Manual

TextMaker 2021

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Welcome!

Welcome to TextMaker! You have purchased a word processor that combines user-friendliness with powerful features at a highly affordable price! TextMaker will enable you to complete your writing tasks quickly and easily.

Note: This manual was written in order to describe how to use the program via the new **ribbon user interface**. A description of its use via **classic menus with toolbars** can only be found in older manuals.

Tip: A table in the appendix shows you which ribbon command corresponds to which menu command:
Ribbon commands and corresponding menu commands

Note: Some features have been disabled in **SoftMaker FreeOffice** (the free version of SoftMaker Office). Features that are not available in the free version are marked with a red box like this one.

Some features of TextMaker

- Available for **Windows**, **Mac**, **Linux** and **Android**
- Well-designed, ergonomic **user interface** – either with a modern "ribbon" or classic menus with toolbars
- **Practical document templates** for creating new documents, such as pre-designed letterheads and flyers, in no time
- **Advanced paragraph formatting** such as automatic numbering, bullets, borders, shadows and patterns
- **Paragraph and character styles** that enable you to apply your favorite formatting to text at the touch of a button
- **Desktop publishing (DTP) features** such as "master pages", drop caps, small caps, kerning, adjustable character spacing and pitch
- **Embedding of pictures** in numerous file formats, extensive **drawing functions**, **TextArt** module for font effects
- **Document scanning** – scanning via WIA is also supported in addition to TWAIN
- **Powerful table functions**, including computational functions
- **File manager** with search functions (not included in SoftMaker FreeOffice)
- **Tables of contents and indexes, footnotes, outline view** (outliner, not included in SoftMaker FreeOffice)
- **Excellent spell check and hyphenation, large thesaurus** (not included in SoftMaker FreeOffice)
- **Integrated address book (database)**

  ... and much more!

TextMaker is being developed continually. If, when working, you discover the need for a feature that is not yet available, or if you have any other suggestions, please contact us as we want TextMaker to meet the needs of users!

Additional features in SoftMaker Office Professional and NX Universal

Available only for **Windows**, **Mac** and **Linux**:

The even more powerful **SoftMaker Office Professional** and **SoftMaker Office NX Universal** include an advanced version of TextMaker which offers the following additional features:

- **Duden Korrektor** from Dudenverlag (spell check, hyphenation, **grammar check**)
- Original **Duden dictionaries** for looking up terms: **Das deutsche Universalwörterbuch** (The German Universal Dictionary) and **Das große Fremdwörterbuch** (The Large Foreign Dictionary)
- **Research function** – for looking up selected terms directly on online platforms

Android version

TextMaker is also available for Android devices and contains practically all features of the Windows version.

Technical support

If you have any questions, our technical support team will be happy to assist you. You can reach us as follows:

Website

Our website provides the latest program updates, tips and tricks, free downloads and much more.

For more information, see: www.softmaker.com

Support forums

In our support forums, you can ask our technical support team any technical questions you may have, while also communicating with other users.

These forums can be found at: forum.softmaker.com

Inquiries to our support team

If you have any problems with our software, we will happily assist you.

You can post your questions here: www.softmaker.com/en/support-assistant

About this manual

TextMaker has a wide variety of functions – but don't worry: you don't have to master all of them! While you're getting started, just use those you need. If you would like to make use of TextMaker's more advanced functions at a later stage, you can still read the relevant pages in the manual.

This manual is structured as follows:

- The chapter **Installation and program startup** deals with the installation of TextMaker. You also learn how to start the program.
- The chapter **Application window** describes the individual components of TextMaker's main window.
- The chapter **Basics** provides information on TextMaker's most important functions. It is ideal for beginners!
- The chapter **The TextMaker tour** deals with the subject of text editing in tutorial form and shows you how to use TextMaker by means of some practical examples.
- The chapter **Working with selections** and the following chapters are the reference part of this manual. These chapters are organized by subject and provide a detailed description of all functions of TextMaker.

System requirements

In order to run this software, you require the following hardware and software:

Windows version

- Windows 10, Windows 8/8.1 or Windows 7 (32-bit or 64-bit)

Mac version

- macOS as of version 10.12 (Sierra)

Linux version

- Any x86 Linux (64-bit)

Android version

- Android 5.0 or higher
- ARM-compatible CPU (32-bit or 64-bit)

Installation and program startup

This chapter provides information on installing and starting TextMaker.

It is divided by operating system into the following sections:

- Installing on Windows
- Installing on macOS
- Installing on Linux
- Installing on Android devices

Please read the section for your operating system.

Installing on Windows

Download

If you obtained the software by *downloading* it from our website, you will find installation instructions in the e-mail that you automatically received after purchasing the software.

CD-ROM

If you obtained the software on a *CD-ROM*, please start the installation program provided in the root folder of the CD. Then follow the installation program's instructions to install the software.

Starting the programs

To start the installed programs, use the **Start** menu (the button with the Windows logo) in the lower left corner of the screen. You will find your SoftMaker Office applications in a sub-folder called **SoftMaker Office**.

Address entry upon initial start: When you start TextMaker for the first time, you will be asked to enter your name, address, phone number, etc. This information is *not* used for registering the program. It is in fact required by TextMaker in order to automatically personalize the supplied document templates for letters. You can always change this information at a later stage (see Settings, General tab).

Installing on macOS

You will find information about installing the software in the e-mail that you automatically received after purchasing it.

Is an error message displayed when you start the installation program?

Depending on your system settings, the following error message may be displayed when you try to start the installation program:



This occurs when your system's security settings specify that only programs that have been downloaded from the App Store may be run.

Clicking on the question mark in the lower left corner of the message reveals how you can still run the installation program. You then see a help window in which the following procedure is recommended:

1. Close the error message.
2. Hold down the **Ctrl** key and click on the installation program.
3. A context menu is displayed. Choose the command **Open**.
4. You then see a message which asks you if you really want to open the program. Confirm this by clicking on the **Open** button.

The installation program will now start.

Starting the programs

After the installation is complete, icons for each of the installed programs will be displayed in both the Launchpad and the Dock at the bottom of the screen. To start one of the programs, simply click on its icon.

Installing on Linux

You will find information about installing the software in the e-mail that you automatically received after purchasing it.

Starting the programs

In most Linux distributions, the installation program automatically creates shortcut icons for all SoftMaker Office applications in the menu. To start any of the applications, click on the corresponding icon.

Alternatively, the following scripts are available for starting the programs:

- **textmaker21free** starts TextMaker.
- **planmaker21free** starts PlanMaker.
- **presentations21free** starts Presentations.

You can execute these scripts in a shell, for example.

Address entry upon initial start: When you start TextMaker for the first time, you will be asked to enter your name, address, phone number, etc. This information is *not* used for registering the program. It is in fact required by TextMaker in order to automatically personalize the supplied document templates for letters. You can always change this information at a later stage (see Settings, General tab).

Installing on Android devices

When purchased in the Google Play Store

If you purchase an application via the **Google Play Store** on your Android device, you do not need to do anything as the application will be automatically downloaded and installed immediately after purchasing it.

Application window

The following pages contain an introduction to the individual components of the TextMaker user interface, both for the *ribbon interface* and for the *classic menu interface*.

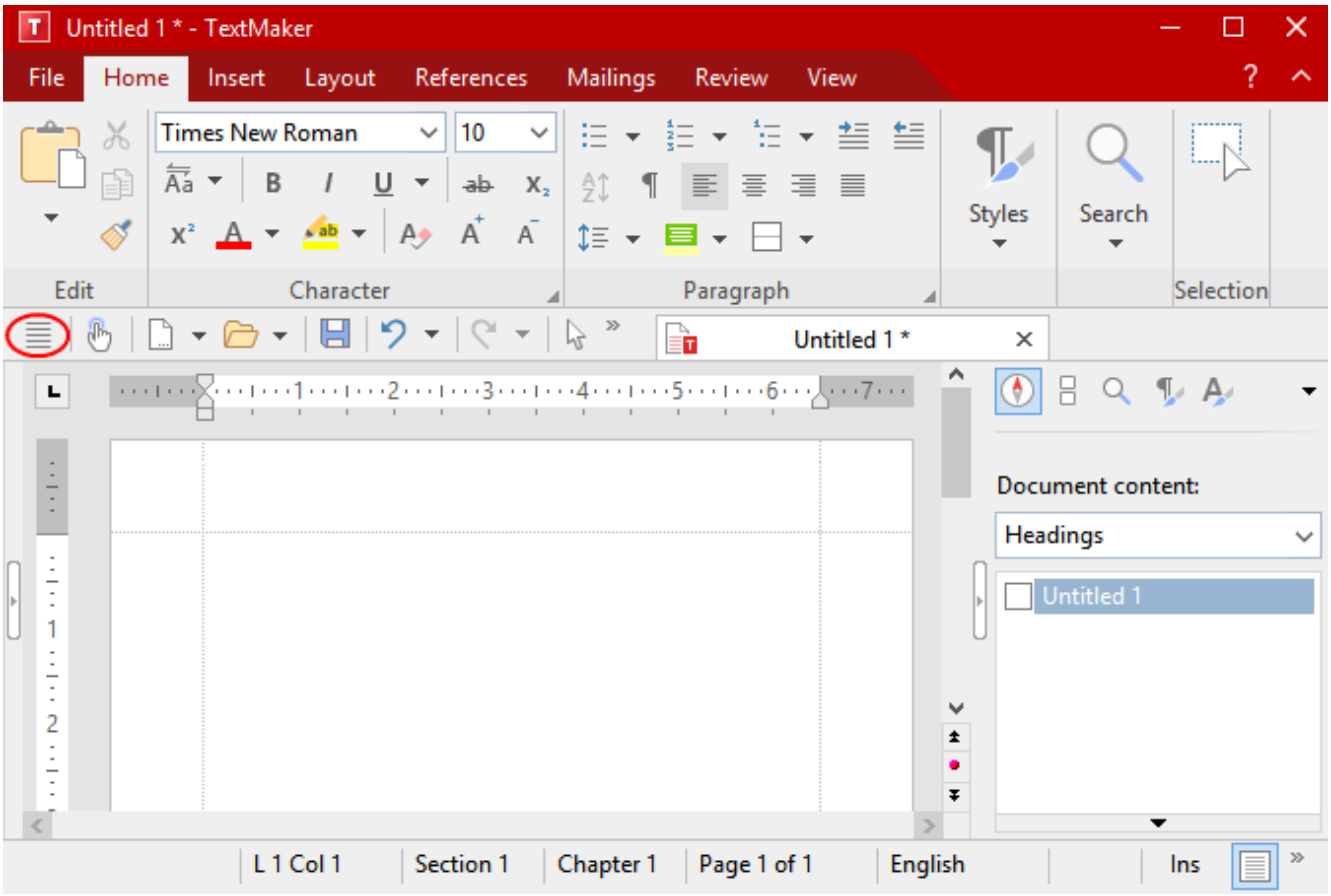
In all other chapters, this manual is designed for the user interface with the **ribbon**.

If you would like to continue working with the **classic menu interface**, a table in the appendix shows you which ribbon command corresponds to which menu command: Ribbon commands and corresponding menu commands.

Tip: You can switch the user interface between *ribbon* and *classic menus* at any time. To do so, choose the command **File | Options** in the ribbon (or choose **Tools > Options** in the classic menu). On the **Appearance** tab, click on the **User interface** button.

Alternatively: Right-click on a free space in the ribbon or toolbar, and choose **User interface**.

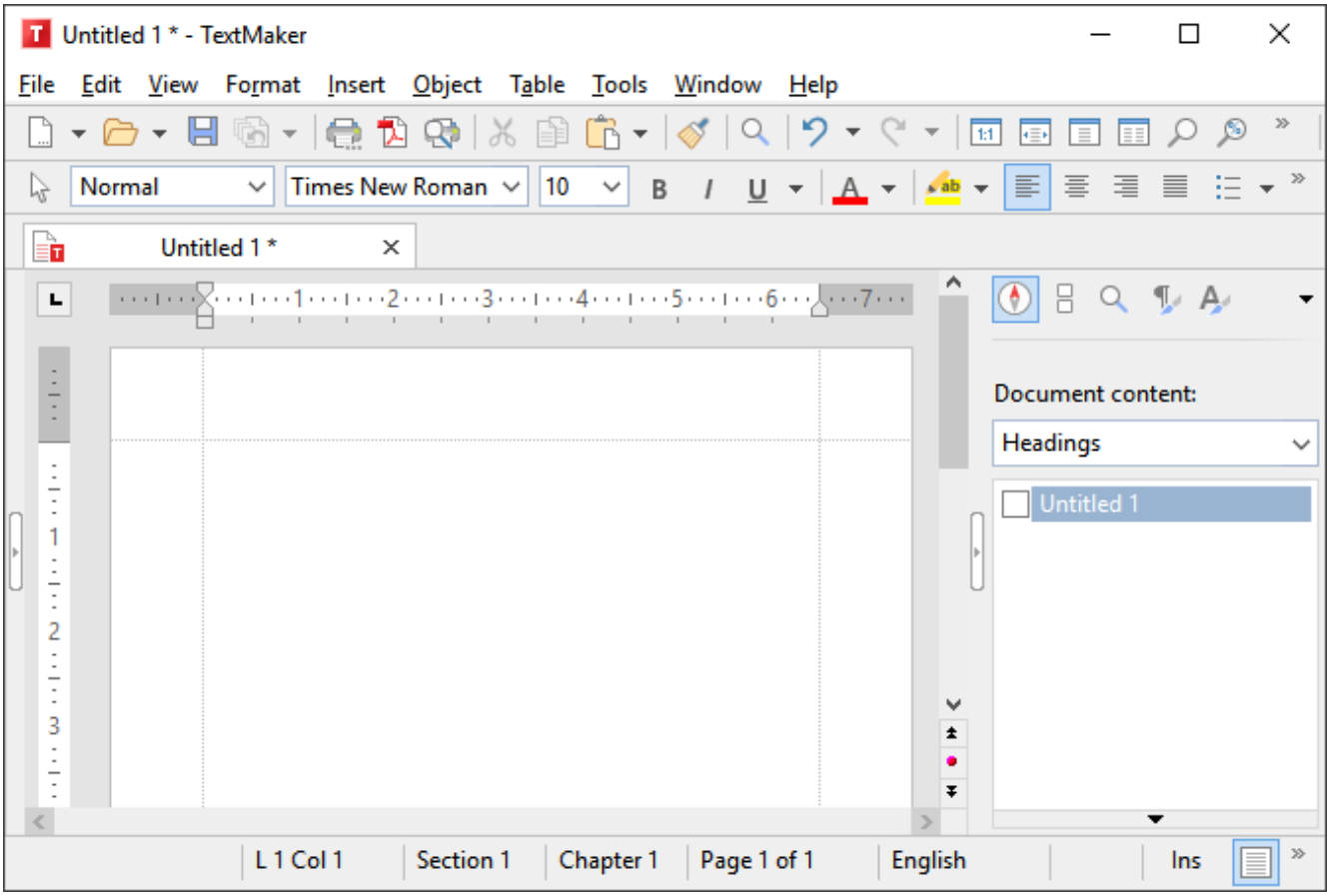
Program window with the "Ribbon" user interface



TextMaker with the "Ribbon" user interface (Windows version)

Tip: Even when using the ribbon user interface, the classic menu commands are always accessible in the ribbon view. To access them, use the "hamburger menu" (the icon ☰ to the left of the Quick access toolbar, highlighted in red). There, you will find all familiar menu commands from the classic menu user interface.

Program window with the "Classic menus" user interface



TextMaker with the "Classic menu" user interface (Windows version)

Note: Most of the illustrations in this manual were prepared with the **Windows** version of TextMaker. On other operating systems, some of the controls look slightly different, but their functionality is the same.

Title bar

In the top line of the program, you will find the *title bar*.

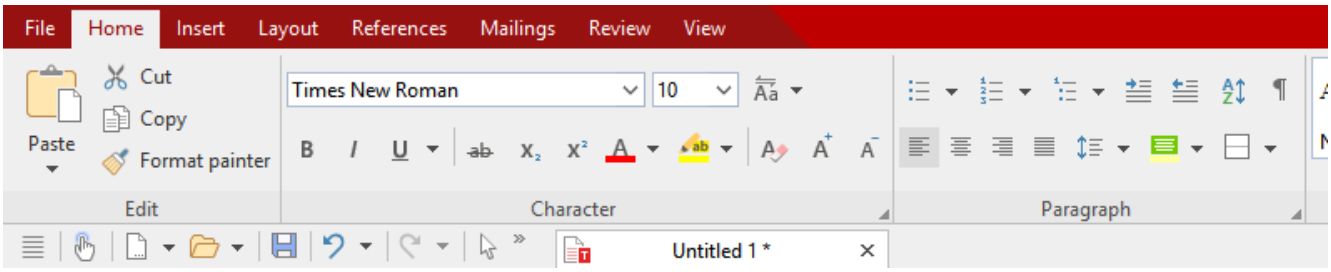


This displays the program name and the name of the document that you are currently editing.

If the document contains changes that have not yet been saved, an asterisk is displayed after its name.

User interface: Ribbon

If, in the settings, you have selected that you would prefer to use the *Ribbon* interface instead of *Classic menus*, the upper area of the program window will look like this on your device:



The ribbon (section) and the Quick access toolbar (at the bottom)

The ribbon

Ribbons are a modern type of user interface that combines menus and toolbars to simplify the use of the software.

As you can see, the ribbon has several tabs whose tab headers are displayed at the top: **File**, **Home**, **Insert**, etc. Each of these "ribbon tabs" contains logically combined groups (for example, on the ribbon tab **Home**: *Edit, Character, Paragraph*, etc.) with related commands for a certain task area.

To switch to another ribbon tab, click on its tab header.

Tip: You can also switch between the ribbon tabs with a shortcut key: Use **Ctrl+F12** to move to the next tab and **Ctrl+Shift+F12** to move to the previous tab. You can also scroll with the middle mouse wheel while pointing to the top bar with the tabs.

Each icon represents a specific command. If you click on it, the corresponding command is chosen. In the group **Character** on the ribbon tab **Home**, for example, you will find commands for formatting texts, such as font, bold, italics, etc., which you can both read and change.

If you select a section of text beforehand, formatting changes will affect only the selected text. Otherwise, the text that you subsequently type will be affected.

To choose a different font, for example, click on the small arrow to the right of the font name to open the list, and then choose a font.

Other icons are switches that you can enable or disable by clicking on them – for example, the **B** for bold.

There are also split buttons, where you can either click on the icon to directly apply the displayed command or use the corresponding small arrow to the right of the icon to open its dropdown menu. This is the case, for example, when choosing the font color.

Tip: If you hover the mouse cursor over an icon (without clicking), the program will display a text box called a "tooltip", which describes the icon's function. This requires Show tooltips to have been enabled in the settings.

The group arrows ◢ in the bottom right corner of each command group indicate that there are other options and commands available for that group. Simply click on this arrow to open the dialog box belonging to the group, where you can make further settings.

The Quick access toolbar

The *Quick access toolbar* is displayed below the ribbon. It provides a choice of frequently used commands.



- **Touch mode**

  If you enable this button, all icons in the ribbon will be slightly enlarged. This is useful when operating the software with your finger (for example, on a tablet).

- **Create a new file**

  This button opens a new document. For more information, see Starting a new document.

- **Open a file**

  This button opens an existing document. For more information, see Opening a document.

- **Save file**

  This button saves the document that is open in the current window. For more information, see Saving a document.

- **Undo**

  This button undoes the last change made to the current document. You can also choose this command several times in succession to undo the last x changes. For more information, see Undoing changes.

- **Redo**

  This button restores the last undone change(s). For more information, see Undoing changes.

- **Object mode**

  Switch between edit and object mode to make it easier to edit either text or objects. For more information, see Object mode.

To the right of the Quick access toolbar, there is a double arrow » . You can use its menu to add/remove common buttons directly from the Quick access toolbar. You can also change the position of the Quick access toolbar here and add additional icons via the command **Customize** (for Quick access toolbar and ribbon, see below).

To the left of the Quick access toolbar, you will find the **"hamburger-menu"** ☰. Even if you have selected the "ribbon" as the user interface, the "hamburger menu" is still available in the Quick access toolbar in case you would like to access the menu commands of the classic menu interface.

Creating your own ribbon and Quick access toolbar

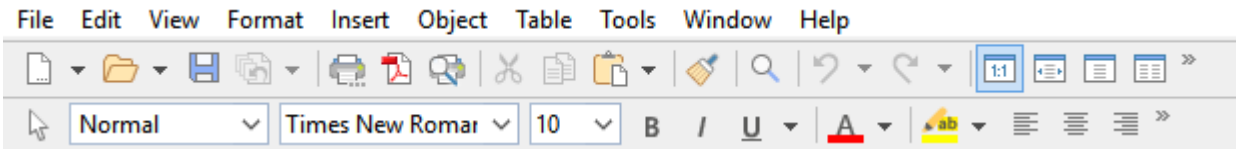
You can change the *ribbon* and the *Quick access toolbar* at will and add additional icons. To do so, either choose **File | Customize** in the ribbon or right-click on a free space in the ribbon. In the following menu, you will find the entries *Customize ribbon* or *Customize Quick access toolbar* to open a corresponding dialog box.

You can also hide the ribbon display completely (*Minimize ribbon*) or change the position of the Quick access toolbar.

For more information, see Customizing the ribbon.

User interface: Classic menus

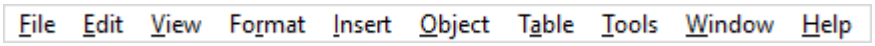
If, in the settings, you have selected that you would prefer to use *Classic menus* instead of the *Ribbon* interface, the upper area of the program window will look like this on your device:



Classic menus with toolbars (section)

The menu bar

The *Menu bar* is found directly under the title bar.



It contains all of TextMaker's commands in the form of clearly arranged *menus*. Click on a menu item to open a menu and choose a command.

The Standard toolbar

The *Standard toolbar* is displayed below the menu bar. It contains icons for TextMaker's most frequently used commands.



Toolbars such as the Standard toolbar enable quick access to the functions of a program. Each icon represents a specific command. If you click on it, the corresponding command is chosen.

Tip: If you hover the mouse cursor over an icon (without clicking), the program will display a tooltip that describes the icon's function. This requires Show tooltips to have been enabled in the settings.

The Formatting toolbar

The *Formatting toolbar* can be found below the Standard toolbar. You can use it to both read and change the most common text formatting (font, bold, italics, etc.).



If you select a section of text beforehand, formatting changes will affect only the selected text. Otherwise, the text that you subsequently type will be affected.

To choose a different font, for example, click on the small arrow to the right of the font name to open the list, and then choose a font.

Other icons in the Formatting toolbar are switches that you can enable and disable by clicking on them – for example, the **B** for bold.

There are also split buttons, where you can either click on the icon to directly apply the displayed command or use the corresponding small arrow to the right of the icon to open its dropdown menu. This is the case, for example, when choosing the font color.

Additional toolbars

There are additional toolbars in TextMaker that you can enable and disable as you choose. To do so, either choose the menu command **View > Toolbars** or *right-click* on one of the displayed toolbars. You then see a menu in which you can select toolbars that you would like to have displayed.

Customizing toolbars

You can customize the default toolbars to your liking and even create your own toolbars. For more information, see Customizing toolbars.

User interface: Toolbars (Android only)

In addition to the *ribbon* and *classic menus* user interfaces, the Android version provides another option: the *toolbar* user interface.

The **toolbars** interface is designed in a manner that makes it easier to use TextMaker on smartphones and tablets. It constitutes a mixed form of the functionalities of ribbon and classic menus. On smartphones, TextMaker is started by default with this **toolbars** interface the first time you open it, while it is opened by default with the **ribbon** interface on tablets.

To switch the interface, choose the command **File | Options** in the ribbon interface or choose **Tools > Options** in the classic menu interface. In the following dialog box, the **Appearance** tab contains the dropdown list **User interface**. Here, you can choose between toolbars, ribbon or classic menus with different colors.

Tip 1: In the *toolbars* interface, you reach this dialog box by opening the "hamburger menu" to the left of the toolbar and choosing the command **Tools > Options**.

Tip 2: The hamburger menu also contains all other menu commands of the classic menu interface.

Using the "toolbars" user interface

The **toolbars** user interface contains a bar with icons at the bottom of the program window, and each icon represents a group of commands. If you click on a group icon, another bar opens with the corresponding group commands.

Behind the **File** group icon, for example, you will find the commands *Open document*, *Save document*, *Print document*, etc. To hide the displayed bar with the commands, simply click on the group icon again.

By default, the toolbar contains the following groups:

Group	Commands (among others)
File	Open document, Save document, Print document, etc.
Edit	Undo, Format painter, Copy & Paste, Search, etc.
Character	Font, Font size, Font color, Text styles (bold, italics, etc.)
Paragraph	Line spacing, Paragraph alignment, Bulleted lists, etc.
Insert	Objects (picture, table, text frame, AutoShape), Comments, Headers and footers, etc.
Layout	Page setup, Chapter formatting, Hyphenation, Align objects, etc.
Review	Spell check, Track changes, etc.
View	Object mode, Zoom, Ruler, etc.

"Keyboard" button

In **Options**, the **System** tab contains an option **Show/hide keyboard automatically**. Once this setting is enabled, it automatically opens the on-screen keyboard when you type something into the document.

If you disable the option, this behavior is suppressed and a freely movable **Keyboard** button is displayed instead on the document. If you click on the button, the keyboard is shown. By clicking on the button again, you hide the keyboard.

Note: This setting is possible in any user interface for smartphones and tablets. For *tablets*, the Keyboard button is only freely movable on the document in the **toolbars** interface if you disable the above option. In the **ribbon** and **classic menus** interfaces, the Keyboard button is displayed instead in a fixed manner in the upper left area of the command bar.

For smartphones only: "View" button

TextMaker offers smartphone users an additional aid, the **View** button, which is freely movable above the document.

This enlarges the text section in which the cursor is currently positioned. If you click on this button, TextMaker switches to edit mode. The enlarging of the section makes it easier for you to track what you are entering. If you click on the button again, you switch back to the normal view and then have a better overview of the entire document.

Note: Tablet users can also use this function by disabling "Tablet mode" in **Options** (on the **Appearance** tab). However, you will then lose the optimized display of TextMaker on your tablet.

Unlocking locked commands

Some commands are locked in the Android version (recognizable by the lock in the command icon), but they can be unlocked if necessary. This applies to the following commands:

- Print preview, Print document, Print merge
- Export document as PDF, Export document as EPUB, Send document as e-mail
- Track changes

To unlock the commands, click on the command icon. The program opens a dialog box with the following options: Users of **SoftMaker Office NX Home** and **NX Universal** can use their product key to unlock commands. Users of other versions have the option of unlocking the functions via **Google Play Store** (subject to a fee).

Customizing command groups

You can customize the default groups as desired by adding/removing commands. Note: However, you cannot add or delete an entire group in this interface.

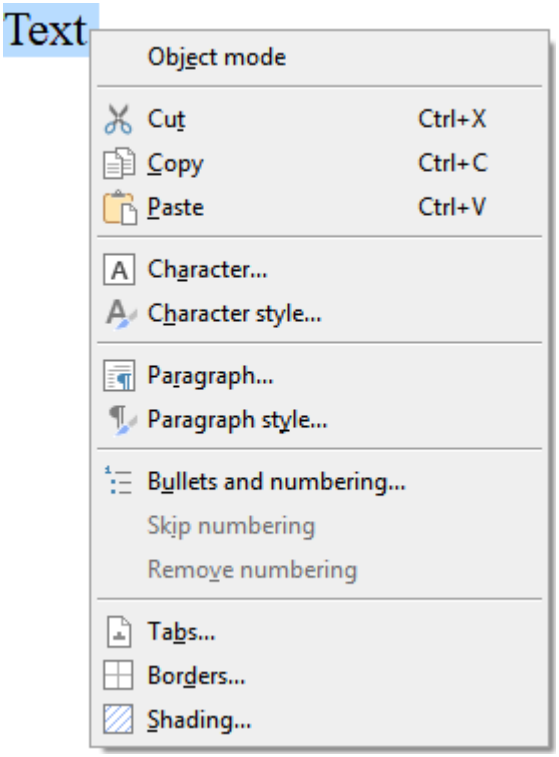
In the hamburger menu, choose the command **Tools > Customize**. This opens the dialog box *Customize user interface*, which is structured as follows:

- On the left side, you will find all of the commands that are available in TextMaker. On the right side, the dropdown list **Customize** contains the groups that are in the toolbar. The list below it displays the commands that are currently in the selected group.
- You can add new commands to each group (or remove them, change their position or insert separators). This works in a similar manner to that described for the **classic menus with toolbars** user interface in the Customizing toolbar icons section. Difference: Instead of "*toolbar* icons", you customize "*group* icons".

Context menu

Regardless of the user interface in which you work, there is also another way to choose commands: via the **context menu**.

This menu contains different commands depending on the current situation. If, for example, you select some text and then **right-click** to open the context menu, it offers commands for cutting, copying or formatting that text.



Depending on what you have previously selected (text, objects, tables, etc.), you will be offered a variable – contextual – selection of commands when opening the context menu. This makes it much easier for you to quickly navigate to situational commands without a long search.

Android: In the Android version, you can also open the context menu with your finger by tapping on the screen and holding your finger there for about a second.

Document tabs

FreeOffice: The function for working with *document tabs* is not included in SoftMaker FreeOffice. However, you can open several documents in different program windows.

Android: This function is not available in the Android version for *smartphones*. In the version for *tablets*, actions are possible with the tabs within the same program window.

A bar with *document tabs* can be seen above the document. It displays one tab for each open document.



The document tabs bar

The tabs can be used to perform the following actions:

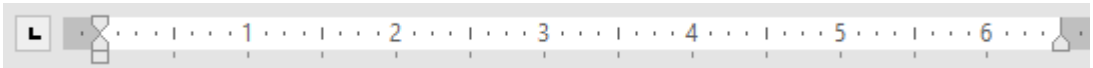
- To make a document become the active document, *left-click* its tab. This enables you to rapidly switch between the open documents.
- To close a document, click on its tab with the *middle* mouse button.

  Alternatively, left-click on the **x** icon displayed on the far right of each tab.
- You can change the order of the tabs by dragging a tab to the desired position on the tab bar while holding down the left mouse button.
- To release a tab and display it in a separate program window, drag it to a position outside the current program window while holding down the left mouse button.

By the way, documents can also be started in a new program window when they are opened. For more information on working with multiple documents, see Working with multiple documents.

Horizontal ruler

Above the document itself, you will find the *horizontal ruler*, which is mostly called the *ruler* later in the manual. This bar displays the indents and tabs for the current paragraph (or any paragraphs currently selected).



Indents and tabs are not only displayed there, they can also be changed via the mouse. You will learn how to do this in the sections Indents and Tabs.

Tip: You can enable or disable the ruler in the ribbon interface via the command **View | Horiz. ruler** (also **View > Horizontal ruler** in the classic menu interface).

Sidebar

Android: The *sidebars* are not available in the Android version.

The bar on the right (or left) next to the document is called a *sidebar*. It is a particularly useful tool:

For example, you can use the "Document map" function in the sidebar to display a list of all headings in a document in order to navigate better within the document. If you double-click on one of the headings, TextMaker immediately jumps to the corresponding heading in your document.

Using the sidebar

Use the small toolbar at the top of the sidebar to select which function should be used in the sidebar (document map, thumbnail preview, search, paragraph styles, character styles).

FreeOffice: In SoftMaker FreeOffice, only the *Paragraph styles* and *Character styles* functions are available.



You can enable or disable the sidebar at any time:

To do so, choose the ribbon command **View** | group **Windows** | **Sidebars** (in the classic menu interface: **View** > **Sidebars**) and select the option **Show sidebars**. If you click on the enabled option again, you disable the sidebar.

If you choose the command **Sidebars** again while the sidebar is enabled, you can use the dropdown menu to arrange the available functions in the sidebars to the left or right of the document.

Tip: When the sidebar is enabled, it can also be collapsed or expanded by clicking on the narrow vertical button at the edge of the sidebar. To adjust the width of the sidebar, drag the separator between the sidebar and the document to the left or right with the mouse.

FreeOffice: In SoftMaker FreeOffice, the sidebar occasionally opens automatically at program startup in order to display some interesting information on SoftMaker Office.

Functions of the sidebar

You can use the small toolbar at the top of the sidebar to choose which function the sidebar should currently have. The following icons are available (from left to right):

Icon	Function
	Show document map. For more information, see Navigating with the sidebar.

Page thumbnails to display thumbnails of your current document. See example below.

Search for search terms in the text. For more information, see Searching with the sidebar.

Show, apply and edit paragraph styles. For more information, see Paragraph styles and the sidebar.

Show, apply and edit character styles. For more information, see Character styles and the sidebar.

By clicking on one of these icons, you can change the sidebar function at any time, depending on what you need.

The toolbar also has a menu that you can expand by clicking on the black arrow to the right of the toolbar. The menu contains two options that can be used to change the appearance of the toolbar as follows:

- If you select the option **Display as icons**, all of the aforementioned functions are displayed side by side as icons in the toolbar.
- If, on the other hand, you select the option **Display as list**, only the currently selected function is displayed at the top instead, but all other functions can be accessed via the dropdown menu.

Example: The "Page thumbnails" function

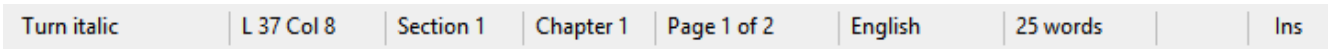
The "Page thumbnails" function displays a page overview of the current document with small preview images (thumbnails) in the sidebar. This gives you a better overview of multi-page documents and enables you to easily navigate between the pages of a document.

To do this, click the **Page thumbnails** icon at the top of the sidebar.

To jump to a specific page in the document, simply click on the respective preview image in the thumbnail.

Status bar

The *Status bar* is found at the bottom of the program window.



Note: If you do not see the status bar, you will have to change the settings for it as described in Settings, Appearance tab (for the ribbon interface) or as described in Showing and hiding toolbars (for the classic menu interface).

You can read the following information in the status bar:

Example	Explanation
Italics, Textbox1, etc.	Different information is displayed on the far left. If you hover the mouse cursor over a command icon, the function of this command is displayed here. If you select an object, its name is displayed here. If you move or resize an object, the current position/size is displayed, etc.

L 37 Col 8	The text cursor is positioned at line 37 and column 8 on the current page.
Section 1	The text cursor is positioned in section 1 of the document (see Multi-column page layouts).
Chapter 1	The text cursor is positioned in chapter 1 of the document (see Dividing a document into chapters).
Page 1 of 2	The text cursor is positioned on page 1 of a document with a total of 2 pages.
1 page*	The text cursor counts 1 selected page. Select multiple pages as desired in order to count the number of pages in a chosen section.
English	The text in which the text cursor is currently positioned (or the currently selected text) is formatted in the English language (see also Setting the language).
25 words	This shows how many words are in the text. If you select text passages, only the selected words are counted. (Double-click on the displayed counter to open the Statistics tab with further details)
Table cell	If you have inserted a table, the currently selected table cells are displayed here.
Ins	This shows whether Insert mode (Ins) or Overwrite mode (Ovr) is enabled: **Ins:** Insert mode is enabled – newly entered text will be inserted in front of existing text. **Ovr:** Overwrite mode is enabled – newly entered text will be written over existing text. The default setting is Ins. You can use the **Ins** key on your keyboard to switch between these two modes (or by clicking on the Ins/Ovr display).

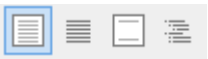
* This information is not displayed in the status bar by default. However, you can add this button to your own customized user interface. To do so, select the "Count pages" button and add it to the status bar or another area (see "Tip: Customizing the status bar" below).

Tip: For certain display elements of the status bar, contextual dialog boxes open when you double-click with the left mouse button.

Further elements of the status bar

- **Screen display**

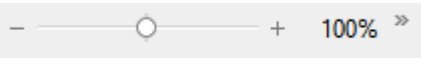
  On the right side of the status bar, there are also some buttons for displaying the document on the screen:

  These buttons enable you to quickly switch between *standard view*, *continuous view*, *master page view* and *outline view*, which you can also customize on the **View** ribbon tab (in the classic menu interface: in the **View** menu). For more information, see Customizing the document display.

- **Zoom level**

  The status bar also contains a zoom slider that allows you to change the zoom level for the document:

  To do so, either drag the slider with your mouse or click on the plus or minus icon (see Zoom level).

Tip: Configuring the status bar

If you click on the double arrow » on the far right of the status bar, you will find the following options:

- You can use the option **Add/remove buttons** to show or hide the individual preset elements of the status bar.
- The option **Customize** opens the dialog box *Customize user interface*, where you can freely configure the status bar from all commands available in TextMaker.

  In the dialog box, select the item "Status bar" in the list *Customize* (top right). You can then add or remove buttons from the status bar and change their order. For more information, see Customizing icons and groups in the ribbon.
- **Reset this toolbar** restores all changes made to the status bar back to their original state.

Basics

This chapter provides a brief description of TextMaker's most important basic functions.

We recommend that you then take the *TextMaker tour* in the next chapter, which will guide you step by step through the program by means of practical examples.

Note: Most of the illustrations in this manual were produced with the **Windows** version of TextMaker. On other operating systems, some of the controls look slightly different, but their functionality is the same.

Entering text

When you start TextMaker, an empty document is opened automatically. Thus, you can start entering text immediately.

Note: Once you have finished writing a line, do not press the Enter key↵ to start a new line. TextMaker automatically transfers the last word in a line to the next line when there is not enough space for it.

You should press the **Enter key**↵ only in the following cases:

- at the end of a paragraph
- to insert blank lines

Thus, let TextMaker take care of line breaks within a paragraph.

Moving the text cursor

While editing text, you always see a blinking line. This is called the *text cursor*. When you type something, the letters always appear where this text cursor is positioned.

You can move the text cursor anywhere between the beginning and end of the text. The direction keys on the keyboard are provided for this purpose. For example, the arrow keys ← and → move the text cursor one character to the left or right respectively.

Overall, the following direction keys are available for moving the text cursor:

Key	Function
←	One character to the left

→	One character to the right
↑	One line up
↓	One line down
Home	To the beginning of the line
End	To the end of the line
Ctrl+↑	To the beginning of the current paragraph or, when pressed again, to the previous paragraph
Ctrl+↓	To the next paragraph
Ctrl+Home	To the beginning of the document
Ctrl+End	To the end of the document

Apart from that, you can also click on any part of the text with your mouse to position the text cursor there.

Android: In the Android version, you can also simply tap on the desired position with your finger.

Deleting text

All users make typos occasionally and want to delete them again. TextMaker enables you to do so via numerous options:

Deleting characters: To delete a character, use the **Backspace key**⌫ situated above the **Enter key**↵. This key deletes the character to the left of the text cursor. The following text moves back automatically.

You can also delete in the opposite direction with the **Del** ("Delete") key. It deletes the character to the right rather than to the left of the text cursor.

Deleting word on the right: If you place the cursor before the first letter of a word and then press **Ctrl+Del**, the entire word is deleted. If the text cursor is positioned in the middle of the word, this key combination deletes only the letters following the cursor to the end of the word.

The key combination **Ctrl+Backspace**⌫ works analogously for words to the left of the cursor.

Deleting a carriage return: You can remove a carriage return that was inserted by mistake. Try it: Type a multi-line paragraph and then insert a carriage return in the middle of the paragraph by pressing the **Enter key**↵. The following text jumps to the next line and the paragraph is divided. This may be done intentionally in certain cases where a paragraph is too long and must be divided into two paragraphs. Here, however, it was a mistake – so press the **Backspace key**⌫ to remove the carriage return.

Deleting long sections of text: The aforementioned delete keys are well suited for removing short sections of text, but are far too laborious for deleting longer sections of text. For this reason, there is another deletion method whereby you first *select* the text and then delete it completely, for example, by pressing the **Del** key. For more information, see Working with selections.

Undoing changes

In the Quick access toolbar, you can use the **Undo** button to undo the last changes made to a document. If, for example, you format text in a different font, all you have to do is choose the command **Undo** and it will be undone again.

This not only works for formatting, but for virtually all text changes – for example, you can undo typing or the deletion of text.

The command **Undo** can be applied repeatedly if necessary. For example, you can choose it five times to reverse the last five changes.

If you click on the small arrow next to the **Undo** button, you will see a list of recent changes to which you can revert. If you click on an entry in the list, several steps can be undone at the same time.

Redoing undone actions

There is also a counterpart to the command **Undo**: the **Redo** button on the Quick access toolbar. This restores the last action you undid. You can thus undo the cancellation of text changes.

This command can also be chosen several times in succession. If, for example, you choose the command **Undo** five times, the last five text changes will be undone. If you then choose the command **Redo** five times, you will restore the original text.

Again, you can use the small arrow next to the **Redo** button to select entries from the list of recent actions to restore multiple steps at the same time.

Insert or overwrite?

Entering text is easy. You move the text cursor to the desired point in the document and start typing.

In TextMaker, *Insert mode* is enabled by default. If you type a character in this mode, it is inserted into the existing text and shifts the following text forward.

Alternatively, you can switch to *Overwrite mode*. In this mode, the text you type overwrites the following text.

The status bar always shows which mode is currently enabled: If "Ins" is displayed there, the insert mode is enabled. If "Ovr" is shown, you are working in overwrite mode.

You can switch back and forth between the two modes with the **Ins** key.

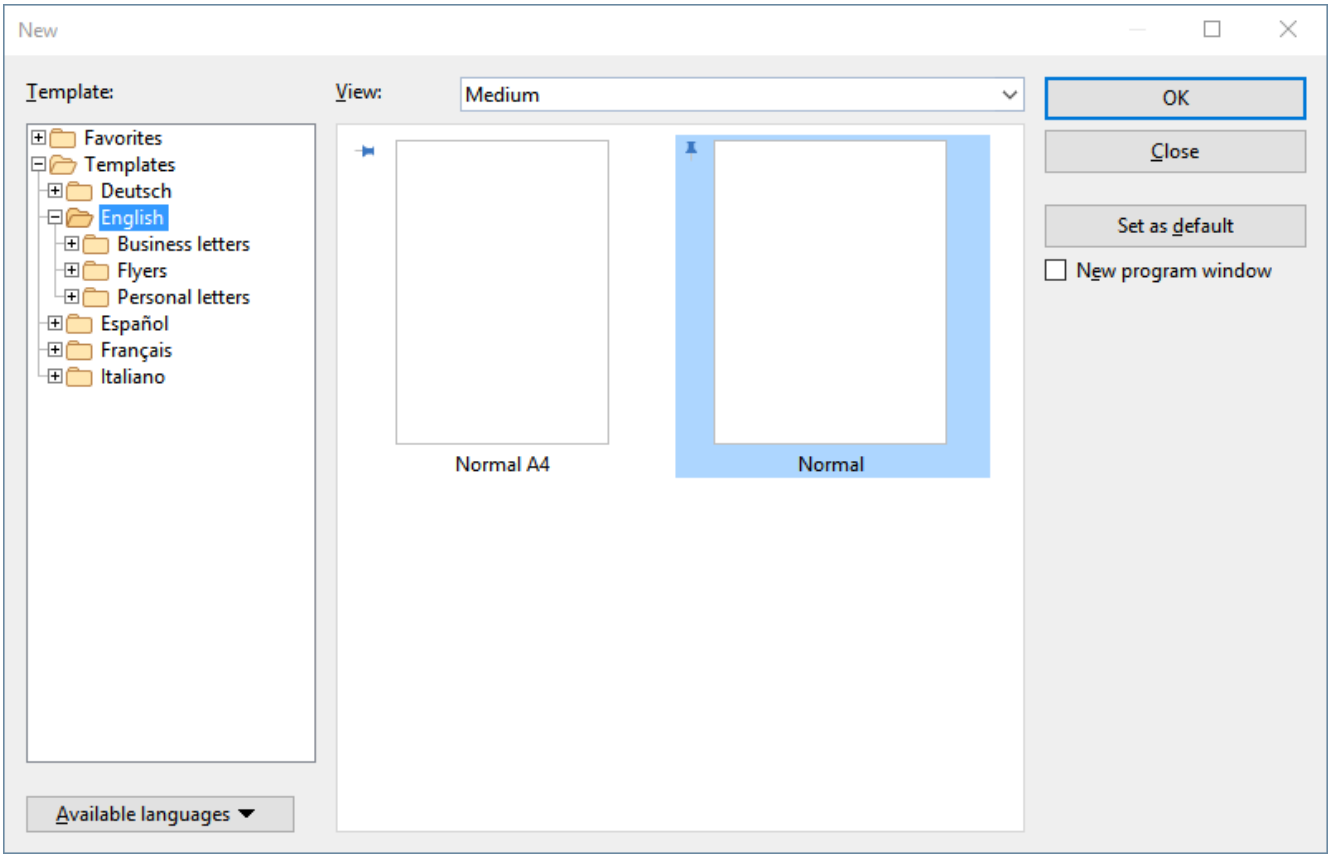
Starting a new document

To start a new document, choose the command **File | New** . (Click directly on the icon itself.) Incidentally, this command is also in the Quick access toolbar.

(Note: If you click on the icon's arrow instead, you'll see the templates you previously used. For more information, see "List of document templates used" below.)

Tip: Use the key combination **Ctrl+N** to quickly open a new document with the current default template, while skipping the dialog box shown below.

After you click on the **File | New** icon , the following dialog box appears:



The dialog box of the command **File | New**

If you just want to start a new document without having to deal with document templates at the moment, choose the default template `Normal.tmvx`.

Tip: If you hover over a template (without clicking), more information about the template will be displayed. This requires Show tooltips to have been enabled in the settings.

As soon as you confirm with **OK** , the new document will be created with the selected template.

Using document templates

The above dialog box contains the following options:

Template: In addition to the folder of your selected language with the default `Normal.tmvx` template, you will see some other folders in the list on the left of the dialog box. These folders contain predefined document templates for letters and flyers, which you only have to fill in after opening them.

The *Favorites* folder contains all "pinned" templates, which are permanently displayed at the top in the list of the command **File | New** for quick access. (For more information, see the paragraph below "List of slide designs used").

Pinned templates are recognizable by the vertical pin icon . The default template always remains pinned, while all other templates can be pinned or unpinned by clicking on the pin icon.

View: You can switch between small, medium and large for a clear arrangement of the available templates in the dialog box.

Available languages: Here, you can select the language(s) in which document templates are to be displayed.

Set as default: Change the default template by clicking on a template and then pressing this button. In future, a new document will always be opened with this template.

For more information on creating your own document templates, see Document templates.

Option "New program window"

The option **New program window** means the following: If it is enabled, the new document will be displayed in its own program window. If the option is disabled, the new document will be created with a new tab in the existing program window.

This setting is also saved and is applied each time a document is opened, both when new documents are created and when existing documents are opened.

(Note: In the Android version for *smartphones* and in FreeOffice, a separate program window is always opened, while in the Android version for *tablets*, a new tab is opened in the same program window.)

List of document templates used

If you click on the small arrow of the **File | New** button , the program opens a list of previously used document templates, which you can apply directly:

Default template: The current default template is displayed here. If you just want to select the default template, you can also click on it here in the list and skip the dialog box.

Unpinned templates: This is displayed if you have already used templates other than the default template. You can thus use these templates directly from the list for a new document without performing a long search.

If you click on the pin icon of a template, the status changes to **Pinned templates**: These are permanently displayed at the top of the list (and in the *Favorites* folder of the dialog box, see above). You can unpin the template by clicking on the pin icon again.

If you click on the cross icon , you remove an entry completely from the list. The command **Delete all unpinned items** deletes all entries from the list – except the pinned templates and the default template.

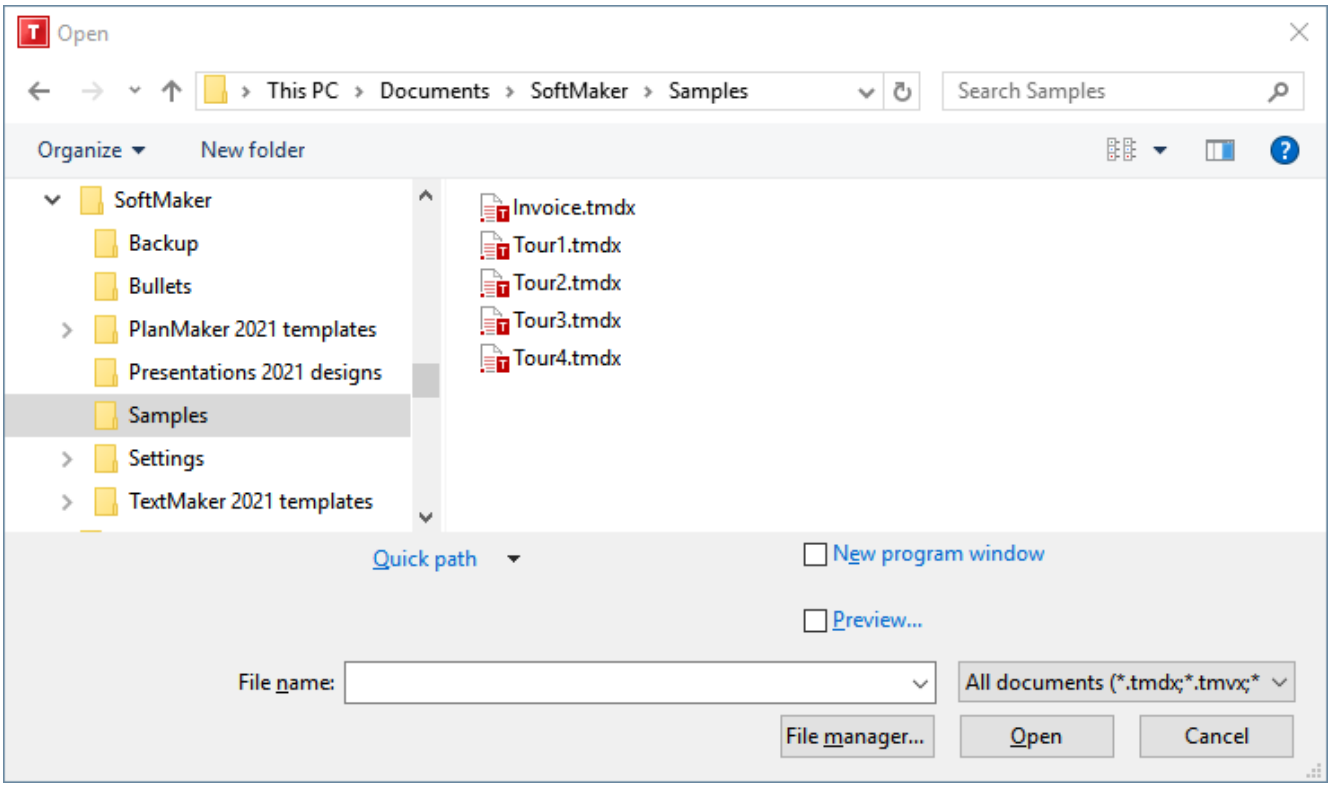
The command **More** will take you again to the dialog box described above.

Opening a document

To open an existing document, choose the command **File | Open** by clicking directly on the icon itself. Incidentally, this command is also in the Quick access toolbar.

(Note: If you click on the icon's arrow instead, you'll see a list of recently used files. See explanations in the paragraph "List of recently opened files" below.)

After you have clicked directly on the **Open** icon, the program will display a dialog box which may look as follows:



The dialog box of the command **File | Open**

This dialog box may look slightly different depending on the operating system, but its function always remains the same. Use this dialog box to tell TextMaker which document to open.

To do so, you could simply type in the name of the file you want to open manually. However, the dropdown list with the files is more convenient because all files are listed here in the current folder and can be easily selected.

Option "New program window"

The option **New program window** means the following: If it is enabled, the new document will be displayed in its own program window. If it is disabled, the document will be opened with a new tab in the existing program window.

This setting is also saved and is applied each time a document is opened, both when new documents are created and when existing documents are opened.

(Note: In the Android version for *smartphones* and in FreeOffice, a separate program window is always opened, while in the Android version for *tablets*, a new tab is opened in the same program window.)

Previewing a document

When the option **Preview** is enabled, a little box displaying a preview of the currently selected document is displayed to the right of the dialog box.

Opening other file formats

In addition to opening documents created in TextMaker's default file format, you can also open files created with other word processing applications. All you have to do is select the desired format from the list of file types.

For more information, see Working with other file formats.

Using Quick paths

You can use the **Quick path** button to create and choose *quick paths* in order to quickly switch to a specified folder when opening or saving files.

For more information, see Quick paths.

File manager

FreeOffice: The *File manager* is not included in SoftMaker FreeOffice.

The **File manager** button opens the integrated file manager. This displays a list of your documents and allows you to open, print, view or delete them, as well as perform searches.

For more information, see File manager.

List of recently opened files

If you click on the small arrow below the **File | Open** button, you will see a list of recently opened files. Simply click on one of these files to open it again.

In this file list, you can also select the following options:

If you click on the pin icon of a file, it will appear in the list as a **pinned file** and will be displayed permanently at the top of the list. **Unpinned files** will eventually be removed from the list of recently opened files if the number of entries exceeds the limit that was set. For more information, see "Recently used files in the File menu" in Settings, Files tab.

Click on the pin icon again to unpin the file or click on the cross icon to remove an entry from the list. The command **Delete all unpinned items** deletes all entries from the list – except the pinned files.

The command **Browse documents** will take you again to the dialog box described above.

Printing a document

To print the current document, choose the ribbon command **File | Print**.

The program will display a dialog box in which you can specify the pages and the number of copies to be printed. The default setting is the printing of one copy of the whole document.

For more information on outputting documents, see Outputting documents.

Saving a document

When you have completed a document, you should save it to retain it permanently. To do so, click on the ribbon command **File | Save**.

Tip: This command can also be found by default in the Quick access toolbar below the ribbon.

If the document does not yet have a name, TextMaker automatically prompts you to assign a file name to it before saving it.

Saving under a different name or in a different location

TextMaker also has a ribbon command called **File | Save as**. This also saves your document, but you can first assign it another name or select another folder in which to save it.

Saving in a different file format

You can use the ribbon command **File | Save as** to also save a document in the file format of another program. To do so, select the desired format in the list **Save as type**. For more information, see Working with other file formats.

Saving all open documents

If you have multiple documents open at the same time, you can use the ribbon command **File | Save all** to save all of them at once. TextMaker checks whether the documents have been changed since they were last saved and saves only those that have been changed.

Exiting the application

To exit TextMaker, choose the command **File | Close** and then **File | Exit**. Alternatively, just click on the **X** icon on the far right of the title bar or tab.

If one of the open documents has been changed since it was last saved, TextMaker automatically asks you whether you want to save it before closing it.

The TextMaker tour

Welcome to the TextMaker tour!

On the next pages, we will introduce you to some of TextMaker's basic functions using practical examples.

When working through the exercises, don't be afraid to experiment with new commands as you become familiar with them! Even if something goes completely wrong, it won't matter at all. For each new lesson section, we have provided an example document which you can open and use as the basis for the next section.

Note: Most of the illustrations in this manual were produced with the **Windows** version of TextMaker. On other operating systems, some of the controls look slightly different, but their functionality is the same.

Sample letter

Are you ready for the first exercise? Then start TextMaker now.

Note: When you start TextMaker for the first time, you will be asked to enter your name, address, phone number, etc. This information is not used for registering the program. It is in fact required by TextMaker in order to automatically personalize the supplied document templates for letters. You can always change this information at a later stage. For more information, see Settings, General tab.

After the program starts, it always displays an empty document in which you can start typing immediately. The *text cursor* blinks at the beginning of the document. When you type something, it always appears just behind the text cursor, which moves forward to accommodate it.

We, at Escher Architects, would first like to start a simple letter. In other words, this letter should not just be simple, but should also be of professional quality. At the end of this tour, you will have composed a fully-fledged business letter with all the frills.

You might now be thinking: "This would be a lot easier if I chose the command **File | New** and selected one of the prepared letter templates." This is true, of course, but you won't learn anything that way. If you are going to take this tour, you will have to invest a little time – but then you will master the program's most important functions and can immediately start adapting the templates to your needs!

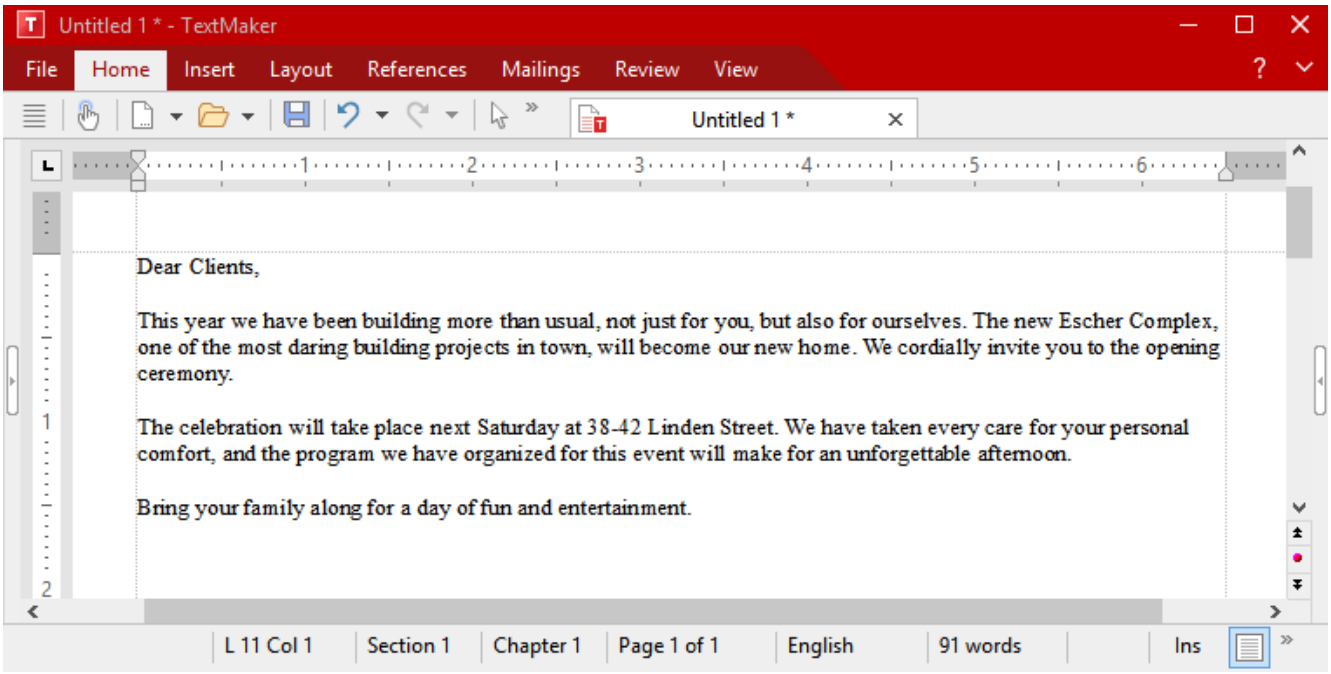
Let's get started. First, type something resembling the following sample text. You don't have to copy it exactly and can enter whatever text you want – the content doesn't matter.

Note: Press the **Enter key**↵ only at the places in the text that are indicated with the ↵ icon.

```
Dear Sir or Madam,↵

↵

This year, we have not only built for you but also for ourselves. The new Escher Complex,
one of the most daring building projects in the country, will become our new home. We
would like to take this opportunity to invite you to our opening ceremony.↵

↵

The celebration will take place next Saturday afternoon at 38-42 Main Street. We will be
catering for your every need in terms of refreshments, and our event program will ensure
that you have an unforgettable afternoon.↵

↵

Bring your family along for a day of fun and entertainment!↵

↵
```

Typo: If you make a typo, you can delete it immediately by pressing the **Backspace key**⌫. This key can be found above the **Enter key**↵ on PC and Mac keyboards.

Your document should look something like this:



The finished typed text (For a better overview with minimized ribbon, see Showing and hiding the ribbon.)

We would now like to insert an address above the text of our letter as follows:

To get to the beginning of the document, press the key combination **Ctrl+Home**.

Then press the **Enter key**↵ seven times to insert blank lines. This creates space for our own address, which we will enter later. By the way, you can also remove blank lines that you have inadvertently inserted by pressing the **Backspace key**⌫.

Next, press the ↑ key once to position the text cursor in the blank line above the text of the letter.

Now, type the name and address of the person to whom the letter is to be sent, for example:

```
Fred Smith↵

7 Shepherd's Way↵

Winchester Bay, Oregon 77123↵
```

Finally, insert additional blank lines by pressing the **Enter key**↵ twelve times to create a space between the address and the text of the letter.

We have now created the most important elements of a simple letter and would first like to save them.

Saving the sample letter

Note: You will find more information about this topic in Saving a document.

To save a document, choose the command **Save** on the ribbon tab **File**. This command can also be found in the Quick access toolbar below the ribbon.

Tip: If you hover the mouse cursor over a command icon (without clicking), the program will display an info text with an explanation of its function. This requires Show tooltips to have been enabled in the settings.
For some commands, a key combination is also displayed in brackets at the end of the info text, for example, for the command **Save** (Ctrl+S). This is the shortcut key for this command. This means that you can also press **Ctrl+S** to save your document.

Tip for the user interface **"Classic menu"**: Alternatively, you can also use the underlined shortcut keys in the menus in addition to the other shortcut keys. Type them while holding down the Alt key. To save the file, press **Alt+F** for **File** and then **S** for **Save**.

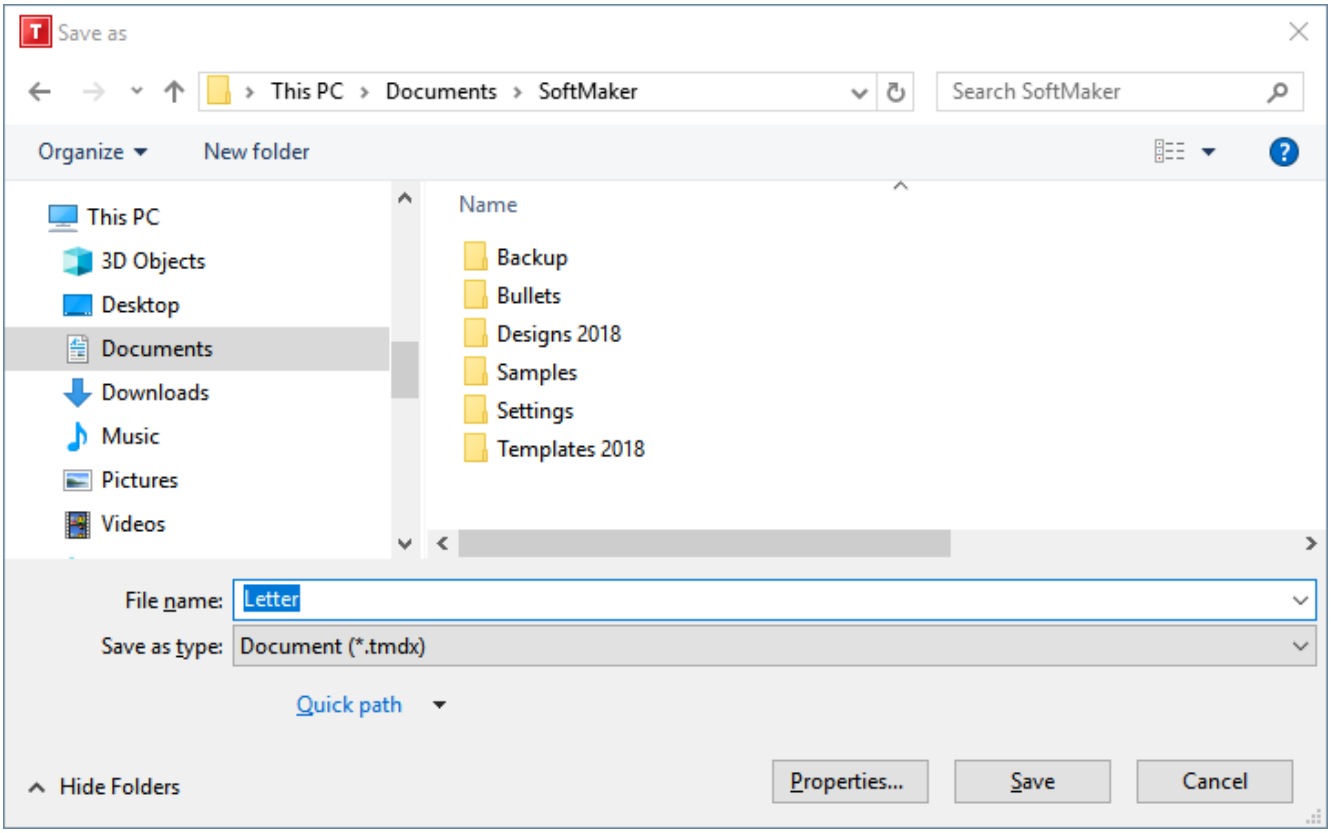
The Save dialog box

Since our document does not yet have a name, the program automatically displays a dialog box that prompts you to specify the file name when you choose the ribbon command **File | Save**.

There, type any name for the document in the box **File name**, or select a name from the file list if you would like to overwrite an existing file.

Let's name the document `Letter`. Thus enter "Letter" in the box **File name**, and click on the **Save** button or press the **Enter key**↵ to confirm your entry. TextMaker saves the file under the specified name and automatically appends the extension `.tmdx`. Thus the full file name is `Letter.tmdx`.

In the following figure, you can see an example of the open dialog box when saving the document for the first time. You can choose your preferred storage location within the folder structure:



The next time you choose the command **File | Save**, the program will no longer display this dialog box because the document now has a name. It will thus be saved immediately under its name.

You could also have closed the dialog box without saving. To do so, you would have clicked the **Cancel** button or pressed **Esc** instead of **Save**. This "escape route" is available in all dialog boxes.

Simple formatting

We now come to the more interesting functions – for example, to text *formatting*, and thus to the use of fonts, text styles (bold, italics, etc.), indents, etc.

First, we will insert a line with our return address above the address, as is customary for letters that are to be sent in window envelopes.

Thus, let's position the text cursor two lines above the address (line 5) and type the address of our architecture firm: You can set common hyphens between the name, street and place.

```
Escher Architects - 78 Baker Street - Atlanta, GA 30009
```

However, this line is much too wide for the window of a window envelope, and so we would like to decrease the font size slightly. This brings us to an important topic: *selecting*.

First select, then format

Note: For more information on selecting, see Working with selections.

To subsequently change the formatting of a section of text, you must first *select* it to ensure that TextMaker knows which area to change.

To select the lines containing the address of our architecture firm, proceed as follows:

Mouse: While holding down the mouse button, drag the mouse cursor from the beginning to the end of the text you want to select. By the way, there is an easy way to select complete lines. Just click in the margin to the left of the line. The complete line will be immediately selected.

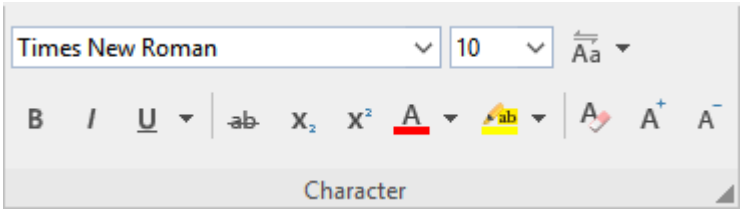
Keyboard: If you prefer to work with the keyboard, you can select text by moving the text cursor while holding down the **Shift key**⇧. In this case, select the address line by positioning the text cursor in front of the first character via the **Home** key and then pressing the key combination **Shift+↓**.

Android: If you are using the Android version, please note that selecting text there works slightly differently. For more information, see Selecting text and objects.

If you have selected the line with the address of the architecture firm, you can change the font size as required. To do so, search for the command group **Character** on the ribbon tab **Home**.

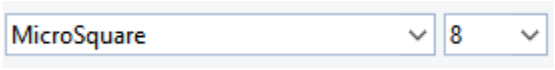
The command group "Character"

Note: For more information about text formatting, see Character formatting and Paragraph formatting.



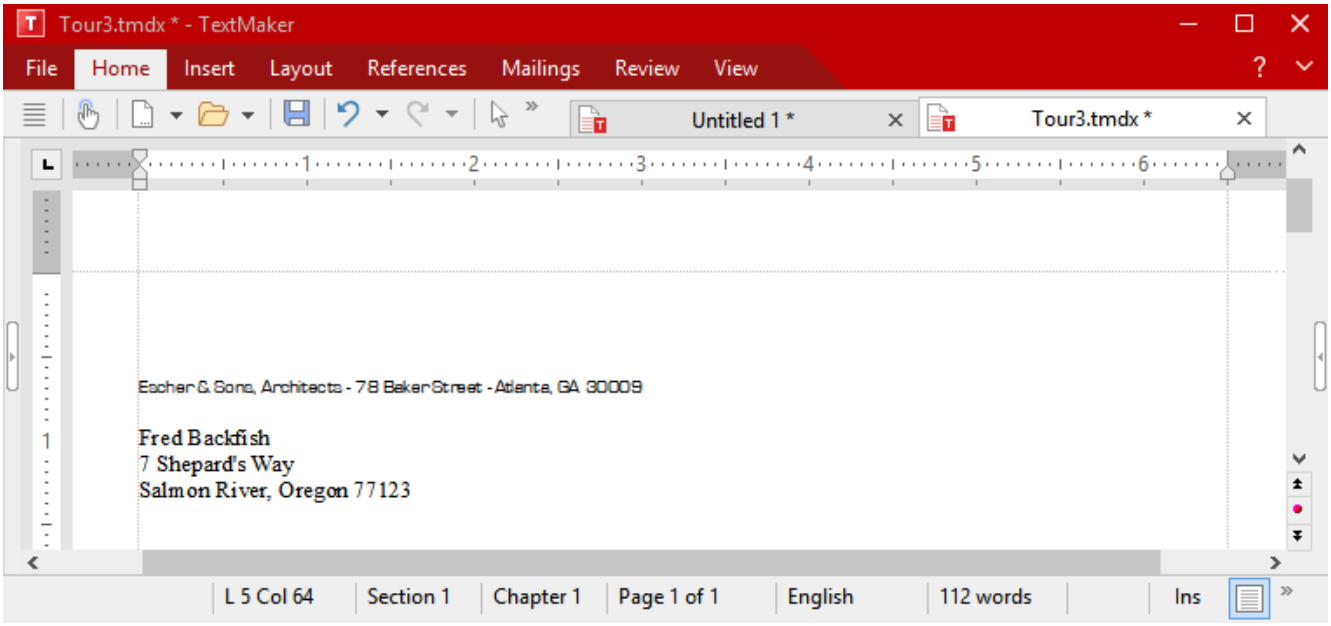
The font size of the selected text is displayed to the right of the font – a 10 point size is currently set. Click with the mouse on the arrow to the right of "10". This opens a list of the most common font sizes. Select "8" from the list.

Now also choose a different font. To do so, click on the arrow to the right of the font and choose the MicroSquare font from the list. If you have not installed this font, you can choose any other font you like.



The MicroSquare font in 8 point size was set.

Thus, the sender's and receiver's addresses should look something like this:



When something goes wrong...

Note: For more information about this topic, see Undoing changes.

TextMaker has a very practical feature: With the command **Undo** in the Quick access toolbar, you can undo any number of the last changes made. If, for example, you format text in a different font and then don't like it, all you have to do is choose the command **Undo** and it will be undone again.

This not only works for formatting, but for virtually all text changes – for example, you can undo typing or the deletion of text.

The command **Undo** can be applied repeatedly if necessary. For example, you can choose it five times to reverse the last five changes.

By the way, there is also a counterpart to the command **Undo**: the command **Redo** in the Quick access toolbar. It restores the last action that you undid. You can thus undo the cancellation of text changes.

Opening a file

Note: For more information about this topic, see Opening a document.

We will now open the example file `Tour1.tmdx` that is provided with the program. It contains the current state of our sample letter. To open a document, choose the ribbon command **File | Open**.

Now choose the command by clicking directly on the icon , whereupon a corresponding dialog box is displayed.

Then switch to the folder with SoftMaker's example documents. Depending on the operating system, you will find it as follows:

- **Windows:** Open the folder `SoftMaker\Samples` in your `Documents` folder.
- **macOS:** Open the folder `SoftMaker/Samples` in your `Documents` folder.
- **Linux:** Open the folder `SoftMaker/Samples` in your `Home` directory.
- **Android:** Navigate to the folder `SoftMaker/Samples` on your SD card.

Locate the `Tour1.tmdx` file and double-click the file to open it.

Creating a letterhead

Naturally, our letter needs an impressive letterhead, with the company name in a larger font and perhaps a line that explains what our company has to offer.

Let's get to work! Use **Ctrl+Home** to move the text cursor to the beginning of the `Tour1.tmdx` document you just opened. Now type:

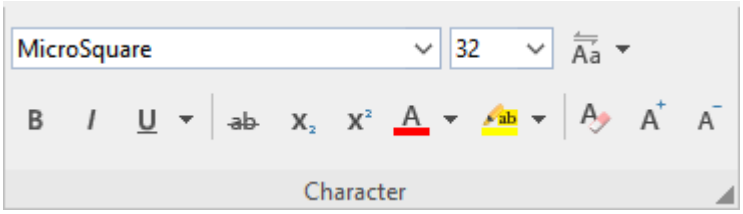
```
Escher Architects↵
Design and planning of construction projects of all sizes
```

The company name may appear slightly larger: Select the first line, format it on the ribbon tab **Home** | group **Character** in the MicroSquare font, choose a font size of 32 points and enable bold print.

Is 32 not included in the list of font sizes? If not, it doesn't matter because the list only has the most common sizes. You can enter values manually at any time. Simply click on the font size, enter "32" and confirm with the **Enter key**↵.

You could even specify font sizes with a decimal point (for example, 11.6 points) to fit text exactly into the available space.

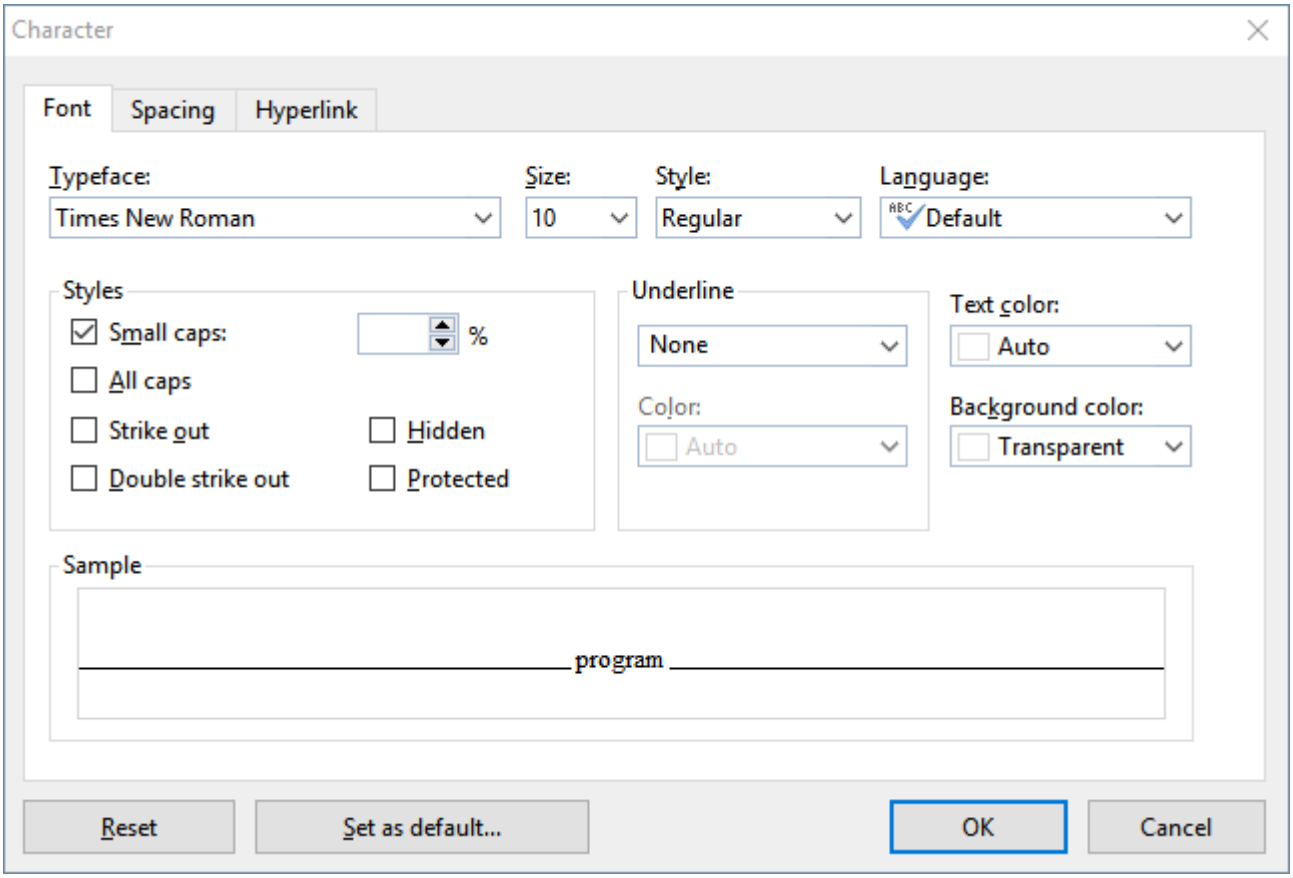
Finally, the command group **Character** should look as follows:



Font was set to MicroSquare 32 point bold

We now want to format the second line in MicroSquare 12 point italics. To do so, we must first select this line as usual. However, do not use the command button to change the font size this time. Instead, click on the group arrow ◢ in the bottom right corner so that you can try out this method once.

The program opens a dialog box which offers all formatting options for characters at a glance.



The dialog box of the group **Character** *on the ribbon tab* **Home**

Note: For more information on this dialog box, see Character formatting.

The settings in this dialog box are distributed over several *tabs*. You can switch between them by clicking on one of the tab headers along the top of the dialog box. As you can see, this dialog box has tabs for **Font**, **Spacing** and **Hyperlink**. Since we only want to change the font, we can remain on the **Font** tab.

Open the dropdown list **Font** by clicking on the little arrow to its right, and choose the MicroSquare font. Then choose the 12 point font size in the **Size** list to the right of the font list. Finally, enable italics by opening the dropdown list **Style** and choosing the entry "Italic".

Click on the **OK** button to apply the changed formatting. Then save your document.

Paragraph alignment

Paragraph alignment refers to the manner in which TextMaker arranges text between the margins.

You can change the paragraph alignment on the ribbon tab **Home** | group **Paragraph**.

This contains four icons that you can use to change the alignment via a mouse click:

 Left align paragraph

 Center paragraph

 Right align paragraph

 Justify paragraph

The company name should now be centered. To do so, move the text cursor in front of any character within the company name "Escher Architects" and click on the "Center" icon.

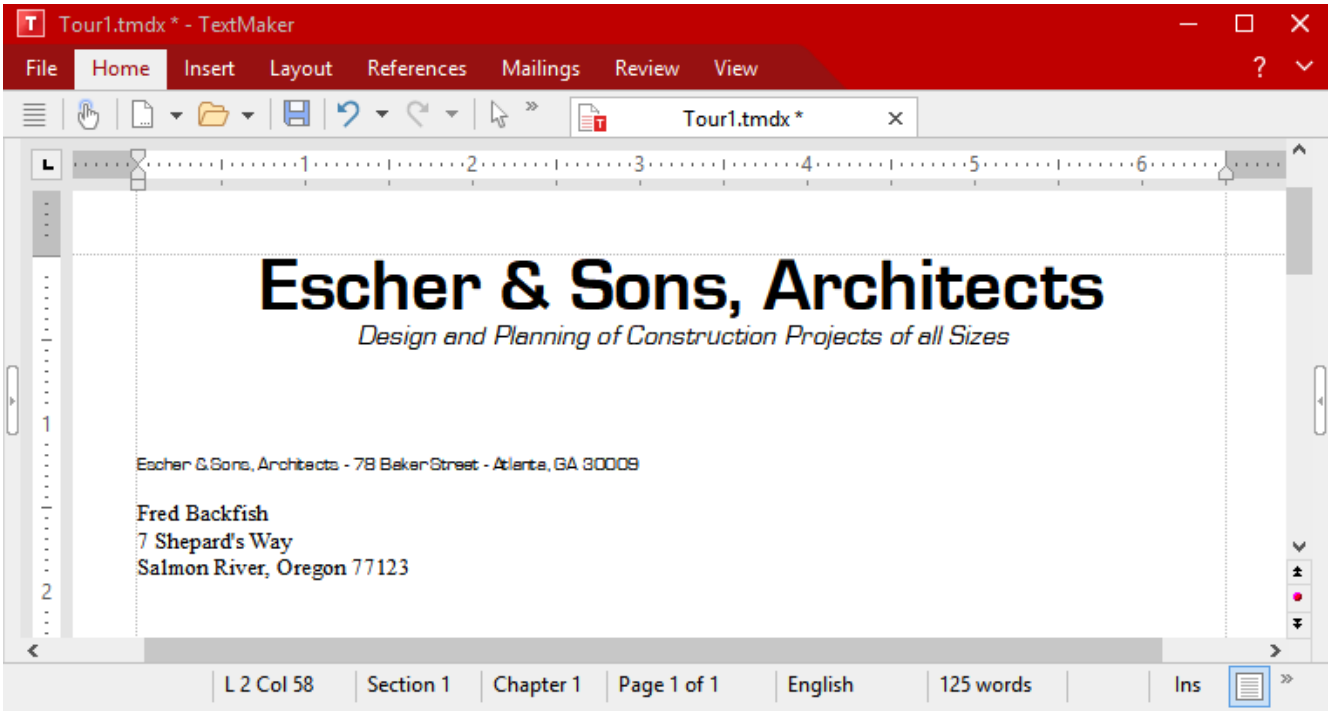
You can also change the paragraph alignment via the dialog box of the command group **Paragraph**. To do so, click on the group arrow ◢ in the bottom right corner and a dialog box will be displayed. Open the dropdown list **Alignment** on the **Paragraph** tab. Then choose the desired paragraph alignment from this list.

Note: Paragraph formatting – that is, all formatting that you can perform in the group **Paragraph** – always affects complete paragraphs. Thus if you want to change the paragraph format of a single paragraph, you don't need to select it first, but simply move the text cursor to any position within the paragraph.

If, on the other hand, you want to change the formatting of several successive paragraphs, you must select them beforehand. The selection may start anywhere within the first paragraph and end anywhere within the last paragraph.

Let's try this out now. Select the command **Undo**  in the Quick access toolbar – the company name is then left-justified again. Starting from any letter in the company name, hold the mouse button down and drag the selection into the next line. Then click on the "Centered" icon. Both paragraphs will now be centered.

After you have done this, your application screen should look something like this:



Letterhead in the sample letter (For a better overview with a hidden ribbon, see Showing and hiding the ribbon.)

We could now add "Best regards" to the letter and send it off. However, there are undoubtedly a few more things that could be done to enhance this letterhead.

So let's start with some fine-tuning.

Tabs

Before going any further, you can open the `Tour2.tmdx` document and compare it with your results thus far. It contains the current state of our sample document.

Many business letters include a line with information such as "Your reference", "Your letter of", etc. We want to insert such a line now and become familiar with the use of *tabs* in the process.

Note: You insert tabs by pressing the *Tab key*. Although this key is labeled with two arrows ↹ on most keyboards, the label **Tab** is used in this manual in order to distinguish it more clearly from the direction keys.

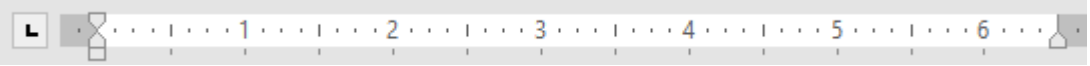
Now move the text cursor to the beginning of the 17th line and type the following line:

`Your reference:`**[Tab]**`Your letter from:`**[Tab]**`Our reference:`**[Tab]**`Our letter from:`**[Tab]**`Date:`

Then format this line in the MicroSquare font, 8 point.

You have now inserted tabs into the text, but you have not yet determined their exact positions. To do so, set *tab stops*. By default, TextMaker automatically puts a tab stop every 0.5 inch – but you generally should not adopt this default setting which stems from the era of typewriters.

Tab stops can be set via the dialog box of the ribbon command **Layout | Tabs** (see below) – or directly via the *horizontal ruler*displayed above the document.



The horizontal ruler

If the ruler is not visible, you must first enable it on the ribbon tab **View | Horiz. ruler** .

You use the ruler to set tab stops as follows:

1. **Select the paragraph in which the tab stops are to be set.**

   If you want to set up the tab stops for *multiple* paragraphs, you must first select these paragraphs as previously described.

   With respect to our example, please now select the line you just entered and the line below it because we want the subsequent tab stops for the next line to be set in the same manner.

2. **Choose the desired tab type.**

   To do so, click on the icon to the left of the horizontal ruler. Each time you click on the icon, the tab type changes. The following types are available:

   - Left-aligned tab
   - Centered tab (the text is *centered* at the tab position)
   - Right-aligned tab (the text *ends* at the tab position)
   - Decimal tab (numbers are aligned to the *decimal point*)

   Click on this icon now until *Left* tabs are chosen.

3. **Click on the desired tab positions in the ruler.**

   Use the mouse to click on the ruler at the (approximate) positions of 1 inch, 3 inches, 4 inches and 5.5 inches in order to set tab stops at those positions. Note how the text is aligned accordingly.

By the way, you could have proceeded in the opposite manner: You could have defined the tab stops before you typed the line "Your reference", etc., and then typed the text along with the tabs.

The ruler and text should now look something like this:



The tab stops are now set and are displayed in the ruler.

If you don't like the position of a tab stop, you can move it directly in the ruler. If necessary, select the paragraphs to be changed; then point at the tab stop with your mouse held down and drag it to a new position in the ruler. Note: If you drag a tab stop downward out of the ruler, it will be deleted.

There is yet another way to proceed when setting tab stops.

Leave the two paragraphs selected and click on the **Tabs** icon on the ribbon tab **Layout** | group **Paragraph**. A dialog box opens and shows you the exact positions of the tab stops that are currently set. This dialog box is handled as follows:

Action	Procedure
Set new tab stops	Enter the desired position in the field **Tab**. Click on **Set**.
Delete tab stops	Select one of the existing tab stops in the list and click on **Clear**. To remove all tab stops at once, click on **Clear all**.
Shift tab stops	Delete the tab stop and set a new one.
Change the alignment	Click on one of the existing tab stops in the list, choose a new alignment with **Alignment** and click on **Set**.

Let's go back now to our sample letter:

Now that the tab stops for the line "Your reference", etc., and the line under it have been set, we want to enter something in the second line.

Move the text cursor to the beginning of this line (L 18) and type, for example, the following:

```
MB[Tab]5/14/21[Tab]HG[Tab]5/10/21
```

Since this line was selected along with the line above it when the tab stops were set, you see that the same tab stops are used here also.

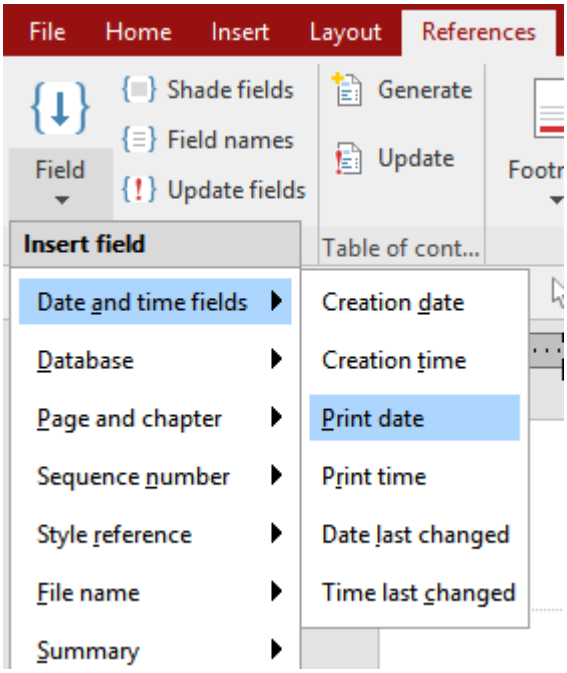
What is still missing, of course, is today's date. We will let TextMaker insert it automatically in the next section and thus enable you to become familiar with a very practical feature of TextMaker, namely the *fields*.

