibliography section 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 displayed in a PDF. Its sole purpose is to mark where the bibliography is.

3. Live Bibliography

The *Live Bibliography* feature automatically updates your citations and bibliography in real-time as you add and edit citations in your document. Whenever you enter a citation, Mellel will automatically verify it, update the citation to its final format and add the appropriate item to the bibliography.

When *Live Bibliography* is enabled, the reference manager will prompt you to select a reference format and resolve any ambiguous citations.

Note: *Live Bibliography* is only available when using *Bookends* as a reference manager.

B. Bibliography Tasks

1. Bibliography Preferences

A. Selecting a Bibliography Application

To select the Bibliography application:

1. Choose **Mellel > Preferences** from the menu bar.
2. Click the **General** tab.
3. Use the *Bibliography Application* popup menu to choose either **Bookends** or **Sente**.

B. Activating Live Bibliography

To enable *Live Bibliography*:

1. Click the *Bibliography* palette.
2. Check the *Live Bibliography* checkbox.

Note: *Live Bibliography* is only available when using *Bookends* as a reference manager.

C. Synchronizing the Database

The *Synchronize Database* feature loads all the citations from the document into the selected reference manager database, checks if they already exist there, and removes any ambiguities. This is useful, for example, when you receive a document containing citations that do not exist

in your reference database. Synchronization will add those missing references to your reference database. This option is also handy for moving citations and references around with the document, serving as a mobile library of sorts.

To synchronize the document with the reference database, choose **Edit > Bibliography > Synchronize Database** from the menu bar.

Note: Synchronizing the database is only available when using *Bookends* as a reference manager.

2. Managing Citations

A. Inserting Citations Using a Reference Manager

To enter a citation from a reference manager:

1. Launch your reference manager.
2. Switch to Mellel.
3. Place the insertion point where you want to insert the reference.
4. Perform one of the following to switch to the reference manager:
   - Click the **Switch to reference database** button ( ) in the *Bibliography* palette.

     Or
   - Choose **Edit > Bibliography > Switch to Reference Data Base** from the menu bar.

     Or
   - Press **Cmd** + **Y**.

     Or
   - Manually switch to the reference manager.
3. Perform one of the following to insert a citation:
   - Select the citation you wish to insert and click **Cite** (in Sente) or **Copy Selected Citations** (in Bookends).

     Or
   - Select the citation you wish to insert and drag it into your Mellel document.

     Or
   - Copy the citation you wish to insert, switch to your Mellel document and paste it.

The citation will appear in Mellel in its temporary format, as shown in the following figure:

Figure 4-37: Citation Temporary Format

Tip: You can select multiple citations to insert them together.

Tip: If you select an existing citation prior to inserting a new one, the new citation would replace the selected one.

Note: When you drag and drop or paste a citation from Bookends or Sente, it is automatically converted into a 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.

B. Inserting Citations Manually

To manually insert a new citation:

1. Perform one of the following to open the *Edit Citation* window:
   - Click the **Enter citation manually** button ( ) from the *Bibliography* palette.

     Or
   - Choose **Edit > Bibliography > Enter Citation Manually** from the menu bar.

     Or
   - Press **Cmd** + **Shift** + **M**.
2. Enter the citation text in the *Citation* text box.
3. Click **OK** to insert the citation.

Tip: To insert multiple citations, enter them in sequence into the *Citation* text box separated by semi-colons (;).

C. Inserting a Non-Object Citation

Mellel's citation object may not fit all your requirements, and you may need to manually enter a citation that is not a citation object. Doing this is as simple as adding any text in Mellel. Mellel can automatically convert manually entered citations delimited by specific characters to Mellel citation objects (refer to Converting Text to Citations below for step-by-step instructions). The one thing you will need to know is how to frame the citation—that is, what delimiting characters you wish to have before and after the citation (e.g., curly ({ }) or square ([ ]) brackets or tilde (~).

D. Converting Text to Citations

To convert text to citation objects:

1. Choose **Edit > Bibliography > Convert Text to Citations** from the menu bar.
2. Use the *Citation Delimiter* popup menu to choose the delimiter character used to frame the citations in the text. The following options are available:

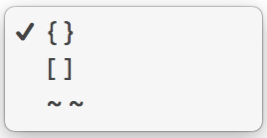


Figure 4-38: Available Citation Delimiter Options

Note: Converting text to citation objects does not remove the possibility of unmatched or ambiguous citations. You may have to resolve such issues using your reference manager.

E. Reusing an Existing Citation

Citations that were inserted into the document appear in the citations list in the *Bibliography* palette. To reuse an existing citation in a different place in your document, perform one of the following:

- Place your insertion point where you want to insert the citation, and double-click it in the citations list in the *Bibliography* panel.
- Select the citation from the citations list in the *Bibliography* panel and drag and drop it into the desired location in the document.

- Copy and paste the citation just like you would any other text.

F. Finding Citations in Your Document

To browse citations in the document perform a Find and Replace action (refer to Performing a Find and Replace Action on page 172 for step-by-step instructions) and insert the *Citation* element ( ) using the *Insert* popup menu.

G. Finding all Occurrences of a Selected Citation

To find all the occurrences of an existing citation:

1. Place your insertion point where you want to start searching for the citation.
2. Double-click the desired citation in the *Bibliography* panel while holding the **Cmd** button.

H. Opening the Reference Manager Search Window

To open the reference manager search window perform one of the following:

- Click the **Find in reference database** button ( ) in the *Bibliography* palette.

  Or

- Choose **Edit > Bibliography > Find in Reference Database** from the menu bar.

  Or

- Press **Cmd** + **Shift** + **Option** + **F**.

Tip: Select any text in your document prior to opening the reference manager search window to use it as the search string.

I. Editing a Citation

To edit a citation perform one of the following:

- Double-click it to edit it in the *Edit Citation* window.

  Or

- Click it while holding the **Option** key to edit it in the document area.

J. Editing a Citation Reference in the Reference Manager

To edit a citation reference in the reference manager, double-click the citation while holding the **Option** key.

K. Verifying Citations

To verify citations perform one of the following:

- Click the **Verify citations** button ( ) in the *Bibliography* palette.

  Or

- Choose **Edit > Bibliography > Verify Citations** from the menu bar.

Tip: When *Live Bibliography* is turned on, references verification status is indicated on the *Verify Citations* button by either a black tick ( ) when all references are verified or a red question mark ( ) when there are any unverified references in the document.

Note: Mellel will switch to the reference manager if it cannot verify a reference so that you can resolve the issue.

L. Refreshing the Citation List

To refresh and update the citations list, click the **Refresh citation list** button ( ) in the *Bibliography* palette.

M. Formatting Citations Using Styles

By default, citations style matches their surrounding text. However, Mellel can be configured to automatically map styles in the formatted citation into Mellel character styles. For example, you can select a certain style that will be applied to all bold text in inserted references. This enables consistent and automatic styling of your inserted citations.

To map citation styles:

1. Click the **Edit style mapping for Bibliography & Citations** button ( ) in the *Bibliography* palette.
2. Click the **Citations** tab.
3. Check the *Map Citation Styles* checkbox.
4. Choose the desired *Text in...* element to map.
5. Use the *Use Style...* and *Variation* popup menu to choose the character style and variation the selected *Text in...* element will be mapped into.
6. Click **Save**.

Note: These settings only affect citations when they are converted to their final format, not when they appear as temporary citations in the document.

N. Formatting Citations Using Attributes

By default, citations style matches to their surrounding text. To change the citations format using attributes:

1. Edit the citation (refer to Editing a Citation on page 103 for step-by-step instructions).
2. Select the text you wish to format.
3. Apply any desired character attributes (refer to Styling Characters Using Attributes on page 122 for step-by-step instructions).

Note: Formatting changes applied using attributes will be overwritten the next time the text is scanned. When *Live Bibliography* is active, they will be overwritten immediately.

O. Highlighting Citations

To enable/disable highlighting citations in the text, choose **View > Show Hidden > Citations** from the menu bar.

Note: Citations are only highlighted on screen, not in printed or exported versions of the document.

P. Excluding a Citation form the Final Bibliography

To exclude a citation from appearing in the final bibliography, edit it (refer to Editing a Citation on page 103 for step-by-step instructions) and perform one of the following:

- Check the *Exclude from final document* checkbox.

  Or

- Enter an exclamation mark (!) at the beginning of the citation.

Note: When you enter an exclamation mark at the beginning of the citation, the next time you open the *Edit Citation* window Mellel will automatically delete the exclamation mark and select the *Exclude from final document* checkbox.

Q. Removing Enclosing Characters from Citations

To remove enclosing characters from the final format of citations, edit it (refer to Editing a Citation on page 103 for step-by-step instructions) and perform one of the following:

- Check the *Don't enclose formatted citation* checkbox.

Or

- Enter a star (*) at the beginning of the citation.

Note: When you enter a star at the beginning of the citation, the next time you open the *Edit Citation* window Mellel will automatically delete the star and check the *Don't enclose formatted citation* checkbox.

R. Suppressing Superscript in Citations

To prevent citation text from being superscripted, edit the citation (refer to Editing a Citation on page 103 for step-by-step instructions) and perform one of the following:

- Check the *Suppress Superscript* checkbox.

Or

- Enter an underline (_) at the beginning of the citation.

Note: When you enter an underline at the beginning of the citation, the next time you open the *Edit Citation* window Mellel will automatically delete the underline and check the *Suppress Superscript* checkbox.

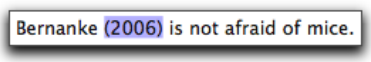
S. Removing Author Name from Citations

In some cases it is required to remove the author name and only use the date in a citation. For example:

will look very cumbersome after scanning:

But if you add a percent character before the citation:

the text will look exactly right:



To remove the author name from a citation:

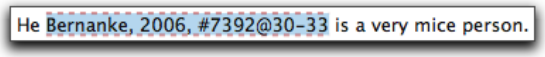
1. Edit the citation (refer to Editing a Citation on page 103 for step-by-step instructions).
2. Enter a percentage character (%) at the beginning of the citation.

T. Adding Page Numbers to a Citation

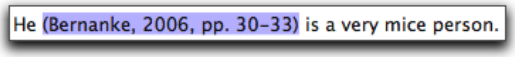
To manually add pages numbers to a citation:

1. Edit the citation (refer to Editing a Citation on page 103 for step-by-step instructions).
2. Enter an @ character at the end of the citation, followed by a page number or page range (e.g. @30 or @30-38).

For example, the following addition to a citation:



will produce the following output:



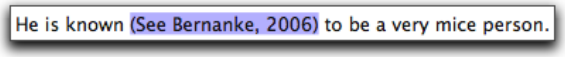
U. Adding Additional Information to a Citation

To manually add information to a citation:

1. Edit the citation (refer to Editing a Citation on page 103 for step-by-step instructions).
2. Enter the information anywhere within the citation, enclosed by slash characters (\).

For example, the following addition to a citation:

will produce the following output:



3. Generating the Final Manuscript

A. Scanning the Document

When scanning the document, Mellel collects all the temporary citations and sends them to the reference manager. The latter then formats the citations and bibliography based on the chosen format, and sends them back to Mellel which integrates them into the document.

To scan the document, convert citations to their final format and create a bibliography:

- Click the **Scan Documents** button ( ) in the *Bibliography* palette.

Or

- Choose **Edit > Bibliography > Scan Document** from the menu bar.

The reference manager will now let you choose a format for the bibliography and citations 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 required.

Note: 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 generated bibliography.

B. Rescanning the Document

To add citations to the document after it has been scanned, insert citations following the instructions described in Inserting Citations Using a Reference Manager on page 101. The citations will be added as temporary citations and you will have to scan the document again (as detailed in Scanning the Document on page 106) to generate an updated bibliography.

Note: If *Live Bibliography* is turned on (only available with Mellel and Bookends) citations will be inserted in their final format and bibliography items will be added automatically.

C. Unscanning the Document

Unscanning a document reverts all the citations from their final format to temporary citations and removes the bibliography. This is required, for example, if you need to scan a document using a different bibliography formatting (e.g., to conform with the style guide of different journals).

To unscan citations perform one of the following:

- Click the **Unscan Document** button ( ) in the *Bibliography* palette.

  Or

- Choose **Edit > Bibliography > Unscan Document** from the menu bar.

The bibliography is removed and all the citations are reverted to their temporary format.

Tip: To unscan a single citation, double-click it to open the *Edit Citation* window, then use the *Display* popup menu to choose **Temporary Citation**.

Note*:* If *Live Bibliography* is turned on (only available with Mellel and Bookends) *Scan* and *Unscan* will not be available, as they are not required.

D. Formatting the Bibliography Using Styles

Mellel can be configured to automatically map styles from the inserted bibliography into Mellel character styles. For example, you can select a certain style that will be applied to all bold text in the inserted bibliography. This enables consistent and automatic styling of your bibliography, while matching the styles used in your document.

To map bibliography styles:

1. Click the **Edit style mapping for Bibliography & Citations** button ( ) in the *Bibliography* palette.
2. Click the **Bibliography** tab.
3. Perform one of the following:
   - Use the *Paragraph Style* and *Character Style* popup menus to choose the styles to be used in the bibliography.

     Or

   - Choose the desired *Text in...* element to map, then use the *Use Style...* and *Variation* popup menu to choose the character style and variation the selected *Text in...* element will be mapped into.
4. Click **Save**.

E. Moving the Bibliography

The bibliography section can be moved like any other section. It is positioned at the end of the document by default, but it doesn't have to stay there. You can move it around and position it anywhere you want.

To move the bibliography perform one of the following:

- If the bibliography has an Auto-title above it, you can use the outline to move it to its new location (refer to Moving Outline Items on page 112 for more information).

  Or

- Select the entire bibliography, cut and paste it into its new location.

Note: If you cut and paste the bibliography you may have to manually terminate it by inserting a section break at the end of the bibliography (choose **Insert > Breaks > Section Break** from the menu bar, or press **Cmd** + **Option** + **L**).

16. Outline

A. What is the Outline?

The *Outline* provides an overview of the document structure by displaying an hierarchical list of all the Auto-titles and bookmarks in the document, as shown in the following figure:

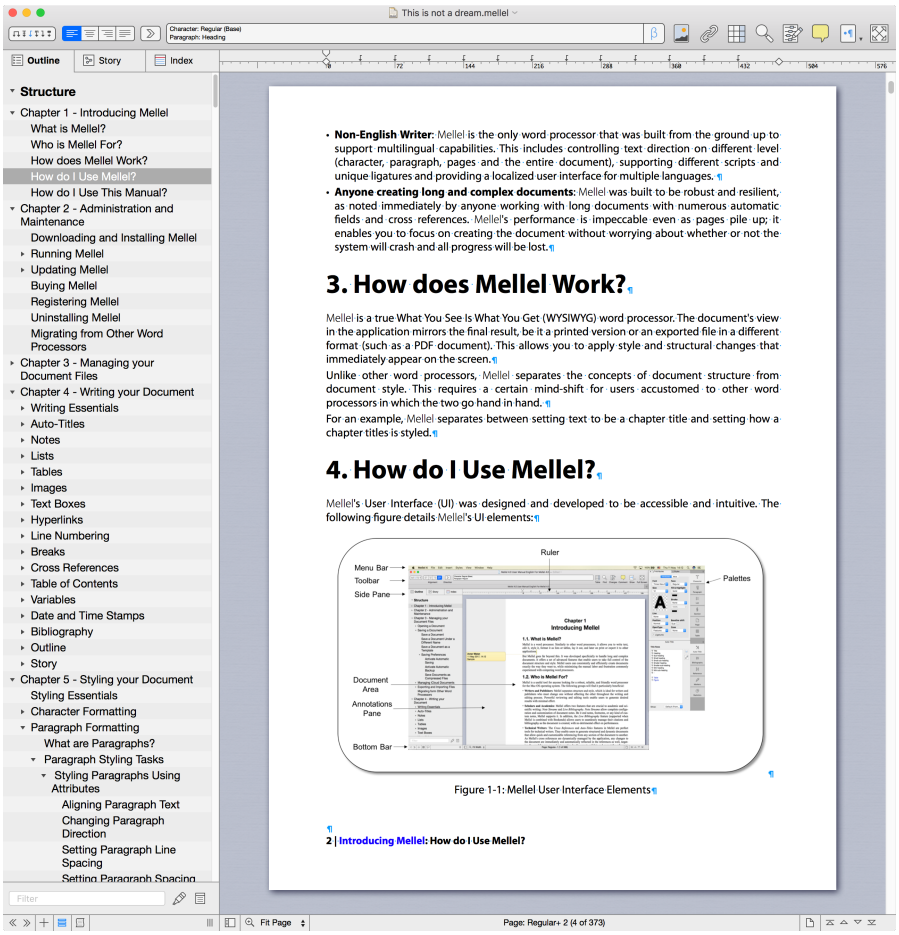


Figure 4-39: Outline Example

The *Outline* can be used to review the document structure and to navigate it, while applying different filters to the displayed headings. Furthermore, the outline can be a powerful tool for editing the document structure. By using simple drag and drop actions, 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.

For example, suppose 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 to the same level as the chapters, without changing anything else in the document.

B. Outline Tasks

1. Inserting Outline Items

Whenever an Auto-title is inserted into the document (refer to Inserting an Auto-Title on page 36 for step-by-step instructions), it is automatically added as an outline item as well. However, you can use the outline to manually structure the entire document by creating structural Auto-titles without leaving the outline pane.

To insert outline items:

- Using the *Outline* pane:
  - Click the **Add Outline Element** button (+) in the outline pane. The new item will be added where your cursor is currently positioned, be it in the document area or in the *Outline* pane.

    Or
  - Right-click an existing item from the outline pane and choose **Insert** followed by the desired item.
- Using the menu bar:
  - Select an item from the *Outline* pane.
  - Choose **Edit** > **Outline** from the menu bar.
  - Choose any of the following:
    - **Add Sibling**: Adds a new sibling to the selected *Outline* item (a sibling is an item on the same level as the selected item in the hierarchy, with both located under the same parent).
    - **Add Child**: Adds a new child to the selected *Outline* item (a child is an item one level lower then the selected item in the hierarchy, which is located directly beneath it).
    - **Add Aunt**: Adds a new aunt for the selected *Outline* item (an aunt is an item one level higher then the selected item in the hierarchy, but it is not its direct parent).

2. Renaming Outline Items

To rename an existing outline item:

1. Select the item.
2. Perform one of the following:
   - Press **Return**.
   - Click the item again.
3. Enter a new name for the item.

3. Editing Outline Items

To edit an outline item, double-click it in to open the drop-down edit panel, shown in the following figure:

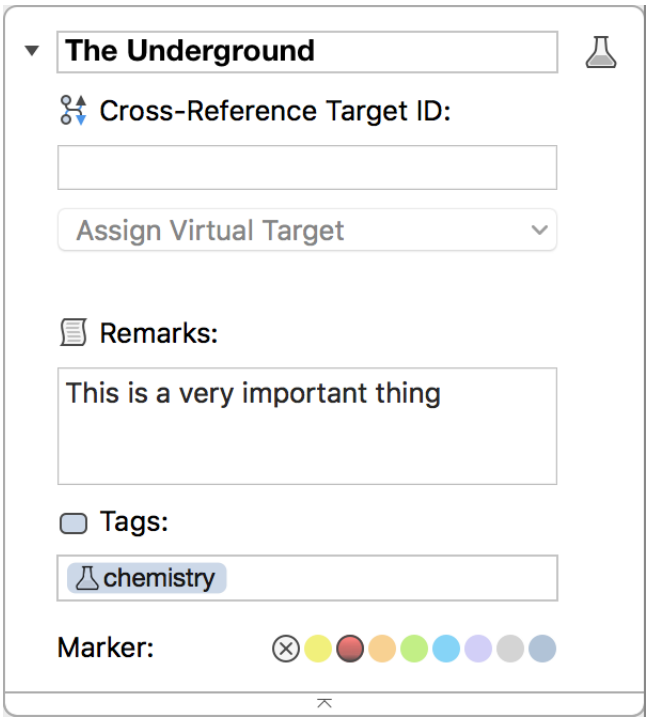


Figure 4-40: Outline Item Edit Panel

The options in this panel are similar to those described in Inserting an Auto-Title on page 36.

Note: To hide the edit panel,click the collapse button at the bottom of the panel, or double-click the panel itself.

4. Promoting and Demoting Outline Items

You can use the Outline pane to *demote* or *promote* outline items. When you *change* an item in the document area, only that item will change. However, when you *demote* or *promote* an item using the outline, you will change the hierarchy position of all the items u it as well, down to the next heading of the same level.

For example, consider the following outline:

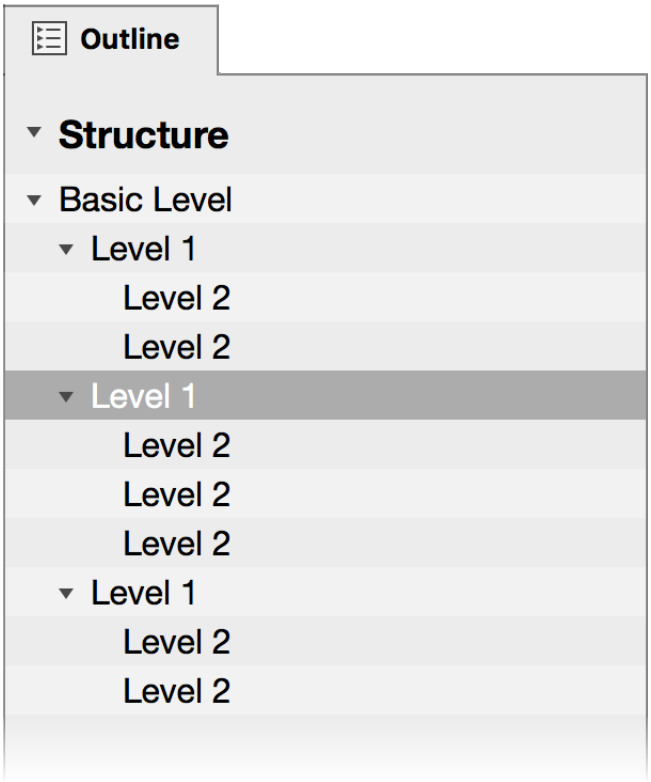


Figure 4-41: Outline Demotion Example

If we change the selected item to a Level 2 item using the Auto-titles palette in the document area, no other heading is affected:

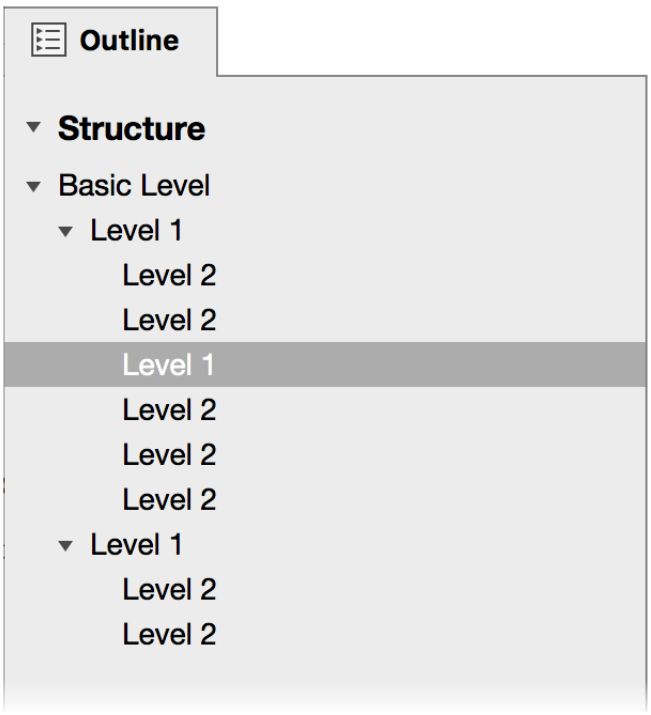


Figure 4-42: Outline Demotion Example - Regular Change

If, on the other hand, we demote the item using the *Outline* pane, the result will be completely different, as all the items beneath it are demoted as well:

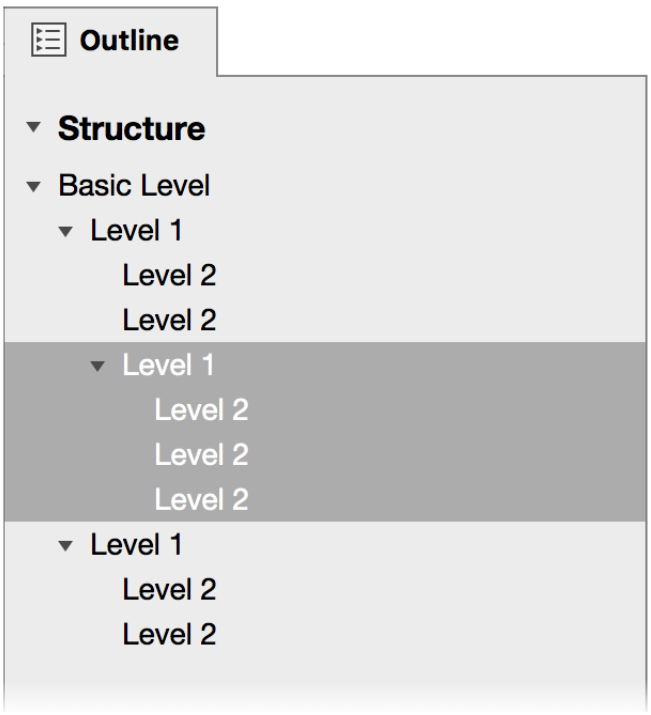


Figure 4-43: Outline Demotion Example - Demotion

Select the items from the outline and perform any of the following to:

- Bring the selected item (and all of its children items) one level higher in the Auto-title hierarchy:
  - Click the **Promote** («) button.

    Or
  - Press **Cmd** + **[**.

    Or
  - Choose **Edit** > **Outline** > **Decrease Level** from the menu bar.
- Bring the selected item (and all of its children items) one level lower in the Auto-title hierarchy:
  - Click the **Demote** (») button.

    Or
  - Press **Cmd** +].

    Or
  - Choose **Edit** > **Outline** > **Increase Level** from the menu bar.

Note: You cannot use the outline to promote or demote a tag flow item, as its is not part of the hierarchy. Refer to Flow Types on page 35 for more information.

5. Moving Outline Items

To move an outline item, click and drag it to its new position.

Note: The headings displayed in the *Outline* are connected not only to the corresponding Auto-titles in the text, but also to the content following those Auto-titles. Thus, when you move an outline item, the content following the corresponding Auto-title up to the next Auto-title of that level will also be moved.

Note: You cannot move a tag flow item on its own in the hierarchy (only as part of the structural flow item it is part of). Refer to Flow Types on page 35 for more information.

6. Deleting Outline Items

To delete an outline item, select it and press **Cmd** + **Backspace**.

Note: The headings displayed in the *Outline* are connected not only to the corresponding Auto-titles in the text, but also to the content following those Auto-titles. Thus, when you delete an outline item, the content following the corresponding Auto-title up to the next Auto-title at that level will also be deleted.

7. Using the Outline to Navigate the Document

One of the main outline functions is to allow you to view the document as a whole and to navigate it with ease. You can navigate the document via the *Outline* pane using any of the following methods:

- To navigate to a certain auto-title in the document, select it from the outline pane.
- Select any outline item and use the arrow keys to navigate to previous/next item.

8. Filtering Outline Items

You can filter outline items that are displayed in the outline pane to assist in locating specific document elements.

There are three available methods for filtering the displayed outline items:

- **Text**: To only show outline items that include a specific text string, type the string into the *Filter* text box. The outline items are filtered in real time as you type (the title, comment and x-ref target are searched for the inserted text string).
- **Marker**: To only show outline items that were marked with a specific marker, click the **Filter Markers** button ( ) and choose the desired marker. You can choose more than one marker. Any items that are marked with either of the selected markers will be displayed.

Note: Markers are indicated in the outline pane by an underlying line in the corresponding color, as shown in the following example, showing the green marker indication:

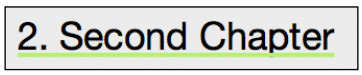


Figure 4-44: Outline Marker Indication

- **Tags**: To only show outline items that include a specific tag, click the **Filter Tags** button ( ) and choose the desired tag. Only tags that are applied to outline items in the current document are included in the shown list. You can choose more than one tag, and any items that include either tag will be displayed.

Note: Tagged *Outline* items are indicated by a corresponding icon in the *Outline* pane, as shown in the following example, showing an *Outline* item tagged with the *boom* tag:

Figure 4-45: Outline *Chemistry* Tag

9. Changing the Outline Pane Layout

You can change the layout of the outline pane using any of the following methods:

- **Show/Hide the Outline Pane**:
  - Choose **View > Outline** from the menu bar.

    Or
  - Press **Cmd** + **Shift** + **O**.

    Or
  - Click the **Show/Hide side panel** button ( ).
- **Resize the Outline Pane**: Click and drag either the pane border or the **Resize side pane** button (|||).
- **Determine Tag Flow Items View Layout**: Click the **Toggle Combined/Separate View** button ( ) to determine whether *Tag Flow* items are displayed separately from *Structural Flow* items. When they are displayed separately, the button is highlighted in blue.
- **Show Auto-Title Remarks**: Click the **Toggle showing remarks** ( ) button to show Auto-title and bookmarks remarks in the *Outline* pane. When remarks are displayed, the button is highlighted in blue.
- **Change the Outline Font Size**: Choose **Mellel > Preferences...** from the menu bar, click the **Document Setup** tab and use the *Outline Font Size* popup menu to choose a font size. Alternatively, check the *Edit Outline with Actual Font and Size* checkbox to use the same font family and font size used in the document area when editing.
- **Truncate lines**: Choose **Mellel > Preferences...** from the menu bar, click the **Document Setup** tab and check the **Check Truncate lines (...)** to display outline items that cannot be displayed fully in one line truncated.

10. Changing the Appearance of Outline Items

Mellel allows you to change the appearance of items in the *Outline* pane, so that their format is different in the document area compared to the outline. For example, you can shorten some words, eliminate item numbering or eliminate the titles from the outline display.

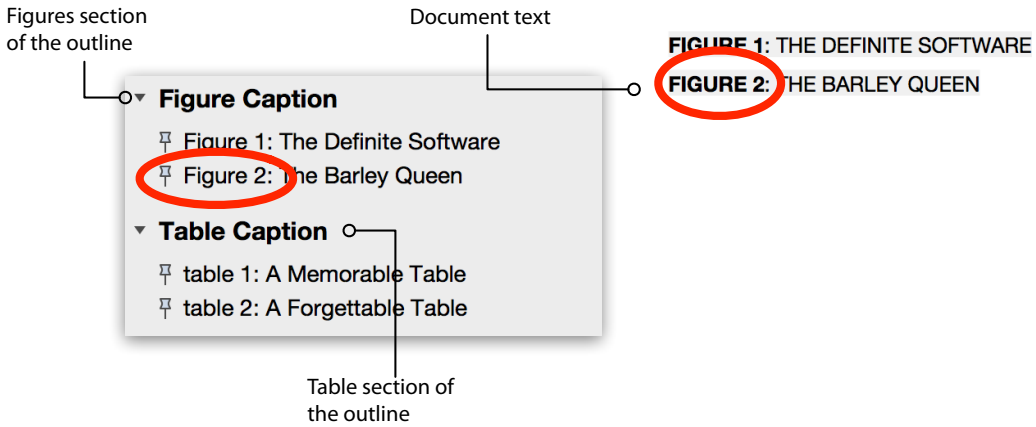


Figure 4-46: Different Appearance of Outline Items

To change the appearance of Auto-titles in the outline, refer to *Use a Different Format for Different Auto-Titles Usages* on page 46.

17. Story

A. What is Story?

The story feature was developed to assist you in writing manuscripts, novels and stories. This is achieved by inserting elements called *Story Points* into the document. These story points can include references to characters and locations that appear in that part of the story, and thus aid you in keeping track of the plot and its progress. Characters and/or locations can appear in more than one story point, and a single story point can include more than one character and/or location. You can then navigate between story points to get a better understanding of the story structure and progress.

Story Points are displayed in the *Story* pane, where you can browse, edit, filter and sort them in various ways.

B. Story Tasks

1. Inserting Story Points

To insert a story point:

1. Place your insertion marker in the document area where you want to enter the story point.
2. Perform one of the following:
   - Using the *Story* pane:
     1) Click the *Story* pane.
     2) Click the **Insert Story Point** button (+).
   - Using the menu bar:
     1) Choose **Insert > Story Point** from the menu bar.
3. The *Story Point* **popover** is displayed, as shown in the following figure:

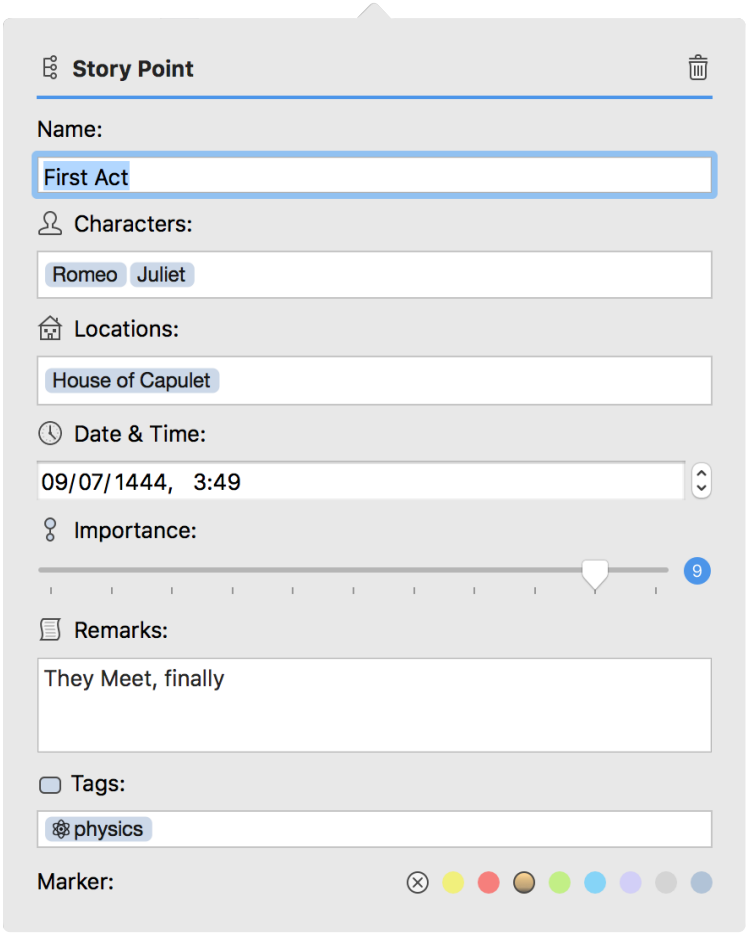


Figure 4-47: *Story Point* Popover

3. Enter a title for the story point.

Tip: If you select text in the document area before inserting a story point, it will be automatically used as your story point title.

4. Insert characters that are relevant to this story point by typing their name in the *Characters* text box and pressing the **Return** key.

   If it is the first time you are using this character, you will be prompt to create it, as shown in the following figure:

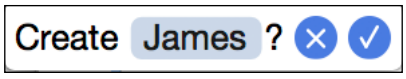


Figure 4-48: Create Character Prompt

If you've previously used this character, its name will appear in a popup menu as you begin typing, as shown in the following figure:

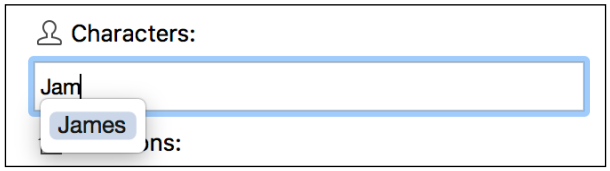


Figure 4-49: Using an Existing Character

Tip: Press the down arrow to select the previously created character and then press **Return** to enter it to the selected story point.

5. Insert locations that are relevant to this story point by typing their name in the *Locations* text box and pressing the **Return** key (optional).

   If it is the first time you are using this location, you will be prompt to create it, as shown in the following figure:

Figure 4-50: Create Location Prompt

   If you've previously used this location, its name will appear in a popup menu as you begin typing, as shown in the following figure:

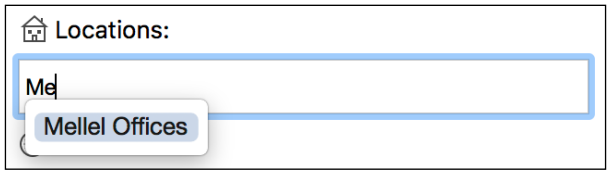


Figure 4-51: Using an Existing Location

6. Use the *Date & Time* area to type in the absolute date and time for this story point (optional). Story points can later be sorted by their date and time.
7. Use the *Importance* slider to change the default importance for this story point (optional). Story points can later be sorted by their importance.
8. Use the *Remarks* text box to add any remarks (optional).
9. Use the *Tags* text box to add tags to the story point by typing their name and pressing the **Return** key (optional). Story points can later by filtered by their tags.
10. Mark the story point by choosing a color from the *Marker* area (optional). Story points can later by sorted and filtered by the markers applied to them.

Note: To close the story point popover, double-click it.

2. Changing the Appearance of Story Points in the Document Area

By default, story points are displayed in the document area where they were inserted as shown in the following figure:

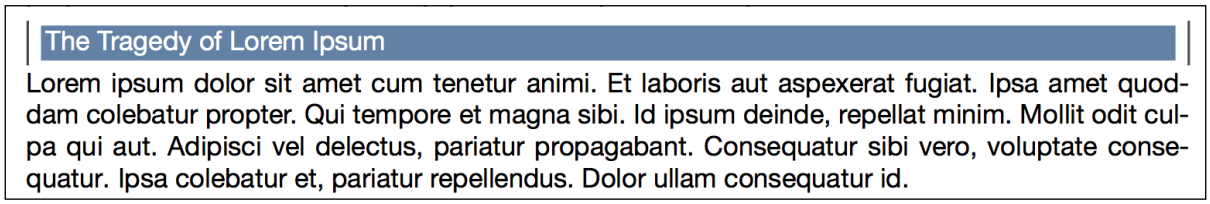


Figure 4-52: Story Point in Text

However, you can toggle the display of story points in the document area by clicking the **Toggle expanding story points inline** button ( ) in the *Story* pane. When this button is active it is highlighted in blue, and sets Mellel to indicate the story point by a small circle next to the text, as shown in the following figure:

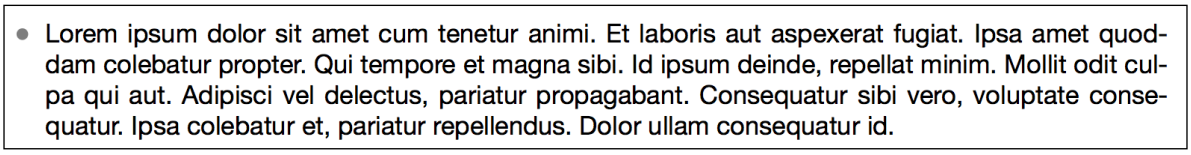


Figure 4-53: Story Point Indication

Hovering over the indication circle would reveal its name, as shown in the following figure:

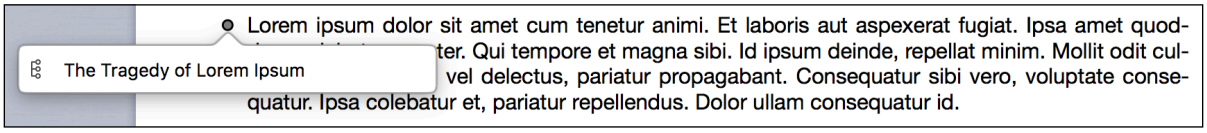


Figure 4-54: Story Point Indication Name

Note: If there are two story points in the same line, both will be displayed when hovering over the indication.

Note: If story points are displayed in-line, they will also be printed as part of the document.

3. Editing Story Points

To edit a story point, double click it in the *Story* pane or in the document area. The *Story Point* **popover** is displayed, with the same functionalities described in Inserting Story Points on page 115.

Note: If story points are set not to be displayed inline in the text (refer to Changing the Appearance of Story Points in the Document Area on page 117 for more information), you must hover over the story point indication circle and click on the story point name in the tool tip to edit it.

4. Editing Characters and Locations

While characters and locations can be added using the *Story Point* **popover** (refer to Inserting Story Points on page 115 for more information), they are edited separately, enabling you to add additional details to them.

To edit characters and locations:

1. Open the *Story* pane.
2. Click the *Characters* or *Locations* tab.
3. Double-click the desired character/location.
4. Perform any of the following changes:
   - **Renaming the Character/Location**: Type the new name.
   - **Adding a Character/Location Image**: Click the **Drag Image Here** button, locate and select the desired image, then click **Open**. Alternatively, drag an image from a different application and drop it onto the button to use it.
   - **Setting Character/Location Importance**: Use the *Importance* slider to set the importance level. Note that this property is independent of the similar property of any story point that includes the character/location. Characters/Locations can later be sorted by importance.
   - **Adding Character/Location Remarks**: Use the *Remarks* text box to type in your remarks.

- **Adding Character/Location Tags**: Use the *Tags* text box to type in the tag name and press the **Return** key. Characters/locations can later be filtered by tags.
- **Adding Character/Location Markers**: Choose the desired color from the *Marker* area. Characters/locations can later be filtered and sorted by markers.

5. Moving Story Points

To move an existing story point to a different location:

1. Set the Story Points in the document to be expanded inline (refer to Changing the Appearance of Story Points in the Document Area on page 117 for step-by-step instructions).
2. Select the story point you wish to move.
3. Cut the story point and paste it into its new location in the document using any of the tools described in Basic Editing Tools on page 30.

6. Deleting Story Points

To delete a story point, select it either in the document area or in the Story pane and press the **Delete** key, or click the **Delete** button ( ) in the *Story Point* panel.

Note: Deleting a story point does not delete the characters and locations that are included in it, even if they do not appear in any other story point.

7. Filtering Story Points, Characters and Locations

Story points, characters and locations can be filtered to allow you to easily locate specific items.

To filter the displayed Story Points, Characters and/or Locations:

1. Open the *Story* pane.
2. Click the *Story Points, Characters* or *Locations* tab.
3. Use one of the following filtering tools:
   - **Text**: To only show items that include a specific text string, type the string into the *Filter* text box. The items are filtered in real time as you type.
   - **Marker**: To only show items that were marked with a specific color, click the **Filter Markers** button ( ) and then choose the desired color. You can choose more than one color. Any items that are marked with either of the selected colors will be displayed.

Note: Marked items are indicated by an underlying line in the corresponding color, as shown in the following example, showing the green marker indication:

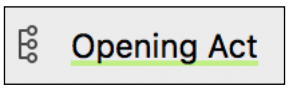


Figure 4-55: Marker Indication

- **Tags**: To only show items that include a specific tag, click the **Filter Tags** button ( ) and choose the desired tag. Only tags that are applied to items in the current document are included in the shown list. You can choose more than one tag, and any items that include either tag will be displayed.

Note: Tagged items are indicated by a corresponding icon in the *Story* pane,, as shown in the following example, showing an item tagged with the *incomplete* tag:

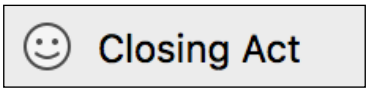


Figure 4-56: Story Point Tagged with the Happy Tag

8. Sorting Story Points, Characters and Locations

Story points, characters and locations can be sorted to allow you to easily track the progress of different elements in the plot.

To sort the displayed Story Points, Characters and/or Locations:

1. Open the *Story* pane.
2. Click the *Story Points, Characters* or *Locations* tab.
3. Click the **Sort** button (1) and choose one of the following available options:
   - *Sort alphabetically*.
   - *Sort by first appearance*.
   - *Sort chronologically*.
   - *Sort by importance*.
   - *Sort by marker*.
   - *Sort by character (only available for sorting Story Points)*.
   - *Sort by location (only available for sorting Story Points)*.

Note: The active sorting order is indicated on the button.

9. Changing the Story Pane Layout

You can change the layout of the story pane using any of the following methods:

- **Show/Hide the Story Pane**:
  - Choose **View > Story** from the menu bar.

    Or
  - Click the **Show/Hide side panel** button ( ).
- **Resize the Story Pane**: Click and drag either the pane border or the **Resize side pane** button (|||).
- **Show Story Point Details**: Click the **Toggle showing details** button ( ) to determine whether the story point details (importance, locations, characters and time & date) are shown in the story pane. When the details are shown, the button is highlighted in blue.
- **Set Story Point Font Size**: Choose **Mellel > Preferences...** from the menu bar, click the **Document Setup** tab and use the Story Point Font Size pop-up menu to set the font size for story points.

Chapter 5

Styling your Document

1. Styling Essentials

Document style and appearance can be just as important as its content. That is why Mellel includes a variety of tools that allow you to change exactly what you want and make it look exactly how you want it to.

There are several concepts at the foundation of how to style documents in Mellel:

- **Separation between Style and Structure**: In Mellel, style and structure are not related. Thus, elements are not forced into a particular style just because they serve a specific structural function. For example, different Auto-titles can have different styles applied to them. You are free to apply whatever attributes you want to different elements, and not worry about the effect it may have on the structure of the document. The two concepts are completely independent of each other.
- **Granularity**: In Mellel, you can define exactly what part of the document you want to apply styling attributes to. This includes several different levels of elements that can be styled, without affecting one another:
  - *Character Styling*: Used to adjust all the attributes that affect the appearance of the single character. This includes font, font color, font size, font position and more. Refer to Character Formatting on page 122 for more information.
  - *Paragraph Styling*: Adjusts all the attributes that affect the appearance of the paragraph. This includes alignment, spacing, margins, tabs and more. Refer to Paragraph Formatting on page 128 for more information.
  - *List Styling*: Adjusts all the attributes that affect the appearance of text arranged in lists. This includes the list indention, symbol and more. Refer to Styling a List on page 59 for more information.
  - *Section Styling*: Adjusts all the attributes that affect how paragraphs are grouped and laid out together. This includes number of columns, their style, line numbers and more. Refer to Section Formatting on page 138 for more information.
  - *Page Styling*: Adjusts all the attributes that affect the appearance of a page. This includes headers and footers, page numbers, page margins and page orientation. Refer to Page Formatting on page 141 for more information.

  Every type of style in Mellel has different, non-converging, attributes. That is, attributes set for one type of style are never set by another *type* of style. Every style is managed individually, and they are all independent of each other. For example, one paragraph can have several different character attributes in it, while different paragraphs can have the same character attributes.
- **Ad Hoc vs. Styles**: Each of these elements can be styled in two different ways:

- *Ad Hoc Changes*: You can manually apply different attributes to selected elements in the document, and the changes would only affect the selected element. For example, selecting a paragraph and aligning it to the centre of the page. Attributes are recommended for small singular changes that shouldn't be reflected anywhere else in the document.
- *Using Styles*: Styles are sets of pre-configured attributes, that can be applied together to certain parts of the document. For example, applying a specific paragraph style might *align* it to the *center* of the page, change its *line spacing* to *double* and change its *below spacing* to *6 points* all at once. When styles are changed, the changes are immediately applied to all the document elements that use the changed style. Styles are recommended for ensuring consistency within and between documents. You can use the predefined styles that are shipped with Mellel, or create new styles of your own. Refer to Working with Styles on page 149 for more information.

- **Selection before Editing**: The basic principle of operation in Mellel is that you first select the text you want to style, and then apply attributes and/or styles to the selected text.

2. Character Formatting

A. What are Characters?

A Character is the most basic unit in any document. That is, a single letter, number, space, and so on. Every character has certain attributes like the font family and font face applied to it, its size, fill color, and more.

There are three main UI elements that can be used to style characters:

- **The *Character* palette *Attributes* tab**: Applies different character attributes to the currently selected text or to text entered following the insertion point. These attributes include underlines, color, background color, superscript, upper and lower case and more. Changes made using the *Attributes* tab are only applied to the currently selected text, or to text entered following the insertion point. Refer to Styling Essentials on page 121 for more information.
- **The *Character* palette *Styles* tab**: Applies different character styles to the currently selected text. Additionally, the *Styles* tab can be used to manage existing styles or add new ones. Changes made to styles would affect all the text that is using that style. Refer to Styling Essentials on page 121 for more information.
- **The *Character* menu (Styles > Character Style)**: Includes similar functionalities to the *Character* palette *Styles* tab.

B. Character Styling Tasks

1. Styling Characters Using Attributes

To style characters using attributes:

1. Select the text you wish to style.
2. Click the *Attributes* tab in the *Character* palette.
3. Use the different options to style the characters in the selected text. Refer to Character Palette Description on page 287 for a complete description of the different options.

A. Setting Character Font Family

To set the character font type (e.g. Arial, Times New Roman, Helvetica, etc.):

1. Select the text you wish to style.
2. Click the *Attributes* tab in the *Character* palette.
3. Use the *Font* popup menu to choose the desired font.

Note: The availability of items in the *Font* popup menu is determined by the fonts installed on your computer.

B. Setting Character Font Face

To set the character font face (e.g. Italic, Bold, etc.):

1. Select the text you wish to style.
2. Click the *Attributes* tab in the *Character* palette.
3. Use the *Face* popup menu to choose the desired font face.

Tip: Press **Cmd** + **I** to apply *Italic* face and/or **Cmd** + **B** to apply **Bold** face to the selected text.

Note: The availability of items in the *Face* popup menu is determined by the selected font type. Different fonts have different faces that can be applied to them. Some fonts have many faces, but other fonts may have but a single, regular face.

C. Setting Character Font Size

To set the character font size (in points):

1. Select the text you wish to style.
2. Click the *Attributes* tab in the *Character* palette.
3. Use the *Size* popup menu to choose the desired font size.

Tip: Choose **Other** from the *Size* popup menu to manually enter the desired font size.

D. Setting Character Fill color

To set the character fill color:

1. Select the text you wish to style.
2. Click the *Attributes* tab in the *Character* palette.
3. Choose **Solid** from the *Fill* popup menu.
4. Click the **Color** well ( ) to open the *Color* window and set a fill color. Refer to Color Window on page 233 for step-by-step instructions.

Note: Choosing **None** will make the selected text invisible.

E. Setting Character Stroke

To style the character stroke:

1. Select the text you wish to style.
2. Click the *Attributes* tab in the *Character* palette.
3. Click the **Stroke** button to open the *Stroke* popover.
4. Use the *Type* popup menu under the *Stroke* title to choose the desired option. Refer to Character Palette Description on page 287 for a complete description of the different options.

5. Use the *Stroke Size* popup menu under the *Stroke* title to set the stroke size. Refer to Character Palette Description on page 287 for a complete description of the different options.
6. Click the **Color** well ( ) under the *Stroke* title to open the *Color* window and set a stroke color. Refer to Color Window on page 233 for step-by-step instructions.

F. Setting Character Background Fill

To set the character background fill color:

1. Select the text you wish to style.
2. Click the *Attributes* tab in the *Character* palette.
3. Choose **Solid** from the *Background* popup menu.
4. Click the **Color** well ( ) to open the *Color* window and set a background fill color. Refer to Color Window on page 233 for step-by-step instructions for using the *Color* window to choose color.

G. Adding Lines to the Character

To add lines to the character:

1. Select the text you wish to add lines to.
2. Click the *Attributes* tab in the *Character* palette.
3. Use the *Line* popup menu to choose the desired line. Refer to Character Palette Description on page 287 for a complete description of the different options.

Tip: Press **Cmd** + **U** to add a single underline to the selected text.

Note: Once any line has been added to the character, it can be styled using the various *Stroke* functionalities. Refer to Setting Character Stroke on page 123 for step-by-step instructions.

H. Setting Lines Stroke

To style the stroke of added lines:

1. Select the text you wish to style.
2. Click the *Attributes* tab in the *Character* palette.
3. Click the **Stroke** button to open the *Stroke* popover.
4. Use the *Type* popup menu under the *Line Stroke* title to choose the desired option. Refer to Character Palette Description on page 287 for a complete description of the different options.
5. Use the *Stroke Size* popup menu under the *Line Stroke* title to set the stroke size. Refer to Character Palette Description on page 287 for a complete description of the different options.
6. Click the **Color** well ( ) under the *Line Stroke* title to open the *Color* window and set a stroke color. Refer to Color Window on page 233 for step-by-step instructions.

I. Setting Character Vertical Position

Characters can be styled so that their vertical position is either normal, superscript or subscript. When a character is set to be superscript or subscript the font size is also reduced.

To adjust the character vertical position:

1. Select the text you wish to position vertically.

2. Click the *Attributes* tab in the *Character* palette.
3. Use the *Position* popup menu to choose a preset vertical position. Refer to Character Palette Description on page 287 for a complete description of the different options.

J. Setting Character Baseline Shift

Characters can be styled so that they are shifted up or down from the surrounding text baseline level. To set the character baseline shift:

1. Select the text you wish to shift from the baseline.
2. Click the *Attributes* tab in the *Character* palette.
3. Use the *Baseline shift* text box to manually enter the desired distance from the baseline text level. Positive values will move the selected text above the baseline level, while negative values will move it under.

Note: Unlike setting the vertical position, applying a baseline shift does not affect the font size of the shifted text.

K. Setting Tracking

Tracking allows you to set the spacing between letters, beyond the spacing set within a font. Tracking is set by default to 0.

You can set tracking by performing the following instructions:

1. Select the text to which you wish to apply tracking.
2. Click the *Attributes* tab in the *Character* palette.
3. Click the **Options** button.
4. Type or use the stepper to set the tracking value in 1/1000th of an Em Space.

L. Using OpenType Features

OpenType is a font standard that enables adding extra typographic attributes to certain characters. Refer to Advanced Typography on page 162 for a complete description of available features.

To enable OpenType features in Mellel:

1. Select the text you wish to enable OpenType features for.
2. Click the *Attributes* tab in the *Character* palette.
3. Use the *Font* popup menu to apply a font that supports OpenType features.
4. Use the *OpenType* popup menu to choose the feature/s you wish to enable. Refer to Character Palette Description on page 287 for a complete description of the different options.

Note: OpenType features are only available in special OpenType fonts. However, not all OpenType fonts support all OpenType features.

Note: Enabled features are indicated by a black tick.

M. Setting Character Capitalization

To set the character capitalization style:

1. Select the text you wish to style.
2. Click the *Attributes* tab in the *Character* palette.
3. Use the *Case* popup menu to choose the desired capitalization style. Refer to Character Palette Description on page 287 for a complete description of the different options.

N. Enabling Ligatures

Ligatures occur when two letters or more are joined into a single glyph, as shown in the following figure:

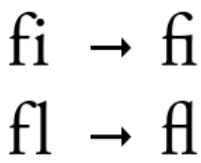


Figure 5-1: Ligature Examples

Note: Accented characters (such as ü, é, ç, etc.) are not considered ligatures.

To enable using ligatures in your document:

1. Select the text you wish to enable ligatures for.
2. Click the *Attributes* tab in the *Character* palette.
3. Check the *Ligatures* checkbox to enable ligatures.

Tip: When using a monospaced font (e.g., Courier or Monaco), it is recommended to turn Ligatures off to avoid creating ligatures (such as fl, fi, ffl, etc.) with those fonts that would break the even letters spacing.

O. Enabling Kashida

Kashida is a unique type of justification used in languages based on Arabic script. Kashida justification is accomplished by elongating the actual characters at certain points.

Kashida is enabled by default, but you can disable it by performing the following instructions:

1. Select the text you wish to disable Kashida for.
2. Click the *Attributes* tab in the *Character* palette.
3. Click the **Options** button.
4. Clear the *Kashida* checkbox.

P. Styling the Secondary Font

When writing bi-lingual texts, you can style the secondary character/font by setting its font type, font face, script and size. Refer to Using a Secondary Font on page 227 for more information.

1. *Setting the Secondary Font Script*

Mellel enables you to automatically apply a set of secondary font attributes when switching to a different script (Arabic, Hebrew, etc.). For example, if you set the script to Arabic (and set the appropriate font, of course), when you switch to an Arabic script, Mellel will automatically select and use the font, face, and size set for the secondary font.

Perform the following instructions to set the secondary font script:

1. Select the bi-lingual text you wish to style.
2. Click the *Attributes* tab in the *Character* palette.
3. Click the **Options** button.
4. Use the *Script* popup menu to choose the desired font script. Refer to Character Palette Description on page 287 for a complete description of the different options.

Note: All the other *Secondary font* fields are disabled until a script is set.

2. *Setting the Secondary Font Type*

To set the secondary font type (Arial, Times New Roman, Helvetica, etc.):

1. Select the bi-lingual text you wish to style.
2. Click the *Attributes* tab in the *Character* palette.
3. Click the **Options** button.
4. Use the *Font* popup menu to choose the desired font type.

Note: This feature is disabled until selecting a secondary font script. Refer to *Setting the Secondary Font Script* on page 126 for step-by-step instructions.

Note: The availability of items in the *Font* popup menu is determined by the fonts installed on your computer.

3. *Setting the Secondary Font Face*

To set the secondary font face (Bold, Italic, etc.):

1. Select the bi-lingual text you wish to style.
2. Click the *Attributes* tab in the *Character* palette.
3. Click the **Options** button.
4. Use the *Face* popup menu to choose the desired font face.

Note: This feature is disabled until choosing a secondary font script. Refer to *Setting the Secondary Font Script* on page 126 for step-by-step instructions.

Note: The availability of items in the *Face* popup menu is determined by the selected font type. Different fonts have different faces that can be applied to them. Some fonts have many faces, but other fonts may have but a single, regular face.

4. *Setting the Secondary Font Size*

The secondary font size is set in relation to the main font size by performing the following instructions:

1. Select the bi-lingual text you wish to style.
2. Click the *Attributes* tab in the *Character* palette.
3. Click the **Options** button.
4. Use the *Size* slider to change the size of the secondary font in relation to the main font.

   The adjacent percentage and points read-only fields indicate the secondary font size in relative (percentages) and absolute (points) units, respectively.

Note: This feature is disabled until choosing a secondary font script. Refer to *Setting the Secondary Font Script* on page 126 for step-by-step instructions.

Q. Assigning Languages to a Text

You can assign a language to a text to determine what spelling dictionary is used to spell check it (refer to Selecting Spelling Dictionary on page 192 for more information). By default, Mellel automatically identifies the language, but if you need to manually assign it, perform the following actions:

1. Select the text you wish to assign a language to.
2. Click the *Styles* tab in the *Character* palette.
3. Use the *Language* popup menu to choose the desired language.

Note: Languages can be synchronized with keyboard layouts, so that whenever you switch to a certain keyboard layout, a preset language is automatically assigned to the typed text. Refer to Synchronizing Language and Keyboard Layout on page 193 for step-by-step instructions.

2. Copying and Pasting Character Attributes

You can copy character attributes (without the content) and paste it to another text to apply the same attributes. Refer to Copying and Pasting Attributes on page 30 for step-by-step instructions.

3. Styling Characters Using Styles

Styling characters using styles is similar to using styles with any other document element. Refer to Working with Styles on page 149 for step-by-step instructions for applying and managing character styles.

3. Paragraph Formatting

A. What are 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. Paragraph attributes can be adjusted using the *Paragraph* palette, the *Edit Paragraph* window and the *Paragraph* Style menu.

Two additional UI elements are used to style paragraphs:

- **Ruler**: Located directly above the document area, and is used to display visual indications for the paragraph margins, indentions and tabs. Changes made to paragraph attributes are reflected in the ruler. Refer to Ruler on page 280 for more information.
- **Tabs Well**: Located at the left-end of the toolbar and is used to add different types of tabs into the document. These tabs would appear in the *Ruler*. Refer to Tab Well on page 278 for more information.

B. Paragraph Styling Tasks

1. Styling Paragraphs Using Attributes

Note: The following paragraph attributes can only be adjusted using styles, as they are not available in the *Attributes* tab:

1. Using hyphenation.
2. Keeping lines together.
3. Setting the next paragraph style.
4. Setting an associated character style.

Refer to Styling Paragraphs Using Styles on page 133 for more information regarding these paragraph attributes.

A. Aligning Paragraph Text

To align the paragraph text:

1. Select the text you wish to style.
2. Perform one of the following:
   - Open the *Paragraph* palette, click the *Attributes* tab and use the *Alignment* buttons to choose the desired alignment. Refer to Paragraph Palette Description on page 292 for a complete description of the different options.

     Or
   - Choose the desired alignment option from the *Alignment Panel* at the top left corner of your screen, which offers the same options as the *Paragraph* palette.

B. Changing Paragraph Direction

To change the paragraph direction (switching between right-to-left and left-to-right):

1. Select the text you wish to style.
2. Perform one of the following:
   - Using the toolbar:
     1) Click the **Direction** button ( ) at the left side of the toolbar.
   - Using the *Paragraph* palette:
     1) Open the *Paragraph* palette.
     2) Click the *Attributes* tab.
     3) Click the **Direction** button ( ).

C. Setting Paragraph Line Spacing

To set the paragraph line spacing (the distance between each pair of lines):

1. Select the text you wish to style.
2. Open the *Paragraph* palette.
3. Click the *Attributes* tab.
4. Use the *Units* popup menu to set the line spacing units (either lines or points).
5. Use the *Amount* popup menu to set the line spacing value.

D. Setting Paragraph Spacing

To set the spacing between paragraphs:

1. Select the text you wish to style.
2. Open the *Paragraph* palette.
3. Click the *Attributes* tab.
4. Use the *Above* text box to set the value for space (in points) above the paragraph.
5. Use the *Below* text box to set the value for space (in points) above the paragraph.

Tip: Check the *Also at top of pg/col* checkbox to use the same spacing when the paragraph begins at the top of the page/column (this would result a white space before the paragraph if an *Above* spacing is set).

Note: If two following paragraphs are using different styles with different paragraph spacing values, the highest value is applied. For example, if paragraph A has a set space below of 5 points, while paragraph B following has a set space above of 8 points, the spacing between the two paragraphs will be 8 points which is the highest value (rather than 5 or 13 points).

E. Setting Paragraph Margins

To set the paragraph margins:

1. Select the text you wish to style.
2. Perform one of the following:
   - Using the *Paragraph* palette:
     1) Open the *Paragraph* palette.
     2) Click the *Attributes* tab.
     3) Use the *Start* text box to set the margin between the printable area border and the beginning of the text.
     4) Use the *End* text box to set the margin between the printable area border and the ending of the text.
   - Using the *Ruler*:
     1) Click and drag the diamond-shaped *Start Margin* and *End Margin* indicators (◇) to set the desired margin.

Tip: You can enter the margin values in points, centimeters or inches. Refer to Measurement Units on page 234 for more information.

F. Setting Paragraph Indention

To set the paragraph indention (the size of the empty space that is added at the beginning of each paragraph by moving the first line inwards):

1. Select the text you wish to style.
2. Perform one of the following instructions sets:
   - Using the *Paragraph* palette:
     1) Open the *Paragraph* palette.
     2) Click the *Attributes* tab.
     3) Use the *Indent* text box to set the paragraph indention.
   - Using the *Ruler*:
     1) Click and drag the triangle-shaped *Indent* indicator (◡) to set the desired indention.

G. Setting Minimum Word Spacing

To set the Minimum Word Spacing (the minimum width of a space between words in a block aligned text):

1. Open the *Paragraph* palette.
2. Click the *Attributes* tab.
3. Set Minimum Word Spacing under Min WS by entering a value or using the stepper to set a value.

H. Managing Tab Stops and Tabs

Tab Stops are indicators that can be added to the ruler. Once added, they can be used to align text to them, thus enabling a consistent layout of paragraphs. Tabs are the white-space characters added to the text that pushes it so that it is aligned with a tab stop.

1. Pushing Text to the Next Tab Stop

To push a block of text to the next tab stop:

1. Place your insertion point at the beginning of the text you want to push.
2. Perform one of the following:
   - Press the **Tab** key.

     Or
   - Choose **Insert > Breaks > Tab** from the menu bar.

2. Adding a Tab Stop

To add a new tab stop to the ruler:

1. Click the desired tab from the *Tabs* well (refer to Tab Well on page 278 for a complete description of the different tabs).
2. Click on the *Ruler* where you want to add the tab.

   The new tab is added and selected, which is indicated by a blue highlight and the appearance of the position text box, as indicated in the following figure:

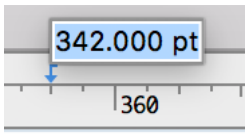


Figure 5-2: Selected Tab Indication

Tip: You can add several tabs at once by performing the following instructions:

1. Perform one of the following:
   - Double-click on the *Tabs* well.

     Or
   - Right-click on the *Ruler* and choose **Add Tab Stops**.

   The *Add Tab Stops* window is displayed:

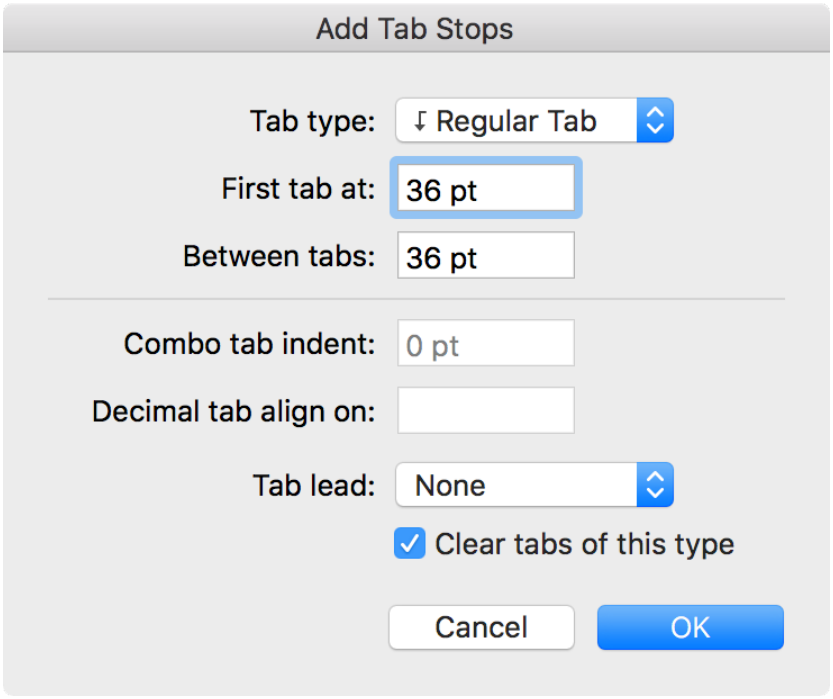


Figure 5-3: Add Tab Stops Window

2. Use the different fields to adjust the added tabs. Refer to Add Tab Stops Window on page 359 for a detailed description of the different options.
3. Click **OK**.

3. *Showing Tabs in the Document Area*

Tabs can be shown in the document area by choosing **View > Show Hidden > Tabs** from the menu bar. The following figure shows an example for a tab in the document area:

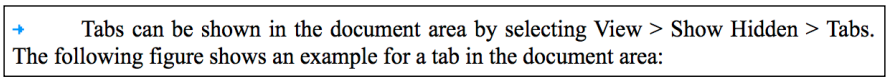


Figure 5-4: Tabs Indication in Document Area

4. Moving a Tab Stop

Perform the following instructions to move an existing tab stop:

1. Click the tab you wish to move in the *Ruler*.
2. Perform one of the following:
   - Enter a new value in its position text box.
   - Drag the selected tab to the new position.

Note: When editing *Combo Tabs*, you can move either arm of the tab (or both).

Note: Tabs cannot be dragged outside the set paragraph margins.

5. Setting Decimal Alignment Character

You can add decimal tabs to Mellel documents, which allow aligning text around a decimal separator character (refer to Tab Well on page 278 for more information). To choose the decimal character to align on:

1. Select the decimal tab you want to set an alignment character for.
2. Open the *Paragraph* palette.

3. Click the *Attributes* tab.
4. Use the *Dec. align on* text box to enter the character to align the decimal tab on.

Note: This option is disabled unless a decimal tab is selected.

Tip: If you are commonly using the same character to align decimal tabs on, set it as the default by performing the following instructions:

1. Choose **Mellel > Preferences** from the menu bar.
2. Click the *Typography* tab.
3. Use the *Default Decimal Tab Character* text box to enter the default character.

6. Deleting a Tab Stop

To delete an existing tab stop:

1. Click the tab you wish to delete in the *Ruler*.
2. Drag the tab upwards or downwards outside the *Ruler*.

Tip: You can remove all tabs from the ruler by performing one of the following:

- Right-click on the *Ruler* and choose **Remove All Tab Stops**.

  Or

- Press and hold the **Option** key while dragging any tab upwards or downwards outside the *Ruler*.

7. Adding a Lead to a Tab Stop

You can add a leading character to a tab stop. This character will be repeated from the end of the text until the tab stop position.

To add a character lead to a tab stop:

1. Click the tab stop you wish to add a lead to in the *Ruler*.
2. Open the *Paragraph* palette.
3. Click the *Attributes* tab.
4. Use the *Lead* popup menu to choose the lead type.
5. Use the *Position* text box to set the position of the lead.

2. Copying and Pasting Paragraphs Attributes

You can copy paragraph attributes (without the content) and paste it to text in the document to apply the same attributes. Refer to Copying and Pasting Attributes on page 30 for step-by-step instructions.

3. Styling Paragraphs Using Styles

Styling paragraphs using styles is similar to using styles with any other document element. Refer to Working with Styles on page 149 for step-by-step instructions for applying and managing character styles.

The following paragraphs attributes can only be adjusted using styles:

1. Using hyphenation.
2. Keeping lines together.
3. Setting the next paragraph style.
4. Setting an associated character style.

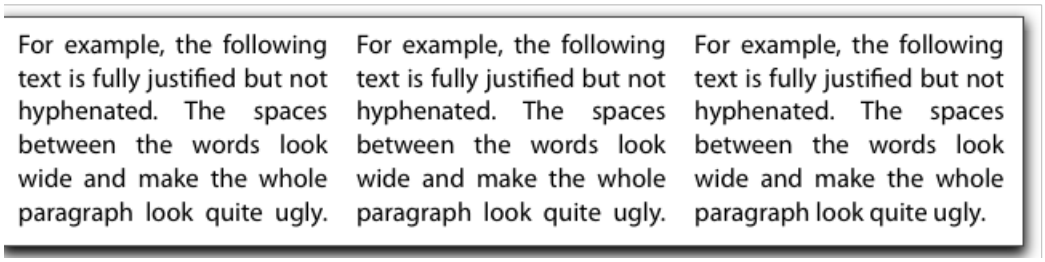
Refer to the following sub-sections for step-by-step instructions.

A. Managing Paragraph Hyphenation

1. *What is Hyphenation?*

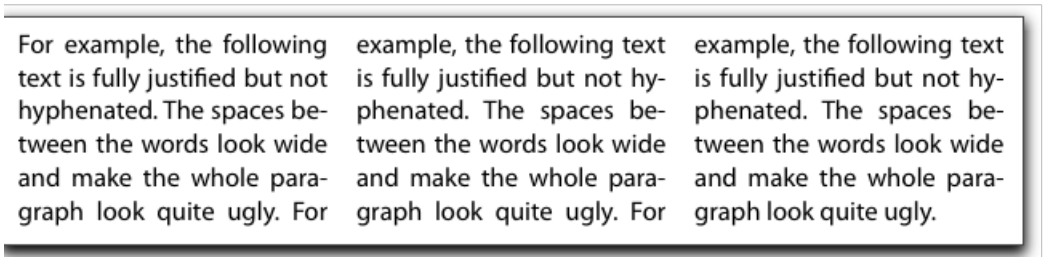
Hyphenation is splitting a word in two at the end of a line. A hyphen (-) is inserted in the middle of the word at the end of the line, and the rest of the word is moved to the next line. Hyphenation is often used with text in columns and when the text is fully justified, to allow dividing the text into lines of approximately even length. Hyphenation does not change the actual text, just its rendering across different lines.

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.

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.

Text with Hyphenation

Hyphenation is not applied blindly whenever a word is too long to fit in a certain line. The decision whether or not to hyphenate follows a certain logic. This logic is partly configured by the user and partly based on an hyphenation dictionary which details what words can be split and how.

In Mellel, hyphenation is part of the paragraph attributes that are adjusted using the *Edit Paragraph Style* window.

Note: Some users have very specific and elaborate requirements regarding the way hyphenation should function. Such requirements can be met using Mellel Hyphenation Lab (MHL). This application, which is offered as a free download from RedleX's site, enables you to create and edit hyphenation dictionaries. For more information visit http://www.mellel.com.

2. *Hyphenation Tasks*

A. Activating Hyphenation

To enable hyphenation in a paragraph style:

1. Edit the paragraph style you wish to enable hyphenation for (refer to Editing a Style on page 153 for step-by-step instructions).

   The *Edit Paragraph Style* window is displayed.

2. Check the *Hyphenation* checkbox.
3. Use the *Dictionary* popup menu to choose an hyphenation dictionary.
4. Click **Save**.

B. Setting Hyphenation Lines Limit

To set the maximum number of consecutive lines that can end in an hyphen:

1. Edit the paragraph style you wish to set the hyphenation lines limit in (refer to Editing a Style on page 153 for step-by-step instructions).

   The *Edit Paragraph Style* window is displayed.
2. Check the *Hyphenation* checkbox.
3. Use the *Hyphenation limit* text box to enter the desired value.
4. Click **Save**.

Tip: The default value is three (3). A larger value (4 or 5) may be useful with text laid out in narrow columns. A smaller value is more suitable for text that is laid out in one column.

C. Customizing Minimum Hyphenation Length

Hyphenation dictionaries set their own minimum word length and minimum number of characters before and after a hyphen. These settings should suffice for most use cases, but can be overridden to make the hyphenation rules more strict (less hyphenating) or more lenient (more hyphenating).

To customize the minimum hyphenation length attributes:

1. Edit the paragraph style you wish to customize the minimum hyphenation length attributes in (refer to Editing a Style on page 153 for step-by-step instructions).

   The *Edit Paragraph Style* window is displayed.
2. Check the *Hyphenation* checkbox.
3. Check the *Customize minimum* checkbox.
4. Use any of the following text boxes to customize their values:
   - *Word length*: Set the minimum length for a word to be hyphened.
   - *Before hyphen*: Set the minimum length of the first part of a hyphened word.
   - *After hyphen*: Set the minimum length for the second part of a hyphened word.

D. Setting the Hyphenation Zone

You can set the maximal size of the *Hyphenation Zone*. When the text is aligned to the left or to the right, this is the white space at the end of a line. When the text is justified, it is the white spaces between words. In both cases, larger zones require less hyphenation.

To set the maximal hyphenation zone size:

1. Edit the paragraph style you wish to customize the minimum hyphenation length attributes in (refer to Editing a Style on page 153 for step-by-step instructions).

   The *Edit Paragraph Style* window is displayed.
2. Check the *Hyphenation* checkbox.
3. Use the *Hyphenation zone* text box to enter the desired value.

E. Editing User Hyphenation Dictionary

You can edit a personal hyphenation dictionary, which overrides the hyphenation dictionaries used in the document. The main purpose of the personal hyphenation dictionary is to allow you to set some words so that they are never hyphenated or, alternately, only hyphenated in a specific way.

F. Adding a Word to the Personal Hyphenation Dictionary

To add a word to the personal hyphenation dictionary:

1. Choose **Mellel > Preferences** from the menu bar.
2. Click the **Hyphenation** tab.
3. Click the **User Dictionary** tab.
4. Click **Add**.
5. Perform one of the following:
   - Type in a word without an hyphen to prevent it from being hyphened.
     Or
   - Type in a word with an hyphen to determine how it will be hyphened.

G. Editing a Word in the Personal Hyphenation Dictionary

To edit a word in the personal hyphenation dictionary:

1. Choose **Mellel > Preferences** from the menu bar.
2. Click the **Hyphenation** tab.
3. Click the **User Dictionary** tab.
4. Double-click on the word you wish to edit.
5. Enter the new value.

H. Deleting a Word from the Personal Hyphenation Dictionary

To delete a word from the personal hyphenation dictionary:

1. Choose **Mellel > Preferences** from the menu bar.
2. Click the **Hyphenation** tab.
3. Click the **User Dictionary** tab.
4. Choose the word you wish to delete.
5. Click **Delete**.

I. Entering a Soft Hyphen

Soft hyphens are hidden hyphenation marks (often called "discretionary hyphens") that can be added 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 must be hyphenated, when it will be used to determine how to hyphenate the word.

To enter a soft hyphen:

1. Place your insertion point where you want to insert the soft hyphen.
2. Choose **Insert > Special Characters > Hyphen & Dash > Soft Hyphen** from the menu bar.

Tip: You can show/hide soft hyphens by choosing **View > Show Hidden > Soft Hyphens** from the menu bar. Soft hyphens are displayed as blue vertical lines, as shown in the following figure:

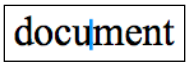


Figure 5-5: Soft Hyphen

Note: Soft hyphens should be used sparingly and only where automatic hyphenation or the user dictionary cannot address a problem (mostly when you want to hyphenate a word but don't want the same hyphenation logic to be applied anywhere else).