Inserting the date and other fields

Today's date should be inserted in the area below "Date", which has remained empty up until now. However, we don't want to type it manually, as we would rather leave this task to TextMaker.

To do so, press the **Tab** key again behind what you just entered in order to reach the correct position.

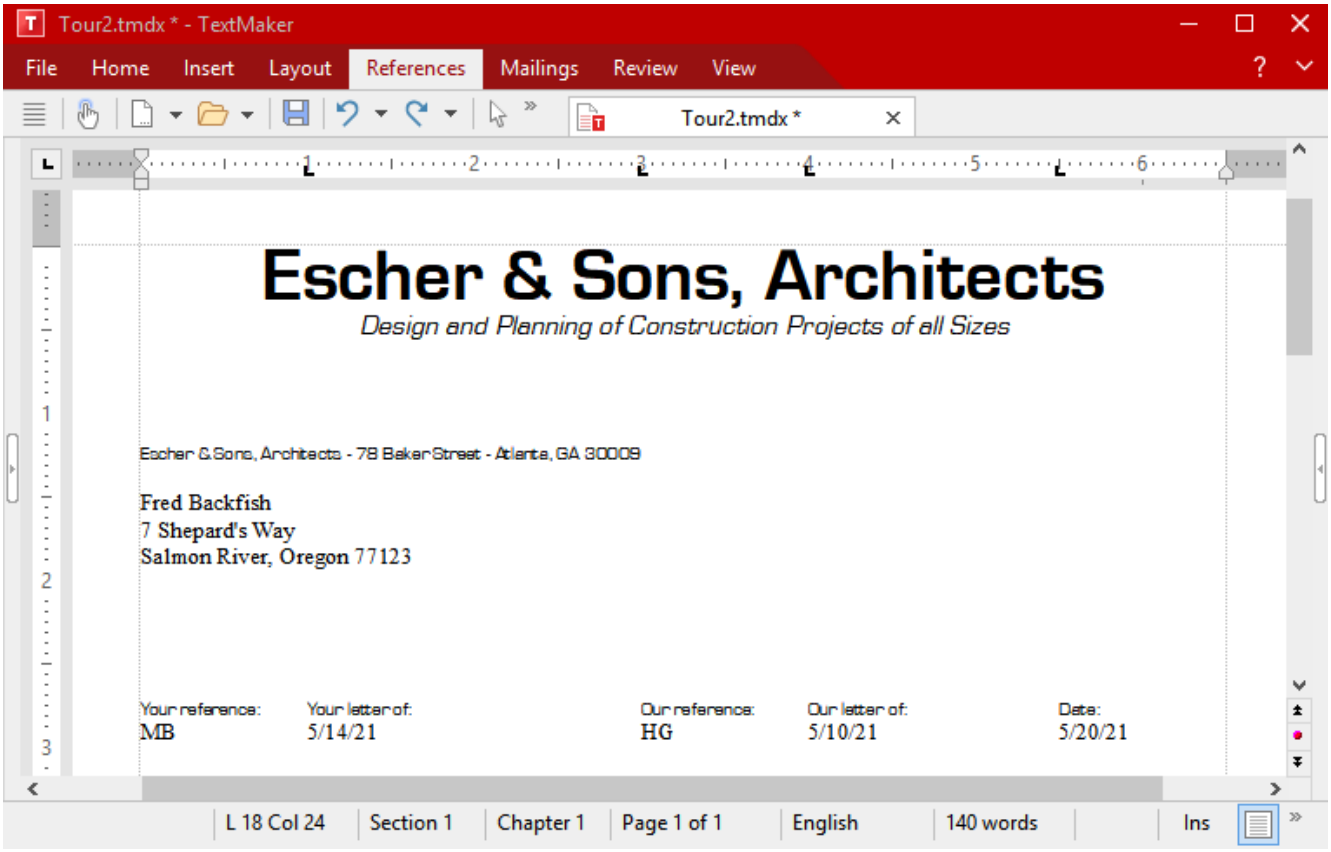
Then click on the small arrow next to the **Field** icon on the ribbon tab **References** | group **Fields** (alternatively, **Insert** | group **Text**). The program opens the following dropdown menu:



In the dropdown menu, point with the mouse to the entry **Date and time fields** and another menu level will be displayed. Click on the field **Print date** here.

Note: If you want to specify the format of the inserted date, you can open a dialog box with additional options for fields by clicking directly on the **Field** icon {↓}. For more information, see Fields.

TextMaker now inserts the current date into the text, and the letterhead looks something like this:



Fields are very practical aids. On the one hand, you have just saved yourself the trouble of manually typing the current date. In addition, the field "Print date" is not a set value, but *symbolizes* the current date instead. It is automatically updated when you print the document. Thus if you print the sample letter tomorrow, tomorrow's date will appear in the same place.

Fields not only enable you to insert the date, but also allow your document's current page number or file name to be output – and much more.

Furthermore, fields can be used to insert database fields from a database, as is required for a mail merge.

Footers

Before proceeding, you can open the `Tour3.tmdx` file. It contains the current state of the sample document.

You can set up headers and footers for each document – headers will be printed at the top and footers at the bottom of *each* page.

For footers, click directly on the **Footer** icon on the ribbon tab **Insert**. The cursor is set in the bottom page margin. This is the area in which you can enter footers.

A contextual ribbon **Header and Footer** is now displayed, but we won't deal with that here, and thus switch back to the ribbon tab **Home** instead.

This time, we will select the MicroSquare font in 8 point *before typing*. Thus, set this font on the ribbon tab **Home** | group **Character**. If text is entered now, it will appear immediately in the selected font.

For example, type the address of our architecture office as a footer. Under the address, you can also specify such information as bank details, managing director, commercial register entry, etc. Of course, you don't have to strictly follow the example if it is too much typing for you:

```
Escher Architects – 78 Baker Street – Atlanta, GA 30009 – Phone: 555-555-4242 – Fax: 555-
555-4243↵

Managing Director M.C. Escher - PLC Atlanta EIN 0815
```

First select and then center both footers with the icon on the ribbon tab **Home** | group **Paragraph** so that the footers ultimately look as follows on the screen:



To get back to the normal text after setting up the footers, simply click on any position in the text with the mouse. If you subsequently want to edit the footers again, all you have to do is click again with the mouse on one of the footers.

Give it a try: In the text, click on the line under "Bring your family along..." – and you will be back in the text.

This gives us an opportunity to place the complimentary close under the last line of the text. Enter a blank line there with ↵ and type:

```
Best regards,↵

↵

↵

↵

Escher Architects↵

M.C. Escher↵
```

This in fact completes our letter. In the last section, we would just like to insert a line above the footer to emphasize it better.

Inserting a separator above the footer

Note: For more information about this topic, see Borders and lines.

In a letter, a line is often drawn between the footer and the body text.

On the ribbon tab **Home** | group **Paragraph**, you will find the **Borders** button . This allows you to add a complete border or individual border lines to the left, right, top or bottom of a paragraph.

To insert a border line above the footer, set the cursor in the first line of the footer. On the ribbon tab **Home**, click on the black arrow next to the **Borders** icon for the dropdown menu and select **Top**.

The paragraph should now be displayed with a thin black line above it.

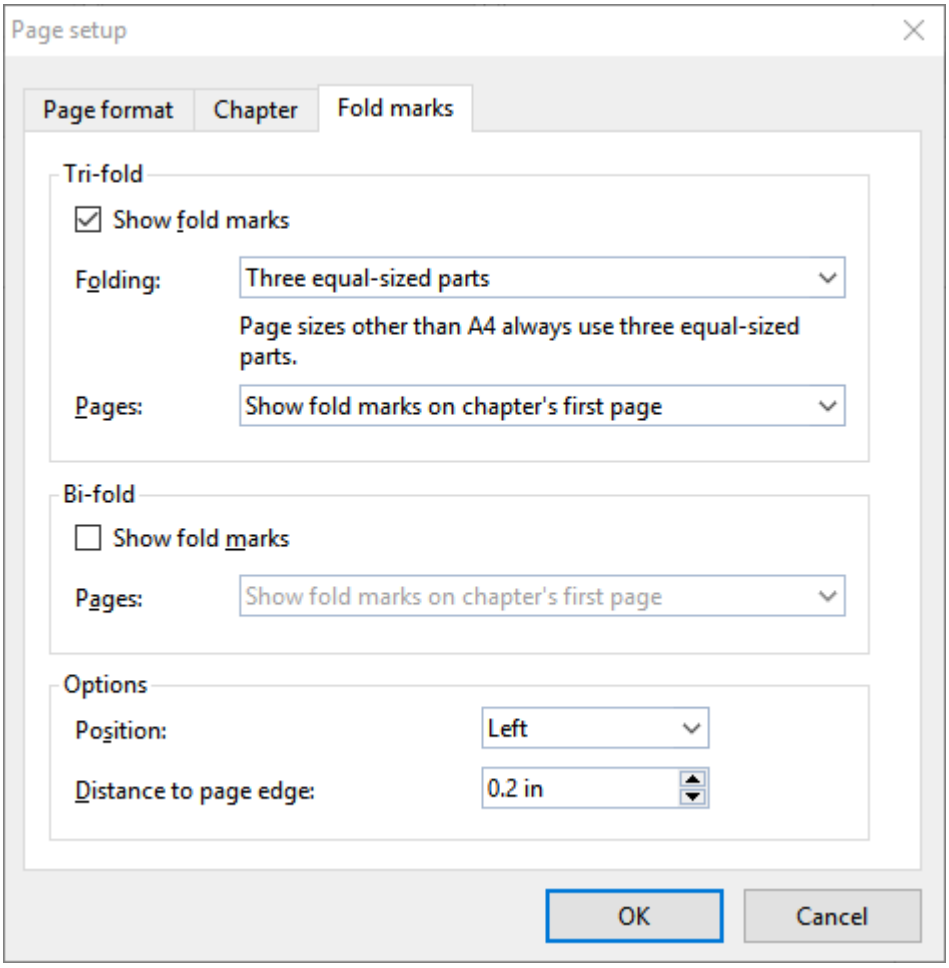
Normal text paragraphs can be furnished with lines via the same method as for footers. This also works for some types of objects, such as table cells.

Inserting fold marks

FreeOffice: The functions for *inserting tri-fold/bi-fold marks* are not included in SoftMaker FreeOffice.

You can now also insert fold marks into your document to fold the printout of the letter in the right places by means of two small lines in the page margin.

On the ribbon tab **Layout** | group **Page setup**, click on the group arrow ◢ in the bottom right corner and switch to the **Fold marks** tab in the following dialog box:



In the **Tri-fold** section, enable the option **Show fold marks**. This makes two marks in the document for subsequent folding (one upper and one lower mark).

In the list below, select the option **Three equal-sized parts**. Explanation for the other two options *DIN type A* and *DIN type B*: These options are mainly of interest to users who adhere to the DIN standards that are common, for example, in Germany.

In the **Pages** list, the option **Show fold marks on chapter's first page** is already preset appropriately. Explanation: The fold marks are thus only displayed on the first page of the document. Other settings (e.g. fold marks on all pages) are, of course, also possible here.

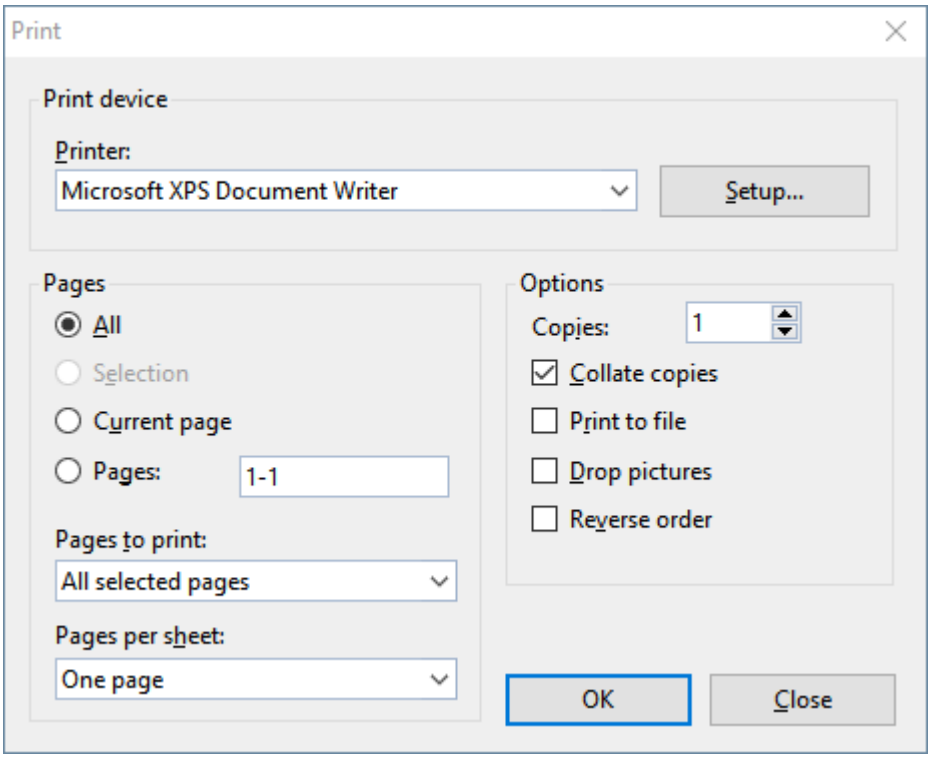
Then confirm the insertion of the fold marks with **OK**.

Tip: You can also insert a central **bi-fold mark** as a mark that can be used as a punching orientation when stapling documents. To do so, enable the option **Show fold marks** in the **Bi-fold** section further below in the dialog box.

For more information about *fold marks* and *bi-fold marks*, see Fold marks.

Printing the sample letter

If you want, you can now print your first document for review. To do so, choose the ribbon command **File | Print**.



The dialog box for **File | Print**

In the dialog box "Print", you can specify how many copies and which pages are to be printed. By default, one copy of all pages is printed. Confirm with **OK**.

Tip: Before actually printing a document, you can preview the printout via the ribbon command **File | Print preview**. This feature enables you to avoid wasting paper on test prints.

Finished!

Our TextMaker tour ends here. You now know many of the program's basic functions, and you should take some time to explore them further.

It would be a good exercise, for example, to format the letter differently or to give it a more attractive font, etc. You will find the final example document (for the completed TextMaker tour) in the `Tour4.tmdx` file.

You can then study the rest of the manual. It has been intentionally structured so that you only need to read the chapters that you really require. Thus, you can gradually familiarize yourself with the functions as you want to use them.

Have fun with TextMaker!

Working with selections

This chapter marks the beginning of the *reference section* of the manual. This part of the manual provides detailed descriptions of all of TextMaker's functions organized into chapters by subject matter, as is customary in a reference book.

The first chapter in the reference section is about working with *selections*. If you want to delete, copy or move a part of a document, you must first *select* the relevant section of text. This also applies to objects (pictures, drawings, etc.).

In addition, you must first select the relevant section of text before you can apply certain commands that will change its formatting. If, for example, you select one word and then select a different font, only that word will be formatted in the different font.

The following pages provide detailed information on working with selections. The following topics are covered:

- Selecting text and objects
- Moving, deleting and copying
- Paste special
- Inserting a document

Selecting text and objects

For some TextMaker commands, you can *select* a section of text (or an object) before you execute them. The command is then applied only to the selected text or object.

The selection procedure differs depending on the operating system in use. Thus, this section is split into two parts:

- Selecting in the Windows, Mac or Linux version
- Selecting in the Android version

Selecting in the Windows, Mac or Linux version

In the Windows, Mac or Linux version of TextMaker, you can select something as follows:

Selecting via the mouse

To select something via the mouse, proceed as follows:

- **Selecting text**

  To select a section of text of any length, position the mouse cursor at the beginning of the section, press and hold down the left mouse button, and drag the cursor to the end of the desired section.

  To select a *word*, double-click on the word.

  To select a whole *line*, click in the left margin of that line. You can select multiple lines by dragging the mouse cursor up or down beside them in the left margin.

  To select a whole *paragraph*, double-click in the left margin beside the paragraph.

  To select the whole *document*, press and hold the **Ctrl** key and click in the left margin (beside any paragraph of the document).

  Alternatively, you can do the same with the ribbon command **Home | Select all** .

- **Selecting objects**

  To select an object (for example, a picture, a drawing, etc.), simply click on it with the mouse. A frame will then appear around the object to indicate that it is now selected.

  To select multiple objects, switch to object mode (see Object mode).

Selecting via the keyboard

Alternatively, you can use the keyboard. To do so, proceed as follows:

- **Selecting text**

  Move the text cursor to the beginning of the text you want to select. Press the **Shift key**⇧, hold it down, and then move the text cursor in any direction with the arrow keys.

  For example, you can select the following:

  a single character with **Shift+←** or **Shift+→**

  a single word with **Ctrl+Shift+←** or **Ctrl+Shift+→**
  (for Mac: **Alt+Shift+←** or **Alt+Shift+→**)

  whole pages with **Shift+PageUp** or **Shift+PageDown**

  To select the *whole document*, you can press the key combination **Ctrl+Home**, followed by the key combination **Ctrl+Shift+End**.

  Alternatively, you can do the same with the ribbon command **Home | Select all** .

- **Selecting objects**

  Objects can only be selected with the mouse (see above).

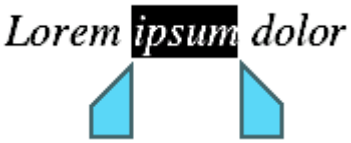
Selecting in the Android version

Selecting works a little differently on Android devices. You can use either your finger or a mouse. Proceed as follows:

- **Selecting text**

  The easiest way to select a section of text is as follows:

  Double-click on the word that you want to use as the starting point of the selection. The word should now be selected. This is indicated by the large "handles" that appear in front of and behind the word:



  These two handles represent the beginning and end of the selection. To extend the selection to additional text, simply drag the two handles to the desired positions.

  Tip: Use the ribbon command **Home | Select all**  to select the text of the *whole document*.

- **Selecting objects**

  To select an object (for example, a picture or drawing, etc.), simply click on it. A frame will then appear around the object to indicate that it is now selected.

  To select all objects, switch to object mode (see Object mode).

Moving, deleting and copying

All operating systems that TextMaker supports have an extremely useful feature: the *clipboard*.

The clipboard works as follows: You select something in the document and then cut or copy the selected text *to the clipboard*. You can then reinsert the selected text elsewhere in the document. The clipboard thus facilitates the deletion, copying and moving of sections of text (as well as objects).

All necessary commands (except *Delete*) can be found on the ribbon tab **Home |** group **Edit**:

Command	Explanation
Delete	If you select a section of text (or object) and press the **Del** key, the text or object will be deleted *without* being moved into the clipboard.
Cut	The ribbon command **Home	Cut** also deletes the content of a selection – but not permanently. This content is moved instead to the clipboard, where it remains available for subsequent insertion anywhere in the document.

Copy	The ribbon command **Home | Copy** copies the content of the selection to the clipboard.
Paste	To paste the content of the clipboard into the text, place the cursor at the desired text position and use the ribbon command **Home | Paste** (click directly on the icon). You can also insert the content of the clipboard multiple times in this manner.
Paste special	If you click on the small arrow below the icon rather than directly on it at **Home | Paste**, a dropdown menu opens with additional options for pasting the content. For more information, see Paste special.

These commands work in the same manner for objects such as pictures or drawings and also for table contents. For more information, see also Deleting, copying, moving cell contents.

Moving and copying text with the mouse ("drag and drop")

Android: This function is not available in the Android version.

You can select a section of text with the mouse, drag it to another position and drop it there. With this technique, known as drag and drop, you can move or copy text very quickly.

To do so, proceed as follows:

1. Select the section of text.
2. Position the mouse cursor on the selection.
3. Press the left mouse button and hold it down.
4. With the mouse button held down, drag the selection to the desired position.
5. When you release the mouse button, the content of the selection is *moved* to the new position. When you release the mouse button while pressing the **Ctrl** key, the text is *copied* to the new position, rather than moved.

Paste (special)

There is a more powerful variant for the ribbon command **Home** | group **Edit** | **Paste**.

If, for example, you have copied text and clicked on the small arrow below the **Paste** icon, you can use the dropdown menu to specify in which form the text from the clipboard should be pasted:

- **Paste:** The original formatting of the copied text is retained. This results in the same program behavior as when you click directly on the Paste icon above the small arrow.
- **Paste unformatted text:** The original formatting of the copied text is removed, and it adopts the formatting of the text passage where it is pasted.
- Further entries (for example, **Paste picture**) appear in the dropdown menu depending on what you have copied to the clipboard.

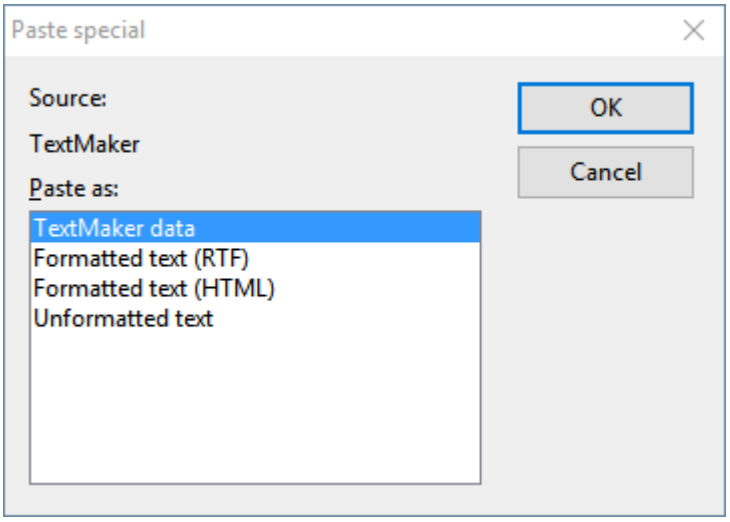
- **Paste special:** Here, you can specify exactly how the content from the clipboard is to be pasted.

  In detail:

  When you use the commands **Cut** or **Copy** to save information to the clipboard, it is saved in multiple formats simultaneously. If you have selected text, it appears in the clipboard in both formatted and unformatted form.

  When you choose the command **Paste special**, the program will display a dialog box with a list of all formats in which the information currently stored in the clipboard is stored (text was copied in this example).

  If you select a format and then confirm with **OK**, the content of the clipboard will be pasted in the selected format.



For copied objects and tables, you get different entries in the dropdown menu than for copied text. Here, the dialog box **Paste special** also displays a list of all formats stored in the clipboard from which you can choose.

Inserting a document

FreeOffice: The command *Insert document* is not included in SoftMaker FreeOffice.

You can use the ribbon command **Insert | Document** to insert a complete TextMaker document into the current document.

Note: Object frames (for example, text frames, picture frames, etc.) will not be imported.

Proceed as follows:

1. Move the text cursor to the position in the current document at which the other document is to be inserted.
2. Choose the ribbon command **Insert | Document** (in the group **Text**).

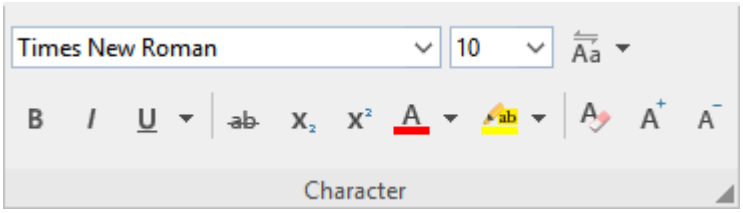
3. The program opens a dialog box in which you select the document to be inserted.
4. Confirm that it has been opened.

The selected document will now be inserted.

Character formatting

On the ribbon tab **Home** | group **Character**, you will find the most frequently used commands to change the appearance of single or multiple characters in the text.

Common commands: Via the icons of the command group "Character"

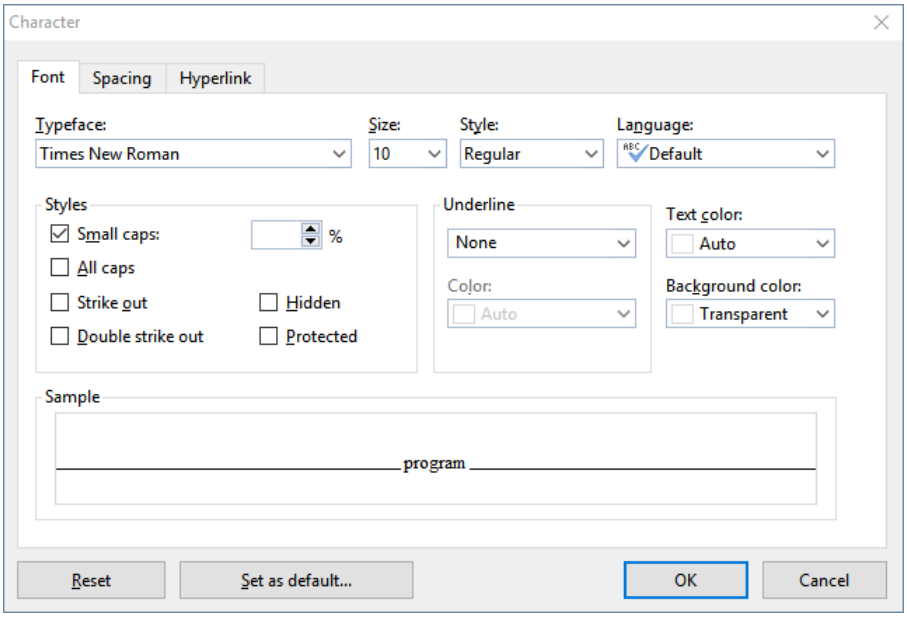


You can use the group icons to directly make the following settings:

- Font and font size
- Text styles (for example, bold, italics, underlined)
- Colors
- Superscripts and subscripts
- Resetting the character formatting

Additional options: In the dialog box of the command group "Character"

If you click on the group arrow ◢ in the bottom right corner of the ribbon tab **Home** | group **Character**, the program opens a dialog box in which you will find additional options for character formatting.



The displayed dialog box has several tabs that you can switch between by clicking on one of the tab headers:

- **Font** tab

  For selecting properties like Font and font size, other Text styles, Colors, Language, Hiding text, and Protecting text

- **Spacing** tab

  For changing properties like Superscripts and subscripts, Letter spacing and character pitch, and enabling/disabling Kerning

- **Hyperlink** tab

  For inserting and editing hyperlinks (for example, to web pages). For more information, see Using hyperlinks.

Changing character formatting

There are two ways to change character formatting:

- To *subsequently* change the character formatting, select the desired text and apply the appropriate formatting (font, font size, etc.) via the icons or via the dialog box.

  Android: If you are using the Android version, please note that selecting text there works slightly differently. For more information, see Selecting text and objects.

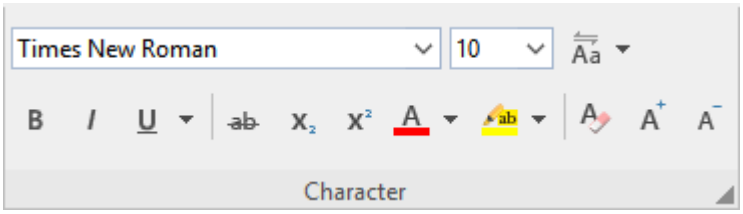
- To change the character formatting *as you type* new text, select a different font and then simply continue typing. From that point on, all text that you enter will appear in the new font – until you select a different font again.

See the following pages for more detailed information on character formatting.

Font and font size

To change the font or font size of text, see the commands on the ribbon tab **Home** | group **Character**. Proceed as follows:

Via the buttons of the command group "Character"



1. First, select the desired text.
2. Click on the small arrow to the right of **Font** or **Font size**.

3. Set the desired font and font size:

   Font: Select the desired font from the dropdown list via a mouse click.

   Font size: The dropdown list offers the most common font sizes, which you can select via a mouse click. However, you can enter a different size manually at any time. Font sizes can be entered with a precision of a tenth of a point – thus font sizes such as 12.7 are also allowed.

   Tip: The icons  in the group **Character** can be used to increase or decrease the font size by one level.

Font sizes are usually indicated in the unit of measure "point" (abbreviated as "pt"). As a rule, you should use font sizes between 10 and 12 points for normal text, and a somewhat larger size, such as 14 to 18 pt, for headings. Major headings may be even larger (24 pt, for example).

Shortcut keys

You can also enter the font and font size via the keyboard:

Command	Windows/Linux	Mac
Select font	**Ctrl+D**	**Cmd+D**
Decrease font size	**Ctrl+8**	**Cmd+8**
Increase font size	**Ctrl+9**	**Cmd+9**

In the dialog box of the command group "Character"

If you only want to change the font and font size, these options in the dialog box are exactly the same as the buttons described above. Thus, it is only advisable to use the dialog box if you also want to apply other character formatting options that are unavailable as buttons or if you want to apply another *default font*.

On the ribbon tab **Home** | group **Character**, you open the dialog box via the group arrow ◢ in the lower right corner and select the **Font** tab in the dialog box.

To change the **default font** (only possible via the dialog box), see Changing the default character formatting.

Text styles

Text styles are character formatting options such as bold, italics, underlining, etc.

TextMaker offers the following text styles:

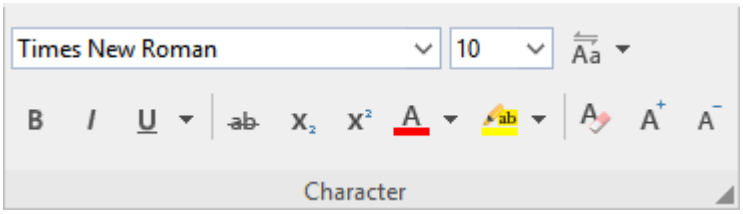
- ***Italic:*** A slanted variant of the font.
- **Bold:** A stronger ("more pronounced") variant of the font.
- **Underline:** The text is underlined (with various options for line styles and line colors).
- **Small Caps*:** Smaller uppercase letters are used instead of lowercase letters.
- **All caps*:** All characters are output as uppercase letters.
- **ALL UPPERCASE**:** All characters are converted into (real) capital letters.
- **all lowercase**:** All characters are converted into (real) lowercase letters.
- **First Character Uppercase**:** Each word begins with a (real) capital letter.
- ~~**Strikethrough:**~~ The text is struck through.
- **Hidden*:** The text no longer appears on the screen or on the printed page. For more information, see Hiding text.
- **Protected*:** The text cannot be edited. For more information, see Protecting text.
- **Superscripts** and **subscripts:** for example, r^2 and H_2O. For more information, see Superscripts and subscripts.
- **Font color, Background color*** and **Highlight text**:** You can also change the color of text (see Font color).
- **Language*:** If necessary, you can also specify the language of a section of text (only required if you use *multiple* languages in a document – see Setting the language).

* This option is only available via the dialog box of the command group "Character"

This option is only available via the icons of the command group "Character"

Common commands: Via the icons of the command group "Character"

The most common text styles can be applied on the ribbon tab **Home** | group **Character** directly via the icons of the group.



To apply text styles, proceed as follows:

1. Select the desired text.
2. Click on the icon for the text style you would like to enable or disable.

   The **B** stands for bold, the *I* for italics and the U for simple underlining. Click on the small arrow next to the U to open a dropdown menu with further options for underlining (for line style and line color).

   The ~~ab~~ stands for strikethrough, the x_2 for subscript and the x^2 for superscript.

   If you click directly on the Aa icon or also on the small arrow next to it, the program opens a dropdown menu which allows you to apply **Change capitalization** to the text.

   Note: Using the options for **Change capitalization** is an actual spelling change that is also perceived as such by the spell check. In contrast, the **All caps** option in the dialog box (see below) is only an effect (such as italics) for display.

Text styles can be combined (almost) as desired.

Additional options: Via the dialog box of the command group "Character"

For additional text styles that you cannot find via the buttons (for example, **Small Caps**), open the dialog box.

On the ribbon tab **Home** | group **Character**, click on the group arrow ◢ in the bottom right corner and switch to the **Font** tab in the dialog box.

- In the area **Styles** you will find small caps, all caps and strikethroughs. These can be enabled or disabled there via a simple mouse click.

  Note: The **All caps** option in the Styles area is only a display effect and not an actual spelling change like the **Change capitalization** button described above.

- In the area **Underline**, you can use the dropdown lists to select different line styles and colors for underlined text.

- To enable bold and/or italics, open the dropdown list **Style** (to the right of font size) and select the desired entry: Regular, *Italic*, **Bold** or ***Bold Italic***.

Shortcut keys

There are also shortcut keys for some text styles:

Command	Windows/Linux	Mac
Bold	**Ctrl+B**	**Cmd+B**
Italic	**Ctrl+I**	**Cmd+I**
Underline	**Ctrl+U**	**Cmd+U**
Superscript	**Ctrl+Shift+(Num+)**	**Cmd+Shift+(Num+)**
Subscript	**Ctrl+Shift+(Num-)**	**Cmd+Shift+(Num-)**
Remove superscript or subscript	**Ctrl+Shift+(Num*)**	**Cmd+Shift+(Num*)**
Change uppercase/lowercase of text (from "test" to "Test" to "TEST")	**Shift+F3**	**Shift+F3**

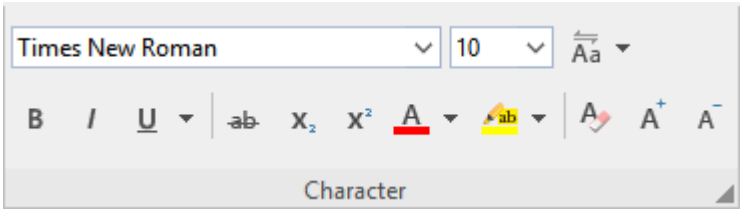
Note: (Num+) (Num-) (Num) represent the keys on the numeric keypad, usually located on the right side of the keyboard.*

Font color

You can change the color of the font itself or highlight the text background.

The commands for this purpose can be accessed via the ribbon tab **Home** | group **Character**.

Applying via the icons of the command group "Character"



For the **Font color** , proceed as follows:

1. Select the desired text and click on the small arrow to the right of the icon (i.e. *not* on the icon itself).
2. Select the desired color from the dropdown menu.

   Tip: To format more text in the same color, select the text and then click on the icon itself because the last color used will be applied again.

Highlighting text: 

There is a **Highlighter** icon to the right of the font color icon. This icon works in exactly the same way, but provides the selected text with a colored background – just like a highlighter. If you click on the small arrow of the icon, you can select the option *No highlighting* in the dropdown list to remove the highlighting.

Note: This is an additional color that can only be applied via the icon. It is not the **background color** mentioned below (which can only be selected via the dialog box). This is not necessarily logical, but Microsoft Word offers this feature in exactly the same way, which is why it was implemented in TextMaker in the same way for compatibility reasons.

Background color: In the dialog box of the command group "Character"

Insofar as only the font color is concerned, the options in the dialog box correspond exactly to the button described above. However, in addition to the font color, you can also change the **background color** in the dialog box.

Note: This is not the **highlighter** function mentioned above, but an additional color (which can only be applied via the dialog box).

Proceed as follows:

1. Select the text and click on the group arrow ◢ in the bottom right corner of the ribbon tab **Home** | group **Character**. In the dialog box, switch to the **Font** tab.
2. Open the dropdown list **Background color** and select the desired color.

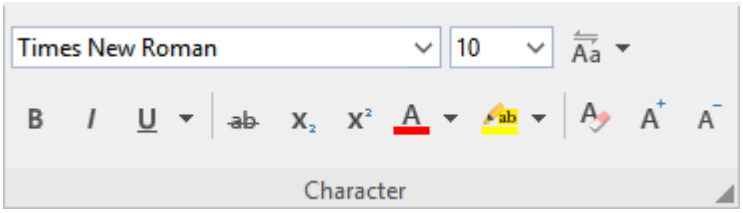
Notes

- Color lists only offer a few standard colors, but you can always compose your own colors. To do this, click on the entry **Define color...** at the end of the dropdown list. For more information, see also Document properties, Colors tab.
- The standard color known as **Auto** has a special feature: Text formatted in this color is normally displayed in black. However, when you change the background color or the highlighter function of the text to a very dark color, this color automatically switches to white (to ensure that the text remains readable).

Superscripts and subscripts

You can add a superscript (for example, r^2) or a subscript (for example, H_2O) to text. The commands for this can be found on the ribbon tab **Home** | group **Character**.

Applying via the icons of the command group "Character"



Select the text and click on the respective icon  for simple **Subscripts** or **Superscripts**.

Additional options: Via the dialog box of the command group "Character"

You can also adjust the **Position** and **Size** of the superscript or subscript text in the dialog box.

Select the text and click on the group arrow ◢ in the bottom right corner of the ribbon tab **Home** | group **Character**. In the dialog box, switch to the **Spacing** tab and enable **Superscript** or **Subscript**.

If required, also enter the percentage of the superscript or subscript text in the field **Position**. You can also use a percentage in the field **Size** to determine how much the font size should be reduced. For example, enter 100 percent if you do not want the font to be reduced.

Letter spacing and character pitch

TextMaker also allows you to change the spacing and character pitch of text if necessary.

Letter spacing is the horizontal distance between characters. Giving a value smaller than 100% causes the characters to appear closer together than normal; giving a value larger than 100% causes the characters to appear farther apart.

Changing the **character pitch** changes the width of the characters themselves rather than the distance between them, thus the characters are distorted.

To change these settings, click on the group arrow ◢ in the bottom right corner of the ribbon tab **Home** | group **Character**. In the dialog box, switch to the **Spacing** tab and enter the required values for **Letter spacing** or **Character pitch**.

Note: Some printers do not support changing the character pitch for internal printer fonts. The font then appears wider or narrower on the screen, but not on the printout.

Kerning

Certain pairs of letters look better when the spacing between these letters is reduced or increased a bit. Such adjusting is known as *kerning*.

The following figure illustrates what is meant by kerning:



Above: without kerning. Below: with kerning

The upper text (without kerning) shows that the letters "V" and "A" are usually too far apart. This was corrected for the lower text (with kerning).

This adjusting occurs fully automatically. All you have to do is enable kerning:

Select the desired text, and click on the group arrow ◢ in the bottom right corner of the ribbon tab **Home |** group **Character**. In the dialog box, switch to the **Spacing** tab and enable the option **Use kerning**.

TextMaker now automatically adjusts the spacing between all letters where this would improve the text appearance.

Note: Not all fonts provide *kerning information* in their font data, which is required to determine which letter pairs to adjust and how. Almost all font collections published by **SoftMaker** include extensive kerning information.

Format painter

You can use the command **Home | Format painter** to instantly transfer the character formatting (font and font size, text styles, etc.) from one character to other characters.

To do so, proceed as follows:

1. First, select the character whose format you want to transfer. You can also select multiple characters; however, they should all have the same character format.

2. Click on the **Format painter** icon  on the ribbon tab **Home|** group **Edit**.

   The mouse cursor then changes into a brush: 

3. Drag the mouse (with the mouse button held down) over the characters to which the format is to be transferred.

   Tip: If you press and hold the **Ctrl** key while you do this, both the character formatting and paragraph formatting will be transferred.

4. If you want to transfer the format to other pieces of text, repeat step 3. as often as required.
5. When you are finished, click on the **Format painter** icon again or simply press the **Esc** key.

Shortcut keys

You can also use the keyboard to perform the **Format painter** function:

Command	Windows/Linux	Mac
Format painter (copying step)	**Ctrl+Shift+C**	**Cmd+Shift+C**
Format painter (pasting step)	**Ctrl+Shift+V**	**Cmd+Shift+V**

Hiding text

You can *hide* sections of text if necessary. Hidden text is usually only displayed on a screen but is not printed.

Application: Hidden text is ideal for comments or notes that you want to incorporate into a document so that, for example, they will be displayed on a screen but will not appear on a printout.

Hiding text

To hide text, proceed as follows:

1. Select the desired text.
2. Click on the group arrow ◢ in the bottom right corner of the ribbon tab **Home** | group **Character**.
3. In the dialog box, switch to the **Font** tab.
4. Select the option **Hidden**.

The text is now hidden. It is displayed by default on a screen, but it does not appear on a printout.

Displaying/printing hidden text

By default, hidden text is visible on a screen but does not appear on a printout. However, you can use the document's properties to specify whether hidden text is to be visible on the screen and whether it is to be printed.

To do so, select the ribbon tab **File | Properties** and switch to the **View** tab in the dialog box. In the section **Hidden text**, you will find the following options:

- **Show hidden text**

  This option determines the visibility of hidden text on the screen.

  This option is enabled by default. Thus hidden text is visible. Hidden text is displayed with a dotted underline to distinguish it from normal text.

  If you disable this option, hidden text will not be visible on the screen.

- **Print hidden text**

  The option **Print hidden text** determines the printing of hidden text along with the document's normal text.

  If this option is disabled, hidden text will not be visible in the printout.

  If you want all hidden text segments to be printed, you must enable this option.

Removing the "Hidden" formatting again

If you want to remove the **Hidden** formatting, proceed as follows:

1. Make sure that the option **Show hidden text** is enabled in the document properties (see above) so that you can see the text.
2. Select the hidden text, and click on the group arrow ◢ in the bottom right corner of the ribbon tab **Home |** group **Character**. On the **Font** tab, disable the option **Hidden**.

The text is no longer hidden now.

Protecting text

You can *protect* a section of text to prevent it from being changed or deleted.

Protecting text

To protect text, proceed as follows:

1. Select the desired text.
2. Click on the group arrow ◢ for the dialog box of the ribbon tab **Home |** group **Character**.
3. In the dialog box, switch to the **Font** tab.
4. Enable the option **Protected**.

Text that is protected in this manner cannot be edited. If you position the text cursor in such text and attempt to insert or delete something, your attempts will have no effect.

Important note: If you select an unprotected text area that contains a protected section of text, you can still delete it! Protection only prevents editing or deleting *within* the protected text itself.

Removing the "Protected" formatting

To remove the "Protected" attribute, select the protected section of text, open the dialog box again from the ribbon tab **Home** | group **Character** (with the group arrow ◢) and disable the option **Protected** on the **Font** tab.

The text segment is no longer protected and can be edited as normal again.

Resetting the character formatting

TextMaker allows you to remove character formatting at any time. You will find the commands for this process on the ribbon tab **Home** | group **Character**.

Applying via the icon in the command group "Character"

1. Select the relevant section of text.
2. Click on the **Reset character formatting** icon .

TextMaker now removes any character formatting that you have manually applied to this section of text. However, the program retains paragraph formatting or character formatting from paragraph styles.

Note: This process also removes the character formatting **Hidden** and **Protected**. Thus hidden text becomes visible again, and protected text can be edited again.

Shortcut key

You can also use the keyboard to choose the command **Reset character formatting**:

Command	Windows/Linux	Mac
Resetting the character formatting	**Ctrl+Space**	**Cmd+Space**

Resetting in the dialog box of the command group "Character"

In the dialog box of the ribbon tab **Home** | group **Character** ◢, you will also find a **Reset** button on each tab. However, the use of this button differs from the above function: You can only use it to undo all changes made *in the open dialog box* provided that you have not yet confirmed them with OK.

If the changes have already been confirmed with OK, they can only be undone via the **Reset character formatting** icon described above.

Changing the default character formatting

The default character formatting settings can be changed at any time. This allows you, for example, to specify a font other than the default font.

To do so, proceed as follows:

1. Click on the group arrow ◢ in the bottom right corner of the ribbon tab **Home** | group **Character**.
2. In the dialog box, set the character format (font, font size, etc.) that you want to save as the new default setting.
3. Important: Do not click on **OK**, but click on the **Set as default** button.
4. TextMaker asks you if you want to change the default settings only for the current document or for all new documents:

   Change in this document only: If you select this option, the new default settings will affect only the current document.

   Change for all new documents: If you select this option, the change is made not only in the current document, but also in the standard document template (`Normal.tmvx`). This means that *all* documents that you create will use these settings in future.
5. Make a choice and confirm with **OK**.
6. Confirm again with **OK** to exit the dialog box completely.

The default character formatting settings have now been changed accordingly.

Note for advanced users: From a technical point of view, nothing else happens here other than that TextMaker applies this setting to the "Normal" character style. For more information, see also Normal character style.

Paragraph formatting

On the ribbon tab **Home** | group **Paragraph**, you will find the most frequently used commands for determining the formatting of paragraphs.



You can use the group icons to directly make the following settings:

- Indents
- Line spacing
- Paragraph alignment
- Bulleted lists (or numbering)
- Shading
- Borders and lines
- Sorting text or tables
- Showing non-printable characters

Additional options: In the dialog box of the command group "Paragraph"

If you click on the group arrow ◢ in the bottom right corner of the ribbon tab **Home** | group **Paragraph**, a dialog box opens with additional options for paragraph formatting:

- Spacing above/below a paragraph
- Changing the_character format for whole paragraphs
- Tabs
- Drop caps
- Outline level
- Hyphenation frequency (see Hyphenation)
- Forcing a break before a paragraph (page break, column break)
- Paragraph control (keeping certain paragraphs together, etc.)
- Suppressing line numbers

More information can be found on the following pages.

Paragraph formatting always applies to *complete paragraphs*. Changes to paragraph formatting always affect the *whole* paragraph in which the text cursor is positioned. If you select multiple paragraphs, all selected paragraphs will be affected.

Changing the paragraph formatting

You can change the paragraph formatting in two different ways:

- To *subsequently* change the paragraph formatting, select the relevant paragraphs and make the required changes via the icons or the dialog box.
- To change the paragraph formatting *as you type* new text, use the icons or the dialog box to set the desired formatting without first selecting anything. The current paragraph is now reformatted accordingly. Furthermore, any new paragraph that you start with the **Enter key**↵ will be formatted in the same way until you change the paragraph formatting again.

Paragraph styles (for advanced users): You will find that *paragraph styles* can save you a considerable amount of the work involved in formatting paragraphs. You can use them to apply predefined formats to paragraphs very quickly. For more information, see Styles.

Units of measure: In TextMaker, dialog boxes not only accept values specified in the default unit of measure inches*, but they also accept them in other units of measure. To enter a value in specific units, simply add one of the following units of measure after the number:

Unit	Explanation
cm	Centimeter
in	Inch – 1 in equals 2.54 cm.
pt	Point – 72 pt equal 1 in.
pi	Pica (character) – 1 pi equals 12 pt

* The default unit of measure depends on your computer's regional settings (on Windows). For information on other operating systems, see Settings, Appearance tab.

If, for example, you type "7.62 cm" as the position for a tab, TextMaker puts it at 3 inches (7.62 cm).

Indents

You can use *indents* to temporarily change the left and right margins of paragraphs to move text in or out. The indent for the first line of a paragraph can be specified separately.

Indents are always specified relative to the page margins. If, for example, the left page margin is set to 1 in and you set the **Left** indent to 1.5 in, the text starts at 2.5 in.

Tip: You do not set the page margins themselves via indents, but via **Layout | Page margins**.

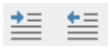
Using the dialog box of the command group "Paragraph"

To use indents, place the text cursor in the desired paragraph or select multiple paragraphs. Then click on the group arrow ◢ in the bottom right corner of the ribbon tab **Home** | group **Paragraph**, and switch to the **Paragraph** tab in the dialog box.

You will find the options for changing the indents in the section **Indents**. There, you can set the **Left** indent, the **Right** indent and the **First line** indent of a paragraph. Enter the desired values for the respective indents.

You can also enter negative values if you want to move text out instead of in, for example.

Using the icons of the command group "Paragraph"

The **Left** indent can also be applied via the two icons  on the ribbon tab **Home** | group **Paragraph**. Here, you can also increase/decrease the indent by a preset default value.

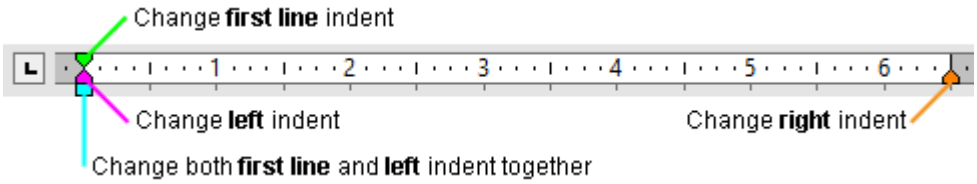
To do so, place the text cursor in the desired paragraph or select several paragraphs, and click on the left icon to increase the distance from the left margin. If you click on the right icon, the distance from the left margin is decreased.

The default size of the indent is 0.5 in and depends on the *Default width* in the **Tabs** tab. For more information, see Using tabs.

Using the horizontal ruler

You can also use the mouse to change indents directly in the *horizontal ruler* displayed above the document (unless it has been hidden with the ribbon command **View | Horiz. ruler**).

To do so, place the text cursor in the desired paragraph or select several paragraphs. The indents are now shown as small handles in the ruler:



The horizontal ruler (with colored indent handles)

To change an indent, click with the mouse on the corresponding handle (see figure), hold the mouse button down and drag the handle to the desired position.

Note: When changing the **Left** indent, be careful to catch hold of the correct handle because only the *lower* triangle will affect this indent. Likewise, the upper triangle will affect only the **First line** indent. On the other hand, the rectangular handle under both triangles changes both the **Left** and **First line** indents together.

Shortcut keys

Indents can also be changed using the following shortcut keys:

Command	Windows/Linux	Mac
Increase **Left** indent	**Ctrl+M**	**Cmd+M**
Decrease **Left** indent	**Ctrl+Shift+M**	**Cmd+Shift+M**
Increase hanging indent*	**Ctrl+T**	**Cmd+T**
Decrease hanging indent*	**Ctrl+Shift+T**	**Cmd+Shift+T**

* This corresponds to increasing the **Left** indent while decreasing the **First line** indent at the same time. As a result, the first line of the paragraph maintains its position and only the indent of the lines *below* is increased.

Line spacing

Line spacing determines the spacing between the individual lines of a paragraph.

You will find the commands for this on the ribbon tab **Home** | group **Paragraph**.

Applying via the icon of the command group "Paragraph"

You can use the icon  to quickly and easily apply common line spacing.

Proceed as follows:

1. Place the text cursor in the desired paragraph (or select several paragraphs).
2. Click on the small arrow next to the icon for the dropdown menu.
3. Select the desired line spacing from the proposed values in the menu.

Tip: In the dialog box (see below), set a customized value in order to apply this value at any time via the command **Last** in the dropdown menu of the icon.

To customize the line spacing, go to the dropdown menu of the icon and select the option **More** or click directly on the icon itself. This opens a dialog box in which you will find further options for line spacing on the **Paragraph** tab (see below).

Shortcut key

For some common settings, there are also the following shortcut keys:

Command	Windows/Linux	Mac
Automatic single line spacing (1 line)	**Ctrl+1**	**Cmd+1**
Automatic one and a half line spacing (1.5 lines)	**Ctrl+5**	**Cmd+5**

Command	Windows/Linux	Mac
Automatic double line spacing (2 lines)	**Ctrl+2**	**Cmd+2**

Additional line spacing via the dialog box of the command group "Paragraph"

In the dialog box of the group, you can customize the values for the line spacing.

To do so, proceed as follows:

1. Place the text cursor in the desired paragraph (or select several paragraphs).
2. Click on the group arrow ◢ in the bottom right corner of the ribbon tab **Home** | group **Paragraph** to open the dialog box.
3. Switch to the **Paragraph** tab.

   You will find the options for changing the line spacing in the section **Line spacing**:
4. First, use the dropdown list to select the method you want to use to specify the line spacing (see below).
5. Then enter the spacing in the edit box to its right.

When you confirm with **OK**, the line spacing will be changed according to your settings.

Methods of specifying the line spacing

In the dialog box, you can choose which method to use to define line spacing in the dropdown list **Line spacing**.

The list has the following entries:

- **Single**

  Automatic single line spacing.

  Here, the optimum line spacing is determined *automatically*:

  If you increase the font size in the paragraph, the line spacing will be increased accordingly.

  If you decrease the font size, however, the line spacing will be decreased automatically.
- **Multiple**

  Multiple automatic line spacing.

  This corresponds to the option **Single** and thus also provides automatic line spacing. You can increase or decrease this spacing by specifying the desired number of lines in the input field to the right of this option.

  Some examples:

  Enter "1.5" for **lines** to obtain one and a half times the automatic line spacing.

  Enter "2" to get twice the automatic line spacing.

  Enter "1" to get automatic single line spacing (corresponds to selecting the option **Single**).

- **Exactly**

  Exact line spacing.

  Here, you can set the line spacing to an *exact* value in points. Here, the line spacing will *not* be automatically adjusted to the font size.

  Tip: The rule of thumb for visually appealing line spacing is:

  Line spacing = font size x 1.2

  In the case of a 10-point font, a line spacing of about 12 points would normally be appropriate.

- **At least**

  Automatic line spacing with a given minimum.

  This setting corresponds to the option **Single**, but prevents any reduction below the specified minimum value.

  Thus if you enter 12 points as the minimum value, the program uses automatic single line spacing by default. If the automatic line spacing is less than 12 points (because you are using a very small font size), an exact line spacing of 12 points is used instead.

By default, the line spacing is set to **Single**.

Spacing above/below a paragraph

In addition to line spacing, you can also define how much space should be kept above the first line and below the last line of a paragraph.

To change this setting, open the dialog box of the ribbon tab **Home** | group **Paragraph** with the group arrow ◢ in the bottom right corner, and switch to the **Paragraph** tab.

The section **Paragraph spacing** contains the following options:

Before

Here, you can set the spacing that is to be kept free above a paragraph.

More specifically, you specify the spacing between the last line of the previous paragraph and the first line of the current paragraph.

After

Here, you can set the spacing below a paragraph.

More specifically, you specify the spacing between the last line of the current paragraph and the first line of the next paragraph.

Suppress for paragraphs with the same paragraph style

This option was implemented primarily for the purpose of compatibility with Microsoft Word, where it also exists.

Enabling the option has the following effects:

- If the current paragraph and the previous paragraph use the same paragraph style, the **Before** spacing is automatically suppressed.
- If the current paragraph and the next paragraph use the same paragraph style, the **After** spacing is automatically suppressed.

This option is disabled by default.

Paragraph alignment

Text paragraphs can be aligned in the following ways:

 Left align

 Center

 Right align

 Justify (here, the words are distributed evenly over the available space)

Applying via the icons of the command group "Paragraph"

To change the paragraph alignment via the icons, proceed as follows:

1. Place the text cursor in the desired paragraph (or select several paragraphs).
2. Click on the desired button on the ribbon tab **Home** | group **Paragraph**.



Shortcut keys

You can also use the following shortcut keys to change the paragraph alignment:

Command	Windows/Linux	Mac
Left align	**Ctrl+L**	**Cmd+L**
Center	**Ctrl+E**	**Cmd+E**

Command	Windows/Linux	Mac
Right align	**Ctrl+R**	**Cmd+R**
Justify	**Ctrl+J**	**Cmd+J**

In the dialog box of the command group "Paragraph"

If you only want to change the paragraph alignment, the options in the dialog box are exactly the same as the buttons described above. Thus, it is only advisable to use the dialog box if you also want to use other paragraph formatting options that are not available as buttons.

You open the dialog box for paragraph alignment by clicking on the group arrow ◢ in the bottom right corner of the ribbon tab **Home** | group **Paragraph**. On the **Paragraph** tab, you will find the paragraph alignment in the dropdown list **Alignment**.

Changing the_character format for whole paragraphs

If you click on the group arrow ◢ in the bottom right corner of the ribbon tab **Home** | group **Paragraph** to open the dialog box, you will see that the **Paragraph** tab contains a button labeled **Character**. You can use this button to change the character formatting (font, text styles, etc.) *for whole paragraphs*.

This is especially useful for styles. For more information, see Paragraph styles.

To change the character formatting of whole paragraphs, select the desired paragraphs and click on the **Character** button in the dialog box. The program will display another dialog box, which resembles that of the ribbon tab **Home** | group **Character**. For more information, see Character formatting.

Tabs

A tab is a kind of "jump target" that you can use to position the text cursor at a specific point within a line. Tabs are very useful for tables, for example.

You open the dialog box with the tab settings via the group arrow ◢ in the bottom right corner of the ribbon tab **Home** | group **Paragraph** (alternatively, via **Layout** | group **Paragraph**). In the dialog box, switch to the **Tabs** tab.

Alternatively, just click directly on the icon  under **Layout** | group **Paragraph** to open the dialog box.

To work with tabs, two steps are required:

1. First, set the "tab stops" in the **Tabs** tab. You thus specify where tabs should be located.

2. Once this is done, you can use the **Tab** key to insert tabs in the text at any time – that is, to make the text cursor jump to the next tab stop.

For more information on using tabs, see the following pages.

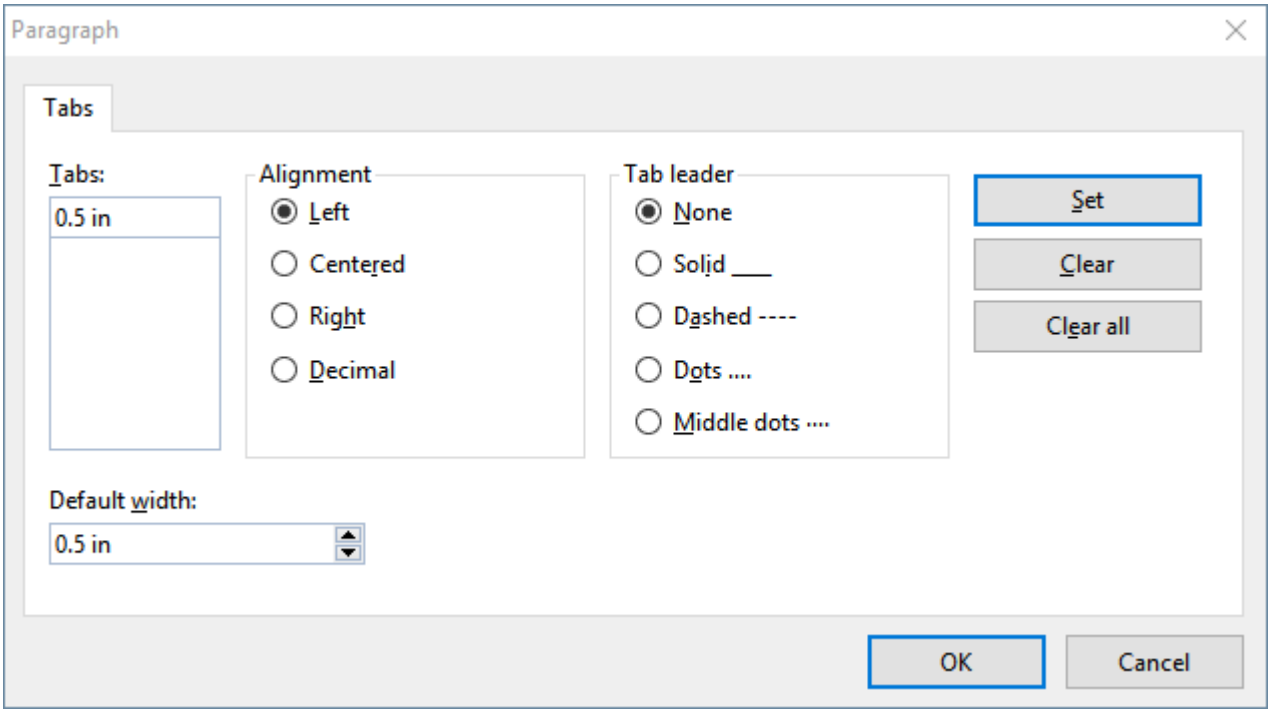
Using tabs

By default, tab stops are preset at 0.5 inch intervals. However, these preset tab stops are merely relics from the era of the typewriter, and you should take the opportunity to set your own tab stops.

Since tabs count as part of paragraph formatting, you can define different tab stops for each paragraph of the document.

To set tab stops, proceed as follows:

1. Place the text cursor in the desired paragraph (or select several paragraphs).
2. On the ribbon tab **Layout** | group **Paragraph**, click on the **Tabs** icon .



3. Enter the desired position relative to the left margin under **Tabs** – the left margin corresponds to "0".
4. If desired, select another **Alignment** and another **Tab leader** for the tab (see below).
5. Don't forget: Click on the **Set** button.
6. If necessary, set up additional tab stops in the same way before you exit the dialog box with **OK**.

Once tab stops have been set, you can use the **Tab** key to insert tabs in the text to move from one tab stop to the next.

Note: You can also use this dialog box to enter the **Default width** for the predefined tab stops mentioned earlier (0.5 inch by default). If you define your own tabs in a paragraph, however, the predefined tabs are overridden.

Tab alignment

You use the option **Alignment** in the above dialog box to specify the alignment of a tab stop.

Available options:

Alignment	Explanation
Left	This is a normal "left-aligned" tab stop. This tab stop determines where the following text *begins*.
Centered	The text after the tab is centered on the tab position. This tab stop determines where the *middle* of the text falls.
Right	Here, the text after the tab is right-aligned. This tab stop determines where the text *ends*.
Decimal	This option is used for formatting columns of numbers. The numbers are positioned in such a way that their *decimal points* are vertically aligned.

Tip: To change the alignment of existing tab stops, click on the **Tabs** icon  on the ribbon tab **Layout |** group **Paragraph**. Then select one of the set tab stops in the dialog box, change its alignment in the dropdown list **Alignment** and confirm with **Set**.

Tab leader

You can also use the option **Tab leader** to specify a tab leader for a tab stop. This is then used to fill the space that the tab skips.

Available options:

None A tab without a leader

Solid _____ A tab with underscores as leaders

Dashed ---------- A tab with dashes as leaders

Dots ..... A tab with dots as leaders (used frequently in tables of contents and indexes)

Middle dots ····· A tab with middle dots as leaders

Tip: To add leaders to existing tab stops, click on the **Tabs** icon  on the ribbon tab **Layout |** group **Paragraph**. In the dialog box, select one of the set tab stops, choose the required character from the list **Tab leader**, and confirm your selection with **Set**.

Deleting and moving tab stops

Once a tab stop has been created, it can be changed at any time:

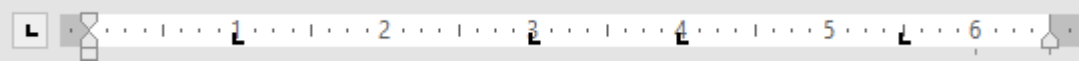
To do so, select the paragraphs whose tab stops you want to edit and open the dialog box via the **Tabs** icon on the ribbon tab **Layout |** group **Paragraph**.

Select one of the set tab stops in the list **Tabs**. The **Clear** button allows you to remove it. The **Clear all** button removes all tab stops in the selected paragraphs.

It is not possible to move a tab stop to a new position via the command **Tabs** . You can only clear the tab stop and then set a new one at the desired position. However, it is easier to move tabs via the ruler.

Using the horizontal ruler

All tab stops set in the current paragraph are displayed in the horizontal ruler (unless they were hidden with the ribbon command **View | Horiz. ruler**).



The horizontal ruler (after setting some left-aligned tabs)

Tab stops can also be easily set, moved and deleted via this ruler.

To set a tab, proceed as follows:

1. Place the text cursor in the desired paragraph (or select several paragraphs).
2. Select the desired tab type.

   To do so, click on the icon to the left of the ruler. Each mouse click on the icon changes the tab type:

   - Left-aligned tab
   - Centered tab (the text is centered at the tab position)
   - Right-aligned tab (the text ends at the tab position)
   - Decimal tab (numbers are aligned to the decimal point)
3. Then simply click on the position on the ruler where you want to set the tab stop. Of course, you can also set multiple tab stops directly by clicking on additional positions.

To move a tab stop, click on it on the ruler with the mouse and drag it to another position while still holding down the mouse button.

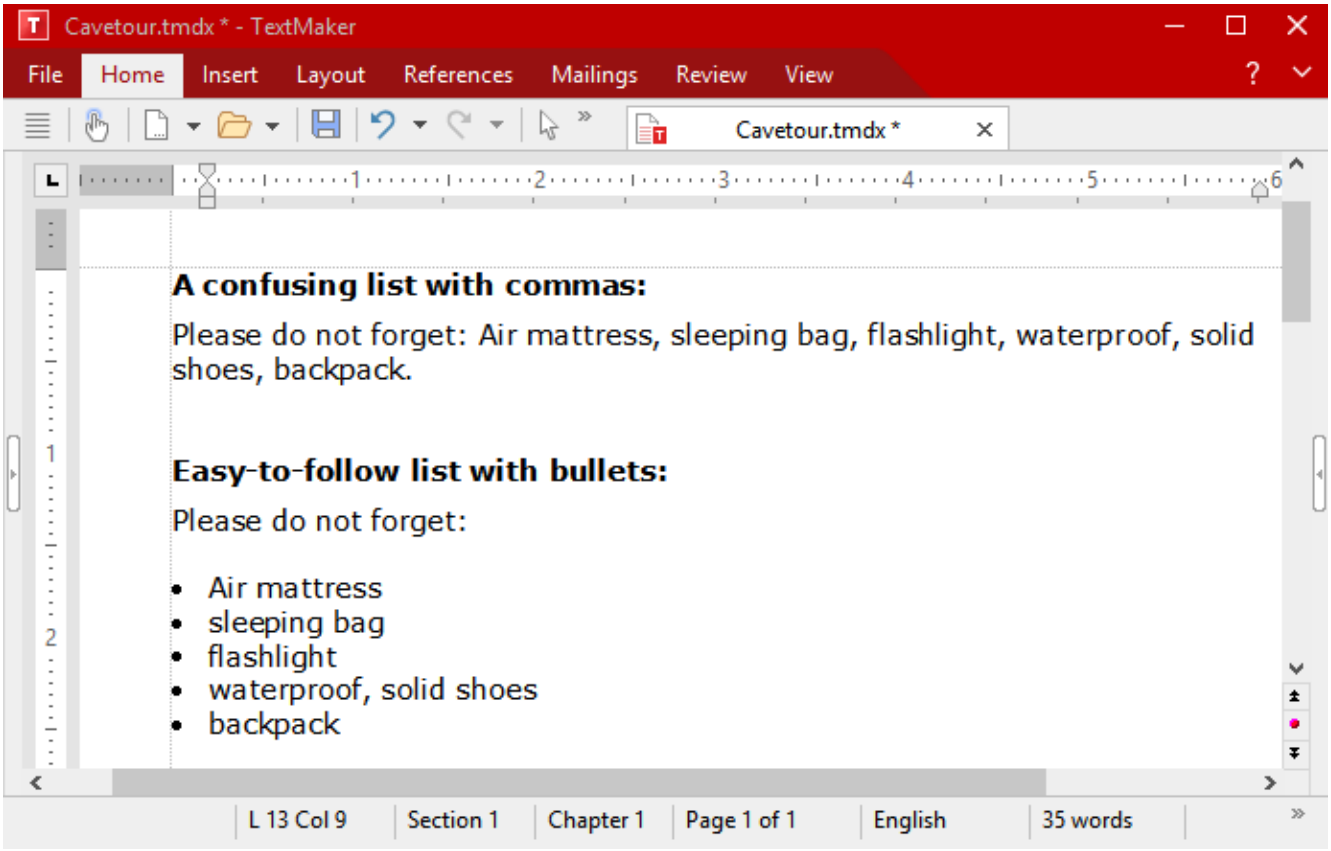
To clear a tab stop, drag it downward outside the ruler.

Bulleted lists

Lists in which each item is presented in its own paragraph preceded by a marker are usually much easier to read than lists that are separated by commas.

Such markers (for example, little boxes, circles, arrows. etc.) are called *bullets*.

Creating bulleted lists is an easy task for TextMaker users: TextMaker can add bullets to paragraphs and automatically indent them at the touch of a button.



You can even create lists whose items are numbered rather than bulleted. The paragraphs are then numbered automatically with 1., 2., 3. etc. For more information, see Automatic numbering.

Adding bullets

You can find the commands for bullets via the icon on the ribbon tab **Home** | group **Paragraph**.

Bullets can be added in different ways:

A. If you just want to add a bullet without any further selection, just click directly on the icon (not on the arrow next to it). The default bullet or the last bullet you selected will be inserted.

B. For a manageable selection of predefined bullets, click on the arrow next to the icon. A dropdown menu appears with *Default* bullets, *Custom* bullets, and any previously used *In the document* bullets. Click on the desired bullet to insert it directly.

C. If you want to customize bullets via the dialog box with all additional options, click on the arrow next to the icon also, but select **Format bullets**. For the next steps in the dialog box, see the paragraph "Other options: Via the dialog box *Bullets and numbering*" below.

Now type the text into the document. At the end of the paragraph, press the **Enter key**↵ to start a new paragraph. TextMaker automatically indents the paragraph and adds a bullet.

Alternatively, you can also select existing text, of course, choose the command via one of the methods described above, and thus add a bullet to this text.

Ending a list or removing bullets

To end a list or remove existing bullets, proceed as follows:

First, position the text cursor at the end of the last numbered paragraph and press the **Enter key**↵ to start a new paragraph.

Alternatively: Select all paragraphs of the bulleted list if you want to completely remove the bullets for these paragraphs.

As with the addition of bullets, there are now also different ways here:

A. Simply click again directly on the icon itself  to remove bullets.

B. Alternatively, click on the arrow next to the icon and select **None** from the dropdown menu.

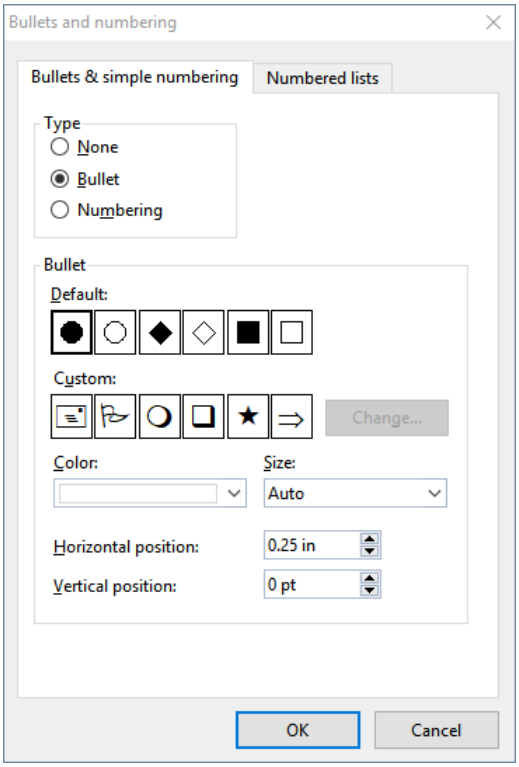
C. To navigate via the dialog box, click on the arrow next to the icon, but select **Format bullets**. On the **Bullets and simple numbering** tab, you will find the option **None** under **Type**.

Tip: If you want to wrap a new line in a list with bullets without creating a new bullet, simply insert a manual line break with the shortcut key **Shift+**↵. The next line will then appear as body text.

Other options: Via the dialog box "Bullets and numbering"

To open the "Bullets" dialog box, click on the arrow next to the icon  on the ribbon tab **Home** | group **Paragraph**. In the dropdown menu, select **Format bullets**.

Tip: If a bullet already exists, you can access the dialog box even faster by clicking directly on the bullet in the text. Alternatively, you can access it via the context menu: *Bullets and numbering*.



In the open dialog box, you can make the following settings for the bullets on the **Bullets & simple numbering** tab:

- **Type**

  Here, you can specify whether the paragraphs should be given a **Bullet** or **Numbering**. Thus select the option **Bullet** here for bullets. (For more information about the option **Numbering**, see Simple numbering.)

  Note: You can always convert a bulleted list into a numbered list by simply changing the type to **Numbering**. You can also do it the other way round, of course.

  When you set the type to **None**, existing bullets or numbers are removed.

- **Default** and **Custom**

  Here, you can select the bullet to be used. The **Default** row contains predefined bullets from which you can choose, and you can create your own bullets in the **Custom** row (see below).

- **Color** (only for default bullets)

  You can select a different color for the bullet in the dropdown list **Color**. In addition to the colors offered here, you can define new colors at any time. For more information, see Document properties, Colors tab.

  Tip: If you set the color to "Auto", TextMaker automatically uses the font color assigned to the paragraph to the right of the bullet.

- **Size** (only for default bullets)

  Here, you can change the size (in points) of the bullet.

  Tip: If you select the option "Auto" here, TextMaker automatically uses the font size of the paragraph to the right of the bullet.

- **Character** button (only for custom bullets)

  For custom bullets, the **Character** button appears instead of the two options above. Click on this button if you want to change the character format (font size, color, text styles, etc.) of the bullet.

  Tip: If you do not change these settings, the bullet automatically uses the character format of the paragraph to the right of the bullet (except for the font).

- **Horizontal position**

  This option allows you to specify how far the text should be indented to the right to make room for the bullets.

- **Vertical position**

  This option allows you to specify the vertical position of the bullet on the line. If the value is negative, the bullet is positioned lower. It is positioned higher if the value is positive.

- **Numbered lists** tab

  This tab gives access to an additional option for creating lists with bullets or numbers: *numbered lists*. Here, numbered lists can be saved and re-used whenever you need them. In addition, hierarchical numbering (1., 1.1., 1.1.1., etc.) is also possible via numbered lists.

  For more information on numbered lists, see Numbered lists.

Using custom bullets

If you do not like any of the bullets offered in the above dialog box, you can use any other character as a bullet at any time.

In the middle of the dialog box, you will find two rows of bullets. The bullets in the **Default** row cannot be changed. However, the bullets in the **Custom** row can be changed at will.

To do so, proceed as follows:

1. In the **Custom** row, click on the icon that you want to change.
2. Click on the **Change** button to the right of the row.
3. TextMaker's character table is now displayed. First, set the desired font.

   Tip for Windows users: Numerous characters suitable for bullets are included in the icon fonts *Symbol* and *Wingdings*.
4. Double-click on the desired character.
5. The selected character is now displayed in the list of available bullets. Click on **OK** to apply it.

Note: The dialog box has a total of six buttons for custom bullets. Thus, you are not limited to six different types of bullets. The custom bullets can be redefined as often as you like – even within the same document.

Drop caps

A *drop cap* is a large ornamental letter at the start of a paragraph.

TextMaker is able to create such an ornamental letter automatically from the first character of a paragraph. The remaining text of the paragraph flows around the drop cap automatically, but can still be edited as usual.

Note: Drop caps can only be used in paragraphs whose paragraph alignment has been set to *left-aligned* or *justified*.

To use drop caps, proceed as follows:

Applying via the icon "Drop caps"

You can use the icon  on the ribbon tab **Layout** | group **Paragraph** to use preset drop caps.

1. To do so, place the text cursor in the paragraph to which you want to add a drop cap.
2. Click on the small arrow of the icon and select the desired type of drop caps from the dropdown menu.

If you want to customize the drop caps, select **More** in the dropdown menu or simply click directly on the icon itself to open the dialog box (see next paragraph).

Other options: Via the dialog box of the command group "Paragraph"

To customize the drop caps, open the dialog box as described above by clicking on the icon (or using the group arrow ◢ of the group **Paragraph** on the ribbon tab **Home** or on the ribbon tab **Layout**). If necessary, switch to the **Drop caps** tab.

In addition to the desired type of drop caps, you can also set the appropriate **Size** of the font here. If you also want the drop caps to be displayed in a different font, click on the **Character** button and set the desired character formatting.

If necessary, also change the **Margins** for the drop caps.

Removing drop caps

To remove drop caps, click again on the arrow of the drop caps icon and select **None**. This entry also appears in the dialog box.

Shading

You can choose the ribbon command **Home** | group **Paragraph** | **Shading** to highlight text paragraphs with colored shading or a pattern.

Applying directly via the icon of the command group "Paragraph"

If you click on the small arrow next to the icon **Shading**, the program will open a dropdown menu with *Standard colors* and *Color variations*. You can apply these directly to the selected paragraph by hovering over the colors with the mouse cursor (you can see the effect on the text in the preview) and then clicking on the desired color.

Tip: The last selected color is displayed in the icon as a small horizontal bar. If you want to apply the same color to other paragraphs, simply select them and click on the icon itself (not the arrow). TextMaker will then reapply the last selected color.

This also applies to other shading settings, such as *Patterns* or *Shades*, which you can only find in the dialog box. You open the dialog box by clicking on the icon's arrow and choosing **More**. Detailed information on the options of the dialog box can be found below.

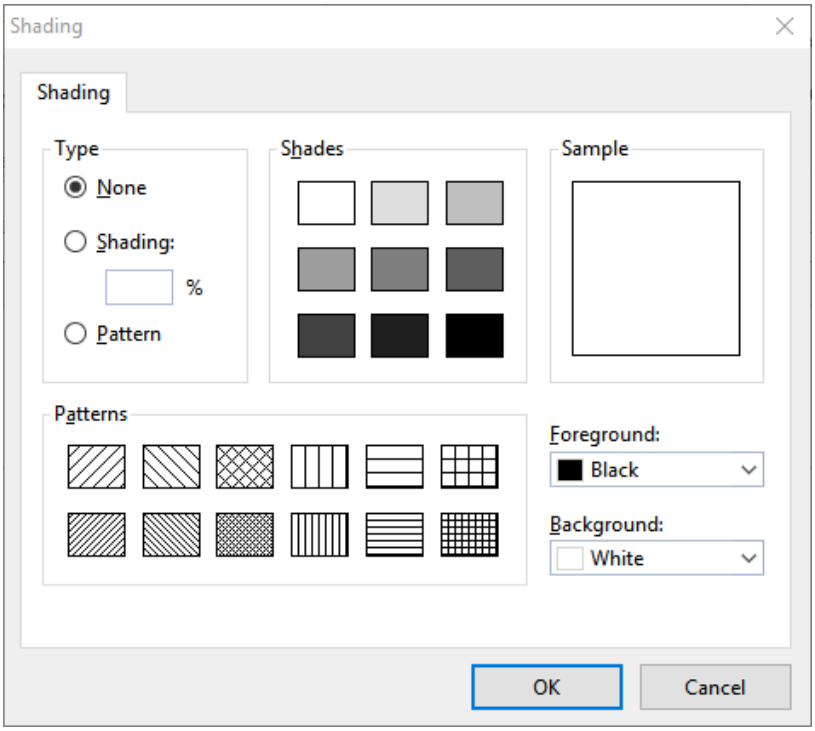
Removing shading: Click on **Transparent** in the dropdown menu to remove existing shading.

Other options: Via the dialog box of the command group "Paragraph"

The dialog box contains additional shading options. The option **Shades** allows you to mix colors individually, and you can also apply different **Patterns** in the dialog box.

You open the dialog box by clicking on the arrow of the icon and choosing **More** in the dropdown menu.

Alternatively: On the ribbon tab **Home** | group **Paragraph**, click on the group arrow and switch to the **Shading** tab.



The following settings are possible:

- **Adding a shade**

  A shade is a color shading that is mixed from the selected foreground color and background color.

  To add a shade, set the **Type** to **Shading** and then make the desired settings:

First, set the desired **Foreground** and **Background** colors. (The background color is set to white by default.)

In the section **Shades**, different mixtures of these two colors are now offered. Select one of these suggestions. Alternatively, you can enter an exact percentage for the shade in the input field under **Shading**. Values between 0 (100% background color) and 100 (100% foreground color) are allowed.

- **Adding a pattern**

  To add a pattern, click on one of the patterns in the section **Patterns**.

  You can also select a different **Foreground** and **Background** color for the pattern.

- **Removing a shade or pattern**

  If you want to remove existing shades or patterns, select **None** for **Type**.

Then confirm with **OK**.

Borders and lines

Text paragraphs can be provided with a complete border or individual border lines at the top, bottom, left or right.

You will find the commands for these options on the ribbon tab **Home** | group **Paragraph**.

Common borders and lines: Via the icon of the command group "Paragraph"

A selection of common borders and lines can be found via the icon **Borders**  under **Home** | group **Paragraph**.

Proceed as follows:

1. Place the text cursor in the desired paragraph (or select several paragraphs).
2. Click on the icon's arrow for the dropdown menu and select an entry with the desired properties by clicking on it.

   Note: You can also combine individual lines to your liking by reopening the dropdown menu of the **Borders** icon and adding another attribute, for example, first positioning a line at the top and then an additional line at the bottom.

The text paragraph is now provided with the relevant lines.

Tip: If you then want to add exactly the same type of border to other paragraphs, simply select them and click on the icon itself (not the arrow). TextMaker will then reapply the most recently selected type of border.

Removing borders/lines: Click on **None** in the dropdown menu. All borders/lines will then be completely removed.

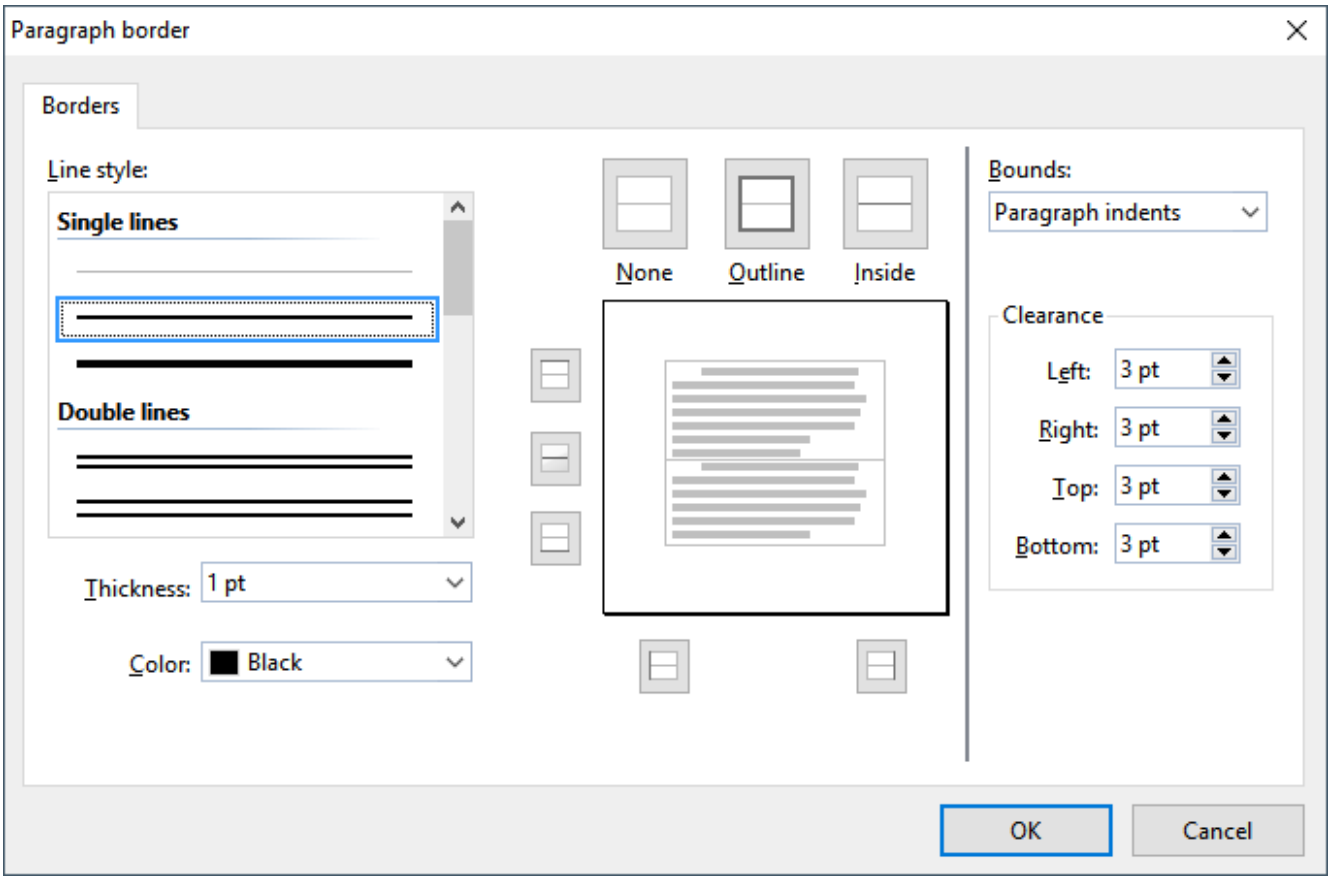
If you want to edit/remove individual border lines or define additional properties for borders and lines, click on **Borders** in the dropdown menu. A dialog box opens with other options (see below).

Other options: Via the dialog box of the command group "Paragraph"

For additional options, such as the color or different thickness of lines, there are various options available in the dialog box.

You open the dialog box by clicking on the arrow of the icon and selecting **Borders** in the dropdown menu.

Alternatively: On the ribbon tab **Home** | group **Paragraph**, click on the group arrow and switch to the **Borders** tab.



Dialog box for border lines (here: for text paragraphs)

A similar dialog box also appears for table cells. You use both dialog boxes in the same manner.

Essentially, you use this dialog box as follows:

1. First, you specify *what* type of border line you want to apply (line style, thickness, color).
2. Then specify *where* this type of border line should be placed. To do so, simply click on the desired lines (or their buttons) in the right half of the dialog box.

Let's take a closer look at the individual steps:

For example, to add border lines to a text paragraph, proceed as follows:

1. Place the text cursor in the desired paragraph (or select several paragraphs).

2. On the ribbon tab **Home** | group **Paragraph**, click on the group arrow ◢ for the dialog box and switch to the **Borders** tab.
3. First, specify *what* type of border line you want to apply. You have the following options:

   Line style (single, double or dashed lines)

   Thickness of the line

   Color of the line
4. Then specify *where* you want to apply this type of border line (top, bottom, left, right, etc.).

   For this purpose, a preview box surrounded by a set of buttons is available in the right half of the dialog box. Use it as follows:

   A. In the preview in the right half of the dialog box, simply click directly on all lines to which a border line is to be applied.

   B. Alternatively, you can use the buttons that are displayed to the left and below the preview for this purpose. Each button represents a specific line (see icon on the button).

   C. The buttons above the preview are useful shortcuts:

      The **Outline** button applies the currently set border line to all outer borders.

      The **Inside** button does the same for all inner lines (the "gridlines" between the cells).

      The **None** button removes all lines at once.
5. Add as many lines as you like by simply repeating step 4.

   Of course, you can always change the line style, thickness or color (step 3) before applying it (step 4).
6. When everything is as required, confirm with **OK**.

Detailed information on the individual options in this dialog box can be found below.

Editing or removing existing border lines in the dialog box

You can change the style, thickness or color of existing border lines or also remove them at any time. To do so, open the dialog box again and proceed as follows:

- **Changing:** To change the appearance of a line, first select the desired settings (style, thickness, color). Then, in the preview, click on the line (or its button) to which you want to apply these settings.
- **Removing:** To remove a border line, click on that line (or its button) *twice* in the preview. Clicking once applies the border line, while clicking it again removes it.

  Tip: The **None** button displayed above the preview removes *all* lines at once.

Dialog box options (detailed)

In the dialog box for border lines described above, the following adjustments are possible:

- **Line style**

  This option determines the type of line to be drawn. You can choose between different variations of single, double and dashed lines.

- **Thickness**

  This option determines the width of the line.

- **Color**

  Here, you can change the colors of the line.

  In addition to the colors offered here, you can define new colors at any time. For more information, see Document properties, Colors tab.

- **Preview box**

  A preview box is displayed in the right half of the dialog box. This shows what the border lines would look like when applied after you exit the dialog box with **OK**.

  The preview box is also used to apply and remove lines:

  If you click on one of the lines in this preview, the corresponding line is enabled – or disabled when you click it again. The settings currently selected in the dialog box (line style, line thickness, color) are used for this purpose.

  Alternatively, you can use the buttons to the left and below the preview for this purpose. Each button represents a specific line, which is indicated by the icon on the button.

  The buttons shown above the preview are shortcuts: **None** removes all lines at once, **Outline** adds lines to all outer borders, **Inside** does the same for all inner lines (for example, for table cells).

- **Bounds**

  Only for text paragraphs: This option determines where the lines should start and end.

  Page margins: The lines extend from the left page margin to the right page margin.

  Paragraph indents: The lines extend from the left to the right indent of paragraphs. This is the default setting.

  Text: The lines are as wide as the text they enclose.

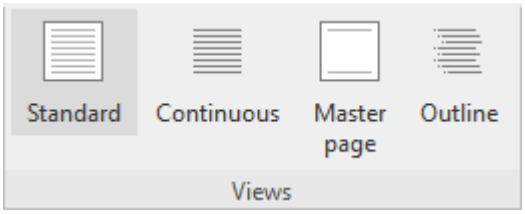
- **Clearance**

  Only for text paragraphs: This option determines the distance from the border lines to the text.

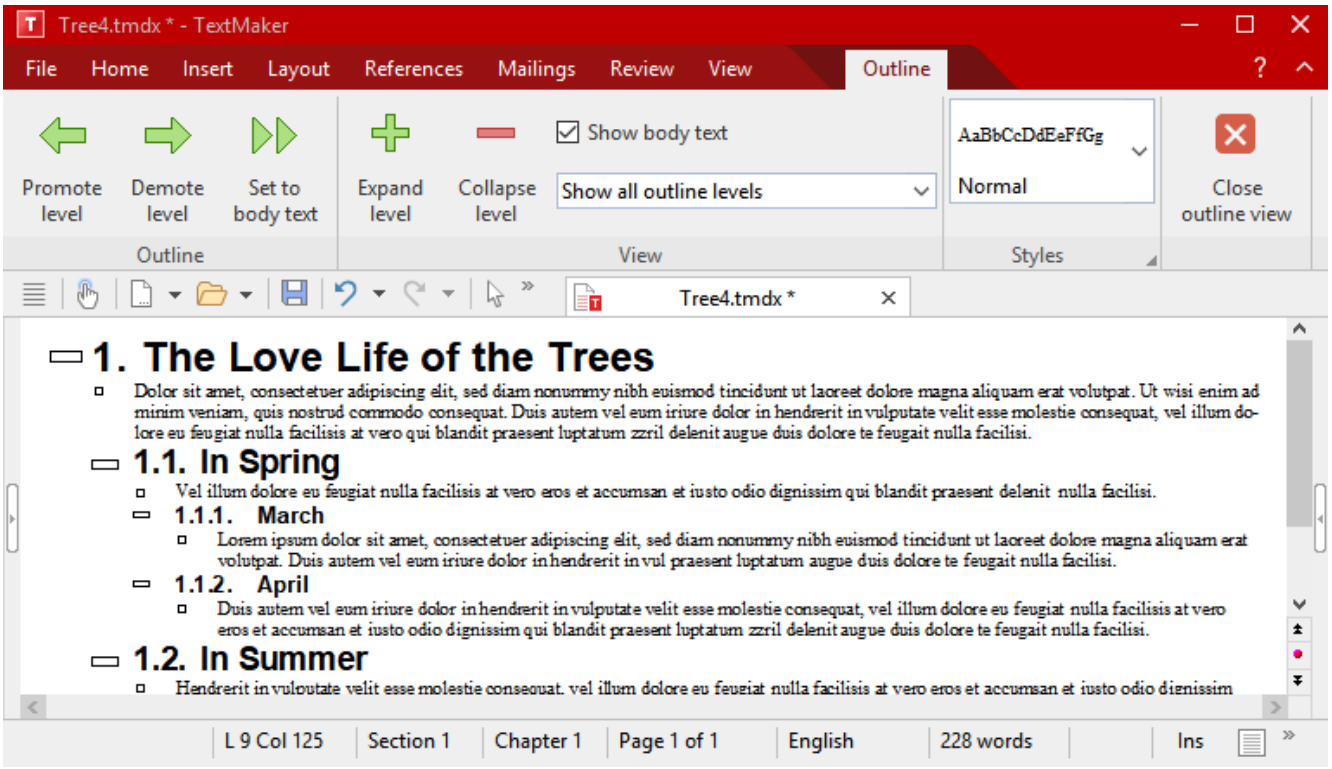
Outline level

Long documents (for example, manuals) are usually provided with an *outline*.

To create and edit the outline of a document, TextMaker offers its own *outline view* with the ribbon command **View** | group **Views** | **Outline**.



In the *outline view*, you can "designate" normal text as a heading and the outline level of existing headings as higher or lower levels.



Program window in the outline view

Note: Normally, you should not manually change the outline level of headings via the dialog box of the ribbon tab **Home** | group **Paragraph**, but you should do this work via the buttons of the outline view as recommended in this example.

FreeOffice: The *outline view* is not included in SoftMaker FreeOffice.

If you want to manually change the outline level, go to the ribbon tab **Home** | group **Paragraph** and click on the group arrow ◢ to open the dialog box and switch to the **Paragraph** tab. Select the desired level there via the option **Outline level**.

For more information on working with outlines, see Outlines.

Forcing a break before a paragraph

You can instruct TextMaker to always start the current paragraph with a new page or column.

Applying via the dialog box of the command group "Paragraph"

You can use the dialog box to give a paragraph the attribute "Always make a page break/column break before this paragraph".

Open the dialog box on the ribbon tab **Home** | group **Paragraph** by clicking on the group arrow ◢ in the bottom right corner and switching to the **Text flow** tab. Enable the option **Page break** or **Column break** there.

From this point on, TextMaker will always break the page or column before this paragraph – even if the paragraph is moved to another position in the text.

Application example: If you want a certain heading to always start with a new page, you can format this heading with the attribute *Page break*. If you then move or copy the heading to another location, it will also start there with a new page.

Different function via the "Break" icon

The commands for the page break/column break via the **Break** icon on the ribbon tab **Insert** (or **Layout**) seem similar at first glance. However, they must be distinguished in their function from the Page break/Column break options in the dialog box described above because they format the page rather than the paragraph.

For more information, see the following sections:

- **Page break:** Inserting manual page breaks
- **Column break:** Multi-column page layouts

Paragraph control

Open the dialog box by clicking on the group arrow ◢ in the bottom right corner of the ribbon tab **Home** | group **Paragraph**.

On the **Text flow** tab, you can, among other things, set restrictions for automatic page breaks to prevent unaesthetic page breaks.

To do so, use the following options in the section **Paragraph control**:

- **Keep with next**

  If this option is enabled, TextMaker prevents the current paragraph from being separated from the following paragraph by an automatic page break. Instead, TextMaker inserts the break before the current paragraph.

  If you have selected several paragraphs, these paragraphs *and the next paragraph* after them will be kept together.

  Application example: If you enable **Keep with next** for a heading, you can avoid the situation in which a heading would fall at the end of a page and the related text would start on the following page.

- **Keep together**

  Enabling this option prevents TextMaker from inserting a page break in the middle of the paragraph. TextMaker then puts the automatic page break before the paragraph instead, so that all of it falls on the next page.

  The same applies to column breaks (for multi-column text).

- **Avoid widows/orphans**

  This option prevents the occurrence of *widows or orphans* in paragraphs. A widow or orphan occurs when a single line of a paragraph is on one page, while the rest of the paragraph is on another page. Widows and orphans are not particularly visually appealing and interfere with the reading of longer documents.

  If you enable this option, the page break will be automatically corrected in such a case to ensure that at least two lines of the paragraph appear on each page. If this is not possible because, for example, the paragraph consists of only two lines, the whole paragraph is placed on the next page.

Non-breaking space

There is another way to control the text flow:

In certain cases, two words separated by a space must remain on the same line. TextMaker is unaware of this and may put the words on separate lines when it automatically inserts line breaks.

An example: You want the price "USD 29.80" to be written as one unbroken unit. You can ensure this by inserting a *protected* (*non-breaking)* space between "USD" and "29.80". To insert such a space, press the key combination **Ctrl+Shift+Space** instead of just the space bar.

When printed, the non-breaking space looks exactly like a normal space. It differs only in directing TextMaker to ensure that the designated words are not spread over two lines.

Suppressing line numbers

Open the dialog box by clicking on the group arrow ◢ in the bottom right corner of the ribbon tab **Home** | group **Paragraph**.

The option **Suppress line numbers** on the **Text flow** tab has the following function:

By using the ribbon tab **Layout | Line numbers** (in the group **Section**), you can ensure that line numbers appear in the left margin of the page. If you do not want them to appear for a particular paragraph, simply enable the option **Suppress line numbers** for that paragraph.

For more information on line numbers, see Adding line numbers.

Line break – insert manually

As an alternative to using the paragraph mark (with the Enter key↵), you can jump to the next line without starting a new paragraph:

You set a *manual line break* via the **Break** icon on the ribbon tab **Insert** (or **Layout**). Click on the icon's black arrow and select **Line break**. Alternatively, simply use the key combination **Shift+**↵.

The manual line break corresponds to the automatic line break, which causes the cursor to jump to the end of the next line. However, the manual line break can be inserted anywhere in the line.

How does this differ from the paragraph mark? While the formatting of the paragraph also applies when using the paragraph mark (for example, the set spacing before and after the paragraph), the line break only causes a jump to the next line. You still remain in the same block of text within the paragraph.

Tip: If you want to wrap a new line in a bulleted list without creating a new bullet, simply use the manual line break. The next line will then appear as body text.

Sorting text or tables

FreeOffice: The command *Sort text/table* is not included in SoftMaker FreeOffice.

On the ribbon tab **Home |** group **Paragraph**, you will also find the **Sort text/table** icon . You can use it to sort the contents of a table as well as ordinary paragraphs in the text.

For more information, see Sorting tables and Sorting text.

Showing non-printable characters

The **Markers** icon  on the ribbon tab **Home |** group **Paragraph** allows you to show formatting markers, such as paragraph marks, tabs, spaces, etc., so that they are easier to recognize in the text.

To hide the formatting marks, click on the icon again.

Note: You can also show non-printable characters in a differentiated manner via the ribbon command **File | Options**, **View** tab by selecting only individual characters there. For more information, see Settings, View tab.

Page formatting

This chapter covers everything you need to know about formatting *pages* in TextMaker. It contains the following sections:

- **Inserting manual page breaks**

  If you want to start a new page before the text has reached the end of the current page, you can always insert a *manual page break*. You will learn how to do this in this section.

- **Page setup**

  On the ribbon tab **Layout |** group **Page setup**, you define the *page format* of the document. This includes settings such as page size, page orientation (portrait or landscape) and page margins.

- **Headers and footers**

  Headers and *footers* are consistent lines of text that are printed at the top and bottom respectively of each page of the document. This section describes how to create and edit them.

- **Master pages**

  Headers and footers are parts of the *master page*. On the master page, you can insert any object frame – for example, a picture frame with a watermark. These objects will then appear on *each* page of the document.

- **Dividing a document into chapters**

  All page formatting options described in this chapter apply to the whole document by default. Thus, all pages have the same paper format and the same headers and footers, etc. However, you can also divide a document into *chapters*. Each chapter can have its own set of headers and footers and its own page format. Read this section to learn more about it.

- **Changing the page background**

  FreeOffice: The command *Background* is not included in SoftMaker FreeOffice.

  You can change the background of your document's pages at any time, for example, to add some color to them. There are two commands for this, which work somewhat differently:
  The ribbon command **Layout | Background** (in the group **Section**) and the ribbon command **Layout | Chapters**. In this section, you will learn how to use these commands and what differences there are between them.

- **Fold marks**

  Insert practical marks into your document to fold the printout of a letter in the right places by means of two fold marks or to be able to position the holes exactly when filing documents via a bi-fold in the middle.

Inserting manual page breaks

TextMaker automatically fills the pages of a document by default. When the text reaches the end of a page, an automatic page break is performed and the text continues on the next page. If you want to start a new page before the text has reached the end of the current page, you can always insert a *manual page break*.

To do so, move the text cursor to the position at which the new page should start.
On the ribbon tab **Insert** (or ribbon tab **Layout**), click on the black arrow of the **Break** icon for the dropdown menu and select **Page break** there. Alternatively, you can use the shortcut key **Ctrl+↵**.

TextMaker now inserts a forced page break.

Tip: If you have enabled the icon ¶ for formatting marks on the ribbon tab **Home** | group **Paragraph** (see also Showing non-printable characters), the manual page break will be displayed with a dotted line.

If you need to remove a manual page break that you have forced in this manner, you can do so by positioning the text cursor at the beginning of the first paragraph following the break and pressing the **Backspace key⌫**.

Specifying a page break before a certain paragraph

Note: This option, which differs in its properties from the function described above, can only be set via the dialog box of the command group "Paragraph".

In addition to forcing a premature page break via the ribbon tab **Insert | Break | Page break**, you can also do it in a different way and with a different function: by giving a paragraph the attribute "Always make a page break before this paragraph".

To do so, place the text cursor in the desired paragraph, and click on the group arrow◢ in the bottom right corner of the ribbon tab **Home|** group **Paragraph** to open the dialog box. Switch to the **Text flow** tab and enable the option **Page break** there.

TextMaker will then *always* insert a page break before this paragraph – even if you move the paragraph to a different place in the text.

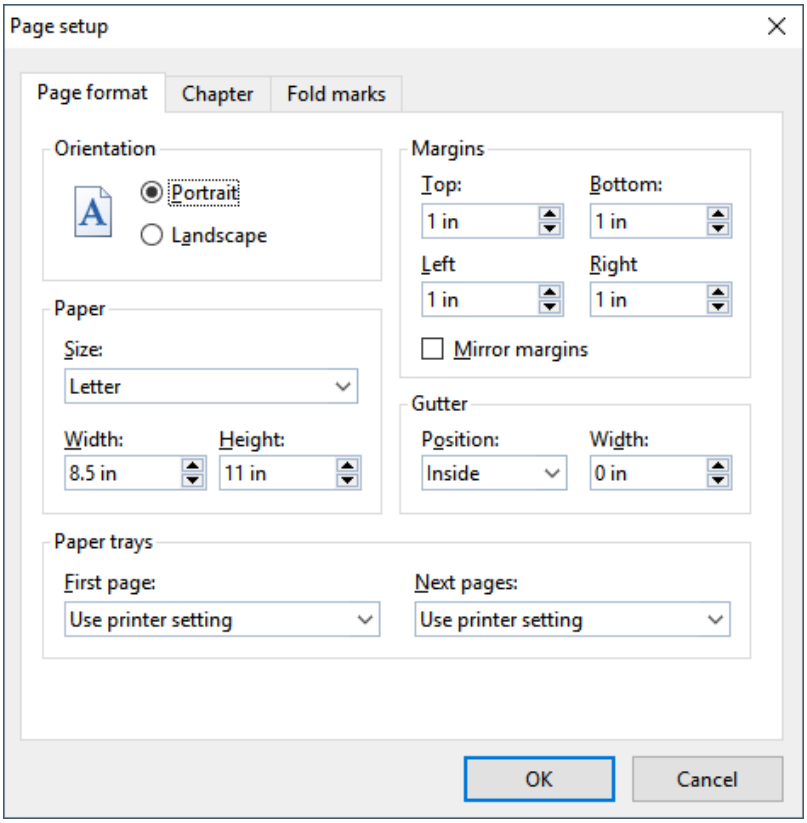
Page setup

On the ribbon tab **Layout |** group **Page setup**, you can define the *page format* of a document. Here, you can set such things as paper size, page orientation (portrait or landscape) and page margins.

Note: Changes to these settings always affect the *whole* document unless you divide it into *chapters*. Each chapter can have its own page formatting. You should divide the document into chapters if, for example, you want to change the paper size in the middle of the document. For more information, see Dividing a document into chapters.

Applying via the dialog box of the command group "Page setup"

On the ribbon tab **Layout** | group **Page setup**, click on the group arrow ◢ in the lower right corner to open the dialog box and switch to the **Page format** tab.



The following options are available in this dialog box:

- **Orientation**

  Here, you can specify the **Orientation** of the document on the printed page: **Portrait** or **Landscape**.

- **Paper**

  You can specify the paper size for the printed pages here. The dropdown list **Size** contains all paper sizes that are supported by the current printer. If you want to specify a size that is not listed, you can do so by manually specifying values in the fields **Width** and **Height**.

- **Margins**

  You can set the page margins here

- **Gutter**

  A *gutter* can be added in addition to the page margins. You only need this option for documents with opposite pages (for example, books). The gutter is an additional margin that is required for the fold when such a document is printed and then bound or stapled together.

  You can specify the position and size of the gutter.

If, for example, you select the "Inside" setting and set the gutter to 1 cm, all *right* pages of the book will have an additional 1-cm margin on the left side. On all *left* pages of the book, however, this margin will be opened on the right side.

- **Paper trays**

  Only available in Windows version: If your printer has multiple paper trays, you can set the tray which the printer should use. If you have selected the default setting **Use printer setting**, TextMaker does not affect the paper feed. If, for example, you want the first page of your document to be printed on paper from tray 1 and the remaining pages on page from tray 2, you should change this setting accordingly.

There are also two more tabs in the dialog box "Page setup":

- **Chapter** tab

  This tab contains settings for the *chapter format*, which is discussed in Dividing a document into chapters).

- **Fold marks** tab

  On this tab, you can insert *tri-fold marks* and *bi-fold marks* at the beginning of each chapter. For more information, see "Fold marks".

Applying via the icons of the command group "Page setup"

Common settings of the dialog box can also be found via the icons on the ribbon tab **Layout** | group **Page setup**. Click on the black arrow of the respective icon to open the corresponding dropdown menu.



Margins (corresponds to the options for **Margins** in the above dialog box):
You will find a selection of predefined values here. If required, select **More** in the dropdown menu to access the dialog box for customizations.



Page orientation (corresponds to the options for **Orientation** in the above dialog box):
portrait or landscape



Page size (corresponds to the options for **Paper** in the above dialog):
Here you will find a selection of predefined values. If required, select **More** at the bottom of the dropdown menu or click on the icon itself to perform customizations in the dialog box.

Headers and footers

Headers and *footers* are consistent lines of text that are printed at the top and bottom respectively of each page of the document.

Headers and footers are always inserted in the top and bottom margins respectively of pages. When you change the margins of your document, the position and size of all headers and footers are adjusted automatically.

The following pages contain everything you need to know about headers and footers.

Creating and editing headers and footers

To insert headers, click on the **Header** icon on the ribbon tab **Insert** | group **Header and footer**. Alternatively, click on the icon's arrow to apply an appropriate header format when inserting directly from the dropdown menu with predefined formats.

TextMaker then positions the text cursor in the header frame in the top margin of the page. Here, you can enter and format text as usual.

The header frame is initially only one line in size, but it expands automatically when you type more than one line of text or start a new line by pressing the **Enter key**↵.

To return to the normal text from the header frame, just click anywhere in the normal text with the mouse. If you want to edit the headers again later, click in the header frame with the mouse. You can also just click again on the **Header** icon or use the icon's arrow to select **Edit headers** in the dropdown menu.

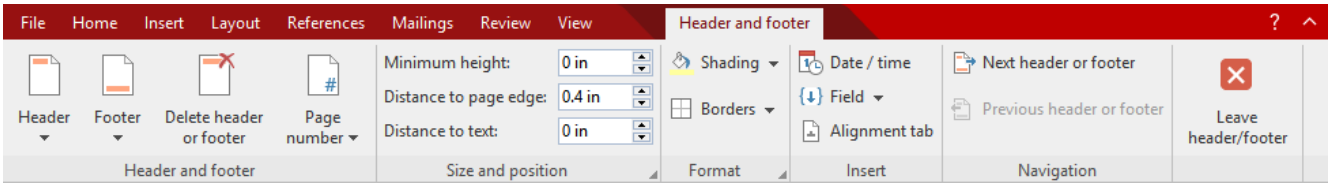
The insertion and editing of footers is performed in a similar way. You use the **Footer** icon on the ribbon tab **Insert** to create footers in the bottom margin of the page. If you click on the icon's arrow, you will find a selection of predefined formats and the command **Edit footers**.

Note: Headers and footers apply to the whole document by default. If you want to use different headers and footers within the same document, you must divide the document into *chapters*. You can then enter different headers and footers for each chapter. For more information, see Dividing a document into chapters.

Using the ribbon tab "Header and footer"

Once you have inserted a header or footer, you can switch to the contextual ribbon tab **Header and footer** for editing.

This always appears automatically if you have placed the text cursor in a header or footer.



The contextual ribbon tab "Header and footer"

The ribbon tab has the following buttons, from left to right:

- **Header** set up or open existing ones (as described above)
- **Footer** set up or open existing ones (as described above)
- **Delete header or footer**, see Deleting headers or footers
- **Page number** insert, see Inserting a page number
- **Minimum height**, see Changing the properties of headers and footers
- **Distance to page edge**, see Changing the properties of headers and footers
- **Distance to text**, see Changing the properties of headers and footers

- **Shading** apply, see Changing the properties of headers and footers
- **Borders** apply, see Changing the properties of headers and footers
- **Date/Time** insert, see Inserting date and time
- **Field** insert, see Insert additional fields
- **Alignment tab** insert, see Using alignment tabs
- Go to the **Next header or footer**
- Go to the **Previous header or footer**
- **Leave header/footer** (closes the ribbon tab and returns the text cursor to the text)

Inserting a page number

Headers and footers often contain information such as page number, date, etc. You can enter this information in TextMaker via *fields*. For more information, see Inserting other fields.

If you want to insert specific page numbers, you can do so very conveniently via the **Page number** button . To do so, place the cursor in the desired position in the header or footer and click directly on the **Page number** icon itself on the contextual ribbon tab **Header and footer**.

Alternatively, you will find the command **Page number** on the ribbon tab **Insert** | group **Header and footer** (this also allows page numbers to be inserted into normal text at any time).

By clicking on the **Page number** icon , page numbers are thus inserted directly *as a field* in the cursor's position without any other formatting.

You will also find additional formatting options for page numbers when you click on the small black arrow of the **Page number** icon .

In the menu that appears, you have the following options:

- **Header:** Predefined page number formats that you can insert as a field in the header
- **Footer:** same, for footers
- **Current position:** same, but the selected format is inserted directly in the current position of the cursor. This can be the header or footer, but also any position in the text.
- **Insert page number:** This option inserts a page number as a field in the current position of the text cursor and opens the dialog box *Insert field* at the same time. The list entry "Page number" for inserting and formatting this field is already preset here.

  Note: This dialog box can also be accessed by double-clicking a previously inserted field in the document.

  On the right side of the dialog box, there is a "Settings" button that opens another dialog box for formatting the *page numbers* (see next paragraph).
- **Page number format:** This option opens the dialog box *Page numbers* (see next paragraph).

Controlling page numbering

Page numbering in every document starts with "1" by default. If necessary, you can also instruct TextMaker to start page numbering on the first page with a different number.

To do so, click on the small arrow of the **Page number** icon and select **Page number format** in the dropdown menu. In the open dialog box *Page numbers*, change the setting **Numbering** from **Increment** to **Value** and enter the desired number next to it. If, for example, you type "42", the first page will have the page number 42.

Note: In order for the document to display the page numbering you have selected here, you must also have inserted a corresponding **field** for page numbers beforehand (for example, by clicking directly on the **Page number** icon as described above).

For more information on this dialog box, see Formatting page numbers.

Inserting date and time

Information such as date or time, page number, etc., is often used in headers and footers. You can insert this information via *fields*. For more information, see Inserting other fields.

If you want to insert a specific date/time, you can do so very conveniently via the **Date / time** button. This allows you to insert the current date or time either as a *field* or as *fixed text*. First, place the text cursor in the desired position in the header or footer and click on the **Date / time** icon on the contextual ribbon tab **Header and footer** | group **Insert**.

Alternatively, you will find the command **Date / time** on the ribbon tab **Insert** | group **Text** (this allows you to insert the date/time into the normal text at any time).

Inserting the date and time as fixed text

In contrast to *fields*, a *fixed text* is created with the date or time, which is no longer automatically updated.

By choosing the ribbon command **Date/Time**, a dialog box appears. Here, you can choose whether the header/footer should contain the date or time, and you can specify the format.

If you do not like any of the predefined formats, you can click on the **New format** button and type in your own format using the abbreviations described in Inserting a field.

Inserting the date and time as fields

If you want the date or time to be inserted as a *field* rather than as *fixed text*, enable the option **Insert as field** in the dialog box. TextMaker then creates a field (*Print date* or *Print time*). For information on the use of fields, see Fields.

Tip: Using shortcut keys

To insert the current date or time (as *fixed text*), you can use the following shortcut keys:

- Insert date: **Ctrl+.** (period)
- Insert time: **Ctrl+Shift+.** (period)

When you press one of these key combinations, the date or time will be inserted immediately – without a dialog box appearing.

Inserting other fields

Headers and footers often contain information such as page numbers or date/time. These frequently used options can be quickly entered in TextMaker via the explicitly available buttons described in the previous two sections.

Additional fields can be inserted via the **Field** button , which is also available directly on the ribbon tab **Header and footer**.

To do so, set the cursor in the desired position in the header or footer. Choose the ribbon command **Field** by clicking directly on the icon itself and select the desired field in the dialog box. Alternatively, click on the small black arrow on the icon for a dropdown menu of presorted entries for fields.

For information about each type of field, see Fields.

Using alignment tabs

In addition to normal tabs, you can also use a very special type of tab, namely "alignment tabs", in headers and footers.

Alignment tabs have the following special features:

- They can only be inserted in headers and footers.
- They ignore all tab settings that have been made in a paragraph (for example, with the ribbon command **Layout | Tabs**) because:
- They always align the following text relative to the page margins – either left-aligned, centered or right-aligned.

The word "relative" is what makes this specific type of tab particularly interesting:

If, for example, you insert a centered alignment tab in the footer and add a field "Page number" behind it, this field will be centered in the footer. So far, so good. If you now change the page margins or even set the page format to landscape, however, the page number will *still* be centered in the footer. A normal centered tab stop could not do such a thing, since normal tabs always have a specific *absolute* position.

To insert an alignment tab, proceed as follows:

1. Click in the header or footer to set the cursor there (or insert a new header/footer).
2. Click on the icon  on the contextual ribbon tab **Header and footer** to insert an alignment tab.

3. A dialog box appears. You can select the desired alignment for the tab and make some other settings (see below) in this dialog box.

As soon as you confirm, the alignment tab is inserted and the text behind it is aligned accordingly.

Options of the dialog box

The options in this dialog box have the following functions:

- **Alignment**

  This option determines the alignment of the alignment tab: left-aligned, centered or right-aligned (each relative to the page margins).

- **Tab leader**

  Here, as with normal tabs, you have the option of selecting a tab leader if desired in order to fill the area to the left of the tab.

- **Relative to**

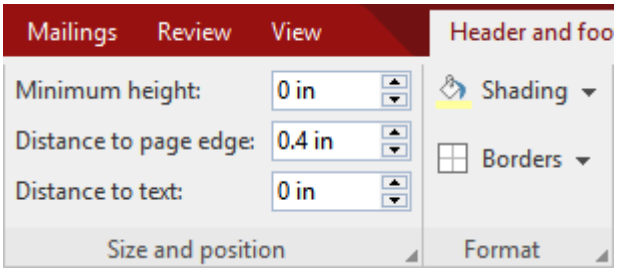
  This option determines what the alignment tab should be aligned with: the page margins (without considering paragraph indents) or the indents for the current paragraph.

Changing the properties of headers and footers

Like all types of frames, the *header* and *footer frames* (where the headers and footers are located) also have certain properties that can be changed on the contextual ribbon tab **Header and footer**. For example, you can adjust the height, change the distance to the text and to the edge of the page or add shading and borders to the frame.

Common options: Via the icons of the ribbon tab "Header and footer"

Use the buttons of the command groups **Size and position** and **Format** to apply common options directly.



First, click with the mouse in the header or footer frame – depending on whether you want to edit the headers or footers – and customize the following properties according to your needs:

- Command group **Size and position**

  You can enter the desired values in the respective input fields or increase/decrease the values with the small arrow buttons. The following settings are possible:

Minimum height: Here, you can set the *minimum* height of the header or footer frame. The other option *Fixed* values can be found in the dialog box, see below.

Distance to page edge: Distance between the frame and the edge of the page.

Distance to text: Distance between the frame and the body text.

- Command group **Format: Shading**

  If you click on the small arrow on the **Shading** icon, you will see a dropdown menu with standard colors and color variations that you can apply.

  The last selected color is displayed as a horizontal bar in the icon. This "memory function" also applies to other shading settings, such as patterns or shades (which can only be found in the dialog box). You open the dialog box by clicking on the icon's black arrow and selecting **More** in the dropdown menu. For more information, see below.

  Removing shading: Click on **Transparent** in the dropdown menu to remove existing shading.

- Command group**Format: Borders**

  If you click on the small arrow of the **Borders** icon, you will get a dropdown menu with common borders and lines.

  Tip: You can also combine individual lines to your liking by reopening the dropdown menu of the **Borders** icon and adding another attribute, for example, first positioning a line at the top and then an additional line at the bottom.

  Removing borders/lines: Click on **None** in the dropdown menu. All borders/lines will then be completely removed.

  If you want to edit/remove individual border lines or define additional properties for borders and lines, click on **Borders** in the dropdown menu. A dialog box opens with other options (see below).

Other options: Via the dialog box of the ribbon tab "Header and footer"

The dialog box of the contextual ribbon tab **Header and footer** provides additional options for customizing shading, borders/lines and the height of headers and footers.

To do so, proceed as follows:

1. Click with the mouse in the header or footer frame – depending on whether you want to edit the header or the footer.
2. Open the dialog box via the arrow ◢ in the group **Format** or, alternatively, in the group **Size and position**. Both lead to the same dialog box.

The following settings can be made in this dialog box:

Properties tab

- **Height**

  Here, you can change the height of the header or footer frame:

At least: This is the default setting. The height of the frame is adjusted automatically. The more text you enter, the larger the frame becomes. In the input field to the right of it, you can enter the desired minimum height if required.

Fixed: If you select this option, however, you can specify the exact height of the frame yourself. Note: If this option is selected, TextMaker will display a red bar at the bottom edge of the frame whenever the header or footer text does not fit completely within the frame. In this case, set the height to a larger value, select the option **At least** or reduce the amount of text in the frame.

Note: TextMaker automatically adjusts the **width** of header and footer frames to the page margins. However, you can always use paragraph indents in your headers and footers if you want them to be wider or narrower.

- **Distance to page edge**

  Here, you can specify the amount of space TextMaker should leave between the frame and the (top or bottom) edge of the page.

- **Distance to text**

  Here, you can specify the amount of space TextMaker should leave between the frame and the body text.

Borders tab

Here, you can add individually designed border lines to the frame.

The controls on this tab correspond to those of the ribbon tab **Home | Borders**. For more information, see Borders and lines.

Shading tab

Here, you can add customized shading to the frame.

The controls on this tab correspond to those of the ribbon tab **Home | Paragraph shading** (see Shading).

Different headers/footers on the first page

Headers and footers are parts of the *master page*. For more information, see also Master pages. The content of the master page is repeated on every page of the document by default.

If required, you can specify that a different master page should be used for the *first* page of the document (including a different header and footer). This is useful, for example, when printing the first page of a letter on a preprinted letterhead and the remaining pages on normal white paper.

To do so, select the ribbon command **Layout | Chapter** and enable the option **Different first page**. From now on, the headers and footers on the first page can be edited independently of the rest of the document.

Different headers/footers on left and right pages

In books, different headers and footers are often used on left-hand and right-hand pages. This makes it possible, for example, to output the page number on the left in the footer of left-hand pages and on the right in the footer of right-hand pages.

To enable different headers and footers for left-hand and right-hand pages, proceed as follows:

1. Choose the ribbon command **Layout | Chapter** .
2. Enable the option **Different left and right pages**.

You can now create different headers and footers for left-hand and right-hand pages.

More specifically: If you now create or edit a header on any left-hand page of the document, the header for the right-hand pages will remain unaffected. Likewise, changes to the header on any right-hand page will affect only the right-hand pages.

The same applies, of course, to footers.

Deleting headers or footers

You can remove the text from a header at any time by clicking in the header frame, selecting all the text and then simply deleting it.

You can also remove the header frame *completely*, although this is not usually necessary. To do so, proceed as follows:

1. Position the text cursor within the header frame.
2. Click on the icon  in the contextual ribbon tab **Header and footer**.

The header frame is now removed along with all its content.

The procedure for removing footers is similar.

Master pages

This chapter has already introduced you to headers and footers, which only have to be entered once but will then appear on *every page*. This is a very useful thing, although TextMaker has yet another trick up its sleeve:

The content of the *master page* also appears on every page of the document. However, as its name implies, it is not limited to a few lines in the top or bottom margins, but can fill the whole page.

Note: Please note that only *frames* are permitted on a master page (text frames, picture frames, etc.). Tip: If you want to add text to a master page, you can still do so by simply inserting a text frame.

If, for example, you want to enhance a letter with a "watermark", simply insert a picture frame with a suitable picture on the master page and set the option **Text flow** in the picture properties to "Behind text". The watermark will then appear on *every* page of the document, and the text will flow right over it.

Editing the master page

If you want objects to appear on *every page* of a document or chapter, simply put them on the master page. To do so, switch to the *Master pages view* and insert the objects there.

Note: Only frames (text frames, picture frames, etc.) and drawings can be put on master pages. For information on how to work with these objects, see Frames and drawings.

You edit the master page as follows:

1. Use the ribbon tab **View | Master pages** to switch to the master page view.
2. Make the desired changes. To insert a picture, for example, go to the ribbon tab **Insert | Picture**; to insert text, add a text frame using the command **Insert | Text frame**, etc.
3. When you are finished, choose the ribbon command **View | Standard** to exit the master page view (alternatively: right-click to open the context menu and select **Exit Master Page view**).

All objects that you inserted on the master page will now appear on *all* pages of the document.

By the way, both the *header and the footer* are also parts of the master page. Apart from the fact that they are automatically positioned in the top and bottom margins, they basically behave like text frames inserted into the master page.

Different master pages in the same document

The master page applies to the whole document by default. If you want to use different master pages within a single document, the document must be divided into *chapters* because each chapter has its own master page. For more information, see Dividing a document into chapters.

There, you will also learn how to set up a master page that applies only to the first page of the document, and how to create different master pages for the left-hand and right-hand pages of the document.

Tip: In the Master pages view, the type of master page is displayed on the top of each master page. If, for example, TextMaker displays "Chapter 7", right master page" there, the page itself is the master page for all right-hand pages in chapter 7.

Locking master page objects in standard view

Objects that have been placed on a master page may be "locked" if desired in order to prevent them from being moved accidentally with the mouse when the document is being edited in standard view.

To do so, choose the ribbon command **File | Properties** and switch to the **View** tab in the dialog box. Enable the option **Lock objects on master page** in the section **Locking**.

Once locked, master page objects can be neither moved nor resized when the document is edited in standard view. They can be changed only in the Master pages view (ribbon command **View | Master pages**).

Note: This setting affects only the current document.

Tip: Showing document text

By default, the master page does not display the document content from the standard view. If you still want to see this text (and the objects) of your document displayed here in order to orient yourself better, TextMaker provides the following function:

Simply right-click in the document in the master view and enable the command **Show document text** in the context menu. If you click on this command again, the display will be disabled.

The display of this content does not affect the components of the master view and is merely a visual aid. You also cannot edit this displayed content in the master view.

Dividing a document into chapters

The page formatting options described in this chapter apply to the whole document by default. Thus, all pages will have the same header and footer and the paper format will remain constant throughout the document, etc.

Chapters provide a way around this limitation. You can use the ribbon command **Insert | Break | Chapter break** to divide a document into as many chapters as you want.

This has the following effects on the page formatting of the document:

- **Paper size**, **Page orientation** and **Page margins** can be set separately for each chapter.
- Each chapter can have its own **Master page** and thus its own **Headers** and **Footers**.
- The **Page numbering** can be reset to any initial value in a chapter if necessary. In addition, the format of the page numbers can be set individually for each chapter.
- If you enable the option **Different left and right pages** in the Chapter formatting dialog box, you can create different headers, footers and master pages for left-hand and right-hand pages (for example, for a book).
- For example, you can specify that a chapter should always start on a right-hand page. If the first page of a chapter ends up being a left-hand page in this case, TextMaker automatically inserts a blank page in front of it.

Dividing a document into chapters is not only useful if you are writing a longer work with individual "chapters" in the traditional sense. You may also want to switch from portrait to landscape orientation in the middle of a document so that you have more space for a wide table, for example.

To do so, insert a chapter break, set the paper orientation in the new chapter to Landscape and then create the table. Below the table, insert another chapter break and set the paper orientation back to Portrait to enable you to write the rest of the text in portrait format.

For more information on working with chapters, see the following pages.

Inserting and removing chapters

To create a new chapter, simply insert a *chapter break* into the text:

1. Move the text cursor to the position at which the new chapter should begin.
2. Choose the ribbon command **Insert | Break | Chapter break**.

   Alternatively, you will find the command under **Layout | Insert break | Chapter break**.

The chapter break is now inserted. (Note: TextMaker always performs a page break at the beginning of a new chapter.)

Tip: The chapter in which the text cursor is currently positioned is displayed in the status bar at the bottom of the TextMaker window.



Removing a chapter break

You can remove a chapter break by positioning the text cursor at the beginning of the first paragraph following the break and then pressing the **Backspace key**⌫. The chapter *before* the break is thus integrated into the chapter *after* the break and also adopts its chapter formatting.

Tip: If you have enabled the icon ¶ for formatting marks on the ribbon tab **Home** | group **Paragraph** (see also Showing non-printable characters), the chapter break will be displayed with a dotted line.

Navigating chapters

You can use the ribbon command **Home** | group **Search** | **Go to** to scroll to a specific chapter. To do so, choose the command, select the option **Chapter** in the list and then select the desired chapter.

Chapters and page formatting

Important: A different page formatting can be applied to each chapter of a document.

To recapitulate – page formatting includes:

- Page size, orientation and margins
- Headers, footers and master pages
- Page numbers (initial value, format)

When you start a new document, it consists initially of a *single* chapter. If you change the page formatting, it affects the whole document.

If you now divide the document into several chapters with the command **Insert** | **Break** | **Chapter break**, the new chapters initially assume the page formatting of the original document. This is because the following applies:

Important: When you insert a chapter break, the resulting new chapter initially assumes the page formatting and the master page of the current chapter. However, you can then change the page formatting and master page separately in each chapter.

For each chapter, for example, you can now create different headers and footers or set a different paper size, etc.

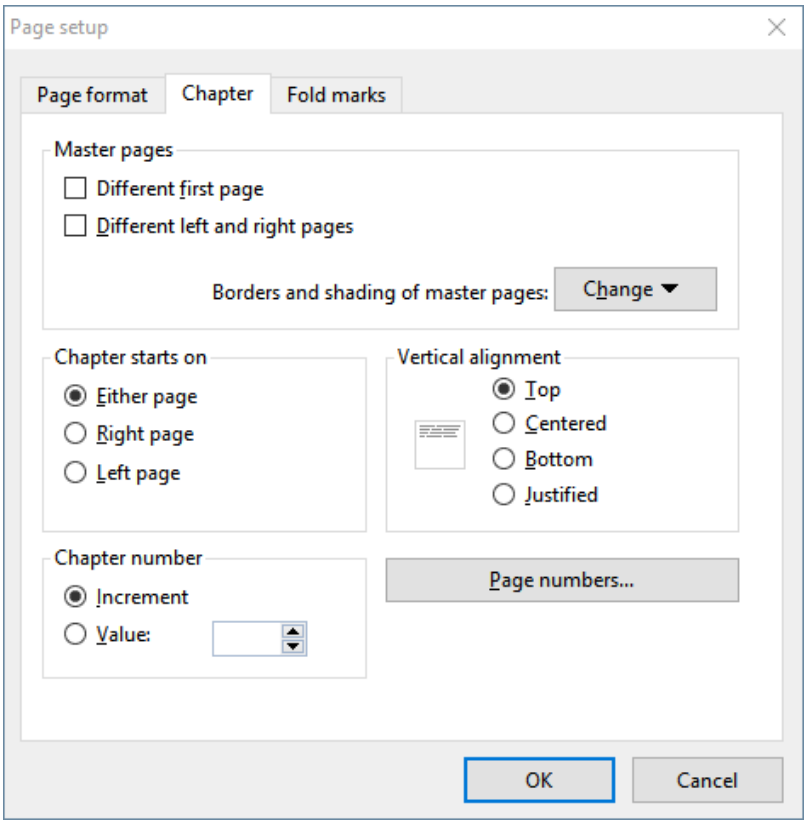
Chapter formatting

Apart from the fact that the *page formatting* can be set differently in each chapter, there is also the *chapter formatting*.

You can change the *page formatting* of a chapter via the familiar commands. For more information, see Page formatting.

To change the *chapter formatting*, proceed as follows:

1. Position the text cursor anywhere within the desired chapter – or select multiple chapters to change all their formatting simultaneously. The selection can start in any paragraph of the first chapter and end in any paragraph of the last chapter.
2. Choose the ribbon command **Layout | Chapter** .



3. Make the desired changes (see below) and confirm with **OK**.

In the dialog box of this command, you can make the following settings:

- **Master pages**

  Changing the settings for the chapter's master page(s) (see also Master pages):

Different first page: If you enable this option, the first page of the chapter uses a master page that is different from the other pages. This is useful if, for example, you want the first page of your document (or chapter) to have a different header from those on the remaining pages.

Different left and right pages: You need this option if you want your document to be printed on both sides, as is the case with a book, for example. If this option is enabled, TextMaker creates one master page for all left-hand pages of the document – and another for all right-hand pages. This makes it possible, for example, to place the page number on the left in the footer of left-hand pages and on the right in the footer of right-hand pages.

Tip: In the Master pages view, the type of master page is displayed on the top of each master page. If, for example, TextMaker displays "Chapter 7, right master page" there, the page itself is the master page for all right-hand pages in chapter 7.

Borders and shading of master pages: Here, you can add borders or shading to master pages – and thus to all corresponding document pages of the chapter. To do so, click on the **Change** button and then select the master page for which you want to change these settings. The usual dialog box for applying border lines or shading will then appear. For more information, see also Changing the page background.

- **Chapter starts on**

  Whenever you insert a chapter break, TextMaker always makes a page break. Thus, new chapters always start on a new page.

  If you now change the option **Chapter starts on** from the default setting **Either page** to **Right page**, for example, TextMaker will ensure that a chapter always starts on a right-hand page. If the beginning of the chapter then ends up being on a left-hand page, TextMaker will automatically insert a blank page so that the chapter starts again on the next right-hand page.

  For example, it is customary for every chapter in a printed book to start on a right-hand page. This makes it easier for the reader to find the beginning of new chapters when quickly flicking through a book.

- **Vertical alignment**

  Here, you can change the vertical alignment of the body text on the page.

  If, for example, you select **Centered**, the text is vertically centered on the page. If you select the option **Justified**, the paragraphs are spaced evenly in such a manner that the body text starts right below the top page margin and ends right above the bottom page margin.

- **Chapter number**

  TextMaker automatically numbers chapters incrementally. You can always see the number of the current chapter in the status bar.

  If you change the option **Chapter number** from **Increment** (the default setting) to **Value**, you can specify your own value for the chapter number. If, for example, you enter "5" as the number for the third chapter, the document's chapters will have the numerical sequence 1, 2, 5, 6, 7, etc.

  Tip: The chapter number can be inserted into the text (for example, in a header or footer) at any time via the ribbon command **Insert | Field** {↓}.

- **Page numbers** button

  You can insert a field **Page number** into your document at any time in order to display the current page number (for example, in the header or footer). This button opens a dialog box in which you can change the format of the page numbers. You can also manually set the initial value for page numbering to a fixed value.

  For more information, see Formatting page numbers.

- **Page format** tab

  The **Page format** tab in this dialog box can be used to set the page format (paper size, orientation, margins, etc.). For more information on each option, see Page setup.

  Don't forget that you can specify a different page format for each chapter. Thus, if you have divided a document into several chapters and you want to change the page formatting for the *whole* document, you must first select the whole document.

Formatting page numbers

The dialog box *Page numbers* shown below can be used to change the format of the page numbers for the current chapter. You can also manually set the initial value for page numbering to a fixed value.

In detail:

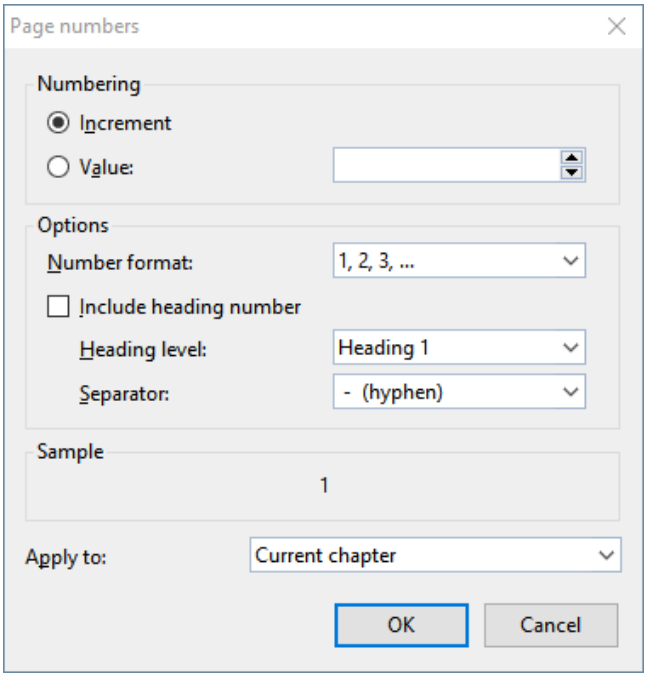
As described in the section Insert page number, the command **Page number** on the ribbon tab **Insert** | group **Header and footer** is used to insert a field that displays the current page number. The page number is usually inserted in the header and footer, but it can also be inserted elsewhere in the normal text.

For formatting inserted page numbers, you have the following alternative methods:

- If you double-click on the inserted **Page number** field, the dialog box *Edit field* opens. Click on the **Settings** button here (only available if the option **Use chapter settings** is selected for **Format**).
- Alternatively, click on the small black arrow of the ribbon command **Insert** | group **Header and footer** | **Page number** and select **Page number format**.
- Alternatively, choose the ribbon command **Layout** | **Chapter** and click on the **Page numbers** button.

Please note: To display page numbering in the document, you must first insert a corresponding **field** for page numbers. You do not insert a field using the methods just described, but you can edit an existing *Page number* field.

You can use any of the methods described above to open the following dialog box:



Note: The options in this dialog box belong to chapter formatting. Thus, you can specify your own settings for each chapter in a document.

Options of the dialog box

The following options are available in the dialog box:

- **Numbering**

  TextMaker automatically numbers the pages of a document incrementally. Thus, the first page of the document is page 1 and the second page is page 2, etc., by default.

  If necessary, however, you can manually intervene in page numbering and set the page number for the first page of a particular chapter to a specific value.

  To do so, change the setting in the respective chapter from **Increment** to **Value** and enter the desired initial value for the page numbering. This page number is then assigned to the first page of the current chapter.

  If, for example, you have typed "42", the first page of the chapter will be page 42, the second page 43, etc.

- **Number format**

  Here, you can change the number format of the page numbers.

  Formats such as Arabic numbers (1, 2, 3, ...), letters (A, B, C, ...) and Roman numerals (I, II, III, ...) are available.

- **Include heading number**, **Heading level** and **Separator**

  If you select **Include heading number**, the page number will be preceded by the number of the current heading.

Note: This feature only works if *numbering* has been applied to the headings of your document. For more information, see Numbering headings.

Under **Heading level**, you can choose which headings should be used for this purpose (Heading 1, Heading 2, etc.).

In addition, the option **Separator** allows you to specify which character should be used as a separator between the heading number and the page number.

An example: When you add a field **Page number** on page **42** of a document and the corresponding level 1 heading (including its numbering) is **"5. The larch"**, the following will be displayed for this field: **5.-42**.

- **Apply to**

  Here, you can choose whether to apply the changes made in this dialog box only to the current chapter or to the whole document.

  Note: If you have opened the dialog box via the ribbon command **Layout | Chapter** (**Page numbers** button), this option is automatically set to the current chapter.

Changing the page background

As already mentioned in Chapter formatting, you can also change the background of the pages of a document using the ribbon command **Layout | Chapter** – for example, color via *shading*.

However, there is another command that offers significantly more options: the ribbon command **Layout | Background** (in the group **Section**).

FreeOffice: The command *Background* is not included in SoftMaker FreeOffice.

In this section, you will learn how to use these two commands and the differences between them.

Layout | Background

You can use the ribbon command **Layout | Background** to change the page background for the *whole* document. Use this command as follows:

1. Choose the ribbon command **Layout** | group **Section** | **Background** .
2. Use the dropdown list **Fill type** to select the type of fill for the page background. You can select either a solid color, a pattern, a picture (tiled) or different types of color gradients.
3. Change the desired settings and confirm with **OK**.

For more information on this dialog box, see Object properties, Fill tab. It describes the "Fill" tab for objects, which is virtually identical to this dialog box.

Printing: Please note that this type of page background is only displayed on the screen by default – it does *not* appear in printouts. However, there is a document option that allows you to change this: If you enable the

option **Print page background** in the dialog box of the ribbon command **File | Properties** (**View** tab), the page background will also be printed.

Layout | Chapter

The ribbon command **Layout | Chapter** works in a slightly different way:

You can use this command to change the page background for the current *chapter* (for its master page(s) to be more precise).

Use this command as follows:

1. If you have divided your document into several chapters: Position the text cursor anywhere within the desired chapter.
2. Choose the ribbon command **Layout | Chapter** .
3. Click on the **Change** button next to *Borders and shading of master pages* on the **Chapter** tab and select the type of master page(s) of the chapter which should be changed.
4. Switch to the **Shading** tab.
5. For **Type**, select the desired type of fill for the page background. With this command, only color shades and patterns are available.
6. Change the desired settings and confirm with **OK**.

For more information on this tab, see Shading. It describes the dialog box "Shading" for text paragraphs, which is virtually identical to this tab.

Please note that if you have divided the document into several chapters, the above changes will only affect the current chapter. For more information, see also Dividing a document into chapters.

Printing: This type of page background *always* appears in printouts. The aforementioned document option **Print page background** has no effect here.

Fold marks

FreeOffice: The functions for *inserting tri-fold/bi-fold marks* are not included in SoftMaker FreeOffice.

It can be very useful at times if you see marks indicating where to fold printed letters or where the hole punch should be used for filing. For this purpose, TextMaker has a practical solution: **tri-fold marks** and **bi-fold marks**.

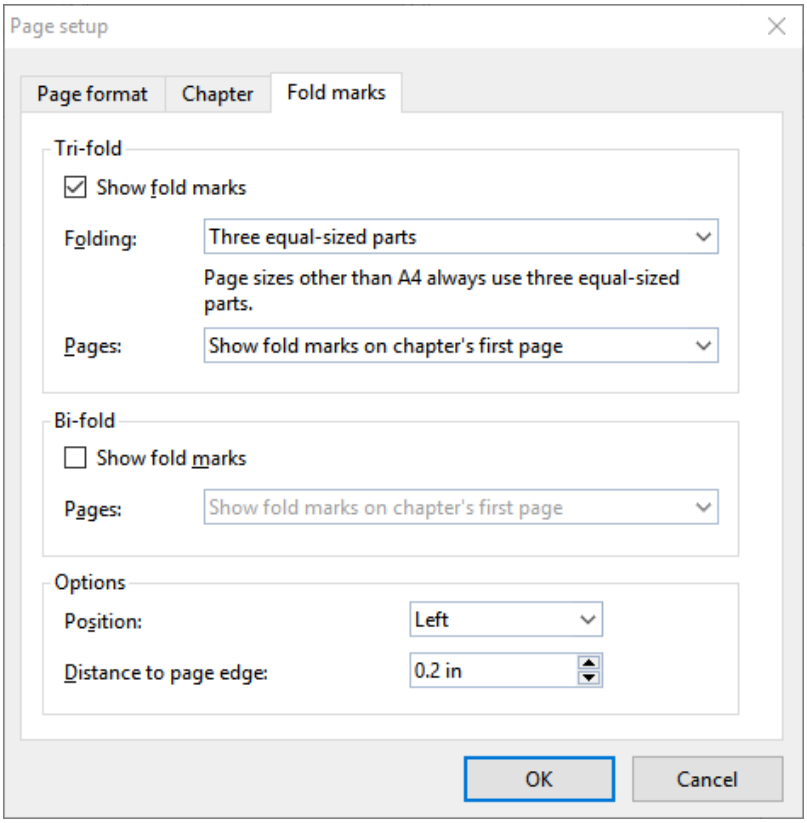
You can select the pages of the document on which you would like these marks to appear (either only the first page, only even/odd pages or all pages of the document).

If you have divided your document into chapters (see section Dividing a document into chapters), the selection only applies to the *selected* chapters.

Note: If a new chapter is inserted after a chapter with existing tri-fold/bi-fold marks, the same marks will also appear in the new chapter.

To insert tri-fold or bi-fold marks, proceed as follows:

Click on the group arrow ◢ in the bottom right corner of the ribbon tab **Layout** | group **Page setup** to open the dialog box and switch to the **Fold marks** tab.



The dialog box contains the following options:

Tri-fold section

With *tri-fold marks*, you place a top and bottom mark in your document to indicate how to fold it. To do so, enable the **Show fold marks** checkbox in the Tri-fold section.

From the two lists below, select the distances at which the fold marks should be placed on the page and on which pages they should appear.

- In the dropdown list **Folding**, you can choose between the following vertical distances:

  Three equal-sized parts: The fold marks divide the page into equal distances. This option is recommended; the other two options are mainly of interest to users who adhere to the DIN standards that are common, for example, in Germany.

  A4 pages: small part on top (DIN type A): The fold marks divide the page into the distances 87 / 105 / 105 mm when viewed from the top edge of the page (form A according to DIN 5008).

A4 pages: large part on top (DIN type B): The fold marks divide the page into the distances 105 / 105 / 87 mm when viewed from the top edge of the page (form B according to DIN 5008).

Note: If the paper size on the **Page format** tab is set to an option other than A4, fold marks are always automatically placed on the page as *three equal-sized parts*.

- In the dropdown list **Pages**, you specify on which pages fold marks should appear:

  on the **first** page, on **odd** pages, on **even** pages or on **all** pages of the document. (A document that has not been divided into chapters is simply treated as a single chapter.)

  If you have divided your document into **chapters**, the selection only applies to the selected chapter and not to the entire document. If you thus want to apply the selection to all chapters, you also have to select all chapters beforehand.

Bi-fold section

With a *bi-fold mark*, you apply a central mark as an orientation point for punching a hole in the document. To do so, enable the checkbox **Show fold marks** in the Bi-fold section.

In the dropdown list **Pages** below it, specify the pages on which the bi-fold marks should appear:

on the **first** page, on **odd** pages, on **even** pages or on **all** pages of the document. (A document that has not been divided into chapters is simply treated as a single chapter.)

If you have divided your document into **chapters**, the selection only applies to the selected chapter and not to the entire document. If you thus want to apply the selection to all chapters, you also have to select all chapters beforehand.

Options section

- **Position**

  Here, you can select whether the tri-fold/bi-fold marks should appear on the left, right or on both sides.

- **Distance to page edge**

  To change the lateral distance of the tri-fold/bi-fold marks, enter the desired value here or use the arrow keys.

Changing tri-fold and bi-fold marks

For a normal document (not divided into chapters), you can easily change the tri-fold marks/bi-fold marks by opening the above dialog box again and selecting different options in the dropdown lists described above. The change is then applied to the entire document.

If you have divided your document into **chapters** and want to customize the display of the tri-fold marks/bi-fold marks for a specific chapter only, first place the cursor in the corresponding chapter and then select different options in the dropdown lists described above. The changes will then only be applied to the current chapter. To apply the changes to all chapters, first select all chapters accordingly.

Removing tri-fold and bi-fold marks

To remove tri-fold or bi-fold marks, disable the corresponding checkbox in the above dialog box.

If you have divided the document into **chapters**, first place the text cursor in the relevant chapter from which you want to remove the marks.

Styles

Styles are very useful aids for advanced word processing users.

If you need a specific character or paragraph format frequently, it is worth creating a style for it. You can then apply the style to any segment of text you like, and this text will be formatted as you have specified in the style definition.

Furthermore: Using styles not only saves you time when you have to apply the same formatting repeatedly, but also ensures that your document is formatted consistently. Such consistency is ensured by the fact that if you change the formatting of a style, the program in turn changes the formatting of *all* text segments to which this style has been applied!

In practical terms, styles work like this: You create a paragraph style called "Headings" for which you select a larger, bold type, a centered alignment, etc. Now, you only have to apply that style to headings, and the paragraph will be formatted accordingly.

By the way, you can define different styles for each document – they are saved within the document.

In this chapter, you will find detailed information on using styles. The following topics are covered:

- **Character styles**

  In a *character* style, you can save a frequently needed *character* format (font, font size, text styles, etc.) and then apply it repeatedly to any characters you like.

  For this purpose, you will find the **Character styles** button  in the sidebar (above).

- **Paragraph styles**

  You can save a frequently needed *paragraph* format (indents, tabs, alignment, etc.) in a *paragraph style* and then apply it repeatedly to any paragraph you like.

  For this purpose, you will find the **Paragraph styles** button  in the sidebar (above).

- **Managing styles**

  FreeOffice: The *Manage styles* tool is not included in SoftMaker FreeOffice.

  TextMaker's integrated *Manage styles* tool allows you to copy character and paragraph styles back and forth between documents and thus match their appearance.

  This is the responsibility of the **Manage styles** tool, which you will find in the sidebar (below) via the **Organize** button.

- **Document templates**

  Styles that you want to use frequently can be saved in a *document template*.

Whenever you create a new document, TextMaker lets you select the document template to be used as the basis for the document. All character and paragraph styles stored in this document template will also be available in your new document.

For more information on the above topics, see the following pages.

Character styles

In a *character style*, you can save a frequently needed character format (font, font size, text styles, etc.) and then apply it repeatedly to any characters you like.

If, for example, you want to print small print sections of a contract in a different font and smaller size, simply create an appropriate character style – lets call it "Small print" – and apply the style to those sections.

Note: The difference between character styles and paragraph styles (see Paragraph styles) is that character styles contain only saved character formats, while paragraph styles contain *both* saved character formats *and* saved paragraph formats (indents, tabs, alignment, etc.).

Accordingly, character styles are also applicable to individual characters, while paragraph styles are applicable only to whole paragraphs.

The following pages contain detailed information on working with character styles. The following topics are covered:

- Creating character styles
- Applying character styles
- Changing character styles
- Scope of character styles
- "Normal" character style
- "Based on" character styles
- Character styles and the sidebar

Note: On the following pages, the procedure is mainly described by means of a dialog box, which you can reach by right-clicking with the mouse button and selecting **Character style** in the context menu. These tasks can also be conveniently performed with the **direct commands** in the *sidebar*, which are described in the last section Character styles and the sidebar.

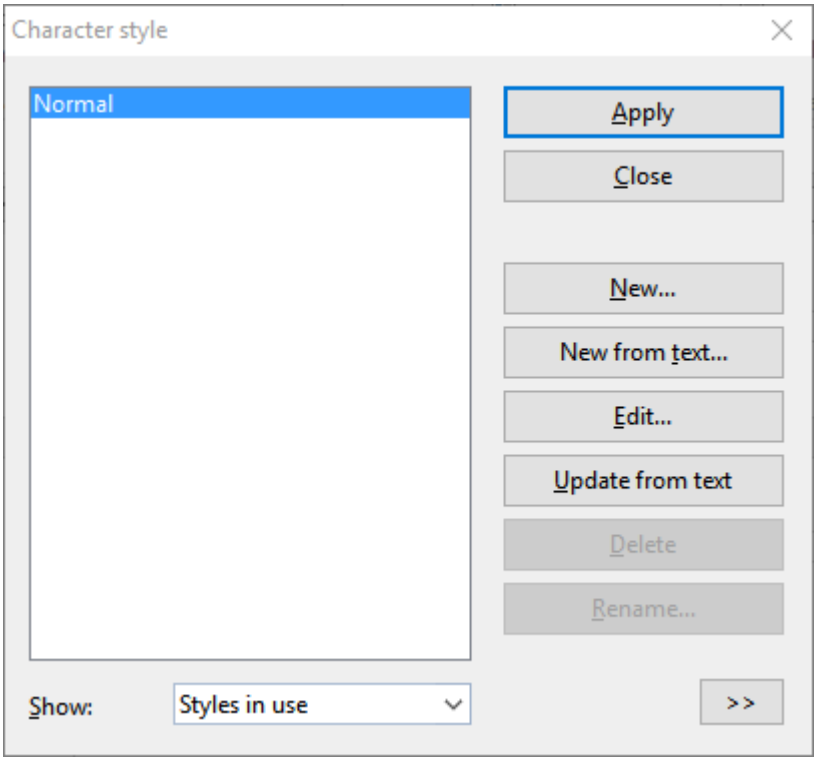
If the sidebar is not visible, enable it on the ribbon tab **View** | group **Windows** | **Sidebars**.

Creating character styles

To create a character style, proceed as follows:

1. Right-click in the text to open the context menu and select the entry **Character style**.

   The following dialog box opens:



2. In the list on the left side of the dialog box, select the style on which you want your new character style to be based. In the event of doubt, use the "Normal" style.

   Note: The style of the section of text in which the text cursor was located before choosing the command **Character style** is always preselected here in the dialog box. For information on changing the style basis – even afterwards – see "Based on" character styles.

3. Then click on the **New** button.

4. Give the character style any name you like.

5. The program will display a dialog box, which is very similar to the dialog box for the command group **Home | Character**. Here, you can specify the desired character formatting (see Character formatting).

6. If you will need this style frequently, you can assign a shortcut key to it (see below).

7. When all the desired settings have been made, click on **OK** in the dialog box *Character* to create the style.

8. Exit the *Character style* dialog box with **Close**.

The style is now created and ready for use. You will learn how to use it shortly (in Applying character styles).

Creating character styles from existing text

Alternatively, you can first format some text as desired and then create a new style that assumes this exact formatting. For this purpose, use the **New from text** button instead of the **New** button.

This procedure is useful if you have previously formatted text manually and want to have a character style that has exactly the same character formatting.

To do so, proceed according to the following detailed steps:

1. Apply the desired character formatting (font, font size, etc.) to a section of text.
2. Place the text cursor in this section of text or select it as both options work equally well.
3. Create a new character style via the command **Character style** as described above. Important: Use the **New from text** button in the dialog box now instead of the **New** button.

A style created in this way will behave exactly like any other style. The only difference is that it assumes the formatting of existing text when it is created. (Of course, you can still change the formatting of the style at any time, regardless of this text.)

Using shortcut keys

If you need a style frequently, you can assign it a shortcut key at any time. The advantage of this is that you can then enable the style very swiftly with one press of a key.

To assign a shortcut key to a style, click on the **Edit** button to open the dialog box and switch to the **Style** tab. There, position the text cursor in the **Shortcut key** input field and press the desired key combination (starting with **Ctrl** or **Alt**).

Note: If you press a key combination that is already *assigned*, the current assignment is displayed below the input field **Shortcut key**. You should then press the Backspace key to delete this shortcut key and use a different key combination. Otherwise, you will overwrite the key combination for another style or even for one of TextMaker's commands.

We recommend that you always use key combinations that include the keys **Ctrl** *and* **Shift** since they are not usually assigned.

Applying character styles

To apply a character style, proceed as follows:

1. Select the section of text to which you want to apply the character style.
2. Right-click in the text to open the context menu and select the command **Character style**.
3. In the list on the left side of the dialog box, select the desired style.

> ***Tip:*** A small preview of the selected style is shown in the right half of the dialog box. You can enable or disable this preview via the >> or << buttons.

4. Click on **Apply**.

The formatting of the selected text immediately changes to that which you specified in the character style. In addition, the character style becomes effective for subsequent entries that you type directly after the text.

> ***Tip 1:*** If you frequently use styles, you should note the direct commands in the sidebar. You can use them to apply and edit styles very swiftly. For more information, see Character styles and the sidebar.
>
> ***Tip 2:*** If you have assigned a shortcut key to the style, you can apply the style even faster: Select the desired text and press the assigned key combination.

To remove the style from the text, assign the "Normal" character style to the text. Text to which a character style has been assigned can still be formatted via the character formatting of the command group **Home | Character**.l

Changing character styles

Of course, you can change character styles at any time.

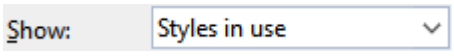
> ***Note:*** When you change a character style, this changes the formatting of *all* text that was formatted with this style! However, this automatic reformatting is limited to text where you manually changed the formatting *after* assigning the style (see next section).

To change a character style, proceed as follows:

1. Right-click in the text to open the context menu and select the command **Character style**.
2. In the dialog box, select the style you want to change from the list.
3. Click on **Edit**.
4. Make the desired changes to the style.
5. In the dialog box *Character*, click on **OK**.
6. Exit the dialog box *Character style* with **Close**.

The style has now been changed accordingly.

Determining which character styles are displayed in the dropdown list "Show"



By default, the dialog box displays only the styles that are in use or which you created. If you want to see *all* available styles, select **All styles** for the option **Show**. All predefined styles will then also be displayed in the list.

Updating a character style from existing text

The **Update from text** button in the dialog box *Character style* allows you to update a style "from the text".

If you click on this button, the formatting of the currently selected text will be transferred to the selected style. The style thus assumes the exact formatting of this section of text.

To do so, proceed as follows:

1. Apply the desired character formatting (font, font size, etc.) to a section of text.
2. Place the text cursor in this section of text or select it as both options work equally well.
3. Right-click to open the context menu and select the entry **Character style**.
4. Select the desired style in the list.
5. Click on **Update from text**.

The style now "forgets" its previous formatting settings and assumes the formatting of the selected section of text. (Of course, you can still change the formatting of the style at any time, regardless of this section of text.)

Deleting or renaming character styles

To delete a character style in the current document, select it in the above dialog box by clicking on it and then click on the **Delete** button. To give a style a new name, click on **Rename** and type the new name.

Note: The predefined styles that you can choose under *Show: All styles* in the dialog box cannot be **deleted**. However, you can **reset** these styles to their delivery state if you have changed them (when you reset them, they are deleted from *Styles in use*). If you have changed predefined styles or already used them in the text, they appear in the list *Show: Styles in use* and can be deleted from this list, but remain in the list *Show: All styles* in their delivery state. The default style "Normal" cannot be deleted, reset or renamed.

After you *delete* or *reset* a character style, the formatted sections of text in the document retain their formatting. These sections of text are now directly assigned the character style on which the deleted style was based. For more information, see "Based on" character styles. Those formatting options that were explicitly set in the deleted style and now remain in the text are treated as if the text was formatted manually – and are thus retained even if the style was changed.

If there are character styles based on the deleted style, they are now linked directly to the style basis of the deleted style.

Deleting or renaming character styles in a document template

To delete or rename the styles in a document template, open the document template, make the changes there and then save the template.

Scope of character styles

Did you change a character style and nothing happened in some of the sections of text that were assigned this style? This happens because these sections of text were subsequently reformatted manually.

An example:

Let's assume that you define a style with the Arial font and apply it. If, for example, you now change the style's font to Times New Roman, all sections that are formatted in this style will change accordingly.

However: If you subsequently selected a completely different font in one of these sections of text via the command group **Home | Character**, the change to the character style *no* longer affects this section. That is to say, manually applied character formatting takes precedence over styles.

If you want the affected section of text to be "freed" from its manual formatting, choose the command **Reset character formatting** on the ribbon tab **Home |** group **Character**. The section of text now has the formatting specified in the character style again.

Tip: You can also reset the character formatting using the shortcut keys **Ctrl+Space**.

"Normal" character style

The character style called "Normal" is present by default in every document and has a special significance: it is the default style for the text. When you start entering text in a new document, the "Normal" character style is automatically used for the text.

If you change the "Normal" character style – for example, the font – the font of the *entire* text is changed (except for text that you have formatted manually in a different font via the ribbon tab **Home |** group **Character**). Furthermore, subsequent text will appear in this default font, which you have redefined in the "Normal" character style in this way for the document.

If you want to apply a different character style to your existing text instead of the default "Normal" style, select the text and follow the instructions in Applying character styles. The selected character style then also becomes effective for subsequent entries that you type directly after the text.

"Based on" character styles

When you create a new character style, as described at the beginning of this section, it is usually based on the "Normal" character style. This means that the new character style is based on the formatting of the "Normal" style. Changes to the formatting of the "Normal" style thus affect all other styles.

If you have already created your own character styles and used them in the text, the following happens when you choose the command **Character style**: In the list on the left side of the dialog box, the style of the currently selected text is preselected – this may be the "Normal" character style or your own one – and is thus also preset as the basis for a new style. In the list, change the style that you want to use as the basis for a new character style, if necessary, before clicking the **New** button.

Please note: Subsequent changes to the formatting of the style basis will also change all styles based on it. Only the formatting that you have already customized there will remain unchanged.

If, for example, you select a new font for the "Normal" style, the font will also change in all other character styles – unless a different font was explicitly selected there.

Reassigning the style basis

In addition, you can reassign the style basis to a character style at any time with the option **Based on**.

To have a character style based on a style *other* than the one you previously selected, proceed as follows:

1. Right-click in the text to open the context menu and select the command **Character style**.
2. In the list on the left side of the dialog box, select the character style whose basis you want to change.

   Tip: If you click on the expand button >> on the bottom right, the description shows the style on which the selected character style is currently based. Furthermore, you will find information here as to the formatting attributes of the character style that have been modified differently from the style basis.
3. Click on the **Edit** button.
4. In the following dialog box, switch to the **Style** tab.
5. *Important:* In the dropdown list **Based on**, select the style basis to which the selected character style is to be linked. In addition to the "Normal" style, you will also find some predefined styles and the styles you created yourself – as well as "floating" styles. For more information, see below.
6. You can now also change the desired formatting of the character style, etc.

An application example:

Let's assume that you want to use a distinctive font for notes in a manual. However, they should also appear in different font colors depending on the type of notes. You thus create character styles with different font colors (for example, the styles *Notes1*, *Notes2*, etc).

If the character styles are based on each other, and you subsequently think that a different font would be more appropriate for all notes, all you have to do is change the font in the character style that serves as the basis. All styles based on it will then be formatted in this font, but the different font colors will remain unchanged for the notes.

Based on: floating

When you create a new character style **based on** another style, all existing formatting attributes (font, font size, font color, etc.) are generally copied from that style basis. You usually modify at least one of these attributes in the new character style (for example, the font color: from black to red). If you then apply this character style to a text, the text will be formatted with the modified attribute (font color: red).

However: The text will also be formatted with all other attributes of the style basis (font, font size, etc). If you do not want this formatting, you can proceed in an alternative manner. On the **Style** tab, the dropdown list **Based on** contains two special entries: **(floating)** and **(floating, paragraph)**.

- If you select the option **(floating)** and you apply the new character style to a text, only the formatting attribute that you changed in the character style will take effect. If, for example, the font color was changed in the new character style and you apply this "floating" character style to a text, you will only change its font color, but all other formatting attributes of the text (font, font size, etc.) will be retained in their current formatting.
- If you select the option **(floating, paragraph)** and you apply the new character style to a text, only the modified formatting attribute will take effect also. However, all other formatting attributes of the text will be reset to the character formatting of the *current paragraph style*.

Relative font size

If you have one style based on another, you can even specify the *relative* font size if you want. For example, you can specify that the font size of style X should always be 80% of the font size of style Y.

To do so, proceed as follows:

1. Right-click in the text to open the context menu and select the entry **Character style**.
2. In the dialog box, select the style that you want to change from the list and click on **Edit**.
3. Switch to the **Style** tab.
4. Enable the option **Scale**.
5. Enter the desired factor as a percentage, for example, 80.
6. Confirm with **OK**.

The font size of a style edited in this manner will always be 80% of the size specified for the style on which it is based.

Character styles and the sidebar

On the previous pages, you learned how to create, apply and change character styles. For this purpose, the procedure was mainly described via the dialog box of the command **Character style** (accessible, for example, via the context menu or via the **Organize** button in the sidebar).

These tasks can also be implemented in TextMaker in a more convenient manner: via the direct commands in the sidebar.

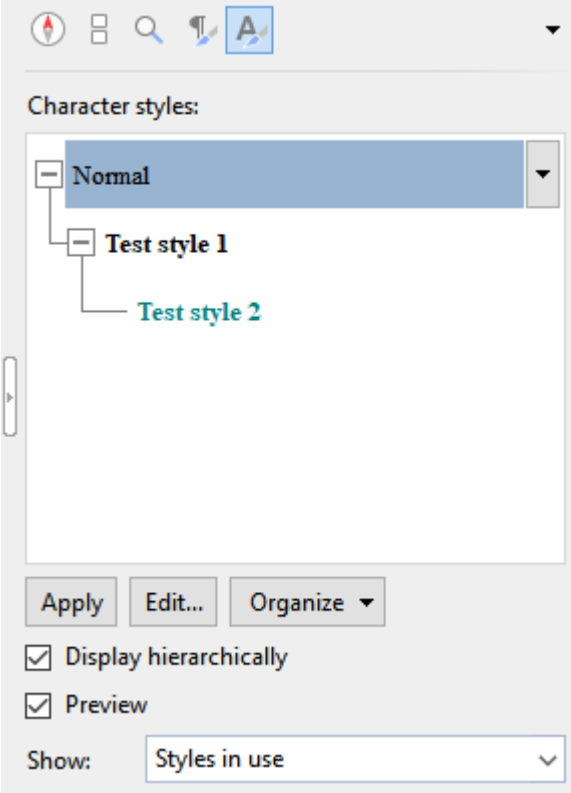
Showing sidebar and displaying character styles

The sidebar can display a list of all available character styles if desired. To format text with one of these styles, for example, simply select the desired text and then double-click the style in the sidebar. You can also change, organize and create character styles in the sidebar.

All you have to do is enable the sidebar and select the "Character styles" function in it:

1. If the sidebar is not visible, then enable it. You will find the command on the ribbon tab **View** | group **Windows** | **Sidebars**. For more information, see Sidebar.
2. Then click on the icon  in the small toolbar at the top of the sidebar. This will switch the sidebar to the "Character styles" function.

The sidebar displays the character styles in the document. The style applied to the currently selected text is highlighted ("Normal" in this case):



You can then perform the following actions in the sidebar:

Using character styles via the sidebar commands

- **Applying a character style**

  First, select the characters to be formatted in your document. Then simply click to select the desired style in the sidebar and click on the **Apply** button at the bottom of the sidebar.

  Tip: Alternatively, you can simply double-click on the style in the sidebar to apply it to the selected text.

- **Editing a character style**

  Simply click to select the desired style in the sidebar. Then click on the **Edit** button at the bottom of the sidebar.

- **Organizing character styles**

  Simply click to select the desired style in the sidebar. Then click on the **Organize** button at the bottom of the sidebar.

  The program will display a menu with commands for organizing your styles (for creating, renaming, deleting, etc.). Select the desired function there. Brief descriptions of the individual commands can be found here. For more information, see Character styles.

  Tip: This menu can be opened even faster: right-click on a style in the sidebar or click on the black arrow next to the style. The dropdown menu also contains the **Apply** and **Edit** buttons described above.

- **Creating a new character style**

  In the sidebar, right-click on the style on which you want the new style to be based. The aforementioned menu appears. Choose the command **New** there.

  The command **New from text**, which is located in the menu directly below it, creates a new style based on the selected style from the sidebar. However, the exact formatting of the section of text selected in the document is applied.

- **Updating a character style from existing text**

  You can update a character style directly with the formatting "from the text".

  To do so, place the text cursor in the section of text that contains the desired formatting. In the sidebar, right-click on the style that you want to format and select **Update from text**.

- **Deleting or renaming styles**

  To delete a style in the current document, right-click on the style in the sidebar and choose **Delete** from the menu. To give a style a new name, select **Rename** and type the new name.

  Note: The predefined styles that you can choose under *Show: All styles* cannot be **deleted**. However, you can **reset** these styles to their delivery state if you have changed them (when you reset them, they are deleted from *Styles in use*). If you have changed predefined styles or already used them in the text, they appear in the list *Show: Styles in use* and can be deleted from this list, but remain in the list *Show: All styles* in their delivery state. The default style "Normal" cannot be deleted, reset or renamed.

  After you *delete* or *reset* a character style, the formatted sections of text in the document retain their formatting. These sections of text are now directly assigned the character style on which the deleted style was based (see "Based on" character styles). Those formatting options that were explicitly set in the deleted style and now remain in the text are treated as if the text was formatted manually – and are thus retained even if the style was changed.

  If there are character styles based on the deleted style, they are now linked directly to the style basis of the deleted style.

- **Opening the dialog box "Character style"**

  You can also find and apply all the actions mentioned here in the classically arranged dialog box *Character style*. To open this dialog box, click on the **Organize** button at the bottom of the sidebar and select **Character style**. The commands of the dialog box were described in detail in Character styles.

- **Opening the dialog box for the "Manage styles" tool**

  Click on the **Organize** button at the bottom of the sidebar and select **Manage styles**. A dialog box opens for the integrated *Manage styles* tool, which you can use to manage the styles of documents for characters and paragraphs. For more information, see Managing styles.

- **"Display hierarchically" checkbox**

  If you enable the checkbox, the styles appear in the sidebar with a layered structure that shows how the styles are based on each other.

- **"Preview" checkbox**

  If you enable the checkbox, the formatting of the styles is displayed directly as a preview in the sidebar.

- **"Show" dropdown list**

  Here, you can choose between displaying styles that are in use (or have been created by you) or all available styles, including predefined styles.

"Based on" character styles

The manner in which you allow character styles to be based on another style works in the sidebar similar to via the dialog box. For more information, see "Based on" character styles:

In the sidebar, select the style on which you want your new character style to be based before you choose the command **New**.

To base a character style on a style *other* than the one that was previously selected, select the style to be adjusted in the sidebar and click on the **Edit** button. In the following dialog box, you can change the style basis on the **Style** tab.

Tip: The style basis on which a style is based and the formatting attributes which are explicitly set in the style are visible in the sidebar via a tooltip. This tooltip is displayed when you hover over a style. This requires Show tooltips to have been enabled.

Paragraph styles

You can save a frequently used paragraph format (indents, tabs, alignment, etc.) in a *paragraph style* and then apply it repeatedly to any paragraph you like.

If, for example, you want the headings in your document to be in large bold type and centered, simply create a paragraph style called "Heading" and apply it to the desired paragraphs.

Note: The difference between character styles (see Character styles) and paragraph styles is that character styles contain only saved character formatting (font, text styles, etc.), while paragraph styles contain *both* character formatting *and* paragraph formatting.

Furthermore, character styles are also applicable to individual characters, while paragraph styles are applicable only to whole paragraphs.

The following pages contain detailed information on working with paragraph styles. The following topics are covered:

- Creating paragraph styles
- Applying paragraph styles
- Changing paragraph styles
- Scope of paragraph styles
- "Normal" paragraph style
- "Based on" paragraph styles
- Paragraph styles and the sidebar

Note: On the following pages, the procedure is mainly described by means of a dialog box, which you can reach by right-clicking with the mouse button and selecting **Paragraph style** in the context menu. These tasks can also be conveniently performed with the **direct commands** in the *sidebar*, which are described in the last section Paragraph styles and the sidebar.

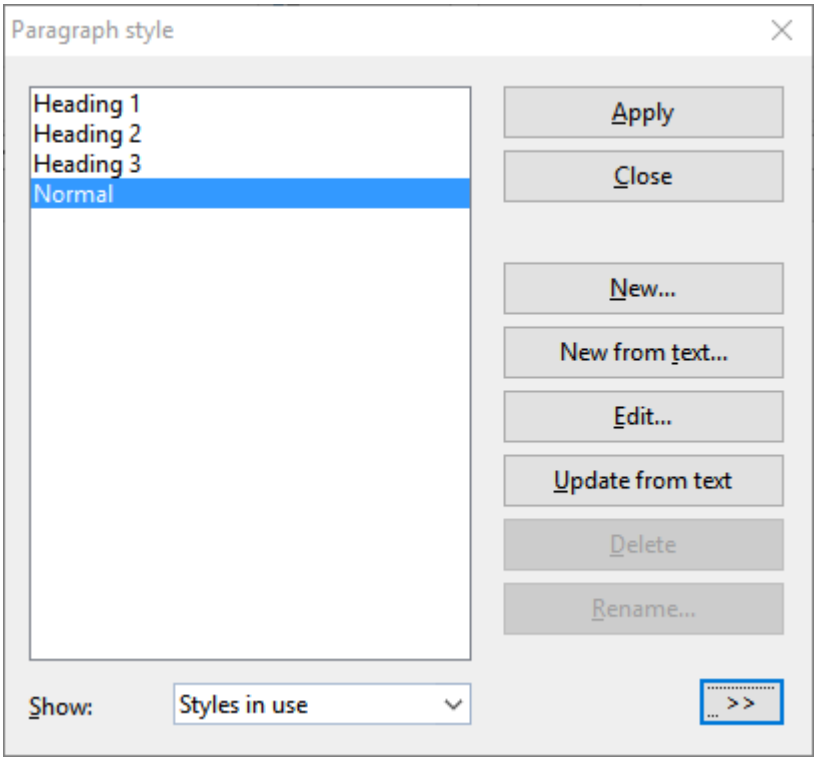
If the sidebar is not visible, enable it on the ribbon tab **View** | group **Windows** | **Sidebars**.

Creating paragraph styles

To create a paragraph style, proceed as follows:

1. Right-click in the text to open the context menu and select the command **Paragraph style**.

   The following dialog box opens:



2. In the list on the left side of the dialog box, select the style on which you want your new paragraph style to be based. In the event of doubt, use the "Normal" style.

   Note: The style of the section of text in which the text cursor was located before choosing the command **Paragraph style** is always preselected here in the dialog box. For information on changing the style basis – even afterwards – see "Based on" paragraph styles.

3. Click on the **New** button in the dialog box.
4. Give the paragraph style whatever name you like.
5. The program will display a dialog box which is very similar to the dialog box for the command group **Home | Paragraph**. Here, you can specify the desired paragraph formatting. For more information, see Paragraph formatting.
6. If you will need this style frequently, you can assign a shortcut key to it (see below).
7. When you have made all desired settings, click on **OK** in the dialog box *Paragraph* to create the style.
8. Exit the dialog box *Paragraph style* with **Close**.

The style is now created and ready for use. You will soon learn how to use it. For more information, see Applying paragraph styles.

Creating paragraph styles from selected text

Alternatively, you can first format some text as desired and then create a new style that assumes this exact formatting. For this purpose, use the **New from text** button instead of the **New** button.

This procedure is useful if you have previously formatted paragraphs manually and now want to create a paragraph style with exactly the same paragraph formatting.

To do so, proceed according to the following detailed steps:

1. Apply the desired paragraph formatting (indents, line spacing, paragraph alignment, etc.) to one or more paragraphs.
2. Place the text cursor inside one of these paragraphs or select the paragraphs (both methods produce the same result).
3. Create a new paragraph style via the command **Paragraph style**, as described above. Important: Use the **New from text** button in the dialog box now instead of the **New** button.

A paragraph style created in this manner will behave like any other paragraph style. The only difference is that it assumes its initial formatting from existing text. Of course, you can change its formatting options at any time.

The option "Next style" – or: Which style should be applied to the next paragraph?

Each time you complete a paragraph with a specific style by pressing the **Enter**↵ key, the same style is automatically applied to the next paragraph.

However, this is impractical in some cases. For example, headings usually consist of just a single line followed by normal text, and when you have typed a heading, you usually want to revert to the "Normal" style.

Therefore, for each paragraph style, you can specify the style to be applied to the next paragraph once the current paragraph is completed by pressing **Enter**↵. To do so, click on the **Edit** button to open the dialog box and switch to the **Style** tab. There, select the desired style in the **Next style** dropdown list – thus the "Normal" style in our example.

Using shortcut keys

If you need a style frequently, you can assign it a shortcut key at any time. The advantage of this is that you can then enable the style very swiftly with one press of a key.

To assign a shortcut key to a style, click on the **Edit** button to open the dialog box and switch to the **Style** tab. There, position the text cursor in the **Shortcut key** input field and press the desired key combination (starting with **Ctrl** or **Alt**).

> ***Note:*** If you press a key combination that is already *assigned*, the current assignment is displayed below the input field **Shortcut key**. You should then press the Backspace key to delete this shortcut key and use a different key combination. Otherwise, you will overwrite the key combination for another style or even for one of TextMaker's commands.

We recommend that you always use key combinations that include the keys **Ctrl** *and* **Shift** since they are not usually assigned.

Applying paragraph styles

To apply a paragraph style, proceed as follows:

1. Place the text cursor in the paragraph to which you want to apply the style (or select multiple paragraphs).
2. Right-click in the text to open the context menu and select the command **Paragraph style**.

3. In the list on the left side of the dialog box, select the desired style.

> ***Tip:*** A small preview of the selected style is shown in the right half of the dialog box. You can enable or disable this preview via the >> or << buttons.

4. Click on **Apply**.

The formatting of the selected paragraphs immediately changes to the formatting specified for the paragraph style.

> ***Tip 1:*** The ribbon tab **Home** | group **Styles** always displays the paragraph style selected for the current paragraph. You can switch to a different style here at any time by expanding the list and clicking on the desired style.
>
> ***Tip 2:*** You can also change the paragraph style in the sidebar by double-clicking on the desired style. The sidebar contains many other direct commands that enable you to conveniently edit styles. For more information, see Paragraph styles and the sidebar.
>
> ***Tip 3:*** If you assigned a shortcut key to the style, you can apply styles even faster: simply press the assigned key combination.

Changing paragraph styles

Of course, you can change paragraph styles at any time.

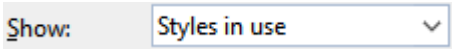
> ***Note:*** Changing a paragraph style automatically changes the formatting of *all* paragraphs to which that style was applied! However, this only applies to paragraphs where you manually changed the paragraph formatting *after* you assigned the style (see the next section).

To change a paragraph style, proceed as follows:

1. Right-click in the text to open the context menu and select the command **Paragraph style**.
2. In the dialog box, select the style you want to change from the list.
3. Click on **Edit**.
4. Make the desired changes to the style.
5. In the dialog box *Paragraph*, click on **OK**.
6. Exit the dialog box *Paragraph style* with **Close**.

The style has now been changed accordingly.

Determining which paragraph styles are displayed in the dropdown list "Show"



By default, the dialog box displays only the styles that are in use or which you created. If you want to see *all* available styles, select **All styles** for the option **Show**. All predefined styles will then also be displayed in the list.

Updating a paragraph style from existing text

The **Update from text** button in the dialog box *Paragraph style* allows you to update a style "from the text".

If you click on this button, the formatting of the currently selected text will be transferred to the selected style. The style thus assumes the exact formatting of this section of text.

To do so, proceed as follows:

1. Apply the desired paragraph formatting (indents, line spacing, paragraph alignment, etc.) to one or more paragraphs.
2. Place the text cursor inside one of these paragraphs or select the paragraphs (both methods produce the same result).
3. Right-click to open the context menu, and select the entry **Paragraph style**.
5. Select the desired style from the list.
6. Click on **Update from text**.

The style will now "forget" its previous formatting settings and will assume the formatting of the selected section of text. (Of course, you can still change the formatting of the style at any time, regardless of this section of text.)

Deleting or renaming paragraph styles

To delete a style in the current document, select it in the above dialog box by clicking on it and then click on the **Delete** button. To give a style a new name, click on **Rename** and type the new name.

Note: The predefined styles that you can choose under *Show: All styles* in the dialog box cannot be **deleted**. However, you can **reset** these styles to their delivery state if you have changed them (when you reset them, they are deleted from *Styles in use*). If you have changed predefined styles or already used them in the text, they appear in the list *Show: Styles in use* and can be deleted from this list, but remain in the list *Show: All styles* in their delivery state. The default style "Normal" cannot be deleted, reset or renamed.

After you *delete* or *reset* a paragraph style, the formatted sections of text in the document retain their formatting. These sections of text are now directly assigned the paragraph style on which the deleted style was based. For information, see "Based on" paragraph styles. Those formatting options that were explicitly set in the deleted style and now remain in the text are treated as if the text was formatted manually – and are thus retained even if the style was changed.

If there are paragraph styles based on the deleted style, they are now linked directly to the style basis of the deleted style.