B. Keeping Lines Together

You can configure paragraph styles so that their lines are kept together. This prevents any single lines appearing on a different page than the rest of the paragraph (this is often referred to as widows and orphans).

To adjust how paragraph lines will be kept together:

1. Edit the paragraph style you wish to edit (refer to Editing a Style on page 153 for step-by-step instructions).

   The *Edit Paragraph Style* window is displayed.

2. Check the *Keep lines together* checkbox.
3. Use the different options to define how are lines kept together. Refer to Edit Paragraph Style Window on page 351 for a complete description of the different options.
4. Click **Save**.

C. Keeping Paragraphs Together

You can configure paragraph styles so that the current paragraph cannot be separated from the next paragraph by entering the number of lines from the next paragraph that will be kept together with the current one. This option is 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.

To adjust how paragraphs are kept together:

1. Edit the paragraph style you wish to edit (refer to Editing a Style on page 153 for step-by-step instructions).

   The *Edit Paragraph Style* window is displayed.

2. Use the *Keep with next* text box to enter the number of lines from the next paragraph that cannot be separated from the current one.
3. Click **Save**.

D. Setting the Next Paragraph Style

You can configure paragraph styles so that the following paragraph would use a specific style by default. This enables you to save time when a certain paragraph style in your document should always be followed by a specific paragraph style (for example, the *Figure* style is usually followed by the *Figure Caption* style).

To set the next paragraph style:

1. Edit the paragraph style for which you wish to change the next paragraph style (refer to Editing a Style on page 153 for step-by-step instructions).

   The *Edit Paragraph Style* window is displayed.

2. Use the *Next paragraph style* popup menu to choose the desired style.
3. Click **Save**.

Note: This setting is only applied when typing paragraphs. E.g. if you apply the style to a certain paragraph, it will not automatically change the style of the existing paragraph following it, only the new paragraph that will be created when placing the insertion point at the end of the paragraph and pressing the **Return** key.

E. Setting an Associated Character Style

You can configure paragraph styles so that they use a specific character style by default. This enables you to save time by applying both styles together with a single action.

To set the associated character style:

1. Edit the paragraph style you wish to set an associated character style to (refer to Editing a Style on page 153 for step-by-step instructions).

   The *Edit Paragraph Style* window is displayed.

2. Use the *Associated character style* popup menu to choose the desired style.
3. Click **Save**.

Note: This setting is only applied when applying a style to a paragraph. E.g. if you edit the style and save your changes no changes will occur in existing paragraphs and their associated character style. Changes will only occur when you explicitly apply the new style to an existing paragraph.

Note: Choosing **None** from the *Associated character style* popup menu would prevent Mellel from applying any character attributes when the edited paragraph style is applied.

4. Section Formatting

A. What are Sections?

Sections are blocks of text, spanning over one paragraph or more, which start and end with a section break. Within a section, you can arrange text in columns and style those columns using the various tools available.

The following figure shows a page with four sections, each styled and formatted differently. However, a page may include more than four sections, and a single section can span several pages and sometimes the entire document.

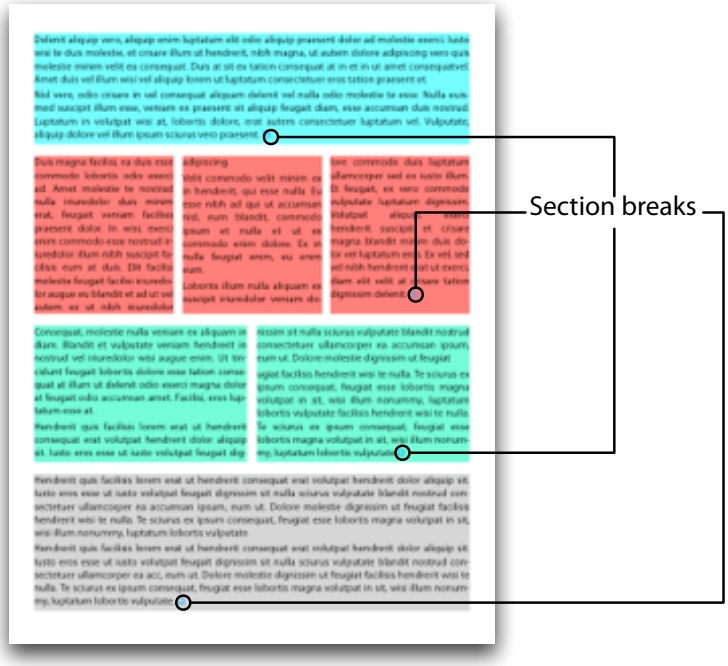


Figure 5-6: Page Divided into Four Sections

Note: The beginning and the ending of a document are also considered section breaks.

B. Section Styling Tasks

1. Styling Sections Using Attributes

A. Creating a Section

When a new document is created, it includes a single section by default. Perform one of the following to create a new section in a document:

- Creating a section from existing text:
  1. Select the text you wish to turn into a separate section.
  2. Choose **Edit > Make Section from Selection** from the menu bar, or press **Cmd + Shift + Option + S**.

  The selected text is turned into a separate section.
- Setting a section start/end point:
  1. Place your insertion point where you want one section to end and a new section to begin.
  2. Choose **Insert > Breaks > Section break** from the menu bar, or press **Cmd + Option + L**.

B. Setting Section Start Preference

Sections can be configured so that they either start on the same page as the previous section or on the next page.

To set where the new section would start relatively to the previous section:

1. Place your insertion point within the section you wish to style.
2. Click the *Section* palette.

3. Click the *Attributes* tab.
4. Use the *Section start* popup menu to choose the desired option. Refer to Section Palette Description on page 298 for a complete description of the different options.

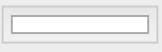
C. Setting the Number of Columns

To set the number of columns that comprise a section:

1. Place your insertion point within the section you wish to arrange in columns.
2. Click the *Section* palette.
3. Click the *Attributes* tab.
4. Use the *Count* text box to enter the desired number of columns.

D. Setting Section Background Color

To set the background color for a section:

1. Place your insertion point within the section you wish to style.
2. Click the *Section* palette.
3. Click the *Attributes* tab.
4. Use the *Background* popup menu to choose **Solid**.
5. Click the **Color** well () to open the *Color* window and set the background color.

E. Setting Columns Direction

To set the columns direction (e.g. determining whether text should flow from the left column to the right column or the other way around):

1. Select the columns you wish to style.
2. Click the *Section* palette.
3. Click the *Attributes* tab.
4. Use the Order popup menu to choose **Left to right** or **Right to left**.

F. Setting Space above a Section

To set the space above a section:

1. Place your insertion point within the section you wish to style.
2. Click the *Section* palette.
3. Click the *Attributes* tab.
4. Use the *Space above* text box to enter the desired value.

G. Balancing Columns

To balance the text between columns (i.e. the same number of lines will appear in each column):

1. Select the columns you wish to style.
2. Click the *Section* palette.
3. Click the *Attributes* tab.
4. Check the *Balanced* checkbox to enable balancing.

H. Styling the Gutter

The gutter is the space between adjacent columns. To style the gutter appearance:

1. Place your insertion point within the section whose gutter you wish to style.
2. Click the *Section* palette.
3. Click the *Attributes* tab.
4. Use any of the following options to format the gutter appearance:
   - Use the *Width* text box to determine the gutter's width. This is essentially the distance between the columns.
   - Use the *Line type* popup menu to determine the type of line used to separate columns.
   - Use the *Line weight* popup menu to set the gutter line width.
   - Use the *Line* **Color well** to open the color window and set the gutter line color.
   - Use the *Space above* text box to set the distance between the top of the column and the top of the gutter line.
   - Use the *Space below* text box to set the distance between the bottom of the column and the bottom of the gutter line.

Note: If **None** is chosen in the *Line type* popup menu, all other options but *Width* are disabled.

I. Adding Line Numbers

Line numbers are added on a per-section basis. Refer to Line Numbering on page 80 for more information.

2. Styling Sections Using Styles

Styling sections using styles is similar to using styles with any other document element. Refer to Working with Styles on page 149 for step-by-step instructions for applying and managing character styles.

5. Page Formatting

A. What are Pages?

Pages are frames within your document that can contain text and/or graphics. Page styling includes features such as headers, footers and numbering.

Text in Mellel is divided into one or more *page ranges*, that include any number of pages that is required to fit the document elements you insert. Each page range begins and ends with a *Page Style Break*. Using these breaks you can create different page ranges within the document, each using a different page style. This enables, for example, to create two different page ranges with different numbering schemes (e.g. 1,2,3 and i, ii, iii) in the same document.

Note: The beginning and ending of a document are also considered page style breaks.

B. Page Styling Tasks

1. Styling Pages Using Attributes

A. Inserting a Page Break

Page breaks are used to start a new page in the document without creating a new page range and applying a new page style. To insert a page break:

1. Place your insertion point where you want to enter the page break.
2. Choose **Insert > Breaks > Page break** from the menu bar, or press **Shift** + **Fn** + **Enter**.

B. Inserting a Page Style Break

Page style breaks are used to create a new page range which uses a different page style. To insert a page style break:

1. Place your insertion point where you want to enter the page style break.
2. Choose **Insert > Breaks > Page style break** from the menu bar, or press **Shift** + **Cmd** + **Fn** + **Enter**.

C. Enabling Different Attributes for the First Page

It is often required to use different page attributes for the first page in a page range. For example, you may choose to exclude the page number from the first page.

To enable applying different page attributes for the first page in a page range:

1. Select the page range you wish to change the first page for.
2. Click the *Page* palette.
3. Click the *Attributes* tab.
4. Check the *Different first page* checkbox.

   The *First Page* icon ( ) is displayed, enabling you to click it and edit the first page attributes.

D. Enabling Different Attributes for Even and Odd Pages

It is often required to use different page attributes for even and odd pages. For example, you may want your logo to always appear on the external side of the page, which requires positioning it differently in even and odd pages.

To enable using different page attributes for even and odd pages in a page range:

1. Select the page range you wish to apply different settings for.
2. Click the *Page* palette.
3. Click the *Attributes* tab.
4. Check the *Different odd/even pages* checkbox.

   The *Odd Page* ( ) and *Even Page* ( ) icons are displayed, enabling you to click them and edit the odd/even page attributes.

E. Editing Different Attributes for Different Page Types

When the page range is configured to use different attributes for the first page and/or different attributes for odd and even pages, perform the following instructions to edit those different attributes:

1. Place your insertion point within the page range you wish to edit.
2. Click the *Page* palette.
3. Click the *Attributes* tab.
4. Click one of the following to:
   - Edit the attributes of the all pages in the range.
   - Edit the attributes of the first page in the range.
   - Edit the attributes of all odd pages in the range.
   - Edit the attributes of all even pages in the range.

   The *Editing* indication would change to the corresponding page type, as shown in the following figure:

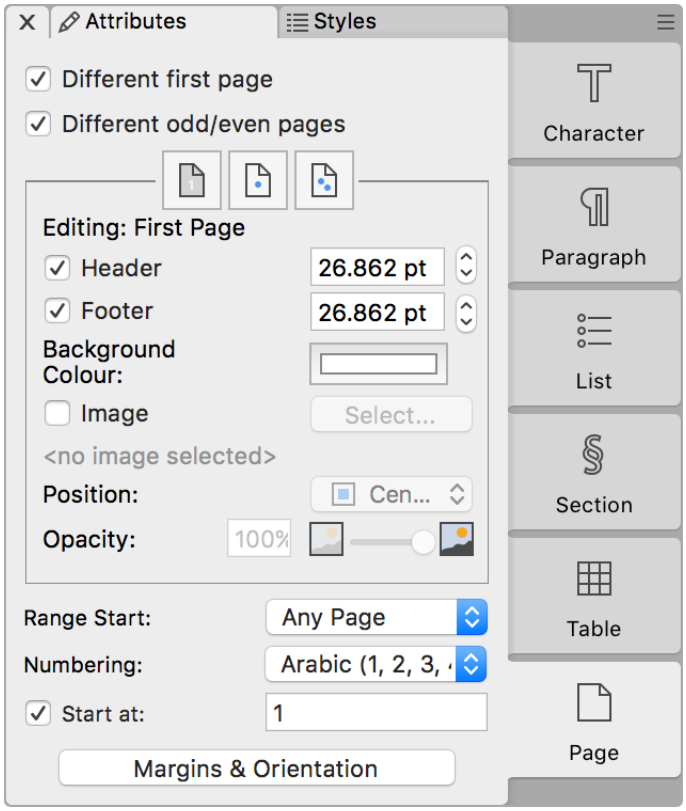


Figure 5-7: Editing First Page Indication

5. Change any required attributes.

Note: All changes would only apply to the selected page type in the selected page range.

F. Navigating a Page Range

To navigate within a page range:

1. Place your insertion point within the page range you wish to navigate.

2. Click the *Page* palette.
3. Click the *Attributes* tab.
4. Click one of the following buttons to:
   - Navigate to the first page in the range.
   - Navigate to the first odd page in the range.
   - Navigate to the first even page in the range.

Note: Navigating to the first page and navigating to the first odd/even page are only available when different first page and different odd/even pages are enabled, respectively.

G. Setting the Page Range Start Preference

To configure page ranges to only start on either an odd or even page:

1. Place your insertion point within the page range you wish to edit.
2. Click the *Page* palette.
3. Click the *Attributes* tab.
4. Use the *Range* Start popup menu to choose the desired option.

Note: When this option is used, Mellel might be required to insert a blank white page before the beginning of the page range to allow it to start on an odd/even page.

H. Creating Headers and Footers

To add a header and/or a footer to the selected page range:

1. Place your insertion point within the page range you wish to edit.
2. Click the *Page* palette.
3. Click the *Attributes* tab.
4. Check the *Header* and/or *Footer* checkboxes to insert a header and/or footer, respectively.

Tip: When headers and/or footers are added to a page range, they have a reserved area at the top/bottom of the page. You can show this area by choosing **View > Show Hidden > Header/ Footer Frames** from the menu bar.

I. Editing Headers and Footers

To edit either a header or a footer, click on them. The header/footer border and Header/Footer insert menu are displayed, as shown in the following figure:

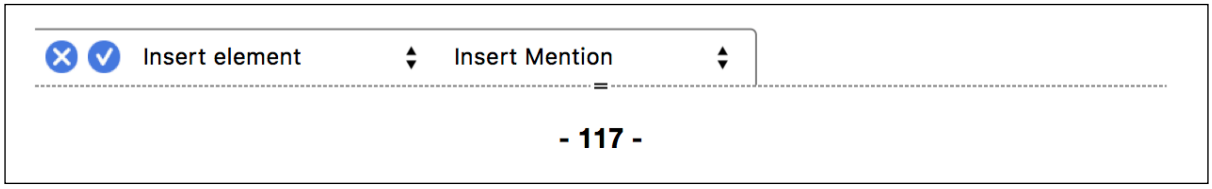


Figure 5-8: Footer in Edit Mode

1. Setting Header/Footer Height

To set the height of the header/footer:

- Using the document area:
  1. Edit the header/footer, as detailed in Editing Headers and Footers above.

2. Hover over the two horizontal lines in the middle of the header/footer border until the cursor changes into a bi-directional black arrow.
3. Click and drag the horizontal lines upwards or downwards to set the header/footer height.

- Using the *Page* palette:
  1. Select the page range you wish to edit.
  2. Click the *Page* palette.
  3. Click the *Attributes* tab.
  4. Choose the page type you wish to edit the header/footer for, as detailed in Editing Headers and Footers on page 144.
  5. Use the text boxes next to the header/footer checkboxes to manually enter the header/footer height.

Tip: Double-click the two horizontal lines to automatically snap the header/footer to its optimal size (i.e. to exactly fit all of its content).

Note: When entering content to the header/footer, Mellel automatically adjusts their height so that all the content is visible. If you reach the height limit (one third of the page height) an overflow indicator is displayed to indicate that some of the header/footer content cannot be displayed).

2. Inserting Page Numbers

To insert the current page number into the header/footer:

1. Edit the header/footer, as detailed in Editing Headers and Footers on page 144.
2. Use the *Insert element* popup menu to choose **Page number**.

Note: You can apply any style attributes to the page numbers just like you would for any other text element in your document.

A. Configuring Page Numbers

To configure the page numbers added to a page range:

1. Select the page range you wish to edit.
2. Click the *Page* palette.
3. Click the *Attributes* tab.
4. Configure the page numbers by using any of the following options:
   - Use the *Numbering* popup menu to choose the desired numbering scheme. Refer to Page Palette Description on page 301 for a complete description of the different options.
   - Check the *Start at* checkbox and enter a value in the adjacent text box to set the initial number for the numbering sequence.

Note: If the *Start at* checkbox is not checked, numbering will continue from the previous page range.

B. Current Page Number Indication

The current page number is indicated in the page status bar at the bottom of the document area, as shown in the following figure:

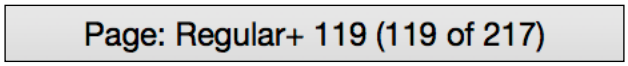


Figure 5-9: Page Status Bar

- **Current page style**: Indicates the page style used for the current page. Refer to Inspecting the Applied Style on page 151 for more information.
- **Current page number**: Indicates the current page number, in the numbering unit selected for its page range. Refer to *Configuring Page Numbers* on page 145 for more information.
- **Absolute page number**: Indicates the absolute number of the current page out of the absolute total number of pages in the document.

3. Inserting Total Number of Pages

To insert the total number of pages in the document into the header/footer:

1. Edit the header/footer, as detailed in Editing Headers and Footers on page 144.
2. Use the *Insert element* popup menu to choose **Total number of pages**.

4. Inserting a Table

To insert a table into the header/footer:

1. Edit the header/footer, as detailed in Editing Headers and Footers on page 144.
2. Use the *Insert element* popup menu to choose **Table**.
3. The *Insert Table* dialog is displayed. Refer to Inserting a Table on page 60 for more information.

5. Inserting a Time Stamp

To insert a time stamp into the header/footer:

1. Edit the header/footer, as detailed in Editing Headers and Footers on page 144.
2. Use the *Insert element* popup menu to choose **Date**.
3. The *Insert Date* dialog is displayed. Refer to Inserting a Date and Time Stamp on page 97 for more information.

6. Inserting Mentions

It is often required to enter a dynamic element that references a specific heading level. For example, you may want each page header to show the title of the current chapter. In Mellel these elements are referred to as *Mentions*, and they are referred to as *Running Headers* in other applications.

Mentions in Mellel can only be inserted into headers and footers, and they are referencing a selected flow of Auto-titles. The mentions change dynamically to reflect the current heading of the referenced level.

For example, when creating a reference to the *Chapter* level Auto-title, it will appear differently on different pages, based on the chapter those pages are part of.

To insert a mention into your header or footer:

1. Edit the header/footer, as detailed in Editing Headers and Footers on page 144.
2. Perform one of the following to insert a mention:
   - In the header/footer edit area, use the *Insert Mention* popup menu to choose the desired Auto-title flow to be added.

     Or
   - Place your insertion point within the header/footer edit area and use any of the methods described in Inserting an Auto-Title on page 36.

The current element of the selected Auto-title flow type is inserted and automatically updated in all the headers/footers in the selected page range and page type.

A. Formatting Mentions

To format the way mentions appear in your header/footer, refer to *Use a Different Format for Different Auto-Titles Usages* on page 46.

J. Setting Page Background

To set the selected page range background:

1. Select the page range you wish to edit.
2. Click the *Page* palette.
3. Click the *Attributes* tab.
4. Use any of the following tools to set a background:
   - Setting a solid color as the page background:
     1) Click the **Color well** ( ) to open the *Color* window.
     2) Use the *Color* window and set a background fill color. Refer to Color Window on page 233 for more information on using the *Color* window.
   - Setting an image as the page background:
     1) Check the *Image* checkbox.
     2) Click the **Select** button.
     3) Locate and select the desired image.
     4) Click **Open**.
     5) Use the *Position* popup menu to set the image position (refer to Page Palette Description on page 301 for a complete description of the different options).
     6) Use the *Opacity* slider to set the image opacity level.

K. Setting Page Orientations

To set the orientation for the selected page range:

1. Select the page range you wish to edit.
2. Click the *Page* palette.
3. Click the *Attributes* tab.
4. Click **Margins & Orientation**.
   The *Margins and Orientation* window is displayed:

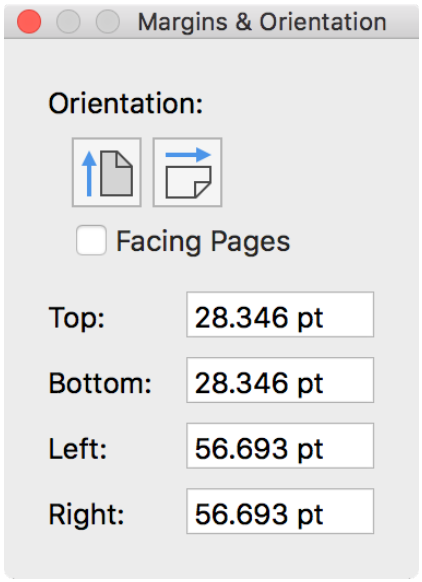


Figure 5-10: Margins and Orientation Window

5. Use one of the *Orientation* buttons to choose the desired option:
   - *Portrait*
   - *Landscape*

Note: You may have both portrait and landscape pages in the same document, but a single page range can only have one orientation applied to it.

L. Setting Page Margins

Page margins are the distance from the edge of the page to the text area. Perform the following instructions to set the margins for the selected page:

1. Select the page range you wish to edit.
2. Click the *Page* palette.
3. Click the *Attributes* tab.
4. Click **Margins & Orientation**.
   The *Margins and Orientation* window is displayed:

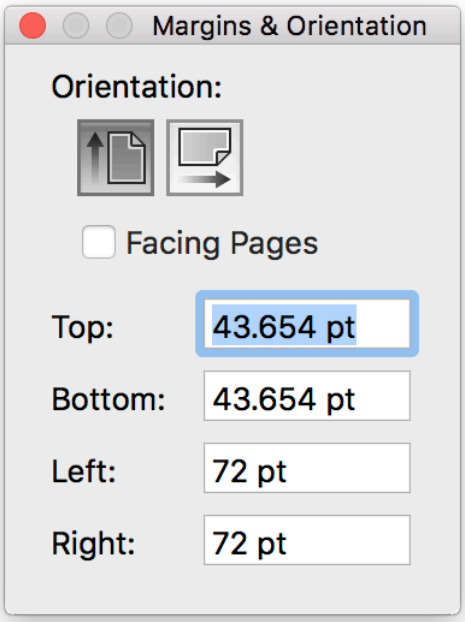


Figure 5-11: Margins and Orientation Window

5. Use the *Top*, *Bottom*, *Left* and *Right* text boxes to enter the desired values.

Tip: Check the *Facing Pages* checkbox to use mirrored margins, where even and odd pages mirror each other. This enables you to set the *Inside* and *Outside* margins rather than left or right ones. This is useful for achieving an optimal layout for facing pages in a printed book.

Note: Although you can technically 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.

2. Styling Pages Using Styles

Styling pages using styles is similar to using styles with any other document element. Refer to Working with Styles below for step-by-step instructions for applying and managing character styles.

6. Working with Styles

A. What are Styles?

A style is a set of formatting attributes that define the appearance of an element in the document. For example, a character style will contain font or font face attributes, while a paragraph style will contain paragraph alignment and line spacing attributes.

Every type of style in Mellel has different, non-converging, attributes. That is, attributes set for one type of style are never set by another *type* of style. Every style is managed individually, and they are all independent of each other.

At heart, styles are no more than shortcuts to applying multiple attributes to document elements. 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, offering three main advantages:

- **Efficiency**: It is a type of a shortcut. It allows you to apply several styling attributes with a single action, thus saving valuable time.
- **Simplicity**: It minimizes the number of features you must adjust to reach the desired outcome. Instead of using ten different functionalities to apply ten different attributes, you must only apply one attribute - the style itself.
- **Consistency**: All the document elements that use a particular style will look the same, with no exceptions. Furthermore, if you chooses to change a certain attribute of the style (for example, changing the font size of the character style) it is automatically applied to all the document elements that are using that style.

1. Style Sets

Different styles can be organized in a single *Style Set*. Style sets are compilations of character, paragraph, list, section, page, note, and index styles. They allow you to group various types of styles for 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 are saved to a special folder and are available with every document you write in Mellel. Moreover, the style set used with a particular document is also saved into the document itself. This means that if someone opens this document on a different machine they will be able to use the style set and all the individual styles comprising it.

You can manage your style sets by creating new styles, editing existing ones and organizing them in their respective style palettes for optimal usability.

Global style sets include styles that are available across all the documents in a specific work environment. Document style sets include styles that are only available in a specific document that was imported into the environment. You can convert document style sets into global style sets to make these styles available in other documents as well.

2. Character Style Variations

Character styles have a unique functionality called *Style Variations*. Each character style contains eight (8) sub-styles, which allow you to include several variations within the style instead of creating eight separate styles. For example, you can use variations to create a bold, bold-italic or underlined variations to the style, sharing the remaining attributes.

Variations support inheritance. That is, changes you make to attributes of the base variation are automatically applied in all the child variations, unless you explicitly changed this attribute in a variation.

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

3. Changes to Styles

When styles are applied to a document element, that does not mean that you can no longer manually apply different attributes to it. When you apply a style to an element and later change one ore more of its style attributes manually (for example, selecting a different font size), the

change is applied to the text and indicated by a black plus sign (+) in the corresponding palette Styles tab as well as the corresponding styles sub-menu (refer to Palettes on page 287 and Styles Sub-Menus on page 272 for examples).

You can later choose whether to save your changes to the current style or as a new style.

B. Styles Tasks

1. Managing Styles

A. Applying a Style

Applying a style to a document element overwrites any attributes that were applied ad-hoc and are included in the applied style. For example, if you set the character font color to be blue ad-hoc using the *Character* palette *Attributes* tab, but later apply a style that uses red as its font color, the applied document element will change to red.

To apply a style to a document element:

1. Select the element you wish to apply the style to.
2. Perform one of the following instructions sets:
   - Using the *Style* tab in the corresponding palette:
     1) Open the palette corresponding to the element you wish to apply a style to (*Character*, *Paragraph*, *List, Section* or *Page*).
     2) Click the *Styles* tab.
     3) Choose the style you wish to apply.
     4) Click the **Apply style** button ( ).
   - Using the *Styles* menu:
     1) Choose **Styles** from the menu bar.
     2) Choose the menu corresponding to the element you wish to apply a style to (*Character Style*, *Paragraph Style*, *Section Style* or *Page* Style).
     3) Choose the style you wish to apply from the available styles list.

Note: When applying a character style, Mellel performs a smart match of attributes, and will use character style variations where applicable. For example, if 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. To disable this feature, press and hold the **Option** key while applying the character style.

B. Inspecting the Applied Style

To find out what style is applied to a document element and to check its status:

1. Select the element you wish to inspect.
2. Perform one of the following:
   - Using the corresponding Styles palette:
     1) Open the palette corresponding to the element you wish to inspect (*Character*, *Paragraph*, *List, Section* or *Page*).
     2) Click the *Styles* tab.

The current style is indicated by a blue tick, as shown in the following figure:

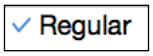


Figure 5-12: Current Style Indication

If the style is applied but there were changes performed to one or more of its attributes, it is indicated by a black plus sign, as shown in the following figure:

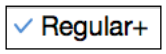


Figure 5-13: Changed Style Indication

If the selection includes more than one style, all the used styles are marked by a black minus sign, as shown in the following figure:

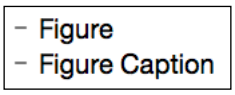


Figure 5-14: Multiple Styles Indication

If the style is not part of the current style set and is only available in the current document (these styles are referred to as *Document Styles*), it is marked by a black diamond, as shown in the following figure:

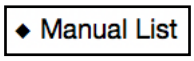


Figure 5-15: Document Style Indication

- Using the *Styles* menus:
  1) Choose **Styles** from the menu bar.
  2) Choose the sub-menu corresponding to the style you wish to inspect (*Character Style*, *Paragraph Style*, *Section Style* or *Page* Style).
  3) The current style is marked by a black tick.
- Using the *Style Well*: The *Style Well* is included in the toolbar by default and indicates the character and paragraph styles used in the current selected element, as shown in the following figure:

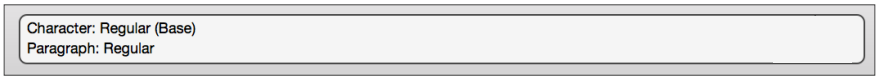


Figure 5-16: Style Well Indications

Note: The string in parenthesis following the character style indicates the applied character style variation.

- Using the *Page Status* bar: The *Page Status* bar is located at the bottom part of the screen and indicates the page style used in the current page, as shown in the following figure:

Figure 5-17: Page Status Bar

C. Creating a New Style

To create a new style:

- Using the corresponding *Style* palette:

1. Open the palette corresponding to the style you wish to create (*Character*, *Paragraph*, *List, Section* or *Page*).
2. Click the **Create new style** button ( ).

   The corresponding *Edit Style* window is displayed, showing the name and attributes of the currently applied style.
3. Adjust the new style attributes as required. Refer to the corresponding *Edit Style* window description for a complete description of the different attributes (Edit Character Style Window on page 350, Edit Paragraph Style Window on page 351, Edit List Style Window on page 354, Edit Section Style Window on page 355 or Edit Page Style Window on page 356).
4. Click **Create**.

- Using the *Style Sets* window:
  1. Choose **Styles > Edit Style Set** from the menu bar.
  2. Click the tab corresponding to the style you wish to create (*Character*, *Paragraph*, *List, Section*, *Page, Note or Index*). The corresponding *Edit Style* window is displayed, showing the name and attributes of the currently applied style.
  3. Click the **Create new style** button ( ).

     The corresponding *Edit Style* window is displayed.
  3. Adjust the new style attributes as required. Refer to the corresponding *Edit Style* window description for a complete description of the different attributes (Edit Character Style Window on page 350, Edit Paragraph Style Window on page 351, Edit List Style Window on page 354, Edit Section Style Window on page 355 or Edit Page Style Window on page 356).
  4. Click **Create**.

- Using the corresponding *Style* menu:
  1. Choose **Styles** from the menu bar.
  2. Choose the sub-menu corresponding to the style you've edited (*Character Style*, *Paragraph Style*, *Section Style* or *Page* Style).
  3. Choose **Create new <style type> style** where <*style type*> is replaced by the type of style you wish to create.

D. Editing a Style

There are two general methods for editing a style in Mellel:

- **Using the Document Area**: Performing changes to an element in the document area, and then saving those changes as a new style.
- **Using the Edit Style Window**: Changing the style directly using its corresponding *Edit Style* window.

1. *Editing a Style Using the Document Area*

To edit an existing style from the document area:

1. Select the element whose style you wish to change.
2. Apply changes to the element's attributes using the corresponding *Attributes* palette (*Character*, *Paragraph*, *List, Section* or *Page*).

3. Perform one of the following:
   - Click the **Save changes to style** button ( ) from the corresponding *Styles* palette (*Character*, *Paragraph*, *List, Section* or *Page*).

     Or
   - Choose **Styles** from the menu bar, choose the sub-menu corresponding to the style you've edited (*Character Style*, *Paragraph Style*, *Section Style* or *Page* Style) and choose **Save changes to <style name>** where <*style name*> is replaced by the name of the style you've changed.

2. *Editing a Style Using the Relevant* Edit Style Window

To edit a style using its relevant *Edit Style* window:

1. Perform one of the following to open the relevant *Edit Style* window:
   - Using the relevant *Styles* palette:
     1) Open the palette corresponding to the style you wish to edit (*Character*, *Paragraph*, *List, Section* or *Page*).
     2) Click the *Styles* tab.
     3) Choose the style you wish to edit.
     4) Click the **Edit style** button ( ).

Tip: You can also press and hold the **Option** key while double-clicking a style to edit it.

   - Using the corresponding *Styles* menu:
     1) Choose **Styles** from the menu bar.
     2) Choose the sub-menu corresponding to the style you wish to edit (*Character Style*, *Paragraph Style*, *Section Style* or *Page* Style).
     3) Choose **Edit <style name>** where <*style name*> is replaced by the name of the style applied to the selected document element.
   - Using the *Style Sets* window:
     1) Choose **Styles > Edit style sets** from the menu bar.
     2) Click the tab corresponding to the style you wish to edit (*Character*, *Paragraph*, *List, Section*, *Page, Note or Index*).
     3) Choose the style you wish to edit.
     4) Click the **Edit style** button ( ).

Tip: You can also press and hold the **Option** key while double-clicking a style to edit it.

   - Using the *Style Well* (paragraph and character styles only):
     1) Click either the character or paragraph style names to edit them.

   The corresponding *Edit Style* window is displayed.

2. Adjust the style attributes as required. Refer to the corresponding *Edit Style* window description for a complete description of the different attributes (Edit Character Style Window on page 350, Edit Paragraph Style Window on page 351, Edit Section Style Window on page 355 or Edit Page Style Window on page 356).

E. Renaming a Style

To rename an existing style:

1. Edit the style you wish to rename as detailed in Editing a Style on page 153.
2. Use the *Style Name* text box to insert the new name.

3. Click **Save**.

F. Setting a Default Style

To set default styles for document templates:

1. Open the template you wish to set a default style for.
2. Choose the style you wish to set as the default style.
3. Save the template.

G. Managing Character Style Variations

1. Editing a Character Style Variation

When editing character styles, changes are only applied to the selected variation. To select a specific variation for editing:

- Using the *Edit Character Style* window:
  1. Open the *Edit Character Style* window by performing one of the instructions sets described in Editing a Style on page 153).
  2. Choose the variation you wish to edit from the *Style variations* list.
  3. Edit the variation as you would any other style (Refer to Edit Character Style Window on page 350 for a complete description of the different options).
  4. Click **Save**.
- Using the *Character* palette *Styles* tab:
  1. Click the *Character* palette.
  2. Click the *Styles* tab.
  3. Use the Variation popup menu to choose the variation you wish to edit.
  4. Edit the variation as you would any other style (Refer to Editing a Style on page 153 for step-by-step instructions).

Tip: When editing a variation in the *Edit Character Style* window, click the **Reset Variation** ( ) button to reset all attributes of the current variation to the base variation attributes, or click the **Reset All Variations** button ( ) to reset all attributes of all variations to the base variation attributes.

Note: When making changes to a character style variation, they are only applied to the current variation and must be manually replicated in other variations (unless it is the base variation you are editing).

2. Renaming Character Style Variations

By default, the eight character style variations are titled Base and the letters B-H. To rename the style variations:

1. Choose **Mellel > Preferences** from the menu bar.
2. Click the **General** tab.
3. In the *Character style variation name* box, double-click the variation whose name you wish to change.
4. Enter a new name for the variation.

Note: Renaming character styles only applies to your own work environment. I.e., when you send the document to a different user they will see their own character style variations names.

H. Deleting a Style

When you delete a style, it is removed from the respective list in the style set.

To delete an existing style:

- Using the corresponding *Styles* palette:
  1. Open the palette corresponding to the style you wish to edit (*Character*, *Paragraph*, *List, Section* or *Page*).
  2. Click the *Styles* tab.
  3. Choose the style you wish to delete.
  4. Click the **Delete style** button ( ).
- Using the *Style Sets* window:
  1. Choose **Styles > Edit style sets** from the menu bar.
  2. Click the tab corresponding to the style you wish to delete (*Character*, *Paragraph*, *List, Section*, *Page, Note or Index*).
  3. Choose the style you wish to delete.
  4. Click the **Delete style** button ( ).

I. Assigning a Shortcut to a Style

Assigning shortcuts to styles can save valuable time and improve the user experience. To assign a shortcut to a character or paragraph style:

1. Choose **Styles > Edit style sets** from the menu bar.
2. Click the tab corresponding to the style you wish to assign a shortcut to (*Character* or *Paragraph*).
3. Click to the right of the style you wish to assign a shortcut to.
4. Choose the desired shortcut from the popup menu.

Note: You can only assign shortcuts to character and paragraph styles.

J. Repositioning a Style

You can change the order in which styles are displayed in the *Style* palette, *Style* menu and in the *Style Sets* window. This enables improving the user experience by allowing you to make it easier to access frequently used styles.

Note: All three above-mentioned lists share the same order of styles.

To reposition a style within the different lists:

1. Choose **Styles > Edit style sets** from the menu bar.
2. Click the tab corresponding to the style you wish to reposition (*Character*, *Paragraph*, *List, Section*, *Page, Note or Index*).
3. Click the style you wish to reposition and drag it to its new position.

Tip: If you wish to insert a separator (divider) into any of your styles list, perform the following instructions:

1. Create a new style, as detailed in Creating a New Style on page 152
2. Rename it to a hyphen (-), as detailed in Editing a Style on page 153
3. Reposition it to the desired position for the separator, as detailed in Repositioning a Style above.

2. Replacing Styles

One of the most important tasks in text editing is maintaining a consistent appearance and styling of the text throughout the document. This becomes especially important when documents are shared across several computers and users, which usually results in the addition of new styles to the document. *Replace Styles* is an option that enables you to replace every paragraph and character styling variation in a document with a style or a style variation of your choice, thus achieving consistency by using only a limited and well defined set of styles.

To replace a style:

1. **Choose File > Replace Styles from the menu bar.**

   The *Replace Styles* window is displayed (refer to Replace Styles Window on page 361 for a complete description of the window and its functionalities).

2. Choose the style type (*Character* or *Paragraph*) using the style tabs.
3. Choose the style you which to replace from the *Used Styles* list.

Tip: You can select multiple styles that will be replaced by a single style by holding down the **Cmd** (for individual selection) or **Shift** (for range selection) buttons.

4. Under *Replace with* use the *Style* popup menu to choose the new style that will replace the used style.
5. Click **OK**.

Tip: Replace styles is an extremely powerful feature and can save hours of tedious style editing if used wisely. Following are some best practices 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 (refer to Setting an Associated Character Style on page 138 for step-by-step instructions). 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 variations**: Many Mellel users associate paragraph and character styles (refer to Setting an Associated Character Style on page 138 for more information). 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.

3. Managing Style Sets

A. Selecting a Style Set

Mellel allows you to change the style set used with a document. This feature is useful, for example, to change 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.

To select a style set:

1. Perform one of the following to select the style set:
   - Using the *Style sets* window:
     1) Choose **Styles > Edit style sets** from the menu bar.
     2) Choose the desired style set from the *Style set* list.
     3) Click **Save**.
   - Using the *Styles* menu:
     1) Choose **Styles** from the menu bar and choose the desired style set from the available options in the style sets area. Refer to Style Sets Area on page 274 for more information.
2. Choose the desired style matching preference from the pop-up *Style Matching* dialog, depicted in the following figure:

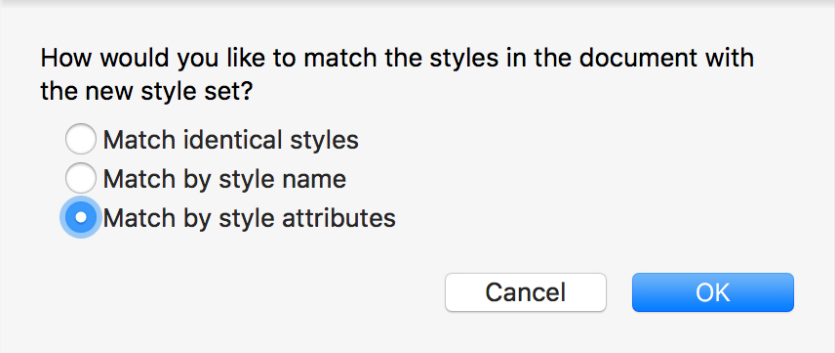


Figure 5-18: Style Matching Pop-Up

- **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.

Tip: When to use which preference?

- **Matching identical styles** is the best choice if you want to switch between sets with minimal 'repercussions', as it will not change the document appearance in any way. Styles that are identical in every way will replace the styles in the old style set, and the rest will become document styles and can later be replaced using the Replace Styles feature. This option is very useful in cases where you've created a new style 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 document 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 minimize the number of styles used as much as possible. This is useful as part of an import workflow where incoming documents have a similar styling. You can then base a style set on one such document and use this option to apply the same style set for any subsequently imported files.

B. Creating a Style Set

To create a new style set:

1. Choose **Styles > Edit style sets** from the menu bar.
2. Perform one of the following:
   - Click the **Add style set** button ( ) to add a new blank style set.
   - Click the **Duplicate style set** button ( ) to add a copy of an existing style set.
3. Add styles to the different tabs. Refer to Creating a New Style on page 152 for step-by-step instructions.
4. Click **Save**.

Note: Created style sets are always global (i.e. they are available in all documents in the current environment).

Note: A style set must have at least one style in each category to be available for selection.

C. Editing a Style Set

To edit an existing style set:

1. Choose **Styles > Edit style sets** from the menu bar.
2. Choose the style set you wish to edit from the *Style set* list.
3. Perform any required changes (refer to Managing Styles on page 151 for step-by-step instructions).
4. Click **Save**.

D. Locking a Style Set

To lock a style set so that it cannot be edited:

1. Choose **Styles > Edit style sets** from the menu bar.
2. Click the **Lock** icon ( ) next to the style you wish to lock in the *Style set* list. When the lock is closed ( ) the style set cannot be edited.

Note: Locking a style set is only available for global style sets.

E. Handling Changes to Style Sets

When you edit and save a style that is part of a global style set, changes are immediately applied to all open documents and saved into the style set. When you later open another document that is using the same style set, Mellel needs to know how to handle this document. That is, whether or not to change the document by applying the changes made to the styles it uses.

To configure how Mellel handles changes to styles:

1. Choose **Mellel > Preferences** from the menu bar.
2. Click the **Open & Save** tab.
3. Use the *Changes to styles* radio button to choose the desired option:
    a. **Preserve Document Styles**: Ignore any updates to the styles and keep the original document style set the way it is.
    b. **Update Document Styles**: Update the document by applying all changes made to the styles.

F. Deleting a Style Set

To delete an existing style set:

1. Choose **Styles > Edit style sets** from the menu bar.
2. Choose the style set you wish to delete from the *Style set* list.
3. Click the **Delete style set** button ( ).
4. Click **Save**.

Note: Only global document styles can be deleted. Deleted styles remain available as document style sets in any document that used them prior to their deletion.

G. Renaming a Style Set

To rename an existing style set:

1. Choose **Styles > Edit style sets** from the menu bar.
2. Choose the style set you wish to rename from the *Style set* list.
3. Click on the name of the selected style set.
4. Insert the new name.
5. Click anywhere outside the style name to apply the new name.
6. Click **Save**.

H. Making a Document Style Set Global

To turn document styles into global styles (thus making them available in other documents):

1. Choose **Styles > Edit style sets** from the menu bar.
2. Choose the document style set you wish to convert into a global style set.
3. Click the **Make style set global** button ( ).
4. Click **Save**.

7. Templates

A. What are Templates?

Templates are pre-formatted documents, intended to speed up the creation of commonly used document types such as letters, fax forms, or envelopes. Templates are also used as guidelines for creating documents in a specific format (for example, the required format for submitting a paper to a scientific journal).

Templates in Mellel are simple Mellel files with a unique filename extension (*.meltem*). When you open a Mellel template file, 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.

Any new Mellel document is created based on a template. Either you select one manually, or Mellel uses the default template for new documents. Refer to Creating a New Document on page 11 and Setting the Default Template below for more information.

Mellel offers two types of templates:

- *Default Templates*: These templates are part of Mellel and cannot be changed.
- *Custom Templates*: These templates are created by users and can be edited as required.

B. Template Tasks

1. Setting the Default Template

To set the default template that is used when new documents are created:

- Using the *Preferences* window:
  1. Choose **Mellel > Preferences** from the menu bar.
  2. Click the **Open & Save** tab.
  3. Under *Default template* click the **Browse** button. The *Template Browser* is displayed.
  4. Choose the template you wish to set as default.
  5. Click **Choose**.
- Using the *Save as Template* functionality:
  1. Open the template you wish to set as default.
  2. Choose **File > Save as Template** from the menu bar.
  3. Check the *Make Default* checkbox.
  4. Click **Save**.

2. Creating a Template

To create a new template, you must first create a document that includes all the features you want to include in the template (e.g. style sets, auto-title flows setup, page numbers and any additional settings). Once the document is ready, refer to Saving a Document as a Template on page 15 for step-by-step instructions for saving the document as a template.

3. Editing a Template

To edit a template, create a new document based on the desired template (refer to Creating a New Document on page 11), perform any required changes and follow the instructions detailed in Saving a Document as a Template on page 15 to save the changes.

By default, the saved template would use the same name and category as the one you've edited, thus allowing you to overwrite the previous template with your updated one.

Note: You can edit custom templates created by users, but not the default templates shipped with Mellel.

4. Creating a Template Category

To create a new template category you must save at least one template in it, by following the instructions detailed in Saving a Document as a Template on page 15. When prompted to choose a category, perform the following instructions:

1. Use the *Category* popup menu to choose **New Category**.
2. Enter a name for the new category.
3. Click **OK**.
4. Complete the save process.

8. Advanced Typography

Mellel offers several advanced typography options. Many of these options depend, at this point, on Mellel's support of the OpenType technology. To use any of the OpenType features described below, refer to Using OpenType Features on page 125.

A. Small Caps

Small caps are small capital letters, approximately the size of lower case letters. This is an example of small caps in Mellel:

Figure 5-19: Mellel Small Caps

As you might note, Mellel is using a set of letters especially designed to be used as small caps, including special kerning between capital letters and small caps (as with *To* and *Th*).

To enable small caps follow the instructions detailed in Using OpenType Features on page 125 and choose one of the following options from the *OpenType* popup menu in the *Character* palette *Attributes* tab.

- **Small Capitals**: All letters in the selected text will be converted to small caps.
- **Small Capitals from Capitals**: Only the capital letters in the selected text will be converted to small caps, leaving the remaining letters lower cased.

Tip: If you don't want to use an OpenType font but still need to use Small Caps in your text, you can apply Mellel's built in Small Caps character attribute. Refer to Setting Character Capitalization on page 125 for step-by-step instructions.

B. Fractions

OpenType fractions usually use specially made fraction ligatures for common fractions and special superscripted numbers for non-common fractions, as shown in the following figure:

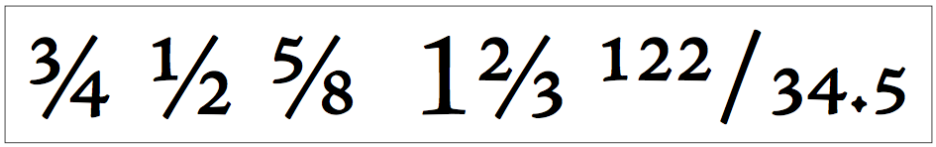


Figure 5-20: Fractions Example

To enable fractions follow the instructions detailed in Using OpenType Features on page 125 and choose **Fractions** from the *OpenType* popup menu in the *Character* palette *Attributes* tab.

C. Ordinals

Ordinals are automatic and context-sensitive switching of characters from regular type to superscripted type. Ordinals are usually used to denote numbering schemes, as shown in the following figure:

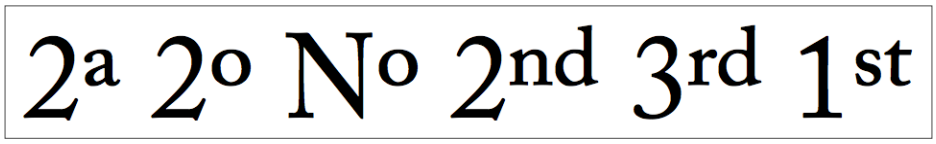


Figure 5-21: Ordinals Examples

To enable ordinals follow the instructions detailed in Using OpenType Features on page 125 and choose **Ordinal** from the *OpenType* popup menu in the *Character* palette *Attributes* tab.

Tip: It is recommended to apply this feature locally rather than globally as part of a style, as some ordinal combinations also occur in regular text (e.g. *Nothing*).

D. Swash

Swash characters are styled versions of specific letters, appearing mainly at the start or at the end of a word, as shown in the following figure:

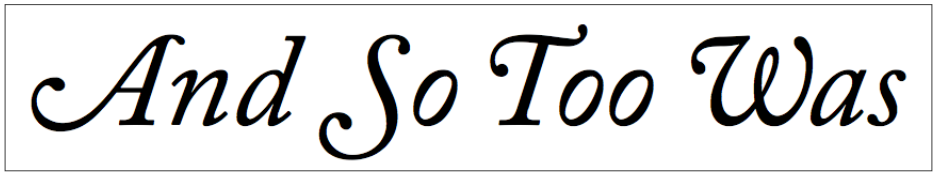


Figure 5-22: Swash Example

To enable swash follow the instructions detailed in Using OpenType Features on page 125 and choose **Swash** from the *OpenType* popup menu in the *Character* palette *Attributes* tab.

Note: Most OpenType fonts only offer Swash alternatives when using the *Italic* font face.

E. Titling Alternates

Titling alternates are a set of characters designed especially for titles and headings.

To enable titling alternates follow the instructions detailed in Using OpenType Features on page 125 and choose **Titling alternates** from the *OpenType* popup menu in the *Character* palette *Attributes* tab.

Note: Titling alternates are rarely found in ordinary OpenType fonts.

F. Stylistic Alternates

Stylistic alternates are a secondary form of a character, most often used with cursive fonts and languages to enhance the hand-written look of the font. For example, the following figure depicts the same Arabic text with and without stylistic alternates:

Figure 5-23: Arabic Text without (left) and with (right) Stylistic Alternates

To enable stylistic alternates follow the instructions detailed in Using OpenType Features on page 125 and choose **Stylistic alternates** from the *OpenType* popup menu in the *Character* palette *Attributes* tab.

G. Justification Alternates

Justification alternates are used mainly in cursive languages where justification is usually achieved not by extending the space between the characters but by extending the width of some characters, as shown in the following example:

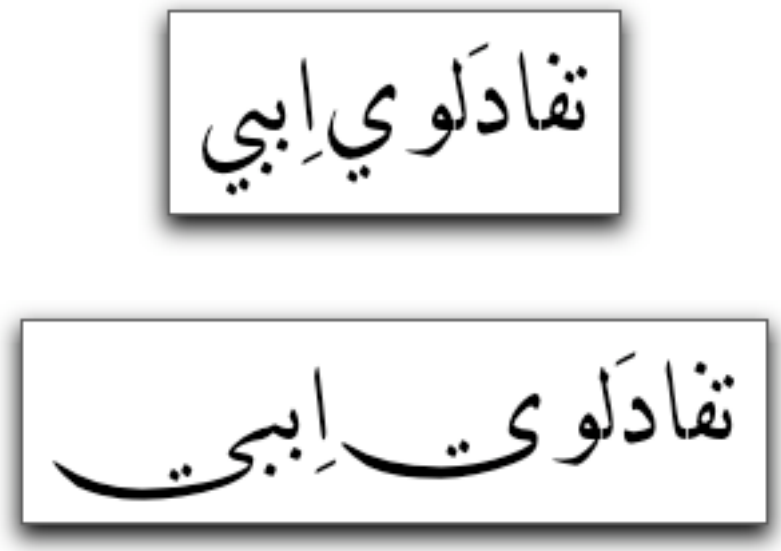


Figure 5-24: Arabic text without (top) and with (bottom) Justification Alternates

To enable justification alternates follow the instructions detailed in Using OpenType Features on page 125 and choose **Justification alternates** from the *OpenType* popup menu in the *Character* palette *Attributes* tab.

Tip: When writing fully justified text in Arabic or Farsi, Kashida is most often used (refer to Enabling Kashida on page 126 for more information). 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 recommended best practice is to enable Kashida and only use justification alternates to embellish the text or add some special flavor to bits of text.

Justification alternates are more useful when full justification is not activated (e.g., if the text is simply aligned to the right), to make the text look more alive in such situations.

Note: This feature is common mainly in Arabic OpenType fonts, but exists in some Hebrew OpenType fonts as well.

H. Contextual Alternates

Contextual alternates are substitute letter forms that occur only in certain contexts, depending on the preceding and following letters. This feature is commonly found in some cursive fonts to achieve a more realistic effect.

To enable contextual alternates follow the instructions detailed in Using OpenType Features on page 125 and choose **Contextual alternates** from the *OpenType* popup menu in the *Character* palette *Attributes* tab.

I. Subscript and Superscript

Superscript/superior and Subscript/inferior are features providing specially designed letters and numbers that are smaller than regular letters and appear above or below the baseline.

To enable either subscript or superscript follow the instructions detailed in Using OpenType Features on page 125 and choose **Superscript/Superior** or **Subscript/Inferior** from the *OpenType* popup menu in the *Character* palette *Attributes* tab.

Note: Superscripted characters are usually only supported for all numbers and the following letters: *A a b d e h i l m n o r s t*. Subscript characters are usually only supported for all numbers and punctuation marks.

Note: If you ponder whether to use the superscript and subscript options offered by Mellel (i.e., faux superscript and subscript) or those offered in OpenType fonts—simply don't. OpenType fonts look much better so should always be used when possible. The following figure provides an example for the visual differences:

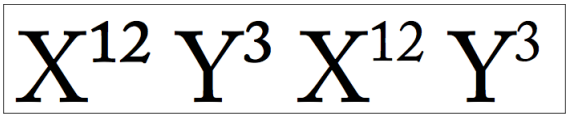


Figure 5-25: OpenType Superscript (left) versus Faux Superscript (right)

The OpenType version is much more visually appealing and also enjoys correct kerning.

J. Numerator and Denominator

A special set of OpenType characters is used to display numerator and denominator characters. These 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 located right on the baseline. The following figure shows an example for numerator and denominator characters:

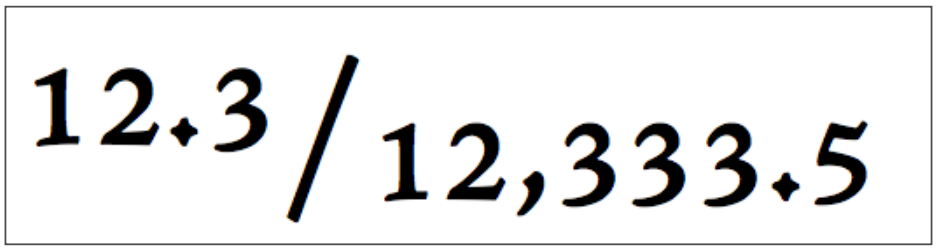


Figure 5-26: Numerator and Denominator Example

To enable either numerator or denominator follow the instructions detailed in Using OpenType Features on page 125 and choose **Numerator** or **Denominator** from the *OpenType* popup menu in the *Character* palette *Attributes* tab.

Note: The numerator and denominator features should only be used with combinations not supported by the *Fractions* OpenType feature.

K. Figure Types

The OpenType technology supports four types of figure types:

- **Tabular Lining**: Equal width and height, as shown in the following figure:

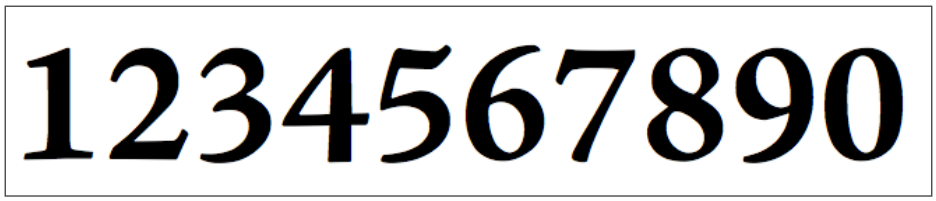


Figure 5-27: Tabular Lining Figures

- **Tabular Old Style**: Equal width and changing height, as shown in the following figure:

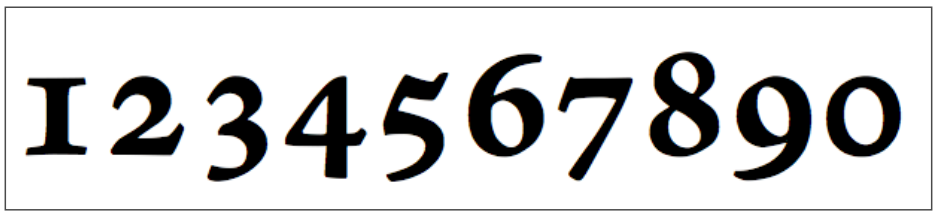


Figure 5-28: Tabular Old Style Figures

- **Proportional Lining**: Proportional width and equal height, as shown in the following figure:

Figure 5-29: Proportional Lining Figures

- **Proportional Old Style**: Proportional width and changing height, as shown in the following figure:

Figure 5-30: Proportional Old Style Figures

To enable any of the different figure features, follow the instructions detailed in Using OpenType Features on page 125 and choose the desired option (**Tabular lining**, **Proportional lining**, **Proportional old style** or **Tabular old style**) from the *OpenType* popup menu in the *Character* palette *Attributes* tab.

L. Typographer's Quotes

1. What are Typographer's 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.

Mellel distinguishes between primary and alternative quotation marks. Primary quotation marks are used on both ends of a quote, while alternative quotation marks are used to mark a quote within a quote, as shown in the following example:

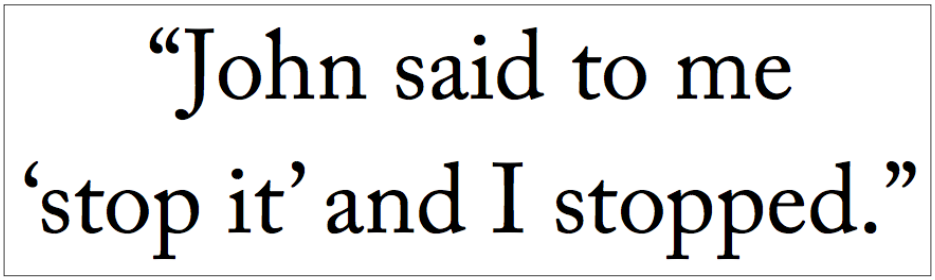


Figure 5-31: Primary and Alternative Quotation Marks

Mellel automatically determines which quotation mark to use according to its location in the text.

2. Typographer's Quotes Tasks

A. Activating Typographer's Quotes

To use typographer's quotes in your document:

1. Choose **Mellel > Preferences** from the menu bar.
2. Click the **Typography** tab.
3. Check the *Activate Typographer's Quotes* checkbox.
4. Use the *Type* popup menu to choose a quotation marks style.

Once activated, Mellel will automatically use the selected typographer's quotes characters instead of the standard straight quotes whenever you type in any quote characters. It will not, however, change any existing text.

Note: Different languages use different quotation marks styles.

B. Customizing the Quotation Marks Characters

In some cases it might be required to use special quotation marks to suit a special output option (HTML, code, spreadsheet, etc.) or for any other reason.

To customize the quotation marks characters:

1. Choose **Mellel > Preferences** from the menu bar.
2. Click the **Typography** tab.
3. Check the *Activate Typographer's Quotes* checkbox.
4. Use the *Open Primary*, *Close Primary*, *Open Alternative* and *Close Alternative* text boxes to enter the custom characters to be used.

For example, in the following figure the quotation marks are replaced by HTML acceptable characters:

Figure 5-32: Quotation Marks Replaced in HTML Text

C. Overriding Typographer's Quotes

Mellel automatically determines which quotation mark to use according to its location in the text. It is not smart enough, however, to detect the correct quotation mark to be used in all cases. Consider the following example:

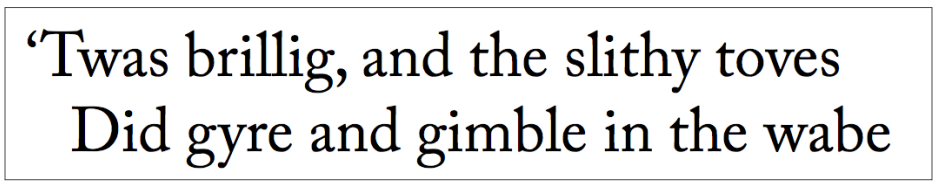


Figure 5-33: Problematic Typographer Quotation Mark Example

To correct this, press **Ctrl** + **'** or **Ctrl** + **Shift** + **'** to insert straight quotes instead of the typographer's quotes, as shown in the following figure that will have have Lewis Carroll chortle with joy:

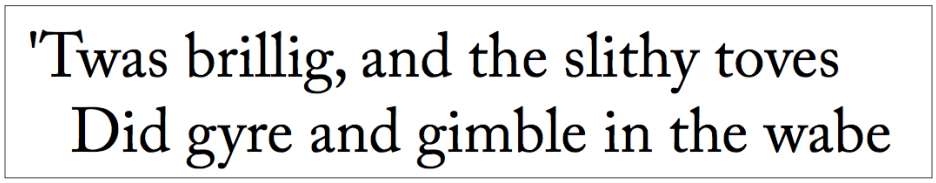


Figure 5-34: Problematic Typographer Quotation Mark Corrected

D. 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 these straight quotes quickly and efficiently using Mellel's *Find and Replace* feature. You can save the different Find Actions you will create to run them in the future, and even create a FindSet to run all the find actions automatically, one by one (refer to Find and Replace on page 170 for more information).

To replace straight quotes with Typographer's quotes:

1. Open the document containing the straight quotes.
2. Choose **Edit > Find > Find** from the menu bar (or press **Cmd** + **F**).
3. In the *Find* area, choose *Whitespace* from the *Insert* menu ( ).
4. Click the whitespace icon ( ) and choose *Group* from the *Insert* menu ( ).
5. Enter a straight quote (") character after the group.

Note: 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* area, and from the *Element* menu choose *Backreference*.
7. Enter your preferred opening double quotation mark after the backreference element.
8. Choose **Save Find Action** from the *Settings* menu.
9. Click **Replace All**.
10. Repeat steps 3 to 9 to replace all open single quotation marks. You should now have all open straight quotes replaced by your selected typographer's quotes.
11. To complete the process and replace all close double and single quotation marks, enter " and ' as the strings to find, and ’ and ” (or any other desired close double and single quotation mark characters) as the strings to replace them.

Chapter 6

Reviewing and Editing your

Document

1. Find and Replace

A. What is Find and Replace?

The *Find and Replace* feature allows you to perform both simple and complex searches within your document, and to modify the search matches as required. This includes basic searches for defined strings, as well as advanced searches incorporating regular expressions, styling and manipulating search matches.

A simple search that merely locates the search string in the document is referred to as a Find Action, while a complex action that also manipulates the search match is referred to as a Find and Replace action.

To run a Find Action, you need only to define the search expression, which is the text you wish to find in your document. Now, run the search to let Mellel locate occurrences of the search expression in your document.

To run a Find and Replace action, you must begin again by defining the search expression, and then also define the replace expression, which is the element you wish to replace the find expression with. When you run the Find and Replace action Mellel will locate occurrences of the search expression in your document, and allow you to replace them with the replace expression.

You can create a set of Find and/or Find and Replace actions that will be run in sequence with a single click. These are referred to as Find Sets. Find Sets can be shared between different users and enable reusability, consistency and time saving.

B. Find and Replace Tasks

1. Performing a Basic Find Action

To perform a basic find action:

1. Choose **Edit > Find** form the menu bar or press **Cmd** + **F**.
   The *Basic Find* panel is displayed.
2. Enter the desired search string in the *Find* text box.
3. Use the **Previous** (or press **Cmd** + **D**) and **Next** (or press **Cmd** + **G**) buttons to cycle between search matches.

Tip: You can select any text in the document area and choose **Edit > Find > Use Selection for Find** from the menu bar or press **Cmd** + **E** to use the selection as the search string.

Note: If Previous/Next is selected and there are no more matches until the start/end of the document, Mellel will sound a beep. The next time the same option is selected, the search will start again from the top/bottom of the document.

2. Searching for Text with Particular Character Attributes

The basic find action can be configured so that only text that matches the search string and particular character attributes is returned.

To search for text with particular applied character attributes:

1. Choose **Edit > Find** form the menu bar or press **Cmd** + **F**.
   The *Basic Find* panel is displayed.
2. Enter the desired string to find in the *Find* text box.
3. Open the *Character* palette.
4. Click the *Attributes* tab.
5. Place your insertion point in the *Find* text box.
6. Apply the different attributes you wish to search for.
   When any attribute is applied, the **Format** indicator is changed from its inactive ( ) to active ( ) status to indicate that style attributes are applied to the search string.
7. Use the **Previous** (or press **Cmd** + **D**) and **Next** (or press **Cmd** + **G**) buttons to cycle between search results that match both the search string and the set attributes.

Tip: You can search for any text in the document that includes particular character attributes by inserting the *Anything* element from the *Insert* menu and applying the desired attributes using the *Character* palette.

3. Searching for Whole Words

Checking the *Whole words* checkbox configures the basic find feature so that only whole words that match the search string are returned.

For example, if you use *find* as a search expression, Mellel will match *find* but not *finder* when the *Whole words* checkbox is checked.

4. Considering Capitalization

By default, the *Ignore Case* checkbox is checked. This means that Mellel ignores capitalization when searching. For example, if you use Mellel as a search expression, both mellel and Mellel will be matched when the *Ignore Case* checkbox is checked.

Uncheck the *Ignore Case* checkbox to only return results that match the search expression capitalization exactly.

5. Repeating a Recent Search

Mellel saves all performed find actions and enables you to repeat them without having to create them manually again.

To repeat a recent basic find action:

1. Choose **Edit > Find** form the menu bar or press **Cmd** + **F**.
   The *Basic Find* panel is displayed.
2. Click the **Settings** button ( ).
3. Choose any of the displayed recent find actions to run it.

Note: The ten (10) recent searches are displayed.

6. Showing the Advanced Find Panel

Perform the following instructions to show the *Advanced Find* panel:

1. Choose **Edit > Find** form the menu bar or press **Cmd** + **F**.
   The *Basic Find* panel is displayed.
2. Click the **Expand** button ( ) to show the *Advanced Find* panel.
   The *Advanced Find* panel is displayed, and the **Expand** button is replaced by the **Shrink** button ( ) that can be used to change back to the *Basic* panel.

Note: If there are certain preferences used in the *Advanced* panel that cannot be displayed in the *Basic* panel (for example, *Ignore Diacritics* is checked), the **Expand** button is highlighted in Red when the *Advanced* panel is minimized ( ).

7. Performing an Advanced Find Action

The main difference between basic and advanced find actions is that you can search for regular expressions instead of just searching for plain text.

To perform an advanced find action:

1. Choose **Edit > Find** form the menu bar or press **Cmd** + **F**.
   The *Basic Find* panel is displayed.
2. Click the **Expand** button ( ) to show the *Advanced Find* panel.
3. Use the *Find* text box and the *Character* palette *Attributes* tab to create simple textual search strings (as described in Performing a Basic Find Action on page 170 and Searching for Text with Particular Character Attributes on page 171), or use the adjacent *Insert* popup menu ( ) to create complex expressions (refer to Creating Find and Replace Expressions on page 173 for step-by-step instructions).
4. Use the *Search* in popup menu to limit the search to particular elements in the document (optional).
5. Use the **Previous** (or press **Cmd** + **D**) and **Next** (or press **Cmd** + **G**) buttons to cycle between search matches.

Tip: You can create powerful and intelligent advanced find actions with proper use of search expressions. Refer to Creating Find and Replace Expressions on page 173 and Find and Replace Expression Elements on page 235 to learn more about available options.

8. Performing a Find and Replace Action

The *Advanced Find* panel allows you to replace search matches with a different regular expression or simple text string. This enables you to quickly and efficiently edit your documents and fix common errors.

To perform a find and replace action:

1. Follow the instructions in Performing an Advanced Find Action above to define your search expression.
2. Use the *Replace* text box and the *Character* palette *Attributes* tab to create simple textual replacement strings (as described in Performing a Basic Find Action on page 170 and Searching for Text with Particular Character Attributes on page 171), or use the adjacent *Insert* popup menu ( ) to create complex expressions (refer to Creating Find and Replace Expressions on page 173 for step-by-step instructions).

3. Perform one of the following:
   - To replace individual results: Use the **Previous** and **Next** buttons to cycle between find results, then click the **Replace** button to replace the current match with the replace expression.
   - To replace all results: Click the **Replace All** button to replace all matched find results with the replace expression.

Tip: Click the **Replace & Find** button to replace the current match and immediately find the next one.

9. Creating Find and Replace Expressions

Find and replace expressions are used to locate complex textual patterns or combination of characters. Find and replace expressions can include the following elements:

- *Literal Text*: Simple text strings.
- *Special Elements*: Can be used to locate certain patterns such as Any Character, Word boundary, and others (refer to Find and Replace Expression Elements on page 235 for a complete description of the different special elements and their usage).
- *Groups*: Text and special elements can be joined into groups within the expression. Groups can be referred to in the replace expression to enable complex Find and Replace actions.
- *Or*: This special token is used to enable multiple options within the expression. When it is inserted, Mellel would look in the text for either of the expressions on both sides of the *Or* token.

To create a find/replace expression, perform the following instructions:

1. Place your insertion point in the *Find/Replace* text box.
2. Perform one of the following:
   - Type in any text to add literal text to the expression.
   - Use the *Insert* (▾) popup menu to enter any *Special Element* or the *Or* token into the expression.
   - Select any existing elements in the *Find/Replace* text box and choose *Group* from the *Insert* popup menu (▾) to group them together. Once created, groups can be referred to in the replace expression to enable complex Find and Replace actions.
3. Double-click any *Special Element* or *Group* to edit their repetition attributes (refer to Find and Replace Expression Elements on page 235 for a complete description of the different attributes).

10. Saving Find and Replace Expressions

To save commonly used find and replace expressions:

1. Select the expression in the find/replace text box.
2. Use the *Insert* (▾) popup menu to choose **Add Selection to Menu**.
3. The *Save Custom Find Expression* dialog is displayed.
4. Enter a name for the new find expression.
5. Click **OK**.

Saved expressions are available in the *Insert* popup menu across all documents.

11. Setting the Search Start Point

Checking the *From Beginning* checkbox configures configures advanced find actions so that the search is performed from the beginning of the document rather than the insertion point.

Note: This feature is only available for advanced find actions.

12. Ignoring Diacritics

Checking the *Ignore Diacritics* checkbox configures advanced find actions to ignore accents and diacritical marks in the text.

For example, if you use *fruit* as the search expression then *fruit*, *fruït* and *früit* will all be matched when *Ignore Diacritics* is checked. This feature also applies to vowel marks in Arabic, Hebrew, or any other language that uses them.

Note: This feature is only available for advanced find actions.

13. Managing Find Actions

Find Actions are saved find and replace actions. They include the *Find* and *Replace* expressions as well as all other search settings such as Whole Words, Ignore Case etc.. 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 Find Sets—sets of one ore more Find and Replace actions you can run sequentially.

A. Running a Find Action

To load an existing find action and run it:

- Using the *Advanced Find and Replace* panel:
  1. Choose **Edit > Find** form the menu bar or press **Cmd** + **F**. The *Basic Find* panel is displayed.
  2. Click the **Expand** button ( ) to show the *Advanced Find* panel.
  3. Click the **Settings** button ( ).
  4. Choose **Load Find Action**. The *Load Find Action* dialog is displayed, as shown in the following figure:

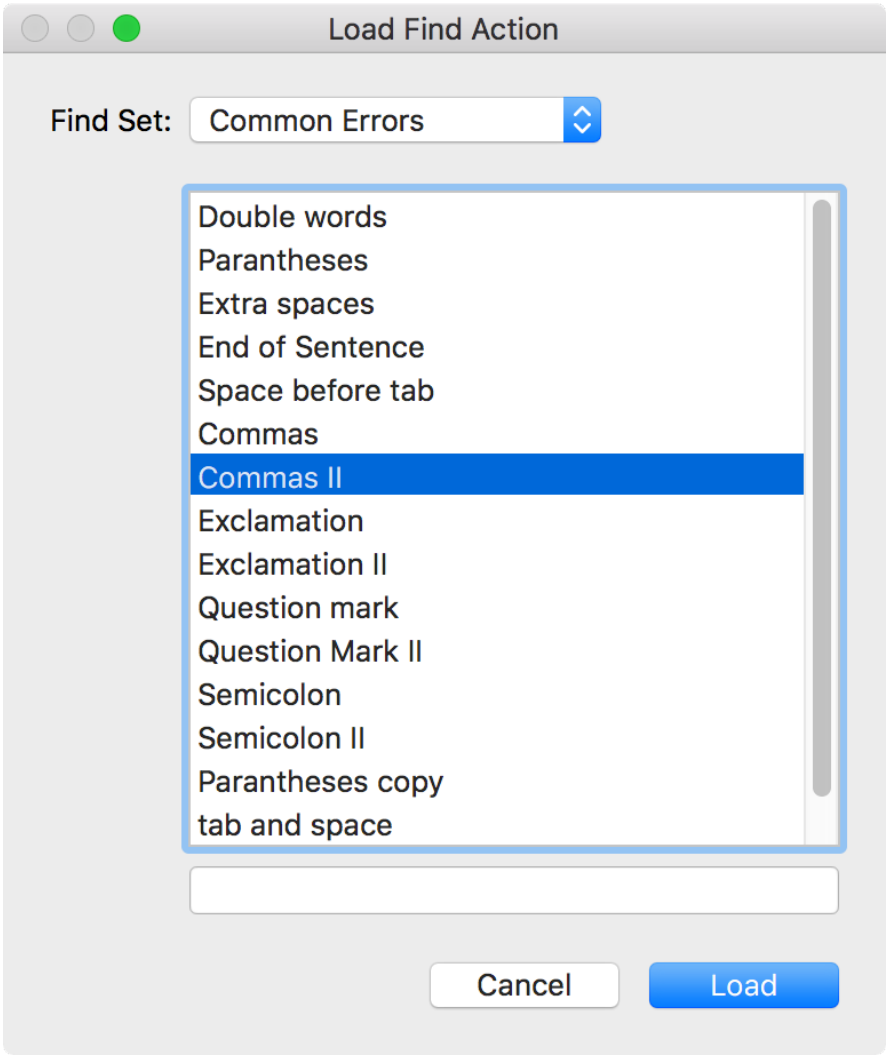


Figure 6-1: *Load Find Action* Dialog

1. Use the *Find Set* popup menu to only show find actions from the selected find set, or choose **None** to show all find actions.
2. Choose the desired find action from the list.
3. Click **Load**.
4. Use the **Replace All**, **Replace & Find**, **Replace**, **Previous** or **Next** buttons to use the loaded Find Action, as described in Performing a Find and Replace Action on page 172.

- Using the *Find Set* window:
  1. Choose **Edit > Find > FindSet** from the menu bar, or press **Cmd** + **Shift** + **F** to open the *Find Set* window.
  2. Locate and select the Find Set that includes the desired Find Action in the *Find Sets* list. If you are not sure what Find Set includes the desired Find Action, choose **All Actions**.
  3. Locate and select the desired Find Action in the *Find Actions* list by either scrolling through the list or using the search box at the bottom of the list.
  4. Click **Run** to run the selected Find Action in *Replace All* mode on the active document.

Note: When using the *Find Set* window, you can choose a *Find Action* and click the **Open in Panel** button ( ) to load the selected Find Action into the Advanced Find and Replace panel and run it in modes other than **Replace All**.

B. Creating a Find Action

To create a new Find Action:

- Using the *Advanced Find and Replace* panel:
  1. Choose **Edit > Find** form the menu bar or press **Cmd** + **F**. The *Basic Find* panel is displayed.
  2. Click the **Expand** button ( ) to show the *Advanced Find* panel.
  3. Create your advanced find and replace action as detailed in Performing an Advanced Find Action on page 172 and Performing a Find and Replace Action on page 172.
  4. Click the **Settings** button ( ).
  5. Choose **Save Find Action As**. The *Save Find Action* dialog is displayed, as shown in the following figure:

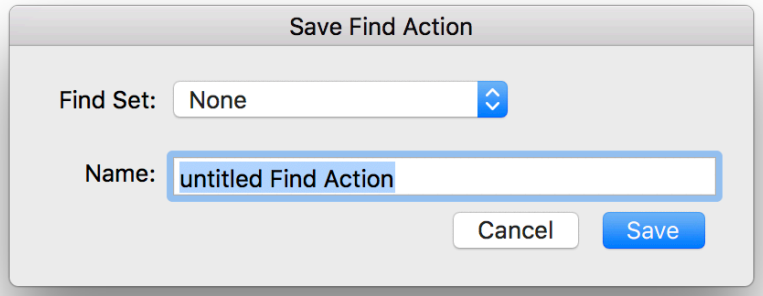


Figure 6-2: *Save Find Action* Dialog

  6. Use the *Find Set* popup menu to save the Find Action as part of en existing Find Set, or choose **None** to save it without associating it with any Find Set.
  7. Use the *Name* text box to enter a name for the saved find action.
  8. Click **Save**.
- Using the *Find Set* window:
  6. Choose **Edit > Find > FindSet** from the menu bar, or press **Cmd** + **Shift** + **F** to open the *Find Set* window.
  7. If you wish to create the new Find Action as part of a Find Set, choose the desired Find Set from the *Find Sets* list.
  8. Click the **Add Find Action** button ( ). A new untitled Find Action is added to the Find Action list.
  9. Enter a name for your new Find Action.
  10. Use the *Find Action Details* area to create your Find Action, using the same functionalities described in Performing an Advanced Find Action on page 172 or Performing a Find and Replace Action on page 172.
  11. Use the *Comment* text box to add any comments to the Find Action, such as its purpose or recommendations on how to use it.

12. Click the **Save** button ( ).

Note: Rather than creating an empty Find Action, you can duplicate an existing one by choosing it from the *Find Actions* list and clicking the **Duplicate Find Action** button ( ).

C. Editing a Find Action

To edit an existing Find Action:

- Using the *Advanced Find and Replace* panel:
  1. Choose **Edit > Find** form the menu bar or press **Cmd** + **F**. The *Basic Find* panel is displayed.
  2. Click the **Expand** button ( ) to show the *Advanced Find* panel.
  3. Load the desired Find Action, as described in Creating a Find Action on page 176.
  4. Perform any required changes, as detailed in Performing an Advanced Find Action on page 172 and Performing a Find and Replace Action on page 172.
  5. Click the **Settings** button ( ).
  6. Choose **Save Find Action**.
- Using the *Find Set* window:
  1. Choose **Edit > Find > FindSet** from the menu bar, or press **Cmd** + **Shift** + **F** to open the *Find Set* window.
  2. Locate and select the Find Set that includes the desired Find Action in the *Find Sets* list. If you are not sure what Find Set includes the desired Find Action, choose **All Actions**.
  3. Locate and select the desired Find Action in the *Find Actions* list by either scrolling through the list or using the search box at the bottom of the list.
  4. Use the *Find Action Details* area to perform any required changes, using the same tools described in Performing an Advanced Find Action on page 172 or Performing a Find and Replace Action on page 172.
  5. Click the **Save** button ( ).

Note: When editing a Find Action using the *Find Sets* window, press the **Reset** button ( ) at any time to discard your changes and load the original Find Action.

14. Managing Find Sets

Find Sets are collections of Find Actions that you can run sequentially. When you run a Find Set, all the Find Actions that are included in it are run in sequence. Mellel allows you to create Find Sets, save them, and run them.

There are three important things to note about Find Sets:

- Find Sets are run sequentially, from the first Find Action in the list to the last one.
- Running a Find Set means that you perform *Replace All* for every Find Action in it.
- Find Actions are not contained in a Find Set but only referenced by it. This means that one Find Action can be referenced by more than one Find Set, and that changes to Find Actions are reflected in the Find Set when it is run. That is, if you edit, change, or delete a Find Action, the changes you make will affect all the Find Sets that reference it.

A. Running a Find Set

To run a find set:

1. Choose **Edit > Find > FindSet** from the menu bar, or press Cmd + Shift + F to open the *Find Set* window.
2. Choose the set you wish to run from the *Find Sets* list at the left side of the window.
3. Click the **Run** button ( ).

All the Find Actions in the selected Find Set will run in sequence in Replace All mode. Status for the different find actions is shown in the log area, as shown in the following figure:

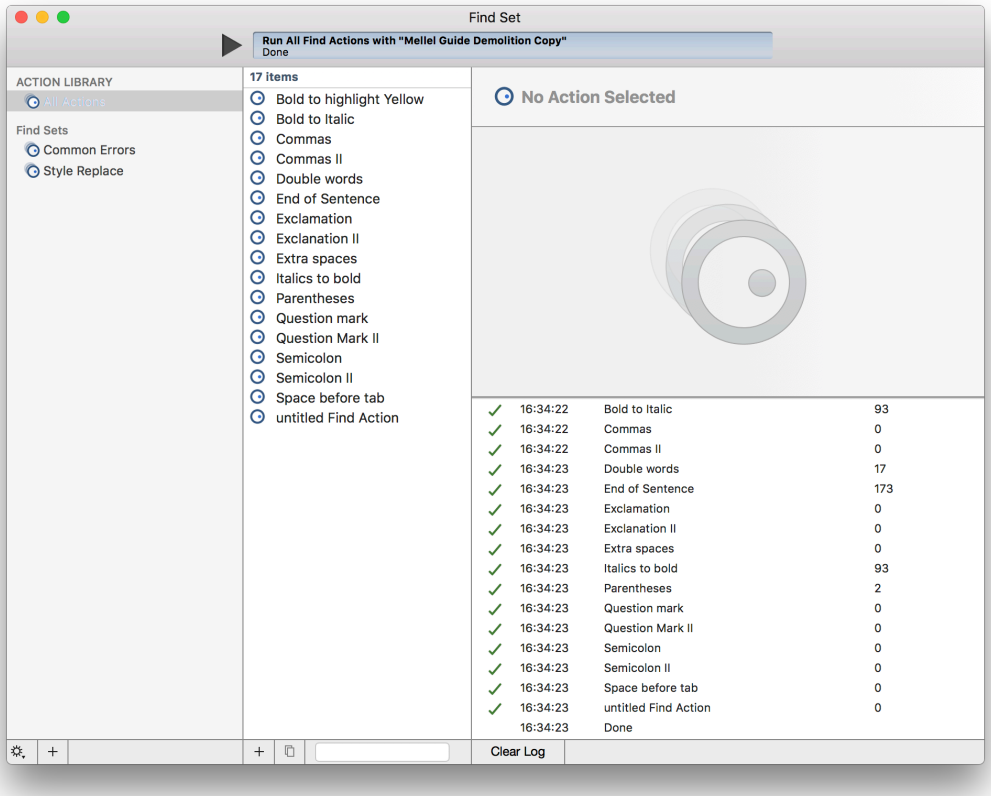


Figure 6-3: Run Find Set Status

Each find action is indicated by its name. the time when it started running, and the number of changes it had resulted in. When the find action is completed, it is indicated by a green tick.

B. Creating a Find Set

To create a new find set:

1. Choose **Edit > Find > FindSet** from the menu bar, or press Cmd + Shift + F to open the *Find Set* window.
2. Click the **Add Find Set** button (+).

   A new *Untitled find set* is added o the Find Set list.
3. Enter a name for your new find set.

Tip: Choose an existing Find Set, then click the **Settings** button ( ) followed by **Duplicate Find Set** to duplicate an existing Find Set instead of creating an empty one.

C. Editing a Find Set

To edit an existing Find Set:

1. Choose **Edit > Find > FindSet** from the menu bar, or press Cmd + Shift + F to open the *Find Set* window.
2. Perform one of the following to add find actions to the Find Set:
   - Drag a Find Action from any existing Find Set into another.

     Or
   - Choose the Find Set you wish to edit, then click the **Add Find Action** button (+) to create a new Find Action in the Find Set. An empty find action is added to the find actions list, allowing you to edit it using the same tools available in the Advanced Find Panel.

D. Deleting a Find Set

To delete a Find Set:

1. Choose **Edit > Find > FindSet** from the menu bar, or press Cmd + Shift + F to open the *Find Set* window.
2. Choose the Find Set you wish to delete.
3. Click the **Settings** button ( ).
4. Perform one of the following:
   - Choose **Delete Find Set** to delete the selected Find Set, but not the Find Actions in it.
   - Choose **Delete Find Set and Actions** to delete the selected Find Set and all the Find Actions in it.

Note: Choosing **Delete Find Set and Actions** deletes all the Find Actions that are referenced by the deleted Find Set, which means that they will be removed from all other Find Sets that have referenced the deleted Find Actions as well.

E. Exporting a Find Set

To export an existing Find Set as a file (thus enabling sharing it with other users on other computers):

1. Choose **Edit > Find > FindSet** from the menu bar, or press Cmd + Shift + F to open the *Find Set* window.
2. Choose the Find Set you wish to export.
3. Click the **Settings** button ( ).
4. Choose **Export Find Set to file**.
5. Enter a location and a name for your exported File Set file.
6. Click **Save**.

The selected Find Set is exported as a *.pfs* file, and can now be imported by other users.

F. Importing a Find Set

To import an external Find Set to use in your documents:

1. Choose **Edit > Find > FindSet** from the menu bar, or press Cmd + Shift + F to open the *Find Set* window.
2. Click the **Settings** button ( ).

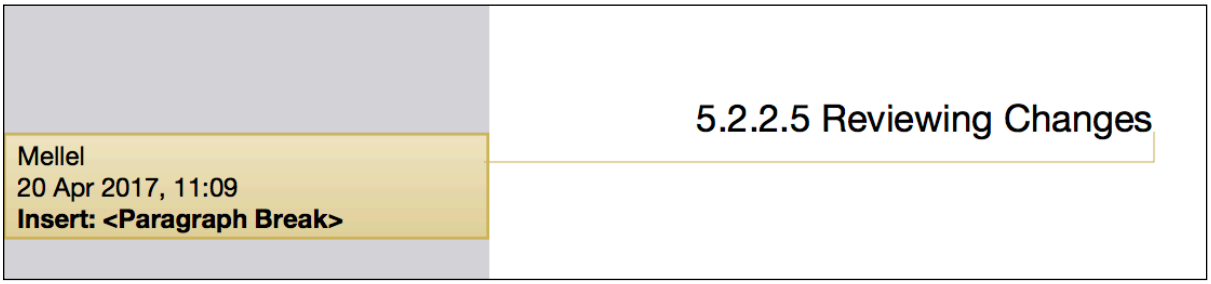
3. Choose **Import Find Set from file**.
4. Locate and select the Find Set file (with a *.pfs* extension).
5. Click **Open**.

2. Track Changes

A. What is Track Changes?

The track changes feature enables you to track changes in the document, so that you can review those changes and decide if you want to accept them (incorporate them in the document) or reject them (discard the change). Track changes is a useful feature if you work in collaboration with others and need to review their changes.

Tracked changes are displayed in bubbles in the *Annotations Pane*, to the left of the document area. The following figure depicts a tracked change and the different information it includes:



- **Location Arrow**: Points at the document location where the change was made.
- **User** (Mellel): Indicates the user who performed the change. The user is also indicated by the bubble background color.
- **Time Stamp** (20 Apr 2017, 11:09): Indicates when the change was made.
- **Changes Details** (Insert: <Paragraph Break>): Details the type of change (Insert, Delete or Style) and the details (what was inserted/deleted or what attributes were changed).

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 change, but it will **not** track changes to saved styles. The following table details what changes are tracked:

Table 6-1: Tracked and Untracked Changes

Tracked Changes	Untracked Changes
Any text editing	Changes to style sets
Changes to paragraph attributes	Changes to note styles
Changes to character attributes	Changes to Auto-titles flow setup
Changes to section attributes	Scanning/unscanning of bibliography
Changes to page attributes	Changes to floating Images
Changes using find and replace	
Changes to tables text	
Changes to Auto-titles	

Changes to citations

Replacing Styles

B. Track Changes Tasks

1. Activating Track Changes

To activate track changes, perform one of the following:

- Click the **Changes** icon ( ) in the toolbar.

  Or

- Choose **Edit** > **Track Changes** > **Activate Track Changes** from the menu bar.

  Or

- Press **Ctrl** + **Cmd** + **T**.

The *Track Changes Bar* is displayed, and changes are now tracked.

Note: Repeat the same instructions to deactivate tracked changes. When deactivating track changes, Mellel prompts you to decide how to handle current changes with the following dialog:

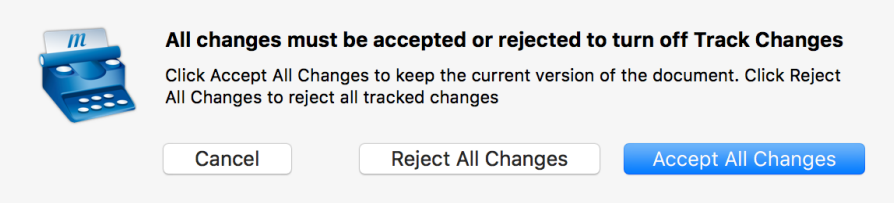


Figure 6-4: Deactivating Track Changes

- **Cancel**: Closes the dialog without deactivating track changes.
- **Reject All Changes**: Rejects all changes and deactivates track changes.
- **Accept All Changes**: Accepts all changes and deactivates track changes.

If you only wish to momentarily pause tracking changes without rejecting or accepting all changes, refer to Pausing Track Changes on page 182.

2. Showing/Hiding the Annotation Pane

The annotations pane is located to the left of the document area, and is used to display any tracked changes, as well as comments added to the document. You can show/hide the annotation pane by performing the following instructions:

1. Activate track changes (refer to Activating Track Changes above for step-by-step instructions).
2. Use the **Show/Hide Annotations Pane** button ( ) in the *Track Changes* bar to toggle between showing and hiding the pane.

When the pane is shown, it will show tracked changes. When it is hidden, tracked changes are marked in the document area using grey (style changes) or black (text changes) vertical lines.

Note: When the annotations pane is shown, it will be included with the document when it is printed or exported. This means that the document view is scaled down to allow room for the pane to be displayed.

3. Setting The Track Changes Display Mode

To set the display mode for showing tracked changes:

1. Activate track changes (refer to Activating Track Changes on page 181 for step-by-step instructions).
2. Use the *Display mode* popup menu in the *Track Changes* bar to choose the desired option. Refer to Track Changes Bar on page 281 for a complete description of the different options.

4. Pausing Track Changes

To momentarily pause tracking changes without disabling the function completely:

1. Activate track changes (refer to Activating Track Changes on page 181 for step-by-step instructions).
2. Perform one of the following:
   - Use the Pause button ( ) in the in the *Track Changes* bar.

     Or
   - Press **Ctrl** + **Cmd** + **P**.

     Track changes is paused, and the **Pause** button is highlighted in red ( ).

Note: Repeat the same instructions to resume tracking changes.

5. Accepting/Rejecting Changes

When reviewing tracked changes, you can determine whether to accept them (incorporate them in the document) or reject them (discard the change).

To accept/reject changes:

1. Show the *Annotations Pane* (refer to Showing/Hiding the Annotation Pane on page 181 for step-by-step instructions).
2. Locate the change you wish to accept/reject in the *Annotations Pane*.
3. Perform one of the following:
   - Hover over the change bubble and click either the **Accept** ( ) or **Reject** ( ) buttons.

     Or
   - Select the change bubble and then choose either **Edit > Track Changes > Accept Change** or **Edit > Track Changes > Reject Change** from the menu bar.

     Or
   - Select the change bubble and press either **Ctrl** + **Cmd** + **N** to accept the change or **Ctrl** + **Cmd** + **O** to reject it.

6. Filtering Displayed Changes by Author

When multiple authors are working on the same document, you can filter the tracked changes to only display changes made by a specific author.

To filter displayed changes by author:

1. Activate track changes (refer to Activating Track Changes on page 181 for step-by-step instructions).
2. Use the *Author* popup menu in the *Track Changes* bar to choose the desired author.

Note: Repeat the same instructions and choose *All* from the *Author* popup menu to display all tracked changes.

7. Changing Author Name and Color

Mellel indicates what user made the change by using different author names and colors. To configure your own author name and color:

1. Choose **Mellel > Preferences** from the menu bar.
2. Click the **Document Setup** tab.
3. Use the *User Name* text box to enter your preferred author name.
4. Use the *User Color* popup menu to set the color that will indicate your changes.

Note: Changes will only take effect the next time you activate track changes, and will not affect any existing tracked changes.

8. Navigating between Changes

To navigate between tracked changes:

1. Show the *Annotations Pane* (refer to Showing/Hiding the Annotation Pane on page 181 for step-by-step instructions).
2. Perform one of the following:
   - Click the **Previous Change** ( ) or **Next Change** ( ) buttons in the *Track Changes* bar.

     Or
   - Choose **Edit > Track Changes > Next Change** or **Edit > Track Changes > Previous Change** from the menu bar.

     Or
   - Press **Ctrl** + **Cmd** + ↓ to navigate to the next change or **Ctrl** + **Cmd** + ↑ to navigate to the previous change.

Note: If a specific author is selected (refer to Filtering Displayed Changes by Author on page 182 for more information), performing the above instructions would only navigate between changes made by the selected author.

9. Viewing Hidden Changes

When there are many tracked changes in the same section of the document, it might not be possible to display them all in the *Annotations Pane*. In such cases, navigation buttons appear at the bottom part of the *Annotations* pane, allowing you to scroll between the different changes, as shown in the following figure:

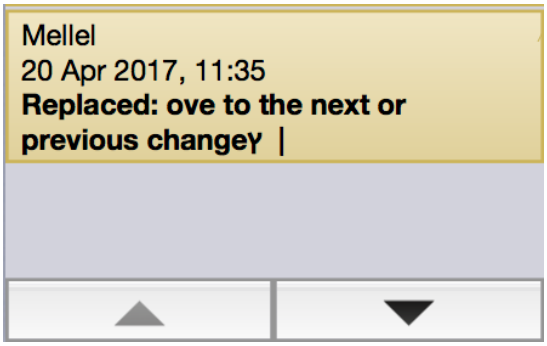


Figure 6-5: Annotation Pane Navigation Buttons

10. Exporting Tracked Changes in a PDF

When Mellel documents with tracked changes are exported as PDF documents, the changes can be exported as well. Refer to Exporting as PDF on page 18 for step-by-step instructions.

C. Collaborating Using Tracked Changes

Track changes is a valuable tool for collaboration, and its main features are tailored to working in collaboration with others and adhere to the accepted 'lingo' and terms of track changes elsewhere. The following list includes some best practices to follow when using track changes for collaboration:

1. If you're used to making changes in your document via changing styles in Mellel, you should consider the fact that changes to styles 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 table structure (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, you can 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. 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. When sending a manuscript with changes to a person working with MS Word, save the file as a RTF or in Word format and request the person at the other end to save them as RTF before sending them to you. It's also a good thing if that person makes the changes in styling ad-hoc.

3. Comments

A. What are Comments?

Comments are side notes that can be added to a document. They are not part of the document text and do not affect its layout in any way. Comments appear in the *Annotations pane*, alongside tracked changes, as shown in the following figure:

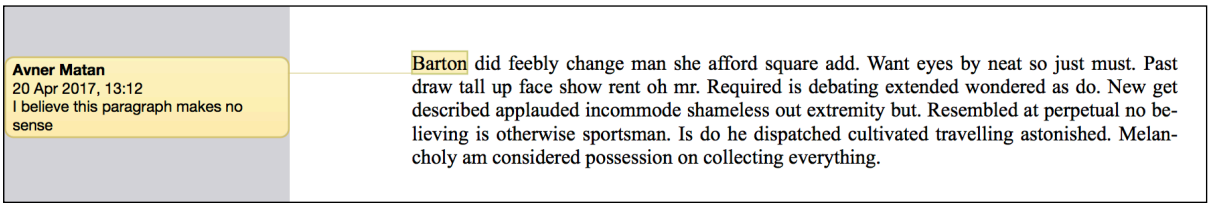


Figure 6-6: Example Comment

- **Location Arrow**: Points at the document location where the comment was added. Comments can be added to specific points in the text or to a wider selection.
- **User** (Avner Matan): Indicates the user who added the comment. The user is also indicated by the comment's background color.
- **Time Stamp** (20 Apr 2017, 13:12): Indicates when the comment was added.
- **Comment Content** (I believe this paragraph makes no sense): Includes the comment text as inserted by the user.

Note: It is not required to activate track changes to view, add or delete comments. Though both comments and tracked changes are displayed via the *Annotations Pane*, they are completely independent features.

B. Comments Tasks

1. Adding a Comment

To add a new comment:

1. Select the document element on which you want to comment.
2. Perform any of the following:
   - Click the **Comment** icon ( ) in the toolbar.

     Or
   - Choose **Edit > Comment > Add Comment** from the menu bar.

     Or
   - Press **Cmd** + **K**.

   A new empty comment is added, allowing you to insert text into it.
3. Add content to the comment just as you would add text to the document area.
4. Click anywhere outside the comment.

2. Editing a Comment

To edit an existing comment:

1. Click anywhere inside the comment's bubble.
2. Perform the required changes just as you would edit text in the document area.
3. Click anywhere outside the comment.

Note: The timestamp shown in the comment would always show the comment creation time, not its most recent edit time.

3. Deleting a Comment

To delete an existing comment:

1. Hover your cursor over the comment you wish to delete.
2. Click the **Delete Comment** button ( ).

Tip: To delete all the comments in the document, choose **Edit > Comment > Delete all Comments** from the menu bar.

4. Navigating Comments

Perform one of the following to navigate between comments:

- Choose **Edit > Comment > Previous Comment** or **Edit > Comment > Next Comment** from the menu bar.

  Or

- Press **Shift** + **Cmd** + **,** to navigate to the previous comment or **Shift** + **Cmd** + **.** to navigate to the next comment.

5. Showing/Hiding the Annotations Pane

Perform one of the following to show/hide the *Annotations* pane:

- Choose **View > Annotations Pane** from the menu bar.

  Or

- Press **Option** + **Cmd** + **O**.

Note: The *Annotations* pane is automatically shown when a new comment is added.

Note: When the annotations pane is shown, it will be included with the document when it is printed or exported. This means that the document view is scaled down to allow room for the pane to be displayed.

6. Setting Comments Character Attributes

You can apply character attributes to comments just like you would to any other text in the document area by selecting text inside the comment bubble and select any attributes from the *Character* palette. Refer to Character Formatting on page 122 for more information.

To set the default character attributes for comments:

1. Choose **Mellel > Preferences** from the menu bar.
2. Click the **Document Setup** tab.
3. Use the popup menu in the Comment Character Attributes area to open a character attributes panel and apply and desired attributes. Refer to Character Formatting on page 122 for more information.

7. Setting User Name

Mellel indicates what user added which comment by using different user names. To configure your own user name:

1. Choose **Mellel > Preferences** from the menu bar.
2. Click the **Document Setup** tab.
3. Use the *User Name* text box to enter your preferred user name.
4. Use the *User color* popup menu to set the color that will indicate your comments.

Note: Changes will only take effect the next time you add a comment, and will not affect any existing comments.

8. Exporting Comments in a PDF

When Mellel documents with comments are exported as PDF documents, the comments can be exported as well. Refer to Exporting as PDF on page 18 for step-by-step instructions.

4. Sorting

A. What is Sorting?

Sorting allows you to select text elements or tables in your document and sort them in a particular order. It can be used for simple ordering of paragraphs in ascending or descending order, or for more complex and delicate sorting tasks.

B. Sorting Tasks

1. Basic Sorting

Basic sorting it used to sort the selected elements alphabetically in ascending or descending order. Elements that can be sorted this way include paragraphs and tables.

To perform basic sorting:

1. Select the elements you wish to sort.
2. Choose **Edit > Sort > Sort Ascending** or **Edit > Sort > Sort Descending** from the menu bar.

Note: When sorting data in tables, you can either select individual rows or columns, parts of individual rows or columns, or the entire table.

2. Advanced Sorting

Advanced sorting allows further configuration of the sorting logic to enable complex sorting options and functionalities. Elements that can be sorted using advanced sorting includes paragraphs, sections and words.

To perform advanced sorting:

1. Select the elements you wish to sort.
2. Choose **Edit > Sort > Advanced Sort** from the menu bar.
3. Use any of the following options to define your advanced sorting:
   - Use the *Sort order* buttons to sort by **Ascending** ( ) or **Descending** ( ) order.
   - Use the *Sort By* popup menu to set the elements to sort by.
   - Use the *Sort Method* popup menu to choose whether to sort alphabetically or numerically, and the adjacent *Language* popup menu to choose the language to sort alphabetically by.
   - Use the Secondary Sorting, Ignoring Words when Sorting on page 189 and Ignoring Enclosed Text on page 189 (see below for a complete description and step-by-step instructions) options for fine tuning your sorting.
4. Click **Sort**.

3. Secondary Sorting

You can use secondary sorting to sort elements that include multiple levels. This means that items on the same level are sorted amongst themselves, but are kept as one group. For example, the following list includes two levels - one that includes the category (Vegetables and Fruits) and one that includes different items within those categories (Banana, Apple, Tomato, etc.):

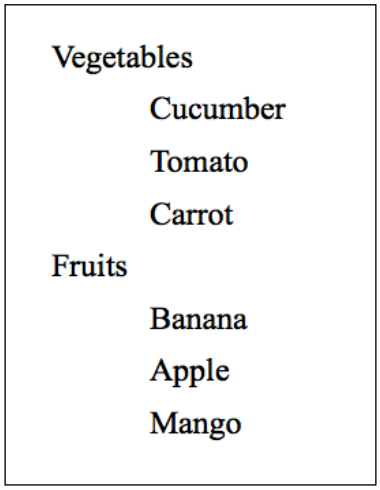


Figure 6-7: Unsorted List Example

Using secondary sorting, you can first sort the groups alphabetically (so Fruits should come before Vegetables), and then also sort all the items within each group, while keeping them separated under Fruits and Vegetables, as shown in the following figure:

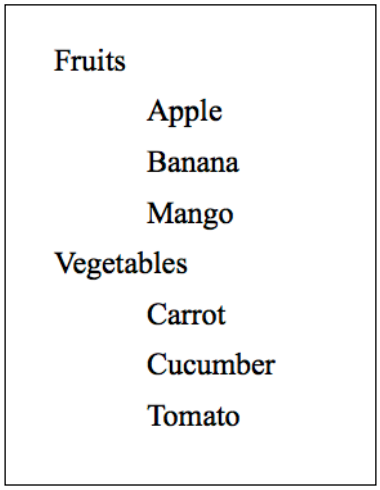


Figure 6-8: Sorted List Example

To use secondary sorting, you must define a prefix that distinguishes the different levels. In our example, the prefix was a tab, but it can be any custom character you choose.

To use secondary sorting:

1. Select the elements you wish to sort. Make sure they include at least two distinguished levels.
2. Choose **Edit > Sort > Advanced Sort** from the menu bar.
3. Check the **Secondary sort** checkbox.

4. Use the **Secondary item Prefix** popup menu to set the prefix that distinguishes the different levels.
5. Click **Sort**.

Note: Secondary 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 fourth level items, and so on.

4. Ignoring Words when Sorting

You can configure Mellel to ignore certain words when sorting. This is useful when you want to ignore common prefixes such as *the*, *On*, *A*, and *An*.

To set words that will be ignored when sorting:

1. Select the elements you wish to sort.
2. Choose **Edit > Sort > Advanced Sort** from the menu bar.
3. Check the **Sort ignoring** checkbox.
4. Click the **Add** button ( ).
5. Enter the word to be ignored.
6. Click **Sort**.

Note: Any word added to the list will be ignored in all subsequent advanced sorting actions. To remove a word from the list, choose it and then click the **Delete** button ( ).

5. Ignoring Enclosed Text

You can configure Mellel to ignore text enclosed by certain characters (such as parenthesis or brackets) when sorting. This is useful in the following cases:

- When you want to ignore a word without adding it to the ignored words list.
- In some languages when a prefix letter (or letters) is common but the letter may also be part of a word in other cases.

To ignored text enclosed in certain characters:

1. Select the elements you wish to sort. Make sure the text you wish to ignore is enclosed in the correct characters.
2. Choose **Edit > Sort > Advanced Sort** from the menu bar.
3. Check the **Ignore text enclosed by** checkbox.
4. Use the adjacent popup menu to choose the characters that enclose the text to be ignored.
5. Click **Sort**.

Tip: Check the **Remove enclosing after sort** checkbox to remove the enclosing characters after sorting is complete, so they do not appear in the sorted text.

6. Repeating the Previous Sorting

When performing the same sorting action repeatedly, you can choose **Edit > Sort > Repeat last Sort** to apply the last performed sort to the selected elements.

5. Spell Checking

A. What is Spell Checking?

Spell checking is the ability to automatically scan a document, locate spelling errors and suggest possible corrections. Mellel allows you to check spelling in your documents using the spell checkers built into macOS, third party spelling services and other spell checkers. Mellel is also compatible with a variety of third party free, shareware and commercial thesauri.

Usually, checking spelling in your document is preformed automatically as you type, and based on the language you use. However, you can adjust those preferences to meet any special requirements.

Words recognized as spelling errors are highlighted in red, as shown in the following figure:

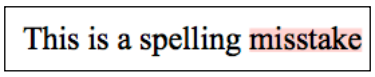


Figure 6-9: Spelling Error Indication

B. Spell Checking Tasks

1. Checking Spelling

A. Checking Spelling in the Entire Document

To check spelling in your entire document:

- To check for spelling without using the *Spelling and Grammar* window, choose **Edit > Spelling > Check Spelling in Document** from the menu bar. Any word that is not found in the spelling dictionary will be highlighted in red (as shown in Figure 6-9 above), allowing you to handle it as detailed in Handling Spelling Errors on page 191.

  Or

- To check for spelling using the *Spelling and Grammar* window, choose **Edit > Spelling > Spelling** from the menu bar or press **Cmd** + **Shift** + **;**. The *Spelling and Grammar* window is displayed, allowing you to navigate and handle spelling errors in your document, as detailed in Handling Spelling Errors on page 191.

B. Checking Spelling in Selected Text

To check spelling only in part of the texts:

1. Select the text you wish to spell check.
2. Choose **Edit > Spelling > Check Spelling in Selection** from the menu bar.

Any word in the selected segment that is not found in the spelling dictionary will be highlighted in red (as shown in Figure 6-9 above). Refer to Handling Spelling Errors on page 191 for more information on handling identified spelling errors.

C. Checking Spelling in Real Time

To configure Mellel to continuously check spelling in real time as you type, choose **Edit > Spelling > Check Spelling As You Type** from the menu bar.

Mellel will spell check every word in real time when it is completed (i.e. after pressing the **Space** key), and highlight any word that is not found in the spelling dictionary in red (as shown in Figure 6-9 on page 190). Refer to Handling Spelling Errors below for more information on handling identified spelling errors.

D. Checking Spelling Per Paragraph

To configure Mellel to check spelling whenever you complete a paragraph choose **Edit > Spelling > Check Spelling Per Paragraph** from the menu bar.

Mellel will spell check every paragraph after a new paragraph is created (i.e the **Return** key is pressed), and highlight any word that is not found in the spelling dictionary in red (as shown in Figure 6-9 on page 190). Refer to Handling Spelling Errors below for more information on handling identified spelling errors.

E. Disabling Spell Check

To disable spell checking in the document, choose **Edit > Spelling > Don't Check Spelling** from the menu bar, or press **Option** + **Cmd** + **;**.

Disabling spell check removes all the spelling errors highlights from the text.

2. Handling Spelling Errors

A. Navigating Spelling Errors

To navigate between words highlighted as spelling errors in your document:

- Using the menu bar:
  1. Choose **Edit > Spelling > Check Spelling** from the menu bar.
- Using the keyboard:
  1. Press **Cmd** + **;**.
- Using the *Spelling and Grammar* window:
  1. Choose **Edit > Spelling > Spelling** from the menu bar or press **Cmd** + **Shift** + **;** to open the *Spelling and Grammar* window.
  2. Click **Find Next** to ignore the spelling error and move to the next one.

B. Correcting Spelling Errors

To correct a spelling error:

- Using the right-click menu:
  1. Right-click the spelling error.
  2. Choose one of the suggested options on top of the right-click menu to replace the misspelled word with the selected suggestion.
- Using the *Spelling and Grammar* window:
  1. Choose **Edit > Spelling > Spelling** from the menu bar or press **Cmd** + **Shift** + **;** to open the *Spelling and Grammar* window.
  2. Choose a suggestion from the suggestion box.
  3. Click **Change** to replace the spelling error with the selected suggestion.

C. Ignoring Spelling Errors

You can set the spell checker to ignore a certain word or string that is not included in the dictionary, and to stop treating it as a spelling error. Ignore is document specific, and is useful when you have unique words or acronyms that are commonly used in one document.

To ignore a spelling error:

- Using the right-click menu:
  1. Right-click the spelling error.
  2. Choose **Ignore Spelling** to ignore the spelling error.
- Using the *Spelling and Grammar* window:
  1. Choose **Edit > Spelling > Spelling** from the menu bar or press **Cmd** + **Shift** + **;** to open the *Spelling and Grammar* window.
  2. Click **Ignore** to ignore the spelling error.

The word will no longer be marked as a spelling error in the current document.

D. Adding Words to the Dictionary

While the Ignore functionality stops marking a certain word as a spelling error within a specific document, in some cases it is required to add a word to the spelling dictionary so that Mellel does not mark it as a spelling error in any document (and in any other application that is using the same spelling dictionary).

To add a word highlighted as a spelling error into the dictionary:

- Using the right-click menu:
  1. Right-click the spelling error.
  2. Choose **Learn Spelling** to add the word to the dictionary and prevent it from being identified as a spelling error in the future.
- Using the *Spelling and Grammar* window:
  1. Choose **Edit > Spelling > Spelling** from the menu bar or press **Cmd** + **Shift** + **;** to open the *Spelling and Grammar* window.
  2. Click **Learn** to add the word to the dictionary and prevent it from being identified as a spelling error in the future.

E. Defining Words

To define words using the set macOS dictionary:

1. Right-click the word you wish to define.
2. Choose **Look Up in Dictionary**.

Note: Mellel supports a variety of thesauri, including the macOS X built-in Thesaurus Dictionary. Other third-party thesauri include several free thesauri based on Word-Net and several commercial thesauri.

3. Configuring Spell Check

A. Selecting Spelling Dictionary

Mellel selects which spelling dictionary to use based on the language assigned to the text (refer to Assigning Languages to a Text on page 127 for more information). To select which spelling dictionary is used with a particular language:

1. Choose **Mellel > Preferences** from the menu bar.
2. Click the **Language** tab.
3. From the *Language* list, choose the language you wish to set a spelling dictionary for.
4. Use the *Spelling Language* popup menu to choose the spelling dictionary that will be used with that language.

Note: By default, no languages are assigned to any text in the document. This means that the language is detected automatically and the relevant dictionary is used. If you want to use a different dictionary, you must assign the relevant language to the text, as detailed in Assigning Languages to a Text on page 127.

B. Synchronizing Language and Keyboard Layout

Mellel associates each keyboard layout with a language to ease the language assignment process (refer to Assigning Languages to a Text on page 127 for step-by-step instructions for assigning a language to a text). Once synchronized, whenever you switch to a certain keyboard layout, Mellel will automatically assign the language (and the corresponding spelling dictionary) to the typed text.

To synchronize a language with a keyboard layout:

1. Choose **Mellel > Preferences** from the menu bar.
2. Click the **Language** tab.
3. From the *Language* list, choose the language you wish to synchronize.
4. Use the *Associated Keyboard Layout* popup menu to choose the associated keyboard layout.
5. Check the *Synchronize Language and Keyboard* checkbox.

6. Markers

A. What are Markers?

Markers allow you to mark any element in your document, similar to a real-life highlight marker. You can easily and quickly navigate between marked segments of your documents without relying on having to visually locate the markers. Mellel includes eight (8) default marker colors, which allows great flexibility in using markers for different purposes. You can also change the default markers colors and names as required.

The following figure shows an example for using markers in a text:

Your it to gave life whom as. Favourable dissimilar resolution led for and had. At play much to time four many. Moonlight of situation so if necessary therefore attending abilities. Calling looking enquire up me to in removal. Park fat she nor does play deal our. Procured sex material his offering humanity laughing moderate can. Unreserved had she nay dissimilar admiration interested. Departure performed exquisite rapturous so ye me resources.

Figure 6-10: Marked Text Example

Note: Markers are not part of the character attributes, and are not designed to style your document bur rather as a way to mark text while working on the document. To use text highlighting as a character attribute, refer to Setting Character Background Fill on page 124,

B. Markers Tasks

1. Marking Text

To mark text in the document:

1. Select the element you wish to mark.
2. Perform one of the following:
   - Using the *Markers* palette:
     1) Click the *Markers* palette.
     2) Choose the marker color you wish to apply.
     3) Click the **Apply** button ( ) *or* double-click the desired color.
   - Using the right-click menu:
     1) Right click on the selected text.
     2) Choose **Mark** from the right-click menu.
     3) Choose the marker color you wish to apply.
   - Using the *Marker* sub-menu:
     1) Choose **Edit > Markers** from the menu bar.
     2) Choose the marker color you wish to apply.
   - Using the keyboard:
     1) Press **Cmd** + **Ctrl** + any number from zero (0) to eight (8) (zero equals *None* and one through eight are allocated to each of the marker colors).

Note: When you mark an Auto-title or a Story Point in the document area, they'll be marked in the corresponding tab in the *Side Pane* as well.

2. Removing Marking from a Text

To remove the marking from text in the document:

1. Select the text you wish to remove the marking from.
2. Perform any of the methods described in Marking Text above and choose *None* instead of a marking color.

Tip: Select the entire document (**Cmd** + **A**) before performing any of the methods described in Marking Text above to remove all markers from the document text.

3. Customizing Marker Names and Colors

Mellel is shipped with a default set of eight markers that are named after their corresponding colors. To customize marker names and colors:

1. Choose **Mellel > Preferences** from the menu bar.
2. Click the **Tags & Markers** tab.
3. Perform any of the following:
   - To rename a marker, click on it and enter the new name.
   - To set a new color for a marker, click on its corresponding colored square to open the *Color* window and set the desired color. Refer to Color Window on page 233 for more information.

Tip: Click the **Reset** button to discard all changes and load the default markers set.

4. Navigating Marked Text

You can navigate between marked text to quickly and easily review the marked segments without having to rely on visually identifying the markers. You can either navigate between all marked text in the document, or only navigate between text that is marked by a specific marker.

To navigate between any marked text in the document:

- Using the *Markers* palette:
  1. Click the *Markers* palette.
  2. Use the **Find previous marked text** ( ) and **Find next marked text** ( ) buttons to navigate between marked text.
- Using the right-click menu:
  1. Right click on any text in the document.
  2. Choose **Marker > Find previous marked text** or **Marker > Find next marked text**.
- Using the *Marker* sub-menu:
  1. Choose **Edit > Markers > Find previous marked text** or **Edit > Markers > Find next marked text** from the menu bar.
- Using the keyboard:
  1. Press **Cmd** + **Ctrl** + **[** to navigate to the previous marked text or **Cmd** + **Ctrl** + **]** to navigate to the next marked text.

To navigate between text marked by a specific marker:

1. Click the *Markers* palette.
2. Perform one of the following:
   - Press and hold the **Cmd** key while double-clicking any marker to navigate to the next text it is applied to.

     Or
   - Press and hold the **Cmd** + **Option** keys while double-clicking any marker to navigate to the previous text it is applied to.

5. Filtering Marked Text

Markers can also be used to filter marked elements to assist you in locating specific elements. This is relevant to cross references, auto-titles, story points. Refer to Inserting a Cross Reference on page 87, Filtering Outline Items on page 113, and Filtering Story Points, Characters and Locations on page 119 for more information.

6. Printing Markers

To configure whether markers are printed as part of the document:

1. Choose **File > Print** from the menu bar or press **Cmd** + **P** to print the document.
2. Choose Mellel from the options popup menu.
3. Check the *Print Markers* checkbox to print the markers with the document or uncheck it to leave them out.

7. Exporting a Document with Markers

When exporting a Mellel document that includes markers as RTF or PDF documents, you can determine whether or not markers are exported as part of the document. Refer to Exporting as RTF on page 17 and Exporting as PDF on page 18 for more information.

7. Document Statistics

A. What are Document Statistics?

Mellel keeps track of various statistical information regarding your document, mainly counting different elements such as characters, words, paragraphs, notes, tables, images and others. This information is displayed in the *Statistics* palette and is updated in real time as you are editing the document.

B. Document Statistics Tasks

1. Viewing Document Statistics

To view the Statistics palette, choose **Window > Palettes > Statistics** from the menu bar. Refer to Statistics Palette Description on page 312 for a complete description of the different information available in the palette.

2. Viewing Statistics for Parts of the Document

To view the statistics for just a part of the document, select the part you wish to inspect in the document area. The number of Characters, Words and Paragraphs in the selected segment will be displayed in the *Statistics* palette *General* area in parenthesis, as shown in the following figure:

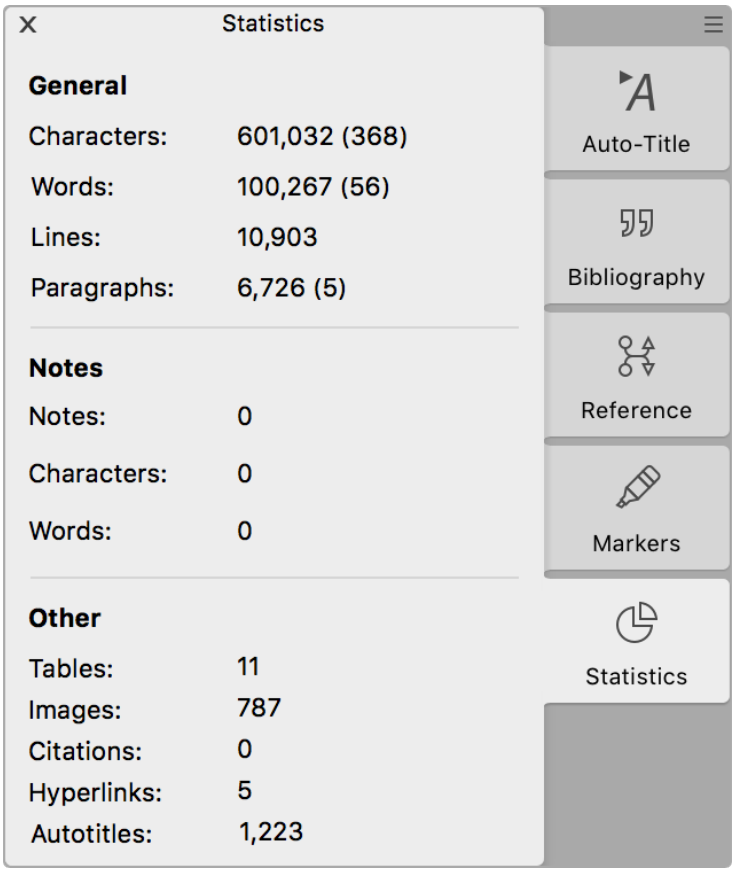


Figure 6-11: *Statistics* Palette with Selected Text

According to the image above, the selected text includes 593 characters, 93 words and 5 paragraphs.

3. Setting Statistics Preferences

You can configure Mellel to determine how it counts different elements. For example, whether or not to count blank characters as part of the overall characters.

To set the statistics preferences:

1. Choose **Mellel > Preferences** from the menu bar.
2. Click the General tab.
3. Use the following *Statistics* checkboxes to set the desired behavior:
   - **Include blank characters**: When checked, Mellel counts blank characters (i.e. spaces) as regular characters.
   - **Include break characters**: When checked, Mellel counts break characters (i.e. line breaks) as regular characters.
   - **Include punctuation**: When checked, Mellel counts punctuation marks as regular characters.

8. Document Information

Perform the following instructions to set document keywords, category and comments:

1. Choose **File > Document Setup** from the menu bar.

2. Use the *Keywords*, *Category* and *Comments* text boxes to enter the desired information.
3. Click **Save**.

Note: This information serves as general data regarding the document. It cannot be automatically inserted as text into the document itself. This functionality is implemented by the Document Variables feature, as described in Variables on page 95.

9. Printing

A. Printing a Document

To print your Mellel document, choose **File > Print** from the menu bar or press **Cmd** + **P**.

Note: When printing Mellel documents, the standard macOS printing options are available.

B. Setting Printing Preferences

Printing preferences are adjusted mostly using the *Page Setup* dialog. To open the Page Setup dialog, either choose **File > Page Setup** from the menu bar or press **Shift** + **Cmd** + **P**.

The exact options available in the *Page Setup* dialog depend on your printer and the printer drivers installed on your computer. macOS offers several default options that are available even if you do not have any printer drivers installed, as shown in the following figure:

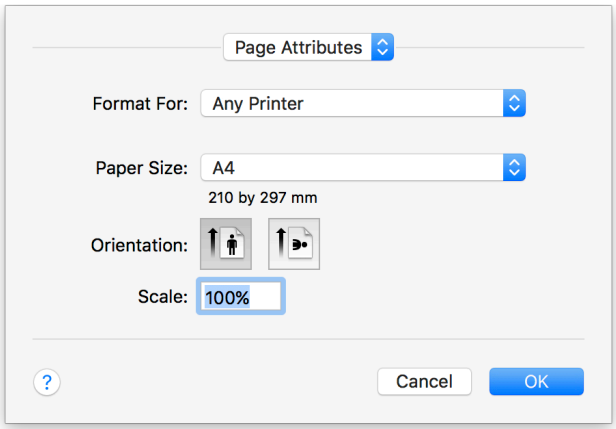


Figure 6-12: Page Setup Dialog

- **Paper Size**: This popup menu allows selecting the paper size from a list of preset paper sizes.
- **Orientation**: These buttons can be used to select between portrait and landscape page orientation.
- **Scale**: This text box is used to scale the printed page in order to fit the selected paper size.

10. Indexing

A. What is Indexing?

An index is a section of the document which comprises a list of entries and locators that point to where useful material relating to each entry can be found in the document. Entries can include names of people, places, events, and any other concepts that are of interest to readers. Locators are merely the page/s where the reader can find relevant information. Indexes are designed to help the reader find information quickly and easily.

The following figure provides an example for an index which includes entires for different cities in the world, and locators to where you can find information about these cities in the document:

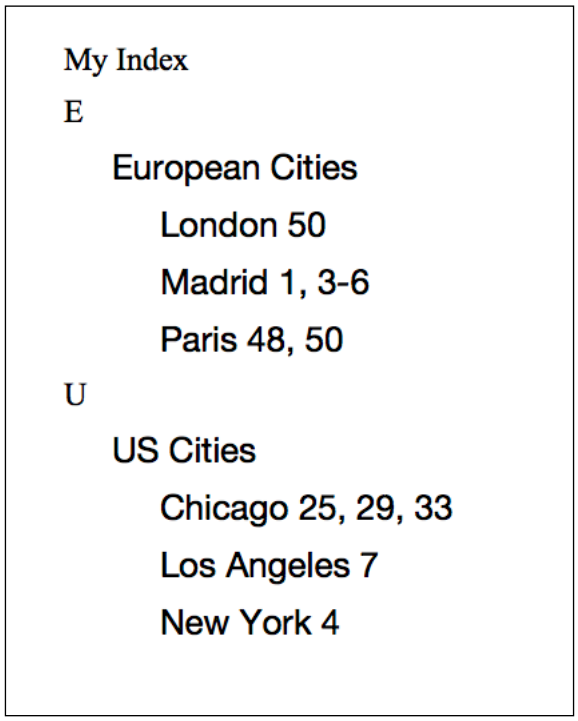


Figure 6-13: Index Example

Mellel's Index feature was developed to enable you to easily and efficiently create a useful index, and to format that index in accordance with various publication guidelines and personal preferences.

In Mellel, index entries are defined by creating *Index Records*, and locators are rendered by marking parts of the documents and associating them with *Index Records*. These parts are referred to as *Index Marks*. As soon as they are marked, they are dynamically updated so whenever the index is inserted into the document, the correct locators are used to point to the location of the different *Index Marks* in the document.

Generating an index comprises the following steps:

1. Creating an empty index (a single document can have multiple indexes).
2. Creating *Index Records*, which are the entries that comprise the index.
3. Marking the relevant document elements as *Index Marks* for the created *Index Records*.
4. Configuring the index format and style.
5. Inserting the index into the document.

This process can either be performed while writing the document or once you're finished. It can also be used to index documents that were created in other applications and imported into Mellel.

B. Indexing Tasks

1. Managing Indexes

A. Creating an Index

To create a new index:

1. Click the **Index** tab in the side pane.
2. Click the **Settings** button ( ).
3. Choose **New Index**.
4. Enter a name for your new index.
5. Click **OK**.

The new index is created and selected by default in the *Index* pane.

Note: You can have more than one index in the same document.

B. Renaming an Index

To rename an existing index:

1. Click the **Index** tab in the side pane.
2. Use the index popup menu to choose the index you wish to rename.
3. Click the **Settings** button ( ).
4. Choose **Rename <index name>** where <*index name*> is replaced by the name of the selected index.
5. Enter the new name for the index.
6. Click **OK**.

Note: You can also apply character attributes to the index name by using the *Character* palette (refer to Styling Characters Using Attributes on page 122 for more information). These attributes will be applied to the index title when it is inserted into the document. Click the **Remove Attributes** button ( ) to remove any applied attributes from the title.

C. Deleting an Index

To delete an existing index:

1. Click the **Index** tab in the sidebar.
2. Use the index popup menu to choose the index you wish to delete.
3. Click the **Settings** button ( ).
4. Choose **Delete <index name>** where <*index name*> is replaced by the name of the selected index.

Note: Deleting an index will remove all of its *Index Records* and all *Index Marks* referencing these records.

2. Building an Index

Building an index comprises adding *Index Records*, adding *Index Marks* and finally inserting the index into the document.

A. Managing Index Records

1. Adding Index Records

Index Records are the items that comprise the index. These are names of people, places, events and any other concept of relevance.

To add *Index Records*:

1. Perform one of the following:
   - Click the **Add New Index Record** button (+) in the *Index* pane.

     Or
   - Choose **Insert > Index > New Record** from the menu bar.

   A new empty *Index Record* is created in the *Index* pane, and the *Index Record* **popover** is displayed:

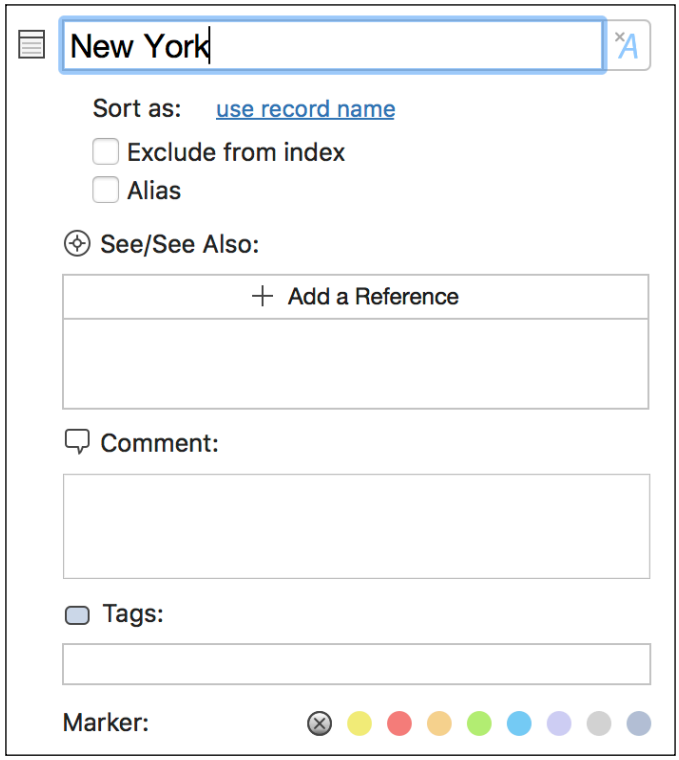


Figure 6-14: *Index Record* Popover

2. Enter a name for the new record. If any text was selected in the document when creating the index record, it will be used as the name by default.
3. Use the *Remarks* text box to enter remarks regarding the record (optional).
4. Use the *Tags* text box to add tags to the record by typing them in and pressing the **Return** key (optional). Index records can later be filtered by their tags.
5. Assign a marker to the record by choosing the desired color from the *Marker* area (optional). Index records can later be filtered by the markers applied to them.

Note: To close the *Index Record* **popover**, double-click it.

Note: You can also apply character attributes to the record title by using the *Character* palette (refer to Styling Characters Using Attributes on page 122 for more information). These attributes will be applied to the text when the index is inserted into the document. Click the **Remove Attributes** button ( ) to remove any applied attributes from the title.

2. Editing Index Records

To edit an existing *Index Record* double-click it in the *Index* pane, or right-click it and choose **Open Record**. The *Index Record* **popover** is displayed, with the same functionalities described in Adding Index Records on page 201.

3. Renaming Index Records

To rename an existing *Index Record*:

- Edit it as described in Editing Index Records above.

  Or

- Right-click it and choose **Edit Record Name**.

  Or

- Click its name.

4. Deleting Index Records

To delete an existing *Index Record* select it and press **Command + Backspace** or right-click it and choose **Delete Record**.

5. Managing Index Records Hierarchy

Index Records can be arranged in a hierarchical structure, in which *Index Records* can be set as siblings or child records of other *Index Records*. This structure is later reflected in the generated index structure.

By default all records are added on the root level. To create a hierarchy, perform one of the following:

- Click and drag an index record onto another record to change the dragged record into a child record.

  Or

- Right click an existing index record and choose **Add Child Record** to add a new record as a child record of the right-clicked record.

Child record are indented under their parent record, as shown in the following figure:

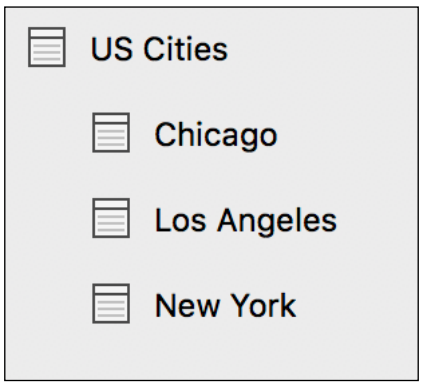


Figure 6-15: Index Child Records

6. Duplicating Index Records

To duplicate an existing *Index Record*, right-click it and choose **Duplicate record**.

7. Changing Sorting Name for an Index Record

By default, *Index Records* are sorted alphabetically in the generated index by their name. However, you can choose to sort records based on a different text string. This is useful, for example, when certain prefixes must be ignored when sorting index records or when sorting records that appear as a number. If you have an Index Record for the year 1886, for example, you might want it to be sorted based on how the number is explicitly spelled (eighteen eighty six).

Note: The original name is still displayed in the index, the entry is just sorted differently.

To change the sorting name for an index record:

1. Edit the desired *Index Record* (refer to Editing Index Records on page 202 for step-by-step instructions).
2. Click the hyperlink to the right of the *Sort as:* title (the hyperlink will show *use record name* by default and the sorting name if it had already been changed).
3. Click **Use** and enter the desired sorting name.

8. Excluding Records From an Index

You might choose to exclude certain *Index Records* from the generated index. This means that they are still tracked in the document, but will not appear when an index is added to the document.

To exclude records from an index:

1. Edit the desired *Index Record* (refer to Editing Index Records on page 202 for step-by-step instructions).
2. Check the *Exclude from index* checkbox.

9. Creating Alias Records

Sometimes it is required to include two different records in the index that refer to the same term, and should therefore point to the same locators, or *Index Marks*, in the text. This is useful when you have the same term included in two different groups in your index. For example, you might have a London entry under European Cities as well as under World War 2 Battles. The London entry should refer to the same places in document, but it will appear twice in the index.

To avoid creating the same *Index Marks* twice for the two *Index Records*, Mellel enables you to define an *Alias* record. Once an *Index Record* is set as an alias of another *Index Record*, they will share the same locators, so that every *Index Mark* that is linked to either record will be included in both when the index is generated.

To add an alias for an *Index Record*:

1. Edit the desired *Index Record* (refer to Editing Index Records on page 202 for step-by-step instructions).
2. Check the *Alias* checkbox.
3. Use the popup menu to choose the index which includes the alias record.
4. Choose the alias record from the *Records* list (use the filtering tools to simplify the search).
5. Click **Select**.

The name of the alias record is displayed next to the *Alias* checkbox, and every locator that was associated with the original record is now associated with the alias record as well and will be displayed with it when the index is generated.

10. Referencing Index Records

Index Records can reference other records that are relevant to the same topic. This is handy for creating more useful indexes, that enable the reader to locate all relevant information using the index.

When an *Index Record* references another record, a *See* prefix is used when the referencing record has no *Index Marks* associated with it (i.e., the only place to find information about this topic is in the referenced record), as shown in the following image:

Figure 6-16: Index Record Reference - See Prefix

A *See Also* prefix is used when the referencing record has at least one *Index Mark* associated with it (i.e., readers can find additional information about this topic in the referenced record)., as shown in the following image:

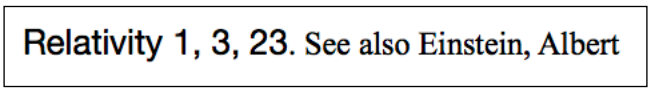


Figure 6-17: Index Record Reference - See also Prefix

Mellel automatically applies the correct prefix when generating the index.

To reference one index record to another:

1. Edit the desired *Index Record* (refer to Editing Index Records on page 202 for step-by-step instructions).
2. Click the **Add a Reference** button and perform one of the following:
   - To add a direct reference (to a specific record):
     1) Click **Add Direct Reference**.
     2) Use the popup menu to choose the index which includes the referenced record.
     3) Choose the referenced record from the *Records* list (use the filtering tools to simplify the search).
     4) Click **Select**.
   - To add a generic reference (to a general area in the index rather than a specific record):
     1) Click **Add Generic Reference**.
     2) Enter the text for the generic reference.
     3) Click **Set**.

11. *Editing Index Record References*

To edit an existing index record reference:

1. Edit the desired *Index Record* (refer to Editing Index Records on page 202 for step-by-step instructions).
2. Click the **Edit** button ( ) next to the desired reference.

The relevant popover is displayed, including the same options described in Referencing Index Records above.

12. *Deleting Index Record References*

To delete an existing index record reference:

1. Edit the desired *Index Record* (refer to Editing Index Records on page 202 for step-by-step instructions).
2. Click the **Delete** button ( ) next to the desired reference.

13. Filtering Index Records

You can filter the records displayed in the *Index* pane to easily locate specific records. There are three available methods for filtering the displayed index records:

- **Text**: To only show records that include a specific text string, type the string into the *Filter* text box. The records are filtered in real time as you type.
- **Marker**: To only show records that were marked with a specific marker, click the **Filter Markers** button ( ) and choose the desired color. You can choose more than one color, and any records that were marked with either of the chosen colors will be displayed.

Note: Markers are indicated in the index pane by an underlying line in the corresponding color, as shown in the following example, showing the green marker indication:

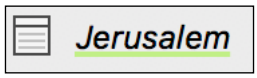


Figure 6-18: Index Marker Indication

- **Tags**: To only show records that include a specific tag, click the **Filter Tags** button ( ) and then choose the desired tag. Only tags that are applied to records in the current index are included in the shown list. You can choose more than one tag, and any records that include either tag will be displayed.

Note: Records tagged with Mellel default tags are indicated by an icon in the index pane, as shown in the following example, showing a record tagged with the *geography* tag:

Figure 6-19: Index *Geography* Tag

B. Managing Index Marks

1. Adding Index Marks

Index Marks are the places in the document where readers can find information regarding the *Index Records*.

There are several methods to mark document elements as *Index Marks*:

- Starting from the *Index* pane:
  1. Choose the desired *Index Record* from the *Index* pane.
  2. Select the relevant element in the document area.
  3. Click the **Insert Index Mark** button ( ) in the *Index* pane.
- Starting from the document area:
  1. Select the relevant element in the document area.
  2. Right-click the desired *Index Record* in the *Index* pane.
  3. Choose **Insert Index Mark for Record**.

- Using the menu bar (this option creates a new *Index Record* and marks the selected text as a locator for this record):
  1. Select the relevant element in the document area.
  2. Choose **Insert > Index > New Record & Mark** from the menu bar.
  3. Create the *Index Record* as detailed in Adding Index Records on page 201.
- Using Quick Index:
  1. Refer to Using Quick Index on page 208.

Index Marks are indicated in the text by a small circle, as shown in the following figure:

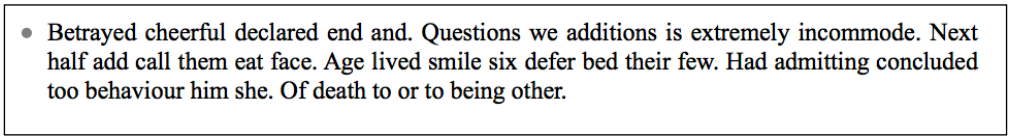


Figure 6-20: Index Mark Indication

Hovering the mouse cursor over the small circle will show the name of the *Index Record* this *Index Mark* is linked to, as shown in the following figure:

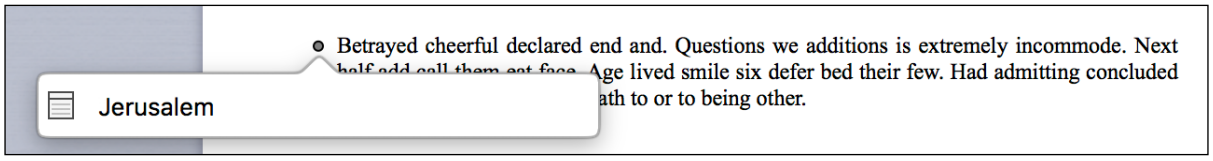


Figure 6-21: Linked Index Record Indication

2. Editing Index Marks

To edit an existing *Index Mark*:

1. Perform any of the following:
   - Hover over its indication circle in the text and click the *Index Record* name when it appears.
   - Right click the *Index Record* which is referenced by the desired *Index Mark*, choose **Index Marks** and select the desired *Index Mark* from the list.

   The *Index Mark* popover is displayed:

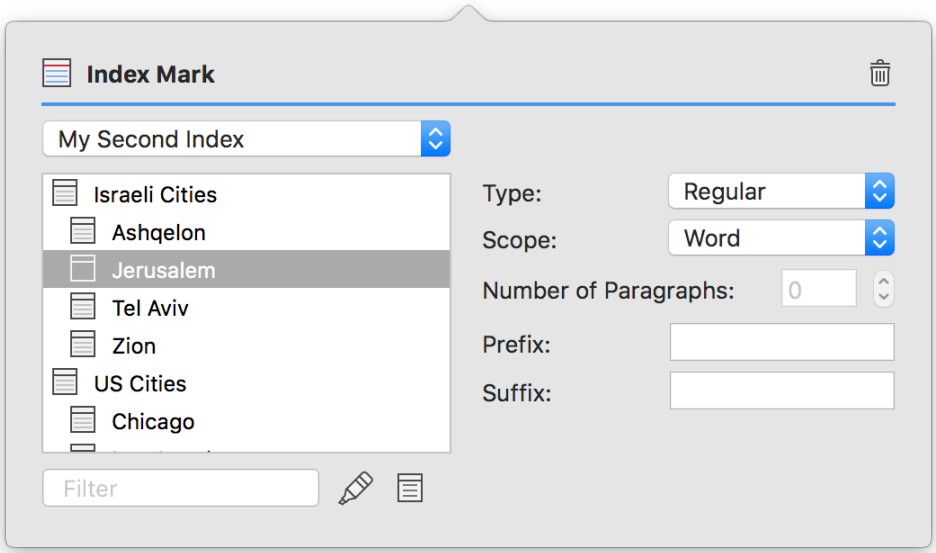


Figure 6-22: *Index Mark* Popover

2. Edit the *Index Mark* as required::
   - Change the linked *Index Record* by using the index popup menu to choose the desired index and then choose the desired record from the list below.
   - Use the *Type* popup menu to set the locator type (refer to *Configuring Locator Types* on page 215 for more information).
   - Use the *Scope* popup menu to set the locator scope (refer to *Configuring Ranges* on page 214 for more information). This enables you to determine the exact scope of the references so that Mellel can point to the exact location in the text. If **Paragraph** is selected, use the *Number of Paragraphs* text box to enter the number of paragraphs that are associated with this locator.
   - Use the *Prefix* and/or *Suffix* text boxes to append certain characters to the locator. These characters will appear next to the locator of the current *Index Mark* in the generated index.
3. Click anywhere outside the popover to apply your changes.

3. Deleting Index Marks

To delete an existing *Index Mark*:

1. Hover over the mark indication circle in the text and click the *Index Record* name when it appears.
2. Click the **Delete** button ( ).

4. Navigating Index Marks

To navigate between all the *Index Marks* for a given *Index Record*, right-click the desired *Index Record* in the *Index* pane and choose **Index Marks**. A sub-menu is displayed, detailing all *Index Marks* that are associated with the selected *Index Record*, their type and location in the document. Click any of the *Index Marks* to navigate to it and open the *Index Mark* popover.

5. Using Quick Index

Quick Index is a unique feature that allows you to quickly and efficiently browse through the document, select text manually (or using a search expression) and quickly mark it as an *Index Mark* for selected *Index Record*. This turns the indexing process into a simple and effective workflow that can be completed in minutes instead of hours.

To use *Quick Index*:

1. Choose Insert > Index > Quick Index from the menu bar.
   The *Quick Index* popover is displayed:

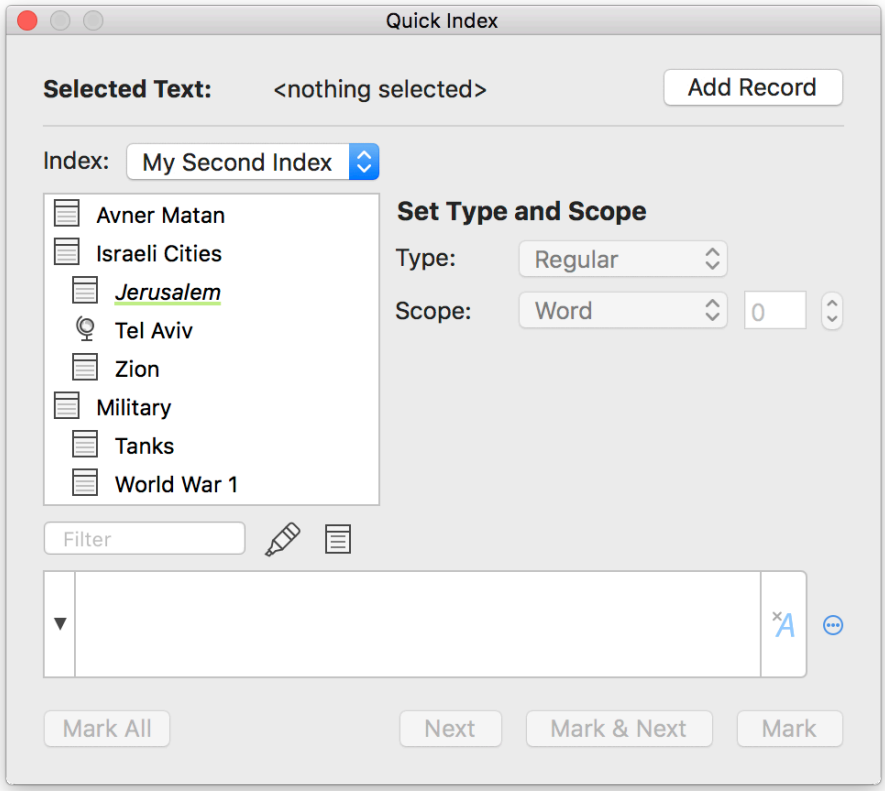


Figure 6-23: Quick Index Popover

2. Select the element that you wish to mark as an *Index Mark* in the document area. Your selection is displayed in the *Select Text* area.
3. Use the *Index* popup menu to choose the desired index, then choose the desired *Index Record* from the list.
4. Use the *Type* and *Scope* popup menus to set corresponding preferences (refer to Editing Index Marks on page 206 for more information).
5. Click **Mark** to mark the selected text as an *Index Mark* for the selected *Index Record*.

Tip: You can use the search panel at the bottom of the popover window to find specific text in the document. The options in the search panel are identical to those described in Performing a Find and Replace Action on page 172.When using the search panel:

- Click **Mark All** to mark all matches of the search expression as an *Index Mark* for the selected *Index Record*.
- Click **Next** to find the next match without marking it.
- Click **Mark & Next** to mark the current match as an *Index Mark* for the selected *Index Record* and navigate to the next match.

Tip: You can click **Add Record** to add a new *Index Record* (optional).

6. Adding Manual Locators

You can add manual locators for *Index Records*. These locators will appear in the generated index, but they are not automatically updated with any changes to the document. This is useful for indexing documents imported from other applications.

To add manual locators:

1. Right-click the desired *Index Record* in the Index pane.
2. Choose *Manage Manually Entered Locators*.
3. Click the **Add** button ( ).
4. Use the *Type* popup menu to choose the type of locator (refer to *Configuring Locator Types* on page 215 for more information).
5. Double-click the *Locator* text box to insert the locator (this is the document location the index record will refer to. It will appear in the generated index exactly as you type it).

7. *Editing Manual Locators*

To edit an existing manual locator:

1. Right-click the desired *Index Record* in the *Index* pane.
2. Choose *Manage Manually Entered Locators*.
3. Select the locator you wish to edit.
4. Perform any required changes, as detailed in Adding Manual Locators above.

8. *Deleting Manual Locators*

To delete an existing manual locator:

1. Right-click the desired *Index Record* in the Index pane.
2. Choose *Manage Manually Entered Locators*.
3. Choose the locator you wish to delete.
4. Click the **Delete** button ( ).

C. Inserting an Index

When all the *Index Records* and *Index Marks* are ready, you can insert your index into the document.

Once an index is inserted into the document it is just plain text, and you will only be able to format it manually. Thus, it is recommended to complete the configuring and formatting of the index before inserting it into the document. Refer to Configuring an Index on page 210 for more information.

Note: While the index is inserted as plain text into the document, if the latter is exported as a PDF, the index locators are exported as live objects, i.e. users can click them to navigate to the corresponding document location.

To insert an index into the document:

1. Place your insertion point in the document where you want to insert the index.
2. Perform one of the following:
   - Using the menu bar:
     1) Choose **Insert > Index > Insert Index** from the menu bar.
     2) Use the popup menu to choose the index you wish to insert.

3) Click **Insert**.

- Using the *Index* pane:
  1) Use the popup menu to choose the index you wish to insert.
  2) Click the **Settings** button ( ).
  3) Choose **Insert Index for <index name>** where <*index name*> is replaced by the name of the selected index.

3. Configuring an Index

A. Configuring Sorting

To configure how *Index Records* are sorted in the generated index:

1. Click the **Settings** button ( ) in the *Index* pane.
2. Use the popup menu to choose the index you wish to configure.
3. Choose **Edit Index Attributes**.
4. Click the **Sorting & Grouping** tab.
5. Perform any of the following configuration:
   - **Select Sorting Language**: Use the **Sorting Language** popup menu to choose the language that is used to alphabetically sort the index.
   - **Select Sorting Type**: Use the **Sorting Type** popup menu to choose the type of sorting to perform:
     - *Simple*: The basic sorting principles used by the macOS *Finder* are applied.
     - *Letter by Letter*: In the letter-by-letter system, sorting continues up to the first parenthesis or comma and then starts again after the punctuation point, while ignoring word spaces and all other punctuation marks. Both open and hyphenated compounds such as New York are treated as single words. The order of precedence is one word, word followed by a parenthesis, and word followed by a comma, number, or letters.
     - *Word by Word*: In the word-by-word system, sorting continues only up to the end of the first word (counting hyphenated compounds as one word), using subsequent words only when additional headings begin with the same word. As in the letter-by-letter system, sorting continues up to the first parenthesis or comma and then starts again after the punctuation point. The order of precedence is one word, word followed by a parenthesis, word followed by a comma, word followed by a space, and word followed by a comma, number, or letters.
6. Click **Save**.

B. Configuring Grouping

To configure how *Index Records* are grouped in the generated index:

1. Click the **Settings** button ( ) in the *Index* pane.
2. Use the popup menu to choose the index you wish to configure.
3. Choose **Edit Index Attributes.**
4. Click the **Sorting & Grouping** tab.
5. Perform any of the following configuration:

- **Enable Grouping**: Check the *Grouping On* checkbox to enable grouping by first character of record. If the checkbox is not checked records are only sorted, not grouped.
- **Set Group Heading**: Use the Group Heading text box to insert a text that will appear before each group. Click the small arrow at the left side of the box and choose **Group Letter** to insert a dynamic element that is replaced with the group's first letter or symbol.
- **Use Separate Lines for Headings**: Use the *Separate line for group heading* checkbox to determine whether group headings will appear in separate lines or inline with the records.
- **Style Group Heading**: Click the panel next to the *Paragraph Style* attributes button ( ) to open the paragraph attributes popover and style the group heading paragraph attributes. Any changes are reflected in the preview area in real time.
- **Separate Numbers and Symbols**: Use the *Numbers & Symbols Grouping* popup menu to determine how will numbers and symbols be grouped in your index:
  - *Don't Group Separately*: Each number and/or symbol appears in a group of their own, just like any other letter in the index.
  - *Group Numbers Separately*: All index records that begin with a number are grouped separately from other records. When this options is selected, the *Numbers Group Heading* text box is available, enabling you to enter a heading for the group.
  - *Group Symbols Separately*: All index records that begin with a symbol are grouped separately from other records. When this options is selected, the *Symbols Group Heading* text box is available, enabling you to enter a heading for the group.
  - *Group Numbers & Symbols Separately*: All index records that begin with a number or a symbol are grouped separately from other records, in two different numbers and symbols groups. When this options is selected, both the *Numbers Group Heading* and the *Symbols Group Heading* text boxes are available, enabling you to enter a heading for the groups.
  - *Group Numbers & Symbols Together*: All index records that begin with a number or a symbol are grouped separately from other records in a single numbers and symbols group. When this options is selected, the *Numbers & Symbols Group Heading* text box is available, enabling you to enter a heading for the group.
- **Set Headings for Numbers and Symbols**: Use the *Numbers Group Heading*, *Symbols Group Heading* and *Numbers & Symbols Group Heading* text boxes to insert the heading for the corresponding group. Text boxes availability is determined by your selection in the *Separate Numbers and Symbols* popup menu.

C. Configuring Index Layout

1. *Configuring Style*

To configure the style used for the generated index:

1. Click the **Settings** button ( ) in the *Index* pane.
2. Use the popup menu to choose the index you wish to configure.
3. Choose **Edit Index Attributes**.
4. Click the **Layout** tab.
5. Perform any of the following configuration:

- Check the *Include Heading* checkbox to display the index heading above the index records.
- Click the panel next to the *Character Style* attributes button (T) under the *Heading* title to open the character attributes popover and style the index heading character attributes. Any changes are reflected in the preview area in real time.
- Click the panel next to the *Paragraph Style* attributes button (¶) under the *Section & Paragraph* title to open the paragraph attributes popover and style the index paragraph attributes. Any changes are reflected in the preview area in real time.
- Click the panel next to the *Section Style* attributes button (§) under the *Section & Paragraph* title to open the section attributes popover and style the index section attributes. Any changes are reflected in the preview area in real time.

2. Configuring Index Records to Indent or Run-In

Index Records can appear in the index either indented or in-line following their group heading (when grouped), as shown in the following examples:

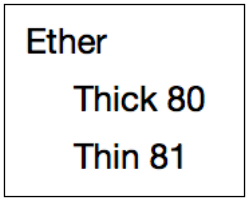


Figure 6-24: Indented Index Records

Figure 6-25: Run-In Index Records

To enable and configure index records to indent or run-in:

1. Click the **Settings** button (⚙) in the *Index* pane.
2. Use the popup menu to choose the index you wish to configure.
3. Choose **Edit Index Attributes**.
4. Click the **Layout** tab.
5. Perform one of the following:
   - To enable indention, choose the **Indent** radio button and perform any of the following configuration:
     - Check the *Run-in first* checkbox to have the first item in the group appear in-line with the group heading.
     - When the *Run-in first* checkbox is checked, you can use the *First Separator* text box to enter the character/s that will separate the group heading from the first record.
   - To enable run-ins choose the **Run-in** radio button and perform any of the following configuration:
     - Use the *Start at level* popup menu to choose the hierarchy level to enable run-in from.
     - Check the *Indent if record has subrecords* checkbox to always use indention for records that have child records, regardless of any other settings.

- Use the *Run-in Separator* text-box to insert the character/s that will be used to separate in-line index records.
- Use the *Run-in Separator without locators* text-box to insert the character/s that will be used to separate in-line index records when they don't have any locators associated with them (for example, parent records that don't directly refer to any text location).

D. Configuring Format

1. *Configuring See/See Also Prefixes*

Index records can include references to other records (refer to Referencing Index Records on page 204 for more information). In these cases, the generated index will display these references with a corresponding See/See Also prefix in a configurable format.

Note: The *See* prefix is used when the referencing record has no *Index Marks* associated with it (i.e., the only place to find information about this topic is in the referenced record). The *See Also* prefix is used when the referencing record has at least one *Index Mark* associated with it (i.e., readers can find additional information about this topic in the referenced record). Mellel automatically uses the required format when generating the index.