Deleting or renaming paragraph styles in a document template

To delete or rename styles in a document template, open the document template, make the changes there and save the template.

Scope of paragraph styles

Did you change a paragraph style but the formatting of some of the paragraphs to which this style had been applied didn't change accordingly? This is because these paragraphs were subsequently reformatted manually.

An example:

Let's assume that you define a style specifying the paragraph alignment to be centered. If you subsequently change the style's alignment to right-aligned, all paragraphs formatted in that style will change accordingly.

However: If you subsequently selected a different paragraph alignment for one of these paragraphs via the command group **Home | Paragraph**, the change to the style no longer affects this paragraph. Manually applied paragraph formats thus take precedence over styles.

If you want such a paragraph to be "exempt" from manual formatting, simply select it and reapply the original paragraph style (using the steps described in Applying paragraph styles). The format of the paragraph will revert to that specified in the style, and subsequent changes to the style will affect the paragraph.

"Normal" paragraph style

The paragraph style called "Normal" is present by default in every document and has a special significance: it is the default style of paragraph formatting in the document. When you start entering text in a new document, the "Normal" paragraph style is automatically used for the text.

If you change the "Normal" paragraph style – for example, the line spacing – the line spacing of the *entire* text will be changed (except for paragraphs where you have set a different line spacing manually via the ribbon tab **Home** | group **Paragraph**). Furthermore, subsequent text will appear with this line spacing, which you have defined in the "Normal" paragraph style in this way as the new standard for the document.

If you want to apply a different paragraph style to your existing text instead of the default "Normal" style, select the text and follow the instructions in Applying paragraph styles.

"Based on" paragraph styles

When you create a new paragraph style, as described at the beginning of this section, it is usually based on the "Normal" paragraph style. This means that the new paragraph style is based on the formatting of the "Normal" style. Changes to the formatting of the "Normal" style thus affect all other styles.

If you have already created your own paragraph styles and used them in the text, the following happens when you choose the command **Paragraph style**: In the list on the left side of the dialog box, the style of the currently selected paragraph is preselected – this may be the "Normal" paragraph style or your own one – and is thus also preset as the basis for a new style. In the list, change the style that you want to use as the basis for a new paragraph style, if necessary, before clicking the **New** button.

Please note: Subsequent changes to the formatting of the style basis will also change all styles based on it. Only the formatting that you have already customized there will remain unchanged.

If, for example, you select a new line spacing for the "Normal" style, it will also change in all paragraph styles (except for those styles where you have explicitly specified a different line spacing).

Reassigning the style basis

In addition, you can reassign the style basis to a paragraph style at any time with the option **Based on**.

To have a paragraph style based on a style *other* than the one you previously selected, proceed as follows:

1. Right-click in the text to open the context menu and select the command **Paragraph style**.
2. In the list on the left side of the dialog box, select the paragraph style whose basis you want to change.

   Tip: If you click on the expand button >> on the bottom right, the description shows the style on which the selected paragraph style is currently based. Furthermore, you will find information here as to the formatting attributes of the paragraph style that have been modified differently from the style basis.
3. Click on the **Edit** button.
4. In the following dialog box, switch to the **Style** tab.
5. *Important:* In the dropdown list **Based on**, select the style basis to which the selected paragraph style is to be linked. In addition to the the "Normal" style, you will also find some predefined styles and the styles you created yourself.
6. You can now also change the desired formatting of the paragraph style, etc.

An application example:

The print version of this manual illustrates the use of linked paragraph styles. Here, the paragraph styles for all heading levels are based on a single paragraph style that specifies, among other things, an increased spacing from the previous paragraph.

When we subsequently decided that the spacing we had chosen was too small, we only had to increase it in the single underlying style, and the spacing of *all* headings was increased. If we had based the styles on "Normal", we would have had to change each of these heading styles separately.

Paragraph styles and the sidebar

On the previous pages, you learned how to create, apply and change paragraph styles. For this purpose, the procedure was mainly described via the dialog box of the command **Paragraph style** (accessible, for example, via the context menu or via the **Organize** button in the sidebar).

These tasks can also be implemented in TextMaker in a more convenient manner: via the direct commands in the sidebar.

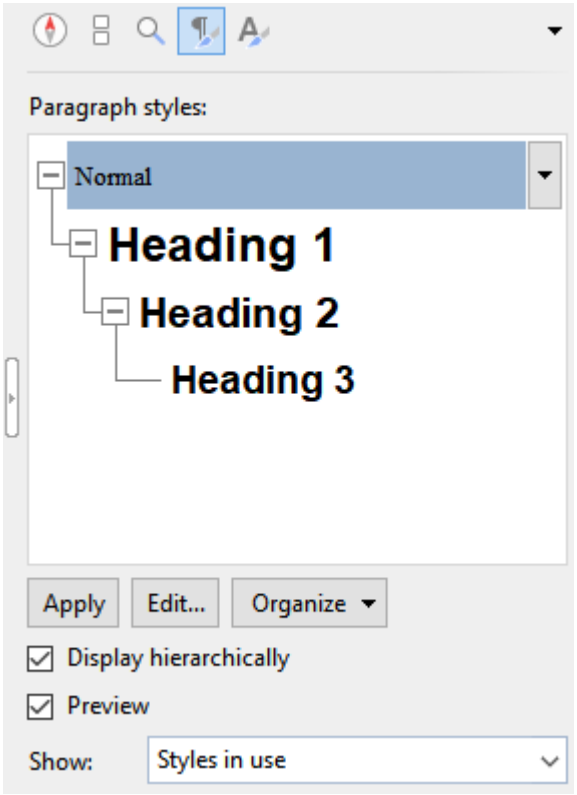
Showing sidebar and displaying paragraph styles

The sidebar can display a list of all available paragraph styles if desired. To format a paragraph with one of these styles, for example, simply position the text cursor in the paragraph and then double-click on the style in the sidebar. You can also change, organize and create paragraph styles in the sidebar.

All you have to do is enable the sidebar and select the "Paragraph styles" function in it:

1. If the sidebar is not visible, then enable it. You will find the command on the ribbon tab **View** | group **Windows** | **Sidebars**. For more information, see Sidebar.
2. Then click on the icon in the small toolbar at the top of the sidebar. This will switch the sidebar to the "Paragraph styles" function.

The sidebar displays the paragraph styles in the document. The style applied to the currently selected text is highlighted ("Normal" in this case):



You can then perform the following actions in the sidebar:

Using paragraph styles via the sidebar commands

- **Applying a paragraph style**

  Place the text cursor in the desired paragraph in the text (or select several paragraphs). Simply click to select the desired style in the sidebar and click on the **Apply** button at the bottom of the sidebar.

  Tip: Alternatively, you can simply double-click on the style in the sidebar to apply it to the selected text.

- **Changing a paragraph style**

  Simply click to select the desired style in the sidebar. Then click on the **Edit** button at the bottom of the sidebar.

- **Organizing paragraph styles**

  Simply click to select the desired style in the sidebar. Then click on the **Organize** button at the bottom of the sidebar.

  The program will display a menu with commands for organizing your styles (for creating, renaming, deleting, etc.). Select the desired function there. Short descriptions of the individual commands can be found here. For more information, see Paragraph styles.

  Tip: This menu can be opened even faster: right-click on a style in the sidebar or click on the black arrow next to the style. The dropdown menu also contains the **Apply** and **Edit** buttons described above.

- **Creating a new paragraph style**

  In the sidebar, right-click on the style on which you want the new style to be based. The aforementioned menu appears. Choose the command **New** there.

  The command **New from text**, which is located in the menu directly below it, creates a new style based on the selected style from the sidebar. However, the exact formatting of the section of text selected in the document is applied.

- **Updating a paragraph style from existing text**

  You can update a paragraph style directly with the formatting "from the text".

  To do so, place the text cursor in the section of text that contains the desired formatting. In the sidebar, right-click on the style that you want to format and select **Update from text**.

- **Deleting or renaming styles**

  To delete a style in the current document, right-click on the style in the sidebar and choose **Delete** from the menu. To give a style a new name, select **Rename** and type the new name.

  Note: The predefined styles that you can choose under *Show: All styles* cannot be **deleted**. However, you can **reset** these styles to their delivery state if you have changed them (when you reset them, they are deleted from *Styles in use*). If you have changed predefined styles or already used them in the text, they appear in the list *Show: Styles in use* and can be deleted from this list, but remain in the list *Show: All styles* in their delivery state. The default style "Normal" cannot be deleted, reset, or renamed.

  After you *delete* or *reset* a paragraph style, the formatted sections of text in the document retain their formatting. These sections of text are now directly assigned the character style on which the deleted style was based. For more information, see "Based on" character styles. Those formatting options that were explicitly set in the deleted style and now remain in the text are treated as if the text was formatted manually – and are thus retained even if the style was changed.

  If there are paragraph styles based on the deleted style, they are now linked directly to the style basis of the deleted style.

- **Opening the dialog box "Paragraph style"**

  You can also find and apply all the actions mentioned here in the classically arranged dialog box *Paragraph style*. To open this dialog box, click on the **Organize** button at the bottom of the sidebar and select **Paragraph style**. The commands of the dialog box were described in detail in Paragraph styles.

- **Opening the dialog box for the "Manage styles" tool**

  Click on the **Organize** button at the bottom of the sidebar and select **Manage styles**. A dialog box opens for the integrated *Manage styles* tool, which you can use to manage the styles of documents for characters and paragraphs. For more information, see Managing styles.

- **"Display hierarchically" checkbox**

  If you enable the checkbox, the styles appear in the sidebar with a layered structure that shows how the styles are based on each other.

- **"Preview" checkbox**

  If you enable the checkbox, the formatting of the styles is displayed directly as a preview in the sidebar.

- **"Show" dropdown list**

  Here, you can choose between displaying styles that are in use (or have been created by you) or all available styles, including predefined styles.

"Based on" paragraph styles

The manner in which you allow paragraph styles to be based on another style works in the sidebar similar to via the dialog box. For more information, see "Based on" paragraph styles:

In the sidebar, select the style that you want your new paragraph style to be based on before you choose the command **New**.

To base a paragraph style on a style *other* than the one that was previously selected, select the style to be adjusted in the sidebar and click on the **Edit** button. In the following dialog box, you can change the style basis on the **Style** tab.

Tip: The style basis on which a style is based and the formatting attributes which are explicitly set in the style are visible in the sidebar via a tooltip. This tooltip is displayed when you hover over a style. This requires Show tooltips to have been enabled.

Managing styles

FreeOffice: The *Manage styles* tool is not included in SoftMaker FreeOffice.

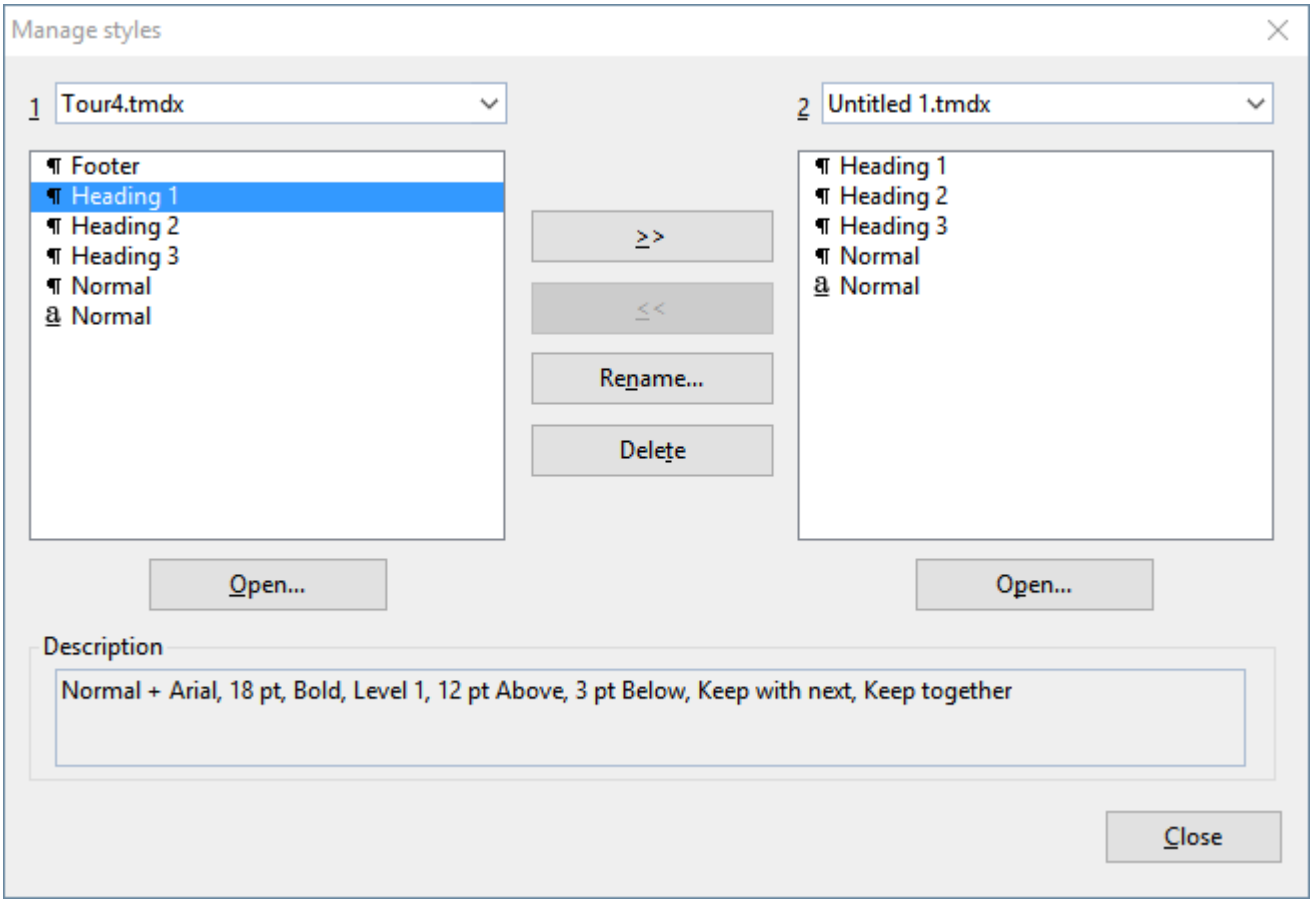
TextMaker's integrated *Manage styles* tool allows you to manage the styles of documents. Its main purpose is to copy character and paragraph styles from one document to another.

To start the "Manage styles" tool, proceed as follows in the sidebar:

Note: If the sidebar is not visible, enable it on the ribbon tab **View** | group **Windows** | **Sidebars**. For more information, see Sidebar.

1. Click on one of the **Paragraph styles** or **Character styles** icons in the small toolbar (at the top of the sidebar).
2. Choose the command **Manage styles** via the **Organize** button (at the bottom of the sidebar).

The following dialog box opens:



By default, the list on the left side of the dialog box displays the styles of the current document, while the list on the right is empty.

You use the "Manage styles" dialog box via the following controls:

Style list on the left side

In the style list on the left side of the dialog box, all paragraph styles and character styles of the current document are displayed. You can select one or more styles in the list and click on one of the buttons of the dialog box to perform the desired action. To select multiple styles, press and hold the **Ctrl** key and then click on each entry that you want to select.

If you would like to open a different document in the list, click on the **Open** button and select the desired file.

Style list on the right side

The style list on the right side works just like that on the left side. You can open a second document in it at any time. To do so, use the **Open** button located below the list on the *right* side. You can now copy styles back and forth between the two documents.

>> and << buttons

You can use these buttons to copy styles back and forth between the two documents that are open in the dialog box.

To do so, select one or more styles in either list. Then click on the >> button to copy the style(s) from the list on the left to that on the right side. The << button copies styles from the list on the right to that on the left side.

If you try to copy a style that already exists in the target document, TextMaker first asks you if you would like to overwrite it.

Rename button

This button can be used to rename styles. To do so, select the desired style, click on the **Rename** button and enter the new name.

Note: The "Normal" default style cannot be renamed.

Delete button

This button can be used to delete styles. To do so, select the desired style(s) and click on the**Delete** button.

Note: The "Normal" default style cannot be deleted.

Close button

Use this button to close the "Manage styles" tool.

Document templates

As you learned in the previous sections, character and paragraph styles are always saved in the document in which they were created. If you need certain styles more often, it is recommended that you save them in a *document template*.

Each time you choose the ribbon command **File | New** , TextMaker allows you to select a document template as the basis for the new document. If, at this point, you select a document template that you have created, the new document will have the same character and paragraph styles that you saved in the template.

Document templates can also include text – for example, your letterhead. Thus, you can kill two birds with one stone: You can create a document template with your letterhead and your favorite styles for letters, another for annual reports and so on.

Templates linked to a database

It gets even better: You can assign a database to a document template and then insert database fields into it. When you create a new document based on this template, the TextMaker database appears automatically and lets you select a record and insert its fields into your letterhead, your fax form, etc. (The database fields themselves are physically replaced in the document by the *content* of the inserted record.)

Creating a letter becomes child's play: Simply choose the command **File | New**, select the letter template and the recipient's name and address – and you will obtain a fully completed letterhead.

Tip: TextMaker contains numerous predefined document templates for letters, flyers, etc. Try them out – just choose the ribbon command **File | New** (click on the icon itself to open the dialog box), and then select one of the templates in the subfolders.

FreeOffice: SoftMaker FreeOffice does not include all predefined document templates.

For more information, see Importing individual addresses.

For general information on working with document templates, see the next pages.

Creating document templates

To create a new document template, proceed as follows:

1. Start a new document or open a document or document template that you want to use as the basis for the new template.
2. Edit the text in the document if you want the document template to contain text also.
3. Make any desired changes to the character and paragraph styles.

4. If you want, you can even change settings in the dialog boxes **Layout** | group **Page setup** (group arrow ◢) and **File** | **Properties**. These settings will then also be saved in the document template.
5. Choose the ribbon command **File** | **Save as**.
6. Select the entry **Template** from the dropdown list **Save as type**.
7. At this point, TextMaker switches automatically to the folder where the document templates are located.
8. Type a name for the template in the **File name** input field.
9. Confirm that you want to save it.

Organizing templates in several folders: You can use the **New folder** button at any time to create a new folder under the Templates folder, then switch to the new folder and save the template there. In this way, templates can be stored in separate folders according to their use. The document templates supplied with TextMaker are organized according to such types as business letters, personal letters and flyers.

Using document templates

To use a document template, simply start a new document with the command **File** | **New**. You can specify on which document template this is to be based.

Proceed as follows:

1. Choose the ribbon command **File** | **New**  to open the dialog box. (Click directly on the icon itself.)
2. You can select the required document template in the dialog box.

   In the **Template** list on the left, you will also see some folders with predefined document templates for writing letters and flyers.
3. After you have selected a template, confirm with **OK.**

The system now creates a new document for which all character and paragraph styles saved in the document template become available. The settings defined in the dialog boxes **Layout** | group **Page setup** (via the group arrow ◢) and **File** | **Properties** are also adopted from the template.

In addition: If the document template also contains text, this text is displayed accordingly in the new document and can be edited just like normal text.

Tip: TextMaker is supplied with various predefined document templates for business letters and personal letters. These templates include complete letterheads and are linked to the address database `addressbook.sqlite`. They make your daily paperwork a lot easier – see Importing individual addresses for more information!

FreeOffice: SoftMaker FreeOffice does not include all predefined document templates.

Changing document templates

Changing a document template is no different from editing a normal document. You open the template, make your changes and save the document template.

Important: Of course, changing a document template will affect *all* documents that are subsequently created on the basis of this template.

To change a document template, proceed as follows:

1. Choose the ribbon command **File | Open** (click directly on the icon itself).
2. Select **Template** from the dropdown list of file types.
3. Select the template to be changed and confirm that it has been opened.
4. Make the desired changes to the text or to the character and paragraph styles.
5. Choose the ribbon command **File | Save** to save the changed template.

Of course, you could also save the template under a different name via the ribbon command **File | Save as** if you did not want to overwrite the original template.

"Normal.tmvx" document template

The `Normal.tmvx` document template is the default template for new documents. If you choose the command **File | New**, this template will always be set. It contains no text and only the default "Normal" character and paragraph styles as well as some styles for headings.

Accordingly, the `Normal.tmvx` template is a suitable basis for creating a completely new document template from scratch.

Important: You should not usually change the `Normal.tmvx` default template. If you want to do this anyway, you should be aware that `Normal.tmvx` contains the default values for page, paragraph and character formatting as well as many other default values. A change affects *all* documents which are then created based on the `Normal.tmvx` default template.

If, for example, you want to change the default font for all documents that will be created in future based on the `Normal.tmvx` template, open this template, change the character formatting of the "Normal" paragraph style, and save the template.

You can also choose a different default template for new files:

To do so, choose the ribbon command **File | New**  (click directly on the icon itself), select the desired template in the dialog box and click on **Set as default**. From now on, TextMaker will always offer this template as the default template when you create a new document.

Multi-column page layouts

Text can be laid out in multiple columns next to each other in TextMaker. You can change the number of columns within a document as often as you like. To format text in columns, use the ribbon command **Layout** | group **Section** | **Columns**.

Entering text in a multi-column text area is not much different from entering it in a single-column area. The only difference is that when you reach the end of the first column, your text is not continued on a new page, but is continued in the next column on the same page. In other words: a *column break* is automatically inserted. A *page break* is inserted only when you continue typing past the end of the last column.

Manual column break: If the text is formatted in columns, you can also instruct TextMaker to perform a manual column break before the automatic column break:

1. Place the text cursor in the desired position.
2. Click on the arrow of the **Break** icon on the ribbon tab **Insert** (or **Layout**) and select **Column break**. TextMaker then breaks the column immediately.

See the following pages for more information on setting up multi-column text.

Changing the number of columns

To reformat a single-column section of text to a three-column text, for example, you only have to select the text and change the number of columns via the ribbon command **Columns**.

Via the "Columns" icon

For up to three columns, you can easily use the predefined entries of the **Columns** icon  on the ribbon tab **Layout** | group **Section**.

To do so, proceed as follows:

1. Position the text cursor in the text area whose number of columns you want to change.
2. Click on the small arrow of the **Columns** icon  and select one of the predefined entries in the dropdown menu that appears: up to three (equal-sized) columns or two-column with a narrower column on the left or two-column with a narrower column on the right.

The selected column layout is now applied to the selected **Section**. This applies to the entire document unless you have defined multiple sections for the document (see What are sections?). In the dialog box described below, you can also change differentiated settings by selecting **Apply to**.

The dialog box also contains numerous other options, such as a larger number of columns.

Tip: If you want to use **different numbers of columns on the same page**, define sections and make sure that you do the following: In the dialog box shown below, disable **Page break** and set the Height to **Auto**.

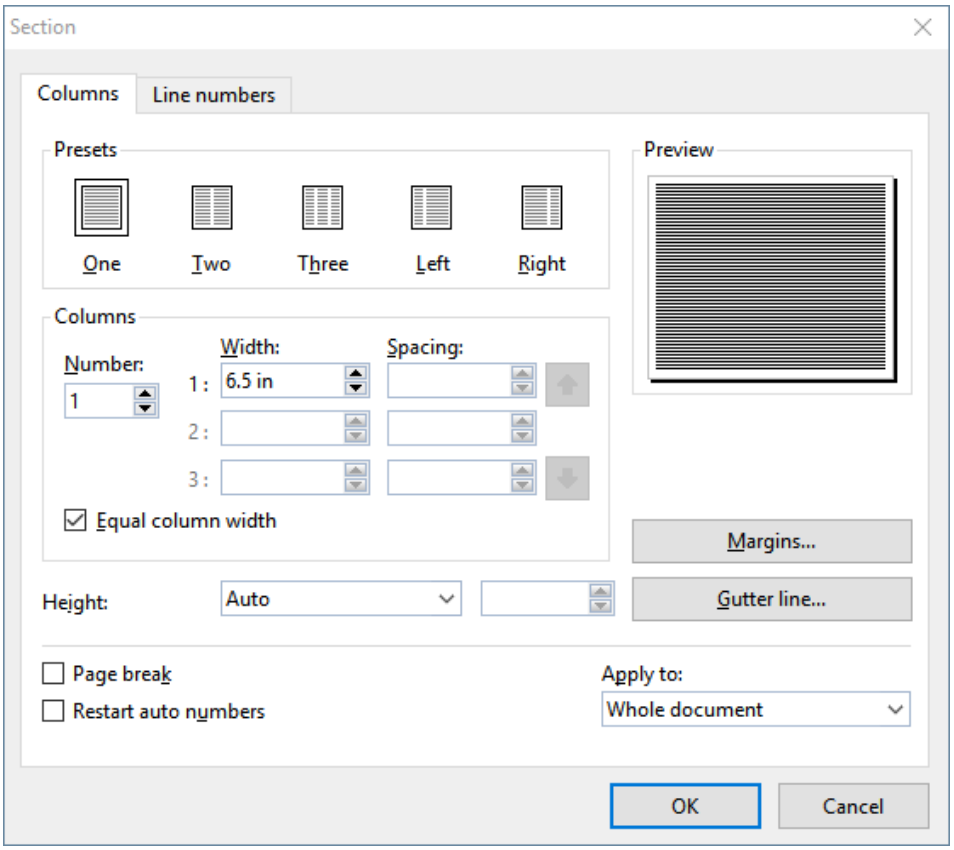
Other options: Via the dialog box "Section"

Additional options for setting up multi-column text can be found in the dialog box "Section".

To do so, proceed as follows:

1. Select the text whose columns you want to adjust.
2. Click directly on the **Columns** icon to open the dialog box.
   Alternatively: Click on the small arrow of the icon and select **More** in the dropdown menu.

The system displays the following dialog box:



You specify the number of columns and their format on the **Columns** tab:

- **Presets** section

  Here, you can select one of several predefined column layouts by clicking on it.

- **Columns** section

  This option lets you specify the number, width and spacing of columns.

  Enter the desired number of columns for **Number**.

  Specify the width and spacing of the columns in **Width** and **Spacing** respectively. If **Equal column width** is enabled, all columns will have the same width and spacing. If this option is disabled, you can specify a different width and spacing for each column.

- **Height** section

  This option lets you specify the height of the columns:

  Auto: If you select this setting, TextMaker automatically adjusts the column height to fit the text length so that all columns are of equal height.

  Page height: With this setting, the column height is set equal to the page height, regardless of the text length.

  Fixed height: If you select this setting, you can set a fixed column height.

- **Page break**

  If this option is enabled, TextMaker inserts a page break before the multi-column section.

- **Restart auto numbers**

  This option is not relevant for multi-column layout. If it is enabled, it resets the "Auto number" field in the relevant section to one. For information on using this field, see Numbering with auto numbers.

- **Text direction**

  You can use this option to change the text direction of a multi-column section of text in *Arabic*. If you set the direction to right-to-left, the column on the far *right* becomes the first column (instead of the column on the far *left*). For more information, see also Working with Arabic text.

- **Margins** button

  Here, you can specify the margins of the section, including the amount of blank space TextMaker should insert above and below the section.

- **Gutter line** button

  Click on this button if you want a vertical line to be displayed between the columns of multi-column text.

  When you click it, the program displays a dialog box in which you can select the desired line style, thickness, etc.

  If you want to remove the line, simply select **No line** as the **Line style**.

- **Apply to:**

  This option determines what parts of the document will be affected by the settings made in this dialog box:

  Whole document: the entire document.

  This point forward: the section of text from the current position of the text cursor to the end of the document.

  Selected text: the section of text currently selected in the document.

  Current section: the current section of text. A section is a section of text with the same number of columns. For more information, see also What are sections?.

  Selected sections: all sections included in the current selection.

  To end of section: the section of text from the current position of the text cursor to the end of the current section.

Line numbers tab

The options on the **Line numbers** tab do not affect the column layout, but allow you to add *line numbers* in the left margin of the document. For more information, see Adding line numbers.

What are sections?

The term "section" was mentioned several times in this chapter. What are sections? Basically, a *section* is a segment of text that has a uniform columnar layout.

An example: You have selected a section of text in the middle of an otherwise single-column document and formatted it as double-column text.



By doing this, you have created three sections: a single-column section at the beginning of the document, a two-column section in the middle and another single-column section at the end.

If you would rather format the two-column section in the middle as three columns, simply move the text cursor to any position within this section and open the dialog box on the ribbon tab **Layout | Section** (via the group arrow ◢). On the **Columns** tab, select **Current section** in the dropdown menu for **Apply to** and change the number of columns to 3. The two-column section will then become a three-column section.

Inserting section break: You can use the ribbon command **Insert | Break** (click on the icon's arrow and select **Section break**) to divide one section into two sections. In this way, a document can be divided into several sections, and each section can be formatted with a different number of columns.

Page breaks before sections: By default, TextMaker does not insert a page break between two sections, but simply lets the text continue from one section to the next. If, on the other hand, you want to always have a page break before a specific section, move the text cursor to this section, open the dialog box by choosing the ribbon tab **Layout |** group **Section** (via the group arrow ◢) and enable the option **Page break** on the **Columns** tab.

Searching and replacing

This chapter explains the functions for searching and replacing text and formatting.

- **Search** and **replace**

  You can use the ribbon command **Home | Search** to search for terms in the text or use the ribbon command **Home | Replace** to replace them with other terms.

  If, for example, a text contained several occurrences of the name "Smith" misspelled as "Smyth", you could direct TextMaker to replace all occurrences of "Smyth" with "Smith".

  If necessary, you can use Advanced search options to define your search more specifically. You can also search and replace formatting, such as character or paragraph formatting.

- **Bookmarks**

  Bookmarks provide another way of quickly finding specific points in the document. To do so, you set a bookmark at the desired point in the document and give it a name. You can now jump to such points in the document at any time by choosing the ribbon command **Home | Go to**. You can insert as many bookmarks as you like in a document.

- **The command Go to**

  The command **Go to** also allows you to scroll to specific points in the document – for example, to a specific *page*, a specific *chapter*, a specific *object*, etc.

- **Searching with the sidebar**

  In addition to the ribbon command **Home | Search** for searching for terms in the text, there is another option whereby you enable the *sidebar* and use the search function integrated there.

- **Navigating with the sidebar**

  FreeOffice: *Navigating with the sidebar* is not included in SoftMaker FreeOffice.

  You can navigate quickly and directly in the document map in a document by enabling the *sidebar*. This displays all headings, bookmarks, objects, etc. on the right edge of the window. Simply click with the mouse to jump to the corresponding point in the document.

See the following pages for more information.

Tip: Using shortcut keys

The following shortcut keys are available for the search and replace functions:

Command	Windows/Linux	Mac
Search	**Ctrl+F**	**Cmd+F**
Replace	**Ctrl+H**	**Cmd+H**

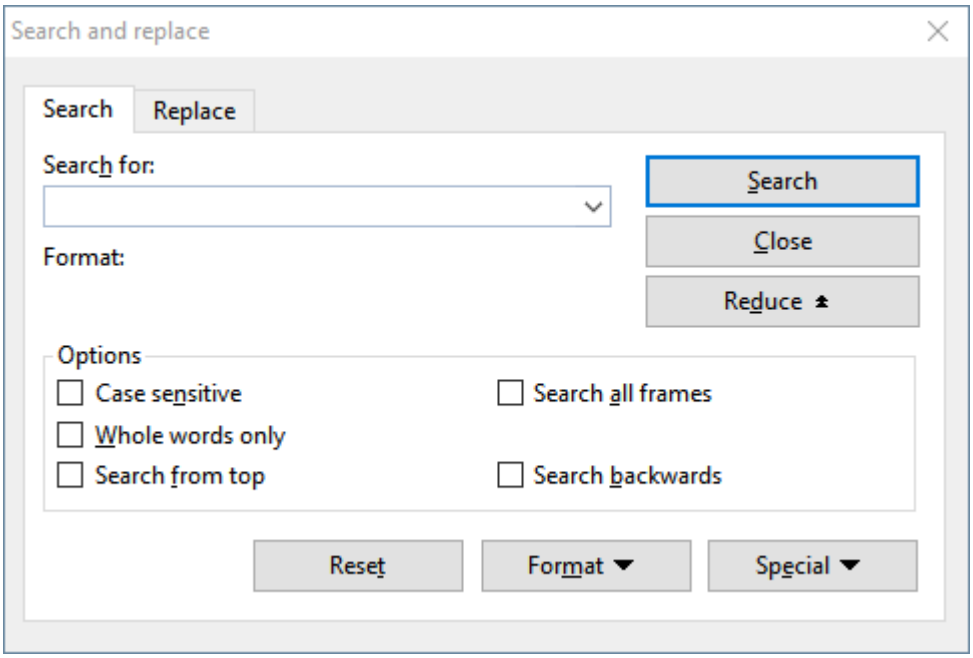
Command	Windows/Linux	Mac
Search again	**F3**	**F3**
Go to	**F5 or Ctrl+G**	**F5 or Cmd+G**

Note: If the sidebar is enabled, **Ctrl+F** / **Cmd+F** initially opens the search function in the sidebar rather than in the dialog box. If you use the key combination a second time, you will finally reach the dialog box.

Search

You can search a document for a specific term using the ribbon command **Home | Search** .

It is even possible to search for formatting – for example, for all passages in bold print. For more information, see Searching/replacing formatting.



You perform a text search as follows:

1. Choose the ribbon command **Home | Search** .

   Note: If the sidebar is enabled, you must click on the command **Home | Search** a second time in order to open the above dialog box (or press **Ctrl+F**). Alternatively, you can work with the search function in the sidebar. For more information, see Searching with the sidebar.

2. Under **Search for** in the dialog box, enter the text for which you want to search.
3. Enable the desired search options (see Advanced search options) if required.
4. Click on the **Search** button to start the search.

When TextMaker finds the search text, it jumps to its position in the document and selects it.

You now have the following options:

A. You can click on **Search again** to proceed to the next occurrence of the search text.

B. You can close the dialog box by choosing **Close**.

It is not only possible to search for a specific text, but you can also replace it with something else. For more information, see the next section.

Replace

Sometimes, you want to do more than just find a term in the text. You also want an easy way of replacing it with another term. The ribbon command **Home | Replace** (in the **Search** group) is used for this purpose.

Proceed as follows:

1. Choose the ribbon command **Home | Replace** .
2. Under **Search for**, enter the text for which you want to search.
3. Under **Replace with**, enter the text that is to replace the search text.
4. Enable the desired search options (see Advanced search options) if required.
5. Click on the **Search** button to start the search.

When TextMaker finds the search text, it scrolls to its position in the document and selects it.

You now have the following options:

A. You can click on **Replace**, whereupon the search term is replaced with the replacement term and TextMaker jumps to the next occurrence of the search term.

B. You can click on **Search again**, whereupon TextMaker jumps to the next occurrence of the search term – without replacing the term.

C. You can click on **Replace all**, whereupon TextMaker replaces *all* other occurrences of the search term in the text.

D. You can close the dialog box by choosing **Close**.

Tip: It is even possible to search for formatting and replace it with different formatting, for example, replacing bold passages with passages in italics. For more information, see Searching/replacing formatting.

Repeating a search/replace

To repeat a search or replace operation or to continue it after canceling, choose the ribbon command **Home | Search again**  or simply press the **F3** key.

TextMaker continues the search and displays the next occurrence of the search term.

Tip: To continue a search, you can also use the following key combinations: **Ctrl+PageDown** to jump to the next occurrence and **Ctrl+PageUp** to jump to the previous occurrence.

Advanced search options

If you click on the **Enlarge** button in the dialog box of the ribbon command **Home | Search** or **Home | Replace**, the dialog box expands to offer additional options.

Clicking on **Reduce** makes the dialog box smaller again.

The enlarged dialog box offers the following additional options:

"Options" section

Here, you can change the following settings for the search operation:

- **Case sensitive**

  The case of letters in the search term is ignored by default. Thus, if you search for "house", not only "house", but also "House", "HOUSE", "HouSe", etc. will be found.

  If you enable this option, however, the program will only find those occurrences of the search term where the cases of the letters correspond exactly to the cases of the letters in the search term. Thus, if you search for "house", only "house" will be found.

- **Whole words only**

  If you enable this option, the search term will only be found if it occurs as a separate word.

  Thus, if you search for "test", it will be found only when it occurs as a separate word and not when it forms part of another word like "testament" or "protest".

- **Search from top**

  TextMaker usually starts a search at the current position of the text cursor. If you enable the option **Search from top**, however, TextMaker starts at the beginning of the document.

  If the option **Search backwards** is enabled, the option **Search from end** appears here instead. This works accordingly.

- **Search backwards**

  If you enable this option, the search is performed backwards, that is, from the current position of the text cursor to the beginning of the text.

- **Search all frames**

  By default, TextMaker searches only in the text frame in which the text cursor is currently positioned. If the text cursor is in the body text, only the body text is searched. If you enable this option, however, TextMaker searches the body text and all existing text frames (including headers and footers).

"Reset" button

The **Reset** button deletes the content of the **Search for** field or the **Replace with** field (including formatting) – depending on which of these two fields contains the text cursor.

"Format" button

The **Format** button allows you to search documents for specific formatting – for example, for all sections of text in bold print or for all centered paragraphs.

Click on this button and set the formatting for which you want to search.

For more information on this function, see the next section (Searching/replacing formatting).

"Special" button

The **Special** button allows you to search a document for special characters and to use wildcards such as "Any character":

- **Any number** (^#) – if you specify, for example, a search for "200^#", TextMaker will find occurrences of 2000 through 2009.
- **Any letter** (^$) – if you specify, for example, a search for "^$", TextMaker will find occurrences of a through z and A through Z (including all letters with umlauts or other accents).
- **Any character** (^?) – TextMaker searches for any character whatsoever (letter, number or special character).
- **Any smart quote** (^q) – TextMaker searches for any type of smart quote. (In contrast, neutral quotes like "or" will not be found.)
- **Caret** (^^) – TextMaker searches for a circumflex (caret) "^".
- **Non-breaking space** (^n) – TextMaker searches for non-breaking spaces.
- **Tab** (^t) – TextMaker searches for tabs.
- **Line break** (^z) – TextMaker searches for manual line breaks (inserted with **Shift+**↵).
- **Paragraph mark** (^a) – TextMaker searches for the paragraph mark that is at the end of each paragraph.
- **Page break** (^p) – TextMaker searches for manual page breaks inserted with the command **Insert | Break | Page break**.
- **Section break** (^s) – TextMaker searches for section breaks inserted with the command **Insert | Break | Section break**.
- **Chapter break** (^c) – TextMaker searches for chapter breaks inserted with the command **Insert | Break | Chapter break**.

To insert such a placeholder into the search term, click on the **Special**button and then select the desired placeholder by clicking on it.

You can repeat and combine these placeholders at will within the same search term. Furthermore, you can use them in combination with normal text. A search for "^#^# gallons of ^$^$^$" would yield all occurrences of this form – for example, "10 gallons of oil", "42 gallons of gas", etc.

Searching/replacing formatting

The ribbon commands **Home | Search** and **Home | Replace** allow you to search for formatting as well as text – and even to replace the specified formatting with other formatting as required.

You can thus replace a specific font that occurs repeatedly in the text with another font, for example.

To search for formatting, proceed as follows:

1. Choose the ribbon command **Home | Search** .
2. If the **Format** button is not displayed in the dialog, click on the **Enlarge** button to expand the search dialog.
3. Delete any previous search term in the **Search for** field by clicking on the **Reset** button.
4. Click on the **Format** button.
5. Select the type of formatting for which you want to search: character formatting, paragraph formatting, character styles or paragraph styles.
6. The program opens a dialog box in which you specify the formatting for which you want to search. Then confirm with **OK**.
7. You can now start the search by clicking on the **Search** button.

To search for formatting and replace it with other formatting, proceed as follows:

1. Choose the ribbon command **Home | Replace** .
2. Use the **Format** button to specify the formatting for which you want to search (see above) and then confirm with **OK**.
3. Click in the input field **Replace with**.
4. Use the **Format** button again to specify the formatting that is to replace the formatting specified above as the search term. Confirm with **OK** again.
5. You can now start the search with the **Search** button.

When TextMaker finds an occurrence of the search term, it displays the occurrence in the document.

To continue searching, click on the **Search again** button. Alternatively, if you want to replace the formatting, click on the **Replace** button. If you click on **Replace all**, TextMaker will replace all occurrences of the formatting you are searching for in the text with the new formatting.

Tip: You can use this function, for example, to replace one font with another throughout the document. However, experts would use *styles* in this case (see Styles) because they provide a much more elegant means of performing this task. If you change the font in a style, *all* sections of text that are formatted with this style are automatically changed accordingly.

By the way, searching for text and formatting can also be combined. Thus you can search for a specific search term with a specific formatting. For example, if you enter "TextMaker" as the search term and also specify bold character formatting for the search, the search will find every occurrence of "TextMaker" in bold characters in the document.

Bookmarks

As with a book, you can also add markers to TextMaker documents to quickly retrieve important passages of text, for example. These markers are called *bookmarks*.

To insert a bookmark, choose the command **Insert | Bookmark** at the desired position in the text and give the bookmark a name. Once you have marked a position in the text in this way, you can jump to it at any time with the command **Home | Go to**.

Setting bookmarks

To mark a position in the text, set a bookmark there. To do so, proceed as follows:

1. Move the text cursor to the position in the text where you want to set the bookmark.
2. Choose the ribbon command **Insert** | group **Links** | **Bookmark** .
3. Type in any name for the bookmark.

   Note: Bookmark names may contain only letters, numbers and underscores. Special characters are not allowed. The first character must always be a letter.
4. Click on **OK** to set the bookmark.

You can create as many bookmarks as you want in any document.

Retrieving bookmarks

To retrieve a bookmarked position in the text, proceed as follows:

1. Choose the ribbon command **Home | Go to**  or press **F5**.
2. Select **Bookmark** from the **Go to** list.
3. Select the desired bookmark from the list or enter its name manually.
4. Confirm with **Go to** if necessary.

TextMaker now moves the text cursor to the position in the text where you created the bookmark.

Tip: Alternatively, use the sidebar to retrieve bookmarks. For more information, see Navigating with the sidebar.

Deleting bookmarks

If you no longer need a bookmark, you can delete it at any time. To do so, proceed as follows:

1. Choose the ribbon command **Insert | Bookmark** .
2. Select the bookmark you want to delete from the list or enter its name manually.
3. Click on **Delete**.
   Alternatively, click on **Delete all** to remove all bookmarks.

Note: When you delete a passage of text containing a bookmark, the bookmark is deleted automatically.

Displaying bookmarks in the document

Bookmarks are invisible by default. However, you can make them visible if required. To do so, enable the option **Display bookmarks in the document** in the dialog box of the ribbon command **Insert | Bookmark**. Bookmarks are then displayed in the text (surrounded by angle brackets).

Alternatively, you can use the ribbon command **Toggle bookmarks** directly on the ribbon tab **View** | group **Fields** to change the mode.

Note: You will also find the corresponding option as **Show bookmarks** in the dialog box of the ribbon command **File | Properties**, **View** tab.

Go to

You can use the command **Home | Go to** (in the group **Search**) to jump to a specific location in the document – for example, to a specific page or bookmark).

To jump to a specific page, for example, proceed as follows:

1. Choose the ribbon command **Home | Go to** .
2. In this dialog box, select the option **Page** in the **Go to** list.
3. Enter the desired page number. The page is then opened immediately.
4. Click **Close** to exit the dialog box.

If you select one of the other options in the **Go to** list, you can also perform the following operations with this command:

Option	Function
Page	Jump to the specified page (as described above)
Chapter	Jump to the specified chapter

Bookmark	Jump to the specified bookmark
Footnote	Jump to the specified footnote
Footnote text	Jump to the footnote text of the specified footnote
Object	Jump to the selected object (picture, table, etc.)
Table of contents	Jump to the document's table of contents
Index	Jump to the document's index
Bibliography	Jump to the document's bibliography
Bibliography field	Jump to the specified bibliography field of the document
Heading	Jump to the specified heading of the document

etc.

Tip: Using the buttons at the bottom of the vertical scrollbar

You can also use the three buttons in the bottom right corner of the document window to jump to specific points in the document.



You use these buttons as follows:

- If you click on the button with the red dot, a small menu will appear. Then select the type of Go to operation you want to perform from the menu.
- If you click on the button with the up arrow, TextMaker will jump to the previous position. If, for example, you selected "Page" in the menu, the previous page will be displayed.
- If you click on the button with the down arrow, TextMaker will jump to the next position, for example, to the next page.

Searching with the sidebar

FreeOffice: *Searching with the sidebar* is not included in SoftMaker FreeOffice.

In addition to the ribbon command **Home | Search** described in the section Searching, which starts searching for terms in a text via a dialog box, TextMaker provides another practical option whereby you use the *sidebar* to search for a specific term in a document.

To do so, you must first enable the sidebar and select the "Search" function in it:

Note: If the sidebar is already enabled, choosing the ribbon command **Home | Search** (or **Ctrl+F**) will automatically open the search function in the sidebar. If you choose this command a second time, you will open the search via the dialog box.

1. If the sidebar is not visible, then enable it. You will find the command on the ribbon tab **View** | group **Windows | Sidebars**. For more information, see Sidebar.
2. Then click on the magnifying glass icon in the small toolbar at the top of the sidebar. This will switch the sidebar to the "Search" function.

   Here, you will find a search function that is equipped with options similar to the dialog box of the ribbon command **Home | Search**.

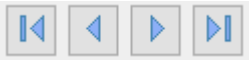
Enter a search term under **Search for** and then click on the **Search** button. There are additional options above this button, which you can set before searching if required. For more information, see Advanced search options.

The **Results** list shows all hits found in the document, including the text surrounding them. In addition, TextMaker jumps from the text cursor's position to the first occurrence of the search term in the text. If you click on the **Search** button again, you will reach the next occurrence of the search term.

Tip: Click on a hit in the list to jump to the respective occurrence in the document.

Mini toolbar for navigating between occurrences of the search term

At the bottom of the sidebar, there is also a mini toolbar that allows you to move between the occurrences:



The buttons mean the following (from left to right):

- jump to the first occurrence in the document
- jump to the previous occurrence in the document
- jump to the next occurrence in the document
- jump to the last occurrence in the document

Opening the dialog box "Search and replace" via the sidebar

The dialog box *Search and replace* with advanced search options can also be opened directly via the sidebar:

- The **Advanced** button at the bottom of the sidebar opens the dialog box *Search and replace*. For more information, see Search.

  Alternatively: Choose the ribbon command **Home | Search** (or **Ctrl+F**) again.
- If you click on the **Replace** button to the right, you will reach the "Replace" tab of this dialog box directly, similar to the ribbon command **Home | Replace** (or **Ctrl+H**). For more information, see Replace.

Disabling search via the sidebar

You have to disable the sidebar if you want the the dialog box *Search and replace*, rather than the sidebar, to be displayed directly when you choose the ribbon command **Home | Search** (or **Ctrl+F**).

This can be done on the ribbon tab **View** | group **Windows** | **Sidebars** by clicking on the small arrow of the icon and disabling the option **Show sidebars**.

Navigating with the sidebar

FreeOffice: *Navigating with the sidebar* is not included in SoftMaker FreeOffice.

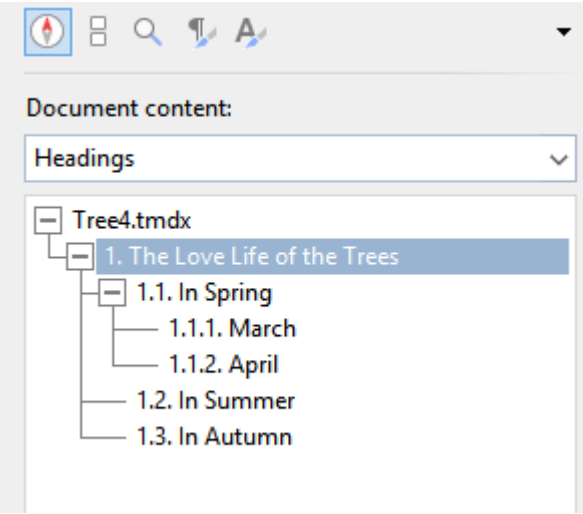
In addition to the ribbon command **Home** | **Go to** (see Go to), there is another useful tool for navigating within documents: the *sidebar*.

You can display a list of all headings in the document, among other things, in the sidebar. To jump to a specific heading, simply click on the corresponding entry in the list. Alternatively, the sidebar can list all bookmarks, objects, footnotes, and other parts of the document.

All you have to do is enable the sidebar and select its navigation function.

1. If the sidebar is not visible, then enable it. You will find the command on the ribbon tab **View** | group **Windows** | **Sidebars**. For more information, see Sidebar.
2. Then click on the icon with the compass needle in the small toolbar at the top of the sidebar. This will switch the sidebar to the "Document map" function.

The sidebar now lists all headings in the document (if any), for example. To jump to a specific heading, simply click on the corresponding list entry.



Which parts of the document can be displayed?

It is not only possible to jump to headings in the same way, but also to other parts of the document. For this purpose, open the dropdown list **Document content** at the top of the sidebar and select what you would like the sidebar to display.

You can choose from among the following parts of the document:

Option	Function
Headings	Sidebar displays all headings in the document
Bookmarks	Sidebar displays all bookmarks
Tables	Sidebar displays all tables
Pictures	Sidebar displays all pictures
Objects	Sidebar displays all objects (pictures, drawings, tables, etc.)
Footnotes	Sidebar displays all footnotes (these are in the footnote area)
Footnote references	Sidebar displays all footnote references (these are in the text)
Endnotes	Sidebar displays all endnotes (these are in the endnote area)
Endnote references	Sidebar displays all endnote references (these are in the text)
Comments	Displays all comments
Captions	Displays all captions (for images, etc.)

The list in the sidebar then displays the desired content. If you click on one of the list entries, TextMaker will immediately jump to the relevant position in the document.

Tip: At the bottom of the sidebar, you will find buttons with which you can navigate between the entries in the list (forward, back, start, end). For certain parts, there are also options regarding the display structure (alphabetical sorting enabled/disabled, limiting outline levels).

Fields

You can insert different types of "fields" into the text by choosing the ribbon command **Insert | Field** (in the group **Text**). The command can also be found under **References** (or **Mailings**) **| Field**.

Fields are placeholders that symbolize a specific piece of information. The "Print date" field, for example, stands for the current date; the "Page number" field stands for the current page number, etc. The available fields can even contain content from fields of a database that are needed for mail merges.

Whenever a document is opened or printed, all the fields it contains are updated automatically. Thus, if you reprint a document with the "Print date" field tomorrow, tomorrow's date will appear in the printout. Apart from that, you can manually update the fields of a document at any time by choosing the ribbon command **References** (or **Mailings**) **| Update fields**.

Fields can be formatted, deleted, copied, and moved like normal text, but their content cannot be edited directly.

The following pages provide detailed information on the use of fields.

Inserting a field

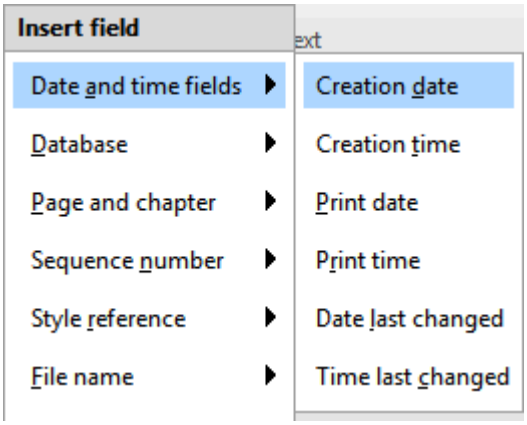
To insert a field into the text, proceed as follows:

1. Move the text cursor to the desired position.
2. Choose the ribbon command **Insert** | group **Text** | **Field**.
   Alternatively: Choose **References** | group **Fields** | **Field** or also **Mailings** | group **Insert** | **Field**.

You can use the **Field** button to take two different paths:

Common options: Via the arrow of the "Field" button

For a pre-sorted selection of common fields, click on the black arrow on the **Field** icon and select a suitable entry directly from its dropdown menu (see below for an explanation of the fields).



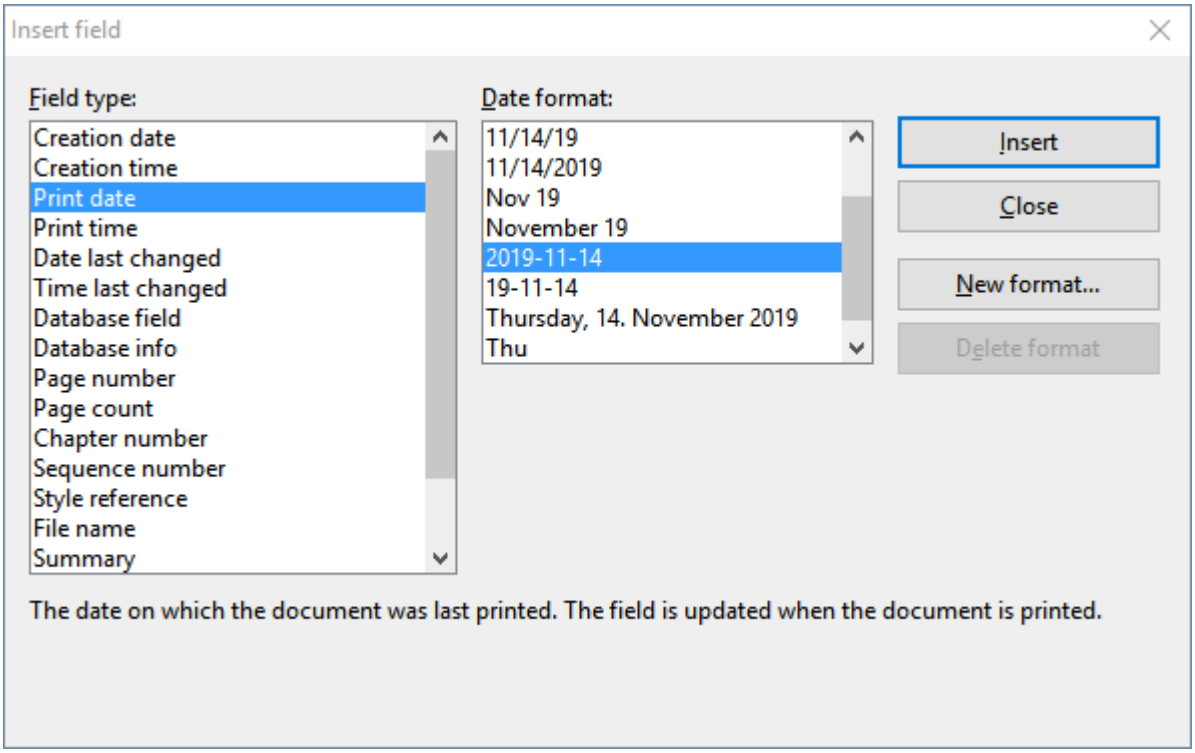
The field is displayed as a preview in the text if you hover over it in the dropdown menu and is inserted as soon as you click on the desired entry.

You will also find another entry in the dropdown menu: **Calculation** (not available in the dialog box below). This inserts a formula as a field in the text. For more information on this function, see Inserting calculations.

The dropdown menu also contains the entry **More**, which opens the following dialog box with additional options.

Additional options: Via the dialog box

You can also open the dialog box by clicking directly on the **Field** icon itself.



Select the type of field to be inserted from the **Field type** list.

You can then change the type or manner in which the field is displayed in the right half of the dialog box – in the figure here, for example, the format in which the print date should be output.

When you have made your selection, click on **Insert**.

The field is then inserted into the text and is displayed there. You usually see the result of the field immediately. Thus, if you insert, for example, the "Print date" field, the current date will be displayed in the text.

List of all available field types

The dialog box above contains the following field types:

- **Creation date**

  The date on which the current document was created

- **Creation time**

  The time at which the current document was created

- **Print date**

  The current date. This field – like all field types – is updated automatically when you print the document.

- **Print time**

  The current time. This field is automatically updated when the document is printed.

- **Date last changed**

  The date on which the current document was last changed (that is, saved)

- **Time last changed**

  The time at which the current document was last changed (that is, saved)

  Note: For all of the above fields with date or time, you can also define the display format yourself via the **New format** button. For more information, see Defining your own date and time formats.

- **Database field**

  The content of a field from a database that has been assigned to the document. The specific database field to be inserted is selected from the **Field name** list. For more information, see also Database.

- **Database info**

  The following information about the database assigned to the document: **Database name only** (file name of the database), **Full database name** (the file name of the database with the path name), **Database record number** (the record number of the current record) and **Record count** (number of records in the database).

- **Page number**

  The current page number, see Formatting page numbers

- **Page count**

  The total number of pages in the document

- **Chapter number**

  The number of the current chapter. For more information, see also Dividing a document into chapters.

- **Sequence number**

  The sequential number that is automatically inserted into captions. For more information, see Captions and tables of figures.

- **Style reference**

  You can use this field to search the document backwards for text in the selected style and then display that text. This allows you to display, for example, the current main heading (which is usually formatted in the paragraph style "Heading 1") in the text. For more information, see Style references.

- **File name**

  The file name of the current document, optionally with the complete path (for example, `C:\Documents\Test.tmdx`) or without the path (for example, `Test.tmdx`)

- **Summary**

  Information about the current document (Subject, Author, Keywords, etc.). You can edit the content of these fields by clicking on the **Summary** button. For more information, see also Document summary.

- **Last edited by**

  This field contains the name or initials of the user who last changed (that is, saved) the document.

  To enter your name and initials, choose the ribbon command **File | Options**, switch to the **General** tab in the dialog box and click on the **User info** button.

- **User info**

  This field contains various personal details that can be edited via the **User info** button.

  You can insert one of these fields in the text if you want your name, address, telephone number, etc. to appear in the document. These field types are used, for example, in the document templates supplied with the program.

  Note: Alternatively, you can also edit your user info by choosing the ribbon command **File | Options**, switching to the **General** tab and clicking on the **User info** button.

- **Auto number**

  This field generates a sequential number. For more information, see Automatic numbering.

Editing and updating fields

You can edit or update fields at any time by proceeding as follows:

Editing fields

If you want to edit an existing field, for example, to change its date format, simply select the field in the text and choose the ribbon command **Insert | Field** again. Alternatively: Choose **References | Field** or **Mailings | Field**.

Again, select either the path via the small black arrow of the dropdown menu icon or click directly on the icon itself to open the dialog box. Make the desired changes, and the selected field in the text will be replaced accordingly.

Tip: You can also open the dialog box by double-clicking on the field.

Updating fields

When you open and print a document, all the fields it contains will be updated automatically. Thus, if you print a document containing the "Print date" field tomorrow, tomorrow's date will appear in the field.

You can manually update the fields at any time by choosing the ribbon command **References | Update fields**  or by pressing the **F9** key. All fields and calculations in the document will then be updated.

Displaying field names and shading fields

If you want to check the location of various fields in a document, you can enable the option **Field names** at any time. TextMaker then displays the field names in curly brackets instead of their results – for example, *{Print time}* for the "Print time" field.

This option can be enabled and disabled on the ribbon tab **References** (or **Mailings** or **View**) | group **Fields | Field names**. The enabled mode is indicated by the darker gray color of the button.

Alternatively, you can find this setting as the **Display field names** checkbox in the dialog box by choosing the ribbon command **File | Properties** on the **View** tab.

The respective mode, which you have enabled using one of the alternative options described above, is applied there as the setting.

Tip: You can switch the option *Display field names* even faster using the shortcut keys **Alt+F9**. The respective mode that you have enabled is also applied here to the button and the dialog box.

In the aforementioned command group **Fields** (as in the dialog), you will also find an option called **Shade fields**. If you enable this option, all fields in the document will be grayed out so that they can be more easily distinguished from normal text. The enabled mode is also applied here in the same way.

Note: The two options *Field names* and *Shade fields* only affect the current document.

Defining your own date and time formats

For fields that return a date or time, you can specify the display format yourself if you do not like any of the predefined formats.

To do so, open the dialog box by clicking on the icon itself with the ribbon command **Insert | Field** . In the dialog box, select the desired date or time field and then click on the **New format** button.

Tip: You can also change the display format via the ribbon command **Insert | Date / time**. For more information, see the next section.

The program displays another dialog box in which you can specify the display format by entering abbreviations. As you enter these abbreviations, TextMaker shows an example of the result.

Any combination of the following abbreviations can be used in your specified format (pay attention to case!):

Abbreviation	Meaning	Example
d	Day	2
dd	Day with two digits	02
ddd	Weekday abbreviated to three letters	Mon
dddd	Weekday spelled out	Monday
m	Month	4
mm	Month with two digits	04
mmm	Name of the month abbreviated to three letters	Apr
mmmm	Name of the month spelled out	April
yy	Year with two digits	18
yyyy	Year with four digits	2018
h	Hour (12-hour format)	8
hh	Hour with two digits (12-hour format)	08
H	Hour (24-hour format)	8
HH	Hour with two digits (24-hour format)	08
M	Minute	5

MM	Minute with two digits	05
S	Second	0
SS	Second with two digits	00
am	Show am/pm after the time	am
AM	Show AM/PM after the time	AM

In addition, you can use any separator (period, slash, etc.) in your entry.

Example: If you enter "dddd, d. mmmm yyyy" as the format in the **Print date** field, the date 4/26/2018 will be represented as "Wednesday, 26 April 2018".

Change language: You can also change the *current language* of a section of text in the status bar. If you format text in another language, month names, weekdays, and times in date and time fields will be automatically displayed in that language. For more information, see also Formatting text in another language.

Inserting the date and time as text

You can use the ribbon command **Insert | Date/time** (in the group **Text**) to insert the current date or time into the document as fixed text.

Unlike the *fields* described on the previous pages, this command uses the current date or time to create a *fixed text* that will no longer be updated automatically.

If you choose the ribbon command **Insert | Date / time** , a dialog box appears. Here, you can select whether the text should contain the date or time, and you can specify the format.

If you do not like any of the predefined formats, you can click on the **New format** button and type in your own format, while using the abbreviations described in the previous section.

If you want the date or time to be inserted as a *field*, rather than as fixed text, enable the option **Insert as field**. TextMaker then creates a field *Print date* or *Print time*. For more information on the use of fields, see the previous sections.

Tip 1: Using shortcut keys

For inserting the date or time (as *fixed text*), there are the following shortcut keys:

- Insert date: **Ctrl+.** (period)
- Insert time: **Ctrl+Shift+.** (period)

When you press one of these key combinations, the date or time will be inserted immediately – without a dialog box appearing.

Tip 2: Changing language

If you want to insert the date and time in a format of another language, simply change the *current language* in the status line for the section of text, and then choose the command **Date / time** as described above. For more information, see also Formatting text in another language.

Inserting special characters

Some characters, such as the copyright sign, the degree sign and the accented characters used in some languages, cannot be entered into text directly with the keyboard. With TextMaker, you can easily insert these *special characters* into the text via the built-in character table.

To do so, proceed as follows:

1. Open the dialog box via the ribbon command **Insert | Symbol**  (in the group **Text**) by clicking directly on the icon.

   Tip: If you click on the icon's arrow rather than directly on the icon itself, a small selection of the last used special characters will open for quick use. If you click on **More**, you will open the dialog box again.

2. The dialog box displays all characters available in the currently selected font. You can select a different font from the dropdown list **Font** if necessary.

3. You can use the dropdown list **Set** to jump to a specific section of the character set. For example, you can select **Cyrillic** to view the Cyrillic characters (provided the selected font contains such characters).

   Note: Many fonts contain only a few of the available character sets. A particularly large reservoir of characters is available in the standard fonts supplied with your operating system. In Windows, for example, these include such fonts as Arial, Tahoma and Times New Roman.

4. Select the character to insert with the arrow keys and press **Enter**↵ or double-click on the character to insert it into the text.

5. You can now insert more characters in the same way or exit the dialog box with the **Close** button.

Tip for Windows users: Most versions of Windows include two icon fonts named *Symbol* and *Wingdings*. These fonts contain numerous useful symbols (phone symbols, bullets, etc.).

Using shortcut keys

If you need to insert a special character frequently, you can always give it a shortcut key. The advantage of doing so is that you can then apply the character very quickly with one press of a key.

To assign a shortcut key to a special character, proceed as follows:

1. Choose the ribbon command **Insert | Symbol**  to open the dialog box.

2. Select the special character to which you want to assign a shortcut key.

3. Click on the **Change** button next to the option **Shortcut key**.

4. Another dialog box appears. In the **Press new shortcut key** input field, press the desired key combination (starting with **Ctrl** or **Alt**).

   We recommend that you always use key combinations that include the keys **Ctrl** *and* **Shift** since they are not usually assigned. If you press a key combination that is already assigned, its current assignment will be displayed just below the **Press new shortcut key** input field. You should then press the **Backspace key**⌫ to delete the shortcut key and use a different key combination. Otherwise, you will overwrite the key combination of another TextMaker command.

5. ***Don't forget:*** Click on **Add** to assign this shortcut to the character.
6. Confirm with **OK** and exit the main dialog box with **Close**.

From now on, you can insert this special character into the text by pressing the relevant key combination.

> ***Note:*** The shortcut key only remembers the selected character, but not the selected font.

Inserting special characters via their character code

There is another method for inserting special characters: by typing in its hexadecimal character code (Unicode) and then pressing the key combination **Ctrl+Alt+Shift+X**.

If, for example, you type 20AC and then press this key combination, you will get a euro sign € because it has the character code 20AC in the Unicode character table.

Note: The Unicode value is displayed in the dialog box described above when you click on a special character.

Inserting special characters via Alt + numeric keypad

Here is yet another method for inserting a special character, via its ASCII code: Press and hold down the **Alt** key and enter the respective sequence of numbers (only possible via the numeric keypad!). Please also ensure that the numeric keypad is enabled by pressing the **Num** key.

If, for example, you type Alt+0128, you will obtain a euro sign € as soon as you release the Alt key.

Note: You can display the ASCII code of a special character in Windows via the search term "Character map".

Mac/Linux: On some systems (including macOS and several Linux distributions), these shortcut keys do not work.

Applying selected formatting and special characters via the "Character" icon

The ribbon command **Insert | Character**  (in the group **Text**) opens a dropdown menu with some special formatting and special characters, such as:

- Soft hyphen / non-breaking hyphen: see Hyphenation
- Non-breaking space: see Paragraph control
- En dashes and spaces of different widths and some useful special characters.

Tip: If you click on the icon ⌨ on the far right of the character in the dropdown menu, you can assign your own shortcut key to the character.

For more information on changing the keyboard mapping, see Customizing shortcut keys. You can edit the shortcut keys for special characters described in this section by selecting the "Characters" entry in the upper left list *Categories* in the dialog box.

Automatic numbering

TextMaker has several functions for generating automatically generated numbering. In this chapter, you will learn everything you need to know about this topic:

- **Simple numbering**

  The first section introduces the command **Numbering** on the ribbon tab **Home** | group **Paragraph**. This command is useful for numbering paragraphs. A number is inserted to the left of each successive paragraph and the paragraph is indented accordingly.

- **Numbered lists**

  If desired, you can also use the command **Numbered lists** in the same command group to apply hierarchical numbering (1., 1.1., 1.1.1., etc.). In addition, the Advanced functions section explains how to create your own numbered lists and how to save and repeatedly apply the layout and settings of a paragraph numbering.

- **Numbered headings**

  You can also use numbered lists to automatically number the headings of a document. For more information, see Numbering headings.

- **Numbering with auto numbers**

  Besides the aforementioned methods for numbering paragraphs, you can insert an *Auto number* field anywhere in the text. All occurrences of this field are automatically numbered consecutively.

- **Adding line numbers**

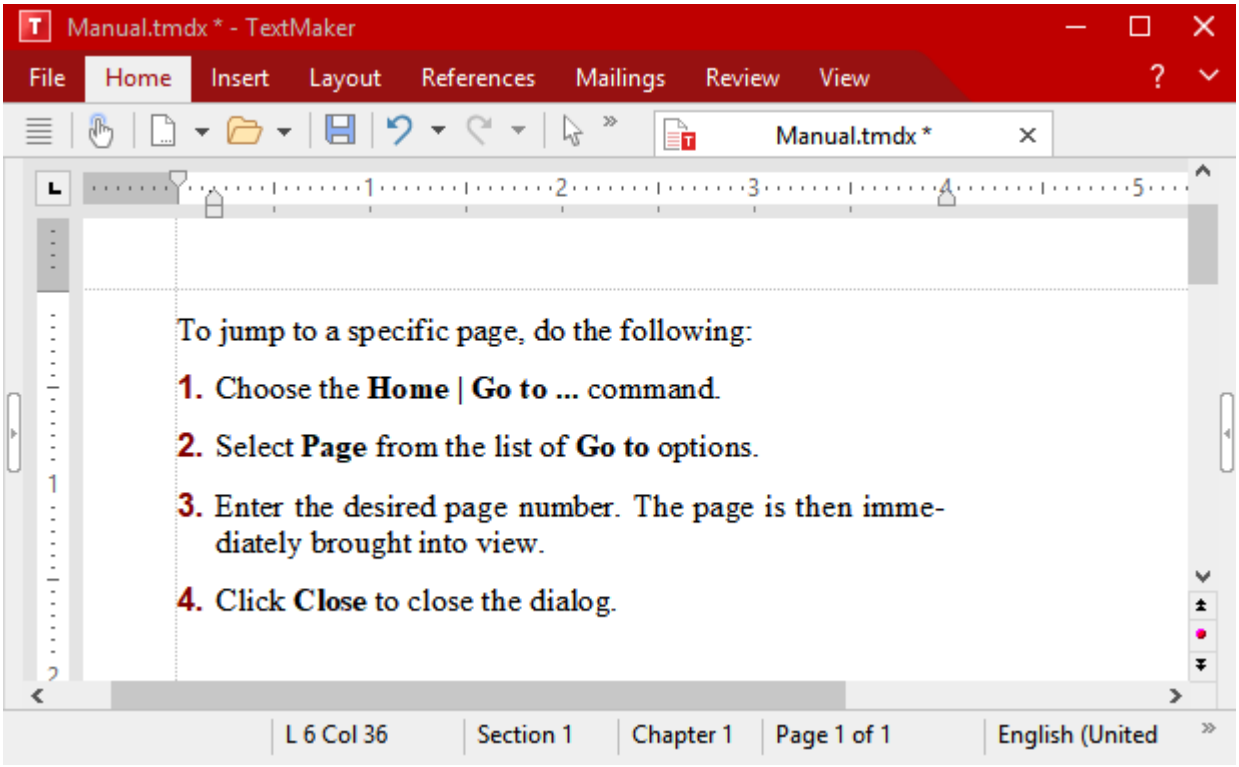
  In addition, you can have TextMaker show *line numbers* next to the document text. The line numbers are shown in the left page margin and are also printed.

For more information on these topics, see the following pages in the aforementioned order.

Simple numbering

The Bulleted lists section describes how to use the command **Bullets** on the ribbon tab **Home** | group **Paragraph** to add a "bullet" to certain paragraphs.

Right next to it is the command for applying **Numbering** to paragraphs. TextMaker automatically indents the paragraphs at the left to make room for the numbers and then assigns a sequential number to the paragraphs.



Paragraphs with numbering

You can use as many numbered bullets as you want within a document. The numbering is automatically reset to one at the start of each new list.

Applying numbering

You will find the commands for numbering via the **Numbering** icon on the ribbon tab **Home** | group **Paragraph**.

Numbering can be applied in different ways after you have selected the relevant paragraphs:

A. If you only want to apply a numbering without any further changes, simply click directly on the icon itself (not on the arrow next to it). The default numbering or the last numbering you selected will then be used.

B. For a selection of predefined numbering options, click on the arrow next to the icon. A dropdown menu appears with *default* numbering and any numbering previously used *in the document*. Click on the desired numbering to insert it directly.

C. If you want to adjust numbering via the dialog box with all additional options, however, click on the arrow next to the icon, and select **Format numbering**. For further steps in the dialog box, see "Other options: Via the dialog box *Bullets and numbering*" below.

The selected paragraphs are now numbered.

Note: You can use as many numbered lists as you want within a document. The numbering automatically starts again for each group of contiguous paragraphs. More specifically: If there is an unnumbered paragraph in front of a numbered paragraph, the numbered paragraph's number is automatically reset to "1".

Skipping numbering

You can pause the numbering for a paragraph and then resume it for a subsequent paragraph.

To do so, place the text cursor in the relevant paragraph and choose one of the following paths:

A. Click on the arrow next to the icon  and select **Skip numbering** from the dropdown menu.

B. To navigate via the dialog box, click on the arrow next to the icon, but now select **Format numbering**. On the **Bullets and simple numbering** tab, enable the option **Skip numbering**.

The selected paragraph's number has now been removed, and only its indentation is retained. The numbering resumes for the following paragraph.

Tip: You can also easily access the option *Skip numbering* via the context menu.

Discontinuing or removing numbering

To discontinue numbering paragraphs or to remove a previously applied numbering, proceed as follows:

First, position the text cursor at the end of the last numbered paragraph and press **Enter**↵ to start a new paragraph. Alternatively: Select the numbered paragraphs if you want to completely remove the numbering of these paragraphs.

In this case also – as when applying numbering – different paths are possible:

A. Simply click again directly on the icon itself  to remove the numbering.

B. Alternatively, click on the arrow next to the icon and select **None** from the dropdown menu.

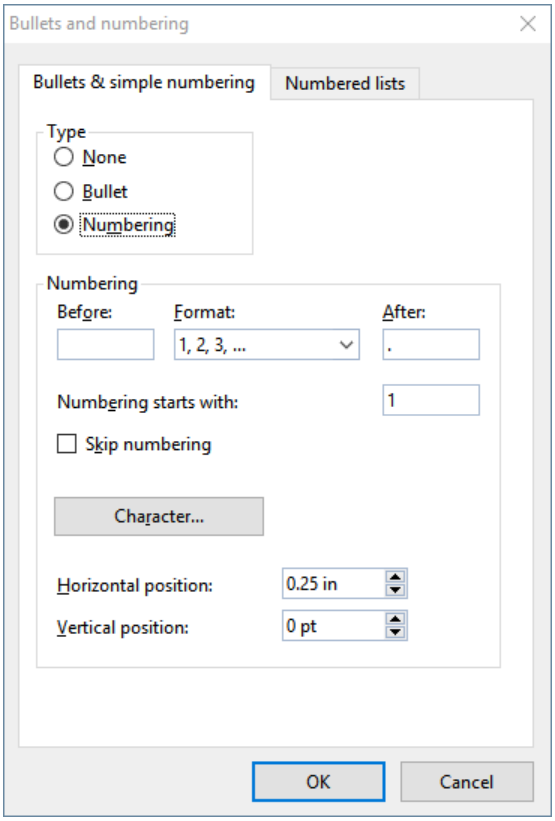
C. To navigate via the dialog box, click on the arrow next to the icon, but now select **Format numbering**. On the **Bullets and simple numberings** tab, you will find the option **None** under **Type**.

Tip: You can also easily access the option *Remove numbering* via the context menu.

Other options: Via the dialog box "Bullets and numbering"

To open the numbering dialog box, click on the arrow next to the icon  on the ribbon tab **Home** | group **Paragraph**. Select **Format numbering** from the dropdown menu.

Tip: If numbering already exists, you can access the dialog box even faster by clicking on the numbering directly in the text. Alternatively, you can navigate via the context menu by selecting the entry *Bullets and numbering*.



In the open dialog box, you can make the following settings for numbering on the **Bullets and simple numbering** tab:

- **Type**

  Here, you can specify either **Numbering** or a **Bullet** for the selected paragraph(s). Select the **Numbering** option for numbering. (For information on the option **Bullet**, see Bulleted lists.)

  Note: You can always convert a numbered list into a bulleted list simply by changing the "Type" to Bullet. You can also do it the other way round, of course.

  If you set the type to **None**, existing bullets or numbers are removed.

- **Before** and **After**

  If necessary, you can specify text to be added before and/or after the number that TextMaker will assign to the paragraph. If, for example, you want the numbers to be surrounded by dashes (-1-, -2-, -3- etc.), select the **Format** "1, 2, 3, ..." and enter "-" in the **Before** and **After** fields.

- **Format**

  Here, you specify the format of the numbering. In addition to the usual Arabic numbers (1, 2, 3, etc.), you can also select letters (A, B, C, etc.) or Roman numerals (I, II, III, etc.).

- **Numbering starts with ...**

  TextMaker starts every numbered list at "1" by default. If you want to use a different start value, enter "5" here, for example, and the numbering will start at "5".

Tip: Furthermore, you can also do the following (of particular interest for legal texts): If, for example, you have set the numbering a, b, c, etc., for the above option **Format**, and have entered the start value "aa", you create numbering like aa, bb, cc, etc. Alternatively, if you enter the start value "aaa", you create numbering like aaa, bbb, ccc, etc.).

- **Skip numbering**

  Within a numbered list, you often require a paragraph for which the numbering is to be temporarily suspended, but then resumed for the following paragraph. To do so, position the text cursor in the numbered paragraph that you want to exclude from the numbering and select the option **Skip numbering**.

  The selected paragraph's number is then removed, and only its indentation is retained. The numbering resumes for the following paragraph.

- **Character** button

  You can click on this button to change the character formatting (font and font size, text styles, etc.) for the numbers.

- **Horizontal position**

  This option allows you to specify how far the text should be indented to the right to make room for the numbers.

- **Vertical position**

  This option allows you to specify the vertical position of the numbers. If the value is negative, the number is positioned lower. It is positioned higher if the value is positive.

- **Numbered lists** tab

  This tab gives access to an additional option for creating lists with bullets or numbers: *numbered lists*. Here, numbered lists can be saved and re-used whenever you need them. In addition, hierarchical numbering (1., 1.1., 1.1.1., etc.) is also possible via numbered lists.

  For information on numbered lists, see the next section.

Numbered lists

If you want to use a certain type of numbering *more frequently* in a document, you can use numbered lists from either predefined templates or individually created numbered lists. To do so, you can open the relevant dialog box in which you can specify the desired numbering type and format.

You can then apply a numbered list to any paragraphs. The paragraphs will then be given the exact numbering format that you specified in your numbered list.

A further advantage: If you subsequently change the formatting of the numbered list, *all* paragraphs formatted with this list will change accordingly.

Using hierarchical lists

An additional advantage of numbered lists is that *hierarchical* numberings can also be created. While **simple lists** (like 1., 2., 3. etc.) have only one level, **hierarchical lists** can have several levels. For example, a hierarchical list may look as follows:

1.
1.1.
1.2.
2.
3.
etc.

In the above example, the two paragraphs under 1. have second-level numbering: 1.1 and 1.2.

For more information on creating numbered lists, see the next pages.

Applying numbered lists

The commands for numbered lists can be found via the **Numbered lists** icon  on the ribbon tab **Home** | group **Paragraph**.

You can use this button to directly apply and edit predefined lists or to create your own custom lists and then apply them. For more information, see Advanced functions: Creating your own numbered lists).

Applying finished lists directly with the icon's dropdown menu

If you want to access predefined lists immediately without creating your own list, proceed as follows:

1. Position the text cursor in the paragraph to which you want to apply the numbered list, or select multiple paragraphs.
2. On the ribbon tab **Home** | group **Paragraph**, click on the small arrow of the **Numbered lists** icon .
3. In the dropdown menu, you will find predefined numbered lists in the **New lists** section. If you have already used numbered lists in the document, an additional section named **In the document** appears. Here, the program displays the numbered lists already used in the document, which you can reapply directly.

Note: As soon as you have applied a numbered list for the first time, TextMaker gives this numbered list an automatically generated name (Numbered list1, Numbered list2, etc.). You can see this name in the dropdown menu of the **Numbered lists** icon in the **In the document** section when you hover over a list here with the mouse.

Tip: The numbered lists used and their names can also be found via the dropdown menu entry **Format numbered lists** in the dialog box. For more information, see the paragraph "Using lists via the dialog box" below..

The information on the name of the numbered list is not completely unimportant, since you can decide at any time when using numbered lists whether you want to *continue with* previous numbering or *restart* numbering:

- **Continue numbering:** Select the paragraph at which you want to continue the previous numbering. In the **In the document** section of the dropdown list of the **Numbered lists** icon, select the numbered list that you have already used and want to continue using.

  Tip: If several lists are displayed here and you don't know exactly which list is the right one to continue using: The applied list is highlighted in blue in the dropdown menu of the **Numbered lists** icon when you place the cursor in the relevant paragraph.

  Alternatively, simply click directly on the icon itself to reapply the last numbering used.

- **Start new numbering:** In the dropdown menu of the icon **Numbered lists**, select a different numbered list in either the **In the document** section or in the **New lists** section. This can then also have the same format, but still starts with the numbering from the beginning.

Tip: If you click directly on the icon itself, the following functions are performed depending on the context:
a. If a list has not yet been inserted in the document, the dialog box opens (see below).
b. If a list has already been inserted in the document, the last numbering is continued.
c. If you select paragraphs that already contain numbering, the numbering is removed.

Other options in the dropdown menu of the icon

You will also find the following entries in the dropdown menu of the command **Home | Numbered lists**:

- **None** in the **Remove list** section: To remove numbering from a paragraph, select the desired paragraph and choose this option.
- **Skip numbering:** Within a numbered list, you often require a paragraph for which the numbering is to be temporarily suspended, but then resumed for the following paragraph. To do so, position the text cursor in the relevant paragraph and enable this option.
- There is also a **Heading lists** section that can be used to automatically number all headings in a document. For more information, see Numbering headings.
- To further customize numbered lists – for example, by inserting additional hierarchical levels 1.1. and 1.2. or 1.1.1, etc. – select the entry **Format numbered lists** in the dropdown menu to open the dialog box. (For more information, see the following paragraphs.)

  Tip: If numbering already exists, you can access the dialog box even faster by clicking on the numbering directly in the text. Alternatively, you can navigate via the context menu by selecting the entry *Bullets and numbering*.

Using lists via the dialog box

Choose the path via the dialog box if you want to make further adjustments to numbered lists. For example, you can set additional levels, rename, edit or completely delete the numbered list in the dialog box.

Proceed as follows:

1. Position the text cursor in the paragraph to which you want to apply the numbered list or select several paragraphs.
2. Under **Home | Numbered lists**, click on the icon's small arrow and select **Format numbered lists** to open the dialog box.

3. Switch to the **Numbered lists** tab.
4. Select the desired numbered list.

   Note: Lists only appear here if numbered lists have already been used in the document. You must therefore have already used one of the predefined lists in the dropdown menu as described above or define your own list using the **New** button. For more information, see Creating your own numbered lists.

   If required, you can now also set a different list level for the selected paragraph or rename, edit or completely delete a list. Learn more about this in the paragraph "Options of the dialog box" below.
6. Click on **Apply**.

The paragraphs are now formatted with the relevant numbering.

Note: If you apply a hierarchical list with the option **Use paragraph's outline level as list level** enabled (in the dialog box of the **Edit** button), numbering appears only for *headings*. Normal text (paragraphs with outline level zero) will have no numbering.

Options of the dialog box

The options in the dialog box of the command **Home | Numbered lists** | **Format numbered lists** have the following functions:

- **Numbered lists** in the upper left window

  The predefined or newly created numbered lists that were previously used in the document are displayed here. If you select one of the numbered lists, you can either **Apply** it directly, **Edit** it or **Rename** it.

  The entry **None** removes the numbering from the selected paragraph.

- **New** button

  Use this button to create a new individually defined numbered list. For more information, see Creating your own numbered lists.

- **Edit** button

  If you want to customize a numbered list, select it from the list on the left side of the dialog box and use the **Edit** button to make individual customizations for numbering. For more information on the individual options, see Creating your own numbered lists.

  Note: Changes to a numbered list affect *all* paragraphs that were previously formatted with this numbered list.

- **Delete** button

  To delete a numbered list completely from the document, select it in the list on the left side of the dialog box and then click on the **Delete** button.

  Note: When you delete a numbered list, the numbering is removed from *all* paragraphs that were formatted with this list.

- **Rename** button

  To rename the numbered list, select it from the list on the left side of the dialog box, click on the **Rename** button and type a new name.

- **Preview**

  The *hierarchical* list level of the selected paragraph is displayed here. Here, you can set another level and apply it directly by clicking on the desired level, as with the next option **List level**.

- **List level**

  You can set the *hierarchical* list level here. If you set this option to 1, for example, the paragraph will be formatted as a list item at level 1 and will have a number of the form "1", while if you set the option to 3, the paragraph will have a number of the form "1.1.1", etc.

  Note: The list level cannot be specified if you have enabled the option **Use paragraph's outline level as list level** in the dialog box of the **Edit** button because TextMaker then automatically uses the outline level of the paragraph as the list level.

- **Skip numbering**

  Within a numbered list, you often require a paragraph for which the numbering is to be temporarily suspended, but then resumed for the following paragraph. To do so, position the text cursor in the relevant paragraph and select the option **Skip numbering**.

  The selected paragraph's number is then removed, and only its indentation is retained. The numbering resumes for the following paragraph.

  Tip: You can also easily access the option *Skip numbering* via the context menu or directly via the dropdown menu of the **Numbered lists** icon (by clicking on the icon's small arrow).

- **Restart numbering**

  This option restarts the numbering for this paragraph and thus resets the number to 1.

  Note: If several paragraphs are selected when you choose this command, the numbering is reset only for the first selected paragraph.

Click on the **Apply** button to apply the changes to the selected paragraphs.

For information on creating custom lists, see Creating your own numbered lists.

Changing numbered lists

You can change the numbered lists used for the document at any time.

To do so, proceed as follows:

1. On the ribbon tab **Home** | group **Paragraph**, click on the small arrow of the **Numbered lists** icon  and select **Format numbered lists** in the dropdown menu to open the dialog box.
2. Switch to the **Numbered lists** tab.

3. Click to select the numbered list that you want to edit.
4. Click on the **Edit** button.
5. Make the desired changes. For information on the options, see Creating your own numbered lists.
6. Confirm with **OK**.

The numbered list has now been changed accordingly. If you want to apply the changed list to the paragraphs that are currently selected, click on **Apply**. Otherwise, click on **Close**.

Note: Changes to a numbered list affect *all* paragraphs that were previously formatted with this numbered list.

Deleting and renaming numbered lists

To delete a numbered list completely from the document, select the list in the aforementioned dialog box and click on the **Delete** button.

Note: When you delete a numbered list, the numbering is removed from *all* paragraphs that were formatted with this list.

You can also rename numbered lists at any time. To do so, click on the **Rename** button in the aforementioned dialog box and type in the new name.

Advanced functions: Creating your own numbered lists

You can create new numbered lists and edit them in a customized manner. For example, you can customize the number formats for each level.

To create a new numbered list, proceed as follows:

1. If you want to apply the new numbered list immediately after creating it, first select the desired paragraphs.
2. On the ribbon tab **Home** | group **Paragraph**, click on the small arrow of the **Numbered lists** icon  and select **Format numbered lists** to open the dialog box.
3. Switch to the **Numbered lists** tab.
4. Click on the **New** button.
5. Enter any name for the new numbered list. Select one of the predefined styles and confirm with **OK**.

   If you now want to customize the style, click on the **Edit** button rather than on **OK**, and make further settings for the numbering if necessary (see below).

The new numbered list has now been created. If you want to apply the changed list to the paragraphs that are currently selected, click on **Apply**. Otherwise, click on **Close**.

You can now use the numbered lists created with the **New** button at any time. For more information on applying numbered lists, see Applying numbered lists.

The **Edit** button opens a dialog box in which you can make the following settings for the selected numbered list:

General options

- **Simple list** or **Hierarchical list**

  The option you select here is crucial for the appearance of the numbered list because it determines the type of list:

  Select **Simple list** for a simple numbering with only one level (thus 1., 2., 3. etc.)

  Select **Hierarchical list** for a hierarchical numbering with multiple levels (for example, 1., 1.1., 1.1.1., etc.)

- **Use paragraph's outline level as list level**

  This option is available only if the list type **Hierarchical list** was enabled.

  If this option is enabled, the outline level of each paragraph is automatically used as the level for numbering the list. If, for example, a paragraph has an outline level of 3 (thus a third-order heading), it becomes a level 3 list item when the list is applied (for example, "1.1.1").

  > ***Note:*** If this option is enabled, the numbering appears only for *headings*. Normal text (text with outline level zero) has no numbering.