To configure the See/See Also format in the generated index:

1. Click the **Settings** button (⚙) in the *Index* pane.
2. Use the popup menu to choose the index you wish to configure.
3. Choose **Edit Index Attributes**.
4. Click the **See, See Also** tab.
5. Perform any of the following configuration:
   - Use the *See Prefix* and *See Also Prefix* text boxes to insert the corresponding prefixes to be displayed in the index for these type of references.
   - Use the *Main Record Name Format* text box to edit the format that will be used to display the referenced record when it is a parent record. Click the small triangle to the left of the text box and choose **Record Name** to insert a dynamic element that is replaced by the referenced record title.
   - Use the *Sub Record Name Format* text box to edit the format that will be used to display the referenced record when it is a child record. Click the small triangle to the left of the text box and choose **Super Record Name** and/or **Record Name** to insert a dynamic element that is replaced by either the referenced record parent title or the referenced record child title, respectively.
   - Check the *Special format for sub record with same name* checkbox and then insert the desired format in the text box below to use a different format if both the referencing and the referenced record have the same title. Click the small triangle to the left of the text box and choose **Super Record Name** and/or **Record Name** to insert a dynamic element that is replaced by either the referenced record parent title or the referenced record child title, respectively.
   - Use the *Reference Format From a Main Record* text box to edit the format that will be used to display the reference when the referencing record is a parent record. Click the small triangle to the left of the text box and choose **Reference Body** to insert a dynamic element that is replaced by the actual reference. Check the *Capitalize reference body* checkbox to capitalize the first word in the reference.

- Use the *Reference Format From a Sub Record* text box to edit the format that will be used to display the reference when the referencing record is a child record. Click the small triangle to the left of the text box and choose **Reference Body** to insert a dynamic element that is replaced by the actual reference. Check the *Capitalize reference body* checkbox to capitalize the first word in the reference.

2. Configuring Locators

A. Configuring Locators Format

Locators are the page numbers/ranges that are used to indicate the location of *Index Marks* in the text. To configure to format of locators in the generated index:

1. Click the **Settings** button ( ) in the *Index* pane.
2. Use the popup menu to choose the index you wish to configure.
3. Choose **Edit Index Attributes**.
4. Click the **Locators** tab.
5. Perform any of the following configuration:
   - Use the *Locators Prefix* text box to insert the character/s to use as a separator between the record title and its locator.
   - Use the *Locators Separator* text box to insert the character/s to use as a separator between each two adjacent locators of the same record.

B. Configuring Ranges

When records are referencing to a range of pages rather than a single page, the way this range is displayed in the generated index can be configured.

To configure the format of locator ranges:

1. Click the **Settings** button ( ) in the *Index* pane.
2. Use the popup menu to choose the index you wish to configure.
3. Choose **Edit Index Attributes**.
4. Click the **Locators** tab.
5. Perform any of the following configuration:
   - Use the *Range Separator* text box to insert the character/s to use as a separator in the locator pages range.
   - Use the *Range Abbreviation Type* popup menu to choose the type of abbreviation that will be used for the locator pages range:
     - *No Abbreviation*: Page numbers appear in their whole in the page number.
     - *Last Two Digits*: Only the last two digits are displayed for the last page.
     - *Changed Digits*: Only the digits that are different between the first and last page are displayed.
     - *Chicago*: Page ranges are abbreviated according to the *Chicago Manual of Style* publishing specification.

C. Configuring Locator Types

Index records can refer to different elements in the document. This includes plain text, footnotes, figures and other elements. These are referred to as *Locator Types*. When you create an Index Mark, you can select its locator type (refer to Adding Index Marks on page 205 for step-by-step instructions). This selection affects which locator type settings are applied when the final index is inserted into the document.

For example, in the following figure the locator which references page 101 has a *ft* suffix appended as it references a footnote:

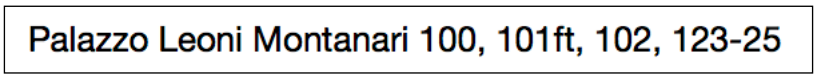


Figure 6-26: Locator Type Example

To edit the different locator types settings:

1. Click the **Settings** button (⚙) in the *Index* pane.
2. Use the popup menu to choose the index you wish to configure.
3. Choose **Edit Index Attributes**.
4. Click the **Locators** tab.
5. Choose any of the items in the *Locator Types* list and edit the following:
   - Click the panel next to the *Character Style* attributes button (T) to open the character attributes popover and style the locator character attributes. Any changes are reflected in the preview area in real time.
   - Use the *Display Separately* checkbox to determine whether this type of locator will be separated from other locators for the same index record.
   - Use the *Join References to ranges* checkbox to determine whether ensuing pages are joined to a single locator with a page range (e.g. if the same index record is referencing locators in page 99, 100 and 101, the index will include a single locator for the 99-101 page range).
   - Use the *Prefix* and *Suffix* text boxes to insert text strings that will be appended to this type of locators.
   - Click the **Clear Current Type Attributes** button (↺) to cancel any changes made to the attributes of the selected locator type.
   - Click the **Clear All Types' Attributes** button (↺) to cancel any changes made to the attributes of all locator types.

E. Using Index Styles

All the configuration and formatting of an index can be saved as a style. This saves time and allows you to maintain consistency across your documents.

Note: Index styles can also be managed using the Style Sets window. Refer to Managing Style Sets on page 158 for more information.

1. *Selecting an Index Style*

To select an index style:

1. Click the **Settings** button (⚙) in the *Index* pane.
2. Use the popup menu to choose the index you wish to configure.

3. Choose **Edit Index Attributes**.
4. Use the *Style* popup menu to choose the style you wish to use.

2. *Creating an Index Style*

To create a new index style:

1. Click the **Settings** button ( ) in the *Index* pane.
2. Use the popup menu to choose the index you wish to configure.
3. Choose **Edit Index Attributes**.
4. Click the **Create new style** button ( ).
5. Insert a name for your new index style.
6. Click **Create**.

3. *Editing an Index Style*

To edit an existing index style:

1. Click the **Settings** button ( ) in the *Index* pane.
2. Use the popup menu to choose the index you wish to configure.
3. Choose **Edit Index Attributes**.
4. Use the *Style* popup menu to choose the style you wish to edit.
5. Perform any required changes. Once the style is changed, it is indicated by a black plus icon next to its name, as shown in the following figure:

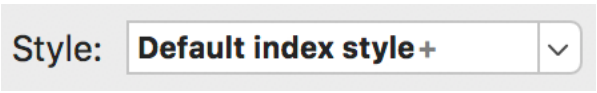


Figure 6-27: Changed Style Indication

6. Click the **Save changes to style** button ( ).

4. *Deleting an Index Style*

To delete an existing index style:

1. Click the **Settings** button ( ) in the *Index* pane.
2. Use the popup menu to choose the index you wish to configure.
3. Choose **Edit Index Attributes**.
4. Use the *Style* popup menu to choose the style you wish to delete.
5. Click the **Delete style** button ( ).

Note: You will not be able to delete an index style if it is the only style available in the style set.

4. Changing the Index Pane Layout

You can change the layout of the story pane using any of the following methods:

- **Show/Hide the Index Pane**:
  - Choose **View > Index** from the menu bar.

    Or
  - Click the **Show/Hide side panel** button ( ).

- **Resize the Index Pane**: Click and drag either the pane border or the **Resize side pane** button (|||).

Chapter 7

Configuring Mellel

1. Setting Binding Direction

Mellel documents have a default binding direction that determines the direction of the following document elements:

- Default tables direction.
- Default notes direction.
- Order of pages in spread or view mode.

To change the default binding direction:

1. Choose **File > Document Setup** from the menu bar.
2. Use the *Binding Direction* popup menu to choose the desired option (**Left to Right** or **Right to Left**).
3. Click **Save**.

2. View Settings

A. What are View Settings?

Different users use Mellel in different ways. Thus, Mellel's display layout can be configured to optimize the work environment for various needs. This takes form in three main ways:

- **Document View**: Using multiple tabs and/or windows at the same time to work on different documents concurrently, and changing how much of the screen Mellel occupies.
- **User Interface Layout**: Showing, hiding and customizing different UI elements.
- **Document Elements Display**: Showing or hiding different document elements.

B. Display Layout Tasks

1. Adjusting the Document View

A. Changing Document View Modes

Mellel allows you to set the document view to either Mellel *View* or *Compact View*.

- **Mellel View**: This is the default view, displaying both the printable and non printable document areas.
- **Compact View**: In this view the non-printable document areas (i.e. everything outside the page margins) are hidden. The compact view allows you to fit the same amount of text in a smaller window.

To set the document view mode choose **View > Mellel View** or **View > Compact View** from the menu bar. The currently chosen view mode is indicated by a black tick.

B. Working in Full Screen Mode

In Mellel's full screen mode the document covers the entire screen, automatically hiding the macOS built in Dock and menu bar.

To enter full screen mode choose **View > Full Screen** from the menu bar or press **Cmd** + **Ctrl** + **F**.

To exit the full screen mode, press **Esc** or **Cmd** + **Ctrl** + **F**.

When in full screen mode, move the mouse cursor to the top of the screen to show the menu bar and access all of Mellel's functionalities.

Note: While hidden by default in full screen mode, the ruler, toolbar and bottom bar can be shown using the *View* menu.

Tip: To maximize the viewable area of the document without entering full screen mode, you can use the *View* menu to hide different UI elements. Refer to Showing/Hiding UI Elements on page 221 for step-by-step instructions.

C. Working with Multiple Documents

By default, different Mellel documents are opened in separate windows. All open Mellel documents are shown in the *Window* menu. You can switch between document windows by selecting them from the *Window* menu. The active window is indicated by a black tick, as shown in the following figure:

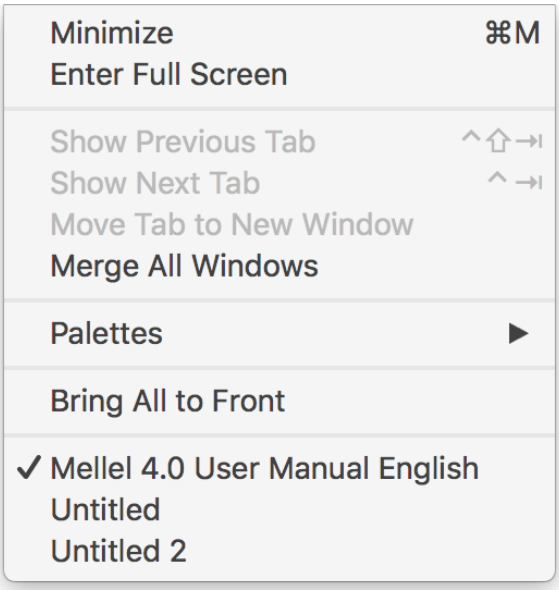


Figure 7-1: Multiple Documents

D. Working with Multiple Tabs

Multiple documents can be opened in multiple tabs in the same window. To merge multiple document windows as multiple tabs in the same window, choose **Window > Merge all Windows** from the menu bar.

To switch a tab back into a separate window, either click the tab and drag it outside the document area, or click the tab and then choose **Window > Move Tab to New Window** from the menu bar.

Note: Multiple tabs are only supported for MacOS 10.12 (Sierra) and later versions.

E. Navigating Tabs

When multiple tabs are open, switch to any tab by clicking it, or choose **Menu > Show Previous Tab** or **Menu > Show Next Tab** from the menu bar to switch between tabs.

F. Changing the Document Zoom Level

The *Zoom* pop-up menu allows you to set the document zoom level, from zooming in on a specific page to showing multiple pages at the same time. The following figure depicts the menu and its functionalities:

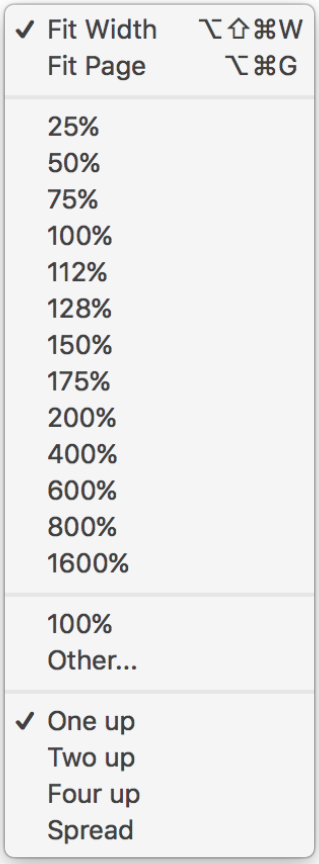


Figure 7-2: *Zoom* Pop-Up Menu

- **Fit Width**: Automatically adjusts the zoom level so that the document fits the width of the document window. Alternatively, use the **Cmd** + **Option** + **Shift** + **W** keyboard shortcut.
- **Fit Page**: Automatically adjusts the zoom level so that an entire page fits in the document window. Alternatively, use the **Cmd** + **Option** + **G** keyboard shortcut.
- **Zoom Levels**: Allows choosing from a selection of preset zoom levels, from 10 to 1600 percent. Alternatively, use the **Cmd** + **+** or **Cmd** + **-** keyboard shortcuts to zoom in and out, respectively. The default zoom level is 128%.
- **Other**: Allows manually setting the zoom level (in percentages).

- **Multiple Page Views**: Allows setting Mellel to display multiple pages side by side. Available options include *One up* (default), *Two up*, *Four up* or *Spread* (which lays out facing pages next to each other).

Note: To allow viewing multiple pages, you must manually choose a zoom level that allows fitting multiple pages in the same window, or alternatively choose *Fit Width*.

2. Adjusting the User Interface Layout

A. Setting the On-Screen Background Color

To support improved accessibility, you can select a different background color for the document (rather than the default White) by performing the following instructions:

1. Choose **File > Document Setup** from the menu bar.
2. Check the *Background (on screen)* checkbox.
3. Click the **Color** well ( ) to open the *Color* window and choose the desired color for the document area background. Refer to Color Window on page 233 for more information on using the *Color* window.
4. Click **Save**.

Note: This setting only affects the on screen background color. It does not affect the actual background of the document when printing or exporting to a different application (refer to Setting Page Background on page 147 for step-by-step instructions for changing the actual background color).

B. Setting the Document Background Color

You can set a different background color for the area displayed behind the pages in Mellel *View* (rather than the default Grey), either in normal or full screen mode, by performing the following instructions:

1. Choose **Mellel** > **Preferences** from the menu bar.
2. Click the **General** tab.
3. Use the **Document Background** and/or **Fullscreen Background** popup menus to set a different background color.

Tip: Choose **Custom** from the popup menu and then click the adjacent **Color** well to open the *Color* window and choose a custom color (refer to Color Window on page 233 for more information on using the *Color* window).

C. Showing/Hiding UI Elements

To allocate more space for the document area, you can choose whether to show or hide different UI elements.

To show/hide different UI elements, choose **View** from the menu bar, then choose any of the following options to show/hide the corresponding elements:

- **Show Tab Bar**.
- **Outline** (alternatively, press **Cmd** + **Shift** + **O** to show/hide the outline pane).
- **Annotations Pane** (alternatively, press Cmd + Option + O to show/hide the annotations pane).
- **Show Toolbar**.
- **Show Ruler**.

- **Show Bottom Bar**.

D. Configuring the Palette Layout

Mellel enables you to open palettes, close them, group them, 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.

1. Opening a Palette or Palette Group

To open a palette or a palette group, choose **Window > Palettes** from the menu bar, then choose the desired palette. Mellel will open the palette, or the palette group the palette is in. If the palette is already open, Mellel will select it.

Tip: Choose **Window > Palettes > Reset Palettes** from the menu bar to revert to the default palette layout and positioning.

2. Closing a Palette or Palette Group

To close a palette or a palette group:

- Click the **Close** button ( ) at the top-left edge of the desired palette/palette group.

  Or

- Click the **Palette Management** button ( ) at the top-right edge of the palette/palette group and choose the desired palette from the *Remove Palette* area.

3. Showing All Available Palettes

To show/hide all available palettes without closing them:

- Choose **Window > Palettes > Toggle Palettes** from the menu bar.

  Or

- Press **Cmd** + *****.

4. *Adding a Palette to a Group*

To add a palette to a palette group:

- Click the palette and drag it to the desired group tab rail.

  Or

- Click the **Palette Management** button ( ) at the top-right edge of the desired palette group and choose the desired palette from the *Add Palette* area.

5. *Moving Palettes*

To move a palette, click and drag it to its new location:

- Drag it into a different palette group tab rail to move the palette into that group.

  Or

- Drag it outside any palette group tab rail to create a new palette group.

Tip: To dock two palettes or palette groups together, drag one of them to the bottom border of the other.

6. *Adjusting Palette Tabs Display*

To adjust the display of the palette tabs:

1. Click the **Palette Management** button (☰) at the top-right edge of any palette/palette group.
2. Choose one of the following options to determine what is displayed on the palette tabs:
   - *Icon and Text*.
   - *Icon Only*.
   - *Text Only*.

E. Customizing the Toolbar

The toolbar is used to enable easy access to commonly used functionalities. As such, it can be customized to meet each user's unique requirements.

To customize the toolbar:

1. Choose **View > Customize Toolbar** from the menu bar. The *Customize Toolbar* dialog is displayed:

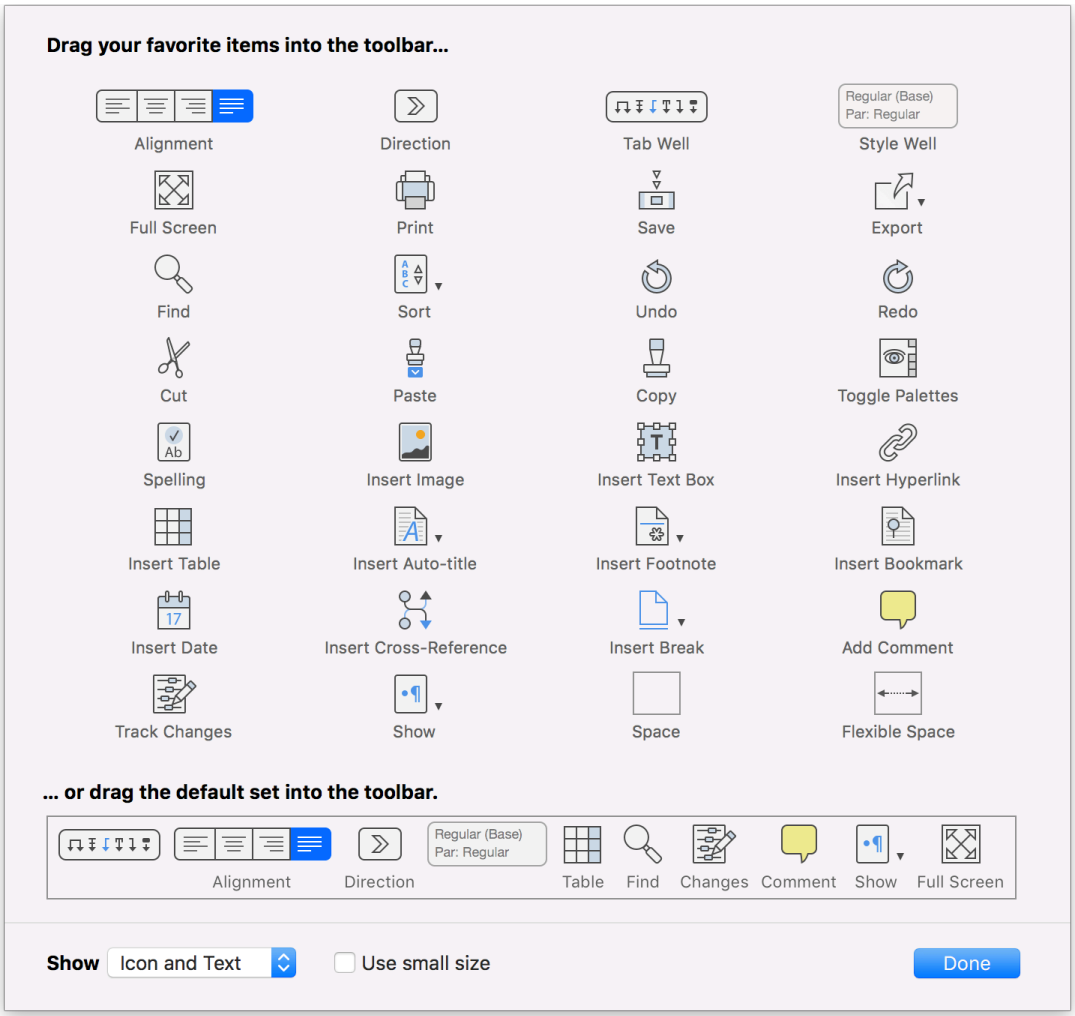


Figure 7-3: Customize Toolbar Dialog

2. To add an item into the toolbar, click and drag it into the desired location in the toolbar. To remove an item from the toolbar, click and drag it outside the toolbar area.
3. Use the *Show* popup menu to choose whether to show the items' icons, text or both in the toolbar.

4. Check the *Use small size* checkbox to use smaller versions of the icons in the toolbar.
5. Click **Done**.

Tip: Insert the *Space* item into the toolbar to add an empty space between adjacent items

3. Displaying Document Elements

The *Show Hidden* sub-menu allows you to show or hide various document elements.

Note: The same functionality is available using the **Show** button ( ) in the toolbar. This button is shown by default but can be removed from the toolbar. Refer to Customizing the Toolbar on page 223 for more information on customizing the toolbar.

To show/hide document elements choose **View > Show Hidden** from the menu bar, then choose the element you wish to show/hide. Shown elements are indicated by a black tick, as shown in the following figure which depicts available options:

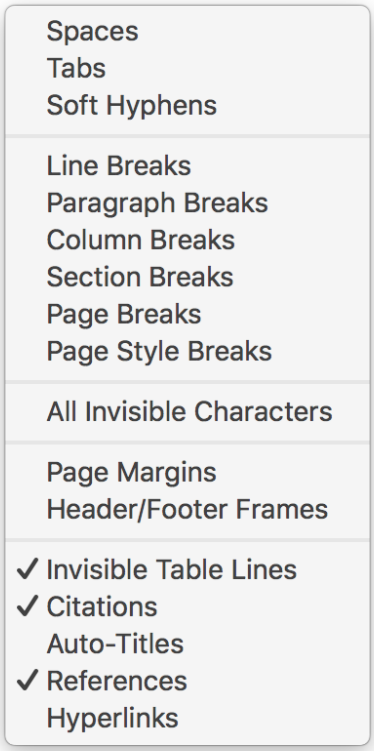


Figure 7-4: Show Hidden Sub-Menu

Note: All made changes apply only to the active document and will not affect documents opened in other windows in the background.

3. Multilingual Support

A. Multilingual Support in Mellel

Mellel supports over 200 languages. To write in a certain language, you must choose the keyboard layout or input method and start typing. Mellel language switching capabilities allow you to do just that, simply and efficiently.

The following sub-sections details several features that were developed to support multilingual documents, as well as tips and best practices for using specific languages and supporting language-specific use cases.

B. Multilingual Tasks

1. Changing the User Interface Language

Mellel's User Interface (UI) can be localized and displayed in multiple languages. The UI is automatically displayed in the main language of the macOS. Therefore, to change Mellel's UI language, you must change your operating system main language and restart the computer. Mellel will be automatically loaded in the main language when it is launched.

Note: The UI languages is not related to the language/s used in the document. There is no need to change the UI language to write a document in any specific language.

The UI is available in the following languages:

- English
- Czech
- Danis
- Greek
- French
- German
- Hebrew
- Italian
- Japanese
- Romanian
- Russian
- Spanish
- Chinese (Simplified)
- Dutch
- Finnish
- Norwegian
- Portuguese

2. Enabling Languages

To enable writing in a certain language, you must first enable it in your macOS by performing the following instructions:

1. Open *System Preferences* ( ).
2. Click the **Keyboard** icon ( ).
3. Click the **Input Sources** tab.
4. Click the **Add** button (+).
5. Choose the desired language from the language list.
6. Choose the keyboard layout from the layout list.
7. Click **Add**.

3. Switching Languages

Once the desired language is active and available, you can switch to it and use it for writing in Mellel by performing the following instructions:

1. Open *System Preferences* ( ).
2. Click the **Keyboard** icon ( ).
3. Click the **Input Sources** tab.
4. Check the *Show input menu in menu bar* checkbox.
5. Perform one of the following to switch languages:
   - Use the *Input* menu (located at the top-right end of the menu bar, usually with a country flag at the top) to choose the language you want to use.
   - Press **Cmd** + **Space** to switch between the two recently selected languages.
   - Press **Cmd** + **Option** + **Space** to cycle between all available languages.
6. Start typing in the document area. Mellel will automatically use a font suitable for the selected language.

4. Using Alternative 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 might be too complicated or even useless. Another case when the regular keyboard layout is problematic is if you don't have the desired language character labels on your keyboard and you're not a touch typist.

In such cases, you may want to use one of two tools provided with macOS:

- **Keyboard Viewer**: Allows you to enter text using a virtual keyboard. Perform the following instructions to use the keyboard viewer:
  1. Place your insertion point in the document.
  2. Use the *Input* menu (located at the top-right end of the menu bar, usually with a country flag at the top) to choose **Show Keyboard Viewer**.
  3. Switch to the desired language (refer to Switching Languages above for step-by-step instructions). The virtual keyboard will automatically switch to the selected language.
  4. Click the characters in the virtual keyboard that you wish to insert into your document.
- **Character Palette**: Allows you to enter any character from any language into your text. Refer to Special Characters on page 32 for step-by-step instructions for using the *Character Palette*.

5. Highlighting Font Substitutions

When you try to use a certain language, most applications look for the characters you've entered in the currently used font. In most cases, the character is found and displayed in the text. The trouble begins when the character cannot be found.

The common solutions to this problem are either not to display the text at all (and enter a replacement character instead) or to switch to a different font either explicitly or discreetly. Mellel takes a different route by using a different font to render the text, while enabling you to highlight these substitutions by performing the following instructions:

1. Choose **Mellel > Preferences** from the menu bar.
2. Click the **Typography** tab.

3. Check the *Highlight font substitutions* checkbox.

Mellel will now highlight cases where a substitution font was used. For example, suppose you enter some text using the default character style, and then switch to a language which is not supported by the default font. The result may look something like the following:

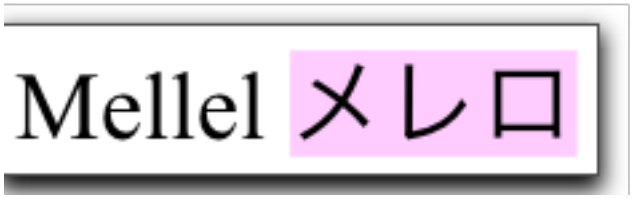


Figure 7-5: Highlighted Font Substitution

If you select the highlighted text and switch to a font that supports the highlighted characters, the background highlight will disappear.

6. Using a 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. Defining a secondary font, paired with the primary font, enables a uniform appearance of bilingual texts with minimal manual labour.

To use the secondary font option:

1. Select the text you wish to set a secondary font for.
2. Open the *Character* palette.
3. Use the *Attribute* tab to set your preferred font, font face, and size for the main language to be used in the text. Refer to Styling Characters Using Attributes on page 122 for the different options.
4. Click the **Options** popup menu.
5. Use the *Script* popup menu to choose the language script for the secondary font.
6. Set your preferred font, font face, and relative size for the secondary language to be used in the text. Refer to Styling the Secondary Font on page 126 for step-by-step instructions.

7. Writing in Right to Left Languages

Mellel was built to support writing in Right-to-Left (RTL) languages such as Hebrew or Arabic. To write in RTL languages, use the Direction button in the *Paragraph* palette (as detailed in Changing Paragraph Direction on page 129) to configure Mellel to handle the document correctly.

Note: Only change the alignment of the paragraph after setting its direction. Otherwise, Mellel will automatically revert the alignment when you change the paragraph direction.

8. Breaking Directionality

Mellel fully supports writing bi-lingual texts. However, sometimes it needs help to determine which parts of the text are related to which language, so that it can correctly apply spaces and directions.

For example, the following text combines Hebrew and English, but is not rendered properly as the '3' digit belongs with the second part of the Hebrew sentence, not the English word *iPad*:

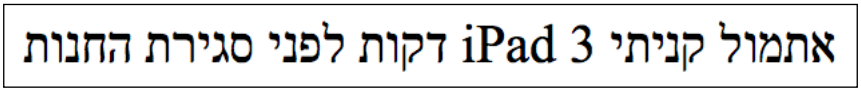


Figure 7-6: Directions Problem Example

To solve this rare issue, you must manually tell Mellel where to change the direction of the text from English back to Hebrew:

1. Select the space right after the English text should end.
2. Choose **Insert** > **Space** > **Direction Breaking Space** from the menu bar.

The sentence will now be rendered properly, as Mellel knows where to change the paragraph direction back to Hebrew:

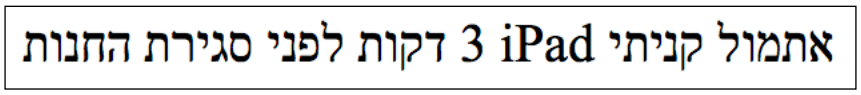


Figure 7-7: Directions Problem Solved

9. Entering Vowel Marks (Niqud)

To insert a Hebrew vowel marks (Niqud), enter the letter first, then use the desired keyboard combination from the following table:

Table 7-1: Hebrew Vowel Marks

Character	Vowel	Keystroke with regular Hebrew keyboard	Keystroke with Hebrew QWERTY keyboard
	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
	Kubutz	Option+8	Option+8
	Segol	Option+9	Option+9
	Shvah	Option+0	Option+0

וּ	Shuruk	Option+u	Option+u
וֹ	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+>

10. Entering Trope Marks (Te'amim)

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 a suitable OpenType font (several free ones are offered on our website) as well as the Emoji palette or a special keyboard layout (refer to Using Alternative Input Methods on page 226 for more information).

To correctly enter tropes, you must first enter the letter, add the niqud (refer to Entering Vowel Marks (Niqud) on page 228 for step-by-step instructions) and then use either the Emoji palette or virtual keyboard to insert the Tropes, as shown in the following figure:

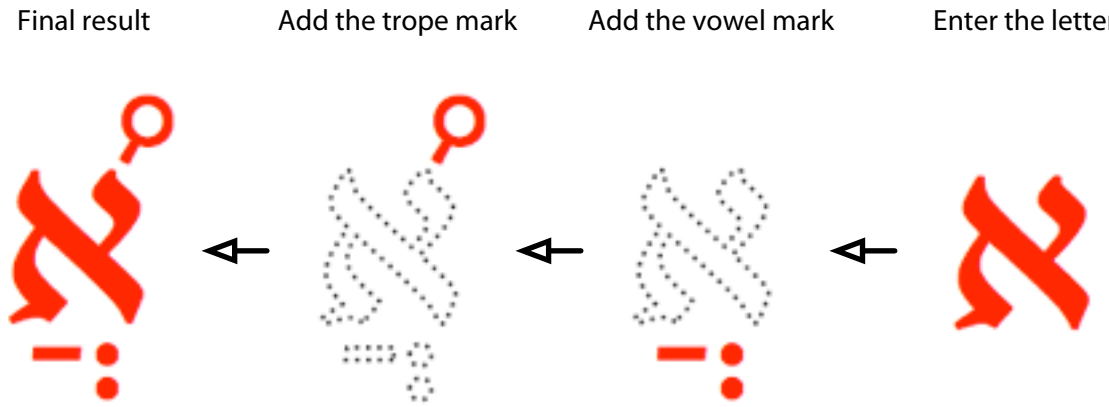


Figure 7-8: Order of Actions for Adding Tropes

4. Configuring Keyboard Shortcuts

A. What are Keyboard Shortcuts?

Keyboard shortcuts are keyboard stroke combinations that enable you to perform an action without having to use the mouse or make any menu selections.

There are three types of keyboard shortcuts available in Mellel:

- **Fixed Shortcuts**: These shortcuts are set in advance and cannot be changed. For example, pressing the **Command** key and then the **F** key is the equal of choosing **Edit > Find > Find** from the menu bar and will result in opening the *Find* panel. One of the basic principles of operation in the macOS is that most functionalities are available via the menu bar. The menu bar also indicates the different functionalities shortcuts, where applicable.
- **Style Shortcuts**: These shortcuts are set in advance, but you can change them. For example, the keyboard combinations Cmd + 0-9 are allocated for applying character styles, and you can determine which combination will apply which character style. Refer to Assigning a Shortcut to a Style on page 156 for step-by-step instructions.
- **Custom Shortcuts**: These shortcuts are created using the macOS built in functionality, which allows you to assign a shortcut to almost any menu option in Mellel.

B. Keyboard Shortcuts Tasks

1. Creating a Mac Shortcut

To create a Mac shortcut for a Mellel functionality:

1. Run Mellel (if it is not already running).
2. Launch the macOS **System Preferences**.
3. Click the **Keyboard** icon.
4. Click the **Shortcuts** tab.
5. Choose **App Shortcuts** from the left hand side list.
6. Click the **Add Shortcut** button (+). The *Add Shortcut* dialog is displayed:

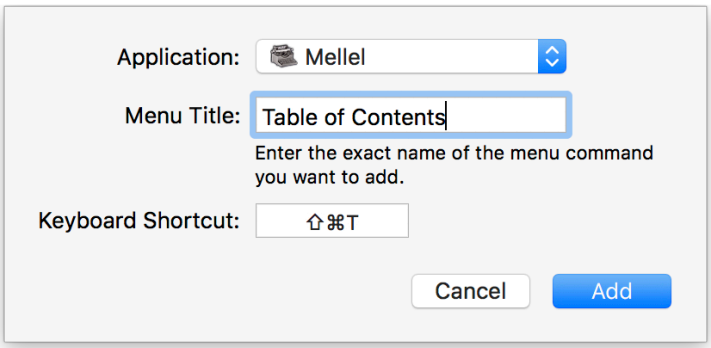


Figure 7-9: *Add Shortcut* Dialog

7. Choose **Mellel** from the *Application* popup menu.
8. Use the *Menu Title* text box to enter the name of the menu function you wish to add a shortcut to.
9. Click inside the *Keyboard Shortcut* text box and press the keyboard shortcut you wish to assign to the selected menu title.
10. Click **Add**.
11. Quit Mellel and relaunch it to begin using your new shortcut.

Note: The number of Mac shortcuts you can assign is almost unlimited. There are, however, limits to what you can and cannot assign a shortcut to:

- You cannot reassign a set keyboard shortcut. That is, you cannot override an existing keyboard shortcut with your own.
- You can only assign shortcuts to options that are in menus. That is, you cannot assign a keyboard shortcut to a text field, or a button.
- You cannot assign a shortcut to two menu items with identical names: Mellel will always select the first.

Chapter 8

Appendix

1. Help & Support

A. Searching for Specific Features

To search for help regarding a specific feature:

1. Choose **Help** from the menu bar.
2. Enter the feature title into the *Search* text box.

Search results appear in real time and return any *Menu Items* that include this feature, and/or any *Help Topics* that refer to it, as shown in the following figure:

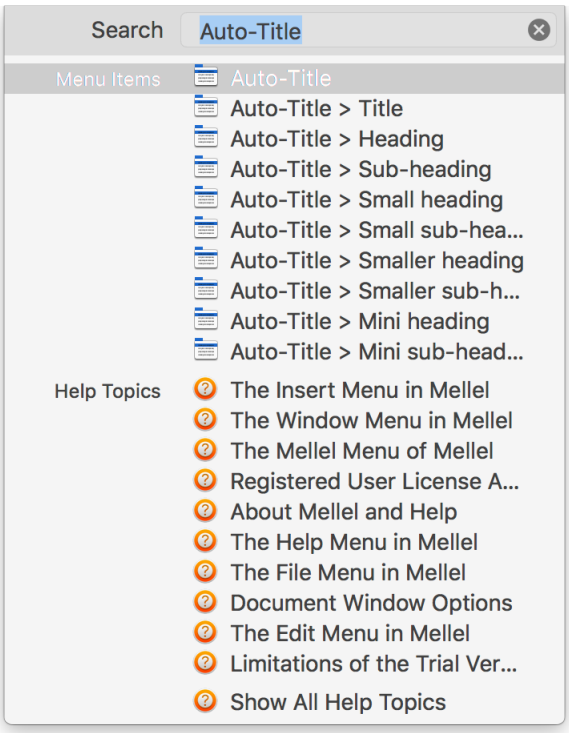


Figure 8-1: Searching for Help

Hovering over any *Menu Item* will open the menu that includes it, highlighting the specific item location in it. Clicking any *Help Topic* will open that help topic in a new window.

B. Displaying Mellel's Online Help

To display Mellel's online help in your default web browser, choose **Help > Online Help** from the menu bar.

C. Displaying Mellel's User Manual

To display Mellel's user manual as a PDF file, choose **Help > Mellel Guide** from the menu bar.

D. Accessing Mellel's Learning Resources

To open Mellel's training center in your default web browser, choose **Help > Learn** from the menu bar.

E. Contacting Mellel Support

To send a support request to Mellel's support team, choose **Help** > **Support** from the menu bar. The *Contact* Mellel *Support* dialog is displayed:

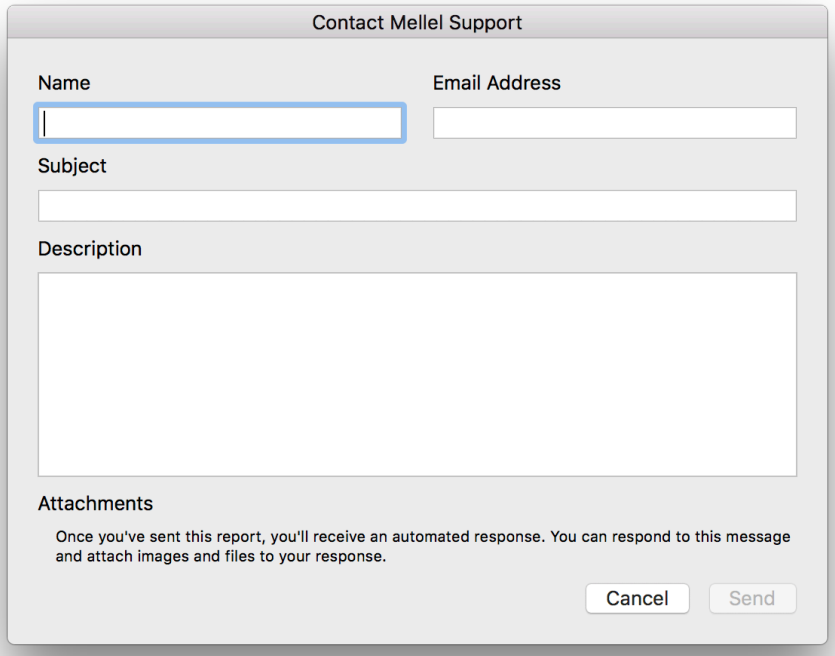


Figure 8-2: *Contact* Mellel *Support* Dialog

Insert your contact information, support request subject and description and click **Send**.

2. Common Functionalities

A. Color Window

The macOS *Color* window is used to set the color of various elements in Mellel. It is usually displayed after clicking the color well in different windows/popovers. Once the window is displayed, use it to select a color. The select color will then appear in the color well and be applied to the edited element.

The color window comprises five different tabs that enable different ways to pick a color:

- **Color Wheel** ( ): Enables picking a color from a color wheel.
- **Color Sliders** ( ): Enables using different sliders to pick a color.
- **Color Palettes** ( ): Enables picking a color form different palettes.
- **Image Palettes** ( ): Enables picking a color from any loaded image.
- **Pencils** ( ): Enables picking a color from a collection of pencils.

Click the desired tab to select the picking method, then choose the desired color. The selected color is displayed in the bottom left corner of the window.

If you're frequently picking the same color, you can drag it from the left corner of the window to the color palette at the bottom of the window (this palette is fixed and appears on all tabs). The dragged color will remain in the palette and enable picking it quickly the next time to use the color window.

B. Measurement Units

Measurement units are used to measure the size of various items and elements. Mellel supports three different measurement units:

- **Point**: The smallest unit, measuring 1/72 of an inch (about 0.03528 cm).
- **Centimeter**: Measures about 28.3465 points (about 0.3937 of an inch).
- **Inch**: Measures 2.54 centimeters (72 points).

Mellel is configured to use one main measurement unit at a time, but you can enter values in all three measurement units, and Mellel would convert it to the main unit.

1. Setting the Main Measurement Unit

To set the main measurement unit:

1. Choose **Mellel > Preferences** from the menu bar.
2. Click the **General** tab.
3. Use the *Measurement Units* popup menu to set the default unit.

Note: When the measurement unit is changed, it is reflected immediately across the document. This may cause a round number (for example, 1 cm) to become unrounded as a result of the conversion.

2. Using a Different Measurement Unit

To use different measurement units:

1. Select the text field where measurement units input is required.
2. Enter the desired value followed by cm for centimeters, in for inches or pt for points.
   Mellel will automatically convert the value you entered into the default measurement unit.

3. Find and Replace Expression Elements

Find and replace expressions are used to locate complex textual patterns or combination of characters. Find and replace expressions can include special elements, which are used to create the logic underlying the expression. Refer to Creating Find and Replace Expressions on page 173 for step-by-step instructions.

Special elements are added using the *Insert* popup menu, as detailed in Performing an Advanced Find Action on page 172. After adding an element to the Find/Replace field, you can edit its attributes by double clicking on its respective icon (to edit a group, double-click on its enclosing brackets).

The following sub-sections detail the various special elements and their attributes.

A. Group

A Group is any number of characters or elements that are separated from other items in the Find/Replace field by special brackets, as shown in the following figure:

Figure 8-3: Expression Group Example

Groups are used to isolate elements you wish to match or apply some options to separately. , and also to refer to and use them in the replace expression. You can group together any element and any number of other elements, and even a single character.

To use the *Group* special element:

1. Select the elements you wish to group in the Find/Replace field.
2. Choose **Group** from the *Insert* popup menu.

Tip: Literal text is plain text entered into the Find/Replace fields. You cannot assign any attributes to literal text, but you can put literal text in a group and assign attributes to that 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* (enabled) and *Repetition* (Once or more) to the group.

The *Group* element includes the following common attributes (refer to Common Attributes on page 243 for a complete description):

- Repetition
- Greedy
- Negated

In addition, it includes the following unique attributes:

- **Capturing**: When this checkbox is checked (this is the default option), the element that is matched by the group content is saved by the search engine and can be used with a *Backreference* element later on (refer to Backreference on page 241 for more information). When a group is set as *Capturing*, it is numbered, as shown in the following image (the group is numbered 1):

Figure 8-4: Numbered Group Example

- **Name**: This text box is used to enter a name for the group.
- **Display name**: This checkbox is used to display the group name instead of its content in the Find/Replace fields.

1. Ungrouping

To ungroup a grouped element:

1. Select it in the Find/Replace field.
2. Choose **Ungroup** from the *Insert* drop-down menu.

2. Advanced Group Usage

Groups can be useful in more complex cases. For example, if you want to find the word *grey* in alternative spellings (*grey* and *gray*) and with different suffixes, the following expression would work:

Figure 8-5: Advanced Search Expression Example

The expression will match any instance of the following strings: grey, gray, grayish, greyish, graying, and graying. The second group has the attributes *Repetition* set as *Zero or more* and the option *Greedy* enabled. *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 search engine to look for those endings and match them too, if possible, so that the engine 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:

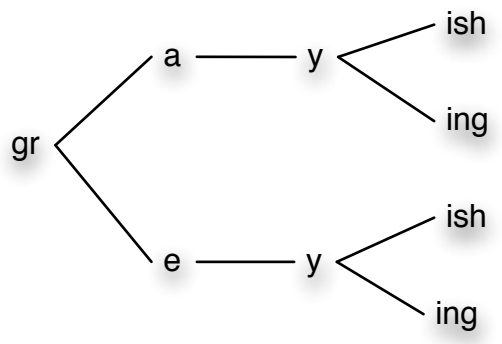


Figure 8-6: Advanced Search Expression Permutations

B. Or

The *Or* element ( ) allows you to match either of two or more alternatives. That is, it defines an *either/or* relationship between two or more elements. For example, the following expression will match either the word *dogs* or *cats*:

Figure 8-7: Or Element Example

C. Find Expression Elements Descriptions

1. Character Elements

Elements of this type match characters or types of characters.

A. Any Character

The *Any Character* element ( ) matches any character, including variables and line breaks, but excluding break characters (such as Return, Page Style Break, etc.). It includes the following common attributes (refer to Common Attributes on page 243 for a complete description):

- Repetition
- Greedy

Note: This element is useful for matching any character as part of an expression, not for capturing text for the purpose of matching by style, for which you should use the *Anything* element (refer to Anything on page 241 for more information).

B. Digit

The *Digit* element ( ) matches any digit character from 0 to 9, including Arabic Indic digits. It includes the following common attributes (refer to Common Attributes on page 243 for a complete description):

- Repetition
- Greedy
- Negated

C. Whitespace

The *Whitespace* element ( ) matches any type of space character, tabs and breaks. It includes the following common attributes (refer to Common Attributes on page 243 for a complete description):

- Repetition
- Greedy
- Negated

D. Letter

The *Letter* element (a) matches any letter character. For example, a or ü or δ. It includes the following common attributes (refer to Common Attributes on page 243 for a complete description):

- Repetition
- Greedy
- Negated

E. Alphanumeric

The *Alphanumeric* element (a#) matches any letter or number character. It includes the following common attributes (refer to Common Attributes on page 243 for a complete description):

- Repetition
- Greedy
- Negated

F. Character Range

The *Character Range* element (a-z) matches any characters found within a set range. It includes the following common attributes (refer to Common Attributes on page 243 for a complete description):

- Repetition
- Greedy
- Negated

In addition, it includes the following unique attributes:

- **Unicode**: Sets the start and the end points of the character range using unicode values.
- **String**: Sets the start and end points for the character range using the actual characters.

Note: The *Unicode* and the *String* attributes are two different ways to enter the same data. Changing one attribute is reflected in the other.

G. Character Set

The *Character Set* element (abc) matches any of several characters included in a set. For example, if you want to find either spelling of the word grey (*grey* or *gray*), you can use the following *Character Set* in the find expression:

Figure 8-8: Character Set Example

The character set includes the text *ae* which means either *a* or *e* and so, both *gray* and *grey* will be matched.

The *Character Set* element includes the following common attributes (refer to Common Attributes on page 243 for a complete description):

- Repetition
- Greedy
- Negated

In addition, it includes the following unique attribute:

- **Set**: This text box is used to enter the characters that are included in the character set. These letters are shown on the element icon in the Find/Replace field.

H. Auto-title

The *Auto-title* element ( ) matches any Auto-title objects. It includes the following attributes (refer to Common Attributes on page 243 for a complete description):

- Repetition
- Greedy
- Negated

I. Citation

The *Citation* element ( ) matches any citation objects. It includes the following attributes (refer to Common Attributes on page 243 for a complete description):

- Repetition
- Greedy
- Negated

J. Bookmark

The *Bookmark* element ( ) matches any bookmark objects. It includes the following attributes (refer to Common Attributes on page 243 for a complete description):

- Repetition
- Greedy
- Negated

K. Reference

The *Reference* element ( ) matches any cross-reference objects. It includes the following attributes (refer to Common Attributes on page 243 for a complete description):

- Repetition
- Greedy
- Negated

L. Hyperlink

The *Hyperlink* element ( ) matches any hyperlink objects. It includes the following attributes (refer to Common Attributes on page 243 for a complete description):

- Repetition
- Greedy
- Negated

2. Boundary Elements

Boundary elements are elements that match boundaries between elements rather than the elements themselves. As such, they are never used alone in an expression, but rather always in conjunction with other elements. Boundary elements have no attributes.

A. Word Boundary

The *Word Boundary* element ( ) matches the boundary that 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, and excludes characters such as punctuation marks, parenthesis, exclamation marks, question marks, etc.
The following figure shows different types of word boundaries, indicated by arrows:

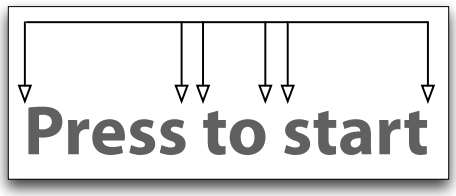


Figure 8-9: Word Boundary Examples

B. Negated Word Boundary

The *Negated Word Boundary* element ( ) matches any position in the text which is **not** a word boundary.

C. Paragraph Boundary

The *Paragraph Boundary* element ( ) matches the boundary between any two paragraphs in the text. The boundary is located 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.

D. Negated Paragraph Boundary

The *Negated Paragraph Boundary* element ( ) matches any position in the text which is **not** a paragraph boundary.

E. Text Start

The *Text Start* element ( ) matches the position at the start of any element in the document (e.g. text, footnote, table cell, etc.).

F. Text End

The *Text End* element ( ) matches the position at the end of any element in the document (e.g. text, footnote, table cell, etc.).

3. Anything

The *Anything* element ( ) matches any text and, if formatting or style attributes are applied to the *Find* field (refer to Searching for Text with Particular Character Attributes on page 171), will match any text that is using those attributes.

The *Anything* element is different from other elements. With any other element, Mellel tries to match the expression in the text. With the *Anything* element, no comparison or matching is made and any text will match. The *Anything* element does not have any attributes.

4. Custom

The Custom sub-menu includes all saved expressions that were added. Refer to Creating Find and Replace Expressions on page 173 for step-by-step instructions.

D. Replace Expression Elements Descriptions

1. Backreference

The *Backreference* element ( ) references the content of a matched *Group* that has *Capturing* enabled in its attributes (refer to Group on page 235 for more information). Backreference elements are useful when you want to reuse some parts of an expression, or to organize them differently.

The *Backreference* element includes one attribute:

- **Group Index**: This popup menu is used to choose the index of the group that is referenced by this element. The selection is also visually indicated on the element icon in the Find/Replace fields.

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 "replace replace"). One way of doing it is by using an *Alphanumeric* element that repeats once or more and is terminated by a word boundary:

Figure 8-10: Removing Double Words - Find Expression Part 1

Adding a *Whitespace* element will help locate every such word followed by a space:

Figure 8-11: Removing Double Words - Find Expression Part 2

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 8-12: Removing Double Words - Final Find Expression

The *Backreference* element is referring to group 1. The whole expression would be an instruction to Mellel to find any word, followed by a space, followed by the same word that was found in part 1 of the expression.

Typically, with such a find expression, our target is to replace it with just one word, eliminating the space between the words. Entering a *Backreference* element in the *Replace* field would do the job just fine:

Figure 8-13: Removing Double Words - Replacement Expression

Another typical case where *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 8-14: Date Format Find Expression

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 8-15: Date Format Replacement Expression

What you have here is the same exact thing, ordered differently, with group 1 (the day in the UK format) and group 3 (the month) trading positions.

2. Found Expression

The *Found Expression* element ( ) is only available in the *Replace* field, and references the result of a find action. Unlike the *Backreference* element, the *Found Expression* element references the whole search result, not just a specific matched group in the expression.

The *Found Expression* element does not have any attributes.

E. Common Attributes

After adding an element to the Find/Replace field, you can edit its attributes by double clicking on its respective icon (to edit a group, double-click on its enclosing brackets). The following attributes are available:

Note: Not all attributes are enabled for all elements. Refer to individual elements description for more information.

- **Repetition**: Determines the group repetition setting. The following options are available:
  - *Once*: When chosen, any text element will be considered a match if it contains the element once. For example, if you look for *e* and the word *beet* is examined, the first and then the second *e* will be matched, but not both at once. This is the default selection for the *Repetition* menu.
  - *Optional*: When chosen, any text element will be considered a match if it contains the element once, or not at all.
  - *Zero or more*: When chosen, any text element will be considered a match if it contains the element once, multiple times or not at all.
  - *Once or more*: When chosen, any text element will be considered a match if it contains the element once or multiple times.
  - *Exactly*: When chosen, any text element will be considered a match if it contains the element exactly the number of times entered in the *Min* text box. For example, if you search for *e* with a repetition of *Exactly* and a minimum value of *2*, the *ee* in *meet* will be matched, but the *e* in *met* will not.
  - *This much or more*: When chosen, any text element will be considered a match if it contains the element at least the number of times entered in the *Min* text box.
  - *Range*: When chosen, any text element will be considered a match if it contains the element any number of times between the values entered in the *Min* and *Max* text boxes.
- **Greedy**: When this checkbox is checked, the search engine will try to match the maximal number of repetitions for the current element before moving on to the next element of the expression. When it is not checked, the search engine will match only the minimal number of repetitions. A greedy element is indicated by a small G on its bottom right corner, as shown in the following figure:

Figure 8-16: Greedy Search Indication

For example, consider a search performed on the following text: To boldly go where no <color>person</color> has gone before.

If we use the expression shown in Figure 8-16 above, then the find engine will match all the text from the first open tag (<) to the last close tag (>), as shown in the following figure::

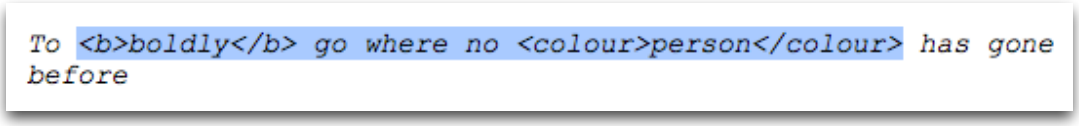


Figure 8-17: Greedy Enabled Search Results

The first element in this expression is the open tag (<). After the search engine matches this element with the < 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) matches as *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. Thus, the engine will go back to the greedy *Any character* element, 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 for the close tag element, or until there are no repetitions of *Any Character*. In the case above, this will continue until it reaches the last closing tag, the > in </color>.

The same expression with greedy turned off will match only one complete HTML tag, as shown in the following figure:

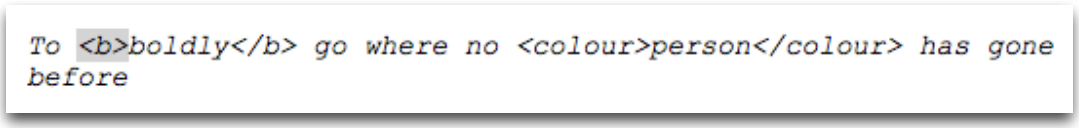


Figure 8-18: Greedy Disabled Search Results

When Any Character is not greedy, Mellel will match the first open tag, move to *Any character*, and—since Any Character is now not greedy—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 search 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: When this checkbox is checked, the element is negated, and the search will match any text elements that are not defined by the special element. For example, if *Negated* is checked for the character set *abc*, the search will match any character that is **not** a, b, or c.

4. Screen Descriptions

A. Menu Bar

The Menu bar is located at the top left side of your screen. It includes the following menus:

- **Mellel 4 Menu**: Includes general Mellel preferences and licensing functionalities. Refer to Mellel 4 Menu Description on page 245 for a complete description.
- **File Menu**: Includes file management tools and functionalities. Refer to File Menu Description on page 256 for a complete description.
- **Edit Menu**: Includes document editing tools and functionalities. Refer to Edit Menu Description on page 259 for a complete description.

- **Insert Menu**: Includes various elements that can be inserted into the document. Refer to Insert Menu Description on page 268 for a complete description.
- **Styles Menu**: Includes styling tools and functionalities. Refer to Styles Menu Description on page 272 for a complete description.
- **View Menu**: Includes view adjustment functionalities. Refer to View Menu Description on page 274 for a complete description.
- **Window Menu**: Includes windows adjustment functionalities. Refer to Window Menu Description on page 276 for a complete description.
- **Help Menu**: Includes help and support tools. Refer to Help Menu Description on page 277 for a complete description.

1. Mellel 4 Menu Description

The following figure depicts the Mellel *4* menu and its functionalities:

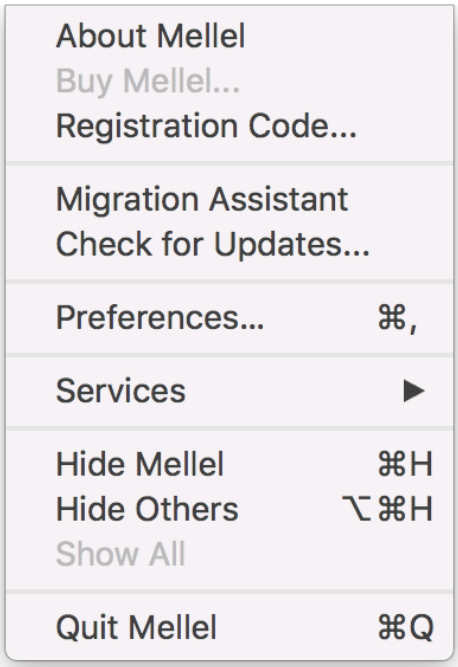


Figure 8-19: Mellel *4* Menu

- **About Mellel**: Shows information about the current Mellel version.
- **Buy Mellel**: Buy Mellel when using a trial version. This option is replaced by *Upgrade License* for users with expired licenses. Refer to Administration and Maintenance on page 5 for more information.
- Registration Code: Displays the registration code for the current Mellel license, or to enter a new code if applicable. Refer to Administration and Maintenance on page 5 for more information (not applicable for users who purchased Mellel on the App Store).
- **Migration Assistant**: Migrates settings when upgrading from versions prior to Mellel 4.0. Choose **Migration Assistant** then click **Migrate** in the displayed dialog to migrate all your settings from the old installation to the new version.

- **Check for Updates**: Checks if there are any software updates available. Refer to Updating Mellel on page 6 for more information (not applicable for users who purchased Mellel on the App Store).
- **Preferences**: Opens the *Preferences* window. Refer to Preferences Window below for a complete description of the window and its functionalities.
- **Services**: Runs services that are integrated with Mellel, such as picture applications or other text editors.
- **Hide Mellel**: Hides Mellel and shows other open windows.
- **Hide Others**: Hides other open windows and only shows Mellel.
- **Show All**: Shows all windows after they were hidden.
- **Quit Mellel**: Quits Mellel.

A. Preferences Window

The preferences window is used to configure various Mellel settings. It includes several tabs that are described in the following subsections.

1. *General Tab*

The following figure depicts the *Preferences* window *General* tab and its functionalities:

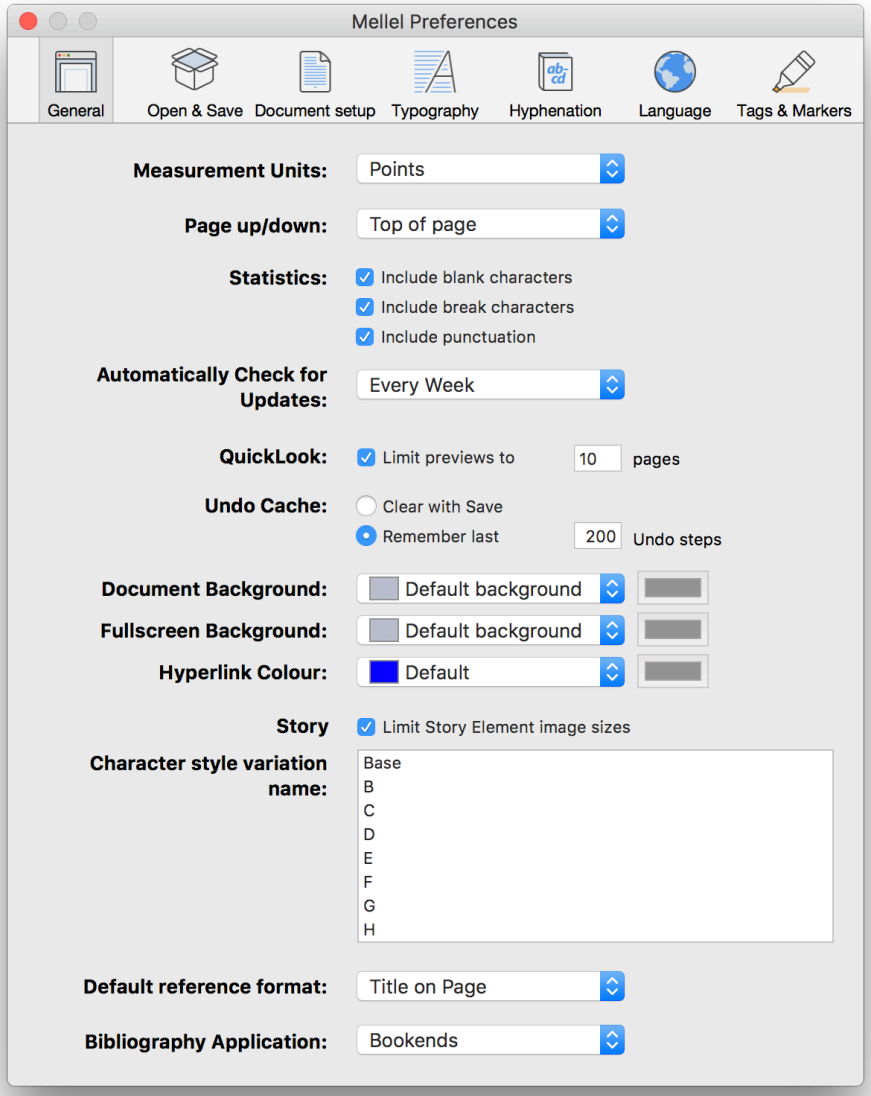


Figure 8-20: Preferences Window - General Tab

- **Measurement Units**: This popup menu is used to set the default measurement units used in Mellel to set the size of different elements. Refer to Measurement Units on page 234 for more information.
- **Page up/down**: This popup menu is used to determine the behavior of the page up/down functionalities. Refer to Navigation on page 25 for more information.
- **Statistics**: These checkboxes are used to configure what document elements are included in the document statistics. Refer to Document Statistics on page 196 for more information.
- **Automatically Check for Updates**: This popup menu is used to determine the frequency for automatic updates check. Refer to Updating Mellel on page 6 for more information (not applicable for users who purchased Mellel on the App Store).
- **Quicklook**: This checkbox and the adjacent text box are used to limit the number of pages available in the QuickLook preview. Refer to Setting the Number of Pages Available in QuickLook on page 13 for more information.

- **Undo Cache**: This radio button and the adjacent text box are used to determine the behavior of the undo/redo caching. Refer to Configuring the Undo Cache on page 33 for more information.
- **Document Background**: This popup menu and adjacent **Color well** are used to set a different color to the document background. Refer to Setting the Document Background Color on page 221 for more information.
- **Fullscreen Background**: This popup menu and adjacent **Color well** are used to set a different color to the document background when working in full screen mode. Refer to Setting the Document Background Color on page 221 for more information.
- **Hyperlink color**: This popup menu and adjacent **Color well** are used to set a different color for hyperlinks in the document. Refer to Changing Hyperlinks Color on page 79 for more information.
- **Story**: This checkbox is used to limit the allowed size for images added to characters or locations in the story pane. Refer to Editing Characters and Locations on page 118 for more information.
- **Character style variation names**: This list is used to rename character style variations. Refer to Renaming Character Style Variations on page 155 for more information.
- **Default reference format**: This popup menu is used to determine the default format for new references inserted into the document. Refer to Setting the Default Reference Format on page 91 for more information.
- **Bibliography Application**: This popup menu is used to choose the bibliography application that is used to mange citations in the document. Refer to Selecting a Bibliography Application on page 100 for more information.

2. *Open & Save Tab*

The following figure depicts the *Preferences* window *Open & Save* tab and its functionalities:

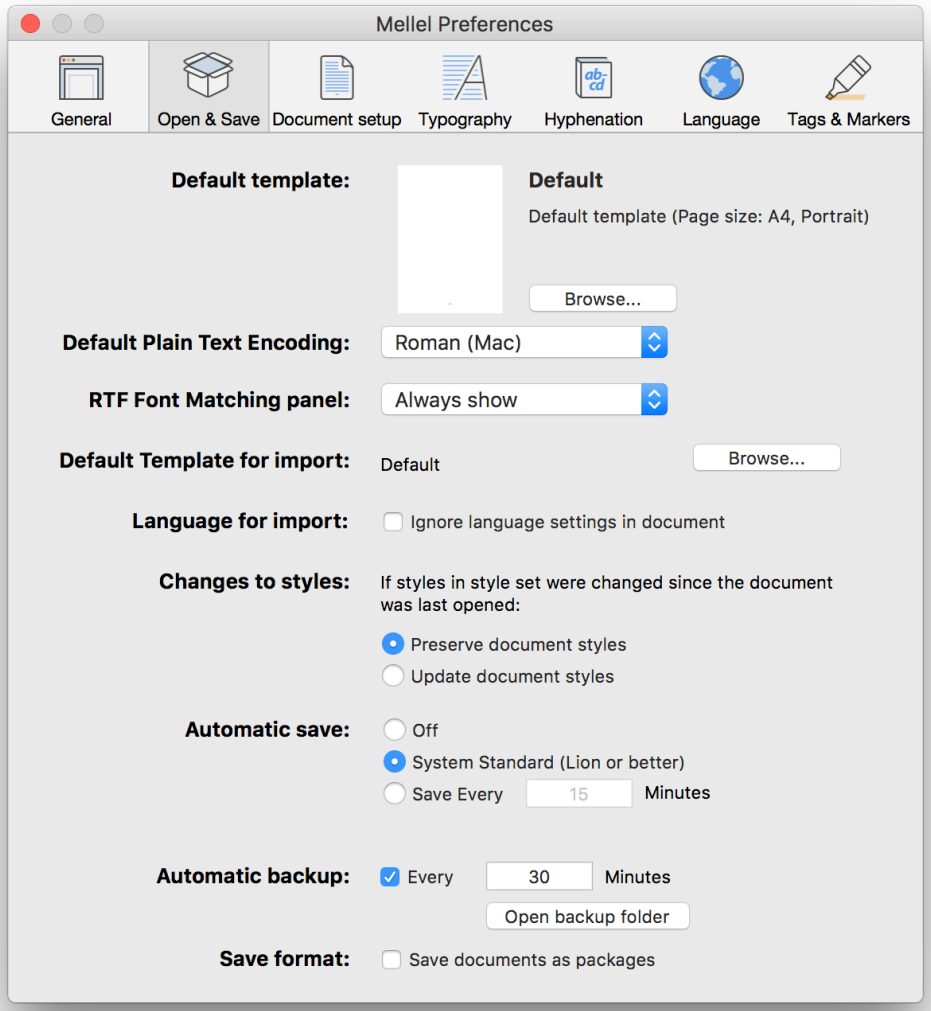


Figure 8-21: Preferences Window - Open & Save Tab

- **Default:** This area displays details regarding the default template for new documents, and the **Browse** button can be used to change the default template. Refer to Setting the Default Template on page 161 for more information.
- **Default Plain Text Encoding:** This popup menu is used to choose the default encoding for importing plain text files. Refer to Importing Plain Text Files on page 19 for more information.
- **RTF Font Matching Panel:** This popup menu is used to determine when is the RTF font matching panel displayed. Refer to Importing RTF Documents on page 20 for more information.
- **Default Template for import:** The adjacent **Browse** button is used to select the default template that will be used when documents are imported into Mellel. Refer to Importing Files on page 19 for more information.
- **Language for import:** This checkbox is used to ignore language settings in imported documents. Refer to Multilingual Support on page 224 for more information.
- **Changes to styles:** This radio button is used to determine how are changes to styles handled. Refer to Handling Changes to Style Sets on page 160 for more information.

- **Automatic save:** This radio button and adjacent text box are used to configure automatic save. Refer to **Activating Automatic Saving on page 15** for more information.
- **Automatic backup:** This checkbox and adjacent text box are used to configure automatic backup. Refer to Activating Automatic Backup on page 16 for more information.
- **Save format:** This checkbox is used to configure Mellel to save documents as compressed packages.

3. *Document Setup Tab*

The following figure depicts the *Preferences* window *Document Setup* tab and its functionalities:

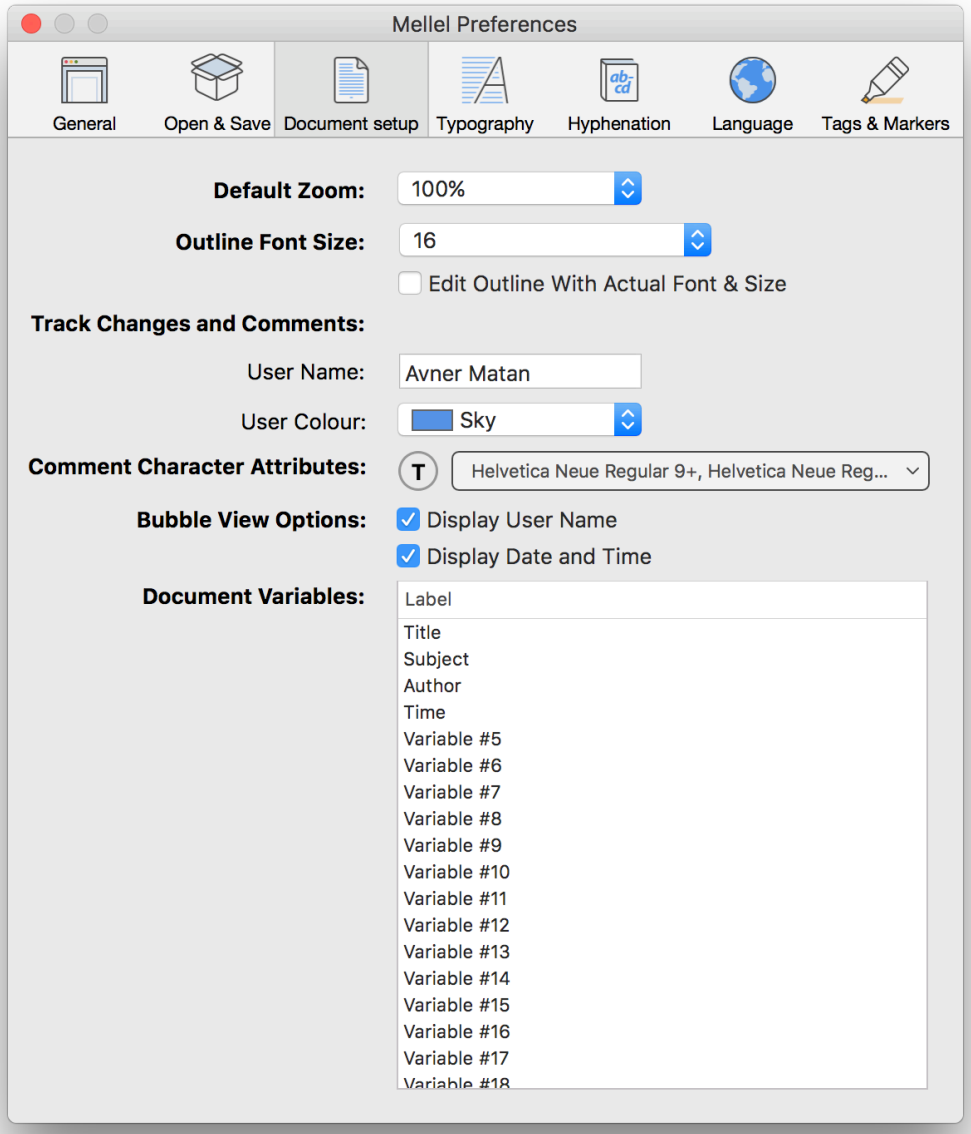


Figure 8-22: Preferences Window - Document Setup Tab

- **Default Zoom**: This popup menu is used to set the default zoom level for a document. Available options are identical to those described in *Zoom* Pop-Up Menu on page 220. The default zoom level is 128%.

- **Outline Font Size**: This popup menu is used to determine the font size for items displayed in the outline pane. Refer to Changing the Outline Pane Layout on page 114 for more information.
- **Edit Outline With Actual Font & Size**: This checkbox is used to determine whether or not the font and size of outline items matches their corresponding values in the document area. Refer to Changing the Outline Pane Layout on page 114 for more information.
- **User Name**: This text box is used to insert the name that will be used to indicate comments and/or tracked changes made by the current user. Changes are only applied to future comments/changes, not existing ones.
- **User color**: This popup menu is used to set the color that will be used to indicate comments and/or tracked changes made by the current user. Changes are only applied to future comments, not existing ones.
- **Comment Character Attributes**: This area is used to set the default character attributes for comments added to the document. Refer to Setting Comments Character Attributes on page 186 for more information.
- **Display User Name**: This checkbox is used to determine whether or not the user name is displayed next to comments and/or tracked changes in the document.
- **Display Date and Time**: This checkbox is used to determine whether or not the time and date are displayed next to comments and/or tracked changes in the document.
- **Document Variables**: This list is used to rename document variables. Refer to Renaming Document Variables on page 96.

Note: This option only changes the label of the variables. To change their values, refer to Changing Document Variables Values on page 97.

4. *Typography Tab*

The following figure depicts the *Preferences* window *Typography* tab and its functionalities:

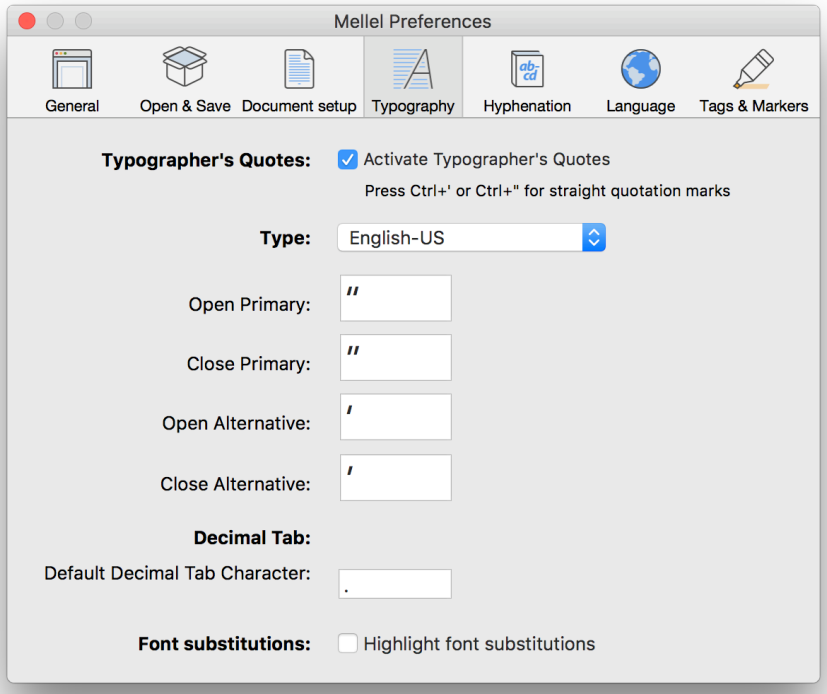


Figure 8-23: Preferences Window - Typography Tab

- **Typographer's Quotes**: This checkbox is used to enable typographer's quotes in the document. Refer to Activating Typographer's Quotes on page 168 for more information.
- **Type**: This popup menu is used to choose a preset configuration of primary and alternative quotes based on the selected language. Refer to Activating Typographer's Quotes on page 168 for more information.
- **Open Primary**: This text box is used to set a custom character to open primary quotes. Refer to Customizing the Quotation Marks Characters on page 168 for more information.
- **Close Primary**: This text box is used to set a custom character to close primary quotes. Refer to Customizing the Quotation Marks Characters on page 168 for more information.
- **Open Alternative**: This text box is used to set a custom character to open alternative quotes. Refer to Customizing the Quotation Marks Characters on page 168 for more information.
- **Close Alternative**: This text box is used to set a custom character to close alternative quotes. Refer to Customizing the Quotation Marks Characters on page 168 for more information.
- **Default Decimal Tab Character**: This text box is used to set the default character to align a decimal tab on. Refer to Setting Decimal Alignment Character on page 132 for more information.
- **Highlight Font Substitutions**: This checkbox is used to determine whether or not font substitutions are highlighted in the document. Refer to Highlighting Font Substitutions on page 226 for more information.

5. *Hyphenation Tab*

The following figure depicts the *Preferences* window *Hyphenation* tab and its functionalities:

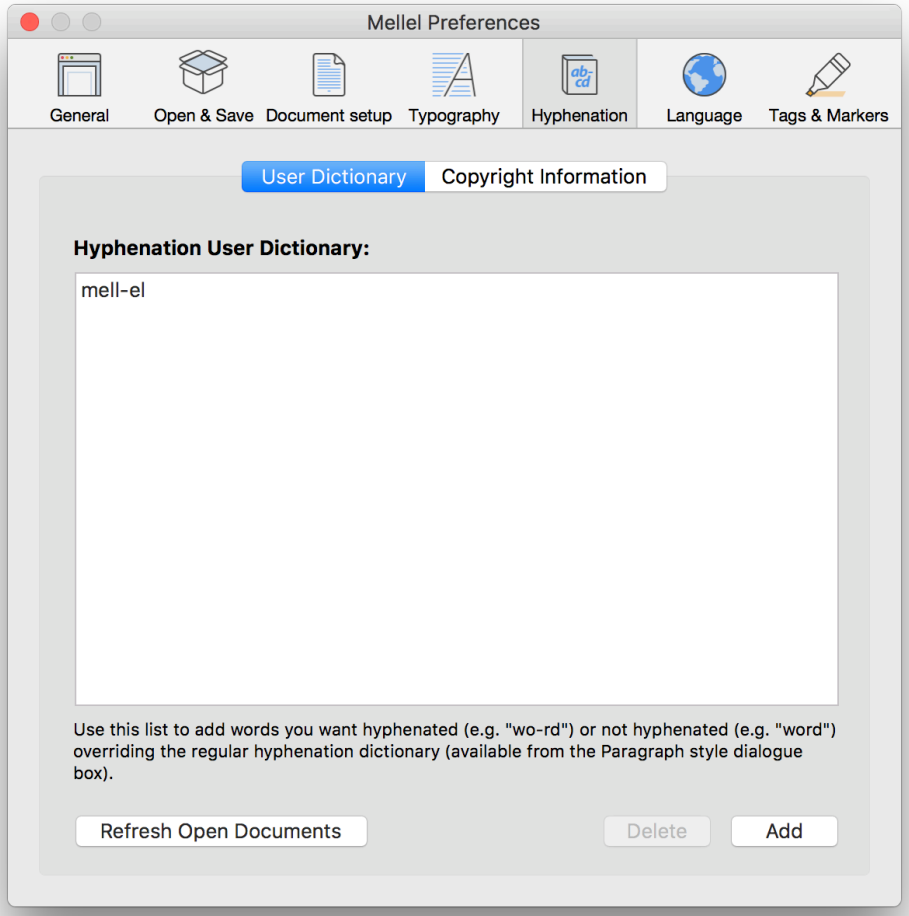


Figure 8-24: Preferences Window - Hyphenation Tab

- **User Dictionary:** This tab is used to display the user dictionary, which includes user-defined words that should not be hyphenated or hyphenated in a specific way.
- **Copyright Information:** This tab is used to show copyright information regarding the different hyphenation dictionaries used by Mellel. Choose any language to display its hyphenation dictionary copyright information, as shown in Figure 8-25 on page 254.
- **Hyphenation User Dictionary:** This list details all the words that were added to the user hyphenation dictionary. Words that do not include an hyphen will not be hyphenated, while words that do include an hyphen will be hyphened (when required) exactly the way they appear in the dictionary.
- **Refresh Open Documents:** Applies changes to the user hyphenation dictionary to all open documents.
- **Delete:** Deletes the selected word from the hyphenation user dictionary.
- **Add:** Adds a new word to the user hyphenation dictionary. Insert a word without an hyphen to prevent it from being hyphenated, or insert a word with a hyphen to determine how to hyphen it, when required.

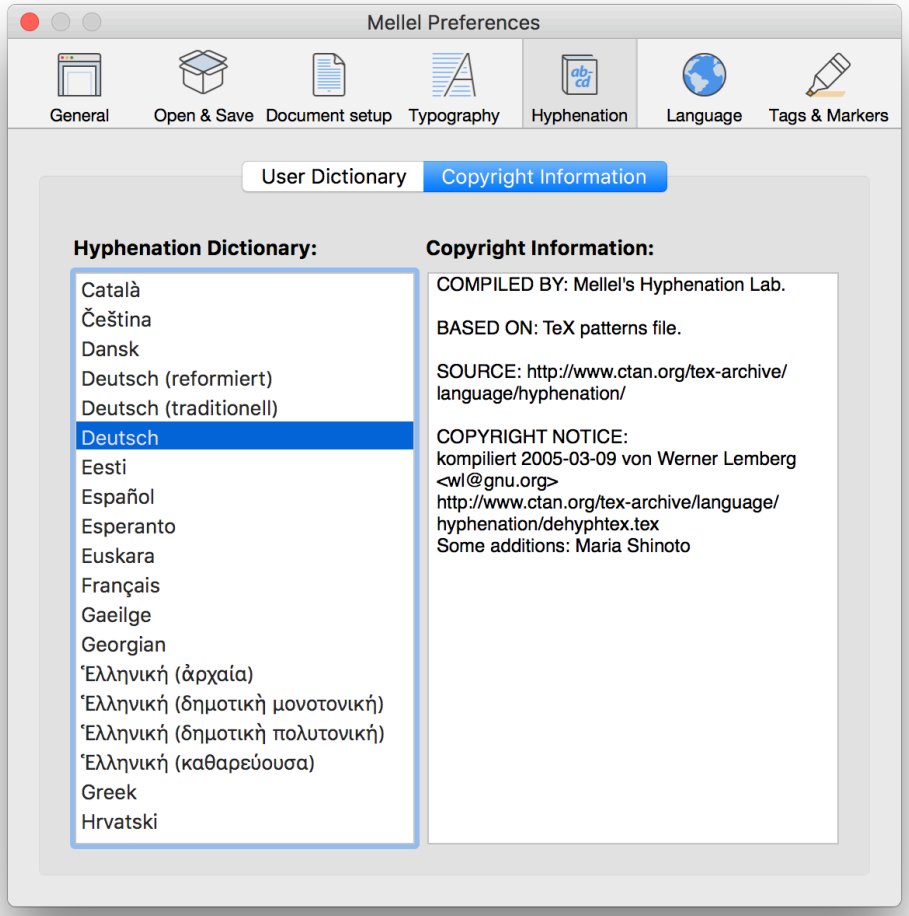


Figure 8-25: Hyphenation Dictionary Copyright Information

6. *Language Tab*

The following figure depicts the *Preferences* window *Language* tab and its functionalities:

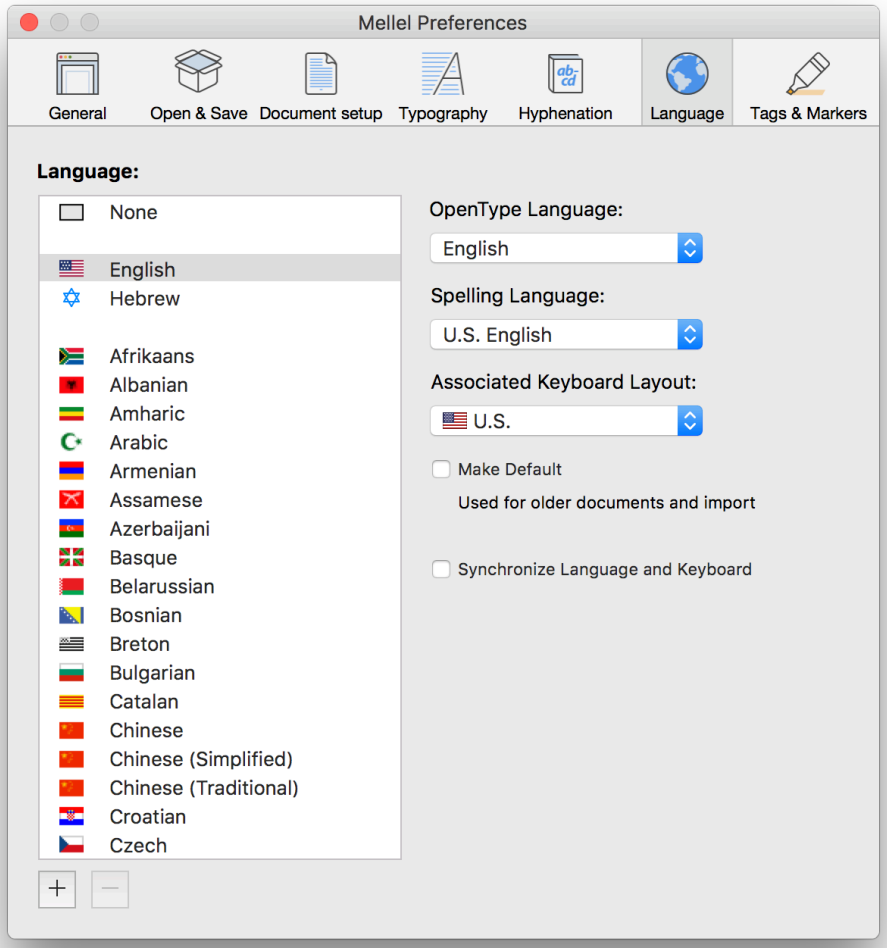


Figure 8-26: Preferences Window - Language Tab

- **Language:** This list details all available languages. The selected language is highlighted in blue.
- **OpenType Language:** This popup menu is used to choose the language that will be used for OpenType features in the selected language. Refer to Using OpenType Features on page 125 for more information.
- **Spelling Language:** This popup menu is used to choose the dictionary that will be used to spell check text written in the selected language. Refer to Selecting Spelling Dictionary on page 192.
- **Associated Keyboard Layout:** This popup menu is used to choose the keyboard layout that is associated with the selected language. Refer to Synchronizing Language and Keyboard Layout on page 193.
- **Make Default:** This checkbox is used to set the selected language as the default language.
- **Synchronize Language and Keyboard:** This checkbox is used to synchronize the selected language and keyboard layout. Refer to Synchronizing Language and Keyboard Layout on page 193.

7. *Tags & Markers Tab*

The following figure depicts the *Preferences* window *Tags & Markers* tab and its functionalities:

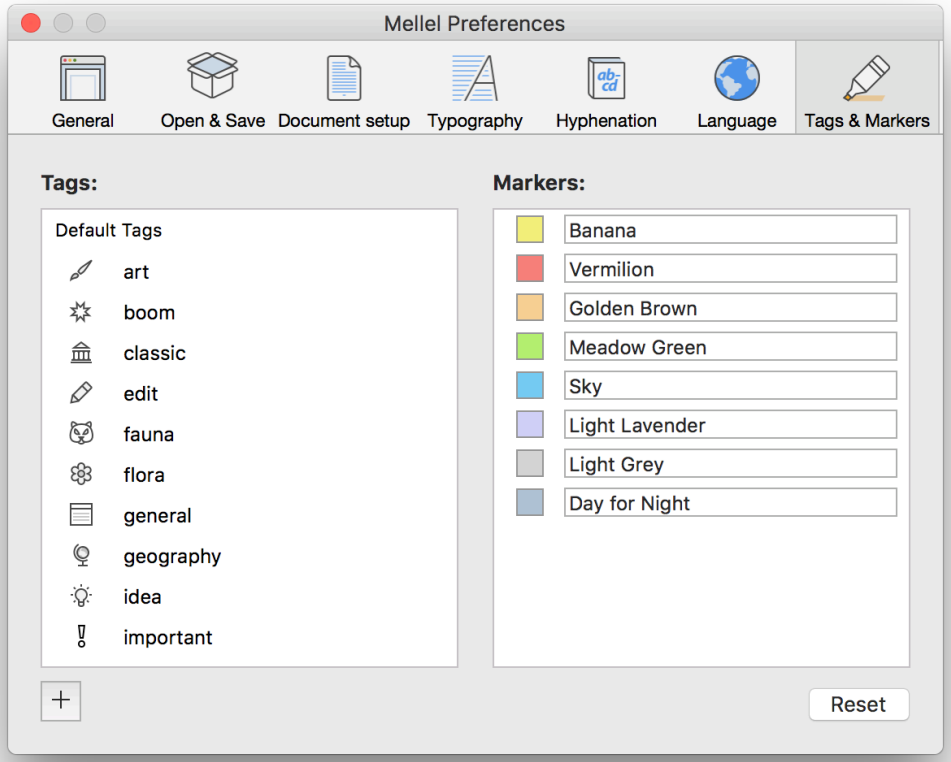


Figure 8-27: Preferences Window - Tags & Markers Tab

- **Tags**: This list details all available tags and their images.
- **Markers**: This list is used to customize markers names and colors. Refer to Customizing Marker Names and Colors on page 194 for more information.
- Add Tag (+): Adds a new custom tag. After clicking the button, type in a name for the tag and drag any *jpeg* image file onto it to set its image.
- **Reset**: Resets markers names and colors to their default state.

2. File Menu Description

The following figure depicts the *File* menu and its functionalities:

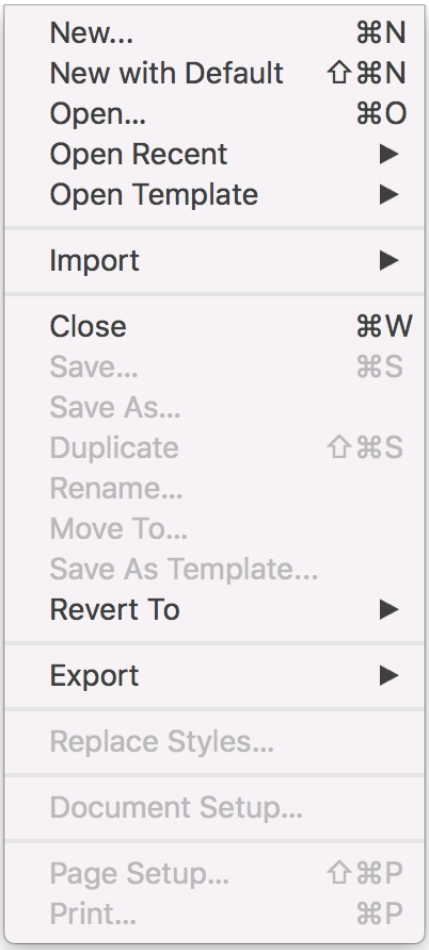


Figure 8-28: File Menu

- **New**: Opens a new blank document. Refer to Creating a New Document on page 11 for more information.
- **New with Default**: Uses the default template to create a new blank document, without opening the template browser. Refer to Creating a New Document on page 11 for more information.
- **Open**: Opens an existing document. Refer to Opening a Document on page 11 for more information.
- **Open Recent**: Opens a recently used document. Refer to Opening a Recent Document on page 12 for more information.
- **Open Template**: Creates a document from a template. Refer to Creating a New Document on page 11 for more information.
- **Import**: Converts files from different formats into Mellel documents. Refer to Importing Files on page 19 for more information.
- **Close**: Closes the current window without quitting Mellel.
- **Save**: Saves the current document. Refer to Saving a Document on page 14 for more information.
- **Save As**: Saves the current document under a different name. Refer to Duplicating a Document on page 15 for more information.
- **Duplicate**: Creates a copy of the existing document. Refer to Duplicating a Document on page 15 for more information.

- **Rename**: Renames the current document.
- **Move To**: Moves the current document to a new location.
- **Save As Template**: Saves the current document as a template. Refer to Saving a Document as a Template on page 15 for more information.
- **Revert To**: Reverts to a previous version of the document, managed by the macOS built in automatic save functionality. Refer to Reverting to a Previous Version of the Document on page 13 for more information.
- **Export**: Exports Mellel documents into different file formats. Refer to Exporting Files on page 17 for more information.
- **Replace Styles**: Replaces document styles with global styles. Refer to Replacing Styles on page 157 for more information.
- **Document Setup**: Modifies document properties. Refer to Document Setup Window below for more information.
- **Page Setup**: Modifies page properties. Refer to Page Setup Dialog on page 198 for more information.
- **Print**: Prints the current document. Refer to Printing a Document on page 198 for more information.

A. Document Setup Window

The *Document Setup* window is used to change several document preferences. Settings made in this window would overwrite any settings made using the *Preferences* window for the active document.

To open the window, choose **File > Document Setup** from the menu bar.

The following figure depicts the *Document Setup* window and its functionalities:

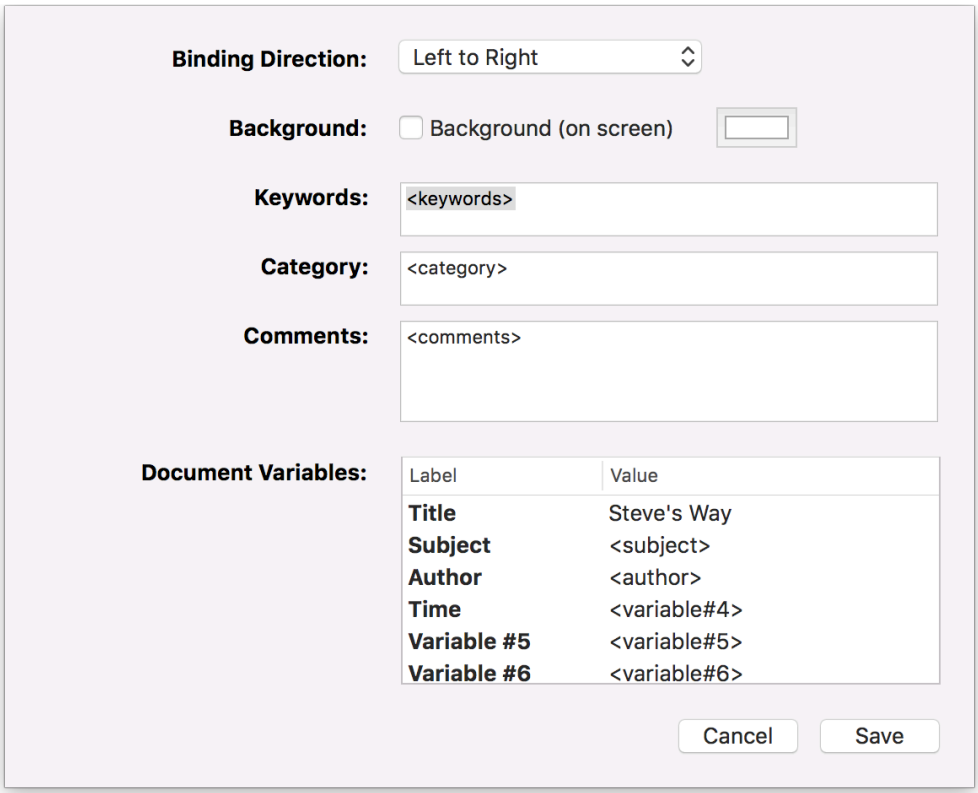


Figure 8-29: *Document Setup* Window

- **Binding Direction**: This popup menu is used to set the default binding direction for the document. Refer to Setting Binding Direction on page 218 for step-by-step instructions.
- **Background**: This checkbox and adjacent **Color well** are used to set a non-printable background color for the document, for improved visibility. Refer to Setting the On-Screen Background Color on page 221 for step-by-step instructions.
- **Keywords**: This text box is used to enter document keywords. Refer to Document Information on page 197 for more information.
- **Category**: This text box is used to enter the document category. Refer to Document Information on page 197 for more information.
- **Comments**: This text box is used to enter any comments regarding the document. Refer to Document Information on page 197 for more information.
- **Document Variables**: This area is used to manage the document variables. Refer to Variables on page 95 for more information.

3. Edit Menu Description

The following figure depicts the *Edit* menu and its functionalities:

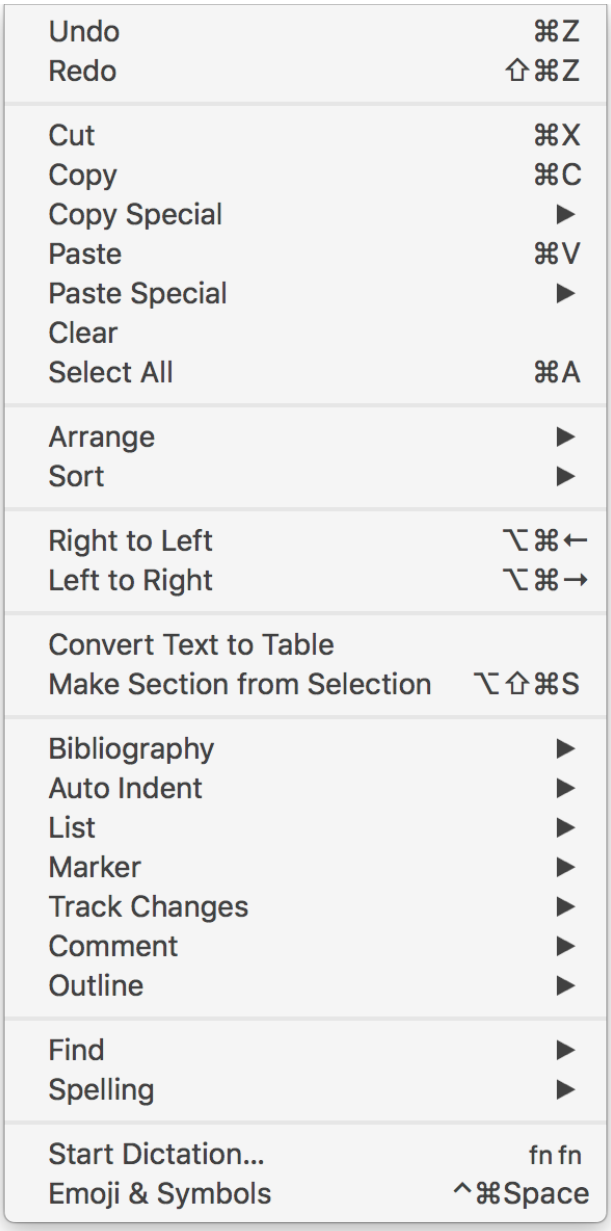


Figure 8-30: Edit Menu

- **Undo**: Cancels the last action you performed. Refer to Undo and Redo on page 33 for more information.
- **Redo**: Repeats the last action that you cancelled. Refer to Undo and Redo on page 33 for more information.
- **Cut**: Cuts the selected document element to the clipboard. Refer to Basic Editing Tools on page 30 for more information.
- **Copy**: Copies the selected document element to the clipboard. Refer to Basic Editing Tools on page 30 for more information.
- **Copy Special**: Copies the selected document element to the clipboard without its style, or to perform the opposite - to copy certain style attributes of the selected document element to the clipboard, without the content. Refer to Copying and Pasting as Plain Text on page 30 and Copying and Pasting Attributes on page 30 for more information.
- **Paste**: Pastes the clipboard content into the the document. Refer to Basic Editing Tools on page 30 for more information.

- **Paste Special**: Pastes the content of the clipboard without its style, or to perform the opposite - to paste certain style attributes from the clipboard to the selected document element without pasting the content. Refer to Copying and Pasting as Plain Text on page 30 and Copying and Pasting Attributes on page 30 for more information.
- **Clear**: Removes the selected document element from the document.
- **Select All**: Selects all the text in the currently edited element. This can be either the entire document, a table cell, a text box, etc.
- **Arrange**: Arranges floating document elements such as images and text boxes. Refer to Images on page 67 and Text Boxes on page 72 for more information.
- **Sort**: Opens the *Sort* sub-menu. Refer to Sort Sub-Menu below for more information.
- **Right to Left**: Sets the selected text paragraph direction as right to left.
- **Left to Right**: Sets the selected text paragraph direction from left to right.
- **Convert Text to Table**: Converts the selected text into a table. Refer to Converting Text to a Table on page 64 for more information.
- **Make Section from Selection**: Creates a new section from the current document selection. Refer to Creating a Section on page 139 for more information.
- **Bibliography**: Opens the *Bibliography* sub-menu. Refer to Bibliography Sub-Menu on page 262 for more information.
- **Auto-Indent**: When the *Auto-Indent* feature is enabled, this menu is displayed and enables you to use this feature. Refer to Using Auto-Indent on page 39 for more information.
- **List**: Opens the *List* sub-menu. Refer to List Sub-Menu on page 263 for more information.
- **Marker**: Opens the *Marker* sub-menu. Refer to Marker Sub-Menu on page 264 for more information.
- **Track Changes**: Opens the *Track Changes* sub-menu. Refer to Track Changes Sub-Menu on page 265 for more information.
- **Comment**: Opens the *Comment* sub-menu. Refer to Comment Sub-Menu on page 265 for more information.
- Outline: Opens the Outline sub-menu. Refer to Outline Sub-Menu on page 266 for more information.
- **Find**: Opens the *Find* sub-menu. Refer to Find Sub-Menu on page 266 for more information.
- **Spelling**: Opens the *Spelling* sub-menu. Refer to Spelling Sub-Menu on page 267 for more information.
- **Start Dictation**: Starts dictating using the macOS built-in dictation functionality.
- **Emoji & Symbols**: Opens the *Characters* palette which allows inserting different characters into the document without using the keyboard. Refer to Special Characters on page 32 for more information.

A. Sort Sub-Menu

The *Sort* sub-menu is used to perform basic and advanced sorting of selected document elements. Refer to Sorting on page 187 for more information.

The following figure depicts the *Sort* sub-menu and its functionalities:

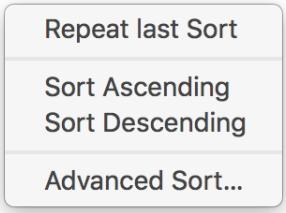


Figure 8-31: *Sort* Sub-Menu

- **Repeat last Sort**: Applies the last sort on the selected document elements. Refer to Repeating the Previous Sorting on page 189 for step-by-step instructions.
- **Sort Ascending**: Sorts the selected document elements in ascending order. Refer to Basic Sorting on page 187 for step-by-step instructions.
- **Sort Descending**: Sorts the selected elements in descending order. Refer to Basic Sorting on page 187 for step-by-step instructions.
- **Advanced Sort**: Opens the *Sort* window and enables applying advanced sorting to the selected elements. Refer to Advanced Sorting on page 187 for step-by-step instructions.

B. Auto-Indent Sub-Menu

The *Auto-Indent* sub-menu is used to control the Auto-Titles *Auto-Indent* feature when it is enabled. The sub-menu is only available when *Auto-Indent* is enabled (refer to Auto-Indent on page 39 for step-by-step instructions).

The following figure depicts the *Auto-Indent* sub-menu and its functionalities:

Figure 8-32: *Auto-Indent* Sub-Menu

- **Indent Level**: Indents the current paragraph. Refer to Using Auto-Indent on page 39 for more information.
- **Outdent Level**: Outdents the current paragraph. Refer to Using Auto-Indent on page 39 for more information.
- **Clear Level**: Clears any Auto-titles from the current paragraph. Refer to Using Auto-Indent on page 39 for more information.
- **Continue Same Level**: Applies the style of the preceding Auto-title on the current paragraph. Refer to Using Auto-Indent on page 39 for more information.

C. Bibliography Sub-Menu

The *Bibliography* sub-menu is used to insert and manage citations and bibliography into your document. Refer to Bibliography on page 98 for more information.

The following figure depicts the *Bibliography* sub-menu and its functionalities:

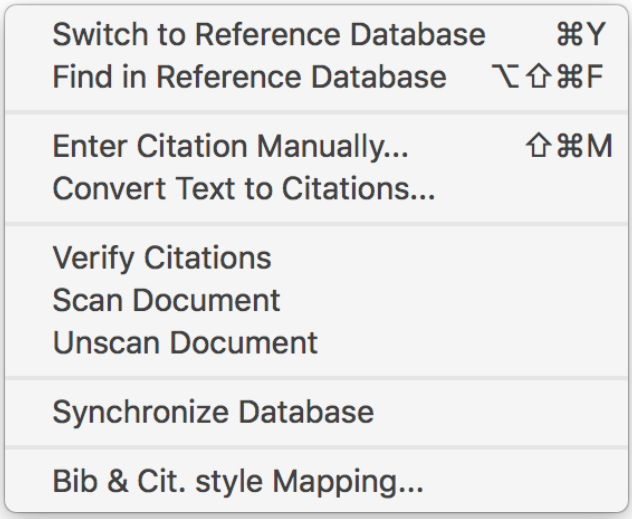


Figure 8-33: Bibliography Sub-Menu

- **Switch to Reference Database**: Switches to the selected reference management application.
- **Find in Reference Database**: Opens the search window in the reference management application with the current selection as the search string. Refer to Opening the Reference Manager Search Window on page 103 for more information.
- **Enter Citation Manually**: Manually enters a citation. Refer to Inserting Citations Manually on page 102 for more information.
- **Convert Text to Citations**: Converts the selected text into citations. Refer to Converting Text to Citations on page 102 for more information.
- **Verify Citations**: Verifies all citations in the document. Refer to Verifying Citations on page 103 for more information.
- **Scan Document**: Scans all the citations in the document, converts them to their final format and generates a bibliography. Refer to Scanning the Document on page 106 for more information.
- **Unscan Document**: Unscans the document, which converts all citations to their temporary format and removes the bibliography. Refer to Unscanning the Document on page 107 for more information.
- **Synchronize Database**: Synchronizes the reference manager database with the document to ensure consistency in citations. Refer to Synchronizing the Database on page 100 for more information.
- **Bib & Cit. style Mapping**: Opens the *Bibliography and Citations Styles* window to apply style attributes to bibliography and citations in your document. Refer to Formatting Citations Using Styles on page 104 and Formatting the Bibliography Using Styles on page 107 for more information.

D. List Sub-Menu

The *List* sub-menu is used to create and manage lists in the document. Refer to Lists on page 57 to learn more about lists.

The following figure depicts the *List* sub-menu and its functionalities:

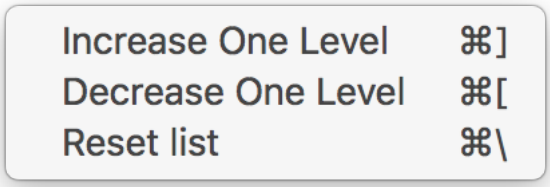


Figure 8-34: *List* Sub-Menu

- **Increase One Level**: Changes a list item to the next level. If the insertion point is not placed within a list item, a new list is created. Refer to Changing a List Item to Next Level on page 58 for step-by-step instructions.
- **Decrease One Level**: Changes a list item to the previous level. If the item is already at the top level, the list is reset. Refer to Changing a List Item to the Previous Level on page 58 for step-by-step instructions.
- **Reset list**: Resets the list and remove any list attributes from the selected text. Refer to Resetting a List on page 59 for step-by-step instructions.

E. Marker Sub-Menu

The *Marker* sub-menu is used to apply markers to the selected text and to navigate between marked text. Refer to Markers on page 193 for more information.

The following figure depicts the *Marker* sub-menu and its functionalities:

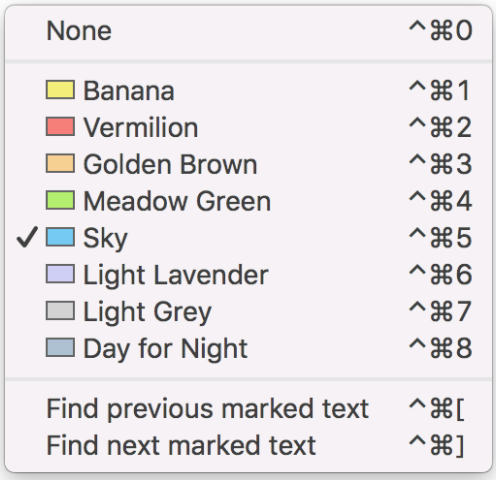


Figure 8-35: Marker Sub-Menu

- **Markers List**: Lists all available markers, their names and their keyboard shortcut. The applied marker is indicated by a black tick (if applicable). Refer to Marking Text on page 194 for more information.
- **Find previous marked text**: Navigates to the previous marked text. Refer to Navigating Marked Text on page 195 for more information.
- **Find next marked text**: Navigates to the next marked text. Refer to Navigating Marked Text on page 195 for more information.

F. Track Changes Sub-Menu

The *Track Changes* sub-menu is used to manage and review tracked changes. Refer to Track Changes on page 180 for more information.

The following figure depicts the *Track Changes* sub-menu and its functionalities:

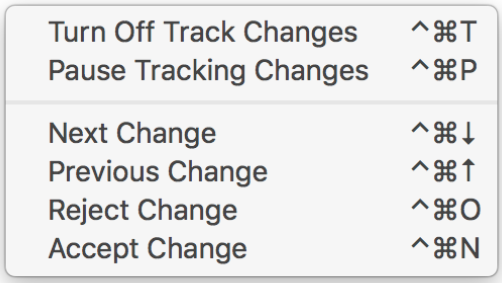


Figure 8-36: *Track Changes* Sub-Menu

- **Activate Track Changes/Turn Off Track Changes**: Activates/deactivates the track changes feature. The displayed option is changed accordingly. Refer to Activating Track Changes on page 181 for step-by-step instructions.
- **Pause Tracking Changes**: Pauses/resumes tracking changes. Refer to Pausing Track Changes on page 182 for step-by-step instructions. Only enabled when track changes is active.
- **Next Change**: Navigates to the next tracked change. Refer to Navigating between Changes on page 183 for step-by-step instructions. Only enabled when track changes is active.
- **Previous Change**: Navigates to the previous tracked change. Refer to Navigating between Changes on page 183 for step-by-step instructions. Only enabled when track changes is active.
- **Reject Change**: Rejects the currently selected change. Refer to Accepting/Rejecting Changes on page 182 for step-by-step instructions. Only enabled when track changes is active.
- **Accept Change**: Accepts the currently selected change. Refer to Accepting/Rejecting Changes on page 182 for step-by-step instructions. Only enabled when track changes is active.

G. Comment Sub-Menu

The *Comment* sub-menu is used to insert and manage comments in your documents. Refer to Comments on page 184 for more information.

The following figure depicts the *Comment* sub-menu and its functionalities:

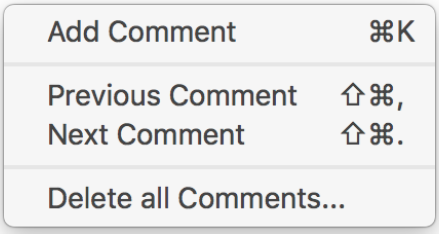


Figure 8-37: *Comment* Sub-Menu

- **Add Comment**: Adds a new comment to the document. Refer to Adding a Comment on page 185 for step-by-step instructions.
- **Previous Comment**: Navigates to the previous comment. Refer to Navigating Comments on page 186 for step-by-step instructions.
- **Next Comment**: Navigates to the next comment. Refer to Navigating Comments on page 186 for step-by-step instructions.
- **Delete all Comments**: Deletes all comments from the document. Refer to Deleting a Comment on page 185 for step-by-step instructions.

H. Outline Sub-Menu

The *Outline* Sub-Menu is used to add and edit *Outline* items. Refer to Inserting Outline Items on page 109 and Promoting and Demoting Outline Items on page 110 for more information.

The following figure depicts the *Outline* sub-menu and its functionalities:

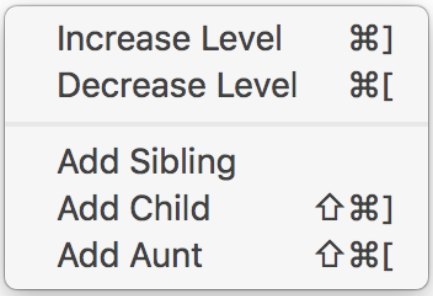


Figure 8-38: *Outline* Sub-Menu

- **Increase Level**: Moves the selected *Outline* item (and all of its sub-items, if applicable) one level lower in the Auto-title hierarchy.
- **Decrease Level**: Moves the selected *Outline* item (and all of its sub-items, if applicable) one level higher in the Auto-title hierarchy.
- **Add Sibling**: Adds a new sibling for the currently selected *Outline* item (a sibling is an item on the same level as the selected item in the hierarchy, with both located under the same parent).
- **Add Child**: Adds a new child for the currently selected *Outline* item (a child is an item one level lower then the selected item in the hierarchy, which is located directly beneath it).
- **Add Aunt**: Adds a new aunt for the currently selected *Outline* item (an aunt is an item one level higher then the selected item in the hierarchy, but it is not its direct parent).

I. Find Sub-Menu

The *Find* Sub-Menu is used to run different find and replace actions, as well as access the *Find Set* window. Refer to Find and Replace on page 170 for more information.

The following figure depicts the *Find* sub-menu and its functionalities:

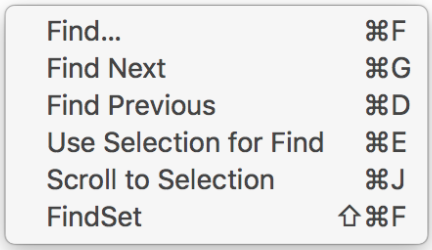


Figure 8-39: *Find* Sub-Menu

- **Find**: Opens the *Find* panel. Refer to Performing a Basic Find Action on page 170 for step-by-step instructions.
- **Find Next**: Finds the next match in the text to the current find expression. Refer to Performing a Basic Find Action on page 170 and Performing an Advanced Find Action on page 172 for step-by-step instructions.
- **Find Previous**: Finds the previous match in the text to the current find expression. Refer to Performing a Basic Find Action on page 170 and Performing an Advanced Find Action on page 172 for step-by-step instructions.
- **Use Selection for Find**: Copies the current selection from the document to the *Find* field in the *Find* panel. Refer to Performing a Basic Find Action on page 170 for step-by-step instructions.
- **Scroll to Selection**: Navigates to the current selection in the document area.
- **FindSet**: Used to open the *Find Set* window. Refer to Find Set Window on page 365 for a complete description of the window and its functionalities.

J. Spelling Sub-Menu

The *Spelling* sub-menu is used to spell check your document, or parts of it. Refer to Spell Checking on page 190 for more information.

The following figure depicts the *Spelling* sub-menu and its functionalities:

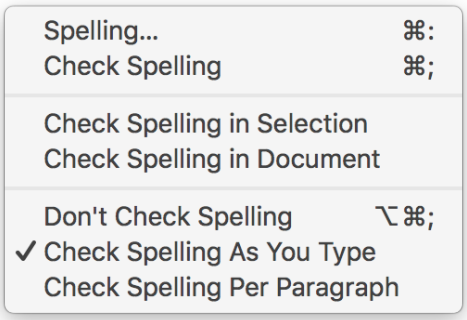


Figure 8-40: *Spelling* Sub-Menu

- **Spelling**: Opens the *Spelling and Grammar* window to handle spelling errors. Refer to Handling Spelling Errors on page 191 for step-by-step instructions.
- **Check Spelling**: Navigates to the next spelling error, if applicable. Refer to Navigating Spelling Errors on page 191 for step-by-step instructions.
- **Check Spelling in Selection**: Checks spelling in the selected text. Refer to Checking Spelling in Selected Text on page 190 for step-by-step instructions.

- **Check Spelling in Document**: Checks spelling in the entire document. Refer to Checking Spelling in the Entire Document on page 190 for step-by-step instructions.
- **Don't Check Spelling**: Disables spell check. Refer to Disabling Spell Check on page 191 for step-by-step instructions. When this option is active, it is indicated by a black tick.
- **Check Spelling As You Type**: Enables real time spell check. Refer to Checking Spelling in Real Time on page 190 for step-by-step instructions. When this option is active, it is indicated by a black tick.
- **Check Spelling Per Paragraph**: Enables checking spelling whenever a paragraph is completed (i.e. the **Return** key is pressed). Refer to Checking Spelling Per Paragraph on page 191 for step-by-step instructions. When this option is active, it is indicated by a black tick.

4. Insert Menu Description

The following figure depicts the *Insert* menu and its functionalities:

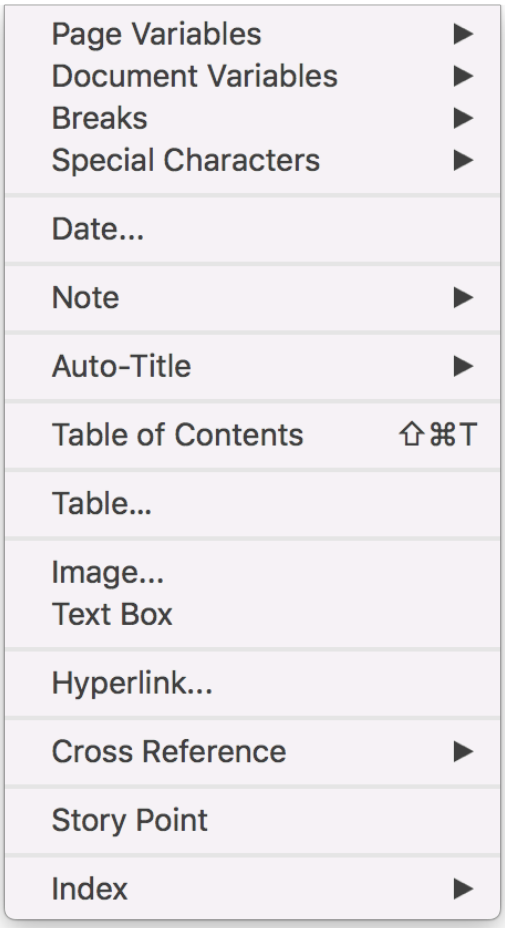


Figure 8-41: Insert Menu

- **Page Variables**: Inserts a page variable. Refer to Inserting a Page Variable on page 96 for more information.
- **Document Variables**: Inserts a document variable. Refer to Inserting a Document Variable on page 96 for more information.
- **Breaks**: Opens the *Breaks* sub-menu. Refer to Breaks Sub-Menu on page 269 for more information.

- **Special Characters**: Enters special characters into the document. Refer to Special Characters on page 32 for more information.
- **Date**: Enters a date and time stamp into the document. Refer to Inserting a Date and Time Stamp on page 97 for more information.
- **Note**: Opens the *Note* sub-menu. Refer to Note Sub-Menu on page 270 for more information.
- **Auto-Title**: Opens the *Auto-Title* sub-menu. Refer to Auto-Title Sub-Menu on page 270 for more information.
- **Table of Contents**: Inserts a table of contents into the document. Refer to Inserting a Table of Contents on page 93 for more information.
- **Table**: Inserts a table into the document. Refer to Inserting a Table on page 60 for more information.
- **Image**: Inserts an image into the document. Refer to Inserting an Image on page 68 for more information.
- **Text Box**: Inserts a text box into the document. Refer to Inserting a Text Box on page 73 for more information.
- **Hyperlink**: Inserts a hyperlink into the document. Refer to Inserting a Hyperlink on page 77 for more information.
- **Cross Reference**: Inserts a reference or a bookmark into the document. Refer to Inserting a Bookmark on page 85 and Inserting a Cross Reference on page 87 for more information.
- **Story Point**: Inserts a new story point in to the document. Refer to Inserting Story Points on page 115 for more information.
- **Index**: Opens the *Index* sub-menu. Refer to Index Sub-Menu on page 271 for more information.

A. Breaks Sub-Menu

The *Breaks* sub-menu is used to insert different breaks to separate documents elements. The following figure depicts the submenu and its functionalities:

Figure 8-42: *Breaks* Submenu

- **Page break**: Inserts a break and starts a new page after it. The new page will use the same page style as the previous one.
- **Page style break**: Inserts a break and starts a new page with a new page style after it. This enables dividing the document into different page ranges, each starting and ending with a page style break. Each page range can have unique page attributes. Refer to Page Formatting on page 141 for more information.

- **Column break**: Inserts a break and starts a new column after it. Refer to Section Formatting on page 138 for more information.
- **Section break**: Inserts a break and starts a new section after it. Refer to Section Formatting on page 138 for more information.
- **Line break**: Inserts a break and starts a new line after it, without starting a new paragraph.
- **Return**: Inserts a break and starts a new paragraph after it.
- **Tab**: Inserts a tab. If there is any text after the insertion point, it would be moved to the next tab stop in the ruler.
- **Direction Breaking Space**: Inserts a space character whose directionality matches the set paragraph directionality. This is different from a regular space, which takes its directionality from the surrounding text. This enables combining Right-to-Left and Left-to-Right languages in a single paragraph.

B. Note Sub-Menu

The *Note* sub-menu includes all the note streams available in the document. Refer to Notes on page 48 for more information.

The following figure depicts the *Note* sub-menu and its functionalities:

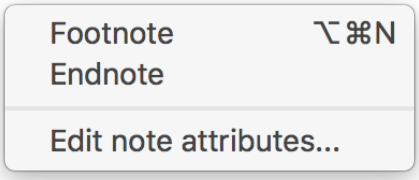


Figure 8-43: Note Sub-Menu

- **Note Streams List**: Details all note streams that are available in the document. Choose any note stream from the list to add a new note to the document. Refer to Inserting a Note on page 50 for step-by-step instructions.
- **Edit note attributes**: Opens the *Edit Note Attributes* window. Refer to Edit Note Attributes Window on page 322 for more information.

C. Auto-Title Sub-Menu

The *Auto-Title* sub-menu lists all available Auto-titles flows in the document, allowing you to insert them into the document. Refer to Auto-Titles on page 33 for more information.

The following figure depicts the *Auto-Title* sub-menu and its functionalities:

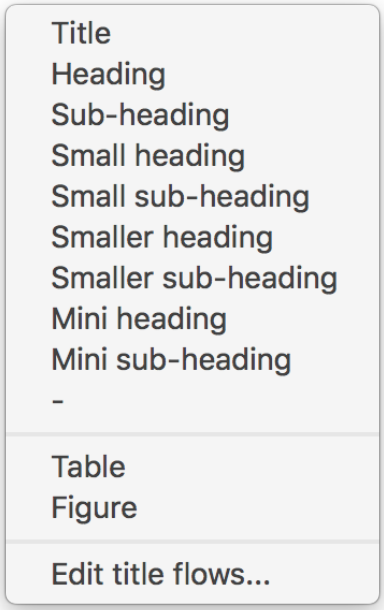


Figure 8-44: Auto-Title Sub-Menu

- Auto-titles Flows List: Details all available Auto-title flows in the document. Structural flows are separated from Tag flows with a horizontal line. Choose any flow from the list to add a new Auto-title from that flow into the document. Refer to Inserting an Auto-Title on page 36 for step-by-step instructions.
- **Edit title flows**: Opens the *Auto-Titles Flow Setup* window. Refer to Auto-Titles Flows Setup Window on page 316 for more information.

D. Index Sub-Menu

The *Index* sub-menu is used to insert index records and the actual index into the document. Refer to Indexing on page 199 for more information.

The following figure depicts the *Index* sub-menu and its functionalities:

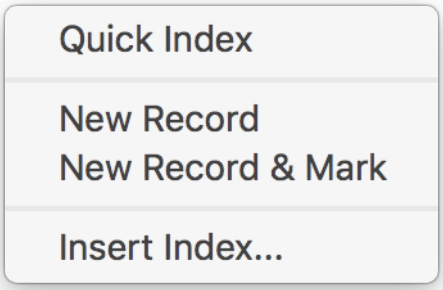


Figure 8-45: Index Sub-Menu

- **Quick Index**: Opens the Quick Index popover and enables you to quickly add index records and index marks into your document. Refer to Using Quick Index on page 208 for more information.
- **New Record**: Creates a new index record. Refer to Adding Index Records on page 201 for more information.

- **New Record & Mark**: Creates a new index record and marks the selected document element as a locator for this record. Refer to Adding Index Marks on page 205 for more information.
- **Insert Index**: Inserts the complete index into the document. Refer to Inserting an Index on page 209 for more information.

5. Styles Menu Description

The following figure depicts the *Styles* menu and its functionalities:

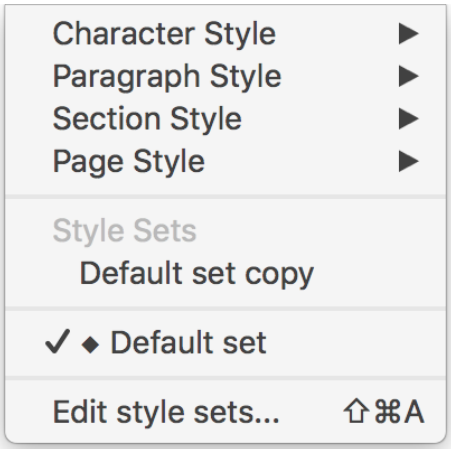


Figure 8-46: Styles Menu

- **Styles Sub-Menus**: Manages styles for different document elements. Refer to Styles Sub-Menus below for more information.
- **Style Sets**: Manages document and global style sets. Refer to Style Sets Area on page 274 for more information.

A. Styles Sub-Menus

The *Styles* menu includes four sub-menus: *Character Style*, *Paragraph Style*, *Section Style* and *Page Style*. They are all used for the same purpose - to manage the corresponding document element styles. They enable you to apply, edit and delete styles. All four sub-menus are similar in their functionalities to the *Styles* tab of the corresponding element palette.

The following figure depicts the *Character Style* sub-menu and its functionalities, which are similar to the other three sub-menus:

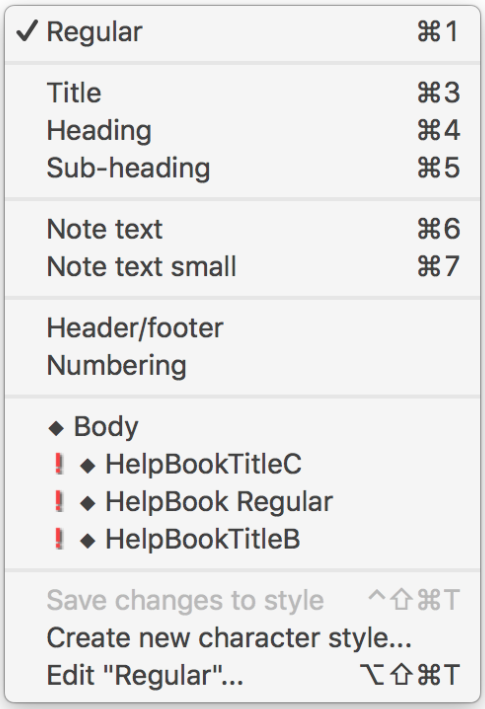


Figure 8-47: Character Style Sub-Menu

- **Styles List**: Lists all available styles and their keyboard shortcut (if applicable), with the following annotations:
  - *Black Tick*: The style is applied to the currently selected text:

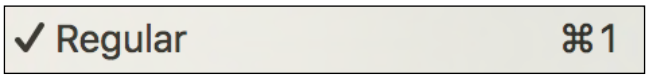


Figure 8-48: Styles Menu Current Style Indication

  - *Plus Sign*: The style was applied to the currently selected text, but some attributes were changed manually using the corresponding palette:

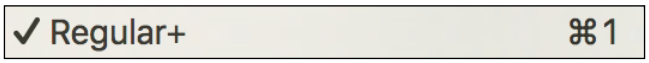


Figure 8-49: Styles Menu Changes to Current Style Indication

  - *Minus Sign*: The selected text includes more than one style. All used styles are marked with the minus sign:

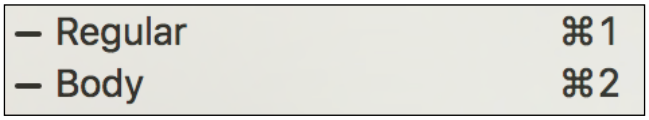


Figure 8-50: Styles Menu Multiple Styles Indication

  - *Black Diamond*: The style is being used in the document but is not part of the current style set (refer to Style Sets on page 150 for more information). These styles are referred to as *Document Styles*, and an example is shown in the following figure:

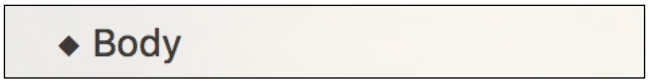


Figure 8-51: Styles Menu Document Style Indication

- *Red Exclamation Mark*: The selected text includes a font that is not available (only applicable to character styles):

Figure 8-52: Styles Menu Missing Font Indication

- **Save changes to style**: Saves changes made in the document area to the current style. These changes will be applied to all document elements that are using the saved style. Refer to Editing a Style on page 153 for step-by-step instructions.
- **Create new character style**: Creates a new style based on the style applied to the current selection. Refer to Creating a New Style on page 152 for step-by-step instructions.
- **Edit <style name>** (where <*style name*> is replaced by the style used in the currently selected text): Edits the style applied to the current selection. Refer to Editing a Style on page 153 for step-by-step instructions.

B. Style Sets Area

The *Style Sets* area of the *Styles* menu enable you to manage style sets. The following figure depicts the area and its functionalities:

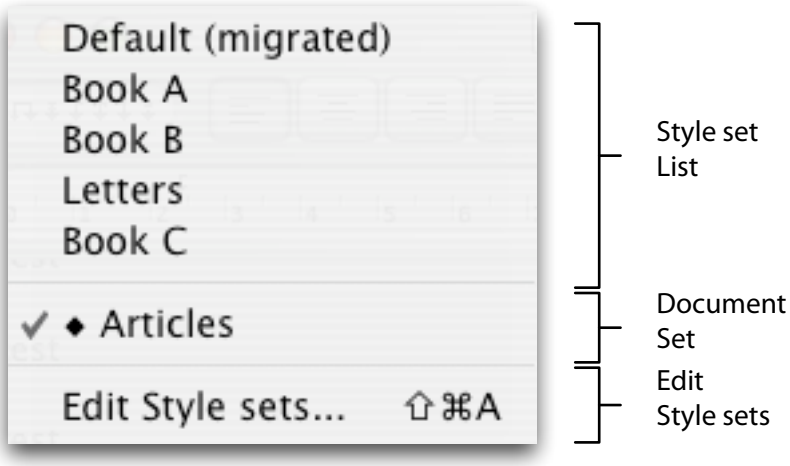


Figure 8-53: *Styles* Menu *Style Sets* Area

- **Style Sets List**: Lists all global style sets, sorted alphabetically.
- **Document set**: Lists document style sets for all the currently open documents. That is, style sets that are used in one of the documents but are not part of your style sets library. Document style sets are indicated by a black diamond, as shown in Figure 8-53 above.
- **Edit Style sets**: Opens the *Style sets* window. Refer to Style Sets Window on page 360 for a complete description of the window and its functionalities.

6. View Menu Description

The following figure depicts the *View* menu and its functionalities:

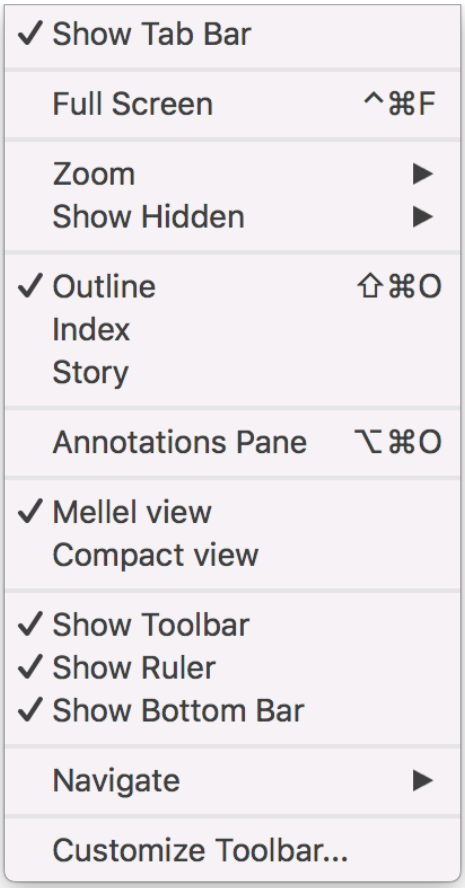


Figure 8-54: View Menu

- **Show Tab Bar**: Shows/hides the *Tab Bar*. Refer to Showing/Hiding UI Elements on page 221 for more information. Tabs are only supported for MacOS 10.12 (Sierra) and later versions.
- **Full Screen**: Enters full screen mode. Refer to Working in Full Screen Mode on page 219 for more information.
- **Zoom**: Opens the *Zoom* sub-menu, which includes similar options to the *Zoom* pop-up menu in the bottom bar, as described in *Zoom* Pop-Up Menu on page 220.
- **Show Hidden**: Opens the *Show Hidden* sub-menu. Refer to Show Hidden Sub-Menu on page 224 for more information.
- **Outline/Index/Story**: Shows/hides the selected pane in the side panel. Refer to Showing/Hiding UI Elements on page 221 for more information. The active pane is indicated by a black tick. Selecting the active pane from this menu results in hiding the side panel.
- **Annotations Pane**: Shows/hides the *Annotations Pane*. Refer to Showing/Hiding UI Elements on page 221 for more information.
- **Mellel view/Compact view**: Sets the view mode. Refer to Changing Document View Modes on page 218 for more information. The active mode is indicated by a black tick.
- **Show Toolbar/Show Ruler/Show Bottom Bar**: Shows/hides the selected element. Refer to Showing/Hiding UI Elements on page 221 for more information. When the element is shown it is indicated by a black tick.
- **Navigate**: Opens the *Navigate* sub-menu. Refer to Navigate Sub-Menu on page 276 for more information.
- **Customize Toolbar**: Opens the *Customize Toolbar* window. Refer to Customizing the Toolbar on page 223 for more information.

A. Navigate Sub-Menu

The *Navigate* sub-menu is used to navigate the document. Refer to Navigation on page 25 for more information.

The following figure depicts the *Navigate* sub-menu and its functionalities:

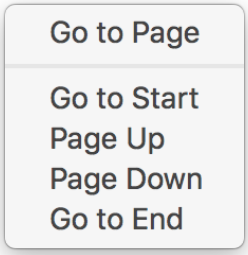


Figure 8-55: Navigate Sub-Menu

- **Go to Page**: Opens the *Go to Page* dialog, which allows you to navigate to a specific page in the document.
- **Go to Start**: Navigates to the top of the document.
- **Page Up**: Scrolls either one page or one screen length up, based on the preferences described under Configuring Scrolling Preferences on page 27.
- **Page Down**: Scrolls either one page or one screen length down, based on the preferences described under Configuring Scrolling Preferences on page 27.
- **Go to End**: Navigates to the bottom of the document.

7. Window Menu Description

The following figure depicts the *Window* menu and its functionalities:

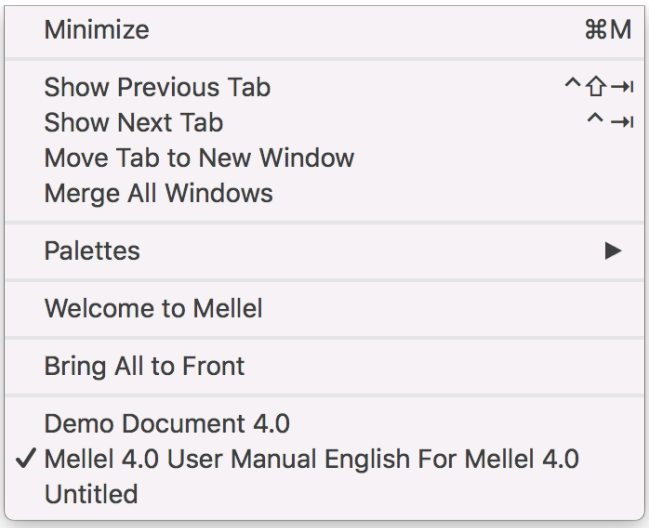


Figure 8-56: Window Menu

- **Minimize**: Minimizes Mellel into the dock.
- **Show Previous Tab**: Switches to the previous Mellel tab. Refer to Navigating Tabs on page 220 for more information. Tabs are only supported for MacOS 10.12 (Sierra) and later versions.

- **Show Next Tab**: Switches to the next Mellel tab. Refer to Navigating Tabs on page 220 for more information. Tabs are only supported for MacOS 10.12 (Sierra) and later versions.
- **Move Tab to New Window**: Moves the current tab to a new window. Refer to Working with Multiple Tabs on page 219 for more information. Tabs are only supported for MacOS 10.12 (Sierra) and later versions.
- **Merge All Windows**: Merges all Mellel windows into multiple tabs in a single window. Refer to Working with Multiple Tabs on page 219 for more information. Tabs are only supported for MacOS 10.12 (Sierra) and later versions.
- **Palettes**: Opens the palettes sub-menu and the selected palettes or palette groups. Refer to Opening a Palette or Palette Group on page 222 for more information.
- **Welcome to Mellel**: Opens Mellel's welcome window, which enables you to create a new document or load a recent one.
- **Bring All to Front**: Brings all Mellel windows to the front of the screen.
- **Documents List**: Lists all Mellel documents that are currently open. The current document is indicated by a black tick.

8. Help Menu Description

The following figure depicts the *Help* menu and its functionalities:

Figure 8-57: Help Menu

- **Search**: Searches for features within Mellel's menus and online help. Refer to Searching for Specific Features on page 232 for more information.
- **Online Help**: Opens Mellel's online help in your default web browser.
- **Mellel Guide**: Displays Mellel's user manual.
- **Learn**: Opens Mellel's learning page in your default web browser.
- **Support**: Sends a support request to Mellel. Refer to Contacting Mellel Support on page 233 for more information.
- **License Agreement**: Displays Mellel's license agreement.
- **Privacy**: Displays Mellel's privacy policy.

B. Toolbar

The following items are included in the toolbar by default. However, you can customize the toolbar to meet your personal requirements, as detailed in Customizing the Toolbar on page 223.

1. Tab Well

Tabs are special stop points you can add to the *Ruler*. Once added, they can be used to align text and enable a consistent paragraph layout. Refer to Managing Tab Stops and Tabs on page 131 for more information.

When you press the **Tab** key on your keyboard, all the text following the insertion point is pushed forward to the next tab stop, as shown in the following figure:

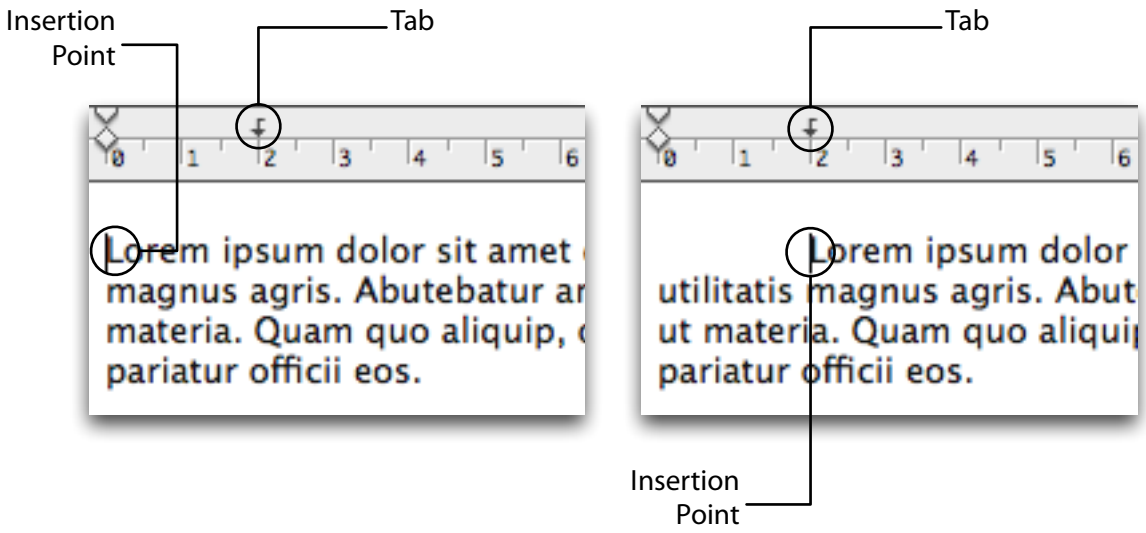


Figure 8-58: Before (Left) and After (Right) Pressing the Tab Key

Note: If there is no tab stop in the *Ruler* after the current insertion point position and you press the **Tab** key, the text is moved to the next line.

The *Tabs Well* enables you to add one of six available tab types, as shown in the following figure:

Figure 8-59: Tabs Well

- **Combo Tab** ( ): The Combo tab allows setting both the start and indent point for a tab. It comprises two adjustable arms: the *Start* arm (the smaller arrow) sets the position for all the lines in the text but the first. The *Indent* arm (the bigger arrow) sets the position for aligning the text immediately following the tab. The Combo tab is useful for creating multiple levels of indented text using the same paragraph style.

  For example, in the following figure the *Start* arm is positioned at 2 centimeters. This is the position for all paragraph lines but the first. The *Indent* arm (indicated in blue) is positioned at 1.5 centimeters, which is the position of the first paragraph line:

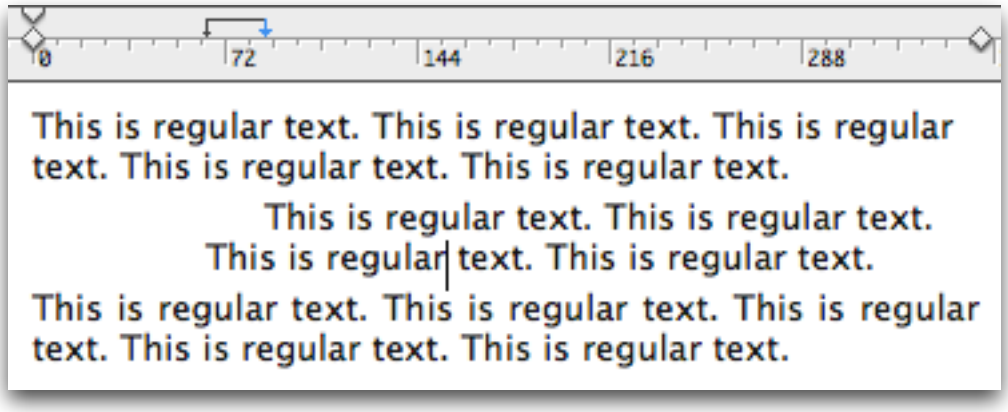


Figure 8-60: Combo Tab Example

- **Indent Tab** (): The *Indent* tab sets the position of the text immediately following the tab and any subsequent lines in the same paragraph. It is very useful in cases where you want to align text without creating a list or indent text without starting a new paragraph, as shown in the following figure:

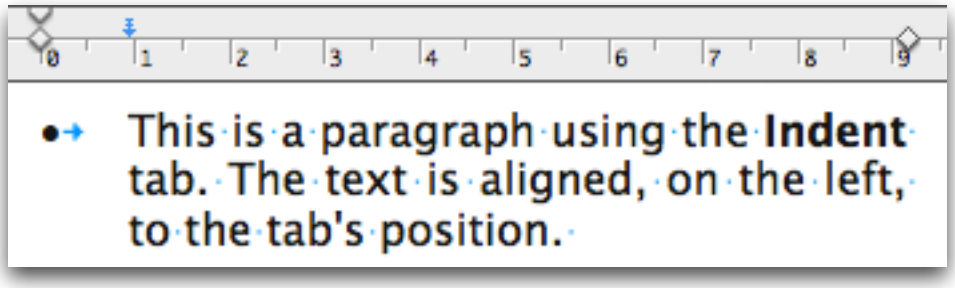


Figure 8-61: Indent Tab Example

- **Regular Tab** (): The *Regular* tab is the standard and most common tab. It is used as a reference point for text that is aligned to it, as shown in the following figure:

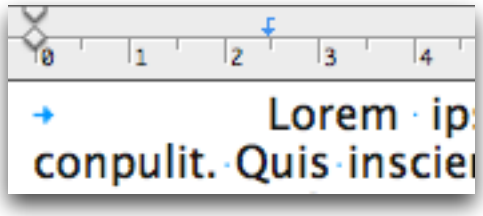


Figure 8-62: Regular Tab Example

- **Centre Tab** (): The *Centre* tab is used as a reference point for text that is centered around it, as shown in the following figure:

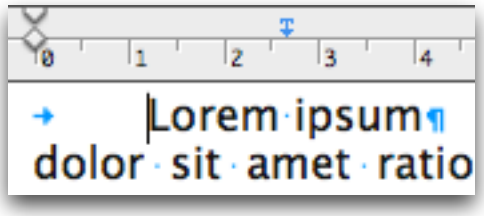


Figure 8-63: Centre Tab Example

- **Reverse Tab** ( ): The *Reverse* tab is used as a reference point for text that is aligned to it against the text direction, as shown in the following figure:

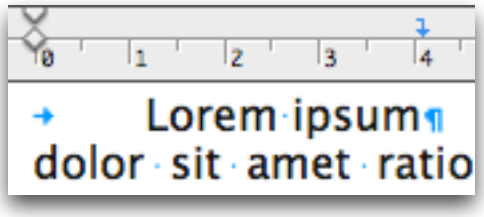


Figure 8-64: Reverse Tab Example

- **Decimal Tab** ( ): The *Decimal* tab serves as an alignment point for numbers, based on a special alignment character set in the *Paragraph* palette (refer to Setting Decimal Alignment Character on page 132 for step-by-step instructions).

  The *Align On* character should be the character used in your country as a decimal separator. For example, in English speaking countries text is aligned on a dot (.), as shown in the following figure:

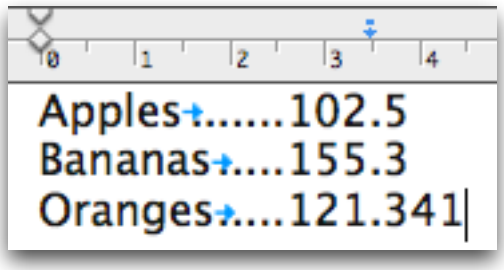


Figure 8-65: Decimal Tab Example

C. Ruler

The *Ruler* contains several tools and indications that allow you to set and change paragraph layout:

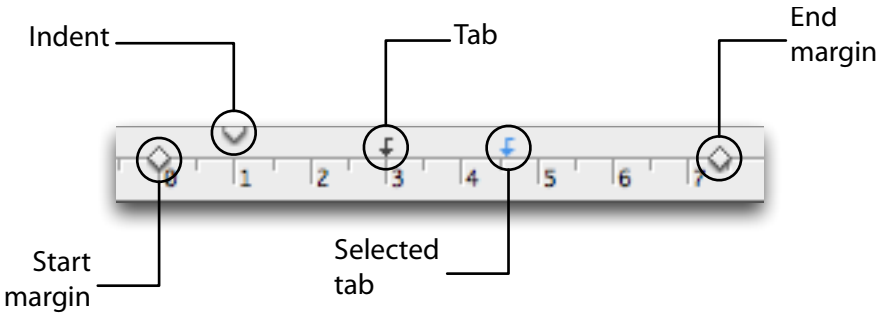


Figure 8-66: Ruler

- **Start margin** (◇): Sets and indicates the start position for paragraph lines. Refer to Setting Paragraph Margins on page 130 for step-by-step instructions.
- **Indent** (▽): Sets and indicates the position for the first line in a paragraph. When it is positioned after the *Start margin*, the paragraph will be indented. When it is positioned before the start margin, it is outdented. Refer to Setting Paragraph Indention on page 130 for step-by-step instructions.
- **End margin** (◇): Sets and indicates the position where all the lines in the paragraph break and flow to the next line. Refer to Setting Paragraph Margins on page 130 for step-by-step instructions.
- **Tabs** (⌐): Sets and indicates stop points you can add to the *Ruler*, and to which text can later be aligned. Refer to Managing Tab Stops and Tabs on page 131 for more information.

D. Track Changes Bar

The *Track Changes* bar is used to configure the track changes functionality. Refer to Track Changes on page 180 for more information and step-by-step instructions for showing the bar.

The following figure depicts the *Track Changes* bar and its functionalities:

Figure 8-67: Track Changes Bar

- **Show/Hide Annotations Pane**: This button (▯) is used to show or hide the annotations pane, where tracked changes are displayed. Refer to Showing/Hiding the Annotation Pane on page 181 for step-by-step instructions.
- **Display mode**: This popup menu is used to set the display mode for tracked changes (refer to Setting The Track Changes Display Mode on page 182 for step-by-step instructions). The following options are available:
  - *Original*: The text is displayed in its original form, before any changes were made, as shown in the following figure:

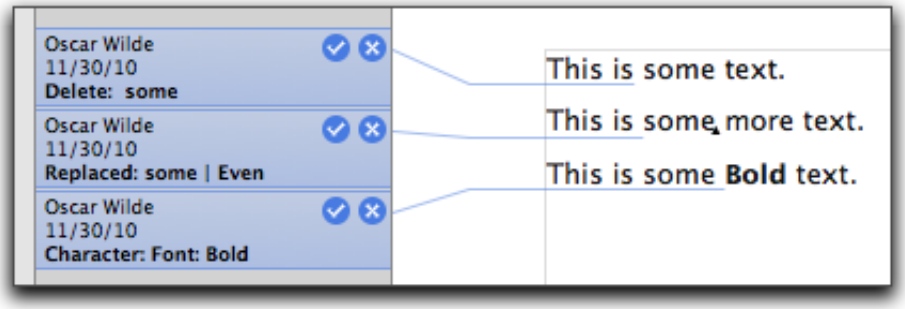


Figure 8-68: Track Changes *Original* Display Mode

Changes such as deleted or replaced text are not displayed, only marked. Styling changes are always displayed, even when in original mode.

Note: When you make any text changes in *Original* mode, the display mode automatically switches to *Show Changes*.

Show Changes: The text is displayed with all the changes visible, as shown in the following figure:

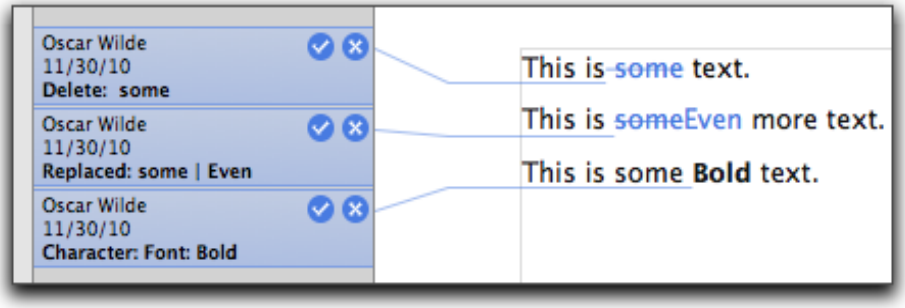


Figure 8-69: Track Changes *Show Changes* Display Mode.

- *Final*: The text is displayed in its final mode as if all the changes were accepted. Deletions, additions or other changes are marked as shown in the following figure:

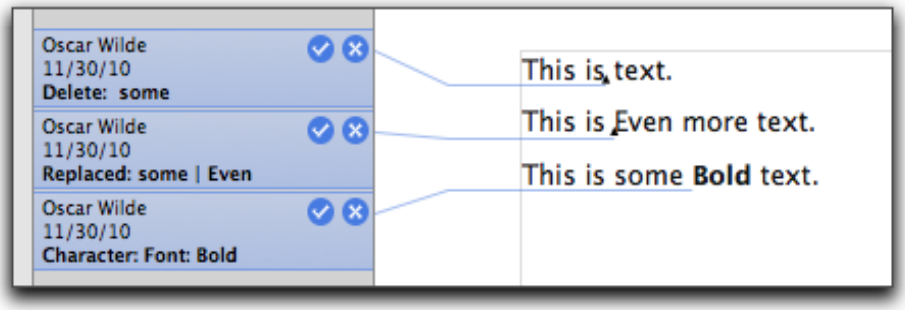


Figure 8-70: Track Changes *Final* Display Mode

- *Final with Markup*: The text is displayed with additions highlighted and deletions marked, as shown in the following figure:

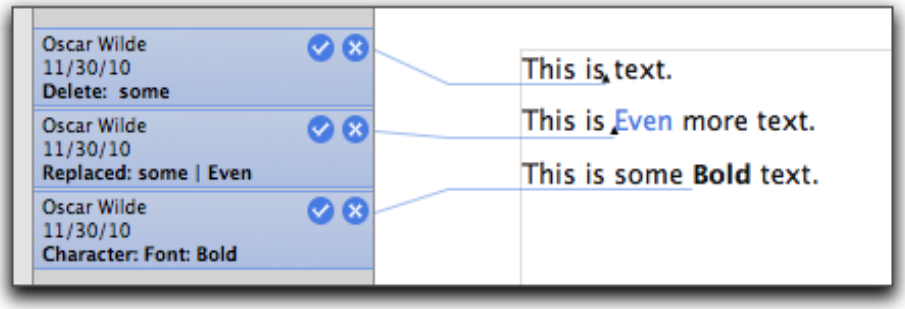


Figure 8-71: Track Changes *Final with Markup* Display Mode

- **Author**: This popup menu is used to filter the tracked changes so that only changes made by the selected author are displayed. Refer to Filtering Displayed Changes by Author on page 182 for step-by-step instructions.
- **Pause** ( ): This button is used to pause tracking changes without deactivating it completely. Refer to Pausing Track Changes on page 182 for step-by-step instructions. When the track changes feature is paused, the button is highlighted in red ( ).
- **Navigation Buttons**: These buttons are used to navigate to the next ( ) or previous ( ) change. Refer to Navigating between Changes on page 183 for step-by-step instructions.

E. Outline Pane

The *Outline* pane is used to provide an overview of the document structure, to navigate it and to change it as required. Refer to Outline on page 108 for more information.

The following figure depicts the *Outline* pane and its functionalities:

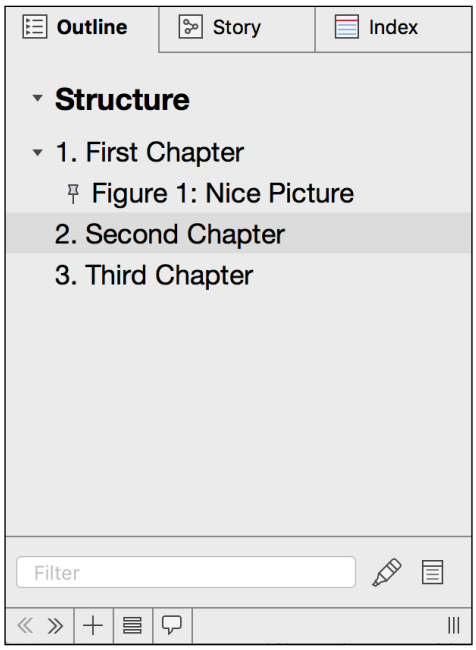


Figure 8-72: Outline Pane

- **Outline/Story/Index Tabs**: Navigates between the three panes that can be displayed in the side pane: *Outline*, *Story* and *Index*. The active pane is displayed in **Bold**.