  For more information on working with outlines, see Outlines.

  If the option **Use paragraph's outline level as list level** is not enabled, you can set the list level manually via the option **List level** in the main dialog box. For more information, see also Applying numbered lists.

- **Level**

  This option is available only if the list type **Hierarchical list** was enabled.

  Here, you can click to select the level of the list you want to change. If you click on "3", for example, you can change the settings for the third level.

  Each level of a hierarchical list can have its own settings. For example, you can set the color for the numbers at level 1 to blue, and the color for the numbers at all other levels to black.

- **Preview**

  The **Preview** field shows how the numbering will look with the current settings.

  Here, you can also select which level you want to edit (as in the aforementioned **Level** field) for hierarchical lists. To do so, click on the desired level in the preview.

- **Display higher levels**

  This option is available only for list levels of 2 or higher in hierarchical lists.

  If this option is enabled, the number applied to the numbering contains *all* list levels. List level 3 uses the number "1.5.9.", for example.

  If this option is not enabled, only the number for the *current* level is applied (thus only "9." in the above example).

- **Don't restart the level**

  This option is available only for list levels of 2 or higher in hierarchical lists.

  If this option is enabled, the number of this list level is not reset to 1 if this level follows a higher level.

  Thus, if you enable this option for level 2, for example, the result will be as illustrated below:

Option disabled:	Option enabled:
1.	1.
1.1	1.1
1.2	1.2
2.	2.
2.1	**2.3**

  As you can see from the *last* item of the above example, the 2nd level is continued with 2.3 instead of being reset to 2.1 if this option is enabled.

- **Reset** button

  If you ever make a major mistake while editing a numbered list, you can click on the **Reset** button to start again. This discards your changes and restores the original settings (for *all* list levels).

The other options in this dialog box allow you to change the appearance of the numbered list (see the following pages).

As mentioned above, each level of a *hierarchical* list can have its *own* settings. Thus, before setting any of these options, click in the **Level** field to select the level whose settings you want to change.

Options for bullets

If you have selected the option **Bullet** for **Type**, the following options appear in the dialog box:

- **Bullet** section

  Here, you can select the bullet to be used.

  The **Default** row contains predefined bullets from which you can choose, while the **Custom** row contains user-defined bullets. To do so, click on one of the bullets in the **Custom** row, then click on the **Change** button to the right of that row and select the character to be used as the bullet.

- **Color** (only for default bullets)

  You can select a different color for the bullet from the dropdown list **Color**. In addition to the colors offered here, you can define new colors at any time. For more information, see Document properties, Colors tab.

  Tip: If you set the color to "Auto", TextMaker automatically uses the font color of the paragraph to the right of the bullet.

- **Size** (only for default bullets)

  Here, you can change the size (in points) of the bullet.

  Tip: If you select the option "Auto" here, TextMaker automatically uses the font size of the paragraph to the right of the bullet.

- **Character** button (only for custom bullets)

  For custom bullets, the **Character** button appears instead of the two options above. Click on this button if you want to change the character format (font size, color, text styles, etc.) of the bullet.

  Tip: If you do not change these settings, the bullet automatically uses the character format of the paragraph to the right of the bullet.

- **Horizontal position**

  This option allows you to specify how far the text should be indented to the right to make room for the bullets.

- **Vertical position**

  This option allows you to specify the vertical position of the bullet on the line. If the value is negative, the bullet is positioned lower. It is positioned higher if the value is positive.

- **Additional indent**

  You can use this option to indent the entire text (*including* the bullet) to the right.

Options for numbering

If you have selected the option **Numbering** for **Type**, the following options appear in the dialog box:

- **Numbering text**

  You can use this option and the next one to change the format of the numbering.

  The option **Numbering text** is filled in automatically by the program. However, you can always make changes. {1} is the placeholder for the number in the selected format (see next option). If {1} is entered here, the numbers will be displayed in the form 1, 2, 3, etc. If you enter -{1}-, however, the numbers will appear in the form -1-, -2-, -3-, etc.

  If the numbering contains multiple levels, the placeholders are called {1}, {2}, {3} (for the number of the first, second, third level), etc.

- **Format**

  Here, you specify the format for the numbering. In addition to the usual "1., 2., 3., ...", you can select letters (A, B, C, ...) or Roman numerals (I, II, III, ...).

- **Numbering starts with ...**

  If you want the numbering to start with a value other than "1", then you can enter the start value "5" here, for example, and the numbering will start with "5".

  This option takes effect only when the numbering starts again or is reset via the option **Restart numbering** in the main dialog box of the command.

  Tip: Furthermore, you can also do the following (of particular interest for legal texts): If, for example, you have set the numbering a, b, c, etc., for the above option **Format**, and have entered the start value "aa", you create numbering like aa, bb, cc, etc. Alternatively, if you enter the start value "aaa", you create numbering like aaa, bbb, ccc, etc.).

- **Character** button

  You can click on this button to change the character formatting (font and font size, text styles, etc.) of the numbers.

- **Horizontal position**

  This option allows you to specify how far the text should be indented to the right to make room for the numbers.

- **Vertical position**

  This option allows you to specify the vertical position of the numbers. If the value is negative, the number is positioned lower. It is positioned higher if the value is positive.

- **Additional indent**

  You can use this option to indent the entire text (*including* the number) to the right.

Numbered headings

Numbered lists can also be used for automatic numbering of all headings in a document. For more information, see Numbering headings.

Numbering with auto numbers

In addition to the automatic paragraph numbering presented on the previous pages, you can also manually create numbering by inserting an **Auto number** anywhere in the text.

The "Auto number" is a field that symbolizes a sequential number. The first instance of the auto number in a document always returns a "1", the next instance returns "2", etc.

If you insert another auto number later in the middle of the document, all *subsequent* auto numbers will be increased by one. If you delete a section of text that contains an auto number, all subsequent auto numbers will be reduced by one.

To insert an auto number, proceed as follows:

1. Move the text cursor to the place at which the auto number is to be inserted.
2. Choose the ribbon command **Insert** (or **References**) | **Field**  for the dialog box (click directly on the icon itself).
3. Select the "Auto number" field from the list **Field type**.
4. Click on **Insert**.

The auto number now appears in the text.

Resetting auto numbers

If you need multiple numberings with auto numbers within a document, you can reset the auto number to one at any time.

To do so, proceed as follows:

1. Move the text cursor to the place at which the numbering should be reset.
2. Insert a section break with the ribbon command **Insert | Break | Section break**.
3. On the ribbon tab **Layout |** group **Section**, open the dialog box via the group arrow ◢ and choose the **Columns** tab.
4. Make sure that the option **This point forward** is selected in the dialog box under **Apply to**.
5. Enable the option **Restart auto numbers**.
6. Confirm with **OK**.

Don't be surprised that the **Section** dialog box is primarily about text columns. "Sections" are primarily responsible for multi-column page layouts; they can also be used to reset auto numbers.

Adding line numbers

Apart from the various types of numbering presented in the previous sections, TextMaker provides a function that displays *line numbers* next to a document's text. The line numbers are shown in the left margin and are also printed.

To instruct TextMaker to show line numbers, proceed as follows:

Applying directly via the ribbon button

1. Select the specific section of text for which line numbers are to be shown.
2. Choose the ribbon command **Layout |** group **Section | Line numbers** . (Click on the small arrow of the icon for the dropdown menu.)
3. In the dropdown menu, choose between the following settings:

   Continuous: The numbering is sequentially numbered throughout the document.

   Restart on every page: Numbering starts with 1 at the beginning of each new page.

   Restart at beginning of this section: Numbering starts with 1 at the beginning of the current section.

   Tip: You can define new sections with the ribbon command **Insert | Break | Section break**.

The line numbers are now displayed.

The entry **No line numbers** in the dropdown menu disables the display of the line numbers again. The entry **More** takes you to the dialog box with additional options (see below).

Skipping line numbers

To skip the line numbering for certain paragraphs, select these paragraphs and open the dialog box via the group arrow ◢ on the ribbon tab **Home** | group **Paragraph**. Switch to the **Text flow** tab and enable **Suppress line numbers** there.

Additional settings: Via the dialog box

You can make further settings for line numbers via the dialog box:

1. Select the specific section of text for which line numbers are to be shown.
2. Choose the ribbon command **Layout** | group **Section** | **Line numbers**  to open the dialog box. (Click directly on the icon itself.)

   Alternatively: Click on the small arrow of the icon and select the entry **More** in the dropdown menu.
3. Switch to the **Line numbers** tab.
4. Enable the option **Show line numbers**.
5. Where applicable, change the desired settings for the numbering (see below).
6. Confirm with **OK**.

The line numbers are now displayed.

Options of the dialog box

In the dialog box of the command group **Layout** | **Section** ◢, you can change the following settings on the **Line numbers** tab:

- **Show line numbers**

  This option enables/disables the display of line numbers.

- **Options** section

  Here, you can set the following options:

  First line number determines the number with which the line numbering should start.

  Count by determines the interval between numbered lines. If you enter 5, for example, line numbers will appear only at lines 5, 10, 15, 20, etc.

  Distance to text determines the amount of blank space TextMaker should leave between the line numbers and the text.

  Position determines where the line numbers should be displayed: in the left or right page margin or in the inner or outer page margin (for documents with opposite pages, for example, books).

- **Numbering** section

  This option determines if and when to restart numbering:

  Restart at beginning of this section: The numbering is reset to 1 only at the beginning of the current section. Tip: You can define new sections with the ribbon command **Insert** | **Break** | **Section break**.

Restart on every page: The numbering is reset to 1 at the beginning of every page of the document.

Continuous: The numbering is sequentially numbered throughout the document.

In addition, there is the option **Skip empty paragraphs**. If this is enabled, the numbering skips all paragraphs that are completely empty.

- **Apply to:**

  This option determines which part of the document will be affected by the settings made in this dialog box:

  Whole document: the entire document.

  This point forward: the section of text from the text cursor to the end of the document.

  Selected text: the section of text currently selected in the document.

  Current section: the current section of text. Tip: You can use the ribbon command **Insert | Break | Section break** to divide the document into as many sections as you want.

  Selected sections: all sections included in the current selection.

  To end of section: the section of text from the text cursor to the end of the current section.

Inserting breaks

In the dropdown menu of the **Break** icon  on the ribbon tab **Insert** (or **Layout**), you have commands for inserting different types of breaks.

Click on the small arrow of the **Break** icon to select from the break types shown below. For information on how the individual commands work, see the specified sections:

- **Line break**

  See Line break – insert manually

- **Column break** and **Section break**

  See Multi-column page layouts and What are sections?

- **Page break**

  See Inserting manual page breaks

- **Chapter break**

  See Dividing a document into chapters and Outlined documents and chapters

Note: The last selected command from the dropdown menu of the **Break** icon is marked and the icon assumes the appearance of this command. You can then use this command again by simply clicking directly on the icon itself.

Shortcut key

You can also use the keyboard for the following commands:

Command	Windows/Linux	Mac
Insert line break	**Shift+↵**	**Shift+↵**
Insert column break	**Ctrl+Shift+↵**	**Cmd+Shift+↵**
Insert page break	**Ctrl+↵**	**Cmd+↵**

Tables

Would you like to clearly arrange text, numbers or pictures next to each other in tabular form in a document? Then simply insert a *table* into the document.

This is an example of a table.	As you can see, the text within a "table cell" is wrapped automatically.	The columns in a table can be of different widths.
Each cell can have its own border.	Each cell can be shaded individually.	TextMaker automatically determines the optimum height for each row of cells.

Of course, you could also use tabs if you only want to set up a simple list, but tables offer the following advantages:

- Text is automatically wrapped to multiple lines within a table cell if it does not fit in. The height of the table row adjusts automatically.
- You can easily select individual cells (or complete rows and columns) in tables, and then delete, copy, move or format their content.
- Table cells can have borders, a grid of gutter lines or a shaded background.
- You can even perform calculations with the contents of tables. For more information, see Calculations in the text.

In this chapter, you will learn everything you need to know about working with tables. This information covers the following topics:

- Inserting tables
- Ribbon tab "Table"
- Moving in tables
- Selecting table cells and cell contents
- Deleting, copying, moving cell contents
- Deleting and inserting table cells
- Splitting and merging table cells
- Formatting tables
- Converting a table into text
- Converting text into a table
- Sorting tables
- Sorting text

See the following pages for more information.

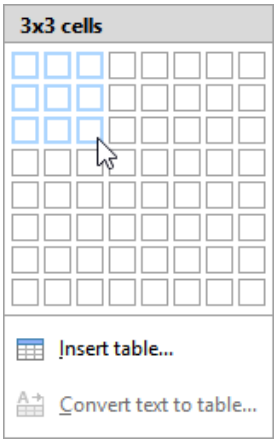
Inserting tables

To insert a table into the text, move the text cursor to the desired position and use one of the following methods:

Inserting quickly via the grid

Tables with a limited number of rows/columns and without further adjustments can be inserted directly via the grid (the table can also be further adjusted at any time afterwards):

Click on the small arrow of the icon on the ribbon tab **Insert** | group **Table** and move the mouse over the expanded grid. Above the grid, you will see how many rows and columns you are currently selecting (you will also see a preview of the table in the document).



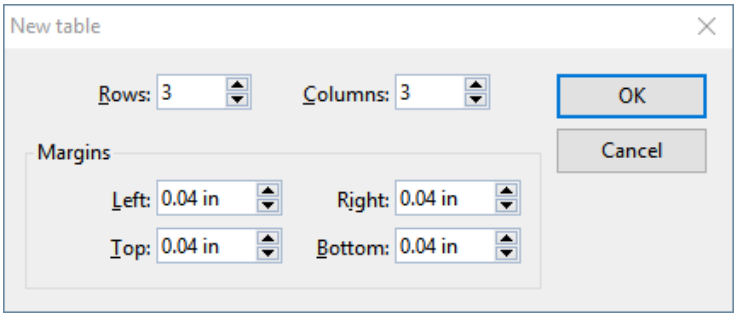
As soon as the table has the desired dimensions, click with the mouse into the grid and TextMaker will insert the table into the document.

Inserting via the dialog box with additional options

If you want to insert a table with any number of rows/columns and also adjust the inner margins, select the method via the dialog box:

Click on the icon itself on the ribbon tab **Insert** | group **Table**. Alternatively, click on the icon's small arrow and select the entry **Insert table** below the grid.

The program displays a dialog box in which you can specify the number of rows and columns the table should contain.

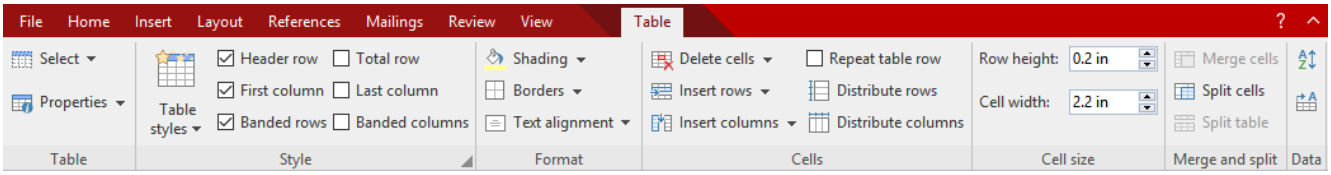


In the section below, you can also specify the inner margins for the table cells if necessary.

If you confirm with **OK**, TextMaker inserts the table into the document.

Ribbon tab "Table"

Once you have created a table, you can switch to the contextual ribbon tab **Table** for editing. This always appears automatically on the far right as an additional tab if you have set the text cursor in a table.



The contextual ribbon tab "Table"

The ribbon tab has the following buttons, from left to right:

- **Select:** Select the whole table, current rows/columns or individual cells.
  For more information, see Selecting table cells and cell contents.
- **Properties:** Format tables and change other properties of the table.
  For more information, see Changing general table properties.
- **Table styles** (and all other commands of the "Style" group): Adjust the formatting of the table style. For more information, see Table styles.
- **Shading** of the selected cells can be changed with this option. For more information, see Changing cell properties.
- **Borders** of the selected cells can be changed with this option. For more information, see Changing cell properties.
- **Text alignment** of the selected cells can be changed with this option. For more information, see Changing cell properties.
- **Delete cells:** Delete individual cells, delete rows/columns or delete the entire table.
  For more information, see Deleting and inserting table cells.
- **Insert rows:** Insert rows or individual cells above/below.
  For more information, see Deleting and inserting table cells.

- **Insert columns:** Insert columns or individual cells left/right.
  For more information, see Deleting and inserting table cells.
- **Repeat table row:** This option repeats the contents of the selected row as a header at the beginning of each page if the table spans multiple pages. For more information, see Changing row properties.
- **Distribute rows, columns:** This option ensures the equal spacing of selected rows/columns of a table.
  For more information, see Distributing rows and columns evenly.
- **Row height:** See Changing row properties.
- **Cell width:** See Changing cell properties.
- **Merge cells:** Connect adjacent table cells to form a single cell.
  For more information, see Merging table cells.
- **Split cells:** Divide a table cell into several cells. For more information, see Splitting table cells.
- **Split table:** Split the table horizontally into two tables. For more information, see Splitting tables.
- **Sort table:** Sort rows in a table. For more information, see Sorting tables.
- **Convert table to text:** Convert table into normal body text. For more information, see Converting a table into text.

For more information on the commands, see the specified sections.

Moving in tables

You can enter, edit and format text within tables in the usual manner. After inserting a new table, TextMaker automatically places the text cursor in the first table cell so that you can start typing immediately.

You can also type multiple lines of text within a cell – the lines will be broken and the row height will be adjusted automatically. Alternatively, press the **Enter key**↵ to start a new paragraph within the cell.

You insert pictures into a table cell as usual via the command on the ribbon tab **Insert** | group **Objects**, which is described in Pictures. Of course, you can also insert other types of objects – for example, OLE objects, form objects, etc.

To move the text cursor from one table cell to another, you can press the **Tab** key to move to the next cell or **Shift+Tab** to move to the previous cell. To move the text cursor from row to row, use the arrow keys ↓ and ↑.

You can also click in the desired cell using the mouse.

Note: As you can see, the **Tab** key *cannot* be used to insert tabs within table cells. You must use the key combination **Ctrl+Tab** in tables for this purpose.

Selecting table cells and cell contents

Selecting text *within a cell* works in the same way as selecting normal text with the mouse. For more information, see Selecting text and objects.

To select *complete table cells* and their contents, proceed as follows:

Selecting via the mouse

- **Select the entire table or table area:** Click in the first cell to be selected and then drag the mouse with the mouse button pressed to the last desired cell.
- **Select entire columns/rows:** Click in the area directly above a column to select the column. To select a row, click in the area directly to the left of the row.
- **Select a single cell:** In rare cases, you only need to select a *single cell*. This is done via the following "trick": Drag the mouse cursor from the cell you want to select to an adjacent cell and back again.

Alternatively, click in the table cell with the mouse and then press **Shift+→** to select the entire cell. To select additional cells, continue pressing **Shift+→** or **Shift+↓**.

Selecting with the commands of the ribbon tab "Table"

On the contextual ribbon tab **Table**, choose the command **Select**  (in the group **Table**). This opens a submenu in which you can select whether the entire table, the current row/column or the current cell should be selected.

Deleting, copying, moving cell contents

To delete, copy or move the contents of table cells, select them and then use the familiar commands:

Command	Explanation
Delete	Press the **Del** key on the keyboard to delete the contents of all currently selected cells – *without* them ending up in the clipboard.
Cut	The command **Home | Cut** cuts the contents of the selected cells and puts them in the clipboard.
Copy	The command **Home | Copy** copies the contents of the selected cells to the clipboard.
Paste	**Home | Paste** (click directly on the icon itself) pastes the contents of the clipboard. Before using this command, position the text cursor in the desired table cell.
Paste special	If you click on the small arrow below the icon rather than directly on it at **Home | Paste**, a dropdown menu opens with additional options for pasting the content. For more information, see Paste special.

Note: Bear in mind that these commands apply only to the *contents* of the cells. Thus, if you select some cells and press the **Del** key, for example, only the contents of the cells are removed; the cells themselves remain unchanged. For more information on deleting/inserting *complete table cells* (including their contents), see the next section.

Deleting and inserting table cells

In the previous section, you learned how to delete, copy or move the *contents* of table cells.

In contrast, this section describes how you can *completely* delete cells from a table and insert additional cells in a table.

The information covers the following topics:

- Deleting cells from a table
- Inserting cells in a table

Deleting cells from a table

To completely delete cells (including their contents) from a table, proceed as follows:

1. Select the cells to be deleted.

   Tip: To do so, don't just press the **Del** key because this only deletes the *contents* of the table cells, and not the table cells themselves.

2. Choose the ribbon command **Table | Delete cells**  (click on the icon itself). The selected cells are deleted.

   Alternatively, click on the icon's arrow and select exactly what you want to delete from the submenu:

   Delete rows: deletes all rows within the selection

   Delete columns: deletes all columns within the selection

   Delete cells: deletes only the currently selected cells

   Delete table: deletes the entire table

The table cells are now removed.

Inserting cells in a table

To add additional cells to a table, proceed as follows:

Inserting rows

1. Position the text cursor in the cell before or after which the new cells are to be inserted.
2. Choose the ribbon command **Table | Insert rows**  (click on the icon itself). A row is inserted below the current cell.

   Alternatively, click on the icon's arrow and select exactly what you want to insert from the submenu:

   Insert row above: inserts a row above the current cell

   Insert row below: inserts a row below the current cell

   Insert cells: displays a dialog box with additional options (see below)

The rows or cells are now added to the table.

Note: If you have selected several rows, the following applies to the commands described above: The program will add as many rows as you selected previously. Furthermore, if you select several rows, the option **Insert cells** does not open a dialog box. Instead, the program inserts the selected number of rows directly below those selected.

Inserting columns

1. Position the text cursor in the cell before or after which the new cells are to be inserted.
2. Choose the ribbon command **Table | Insert columns**  (click on the icon itself). A column is inserted to the right of the current cell.

   Alternatively, click on the icon's arrow and select exactly what you want to insert from the submenu:

   Insert column left: inserts a column to the left of the current cell

   Insert column right: inserts a column to the right of the current cell

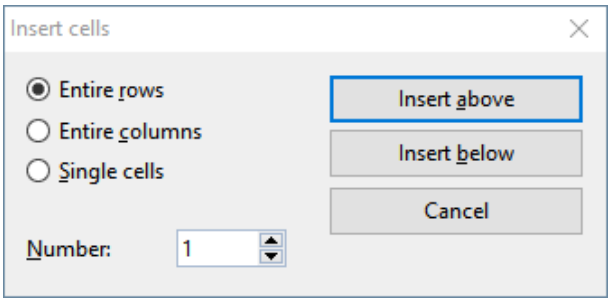
   Insert cells: displays a dialog box with additional options (see below)

The rows or cells are now added to the table.

Note: If you have selected several columns, the following applies to the commands described above: The program will add as many columns as you selected previously. Furthermore, if more than one column is selected, the option **Insert cells** does not open a dialog box. Instead, the program inserts the selected number of columns directly to the right of those selected.

Options

If you select the option **Insert cells** when using the above procedure for rows or columns, the program displays a dialog box. Here, you can specify how the new cells are to be inserted.



The dialog box provides the following options:

Option	Explanation
Entire rows	Complete rows of cells are inserted.
Entire columns	Complete columns of cells are inserted.
Single cells	Individual cells are inserted. If, for example, you selected 4x4 cells before choosing the command, 4x4 cells will be inserted.

In addition, the option **Number** allows you to specify the number of cells to be inserted. If, for example, you select the option **Entire rows** and then set the **Number** to 10, ten rows will be inserted instead of only one row.

Finally, click on **Insert above** to insert the new cells before the current cell – or on **Insert below** to insert them after the current cell.

Tip: Appending an additional row quickly to the end of a table

You can also append an additional row to the end of a table by simply pressing the **Tab** key when the text cursor is in the *last* cell of the table. TextMaker then automatically extends the table by adding a new row.

Splitting and merging table cells

You can divide a table cell into several cells at any time – or merge several table cells into a single cell. You can also split or merge complete tables.

You will learn how to do this in this section. The information covers the following topics:

- Splitting table cells
- Merging table cells
- Splitting tables

- Merging tables

Splitting table cells

You can split a table cell at any time, thus dividing it into several cells.

To do so, proceed as follows:

1. Position the text cursor in the cell that you want to split.
2. Choose the ribbon command **Table** | group **Merge and split** | **Split cells** .
3. A dialog box appears. In this dialog box, enter the number of rows and columns into which the cell should be split.
4. Confirm with **OK**.

The cell is now split accordingly.

Splitting several cells at once

You can also select several adjacent cells before choosing the command **Split cells**. In this case, these cells are all split.

Note the option **Join selected cells before splitting?** in the dialog box of this command:

- If you select the option **Treat the selection as one cell and split it**, the selected cells will be merged into a single cell before splitting.
- If you select the option **Each selected cell will be split individually**, however, *each* of the selected cells will be split into the specified number of rows and columns.

Merging table cells

You can merge several adjacent table cells at any time. They are then merged into a single cell.

To do so, proceed as follows:

1. Select the cells to be merged.
2. Choose the ribbon command **Table** | group **Merge and split** | **Merge cells** .

The cells are now merged into one cell.

In this process, the contents of the original cells are not lost; they are combined in the resulting cell. The content of each original cell is placed in a separate paragraph.

Splitting tables

You can use the command **Table | Split table** to split a table horizontally. The original table then becomes two tables.

To do so, proceed as follows:

1. Position the text cursor in any cell of the row above which the table is to be split.
2. Choose the ribbon command **Table** | group **Merge and split | Split table** .

The table is now split into two separate tables.

Merging tables

You can merge two tables into a single table.

1. Delete (or move) all text between the two tables so that they are separated by only an empty paragraph.
2. Position the text cursor in this empty paragraph.
3. Press the **Del** key.

The two tables are now combined into one table.

Formatting tables

Several commands are available for formatting tables. These commands are presented in the following sections:

- **Distributing rows and columns evenly**

  You can use the ribbon commands **Table | Distribute rows** or **Table | Distribute columns** to adjust selected rows/columns to a uniform height or width.

- **Changing row properties**

  You can use the ribbon command **Table | Properties | Row properties** to change the formatting of the *rows* in a table. This includes the row height and options for the row behavior when a page break occurs.

- **Changing cell properties**

  Use the ribbon command **Table | Properties | Cell properties** to format individual table *cells*. You can use it to change the width, alignment and margins of cells, and to add borders or shading to cells.

- **Changing general table properties**

  Choose the ribbon command **Table | Properties | Table properties** to change the formatting of *entire tables*. For example, this command can change the border and shading of all table cells at once. Furthermore, the command allows you to make settings for positioning the table.

- **Table styles**

  FreeOffice: The *Table styles* function is not included in SoftMaker FreeOffice.

  The ribbon command **Table | Table styles** is a particularly useful option. It provides predefined table styles that can be used to format an *entire* table at the touch of a button.

See the following pages for more information.

Distributing rows and columns evenly

By default, rows and columns of a table are distributed evenly, which means that all cells are the same size. However, you can change both the row height and column width as desired by dragging and dropping any of the inner or outer borders of the table.

Note: To specify the exact row height, see Changing row properties, or for the column width, see Changing cell properties.

There is also the option of distributing rows and columns evenly across the table again: You can use the ribbon commands **Table | Distribute rows** and **Table | Distribute columns** to evenly distribute the selected rows or columns of a table.

If you want **rows** of a table to have the same height, proceed as follows:

1. Select the desired rows (all or only some) of a table.
2. Go to the ribbon command **Table** | group **Cells | Distribute rows** and press **OK**.
3. As a result, the selected rows have the same height.

If you want the **columns** of a table to have the same width, proceed as follows:

1. Select the desired columns (all or only some) of a table.
2. Go to the ribbon command **Table** | group **Cells | Distribute columns** and press **OK**.
3. As a result, the selected columns have the same width.

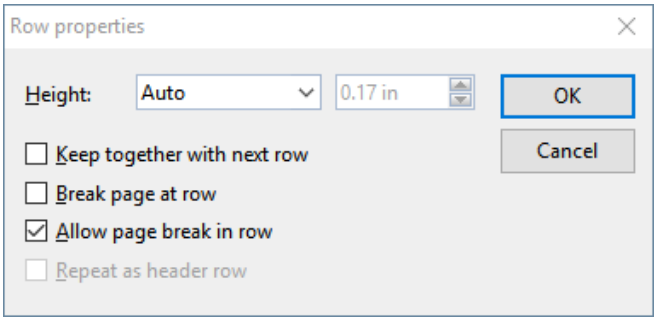
Changing row properties

The ribbon command **Table | Properties** | **Row properties** opens a dialog box in which you can change the formatting of the rows in a table.

Before choosing this command, select the rows whose format is to be changed. If you do not select any rows, the changes will be applied only to the row in which the text cursor is positioned.

Tip: If you only want to change the row height without further options, you can adjust this value via the **Row height** button 0,2 in on the ribbon tab **Table** | group **Cell size**.

The dialog box **Row properties** provides advanced customization options:



Height

Here, you can change the height of the table row. The following options are available:

- **Auto**

  This is the default setting. If it is selected, TextMaker determines the optimum height for the rows automatically (by adjusting it to the actual space requirement of the cell contents).

- **Exact**

  If you select this option, you can specify the desired row height exactly in inches. However, the row will then always assume this height, even if it is not enough to fully display the contents of the cells.

- **At least**

  This option represents a combination of the two options above. If you enter "1 in" here, for example, the height of the rows will be set to exactly 1 inch, provided that this height is sufficient for the contents of the cells. If you enter more text in a cell than can be accommodated within 1 inch, however, TextMaker will automatically increase the row height.

Keep together with next row

By enabling this option, you ensure that the selected rows *and* (!) the row immediately following are always kept together. If TextMaker determines that an automatic page break should fall between any of these rows, it will insert the break before them, thus ensuring that they remain together on one page.

Page break at row

If you enable this option, TextMaker always starts a new page before this table row.

Allow page break in row

This option is disabled by default. This means that if an automatic page break ends up in the middle of this table row, TextMaker would *not* allow it and would start a new page above the table row instead.

This improves legibility by preventing the cell contents in this table row from being "torn apart" and distributed over two pages by a page break.

If you enable this option, however, TextMaker will no longer prevent an automatic page break from being performed in the middle of the table row. It will now allow part of the cell contents to end up on one page and part on the other page.

Repeat as header row

This option is only available in the first rows of a table.

It only affects tables that span multiple pages. When it is enabled, TextMaker repeats the contents of the selected table rows at the beginning of each page.

This is useful, for example, if the first two rows of the table contain headings that are to be repeated on each page. In this case, select the first two rows and enable this option for them.

Tip: You will also find this option directly as a ribbon command: **Table** | group **Cells** | **Repeat table row**.

Changing cell properties

The contextual ribbon tab **Table** contains several commands (or a dialog box) with which the appearance of the current table cell can be changed. Of course, you can select several cells (or complete rows and columns) before choosing the commands described below to change their properties together.

Common options: Via the icons of the ribbon tab "Table"

For the quick application of selected cell properties, you can use the following icons of the ribbon tab **Table** directly:

- **Cell width** 

(in the group **Cell size**): Here, you can specify the exact width. Enter the desired value or use the small arrow buttons to increase/decrease the value.
- **Text alignment**  (in the group **Format**): Here, you can specify how the cell content is to be aligned within the cell. Different combinations of left, right, top, bottom, centered are possible.

- **Shading** (in the group **Format**): Here, you can apply shading to the selected cells. To do so, select the desired cells and then click on the icon's arrow instead of the icon itself. The program opens a dropdown menu in which you can click to select the desired type of shading.

  If you then want to apply the exact same type of shading to other cells, simply select them and click on the icon itself (not the arrow). TextMaker will then reapply the last selected type of shading.

  For individual adjustments, select the entry **More** via the icon's arrow. The program opens a dialog box that corresponds to the dialog box of the command **Home** | group **Paragraph** | **Paragraph shading**. For more information, see Shading.

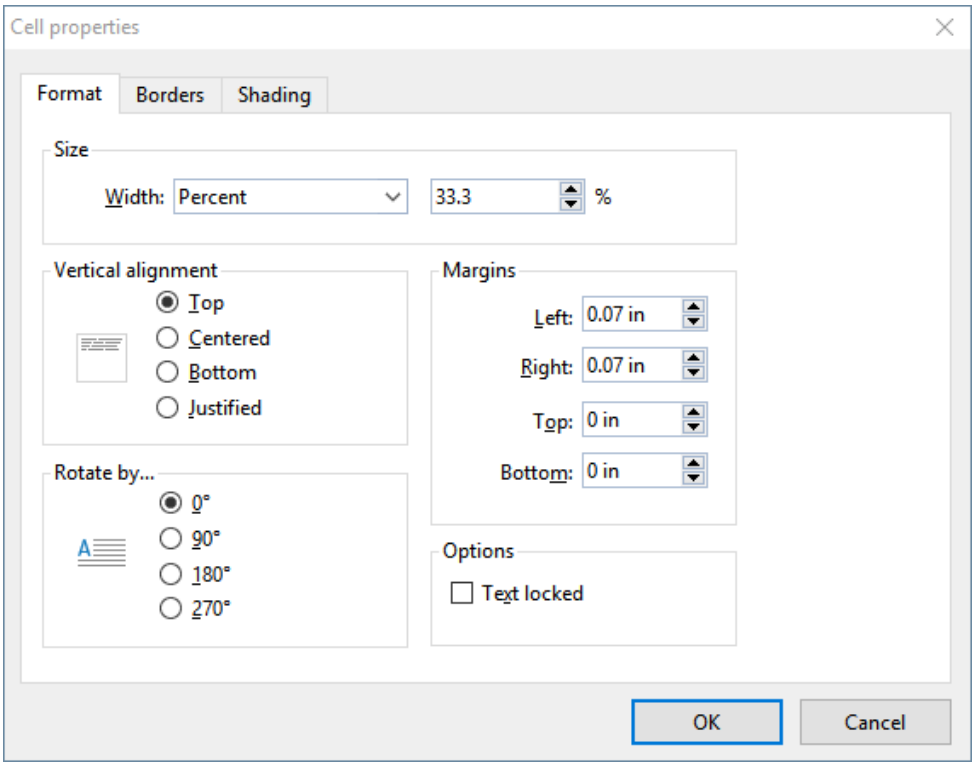
- **Borders** (in the group **Format**): This option provides the same functionality as above for shading.

  For individual adjustments, select **Borders** in the dropdown menu. The program opens a dialog box that corresponds to the dialog box of the command **Home** | group **Paragraph** | **Borders**. For more information, see Borders and lines.

Advanced options can be found via the dialog box below.

Additional options: Via the dialog box

You open the dialog box with the ribbon command **Table** | **Properties** | **Cell properties**.



In the dialog box, the **Format** tab offers the following options:

Size

Here, you can change the **Width** of the selected cells by choosing from among the following options:

- **Fixed**

  If you select this option, you can specify the width exactly. Enter the desired value to the right of it.

- **Percent**

  If you select this option, you can enter the desired width as a percentage of the overall table width.

  For example, each cell in a table of three columns has a default width of 33.3%. If, for example, you want the first column to be twice as wide as the other two columns, enter "50" for all cells in the first column and "25" for the cells in the second and third columns.

- **Auto**

  If you select this option, TextMaker automatically determines an appropriate width. In this case, the cell widths will be evenly divided into the available space.

Any of these three options can be applied in any combination within the same table. For example, you can create a table where the cells in the first column have a fixed width, but the other columns are set to "Auto". If you then increase the width of the first column, the other columns will automatically become narrower accordingly.

Tip: Cell widths can also be changed with the mouse. To do so, drag the right border of a cell left or right with your mouse. If you have not selected anything, the width of the entire column changes. If you have selected specific cells, however, only their width changes.

Vertical alignment

This setting determines how the cell contents should be aligned within the cell:

Option	Explanation
Top	The cell content will be aligned to the top edge of the cell. (This is the default setting.)
Centered	The cell content will be centered between the top and bottom edges of the cell.
Bottom	The cell content will be aligned to the bottom edge of the cell.
Justified	The lines of text within the cell will be equally spaced in such a way that the top line will be flush against the top edge of the cell and the bottom line flush against the bottom edge.

Rotate by...

Here, you can specify the angle of rotation for the cell content.

Margins

Here, you can change the inner margins of the selected cells.

Options

If you enable the option **Text locked**, you will not be able to change the contents of the selected table cells when the document is edited in *form mode*.

However, this option is disabled by default; thus the cells can also be edited in form mode.

For more information, see Protecting contents of form objects.

Borders tab

On this tab, you can apply border lines and gridlines to the selected cells (or change the existing lines).

The options on this tab correspond to those in the dialog box of the command **Home | Borders**. For more information, see Borders and lines.

Note: If you have selected *several* cells, you can change the gridlines *between* the cells in addition to the outer borders.

Shading tab

Here, you can specify a shading for the selected cells.

The options on this tab correspond to those in the dialog box of the command **Home | Paragraph shading**. For more information, see Shading.

Changing general table properties

You can make general settings for tables via the dialog box of the ribbon command **Table | Properties**. These always apply to the *entire table*. For example, this command allows you to change the borders and shading of *all* table cells at once. Furthermore, the command allows you to make settings for positioning the table.

To open this dialog box, position the text cursor in any table cell and then choose the ribbon command **Table | Properties** . (Click directly on the icon itself.)

Alternatively, open the dialog box by clicking on the small arrow of the icon and selecting **Table properties** from the dropdown menu.

The following settings can be made in this dialog box:

Properties tab

On this tab, you can change some general settings. For more information, see Object properties, Properties tab.

Note: The option **Text locked** mentioned there does not apply to tables because, in tables, you can use the command **Table | Properties** **| Cell properties** to protect each individual cell against changes (see the option **Text locked** in Changing cell properties). Of course, you can also protect the entire table from changes by selecting all its cells and then enabling the option **Text locked** for all cells.

Text direction: For text in *Arabic* script, you can also change the writing direction of the table. If you set the direction to right-to-left, the column on the far *right* becomes the first column (instead of the column on the far *left*). For more information, see also Working with Arabic text.

Layout tab

You can use this tab to make settings for positioning the table:

- **Alignment**

  Here, you can change the alignment of the table from left-aligned to centered or right-aligned.

  Note: Of course, this is only visible for tables that do not span the entire page width.

  Left indent: Here, you can indent the table to the right by the specified value.

- **Wrapping**

  Here, you can specify whether the body text in the document should or should not surround the table:

  None: This is the default setting: The body text does not surround the table.

  Surrounding: If you select this setting, however, the body text surrounds the table, similar to text that wraps around a text frame.

  Furthermore, selecting the option **Surrounding** has the following additional effects:

  1. An icon with four arrows is displayed at the top left corner of a table whenever the text cursor is inside the table. You can move the table freely by dragging this icon with the mouse.

  2. In addition, the **Position** button becomes available in the dialog box. This opens another dialog box in which advanced settings for positioning the table can be made:

     Horizontal and **Vertical**: Here, you can specify the exact horizontal and vertical positions of the table. Tip: Apart from entering fixed values into the **Position** field, you can also open its dropdown list and select one of the predefined settings. For example, the entry "Right" will position the table right-aligned with the right page margin.

     Distance from surrounding text: Here, you can change the outside margins of the table – thus specify how much space should be left between the table and the surrounding text.

     Move with text: When you insert a table, it is automatically *anchored* to the paragraph located below its top left corner. "Anchored" means that the table will always appear on the page where this paragraph is located. If you move this paragraph to the next page, the table will also end up there. If you disable this option, however, the table will always stay on the page where it is right now.

Borders tab

Here, you can change borders and gridlines for the entire table.

The options on this tab correspond to those in the dialog box of the command **Home | Borders**. For more information, see Borders and lines.

Note: Here, you can change the gridlines *between* the cells in addition to the outer borders.

Shading tab

Here, you can apply shading to the entire table.

The options on this tab correspond to those in the dialog box of the command **Home | Paragraph shading**. For more information, see Shading.

Table styles

FreeOffice: The *Table styles* function is not included in SoftMaker FreeOffice.

The ribbon command **Table | Table styles**  is a particularly useful option. It provides predefined table styles that can be used to format an *entire* table at the touch of a button.

To do so, position the cursor in any cell of the desired table and then choose this command.

The program displays a dropdown menu with a list of all available table styles. You can use the small thumbnails in the list to preview the desired appearance of the table and apply it to the table.

Selecting another table style changes the overall appearance of a table in terms of its coloring and structure. Select the desired style by clicking directly on it. The entire table will be reformatted accordingly.

The options next to the **Table styles** icon in the command group **Style** allow you to customize the appearance of the table after applying a table style:

- **Header row**

  This option enables/disables the *header row* for column headings at the top of the table.

- **Total row**

  This option enables/disables the *total row* at the bottom of the table.

- **First column** and **Last column**

  If you enable this option, the first and/or the last column in the table will be highlighted.

- **Banded rows** and **Banded columns**

  This option enables/disables the alternating color highlighting for every second row/column.

Tip: If you miss the familiar **AutoFormat for tables** from previous versions, you can still add it to your individual user interface and use it. For more information, see Customizing icons and groups in the ribbon.

Selecting table styles via the dialog box

You can also select table styles by clicking on the group arrow ◢ for the dialog box on the ribbon tab **Table |** group **Style**. In the open dialog box, you will find the same options as described above.

Note: Here, you can see the effects for *Header row, Total row, First/Last column, Banded rows/columns* directly in the small thumbnails in the dialog box list.

Converting a table into text

FreeOffice: *Convert table to text* is not included in SoftMaker FreeOffice.

You can use the ribbon command **Table | Convert table to text** to convert a table into normal body text.

An example: You want to convert a table with 2x2 cells into a list where the table cells will be separated by semicolons.

To do so, proceed as follows:

1. Position the text cursor in any cell of the table.
2. Choose the ribbon command **Table | Convert table to text**  (in the group **Data**).
3. Select the desired **Separator**, which is the **Semicolon** in this case.
4. Confirm with **OK**.

The table is now converted into normal body text – from left to right and top to bottom.

Thus, if you convert the following table ...

Cell1	Cell2
Cell3	Cell4

... you will get the following text:

Cell1;Cell2
Cell3;Cell4

Each row becomes a separate paragraph. The **Separator** is inserted between the cells of a row. Depending on the separator you select, you will get the following results:

Separator	Result
Paragraph break	Here, a new paragraph is started for *each* separate cell in the table.
Tabs	A new paragraph is started after each row of the table. The cells within a row are separated by tabs.
Semicolon	A new paragraph is started after each row of the table. The cells within a row are separated by semicolons (;).
User-defined	Here, you can specify the separator yourself. To do so, enter the desired character in the input field. You can enter more than one character if desired. If, for example, you enter a comma followed by a space as the separator, the cell contents of every line will be separated by a comma and a space accordingly.

The reverse is also possible as you can convert text in tabular form into a table. (See next section.)

Converting text into a table

FreeOffice: *Convert text to table* is not included in SoftMaker FreeOffice.

The previous section described how to convert a table into paragraphs of text. The reverse is also possible as you can convert text in tabular form into a table by choosing the command **Insert | Table | Convert text to table**.

To do so, proceed as follows:

1. Select the paragraphs of text that you want to convert into a table.
2. Choose the ribbon command **Insert | Table | Convert text to table**.
3. First, select the **Separator** that will be used to separate the entries in the text (see below).
4. Then specify the number of rows and columns that the table should have. (TextMaker automatically suggests appropriate values by default.)
5. Confirm with **OK**.

The text is now converted into a table. Each line of text becomes a row in the table.

An example:

You want to convert the following list of addresses into a table:

Peter;Miller;24 Main Street;12345;Whitneyville, AK
Thomas;Meyer;1733 University Drive;54321;Knoxville, TN

To do so, choose the command **Insert | Table | Convert text to table** and select semicolons as the **Separator**. As a result, you get the following table:

Peter	Miller	24 Main Street	12345	Whitneyville, AK
Thomas	Meyer	1733 University Drive	54321	Knoxville, TN

Options of the dialog box

The options in the dialog box for this command have the following functions:

- **Rows** and **Columns**

  You don't usually have to worry about these settings. If you have specified the separator correctly, TextMaker automatically determines how many rows and columns the resulting table should have and suggests these values.

  However, you can also enter your own values if necessary.

- **Separator**

  This is the most important setting: Here, you specify which character TextMaker should use to recognize the separator for each entry.

  You can choose from among the following:

  Paragraph break: Each entry is in its own paragraph.

  Tabs: The entries are separated by tabs.

  Semicolon: The entries are separated by semicolons (;).

  You can also enter any other separator under **User-defined** if the entries are separated by slashes or commas, for example. It is also possible to enter multiple characters here.

  Note: The separator must *not* occur *within* an entry; if it does, TextMaker will of course treat it as such and make two entries out of one entry.

- **Remove quotation marks**

  If you enable this option, TextMaker will remove all surrounding quotation marks (") from the text during conversion.

  This is useful if you want to convert a list in which all entries are enclosed within quotation marks: ("Henry"; "Meyer"; ...). Many database programs generate such lists.

- **Remove leading/trailing spaces**

  If you enable this option, TextMaker will remove all leading and trailing spaces from the text entries when they are converted. (However, spaces within text entries will not be removed.)

Note: The reverse is also possible as you can convert tables into text. (See previous section.)

Sorting tables

FreeOffice: The ribbon command *Sort text/table* is not included in SoftMaker FreeOffice.

You can let TextMaker sort the rows of a table by choosing the ribbon command **Table | Sort table**.

Note: This command is applicable only to tables. If you want to sort ordinary paragraphs of text, see the next section Sorting text.

To have TextMaker sort the rows of a table, proceed as follows:

1. Position the text cursor in any cell of the table.

   Alternatively: If you want only part of the table to be sorted, select the rows to be sorted.

2. Choose the ribbon command **Table | Sort table**  (in the group **Data**).

Alternatively, you will find the command on the ribbon tab **Home** | group **Paragraph** | **Sort text/table**. For more information, see the next paragraph Sorting text.

3. In the dialog box, select the column whose contents are to be used as the basis of the sort. If desired, you can specify multiple columns as sort criteria (see below).
4. Confirm with **OK**.

The table rows are now sorted according to the contents of the selected column(s).

The options in the dialog box for this command have the following functions:

Sort by:

Here, you specify the column whose contents are to be used as the basis of the sort.

You can also specify the sort order: **Ascending** (A..Z) or **Descending** (Z..A).

Type

Normally, you use the default setting **Text** for this option. If the column contains dates, however, select **Date**. If it contains numbers, select **Number**.

Background information: Columns can contain text, numbers or dates. This affects the sort order. For example, dates are sorted correctly only if you select **Date** as the type – the **Text** type would not attempt to recognize days, months and years in a date.

Then sort by

You can specify more than one sort criterion if necessary.

If, for example, the first column contains last names, and the second column contains first names, you can select the first column for **Sort by** and the second column for **Then sort by**. As a result, the rows of the table will be sorted by last name and those rows containing the same last name will then be sorted by first name.

First row contains headings

If the first row of your table contains headings, you should enable this option to *prevent* TextMaker from including the first row in the sort.

Example: A table contains addresses. The first row contains headings like "Name", "Street", "City", etc. In a case like this, you should enable this option to ensure that the headings remain in the first row and are not included in the sort.

Case sensitive

If you enable this option, sorting distinguishes between uppercase and lowercase letters. For example, all words that begin with a lowercase letter end up in front of the words that begin with a capital letter:

Disabled: Apples, bananas, Cherries. **Enabled:** bananas, Apples, Cherries.

Include cell formats

This option determines whether only the contents of the cells or also their formatting should be sorted:

Disabled: Only the cell contents are sorted; the original formatting of the table is thus retained.

Enabled: Each row that is moved to a different place by sorting takes its formatting (shading, margins, alignment, rotation) to the new position.

Sorting text

FreeOffice: The ribbon command *Sort text/table* is not included in SoftMaker FreeOffice.

Not only can you sort the contents of a table, as described in the previous section, but also ordinary paragraphs in the text. To do so, use the ribbon command **Home | Sort text/table** (in the group **Paragraph**).

Note: This command is applicable to both paragraphs of text and tables. If you want to sort tables, see the previous section Sorting text.

Proceed as follows for paragraphs of text:

1. Select the paragraphs of text to be sorted.
2. Choose the ribbon command **Home | Sort text/table** .
3. Select either an ascending or descending sort order.
4. Confirm with **OK**.

The paragraphs are now sorted accordingly.

The dialog box of the sort command has some additional options that you don't usually need. These options include:

Sort by:

Normally, all you need to specify here is the sort order: **Ascending** (A..Z) or **Descending** (Z..A).

The specification of a column as the basis for the sort is only useful if the selected paragraphs are organized like a table – that is, when they contain tabs or another separator. (See also the option **Separator**.)

Then sort by

You can specify more than one sort criterion if necessary.

If, for example, the first column contains last names, and the second column contains first names, you can select the first column for **Sort by** and the second column for **Then sort by**. The paragraphs will be sorted first by last name. Paragraphs containing the same last name will also be sorted by first name.

Separator

You only have to set the option **Separator** when sorting paragraphs that are organized like a table.

If the paragraphs contain, for example, names, street addresses, city names, you can tell TextMaker which separator separates the individual components of the address:

- **Spaces**
- **Tabs**
- **User-defined** (Here, you can enter the separator yourself.)

An example:

You want to sort the following three paragraphs:

```
Peter Miller[Tab]5 University Ave.[Tab]Pleasantville, NY 12345
Thomas Chris Howe[Tab]24 Park Drive[Tab]Cambridge, NJ 21220
Claudia Fisher[Tab]1024 13th Street[Tab]Forest Park, IL 98765
```

In this case, you should set **Tabs** as separators because the individual components of the address (name, street, city) are separated by tabs.

Advantage: You can now sort by Column 1, Column 2 or Column 3 in the dialog box of the sort command. Column 1 stands for the names, Column 2 for the streets, Column 3 for the cities.

If you selected **Spaces** as the separator, however, TextMaker would consider each word as a "column", which would naturally be unhelpful because, for example, the name can sometimes consist of two or three words.

First paragraph contains headings

If the first of the selected paragraphs contains headings, you should enable this option so that TextMaker does *not* include the first paragraph when sorting.

Example: The selected paragraphs contain addresses. The first paragraph includes headings such as "Name", "Street", "City", etc. In this case, you should enable this option to ensure that this paragraph will not be included when sorting, but will remain the first paragraph.

Case sensitive

If you enable this option, sorting distinguishes between uppercase and lowercase letters. For example, all words that begin with a lowercase letter end up in front of the words that begin with a capital letter:

Disabled: Apples, bananas, Cherries. **Enabled:** bananas, Apples, Cherries.

Pictures

You can insert pictures into your document at any time. You can choose whether to embed the graphic directly in the body text or to insert it in a freely movable "frame":

- **Inserting pictures into the text**

  You can insert pictures directly into the body text by choosing the ribbon command **Insert | Objects** group **| Picture**. To do so, click on the small arrow of the icon and disable **Insert as frame** ☐ in the dropdown menu.

  TextMaker treats a picture that has been inserted with this command as if it were a letter within the text. It becomes part of the body text. Thus, if you type something right in front of the picture, it will be pushed forward like a letter in order to accommodate the text.

- **Inserting picture frames**

  Alternatively, pictures can be inserted in the form of *picture frames* via the ribbon command **Insert |** group **Objects | Picture**. To do so, click on the small arrow of the icon and enable **Insert as frame** ☑ in the dropdown menu.

  By default, picture frames are anchored at fixed positions on the page – thus they do not move when text is added or deleted above them. Of course, you can move picture frames at any time.

This chapter covers only the insertion of pictures directly into the text. For more information about picture *frames*, see Frames and drawings.

This chapter covers the following topics:

- Inserting pictures into the text
- Scanning pictures
- Inserting pictures from the gallery/camera (Android)
- Changing position and size of pictures
- Changing picture properties via the ribbon tab
- Changing picture properties via the dialog box

See the following pages for more information.

Inserting pictures into the text

To insert a picture directly into the body text, proceed as follows:

1. Move the text cursor to the desired position.

2. On the ribbon tab **Insert** | group **Objects** | **Picture** , click on the arrow of the icon. In the dropdown menu, disable **Insert as frame** if it is enabled.
3. In the dropdown menu, select **From file**.

   Tip: You can also choose this command by clicking on the icon itself. However, you cannot enable or disable the option **Insert as frame**. The last set state is automatically applied.
4. The program displays a dialog box in which you specify the picture to be inserted. Select the desired picture file and confirm with **OK**.

The picture is now inserted into the text.

Isn't the picture visible? If you can't see the picture in the document after you have inserted it, you have probably disabled the display of pictures, that is, you have enabled the option **Use placeholders** for pictures. To display the pictures again, choose the ribbon command **File | Properties**, switch to the **View** tab and switch this option back to **Show pictures**.

Options of the dialog box

The options in the above dialog box mean the following:

- **Save within document**

  If this option is enabled, TextMaker saves a copy of the picture in the document and uses this copy instead of the original.

  If it is disabled, TextMaker saves only a reference to the original picture file in the document.
- **Copy to document's folder**

  If this option is enabled, TextMaker creates a copy of the picture file in the folder where the document is located and uses this copy instead of the original.

  This option is available only if the document has already been saved previously.

Inserting as picture frame

As mentioned in the introduction, pictures can also be inserted as picture frames. Proceed as described above using the ribbon command **Insert** | group **Objects | Picture**, but enable **Insert as frame** in the dropdown menu.

The difference is that frames are fixed at a fixed position on the page, thus they don't move when you insert or delete text above the frame.

For more information on picture frames, see Picture frames.

Scanning pictures

FreeOffice: *Scanning pictures* directly into a document is not included in SoftMaker FreeOffice.

Note: *Scanning pictures* directly into a document is possible only with the **Windows** version of TextMaker.

With TextMaker for Windows, you can scan originals directly into a document. You must have connected a scanner to your computer and installed the corresponding software.

To scan something into the current document, proceed as follows:

1. Turn on the scanner and insert the original that is to be scanned.
2. Move the text cursor to the position in the document where you want to insert the scanned result.
3. On the ribbon tab **Insert** | group **Objects** | **Picture** , click on the arrow of the icon. In the dropdown menu, disable **Insert as frame** if it is enabled.
4. Select **From scanner** in the dropdown menu.

TextMaker now enables your scanner's software. Make the desired settings (see scanner manual) and start the scanning process. When this is complete, the scanned result will appear as a picture in the TextMaker document.

Scanning as a picture frame

The aforementioned procedure inserts the scanned picture directly into the body text. Alternatively, you can include the picture as a picture frame. Proceed as described above using the command **Insert** | **Picture** | **From scanner**, but first enable **Insert as frame** in the dropdown menu.

The difference is that frames are fixed at a fixed position on the page, thus they don't move when you insert or delete text above them.

For more information on picture frames, see Picture frames.

Selecting another source

If several scanners are connected to your PC, you can use the command **Insert** | **Picture** | **Select source** to decide from which of these sources you want to scan when you use the command **Insert** | **Picture** | **From scanner**.

Inserting pictures from the gallery/camera (Android)

Note: This function is available only in the **Android** version.

With the Android version, you can also insert pictures via the *Gallery* or *Camera* application on your device.

To do so, proceed as follows:

Inserting a picture from the gallery

1. Position the text cursor where you want to insert the graphic.

2. Choose the command **Insert** | group **Objects** | **Picture** | **From gallery**. Before doing so, disable **Insert as frame** in the dropdown menu if it is enabled.
3. Your Android device automatically opens its *Gallery* app. Select the desired picture by tapping on it.

The picture is now inserted.

Inserting a picture from the camera

1. Position the text cursor where you want to insert the picture.
2. Choose the command **Insert** | group **Objects** | **Picture** | **From camera**. Before doing so, disable **Insert as frame** in the dropdown menu if it is enabled.
3. Your Android device automatically opens its *Camera* app. Take a picture.

The picture is now inserted.

Inserting as a picture frame

The aforementioned procedure inserts the picture directly into the body text. Alternatively, you can include the picture as a picture *frame*. Proceed as described above using the command **Insert** | **Picture** | **From gallery** (or **From camera**), but first enable **Insert as frame** in the dropdown menu.

The difference is that pictures frames are fixed at a fixed position on the page, thus they don't move when you insert or delete text above them. This type of manipulation is useful, for example, for newspaper-style documents.

For more information on picture frames, see Picture frames.

Changing position and size of pictures

You can change the **position** of a picture as follows:

- **Cut and Paste**

  You can move an embedded picture exactly like sections of text: Select the picture and cut it via the ribbon command **Home** | **Cut**. Then set the text cursor to the target position and paste the picture there via the ribbon command **Home** | **Paste**.

- **Using the mouse**

  Alternatively, you can use the mouse to move embedded pictures: Click to select the picture and then drag it to the desired target position (with the mouse button held down).

The **size** of a picture can be changed as follows:

- **Dragging the handles on the selection frame**

  Click on the picture to select it. A blue selection frame then appears around the picture, which also contains some round "handles". When you drag one of these handles with the mouse, the size of the picture is changed accordingly.

- **Via the dialog box**

  You can also specify the size of a picture exactly in numeric values. To do this, double-click on the picture with the mouse. The size can be specified exactly on the **Format** tab. For more information on this dialog box, see Object properties, Format tab.

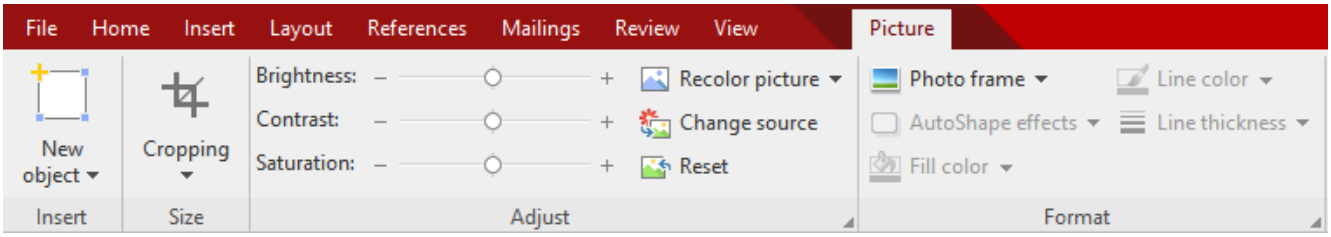
- **Via the ribbon tab**

  If you have selected the picture, you will also find input fields for the **Width** and **Height** of the picture in the group **Resize** on the far right of the contextual ribbon tab **Picture**. Type the desired values here or increase/reduce the values with the small arrow keys next to the input field.

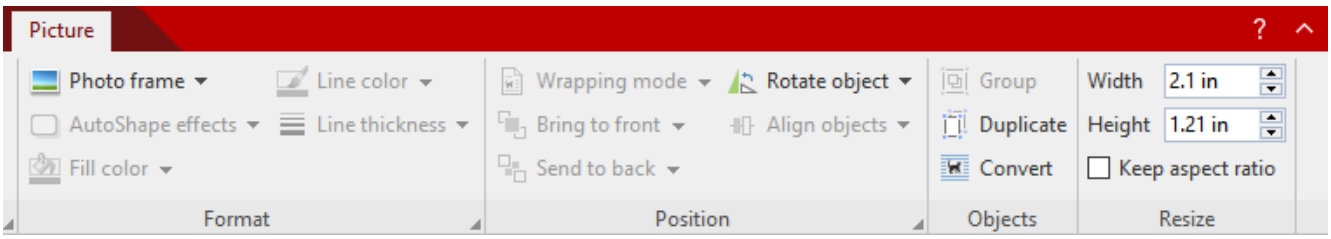
  If the option **Keep aspect ratio** is enabled, changes in height automatically have a proportional effect on width (and vice versa).

Changing picture properties via the ribbon tab

Numerous properties of pictures can be changed directly via the buttons of the contextual ribbon tab **Picture**.



The contextual ribbon tab "Picture", left section



The contextual ribbon tab "Picture", right section

This ribbon tab appears automatically when you select a picture. It contains the following buttons (from left to right):

- **New object:** This option allows you to insert a new object into the document and different object types are available.

- **Cropping:** You can enable/disable *crop mode* via this button. In this mode, the mouse cursor appears with an additional crop icon. Drag the borders of the picture with the mouse to crop the picture accordingly. To exit

the mode, click on the button again. You can also use the button's small arrow to select a cropping from different shapes or to remove the cropping.

See also the next section ("Picture tab" in the dialog box).

- **Brightness, Contrast, Saturation:** Drag the slider or click on + and − to change the respective values for the picture. For more information, see also the next section ("Picture tab").
- **Recolor picture:** This option provides a list of predefined variations of the picture – for example, other color modes (grayscale, black/white, etc.) and variations where the image was colored. For more information, see also the next section ("Picture tab").
- **Change source:** Replace the picture with another one (formatting is retained).
  This corresponds to the **File** button in the dialog box. For more information, see next section ("Picture tab").?
- **Reset:** Reset the *image-specific* changes made to the picture, such as brightness, shading, rotate object, etc., to their default values. The *non-image-specific* settings are not reset, for example, line thickness and photo frames.
- **Photo frame** (not available in SoftMaker FreeOffice)**:** This option allows you to apply a photo frame effect to a picture.
- **AutoShape effects:** This option is available as a ribbon command only for picture *frames*. For more information, see Picture frames.

  Note: You can still apply shape effects via the dialog box (double-click on the picture), even for embedded pictures without picture frames. The relevant options can be found on the *Shadow*, *3D* and *Effects* tabs. For more information, see Changing picture properties via the dialog box.
- **Fill color:** This option is available as a ribbon command only for picture *frames*. However, you will find the options in the dialog box on the *Fill* tab.
- **Line color, Line thickness:** These options are available as a ribbon command only for picture *frames*. However, you will find the options in the dialog box on the *Lines* tab.
- **Wrapping mode:** This option is available only for picture *frames*. For more information, see Picture frames.
- **Bring to front, Send to back:** These options are available only for picture *frames*. For more information, see Picture frames.
- **Rotate object:** This option allows you to rotate a picture in 90° increments or flip it vertically/horizontally. For more information, see Rotating and flipping objects.
- **Align objects:** This option is available only for picture *frames*. For more information, see Picture frames.
- **Group:** This option is available only for picture *frames*. For more information, see Picture frames.
- **Duplicate:** This option allows you to create an immediate copy of the selected picture.
- **Convert:** This option converts a picture that is embedded in the body text into a picture *frame* and vice versa.
- **Width, Height**: These options change the size of the graphic. For more information, see Changing position and size of pictures.

Many (but not all) of these functions and some additional options can be found in the *Object properties* dialog box. You open the dialog box by double-clicking on the picture. For more information, see the next section.

Changing picture properties via the dialog box

The properties of an object can be edited centrally via the **Object properties** dialog box. An object's properties include, for example, its size, margins and numerous other settings options.

To change the properties of a picture, click on it first to select it. Then open the dialog box by clicking on the group arrow ◢ in the bottom right corner of any command group on the contextual ribbon tab **Picture**.

Tip: You can open this dialog box faster by double-clicking on the picture or by right-clicking on the picture and selecting **Picture: Properties** from the context menu.

The following options are available in this dialog box:

Layout, Format, Fill tabs, etc.

These tabs are available for almost all object types. They allow you to change the following settings:

- **Layout:** On this tab, you can only change the outside margins of the picture. The other options are available only for picture *frames*. For more information, see Object properties, Layout tab.
- **Format:** Here, you can resize the picture and rotate it. For more information, see Object properties, Format tab.
- **Fill:** This option allows you to change the fill. It is only visible for pictures with transparent areas. For more information, see Object properties, Fill tab.
- **Lines:** This option allows you to apply border lines. For more information, see Object properties, Lines tab.
- **Shadow:** This option allows you to apply a shadow. For more information, see Object properties, Shadow tab.
- **3D:** This option allows you to apply 3D effects. For more information, see Object properties, 3D tab.
- **Effects:** This option allows you to apply different effects. For more information, see Object properties, Effects tab.
- **Properties:** This option allows you to change general settings. It also displays information about the picture you are using. For more information, see Object properties, Properties tab.
- **AutoShapes:** Here, you can assign a different shape from AutoShapes to the picture. For more information, see Object properties, AutoShapes tab.

For pictures, there is an additional tab with further options:

Picture tab

On the **Picture** tab, you can make settings that are specific to pictures:

Tip: Some of these options can also be found directly as commands on the contextual ribbon tab **Picture** | group **Adjust**.

- **Variants**

  This list offers some predefined variations of the picture – for example, different color modes (grayscale, black & white, etc.) as well as colored variants of the image.

  Simply click on the desired variant. The options in the dialog box are then automatically set to the corresponding settings.

  Tip: You will also find these variants via the command **Recolor picture** directly on the contextual ribbon tab **Picture**.

- **Options** section

  Here, you can change brightness, contrast, saturation and gamma (an alternative way to change brightness).

- **More** button

  This button opens a dialog box with the following additional options:

  If you enable the option **Mix with color** and select a color below, the picture will be colored accordingly.

  The options in the **Cropping** section can be used to crop the picture. This is useful if you only need part of the picture. If, for example, the upper quarter of the picture is to be truncated, first select **Use relative values** and enter the number "25" (percent) for **Top**.

  If you select **Use absolute values**, the entries will be truncated in absolute units of length rather than as a percentage. If you enter negative values, the areas of the picture will not be truncated, but will be extended with a frame.

  Tip: You will also find a corresponding command **Cropping** directly on the contextual ribbon tab **Picture**. For more information, see the previous section Changing picture properties via the ribbon tab.

- **Transparency** section

  Here, you can make settings for the transparency of the picture:

  Use picture settings: TextMaker reads from the picture file which parts of the picture have been marked as transparent and displays the picture accordingly. Note: Only pictures in GIF or PNG format contain such transparency information.

  No transparency: The picture will not be displayed transparently, even if it is a picture file with transparency information.

  Color: This option lets you select the color to be displayed transparently. If, for example, you select white, all white areas of the picture will become transparent.

- **Sample**

  In the small toolbar below the sample, you will find the option **Pick transparent color** (the pipette icon). You can use it to make certain colored parts of the picture transparent, for example, to remove a distracting background from the picture. To do so, use the pipette icon to click on an area of the thumbnail that you want to make transparent.

  The other toolbar buttons help you to fine-tune the picture (**Zoom in**, **Zoom out**, **Pan picture**), but they do not affect the appearance of the picture in the document.

  Note: You must first select a tool in the toolbar by clicking on it with the mouse. You can then work on the thumbnail with the enabled tool.

- **File** button

  You can use this button to replace the picture with another one and the formatting will be retained.

Tip: This corresponds to the command **Change source** on the contextual ribbon tab **Picture**.

- **Export** button

  This option is available only for pictures that are saved in the document. You can use this button to export the picture, that is, to save a copy of it on your hard disk under any name. The dialog box "Save as" appears for this purpose.

  If you enable the option **Create a link to file** here, TextMaker also replaces the picture saved in the document with a reference to the destination file. Thus, the picture is no longer saved within the document.

Charts

FreeOffice: SoftMaker FreeOffice does not support the creation of new charts. However, they are displayed if you open a document that contains charts.

You can use *charts* to graphically display numeric values.

In this chapter, you will learn everything you need to know about charts. It is divided into the following sections:

- **Inserting charts**

  First, you will learn how to create a chart. The most convenient way is to take a small "detour" via the *PlanMaker* spreadsheet application. You can also simply insert an empty chart and manually type in the values to be displayed.

- **Editing charts**

  This section contains all the information you need to edit charts. You will learn how to enter/edit the numeric values to be displayed in a chart, how to work with the individual chart elements (data series, axes, legend, etc.) and how to change the general properties of charts.

- **Saving charts as pictures**

  The command **Save as picture**, which you can access via the context menu by right-clicking on the chart, allows you to save a picture of a chart in a picture file.

Inserting charts

FreeOffice: You cannot create charts in SoftMaker FreeOffice.

There are two ways to insert a chart into a document:

- **Inserting charts via PlanMaker**

  The most convenient way: Create or open a chart in the spreadsheet application *PlanMaker* and copy it to the clipboard. Then switch to TextMaker and paste it there.

- **Inserting charts manually**

  Alternatively, you can simply create a new empty chart using the ribbon command **Insert | Chart frame**  in TextMaker. You then enter the numeric values to be displayed in a dialog box, which you can open with the **Edit data** button.

More information can be found on the following pages.

Inserting charts via PlanMaker

The most convenient way to insert a chart is to take a little "detour" and use the *PlanMaker* spreadsheet application to create the chart. Then copy the chart to the clipboard, switch to TextMaker and paste it there.

The advantage of this method is that PlanMaker is simply the most suitable option for entering data and also for creating charts. It has many features that you can only find in a spreadsheet application. (Of course, this method only works if you have PlanMaker installed.)

Proceed as follows:

1. In **PlanMaker** (not in TextMaker!), enter the numeric values to be displayed in table cells.
   Alternatively, you can simply open a file that already contains this data.
2. Select the cells with this data and choose the ribbon command **Insert | Chart frame** to create a chart. (For more information, see the "Charts" chapter in the PlanMaker manual.)
   Alternatively, you can simply open a file that already contains the desired chart.
3. If the chart is not already selected, click on it to select it.
4. Use the ribbon command **Home | Copy** to copy the chart to the clipboard.
5. Switch to **TextMaker**.
6. Place the cursor where you want to insert the chart.
7. Use the ribbon command **Home | Paste** to insert the chart.

The chart now appears in the document as an embedded object in the body text. To set the chart with a fixed position on the page, you can insert it as a chart frame (see below).

Note: The chart is *not* converted into a picture when it is inserted, but remains a chart. Thus, you can subsequently change its chart type or edit its data and settings at any time, for example.

Inserting as a chart frame

Alternatively, you can insert the chart as a *frame*. To do so, simply switch to object mode before inserting it into TextMaker by choosing the ribbon command **View | Object mode**. Alternatively, convert the inserted chart on the contextual ribbon tab **Chart** into a frame using the command **Convert** (or via **Convert to object frame** from the context menu).

The difference is that frames are fixed at a fixed position on the page, thus they don't move when you insert or delete text above them. You also have more options for editing individual chart elements in frames.

For more information about frames, see Frames and drawings.

Inserting as an OLE object

A chart copied and pasted as described above has *no* connection to the original chart in PlanMaker. Thus, if you subsequently change the original in PlanMaker, this will have *no* effect on its copy in TextMaker.

If you want to insert a chart that maintains a connection to the original chart in PlanMaker, you must insert it as an *OLE object*. To do so, use the ribbon command **Insert | OLE object frame** and select **PlanMaker Chart** as the object type.

For more information on handling OLE objects, see OLE objects.

Inserting charts manually

The previous section described how to create charts using PlanMaker and then copy them to your TextMaker document. Alternatively, you can simply insert an *empty* chart into the TextMaker document and then manually fill it with data.

To do so, proceed as follows:

Step 1: Insert an empty chart

First, insert an empty chart as follows:

1. Move the text cursor to the desired position in your TextMaker document.
2. Choose the ribbon command **Insert** | group **Objects** | **Chart frame**  to open the dialog box. (Click on the icon itself.)

   Alternatively, you can click on the small arrow of the icon to list a dropdown menu with various chart types that you can insert directly by clicking on them. If you choose **More** here, the dialog box will be shown again.
3. In the dialog box, you can specify which type of chart you want to insert. To do so, select the required **Chart type** and **Subtype**.

   For more information about chart types, see Changing the chart type.
4. Confirm with **OK**.
5. The chart is now inserted as a chart *frame* with a fixed position on the page.

   You can then move or resize the chart:

   To move the chart, click on it and (with the left mouse button still held down) drag it to the desired position.

   To resize it, drag one of the round handles surrounding the chart.

Note: To embed the chart *without a frame* in the body text, select the command **Convert** on the contextual ribbon tab **Chart** after inserting it. By clicking on the button again, the chart is converted back into a chart *frame*. The difference is that frames are fixed at a fixed position on the page, thus they don't move when you insert or delete text above them.

For more information on frames, see Frames and drawings.

Step 2: Enter the data to be displayed

When you create a new chart, it is filled with the values 1, 2, 3, 4 by default. These values are just sample values to ensure that the chart is not completely empty when displayed. You should enter your own values here, of course.

To do so, proceed as follows:

1. If the chart is no longer selected, click on it to select it.

   The contextual ribbon tab **Chart** appears as soon as a chart has been selected.

2. Choose the ribbon command **Chart | Edit data** .

3. A dialog box appears. In the **Y values** column, enter the numbers to be displayed in the chart.

   Don't worry about the other columns and options; they are irrelevant for most chart types. (For more information on this dialog box, see Entering/editing the data of a chart.)

4. When you have finished entering the values, confirm with **OK**.

The chart now updates and displays the values that you have entered.

If you want to change the values again later, select the chart and choose the ribbon command **Chart | Edit data** again.

Editing charts

FreeOffice: You cannot create charts in SoftMaker FreeOffice.

You will learn how to edit existing charts in the next sections. The information covers the following topics:

- **Changing the chart type**

  Use the ribbon command **Chart | Chart type** to determine the form in which the data will be represented in the chart – for example, as bars, lines or in the form of a pie chart, etc.

- **Entering/editing the data of a chart**

  You can use the ribbon command **Chart | Edit data** to edit the data of a chart – thus enter or change the numeric values to be displayed.

- **Showing/hiding chart elements**

  A chart contains various elements, such as data series, axes, a legend, etc. You can use the ribbon command **Chart | Add chart element** to show or hide certain elements of the chart if necessary.

- **Editing chart elements**

  You can select the elements of a chart by clicking on them and then edit them. You will learn how to do this in this section.

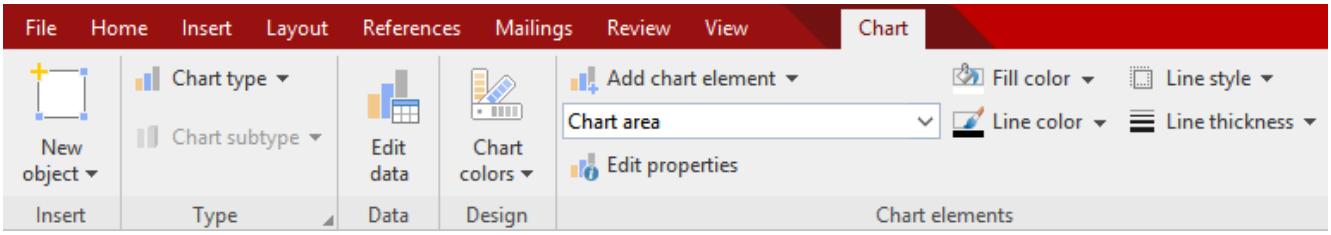
- **Changing chart properties via the dialog box**

  In addition to the properties of individual chart elements, there are also *common* chart properties that you can change. These include various layout options, the chart type, settings for the data series, etc. You can change these options on the contextual ribbon tab **Chart** (see below) or in the **Properties** dialog box (accessible via the context menu).

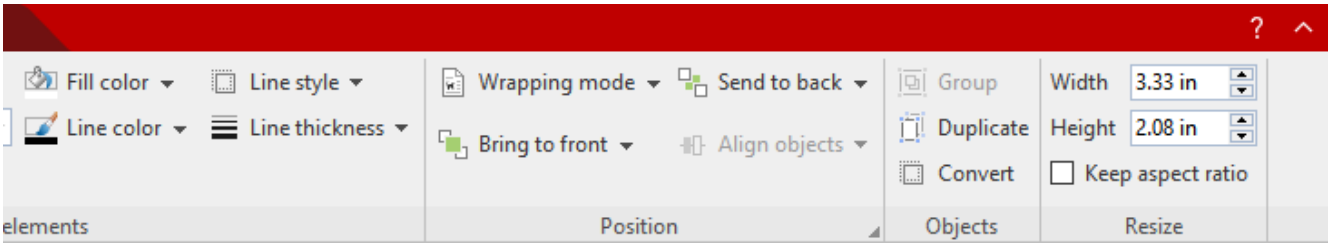
For basic information about working with objects, see Frames and drawings.

Using the ribbon tab "Chart"

When you select a chart, the contextual ribbon tab **Chart** appears automatically.



The contextual ribbon tab "Chart", left section



The contextual ribbon tab "Chart", right section

This ribbon tab contains icons for the most important functions for editing charts:

Note: Some of the functions are only available if the chart is created as a *frame*. For more information, see Inserting charts. Use the command **Chart | Convert** to convert the chart into a frame.

- **New object:** This option allows you to insert a new object into the document, and different object types are available.
- **Chart type/Chart subtype:** This option allows you to select a chart type. (A subtype is only available for some chart types.) For more information, see Changing the chart type.
- **Edit data:** This option allows you to enter and change numeric values for the chart. For more information, see Entering/editing the data of a chart.
- **Chart colors:** This option allows you to change the color scheme of the chart.
- **Add element:** This option allows you to show or hide chart elements such as axis titles, gridlines, legends, etc. For more information, see Showing/hiding chart elements.
- **List of all chart elements** contained in the chart. If you click on an element in the list, it will be selected in the chart – if you select an element in the chart, it will be displayed in the list.

- **Edit properties:** You click on this option to edit the selected chart element and the corresponding dialog box opens. For more information, see Editing chart elements.
- **Fill color, Line color, Line style, Line thickness:** You can use these options to change the fill and border lines of the selected chart elements. For more information, see Editing chart elements.
- **Text wrapping:** This option determines how the body text that surrounds the chart frame should behave. For more information, see Object properties, Layout tab.
- **Bring to front, Send to back:** These options arrange the order of overlapping object frames. For more information, see Changing the order of frames.
- **Align objects:** This option allows you to align or evenly distribute two or more object frames. For more information, see Aligning and distributing frames.
- **Group:** This option allows you to combine several selected objects into one unit, which can then be treated like a single object. For more information, see Grouping frames.
- **Duplicate:** This option allows you to create an immediate copy of the selected chart.
- **Convert:** This option converts a chart frame into a chart integrated in the body text and vice versa.
- **Width, Height**: These options change the size of the chart. For more information, see Changing the size and margins of objects.

Using the dialog box

Many (but not all) of these functions and some additional options can be found in the *Object properties* dialog box that you open via the context menu (entry **Chart: Properties**).

Alternatively, you can open the dialog box by clicking on the group arrow ◢ in the bottom right corner of any command group of the ribbon tab **Chart**.

All options of the dialog box are explained in Changing chart properties via the dialog box.

Changing the chart type

The *chart type* determines how data will be displayed in a chart – for example, as columns, bars, lines, etc.

To change the chart type, proceed as follows:

Directly via the icons of the command group "Type"

Many chart types can be used directly via the icons of the command group **Type** on the contextual ribbon tab **Chart**:

1. Select the chart by clicking on it.
2. Click on the **Chart type** icon  on the ribbon tab **Chart** | group **Type**.
3. Select the desired **Chart type** from the dropdown menu (see below for explanations of the different chart types). You may use the icon below it to select a **Chart subtype** (only available for certain chart types).

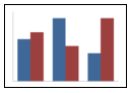
Additional options via the dialog box of the command group "Type"

You will find some more options via the dialog box of the command group **Type** on the contextual ribbon tab **Chart**. Here, you can also survey the possible appearance of the chart in a preview.

1. Select the chart by clicking on it.
2. On the ribbon tab **Chart** | group **Type**, click on the group arrow ◢ in the bottom right corner.
3. In the dialog box, switch to the ribbon tab **Chart type**.
4. Select the desired **Chart type** and **Subtype**.

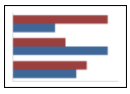
   Tip: A small preview of the currently selected chart will be shown in the right half of the dialog box. You can enable or disable this preview at any time using the >> button or the << button.

The following chart types are available:



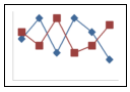
Column chart

Column charts are a good way to compare values. Each value is represented by a correspondingly high column.



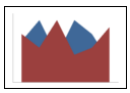
Bar chart

Bar charts correspond to column charts; however, the values are displayed horizontally rather than vertically.



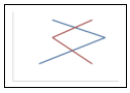
Line chart

Line charts display values as points and/or connecting lines.



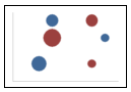
Area chart

Area charts are line charts where the space between the X axis and the individual lines is filled with color.



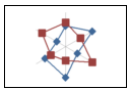
XY scatter chart

XY scatter charts display values as points and/or lines. Unlike line charts, the data area must contain both the X and Y coordinates of the data points.



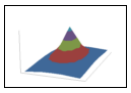
Bubble chart

Bubble charts display values as filled circles ("bubbles"). Bubble charts are usually based on data series containing three values: X coordinate, Y coordinate, and bubble size.



Radar chart

Radar charts display values in a web. The zero point is in the center of the web.



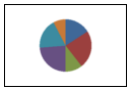
Surface chart

Surface charts display values as a three-dimensional shape. Areas plotted in the same color indicate that they contain similar values.

The values to be displayed should have the following structure:

	y_1	y_2	y_3	...
x_1	z_{11}	z_{12}	z_{13}	...
x_2	z_{21}	z_{22}	z_{23}	...
x_3	z_{31}	z_{32}	z_{33}	...
...	...	...	...	...

(Z values determine the height.)



Pie chart

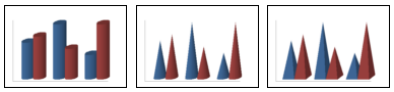
Pie charts are well suited to displaying the percentage of individual values of the total value. The size of each "pie slice" shows the ratio of the value to the total and to the other values.

Tip: You can highlight values by extracting the related slice of the pie from the pie. Select the slice of the pie and extract it via the mouse.



Doughnut chart

Doughnut charts, like pie charts, show the percentage of individual values of the total value. Unlike pie charts, however, they can display any number of data series (rings) and not just a single series.



Cylinder, Cone and Pyramid charts

Cylinder, **Cone** and **Pyramid charts** correspond to column and bar charts. However, they use cylinders, cones or pyramids instead of columns/bars to display the values.



Stock chart

Stock charts (also known as general **high-low charts**) are suitable for displaying the development of stock prices, among other things. They enable the highest price, lowest price and closing price to be seen at a glance, for example.

The following subtypes are available:

- **Stock chart (High, Low, Close)**

  This type of chart displays the following values: *highest price, lowest price, closing price*.

  It requires 3 data series in the above order.

  An example of the possible structure of the data (with the date added in column A):



- **Stock chart (Open, High, Low, Close)**

  This type of chart displays the following values: *opening price, highest price, lowest price, closing price*.

  It requires 4 data series in the above order.

- **Stock chart (Volume, High, Low, Close)**

  This type of chart displays the following values: *trading volume, highest price, lowest price, closing price*.

  It requires 4 data series in the above order.

  The *trading volume* is displayed as an additional column with its own value axis.

- **Stock chart (Volume, Open, High, Low, Close)**

  This type of chart displays the following values: *trading volume, opening price, highest price, lowest price, closing price*.

  It requires 5 data series in the above order.

  The *trading volume* is displayed as an additional column with its own value axis.



Box plot chart

Box plots (or **box and whisker plots**) are useful for data analysis in statistics. Detailed explanations relating to the application of box plots would go beyond the scope of this manual. You can find further information on them via your preferred Internet search engine.

There are two subtypes: **Horizontal** and **Vertical**.

Depending on the number of data series passed to the chart, different variants of box plots will be rendered:

Note: You can display *any* type of value in a box plot. The following lists show examples only.

- **3-point box plot**

  This box plot displays, for example, the following values:

  Lower quartile (lower border of the box)
  Median (position of the line within the box)
  Upper quartile (upper border of the box)

  This box plot requires exactly **3** data series in the above order.

- **5-point box plot**

  This box plot displays, for example, the following values:

  Lower whisker (line below the box)
  Lower quartile (lower border of the box)
  Median (position of the line within the box)
  Upper quartile (upper border of the box)
  Upper whisker (line above the box)

  This box plot requires exactly **5** data series in the above order.

- **7-point box plot**

  This box plot displays, for example, the following values:

  Minimum (as a single marker)
  Lower whisker (line below the box)
  Lower quartile (lower border of the box)
  Median (position of the line within the box)
  Upper quartile (upper border of the box)
  Upper whisker (line above the box)
  Maximum (as a single marker)

  This box plot requires exactly **7** data series in the above order.

Entering/editing the data of a chart

When you create a new chart, the values 1, 2, 3, and 4 are entered in it by default. These values are just sample values to ensure that the chart is not completely empty when displayed.

You can use the ribbon command **Chart | Edit data** to edit these values at any time and enter your own values.

Proceed as follows:

1. Click to select the relevant chart and the contextual ribbon tab **Chart** will appear.
2. Choose the command **Chart | Edit data**  here.
3. The dialog box "Data source" opens. In the **Y values** column, enter the numbers to be displayed in the chart.
   Don't worry about the other columns and options; they are irrelevant for most chart types.
   (For more information on all options in this dialog box, see below.)
4. Confirm with **OK**.

The chart now updates and displays the values that you have entered.

Alternatively, you can open this dialog box by right-clicking on the chart and selecting **Chart: Properties** from the context menu.
In the following dialog box "Object properties", switch to the **Series** tab and click there on the **Edit** button to open the dialog box "Data source".

Options of the dialog box

The aforementioned dialog box "Data source" has the following options:

- **Series**

  Here, you can select which series to display in the dialog box in the case of charts with multiple data series.

  Tip: To manage the data series of a chart, right-click on the chart and choose the command **Chart: Properties** in the context menu. Switch to the **Series** tab. On this tab, you can add, delete and edit data series.

- **Rename** button

  This button allows you to rename the data series that is currently selected in the **Series** list. Tip: This name is also displayed in the legend of a chart.

The largest part of the dialog box is occupied by a table where you can enter the values:

- **X values**

  The left column represents the X values. These values are required only by a few special chart types (for example, XY scatter charts). For all other chart types, this column is set to **Automatic** by default (via the appropriate checkbox above this column).

- **Y values**

  The middle column represents the Y values. *Here*, you usually enter the values to be displayed in the chart.

- **Bubble sizes**

  The right column is only to be filled for bubble charts and determines the size of the bubbles.

- **Insert row** button: This option inserts an additional row above the current row.
- **Append row** button: This option appends an additional row below the last row.
- **Delete row** button: This option deletes the current row.

- **Paste** button: This option overwrites the values in the current data series with the values that are currently on the clipboard.

  Copy the desired Y values to the clipboard beforehand. Use a new line for each value.

  See also the following notes.

Some notes on the "Paste" button:

- The **Paste** button can fill only *one* data series with data at a time. This means that you cannot copy, for example, a whole table to the clipboard and then paste it as *multiple* data series.

  Tip: However, you can achieve this at any time via a small "detour": Paste the contents of the table into the *PlanMaker* spreadsheet application (as table cells), create the chart from it, copy it to the clipboard, and then paste it into TextMaker. For more information, see also Inserting charts via PlanMaker.

- If you want to insert X *and* Y values using the **Paste** button, first disable the **Automatic** checkbox above the **X values** column. The clipboard must, of course, contain *two* values in each row (X and Y). Separate them with a tab, a semicolon or the list separator set in your system.

- The same applies to bubble charts. Here, the clipboard can contain up to three values per row: X, Y and the bubble size.

- Text strings on the clipboard normally return the value 0 (zero). If a text string also contains numbers, however, the *first* number is extracted from it.

  Some examples:

  "Euro" returns the value 0.

  "50 Euro" returns the value 50.

  "Euro 50" returns the value 50.

  "50 Euro, 20 Cent" also returns the value 50. (Only the *first* number is always taken into account.)

Adding/deleting data series

If you want to add a new data series to the chart or remove an existing data series, right-click on the chart and choose the command **Chart: Properties** in the context menu. In the following dialog box "Object properties", switch to the **Series** tab.

Click on the **Add** button here to add a data series. The new data series then appears in the list on the upper left of this dialog box. Then press the **Edit** button and enter the values to be displayed in the following dialog box "Data source", as described above.

To remove a data series, select it in the list on the upper left of the dialog box "Object Properties" and click on the **Delete** button.

Showing/hiding chart elements

Certain elements of the chart can be shown or hidden if necessary. Some of them are shown automatically when you create the chart, for example, the axes and the legend.

Tip: See Editing chart elements for an illustration of the most important chart elements.

The following elements can be shown/hidden:

- Axes and axis titles
- Chart title
- Data_labels
- Error bars
- Gridlines
- Legend
- Lines
- Trendline
- Up/down bars

For more information, see the following sections.

Showing/hiding axes and axis titles

The horizontal X axis of a chart is also known as the *category axis*.

The vertical Y axis of a chart is also known as the *value axis*.

The Z axis of a chart is also known as the *series axis*. It is only available for certain three-dimensional chart types.

Note: The X axis and Y axis are shown automatically when the chart is created.

To show or hide an axis, proceed as follows:

Via the "Add chart element" icon

You can use the **Add chart element** icon  on the contextual ribbon tab **Chart** to show or hide the X axis and/or Y axis (the Z axis only in the dialog box, see below).

To do so, select the chart and use the ribbon command **Add chart element** to select the entry **Axis**. In the following submenu, you can use the entry *Primary horizontal* to show or hide the X axis and *Primary vertical* to show or hide the Y axis.

The entry **More** takes you to a dialog box with additional options (see below).

Axis title: To add, change or remove axis titles, proceed as follows:

- **Adding axis title**

  If you want to add an axis title to the axis, choose the ribbon command **Add chart element** and then select the entry **Axis title**. *Primary horizontal* shows an axis title for the X axis, while *Primary vertical* shows it for the Y axis.

  The entry **More** also takes you to the dialog box here (see below).

- **Changing an axis title**

  To rename an axis, double-click on the axis title and switch to the **Text** tab in the following dialog box. Enter the desired text here.

- **Removing an axis title**

  To remove an axis title, hide it again via the command **Add chart element** or select it directly in the chart and press the **Del** key.

Via the dialog box

For additional axis options (for example, the Z axis or secondary axes), choose the path via the dialog box:

1. Select the chart by clicking on it.
2. Use the ribbon command **Chart | Add chart element** to choose the entry **Axis** (or **Axis title**) and select **More** in the following submenu to open the dialog box.

   Alternatively: Right-click to open the context menu and select the entry **Chart: Properties**.
3. Switch to the **Elements** tab.

   Axes: The checkbox in front of each axis can be used to enable/disable the display of the relevant axis.

   Axis title: To the right of the axis, you can give it a name. This will then be displayed below/next to the axis.

   For more information on the options of the "Elements" tab, see Chart properties, Elements tab.

Editing axes and axis titles

For more information on editing the properties of *axes*, see Category axis (X axis), Value axis (Y axis) and Series axis (Z axis).

For information on editing the properties of the *axis title*, see Axis title.

Showing/hiding chart titles

You can show or hide a *chart title* for the chart. The title will then be displayed above the chart.

To do so, proceed as follows:

Via the "Add chart element" icon

Select the chart and use the ribbon command **Chart | Add chart element** to choose the entry **Chart title**. In the following submenu, select **Above chart** to add a chart title. If you select **None**, the chart title will be removed.

If you select **More**, you will be taken to the dialog box (see below) where you can rename the chart title.

Alternatively: Double-click on the chart title and you can then rename the title on the **Text** tab.

To remove a chart title, select it and press the **Del** key.

Via the dialog box

To show or hide the chart title via the dialog box, proceed as follows:

1. Select the chart by clicking on it.
2. Use the ribbon command **Chart | Add chart element** to choose the entry **Chart title** and select **More** in the following submenu to open the dialog box.

   Alternatively: Right-click to open the context menu and select the entry **Chart: Properties**.
3. On the **Elements** tab, you will find an input field for the *Chart title* at the top. Type the desired title here.

   To delete the chart title, simply remove the text from this input field.

   For more information on the options of the "Elements" tab, see Chart properties, Elements tab.

For information on editing the properties of the chart title, see Chart title.

Showing/hiding data labels

The data points of a chart can be labeled. This allows you to display the exact value of the data points in the chart.

To show or hide data labels, proceed as follows:

Via the "Add chart element" icon

Select the chart and use the ribbon command **Chart | Add chart element** to choose the entry **Data labels**. In the following submenu, you can choose between different options for positioning the data label (left, centered, above, etc.). A check mark in front of it indicates the setting which is currently enabled.

If you choose the entry **None**, the data labels will be removed.

> ***Tip:*** To remove a single label, select it and press the **Del** key.

The entry **More** takes you to the dialog box with additional options (see below).

Via the dialog box

For additional options for data labeling, choose the path via the dialog box:

1. Select the chart by clicking on it.
2. Use the ribbon command **Chart | Add chart element** to choose the entry **Data labels** and select **More** in the following submenu to open the dialog box.

   Alternatively: Select the desired data series and right-click to open the context menu and select the entry **Series: Properties**.
3. Switch to the **Data labels** tab and make the desired settings here.

For more information on the options of the dialog box, see Data series and data points, "Data labels" tab.

Showing/hiding error bars

> ***Note:*** This chart element is only available for certain two-dimensional chart types, such as column, bar and line charts.

You can draw *error bars* for the data points of a data series. Error bars display the possible/tolerable error of the values in the form of a line with a short dash at the end.

To show or hide error bars, proceed as follows:

Via the "Add chart element" icon

Select the chart and use the ribbon command **Chart | Add chart element** to choose the entry **Error bars**. In the following submenu, you can choose from a predefined selection for displaying the values. A check mark in front of it indicates the setting which is currently enabled.

If you choose the entry **None**, the data labels will be removed.

The entry **More** takes you to the dialog box with additional options (see below).

Via the dialog box

Additional options for error bars can be found via the dialog box:

1. Select the chart by clicking on it.
2. Use the ribbon command **Chart | Add chart element** to choose the entry **Error bars** and select **More** in the following submenu to open the dialog box.

   Alternatively: Select the desired data series and right-click to open the context menu and select the entry **Series: Properties**.
3. Switch to the **Error bar** tab and select the desired settings here.

For more information on the options of the dialog box, see Data series and data points, "Error bar" tab.

Showing/hiding gridlines

Showing *gridlines* in a chart can improve the legibility of its values. Gridlines are a network of lines that extend across the plot area, starting from one of the axes of the chart.

The following types of gridlines are available:

- *Major gridlines* are indicated at every major tick mark on the axis.
- *Minor gridlines* subdivide the major grid into an even finer grid if necessary.

You can enable gridlines separately for each axis.

To show or hide gridlines, proceed as follows:

Via the "Add chart element" icon

Select the chart and use the ribbon command **Chart | Add chart element** to choose the entry **Gridlines**. In the following submenu, you can enable or disable horizontal (for the Y axis) and vertical (for the X axis) major gridlines and minor gridlines for the primary axis. A check mark in front of them indicates the gridlines which are currently enabled.

The entry **More** takes you to the dialog box with additional options (see below).

Via the dialog box

For additional options (for example, gridlines for secondary axes), choose the path via the dialog box:

1. Select the chart by clicking on it.
2. Use the ribbon command **Chart | Add chart element** to choose the entry **Gridlines** and select **More** in the following submenu to open the dialog box.

   Alternatively: Right-click to open the context menu and select the entry **Chart: Properties**.

3. Switch to the **Elements** tab and enable the option **Major grid** and/or **Minor grid** for the desired axes.

For more information on editing gridlines, see Gridlines.

Showing/hiding the legend

If desired, you can show (or hide) a *legend* in the chart. A legend is a small box that shows which data series are displayed in which color/pattern.

To do so, proceed as follows:

Via the "Add chart element" icon

Select the chart and use the ribbon command **Chart | Add chart element** to choose the entry **Legend**. In the following submenu, you can specify where to position the legend. A check mark in front of it indicates the option which is currently enabled.

You can hide the legend by selecting the entry **None**.

The entry **More** takes you to the dialog box with additional options (see below).

Via the dialog box

For additional options, choose the path via the dialog box:

1. Select the chart by clicking on it.
2. Use the ribbon command **Chart | Add chart element** to choose the entry **Legend** and select **More** in the following submenu to open the dialog box.

   Alternatively: Select the legend and right-click to open the context menu and select the entry **Legend: Properties**.
3. On the **Legend** tab, specify where the legend should be positioned. If you select the option **Custom**, the legend can be moved to any position (using the mouse). If you select the option **None**, the legend will not be displayed.

> ***Tip:*** If you choose the entry **Chart: Properties** via the context menu, the main dialog box for charts opens. You will find the option **Legend** here also on the **Elements** tab.

For more information on editing the properties of a legend, see Legend.

Showing/hiding lines

> ***Note:*** This option can only be used for line charts and area charts.

You can use the options for *lines*, for example, to illustrate the spacing between the individual data series in a line chart.

The following types of lines are available:

- *Drop lines* are lines displayed from the data points to the horizontal axis.
- *High-low lines* are lines displayed between the highest and lowest data points (for two or more data series).

To show/hide drop lines or high-low lines, proceed as follows:

Via the "Add chart element" icon

Select the chart and use the ribbon command **Chart | Add chart element** to choose the entry **Lines**. In the following submenu, you can choose between *Drop lines* and *High-low lines*. A check mark in front of it indicates the option which is currently enabled.

You can hide the lines by selecting the entry **None**.

The entry **More** takes you to the dialog box with additional options (see below).

Via the dialog box

For additional options, choose the path via the dialog box:

1. Select the chart by clicking on it.
2. Use the ribbon command **Chart | Add chart element** to choose the entry **Lines** and select **More** in the following submenu to open the dialog box.

   Alternatively: Select the desired data series and right-click to open the context menu and select the entry **Series: Properties**.
3. Switch to the **Options** tab and enable the desired settings.

For more information on the options of the dialog box, see Data series and data points, "Options" tab.

Showing/hiding the trendline

Note: Trendlines are available only for certain chart types (including two-dimensional column, bar, and line charts). Other limitation: They are not available for stacked chart types.

If desired, you can add *trendlines* to the data series of a chart.

Trendlines can be used to graphically display the *trend* of a data series (i.e., to what extent the data series rises/falls on average). Trendlines can also be extended beyond the given data points, so that they display a forecast for future values.

A statistical technique called *regression analysis* is used to calculate trendlines.

To show/hide trendlines, proceed as follows:

Via the "Add chart element" icon

Select the desired data series to which you want to add a trendline.

Use the ribbon command **Chart | Add chart element** to choose the entry **Add trendline**. In the following submenu, select one of the predefined trendline types.

The entry **Remove all** removes all trendlines (select the chart for this purpose). To remove individual trendlines, select the desired trendline and then choose **Remove all** or simply press the **Del** key.

The entry **More** takes you to the dialog box with additional options (see below).

Via the dialog box

You will find more trendline types and additional options via the dialog box:

1. Select the chart by clicking on it.
2. Use the ribbon command **Chart | Add chart element** to choose the entry **Add trendline** and select **More** in the following submenu to open the dialog box.

   Alternatively: Select the desired data series and right-click to open the context menu and select the entry **Add trendline**.
3. Switch to the **Trend** tab and enable the desired settings.

For more information on the options of the dialog box, see Trendlines.

Showing/hiding up/down bars

> ***Note:*** This option can only be used for line charts.

You can use the option *Up/down bars* to display bars between the first and last data series, for example, in a line chart with two or more data series.

To do so, proceed as follows:

Via the "Add chart element" icon

Select the chart and use the ribbon command **Chart | Add chart element** to choose the entry **Up/down bars**. In the following submenu, select the same entry.

You can use the entry **None** to remove the up/down bars.

The entry **More** takes you to the dialog box (see below) where you can also set the spacing between the bars.

Via the dialog box

Choose the path via the dialog box to make further settings:

1. Select the chart by clicking on it.
2. Use the ribbon command **Chart | Add chart element**  to choose the entry **Up/down bars** and select **More** in the following submenu to open the dialog box.

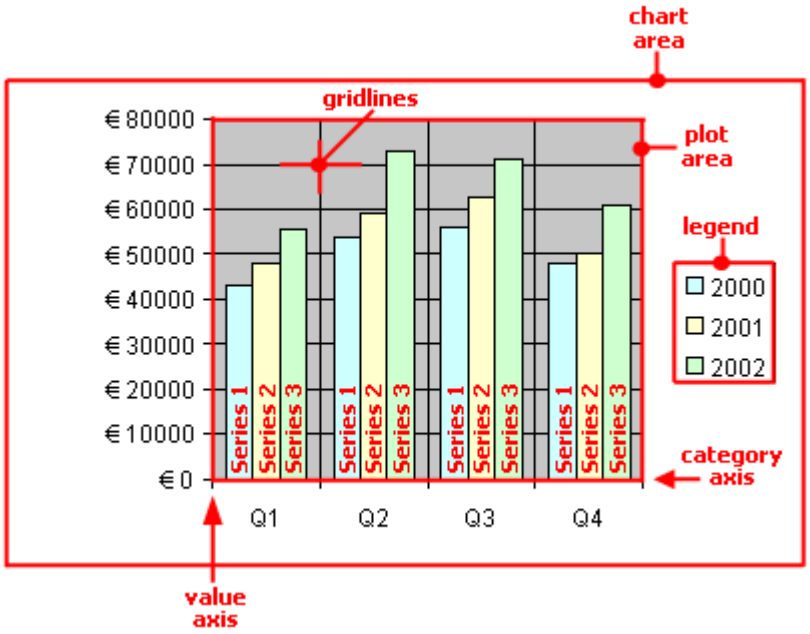
   Alternatively: Select any data series and right-click to open the context menu and select the entry **Series: Properties**.
3. Switch to the **Options** tab and enable the checkbox in front of **Show up/down bars with gap**. In the input field below, you can set the gap between the bars.

For more information on the options of the dialog box, see Data series and data points, "Options" tab.

Editing chart elements

Charts consist of several components. In addition to the data series themselves, for example, there are axes, a legend, etc. These individual components of a chart are called the *chart elements*.

The following figure shows the most important chart elements:



Series 1, Series 2, etc. represent the chart's *data series*.

Three-dimensional chart types contain some additional chart elements (floor, walls, etc.), which will also be described on the following pages.

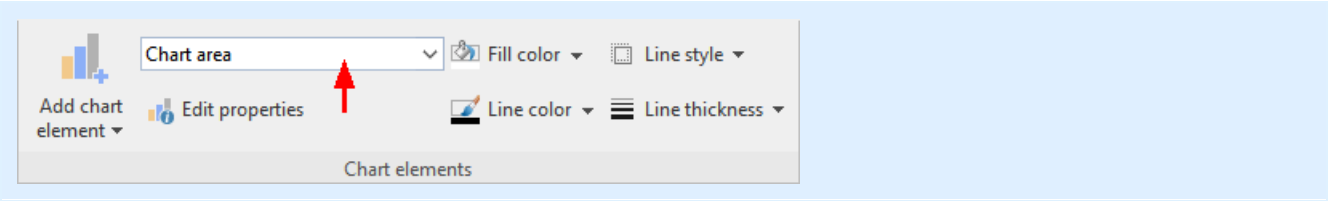
Each of these chart elements can be selected at the click of a mouse and then edited.

Selecting chart elements

To select a chart element, first click on the chart itself to select it and then click on the desired chart element. To select a data series, for example, click on any value within this series.

Note: To select a *single* value within a data series, first click on the data series and then click on the desired single value.

Tip: Alternatively, you can select chart elements by expanding the list of elements on the ribbon tab **Chart** | group **Chart elements** and selecting the desired element from it. Here, you can always see which chart element is currently selected.

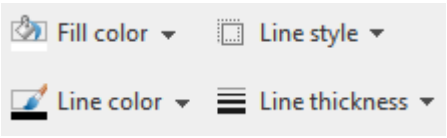


Changing the position and size of chart elements

The position and size of some chart elements (for example, the legend) can be changed. To move an element, select it and then drag it to the desired position. To change its size, drag one of the handles surrounding the element.

Changing the fill and borders of chart elements

The fill color and border lines of chart elements can be applied directly with the buttons of the command group **Chart elements** on the ribbon tab **Chart**. To do so, select a chart element and make the desired adjustments using the buttons **Fill color**, **Line color**, **Line style** and **Line thickness**.



Note: In the case of the buttons *Fill color* and *Line color*, the last color that you used will be applied again when you click directly on the icon itself. By clicking on the icon's arrow, you open the color palette.

Only for the **Fill color** button: If you click on the icon's arrow, you can use the entry **More Fills** to also apply more complex fills. For more information, see Object properties, Fill tab. By clicking on the entry **More colors**, you reach a dialog box with color definitions, which you use according to the descriptions of the section Document properties, Colors tab.

You will also find fill and border settings via the dialog box of the chart elements (see next paragraph). You can also change other properties here, depending on the type of chart element.

Changing properties of chart elements

In addition to changing the properties of the chart itself, as described later in Changing chart properties via the dialog box, you can also edit the properties of individual chart elements.

To change the properties of a chart's **legend**, for example, proceed as follows:

1. Select the chart by clicking on it.
2. Right-click on the legend to open its context menu.

   Android: In the Android version, you can also open the context menu with your finger: Just tap on the screen and hold your finger there for about a second.
3. In the context menu, choose the command **Legend: Properties** (*not* the command **Chart: Properties**).

A dialog box will now appear in which you can make the desired settings.

Tip: Alternatively, you open the dialog box via the ribbon command **Edit properties** .

Even faster: Open the dialog box by double-clicking on the desired element.

The properties that you can change in this dialog box depend on the type of chart element for which you opened it. The following sections provide more information about all available chart elements and their respective properties:

- Chart area
- Plot area
- Walls (three-dimensional charts only)
- Floor (three-dimensional charts only)
- Corners (three-dimensional charts only)
- Data series and data points
- Trendlines
- Category axis (X axis)
- Value axis (Y axis)
- Series axis (Z axis)
- Axis title
- Chart title
- Gridlines
- Legend

Chart area

The *chart area* is the entire area of a chart frame.

Edit properties: To change the properties of the chart area, select it, right-click to open the context menu and choose the command **Chart area: Properties**.

Tip: Alternatively, you can choose this command via the **Edit properties** icon  on the ribbon tab **Chart** | group **Chart elements**. The other alternative is to simply double-click on the chart area.

You can make the following settings:

Format tab

Tip: Borders and fill can also be conveniently adjusted directly via the buttons of the ribbon tab **Chart** | group **Chart elements**. For more information, see Editing chart elements.

- **Border** section

  Here, you can add a border to the entire chart. **Auto** gives the chart a thin gray standard line as a border. **None** removes the border. The option **Custom** lets you customize the line style.

If you enable the option **Shadow**, the chart frame will also be highlighted with a shadow. The **Adjust** button opens additional settings for the appearance of the shadow effect.

- **Fill** section

  Here, you can change the fill of the chart area. **Auto** gives the chart area a white fill area. The fill will be transparent if you use the option **None**. You can use the option **Color** to customize the color for the fill.

  If you select the fill type **Effects** and click on the **Customize** button, the program will display a dialog box that will allow you to also apply more complex fills (such as a color gradient). The use of this dialog box is described in Object properties, Fill tab.

Font tab

Here, you can change the text formatting for *all* chart elements.

To do so, select the desired font, font size, alignment, etc.

Important: Changes will affect *all* chart elements, even if they were previously formatted in a different font.

Plot area

The *plot area* of a chart is the area where the data series, axes and gridlines are drawn.

Changing properties: To change the properties of the plot area, select it, right-click it and choose the command **Plot area: Properties** from the context menu.

Tip: Alternatively, you can choose this command via the **Edit properties** icon  on the ribbon tab **Chart** | group **Chart elements**. The other alternative is to double-click on the plot area.

You can make the following settings:

Format tab

Tip: Borders and fill can also be conveniently adjusted directly via the buttons of the ribbon tab **Chart** | group **Chart elements**. For more information, see Editing chart elements.

- **Border** section

  Here, you can add a border to the plot area. To do so, use the option **Custom** to select the desired line style. The option **None** removes the border.

- **Fill** section

  Here, you can change the fill of the plot area. To do so, use the option **Color** to select the desired fill color. The fill will be transparent if you use the option **None**.

  If you select the fill type **Effects** and click on the **Customize** button, the program will display a dialog box that will allow you to also apply more complex fills (such as a color gradient). The use of this dialog box is described in Object properties, Fill tab.

Walls (three-dimensional charts only)

Walls are the back walls of charts that use a three-dimensional chart type.

Changing properties: To change the properties of the walls, select one of the walls, right-click it and choose the command **Walls: Properties** from the context menu.

Tip: Alternatively, you can choose this command via the **Edit properties** icon on the ribbon tab **Chart** | group **Chart elements**. The other alternative is to double-click on the walls.

You can make the following settings:

Format tab

Tip: Borders and fill can also be conveniently adjusted directly via the buttons of the ribbon tab **Chart** | group **Chart elements**. For more information, see Editing chart elements.

- **Border** section

  Here, you can add a border to the walls. To do so, use the option **Custom** to select the desired line style. The option **None** removes the border.

- **Fill** section

  Here, you can change the fill of the walls. To do so, use the option **Color** to select the desired fill color. The fill will be transparent if you use the option **None**.

  If you select the fill type **Effects** and click on the **Customize** button, the program will display a dialog box that will allow you to also apply more complex fills (such as a color gradient). The use of this dialog box is described in Object properties, Fill tab.

3D view tab

Here, you can set the 3D effect for the entire chart. For more information, see Chart properties, 3D view tab.

Floor (three-dimensional charts only)

Floors are only present in three-dimensional chart types.

Changing properties: To change the properties of the floor, select it, right-click it and choose the command **Floor: Properties** from the context menu.

Tip: Alternatively, you can choose this command via the **Edit properties** icon on the ribbon tab **Chart** | group **Chart elements**. The other alternative is to double-click on the floor.

You can make the following settings:

Format tab

Tip: Borders and fill can also be conveniently adjusted directly via the buttons of the ribbon tab **Chart |** group **Chart elements**. For more information, see Editing chart elements.

- **Border** section

  Here, you can add a border to the floor. To do so, use the option **Custom** to select the desired line style. The option **None** removes the border.

- **Fill** section

  Here, you can change the fill of the floor. To do so, use the option **Color** to select the desired fill color. The fill will be transparent if you use the option **None**.

  If you select the fill type **Effects** and click on the **Customize** button, the program will display a dialog box that will allow you to also apply more complex fills (such as a color gradient). The use of this dialog box is described in Object properties, Fill tab.

3D view tab

Here, you can set the 3D effect for the entire chart. For more information, see Chart properties, 3D view tab.

Corners (three-dimensional charts only)

Corners are only present in three-dimensional chart types.

Changing properties: To change the properties of the corners, select one of them, right-click it and choose the command **Corners: Properties** from the context menu.

Tip: Alternatively, you can choose this command via the **Edit properties** icon  on the ribbon tab **Chart |** group **Chart elements**.

You can make the following settings:

3D view tab

Here, you can set the 3D effect for the entire chart. For more information, see Chart properties, 3D view tab.

Data series and data points

Data series are the most important chart elements. They represent the data to be evaluated – in the form of columns, bars, lines, pie segments, etc., depending on the chart type selected.

A **data series** is the graphical representation of a *column* or *row* of cell values on which the chart is based. Each data series, in turn, consists of multiple **data points**, thus the individual cell values.

Changing properties: To change the properties of data series or single data points, proceed as follows:

- If you click on any of the data points of a data series, the *entire* data series will be selected. You can now edit the properties of this data series by right-clicking on it to display its context menu and then choosing the command **Series: Properties**.
- If you click on the same data point once again, only this *single* data point will be selected. The command in the context menu is then called **Point: Properties**.

  Tip: Alternatively, you can choose these commands via the **Edit properties** icon  on the ribbon tab **Chart |** group **Chart elements** after you have selected the data series (or the data point).

You can make the following settings:

Format tab

Tip: Borders and fill can also be conveniently adjusted directly via the buttons of the ribbon tab **Chart |** group **Chart elements**. For more information, see Editing chart elements.

- **Border** section (or **Line** section)

  Here, you can change the line style used to draw the graph. To do so, use the option **Custom** to select the desired line style. The option **None** removes the line.

  If you enable the option **Shadow**, the graph will also be highlighted with a shadow. You can use the **Adjust** button to make other settings for the appearance of the shadow effect. (For some chart types, the option **Smooth line** appears here instead, which enables you to give the graph a smoother gradient.)

- **Fill** section

  Here, you can change the fill of the data series/data points. **Auto** gives the fill area a standard color. The fill will be transparent if you use the option **None**. You can use the option **Color** to customize the color for the fill. The **color for negative values** can be assigned a different color for certain chart types.

  If you select the fill type **Effects** and click on the **Customize** button, the program will display a dialog box that will allow you to also apply more complex fills (such as a color gradient). The use of this dialog box is described in Object properties, Fill tab.

- **Marker** section (available only for certain chart types)

  Some chart types (for example, certain types of line charts) draw *markers* for each data point. Here, you can customize the appearance of such markers.

3D format tab

Note: The options on this tab are available only for certain chart types.

Use this tab to add a light effect or bevels to the data points to be displayed.

- **Material**

  Here, you can select the material that should be simulated to display the data points.

- **Light**

  Here, you can select the type of light that should be simulated.

- **Angle**

  Here, you can change the angle of the light source.

  Tip: The above effects usually look better if you also use the following option to add bevels to the data points.

- **Bevels** section

  Here, you can add a bevel effect to the graphical representation of the data points. If you apply these options to a bar chart, for example, the edges of the bars will be rounded. The larger the value, the rounder the edges will be displayed.

Data labels tab

Use this tab to add labels to the selected data points. This is useful, for example, if you want to have the exact values displayed for each data point.

- **Display** section

  Here, you can specify the type of label to be displayed. The default option is **Don't show**, thus no label is displayed. If, for example, you select the option **Show value**, the value of the relevant data point will be displayed, while the option **Show data point** will display its name, etc.

- **Display legend key in label**

  If you enable this option, the legend keys of the relevant data points will be displayed before the labels. The legend key is a small square in the same color as the data point.

- **Placement** section

  Here, you specify where the label should be placed (relative to the respective data point).

Note: If you label data points, you can also click on these labels in the chart. Thus, you can change their properties by selecting a different font or changing the text you want to display, for example.

The following program response also applies here: Clicking once selects *all* labels of a data series, while clicking again selects a *single* label.

Error bar Y tab

Note: This tab is available only for certain two-dimensional chart types (including column, bar and line charts).

You can use this tab to add *error bars* to the data points of the selected data series. Error bars display the possible/tolerable error of the values in the form of a line with a short dash at the end.

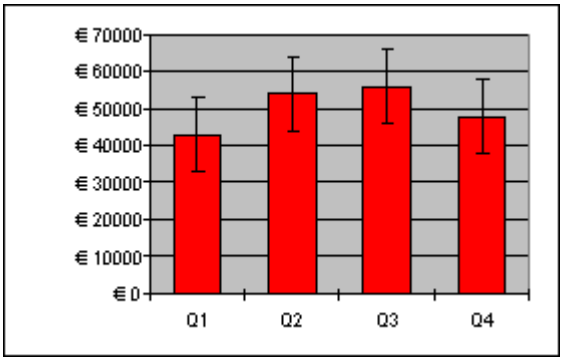


Chart with "Plus" and "Minus" error bars

To add error bars, select the desired type of error bar in the **Display** section: **Plus only** displays a positive error bar, **Minus only** displays a negative error bar, **Plus and minus** displays both error bars.

The option **Show as** lets you determine the appearance of the error bars: with or without short dashes at the ends.

In the **Value** section, you can change the length of the indicator line. If, for example, you select the option **Fixed**, the line will always have the specified length, while if you select the option **Percent**, the length will correspond to the specified percentage of the respective Y value, etc.

Error bar X tab

> ***Note:*** This tab is only available for XY scatter charts and bubble charts.

This tab is identical to the Error bar Y tab (see above), except that it displays error bars for the X values instead of the Y values.

Helper lines tab

> ***Note:*** This tab is available only for certain two-dimensional chart types (including column, bar and line charts).

You can use this tab to display various guides in the chart. If, for example, you enable the option **Average**, a dashed line indicating the average value of the selected data series will be displayed in the chart.

You can enable guides for **Average**, **Minimum/maximum**, **Standard deviation**, and **Linear approximation** (linear trend).

Tip: You can use the ribbon command **Chart | Add chart element** | **Add trendline** to show other types of trendlines in the chart if necessary. For more information, see Trendlines.

Options tab

This tab shows different settings for displaying the data series/data points, depending on the chart type, for greater clarification of the results.

For a line chart, for example, you will find the following settings:

Note: For other chart types, you will find different settings on the **Options** tab.

- **Displaying drop lines**

  If you enable this option, lines will be drawn from the data points to the horizontal axis.

- **Displaying high-low lines**

  If you enable this option, lines will be displayed between the highest and lowest data points (for two or more data series).

- **Up/down bars with gap**

  You can use this option to display bars between the first and last data series, for example, in a line chart with two or more data series. In the input field below, you can also set the gap between the bars.

For the above options, you can choose between different settings of the display in the section **Empty cells are ...** in case individual data points are missing.

If you select the option **Vary color for each data point**, the data points will be automatically colored with different colors (not available if there are multiple data series).

Tip: You can also format these chart elements, if enabled, by selecting them and right-clicking to open the context menu where you choose the relevant entry (**Drop lines**, **High-low lines**, **Up/down bars**): **Properties**.

Trendlines

Note: Trendlines are available only for certain chart types (including two-dimensional column, bar, and line charts). Furthermore, they should not be stacked.

If desired, you can have a *trendline* shown for each data series of the chart. For more information, see Showing/hiding the trendline.

Trendlines can be used to graphically display the *trend* of a data series (i.e., to what extent the data series rises/falls on average). Trendlines can also be extended beyond the given data points, so that they display a forecast for future values.

A statistical technique called *regression analysis* is used to calculate trendlines.

Changing properties: To change the properties of a trendline, select it, right-click it and choose the command **Trendline: Properties** from the context menu.

Tip: Alternatively, you can choose this command via the **Edit properties** icon  on the ribbon tab **Chart |** group **Chart elements**. The other alternative is to simply double-click on the trendline.

You can make the following settings:

Format tab

- **Line** section

  Here, you can change the appearance of the trendline. **Auto** uses a thick black standard line. **None** removes the line. The option **Custom** lets you customize the line style.

Trendline tab

- **Type** section

  Here, you can select the type of trendline to be displayed. In addition to linear trendlines (i.e. simple best-fit lines), trendlines such as exponential or polynomial trendlines can also be displayed.

  The available types of trendlines are based on the following formulas:

Linear:	$y = ax + b$
Polynomial:	$y = b + c_1x + c_2x^2 + c_3x^3 + ... + c_6x^6$
Exponential:	$y = ce^{bx}$ (e = Euler's number)
Logarithmic:	$y = c \ln(x) + b$
Potential:	$y = cx^b$
Moving average:	$f(x_i) = (x_i + x_{i-1} + x_{i-2} + ... + x_{i-n+1}) / n$

- **Based on series**

  Here, you can specify the data series for which the trendline is to be displayed.

- **Forecast** section

  Here, you can extend the trendline beyond the existing data points.

  If, for example, there are 3 data points (for example, the sales results for the 1st, 2nd and 3rd year), you can enter a 1 for **Forward**. The line is then extended by an additional period (1 data point), thus displaying a forecast for sales in the 4th year.

- **Crossing point**

  Here, you can force the trendline to intersect the Y axis at a specific Y coordinate. This option is available only for certain types of trendlines.

- **Show formula in chart**

  If this option is enabled, the formula used to calculate the trendline will be displayed in the chart.

- **Show correlation in chart**

  If this option is enabled, the correlation coefficient R^2 of the data series will be displayed in the chart.

- **Name** section

  Here, you can change the name of the trendline if desired. This name is displayed in the legend. To do so, select the option **Custom** and enter the desired name.

Category axis (X axis)

The X axis of a chart is also called the *category axis*.

Tip: For more information on showing or hiding axes, see Showing/hiding axes and axis titles.

Changing properties: To change the properties of the category axis, select it, right-click it and choose the command **Category axis: Properties** from the context menu.

Tip: Alternatively, you can choose this command via the **Edit properties** icon on the ribbon tab **Chart** | group **Chart elements**. The other alternative is to simply double-click on the axis.

You can make the following settings:

Format tab

Tip: Lines can also be conveniently adjusted directly via the buttons of the ribbon tab **Chart** | group **Chart elements**. For more information, see Editing chart elements.

- **Line** section

  Here, you can change the line style used to draw the axis. **Auto** uses a thin gray standard line. **None** removes the line. The option **Custom** lets you customize the line style.

- **Major ticks** and **Minor ticks** sections

  Here, you can determine whether small tick marks should be displayed to divide the axis and specify their appearance.

- **Tick labels** section

  Here, you can determine whether labels should be displayed for the tick marks and where to place them.

Scale tab

You can use this tab to change the scale of the axis.

Note: If the category axis contains date values, other settings appear here that are similar to the scaling options of the value axis (Y axis). For more information, see the descriptions in the next section Value axis (Y axis), "Scale tab".

- **Axis ends...** section

  This option allows you to determine where to end the visible part of the axis: **In categories** or **Between categories**.

Explanation: The first, second, third, etc., data point of all data series is called the category of a chart.

- **Number of categories between...** section

  By default, TextMaker makes a tick mark on the axis for *each* category and labels it. You can change these intervals via the following options:

  The option **Tick marks** determines which categories are marked with a tick mark. Enter 1, and a tick mark is set for every category. Enter 2, and a tick mark is set for every second category, etc.

  The option **Tick labels** determines which tick marks to label. Enter 1, and each tick mark is labeled. Enter 2, and every second tick mark is labeled, etc.

- **Intersection between X and Y axis** section

  You can use this option to determine where the X axis (category axis) should intersect the Y axis (value axis): **At low end** (where the category axis begins), **At high end** (where the category axis ends) or at the specified category number.

- **Invert axis direction**

  If this option is enabled, the direction of the axis is reversed. The order of the categories is also reversed accordingly; the chart thus starts with the last category and ends with the first category.

Font tab

Use this tab to change the formatting of the axis labels.

In addition to font, font size, and text styles, you can also set the alignment, rotate the labels and change the numeric format.

Value axis (Y axis)

The Y axis of a chart is also called the *value axis*.

Tip: For more information on showing or hiding axes, see Showing/hiding axes and axis titles.

Changing properties: To change the properties of the value axis, select it, right-click it and choose the command **Value axis: Properties** from the context menu.

Tip: Alternatively, you can choose this command via the **Edit properties** icon on the ribbon tab **Chart** | group **Chart elements**. The other alternative is to double-click on the axis.

You can make the following settings:

Format tab

Tip: Lines can also be conveniently adjusted directly via the buttons of the ribbon tab **Chart** | group **Chart elements**. For more information, see Editing chart elements.

- **Line** section

  Here, you can change the line style used to draw the axis. **Auto** uses a thin gray standard line. **None** removes the line. The option **Custom** lets you customize the line style.

- **Major ticks** and **Minor ticks** sections

  Here, you can determine whether small tick marks should be displayed to divide the axis and specify their appearance.

- **Tick labels** section

  Here, you can determine whether axis labels should be displayed and where to place them.

Scale tab

You can use this tab to change the scale of the axis.

- **Lowest value** and **Highest value** sections

  These options determine where the visible part of the axis should begin and where it should end. Select either the option **Auto**, which results in TextMaker automatically determining the most appropriate values, or select **Custom** and enter the desired value yourself.

- **Intersection between X and Y axis** section

  You can use this option to determine where the X axis (category axis) should intersect the Y axis (value axis):

  If **Auto** is selected, TextMaker automatically determines the most appropriate value, and if **Maximum value** is selected, the X axis is positioned at the end of the Y axis. You specify your own Y value if you select **Custom value**.

- **Major step value** section

  Here, you can set the interval for the tick marks and labels on the axis. If you select the option **Auto**, TextMaker automatically determines the most appropriate values.

- **Minor step value** section

  Here, you can set the interval between minor tick marks on the axis. If you select the option **Auto**, TextMaker automatically determines the most appropriate values.

- **Invert axis direction**

  If this option is enabled, the direction of the axis is reversed. In a column chart, for example, the columns are no longer drawn from bottom to top, but from top to bottom.

- **Logarithmic scale**

  If this option is enabled, the axis will use a logarithmic scale (for example, 10, 100, 1000, etc.) rather than a linear scale.

Font tab

You can use this tab to change the formatting of the axis labels.

In addition to font, font size, and text styles, you can also set the alignment, rotate the labels and change the numeric format.

Series axis (Z axis)

The Z axis of a chart is also called the *series axis*. It is only available for certain three-dimensional chart types.

Tip: For more information on showing or hiding axes, see Showing/hiding axes and axis titles.

Changing properties: To change the properties of the series axis, select it, right-click it and choose the command **Series Axis: Properties** from the context menu.

Tip: Alternatively, you can choose this command via the **Edit properties** icon on the ribbon tab **Chart** | group **Chart elements**. The other alternative is to double-click on the axis.

You can make the following settings:

Format tab

Tip: Lines can also be conveniently adjusted directly via the buttons of the ribbon tab **Chart** | group **Chart elements**. For more information, see Editing chart elements.

- **Line** section

  Here, you can change the line style used to draw the axis. **Auto** uses a thin gray standard line. **None** removes the line. The option **Custom** lets you customize the line style.

- **Major ticks** and **Minor ticks** sections

  Here, you can determine whether small tick marks should be displayed to divide the axis and specify their appearance.

- **Tick labels** section

  Here, you can determine whether labels should be displayed for the tick marks and where to place them.

Scale tab

You can use this tab to change the scale of the axis.

- **Number of series between...** section

  By default, TextMaker makes a tick mark on the axis for *each* data series and labels it. You can change these intervals via the following options:

  The option **Tick marks** determines which data series are marked with a tick mark. Enter 1, and a tick mark will be set for every data series. Enter 2, and a tick mark will be set for every second data series, etc.

  The option **Tick labels** determines which tick marks to label. Enter 1, and each tick mark will be labeled. Enter 2, and every second tick mark will be labeled, etc.

- **Invert axis direction**

  If this option is enabled, the direction of the axis will be reversed. The order of the data series will also be reversed accordingly; the chart will thus start with the last series and end with the first series.

Font tab

You can use this tab to change the formatting of the axis labels.

In addition to font, font size, and text styles, you can also set the alignment, rotate the labels and change the numeric format.

Axis title

You can name each axis. This will then be displayed below/next to the axis. For more information, see Showing/hiding axes and axis titles.

Edit properties: To change the properties of the axis title, select it and right-click to open the context menu and choose the command **(Category/Value) axis title: Properties**.

Tip: Alternatively, you can choose this command via the **Edit properties** icon  on the ribbon tab **Chart |** group **Chart elements**. The other alternative is to double-click on the axis title.

You can make the following settings:

Format tab

Tip: Borders and fill can also be conveniently adjusted directly via the buttons of the ribbon tab **Chart |** group **Chart elements**. For more information, see Editing chart elements.

- **Border** section

  Here, you can change the line style for the border of the axis title. To do so, use the option **Custom** to select the desired line style. The option **None** removes the border.

  If you enable the option **Shadow**, the axis title will also be highlighted with a shadow.

- **Fill** section

  Here, you can change the fill of the axis title. To do so, use the option **Color** to select the desired fill color. The fill will be transparent if you use the option **None**.

  If you select the fill type **Effects** and click on the **Customize** button, the program will display a dialog box that will allow you to also apply more complex fills (such as a color gradient). The use of this dialog box is described in Object properties, Fill tab.

Text tab

Here, enter the desired axis title. If you delete the text completely from the input field, the axis title, as a chart element, will be removed.

Font tab

On this tab, you can change the formatting of the axis title.

In addition to font, font size, and text styles, you can also set the alignment, rotate the labels and change the numeric format.

Chart title

Here, you can enter a title for the chart. This is then displayed above the chart. For more information, see Showing/hiding chart titles.

Edit properties: To change the properties of the chart title, select it and right-click to open the context menu and choose the command **Chart title: Properties**.

Tip: Alternatively, you can choose this command via the **Edit properties** icon  on the ribbon tab **Chart |** group **Chart elements**. The other alternative is to double-click on the chart title.

You can make the following settings:

Format tab

Tip: Borders and fill can also be conveniently adjusted directly via the buttons of the ribbon tab **Chart |** group **Chart elements**. For more information, see Editing chart elements.

- **Border** section

  Here, you can change the line style for the border of the chart title. To do so, use the option **Custom** to select the desired line style. The option **None** removes the border.

  If you enable the option **Shadow**, you can also highlight the chart title with a shadow.

- **Fill** section

  Here, you can change the fill of the chart title. To do so, use the option **Color** to select the desired fill color. The fill will be transparent if you use the option **None**.

  If you select the fill type **Effects** and click on the **Customize** button, the program will display a dialog box that will allow you to also apply more complex fills (such as a color gradient). The use of this dialog box is described in Object properties, Fill tab.

Text tab

Here, enter the desired title of the chart. If you delete the text completely from the input field, the chart title, as a chart element, will be removed.

Font tab

On this tab, you can change the formatting of the chart title.

In addition to font, font size, and text styles, you can also set the alignment, rotate the labels and change the numeric format.

Gridlines

You can show *gridlines* to make the values in a chart easier to read. (For more information, see Showing/hiding gridlines.)

Gridlines are a network of lines that extend across the plot area, starting from one of the axes of the chart.

The following types of gridlines are available:

- *Major gridlines* are indicated at every major tick mark on the axis.
- *Minor gridlines* subdivide the major grid into an even finer grid if necessary.

Changing properties: To change the properties of the major grid of the value axis, for example, select one of its gridlines, right-click on it and choose the command **Value axis major gridlines: Properties** from the context menu.

Tip: Alternatively, you can chose this command via the **Edit properties** icon on the ribbon tab **Chart**.

You can make the following settings:

Format tab

Tip: The appearance of the lines can also be conveniently adjusted directly via the buttons of the ribbon tab **Chart** | group **Chart elements**. For more information, see Editing chart elements.

- **Line** section

  Here, you can change the line style used to draw the gridlines. **Auto** uses thin gray standard lines. **None** removes the lines. The option **Custom** lets you customize the line style.

Changing the scale of gridlines

To change the distances between the gridlines, select the corresponding axis, choose its properties and make the desired changes on the **Scale** tab.

Legend

If desired, you can show a *legend* in the chart. For more information, see Showing/hiding the legend.

A legend is a small box that shows which data series are displayed in which color/pattern.

Changing properties: To change the properties of the legend, select it, right-click it and choose the command **Legend: Properties** from the context menu.

Tip: Alternatively, you can choose this command via the **Edit properties** icon  on the ribbon tab **Chart |** group **Chart elements**. The other alternative is to double-click on the legend.

Note: If you only want to edit a single *legend entry* (you can also apply a formatting to it that differs from that of the legend as a whole), then click again in the area of the desired legend entry after selecting the legend. You can now choose the command **Legend entry: Properties** via the context menu.

You can make the following settings:

Format tab

Tip: Borders and fill can also be conveniently adjusted directly via the buttons of the ribbon tab **Chart |** group **Chart elements**. For more information, see Editing chart elements.

- **Border** section

  Here, you can change the line style of the legend's border. To do so, use the option **Custom** to select the desired line style. The option **None** removes the border.

  If you enable the option **Shadow**, the legend will also be highlighted with a shadow.

- **Fill** section

  Here, you can change the fill of the legend. To do so, use the option **Color** to select the desired fill color. The fill will be transparent if you use the option **None**.

  If you select the fill type **Effects** and click on the **Customize** button, the program will display a dialog box that will allow you to also apply more complex fills (such as a color gradient). The use of this dialog box is described in Object properties, Fill tab.

Font tab

You can use this tab to change the character format (font, font size, text styles, etc.) of the legend.

Legend tab

Here, you can specify where the legend should be displayed.

If you select the option **Custom**, the legend can be moved to any position (using the mouse).

If you select **None**, the legend will be hidden.

Changing chart properties via the dialog box

The previous sections discussed how to edit the properties of specific chart *elements*. This section discusses the properties of the chart *itself*.

To change the properties of a chart, click to select the chart and right-click to open the context menu. Select the entry **Chart: Properties**.

> ***Tip:*** Alternatively, you can open the dialog box by clicking on the group arrow ◢ in the bottom right corner of any command group of the ribbon tab **Chart**.

The following settings can be made in this dialog box:

Layout tab

On the **Layout** tab, you can change the chart's wrap margins. For chart *frames*, you can also change the position and the text wrapping.

For more information, see Object properties, Layout tab.

Format tab

You can use this tab to change the size of the chart.

For more information, see Object properties, Format tab.

Properties tab

Here, you can change the general settings of the chart.

For more information, see Object properties, Properties tab.

Chart type tab

Here, you can change the chart type.

First, select the desired **Chart type** on the left and then the desired **Subtype** on the right. For more information on the available chart types, see Changing the chart type.

Color palette: You can change the color scheme of the chart here.

Reset all settings in chart: This option restores any changes you made to the properties of the chart back to their original state.

On the right side of the dialog box, a **Preview** shows the result of your customizations. If necessary, use the button >> to open the preview.

Series tab

Data series are the most important chart elements. They represent the data to be evaluated – in the form of columns, bars, lines, etc., depending on the chart type selected.

The **Series** tab allows you to make settings for each data series of a chart. Here, you can also enter and change the numeric values that you want to display in the chart (via the **Edit** button).

In the **Series** list, select the series you want to change. Then make the desired settings:

- **Series**

  The **Series** list contains a list of all data series currently included in the chart.

  You can use the arrow buttons to the right of the list to change the order of the data series.

  Use the **Add** and **Delete** buttons to add or remove data series.

  The **Edit** button can be used to edit the numeric values contained in the selected data series. For more information, see also Entering/editing the data of a chart.

- **Data sources** section

  Here, you can specify which data should represent the selected data series.

  The fields in this section are filled in automatically, and there is usually no need to change them.

  Note: Do not manually edit the fields in this section. Use the **Edit** button instead (located below the **Series** list). It opens a dialog box where you can enter/edit these values in a more convenient manner. For more information on this dialog box, see Entering/editing the data of a chart.

  The following fields can be found here:

  Name: The name of the data series. This field can also be left empty, whereupon the data series receives an automatically generated name (for example, "Series 1", "Series 2", etc.).

  Y values: The Y values for each data point of the data series. To edit these values, it is best to use the **Edit** button (located below the **Series** list).

  Explanation: For most chart types, the Y values are the values that should be displayed in the chart. For example, the Y values determine the height of the columns in a column chart.

  X values: The X values of the data series. To edit these values, also use the **Edit** button (located below the **Series** list).

  Explanation: For most chart types, the X values are irrelevant and are set to "Auto" (i.e. automatic) because they are only used to label the category axis (X axis). XY scatter charts and bubble charts are the exception, however, as the X and Y values determine the coordinates of the data points in these charts.

  Bubble sizes: For bubble charts, there is a third parameter in addition to X and Y values: the size of the bubbles for each data point. You should use the **Edit** button to edit the values here also.

- **Display this series as** section

  Here, you can specify how the selected data series is displayed in the chart. If, for example, you have selected a column chart as the chart type, but want a particular series to appear as a line chart, you select the option **Lines** for this data series.

- **Use secondary axis for this series**

  If you enable this option, a secondary value axis (Y axis) will be added to the chart for this data series. Secondary value axes can have a different scale to primary value axes.

  Explanation: It is useful to represent specific data series on a secondary axis if these data series require an axis with a completely different scale because they contain significantly larger values than the other data series.

Elements tab

On the **Elements** tab, you can show/hide and label the various chart elements:

- **Chart title**

  Here, you can enter a title for the chart. The title will then be displayed above the chart.

- **Primary axes** section

  Here, you can make settings for the primary axes:

  You can use the checkbox in front of each axis to enable/disable the display of this axis.

  To the right of the checkbox, you can give the axis a name. This will be displayed below/next to the axis.

  The **Major grid** and **Minor grid** options determine whether gridlines should be displayed in the background of the chart. These grids make it easier to read the values.

- **Secondary axes** section

  If the chart has secondary axes, you can configure them here, similar to the primary axes (see above).

- **Legend**

  Here, you can specify the position of the legend. A legend is a small box that shows which data series are displayed in which color/pattern.

3D view tab

> ***Note:*** This tab is only available for three-dimensional chart types.

On the **3D view** tab, you can change the 3D effect for the chart (for three-dimensional chart types).

- **Rotation angle** and **Elevation angle**

  Here, you can set the viewing angle (in degrees) from which the viewer sees the chart. **Rotation angle** rotates the chart around the vertical axis, while **Elevation angle** rotates the chart around the horizontal axis.

- **Perspective**

  If this option is enabled, the chart will be distorted in perspective. You can also specify the amount of distortion (from 0 to 100%).

- **Height** and **Depth**

  Here, you can change the height and depth of the chart (as a percentage of its original size).

Radar tab

> ***Note:*** This tab is only available for radar charts.

On the **Radar** tab, you can make additional settings for displaying the chart (for radar charts).

- **Starting angle**

  This option allows you to rotate the chart by the specified angle.

- **Orientation**

  This option specifies whether the values should be arranged clockwise or counterclockwise.

- **Round radar chart**

  If this option is enabled, pie segments are drawn between the axes instead of lines.

- **Polar coordinates**

  If this option is enabled, polar coordinates are used instead of Cartesian coordinates. The polar coordinates are only available if **Round radar chart** is enabled.

  If **Angle between axes** is set to *x*, an axis will be plotted every *x* degrees.

  If **Angle between axis descriptions** is set to *x*, an axis label will be plotted every *x* degrees.

- **Limit plot area to radar**

  If this option is enabled, only the area *inside* the radar will be filled. If it is disabled, the entire rectangle surrounding the radar will also be filled.

Saving charts as pictures

You can save an image of a chart as a picture file at any time. This makes it easier to share the chart with others or to insert it into a web page or any other document.

To do so, proceed as follows:

1. Click to select the desired chart.
2. Right-click on the chart and choose the command **Save as picture** from the context menu.
3. In the **Save as type** list, select the desired picture format.

   Tip: The *PNG format* is always a good choice here since it offers good and completely lossless compression.
4. Enter the file name under which you want to save the picture and confirm with **OK**.
5. Another dialog box appears. Select the desired resolution for the picture or manually enter your own values for the width and height. Then confirm with **OK**.

TextMaker now creates a corresponding picture file with an image of the chart.

OLE objects

Note: The use of OLE objects is only possible with the **Windows** version of TextMaker.

With TextMaker for Windows, you can embed objects created with other applications (drawings, pictures, etc.) in your document.

Example: You can use the ribbon command **Insert | OLE object frame** (click directly on the icon itself) to start the Windows *Paint* program from TextMaker and draw something in it. If you exit Paint, the drawing will appear in the TextMaker document. It is now embedded in the document.

Advantage: You only have to double-click the drawing in the TextMaker document and Paint will then be restarted automatically. If you now edit the drawing in it and exit Paint again, your changes will be imported by TextMaker.

For this to work, the application that you choose must support *OLE*. OLE stands for Object Linking and Embedding. The object that is imported from the other application into TextMaker is called an *OLE object*.

In this chapter, you will learn everything you need to know about OLE objects. The information covers the following topics:

- Inserting OLE objects
- Editing OLE objects
- Editing links to OLE objects
- Changing position and size of OLE objects
- Changing OLE object properties via the ribbon tab
- Changing OLE object properties via the dialog box
- Using the SoftMaker Equation Editor

See the following pages for more information.

Inserting OLE objects

Note: The use of OLE objects is only possible with the **Windows** version of TextMaker.

By choosing the ribbon command **Insert | OLE object frame**  (click directly on the icon itself), you embed an object into a TextMaker document, which you created with another application. After embedding such an object, you can still edit it with the application that you originally used to create it.

The command opens a dialog box with a list of all applications that can provide OLE objects. The entries which are displayed here depend on the OLE-enabled programs that are installed on your system.

If you select "Paintbrush Picture", for example, a window from Window's *Paint* program (called *Paintbrush* in some versions of Windows) will open. Create a picture in it and then exit Paint. The picture is now embedded in your document. It can be edited again at any time – simply double-click on the picture in the document.

To insert an OLE object into a document, proceed as follows:

1. Position the text cursor where you want to insert the object in the document.
2. Choose the ribbon command **Insert** | group **Objects** | **OLE object frame** . To do so, click directly on the icon itself.
3. A dialog box appears. From the list **Object Type**, select the source application from which you want TextMaker to receive the OLE object.
4. When you confirm with **OK**, TextMaker will start the application that corresponds to the selected object type.
5. Create the object in the application.
6. Exit the application.
7. The application may now ask if you want to update the object in the TextMaker document. Confirm this with "Yes".

The OLE object created in the other application is now created in the TextMaker document as an OLE object frame.

Tip: If you click on the icon's arrow under **Insert** | **OLE object frame** instead of on the icon itself, you will find a small selection of useful applications for quick access: *PlanMaker worksheet object, PlanMaker chart object and Presentations object*. For other applications, select **More** to access the dialog box described above.

Converting OLE object frame into an OLE object (without frame)

OLE objects are automatically inserted in TextMaker as fixed *OLE object frames* on the page. To convert the *OLE object frame* into an *OLE object* included in the body text *without a frame*, proceed as follows:

Select the object after inserting it and choose the command **Convert** on the ribbon tab **OLE object** (in the group **Objects**) or select the entry **Convert to embedded object** via the context menu.

To differentiate: An *OLE object* inserted into the text *without a frame* is treated by TextMaker as if it were a letter in the middle of the text. Thus, it is integrated into the body text. In contrast, *OLE object frames* are anchored at fixed positions on the page by default – thus they do not change their position when you insert or delete text above the picture. Of course, you can also move OLE object frames at any time. For more information, see Changing position and size of OLE objects.

Creating an OLE object from a file

If you don't want to create a new OLE object, but want to embed an existing file from another application as an OLE object, you still choose the ribbon command **Insert** | **OLE object frame**, but you select the option **Create from File** in this case.

The appearance of the dialog box changes: Instead of the list **Object Type**, the **File** input field is displayed. Here, enter the full file name or click on the **Browse** button to open a dialog box that will enable you to search your hard disk for the file.

If you specify a file and confirm with **OK**, the file will be inserted as an OLE object.

In doing so, Windows checks the file name extension to see if it is associated with a program that can be started and it responds accordingly. If the file name extension is not registered, only an icon will appear for the embedded file. If, on the other hand, Windows can associate the name extension with an OLE-enabled program, the content of the embedded file will be displayed.

Creating a link to the original file

For the option **Create from File** in the aforementioned dialog box, you can also select whether the file to be inserted should be *embedded* or *linked*. If you leave the option **Link** disabled, TextMaker will insert a copy of the file into the document as an OLE object and save this copy in the document – thus the object will be *embedded* in the usual way.

If, on the other hand, you enable the option **Link**, TextMaker will insert the OLE object in the form of a link to the original file. This does not change anything in terms of use. If you subsequently change the original file of the OLE object with another program and reopen the TextMaker document, however, the OLE object will have also changed accordingly – the OLE object will thus be *linked* to the original file.

Editing OLE objects

Existing OLE objects can be edited as follows:

Select the OLE object and click on the **OLE object** icon  on the contextual ribbon tab **OLE object**. Select **Edit** from the dropdown menu.

Tip: Alternatively, simply double-click on the OLE object to edit it. The object will be opened immediately in the associated application, where it can be edited.

Another alternative: You can also use the context menu to edit an OLE object. Proceed as follows:

1. Click on the OLE object to select it.
2. Right-click on the OLE object to open the context menu and select the menu item with the object name (for example, **Bitmap object**). Selecting this menu item opens a submenu containing all OLE commands that are available for this object. There is a command **Edit** for editing the object. Choose this command.
3. The source application associated with the OLE object will now start. Make the desired changes.

To return to TextMaker, simply exit the object's source application. When exiting some applications, you will be asked if you want to update the object in the TextMaker document. Answer "Yes" – your changes will be discarded otherwise.

Editing links to OLE objects

If you have created an OLE object from a file and enabled the option **Link**, you can edit this link to the source file. To do so, right-click on the OLE object to open the context menu and choose the command **Link**.

Alternatively, simply click on the **Edit link** icon  on the contextual ribbon tab **OLE object**.

The program will display a dialog box which lists all links in the current document. When you select a link, the file name and type of the associated source file are displayed in the lower part of the dialog box.

The buttons of the dialog box allow you to perform the following actions:

Button	Function
Update now	This button updates the OLE object. Use this button if the source file has been changed by another program and the changes are not visible in the TextMaker document.
Open source	This button starts the application associated with the OLE object and lets you edit the object in it. *Tip:* Double-clicking on the object has the same effect.
Change source	This button lets you select a different file as the source for the OLE object.
Break link/ Remove	This severs the link to the source file. The object is then embedded permanently in the TextMaker document. Changes to the source file no longer have any effect on the document. However, the object can still be edited by double-clicking on it.
Update: **Automatic** or **Manual**	If you have selected the option **Automatic**, changes that you make to the source file using the **Open Source** button are always updated automatically for the OLE object. If **Manual** is selected, changes to the source file are not updated for the OLE object until you click the **Update Now** button.

Changing position and size of OLE objects

The **position** of an OLE object can be changed via either of the following two methods:

- **Cut and Paste**

  You can cut and paste embedded OLE objects exactly like sections of text: Select the object and cut it using the ribbon command **Home | Cut**. Then set the text cursor to the desired target position and paste the object there using the ribbon command **Home | Paste**.

- **Using the mouse**

  Alternatively, you can use the mouse to move an embedded OLE object: Select the object with a (single!) mouse click and drag it to the desired target position (with the mouse button still held down).

The **size** of an OLE object can be changed via the following methods:

- **Dragging the handles on the selection frame**

  Click on the object to select it. The object will then be surrounded by a blue selection frame which also contains some round "handles". When you drag one of these handles with the mouse, the size of the object is changed accordingly.

- **Using the dialog box**

  You can also resize an OLE object via the dialog box. Right-click on the object to open the context menu and select the entry **OLE object properties**. On the **Format** tab, these settings can be specified exactly in numeric values. For more information on this dialog box, see Object properties, Format tab.

- **Via the ribbon tab**

  If you have selected the OLE object, you will also find input fields for the **Width** and **Height** of the object in the group **Resize** on the far right of the contextual ribbon tab **OLE object**. Type the desired values here or increase/reduce the values with the small arrow keys next to the input field.

  If the option **Keep aspect ratio** is enabled, changes in height automatically have a proportional effect on width (and vice versa).

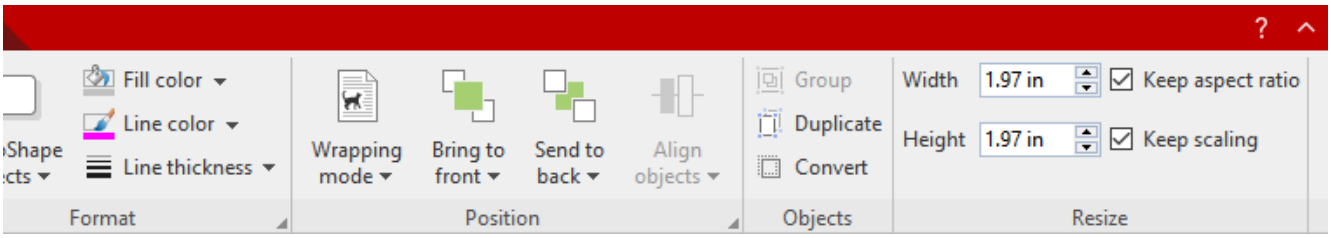
  If the option **Keep scaling** is enabled, changes to the size of an OLE object *within its source application* will automatically affect the object in TextMaker. If it is disabled, the object will always remain the same size in TextMaker. (Note: Not all OLE source applications support this feature.)

Changing OLE object properties via the ribbon tab

Numerous properties of OLE objects can be changed directly via the buttons of the contextual ribbon tab **OLE object**.



The contextual ribbon tab "OLE object", left section



The contextual ribbon tab "OLE object", right section

This ribbon tab appears automatically when you select an OLE object. It contains the following buttons (from left to right):

- **New object:** This option allows you to insert a new object into the document and different object types are available.

- **OLE object:** You can *Edit*, *Open* or permanently *Convert* the selected object here.
- **Edit link:** If you have created an OLE object from a file and enabled the option **Link**, you can edit this link to the source file. For more information, see Editing links to OLE objects.
- **Cropping:** You can enable/disable *crop mode* via this button. In this mode, additional handles appear on the borders of the object. Drag these handles with the mouse to crop the object accordingly. To exit the mode, click on the button again. You can also use the button's small arrow to select a cropping from different shapes or to remove the cropping.

  See also the next section ("Picture tab" in the dialog box).
- **Brightness, Contrast, Saturation:** Drag the slider or click on + and − to change the respective values for the object. For more information, see also the next section ("Picture tab").
- **Recolor picture:** This option provides a list of predefined variations of the object – for example, other color modes (grayscale, black/white, etc.) and variations where the object was colored. For more information, see also the next section ("Picture tab").
- **AutoShape effects** (not included in SoftMaker FreeOffice)**:** Here, you can apply effects such as shadows, reflections, etc. This option largely corresponds to the options of the tabs *Shadow*, *3D* and *Effects* of the dialog box "Object properties". For more information, see next section.
- **Fill color:** The fill can be changed here. For more information, see Object properties, Fill tab. However, this function is not supported by all OLE applications.
- **Line color, Line thickness:** These options allow you to apply border lines. For more information, see Object properties, Lines tab.
- **Text wrapping:** This option determines how the body text that surrounds the object should behave. For more information, see Object properties, Layout tab.
- **Bring to front, Send to back:** These options arrange the order of overlapping object frames. For more information, see Changing the order of frames.
- **Align objects:** This option allows you to align or evenly distribute two or more object frames. For more information, see Aligning and distributing frames.
- **Group:** This option allows you to combine several selected objects into one unit, which can then be treated like a single object. For more information, see Grouping frames.
- **Duplicate:** This option creates an immediate copy of the selected object.
- **Convert:** This option converts an object frame into an object included in the body text and vice versa.
- **Width, Height:** These options change the size of the object. For more information, see Changing position and size of OLE objects.

Many (but not all) of these functions and some additional options can be found in the dialog box *Object properties*, which you can access, for example, via the context menu. For more information, see the next section.

Changing OLE object properties via the dialog box

The properties of an object can be edited centrally using the **Object properties** dialog box. An object's properties include, for example, its size, margins and numerous other settings options.

To edit the properties of an OLE object, first click on it to select it. Then open the dialog box by clicking on the group arrow ◢ in the bottom right corner of any command group on the contextual ribbon tab **OLE object**.

Alternatively: Right-click on the OLE object to open the context menu and select the entry **OLE object properties**.

The following settings can be made in this dialog box:

Layout, Format, Fill tabs, etc.

These tabs are available for almost all object types. They allow you to change the following settings:

- **Layout:** On this tab, you can set the wrap margins of the object. In the case of frames, you can also change the position and the text wrapping of the object. For more information, see Object properties, Layout tab.
- **Format:** You can change the size of the OLE object here. For more information, see Object properties, Format tab.
- **Fill:** This option allows you to change the fill. However, this function is not supported by all OLE applications. For more information, see Object properties, Fill tab.
- **Lines:** This option allows you to apply border lines. For more information, see Object properties, Lines tab.
- **Shadow:** This option allows you to apply a shadow. For more information, see Object properties, Shadow tab.
- **Effects:** This option allows you to apply different effects. For more information, see Object properties, Effects tab.
- **Properties:** This option allows you to change general settings. For more information, see Object properties, Properties tab.
- **AutoShapes:** Here, you can assign a different shape from AutoShapes to the object. For more information, see Object properties, AutoShapes tab.

In the case of OLE objects, there is an additional tab with further options:

Picture tab

On the **Picture** tab, you can make settings that affect the graphical representation of the OLE object.

> ***Note:*** Depending on the type of OLE object, some of these options may not have a function.

Available options:

- **Variants**

  This list offers some predefined variations – for example, different color modes (grayscale, black & white, etc.) as well as colored variants of the object.

  Simply click on the desired variant. The options in the dialog box are then automatically set to the corresponding settings.

- **Options** section

  Here, you can change brightness, contrast, saturation and gamma (an alternative way to change brightness).

- **More** button

  This button opens a dialog box with additional settings:

  If you enable the option **Mix with color** and select a color below it, the object will be colored accordingly.

  The options in the **Cropping** section can be used to crop the object. This is useful if you only need a section of the object. If, for example, you want the upper quarter of the object to be truncated, first select **Use relative values** and enter "25" (percent) for **Top**.

  If you select **Use absolute values**, the entries will be truncated in absolute units of length rather than as a percentage. If you enter negative values, the areas of the object will not be truncated, but will be extended with a frame instead.

Using the SoftMaker Equation Editor

FreeOffice: The *SoftMaker Equation Editor* is not included in SoftMaker FreeOffice.

Note: The *SoftMaker Equation Editor* is available only for **Windows** and is not included in all versions of TextMaker.

The *SoftMaker Equation Editor* allows you to graphically display mathematical and technical equations.

TextMaker communicates with the Equation Editor via *OLE*, as described in the previous sections. In order to add a graphical representation of an equation to your document, insert an OLE object that uses the Equation Editor as the source application.

To do so, proceed as follows:

1. Move the text cursor to the desired position in the document.
2. In TextMaker, choose the ribbon command **Insert | OLE object frame**. To do so, click directly on the icon itself.
3. In the list **Object Type** of the dialog box, select **SoftMaker Equation Editor**.
4. Confirm with **OK** to start the Equation Editor.

Tip: You can insert an equation even faster via the ribbon command **Insert | Equation** .

5. Create the desired equation.
6. When the equation is complete, simply exit the Equation Editor.

The equation is now embedded in the TextMaker document as an OLE object.

You can subsequently edit objects created with the Equation Editor at any time by double-clicking on them. The Equation Editor is then restarted and opens the equation. Make the desired changes and then simply exit the Equation Editor again.

You can also change the properties of the Equation Editor object by right-clicking on the Equation Editor object, opening the context menu, and choosing the command **OLE object properties**.

Information from the creators of the Equation Editor

The SoftMaker Equation Editor is a special version of the *MathType* program from Design Science. If you frequently use equations in your documents, you might find that MathType itself is even better suited to your needs than the SoftMaker Equation Editor. While just as easy to use as the Equation Editor, MathType has a number of additional functions that can help you to become more productive and create more complex equations.

MathType is available in English, German and other languages. For information about how to purchase MathType, contact your software vendor or Design Science directly.

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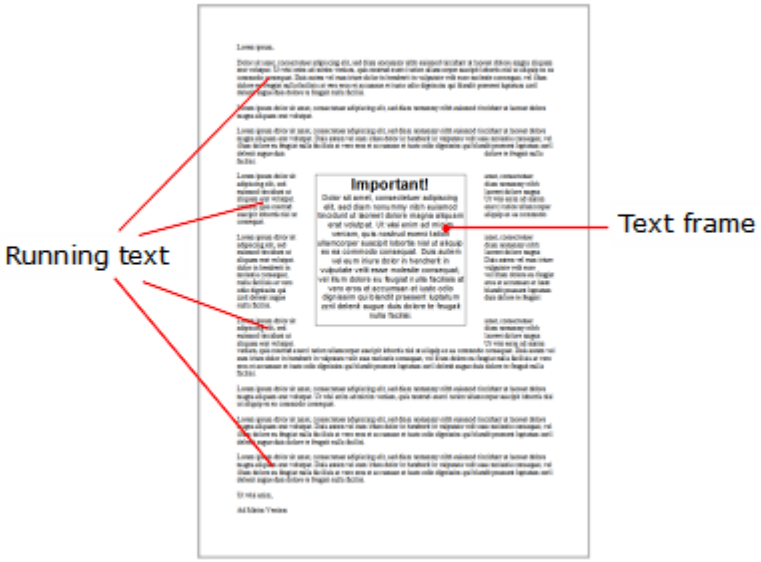
Frames and drawings

In the previous chapters, you learned how to insert pictures and other objects directly into the body text. There is an alternative way to insert such objects. They can be inserted in the form of *frames* – for example, picture frames with a picture.

The difference:

Frames occupy fixed positions on the page by default. Of course, you can move a frame at any time; but unless you do so deliberately, it will retain its fixed position on the page. This means that a frame does not move if you add or delete text above it.



Thus frames are useful in all documents in which, for example, a text box or a picture should always remain at a specific position on the page.

Incidentally, a frame may easily be inserted over existing body text. The text is then automatically rewrapped so that it "flows around" the frame.

In this chapter, you will learn everything you need to know about the general use of frames and drawings:

- **Frames – basic functions**

  Here, you will learn about basic functions such as inserting, selecting and editing frames and other objects. You will also learn about more unusual options, such as how to hide objects, group them, etc. The other settings that you will find in the dialog box *Object properties* will also be explained in a separate section.

There will then be a detailed presentation of the individual types of frames:

- Text frames contain a text box with text.
- Picture frames contain a picture.
- Drawings are frames that contain drawing objects such as lines, rectangles or other shapes.

- Forms (see Form objects in detail)
- *Chart frames* and *OLE object frames* are not listed separately in this chapter because TextMaker inserts these objects as frames by default when creating them. They are already described in Charts and OLE objects based on frames. Of course, the general descriptions of frames in the following sections also apply to these objects.

Frames – basic functions

In this section, you will find basic functions for working with frames, drawings and other objects:

- Inserting frames
- Selecting objects
- Object mode
- Changing the position, size and margins of objects
- Rotating and flipping objects
- Changing the order of frames
- Duplicating objects
- Changing the names of objects

Other more unusual functions for editing frames and objects will be covered in the following sections:

- Converting between frame and embedded object
- Aligning and distributing frames
- Grouping frames
- Hiding objects
- Changing the AutoShape of frames
- Combining shapes
- Editing shapes retroactively

The options of the dialog box *Object properties* will then be explained:

- Changing object properties via the dialog box

Inserting frames

As you learned in the introduction to this chapter, pictures and other objects can be inserted both directly into the body text as well as in the form of *frames*. Thus, you can also use picture frames, for example, in addition to pictures.

The difference:

A frame occupies a *fixed position on the page*. As long as you don't deliberately move it, it will always remain in its fixed position on the page. A frame does not move even if you enter or delete text above it.

To insert a picture frame, for example, proceed as follows:

1. On the ribbon tab **Insert** | group **Objects** | **Picture** , click on the arrow of the icon. Enable the **Insert as frame** checkbox in the dropdown menu.
2. A dialog box appears. Select the desired picture file and confirm with **OK**.
3. The picture frame is now inserted.

   You can then move or resize the frame:

   To move it, click on the picture frame with the mouse, and then drag it (while still holding down the mouse button) to the desired position.

   To adjust its size, drag one of the round handles surrounding the frame.

The process for inserting other types of frames is similar.

> ***Note:*** As soon as you have inserted an object, an additional contextual ribbon tab **Object** (or picture, chart, etc.) will appear on the far right and will enable you to conveniently edit the object properties via the corresponding buttons.

For more information on the different types of frames and how to adjust their properties, see Text frames, Picture frames, etc.

Selecting objects

If you want to edit an object, you must first *select* it. For most types of objects, it is sufficient to simply click on the desired object. A frame will then appear around the object to indicate that it is selected.

> ***Note:*** This does *not* work with text fields, text frames and other objects that have transparent fills. To select such an object, click on its border (if any) or switch to *object mode* (see the next section), where *all* kinds of objects can be easily selected by clicking on them.

Once an object has been selected, you can no longer change the normal text, but only edit the selected object. If you want to continue working on the text, simply click with the mouse on the desired position in the text. This will deselect the object.

Object mode

Object mode provides the easiest way to work with frames, drawings and all other objects.

Normally, you work with TextMaker in *edit mode*. In this mode, text can be entered, edited, formated, etc.

If you switch to *object mode*, you will no longer be able to edit the text. However, this mode offers many functions that make working with objects easier. In object mode, for example, you can select *all* types of objects with a click of the mouse.

Note: As long as you are in object mode, you only have functions for creating and editing objects. You can no longer enter text, and most of the commands are unavailable.

Switching between edit mode and object mode

There are several ways to switch between edit mode and object mode:

- Choose the ribbon command **View | Object mode** to access object mode. Choose the command again to return to edit mode.
- Click on the icon in the **Quick access toolbar** to switch between edit and object mode.
- You can also *right-click* anywhere in the document. This will open a context menu in which you can choose the command **Object mode** or **Exit object mode**.
- The quickest method is to hover over any *free* position within the document and double-click on it with the *right* mouse button to switch between edit and object mode.
- You can also return to edit mode from object mode at any time by double-clicking anywhere in the text where *no* object is located.

Selecting objects in object mode

In object mode, you can select any type of object simply by clicking on it with the mouse.

This is especially useful for objects with transparent fills (for example, text frames) because such objects can only be selected in edit mode by a targeted mouse click on the *margin* of the object. In object mode, however, you can simply click on such objects anywhere to select them.

In the case of frames or drawings, you can also select *several* objects at once. To do so, drag a frame around the desired objects with the mouse. Alternatively, you can click successively on several objects while holding down the **Shift key**⇧ to select them together.

Tip: Use the ribbon command **Home | Select all** to select *all objects*.

Jumping from object to object

In object mode, you can also "jump back and forth" between objects using the following buttons:

Key	Function
Tab	Select next object
Shift+Tab	Select previous object

Changing the position, size and margins of objects

On the following pages, you will learn how to change the position, size and wrap margins of objects.

Changing the position of objects

Objects can be moved as desired. Simply click on the object to select it, and then proceed using one of the following methods:

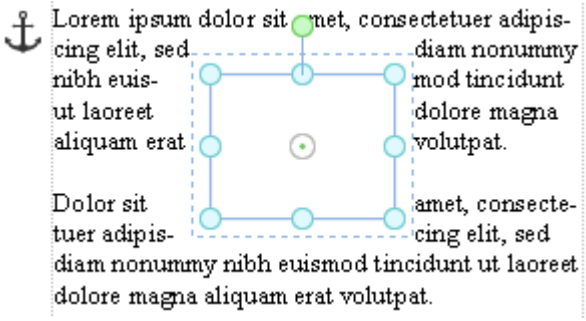
- **With the mouse:** While holding down the mouse button, drag the selected object to the desired position. You will also find such a handle on frames and drawings for moving the object with the mouse. This makes it easier for you to handle small objects.
- **With the keyboard:** For frames and drawings, you can alternatively use the arrow keys to move the currently selected object.
- **Via the dialog box:** For frames and drawings, right-click on the object to open the context menu and select the last entry **Properties**. In the dialog box, switch to the **Layout** tab. You can specify the exact position there.

  Tip: This tab also gives you access to a number of advanced options: You can set the position of the frame relative to the page margin, for example. For more information, see Object properties, Layout tab.

Note: The "anchor" of an object determines on which page it is displayed

Note: This section applies only to frames and drawings.

When you insert a frame or drawing, you will notice that an *anchor* is displayed to the left of the paragraph:



The anchor for the selected object is displayed at the top left.

An object's anchor determines the *page* on which the object is displayed. More specifically:

Important: A frame or drawing that is anchored to a paragraph always appears on the page on which the corresponding paragraph is located.

If you insert so much text above this paragraph that the paragraph ends up on the next page, the anchored object will also move to the next page.

An object's anchor can be moved at any time. To do so, select the object and then drag the anchor to another paragraph while holding down the mouse button.

Setting an anchor on a fixed page

You can also disable the aforementioned behavior for any object to ensure that the object will always remain on a specific page:

Select the object, right-click on it to access the context menu and then select the last entry **Properties** to open the dialog box. Switch to the **Layout** tab and set the option **Object** to **Fix on page**. Then enter the number of the page on which you want the object to appear.

The object is then no longer anchored to a paragraph and will always remain on the specified page. When you select the object, an anchor will no longer appear to the left of a paragraph because a non-movable anchor will appear in the upper left corner of the page instead.

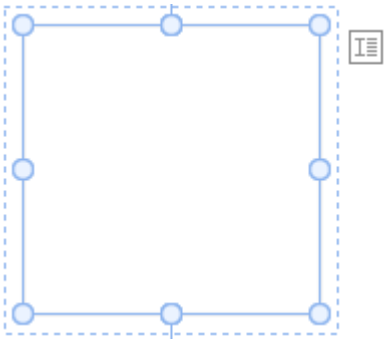
For information on what the other anchor options in this dialog box mean, see Object properties, Layout tab.

Changing the size and margins of objects

You can change the size and margins of objects via the following methods:

Dragging the handles on the selection frame

- Click on the object to select it. The object will then be surrounded by a blue selection frame which also contains some round "handles". When you drag one of these handles with the mouse, the size of the object is changed accordingly.
- In the case of frames and drawings, you can also change the **wrap margins**:



The *inside* (solid) lines of the selection frame represent the object's **size**.

The *outside* (dashed) lines represent the object's **wrap margins**. If you drag one of these lines, the corresponding wrap margin will be enlarged or reduced.

Via the dialog box

You can also resize objects via the dialog box. To do so, right-click on the object to open the context menu and select the last entry **Properties**. On the **Format** tab, these settings can be specified exactly in numeric values. For more information on this dialog box, see Object properties, Format tab.

Via the ribbon tab

If you have selected an object, you will also find input fields for the **Width** and **Height** in the group **Resize** on the far right of the object-specific ribbon tab. Type the desired values here or increase/reduce the values with the small arrow keys next to the input field.

If the option **Keep aspect ratio** is enabled, changes in height automatically have a proportional effect on width (and vice versa).

For OLE objects, an additional option named **Keep scaling** is available. If it is enabled, any changes made to the object's size *within its source application* will automatically affect the object in TextMaker. If it is disabled, the object will always remain the same size in TextMaker. (Note: Not all OLE source applications support this feature.)

Preventing changes in an object's position and size

By *locking* an object, you can prevent it from being moved or resized with the mouse or the arrow keys on the keyboard.

Select the object, right-click on it to access the context menu and then select the last entry **Properties** to open the dialog box. On the **Properties** tab, enable the option **Locked**.

Now the object can no longer be moved with the mouse, and it cannot be resized by dragging its boundary lines. The object also cannot be moved with the arrow keys of the keyboard. The position and size can only be changed by entering values in the dialog box.

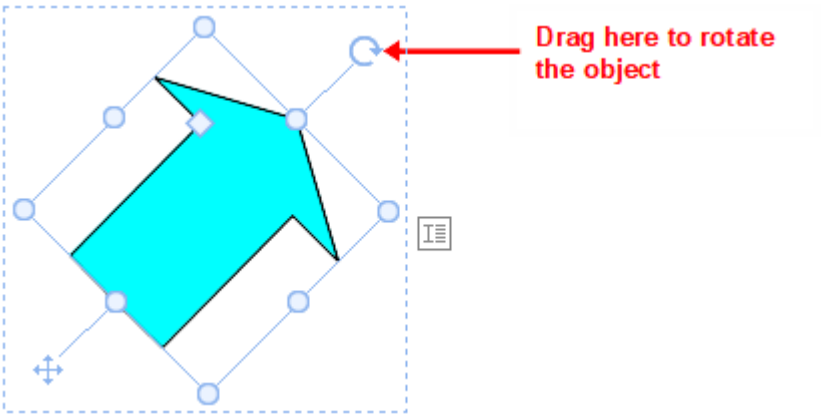
If you disable the option **Locked** again, the position and size of the object can also be changed with the mouse.

Rotating and flipping objects

Note: Only *drawings* and *pictures* can be rotated and flipped; this is not possible for other types of objects.

When you select an object that can be rotated, an additional *green* handle will appear on one of its borders. If you drag this handle with the mouse, the object will rotate.

Tip: If you hold down the **Shift key**⇧, the rotation occurs at exactly 22.5° angles.



Furthermore, there are the following ways in which you can also flip (mirror) drawings and pictures in addition to rotating them:

- You can use the **Rotate object** button on the object-specific ribbon tab.

  Note: An object-specific ribbon tab appears on the far right as an additional tab when you select an object.

- You can do so via the context menu (right-click on the object) by selecting the entry **Rotate or flip**.
- You can also set the desired rotation angle manually in the dialog box. Right-click on the object to open the context menu and select the last entry **Properties**. In the dialog box, switch to the **Format** tab and enter the angle in the **Rotation** section. In the **Flip** section, you can flip the object vertically or horizontally.

Changing the order of frames

If several frames/drawings overlap, you can change the display order of these objects (which object is in the foreground, which is in the background, etc.).

To do so, proceed as follows:

1. Right-click on the desired object.
2. Choose the command **Order** from the context menu. The program opens a submenu with the following commands:

   Bring to front: This option brings the object in front of all other objects.

   Send to back: This option sends the object behind all other objects.

   Bring forward one level: This option brings the object forward by one level.

   Send backward one level: This option sends the object back by one level.

Tip: You can also execute these commands on the object-specific ribbon tab on the far right via the **Bring to front** and **Send to back** buttons (in the group **Position**).

Duplicating objects

To obtain a duplicate of an object, you can copy it to the clipboard in the usual way and then paste it back from there.

Alternatively, you can also use the **Duplicate** button  on the object-specific ribbon tab. This command immediately creates a copy of the selected object.

Note: An object-specific ribbon tab appears on the far right as an additional tab when you select an object.

Tip: Duplicating an object is even faster with the mouse: If you drag an object while holding down the **Ctrl** key, you immediately obtain a duplicate of that object.

Changing the names of objects

Every object in a document must have a unique name. This is necessary so that you can, for example, perform calculations on the contents of table cells or text fields.

Normally, you do not have to worry about these names as they are automatically assigned by TextMaker: If you insert a rectangle into an empty document, it is automatically called "Rectangle1". If you insert a picture, it is called "Picture1", the next picture is called "Picture2", etc.

Tip: The name of the currently selected object is displayed on the left in the status bar.

However, you can change the names of objects at any time. If, for example, you have created a Form that contains a text field for entering the place of residence, you would naturally name this field "Place of residence". To do so, right-click on the text field to access the context menu and select the last entry **Properties** to open the dialog box. Switch to the **Properties** tab and change the entry in the **Name** field.

Remember that names must be unique. If you attempt to assign a name to an object that is already in use for another object, TextMaker will reject it and display an error message.

The purpose of names

Why is it necessary to assign unique names to objects?

First and foremost, these names are necessary for performing calculations on the contents of objects. For example, to multiply the contents of cell C3 in a table called "Table1" by two, you can insert the following calculation: Table1.C3 * 2

For more information on calculations with objects, see Objects in calculations.

Converting between frame and embedded object

You can convert a frame (for example, a picture frame) into an object that is embedded in the text (for example, a picture) at any time.

To do so, proceed as follows:

1. Select the desired object.
2. Right-click on the object to open its context menu.
3. In the context menu, choose the command **Convert to embedded object**.

The picture frame is now converted into an "ordinary" picture that is embedded in the text.

Of course, the reverse way is also possible: If you select an embedded object (for example, a picture) and choose the command **Convert to object frame** in the context menu, the picture will become a picture frame.

Tip: With the **Convert** button (in the group **Objects**) on the object-specific ribbon tab, you can also convert a *frame* into an *embedded object* and vice versa.

Aligning and distributing frames

To align or evenly distribute two or more frames/drawings, select them and click on the **Align objects** button  on the object-specific ribbon tab.

Note: An object-specific ribbon tab appears on the far right as an additional tab when you select an object.

In the displayed dropdown menu of **Align objects**, select the desired alignment or distribution:

- **Align left:** This option aligns objects to the left edge of the object placed furthest left.
- **Align center:** This option aligns the objects horizontally centered to each other.
- **Align right:** This option aligns the objects to the right edge of the object placed furthest right.
- **Align top:** This option aligns the objects to the top edge of the top object.
- **Align middle:** This option aligns the objects vertically centered to each other.
- **Align bottom:** This option aligns the objects to the bottom edge of the bottom object.
- **Distribute horizontally:** This option distributes objects evenly between the left edge of the object furthest left and the right edge of the object furthest right.
- **Distribute vertically:** This option distributes objects evenly between the top edge of the top object and the bottom edge of the bottom object.

The last two commands only work if at least *three* objects are selected.

Tip: You will also find the commands for aligning and distributing objects in the context menu by right-clicking on the selected objects and selecting the entry **Align or distribute**.

Grouping frames

When you *group* several frames or drawings, you combine them into a unit that can be selected and treated like a single object.

In practice, this means the following:

If you select an object that belongs to a group, the entire group is selected. If you move this object, all objects in the group are also moved.

Grouping also prevents related objects from being inadvertently moved against each other with the mouse.

To group objects, proceed as follows:

1. Select the frames or drawings to be grouped.

   To do so, click on the objects successively while holding down the **Shift key**⇧.

   Alternatively: Switch to **Object mode** and drag a rectangle around all objects to be selected while holding down the mouse button.

2. Click on the **Group** icon (in the group **Objects**) on the object-specific ribbon tab, or right-click on the selected objects to open the context menu and choose the command **Group** to group the objects.

Ungrouping objects

To ungroup objects, proceed as follows:

1. Select the group by clicking on one of the objects in it.
2. Click on the **Group** icon again or choose the command **Ungroup** via the context menu.

Hiding objects

If necessary, you can *hide* an object so that it will not appear on the screen and/or on a printout.

Select the desired object and right-click to open the context menu. Select the last entry **Properties** to open the dialog box, switch to the **Properties** tab and proceed as follows:

- If you disable the option **Visible**, the object will no longer be displayed on the screen.
- If you disable the option **Printable**, the object will no longer appear in the printout.

Tip: If you have inadvertently made an object invisible, you can always choose the ribbon command **File | Properties** and enable the option **Show invisible objects** on the **View** tab. Now all hidden objects are displayed again. Thus, you can now select the object and enable the option **Visible** to make it visible again.

Changing the AutoShape of frames

Frames and drawings can be replaced afterwards with another shape using the ribbon command **Change AutoShape** , while retaining the existing formatting.

Tip: For more options for changing the shape of frames and drawings, see Combining shapes and Editing shapes retroactively.

Replacing the shape of drawings and text frames

To replace the shape of drawings (AutoShapes, lines, curves, TextArt objects) or text frames with another shape, proceed as follows:

1. Select the desired object.
2. Click on the **Change AutoShape**  button button (not available in SoftMaker FreeOffice) on the contextual ribbon tab **Object |** group **Edit**.

   Alternatively via the dialog box: Right-click on the object to open the context menu and select the last entry **Properties**. In the dialog box, switch to the "AutoShapes" tab.
3. Select the desired new shape in the list.

The contours of the object will then change to the selected shape.

Replacing the shape of picture frames

To replace the shape of picture frames with another shape, proceed as follows:

1. Select the desired object.
2. Click on the small arrow of the **Cropping** icon  on the contextual ribbon tab **Picture |** group **Size** and select the entry **Change shape** in the dropdown menu that appears.

   Alternatively via the dialog box: Right-click on the object to open the context menu and select the entry **Change shape** there.
3. Select the desired new shape from the list.

The contours of the picture frame will then change to the selected shape.

Tip: The command **Photo frame**  (not available in SoftMaker FreeOffice) on the contextual ribbon tab **Picture |** group **Format** provides another method of changing the shape of picture frames. Here you can choose from different variants. Some of these variants display such handles  that enable you to further adjust certain

parameters of the shape by dragging them. You can also use the small square in the center to display the shadow with a varying offset.

Combining shapes

FreeOffice: The *Combine objects* function is not included in SoftMaker FreeOffice.

Note: This option is only available for *drawings* and *text frames*; it is not possible for other types of objects.

In TextMaker, you can combine two or more shapes into one overall shape using the command **Combine objects**, and different variants of the merge can be selected. This allows you to quickly create individual drawing objects.

Important: The new overall shape always assumes the formatting of the *first selected object*.

Proceed as follows:

1. Select two or more objects (drawings/text frames) that you want to combine.

   To do so, click on the objects successively while holding down the **Shift key**⇧.

   Alternatively: Switch to **Object mode** and drag a rectangle around all objects to be selected while holding down the mouse button.

2. Choose the command **Combine objects** on the ribbon tab **Object** (in the group **Edit**).

   Alternatively, you can find the command in the context menu after right-clicking on the selected objects.