- **Document Outline**: Displays all the Auto-titles and bookmarks in the document. Items that are tagged are indicated by a corresponding icon. Items that are marked with a marker are underlined with a corresponding color.
- **Filter**: This text box is used to filter the displayed outline items by text strings. Refer to Filtering Outline Items on page 113 for more information.
- **Filter Markers** ( ): This button is used to filter the outline items by their markers. Refer to Filtering Outline Items on page 113 for more information.
- **Filter Tags** ( ): This button is used to filter the outline items by their tags. Refer to Filtering Outline Items on page 113 for more information.
- **Promote** («): Promotes the selected outline item one level higher in the title flows hierarchy. Refer to Promoting and Demoting Outline Items on page 110 for more information.
- **Demote** (»): Demotes the selected outline item one level lower in the title flows hierarchy. Refer to Promoting and Demoting Outline Items on page 110 for more information.
- **Add Outline Element** (+): Inserts a new outline item. Refer to Inserting Outline Items on page 109 for more information.
- **Toggle Combined/Separate View** ( ): Determines whether Tag Flows are displayed within the Structural Flows that include them, or in a separate outline section. Refer to Changing the Outline Pane Layout on page 114 for more information. The button is highlighted in blue when tag flows are displayed separately.
- **Toggle showing remarks** ( ): Determines whether remarks added to Auto-titles are shown or hidden in the outline. Refer to Changing the Outline Pane Layout on page 114 for more information. The button is highlighted in blue when remarks are shown.
- **Resize side pane** (|||): Resizes the side pane. Refer to Changing the Outline Pane Layout on page 114 for more information.

F. Story Pane

The *Story* pane is used to keep track of the progress of the plot in manuscripts and novels. Refer to Story on page 115 for more information.

The following figure depicts the *Story* pane and its functionalities:

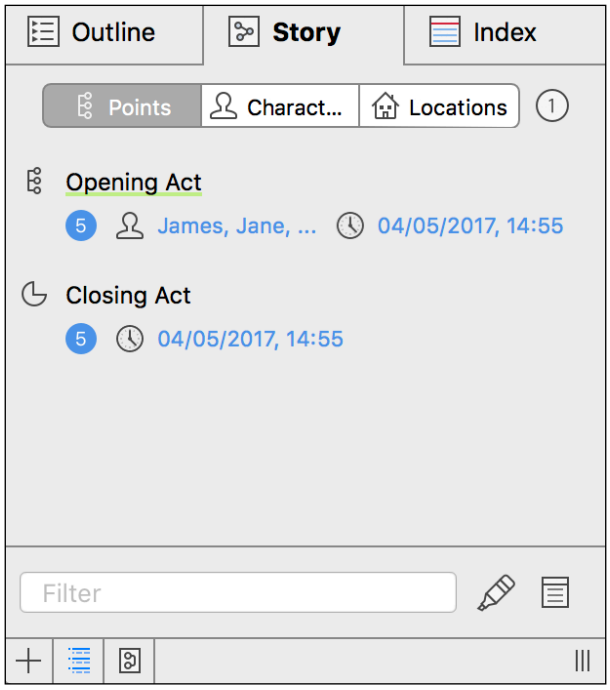


Figure 8-73: Story Pane

- **Outline/Story/Index Tabs**: Navigates between the three panes that can be displayed in the side panel: *Outline*, *Story* and *Index*. The active pane is displayed in **Bold**.
- **Points/Characters/Locations**: Navigates between the three tabs that can be displayed in the *Story* pane.
- **Story Points/Characters/Locations List**: Displays all the story points/characters/locations that exist in the document. Items that are tagged with tags are indicated by a corresponding icon. Items that are marked with a marker are underlined with a corresponding color. In the *Characters* and *Locations* tabs, images can be added to items to assist in visually identifying them (refer to Editing Characters and Locations on page 118 for more information).
- **Sort Button** (1): Sorts the displayed story points/characters/locations in a particular order. Refer to Sorting Story Points, Characters and Locations on page 120 for more information.
- **Filter**: This text box is used to filter the displayed items using text strings. Refer to Filtering Story Points, Characters and Locations on page 119 for more information.
- **Filter Markers** ( ): This button is used to filter the displayed items by their markers. Refer to Filtering Story Points, Characters and Locations on page 119 for more information.
- **Filter Tags** ( ): This button is used to filter the displayed items by their tags. Refer to Filtering Story Points, Characters and Locations on page 119 for more information.
- **Toggle showing details** ( ): Determines whether story point details (importance, locations, characters and time & date) are shown in the story pane. When the details are shown, the button is highlighted in blue.
- **Toggle expanding story points inline** ( ): Determines the appearance of story points in the document area. Refer to Changing the Appearance of Story Points in the Document Area on page 117 for more information.
- **Resize side pane** (|||): Resizes the side pane. Refer to Changing the Story Pane Layout on page 120 for more information.

G. Index Pane

The *Index* pane is used to create and manage indexes in the document. Refer to Indexing on page 199 for more information.

The following figure depicts the *Index* pane and its functionalities:

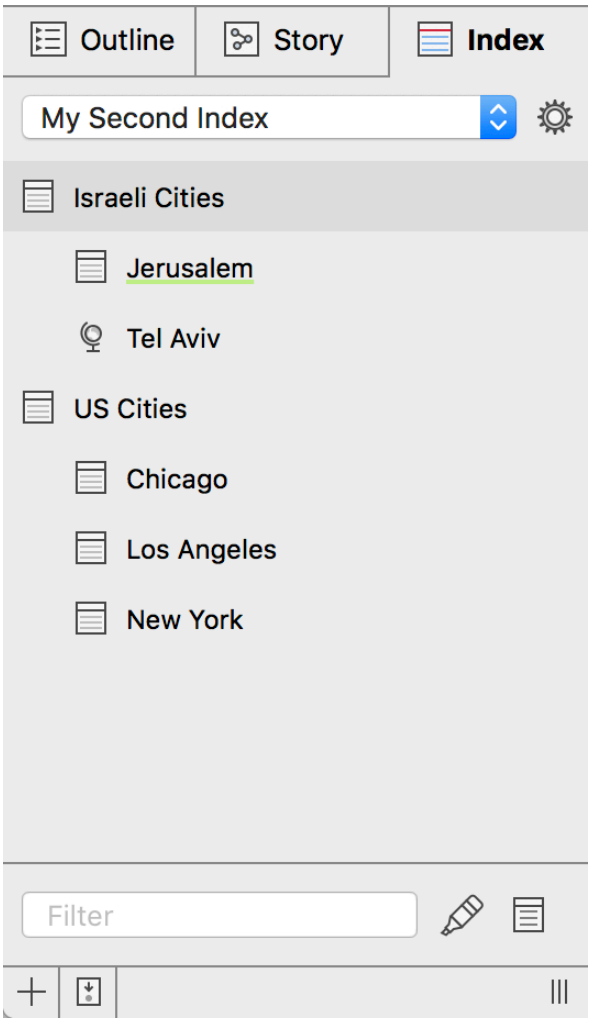


Figure 8-74: Index Pane

- **Outline/Story/Index Tabs**: Navigates between the three panes that can be displayed in the side panel: *Outline*, *Story* and *Index*. The active pane is displayed in **Bold**.
- **Indexes**: This popup menu is used to choose the active index.
- **Settings** ( ): This button is used to open the settings menu, which allows managing and configuring indexes.
- **Index Records Outline**: Displays a hierarchy of all created *Index Records* in the active index. Items that are tagged are indicated by a corresponding icon. Items that are marked with a marker are underlined with a corresponding color.
- **Filter**: This text box is used to filter the displayed index records by text strings. Refer to Filtering Index Records on page 205 for more information.
- **Filter Markers** ( ): This button is used to filter the displayed index records by their markers. Refer to Filtering Index Records on page 205 for more information.

- **Filter Tags** ( ): This button is used to filter the displayed index records by their tags. Refer to Filtering Index Records on page 205 for more information.
- **Add New Index Record** ( ): Adds a new *Index Record*. Refer to Adding Index Records on page 201 for more information.
- **Insert Index Mark** ( ): Marks the current document selection as a new *Index Mark* for the selected *Index Record*. Refer to Adding Index Marks on page 205 for more information.
- **Resize side pane** ( ): Resizes the side pane. Refer to Changing the Index Pane Layout on page 216 for more information.

H. Palettes

There are ten (10) palettes in Mellel that include different tools and functionalities grouped into categories. You can configure your display layout to only show specific palettes, and to move them around the screen as you wish. Refer to Configuring the Palette Layout on page 222 for more information on changing the palette layout.

The following palettes are available:

- **Character Palette**: Used to edit character attributes and styles. Refer to Character Palette Description below for a complete description.
- **Paragraph Palette**: Used to edit paragraph attributes and styles. Refer to Paragraph Palette Description on page 292 for a complete description.
- **List Palette**: Used to edit list attributes and styles. Refer to List Palette Description on page 295 for a complete description.
- **Section Palette**: Used to edit section attributes and styles. Refer to Section Palette Description on page 298 for a complete description.
- **Page Palette**: Used to edit page attributes and styles. Refer to Page Palette Description on page 301 for a complete description.
- **Table Palette**: Used to edit tables structure and style. Refer to Table Palette Description on page 306 for a complete description.
- **Auto-Title Palette**: Used to insert and manage Auto-titles. Refer to Auto-Title Palette Description on page 308 for a complete description.
- **Bibliography Palette**: Used to manage bibliography in the document. Refer to Bibliography Palette Description on page 309 for a complete description.
- **Reference Palette**: Used to enter and navigate references in the document. Refer to Reference Palette Description on page 311 for a complete description.
- **Markers Palette**: Used to mark elements in the document and to browse marked elements. Refer to Markers Palette Description on page 312 for a complete description.
- **Statistics Palette**: Used to display document statistics. Refer to Statistics Palette Description on page 312 for a complete description.

1. Character Palette Description

The *Character* palette is used to style characters. You can either apply attributes directly to selected characters, or use styles to apply several attributes at the same time. Refer to Styling Essentials on page 121 for more information.

The *Character* palette comprises two tabs:

- **Attributes Tab**: Used to manually apply attributes to selected characters.
- **Styles Tab**: Used to manage character styles.

A. Character Palette Attributes Tab

The following figure depicts the *Character* palette *Attributes* tab and its functionalities:

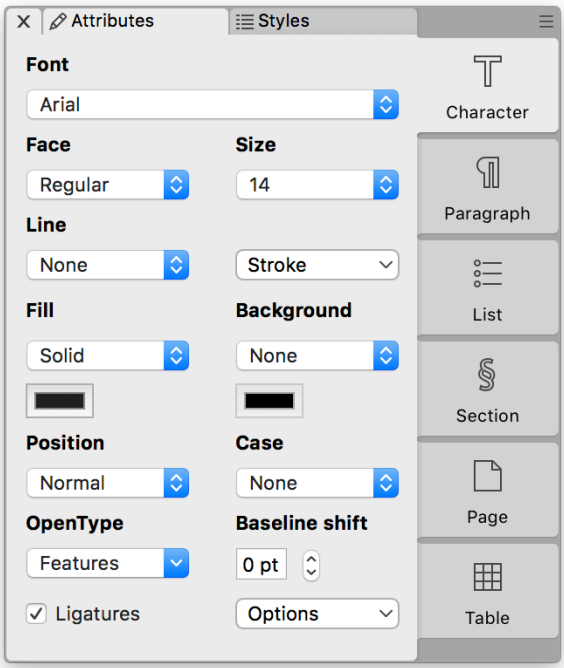


Figure 8-75: *Character* Palette *Attributes* Tab

- **Font**: This popup menu is used to set a font type (e.g. Arial, Times New Roman, Helvetica etc.). Refer to Setting Character Font Family on page 123 for step-by-step instructions. The availability of options in the list is determined by the fonts installed on your computer.
- **Face**: This popup menu is used to set a font face (Bold, Italic, etc.). Refer to Setting Character Font Face on page 123 for step-by-step instructions. The availability of options in the list is determined by the font selected in the *Font* popup menu. Some fonts have many faces, but other fonts may have but a single, regular face.
- **Size**: This popup menu is used to set a font size (in points). Refer to Setting Character Font Size on page 123 for step-by-step instructions. You can either choose a value from the list or choose the **Other** option to manually enter a value.
- **Line**: This popup menu is used to add different types of lines to the character. Refer to Adding Lines to the Character on page 124 for step-by-step instructions.

Note: Once any line is added to the character, it can be styled using the various *Stroke* functionalities. Refer to Setting Character Stroke on page 123 for step-by-step instructions.

- **Stroke**: This button is used to open the *Stroke* popover, which is used to style the stroke for the character outline and/or any lines added to the character. Refer to Setting Character Stroke on page 123 for step-by-step instructions.
  - **Stroke Type:** This popup menu is used to determine the the stroke type.
  - **Stroke Weight**: This popup menu is used to determine the stroke size. You can set the size either in absolute points or in percentages compared to the character font size. You can either choose one of the value in the list, or choose the **Other** option and manually enter a value. The popup menu is disabled when **None** is chosen in the *Stroke* popup menu.

  - **Stroke color**: This popup menu is used to open the *Color* window to determine the stroke color. Refer to Setting Character Stroke on page 123 for step-by-step instructions, and to Color Window on page 233 for a complete description of how to use the *Color* window.
- **Fill**: This popup menu is used to determine the character filling pattern. Refer to Setting Character Fill color on page 123 for step-by-step instructions.
- **Fill Color**: This button is used to open the *Color* window to determine the character fill color. Refer to Setting Character Fill color on page 123 for step-by-step instructions, and to Color Window on page 233 for a complete description of how to use the *Color* window.
- **Background**: This popup menu is used to determine the character background filling pattern. Refer to Setting Character Background Fill on page 124 for step-by-step instructions.
- **Background Color**: This button is used to open the *Color* window to determine the character background fill color. Refer to Setting Character Background Fill on page 124 for step-by-step instructions, and to Color Window on page 233 for a complete description of how to use the *Color* window.
- **Position**: This popup menu is used to determine the vertical position of the characters. Refer to Setting Character Vertical Position on page 124 for step-by-step instructions. The following options are available:
  - *Normal*: Characters are placed on the baseline text level.
  - *Superscript*: Characters are placed above the baseline text level. For example the digit 2 in the following expression: X2.
  - *Subscript*: Characters are placed below the baseline text level. For example the digit 2 in the following expression H2O.
- **Case**: This popup menu is used to apply special capitalization attributes to the characters. Refer to Setting Character Capitalization on page 125 for step-by-step instructions. The following options are available:
  - *None*: No special capitalization is applied.
  - *All Caps*: All characters are displayed in regular caps. For example Mellel.
  - *Small Caps*: The first character in a word is displayed in regular caps and all the following characters are displayed in small caps (fake caps). For example Mellel.
- **OpenType**: This popup menu is used to determine which OpenType features are enabled for the selected characters. Refer to Using OpenType Features on page 125 for step-by-step instructions. Enabled features are marked by a black tick, and you can remove all features by choosing **Clear All**. Refer to Advanced Typography on page 162 for a complete description of available features.

Note: OpenType features only create a change when the font being used is an OpenType font and the selected text includes the relevant options.

For example, if a font contains special ligatures that should be displayed only when writing in Deutsch, then choosing **Deutsch** from the *Language* popup menu will cause Mellel to display this special ligature when the text includes it.

- **Baseline shift**: This text box is used to manually enter a value for the characters shift from the text baseline level. Refer to Setting Character Vertical Position on page 124 for step-by-step instructions. Positive values would shift the characters above the baseline text level, while negative values would shift the characters below it.
- **Ligatures**: This checkbox is used to enable ligatures for the selected characters. Refer to Enabling Ligatures on page 126 for step-by-step instructions.
- **Options**: This button is used to open the Options popover, which includes the following options:

- **Script**: This popup menu is used to set the script of the secondary font in bi-lingual texts. The selection determines which font will be selected when switching 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. Refer to *Setting the Secondary Font Script* on page 126 for step-by-step instructions.

Note: All the other *Secondary font* fields are disabled until a script is set.

- **Font**: This popup menu is used to set the font type (Arial, Times New Roman, Helvetica, etc.) of the secondary font in bi-lingual texts. Refer to *Setting the Secondary Font Type* on page 127 for step-by-step instructions. The availability of options in this list is determined by the fonts installed on your computer.

Note: This feature is disabled until selecting a secondary font script. Refer to *Setting the Secondary Font Script* on page 126 for step-by-step instructions.

- **Face**: This popup menu is used to set the font face (Bold, Italic, etc.) of the secondary font in bi-lingual texts. Refer to *Setting the Secondary Font Face* on page 127 for step-by-step instructions. The availability of options in the list is determined by the font selected in the *Font* popup menu.

Note: This feature is disabled until selecting a secondary font script. Refer to *Setting the Secondary Font Script* on page 126 for step-by-step instructions.

- **Size Slider**: Determines the secondary font size in bi-lingual texts. Refer to *Setting the Secondary Font Size* on page 127 for step-by-step instructions. The size is determined in percentages of the main font size. By default the secondary font is set to be the same size as the main font (100%). Moving the slider right would make the secondary font bigger, while moving it left would make its smaller.

Note: This feature is disabled until selecting a secondary font script. Refer to *Setting the Secondary Font Script* on page 126 for step-by-step instructions.

- **Font Size (Percentage)**: This read-only text box indicates the relative size of the secondary font in relation to the main font. The value is updated based on the position of the *Size Slider* and the main font size.
- **Font Size (Absolute)**: This read-only field indicates the absolute size of the secondary font (in points) in bi-lingual texts. The value is determined based on the position of the *Size Slider* and the main font size.
- **Tracking**: This field allows you to set character tracking in 1/1000th of an EmSpace units, typing a value or using the stepper.
- **Direction**: This option should not be used, it is only kept in the palette for backwards compatibility purposes.
- **Kashida**: This checkbox is used to enable Kashida, used primarily in documents written in Arabis script. Refer to Enabling Kashida on page 126 for step-by-step instructions.

B. Character Palette Styles Tab

The following figure depicts the *Character* palette *Styles* tab and its functionalities:

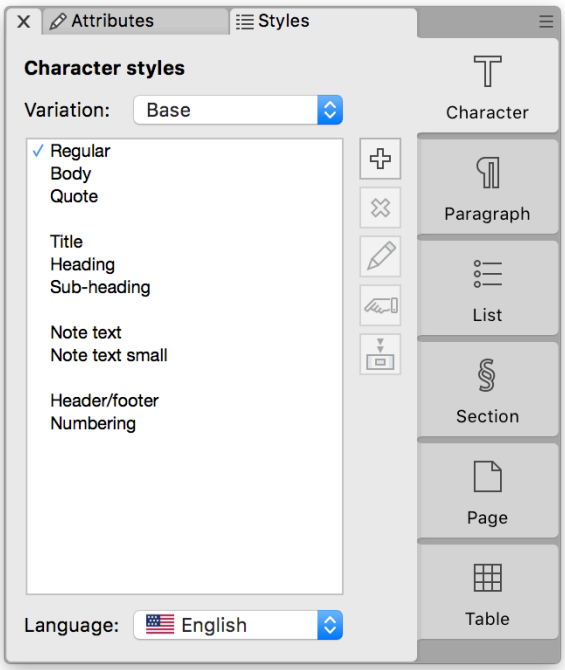


Figure 8-76: *Character* Palette *Styles* Tab

- **Variation**: This popup menu is used to choose a character style variation to apply or edit. Refer to Character Style Variations on page 150 for more information and to Managing Character Style Variations on page 155 for step-by-step instructions.
- **Styles List**: Details all available character styles, with the following annotations:
  - *Blue tick*: The style is applied in the currently selected text.

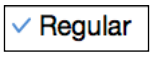


Figure 8-77: Current Style Indication

  - *Blue tick and black plus sign*: Changes made to the current style.

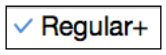


Figure 8-78: Changes to Current Style Indication

  - *Minus sign:* The selected text includes more than one style. All included styles are marked.

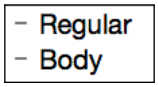


Figure 8-79: Multiple Styles Indication

  - *Black diamond*: The style is being used in the document but it is not part of the current style set (refer to Style Sets on page 150 for more information). These styles are referred to as *Document Styles*, and an example is shown in the following figure:

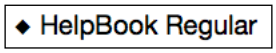


Figure 8-80: Document Style Indication

- **Create new style**: Creates a new style. Refer to Creating a New Style on page 152 for step-by-step instructions.
- **Delete style**: Deletes the selected style. Refer to Deleting a Style on page 156 for step-by-step instructions.
- **Edit style**: Edits the selected style. Refer to Editing a Style on page 153 for step-by-step instructions.
- **Apply style**: Applies the selected style to the selected text. Refer to Applying a Style on page 151 for step-by-step instructions.
- **Save changes to style**: Applies changes from the selected text to the selected style. Refer to Editing a Style on page 153 for step-by-step instructions.
- **Language**: This popup menu is used to apply a language for the selected text (refer to Multilingual Support on page 224 for more information.

Note: Applying a language is not considered a style attribute change and will not be highlighted as an override in the style's list.

2. Paragraph Palette Description

The *Paragraph* palette is used to style paragraphs. You can either apply attributes directly to selected paragraphs, or use styles to apply several attributes at the same time. Refer to Styling Essentials on page 121 for more information.

The *Paragraph* palette comprises two tabs:

- **Attributes Tab**: Used to manually apply attributes to selected paragraphs.
- **Styles Tab**: Used to manage paragraphs styles.

A. Paragraph Palette Attributes Tab

The following figure depicts the *Paragraph* palette *Attributes* tab and its functionalities:

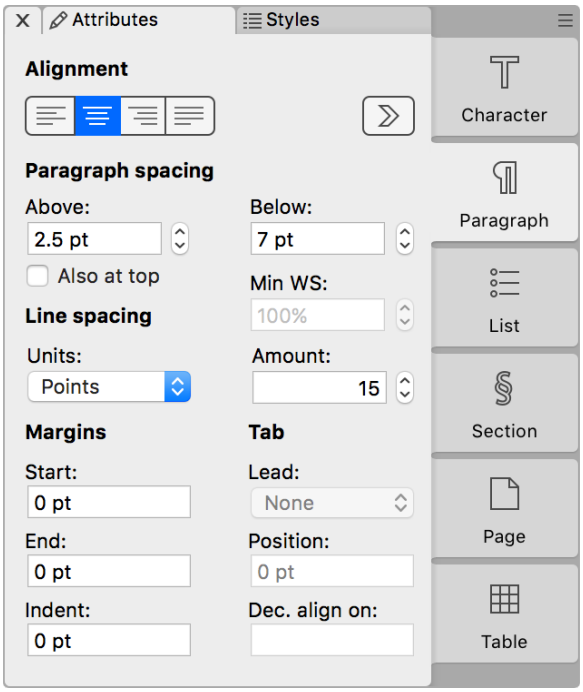


Figure 8-81: Paragraph Palette Attributes Tab

- **Alignment Buttons**: These buttons are used to set the paragraph text alignment (refer to Aligning Paragraph Text on page 129 for step-by-step instructions). The following options are available:
  - *Align to the left* ( ): Text is aligned to the left side of the page.
  - *Align to the centre* ( ): Text is aligned around the centre of the page.
  - *Align to the right* ( ): Text is aligned to the right side of the page.
  - *Block justification* ( ): Text is aligned to both sides of the page.
- **Paragraph Spacing**: These text boxes are used to set the spacing between paragraphs (refer to Setting Paragraph Spacing on page 129 for step-by-step instructions).
  - **Above**: This text box is used to set the spacing above the paragraph.
  - **Below**: This text box is used to set the spacing below the paragraph.
  - **Also at top of pg/col**: This checkbox is used to determine whether or not the spaces set using the *Above* and *Below* text boxes are maintained when the paragraph is at the top of a page/column. When the checkbox is not checked, no top spacing is applied, thus preventing unnecessary white spaces at the top of a page.

Note: Paragraph spacing is calculated based on the larger value. For example, if paragraph A has a set space below of 5 points, while paragraph B following it has a set space above of 8 points, the spacing between the two paragraphs will be 8 points (rather than 5 or 13 points).

- **Line Spacing**: Determines the spacing between lines within the paragraph (refer to Setting Paragraph Line Spacing on page 129 for step-by-step instructions).
  - **Units**: This popup menu is used to determine the units for the line spacing. Available options include *Lines* or *Points*.
  - **Amount**: This text box is used to enter the value for the line spacing, based on the units set in the *Units* popup menu.
- **Minimum Word Spacing**: sets the minimum spacing allowed, in per cent points, between words in a paragraph that is block aligned. The default is 100% (no change in spacing).
- **Margins**: Sets different margins for the paragraph in relation to page borders.
  - **Start**: This text box is used to set the distance between the page margin and where the paragraph lines begin (refer to Setting Paragraph Margins on page 130 for step-by-step instructions).
  - **End**: This text box is used to set the distance from the page margin where all the lines in the paragraph break and flow to the next line (refer to Setting Paragraph Margins on page 130 for step-by-step instructions).
  - **Indent**: This text box is used to set the distance between the page margin and the first line in a paragraph (refer to Setting Paragraph Indention on page 130 for step-by-step instructions).
- **Tab**: Manages tabs added to the paragraph.
  - **Lead**: This popup menu is used to set a leading character for the selected tab (refer to Adding a Lead to a Tab Stop on page 133 for step-by-step instructions). This character will be repeated from the end of the text until the tab position.
  - **Position**: This text box is used to set the selected tab position. Refer to Moving a Tab Stop on page 132 for step-by-step instructions.
  - **Dec. align on**: This text box is used to enter the character to align the selected decimal tab on. Refer to Setting Decimal Alignment Character on page 132 for step-by-step instructions.

Note: This option is only enabled when a decimal tab is selected.

B. Paragraph Palette Styles Tab

The following figure depicts the *Paragraph* palette *Styles* tab and its functionalities:

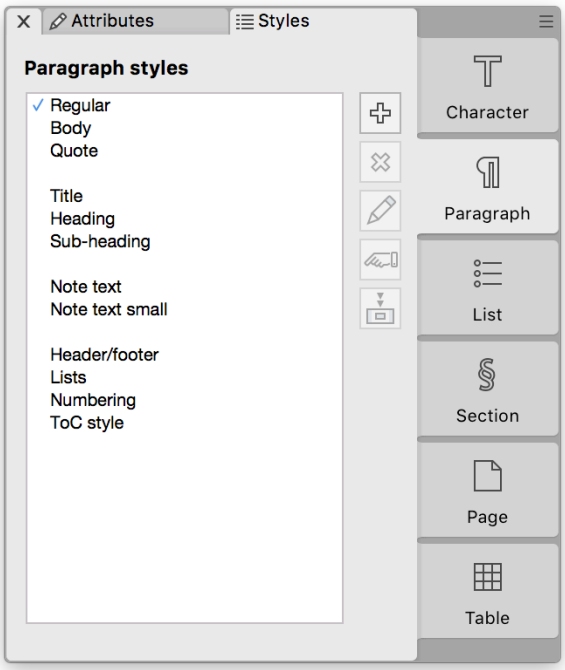


Figure 8-82: Paragraph Palette Styles Tab

- **Styles List**: Details all available paragraph styles, with the following annotations:
  - *Blue tick*: The style is applied in the currently selected text.

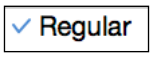


Figure 8-83: Current Style Indication

  - *Blue tick and black plus sign*: Changes made to the current style.

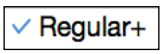


Figure 8-84: Changes to Current Style Indication

  - *Minus sign:* The selected text includes more than one style. All included styles are marked.

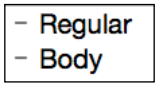


Figure 8-85: Multiple Styles Indication

  - *Black diamond*: The style is being used in the document but it is not part of the current style set (refer to Style Sets on page 150 for more information). These styles are referred to as *Document Styles*, and an example is shown in the following figure:

◆ HelpBook Regular

Figure 8-86: Document Style Indication

- **Create new style**: Creates a new style. Refer to Creating a New Style on page 152 for step-by-step instructions.
- **Delete style**: Deletes the selected style. Refer to Deleting a Style on page 156 for step-by-step instructions.
- **Edit style**: Edits the selected style. Refer to Editing a Style on page 153 for step-by-step instructions.
- **Apply style**: Applies the selected style to the selected text. Refer to Applying a Style on page 151 for step-by-step instructions.
- **Save changes to style**: Applies changes from the selected text to the selected style. Refer to Editing a Style on page 153 for step-by-step instructions.

3. List Palette Description

The *List* palette is used to create and style lists. You can either apply attributes directly to selected lists, or use styles to apply several attributes at the same time. Refer to Styling Essentials on page 121 for more information.

The *List* palette comprises two tabs:

- **Attributes Tab**: Used to manually apply attributes to selected lists.
- **Styles Tab**: Used to manage list styles.

A. List Palette Attributes Tab

The following figure depicts the *List* palette *Attributes* tab and its functionalities:

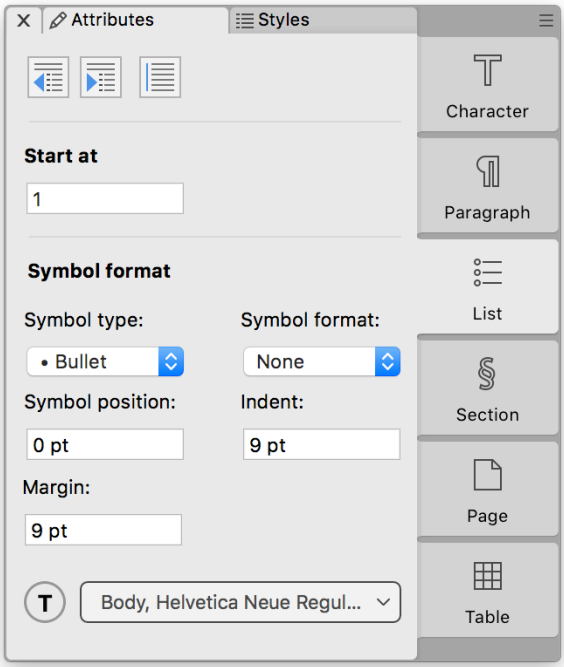


Figure 8-87: List Palette Attributes Tab

- **Decrease** ( ): Moves a list item to the previous level. If the item is already at the top level, the list is reset. Refer to Changing a List Item to the Previous Level on page 58 for step-by-step instructions.
- **Increase** ( ): Moves a list item to the next level. If the insertion point is not placed within a list item, a new list is created. Refer to Changing a List Item to Next Level on page 58 for step-by-step instructions.

Note: The list control buttons (**Decrease** and **Increase**) icons will change when the paragraph direction is changed to reflect the correct text direction.

- **Reset** ( ): Resets the list and remove any list attributes from the selected elements. Refer to Resetting a List on page 59 for step-by-step instructions.
- **Start at**: Sets the initial value for a list. Refer to Changing the List Initial Number on page 59 for step-by-step instructions.
- **Symbol Format**: This area is used for formatting the selected list (refer to Styling a List using Attributes on page 59 for step-by-step instructions). The following formatting options are available:
  - **Symbol Type**: Chooses the symbol that is used in the currently selected level. Some symbols are sequential (e.g. numbers, letters) while others are not (e.g. bullets, asterisks).
  - **Symbol format**: Sets the format for displaying the selected symbol with or without any appended punctuation marks.
  - **Symbol position**: Determines the distance of the symbol from the previous margin (this can be either the page margin or the margin of the previous level). The symbol position is indicated by a small dot in the *Ruler*, as shown in the following figure:

Figure 8-88: Symbol Position Icon in Ruler

  - **Indent**: Determines the distance of the first line in the list item from the previous margin. The combination of the *Symbol position* and *Indent* values determines the distance between the text and the symbol. For example, if you set the *Symbol position* to 3 points and the *Indent* to 15 points, then the distance between the symbol and the text will be 12 points. The indent marker is indicated by a half-hexagon in the *Ruler*, as shown in the following figure:

Figure 8-89: Indent Icon in Ruler

  - **Margin**: Determines the distance of all non-first lines from the previous margin. This also sets the margin for the next level.
  - or example, if you set the Margin to zero, then the next level will start at the same level as the current one. The margin is indicated by a small diamond in the *Ruler*, as shown in the following figure:

Figure 8-90: Margin Icon in Ruler

- **Character Attributes Panel**: Opens the character attributes popover, which enables you to apply character attributes manually or to choose a character style and style variation that will be applied to the list text.

Note: Any changes performed using the attributes tab will only affect the current list and the currently selected level.

B. List Palette Styles Tab Description

The following figure depicts the *Lists* palette *Styles* tab and its functionalities:

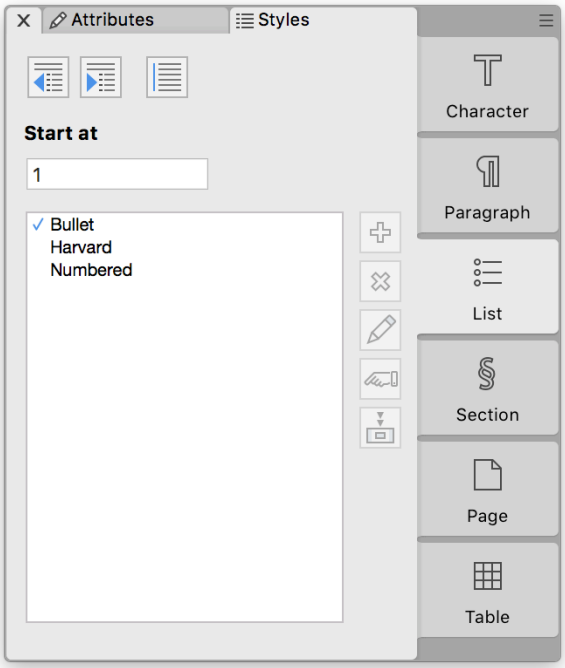


Figure 8-91: List Palette Styles Tab

- **Decrease** ( ): Identical to the corresponding button in the Attributes tab. Refer to List Palette Attributes Tab on page 295 for a complete description.
- **Increase** ( ): Identical to the corresponding button in the Attributes tab. Refer to List Palette Attributes Tab on page 295 for a complete description.
- **Reset** ( ): Identical to the corresponding button in the Attributes tab. Refer to List Palette Attributes Tab on page 295 for a complete description.
- **Start at**: Identical to the corresponding text box in the Attributes tab. Refer to List Palette Attributes Tab on page 295 for a complete description.
- **Styles List**: Details all the list styles that are being used in the document, with the following annotations:
  - *Blue tick*: The style is applied in the currently selected text.

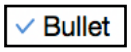


Figure 8-92: Current Style Indication

- *Blue tick and black plus sign*: Changes made to the current style.

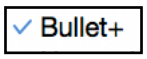


Figure 8-93: Changes to Current Style Indication

- *Minus sign:* The selected text includes more than one style. All used styles are marked.

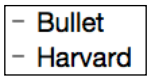


Figure 8-94: Multiple Styles Indication

- *Black diamond*: The style is being used in the document but it is not part of the current style set (refer to Style Sets on page 150 for more information). These styles are referred to as *Document Styles*, and an example is shown in the following figure:

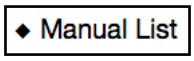


Figure 8-95: Document Style Indication

- **Create new style**: Creates a new list style. Refer to Creating a New Style on page 152 for step-by-step instructions.
- **Delete style**: Deletes the selected style. Refer to Deleting a Style on page 156 for step-by-step instructions.
- **Edit style**: Edits the selected style. Refer to Editing a Style on page 153 for step-by-step instructions.
- **Apply style**: Applies the selected style to the selected text. Refer to Applying a Style on page 151 for step-by-step instructions.
- **Save changes to style**: Applies changes from the selected text to the selected style. Refer to Editing a Style on page 153 for step-by-step instructions.

4. Section Palette Description

The *Section* palette is used to style sections. You can either apply attributes directly to selected characters, or use styles to apply several attributes at the same time. Refer to Styling Essentials on page 121 for more information.

The *Section* palette comprises two tabs:

- **Attributes Tab**: Used to manually apply attributes to selected sections.
- **Styles Tab**: Used to manage section styles.

A. Section Palette Attributes Tab

The following figure depicts the *Section* palette *Attributes* tab and its functionalities:

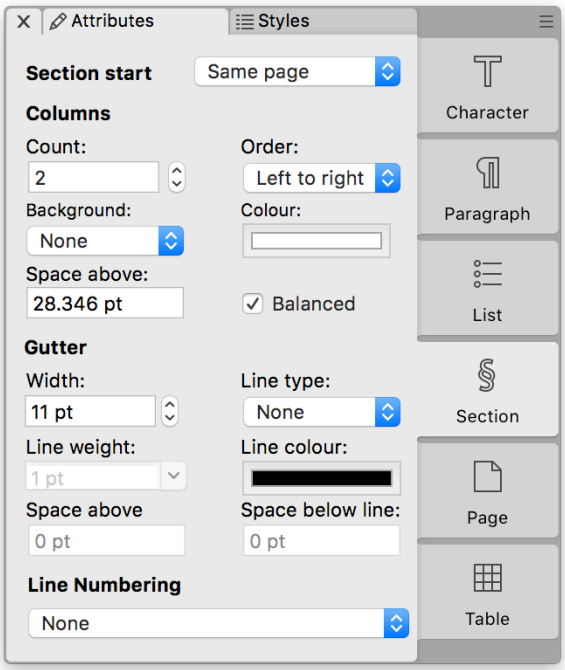


Figure 8-96: Section Palette Attributes Tab

- **Section start**: This popup menu is used to determine where would the selected section start in relation to the previous section. Refer to Setting Section Start Preference on page 139 for step-by-step instructions.
- **Columns**: This area includes various options used to style the different columns:
  - *Count*: This text box is used to set the number of columns in the selected section. Refer to Setting the Number of Columns on page 140 for step-by-step instructions. Maximal value is 100.
  - *Order*: This popup menu is used to set the direction of text flow between columns in the selected section. Refer to Setting Columns Direction on page 140 for step-by-step instructions. Available options include *Left to right* and *Right to left*.
  - *Background*: This popup menu is used to set the selected section background color pattern. Refer to Setting Section Background Color on page 140 for step-by-step instructions. Available options include:
    - *None*: No background color is applied.
    - *Solid*: The background is filled with a solid fill of the color selected using the **Color well**.
  - *Color*: Clicking this button opens the *Color* window which allows setting the selected section background color. Refer to Setting Section Background Color on page 140 for step-by-step instructions on setting the section background color, and to Color Window on page 233 for more information on using the *Color* window.
- **Note:** The **Color well** is disabled when **None** is chosen from the *Background* popup menu.
  - *Space above*: This text box is used to determine the space above the selected section. Refer to Setting Space above a Section on page 140 for step-by-step instructions.
  - *Balanced*: This checkbox is used to enable balancing of text between columns, so that the same number of lines is included in each column. Refer to Balancing Columns on page 140 for step-by-step instructions.

- **Gutter**: This area includes various options used to style the gutter, which is the line separating different columns. Refer to Styling the Gutter on page 141 for step-by-step instructions.
  - *Width*: This text box is used to set the gutter's width. This is essentially the distance between columns.
  - *Line type*: This popup menu is used to set the gutter line type.

Note: The line is always centered horizontally within the gutter.

  - *Line weight*: This popup menu is used to set the gutter line weight. Available options include 1-5 points, but you can manually enter any desired value.
  - *Line color*: This button is used to open the *Color* window and set the gutter line color. Refer to Color Window on page 233 for more information on using the *Color* window.
  - *Space above*: This text box is used to set the distance between the top of the column and the top of the gutter line.
  - *Space below line*: This text box is used to set the distance between the bottom of the column and the bottom of the gutter line.
- **Line Numbering**: This popup menu is used to activate line numbering and to set the numbering scheme for the selected section. Refer to Line Numbering on page 80 for more information.

B. Section Palette Styles Tab

The following figure depicts the *Section* palette *Styles* tab and its functionalities:

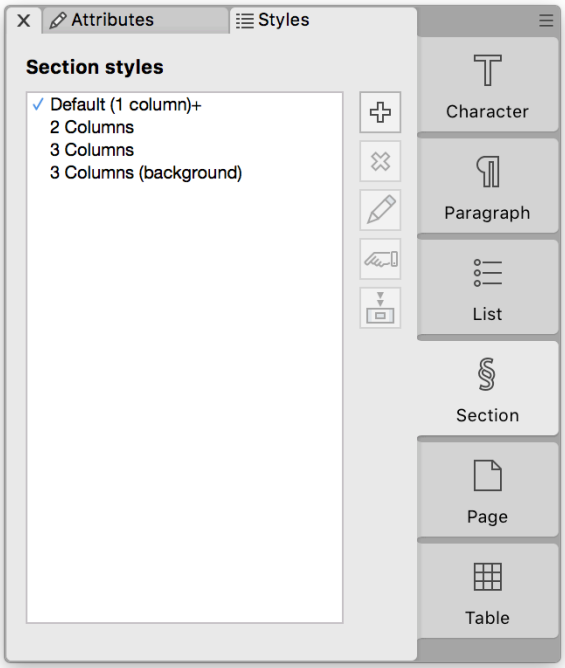


Figure 8-97: Section Palette Styles Tab

- **Styles List**: Details all available section styles, with the following annotations:
  - *Blue tick*: The style is applied in the currently selected text.

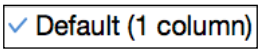


Figure 8-98: Current Style Indication

- *Blue tick and black plus sign*: Changes made to the current style.

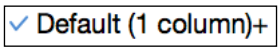


Figure 8-99: Changes to Current Style Indication

- *Minus sign:* The selected text includes more than one style. All included styles are marked.

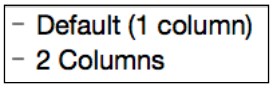


Figure 8-100: Multiple Styles Indication

- *Black diamond*: The style is being used in the document but it is not part of the current style set (refer to Style Sets on page 150 for more information). These styles are referred to as *Document Styles*, and an example is shown in the following figure:

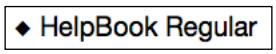


Figure 8-101: Document Style Indication

- **Create new style**: Creates a new style. Refer to Creating a New Style on page 152 for step-by-step instructions.
- **Delete style**: Deletes the selected style. Refer to Deleting a Style on page 156 for step-by-step instructions.
- **Edit style**: Edits the selected style. Refer to Editing a Style on page 153 for step-by-step instructions.
- **Apply style**: Applies the selected style to the selected text. Refer to Applying a Style on page 151 for step-by-step instructions.
- **Save changes to style**: Applies changes from the selected text to the selected style. Refer to Editing a Style on page 153 for step-by-step instructions.

5. Page Palette Description

The *Page* palette is used to style pages and page ranges. You can either apply attributes directly to selected pages, or use styles to apply several attributes at the same time. Refer to Styling Essentials on page 121 for more information.

The *Page* palette comprises two tabs:

- **Attributes Tab**: Used to manually apply attributes to selected pages.
- **Styles Tab**: Used to manage pages styles.

A. Page Palette Attributes Tab

The following figure depicts the *Page* palette *Attributes* tab and its functionalities:

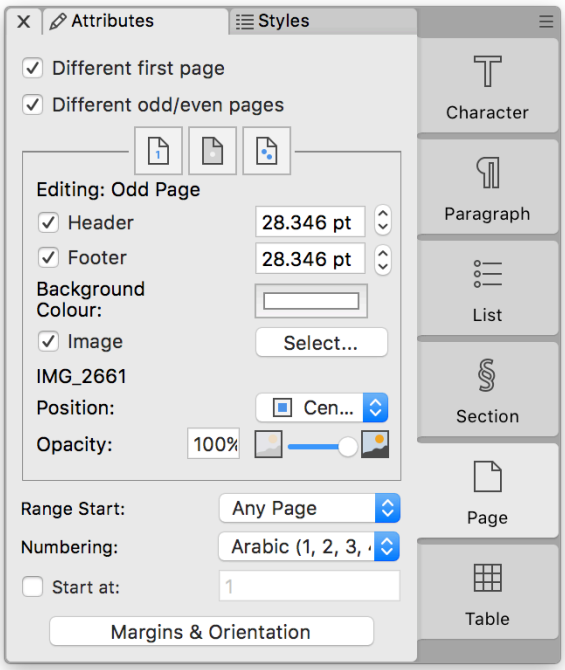


Figure 8-102: Page Palette Attributes Tab

- **Different first page**: This checkbox is used to enable applying different attributes to the first page in the selected page range. Refer to Enabling Different Attributes for the First Page on page 142 for step-by-step instructions.
- **Different odd/even pages**: This checkbox is used to enable applying different attributes to odd and even pages. Refer to Enabling Different Attributes for Even and Odd Pages on page 142 for step-by-step instructions.
- **Page Type buttons**: These buttons are used to choose the page type to edit the attributes for (refer to Editing Different Attributes for Different Page Types on page 143 for step-by-step instructions). The corresponding buttons only appear when the *Different first page* and/or *Different odd/even* pages checkboxes are checked. The following buttons are available:
  - Edit the attributes of the all pages in the range.
  - Edit the attributes of the first page in the range.
  - Edit the attributes of all odd pages in the range.
  - Edit the attributes of all even pages in the range.

Note: The selected page type icon is highlighted in grey.

Changes made to the following options only affect the selected page type:

- **Editing**: This read-only text area indicates the type of page currently being edited (refer to Editing Different Attributes for Different Page Types on page 143 for more information): *All Pages*, *First Page*, *Odd Page* or *Even Page*.
- **Header**: This checkbox is used to add a header to the selected page type in the selected page range. Refer to Creating Headers and Footers on page 144 for step-by-step instructions.
- **Header Height**: This text box is used to set the header's height (refer to Setting Header/Footer Height on page 144 for step-by-step instructions). It is only available if the *Header* checkbox is checked.

- **Footer**: This checkbox is used to add a footer to the selected page type in the selected page range. Refer to Creating Headers and Footers on page 144 for step-by-step instructions.
- **Footer Height**: This text box is used to set the footer's height (refer to Setting Header/ Footer Height on page 144 for step-by-step instructions). It is only available if the *Footer* checkbox is checked.
- **Background color** ( ): This button is used to open the *Color* and set the background fill color for the selected page type in the selected page range. Refer to Setting Page Background on page 147 for step-by-step instructions).
- **Image**: This checkbox is used to enable using an image as a background for the selected page type in the selected page range. Refer to Setting Page Background on page 147 for step-by-step instructions).
- **Select**: This button is used to set the background image. Refer to Setting Page Background on page 147 for step-by-step instructions). This button is only enabled if the *Image* checkbox is checked.
- **Image Name**: This read-only area indicates the name of the background image file. If no file is selected <*no image selected*> is displayed.
- **Position**: This popup menu is used to set the position of the background image (refer to Setting Page Background on page 147 for step-by-step instructions). This list is only enabled if the *Image* checkbox is checked.
- **Opacity**: This slider is used to set the background image opacity level (refer to Setting Page Background on page 147 for step-by-step instructions). Default value is 100%, and opacity level decreases as the slider is dragged to the left hand side. This slider is only enabled if the *Image* checkbox is checked.

- **Range Start**: This popup menu is used to determine whether the selected page range can start on any page, or only on odd or even pages (refer to Setting the Page Range Start Preference on page 144 for step-by-step instructions). Available options include:
  - *Any Page*: When this option is chosen, the page range can start at any page, odd or even.
  - *Odd Page*: When this option is chosen, the page range can only start on an odd page. For example, if the previous page range starts at page 1 and ends at page 15, Mellel will start the current page range at page 17, leaving page 16 as a blank page.
  - *Even Page*: When this option is chosen, the page range can only start on an even page. For example, if the previous page range starts at page 1 and ends at page 16, Mellel will start the current page range at page 18, leaving page 17 as a blank page.
- **Numbering**: This popup menu is used to choose the numbering scheme for page numbers. (refer to *Configuring Page Numbers* on page 145 for step-by-step instructions).
- **Start at**: This checkbox and adjacent text box are used to set the initial number in the page numbers sequence for the current page range (refer to *Configuring Page Numbers* on page 145 for step-by-step instructions).

Note: If no number is set, numbering will continue from the last page of the previous page range.

- **Margins and Orientation**: This button is used to open the *Margins and Orientation* window, which is used to set the margins and orientation for the selected page range, as depicted in the following figure:

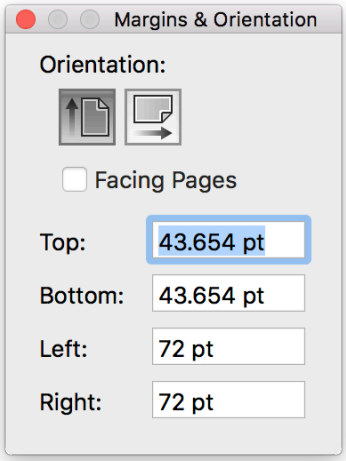


Figure 8-103: Margins and Orientation Window

- **Orientation Buttons**: These buttons are used to set the selected page range orientation (refer to Setting Page Orientations on page 147 for step-by-step instructions). Available options include: *Portrait* ( ) and *Landscape* ( ).

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

- **Facing Pages**: This checkbox is used to set mirrored margins where even and odd pages mirror each other to achieve symmetric margins. Refer to Setting Page Margins on page 148 for step-by-step instructions. When this checkbox is selected, the *Left*/*Right* text boxes below are renamed *Inside*/*Outside*, enabling you to configure the symmetric margins.
- **Top**: This text box is used to set the top page margin. Refer to Setting Page Margins on page 148 for step-by-step instructions.
- **Bottom**: This text box is used to set the bottom page margin. Refer to Setting Page Margins on page 148 for step-by-step instructions.
- **Left**/**Inside**: This text box is used to set the left page margin. Refer to Setting Page Margins on page 148 for step-by-step instructions. When the *Facing Pages* checkbox is checked, this text box is renamed *Inside* and is used to determine the inside margin of two facing pages.
- **Right**/**Outside**: This text box is used to set the right page margin. Refer to Setting Page Margins on page 148 for step-by-step instructions. When the *Facing Pages* checkbox is checked, this text box is renamed *Outside* and is used to determine the outside margin of two facing pages.

B. Page Palette Styles Tab

The following figure depicts the *Page* palette *Styles* tab and its functionalities:

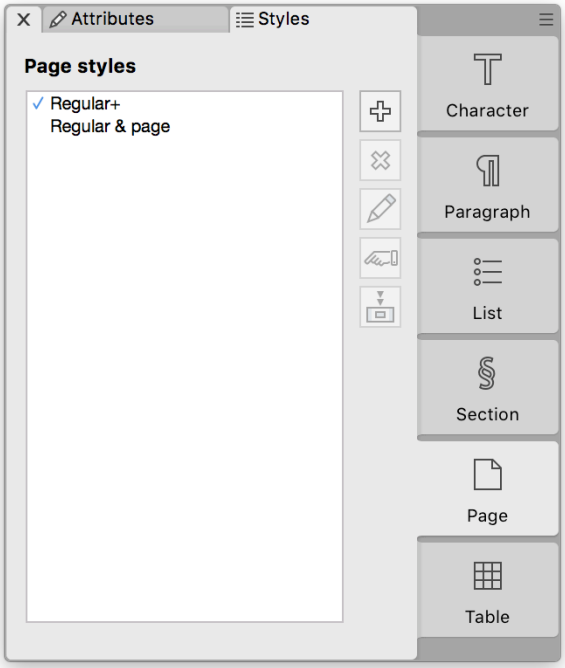


Figure 8-104: Section Palette Styles Tab

- **Styles List**: Details all available page styles, with the following annotations:
  - *Blue tick*: The style is applied in the currently selected text.

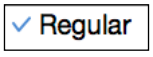


Figure 8-105: Current Style Indication

  - *Blue tick and black plus sign*: Changes made to the current style.

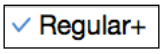


Figure 8-106: Changes to Current Style Indication

  - *Minus sign:* The selected text includes more than one style. All included styles are marked.

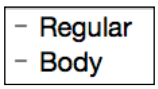


Figure 8-107: Multiple Styles Indication

  - *Black diamond*: The style is being used in the document but it is not part of the current style set (refer to Style Sets on page 150 for more information). These styles are referred to as *Document Styles*, and an example is shown in the following figure:

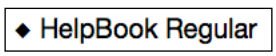


Figure 8-108: Document Style Indication

- **Create new style**: Creates a new style. Refer to Creating a New Style on page 152 for step-by-step instructions.
- **Delete style**: Deletes the selected style. Refer to Deleting a Style on page 156 for step-by-step instructions.

- **Edit style**: Edits the selected style. Refer to Editing a Style on page 153 for step-by-step instructions.
- **Apply style**: Applies the selected style to the selected text. Refer to Applying a Style on page 151 for step-by-step instructions.
- **Save changes to style**: Applies changes from the selected text to the selected style. Refer to Editing a Style on page 153 for step-by-step instructions.

6. Table Palette Description

The following figure depicts the *Table* palette and its functionalities:

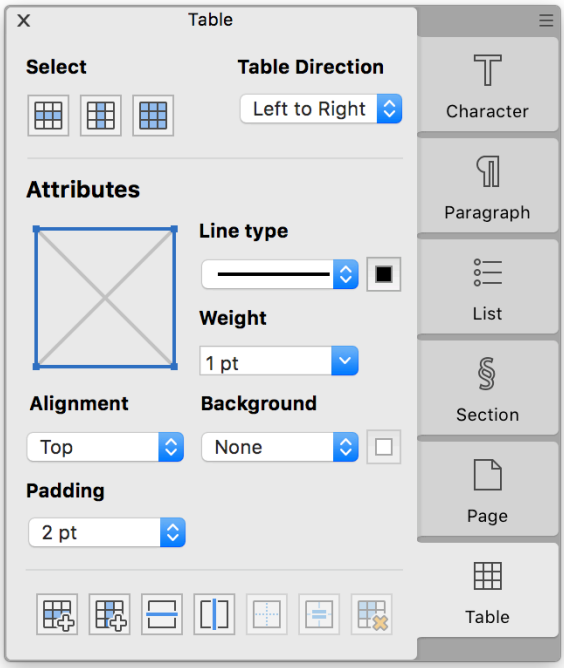


Figure 8-109: Table Palette

- **Select**: These buttons are used to select entire rows, columns or the entire table. Refer to Selecting Cells in a Table on page 64 for step-by-step instructions:
  - **Select Row** ( ): Selects an entire row.
  - **Select Column** ( ): Selects an entire column.
  - **Select All Cells** ( ): Selects all the cells in the table.
- **Table Direction**: This popup menu is used to change the table's direction. Refer to Changing Table Direction on page 66 for step-by-step instructions. Table direction affects the order of the cells inside a row, as well as the results of different functionalities such as dragging cell borders, adding or deleting columns and adding diagonal lines.
- **Attributes**: This area is used to configure table attributes. Refer to Styling Tables on page 66 for step-by-step instructions.
  - **Border Selector**: Selects the borders to apply changes in attributes to. The border selector changes contextually depending on the range of cells selected in the table. If you selected just one cell (that is, you placed the insertion point within a cell), the border selector will look like this:

Figure 8-110: Single Cell 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:

Numbers / Letters	A	B
1	A1	B1
2	A2	B2

Figure 8-111: Vertical Cells Selection

The border selector will look like this:

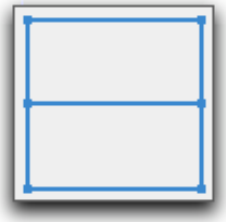


Figure 8-112: Vertical Cells Border Selector

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

Numbers / Letters	A	B
1	A1	B1
2	A2	B2

Figure 8-113: Multiple Cells Selection

The border selector changes to fit the extended selection and shows a vertical line:

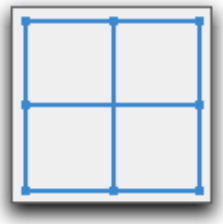


Figure 8-114: Multiple Cells Border Selector

Note: Clicking and selecting the inner lines when multiple cells are selected will apply any changes to all the inner lines in the selected cells range, while clicking and selecting any outer lines will only affect a single corresponding external border in the selected cells range.

- *Line Type*: This popup menu is used to determine the selected border/s line type.
- *Weight*: This popup menu is used to determine the selected border line weight (width). Options include 1-5 points, but you can manually enter any desired value.
- *Color* ( ): This button is used to open the *Color* window and determine the selected border line color.
- *Alignment*: This popup menu is used to determine the vertical alignment of content within the selected cells.
- *Background*: This popup menu is used to determine the selected cells background color. Options include *None* and *Solid* (when solid is chosen, the adjacent **color** [ ] button can be used to set the fill color).
- *Padding*: This popup menu is used to determine the distance between the selected cells content and their borders. Options include *None* and 1-5 points.

- **Add Row** ( ): Adds a new row to the table below the insertion point. Refer to Adding Rows and Columns on page 65 for step-by-step instructions.
- **Add Column** ( ): Adds a new column to the table to the right or to the left of the insertion point, based on the set table direction. Refer to Adding Rows and Columns on page 65 for step-by-step instructions.
- **Split Horizontally** ( ): Horizontally splits the selected cell into two equal parts. Refer to Splitting Cells on page 65 for step-by-step instructions.
- **Split Vertically** ( ): Vertically splits the selected cell into two equal parts. Refer to Splitting Cells on page 65 for step-by-step instructions.
- **Merge Cells** ( ): Merges the selected cells and their content into a single cell. Refer to Merging Cells on page 65 for step-by-step instructions.
- **Equalize Columns Width** ( ): Equalizes the width of all selected columns. Refer to Equalizing Column Widths on page 67 for step-by-step instructions.
- **Delete Cells** ( ): Deletes the selected rows or columns. Refer to Deleting Cells on page 65 for step-by-step instructions.

7. Auto-Title Palette Description

The *Auto-Title* palette allows you to enter Auto-titles into the document, and to configure the Auto-titles flow setup. Refer to Auto-Titles on page 33 to learn more about Auto-titles.

The following figure depicts the *Auto-Title* palette and its functionalities:

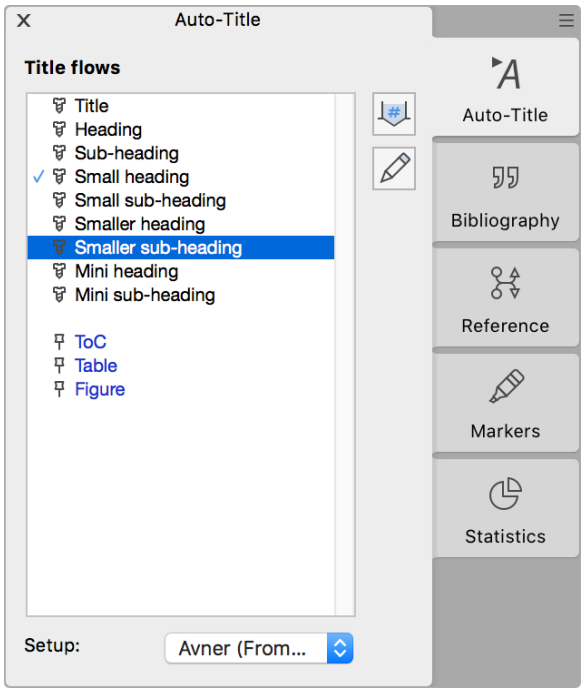


Figure 8-115: Auto-Title Palette

- **Auto-Titles Flows List**: Lists all the Auto-title flows available in the currently selected *Auto-title Flows Setup*. Structural flows appear on top in black, while tag flows are listed below in blue. Refer to Flow Types on page 35 for more information on the different flow types.

Note: When an Auto-title is selected in the text or in the Outline, a check-mark appears next to the corresponding Auto-title level in the Auto-titles Flows list.

- **Insert Auto-Title** ( ): Clicking this button inserts a new Auto-title of the selected flow into the document. Refer to Inserting an Auto-Title on page 36 for a complete description of this task.
- **Edit title flows** ( ): Clicking this button opens the *Auto-Titles Flow Setup* window. Refer to Auto-Titles Flows Setup Window on page 316 for a complete description of the window.
- **Setup**: Allows changing the selected Auto-titles Flow Setup. Refer to Selecting an Auto-Titles Flows Setup on page 40 for more information.

8. Bibliography Palette Description

The *Bibliography* palette is used to manage and style bibliography and citations in your document. Refer to Bibliography on page 98 for more information.

The following figure depicts the *Bibliography* palette and its functionalities:

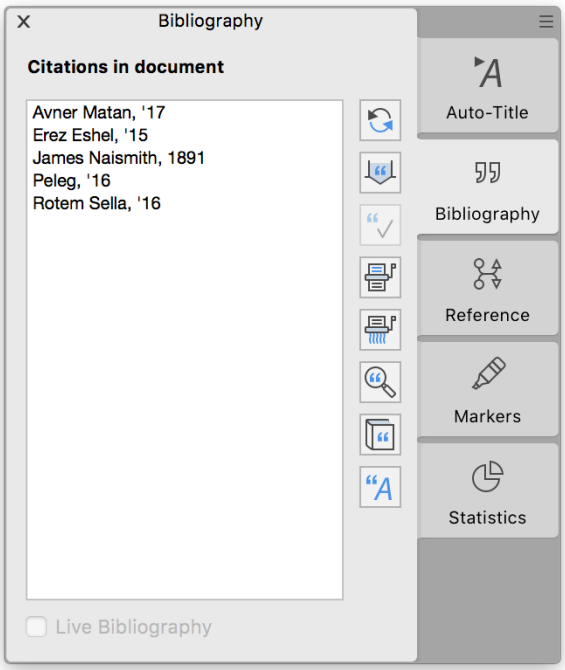


Figure 8-116: *Bibliography* Palette

- **Citations List**: Details all citations that were added to the current document.
- **Refresh citation list** ( ): Refreshes the list of citations. Refer to Refreshing the Citation List on page 104 for more information.
- **Enter citation manually** ( ): Used to manually enter a citation into the document. Refer to Inserting Citations Manually on page 102 for step-by-step instructions.
- **Verify citations** ( ): Verifies citations in the document. Refer to Verifying Citations on page 103 for more information. The button indicates verification status by either a black tick ( ) when all references in the document are verified or a red question mark ( ) when there are any unverified references (only applicable when Live Bibliography is enabled).
- **Scan document** ( ): Scans the document, converts all citations to their final format and creates a bibliography. Refer to Scanning the Document on page 106 for more information (not available when Live Bibliography is enabled).
- **Unscan document** ( ): Unscans the document, converting all citations into their temporary format. Refer to Unscanning the Document on page 107 for more information (not available when Live Bibliography is enabled).
- **Find in reference database** ( ): Opens the reference manager search window with the currently selected text (if applicable) as the search string. Refer to Opening the Reference Manager Search Window on page 103 for more information.
- **Switch to reference database** ( ): Switches to the selected reference manager application.
- **Edit style mapping for Bibliography & Citations** ( ): Used to configure applying styles to bibliography and citations when scanning the document. Refer to Formatting Citations Using Styles on page 104 and Formatting the Bibliography Using Styles on page 107 for step-by-step instructions.

9. Reference Palette Description

The *Reference* palette allows you to add new references and bookmarks into the document, and to navigate between existing references and bookmarks. Refer to Cross References on page 85 for more information.

The following figure depicts the *Reference* palette and its functionalities:

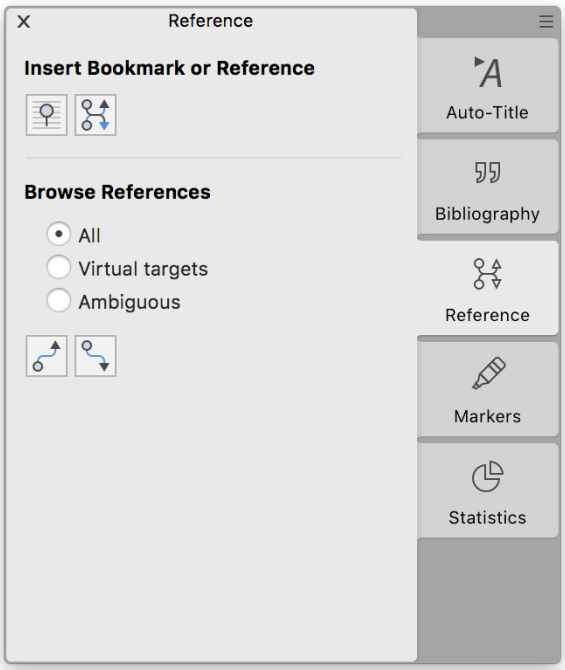


Figure 8-117: Reference Palette

- **Insert Bookmark** ( ): This button is used to insert a new bookmark into the document. Refer to Inserting a Bookmark on page 85 for step-by-step instructions.
- **Insert Reference** ( ): This button is used to insert a new reference into the document. Refer to Inserting a Cross Reference on page 87 for step-by-step instructions.
- **Browse References**: This radio button is used to choose the category of references to browse. The following options are available:
  - **All**: Browses all the references in the document. Refer to Navigating between References on page 92 for step-by-step instructions.
  - **Virtual Targets**: Browses all the references to virtual targets in the document. Refer to Navigating between References to Virtual Targets on page 90 for step-by-step instructions.
  - **Ambiguous**: Browses all the ambiguous references in the document. Refer to Locating Ambiguous References on page 92 for step-by-step instructions.

- **Previous Reference** ( ): This button is used to navigate to the previous reference, based on the *Browse References* radio button selection.
- **Next Reference** ( ): This button is used to navigate to the next reference, based on the *Browse References* radio button selection.

10. Markers Palette Description

The *Markers* palette is used to apply markers to document elements and to navigate between marked elements in the document. Refer to Markers on page 193 for more information.

The following figure depicts the *Markers* palette and its functionalities:

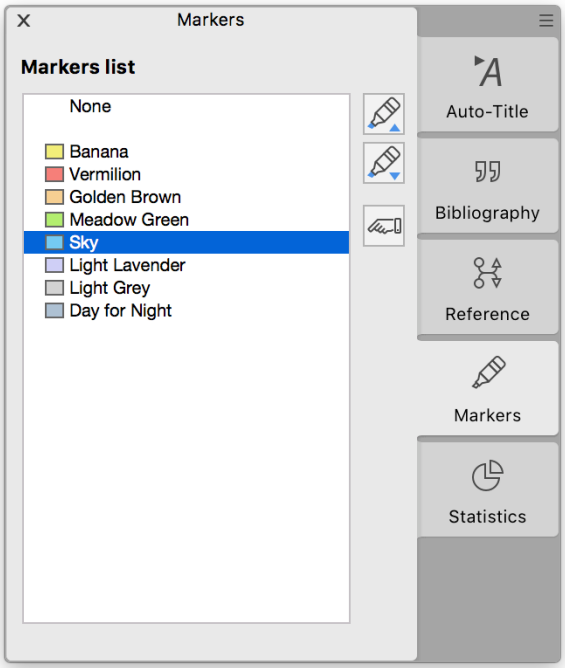


Figure 8-118: *Markers* Palette

- **Markers list**: Lists the colors and names of the eight available markers.
- **Find previous marked text**: Navigates to the previous marked text. Refer to Navigating Marked Text on page 195 for step-by-step instructions.
- **Find next marked text**: Navigates to the next marked text. Refer to Navigating Marked Text on page 195 for step-by-step instructions.
- **Apply marker**: Applies the selected marker to the selected text. Refer to Marking Text on page 194 for step-by-step instructions.

11. Statistics Palette Description

The *Statistics* palette displays various read-only information regarding the number of different elements in the document. Refer to Document Statistics on page 196 for more information.

The following figure depicts the *Statistics* palette and the information it displays:

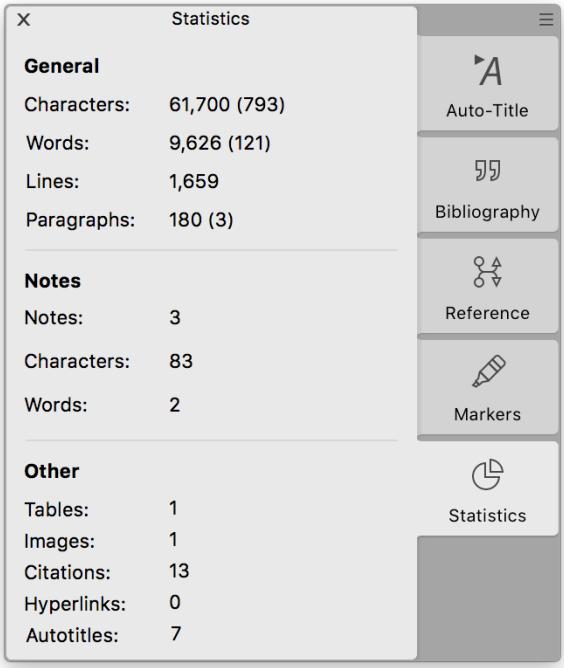


Figure 8-119: *Statistics* Palette

- **General**: Displays the total number of characters, words, lines and paragraphs in the document. When selecting a part of the document in the document area, the total number of characters, words and paragraphs in the selected text are displayed in parenthesis.
- **Notes**: Displays the total number of notes in the document, and the total number of characters and words in the notes text.
- **Other**: Displays the total number of tables, images, citations, hyperlinks and Auto-titles in the document.

I. Find and Replace Panel

The *Find and Replace* panel is used to search and replace certain patterns of characters and words in the document. Refer to Find and Replace on page 170 for more information.

To open the Find and Replace panel, choose **Edit** > **Find** > **Find** from the menu bar, or press **Cmd** + **F**.

The *Find and Replace* panel has a basic and an advanced layout, which are described in the following sub-sections.

1. Basic Find Panel

The following figure depicts the *Basic Find* panel and its functionalities:

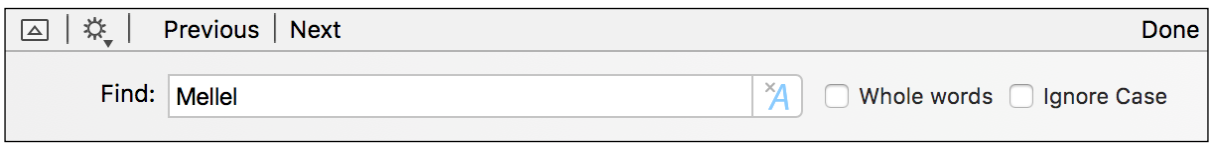


Figure 8-120: Basic Find Panel

- **Expand** ( ): This button is used to expand the *Advanced Find and Replace* panel. When the *Advanced Find and Replace panel* is displayed, it is replaced by the **Minimize** button ( ) that is used to minimize the advanced panel and show the basic one. If there are certain preferences used in the advanced panel that cannot be displayed in the basic panel (for example, *Ignore Diacritics* is selected), the **Expand** button is highlighted in Red when the advanced panel is minimized ( ).
- **Settings** ( ): This button is used to show the 10 most recent searches, enabling you to repeat them by choosing the desired search from the list.
- **Previous**: This button is used to navigate to the previous search match.
- **Next**: This button is used to navigate to the next search match.
- **Done**: This button is used to close the panel.
- **Find**: This text box is used to insert the search string. Refer to Performing a Basic Find Action on page 170 for step-by-step instructions.
- **Format Indication/Clear Button**: This button is used to indicate that character attributes were applied to the search string, so that only text that matches both the text and the attributes is considered a match. Clicking the button removes all character attributes from the search string.
- **Whole Words**: This checkbox is used to determine whether only whole words that match the search string are considered a match, rather than parts of words. For example, if you use *find* as a search expression, Mellel will match *find* but not *finder* when the *Whole words* checkbox is checked.
- **Ignore Case**: This checkbox is used to determine whether the search is case sensitive or not. For example, if you use Mellel as a search expression, both mellel and Mellel will be matched when the *Ignore Case* checkbox is checked.

2. Advanced Find and Replace Panel

The following figure depicts the *Advanced Find and Replace* panel and its functionalities (only functionalities that are unique to the advanced panel compared to the basic one are described).

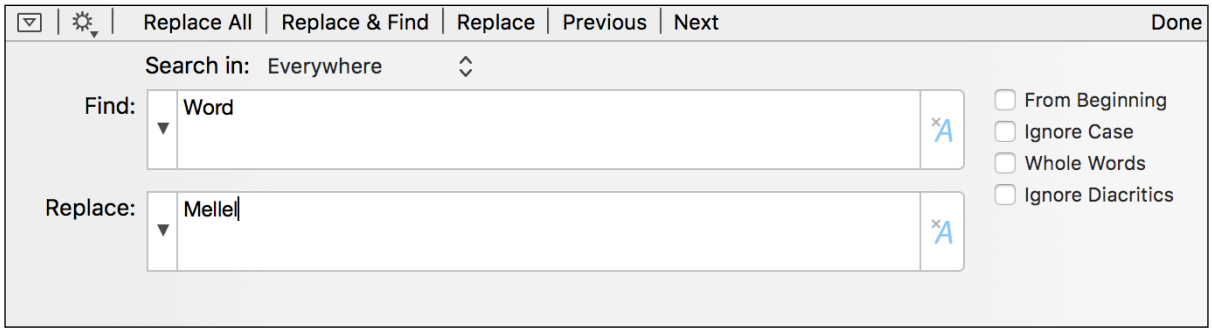


Figure 8-121: Advanced Find and Replace Panel

- **Minimize** ( ): This button is used to minimize back to the *Basic Find* panel.
- **Settings** ( ): The advanced panel settings menu includes the following options in addition to those described for the basic panel above:
  - *Load Find Action*: Loads an existing *Find Action*. Refer to Running a Find Action on page 174 for step-by-step instructions.

  - *Save Find Action*: Saves changes to a loaded *Find Action*. Refer to Running a Find Action on page 174 for step-by-step instructions.
  - *Save Find Action As...*: Saves the current search as a new *Find Action*. Refer to Creating a Find Action on page 176 for step-by-step instructions.
- **Replace All**: This button is used to replace all search matches with the replace expression. Refer to Performing a Find and Replace Action on page 172 for step-by-step instructions.
- **Replace & Find**: This button is used to replace the current search match with the replace expression and navigate to the next match. Refer to Performing a Find and Replace Action on page 172 for step-by-step instructions.
- **Replace**: This button is used to replace the current match with the replace expression. Refer to Performing a Find and Replace Action on page 172 for step-by-step instructions.
- **Search In**: This popup menu is used to limit the search to certain document elements (refer to Performing an Advanced Find Action on page 172 for step-by-step instructions).
- **Find**: This text box is used to enter the search expression using regular text and/or the adjacent *Insert* popup menu (). Refer to Performing an Advanced Find Action on page 172 for step-by-step instructions.
- **Replace**: This text box is used to enter the replace expression using regular text and/or the adjacent *Insert* popup menu (). Refer to Performing a Find and Replace Action on page 172 for step-by-step instructions.
- **From Beginning**: This checkbox is used to set the search to begin from the top of the document rather than the current position of the insertion point.
- **Ignore Diacritics**: This checkbox is used to set the search to ignore accents and diacritical marks when searching. For example, if you use *fruit* as the search expression *fruit*, *fruït* and *früit* will all be matched. This feature also applies to vowel marks in Arabic, Hebrew, or any other language that uses them.

J. Bottom Bar

1. Zoom Menu

Refer to Changing the Document Zoom Level on page 220 for a complete description of the zoom menu and its functionalities.

2. Page Status Bar

The following figure depicts the *Page Status* bar and its functionalities:

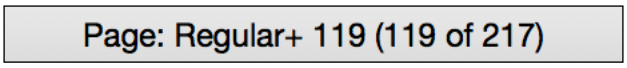


Figure 8-122: Page Status Bar

- **Current page style**: Indicates the page style used for the current page. Refer to Inspecting the Applied Style on page 151 for more information. If there are any ad hoc changes applied to the text compared to the current style, they are indicated by a black plus sign, as shown in the figure above.

- **Current page number**: Indicates the current page number in the current page range. The number is shown in the numbering unit selected for the current page range. Refer to *Configuring Page Numbers* on page 145 for more information.
- **Absolute page number**: Indicates the current page absolute number out of the absolute total number of pages in the document.

3. Navigation Panel

Refer to Navigation Panel on page 27 for a complete description of the navigation panel and its functionalities.

K. Various Windows

1. Auto-Titles Flows Setup Window

The *Auto-Titles Flows Setup* window allows you to edit the Auto-title flows setup. Refer to Editing Auto-Title Flows Setup on page 42 for more information.

To open the *Auto-Titles Flows Setup* window perform one of the following:

- In the Auto-Title palette, click the **Edit title flows** button ( ).

  Or

- In the menu bar, choose **Insert > Auto-Title > Edit title flows**.