3. In the dropdown menu, select the desired variant for combining the objects (see below).

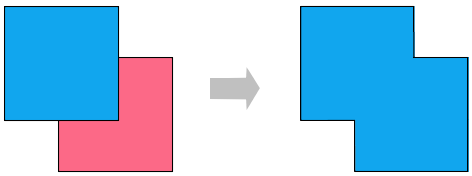
Variants of the command "Combine objects"

As mentioned at the start, the *first selected object* is the reference object whose formatting will be applied to the new overall shape when each variant of the command **Combine objects** is chosen. This is the fill color, for example, in the following illustrations.

The following variants are available:

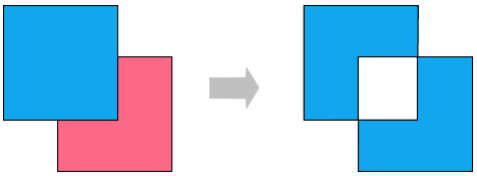
- **Union**

  This option creates a new common shape with a consistent outer contour of all selected shapes:



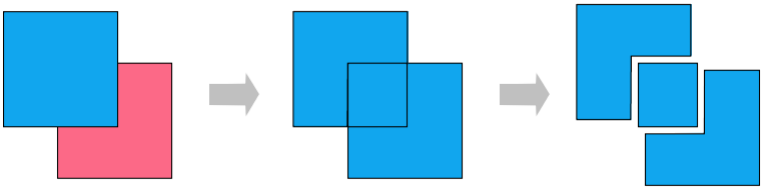
- **Combine**

  The non-overlapping parts of the shapes are preserved, while the overlapping areas become transparent:



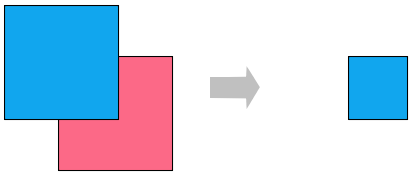
- **Fragment**

  New separate shapes are formed along the intersecting lines of overlapping shapes. These can then be moved individually – as shown on the far right in the following figure:



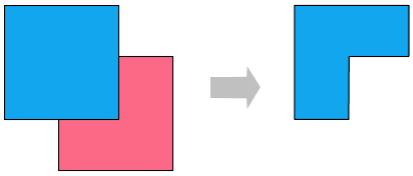
- **Intersect**

  This is the counterpart to **Combine**. Only the overlapping area is preserved, and the non-overlapping areas disappear:



- **Subtract**

  The overlapping areas are removed from the first selected shape, and the following selected shapes themselves disappear:



You can move the new shape like a "normal" object, resize it, add text to it, etc. There are also black corners or vertices that allow you to customize the contours of the shape. For more information, see the next section Editing shapes retroactively).

Editing shapes retroactively

There are several methods of retroactively adjusting the shape of objects:

- Frames and drawings can be given a different AutoShape via the command **Change AutoShape** (in the group **Edit**). For more information, see Changing the AutoShape of frames.
- You can also use the command **Combine objects** (in the group **Edit**) to combine two or more shapes into one overall shape. For more information, see Combining shapes.
- Additional handles are displayed for some types of AutoShapes. If you drag one of these handles, a parameter controlling the shape of the object is changed. For stars, for example, the length of the points can be changed, and for rounded rectangles, the rounding of the corners can be changed.

  For picture frames whose shape has been changed via the ribbon command **Photo frame** (in the group **Format**), these handles also appear for some variants.

In this section, the command **Edit points** is used to describe a very individual method of customizing the shape of certain objects (drawings, text frames or picture frames) to your liking – by editing points of the object via the "Bezier tools". Technically, you use this command to convert an AutoShape into a curve.

FreeOffice: The *Edit points* function is not included in SoftMaker FreeOffice.

To do so, proceed as follows:

1. Select the object and choose the command **Edit points** on the contextual ribbon tab **Object** | group **Edit**.

   Tip: For picture frames, you will find the command only via the context menu (right-click on the object).

   After switching to "Bezier Mode" via the command **Edit points**, you will see small black corners or vertices on the object's contour line (Note: Bezier mode remains constantly for the object once enabled).
2. Drag the black points via the mouse to change the shape.
3. Optional: For shapes with curves, a blue line (tangent) with a small square (handle) also appears when you left-click on one of the black points. Use the mouse to take hold of the blue square in order to change the angle of inclination and length of the curve. See also the next section "Other options via the context menu".

Note: If you ensure that you are positioned exactly on the points (or the line segments, see below) with the mouse, the mouse cursor will change to crosshairs .

Other options via the context menu

You will find additional editing options in the context menu by right-clicking on one of the small black points or on a line segment of the object.

For *points*, you can choose between the following options in the context menu:

- **Auto point**

  The angle and length of the tangent are set to a default value for automatic smoothing. No tangent for adjusting the angle and length appears accordingly for this option.
- **Straight point**

  A blue tangent appears. Both tangent halves are firmly connected, by angle and length. If one handle is moved, the other handle changes analogously in terms of angle and length.

- **Smooth point**

  A blue tangent appears. Only the angle of the two tangent halves is connected, but not the length. If one handle is moved, the other handle changes analogously in terms of angle. The length (and thus the gradient of the curve) can be set independently.

- **Corner point**

  A blue tangent appears. Both tangent halves can be moved independently, both by angle and length.

- **Delete point**

  This option removes the selected point from the contour line.

For *line segments*, the context menu provides the following options:

- **Straight segment**

  The selected line segment between two points is straightened.

- **Curved segment**

  The selected line segment between two points becomes a curved line.

- **Add point**

  This option adds another editing point to the selected line segment.

- **Open curve/Close curve**

  You use **Open curve** to remove the line segment between two points. The option **Close curve** closes an open shape and inserts a new line segment between the open ends.

The entry **Curve properties** opens a dialog box where you can edit the properties of the created shape (fill, line color, etc.) as with any other object. For more information, see Changing object properties via the dialog box. Many of these options can also be found directly on the contextual ribbon tab **Object** (or **Picture**).

Changing object properties via the dialog box

The *properties* of an object include, for example, its size, borders, etc. These properties can be edited centrally using the dialog box **Object properties**.

Note: Many object properties can also be conveniently edited directly via the icons of the contextual ribbon tab **Object** (or **Picture**, **Chart**, etc.). Information about these ribbon tabs can be found in the respective section of the corresponding object. However, some other options can only be set via the dialog box.

To change the properties of an object via the dialog box, right-click on the object frame to open the context menu and select the last entry **Properties**. A corresponding dialog box appears.

Tip: For most types of objects, double-clicking on the object provides a quick alternative way to open this dialog box.

The dialog box has several tabs that you can switch between by clicking on one of the tab headers at the top.

You will find detailed information on each tab and the options it contains on the following pages.

Object properties, Layout tab

On the **Layout** tab, you can set the wrap margins of the object. The position and text wrapping can also be changed for frames and drawings.

Available options:

"Horizontal position" section (only available for frames and drawings)

Note: You can only change the position of objects inserted *directly* into the text (for example, pictures *without frames*) by cutting the object and pasting it elsewhere.

For *frames* and *drawings*, on the other hand, you can specify here where the object should be placed.

Normally, all you have to do is enter the desired spacing from the left edge of the page via the option **Offset**. Thus if you set the **Offset** to "2 in", the left edge of the object will appear 2 inches from the left edge of the page.

However, the options **Position** and **Relative to** offer several other ways of setting the position. For example, you can set the position relative to the margin. If you subsequently increase the left margin, the object will move to the right accordingly. You can also align the object *right*, for example, to make it end exactly 2 inches before the *right* margin.

For the horizontal position, you can choose between the following options:

Position: With the option **Position**, you specify how the object is to be aligned:

Option	Effect
Left	The object is positioned from the left. If, for example, you set **Offset** to 2 in, the object will *start* 2 in from the *left* edge of the page.
Centered	Align object so that it is centered. If the offset is set to 0 in, the object is centered horizontally in the center of the page. If the offset is 2 in, the center of the object is positioned 2 in to the right of the center of the page, etc.
Right	The object is positioned from the right. For example, the right edge of the object would *end* 2 inches from the *right* edge of the page.
Inside	The object is positioned from the left if it falls on a right-hand page (odd page number) – or from the right if it falls on a left-hand page.*
Outside	The object is positioned from the right if it falls on a right-hand page (odd page number) – or from the left if it falls on a left-hand page.*

* These two options only behave as described above if the option **Different left and right pages** has been enabled with the ribbon command **Layout | Chapter**. Otherwise, TextMaker treats all pages as *right-hand* pages.

Relative to: Use the option **Relative to** to specify to what the set **Offset** should refer:

Option	Effect
Page	The offset is relative to the page (more specifically: to the page edges). The page margins are not taken into account.
Page margins	The offset is relative to the page margins. If you increase or decrease the margins, the object moves accordingly.
Paragraph	The offset is relative to the position of the paragraph to which the object is anchored. The indents of this paragraph are not taken into account. Note: If this paragraph falls, for example, in the right column of a two-columned document, the object anchored to this paragraph is also moved to the right column. For information on *anchors*, see Changing the position of objects.
Indent	This option behaves like "Paragraph", except that the paragraph's indent is taken into account. Thus if **Position** is set to "Left", for example, and you increase the left indent of the paragraph by 0.5 in, the object will move to the right by 0.5 in.
Left margin, **Right margin**, etc.	Here, the **offset** is relative to the respective page margin. If, for example, you set the **Offset** to 0 in, the **Position** to "Left" and select "Right margin" for **Relative to**, the left edge of the object will be positioned exactly where the right margin starts.

Offset: Finally, you can set the desired offset via the option **Offset**.

Example: If **Position** is set to "Left", **Relative to** "Page margins" and **Offset** to 2 in, the left edge of the object will appear 2 in from the left page margin. If this margin is 1 in wide, the left edge of the object will be 3 in from the left page edge.

"Vertical position" section (only available for frames and drawings)

The same goes for setting the vertical positioning as for setting the horizontal positioning: You can use the default settings and simply enter the distance from the top of the page at which you want the object to be positioned for the option **Offset**.

Alternatively, you can use advanced options to specify the position:

Position: With the option **Position**, you specify how the object is to be aligned:

Option	Effect
Top	The object is positioned from the top. If the offset is 2 in, for example, the *top* of the object will be positioned 2 in *from the top* edge of the page, top page margin, etc.
Centered	The object is positioned from the center. If, for example, the offset is 0 in, the object is centered vertically in the center of the page. If the offset is 2 in, the center of the object is positioned 2 in below the center of the page, etc.
Bottom	The object is positioned from the bottom. If the offset is 2 in, for example, the *bottom* of the object will be positioned 2 in *from the bottom* of the page, bottom page margin, etc.

Relative to: Use the option **Relative to** to specify to what the set offset should refer:

Option	Effect
Page	The offset is relative to the page (more specifically: to the edges of the pages). The page margins are not taken into account.
Page margins	The offset is relative to the page margins. If you increase or decrease the margins, the object moves accordingly.
Paragraph	The offset is relative to the position of the paragraph to which the object is anchored. ***Note:*** If you select this option, the object moves with the paragraph. If you insert a new line of text above the paragraph, the object also drops down a line. For information on *anchors*, see Changing the position of objects.
Top margin, **Bottom margin**, etc.	Here, the **Offset** is relative to the respective page margin. If, for example, you set the **Offset** to 0 in, the **Position** to "Top" and select "Bottom margin" for **Relative to**, the top of the object will be positioned exactly where the bottom margin starts.

Offset: Finally, you can set the desired offset via the option **Offset**.

Example: If **Position** is set to "Top", **Relative to** to "Page margins", and **Offset** to 2 in, the top of the object will be positioned 2 in below the top page margin. Thus, if the page margin is 1 in wide, the top of the object will be 3 in from the left page margin.

"Wrap margins" section

Here, you can change the object's wrap margins.

Tip: The wrap margins can also be changed by dragging the outer (dashed) borders of the object.

"Text wrapping" section (only available for frames and drawings)

You can use these options to specify how the body text surrounding the frame (or drawing) should behave.

Available options (from left to right):

Option	Explanation
Line	The body text is broken above the frame and continued below it.
Square	The body text wraps around the frame in a rectangular shape. (This is the default setting.)
Contour	The body text wraps as precisely as possible around the contours of the object contained in the frame (known as "contour set"). This only works for pictures that contain transparencies and also for drawings.
Behind text	The body text simply runs through the frame. It is displayed *behind* the frame.
In front of text	The body text also runs through the frame. However, it is displayed in *front of the* frame.

Note: The "text wrapping" options are not available for objects whose anchors are located in a table cell.

For information on anchors, see Changing the position of objects.

"Contour" section (only available for frames and drawings)

If you selected either the option **Square** or **Contour** for **Text wrapping**, you can specify here the side(s) of the frame around which the text should wrap.

Available options (from left to right):

Option	Explanation
Both	The body text wraps around both sides of the frame.
Left	It wraps only around the left side.
Right	It wraps only around the right side.
Larger side	It only wraps around the side of the frame where there is more space.

"Object" section (only available for frames and drawings)

When you create a frame or drawing, this object automatically places an "anchor" in the text paragraph to the left of where you insert it.

If the anchor moves because you have inserted/removed text paragraphs above the anchor, for example, the object remains in its original position by default. If you enable the option **Move with text**, however, the object moves in parallel with its anchored text paragraph.

As soon as the anchor moves to another page, the object also lands on that page (even if the option **Move with text** is disabled). With the setting **Fix on page**, on the other hand, the object always remains on the page whose page number you set here. Thus, it is anchored to the specified page rather than to a paragraph.

For more information on using anchors, see Changing the position of objects.

"When object is moved" section (only available for frames and drawings)

If you have selected the option **Move with text** in the **Object** section, you can specify how the object's anchor should behave when you move the object:

If the default setting **Move anchor to the nearest paragraph** is selected, the anchor moves with the object. Thus if you move the object, the object's original anchor is removed and a new anchor is set in the paragraph to the left of the object's target position.

If, on the other hand, you select the option **Keep anchor at current paragraph**, the object's anchor always remains attached to the paragraph to which it is currently anchored – even if you move the object.

Object properties, Format tab

You can use the **Format** tab to make settings with respect to the format of the object, such as resizing it.

Available options:

- **Size** section

  You can resize the object here. To do so, enter the desired **Width** and **Height**.

  For objects that contain text (for example, text frames), you can either specify an exact fixed width and height or let TextMaker automatically adjust the size of the frame to accommodate the text that it contains. To do the latter, select the option **Growing** for **Width** or **Height** and enter the desired minimum and maximum values. If the option **Auto** is selected, the frame will always be automatically adjusted to accommodate the text it contains.

  Note on **height** for text frames: Since the options **Fixed** (with the value to the right of it) and **Growing** (with the Max value to the right of it) specify a limit, a red bar will appear at the bottom of a text frame when there is no longer enough space for the text. In order for the red bar to be displayed, however, the option **Overflow mark** must also be enabled on the "View" tab of the dialog box of the command **File | Options**.

- **Scaling** section

  Alternatively you can change an object's size by specifying the width as a percentage of the original width in **Horz. scaling** and the height as a percentage of the original height in **Vert. scaling**.

  If the option **Keep aspect ratio** is enabled, changes in height automatically have a proportional effect on width (and vice versa).

  There is an additional option named **Keep scaling** for OLE objects. If this option is enabled, any changes made to the OLE object's size *within its source application* will automatically affect the object in TextMaker. If it is disabled, the object will always remain the same size in TextMaker. (Note: Not all OLE source applications support this feature.)

- **Rotation** section

  This option is only available for drawings and pictures.

  Here, you can rotate the object. To do so, enter the angle at which you want to rotate the object clockwise.

- **Flip** section

  This option is only available for drawings and pictures.

  Here, you can flip the object vertically or horizontally.

Object properties, Fill tab

Note: This tab is only available for certain types of objects. For pictures, changes to the fill affect only the transparent parts of the picture.

You can use the **Fill** tab to specify with what the object should be filled.

First, select the desired type of fill in the dropdown list **Fill type**. You can then make various settings for each fill type.

The following fill types and settings are available:

Tip: You can also apply some of these options directly on the object-specific ribbon tab via the command **Fill color** in the group **Format**.

- **No fill**

  If you select the first fill type in the list, the object is not filled and thus remains transparent.

- **Solid color**

  This fill type fills the object with a uniform color shade. Select the desired color in the list **Colors**.

  Tip: Color lists only offer a few standard colors, but you can always compose your own colors. To do so, click on **More colors** and then proceed as described in Document properties, Colors tab.

  If desired, you can also use the option **Transparency** to change the transparency of the fill. You can enter any value between 0% (no transparency) and 100% (full transparency). If, for example, you set the transparency value to 25, the fill will have 25% transparency.

- **Pattern**

  This fill type fills the object with a pattern. In the list **Patterns**, select the type of pattern and then set the desired color for the foreground and background.

  If desired, you can also use the option **Transparency** to change the transparency of the fill. You can enter any value between 0% (no transparency) and 100% (full transparency).

- **Picture**

  This fill type fills the object with a picture file. You can use the **Open** button to determine the picture file which you want to use for the fill. The most recently used picture files are displayed in the list **Pictures** and can be selected there by clicking on them with the mouse.

  Additional options:

  Rotate with object: If you enable this option, the picture will also be rotated whenever you rotate the object to be filled.

  Mirror type: This option allows you to mirror the picture horizontally or vertically.

  Transparency: If desired, you can use this option to change the transparency of the fill. You can enter any value between 0% (no transparency) and 100% (full transparency).

  Tile as texture: If this option is enabled, the picture is repeated in the object like a tile pattern.

  You can then use the settings in the **Tile options** section to change the size and position of the tiles: **X scale** and **Y scale** change the size (in percent), while **X offset** and **Y offset** change the position. The option **Alignment** can be used to determine to which edge of the object the tiles should be aligned.

  If the option **Tile as texture** is disabled, only **Offsets** (relative to the edges of the object) can be set for the picture.

Save: You can use this button to export the currently selected picture, that is, to save a copy of it under any name on your hard disk.

- **Linear gradient, Rectangular gradient, etc.**

  The bottom five fill types are different types of color gradients. First, select the desired type of gradient in the dropdown list **Fill type** and then select one of the subtypes in the list **Variants**.

  In the **Options** section, you can specify the appearance of the gradient even more precisely:

  X offset and **Y offset** enable you to move the center of the gradient. The **Angle** option allows you to set the angle of rotation.

  Tip: You can also change these settings by using the mouse to move or rotate the cross-hair displayed in the **Sample** field.

  If you enable the option **Double gradient**, for example, a black-white gradient will become a black-white-black gradient.

  In the **Colors** section, you can change the colors for the gradient as follows:

  To change a color, first click on one of the small triangles below the bar representing the gradient. The left triangle stands for the initial color, while the right triangle stands for the final color:

  Then select the desired color from the dropdown list **Color** below.

  You can use the option **Transparency** to change the transparency of the selected color if desired. You can enter any value between 0% (no transparency) and 100% (full transparency).

  Additional colors can be added to the gradient by double-clicking on the desired position in the bar and selecting a color. In the same way, namely by double-clicking on the triangle, additional colors can also be deleted from the gradient.

Object properties, Lines tab

Note: This tab is only available for certain types of objects.

Use the **Lines** tab to specify the type of lines to use for the object. For drawings, this applies to the lines used to draw the object; for all other objects, it applies to the lines that border the object.

Available options:

Tip: Many of these options can also be found directly on the object-specific ribbon tab in the command group **Format**.

- **Variants**

  Here, you can select the desired line style.

The entries in this list are merely default variants. If required, you can specify the appearance of the lines more precisely via the options of the dialog box.

- **Color**

  This option lets you specify the color of the lines.

- **Dashed**

  Here, you can specify whether solid or dashed lines should be used.

- **Thickness**

  Here, you can specify the exact thickness of the lines (in points).

- **Transparency**

  If desired, you can use the option **Transparency** to change the transparency of the lines. You can enter any value between 0% (no transparency) and 100% (full transparency).

- **Start point** and **End point**

  These options are only available for lines, curves and connectors.

  Here, you can specify whether an icon should be drawn at the start point or end point of the line. If, for example, you select an arrow icon for the end point, the line will look like an arrow. If necessary, you can also change the **Width** and the **Height** of the icon.

Object properties, Shadow tab

Note: This tab is only available for certain types of objects.

Use the **Shadow** tab to add a shadow to the object.

Available options:

Tip: You can also apply many of these options directly on the object-specific ribbon tab via the command **AutoShape effects** in the group **Format**.

- **Variants**

  Here, you can select the desired type of shadow.

  The entries in this list are only default variants; the other options in the dialog box allow you to specify the appearance of the shadow even more precisely if necessary.

- **Scaling**

  Here, you can change the size of the shadow (relative to the size of the object).

- **Offset**

  Here, you can change the position of the shadow (relative to the object).

- **Perspective**

  Here, you can change the **Skew angle** of the shadow.

  For certain variants of the "Perspective Shadows" type, the **Horizon** can also be changed, which distorts the shadow in perspective. If **Horizon** is a positive value, the shadow is in front of the object; if it is negative, the shadow is behind the object.

- **Color**

  Here, you can change the color of the shadow.

- **Blur**

  If you enter a value greater than zero here, a blur effect is added to the shadow. The larger the value, the softer the edges of the shadow are drawn.

- **Transparency**

  Here, you can change the transparency of the shadow. You can enter any value between 0% (no transparency) and 100% (full transparency). If, for example, you set the transparency value to 25, the shadow will have 25% transparency.

Object properties, 3D tab

Note: This tab is only available for pictures, text frames and drawings.

Use the **3D** tab to add a three-dimensional effect to the object.

Select the desired type of 3D effect in the **Variants** section. The entries in this list are only default variants; the other options on the **3D** tab allow you to specify the appearance of the effect even more precisely if required.

In the preview field **Sample**, you can follow the result of your adjustments and finally confirm with **OK** if you want to apply the settings.

Object properties, Effects tab

Note: This tab is only available for certain types of objects.

On the **Effects** tab, you can add various effects to the object.

The following effects and options are available:

- **Reflection**

  If you enable the option **Use reflection effect**, the object is displayed as if it was located on a reflective surface. The following variations are possible:

  Visible part of object: This option specifies how much of the object should be visible in the reflection (in percent).

Starting transparency: The reflection is softly faded out downwards. This value determines how transparent the reflection should be at the top (in percent).

Y offset: This option moves the reflection upwards or downwards.

- **Soft edges**

  If you enable the option **Use soft edges effect**, the borders of the object will be given a blur effect. The following variations are possible:

  Width: This option specifies the width of the blur effect.

- **Glow**

  If you enable the option **Use glow effect**, the borders of the object will be surrounded by a glow effect. The following variations are possible:

  Width: This option specifies the width of the glow effect.

  Color: This option specifies the color of the glow effect.

Object properties, Properties tab

On the **Properties** tab, you can change the general settings for an object.

Available options:

- **Name**

  TextMaker automatically assigns a unique name to every object in a document. For example, rectangles are called rectangle1, ...2, ...3, etc. If desired, you can enter another name here.

  > ***Tip:*** The name of the currently selected object is displayed on the left in the status bar.

  For more information on using names for objects, see Changing the names of objects.

- **Visible**

  This option is enabled by default. It causes the object to be displayed on the screen. (For more information, see also Hiding objects.)

  If you disable this option, the object becomes invisible.

- **Printable**

  This option is enabled by default. It causes the object to appear in the printout when you print the document. (For more information, see also Hiding objects).

  If you disable this option, the object will not be printed.

- **Locked**

  If you enable this option, the size of the object and its position (in the case of frames and drawings) cannot be changed with the mouse or keyboard. Position and size can then only be changed by entering values in this dialog box (**Object properties**, **Format** tab).

- **Tab stop**

  This option is only available for form objects (for example, text fields and text frames, checkboxes and dropdown lists).

  In form mode, you can jump back and forth among form objects by pressing the **Tab** key or the **F11** key. (For more information, see also Changing the tab order).

  If you disable the option **Tab stop**, however, this object will be skipped.

- **Text locked**

  This option is only available for objects that contain text (for example, text fields and text frames).

  If this option is enabled, the text contained in the object cannot be changed while the document is edited in *form mode*.

  However, this option is disabled by default, thus allowing the text in the object to be edited even in form mode.

  For more information, see Protecting contents of form objects.

- **Link**

  Here, you can enter a hyperlink – to a website, for example. To do so, click on the **Select** button, select the type of link and specify the desired target. The target is opened when the user clicks on the object.

In the case of pictures, the **file name** of the picture is displayed at the bottom of the dialog box, while some information about the picture that was used (resolution, color depth, etc.) is shown in the right half of the dialog box.

Object properties, AutoShapes tab

Note: This tab is only available for pictures, text frames and AutoShape drawings.

On the **AutoShapes** tab, you can assign an AutoShape to the object. Thus you can turn a rectangle into a speech balloon or any other shape you like, for example.

To change the shape, simply click on the desired AutoShape in the list.

Tip: You will also find this option as the command **Change AutoShape** directly on the contextual ribbon tab **Object**. For more information, see Changing the AutoShape of frames.

For more information on AutoShapes, see Inserting drawings.

Additional tabs

There are additional tabs with more options for some object types. For information on these tabs, see the section on the relevant object.

Changing the default settings for objects

You can change the default settings for objects at any time. This is particularly relevant for drawings (AutoShapes and lines). For certain other objects, there are restrictions on applying the default settings.

If, for example, you don't like the default line thickness for drawings, simply set it to a different value. You can also alter other default settings – for example, the default fill for drawings as well as the settings for shadows and 3D effects.

Note: Changes to the default settings for objects only affect objects that you insert *afterwards*. Existing objects remain untouched.

To change the default settings for objects, use the **Set as default** button in the dialog box **Object properties**.

For example, the default line thickness for drawings can be changed as follows:

1. Insert a new drawing (or click on an existing drawing).
2. Right-click on the object to access the context menu and select the last entry **Properties** to open the dialog box.
3. Make the desired settings. To change the default setting for the line thickness, for example, switch to the **Lines** tab and simply set the desired line thickness.
4. Important: Click on the **Set as default** button and not on **OK**.
5. The program displays another dialog box in which you can also limit which default settings should be changed if necessary. As a rule, there is no need to change anything in this dialog box.
6. If you confirm with **OK**, the settings currently made in the dialog box will be set as the default settings for new drawings.
7. Confirm again with **OK** to exit the dialog box completely.

All drawings that you insert from now on will use the line thickness set in this way by default.

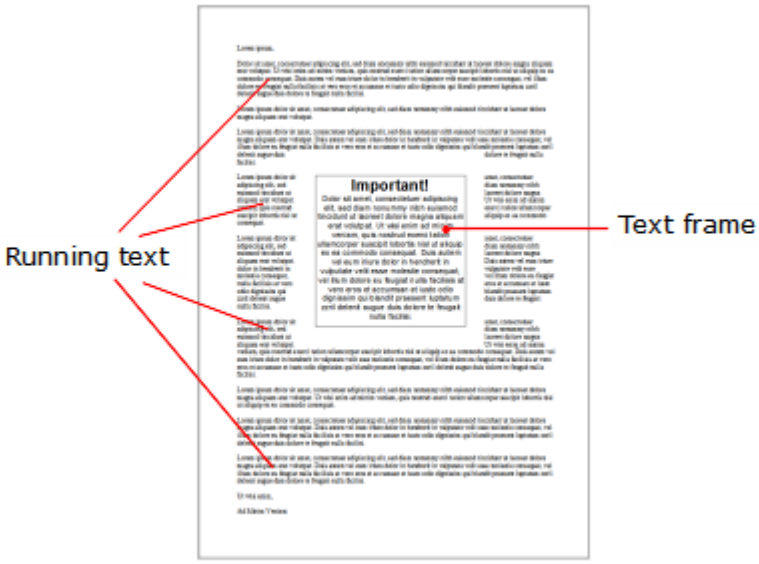
Note: The default settings for objects can be set separately for each document.

This concludes the general description of frames and drawings. The following sections present the various types of frames in detail:

- Text frames
- Picture frames
- Drawings
- Forms (see Form objects in detail)

Text frames

With the help of *text frames*, you can insert text boxes into a document. For example, you can highlight especially important information by placing it in such a box.



Like all types of frames, a text frame occupies a fixed position on the page. Thus it does not move when you add or remove body text above it. The normal body text is automatically wrapped around the frame – it "flows around" the frame.

Note: Text frames, by the way, are just AutoShapes (in this case, simple rectangles) to which text has been added.

In this section, you will learn everything you need to know about working with text frames. The information covers the following topics:

- Inserting text frames
- Changing text frame properties via the ribbon tab
- Changing text frame properties via the dialog box
- Changing the text area
- Linking text frames

See the following pages for more information.

Inserting text frames

To insert a text frame, proceed as follows:

1. Choose the ribbon command **Insert** | group **Objects** | **Text frame** .
2. The text frame is now inserted.

   You can then move or resize the text frame:

   Important: Click with the mouse on the *border* of the text frame in order to move it. While still holding the mouse button down, drag the text frame to the desired position.

   To resize the text frame, drag one of the round handles surrounding it.

The text frame is now created, and you can start entering text in it immediately.

Important: If a red bar* is displayed at the bottom margin of a text frame, this indicates that the text does not fit completely into the frame. In this case, you must either enlarge the frame or reduce the amount of text.

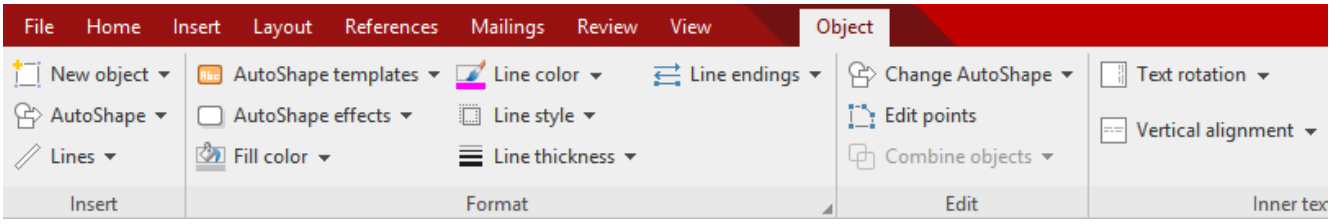
* The red bar appears only if the option **Overflow mark** is enabled on the "View" tab of the dialog box of the command **File** | **Options** . For Object properties on the "Format" tab, the defined limit specified by the options **Fixed** or **Growing** (Max value) for the **Height** must be reached.

To move from a text frame back to the normal body text, click anywhere in the body text. Conversely, you move from the body text back to the text frame by clicking into the frame.

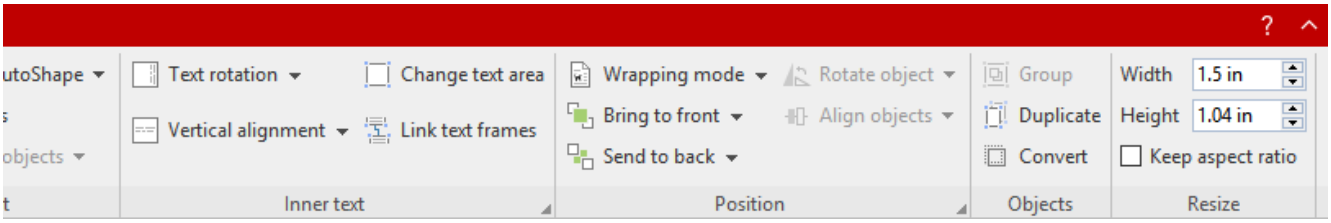
Text frames are allowed to easily cover existing text – this is then automatically wrapped in such a way that it flows around the frame.

Changing text frame properties via the ribbon tab

Numerous properties of text frames can be changed directly via the buttons of the contextual ribbon tab **Object**.



The contextual ribbon tab "Object", left section



The contextual ribbon tab "Object", right section

This ribbon tab appears automatically when you select a text frame by clicking on its border. It contains the following buttons (from left to right):

- **New object:** This option allows you to insert a new object into the document and different object types are available.
- **AutoShape:** This option allows you to insert a new AutoShape into the document.
- **Lines:** This option allows you to insert simple lines, curves and also connectors (which you can "dock" to the text frame) into the document.
- **AutoShape templates** (not included in SoftMaker FreeOffice)**:** This option allows you to apply various predefined color formats to the text field.
- **AutoShape effects** (not included in SoftMaker FreeOffice)**:** Here, you can apply effects such as shadows, reflections, etc. This option largely corresponds to the options of the tabs *Shadow*, *3D* and *Effects* of the dialog box "Object properties". For more information, see the next section.
- **Fill color:** The fill can be changed here. For more information, see Object properties, Fill tab.
- **Line color, Line style, Line thickness, Line endings:** These options allow you to edit borders for the text field or the inserted lines. For more information, see Object properties, Lines tab.
- **Change AutoShape** (not included in SoftMaker FreeOffice)**:** This option allows you to assign a different AutoShape to the text frame (formatting is retained). For more information, see Changing the AutoShape of frames.
- **Edit points** (not included in SoftMaker FreeOffice)**:** This option allows you to give the text frame an individual shape with the "Bezier tools". For more information, see Editing shapes retroactively.
- **Combine objects** (not included in SoftMaker FreeOffice)**:** This option allows you to combine two or more shapes from different variants into one overall shape. For more information, see Combining shapes.
- **Text rotation:** This option allows you to rotate the inner text by the specified angle.
- **Vertical alignment:** This option determines how the inner text should be aligned between the top and bottom edges of the frame.
- **Changing text area** (not included in SoftMaker FreeOffice)**:** This option allows you to adjust the size of the inner text area. For more information, see Changing the text area.
- **Link text frames:** This option allows you to run text over multiple, interconnected text frames. For more information, see Linking text frames.
- **Text wrapping:** This option determines how the body text that surrounds the object should behave. For more information, see Object properties, Layout tab.

- **Bring to front, Send to back:** These options allow you to arrange the order of overlapping object frames. For more information, see Changing the order of frames.
- **Rotate object:** This option is not available for text frames.
- **Align objects:** This option allows you to align or evenly distribute two or more object frames. For more information, see Aligning and distributing frames.
- **Group:** This option allows you to combine several selected objects into one unit, which can then be treated like a single object. For more information, see Grouping frames.
- **Duplicate:** This option creates an immediate copy of the selected object.
- **Convert:** This option converts an object frame into an object included in the body text and vice versa.
- **Width, Height**: These options change the size of the object. For more information, see Changing the size and margins of objects.

Many (but not all) of these functions and some additional options can be found in the dialog box *Object properties*, which you can access, for example, via the context menu. For more information, see the next section.

Changing text frame properties via the dialog box

To edit the properties of a text frame via the dialog box, first select it. To do so, click on the border surrounding the text frame or simply click on it in object mode (**View | Object mode**). Then right-click to open the context menu and select **Properties**, whereupon a corresponding dialog box appears.

Also possible: Click on the group arrow ◢ in the bottom right corner of any command group of the contextual ribbon tab **Object**.

> ***Tip:*** If you are using object mode, you can also access this dialog box instantly by double-clicking on the text frame.

The following settings can be made in the dialog box:

Layout, Format, Fill tabs, etc.

These tabs are available for almost all object types. They allow you to change the following settings:

- **Layout:** On this tab, you can change the position and wrap margins of the frame and specify how the body text should flow around it. For more information, see Object properties, Layout tab.
- **Format:** This option allows you to resize the frame. For more information, see Object properties, Format tab.
- **Fill:** This option allows you to change the fill. For more information, see Object properties, Fill tab.
- **Lines:** This option allows you to apply border lines. For more information, see Object properties, Lines tab.
- **Shadow:** This option allows you to apply a shadow. For more information, see Object properties, Shadow tab.

- **3D:** This option allows you to apply a 3D effect. For more information, see Object properties, 3D tab.
- **Effects:** This option allows you to apply different effects. For more information, see Object properties, Effects tab.
- **Properties:** This option allows you to change general settings. For more information, see Object properties, Properties tab.

In the case of text frames, there are two additional tabs with further options:

Inner text tab

You can use this tab to change settings for the text in the text frame.

Available options:

- **Inner margins** section

  Here, you can change the margins between the text frame and the text it contains. If you enable the option **Automatic**, TextMaker will automatically determine suitable margins.

- **Overlapping objects** section

  This setting determines what should happen if the text frame overlaps with another frame.

  If the default setting **Ignore object** is enabled, TextMaker will do nothing. In the area of overlap, the contents of both frames will thus be printed on top of each other.

  If, on the other hand, you enable the option **Wrap text**, TextMaker will automatically wrap the text in this frame so that it flows around the area of overlap.

- **Rotate by...** section

  Here, you can rotate the text by the specified angle.

- **Vertical alignment** section

  This setting determines how the inner text should be aligned between the top and bottom edges of the frame:

Option	Explanation
Top	The text is aligned to the top edge of the frame. (This is the default setting.)
Centered	The text is centered between the top and bottom edges of the frame.
Bottom	The text is aligned to the bottom edge of the frame.
Justified	The lines of text are vertically justified and are thus evenly distributed so that the text starts exactly at the top edge of the frame and ends exactly at the bottom edge.

AutoShapes tab

A text frame is actually an *AutoShape* that has been filled with text. AutoShapes are predefined shapes (such as rectangles, ellipses, arrows, speech bubbles, etc.).

By default, a simple rectangle is used as an AutoShape for text frames. However, you can assign a different AutoShape to the text frame at any time. Simply select the desired shape from the **AutoShapes** tab.

Note: Text frames have *no* border lines by default. Therefore, if you select a different AutoShape here, the shape will only be visible when you add border lines. To do so, select the desired line style on the **Lines** tab.

For more information on AutoShapes, see Drawings.

Changing the text area

FreeOffice: The *Change text area* function is not included in SoftMaker FreeOffice.

For text frames, and also for drawings to which text has been added (see Drawings), you can resize the text area for the inner text in TextMaker.

To do so, proceed as follows:

1. Click on the frame of the object to select it.
2. Choose the command **Change text area** on the contextual ribbon tab **Object** | group **Inner text** (or via the context menu by right-clicking on the text frame).

   Note: For drawings (AutoShapes, curves, etc.), you must first add text to the shape so that you can use the commands for the inner text.
3. The frame of the inner text is now selected and some round navy "handles" appear. Drag one of these handles via the mouse to resize the text area.

When your adjustments are complete, choose the command **Change text area** again or simply click anywhere in the document.

Linking text frames

TextMaker allows you to run text across multiple interlinked text frames, similar to a DTP program. If two frames are linked, text that exceeds the limits of the first frame is automatically continued in the second frame.

Let's assume that you have created two text frames on one page and that you want the text to flow from the first to the second frame. You would link these frames as follows:

1. Click on the **View | Object mode** button to enable object mode.
2. Choose the command **Link text frames** on the contextual ribbon tab **Object** | group **Inner text** (or via the context menu by right-clicking on the text frame).
3. First click on the text frame in which you want the text to begin. Pay attention to how the two hooks on the mouse cursor change: It is only when the hooks connect that you have selected the text frame correctly.

4. Then click on the text frame to be linked. ***Important:*** This text frame must be empty! Also pay attention to the two hooks here.
5. Click on the **View | Object mode** button again to exit object mode.

If you now insert text into the first frame, it will continue in the second frame as soon as it no longer fits into the first frame.

You can also link more than two frames together. To do so, link the first frame to the second frame, then the second to the third, etc.

To remove an existing link, choose the command **Link text frames** again in object mode and then click on the first of the two linked frames. TextMaker will then ask you if you want to remove the link.

Alternatively, use the context menu (right-click on the frame that was linked first) to choose the command **Unlink text frames**.

Tip: To locate linked text frames more easily, right-click on one of the text frames to use the commands **Next text frame** or **Previous text frame** in the context menu.

Picture frames

Picture frames differ from fixed pictures in the text (see Pictures) as follows:

Like all types of frames, a picture frame occupies a fixed position on the page. Thus, it does not move when you add or remove body text above it.

In this section, you will learn everything you need to know about working with picture frames. The information covers the following topics:

- Inserting picture frames
- Changing picture frame properties via the ribbon tab
- Changing picture frame properties via the dialog box

See the following pages for more information.

Inserting picture frames

To insert a picture frame, proceed as follows:

1. On the ribbon tab **Insert** | group **Objects** | **Picture**, click on the arrow of the icon.
   In the dropdown menu, select the **Insert as frame** checkbox ☑.
2. Select **From file** from the dropdown menu.

Tip: You can also choose this command by clicking on the icon itself. However, you cannot enable or disable the option **Insert as frame**. The last set state is automatically applied.

3. A dialog box appears. Select the desired picture file and confirm with **OK**.
4. The picture frame is now inserted.

   You can then move or resize the frame:

   To move it, click on the picture frame with the mouse, and then drag it (while still holding down the mouse button) to the desired position.

   To adjust its size, drag one of the round handles surrounding the picture frame.

A picture frame is allowed to easily cover existing text – this is then automatically wrapped in such a way that it flows around the frame.

Options of the dialog box

The options in the above dialog box mean the following:

- **Save within document**

  If this option is enabled, TextMaker saves a copy of the picture in the document and uses this copy instead of the original.

  If it is disabled, TextMaker saves only a reference to the original picture file in the document.

- **Copy to document's folder**

  If this option is enabled, TextMaker creates a copy of the picture file in the folder where the document is located and uses this copy instead of the original.

  This option is available only if the document has already been saved.

Scanning pictures/Selecting source

By using the small arrow of the **Insert** | group **Objects** | **Picture** icon, you not only find the option **From file**, but also the entries **From scanner** and **Select source** that let you scan originals directly into a document. For more information, see Scanning pictures.

Inserting pictures from the gallery/camera (Android)

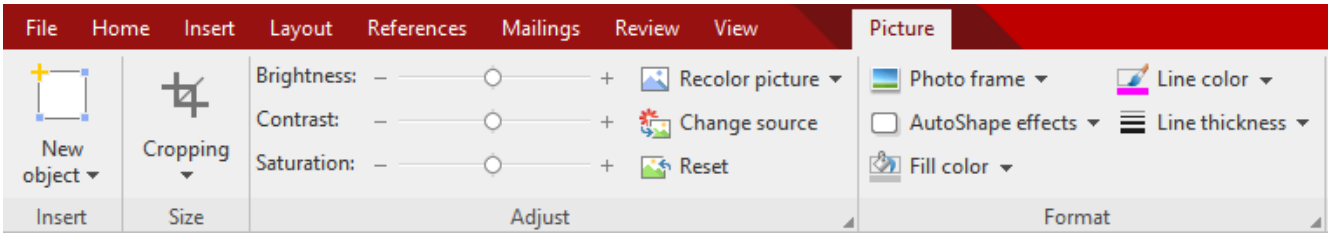
> ***Note:*** This function is available only in the **Android** version.

With the Android version, you can also insert pictures as picture frames using the *Gallery* or *Camera* on your device.

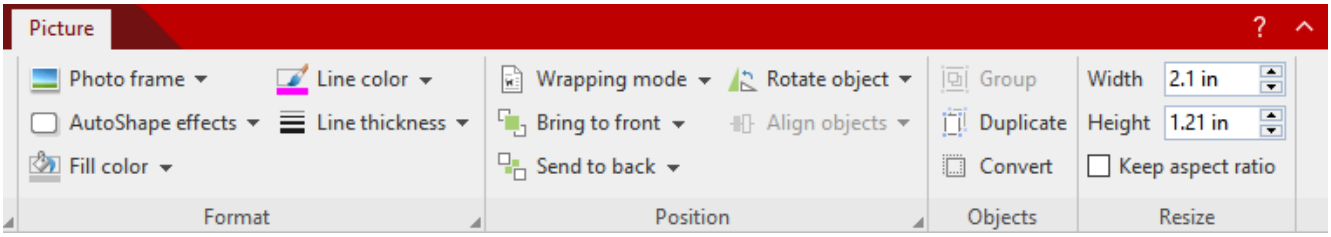
For more information, see Inserting pictures from the gallery/camera (Android).

Changing picture frame properties via the ribbon tab

Numerous properties of picture frames can be changed directly via the buttons of the contextual ribbon tab **Picture**.



The contextual ribbon tab "Picture", left section



The contextual ribbon tab "Picture", right section

This ribbon tab appears automatically when you select a picture frame. It contains the following buttons (from left to right):

- **New object:** This option allows you to insert a new object into the document and different object types are available.
- **Cropping:** You can enable/disable *crop mode* via this button. In this mode, additional handles appear on the borders of the picture. Drag these handles with the mouse to crop the picture accordingly. To exit the mode, click on the button again. You can also use the button's small arrow to select a cropping from different shapes or to remove the cropping.

  See also the next section ("Picture tab" in the dialog box).
- **Brightness, Contrast, Saturation:** Drag the slider or click on + and − to change the respective values for the picture. For more information, see also the next section ("Picture tab").
- **Recolor picture:** This option provides a list of predefined variations of the picture – for example, other color modes (grayscale, black/white, etc.) and variations where the image was colored. For more information, see also the next section ("Picture tab").
- **Change source:** Replace the picture with another one (formatting is retained).
  This corresponds to the **File** button in the dialog box. For more information, see the next section ("Picture tab").
- **Reset:** Reset the *image-specific* changes made to the picture, such as brightness, shading, rotate object, etc., to their default values. The *non-image-specific* settings are not reset, for example, line thickness and photo frame.
- **Photo frame** (not available in SoftMaker FreeOffice)**:** This option allows you to apply a photo frame effect to a picture.

- **AutoShape effects** (not included in SoftMaker FreeOffice)**:** Here, you can apply effects such as shadows, reflections, etc. This option largely corresponds to the options of the tabs *Shadow*, *3D* and *Effects* of the dialog box "Object properties". For more information, see the next section.
- **Fill color:** The fill can be changed here. For more information, see Object properties, Fill tab.
- **Line color, Line thickness:** These options allow you to apply border lines. For more information, see Object properties, Lines tab.
- **Text wrapping:** This option determines how the body text that surrounds the picture should behave. For more information, see Object Properties, Layout tab.
- **Bring to front, Send to back:** These options allow you to arrange the order of overlapping object frames. For more information, see Changing the order of frames.
- **Rotate object:** This option allows you to rotate a picture in 90° increments or flip it vertically/horizontally. For more information, see Rotating and flipping objects.
- **Align objects:** This option allows you to align or evenly distribute two or more object frames. For more information, see Aligning and distributing frames.
- **Group:** This option allows you to combine several selected objects into one unit, which can then be treated like a single object. For more information, see Grouping frames.
- **Duplicate:** This option allows you to create an immediate copy of the selected picture.
- **Convert:** This option converts a picture frame into a picture that is embedded in the body text and vice versa.
- **Width, Height**: These options change the size of the picture. For more information, see Changing the size and margins of objects.

Many (but not all) of these functions and some additional options can be found in the *Object properties* dialog box. You open the dialog box by double-clicking on the picture. For more information, see the next section.

Changing picture frame properties via the dialog box

To edit the properties of a picture frame via the dialog box, first select it by clicking on it. Then right-click to open the context menu and select **Picture properties**, whereupon a corresponding dialog box appears.

Also possible: Click on the group arrow ◢ in the bottom right corner of any command group of the ribbon tab **Picture**.

> ***Tip:*** This dialog box can also be opened by double-clicking on the picture frame.

The following settings can be made in the dialog box:

Layout, Format, Fill tabs, etc.

These tabs are available for almost all object types. They allow you to change the following settings:

- **Layout:** On this tab, you can change the position and wrap margins of the frame and specify how the body text should flow around it. For more information, see Object properties, Layout tab.
- **Format:** Here, you can resize the frame and rotate it. For more information, see Object properties, Format tab.
- **Fill:** This option allows you to change the fill. It is only visible for pictures with transparent areas. For more information, see Object properties, Fill tab.
- **Lines:** This option allows you to apply border lines. For more information, see Object properties, Lines tab.
- **Shadow:** This option allows you to apply a shadow. For more information, see Object properties, Shadow tab.
- **3D:** This option allows you to apply 3D effects. For more information, see Object properties, 3D tab.
- **Effects:** This option allows you to apply different effects. For more information, see Object properties, Effects tab.
- **Properties:** This option allows you to change general settings. It also displays information about the picture you are using. For more information, see Object properties, Properties tab.
- **AutoShapes:** Here, you can assign a different shape from AutoShapes to the picture. For more information, see Object properties, AutoShapes tab.

In the case of pictures, there is an additional tab with further options:

Picture tab

On the **Picture** tab, you can make settings that are specific to pictures.

Tip: Some of these options can also be found directly as commands on the contextual ribbon tab **Picture** | group **Adjust**.

- **Variants**

  This list offers some predefined variations of the picture – for example, different color modes (grayscale, black & white, etc.) as well as colored variants of the image.

  Simply click on the desired variant. The options in the dialog box are then automatically set to the corresponding settings.

  Tip: You will also find these variants via the command **Recolor picture** directly on the contextual ribbon tab **Picture**.

- **Options** section

  Here, you can change brightness, contrast, saturation and gamma (an alternative way to change brightness).

- **More** button

  This button opens a dialog box with additional settings:

  If you enable the option **Mix with color** and select a color below it, the object will be colored accordingly.

  The options in the **Cropping** section can be used to crop the picture. This is useful if you only need part of the picture. If, for example, the upper quarter of the picture is to be truncated, first select **Use relative values** and enter the number "25" (percent) for **Top**.

If you select **Use absolute values**, the entries will be truncated in absolute units of length rather than as a percentage. If you enter negative values, the areas of the picture will not be truncated, but will be extended with a frame.

Tip: You will also find a corresponding command **Cropping** directly on the contextual ribbon tab **Picture**. For more information, see the previous section Changing picture frame properties via the ribbon tab.

- **Transparency** section

  Here, you can make settings for the transparency of the picture:

  Use picture settings: TextMaker reads from the picture file which parts of the picture have been marked as transparent and displays the picture accordingly. Note: Only pictures in GIF or PNG format contain such transparency information.

  No transparency: If this option is enabled, the picture will not be displayed transparently, even if it is a picture file with transparency information.

  Color: This option lets you select the color to be displayed transparently. If, for example, you select white, all white areas of the picture will become transparent.

- **Sample**

  In the small toolbar below the sample, you will find the option **Pick transparent color** (the pipette icon). You can use it to make certain colored parts of the picture transparent, for example, to remove a distracting background from the picture. To do so, use the pipette icon to click on an area of the thumbnail that you want to make transparent.

  The other toolbar buttons help you to fine-tune the picture (**Zoom in**, **Zoom out**, **Pan picture**), but they do not affect the appearance of the picture in the document.

  Note: You must first select a tool in the toolbar by clicking on it with the mouse. You can then work on the thumbnail with the enabled tool.

- **File** button

  You can use this button to replace the picture with another one and the formatting will be retained.

  Tip: This corresponds to the command **Change source** on the contextual ribbon tab **Picture**.

- **Export** button

  This option is available only for pictures that are saved in the document. You can use this button to export the picture, that is, to save a copy of it on your hard disk under any name. The dialog box "Save as" appears for this purpose.

  If you enable the option **Create a link to file** here, TextMaker also replaces the picture saved in the document with a reference to the destination file. Thus, the picture is no longer saved in the document.

Drawings

TextMaker provides several tools for creating drawings. You can insert the following types of drawing objects into your documents:

- Lines and curves (lines, arrows, connectors, curves)
- AutoShapes (various types of predefined shapes)
- TextArt objects (lettering with effects)

Drawings behave like frames: They always remain in the same place on the page, even if you delete or insert lines of text above them. The normal body text is automatically wrapped around the drawing's border lines – it "flows" around the drawing.

In this section, you will learn everything you need to know about working with drawings. The information covers the following topics:

- Inserting drawings
- Adding text to AutoShapes
- Changing drawing properties via the ribbon tab
- Changing drawing properties via the dialog box

See the following pages for more information.

Inserting drawings

To insert a drawing, for example, a rectangle, proceed as follows:

1. Choose the ribbon command **Insert** | group **Objects** | **AutoShape** . Select the desired AutoShape – a **rectangle** in this case.
2. Hold down the left mouse button and draw a frame of the desired size in the document.
3. The rectangle is now inserted.

   You can then move or resize the rectangle:

   To move the rectangle, click on it and (while still holding the mouse button down) drag it to the desired position.

   To adjust its size, drag one of the round handles surrounding the rectangle.

The application of drawings differs somewhat depending on the drawing tool used. The following is a list of all available drawing objects and information on how to handle them:

Note: You can adjust the shape of drawings retroactively at any time. For more information, see Editing shapes retroactively.

AutoShape

You can insert *AutoShapes* using the **AutoShape** tool. These are predefined shapes for various purposes – standard shapes such as rectangles, but also symbols for flowcharts, stars, speech bubbles and many more.

As soon as you have selected an AutoShape, simply drag a frame of the desired size in the document while holding down the left mouse button. If you want, you can then move the AutoShape with the mouse or resize it by dragging one of the round handles at its corners.

Notice: Additional handles are displayed in some types of AutoShapes when they are selected. If you drag one of these handles, a parameter controlling the shape of the object is changed. For stars, for example, the length of the points can be changed, and for rounded rectangles, the rounding of the corners can be changed.

Tip: You can even enter text in an AutoShape – just like you can in a text frame. For more information, see Adding text to AutoShapes.

Lines and curves

Use the **Lines** tool on the ribbon tab **Insert** to draw lines and curves.

When you click on this icon, a list of available line and curve tools opens. Select the desired tool and then use it as follows:

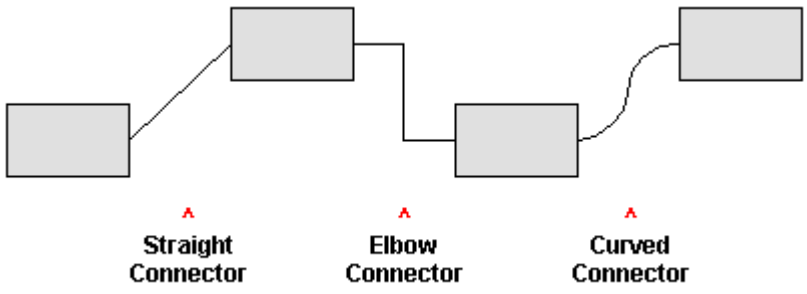
- **Lines**

  You can use the tools at the top of the list to draw simple lines and arrows. After clicking on the desired tool, simply draw a line in the document while holding down the mouse button. Tip: If you hold down the **Shift key**⇧, the line is limited to 45° angles.

  Note: Arrows are nothing more than ordinary lines for which an arrowhead was selected in the object properties (**Lines** tab) by selecting the option **Start point** and/or **End point**.

- **Connectors (straight, elbow and curved)**

  You can use these tools to drag connectors between two objects. The difference between the three types of connectors can be seen in the following figure:



  To do so, select one of these tools, and then drag the mouse cursor from one object to another while holding down the mouse button. When you move the mouse cursor over an object, small blue rectangles will appear at various points on the object. These show where the line can "dock" to the object. You can influence the course of curved and angled connectors by dragging the diamond handle via the mouse.

  Tip: You can change the type of connectors retroactively at any time. Right-click on the line to open the context menu and choose between a *straight*, *elbow* or *curved* connector. Also available in the context menu: The option *Create new connector* causes the shortest connection between two objects.

- **Curves**

  The tools at the bottom of the list are used to draw curves:

  You can use the **Curve** tool to draw Bezier curves.

  To do so, click on the starting point and then on any number of other positions. The curve "follows" your mouse clicks automatically.

  If you let the curve end at its starting point, the drawing automatically becomes a *closed* curve. If, on the other hand, you want to obtain an *open* curve, you must end the drawing by double-clicking on it.

  You can use the **Freehand form** tool to draw curves in the same manner as if you were using a pencil.

  To draw freehand, move the mouse to the desired starting point, press and hold the left mouse button and then start drawing as if using a pencil. Alternatively, you can release the mouse button and click on another location where a straight line will be drawn.

  If you let the curve end at its starting point, the drawing automatically becomes a *closed* curve. If, on the other hand, you want to obtain an *open* curve, you must end the drawing by double-clicking on it.

  Note: The small black points on the contour line of curves enable you to further adjust the shape. Use the mouse to drag such a point to another position. Further options can be found in the context menu by right-clicking on the curve. For more information, see Editing shapes retroactively.

TextArt

You can insert *TextArt* objects using the **TextArt object** tool on the ribbon tab **Insert**. TextArt objects are used to create text effects.

If you enable this tool, a dialog box appears. Enter your text in the dialog box and then click on **Variants** to select one of the predefined effects to be applied to the text. Then confirm with **OK**.

For information on the other options for TextArt objects, see Text tab.

Adding text to AutoShapes

You can add text to an AutoShape if desired. This text is then displayed within the AutoShape – exactly as it would be in a text frame.

To do so, proceed as follows:

1. Select the desired AutoShape.
2. Right-click on it to open its context menu.
3. Choose the command **Add text**.

The cursor flashes in the AutoShape. Thus, you can now type text inside the AutoShape.

Tip: There is another faster way to add text to an AutoShape: Select the AutoShape and just start typing.

You can use the commands of the ribbon tab **Home |** group **Character** and group **Paragraph** to format the text according to your needs.

When you have finished adding text, click anywhere outside the object. If you want to edit the text again later, select the AutoShape again and choose the command **Edit text** from the context menu.

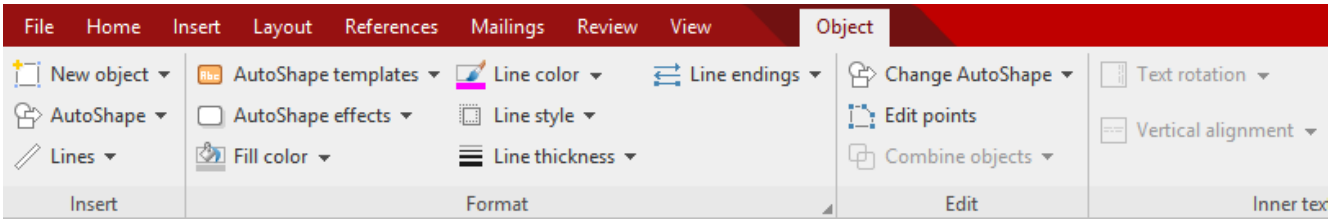
Important: If a red bar* is displayed at the bottom margin of a text frame, this indicates that the text does not fit completely into the frame. In this case, you must either enlarge the object or reduce the amount of text.

* The red bar appears only if the option **Overflow mark** is enabled on the "View" tab of the dialog box of the command **File | Options** . For Object properties on the "Format" tab, the defined limit specified by the options **Fixed** or **Growing** (Max value) for the **Height** must be reached.

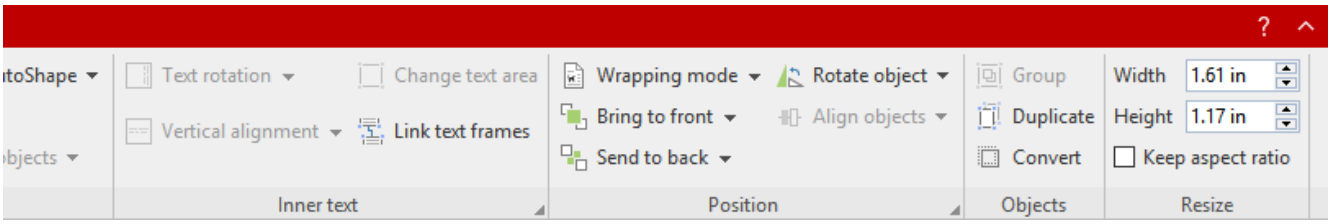
Note: By the way, the *text frames* presented at the beginning of this chapter are nothing more than AutoShapes (simple rectangles in this case) to which text has been added. Thus, all information in Text frames applies equally to AutoShapes to which text has been added.

Changing drawing properties via the ribbon tab

Numerous properties of drawings can be changed directly via the buttons of the contextual ribbon tab **Object**.



The contextual ribbon tab "Object", left section



The contextual ribbon tab "Object", right section

This ribbon tab appears automatically when you select a drawing. It contains the following buttons (from left to right):

- **New object:** This option allows you to insert a new object into the document and different object types are available.
- **AutoShape:** This option allows you to insert a new AutoShape into the document.
- **Lines:** This option allows you to insert simple lines, curves and also connectors (which you can "dock" to the text frame) into the document.
- **AutoShape templates** (not included in SoftMaker FreeOffice)**:** This option allows you to apply various predefined color formats to the drawing.
- **AutoShape effects** (not included in SoftMaker FreeOffice)**:** Here, you can apply effects such as shadows, reflections, etc. This option largely corresponds to the options of the tabs *Shadow*, *3D* and *Effects* of the dialog box "Object properties". For more information, see next section.

- **Fill color:** The fill can be changed here. For more information, see Object properties, Fill tab.
- **Line color, Line style, Line thickness, Line endings:** These options allow you to edit border lines for the drawing or the inserted lines. For more information, see Object properties, Lines tab.
- **Change AutoShape** (not included in SoftMaker FreeOffice)**:** This option allows you to assign a different AutoShape to the drawing (formatting is retained). For more information, see Changing the AutoShape of frames.
- **Edit points** (not included in SoftMaker FreeOffice)**:** This option allows you to give the drawing an individual shape with the "Bezier tools". For more information, see Editing shapes retroactively.
- **Combine objects** (not included in SoftMaker FreeOffice)**:** This option allows you to combine two or more shapes from different variants into one overall shape. For more information, see Combining shapes.
- Command group **Inner text:** The commands of this group are only possible for shapes to which text has been added. For more information, see Adding text to AutoShapes.

  Text rotation: This option allows you to rotate the inner text by the specified angle.

  Vertical alignment: This option enables you to determine how the inner text should be aligned between the top and bottom edges of the frame.

  Changing text area (not included in SoftMaker FreeOffice)**:** This option allows you to adjust the size of the inner text area. For more information, see Changing the text area.

  Link text frames: This option lets inner text run over several interconnected *text frames*. For more information, see Linking text frames.
- **Text wrapping:** This option determines how the body text that surrounds the object should behave. For more information, see Object properties, Layout tab.
- **Bring to front, Send to back:** These options allow you to arrange the order of overlapping object frames. For more information, see Changing the order of frames.
- **Rotate object:** This option allows you to rotate a drawing in 90° increments or flip it vertically/horizontally. For more information, see Rotating and flipping objects.
- **Align objects:** This option allows you to align or evenly distribute two or more object frames. For more information, see Aligning and distributing frames.
- **Group:** This option allows you to combine several selected objects into one unit, which can then be treated like a single object. For more information, see Grouping frames.
- **Duplicate:** This option creates an immediate copy of the selected object.
- **Convert:** This option converts an object frame into an object included in the body text and vice versa.
- **Width, Height**: These options change the size of the object. For more information, see Changing the size and margins of objects.

Many (but not all) of these functions and some additional options can be found in the dialog box *Object properties*, which you can access, for example, via the context menu. For more information, see the next section.

Changing drawing properties via the dialog box

To edit the properties of a drawing via the dialog box, first select it by clicking on it. Then right-click to open the context menu and select the last entry **Properties**, whereupon a corresponding dialog box appears.

Also possible: Click on the group arrow ◢ in the bottom right corner of any command group of the contextual ribbon tab **Object**.

Tip: This dialog box can also be opened by double-clicking on the drawing.

The following settings can be made in the dialog box:

Layout, Format, Fill tabs, etc.

These tabs are available for almost all object types. They allow you to change the following settings:

- **Layout:** On this tab, you can change the position and wrap margins of the drawing and specify how the body text should flow around it. For more information, see Object properties, Layout tab.
- **Format:** You can change the size of the drawing here. For more information, see Object properties, Format tab.
- **Fill:** This option allows you to change the fill. For more information, see Object properties, Fill tab.
- **Lines:** Here, you can change the line style of the lines used to draw the object. For more information, see Object properties, Lines tab.
- **Shadow:** This option allows you to apply a shadow. For more information, see Object properties, Shadow tab.
- **3D:** This option allows you to apply a 3D effect. For more information, see Object properties, 3D tab.
- **Effects:** This option allows you to apply different effects. For more information, see Object properties, Effects tab.
- **Properties:** This option allows you to change general settings. For more information, see Object properties, Properties tab.

Furthermore, some types of drawings have additional tabs with additional options. (For more information, see the following pages.)

AutoShapes tab (available only for AutoShapes)

This tab appears for drawing objects only for AutoShapes.

On the **AutoShapes** tab, you can assign a different AutoShape to the object. Thus you can turn a rectangle into a speech balloon or any other shape you like, for example.

To change the shape, simply click on the desired AutoShape in the list.

Tip: You will also find this option as the command **Change AutoShape** directly on the contextual ribbon tab **Object**. For more information, see Changing the AutoShape of frames.

For more information on AutoShapes, see Inserting drawings.

Inner text tab (available for AutoShapes with text added)

This tab appears only for AutoShapes to which text has been added (see Add text to AutoShapes) and for Text frames.

You can use this tab to change settings for the text in the text frame.

Tip: Some of these options can also be found directly as commands on the contextual ribbon tab **Object** | group **Inner text**.

Available options:

- **Inner margins** section

  Here, you can change the inner margins for the text. If you enable the option **Automatic**, TextMaker will automatically determine suitable margins.

- **Overlapping objects** section

  This setting determines what should happen if the object overlaps with another object.

  If the default setting **Ignore object** is enabled, TextMaker will do nothing. In the area of overlap, the contents of both objects will thus be printed on top of each other.

  If, on the other hand, you enable the option **Wrap text**, TextMaker will automatically wrap the text in this object so that it flows around the area of overlap.

- **Rotate by...** section

  Here, you can rotate the text by the specified angle.

- **Vertical alignment** section

  This setting determines how the inner text should be aligned between the top and bottom edges of the drawing:

Option	Explanation
Top	The text is aligned to the top edge of the object. (This is the default setting.)
Centered	The text is centered between the top and bottom edges.
Bottom	The text is aligned to the bottom edge of the object.
Justified	The lines of text are vertically justified and are thus evenly distributed so that the text starts exactly at the top edge of the object and ends exactly at the bottom edge.

Text tab (available only for TextArt objects)

This tab appears only for TextArt objects. You can use this tab to select the desired TextArt effect as well as to enter and format the text to be displayed.

Available options:

- **Text**

  Here, you can type the text to be displayed.

- **Variants**

  In this list, you can select the effect with which the text should be displayed.

- **Font** section

  Here you can change the font and enable/disable the text styles **Bold** and **Italic**.

  If you enable the option **Same height**, all letters (including lowercase letters) will be stretched to a uniform height.

- **Spacing** section

  The **Characters** option changes the spacing between characters. If values are less than 100%, the characters are closer together. For values greater than 100%, the characters are further apart.

  The option **Lines** changes the line spacing. This setting only affects text that consists of multiple lines.

- **Alignment** section

  Here, you can change the alignment of the text. This setting only affects text that consists of multiple lines.

- **Vertical text**

  If you enable this option, the letters of the text will be rotated by 90 degrees.

Transformation tab (available only for TextArt objects)

This tab appears only for TextArt objects.

You can use this tab to specify the type of shaping effect to be applied to the text. To do so, click on the desired type of transformation.

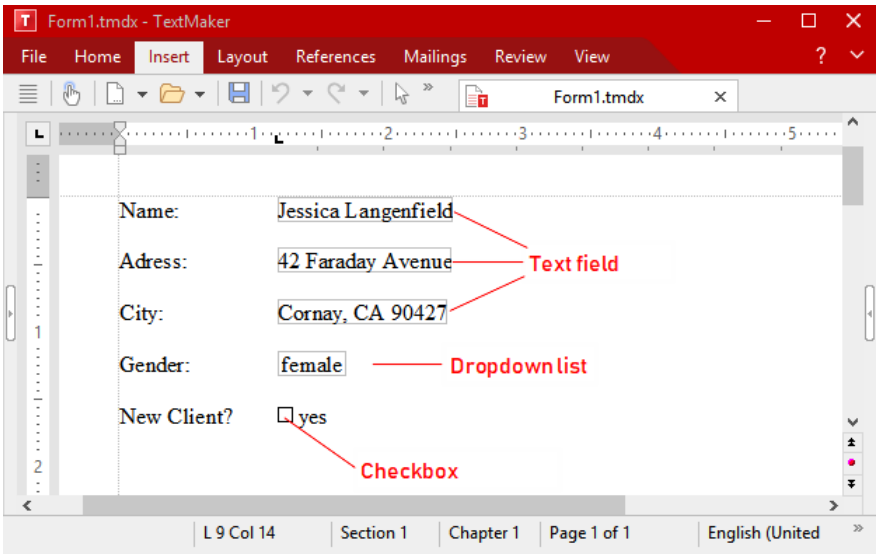
Forms

FreeOffice: SoftMaker FreeOffice does not support the insertion of *form objects*. This means that you cannot create new forms with it, but you can use existing forms.

Forms are documents "to be filled in".

For example, you can use TextMaker to create a form for leave requests. If any of your employees wanted to apply for leave, they would simply open this predefined form, enter their name and the dates on which they wanted to begin and end their vacation and print the form. They would then have a completed leave request to submit.

The creation of forms is actually quite simple: You only have to insert *form objects* at the places in the document that are to be filled in later – for example, text fields for text input.



Whenever you want to fill in a prepared form, you should enable *form mode*. In this mode, only form objects can be filled in – the rest of the document and most of TextMaker's functions are locked. This prevents users from changing those parts of the form that shouldn't be changed.

In this chapter, you will learn how to work with forms:

- **Filling in forms**

  The first section explains how to fill in prepared forms.

- **Creating forms**

  In the next section, you will learn how to create your own forms.

  To create a form, you insert *form objects* into all places that you want to fill in later: for example, *text fields* and *text frames* for text entries, *checkboxes* for checking and *dropdown lists* to select an entry from several specified options.

- **Form objects in detail**

  In this section, the available types of form objects are described in detail.

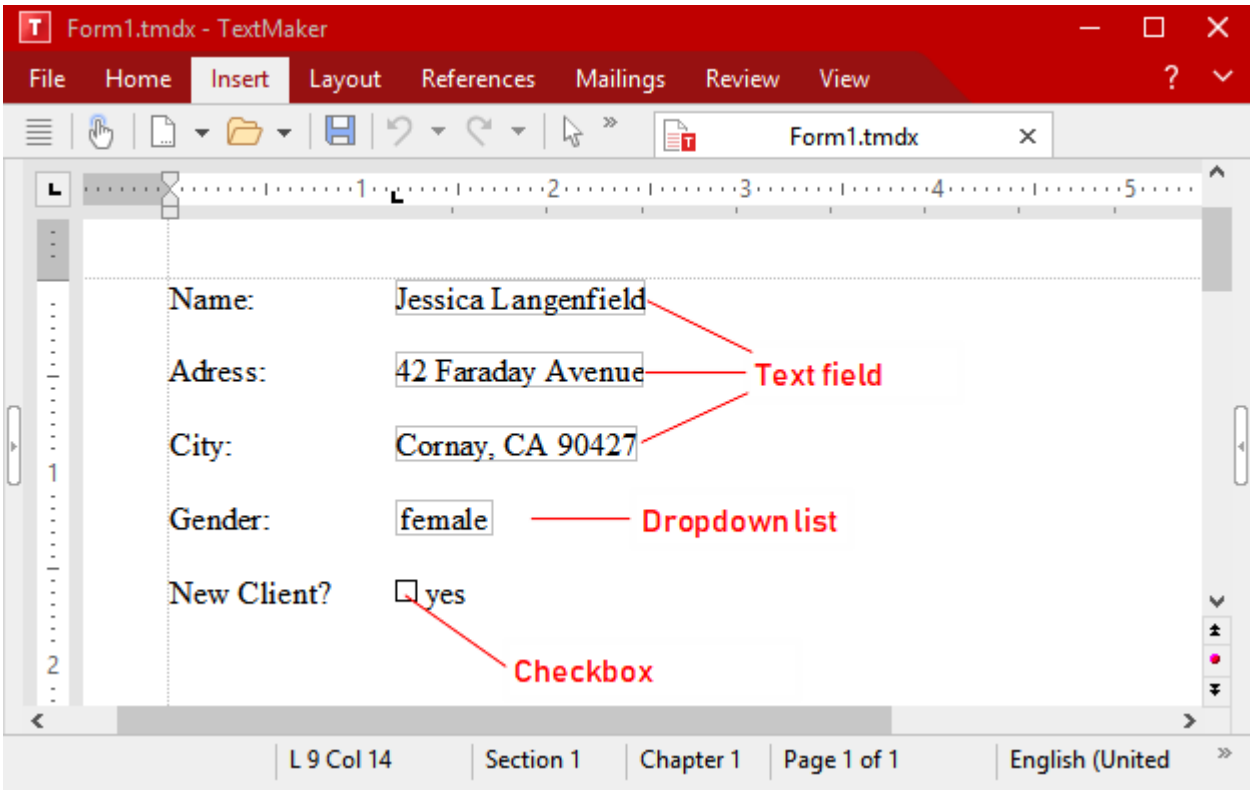
- **Forms – advanced functions**

  Finally, you will learn about some functions for advanced users: functions for changing the tab order, for protecting forms from being changed and for performing calculations.

Filling in forms

First, we will focus on *filling in* prepared forms. The procedure for *creating* your own forms is then described (in Creating forms).

Forms differ from other documents in only one respect: they contain *form objects* in the places where something is to be filled in later.



In the following section, you will learn about the different types of form objects that may be included in a form and how they are to be filled in:

- **Text fields** and **Text (field) frames** (for entering text)

  To fill in a text field or frame, you simply position the text cursor in it and type the desired text.

- **Dropdown lists** and **Dropdown list frames** (for dropdown menus)

  When you click on a dropdown list, it opens. You can then click to select one of the entries.

- **Checkboxes** and **Checkbox frames** (for checking)

  If you click on the box with the mouse, a little check mark appears in it, indicating that the associated item has been selected. If you click on it a second time, the check mark is removed.

Moving the text cursor in forms

You can move the text cursor within forms as follows:

- You can move the text cursor to the desired position in the usual way by using the arrow keys or clicking with the mouse.
- You can use the **Ctrl+F11** key to jump to the next form object and **Ctrl+Shift+F11** to jump to the previous form object.
- In form mode (see below), the text cursor can only be moved between form objects. In this mode, you can use the **Tab** key to jump between form objects.

Form mode

It is recommended that you always enable *form mode* when filling in forms. This will save you a great deal of work.

Form mode can be enabled and disabled with the ribbon command **View | Form mode** .

You will know whether or not form mode is enabled from the program's title bar: If "(Form mode)" is displayed there after the name of the document, the mode is enabled.

In form mode, TextMaker's behavior changes as follows:

- You can use the keys **Tab** and **Shift+Tab** to jump from one form object to the next object or previous object respectively.
- Only form objects can be filled in, and the normal text is no longer editable.
- Most of the ribbon commands are "grayed out" and are thus no longer available. This is to ensure that those parts of the form that should not be filled in are not changed.

In form mode, you can thus fill out a form with the same degree of convenience that you experience when you use a database program's input mask.

Note: When you open a document that was in form mode when it was last saved, form mode is re-enabled automatically.

If form mode cannot be disabled

You will encounter some forms in which the author has blocked the ability to disable form mode by protecting it with a password. This is done to prevent unauthorized persons from changing those parts of the form that are not intended to be changed.

If a form is protected in this manner, an attempt to disable form mode will result in a prompt for a password. You will be able to disable form mode only by entering the correct password.

Shade form objects

You will also find an option called **Shade form objects**  on the ribbon tab **View** | group **Forms**. If it is enabled, all form objects (text fields, checkboxes, dropdown lists, etc.) are highlighted in the text with a light gray shading. This makes them stand out more from the rest of the form.

Creating forms

FreeOffice: SoftMaker FreeOffice does not support the insertion of *form objects*. This means that you cannot create new forms with it, but you can still use existing forms.

To create a form, simply create a normal document and insert *form objects* into the places that you want to fill in later.

For more information on creating forms, see the following pages. The information covers the following topics:

- Types of form objects
- Inserting form objects
- Editing form objects
- Preparing an example form

See the following pages for more information.

Types of form objects

The following types of form objects can be used in forms:

Form object	Explanation
Text fields	Text fields are intended for free text such as "Name", "Street", etc. The user who fills in the form can enter any text in it.
Text (field) frames	These are like text fields but are in a frame (see below). Note: Text (field) frames can only be used as form objects by converting an inserted text field. For more information, see Text (field) frames.
Checkboxes	Checkboxes are appropriate for Yes/No entries. If the user clicks on a checkbox, it is selected (i.e., checked). If he clicks on it again, the check mark is removed.
Checkbox frames	These are like checkboxes but are in a frame (see below).

Dropdowns	If the user clicks on a dropdown list, it opens to allow predefined list entries to be selected. List items cannot be entered manually.
Dropdown frames	These are like dropdown lists but are in a frame (see below).

In addition, there are two types of form objects that cannot be filled in and are only intended for applying labels:

Labels	Here, you can enter any labels that should be displayed in the form.
Groupboxes	Groupboxes are rectangles that can be labeled in the top left corner. They can be used for the visual grouping of related parts of a form.

Of course, forms can also contain all other types of objects and normal text in addition to the aforementioned form objects.

For more information on the individual types of form objects, see Form objects in detail.

Should form objects be inserted with or without frames?

As you may have noticed, some form objects can be inserted *with* or *without* frames:

- Checkboxes and checkbox *frames*
- Dropdowns and dropdown *frames*

The difference between normal objects and object frames:

Normal objects (for example, dropdowns) are inserted directly into the text. They are integrated into the text flow – just like a letter. Such objects are easier to use and are thus the best choice for most types of forms.

Objects in frames (for example, dropdown *frames*), on the other hand, can be positioned anywhere on the page. They can always be moved with the mouse, but once positioned, they remain fixed in place on the page – even when text lines are added or deleted above them.

Inserting form objects

FreeOffice: SoftMaker FreeOffice does not support the insertion of *form objects*. This means that you cannot create new forms with it, but you can still use existing forms.

To insert a form object into the text, proceed as follows:

1. Choose the ribbon command **Insert | Form object**  (in the group **Objects**).
2. Select the desired type of object from the dropdown menu.
3. For some types of form objects, the program displays a dialog box in which you can make various settings for the object. Then confirm with **OK**.

The object is now inserted.

For more information on the individual types of form objects, see Form objects in detail.

Editing form objects

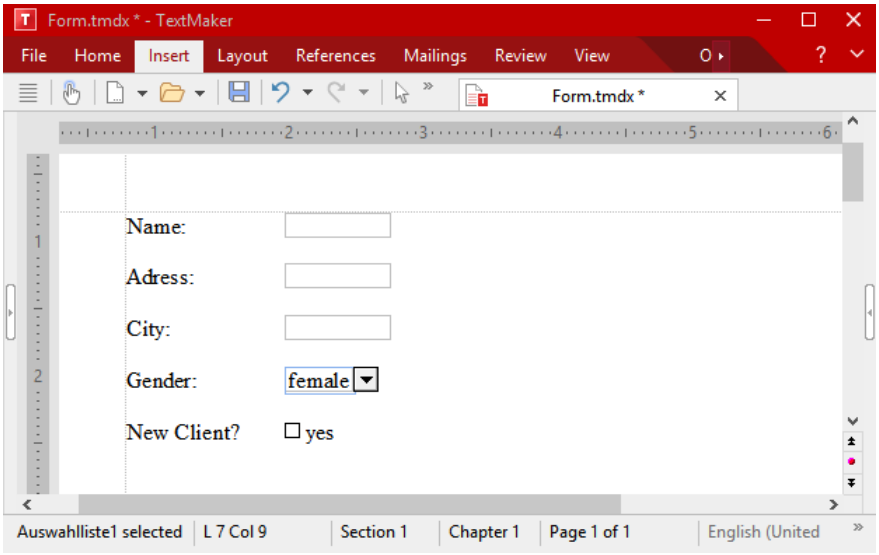
Like all other types of objects, form objects can be edited after being selected with a mouse click. You can delete them, move them, copy them or change their properties by right-clicking them to open the context menu and choosing the command **(Form object:) Properties** etc.

Tip: Furthermore, you can use the ribbon command **Insert | Form object | Tab order** to change the order of the form objects which is applied when the user jumps from one object to another in form mode using the **Tab** key. For more information, see Changing the tab order.

For general information on working with objects, see Frames and drawings.

Preparing an example form

We come now to a practical example where we will prepare a form for recording client data. The form should contain some text fields for entering the client's address, a dropdown list for recording the client's gender and a checkbox for checking if the client is new.



Start a new document with the ribbon command **File | New**. Then proceed as follows:

Text fields for free text entries

The first line of the form should contain a text field for entering the client's name. The best way to proceed is to first provide a description of what is to be entered in this field – for example, "Name:". Then insert the text field to the right of it.

Proceed as follows:

1. Type "Name:" and then insert a tab with the **Tab** key.
2. Insert a **Text field** with the ribbon command **Insert** | group **Objects** | **Form object** .
3. The text cursor is now positioned in the text field. Press the → key to return to the main text.
4. Press the **Enter key**↵ twice.

The first line of the form is now complete. Create two further lines below in the same manner with the labels "Street:" and "City:".

Dropdown lists

A *dropdown list* should now be inserted below the three text fields. Dropdown lists allow users to choose from among several alternatives.

Proceed as follows:

1. Type "Gender:" and then press **Tab**.
2. Choose the ribbon command **Insert** | group **Objects** | **Form object**  to select the entry **Dropdown**.
3. You now have to enter the values that are to appear in the list. Enter "Male" in the **New entry** field and click on **Add**. Then enter "Female" and click **Add** again.
4. Exit the dialog box with **OK**.
5. Press the **Enter key**↵ twice.

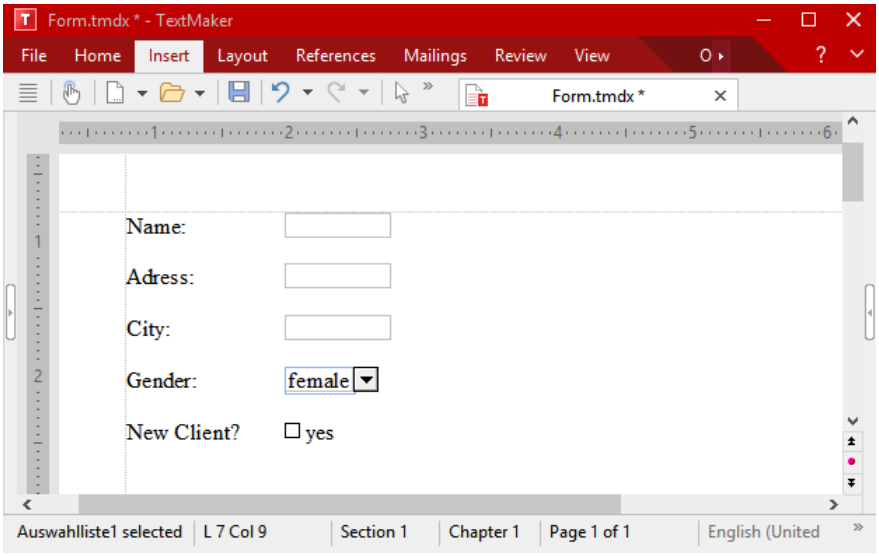
Checkboxes for Yes/No entries

Finally, a *checkbox* should be inserted. Checkboxes can be used for Yes/No entries. If the box is checked, this means "Yes". If it is not checked, it means "No".

Thus, we will add a checkbox that should only be checked if the client is new:

1. Type "New customer?" and then press **Tab**.
2. Choose the ribbon command **Insert** | group **Objects** | **Form object**  to select the entry **Checkbox**.
3. In the dialog box that now appears, you can enter a text if necessary on the **Form object** tab, which should appear next to the checkbox. For example, type "Yes".
4. Exit the dialog box with **OK**.
5. Press the **Enter key**↵ twice.

To align the form objects vertically, you should now select all the lines you have entered and then use the ribbon command **Layout** | group **Paragraph** | **Tabs** to set a tab stop at the appropriate place – for example, at 1.2 in.



Our form is now complete.

You can now save the document and test it. For more information, see also Filling in forms.

The best way to test the form is to choose the ribbon command **View** | **Form mode** to enable form mode.

Form objects in detail

FreeOffice: SoftMaker FreeOffice does not support the insertion of *form objects*. This means that you cannot create new forms with it, but you can still use existing forms.

In this section, the individual types of form objects are described in detail. The following objects are covered:

- Text fields
- Text (field) frames
- Checkboxes
- Checkbox frames
- Dropdown lists
- Dropdown list frames
- Labels and groupboxes

Text fields

FreeOffice: SoftMaker FreeOffice does not support the insertion of *form objects*.

You can use the ribbon command **Insert** | group **Objects** | **Form object** | **Text field** to insert a *text field*.

Text fields are often found in forms. You can enter free text in them. Thus, they are suitable for information such as name, street, city, etc.

Using text fields

To fill in a text field, simply click in the field to position the text cursor there and enter the text.

Changing the properties of text fields

Place the mouse cursor at the edge of the text field, right-click to access the context menu and select **Text field: Properties** to open the dialog box.

Alternatively: On the contextual ribbon tab **Object**, click on the group arrow ◢ in the bottom right corner of any command group.

Tip: Enable  **Object mode** on the ribbon tab **View** in order to access the dialog box even faster by double-clicking on the text field.

In the open dialog box, you can change the properties of the text field, such as size, margins, and numerous other setting options:

Format tab

On this tab, you can change the format of the text field:

- **Size** section

  Here, you can change the **Size** of the text field.

  You can either specify an exact width and height or allow the text field to expand automatically to accommodate the relevant text. To do so, select the option **Growing** for **Width** or **Height** and enter the desired minimum and maximum values.

- **Vertical alignment** section

  This setting determines how the inner text should be aligned between the top and bottom edges of the text field:

Option	Explanation
Top	The text is aligned to the top edge of the text field. (This is the default setting.)
Centered	The text is centered between the top and bottom edges.
Bottom	The text is aligned to the top edge of the text field.
Justified	The lines of text are vertically justified and are thus evenly distributed between the top and bottom edges of the text field.

Margins tab

On this tab, you can change the margins of the text field:

- **Wrap margins** section

  Here, you can change the wrap margins.

- **Inner margins** section

  Here, you can change the inner margins.

Properties tab

On this tab, you can change general settings. For more information, see Object properties, Properties tab.

Borders tab

With this tab, you can give the text field a full border or individual border lines.

The options on this tab correspond to those of the ribbon command **Home** | group **Paragraph** | **Borders**. For more information, see Borders and lines).

Shading tab

With this tab, you can apply shading to the text field using a color or a pattern.

The options on this tab correspond to those of the ribbon command **Home** | group **Paragraph** | **Borders**. For more information, see Shading.

Options of the contextual ribbon tab "Object"

If you select a text field by placing the mouse cursor on the frame of the text field, the contextual ribbon tab **Object** appears automatically.

However, you can only apply some general options for objects here:

- **New object:** This option allows you to insert a new object into the document and different object types are available.

- **AutoShape:** This option allows you to insert a new AutoShape into the document.
- **Lines:** This option allows you to insert simple lines, curves and also connectors (which you can "dock" to the text frame) into the document.
- **Link text frames:** This option is only possible for text frames. For more information, see Text frames.
- **Duplicate:** This option creates an immediate copy of the selected object.
- **Convert:** This option converts a text field included in the body text into a text field frame and vice versa.
- **Width, Height**: These options change the size of the object. For more information, see Changing the size and margins of objects.

For text (field) *frames*, there are many more options on the ribbon tab. For more information, see next section.

Text (field) frames

Text (field) *frames* cannot be inserted directly via the ribbon command **Insert | Form object**. However, you can insert a text field and convert it into a *frame*.

To do so, place the mouse cursor at the edge of the text field and choose the ribbon command **Convert** on the contextual ribbon tab **Object** that appears. Alternatively: Right-click on the text field to open the context menu and select the entry **Convert to object frame**.

Tip: Use the ribbon command **Insert | Text frame**  to directly insert a text frame. This corresponds to a text field converted into a frame.

A text frame is filled in just like a text *field* (see previous section): you simply position the text cursor in the field and start typing.

The difference between a text frame and a text field: A text frame, like all other types of frames, has a fixed position on the page. Thus, it does not move when you add or remove body text above it. The normal body text is automatically wrapped around the frame's border lines – it flows "around" the frame.

For information on text *fields*, see the previous section. For more information on text *frames* and on the options of the contextual ribbon tab **Object**, see Text frames.