The *Auto-Title Flows Setup* window is divided into four main areas, as shown in the following figure:

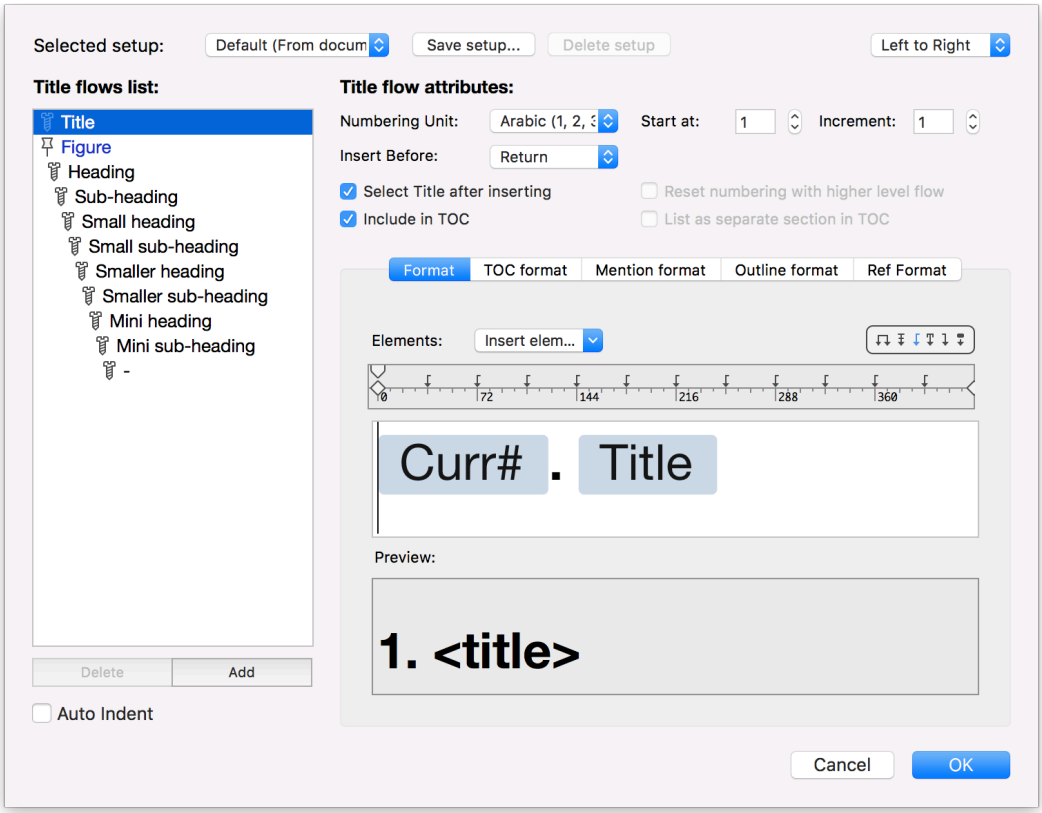


Figure 8-123: Auto-Titles Flows Setup Window

- **Setup Management Area**: In this area you can create, load, save or delete Auto-title flows setups. Refer to Setup Management Area below for a complete description of this area.
- **Title Flows List Area**: Lists all the different Auto-title flows in the selected setup, and allows changing flow names, as well as adding, moving and deleting tag flows. Refer to Title Flows List Area below for a complete description of this area.
- **Title Flow Attributes Area**: Allows you to set and change general title flow preferences such as numbering units, inclusion in table of contents, separation from previous content, and more. Refer to Title Flow Attributes Area on page 318 for a complete description of this area.
- **Format Area**: Allows editing the Auto-title flow format, including applying different style and format for Auto-titles in different document areas. Refer to Format Area on page 320 for a complete description of this area.

A. Setup Management Area

The following figure depicts the *Setup Management* area and its functionalities:

Figure 8-124: Setup Management Area

- **Selected setup**: This popup menu is used to choose a different Auto-title flow setup. Refer to Selecting an Auto-Titles Flows Setup on page 40 for step-by-step instructions.
- **Save setup**: This button is used to save the current Auto-title flow setup. Refer to Saving Changes to an Auto-Titles Flows Setup on page 48 for step-by-step instructions.
- **Delete setup**: This button is used to delete the currently selected setup. Refer to Deleting an Auto-Titles Flow Setup on page 41 for step-by-step instructions.
- **Left to Right/Right to Left**: This popup menu is used to determine whether the Title flows list is displayed in a left to right or right to left orientation. The selection has no effect on the actual Auto-title setup, only their display in the setup window.

B. Title Flows List Area

The following figure depicts the *Title flows list* area and its different functionalities:

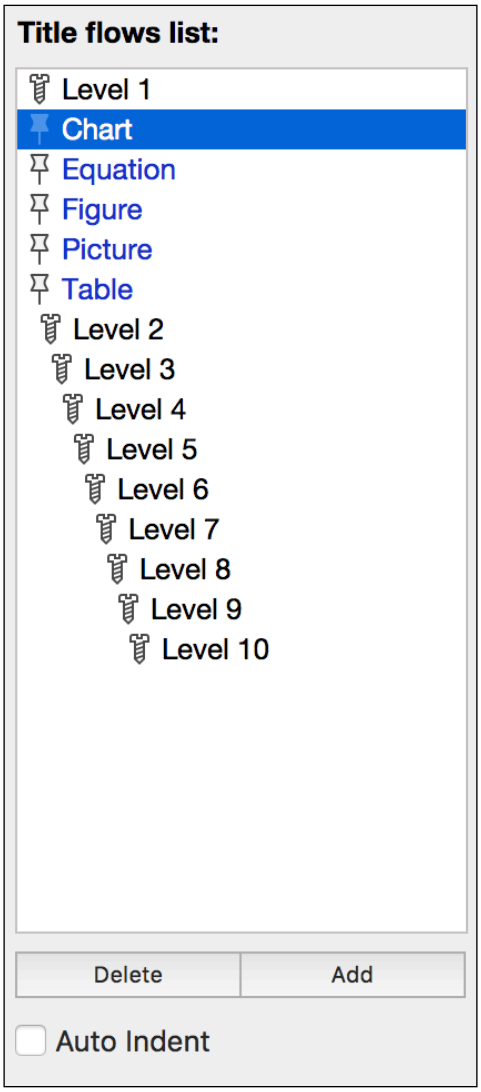


Figure 8-125: Title Flows List Area

- **Flows List**: Displays the hierarchy of all the flows in the current setup. Structural flows are listed in black while tag flows are listed in blue. Refer to Flow Types on page 35 for more information on different flow types. You can use the list to move tag flows around, as described in *Moving a Tag Flow* on page 43.
- **Delete**: Deletes the selected tag flow, as described in *Deleting a Tag Flow* on page 42.
- **Add**: Adds a new untitled tag flow, as detailed in *Adding a Tag Flow* on page 42.
- **Auto Indent**: This checkbox is used to enable auto indent in the document. Refer to Using Auto-Indent on page 39 for more information.

C. Title Flow Attributes Area

The following figure depicts the *Title Flow Attributes* area and its different functionalities:

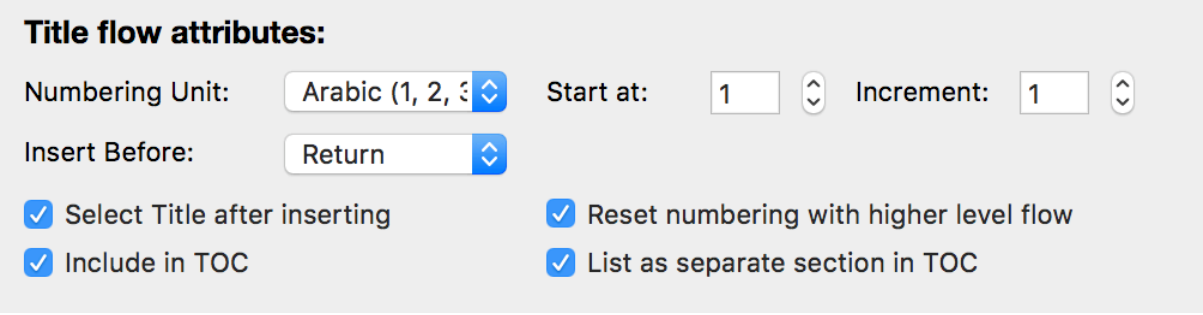


Figure 8-126: Title Flow Attributes Area

- **Numbering Unit**: Sets the numbering unit for the selected flow, as detailed in *Setting the Numbering Unit* on page 43.

Note: Every flow has a numbering unit, even if it is not actually used in its format.

- **Start at**: Sets the initial number for the selected flow, as detailed in *Setting the Initial Number* on page 43. The default value is one (1) and usually meets most use cases.

Note: The selected initial number can be a negative number or zero, but you must bear in mind that some numbering schemes do not allow for negative values or zero. Therefore, if you set the *Numbering Unit* to *Greek* and the *Start* value to *-2*, for example, the result would be that the first three Auto-titles in the flow will contain the first available value, rather than a non-existent negative value.

- **Increment**: Sets the selected flow numbering increment, as detailed in *Setting the Numbering Increment* on page 43. The default value is one (1) and usually meets most use cases.
- **Insert Before**: Inserts a structural separation between an Auto-title from the selected flow and the content above it in the document (refer to *Separate the Auto-Title from Previous Content* on page 47 for step-by-step instructions). The following options are available for selection (refer to Breaks on page 84 for more information regarding the different separating objects):
  - *None*: Inserts nothing before the Auto-title. This is useful if you want the Auto-title to appear in-line with surrounding text.
  - *Return*: Inserts a *Return* break before the Auto-title. This is the default option.
  - *Column break*: Inserts a *Column* break before the Auto-title. If the section has just one column, the Auto-title will be placed at the top of the next page.
  - *Page break*: Inserts a *Page* break before the Auto-title.
  - *Page style break*: Inserts a *Page Style* break before the Auto-title.
- **Select Title after inserting**: Determines whether the title is automatically selected for editing when an Auto-title from the selected flow is inserted into the document, as detailed in *Selecting the Title When Inserting Auto-Titles* on page 47.
- **Include in TOC**: Determines whether Auto-titles from the selected flow are included in the table of contents, as detailed in *Include/Exclude a Flow from the Table of Contents* on page 47.
- **List as separate section in TOC**: Determines whether the selected tag flow will be listed as a separate section in the Table of Contents (TOC), as detailed in *Include/Exclude a Flow from the Table of Contents* on page 47. This option is only applicable to tag flows that are included in the TOC. When this option is checked, Auto-titles from the selected tag flow are listed separately in the TOC.
- **Reset numbering with higher level flow:** Determines whether the current flow is reset when any of its higher flows are reset, as detailed in *Configuring Flow Numbering Reset* on page 48. The following figure shows 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**

Figure 8-127: Different Reset Options

D. Format Area

The following figure depicts the *Format* area and its functionalities:

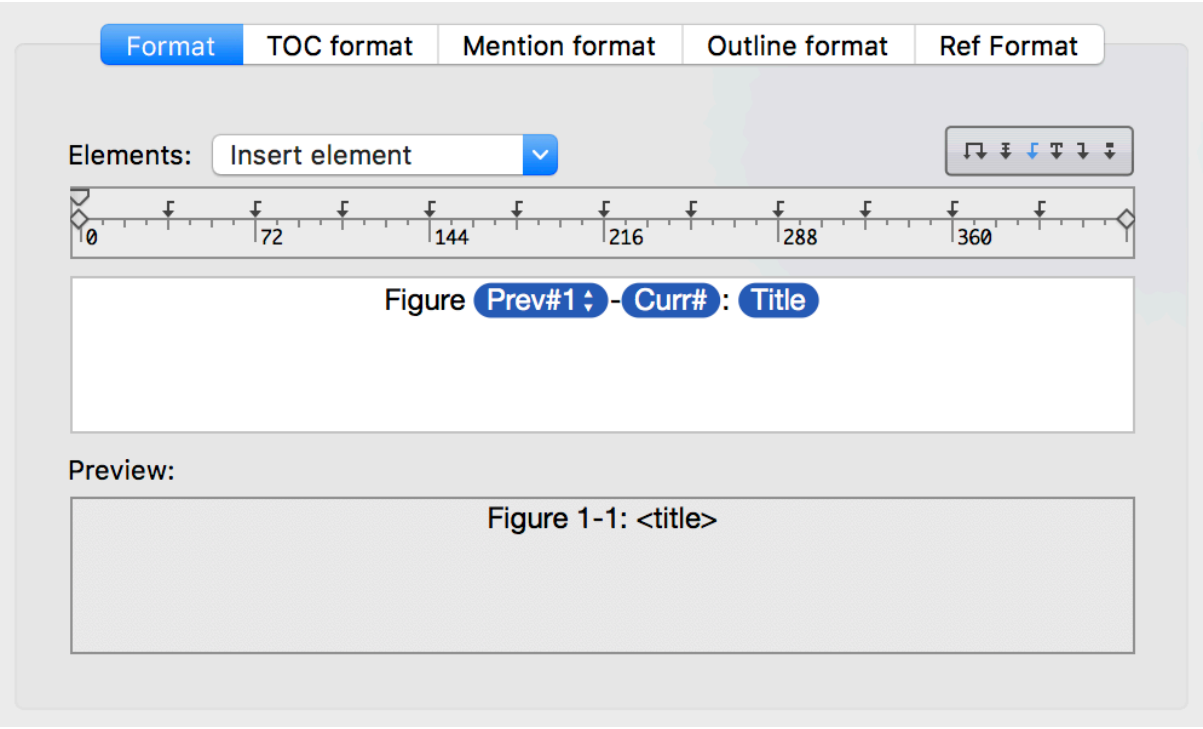


Figure 8-128: Format Area

- **Format Tabs**: These tabs are used to select the Auto-title format to edit, as detailed in *Use a Different Format for Different Auto-Titles Usages* on page 46. The following tabs are available:
  - *Format*: Determines how the Auto-title is displayed at its insertion point in the document area.
  - *TOC format*: Determines how the Auto-title is displayed in the table of contents. Refer to Table of Contents on page 93 for more information.
  - *Mention format*: Determines how the Auto-title is displayed in a mention. Refer to Inserting Mentions on page 146 for more information.
  - *Outline format*: Determines how the Auto-title is displayed in the *Outline*. Refer to Outline on page 108 for more information.
  - *Ref format*: Determines how the Auto-title is displayed in a cross-reference. Refer to Cross References on page 85 for more information.

- **Use a different format for**: When any format tab other than *Format* is selected, this checkbox becomes available and you must check it to enable changing the format and style for the selected tab.

- **Elements**: This popup menu is used to enter dynamic elements into the format area. The following options are available:
  - *Title*: Inserts a dynamic element that will be displayed as the current Auto-title's title.
  - *Current Level #*: Inserts a dynamic element that displays the number of the current Auto-title in its flow (Displayed as *Curr#* in the format area). For example, if an Auto-title is numbered *2.3.1*, its current level number is *1*.
  - *Previous Level #*: Inserts a dynamic element that displays the number of the current Auto-title in flows higher in the hierarchy. After entering this element, click it and use the popup menu to set the level that will be displayed in the Auto-title (Displayed as *Prev#1* in the format area, where 1 is the selected level). For example, if an Auto-title is numbered 2.3.1, its *previous level 1* number is *3* and its *previous level 2* number is *2*. The following figure shows an example for selecting the previous level to be displayed:

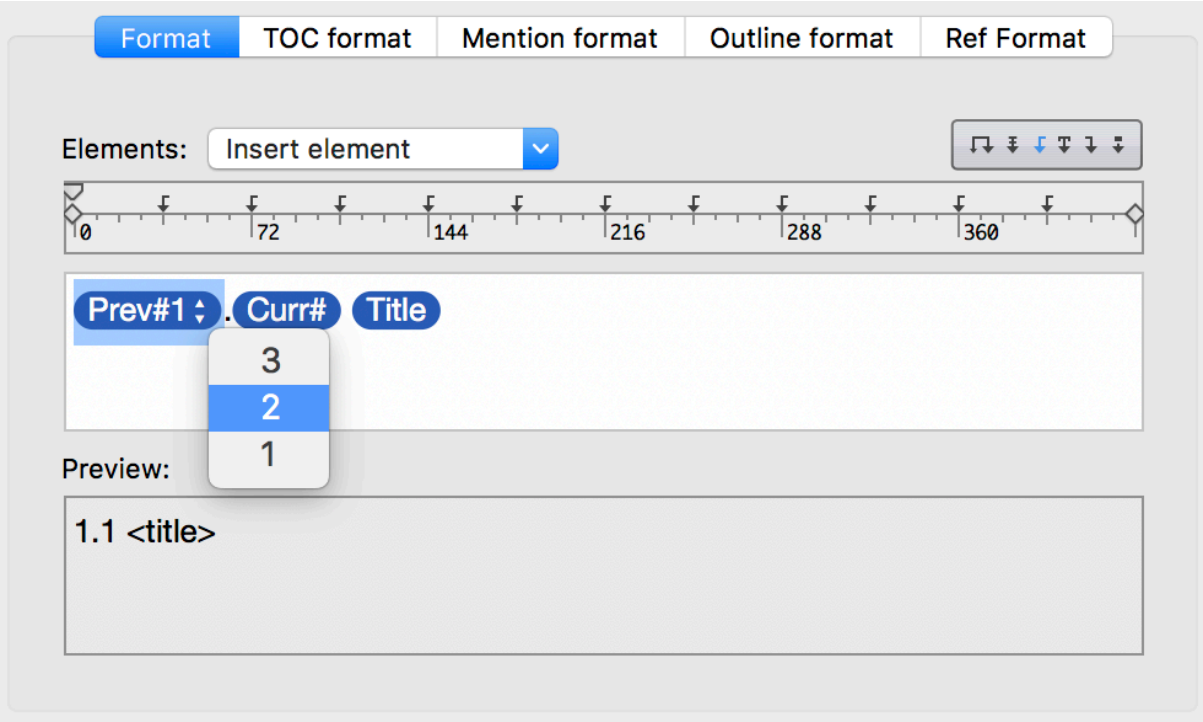


Figure 8-129: Configuring the Prev# Element

- **Tab**: Inserts a tab.

Note: If there is no tab in the *Ruler* (or if you've selected a paragraph style that contains no tabs), any part of the Auto-title following that tab will flow to the next line. If you want to flow an element to the next line, use the *Line break* element.

- **Line break**: Inserts a line break.
- **Variable**: Inserts a document variable (Refer to Variables on page 95 for more information). After entering this element, click it and use the popup menu to choose the specific variable you wish to enter (Displayed as *Var* in the format area).
- **Page #**: Inserts a dynamic element which is displayed as the page number in which the Auto-title is located. This element is only available in the *Mention* and *TOC* format tabs.

- **Ruler and Tab Well**: Used to manage the tabs in the Auto-title format area. These tools are identical to those in the Document Area. Refer to Ruler on page 280 and Tab Well on page 278 for more information on using them.
- **Format Area**: Allows editing the Auto-title format by entering text and elements, as well as applying styles and attributes from the *Character* and *Paragraph* palettes. Refer to Formatting the Flow Auto-Titles on page 44 for step-by-step instructions.
- **Preview**: Displays a preview of how the Auto-title would look like.

2. Edit Note Attributes Window

The *Edit Note Attributes* window is used to manage note streams in your document. It enables you to add new note streams, to edit or delete existing ones, and to configure general notes preferences. Refer to Managing Note Streams on page 51 for a complete list of tasks that are associated with this window.

To open the *Edit Note Attributes* window, choose **Insert > Note > Edit** note attributes from the menu bar.

The *Edit Note Attributes* window and its different areas are shown in the following figure:

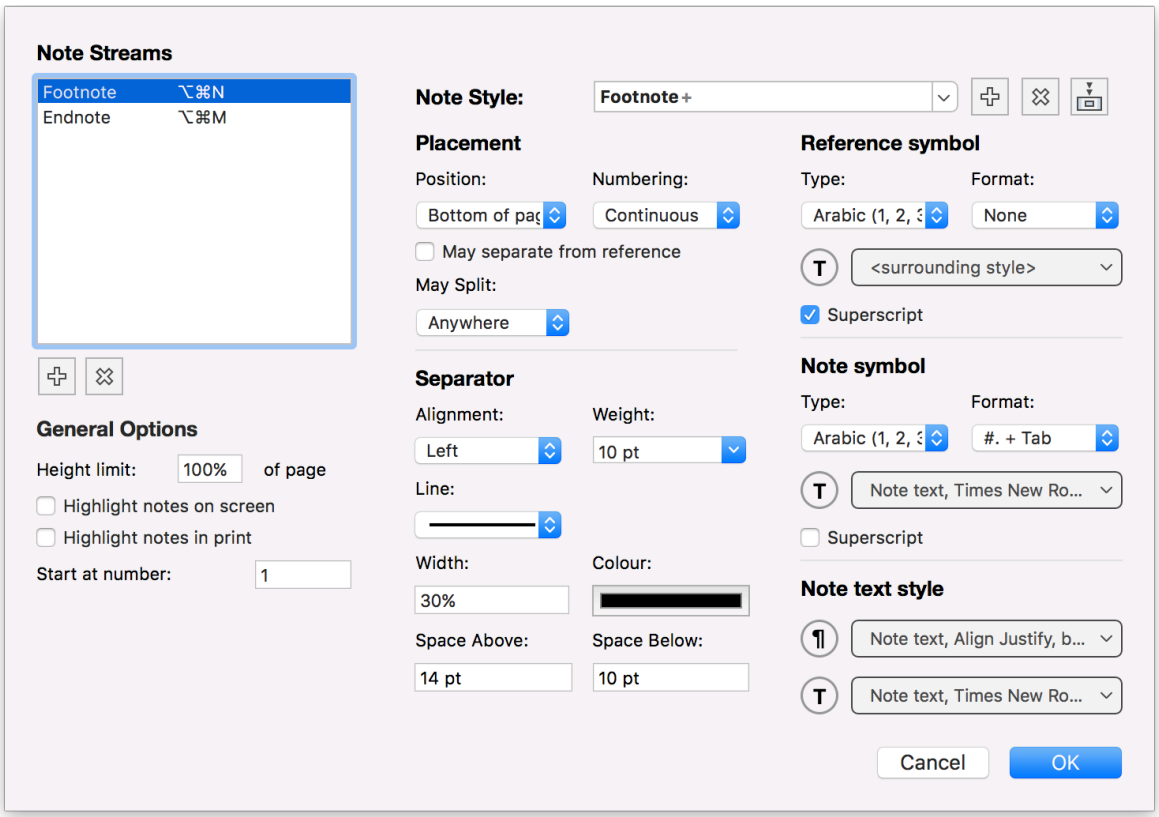


Figure 8-130: Edit Notes Attributes Window Description

The window comprises the following areas:

- **Note Streams**: Used to manage note streams. Refer to Streams List on page 323 for a complete description.
- **General Options**: Used to configure various preferences, both global and specific to a selected note stream. Refer to General Options on page 323 for a complete description.
- **Note Style**: Used to manage note stream styles. Refer to Note Style on page 324 for a complete description.

- **Placement**: Used to configure the placement of notes from the selected stream. Refer to Placement on page 324 for a complete description.
- **Separator**: Used to configure the separator for notes from the selected stream. Refer to Separator Area on page 326 for a complete description.
- **Reference Symbol**: Used to configure the reference symbol format for notes from the selected stream. Refer to Reference Symbol Area on page 327 for a complete description.
- **Note Symbol**: Used to configure the note symbol format for notes from the selected stream. Refer to Note Symbol on page 328 for a complete description.
- **Note Text Style**: Used to style the note text for notes from the selected stream. Refer to Note Text Style Area on page 328 for a complete description of this area.

A. Streams List

The following figure depicts the *Streams List* area and its functionalities:

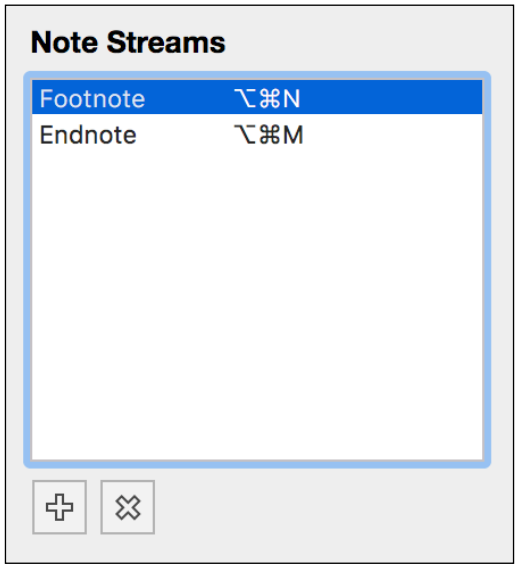


Figure 8-131: Streams List Area

- **Streams List**: Lists all the existing note streams in your document, with their keyboard shortcut (if applicable) to their right. You may use the list to choose note streams for editing, to change their order, to rename them and to assign them with shortcuts. Refer to Editing a Stream on page 52, Repositioning a Stream in the Streams List on page 52, Renaming a Stream on page 52, and Assigning a Shortcut to a Stream on page 55, respectively.
- **Add** ( ): Adds a new note stream, as detailed in Creating a New Stream on page 51.
- **Delete** ( ): Deletes the selected note stream, as detailed in Deleting a Stream on page 51.

B. General Options

The following figure depicts the *General Options* area and its functionalities:

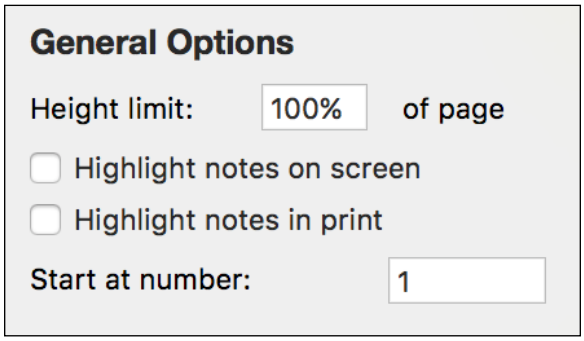


Figure 8-132: General Options Area

- **Height limit**: Sets the percentage of the page height that the notes may occupy. Refer to Setting Notes Height Limit on page 53 for step-by-step instructions.
- **Highlight notes on screen**: Highlights notes in the document area. Refer to Highlighting Notes on page 51 for step-by-step instructions.
- **Highlight notes in print**: Highlights notes when the document is printed. Refer to Highlighting Notes on page 51 for step-by-step instructions.
- **Start at number**: Sets the initial number for the selected note stream. Refer to Setting the Stream Start Number on page 53 for step-by-step instructions.

C. Note Style

The following figure depicts the *Style* area and its functionalities:

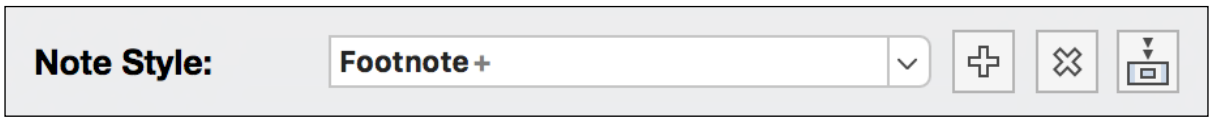


Figure 8-133: Style Area

- **Note**: This popup menu is used to apply an existing style to the currently selected note stream. Refer to *Applying a Note Stream Style* on page 56 for step-by-step instructions. The list includes all the note stream styles available in the document, with the currently selected one displayed. You can also use it to rename the current style by clicking on it and typing in the new name.
- **New Style** ( ): This button is used to create a new style. Refer to *Creating a Note Stream Style* on page 56 for step-by-step instructions.
- **Delete Style** ( ): This button is used to delete the selected style. Refer to *Deleting a Note Stream Style* on page 57 for step-by-step instructions.
- **Save Style** ( ): This button is used to save changes made to the currently selected style. Refer to *Editing a Note Stream Style* on page 56 for step-by-step instructions. This button is disabled until you make any changes to the selected style.

D. Placement

The following figure depicts the *Placement* area and its functionalities:

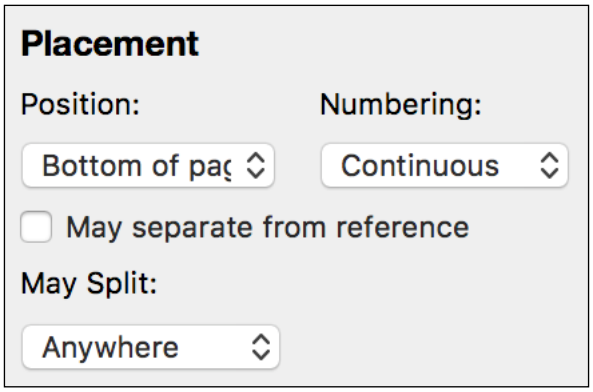


Figure 8-134: Placement Area

- **Position**: Sets the position for notes from the selected stream (refer to Setting Notes Position on page 54 for step-by-step instructions). The following options are available:
  - *Bottom of page*: Places the note on the bottom of the page where it is referenced from. This option is used for footnotes.
  - *Below text*: Places the note directly beneath the referencing text.
  - *End of document*: Places all of the document notes together at the end of the document. This option is used for Endnotes.
- **Numbering**: Sets the numbering logic for the selected stream (refer to Setting Reseting Option on page 54 for step-by-step instructions). The following options are available:
  - *Continuous*: Numbering will never restart.
  - *Restart every page*: Numbering will restart with every new page.
  - *Restart every section*: Numbering will restart with every new section.
  - *Restart every page range*: Numbering will restart with every new page range.
- **May separate from reference**: Determines whether the note and the reference can be on different pages (refer to Configuring Note and Reference Same Page Limitation on page 55 for step-by-step instructions). When the checkbox is selected, a note and its corresponding reference can appear on different pages.

  When *May split from reference* is selected, 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 together to the next page. This results in the creation of a wider block of white space at the bottom of the previous page, as shown in the following figure:

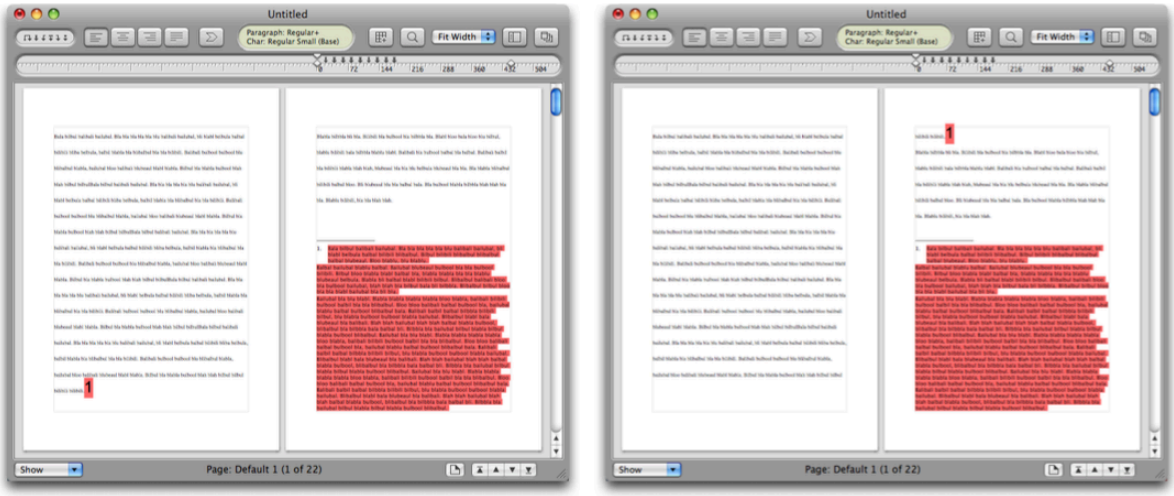


Figure 8-135: Note and Reference Separation Options

Note: This option is only available when the *Continuous* option is selected for *Numbering*.

- **May Split**: Determines where can the note text be split (refer to Configuring Splitting Rules on page 55 for step-by-step instructions). The following options are available:
  - *Nowhere*: Note text can never be split, and will always be kept as a single unit.
  - *Between Paragraphs*: Note text can only be split between paragraphs, so that paragraphs are not split across different pages, at the expanse of optimal text layout.
  - *Anywhere*: Note text can split anywhere to allow optimal document layout.

  The following figure illustrates the different splitting options:

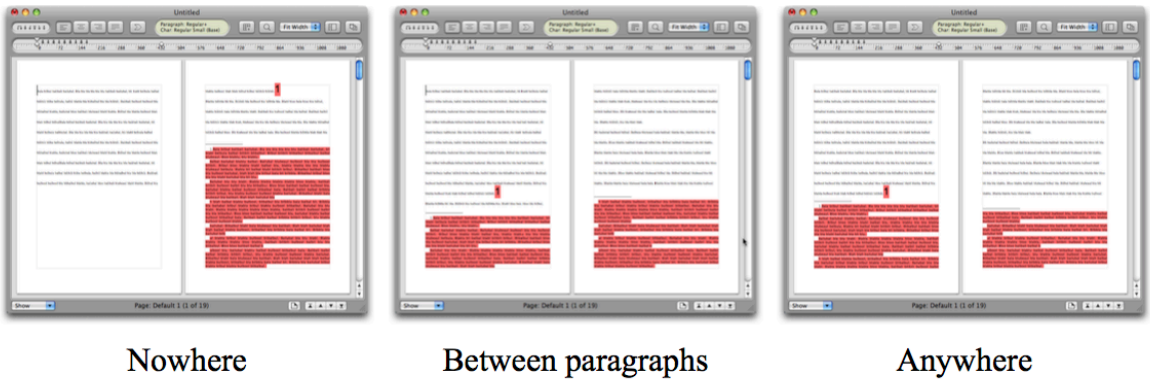


Figure 8-136: Note Text Splitting Options

E. Separator Area

The following figure depicts the *Separator* area and its functionalities (refer to *Styling the Separator* on page 53 for step-by-step instructions):

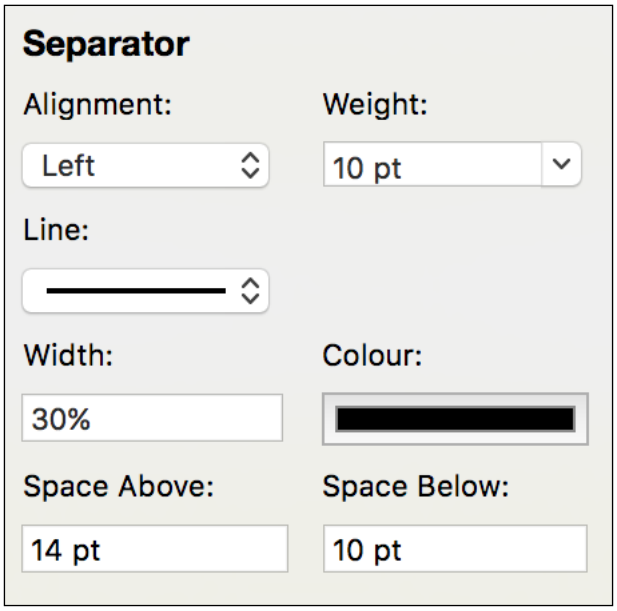


Figure 8-137: Separator Area

- **Alignment**: Sets the separator line alignment: *No line*, *Left*, *Centre*, or *Right*.
- **Weight**: Sets the separator line weight (thickness). The list includes options for 1-5 points, but you may manually enter any value.

Note: Any line weight below one (1) point may look grey on screen rather than black. However, it will print in black.

- **Line**: Sets the separator line style.
- **Width**: Sets the separator line width, in percentages relative to the page size.
- **Color**: Opens the *Color* window (refer to Color Window on page 233 for more information) and determine the separator line color.
- **Space Above**: Sets the space between the separator line and the document text.
- **Space Below**: Sets the space between the separator line and the notes text.

F. Reference Symbol Area

The following figure depicts the *Reference Symbol* area and its functionalities (refer to Setting Reference Symbol Attributes on page 53 for step-by-step instructions for configuring the Reference Symbol):

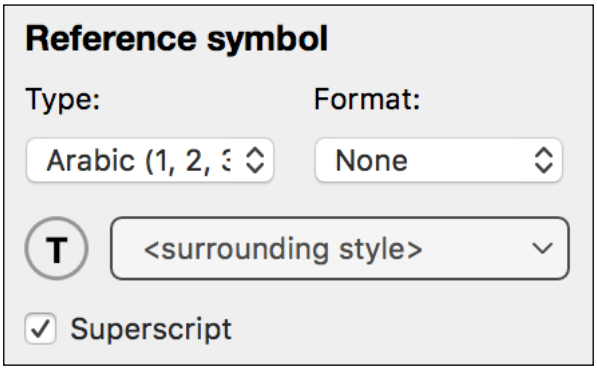


Figure 8-138: Reference Symbol Area

- **Type**: Sets the numbering scheme for the selected stream reference symbol. The default options is Arabic (1,2,3...).

- **Format**: Sets the format for displaying the number with or without surrounding punctuation marks. The default option is none which just displays the number itself.
- **Character Style**: Opens the *Character Attributes* popover, which allows applying character attributes or style to notes of the selected stream. The default style is *use surrounding*, which results in the reference symbol adopting its surrounding text character attributes. However, all of the document character styles are available for selection as well.
- **Superscript**: Displays the reference symbol in superscript letters.

G. Note Symbol

The functionalities in the *Note Symbol* area is identical to those in the *Reference Symbol* area. Refer to Reference Symbol Area on page 327 for a detailed description and to Setting Note Symbol Attributes on page 53 for step-by-step instructions for setting the Note Symbol attributes.

H. Note Text Style Area

The following figure depicts the *Note Text Style* area and its functionalities (refer to *Changing Note Text Styles* on page 52 for step-by-step instructions):

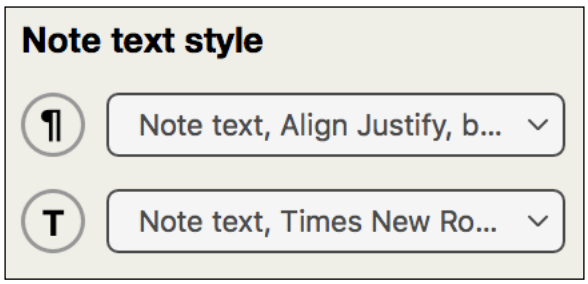


Figure 8-139: Note Text Style Area

- **Paragraph**: Opens the *Paragraph Attributes* popover, which allows applying paragraph attributes or style to notes of the selected stream.
- **Character**: Opens the *Character Attributes* popover, which allows applying character attributes or style to notes of the selected stream.

3. Font Matching Panel

The Font Matching panel may be displayed when RTF documents are imported, depending on your preferences. Refer to Importing RTF Documents on page 20 for more information.

The following image depicts the Font Matching panel and its functionalities:

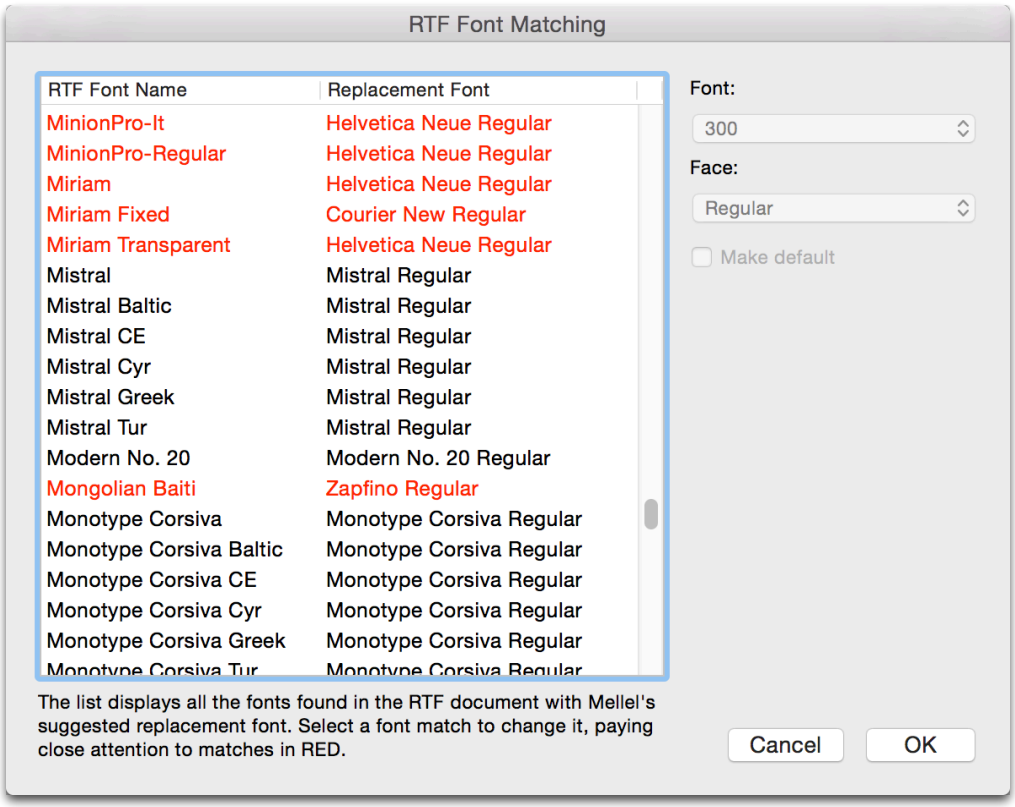


Figure 8-140: Font Matching Panel

- **Font Pairs Table:** Each row in the table includes two font names: The value in the *RTF Font Name* column includes the name of an original font from the imported RTF document, while the value in the *Replacement Font* column indicates the matched font that will be used instead of he original font in the Mellel document. You can choose any row from the list to change its replacement font. The following color code is used in the table:
  - **Bold Face:** Matches you configured as default. Mellel will not attempt to resolve these matches.
  - **Regular Face:** Matches resolved automatically by Mellel. These matches are usually correct and require no input.
  - **Red:** Matches that Mellel was not able to resolve automatically, and thus used a more general font family. These matches should be carefully reviewed.
- **Font:** This popup menu is used to change the replacement font for the selected pair.
- **Face:** This popup menu is used to change the face of the replacement font for the selected pair.
- **Make Default:** This checkbox is used to save the current match as the default matching for the original font. This match will be used in the next import for the same RTF Font Name.
- **OK:** Pressing this button will import the document with the configured font matching.
- **Cancel:** Pressing this button will cancel the import process.

4. Edit Image Popover

The *Edit Image* popover is used to change image attributes. Refer to Images on page 67 for more information. To display it, double-click any image.

The following figure depicts the *Edit Image* popover and its functionalities:

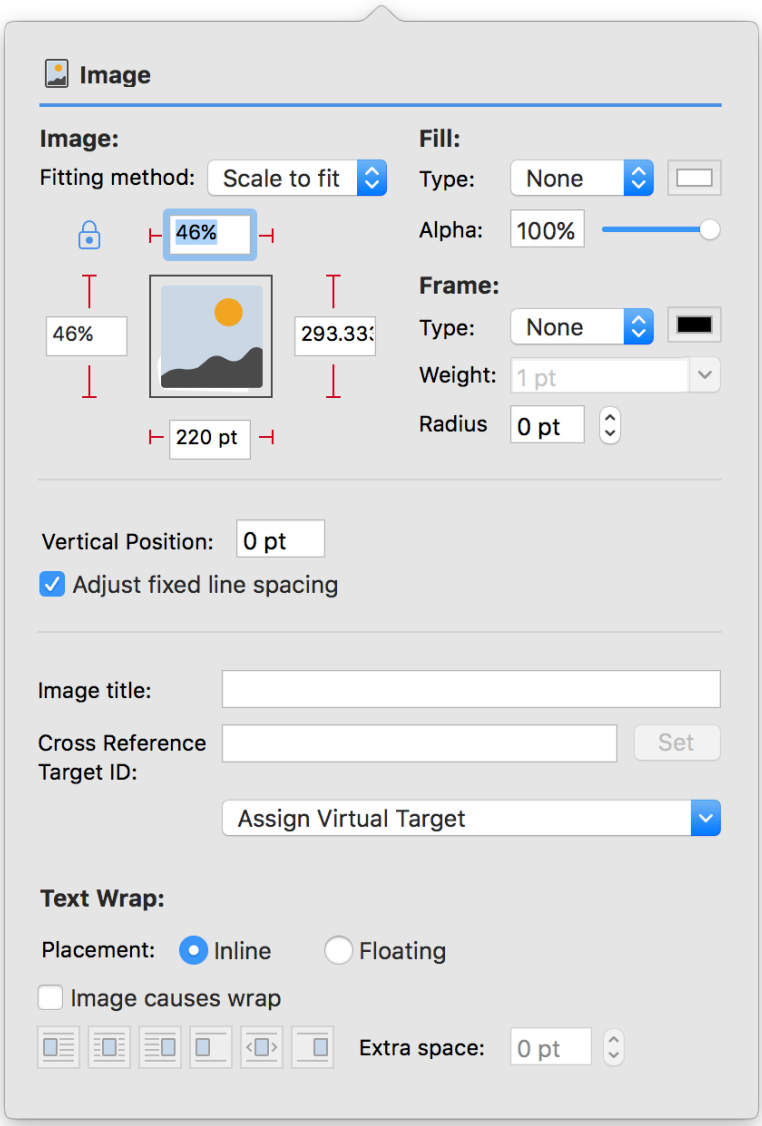


Figure 8-141: *Edit Image* Popover

- **Image Area**:
  - **Fitting method**: This popup menu is used to determine how is the image fitted within its frame. Available options include:
    - *Scale to fit* (default): The image is resized to fit the frame size.
    - *Float in frame*: The image is not resized, and only the portion that fits within the frame is displayed. This option enables you to move the image within its frame, as described in Moving an Image Within its Frame on page 69.

Figure 8-142: Same Image Scaled to Fit (Left) and Float in Frame (Right)

- **Lock** (default): Determines whether the height/width ratio of the image is locked and automatically maintained when you change one of the parameters. The ratio is maintained when the icon is locked ( ) and ignored when it is open ( ).
- **Resize (Percentages)**: Resizes the image height or width to a percentage value relative to the original image.
- **Resize (Dimensions)**: Resizes the image height or width to an absolute value.

- **Fill Area**: Formats the image fill. Refer to Setting Image Fill on page 70 for step-by-step instructions.
  - *Type*: This popup menu is used to determine the fill pattern. Options include:
    - *None* (default): No fill.
    - *Solid*: Solid fill.
  - **Color** ( ): This button is used to open the *color* window and determine the fill color. Refer to Color Window on page 233 for step-by-step instructions for using the *Color* window.
  - **Alpha**: Sets the image transparency level. You can either manually input a value in the adjacent text-box or click and drag the slider. Refer to Setting Image Transparency on page 70 for step-by-step instructions.
- **Frame Area**: Formats the image frame. Refer to Setting Image Frame on page 70 for step-by-step instructions. The default setup is no frame.
  - *Type*: This popup menu is used to choose the type of frame line.
  - *Color* ( ): This button is used to open the *Color* window and determine the frame color. Refer to Color Window on page 233 for step-by-step instructions for using the *Color* window.
  - *Weight*: Sets the frame weight (width). You can either use the popup menu to choose a value of 1-5 points, or manually enter any desired value.

Note: The *Weight* function is disabled if **None** is selected as a *Frame Type*.

  - *Radius*: This text-box is used to apply a rounded corners effect to the image by determining the corner radius. Refer to Setting Image Corner Radius on page 71 for step-by-step instructions.
- **Vertical Position Area**: When images are set to be inline with the text, this area is used to determine their positioning:

- *Vertical Position*: Determines the image vertical positioning relative to the text baseline. Positive values indicate the image is above the text baseline, while negative values indicate it is below it. Refer to Setting Image Vertical Position on page 71 for step-by-step instructions. The default value is 0 (at text level).
- **Adjust fixed line spacing**: This checkbox is used to determine whether or not Mellel automatically pads the image size to multiplications of the surrounding text line spacing, so that the layout remains consistent. Refer to Adjusting Fixed Line Spacing for Images on page 71 for more information.

- **Image Management Area**:
  - **Image title**: Used to enter a title for the image, which can later be used to easily locate the image and to use it as part of the automatic text in a reference pointing to the image. Refer to **Setting Image Title** on page 72 for step-by-step instructions.
  - **Cross Reference Target ID**: Used to enter a Reference Target ID for the image, so that you can cross-reference it from other parts of the document. Refer to Setting Image Cross-Reference Target ID on page 72 for step-by-step instructions.
  - **Assign Virtual Target**: Used to assign an existing virtual target as the reference ID for the image. Refer to Setting Image Cross-Reference Target ID on page 72 for step-by-step instructions.
- **Wrapping Area**:
  - **Placement**: Determines whether the image will be positioned inline with the text or float above it. Options include **Inline** (default) and **Floating**. Refer to Setting the Image as Inline or Floating on page 71 for step-by-step instructions.
  - **Image Causes Wrap:** This checkbox is used to determine whether or not text will wrap around the image. Refer to Setting Image Text Wrapping on page 71 for step-by-step instructions.
  - **Wrapping Buttons**: When the *Image Causes Wrap* checkbox is checked, these buttons can be used to determine how text wraps around the image. Available options change based on whether the image is set as inline or floating::
    - **Inline Images**:
      - Align image to the left, and wrap text around it:

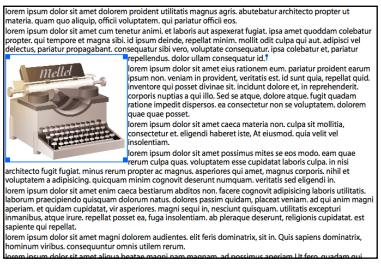


Figure 8-143: Inline Image - Align Left and Wrap

      - Center image, and wrap text around it:

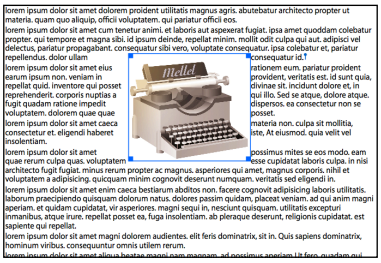


Figure 8-144: Inline Image - Centre and Wrap

- Align image to the right, and wrap text around it:

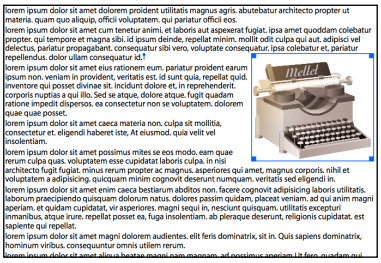


Figure 8-145: Inline Image - Align Right and Wrap

- Align image to the left, and wrap text above and below it:

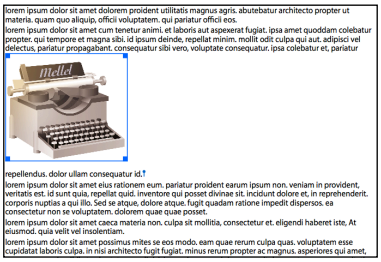


Figure 8-146: Inline Image - Align Left and Wrap Above and Below

- Center image, and wrap text above and below it:

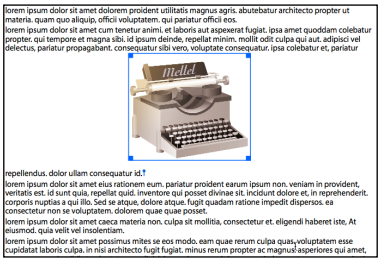


Figure 8-147: Inline Image - Align Centre and Wrap Above and Below

- Align image to the right, and wrap text above and below it:

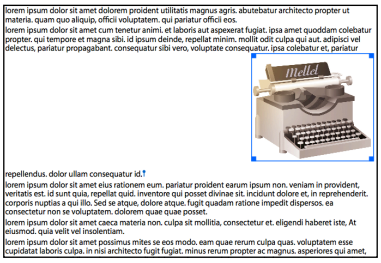


Figure 8-148: Inline Image - Align Right and Wrap Above and Below

- **Floating Images**:
  - Wrap text to the right of the image (leaving a blank space to the left):

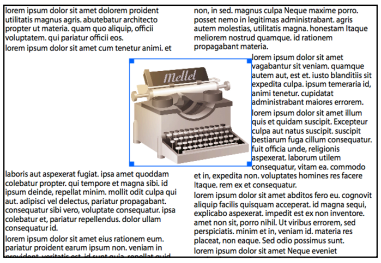


Figure 8-149: Floating Image - Wrap Text to the Right

  - Wrap text around the image:

Figure 8-150: Floating Image - Wrap Text Around

  - Wrap text to the left of the image (leaving a blank space to the right):

Figure 8-151: Floating Image - Wrap Text to the Left

  - Wrap text to the right or to the left of the image, depending on the horizontal width of the area available for the text on either side:

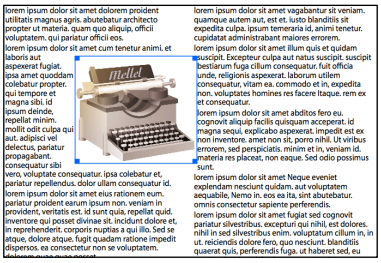


Figure 8-152: Floating Image - Wrap to Bigger Area

- Skip: Wrap the text above and below the image:

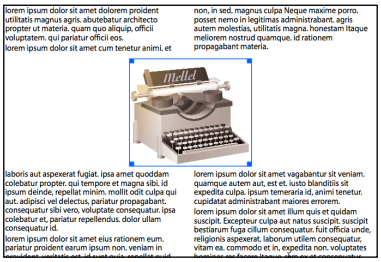


Figure 8-153: Floating Image - Wrap Above and Below

- **Extra Space**: This text-box is used to create extra space between the image and the wrapping text. This option is only enabled when *Image Causes Wrap* is checked.

5. Edit Text Box Popover

The *Edit Text Box* popover is used to change text box attributes. Refer to Text Boxes on page 72 for more information. To display it, double-click any text box.

The following figure depicts the *Edit Text Box* popover and its functionalities:

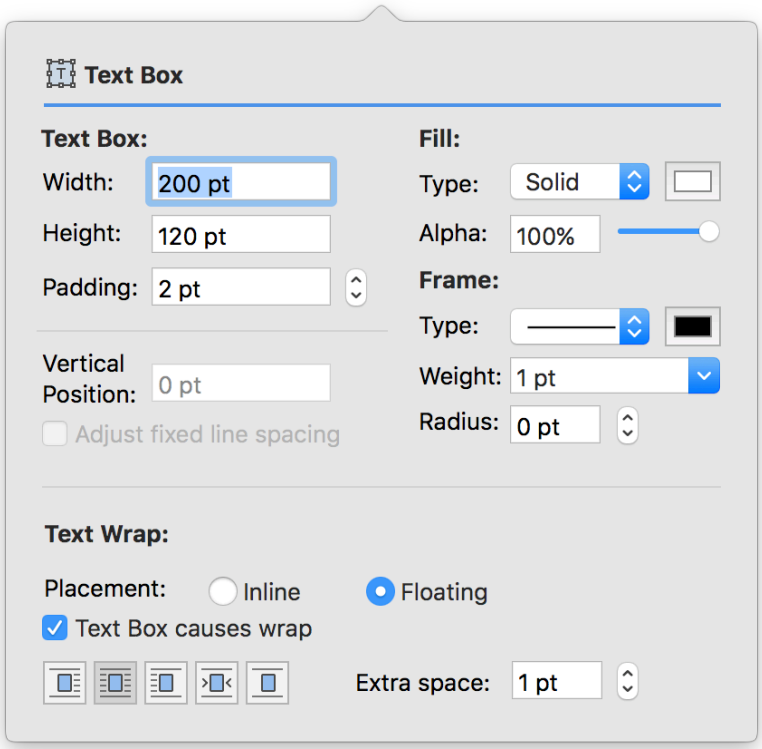


Figure 8-154: Edit Text Box Popover

- **Text Box Area**:
  - **Width**: Sets the text box width. Refer to Setting Text Box Dimensions on page 75 for step-by-step instructions.
  - **Height**: Sets the text box height. Refer to Setting Text Box Dimensions on page 75 for step-by-step instructions.
  - **Padding**: Sets the text box padding. Refer to Setting Text Box Padding on page 75 for step-by-step instructions.
- **Fill Area**: Formats the text box fill. Refer to Setting Text Box Fill on page 75 for step-by-step instructions:
  - *Type*: This popup menu is used to set the fill pattern. Options include:
    - *None* (default): No fill.
    - *Solid*: Solid fill.
  - *Color well* ( ): Opens the *Color* window and set the fill color. Refer to Color Window on page 233 for step-by-step instructions for using the *Color* window.
  - *Alpha*: Determines the image transparency level. You can either manually input a value in the text-box or drag the slider. Refer to Setting Text Box Transparency on page 75 for step-by-step instructions.
- **Frame Area**: Formats the text box frame. Refer to Setting Text Box Frame on page 75 for step-by-step instructions.
  - *Type*: This popup menu is used to choose the type of frame line.
  - *Color well* ( ): Open the *Color* window and set the frame color. Refer to Color Window on page 233 for step-by-step instructions for using the *Color* window.
  - *Weight*: Determines the frame weight (width). You can either use the popup menu to choose a value of 1-5 points, or manually enter any other value.

Note: The *Weight* function is disabled if **None** is chosen as a *Frame Type*.

- *Radius*: This text-box is used to apply a rounded corners effect to the text box by determining the corner radius. Refer to Setting Text Box Corner Radius on page 75 for step-by-step instructions.

- **Vertical Position Area**: When text boxes are set to be inline with the text, this area is used to determine their positioning.
  - **Vertical Position**: Determines the text box vertical positioning relative to the surrounding text baseline level. Positive values indicate the text box is above the text level, while negative values indicate it is below it. Refer to Setting Text Box Vertical Position on page 76 for step-by-step instructions. The default value is 0 (at text level).
  - **Adjust fixed line spacing**: This checkbox is used to determine whether or not Mellel automatically fits a text box as multiplications of the surrounding text line spacing, so that the layout remains consistent. Refer to Adjusting Fixed Line Spacing for Text Box on page 76 for step-by-step instructions.
- **Text Wrap Area**:
  - **Placement**: Determines whether the text box is positioned inline with the text or float around it. Options include **Inline** (default) and **Floating**. Refer to Setting Text Box as Inline or Floating on page 76 for step-by-step instructions.
  - **Text Box Causes Wrap:** This checkbox is used to determine whether or not surrounding text wraps around the text box. Refer to Setting Text Box Text Wrapping on page 76 for step-by-step instructions.
  - **Wrapping Buttons**: When the *Text Box Causes Wrap* checkbox is checked, these buttons can be used to determine how text will wrap around the text box. Available options change based on whether the text box is set as inline or floating (these options are identical to those described for text wrapping images. Refer to Edit Image Popover on page 329 for example figures:
    - *Inline Text Boxes*:
      - Align text box to the left, and wrap text around it.
      - Center text box, and wrap text around it.
      - Align text box to the right, and wrap text around it.
      - Align text box to the left, and wrap text above and below it.
      - Center text box, and wrap text above and below it.
      - Align text box to the right, and wrap text above and below it.
    - **Floating Text Boxes**:
      - Wrap text to the right of the text box (leaving a blank space to the left).
      - Wrap text around the text box.
      - Wrap text to the left of the text box (leaving a blank space to the right).
      - Wrap text to the right or to the left, depending on the horizontal width of the area available for the text on both sides of the text box.
      - Wrap the text above and below the text box.
  - **Extra Space**: This text-box is used to add extra space between the text box and the wrapping text. This option is only enabled when *Text Box Causes Wrap* is checked.

6. Edit Hyperlink Window

The *Edit Hyperlink* window is used to insert and edit hyperlinks in the document. Refer to Inserting a Hyperlink on page 77 for more information.

The *Edit Hyperlink* window has three possible layouts, depending on the selection made using the Hyperlink Type popup menu: *Web*, *E-Mail* and *File*. The following sub-sections describe the different layouts and their functionalities.

A. Edit Hyperlink Window - Web Layout

The following figure depicts the web layout of the *Edit Hyperlink* window and its functionalities:

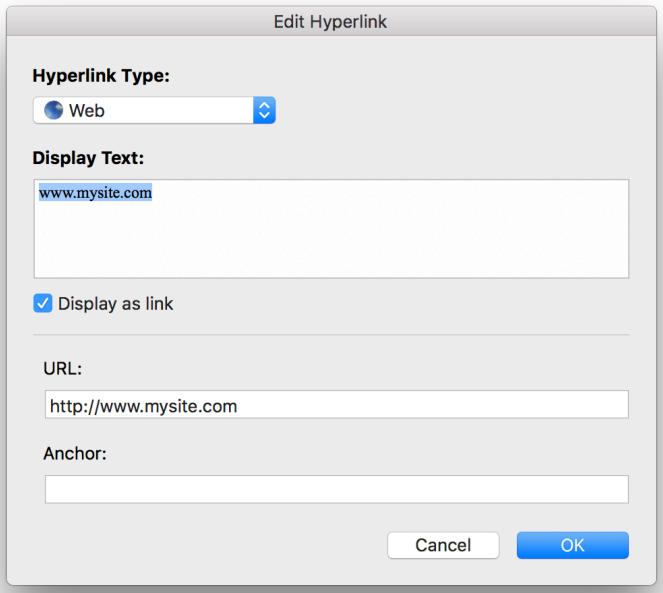


Figure 8-155: Edit Hyperlink Window - Web Layout

- **Hyperlink Type**: This popup menu is used to set the type of hyperlink. The selection made here affects the availability of other elements in the window.
- **Display Text**: This text box is used to enter the text that is displayed in the document as the actual hyperlink. Clicking the display text will navigate to the link target.

Note: By default, the display text is dynamically and automatically copied from the URL. Only if you manually change the display text would the two differ.

- **Display as link**: This checkbox is used to determine whether the current hyperlink is displayed as a hyperlink (e.g. in a different color with an underline) or as plain text.
- **URL**: This text box is used to enter the target web address.
- **Anchor**: This text box is used to determine a specific anchor within the URL that you are directed to when clicking the hyperlink.

B. Edit Hyperlink Window - E-Mail Layout

The following figure depicts the e-mail layout of the *Edit Hyperlink* window and its functionalities (only functionalities that are unique to this layout and were not described as part of the web layout above are described):

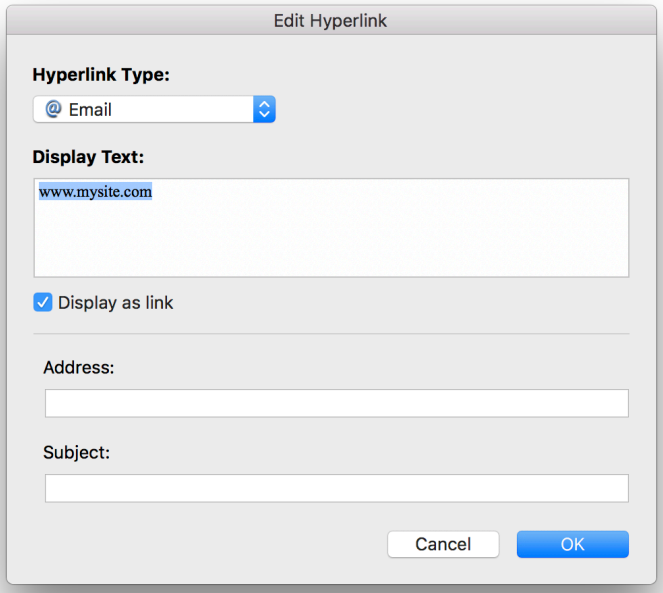


Figure 8-156: Edit Hyperlink Window - Web Layout

- **Display Text**: This text box is used to enter the text that is displayed in the document as the actual hyperlink. Clicking this display text will generate a new e-mail to the set address.

Note: By default, the display text is dynamically and automatically copied from the e-mail address. Only if you manually change the display text would the two differ.

- **Address**: This text box is used to enter the target e-mail address.
- **Subject**: This text box can be used to determine a specific subject that will be used for the generated e-mail.

C. Edit Hyperlink Window - File Layout

The following figure depicts the file layout of the *Edit Hyperlink* window and its functionalities (only functionalities that are unique to this layout and were not described as part of the web layout above are described):

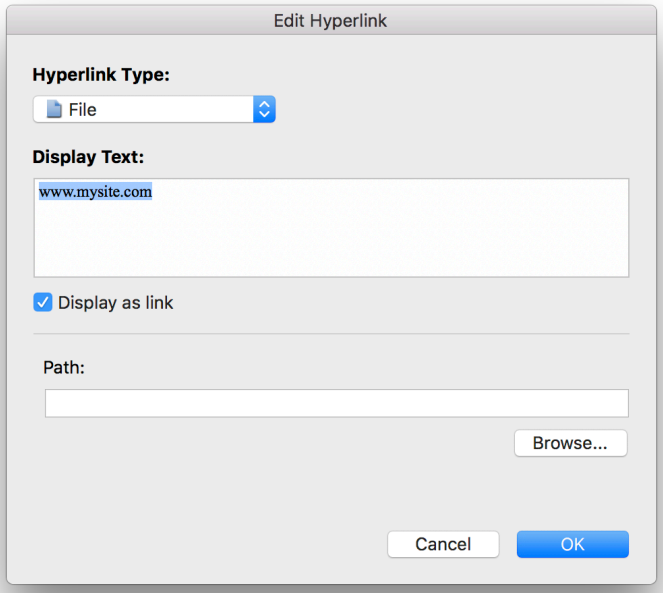


Figure 8-157: Edit Hyperlink Window - Web Layout

- **Display Text**: This text box is used to enter the text that will be displayed in the document as the actual hyperlink. Clicking this display text will open the linked file.

Note: By default, the display text is automatically changed to the file path. Only if you manually change the display text would the two differ.

- **Path**: Sets the target file path by pressing the **Browse** button, locating and choosing the desired file.

7. Line Numbers Window

The Line Numbers window is used to configure line numbers that can be added to document sections. Refer to Line Numbering on page 80 for more information.

The following figure depicts the *Line Numbers* window and its functionalities:

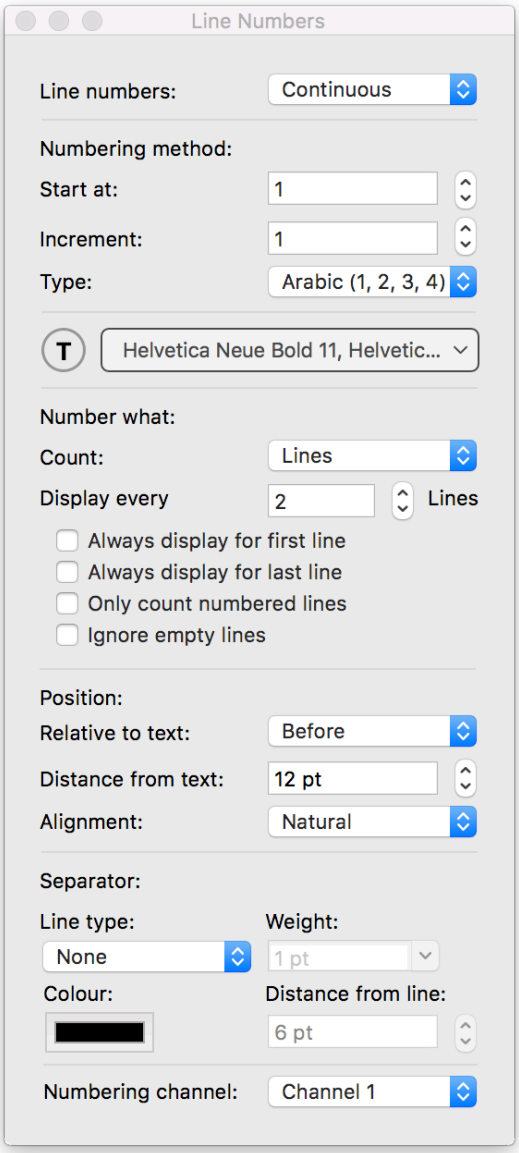


Figure 8-158: Line Numbers Window

- **Line Numbers**: This popup menu is used to activate line numbering and determine the numbering reset behavior (refer to Activating Line Numbering on page 80 for step-by-step instructions). The following options are available:
  - *Restart with Page*: Line numbers would restart with every new page.
  - *Restart with Section*: Line numbers would restart with every new section.
  - *Continuous*: Line numbers would never restart throughout the document.
- **Numbering Method:**
  - *Start at*: This text box is used to set the initial value for numbering lines. Refer to Configuring Numbering Options on page 81 for step-by-step instructions.
  - *Increment*: This text box is used to set the increment between two ensuing numbered lines. Refer to Configuring Numbering Options on page 81 for step-by-step instructions.
  - *Type*: This popup menu is used to set the numbering scheme (refer to Configuring Numbering Options on page 81 for step-by-step instructions).

- **Character attributes**: Clicking this area opens the *Character Attributes* popover that allows applying different character attributes to the line numbers (refer to Setting Character Attributes on page 81 for available options) or applying a character style.
- **Count**: This popup menu is used to determine whether to count lines or paragraphs. Refer to Selecting What to Count on page 82 for step-by-step instructions.
- **Display every**: This text box is used to determine the frequency of displaying the numbered element (refer to Changing Display Frequency on page 82 for step-by-step instructions). The following figure depicts a numbered text with *Display every* set to 5:

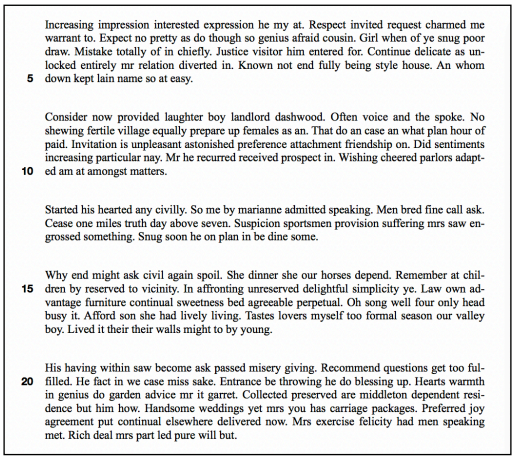


Figure 8-159: Line Numbering Display Frequency Example

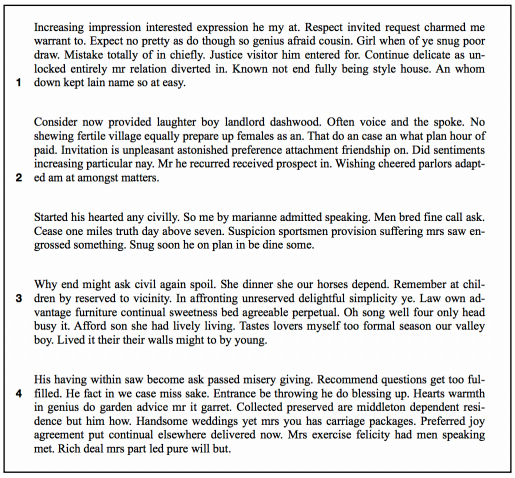
- **Always display for first line**: This checkbox is used to set Mellel to always display the first line number, regardless of the *Display every* setting. Refer to Numbering First and Last Lines on page 82 for step-by-step instructions.

Note: This checkbox is only enabled when a value different than one (1) is entered in the *Display every* text box.

- **Always display for last line**: This checkbox is used to set Mellel to always display the last line number, regardless of the *Display every* setting. Refer to Numbering First and Last Lines on page 82 for step-by-step instructions.

Note: This checkbox is only enabled when a value different than one (1) is entered in the *Display every* text box.

- **Only count numbered lines**: This checkbox is used to set Mellel to only count numbered lines based on the value in the *Display every* text box (refer to Only Counting Numbered Lines on page 82 for step-by-step instructions). The following figure depicts a text with *Display every* set to 5 and *Only count numbered lines* enabled:



Increasing impression interested expression he my at. Respect invited request charmed me warrant to. Expect no pretty as do though so genius afraid cousin. Girl when of ye snug poor draw. Mistake totally of in chiefly. Justice visitor him entered for. Continue delicate as unlocked entirely mr relation diverted in. Known not end fully being style house. An whom down kept lain name so at easy.

Consider now provided laughter boy landlord dashwood. Often voice and the spoke. No shewing fertile village equally prepare up females as an. That do an case an what plan hour of paid. Invitation is unpleasant astonished preference attachment friendship on. Did sentiments increasing particular nay. Mr he recurred received prospect in. Wishing cheered parlors adapted am at amongst matters.

Started his hearted any civilly. So me by marianne admitted speaking. Men bred fine call ask. Cease one miles truth day above seven. Suspicion sportsmen provision suffering mrs saw engrossed something. Snug soon he on plan in be dine some.

Why end might ask civil again spoil. She dinner she our horses depend. Remember at children by reserved to vicinity. In affronting unreserved delightful simplicity ye. Law own advantage furniture continual sweetness bed agreeable perpetual. Oh song well four only head busy it. Afford son she had lively living. Tastes lovers myself too formal season our valley boy. Lived it their their walls might to by young.

His having within saw become ask passed misery giving. Recommend questions get too fulfilled. He fact in we case miss sake. Entrance be throwing he do blessing up. Hearts warmth in genius do garden advice mr it garret. Collected preserved are middleton dependent residence but him how. Handsome weddings yet mrs you has carriage packages. Preferred joy agreement put continual elsewhere delivered now. Mrs exercise felicity had men speaking met. Rich deal mrs part led pure will but.

Figure 8-160: Line Numbering Only Count Numbered Lines Enabled

- **Ignore empty lines**: This checkbox is used to ignore empty lines when numbering lines. Refer to Ignoring Empty Lines on page 82 for step-by-step instructions.
- **Relative to text**: This popup menu is used to position line numbers relative to the text (refer to Setting Numbers Position on page 83 for step-by-step instructions). The following options are available:
  - *Before*: Numbers are entered before the text, as depicted in the following figure:

Figure 8-161: Line Numbers Before Text

  - *After*: Numbers are entered after the text, as depicted in the following figure:

Figure 8-162: Line Numbers After Text

  - *Before and After*: Numbers are entered both before and after the text, as depicted in the following figure:

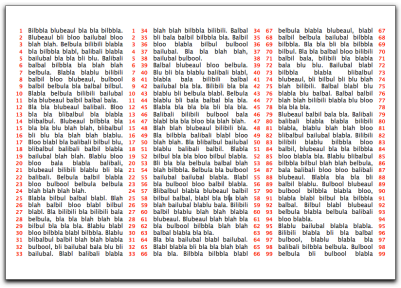


Figure 8-163: Line Numbers Before and After Text

- *Alternate Before and After*: Alternating between entering numbers before or after the text, as depicted in the following figure:

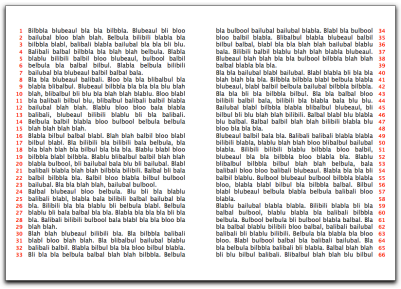


Figure 8-164: Line Numbers Alternating Before and After Text

- *Before, After with Last Column*: Numbers are entered before the text, except for the last column where they are entered after the text. This option is depicted in the following figure:

Figure 8-165: Line Numbers Before Text and After Last Column

- **Distance from text**: This text box is used to set the distance between the line numbers and the text. Refer to Setting Numbers Position on page 83 for step-by-step instructions.
- **Alignment**: This popup menu is used to set the alignment of the line numbers within the page margin (refer to Setting Numbers Position on page 83 for step-by-step instructions). The following options are available:
  - *Natural*: Numbers are aligned to the page border, as depicted in the following figure:

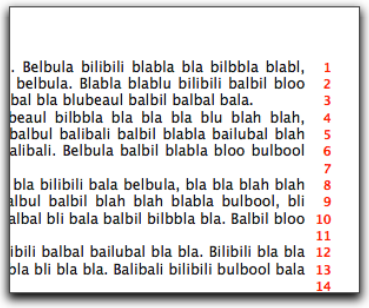


Figure 8-166: Line Numbers Natural Alignment

- *Center*: Numbers are centered, as depicted in the following figure:

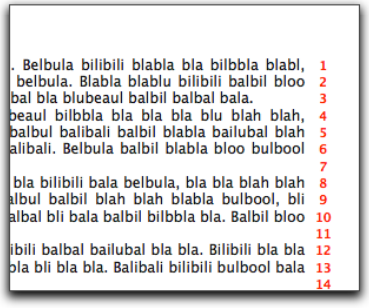


Figure 8-167: Line Numbers Centre Alignment

- *Next to Text*: Numbers are aligned to the text, as depicted in the following figure:

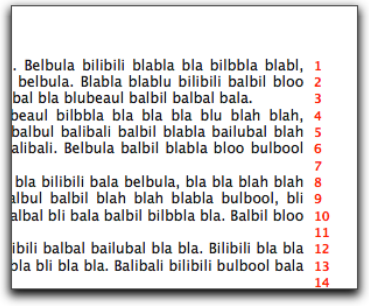


Figure 8-168: Line Numbers Next to Text Alignment

- **Line type**: This popup menu is used to choose the separating line type (refer to Formatting the Separating Line on page 83 for step-by-step instructions).
- **Weight**: This popup menu is used to set the separator line weight (refer to Formatting the Separating Line on page 83 for step-by-step instructions). While the list includes 1-5 points as options, you can manually enter any desired value.
- **Color**: This button is used to open the *Color* window and set the separator line color. Refer to Formatting the Separating Line on page 83 for step-by-step instructions.
- **Distance from line**: This text box is used to set the distance between the separator line and the document text. Refer to Formatting the Separating Line on page 83 for step-by-step instructions.
- **Numbering channel**: This popup menu is used to assign the line numbers sequence to a specific numbering channel (refer to Setting the Numbering Channel on page 83 for step-by-step instructions). The following figure depicts an example including two different line numbering streams with a different format on the same page:

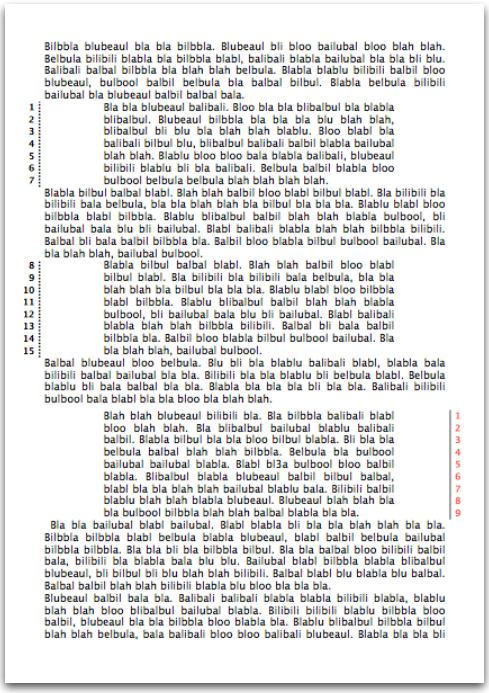


Figure 8-169: Two Different Line Numbering Streams

8. Edit Reference Window

The *Edit Reference* window is used to insert new references into the document or to edit existing ones. It enables you to set the reference target, and to change its format and style.

To open the *Edit Reference* window, either insert a new reference (refer to Inserting a Cross Reference on page 87 for step-by-step instructions) or edit an existing one by double-clicking it.

The following figure depicts the *Edit Reference* window and its functionalities:

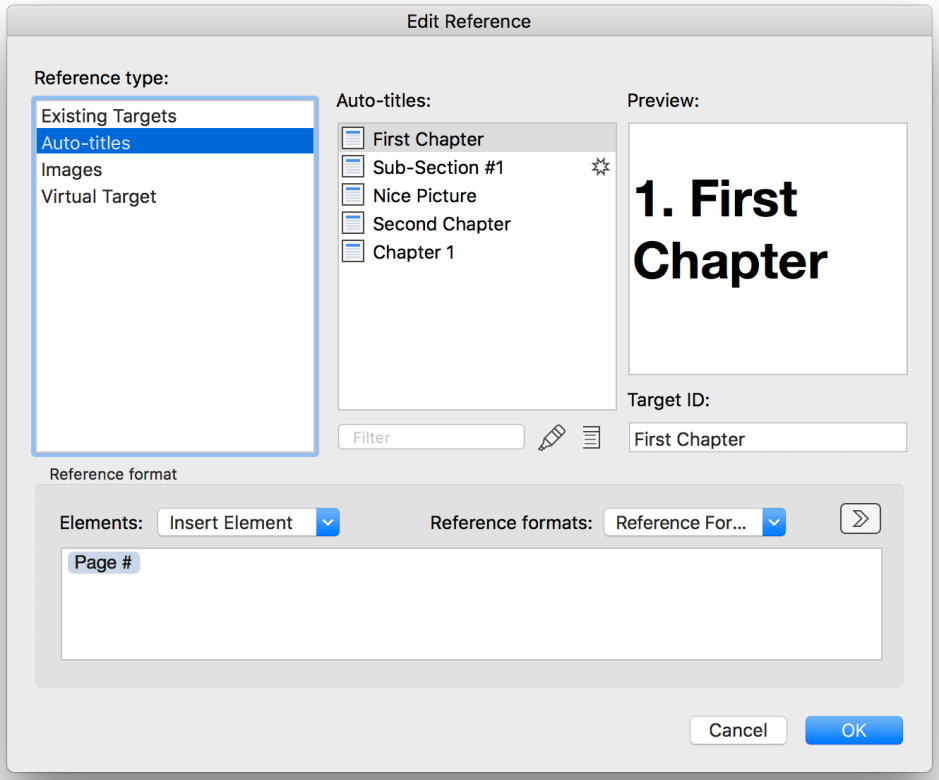


Figure 8-170: *Edit Reference* Window

- **Reference type**: This area lists the different types of references that can be added to the document. The option selected from this list determines the content of the adjacent targets list. The following options are available:
  - *Existing Targets*: When this option is chosen, the targets list is titled *Existing targets* and lists the targets of all existing references in the document, sorted alphabetically. This may include Auto-titles ( ), images ( ), bookmarks ( ) and virtual targets ( ).
  - *Auto-titles*: When this option is chosen, the targets list is titled *Auto-titles* and lists all the Auto-titles in the document, sorted by order of appearance. The *Target ID* area indicates the suggested target ID for the selected target. For Auto-titles, this would be the same as the element's title, unless a reference ID was already defined for the Auto-title. Refer to Inserting an Auto-Title on page 36 for more information.
  - *Images*: When this option is chosen, the targets list is titled *Images* and lists all the images in the document, sorted by order of appearance. The images appear in the list by their image title, and the *Target ID* area indicates the suggested target ID for the selected image. If no target ID was set for the image, the title is used. If no title was entered, a generic *image* title followed by a serial number is assigned to the image. Refer to **Setting Image Title** on page 72 and Setting Image Cross-Reference Target ID on page 72 for more information.
  - *Virtual Target*: When this option is chosen, the targets list is replaced by the *Virtual target ID* text box, which is used to enter an ID for a new virtual target. Refer to Creating a Reference to a New Virtual Target on page 89 for step-by-step instructions.

Note: For Auto-titles and Images, if no target ID is set for the element, you can use the *Target ID* text box to enter one. If there is already an existing target ID, the text box is not editable.

- **Filter**: This text box is used to filter the displayed targets by text strings. This text box is not available when *Virtual Target* is chosen.
- **Filter Markers** ( ): This button is used to filter the displayed auto-titles based on the markers applied to them. Refer to Filtering Outline Items on page 113 for more information. This button is not displayed when *Images* or *Virtual Target* is chosen.
- **Filter Tags** ( ): This button is used to filter the displayed auto-titles by the tags assigned to them. Refer to Filtering Outline Items on page 113 for more information. This button is not displayed when *Images* or *Virtual Target* is chosen.
- **Preview**: This area is used to preview the targeted element.
- **Reference format**: This area is used to format the reference. Refer to Formatting a Reference on page 91 for step-by-step instructions.
  - *Elements*: This popup menu is used to insert a dynamic context sensitive element to the reference format area. The following options are available:
    - *Page number*: Inserts the page number where the target element begins. Double-clicking the *Page* element in the *Format Edit* area opens the *Conditional Page Number Format* window, which enables you to change the appearance of the page element based on the target location:

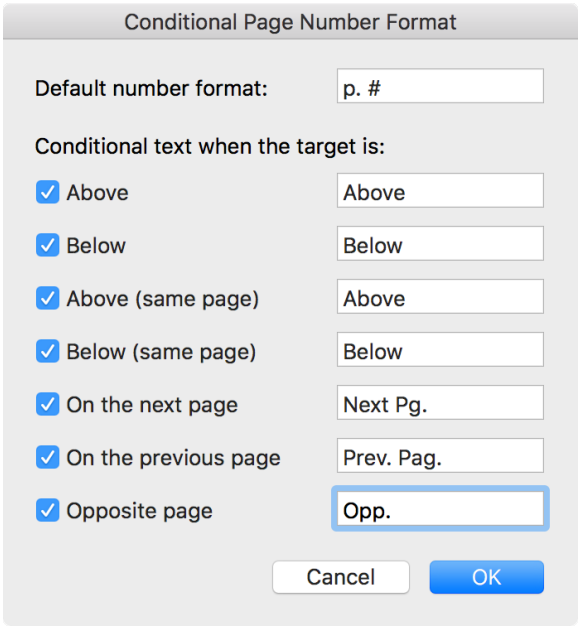


Figure 8-171: Conditional Page Number Format

    - *Default number format*: Sets the default format for displaying the page number.
    - *Above*: Sets the format to use when the target is anywhere in the document above the reference.
    - *Below*: Sets the format to use when the target is anywhere in the document below the reference.
    - *Above (same page)*: Sets the format to use when the target is on the same page as the reference and above it.
    - *Below (same page)*: Sets the format to use when the target is on the same page as the reference and below it.

- *On the next page*: Sets the format to use when the target is on the page following the reference.
- *On the previous page*: Sets the format to use when the target is on the page preceding the reference.
- *Opposite page*: Sets the format to use when the target is on the page opposing the reference.

- *Note symbol*: When the reference targets a note, inserts the note's symbol.
- *Auto-title format*: When the reference targets an Auto-title, choosing this option enters the format determined for that Auto-title level for usage in references. Refer to *Use a Different Format for Different Auto-Titles Usages* on page 46 for step-by-step instructions on adjusting this format.
- *Auto-title title*: When the reference targets an Auto-title, choosing this option enters the Auto-title title text. 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*: When the reference targets an Auto-title, choosing this option enters the current level number of the targeted Auto-title. 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 number).
- *Auto-title previous level number*: When the reference targets an Auto-title, choosing this option allows entering the number of any level above the targeted Auto-title. 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 number).
- *Auto-title range start*: When the reference targets an Auto-title, choosing this option enters the page number where the Auto-title range begins (where the actual Auto-title is located).
- *Auto-title range end*: When the reference targets an Auto-title, choosing this option enters the page number where the Auto-title range ends (where the next Auto-title of the same level is entered).

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 defined by an Auto-title. When this is not the case, you'll need to create two references: one for a bookmark on the first page in the range, and another for a bookmark on the last page in the range.

- *Image title*: When the reference targets an image, enters the image title.

- **Reference formats**: This popup menu is used to choose an existing reference format. Refer to Using an Existing Reference Format on page 91 for step-by-step instructions.
- **Direction** ( ): Clicking this button changes the direction of the format edit area. It does not affect the appearance of the actual reference in the document.
- **Format Edit Area**: This area is used to edit the reference format, using one of the following methods:
  - To add a dynamic element, use the *Elements* popup menu.
  - To add text, place the insertion point within the edit area and type the desired text.
  - To apply character attributes, select the desired text and use the *Character* palette.

Note: In addition to the regular document styles, you can choose the *<use surrounding>* option from the *Character* palette *Styles* tab to automatically match the reference character style to its surrounding text.

9. Edit Character Style Window

The *Edit Character Style* window is used to create new character styles and to edit existing ones. It includes similar functionalities to the *Character* palette *Attributes* tab.

Refer to Creating a New Style on page 152 and Editing a Style on page 153 for step-by-step instructions to open this window.

Most of the options in the *Edit Character Style* window are similar to those in the *Character* palette *Attributes* tab. Refer to Styling Characters Using Attributes on page 122 for step-by-step instructions for applying different attributes to the character style and to Character Palette Description on page 287 for a complete description of the different options.

The following figure depicts the *Edit Character Style* window and its unique functionalities that are not part of the *Character* palette *Attributes* tab:

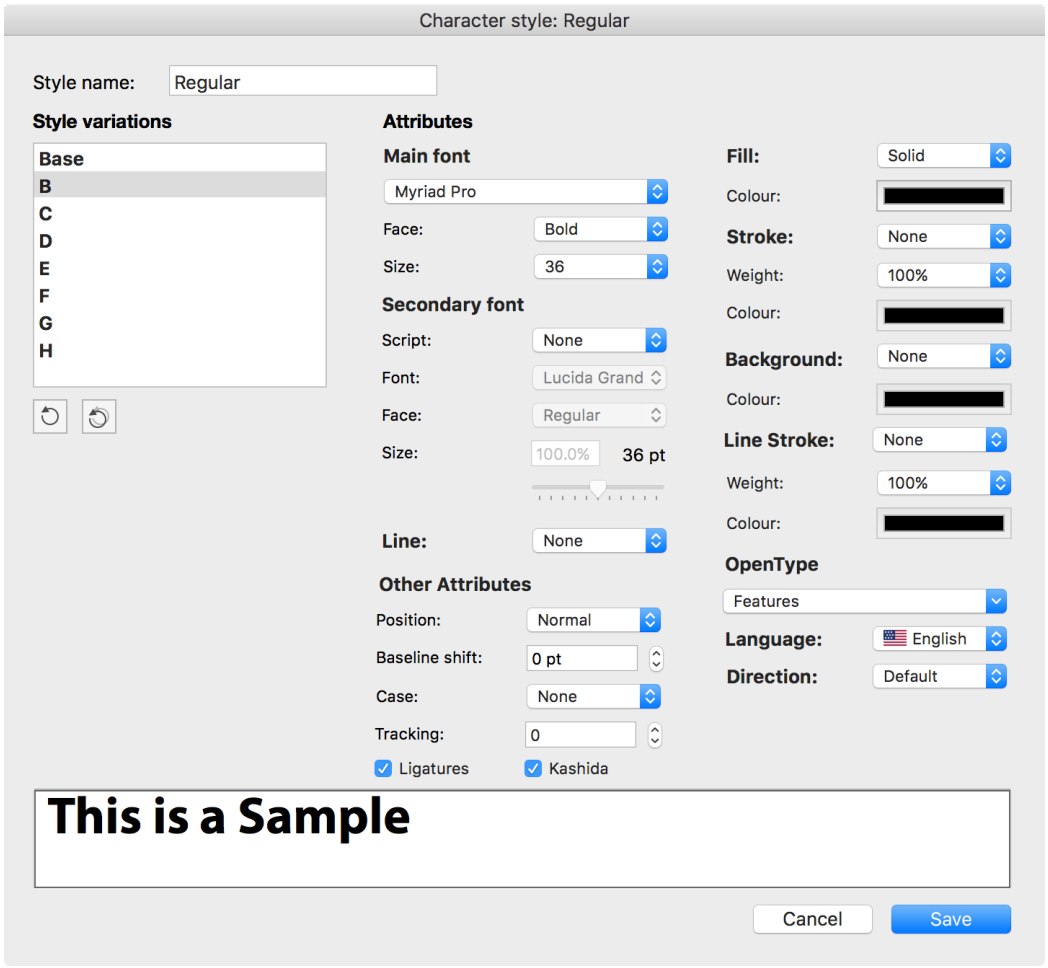


Figure 8-172: *Edit Character Style* Window

- **Style name**: Used to rename the edited style. Refer to Renaming a Style on page 154 for step-by-step instructions.
- **Style variations**: Used to choose a specific style variation to edit. Refer to Editing a Character Style Variation on page 155 for step-by-step instructions. Variations that are different then the base variation are displayed in bold. Otherwise they are displayed as plain text.

- **Reset variation** ( ): Resets the attributes of the currently selected variation to those of the base variation. Editing a Character Style Variation on page 155 for step-by-step instructions.
- **Reset all variations** ( ): Resets the attributes of all variations to those of the base variation. Editing a Character Style Variation on page 155 for step-by-step instructions.
- **Preview Area**: Displays a preview of how text would look like using the currently set attributes. You can manually change the text in the preview area to check how a specific string would look like.
- **Cancel**: Clicking this button discards all changes and closes the window.
- **Create**/**Save**: Clicking this button applies all changes and closes the window.

10. Edit Paragraph Style Window

The *Edit Paragraph Style* window is used to create new paragraph styles and to edit existing ones. It includes similar functionalities to the *Paragraph* palette *Attributes* tab.

Refer to Creating a New Style on page 152 and Editing a Style on page 153 for step-by-step instructions to open this window.

Most of the options in the *Edit Paragraph Style* window are similar to those in the *Paragraph* palette *Attributes* tab. Refer to Styling Paragraphs Using Attributes on page 128 for step-by-step instructions for applying different attributes to the paragraph style and to Paragraph Palette Description on page 292 for a complete description of the different options.

The following figure depicts the *Edit Paragraph Style* window and its unique functionalities that are not part of the *Paragraph* palette *Attributes* tab:

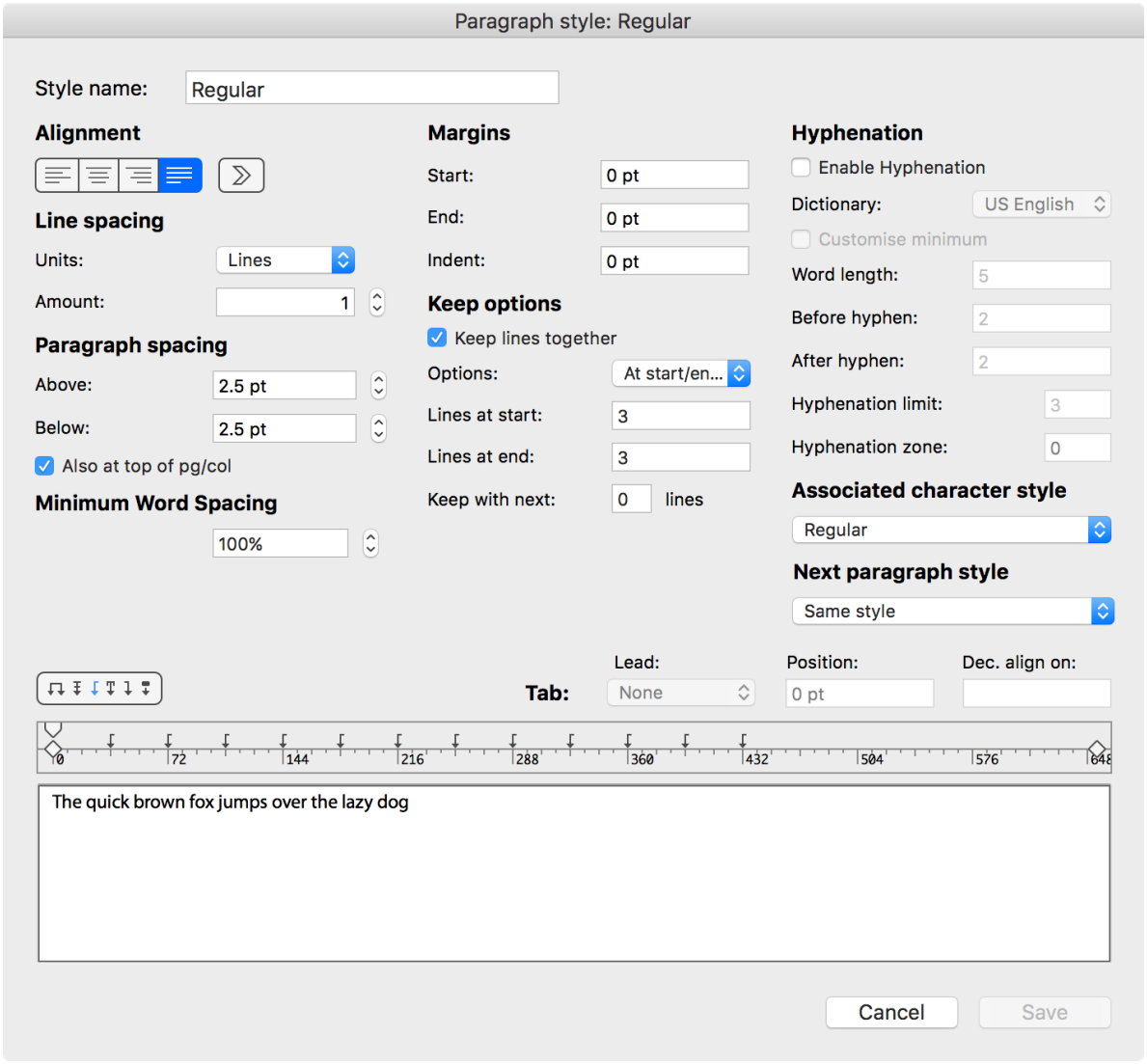


Figure 8-173: *Edit Paragraph Style* Window

- **Style name**: Used to rename the edited style. Refer to Renaming a Style on page 154 for step-by-step instructions.
- **Hyphenation Area**: Used to set hyphenation preferences for the selected style. Refer to Managing Paragraph Hyphenation on page 134 for more information.
  - *Enable*: This checkbox is used to enable hyphenation. Refer to *Activating Hyphenation* on page 134 for step-by-step instructions.
  - *Dictionary*: This popup menu is used to choose a hyphenation dictionary (refer to *Activating Hyphenation* on page 134 for step-by-step instructions). This option is only available if the *Enable* checkbox is checked.
  - *Customise minimum*: This checkbox is used to enable you to customize the default dictionary settings for minimum word length and number of characters before and after the hyphen (refer to *Customizing Minimum Hyphenation Length* on page 135 for step-by-step instructions). This option is only available if the *Enable* checkbox is checked.
  - *Word length*: This text box is used to set the minimum word length that can be hyphened. For example, with a minimum length to 6 letters, a word such as *hippodrome*, which is longer than the minimum, can be hyphenated, but a word such as *apron* cannot. The default is the value set in the chosen hyphenation dictionary (normally 5).

Note: This option is only available if both the *Enable* and *Customise minimum* checkboxes are checked.

- *Before hyphen*: This text box is used to set the minimum number of characters before the hyphen. For example, setting the value 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 chosen hyphenation dictionary (usually, 2).

Note: This option is only available if both the *Enable* and *Customise minimum* checkboxes are checked.

- **After hyphen**: This text box is used to set the minimum number of characters after the hyphen. For example, setting the value 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 chosen hyphenation dictionary (usually, 2).

Note: This option is only available if both the *Enable* and *Customise minimum* checkboxes are checked.

- *Hyphenation limit*: This text box is used to set the maximal number of consecutive lines that can end with a hyphen (refer to *Setting Hyphenation Lines Limit* on page 135 for step-by-step instructions).

Note: This option is only available if the *Enable* checkbox is checked.

- *Hyphenation zone*: This text box is used to set the maximal size of the hyphenation zone (refer to *Setting the Hyphenation Zone* on page 135 for more information).

Note: This option is only available if the *Enable* checkbox is checked.

- **Tabs Well**: This panel is used to add tabs to the paragraph style. It is identical to the tabs well in the toolbar. Refer to Tab Well on page 278 for a complete description.
- **Keep options Area**: Includes different options that are aimed at assuring paragraphs are kept together without scattering individual lines across different pages (commonly referred to as widows and orphans). Refer to Keeping Lines Together on page 137 for step-by-step instructions.
  - *Keep lines together*: This checkbox is used to enable keeping paragraph lines together. When it is not checked, lines will flow to the next page regardless of the paragraph they are associated with.
  - *Options*: When the *Keep lines together* checkbox is checked, this popup menu is enabled and used to configure this functionality. Available options include:
    - *All lines in a paragraph*: When this option is chosen, paragraphs are kept as a single unit, and are not split across pages.
    - *At start/end of paragraph*: When this option is chosen, you can set set how many lines will be kept together at the beginning or the end of a paragraph. This option is useful to prevent widows and orphans, where only the first or last lines in a paragraph are displayed at the top or at the bottom of a page
  - *Lines at start*: When *At start/end of paragraph* is chosen, this text box becomes enabled and is used to set the number of lines that will be kept together at the start of a paragraph without being split across different pages.
  - *Lines at end*: When *At start/end of paragraph* is chosen, this text box becomes enabled and is used to set the number of lines that will be kept together at the end of a paragraph without being split across different pages.
  - *Keep with next*: This text box enables you to keep the current paragraph tied to the next paragraph. The text box is used to enter the number of lines from the next paragraph that will be kept together with the current one.

- 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.

Tip: It is highly recommended to only use this feature for headings.

- **Associated character style**: This popup menu is used to set a character style that is associated with the edited paragraph style. Whenever the paragraph style is applied to a text, the selected character style is set as well. Refer to Setting an Associated Character Style on page 138 for step-by-step instructions.

Note: You can only associate a character style, not a character style variation.

- **Next paragraph style**: This popup menu is used to set a paragraph style that is automatically applied to the next paragraph after pressing the **Return** key at the end of the current paragraph. This option is useful when you want a heading or a special style to be followed by a body style. Refer to Setting the Next Paragraph Style on page 137 for step-by-step instructions.

Tip: If you don't want the current paragraph style to change when you press the **Return** key, choose the option **Same style**.

- **Ruler**: Visually indicates the position of tabs. It is identical to the ruler at the top of the document area. Refer to Ruler on page 280 for a complete description.
- **Preview Area**: Displays a preview of how text would look like using the currently set attributes. You can manually change the text in the preview area to check how a specific string would look like.
- **Cancel**: Clicking this button discards all changes and closes the window.
- **Create**/**Save**: Clicking this button applies all changes and closes the window.

11. Edit List Style Window

The *Edit List Style* window is used to create new styles and to edit existing ones. It includes similar functionalities to the *List* palette *Attributes* tab.

Refer to Creating a New Style on page 152 and Editing a Style on page 153 for step-by-step instructions to open this window.

Most of the options in the *Edit List Style* window are similar to those in the *List* palette *Attributes* tab. Refer to Styling a List using Attributes on page 59 for step-by-step instructions for applying different attributes to the character style and to List Palette Description on page 295 for a complete description of the different options.

The following figure depicts the *Edit List Style* window and its unique functionalities that are not part of the *List* palette *Attributes* tab:

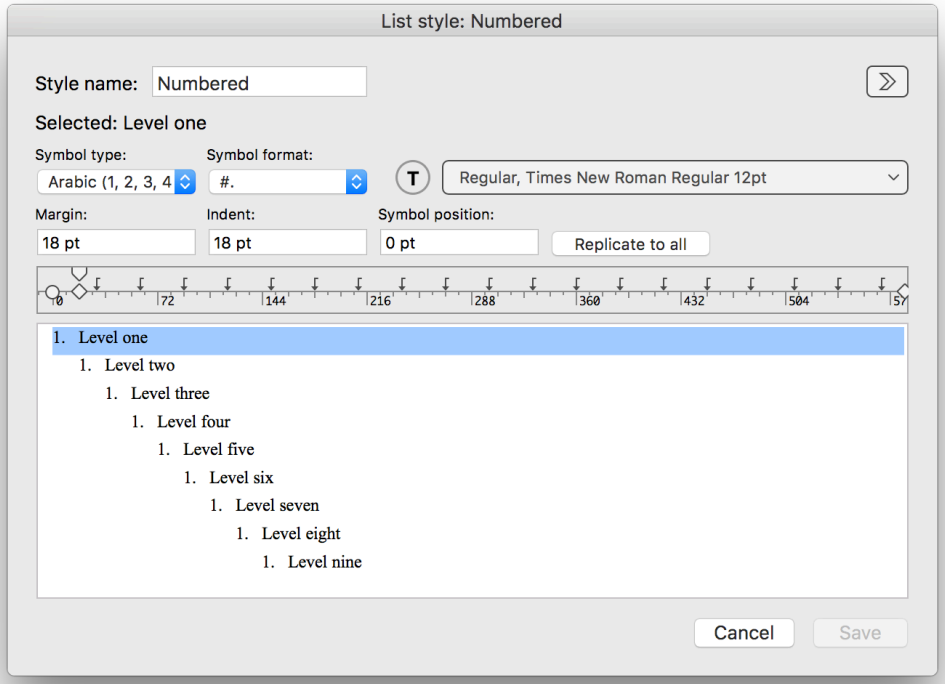


Figure 8-174: Edit List Style Window

- **Style name**: Used to rename the edited style. Refer to Renaming a Style on page 154 for step-by-step instructions.
- **Selected**: Indicates the selected list level. All changes are applied only to the selected list level, unless the **Replicate to all** button is used.
- **Replicate to all**: Replicates the margin, indent and symbol positions, as well as the character attributes from the currently selected level to all the levels in the list.
- **Preview Area**: Previews all ten levels of the list and how would they look like based on the current settings. The preview area includes a formatted display area and a ruler. The preview area enables you to edit each level separately while viewing the impact of a change over the look of the list as a whole.
- **Cancel**: Discards all changes.
- **Save**/**Create**: Applies changes to the edited style.

12. Edit Section Style Window

The *Edit Section Style* window is used to create new section styles and to edit existing ones. It includes similar functionalities to the *Section* palette *Attributes* tab.

Refer to Creating a New Style on page 152 and Editing a Style on page 153 for step-by-step instructions to open this window.

Most of the options in the *Edit Section Style* window are similar to those in the *Section* palette *Attributes* tab. Refer to Styling Sections Using Attributes on page 139 for step-by-step instructions for applying different attributes to the section style and to Section Palette Description on page 298 for a complete description of the different options.

The following figure depicts the *Edit Section Style* window and its unique functionalities that are not part of the *Section* palette *Attributes* tab:

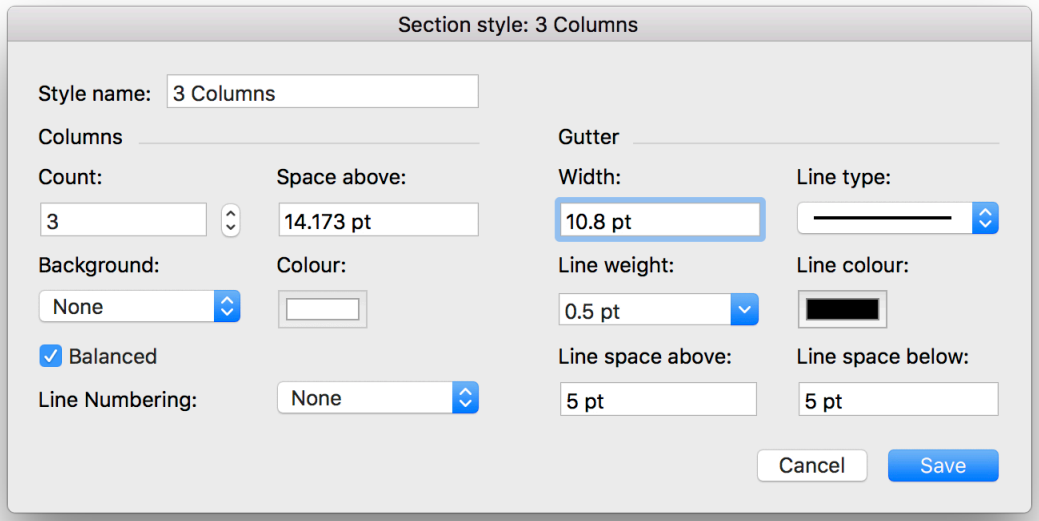


Figure 8-175: *Edit Section Style* Window

- **Style name**: Used to rename the edited style. Refer to Renaming a Style on page 154 for step-by-step instructions.
- **Cancel**: Clicking this button discards all changes and closes the window.
- **Create**/**Save**: Clicking this button applies all changes and closes the window.

13. Edit Page Style Window

The *Edit Page Style* window is used to create new page styles and to edit existing ones. It includes similar functionalities to the *Page* palette *Attributes* tab, but their layout is different, allowing for a more friendly user experience and an immediate preview of the results.

Refer to Creating a New Style on page 152 and Editing a Style on page 153 for step-by-step instructions to open this window.

Some of the options in the *Edit Page Style* window are similar to those in the *Page* palette *Attributes* tab. Refer to Styling Pages Using Attributes on page 142 for step-by-step instructions for applying different attributes to the page style and to Page Palette Attributes Tab on page 301 for a complete description of the different options.

The following figure depicts the *Edit Page Style* window and its unique functionalities that are not part of the *Page* palette *Attributes* tab:

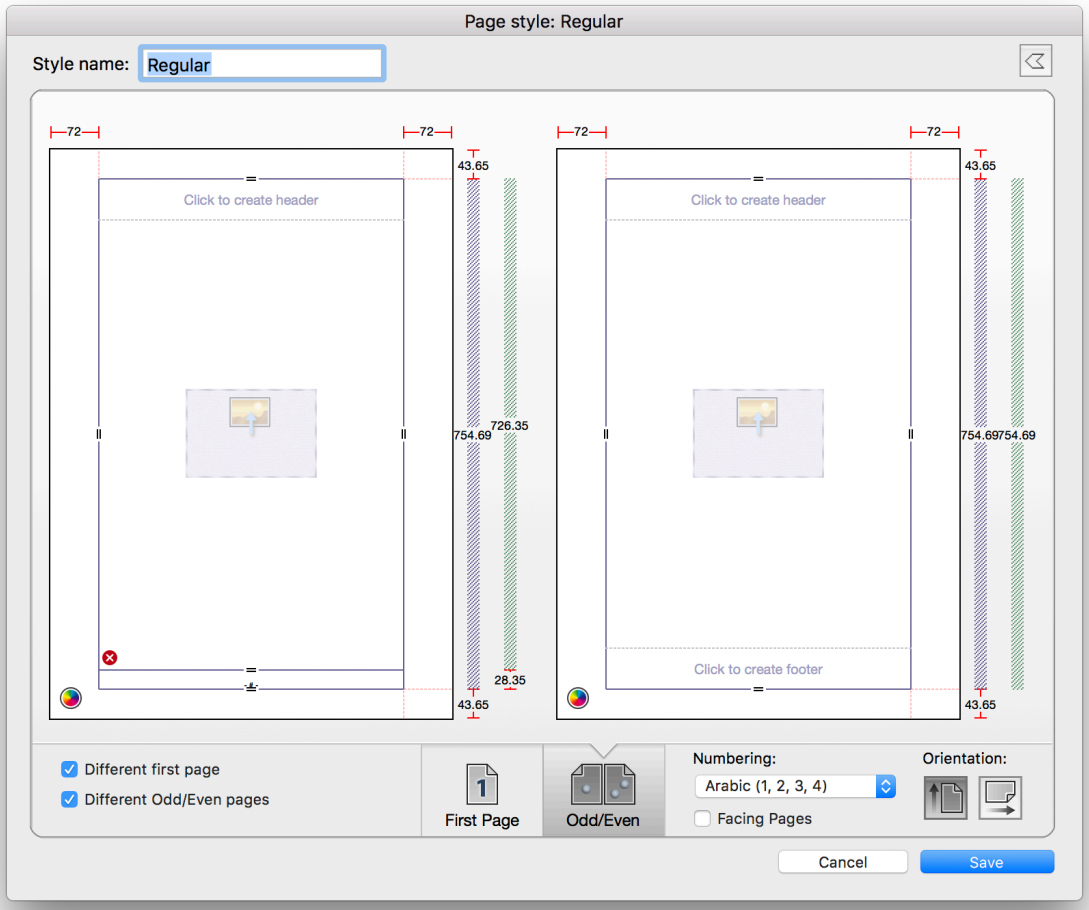


Figure 8-176: Edit Page Style Window

- **Style name**: Used to rename the edited style. Refer to Renaming a Style on page 154 for step-by-step instructions.
- **Direction**: Sets the direction of pages in the preview area when Odd/Even pages are edited (i.e. whether the first page appears on the left or on the right hand side). This setting has no effect on the actual page style in the document, it is only applied to the preview area.
- **Horizontal Margins**: Indicates and adjusts the horizontal margins of the edited pages. You can change the horizontal margins by clicking the number and manually entering the desired value, or by clicking the number and dragging the cursor upwards or downwards to increase or decrease the margin, respectively.
- **Purple Bar**: Indicates and adjusts the area available for editing in the page. The purple area indicates the total area available for editing in the page (i.e. the page size minus the top and bottom margins). You can adjust this area by clicking the number in the middle of the bar and manually entering the desired value, or by clicking the number and dragging the cursor upwards or downwards to increase or decrease the edit area, respectively. Increasing the purple edit area would decrease the vertical margins, and vice versa.
- **Green Bar**: Indicates and adjusts the area available for editing text in the page. The green area indicates the total area available for inserting text in the document (i.e. the page size minus the top and bottom margins minus the header and footer height). You can adjust this area by clicking the number in the middle of the bar and manually entering the desired value,

or by clicking the number and dragging the cursor upwards or downwards to increase or decrease the area, respectively. Increasing the green edit area would decrease the header/footer area, and vice versa.

- **Create Header/Footer**: Clicking on this area opens the *Create Header/Footer* window, which includes functionalities similar to those described in Editing Headers and Footers on page 144. The *Create Header/Footer* window is shown in the following figure:

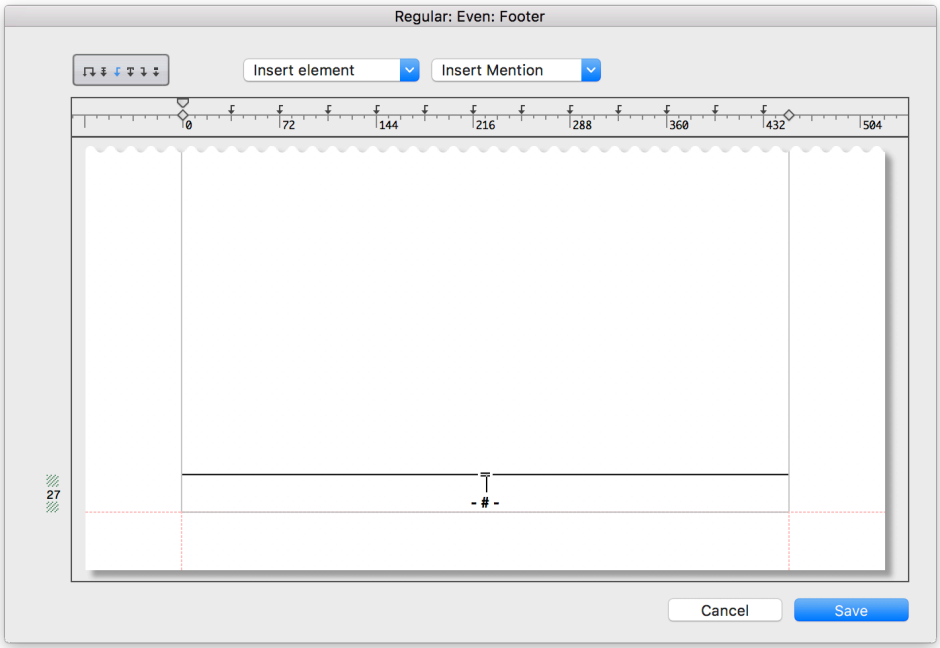


Figure 8-177: Create Header/Footer Window

- **Insert Image**: This button is similar to the **Select** button in the *Page* palette *Attributes* tab. Refer to Page Palette Attributes Tab on page 301 for more information. The button is shown in the following figure:

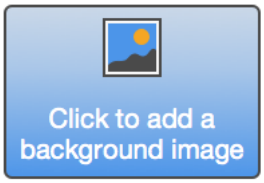


Figure 8-178: Insert Image Button

After an image is added, you can click it and then click the pencil shaped edit icon to open the *Background Image* popover, which includes options similar to the *Page* palette *Attributes* tab. The *Background Image* popover is depicted in the following figure:

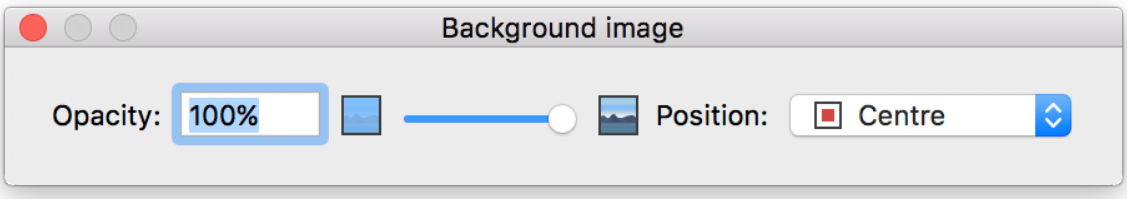


Figure 8-179: Background image Popover

- **Background Color** ( ): This button is similar to the **Color well** in the *Page* palette *Attributes* tab. Refer to Page Palette Attributes Tab on page 301 for more information.
- **Page Type Buttons**: These buttons are similar in appearance and function to the page type buttons in the *Page* palette *Attributes* tab (refer to Page Palette Attributes Tab on page 301 for more information). The only difference is that the *Odd/Even* icons are united, as the *Edit Page Style* window allows displaying and editing both simultaneously.
- **Cancel**: Clicking this button discards all changes and closes the window.
- **Create/Save**: Clicking this button applies all changes and closes the window.

14. Add Tab Stops Window

The *Add Tab Stops* window allows adding several tabs to the ruler in a single action (refer to Adding a Tab Stop on page 131 for step-by-step instructions).

The following figure depicts the *Add Tab Stops* window and its functionalities:

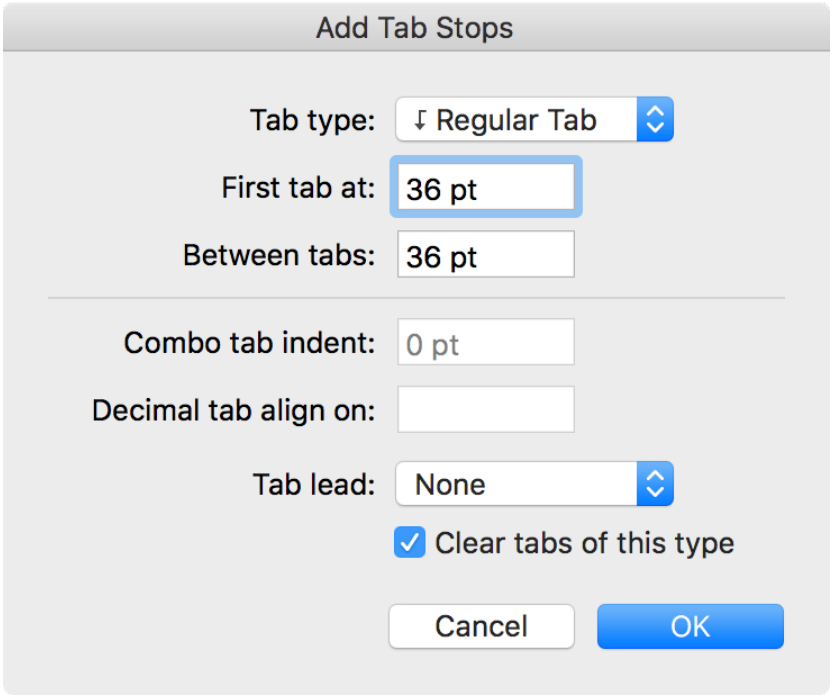


Figure 8-180: *Add Tab Stops* Window

- **Tab type**: This popup menu is used to choose the type of tab to insert. Refer to Tab Well on page 278 for a complete description of the different tab types.
- **First tab at**: This text box is used to enter the distance of the first tab from the page margin. If the start margin is bigger than the *First tab at* value, a first tab will not be added, as not tabs can be added before the start margin.
- **Between tabs**: This text box is used to enter the distance between each pair of adjacent tabs.
- **Combo tab indent**: If *Combo Tab* is chosen from the *Tab type* popup menu, this text box is used to enter the indent position for the combo tab. Refer to Tab Well on page 278 for a complete description of the combo tab.
- **Decimal tab align on**: If *Decimal Tab* is chosen from the *Tab type* popup menu, this text box is used to enter the character to align on as a decimal separator. Refer to Tab Well on page 278 for a complete description of the decimal tab.

- **Tab lead**: This popup menu is used to set a leading character for the added tabs.
- **Clear tabs of this type**: This checkbox is used to clear all existing tabs of the selected type from the ruler before adding the new ones.

15. Style Sets Window

The *Style Sets* window is used to manage style sets. Refer to Managing Style Sets on page 158 for step-by-step instructions.

To open the window, choose **Styles > Edit style sets** from the menu bar or use the **Cmd + Shift + A** keyboard shortcut.

The following figure depicts the *Style Sets* window and its functionalities:

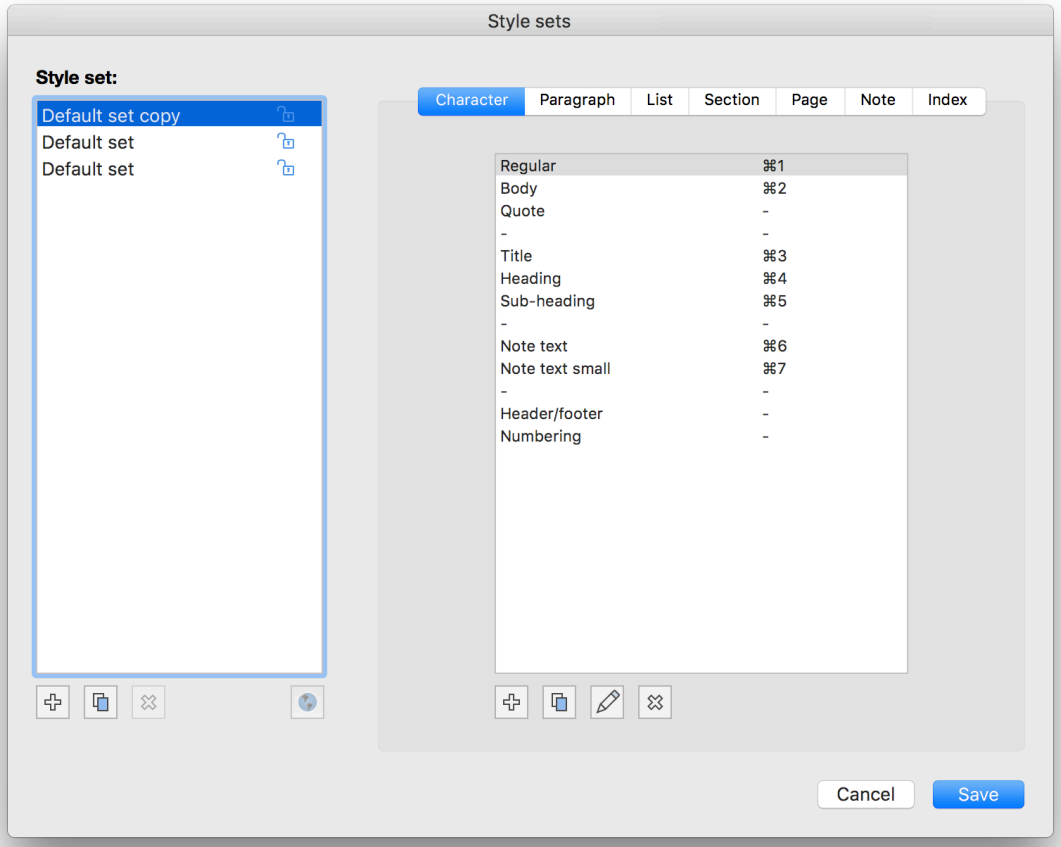


Figure 8-181: Style Sets Window

- **Style set**: This list details all available style sets. It can be used to choose a style set (refer to Selecting a Style Set on page 158 for step-by-step instructions), to rename it (refer to Renaming a Style Set on page 160 for step-by-step instructions) and to lock/unlock it for editing (Locking a Style Set on page 159).
- **Add style set** ( ): This button is used to add a new style set. Refer to Creating a Style Set on page 159 for step-by-step instructions.
- **Duplicate style set** ( ): This button is used to duplicate the selected style set. Refer to Creating a Style Set on page 159 for step-by-step instructions.

- **Delete style set** ( ): This button is used to delete the selected style set. Refer to Deleting a Style Set on page 160 for step-by-step instructions.
- **Make style set global** ( ): This button is used to convert a document style set into a global style set that is available in other documents as well. Refer to Making a Document Style Set Global on page 160 for step-by-step instructions.
- **Styles Tabs**: Switch between editing the different categories that comprise a style set: Character, Paragraph, Page, Section, List, Note and Index. Each area includes similar functionalities:
  - *Styles List***:** Lists all available styles and their keyboard shortcut (if applicable).
  - *Add style* ( ): This button is used to add a new style. Refer to Creating a New Style on page 152 for step-by-step instructions.
  - *Duplicate style* ( ): This button is used to duplicate the selected style. Refer to Creating a New Style on page 152 for step-by-step instructions.
  - *Edit style* ( ): This button is used to edit the selected style. Refer to Editing a Style on page 153 for step-by-step instructions.
  - *Delete style* ( ): This button is used to delete the selected style. Refer to Deleting a Style on page 156 for step-by-step instructions.
- **Cancel**: Clicking this button discards all changes and closes the window.
- **Save**: Clicking this button saves all changes and closes the window.

16. Replace Styles Window

The *Replace Styles* window is used to replace used character and paragraph styles in a document with other styles you select. Refer to Replacing Styles on page 157 for step-by-step instructions on opening the window and replacing styles.

To open the Replace Styles window choose **File** > **Replace Styles** from the menu bar.

The following figure depicts the *Replace Styles* window and its functionalities:

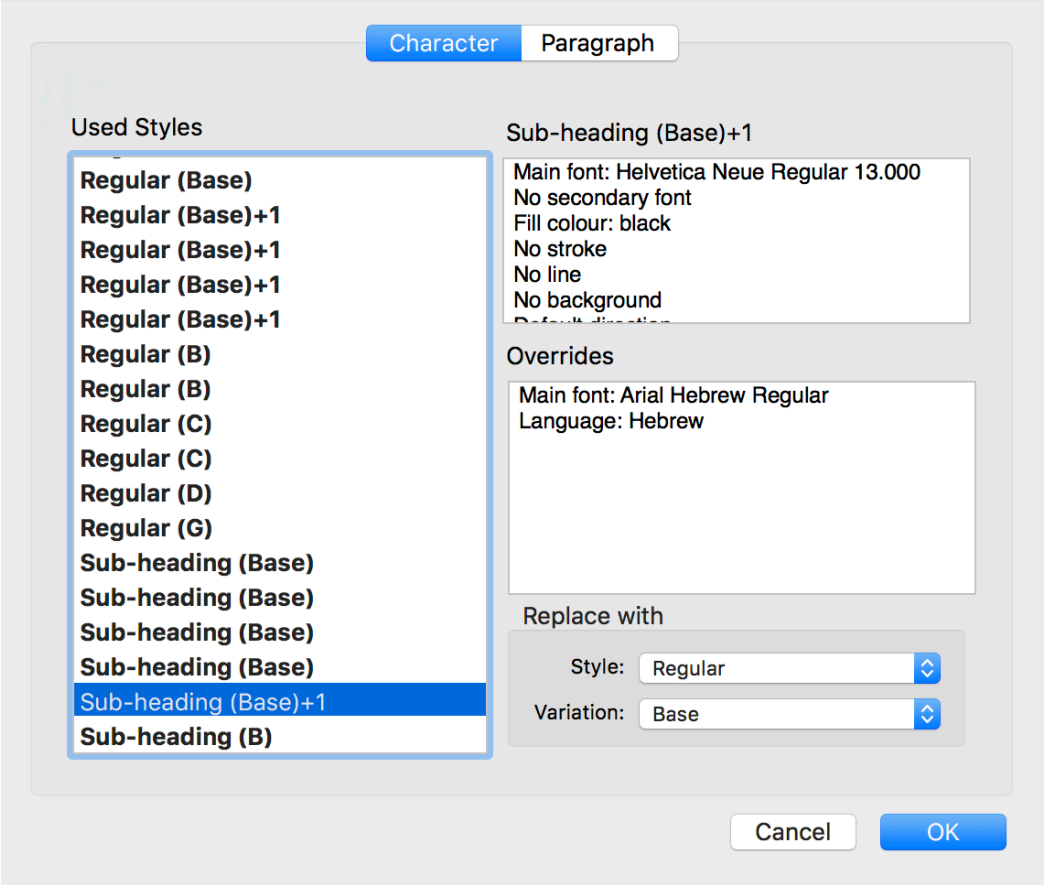


Figure 8-182: *Replace Styles* Window

- **Character/Paragraph**: Sets the category of styles to be replaced. The selected category is highlighted in blue.
- **Used Styles**: Lists all styles used in the document for the selected category, with the following annotations:
  - Styles in bold indicate that no replacing style has been configured yet. Once a replacing style is set using the *Style* popup menu, the bold face is removed.
  - Ad hoc changes to text that global styles were applied to (styles that are part of a style set) are indicated by a black plus sign followed by the number of changes.
  - Document styles (styles that are used in the document but are not part of the style set) are indicated by a black diamond.
- **Style attributes**: Lists the attributes of the selected style.
- **Overrides**: If there are any ad hoc changes to text that global styles were applied to, this area lists all the attributes that were changed.
- **Style**: This popup menu is used to choose the replacing style.
- **Variation**: This popup menu is used to choose the replacing character style variation. It is only displayed when the *Character* tab is selected.
- **Direction**: This popup menu is used to set the direction of the replacing paragraph style. It is only displayed when the *Paragraph* tab is selected.
- **Cancel**: Closes the window without replacing any styles.
- **OK**: Performs all the selected style replacements and closes the window.

17. Spelling and Grammar Window

The *Spelling and Grammar* window is used to spell check the document and handle any spelling errors. Refer to Spell Checking on page 190 for more information.

To open the *Spelling and Grammar* window, choose **Edit > Spelling > Spelling** from the menu bar, or press **Cmd** + **Shift** + **;**.

The following figure depicts the *Spelling and Grammar* window and its functionalities:

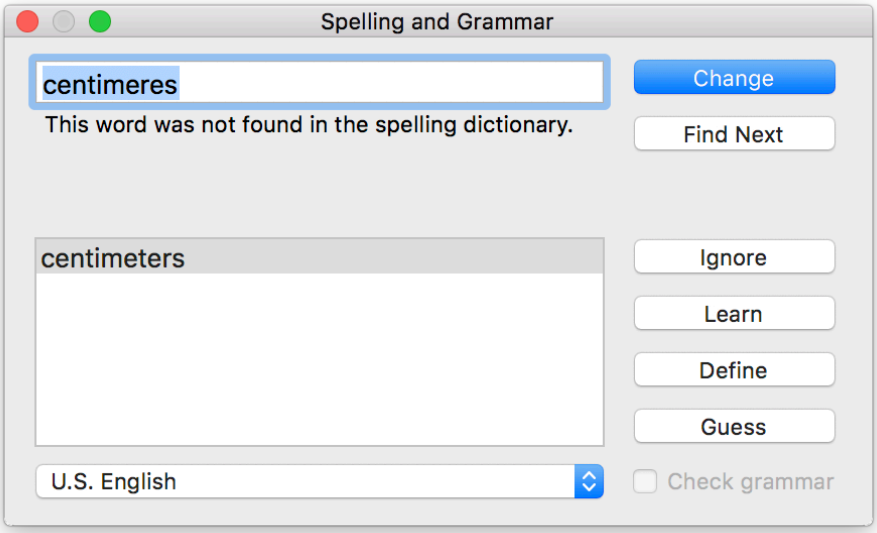


Figure 8-183: *Spelling and Grammar* Window

- **Highlighted Word**: Displays the highlighted word that is not part of the current spelling dictionary.
- **Suggestions List**: Lists possible suggestions for replacing the highlighted word with a word from the spelling dictionary.
- **Language**: This is a generic macOS option that is overwritten by Mellel. Refer to Selecting Spelling Dictionary on page 192 for more information.
- **Change**: This button is used to replace the highlighted word with the selected suggestion, and move to the next highlighted word. Refer to Correcting Spelling Errors on page 191 for step-by-step instructions.
- **Find Next**: This button is used to move to the next highlighted word without applying any changes to the current one. Refer to Navigating Spelling Errors on page 191 for step-by-step instructions.
- **Ignore**: This button is used to ignore the highlighted word. Refer to Ignoring Spelling Errors on page 192 for step-by-step instructions.
- **Learn**: This button is used to add the highlighted word to the dictionary. Refer to Adding Words to the Dictionary on page 192 for step-by-step instructions.
- **Define**: This button is used to look up the highlighted word in the default macOS dictionary. Refer to Defining Words on page 192 for step-by-step instructions.

18. Sort Window

The *Sort* window is used to apply advanced sorting to selected document elements. Refer to Sorting on page 187 for more information.

To open the *Sort* window, choose **Edit > Sort > Advanced Sort** from the menu bar.
The following figure depicts the *Sort* window and its functionalities:

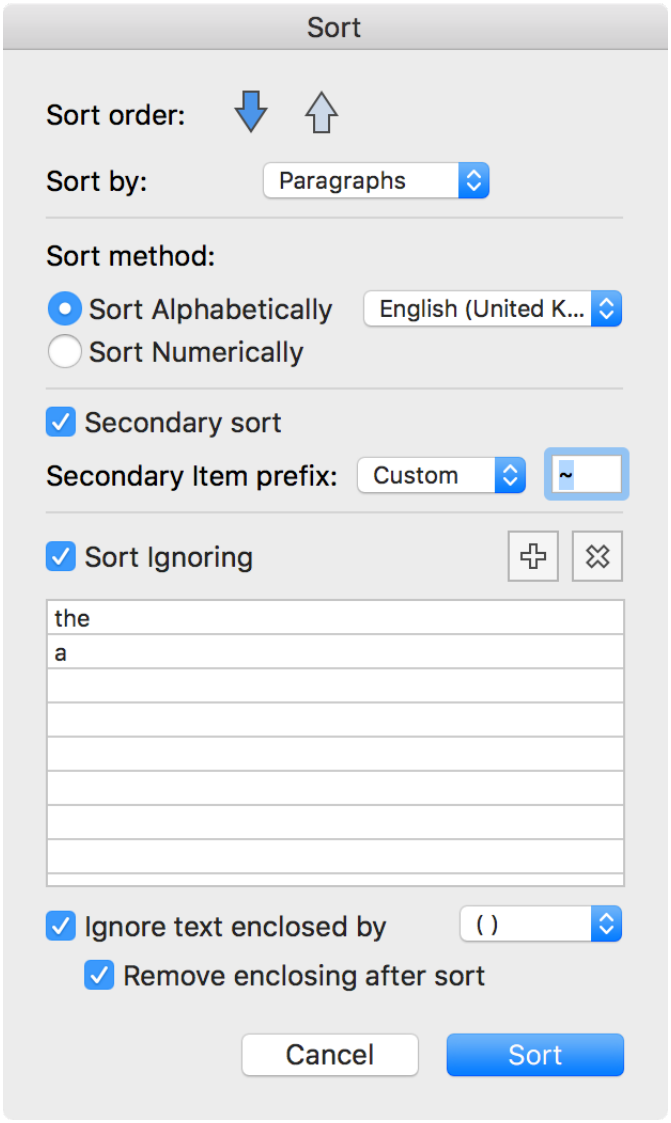


Figure 8-184: *Sort* Window

- **Sort order**: These buttons are used to determine whether to sort in ascending or descending order. Refer to Advanced Sorting on page 187 for step-by-step instructions.
- **Sort By**: This popup menu is used to choose what will the selected elements be sorted by (refer to Advanced Sorting on page 187 for step-by-step instructions). The following options are available:
  - *Words*: When chosen, all the words in the current selection will be sorted.
  - *Paragraphs*: When chosen, all the paragraphs in the current selection will be sorted.
  - *Section*: When chosen, all the sections in the current selection will be sorted.
  - *Tab delimited items*: When chosen, all the elements that are separated by a tab in the current selection will be sorted.
  - *Comma delimited items*: When chosen, all the elements that are separated by a comma in the current selection are sorted by the set method.

- *Custom*: When chosen, a text box is displayed to allow the you to determine a custom character as a delimiter. This will sort all the elements that are separated by the custom character.

- **Sort Method**: This radio button is used to determine whether to sort the selected elements alphabetically or numerically (refer to Advanced Sorting on page 187 for step-by-step instructions). When *Sort Alphabetically* is chosen, you can use the adjacent popup menu to choose the sorting language.
- **Secondary sort**: This checkbox is used to enable secondary sorting. Refer to Secondary Sorting on page 188 for step-by-step instructions.
- **Secondary item prefix**: When the Secondary sort checkbox is checked, this popup menu is used to determine the prefix that distinguishes the different sorting levels (refer to Secondary Sorting on page 188 for step-by-step instructions). The following options are available:
  - *Tab*: When chosen, items preceded by the same number of tabs are considered on the same level and will be sorted together.
  - *Space*: When chosen, items preceded by the same number of spaces are considered on the same level and will be sorted together.
  - *#*: When chosen, items preceded by the same number of hashes are considered on the same level and will be sorted together.
  - *Custom*: When chosen, you can use the adjacent text box to enter a custom prefix. Mellel will then consider items that are preceded by the same number of custom prefix characters on the same level and sort them together.
- **Sort ignoring**: This checkbox is used to enable ignoring words from the *Ignored Words* list when sorting. Refer to Ignoring Words when Sorting on page 189 for step-by-step instructions.
- **Add** ( ): This button is used to add a new word to the *Ignored Words* list. Refer to Ignoring Words when Sorting on page 189 for step-by-step instructions.
- **Delete** ( ): This button is used to remove the selected word from the *Ignored Words* list. Refer to Ignoring Words when Sorting on page 189 for step-by-step instructions.
- **Ignored Words List**: This list details the words that will be ignored during sorting when the *Sort ignoring* checkbox is checked. Refer to Ignoring Words when Sorting on page 189 for more information.
- **Ignore text enclosed by**: This checkbox is used to enable ignoring text that is enclosed by certain characters (refer to Ignoring Enclosed Text on page 189 for step-by-step instructions). When this checkbox is checked, you can use the adjacent popup menu to choose the enclosing characters.
- **Remove enclosing after sort**: When the *Ignore text enclosed by* checkbox is checked, this checkbox is used to remove the enclosing characters after sorting is completed, so that they do not appear in the sorted text. Refer to Ignoring Words when Sorting on page 189 for more information.

19. Find Set Window

The *Find Set* window is used to manage and run *Find Sets*. Refer to Managing Find Sets on page 177 for more information.

To open the *Find Set* window, choose **Edit > Find > FindSet** from the menu bar, or press **Cmd** + **Shift** + **F**.

The following figure depicts the *Find Set* window and its functionalities:

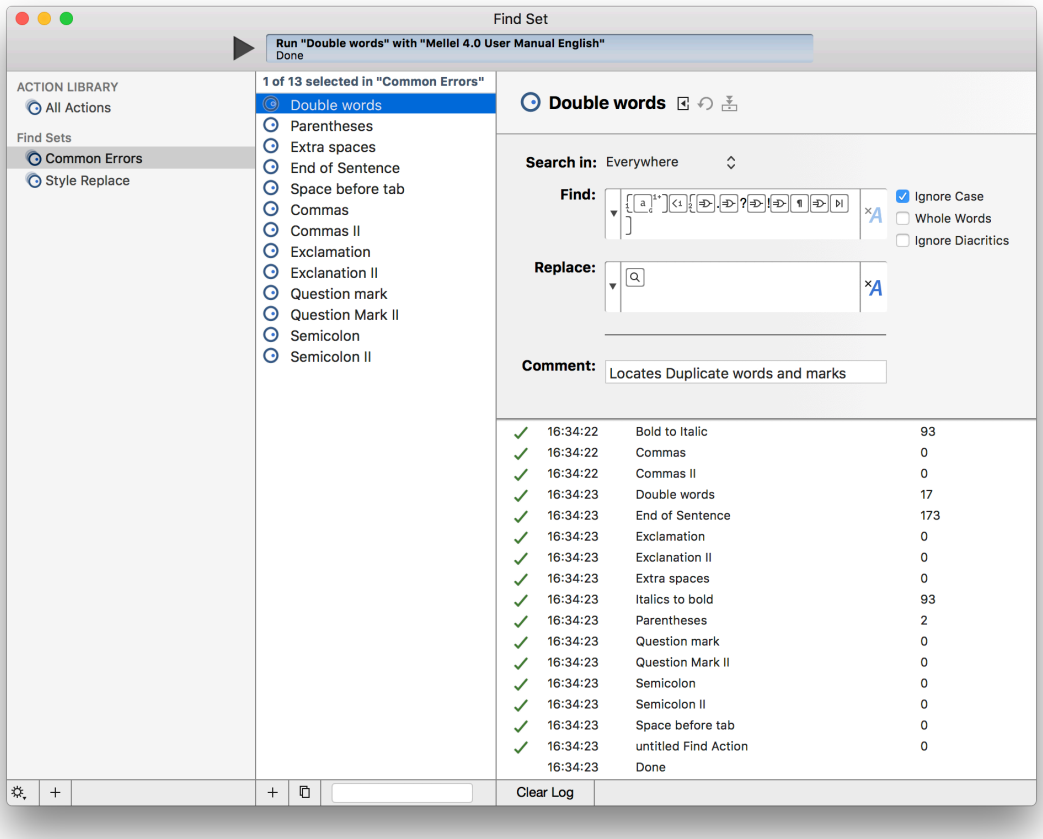


Figure 8-185: Find Set Window

- **Run**: This button is used to run the currently selected *Find Set* or *Find Action*. Refer to Running a Find Action on page 174 for step-by-step instructions. The active selection is highlighted in Blue.
- **Status Bar**: Indicates what will happen when pressing the **Run** button - which *Find Set*/*Find Action* will be run (based on the current selection) and what document will it be run on (based on the active document). When the **Run** button is clicked, the status bar displays a visual progress indication.
- **Action Library**: Details all available *Find Sets*, as well as the *All Actions* library. When choosing any of the *Find Sets*, all the *Find Actions* that are included in that set are displayed in the *Find Actions* list. The selected *Find Set* is highlighted in Blue (if no *Find Action* is selected) or Grey (if a *Find Action* is selected).
- **Find Actions List**: Details all *Find Actions* that are included in the selected *Find Set*. The selected *Find Action* is highlighted in Blue.
- **Find Action Details**: This area is used to show and edit the details of the selected *Find Action*. It includes similar functionalities to the *Advanced Find and Replace* panel (refer to Advanced Find and Replace Panel on page 314 for a complete description) as well as the following additional functionalities:
  - *Open in Panel* ( ): This button is used to load the selected *Find Action* into the *Advanced Find and Replace* panel.
  - *Reset* ( ): When any changes are performed to the selected *Find Action*, clicking this button discards them and reverts back to the original version.

- *Save* ( ): When any changes are performed to the selected *Find Action*, clicking this button saves them.
- *Comment*: This text box is used to enter comments regarding the *Find Action*, such as its purpose and any recommendations for using it.

- **Find Set Log**: This read only area logs the progress of running *Find Actions*/*Find Sets*. Each *Find Action* is indicated by its name, the time when it started to run and the number of changes it resulted in the document. Completed *Find Actions* are indicated by a green tick.
- **Settings** ( ): This button is used to open the *Settings* menu, which includes the following options:
  - *Delete Find Set*: Deletes the selected *Find Set*. Refer to Deleting a Find Set on page 179 for step-by-step instructions.
  - *Delete Find Set and Actions:* Deletes the selected *Find Set* and the *Find Actions* included in it. Refer to Deleting a Find Set on page 179 for step-by-step instructions.
  - *Duplicate Find Set*: Creates a copy of the selected *Find Set*. Refer to Creating a Find Set on page 178 for step-by-step instructions.
  - *Export File Set to file*: Exports the selected *Find Set* into a file that can be shared with other users and computers. Refer to Exporting a Find Set on page 179 for step-by-step instructions.
  - *Import File Set from file*: Imports a *File Set* from an external file. Refer to Importing a Find Set on page 179 for step-by-step instructions.
- **Add Find Set** (+): Creates a new *Find Set*. Refer to Creating a Find Set on page 178 for step-by-step instructions.
- **Add Find Action** (+): Creates a new *Find Action*. Refer to Creating a Find Action on page 176 for step-by-step instructions.
- **Duplicate Find Action** ( ): Duplicates an existing *Find Action*. Refer to Creating a Find Action on page 176 for step-by-step instructions.
- **Search Find Action**: This search box is used to search for a *Find Action* in the *Find Actions* list. The list is filtered in real time as you type text into the search box.
- **Clear Log**: This button is used to clear the *Find Set Log*.

20. Edit Citation Window

The *Edit Citation* window is used to edit an existing citation. Refer to Editing a Citation on page 103 for step-by-step instructions for opening the window.

To open the *Edit Citation* window, double-click any existing citation in the document.

The following figure depicts the *Edit Citation* window and its functionalities:

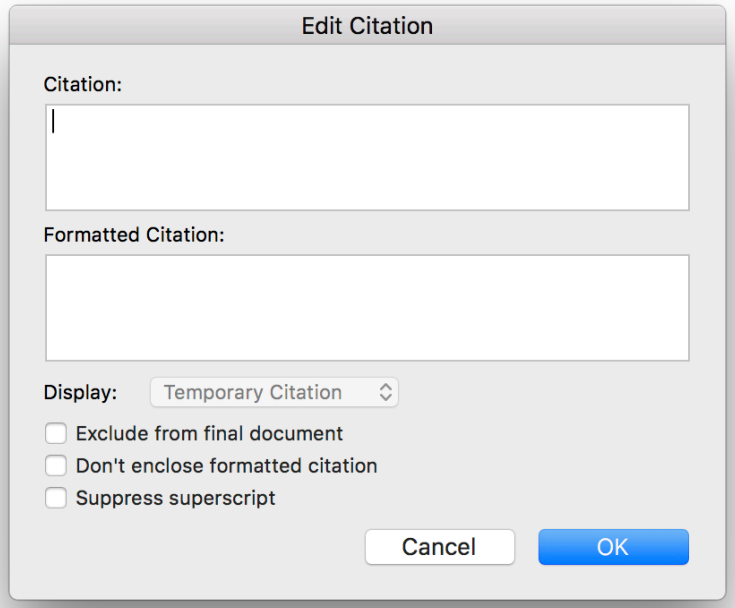


Figure 8-186: Edit Citation Window

- **Citation**: This text box is used to display and edit the temporary citation text.
- **Formatted Citation**: This text box is used to display and edit the final citation, as it would appear in the final manuscript.
- **Display**: This popup menu is used to choose whether to display the *Temporary Citation* or the *Final Citation* in the document.
- **Exclude from final document**: This checkbox is used to exclude the current citation from the final document. Refer to Excluding a Citation form the Final Bibliography on page 104 for step-by-step instructions.
- **Don't enclose formatted citation**: This checkbox is used to remove the enclosing characters from the final format of the current citation. Refer to Removing Enclosing Characters from Citations on page 105 for step-by-step instructions.
- **Suppress superscript**: This checkbox is used to prevent any superscript character style to be applied to the current citation in the text. Refer to Suppressing Superscript in Citations on page 105 for step-by-step instructions.

21. Bibliography and Citations Style Mapping Window

The *Bibliography and Citations Styles* window is used to format the appearance of bibliography and citations in your document using styles. Refer to Formatting Citations Using Styles on page 104 and Formatting the Bibliography Using Styles on page 107 for step-by-step instructions.

The window comprises two tabs, which are detailed in the following sub-sections.

A. Bibliography and Citations Styles Window - Bibliography Tab

The following figure depicts the *Bibliography and Citations Styles* window *Bibliography* tab and its functionalities:

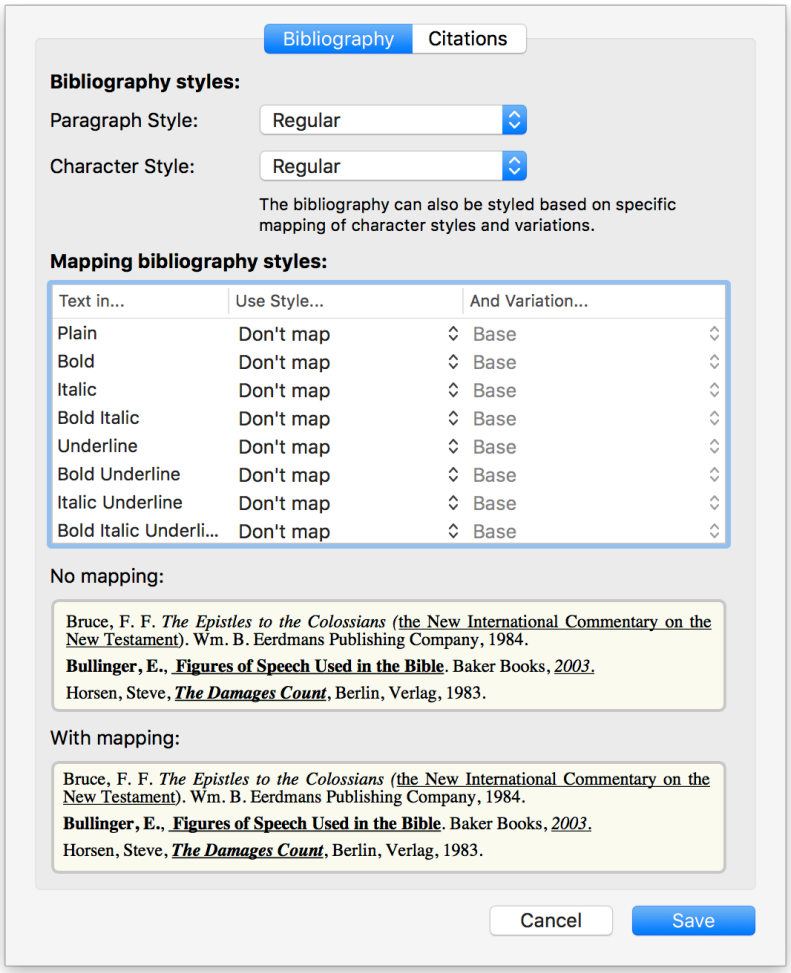


Figure 8-187: *Bibliography and Citations Styles* Window - *Bibliography* Tab

- **Bibliography**: This tab is used to switch to the *Bibliography* tab of the window. It is highlighted in blue when the *Bibliography* tab is selected and active.
- **Citations**: This tab is used to switch to the *Citations* tab of the window. It is highlighted in blue when the *Citations* tab is selected and active.
- **Paragraph Style**: This popup menu is used to choose the paragraph style to apply to the bibliography.
- **Character Style**: This popup menu is used to choose the character style to apply to the bibliography.
- **Mapping bibliography styles**: This table is used to set specific mappings for styles from the reference manager into the document bibliography:
  - *Text in*: Sets the text style to map.
  - *Use Style*: Sets the character style that will be applied to the selected *Text in* element when they are inserted from the reference manager into the document.
  - *And Variation*: Sets the character style variation that will be applied to the selected *Text in* element when they are imported from the reference manager into the document.
- **No Mapping**: This preview area is used to show how the bibliography entry would look like with no mapping.
- **With Mapping**: This preview area is used to show how the bibliography entry would look like with the selected mapping configuration.

B. Bibliography and Citations Styles Window - Citations Tab

The following figure depicts the *Bibliography and Citations Styles* window *Citations* tab and its functionalities:

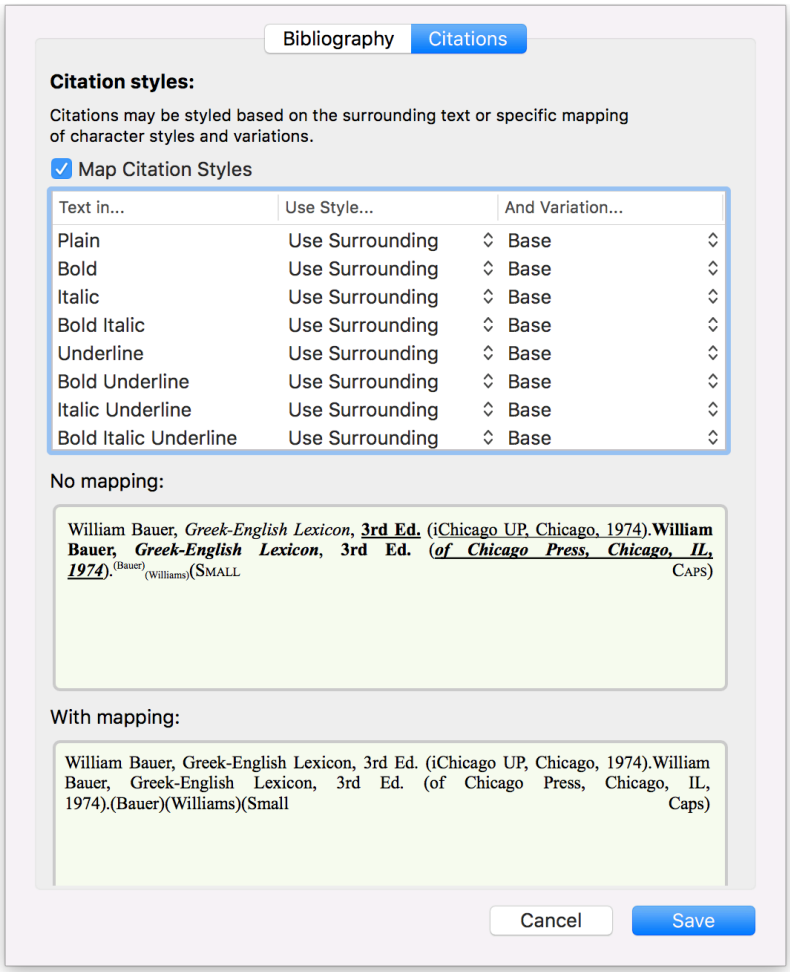


Figure 8-188: *Bibliography and Citations Styles* Window - *Citations* Tab

- **Bibliography**: This tab is used to switch to the *Bibliography* tab of the window. It is highlighted in blue when the *Bibliography* tab is selected and active.
- **Citations**: This tab is used to switch to the *Citations* tab of the window. It is highlighted in blue when the *Citations* tab is selected and active.
- **Map Citation Styles**: This checkbox is used to enable mapping citation styles. When it is not selected, citations will be applied with their surrounding text styling attributes.
- **Mapping citation styles**: This table is used to set specific mappings from styles in the reference manager into the document citations.
  - *Text in*: sets the text style to map.
  - *Use Style*: Sets the character style that will be applied to the selected *Text in* element when it is inserted from the reference manager into the document.
  - *And Variation*: Sets the character style variation that will be applied to the selected *Text in* element when it is inserted from the reference manager into the document.
- **No Mapping**: This preview area is used to show how citations would look like with no mapping.

- **With Mapping**: This preview area is used to show how citations would look like with the selected mapping configuration.