Checkboxes

FreeOffice: SoftMaker FreeOffice does not support the insertion of *form objects*.

You can use the ribbon command **Insert |** group **Objects | Form object | Checkbox** to insert a *checkbox*.

Checkboxes can be used in Forms for Yes/No entries. If the box is checked, it stands for **Yes**; if it is unchecked, it means **No**.

Using checkboxes

Simply click on the box (not the text!) to give it a check mark – in other words: to check it. If you click on it again, the check mark is removed.

Changing the properties of checkboxes

If you select a checkbox with the mouse cursor, you can right-click on it to access the context menu and select **Checkbox: Properties** to open the dialog box.

Alternatively: On the contextual ribbon tab **Object**, click on the group arrow ◢ in the bottom right corner of any command group.

The following options are available:

Layout tab

This option is only available for checkbox *frames*.

On this tab, you can change the object's position and outside margins, among other things. For more information, see Object properties, Layout tab.

Format tab

This option is only available for checkbox *frames*.

On this tab, you can change the size of the object. For more information, see Object properties, Format tab.

Properties tab

On this tab, you can change general settings. For more information, see Object properties, Properties tab.

Form object tab

On this tab, you can make settings for the checkbox itself:

- **Text**

  Here, you can enter the text that is to be displayed to the right of the checkbox.

- **Value** section

  Here, you can specify whether or not the checkbox should be checked. This corresponds to checking the checkbox directly in the document.

- **3D effect**

  If you enable this option, the checkbox is drawn with a 3D effect.

For checkbox *frames*, you can also specify the character format (font, size, color, etc.) of the text.

Options of the contextual ribbon tab "Object"

If you click to select a checkbox, the contextual ribbon tab **Object** appears automatically.

However, you can only apply some general options for objects here:

- **New object:** This option allows you to insert a new object into the document and different object types are available.
- **AutoShape:** This option allows you to insert a new AutoShape into the document.
- **Lines:** This option allows you to insert simple lines, curves and also connectors (which you can "dock" to the text frame) into the document.
- **Link text frames:** This option is only possible for text frames. For more information, see Text frames.
- **Text wrapping:** This option determines how the body text that surrounds the object should behave. For more information, see Object properties, Layout tab.
- **Bring to front, Send to back**: These options are only available for checkbox frames. They allow you to arrange the order of overlapping object frames. For more information, see Changing the order of frames.
- **Align objects:** This option is only available for checkbox frames. It allows you to align or evenly distribute two or more object frames. For more information, see Aligning and distributing frames.
- **Group:** This option is only available for checkbox frames. It allows you to combine several selected objects into one unit, which can then be treated like a single object. For more information, see Grouping frames.
- **Duplicate:** This option creates an immediate copy of the selected object.
- **Convert:** This option converts a checkbox included in the body text into a checkbox frame and vice versa.
- **Width, Height**: These options change the size of the object. For more information, see Changing the size and margins of objects.

Checkbox frames

FreeOffice: SoftMaker FreeOffice does not support the insertion of *form objects*.

You can use the ribbon command **Insert** | group **Objects** | **Form object** | **Checkbox frame** to insert a checkbox *frame*.

Checkbox frames are used and function in the same way as checkboxes. For more information, see previous section.

The difference: A checkbox *frame*, like all types of frames, has a fixed position on the page. Thus, it does not move when you add or remove body text above it. The normal body text is automatically wrapped around the frame's border lines – it flows "around" the frame.

Dropdown lists

FreeOffice: SoftMaker FreeOffice does not support the insertion of *form objects*.

You can use the ribbon command **Insert** | group **Objects** | **Form object** | **Dropdown** to insert a *dropdown list*.

You encounter dropdown lists in many dialog boxes. They allow you to select just one option from a choice of several alternatives. Such lists are ideal for forms because they reduce the required amount of typing when filling in forms and prevent typing errors.

Using dropdown lists

Click on the arrow to the right of the list to open the list. You can now select an entry by clicking on it.

Changing the properties of dropdown lists

By right-clicking on the edge of the dropdown list, you can select **Dropdown: Properties** from the context menu to change the properties of this object via the dialog box.

Alternatively: On the contextual ribbon tab **Object**, click on the group arrow ◢ in the bottom right corner of any command group.

The following options are available:

Layout tab

This option is only available for dropdown list *frames*.

On this tab, you can change the object's position and wrap margins, among other things. For more information, see Object properties, Layout tab.

Format tab

This option is only available for dropdown list *frames*.

On this tab, you can change the size of the object. For more information, see Object properties, Format tab.

Properties tab

On this tab, you can change general settings. For more information, see Object properties, Properties tab.

Form object tab

On this tab, you can make settings for the dropdown list itself:

- **List entries** section

  Here, you specify the items that should appear in the dropdown list. To do so, proceed as follows:

  To add an item: Enter the name of the item in the **New entry** field and press **Enter**↵ or click on the **Add** button.

  To remove an item: Select the item in the list of entries and click on the **Remove** button.

  To change an item: Remove the item and reinsert it.

  To change the order: Select one of the items in the list and click on one of the small arrows to the right of the list to move the item up or down.

- **Lines (max.)**

  This option is only available for dropdown list *frames*. It determines the maximum number of lines to be displayed when the list is opened.

- **Use additional inner margins**

  This option is only available for dropdown lists. By default, TextMaker makes dropdown lists just big enough to contain the relevant text. If you enable this option, it will add small inner margins. The object will be enlarged automatically.

- **3D effect**

  If you enable this option, the list will be drawn with a 3D effect.

For dropdown list *frames*, you can also specify the character format (font, size, color, etc.) for the list items.

Options of the contextual ribbon tab "Object"

If you click to select a dropdown list, the contextual ribbon tab **Object** appears automatically.

However, you can only apply some general options for objects here:

- **New object:** This option allows you to insert a new object into the document and different object types are available.
- **AutoShape:** This option allows you to insert a new AutoShape into the document.

- **Lines:** This option allows you to insert simple lines, curves and also connectors (which you can "dock" to the text frame) into the document.
- **Link text frames:** This option is only possible for text frames. For more information, see Text frames.
- **Text wrapping:** This option determines how the body text that surrounds the object should behave. For more information, see Object properties, Layout tab.
- **Bring to front, Send to back:** These options are only available for dropdown list frames. They allow you to arrange the order of overlapping object frames. For more information, see Changing the order of frames.
- **Align objects:** This option is only available for dropdown list frames. It allows you to align or evenly distribute two or more object frames. For more information, see Aligning and distributing frames.
- **Group:** This option is only available for dropdown list frames. It allows you to combine several selected objects into one unit, which can then be treated like a single object. For more information, see Grouping frames.
- **Duplicate:** This option creates an immediate copy of the selected object.
- **Convert:** This option converts a dropdown list included in the body text into a dropdown list frame and vice versa.
- **Width, Height**: These options change the size of the object. For more information, see Changing the size and margins of objects.

Dropdown list frames

FreeOffice: SoftMaker FreeOffice does not support the insertion of *form objects*.

You can use the ribbon command **Insert** | group **Objects** | **Form object** | **Dropdown frame** to insert a dropdown list *frame*.

Dropdown list frames are used and function in the same way as dropdown lists. For more information, see previous section).

The difference: A dropdown list *frame*, like all types of frames, has a fixed position on the page. Thus, it does not move when you add or remove body text above it. The normal body text is automatically wrapped around the frame's border lines – it flows "around" the frame.

Note: Unlike dropdown lists, dropdown list *frames* always appear with a border line in the printout. This setting cannot be changed in TextMaker, but you can use the following trick to work around it if you do not like the border in the printout: Insert a *Dropdown list* into a text frame.

Labels and groupboxes

FreeOffice: SoftMaker FreeOffice does not support the insertion of *form objects*.

In addition to the form objects described above, there are two types of form objects that *cannot* be filled in and are only intended for applying labels:

- **Labels**

  Labels: Here, you can enter any labels that should be displayed in the form.

- **Groupboxes**

  Groupboxes are rectangles that can be labeled in the top left corner. They can be used for the visual grouping of related parts of a form.

To insert a label or a groupbox, choose the ribbon command **Insert** | group **Objects | Form object | Label** or **Group box**.

The corresponding form object is then inserted as a *frame*. Now move it with the mouse to the desired position. To change its size, drag one of the round handles surrounding the object.

Note: To embed labels/groupboxes *without frames* in the body text, choose the command **Convert** on the contextual ribbon tab **Object** after inserting them. Click on the button again to convert the object back into a *frame*. The difference is that frames are fixed at a fixed position on the page, thus they don't move when you insert or delete text above them.

Using labels and groupboxes

In contrast to all other types of form objects, you *cannot* fill in labels and groupboxes. They can only be used to add (non-editable) labels to the form.

Changing the properties of labels and groupboxes

If you right-click on a label or groupbox, you can choose the entry **Form object: Properties** from the context menu to change the properties of this object via the dialog box.

Tip: Open the dialog box by double-clicking on the groupbox or the label.

The following options are available:

Layout tab

On this tab, you can change the object's position and wrap margins, among other things. For more information, see Object properties, Layout tab.

Format tab

On this tab, you can change the size of the object. For more information, see Object properties, Format tab.

Properties tab

On this tab, you can change general settings. For more information, see Object properties, Properties tab.

Form object tab

On this tab, you can make settings for the text that you want the label or group field to display:

- **Text** section

  Here, you can enter the text to be displayed.

- **3D effect**

  This option is only available for groupboxes. If you enable this option, the groupbox is drawn with a 3D effect.

You can also specify the character format (font, size, color, etc.) for the text.

Options of the contextual ribbon tab "Object"

If you click to select a label or a groupbox, the contextual ribbon tab **Object** appears automatically.

However, you can only apply some general options for objects here:

- **New object:** This option allows you to insert a new object into the document and different object types are available.
- **AutoShape:** This option allows you to insert a new AutoShape into the document.
- **Lines:** This option allows you to insert simple lines, curves and also connectors (which you can "dock" to the text frame) into the document.
- **Link text frames:** This option is only possible for text frames. For more information, see Text frames.
- **Text wrapping:** This option determines how the body text that surrounds the object should behave. For more information, see Object properties, Layout tab.
- **Bring to front, Send to back:** These options allow you to arrange the order of overlapping object frames. For more information, see Changing the order of frames.

- **Align objects:** This option allows you to align or evenly distribute two or more object frames. For more information, see Aligning and distributing frames.
- **Group:** This option allows you to combine several selected objects into one unit, which can then be treated like a single object. For more information, see Grouping frames.
- **Duplicate:** This option creates an immediate copy of the selected object.
- **Convert:** This option converts a dropdown list included in the body text into a dropdown list frame and vice versa.
- **Width, Height**: These options change the size of the object. For more information, see Changing the size and margins of objects.

Forms – advanced functions

To conclude this chapter on forms, let's take a look at some form functions for advanced users:

- Changing the tab order
- Protecting contents of form objects
- Protecting forms
- Calculating with form objects

See the following pages for more information.

Changing the tab order

As previously mentioned in the Filling in forms section, you can use **Ctrl+F11** to jump back and forth between form objects: **Ctrl+F11** takes you to the next form object and **Ctrl+Shift+F11** takes you to the previous one.

In form mode, you also have the option of using **Tab** and **Shift+Tab** to perform these functions.

The *order* in which you jump among the form objects can be specified with the ribbon command **Insert | Form object | Tab order**.

Choose this command to open the "Tab order" dialog box. In the list **Objects**, select the form object whose position you want to change in the tab order. Then click on one of the arrow buttons to the right of the list to move the object up or down in the list. The position of the object in the tab order changes accordingly.

Use the **Rearrange** button to restore the original order.

Protecting contents of form objects

In certain situations, you also want forms to have form objects that cannot be changed in form mode – for example, text frames with explanations.

This can be achieved by enabling the option **Text locked** in the object properties dialog box. If this option is enabled, the contents of the object cannot be changed in form mode. In addition, it is no longer possible to click on it in form mode or to jump to it with the **Tab** key.

To protect the contents of a form object, proceed as follows:

1. If form mode is currently enabled, exit this mode with the ribbon command **View | Form mode**.
2. Click to select the object to be protected.
3. Right-click on the edge of the object to open the context menu. Choose the last entry **Properties** here.
4. Switch to the **Properties** tab.
5. Enable the option **Text locked** there.
6. Confirm with **OK**.

The contents of this object are now protected.

Special features of tables

For tables, you can even specify for *each table cell* whether their contents should be protected against changes in form mode. To do so, select the desired cells, choose the ribbon command **Table | Properties | Cell properties**, switch to the **Format** tab and enable the option **Text locked**.

The contents of these cells can no longer be edited in form mode and they are skipped when the **Tab** key is pressed to jump to the next cell.

Of course, you can also protect whole tables. To do so, simply select the whole table and then proceed as described above.

Protecting forms

Before you use a newly created form, you should protect it from being changed. After all, only the form objects are to be filled in and the form itself should no longer be able to be changed.

To protect a form, you have the following options:

Using form mode

If you enable the *form mode* presented in the Filling in forms section, you can only fill in form objects. The other parts of the document can then no longer be edited, and most TextMaker commands are no longer available.

Form mode can be enabled and disabled with the ribbon command **View | Form mode** .

Note: Bear in mind that users who fill in the form can disable form mode at any time unless you prevent them from doing so by locking form mode with a password (see below).

Saving the form in form mode

Tip: When you save a document in form mode, form mode is automatically re-enabled the next time the document is opened.

Locking form mode with a password

You can prevent other users from disabling form mode by locking it with a password.

To do so, choose the ribbon command **File | Properties** and switch to the **Form** tab. Enable form mode by enabling the option **Form mode active**. Then enter a **Password to deactivate** form mode and confirm with **OK**. Then save the document.

When a user subsequently opens the document and attempts to disable form mode, he or she will be prompted to enter the password. Thus, users will be able to disable form mode only if they have the correct password.

Tip: Saving forms as document templates

It is generally recommended that you save forms as document templates. This will always guarantee that the original file cannot be changed. When you have saved a form as a document template, you can use the ribbon command **File | New** to create *new* documents based on the content of this template without opening the template itself for editing.

For more information on using document templates, see Document templates.

Calculating with form objects

You can read the contents of form objects and perform calculations on them using the ribbon command **Insert |** group **Text | Field** **| Calculation**. For example, the formula "Textbox1.Value * 2" reads the numeric value in the text field named "Textbox1" and multiplies it by two.

For more information, see Objects in calculations.

Language tools

TextMaker has always differentiated itself with its powerful *language tools* (spell check, thesaurus, etc.). This chapter provides a comprehensive introduction to all available language tools. It consists of the following sections:

- **Setting the language**

  The default language for spell check, hyphenation and thesaurus can be set via the ribbon command **File | Options** (**Language** tab).

  You can also assign a different language to individual sections of text via the dialog box of the ribbon tab **Home |** group **Character** ◢ – for example, if you want to use Spanish quotations in an English document.

- **Spell check**

  The *spell check* checks a document's text for typos and suggests corrections in the event of errors.

- **Hyphenation**

  Automatic *hyphenation* hyphenates long words at the end of lines. This is performed automatically as you type.

- **Thesaurus**

  FreeOffice: The *thesaurus* is not included in SoftMaker FreeOffice.

  The large *thesaurus* integrated into TextMaker shows you synonyms (words of the same or related meaning) for a word. Thesauri are also available for many foreign languages.

- **Duden Korrektor**

  Only available in **SoftMaker Office Professional** and **NX Universal**: With these versions of SoftMaker Office, TextMaker also contains the *Duden Korrektor* from Dudenverlag in addition to its existing language tools.

  It has modules for *spell check* and *hyphenation* that can be used instead of the built-in modules. Furthermore, a module for checking *grammar* is available.

- **Looking up terms in the Duden dictionaries**

  Only available in **SoftMaker Office Professional** and **NX Universal**: With these versions of SoftMaker Office, TextMaker also contains the following *Duden dictionaries* for reference: "Das deutsche Universalwörterbuch" (The German Universal Dictionary) and "Das große Fremdwörterbuch" (The Large Foreign Dictionary).

- **Research**

  Only available in **SoftMaker Office Professional** and **NX Universal**: Look up terms on online research platforms (Wikipedia, Oxford dictionary, Cambridge dictionary, etc.) directly from the document.

- **SmartText**

  FreeOffice: The *SmartText* function is not included in SoftMaker FreeOffice.

You can use *SmartText* to automatically correct your "favorite typos" and define abbreviations for frequently used phrases – for example, "br" for "Best regards".

Setting the language

If you have installed more than one language, you can change the language for the spell check, hyphenation and thesaurus at any time.

To change the language, you have the following options:

- **Setting the default language**

  Usually, it is sufficient to set the *default language* with the ribbon command **File | Options** . The spell check, hyphenation and thesaurus are usually always based on the default language.

- **Formatting text in another language**

  If necessary, you can format sections of text in another language at any time via the dialog box of the ribbon tab **Home |** group **Character** (even faster: Click on the *Current language* field in the status bar).

More specifically: The whole document is formatted in the **Default** language by default. Thus the spell check, hyphenation and thesaurus use the default language specified in the settings. If you format a section of text in another language (for example, in **Spanish**), however, the spell check, hyphenation and thesaurus are based on the Spanish language for this section.

For more information, see the following pages.

Setting the default language

By setting the *default language*, you specify which language the spell check, hyphenation and thesaurus should use by default. Thus, set the language in which you usually write your documents here.

To do so, proceed as follows:

1. Choose the ribbon command **File | Options** to open the dialog box.

   Alternatively: Choose the ribbon command **Review | Spell check | Settings**.

2. Switch to the **Language** tab.

3. Select the desired language from the list **Default language**.

Note: Please note that there are *two* entries in this list for German:

- **"German (Germany)"** stands for the *new* spelling (according to the 1996 German spelling reform in its last revision in 2006).

- **"German (Germany, old)"**, on the other hand, stands for the *old* spelling.

The same applies to "German (Austria)" and "German (Switzerland)".

When you create new documents, they are always formatted in the default language by default. Of course, you can also write documents that contain text (wholly or partially) in other languages. For more information, see the next section.

Formatting text in another language

In the last section, you learned how to set the *default language* that TextMaker should use by default for the spell check, hyphenation and thesaurus.

Furthermore, you can format any sections of text *in another language* – for example, if you want to use a Spanish quotation in a document that is mostly in English.
(Tip: This also applies to the date format when inserting date/time.)

To do so, proceed as follows:

1. Select the section of text whose language you want to change.
2. On the ribbon tab **Home** | group **Character**, click on the group arrow in the bottom right corner to open the dialog box.
3. Select the desired language in the list **Language** on the **Font** tab.

The spell check, hyphenation and thesaurus know that this section of text is in another language and they provide the appropriate results.

In addition, the dropdown list **Language** contains two entries with a special meaning:

- **The language "Default"**

  This is the default setting.

  By default, all documents that you create are formatted in the "default" language. You can set the default language with the ribbon command **File | Options** as described in the previous section.

- **The language "No language"**

  If you format a section of text with the language set as "No language", it will be ignored by the spell check. In addition, no hyphenation will be applied.

Tip: You can format the section of text in another language even faster as follows:
Set the current language on the ribbon tab **Review** | group **Spelling | Change language** . Alternatively, simply click on the *Current language* field in the status bar.

Application examples

Some application examples in summary:

If you write documents solely in your native language:

Simply set the desired default language on the **Language** tab in the dialog box of the ribbon command **File | Options** .

If you occasionally write entire documents in a foreign language:

In this case, it is *not* advisable to change the default language in the settings to this foreign language. Although this would lead to the desired result, it would only have a *temporary* effect. If you then set your original default language again and reopen the document, TextMaker checks the spelling and hyphenation in your original language again instead of in the foreign language.

It makes more sense to select the whole document, open the dialog box of the ribbon tab **Home** | group **Character** and change the **Language** from **Default** to the desired foreign language. This enables TextMaker to know the document's language both now and in the future.

If you write documents with some foreign language citations:

Simply select the foreign language part, open the dialog box via the ribbon tab **Home | Character** and set the **Language** to the desired language.

Tip: You can do so even quicker via the **Change language** button on the ribbon tab **Review** | group **Spelling**.

You can change the language in a document as often as you like and even mix several languages.

Spell check

FreeOffice: SoftMaker FreeOffice does not include the premium SoftMaker dictionaries normally shipped with SoftMaker Office. Only *Hunspell* dictionaries can be used here.

Only Hunspell dictionaries for English and German are already installed. If you need more languages, see Installing Hunspell dictionaries.

The *spell check* checks a document's text for typos and suggests corrections in the event of errors.

This section describes the different spell check tools in detail. The information covers the following topics:

- **Manual spell check**

  The *manual spell check* lets you check and correct possible spelling errors in an entire document.

- **Checking the spelling as you type**

  The option *Check spelling as you type* constantly checks all text in the document for spelling errors. Misspelled words have red wavy underlines. They can be corrected manually or via a context menu with suggested words.

- **Conversion to the new German spelling**

  If you compose documents in German, the option "Check spelling as you type" can also help you to apply the reformed German spelling rules.

- **Editing user dictionaries**

  When you teach the spell check new words, they are added to your *user dictionary*. You can edit this dictionary at any time, for example, to delete incorrect entries.

For more information on these topics in the above order, see the following pages.

Manual spell check

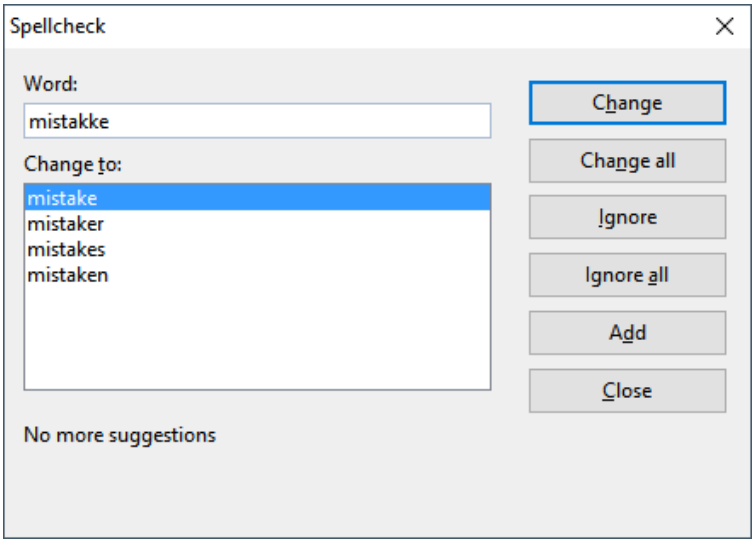
FreeOffice: SoftMaker FreeOffice does not include the premium SoftMaker dictionaries normally shipped with SoftMaker Office. Only *Hunspell* dictionaries can be used here.

Only Hunspell dictionaries for English and German are already installed. If you need more languages, see Installing Hunspell dictionaries.

You choose the ribbon command **Review | Spell check** to start the subsequent spell check. (Tip: You can also choose this command with the **F7** key.)

When you choose this command, you are first asked whether the spelling should be checked from the current cursor position or for the whole document. Choose your preferred option, and then start the spell check by clicking on **OK**.

TextMaker now checks the text word for word for spelling errors. If the spell check encounters an unfamiliar word, it stops and displays the word in a dialog box.



Here, you can choose between correcting the word, adding it to the dictionary or simply ignoring the supposed error. The list under **Change to** will also contain some suggestions for the correct spelling of the word (if any are found).

You can use the dialog buttons to specify what to do with the unfamiliar word:

Button	Function
Change	This option lets you correct the misspelled word. Before you use this button, type the correct spelling in the **Word** input field or select one of the suggested words from the list **Change to**.
Change all	This option works like the **Change** button, but changes *all* further instances of the word (from here to the end of the document).
Ignore	This option ignores the supposed spelling error and continues with the spell check.
Ignore all	This option instructs TextMaker to ignore *all* further instances of this word. Note: TextMaker only remembers the list of ignored words *temporarily*. When you exit TextMaker, it forgets it. If you want TextMaker to learn words *permanently*, use the command **Add** instead.
Add	This option instructs TextMaker to add the word to the user dictionary and thus increase its vocabulary. Use this option for correctly spelled words that TextMaker does not yet know. TextMaker remembers these words permanently, even after a restart.

If you want to exit the spell check before it reaches the end of the document, click on **Close**.

Is the spell check not working correctly? If the spell check classifies many words in a section of text as incorrectly spelled, although their spelling is definitely correct, then the section of text was probably formatted in the wrong language.

In this case, select the section of text and use the **Change language** button  on the ribbon tab **Review** | group **Spelling** to set the language back to "Default" (or to the language in which it was written).

Checking the spelling as you type

FreeOffice: SoftMaker FreeOffice does not include the premium SoftMaker dictionaries normally shipped with SoftMaker Office. Only *Hunspell* dictionaries can be used here.

Only Hunspell dictionaries for English and German are already installed. If you need more languages, see Installing Hunspell dictionaries.

The option **Check spelling as you type** constantly checks the whole text for spelling errors. All misspelled words are marked with a red underline.

Enabling the option "Check spelling as you type"

To enable the function *Check spelling as you type*, choose the ribbon command **File | Options** to open the dialog box, switch to the **Language** tab and enable the option **Check spelling as you type**.

Tip: You can also enable this setting directly on the ribbon tab **Review | Spell check** without going via the dialog box. Click on the small arrow of the icon and select the entry **Check spelling as you type**.

TextMaker will now examine the entire document for spelling errors on a continuous basis. It will not only recognize existing spelling errors in the document, but will also immediately examine changes and additions to the text for correct spelling.

Correcting misspelled words

Misspelled words are indicated with red wavy underlines on the screen. This allows you to see all misspelled words at a glance so that you can either correct them immediately or at a later time.

To correct one of these words underlined in red, either just change its spelling manually or *right-click* on the word to open the spell check's context menu.

Android: In the Android version, you can also open the context menu with your finger: Just tap on the screen and hold your finger there for about a second.

The context menu contains the following items:

Item	Function
List of suggestions	The upper part of the context menu offers suggestions for the correct spelling of the word if any are found by TextMaker. If you click on one of them, it will replace the word in the text. If TextMaker finds a large number of suggestions, an additional menu item called **More suggestions** appears. If you click on this item, a dialog box will appear with all suggestions that were found. For more information, see Manual spell check.
Ignore word	This option ignores the spelling error (for all instances of this word) and removes the red underline. Use this option for words that are spelled correctly but should not be learned. When you exit TextMaker, it "forgets" the ignored words.
Add word	This option instructs TextMaker to add the word to the user dictionary and thus increase its vocabulary. Use this option for correctly spelled words that TextMaker does not yet know. TextMaker remembers these words permanently.
Create SmartText entry	This option creates a *SmartText* entry from the word. For more information on this function, see SmartText.

As soon as you correct the spelling (or allow TextMaker to ignore or add the word), the red underline disappears automatically.

Blue underlined words: If you have also enabled the option **Underline old German spellings in blue** in the dialog box **File | Options**, you may also see blue underlined words in addition to red underlined words. These are words that correspond to the *old* German spelling but have to be written differently since the *new* spelling was introduced. For more information, see the next section.

Is the spell check not working correctly? If the spell check classifies many words in a section of text as incorrectly spelled, although their spelling is definitely correct, then the section of text was probably formatted in the wrong language.

In this case, select the section of text and use the **Change language** button  on the ribbon tab **Review** | group **Spelling** to set the language back to "Default" (or to the language in which it was written).

Tip: Jumping to the previous/next spelling error

If the option *Check spelling as you type* is enabled, the three buttons in the bottom right corner of the document window can also be used to jump to the previous/next spelling error.



To do so, click on the button with the red dot. A small menu appears. Select the option **Spelling error** from it.

The buttons can now be used as follows:

- Click on the button with the up arrow to jump to the previous spelling error.
- Click on the button with the down arrow to jump to the next spelling error.

For more information on these three buttons, see Go to....

Note: If you have also enabled the *Duden grammar check* (only included in **SoftMaker Office Professional** and **NX Universal**), the arrows will jump to the previous/next spelling *or* grammar error.

Conversion to the new German spelling

As you may have already noticed, TextMaker offers *two* entries for German in lists for selecting the language:

- **"German (Germany)"** stands for the *new* spelling (according to the 1996 German spelling reform in its last revision in 2006).
- **"German (Germany, old)"**, on the other hand, stands for the *old* spelling.

The same applies to "German (Austria)" and "German (Switzerland)".

Thus, you can decide for yourself whether you would prefer to use the old or the new German spelling:

Using the old spelling

If you select the language "German (Germany, old)", the spell check, hyphenation and thesaurus will continue to follow the *old* spelling rules.

Using the new spelling

If you want to write documents in the *new* German spelling, on the other hand, select the language "German (Germany)". In this case, the aforementioned function **Check spelling as you type** will provide you with a useful tool if desired:

If you use the dialog box to enable the option **Underline old German spellings in blue**, a blue underline is added to all words that correspond to the *old* German spelling but should be written differently according to the *new* spelling.

If you right-click on such a word, you will be offered the permitted spellings. You can also find out *why* this word should be spelled differently – and thus refresh your knowledge of the new spelling rules.

For more information on this topic, see the following pages.

Enabling conversion to the new German spelling

To enable checking and converting to the new spelling in texts composed in German, you must proceed as follows:

1. Choose the ribbon command **File | Options** to open the dialog box.

   Alternatively: Choose the ribbon command **Review | Spell check | Settings**.
2. Switch to the **Language** tab.
3. Enable the option **Check spelling as you type**.
4. Also enable the option **Underline old German spellings in blue**.
5. Confirm with **OK**.

Note: The option **Underline old German spellings in blue** only works for text in the language "German (Germany)", "German (Austria)" or "German (Switzerland)". It is irrelevant for all other languages.

TextMaker now permanently checks the document in the background for words that should be written differently since the 1996 spelling reform. Such words are underlined in blue. On the following pages, you will learn how to convert these words into the new German spellings.

Correcting words with old German spellings

If, as described in the previous section, you have selected the option **Underline old German spellings in blue**, German words whose spelling was changed during the spelling reform are indicated with a blue underscore.

To correct one of these underlined words, just change its spelling manually or *right-click* on the word to open the spell check's context menu.

Android: In the Android version, you can also open the context menu with your finger by tapping on the screen and holding your finger there for about a second.

The context menu contains the following items:

Item	Function
List of suggestions	All spellings that are correct (according to the reformed German spelling rules) are displayed in the upper part of the menu. If you click on one of them, TextMaker will replace the word in the text with it.

Info	This option opens a dialog box with additional options and information. For more information, see Info command of the spell check.
Ignore word	The option ignores the supposed spelling error and removes the blue underline. Use this option for words that are spelled correctly but should not be learned. When you exit TextMaker, it "forgets" the ignored words.
Add word	This option instructs TextMaker to add the word to the user dictionary. TextMaker remembers such words permanently; they will no longer be underlined in blue (see note!)

Note: Use the command **Add word** only for those German words underlined in blue that are in fact correctly spelled according to the *new* German spelling rules. If you allow the addition of words with old spellings, rather than new spellings, you will be supplying TextMaker with incorrectly spelled words.

Info command of the spell check

If you open the context menu of the spell check, as described in the last section, an additional entry appears for German words spelled in the *old* way: the **Info** command. This command contains additional options and shows information about the rule governing the change in the word's spelling under the German spelling reform.

This command's dialog box provides the following functions:

Item	Function
List of suggestions	All spellings that are correct according to the spelling reform are displayed here. If you click on one and then click on the **Change** button, TextMaker replaces the word in the text with it.
Change	This option lets you correct the word after you have chosen the correct spelling from the list of suggestions. If TextMaker ever makes an incorrect suggestion, you can enter the correct spelling in the **Change to** field manually.
SmartText	This option lets you define a SmartText entry. For more information, see SmartText.
Ignore	This option instructs TextMaker to ignore this spelling error.
Ignore all	This option instructs TextMaker to ignore *all* further instances of this word. Note: TextMaker only remembers the list of ignored words *temporarily*. When you exit TextMaker, it forgets it. If you want TextMaker to learn words *permanently*, use the command **Add** instead:
Add	This option instructs TextMaker to add the word to the user dictionary. TextMaker remembers such words permanently; they will no longer be underlined in blue *(see note!)*
Close	This option closes the dialog box without applying a change.

Note: Use the command **Add** only for those German words underlined in blue that are actually spelled correctly according to the *new* German spelling rules. If, on the other hand, you allow the addition of words with old spellings, rather than new spellings, you will be supplying TextMaker with incorrectly spelled words!

Editing user dictionaries

When you teach the spell check new words, they are added to your *user dictionary*. You can edit this dictionary at any time, for example, to delete incorrect entries.

To do so, click on the small arrow of the icon on the ribbon tab **Review | Spell check** and select **Edit user dictionaries** from the dropdown menu. The program displays a dialog box with the following buttons and options:

- **Language**

  There is a separate user dictionary for each language. You can select the user dictionary to be edited from the dropdown list **Language**.

  Note: Note that there are *two* entries for each German in this list: "German (Germany)" stands for the *new* spelling and "German (Germany, old)" for the *old* spelling. The same applies to "German (Austria)" and "German (Switzerland)".

- **Entries**

  This list contains all words that have been added to your user dictionary (for the selected language).

- **"Close" button**

  This option closes the dialog box.

- **"Add" button**

  This button enables you to manually add a word to your user dictionary. To do so, type the desired word into the dialog box that appears after you press this button.

  Words added in this way are treated exactly the same as words that were added using the **Add** button in the spell check.

- **"Change" button**

  Use this button to edit the word that is currently selected in the list. This is useful for misspelled words that you have added to your user dictionary accidentally. By clicking on the button, you open a dialog box where you can correct the spelling of the word.

- **"Delete" button**

  This button deletes the word currently selected in the list from your user dictionary.

  The spell check will therefore regard this word as misspelled again in the future.

Hyphenation

Automatic hyphenation hyphenates long words at the end of lines. This ensures that the right margin of the text does not appear too "frayed".

Hyphenation works fully automatically as you type. Thus, you usually do not have to concern yourself with it at all.

All you have to do is make sure that you have set the correct *language* because hyphenation will naturally produce incorrect results if, for example, you have an English text separated according to German hyphenation rules.

Setting the language

Detailed instructions on setting the language for spell check and hyphenation were provided at the start of this chapter. For more information, see Setting the language.

Here's a brief summary:

- **Setting the default language**

  By setting the *default language*, you specify the language which the spell check and hyphenation will use by default.

  To set the default language, choose the command **File | Options** , switch to the **Language** tab in the dialog box and select the desired language for **Default language**.

  Normally, you choose your native language here – and then you never have to worry about this setting again.

- **Formatting sections of text in another language**

  You can also select a different language for individual sections of text at any time. This is useful, for example, if you want to use Spanish quotations in an English document.

  To do so, select the foreign language section of text and use the **Change language** button  (ribbon tab **Review** | group **Spelling**) to select the language in which this section of text is written.

  You can change the language as often as you want within a document and, of course, format a whole document in another language.

Setting the hyphenation frequency

If desired, you can specify how often you want the hyphenation function to separate words – or disable hyphenation completely. This setting can be set separately for each paragraph.

To do so, select the relevant paragraphs and open the dialog box by clicking on the group arrow ◢ in the bottom right corner of the ribbon tab **Home** | group **Paragraph**. Switch to the **Text flow** tab. Then select the desired setting in the dropdown list **Hyphenation**.

Tip: Alternatively, you can find these settings on the ribbon tab **Review | Hyphenation** .

The following options are available:

Option	Explanation
None	No hyphenation is performed.
Always	Any amount of consecutive hyphenation is attempted (default setting).
Every 2 lines	Hyphenation is attempted only in every second line.
Every 3 lines	Hyphenation is attempted only in every third line.

If you select **None**, you disable hyphenation for the selected paragraphs, whereas if you select **Always**, the program tries to hyphenate any line of a paragraph.

When do you use the other two options? It is not always a good idea to hyphenate at every point possible. For text in narrow columns, for example, this may lead to words being split at the end of almost every line and thus to a reduction in the document's legibility. Thus, you may want to use the option **Every 2 lines** or **Every 3 lines** to instruct TextMaker to attempt hyphenation only in every second or third line.

Completely disabling hyphenation for a document

Apart from the aforementioned options, you can *completely* enable or disable hyphenation for the current document.

On the ribbon tab **Review | Hyphenation** , choose the command **Automatic hyphenation** from the dropdown menu to switch the mode.

Automatic hyphenation is enabled by default. This is evident from the check mark that is displayed before the command **Automatic hyphenation**. To disable the hyphenation, choose this command and the check mark will disappear. Automatic hyphenation is now completely disabled (for the current document). Hyphens will no longer be inserted automatically and the existing ones will be removed.

If you choose this command once more, automatic hyphenation will be enabled again.

Note: This setting is a *document option*. This means that it affects only the current document and its state is saved in the document. Thus, you can decide whether or not automatic hyphenation should be performed for each individual document.

By the way, the same option is also available on the **Language** tab in the dialog box of the ribbon command **File | Options** . If you enable or disable the option **Use automatic hyphenation** there, it is identical to choosing the command **Review | Hyphenation** **| Automatic hyphenation**.

Disabling hyphenation for a word or a section of text

You can also disable hyphenation for a specific section of text, for example, a certain word.

Select the section of text and use the **Change language** button  (ribbon tab **Review |** group **Spelling**) to set the setting **No language**.

Note: Please note that this will also disable the spell check in the selected section of text.

Inserting "soft hyphens"

TextMaker has a very sophisticated hyphenation module that only very rarely makes mistakes. If the program does not hyphenate a word in the desired place, you can always correct it by inserting a *soft hyphen* (also known as an *optional hyphen*).

To do so, place the text cursor at the point where you want the word to be hyphenated and press the key combination **Ctrl+Minus** (minus sign). From now on, TextMaker will only hyphenate the word at this point.

If a word contains multiple syllables, you can also insert several soft hyphens (for example, one after each syllable).

Tip: Soft hyphens are not displayed in the document by default. However, you can make them visible at any time by choosing the ribbon command **File | Options**, switching to the **View** tab and enabling the option **Soft hyphens**. This will display all soft hyphens as hyphens with a gray background.

Inserting "non-breaking" hyphens

If a word (or a number) that contains a hyphen is located at the end of a line, TextMaker may use this hyphen to hyphenate the word. In certain cases, this is not desirable.

In the case of a phone number like 936386-0, for example, you do not want the zero to be separated from the rest of the phone number by hyphenation. The number is ultimately easier to read if it is not distributed over two lines, but is instead moved *completely* to the next line.

If you want to prevent TextMaker from performing hyphenation at a hyphen that a word contains, insert a *non-breaking hyphen* instead of a regular hyphen. You can insert this by pressing the key combination **Ctrl+Shift+Hyphen**.

You could also call this character a "non-separating hyphen" because it looks like a normal hyphen, but prevents hyphenation from being performed at this point.

Thesaurus

FreeOffice: The *Thesaurus* is not included in SoftMaker FreeOffice.

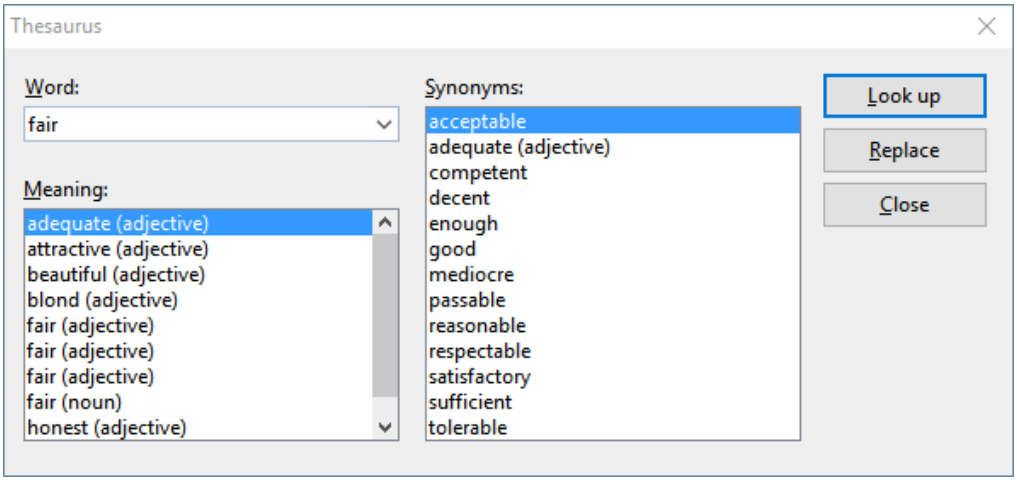
You can use the ribbon command **Review** | group **Dictionaries** | **Thesaurus**  to instruct TextMaker to display *synonyms* (terms with the same or similar meaning) for a word.

This function can help you express yourself precisely and avoid repetition. Even if you have a large vocabulary, the thesaurus may still find alternative words. This function is particularly useful for foreign languages.

A particularly large thesaurus is available for German (not included in all TextMaker versions). It was created under the guidance of a renowned German linguist over many years and contains no less than **400,000 synonyms**. It would be hard to find a more comprehensive thesaurus in any other word processor.

Using the thesaurus

To open the thesaurus, type a word or move the text cursor to an existing word. Then choose the ribbon command **Review** | group **Dictionaries** | **Thesaurus**.



TextMaker now searches for the word in the thesaurus. If the word is not found, words with similar spellings are displayed for selection. Otherwise, synonyms for the word are displayed.

Note: If a word has several meanings, several entries are displayed in the list **Meaning**. First, select the desired meaning and then view the corresponding synonyms that appear in the list **Synonyms** as a result.

You can now click to select a word from the list **Synonyms** and then choose one of the following functions via the buttons:

Button	Function
Look up	This option looks for alternatives to the selected synonym.
Replace	This option replaces the word in the text with the selected synonym.
Close	This option exits the thesaurus.

Duden Korrektor

This feature is only available in **SoftMaker Office Professional** and **NX Universal**.

In SoftMaker Office Professional/NX Universal, TextMaker also contains the *Duden Korrektor* from Dudenverlag in addition to its existing language tools.

This includes **spell check** and **hyphenation** modules that can be used instead of the built-in modules. A **grammar check** module is also available.

Note: All modules of the *Duden Korrektor* only work for text in the language "German (Germany, Austria, Switzerland, etc.)".

The following sections contain a detailed description of the *Duden Korrektor*. The information covers the following topics:

- **Using the Duden spell check**

  Duden Korrektor can also check the spelling in your documents:

  Simply enable the option **Use Duden Korrektor for German spell check** in the settings. From now on, the spell check will no longer use the spell check module integrated in TextMaker, but will use the spell check module of the *Duden Korrektor* instead.

- **Using the Duden hyphenation**

  The same applies to automatic hyphenation:

  To do so, enable the option **Use Duden Korrektor for German hyphenation** in the settings. Once this has been done, hyphenation will be performed by the corresponding module of the *Duden Korrektor* rather than by the module integrated in TextMaker.

- **Using the Duden grammar check**

  The option **Use Duden Korrektor for German grammar check** adds a particularly interesting new feature to TextMaker:

  The Duden grammar check basically works in the same manner as the function *Check spelling as you type*. However, it searches for grammatical errors rather than spelling errors. Grammatical errors are underlined in green. If you point to such an error with the mouse, an explanation will appear.

- **Configuring Duden Korrektor**

  In the last section, you will become familiar with the dialog box **Duden Korrektor options**, which you can use to configure the individual modules of the *Duden Korrektor* to your liking.

For more information on these topics in the above order, see the following pages.

Using the Duden spell check

This feature is only available in **SoftMaker Office Professional** and **NX Universal**.

The *Duden Korrektor* has a *spell check module*.

If you enable this option, TextMaker uses the spell check module of the *Duden Korrektor* rather than its own module. This is characterized primarily by the fact that it uses the official Duden dictionary.

Note: The Duden spell check only works for text in the language "German (Germany, Austria, Switzerland, etc.)".

Enabling the Duden spell check

To enable the Duden spell check, choose the ribbon command **File | Options** to open the dialog box, switch to the **Language** tab and enable the option **Use Duden Korrektor for German spell check**.

Tip: Alternatively, open the dialog box with the ribbon command **Review | Spell check | Settings**.

From now on, the spelling module of the *Duden Korrektor* will be used for the spell check (see also Configuring Duden Korrektor) instead of the module integrated into TextMaker.

Note: The *operation* of the spell check does not change at all. You can continue to run the spell check manually as described in Spell check or let it run automatically in the background.

Using the Duden hyphenation

This feature is only available in **SoftMaker Office Professional** and **NX Universal**.

The *Duden Korrektor* has an *automatic hyphenation module*, among other things.

If you enable this option, TextMaker uses the hyphenation module of the *Duden Korrektor* for automatic hyphenation rather than its own module. This is characterized primarily by the fact that it can use the official Duden dictionary to determine the permissible separations.

Note: The Duden hyphenation only works for text in the language "German (Germany, Austria, Switzerland, etc.)".

Enabling Duden hyphenation

To enable Duden hyphenation, choose the ribbon command **File | Options** to open the dialog box, switch to the **Language** tab and enable the option **Use Duden Korrektor for German hyphenation**.

Tip: Alternatively, open the dialog box with the ribbon command **Review | Spell check | Settings**.

From now on, the hyphenation module of the *Duden Korrektor* will be used (see also Configuring Duden Korrektor) instead of the module integrated into TextMaker for automatic hyphenation.

Note: The *operation* of the hyphenation function does not change at all. Thus, it will continue to run completely automatically if you don't intervene, and it will separate words automatically. For more information, see Hyphenation.

Using the Duden grammar check

This feature is only available in **SoftMaker Office Professional** and **NX Universal**.

The *Duden Korrektor* also has a *grammar check* in addition to the spell check and hyphenation modules.

This works according to the same principle as the option *Check spelling as you type*. However, it searches for grammatical errors rather than spelling errors. If an error is found, the grammar check marks it with a green underline.

Note: The Duden grammar check only works for text in the language "German (Germany, Austria, Switzerland, etc.)".

Enabling the Duden grammar check

To enable the Duden grammar check, choose the ribbon command **File | Options** to open the dialog box, switch to the **Language** tab and enable the option **Use Duden Korrektor for German grammar check**.

Tip: Alternatively, open the dialog box with the ribbon command **Review | Spell check | Settings**.

From now on, the grammar check permanently checks the entire document in the background for grammatical errors. It not only detects existing errors, but also immediately checks text changes and new entries for errors – with the following restriction:

Note: When editing and adding text, note that the grammar check in TextMaker always works in *paragraphs*. Thus, when you edit the content of a paragraph, its grammar is only checked when you leave the paragraph – for example, when you move the cursor out with the direction keys, click outside the paragraph or start a new paragraph with the Enter key↵.

Note: It should also be noted that checking the grammar of a text is a very complex task, even for the most modern computers. Thus, the grammar check may occasionally consider formulations to be wrong when they are actually correct. In such cases, simply use the command **Ignore rule here** (see below).

Correcting grammatical errors

Sentences with a grammatical error are marked on the screen with a green underline. This allows you to see all grammatical errors at a glance so that you can either correct them immediately or at a later time.

To correct a grammatical error, just manually edit the part of the sentence that is underlined in green.

Tip: If you hover over a grammatical error (without clicking), the program will display an info box with an explanation of the error.

By right-clicking on a grammatical error, you can also open a context menu that contains the following functions:

Item	Function
List of suggestions	For some types of grammar errors, a suggestion for the correct spelling is offered at the top of the menu. If you click on it, the incorrect text will be replaced accordingly.
Info	This option displays explanations of the grammatical error.
Ignore rule here	This option ignores the applied grammatical rule at this *one* point and removes the green underline. This command is especially useful when the grammar check has incorrectly underlined text in green that is actually correct.

Always ignore rule This option *always* ignores the applied grammar rule from now on in all documents.

Use this command if you want the grammar check to generally ignore a particular grammatical rule.

TextMaker remembers this change permanently. (However, you can re-enable disabled rules in the Options dialog box of *Duden Korrektor* at any time. For more information, see Configuring Duden Korrektor.)

Tip: Jumping to the previous/next grammatical error

When the grammar check has been enabled, the three buttons in the lower right corner of the document window can also be used to jump to the previous/next grammatical error.



Click on the button with the red dot. A small menu appears. Select the option **Spelling error** from it.

You can now use the buttons as follows:

- Click on the up arrow to jump to the previous grammatical error.
- Click on the down arrow to jump to the next grammatical error.

For more information on these three buttons, see Go to....

Note: If you have also enabled *Check spelling as you type*, the arrows will jump to the previous/next spelling error *or* grammatical error.

Configuring Duden Korrektor

This feature is only available in **SoftMaker Office Professional** and **NX Universal**.

TextMaker contains a dialog box with settings for *all* modules of the *Duden Korrektor*. This allows you to configure the *Duden Korrektor* and adapt the style check to your preferred writing style.

You can open this dialog box as follows:

1. Choose the ribbon command **File | Options** to open the dialog box.

   Alternatively: Choose the ribbon command **Review | Spell check | Settings**.

2. Switch to the **Language** tab.
3. Click on the **Duden Korrektor options** button.

The dialog box contains the following settings:

Checking style for spelling and grammar

Due to the 1996 spelling reform, several spellings are now permitted for numerous German words – for example, *Foto* or *Photo*.

This setting allows you to specify which of these alternative spellings should be considered correct by the spell check and grammar check. You can choose between the following options:

Duden recommendations: If more than one spelling of a word is allowed, only the spelling recommended by the Duden editorial staff should be considered correct.

Conservative: If several spellings are allowed, only the old spelling should be considered correct. Right: *Photo*. Wrong: *Foto*.

Progressive: If several spellings are allowed, only the new ("reformed") spelling should be considered correct. Right: *Foto*. Wrong: *Photo*.

Permissive: If several spellings are allowed, all spellings are considered correct – i.e., both *Photo* and *Foto*.

Press agencies: If several spellings are allowed, the German press agencies' preferred spelling is considered correct.

"Grammar check" section

- **Show tooltips**

  If this option is enabled, the Duden grammar check displays an info box with information about the type of grammatical error when you hover with the mouse over one of the green underlined grammatical errors in the text.

"Spell check" section

- **Show tooltips**

  If this option is enabled, the spell check displays an info box with information about the type of spelling error when you hover with the mouse over one of the red underlined spelling errors in the text. (Of course, this only works if the option *Check spelling as you type* is enabled.)

"Hyphenation" section

- **Hyphenation style**

  Due to the 1996 spelling reform, there are now numerous German words which may be hyphenated in several ways. Before the reform, for example, the word *magnet* was always separated into *ma-gnet*; the alternative separation of *mag-net* is now also permitted.

  You can use this setting to specify which variant is to be used in such cases. You can choose between the following options:

  Conservative: If several hyphenation variants are permitted for a word, use only the old hyphenation. Right. *Ma-gnet*. Wrong: *Mag-net*.

  Progressive: If several variants are permitted, use only the new ("reformed") separation. Right: *Mag-net*. Wrong: *Ma-gnet*.

By pronunciation: If several variants are allowed, use the variant that corresponds to the pronunciation of the word. In the case of *Magnet*, that would be *Ma-gnet*.

Combined (all variants): Use all permitted variants of separations. Depending on the space required, *Magnet* can be separated as either *Mag-net* or *Ma-gnet*.

- **Allow separations within word stems**

  This option has the following effect:

  On: Allow all permitted hyphenations, including those within word stems.

  Off: Do not allow separations within word stems. This is especially true for words with prefixes and words composed of several words:

  If this option is disabled, for example, the German word *heim-kom-men* will be hyphenated as *heim-kommen* and *Ta-fel-was-ser* as *Tafel-wasser*.

- **Allow unaesthetic hyphenation**

  This option has the following effect:

  On: Allow all permitted hyphenations, even unaesthetic ones.

  Off (recommended)**:** Do not allow separations that are unaesthetic or confusing.

  If this option is disabled, for example, the German word *so-zi-al* is hyphenated as *so-zial*. In addition, confusing separations such as *Urin-stinkt* (urine stinks in German) instead of "Urinstinkt" (basic instinct in German) or *Reim-port* instead of "Reimport" are no longer allowed.

"Grammar and spell check rules" section

All grammar and spell check rules appear in this list with their enabled status (check mark in checkbox = enabled). To find a rule more quickly, you can use the dropdown list to limit the selection from *Alle Einträge* (All entries) to a specific topic. If necessary, enable or disable rules by clicking on the checkbox and confirm with **OK**.

Disabled rules are ignored by the spelling and grammar check; thus no errors are reported with respect to this rule.

Background information:

There are two reasons why rules may appear as disabled in this list:

- **Rules that you disabled yourself:**

  As described in Using the Duden grammar check, you can disable rules by right-clicking on one of the underlined grammatical errors and selecting the command **Always ignore rule** from the context menu that appears.

  All rules disabled in this way appear in this list without a check mark and can be enabled again if you change your mind.

- **Rules that are disabled by default:**

  Some rules are disabled by default for various reasons. For example, a percent sign may be preceded by a space character, but it does not have to be. Thus, the corresponding rule is initially set to disabled.

Note: The check rules used here are only highlighted in the text after completing the paragraph and not while typing.

You can restore the default settings for this list at any time by clicking on the **Reset all** button. Any rules you changed will then be reset to their original status.

Looking up terms in the Duden dictionaries

Note: This feature is only available in **SoftMaker Office Professional** and **NX Universal**. In addition, it is only enabled if you have selected "German" as the dialog language in the settings (via **File | Options** and then the **Appearance** tab). The results are limited to German terms.

In SoftMaker Office Professional/NX Universal, TextMaker not only contains the *Duden Korrektor* for spell check, hyphenation and grammar check, but it also includes the following Duden dictionaries for looking up words:

- **Das deutsche Universalwörterbuch (The German Universal Dictionary)**

  This comprehensive dictionary of contemporary German provides information on spelling, grammar, pronunciation, origin and use of 150,000 keywords and phrases. In total, it contains more than 500,000 application examples.

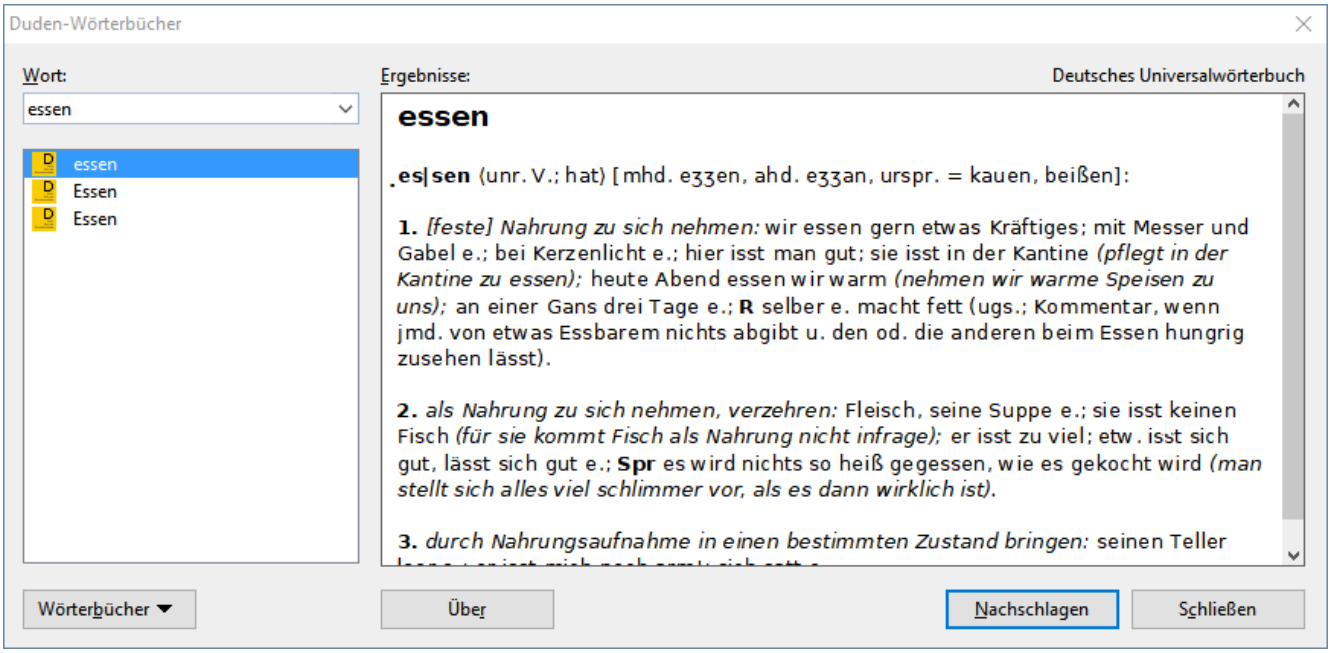
- **Das große Fremdwörterbuch (The Large Foreign Dictionary)**

  "Das große Fremdwörterbuch" is a comprehensive and up-to-date foreign dictionary of the German language. It knows the meaning of about 85,000 foreign words and includes information on spelling, pronunciation and grammar.

Using the Duden dictionaries

To look something up in the Duden dictionaries, type a word or move the cursor to an existing word.

Then choose the ribbon command **Review | Duden** .



TextMaker now searches for the word in the Duden dictionaries.

If the word is not found, words with similar spellings are presented for selection. Otherwise, synonyms for the word are displayed.

Note: For words that have several entries in the Duden dictionaries, several entries are displayed accordingly in the list **Word**. If you select one of these entries, the corresponding explanations appear in the **Results** field.

The buttons in the dialog box for this command have the following functions:

Button	Function
Dictionaries	This option specifies in which Duden dictionaries to search. The following dictionaries are available: ▪ German Universal Dictionary ▪ Large foreign dictionary ▪ Large foreign dictionary (reverse)* * The latter works in the exact opposite way to the foreign dictionary: It displays the corresponding foreign word for a German word.
Look up	This option looks up another word in the translation dictionaries. First, type the relevant word in the **Word** field and then click on this button.
Close	This option closes the dialog box.

Research

FreeOffice: The *research* function is not included in SoftMaker FreeOffice.

This feature is only available in **SoftMaker Office Professional** and **NX Universal**.

You can use the *Research function* to look up the meaning of the terms you selected in TextMaker directly in online dictionaries and encyclopedias. TextMaker suggests various online research platforms (Wikipedia, Oxford dictionary, Cambridge dictionary, etc.) that you can open interactively for your search.

To do so, proceed as follows:

1. Select one or more terms in your document.
2. Choose the ribbon command **Review** | group **Dictionaries** | **Research** .
3. In the dropdown menu, click on the desired platform on which you want to look up your research term.

The selected online platform will then be opened directly with the results for your selected term.

Available categories

In the open dropdown menu of the **Research** icon , you can choose from the following categories:

- **Recently used**

  The platforms most recently used by the research function are displayed here for quick access again (the last 3 searches).

- **English** (depending on the selected language)

  General reference books are displayed here in the language you selected in the settings (see "More" below).

- **German - English** (depending on the selected languages)

  If you have selected multiple languages in the settings (see "More" below), this category will appear with translation platforms corresponding to the selected languages.

- **More**

  You use the entry **More** to open a dialog box with the settings. Here, you specify the languages for which TextMaker should suggest research platforms to you. Enable the desired language(s) by clicking on the respective checkbox.

  This results in the menu of the **Research** icon displaying the general reference books and translation platforms for all languages you selected, insofar as they are available in these languages.

SmartText

FreeOffice: The *SmartText* function is not included in SoftMaker FreeOffice.

TextMaker's *SmartText* function can save you a lot of work: You can create SmartText entries for frequently used phrases and then insert them instantly in the text.

For example, create a SmartText entry called "req" with the content "We were delighted to receive your request". You can now retrieve this SmartText entry at any time. To do so, simply type "req" in the text and then press the space bar, **Enter**↵ or a punctuation mark. The abbreviation "req" will be replaced immediately by "We were delighted to receive your request".

In this way, you can create your personal "computer steno" with TextMaker and save a lot of time when typing.

In this section, you will learn about working with SmartText entries:

- **Creating SmartText entries**

  New SmartText entries can be created in a dialog-box-controlled manner with the ribbon command **Insert** | group **Text** | **SmartText** or via the spell check. Each SmartText entry must have a name (for example, "req") and the desired content (for example, "We were delighted to receive your request").

- **Inserting SmartText entries**

  If the option **Expand SmartText entries** is enabled in the program settings, SmartText entries can be inserted very easily: To do so, type the name of the SmartText entry and then the space bar, **Enter**↵ or a punctuation mark. The name will be immediately replaced by the content of the SmartText entry.

  Alternatively, entries can be inserted manually with the ribbon command **Insert** | group **Text** | **SmartText**.

- **Editing SmartText entries**

  Not only can you create new SmartText entries with the ribbon command **Insert** | group **Text** | **SmartText**, but you can also edit, format, rename or delete existing ones.

For more information, see the following pages.

Creating SmartText entries

You can choose to create SmartText entries a) in a dialog-box-controlled manner or b) using *Check spelling as you type*:

A) With the command Insert | SmartText

For example, to create a SmartText entry called "req" and the content "We were delighted to receive your request", proceed as follows:

1. Choose the ribbon command **Insert** | group **Text** | **SmartText** .

2. Click on the **New** button to create a new SmartText entry.
3. Give the SmartText entry a name ("req" in our example).
   The SmartText entry can be retrieved later by its name.
4. Confirm with **OK**. You now return to the main dialog box.
5. Now, type the text for the SmartText entry in the large input field on the right (in our example: "We were delighted to receive your request").
6. If you want TextMaker to remember the formatting of the SmartText entry, you must enable the option **Apply formatting**. You can now use the miniature formatting toolbar above the input field to set the font, text styles and color.
7. Click on **Save** to save your new SmartText entry.
8. Exit the dialog box with **Close**.

The SmartText entry has now been created. You will find out how to insert it in the next section (Inserting SmartText entries).

B) Via the option "Check spelling as you type"

If you have enabled *Check spelling as you type*, you can also create SmartText entries as follows:

1. In the dialog box of the ribbon command **File | Options** (on the **Language** tab), make sure that the option **Check spelling as you type** is enabled.
2. Type the three letters "req" and press the space bar.
3. TextMaker underlines "req" in red because it does not know this word. *Right-click* on this word to open the context menu.

   Android: In the Android version, you can also open the context menu with your finger by tapping on the screen and holding your finger there for about a second.
4. Choose the command **Create SmartText entry** from the context menu.
5. In the open dialog box, type "We were delighted to receive your request" in the large input field on the right.
6. Confirm with **OK**.

The result is the same: The SmartText entry "req" has now been created.

For more information on the option *Check spelling as you type*, see Checking the spelling as you type.

Inserting SmartText entries

You can now insert the SmartText entry created in the previous section at any time.

This is very simple: Type the name of the SmartText entry in the text – "req" in our example – and then a space, a punctuation mark or **Enter**↵. TextMaker immediately replaces "req" with the content of the SmartText entry.

Note: If this does not work, the option **Expand SmartText entries** is disabled. Choose the command **File | Options** and enable this option again on the **Edit** tab (or in the dialog box of the command **Insert |** group **Text | SmartText**).

Alternatively, you can access the defined SmartText entries via the dialog box by choosing the ribbon command **Insert |** group **Text | SmartText**, selecting the desired SmartText entry on the left side of the dialog box, and then clicking on the **Insert** button.

In this context, the option **Apply formatting** means the following:

Off: This option is disabled by default. The SmartText entry is thus inserted without formatting – i.e., in the currently selected font.

On: If this option is enabled, however, the SmartText entry is inserted in the font and font size that you set in the dialog box when creating the entry. Text styles and font color are also reproduced.

Tip: Do not expand SmartText entries

If you do not want a defined SmartText entry to be inserted when you type in the text, then use the key combination **Alt+.** (period) in the place directly behind the SmartText entry. In this case, the specified addition is then suppressed.

Editing SmartText entries

By choosing the ribbon command **Insert |** group **Text | SmartText** , you can still edit the already created SmartText entries via the dialog box:

- **Creating a new SmartText entry**

  Click on the **New** button to create a new SmartText entry in the dialog box. For more information, see Creating SmartText entries.

- **Deleting a SmartText entry**

  To delete a SmartText entry, select it in the list **SmartText entries** on the left of the dialog box and then click on the **Delete** button.

- **Renaming a SmartText entry**

  To change the name of a SmartText entry, select it in the list on the right and click on the **Rename** button. The program displays a dialog box, enter the new name here.

- **Editing a SmartText entry**

  To edit an entry, select it in the list on the left and then click in the large input field on the right of the dialog box. You can now change the content of the SmartText entry.

  Furthermore, you can change the formatting by using the miniature formatting toolbar above the input field. Of course, this only works if the option **Apply formatting** has been enabled.

  When you have made the desired changes, click on the **Save** button.

- **Inserting a SmartText entry**

  To insert a SmartText entry into the text, select it in the list on the left of the dialog box and click on the **Insert** button. For more information, see also Inserting SmartText entries).

You can finally exit the dialog box with the **Close** button. If the enabled SmartText entry has been changed but not yet saved, TextMaker will ask automatically if it should save the changes.

Database

TextMaker has an easy-to-use SQLite-compatible and dBASE-compatible database module that is seamlessly integrated into the word processor. This provides all the functions you need to manage addresses and other information. You can enter and edit data, search for specific data and much more.

Note: When editing a database, TextMaker creates an additional file with the extension `username.selx`. This contains information about the structure of the database (for example, the selected character set, selected records for a mail merge, etc.) and must thus always be moved when changing the storage location if you want to access this information.
When moving the database to another computer, it is also necessary to adjust the user name in the file extension to the user name of the computer.

In this chapter, you will learn everything you need to know about working with databases in TextMaker.

- **Opening a database**

  In the first section, you will learn how to open a database. The ribbon command **Mailings** | group **Database** | **Edit database** is responsible for this option.

- **Using the database module**

  You will then become familiar with the powerful database module that is integrated into TextMaker. This module allows you to edit databases and also includes several advanced database functions – for selecting, sorting and deleting records, for example.

- **Importing individual addresses** (via document templates)

  Here, you will learn how easy it is to write everyday documents with TextMaker: You choose the command **File** | **New** and select one of the letter templates supplied with the program. The database then appears. Simply select the desired addressee, click on **Insert** and TextMaker will create a fully completed letterhead for you.

- **Creating lists and labels**

  FreeOffice: This function is not included in SoftMaker FreeOffice.

  Lists and labels can also be easily produced with TextMaker. In the case of address labels, for example, you select the desired database and place the database fields in the desired arrangement in a large input field. You then select the format of the labels from a list and that's it – printing can begin.

- **Printing envelopes**

  FreeOffice: This function is not included in SoftMaker FreeOffice.

  You can also print envelopes in a similar manner. All you have to do is to select the paper format of the envelope and specify the sender and recipient.

- **Creating a new database**

  Although the supplied `addressbook.sqlite` database is sufficient for many users for managing their addresses, TextMaker allows you to create new databases in SQLite or dBASE format at any time. You will learn how to do it in this section.

- **Changing the database structure**

  You can change the structure of existing databases at any time. For example, you can add/delete fields or change the properties of fields (name, type length, etc.).

- **Importing the Thunderbird address book**

  FreeOffice: The *Thunderbird address book* is not included in SoftMaker FreeOffice.

  The command **Convert Thunderbird address book** enables you to convert an address book of the e-mail program *Thunderbird* into a database that can be used with TextMaker.

- **Mail merge** (see next chapter)

  FreeOffice: The *printing of mail merges* is not included in SoftMaker FreeOffice.

  Creating mail merges in TextMaker is surprisingly easy: You create a normal letter, place database fields in it and select the database records to be printed. The mail merge can then be printed. For more information, see Mail merge.

Opening a database

To open a database, choose the command **Edit database**  on the ribbon tab **Mailings** | group **Database**. The program displays a file dialog in which you can select which database to open.

The following formats are supported:

File extension	Description
***.sqlite** or ***.db**	Databases in **SQLite format**. The SQLite format is a modern and widely used database format in which you can store several tables in one file.
***.dbf**	Databases in **dBASE format**. The dBASE format is a widely used database format that is still supported by many database programs today.
***.pmdx**	Open data from a **PlanMaker file** as a database (read-only, cannot be edited), not included in SoftMaker FreeOffice.
***.xlsx**	Open data from an **Excel file** as a database (read-only, cannot be edited), not included in SoftMaker FreeOffice.
***.txt** or ***.csv**	Open data from a **text file** as a database (read only, cannot be edited).

Depending on which file format you have chosen to open a database, the program will display another dialog box (for example, for selecting the desired table, a suitable character set, etc.). Notes on the file format options can be found below.

Once you have selected your options, the records will be opened in the database module. Here, you can navigate between the records of the database and edit them. For more information, see Using the database module.

Notes on the database format SQLite

TextMaker can open all SQLite databases in the formats .sqlite and .db.

After you have opened an SQLite database with the aforementioned command **Edit database**, another dialog box appears if the database contains several tables (which is quite possible with SQLite databases). In this case, select the desired table as the data source and confirm with **OK**.

If the SQLite database consists of only one table, this dialog box is skipped.

Notes on the dBASE database format

TextMaker can open all databases in dBASE format.

After you have opened a dBASE database (.dbf) with the aforementioned command **Edit database**, another dialog box may appear. It provides you with various character sets for opening your database. Depending on which character set is used in your dBASE database, you may need to select a suitable character set.

The following character set variants are supported:

Character set	Description
dBASE/DOS	Databases with DOS character set.
dBASE/Windows	Databases with Windows character set: **Western Europe** or **Cyrillic** (for the Russian alphabet).
dBASE/Unicode (UTF-8)	Databases with Unicode character set. This is a variant of the dBASE format developed by SoftMaker that also supports complex character sets (for example, Asian scripts). However, such databases can only be edited with a few programs (apart from SoftMaker Office).

In the dialog box, select the desired character set from the list and confirm with **OK**.

Tip: If you are not sure which character set is used by the database to be opened, first select a character set from the top list of the dialog box and look in the preview window to see whether *accented characters* (for example, umlauts) are displayed correctly. If this is not the case, try a different character set.

Notes on PlanMaker and Excel files

If you want to use records from a PlanMaker or Excel file for a database, another dialog box appears after you choose the aforementioned command **Edit database**. Here, you can select the worksheet in which the desired records are to be found.

In the dialog box, you can also specify whether the first row of the PlanMaker/Excel file contains column headings for the records. In this case, enable the option **First row contains field names** so that the headings in the database are used as field names. If there are no column headings for the records, disable the option. TextMaker will then assign automatically generated field names "Field1", "Field2", etc.

Note: Records from PlanMaker or Excel files can only be displayed in the database module. Editing is not possible here.

Notes on text files

If you want to use records from a text file (.txt or .csv) for a database, another dialog box appears after you choose the aforementioned command **Edit database**. You can select the appropriate character set and set further options:

Character set: Here, specify the character set to be used to open the database.

Tip: If you are unsure as to which character set to use, first select a character set from the top list of the dialog box and check in the preview window whether *accented characters* (for example, umlauts) are displayed correctly. If this is not the case, try a different character set.

First row contains field names: If the first line of the text file contains headings for the records, the headings are used as field names in the database if this option is enabled. If no headings are included, disable the option. TextMaker will then assign automatically generated field names "Field1", "Field2", etc.

Separator: Here, you define which separator character separates the individual values in the text file from each other. The entry *User-defined* can be used to define additional characters.

Text marker: If the values in your text file are surrounded by text markers (double or single *quotation marks*), you can suppress the inclusion of these characters in the database by selecting the appropriate option. With the *None* option, the text markers are included in the database in addition to the values.

Note: Records from a text file can only be read in the database module. Editing is not possible here.

Creating a new database

Not only can you use existing databases with TextMaker, but you also create new databases – both in SQLite format and in dBASE format.

SQLite: The SQLite format is a fast, flexible and widely used SQL database that you can access locally (i.e. without the usual database server). Several tables can also be created in a SQLite database.

dBASE: The dBASE format is a database format that is still supported by many database programs.

Use the ribbon command **Mailings** | group **Database** | **New database**  to create a new database and follow the descriptions of one of the following sections depending on the desired database format:

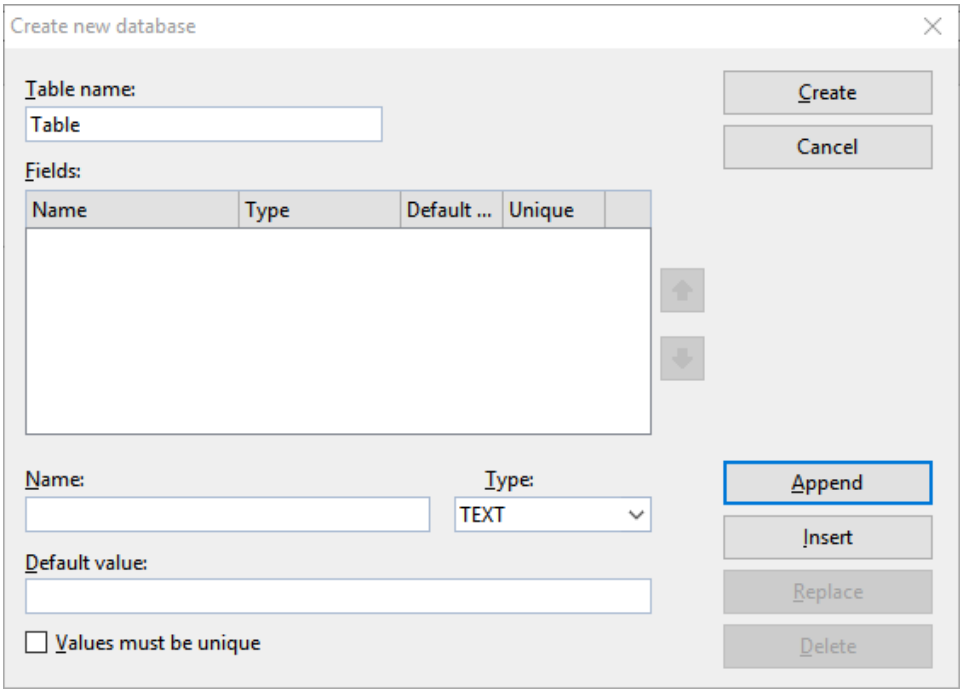
- Creating a new SQLite database
- Creating a new dBASE database

Creating a new SQLite database

To create a new SQLite database (.sqlite), proceed as follows:

1. Choose the ribbon command **Mailings** | group **Database** | **New database** .
2. Select the entry "SQLite database" from the list **Save as type** in the file dialog.
3. Create your own file name, select a storage location and confirm saving it.

   Note: If you want to create an additional table in an existing SQLite database, select the desired SQLite database to which you want to add the new table.
4. The following dialog box appears. If necessary, change the proposed table name.
5. Now create the first database field:



Enter a unique name for the field under **Name** and select a suitable field type for **Type**. For more detailed explanations of the field types, see below.

Default value: If you want to create a new field that outputs a fixed value for all records, you must type this value here as the default value. As a result, each record contains the same content specified here for this field.

Values must be unique: If you enable this option, you specify that the record values for the relevant field may only occur once in all records. This is particularly useful if you want to assign a unique key (an ID) in a field for each record, for example, when creating customer numbers.

Tip: In the list **Fields**, you can read the selected information for each field.

6. Once you have made all the specifications for a field, click on **Append** to add the new field after the last field. If other fields are already defined, you can also click on **Insert** to insert the new field ahead of the current field.
7. Repeat steps 5 and 6 for each additional field to be included in the database.

   Tip: If you make an error when specifying the field name, field type, etc., and only notice this fact after you have clicked on the **Append** button, you can go back and correct the error. Click on the relevant field in the list **Fields**, correct your entries below and click on **Replace**. You can also delete fields that were created incorrectly by choosing **Delete**.
8. When all desired fields have been entered, click on the **Create** button.|

The database has now been created. You can now close the database or, if necessary, perform further steps on the open database in the database module. For more information, see Using the database module.

With the command **Change structure**  in the database module, the structure of the created database can be changed retroactively at any time. For more information, see Changing the database structure.

Notes on the field type

The option **Type** in the above dialog box allows you to specify the *field type* of a field. This determines the type of data to be entered in the field. The following field types are possible:

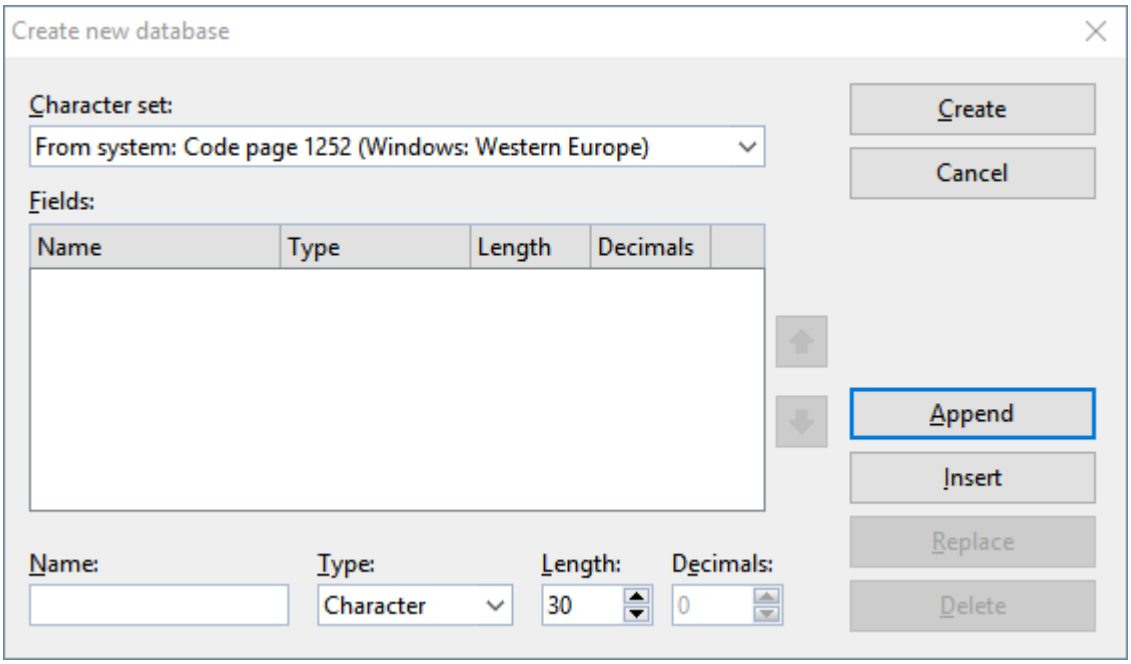
Field type	Allowed entries
TEXT	Text fields allow any type of input.
REAL NUMBER	Fields for (real) numbers only accept numbers as input, and even decimal numbers are allowed here. You can even perform calculations with the content of such fields. For more information, see Calculations in the text.
INTEGER	Fields for integers only accept numbers as input, and decimal numbers are *not* allowed here. As above, you can also perform calculations with it.
LOGICAL	Logical fields (Bool) are intended for Yes/No entries. The allowed entries are limited to **Y** for Yes or **N** for No.
DATE	Date fields are intended for dates.
TIME	Time fields are intended for times.
DATETIME	A combination of the Date and Time fields.
LONG TEXT	This field for *long text* behaves in a slightly different manner to "normal" fields. It allows any input and is intended for entering additional notes for a record. Several lines are also possible. *Long text* fields can only be viewed and edited in the database, as these types of fields cannot be inserted into documents or printed.
BINARY	Binary fields allow arbitrary, unstructured data objects, such as image files or programs

Tip: For numbers such as phone numbers, zip codes, etc., select the "TEXT" field type. Here, numeric fields like "INTEGER" or "REAL NUMBER" are of no advantage – on the contrary: If you try to enter a phone number like "001-555-5555" in a numeric field, TextMaker will not allow the "-" because only numbers are allowed; furthermore, the leading zeros will be automatically removed.

Creating a new dBASE database

To create a new dBASE database (.dbf), proceed as follows:

1. Choose the ribbon command **Mailings** | group **Database** | **New database** .
2. Select "dBASE" from the list **Save as type** in the file dialog.
3. Create your own file name, select a storage location and confirm your entry.
4. The following dialog box appears: If necessary, change the character set. For further explanations, see below.
5. Now create the first database field:



   Enter a unique name for the field under **Name** and select a suitable field type for **Type**. If necessary, enter the desired **Length** and the number of decimal places for **Dec.**. For further explanations, see below.

6. Once you have made all the specifications for a field, click on **Append** to add the new field after the last field.

   If other fields are already defined, you can also click on **Insert** to insert the new field ahead of the current field.

7. Repeat steps 5 and 6 for each additional field to be included in the database. You can create a maximum of 254 fields, but the total length of all fields must not exceed 4000 characters.

   Tip: If you make an error when specifying the field name, field type, etc., and only notice this fact after you have clicked on the **Append** button, you can go back and correct the error. Click on the relevant field in the list **Fields**, correct your entries below and click on **Replace**. You can also delete fields that were created incorrectly by choosing **Delete**.

8. When all desired fields have been entered, click on the **Create** button.

The database has now been created. You can now close the database or, if necessary, perform further steps on the open database in the database module. For more information, see Using the database module.

With the command **Change structure**  in the database module, the structure of the created database can be changed retroactively at any time. For more information, see Changing the database structure.

Notes on the field type

The option **Type** in the above dialog box allows you to specify the *field type* of a field. This determines the type of data to be entered in the field. The following field types are possible (the maximum permissible field length in parentheses):

Field type (length)	Allowed entries
Character (1 to 254)	Character fields allow any type of input.
Numeric (1 to 19)	Numeric fields only accept numbers as input. You can set the desired number of decimal places with **Decimals**. You can even perform calculations with the content of such fields. For more information, see Calculations in the text.
Date (always 8)	Date fields are intended for dates.
Logical (always 1)	Logical fields are intended for Yes/No entries. The allowed entries are limited to **Y** for Yes or **N** for No.
Memo (always 10)	Memo fields behave in a different manner to "normal" fields. They accept any type of input and allow you to enter additional notes for a record. Memo fields can only be viewed and edited in the database, but you cannot insert or print these types of fields into documents. Their width is always given as 10, but you can actually enter up to 4000 characters in each memo field.

Tip: For numbers such as phone numbers, zip codes, etc., select "Character" rather than "Numeric". Numeric fields are of no advantage here – on the contrary: If you try to enter a phone number like "001-555-5555" in a numeric field, TextMaker will not allow the "-" because only numbers are allowed; furthermore, the leading zeros will be automatically removed.

Notes on the supported database formats

The dBASE format is available in different versions. If you use the ribbon command **Mailings | New database**, you can select the desired variant via the option **Character set** in the dialog box shown above.

The following variants are supported:

Character set	Description
dBASE/DOS	Databases with DOS character set.
dBASE/Windows	Databases with Windows character set: **Western Europe** or **Cyrillic** (for the Russian alphabet).
dBASE/Unicode (UTF-8)	Databases with Unicode character set. This is a variant of the dBASE format developed by SoftMaker that also supports complex character sets (for example, Asian scripts). However, such databases can only be edited with a few programs (apart from SoftMaker Office).

Note: Most dBASE databases are stored in the format **dBASE/DOS**. Windows database programs also generally use the DOS format instead of the Windows format.

Note on the database format dBASE/Unicode

In addition to the usual formats dBASE/DOS and dBASE/Windows, TextMaker also supports databases in the format **dBASE/Unicode** (UTF-8).

This format is a variant of the format dBASE developed by SoftMaker that also supports complex character sets (for example, Asian scripts). This means that you can also store Chinese text in such databases, for example, which is not possible with databases in the formats dBASE/DOS and dBASE/Windows.

However, please note the following when using this format:

Important: Databases in the format **dBASE/Unicode** (UTF-8) are *not* dBASE-compatible and can only be edited with a few programs (apart from SoftMaker Office). Thus, you should use this format only if it is important for this database to support the Unicode character set, for example, to enter Asian scripts in it.

Using the database module

If you open an existing database or create a new database as described in the last two sections, the TextMaker *database module* appears.

The database module not only allows you to edit your databases, but also includes several advanced database functions. This section contains a detailed description of all functions of the database module.

The information covers the following topics:

- Main window of database module
- List and form view
- Scrolling through records
- Searching a database
- Adding and editing records
- Deleting and restoring records
- Sorting a database

- Closing a database
- For advanced users: Changing the database structure

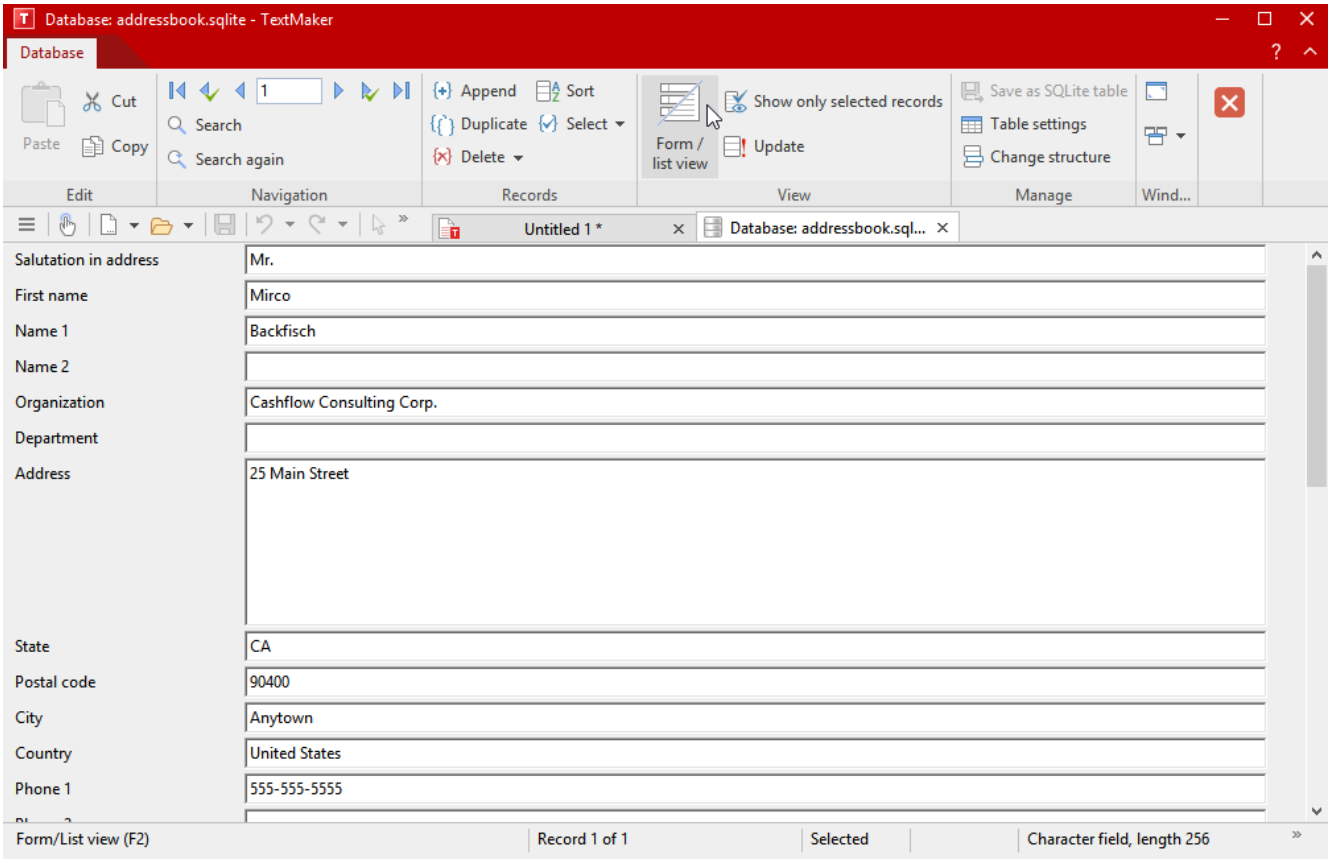
See the following pages for more information.

Main window of database module

TextMaker comes with an example database called `addressbook.sqlite`. On Windows, this file can be found in the `SoftMaker` folder below your user directory.

If you open the database with the command **Edit database** (on the ribbon tab **Mailings** | group **Database**), you are presented with a database window.

This database module may look as follows:



The example database **addressbook.sqlite** *(in the form view)*

If you see a tabular list of records instead, you can always choose the ribbon command **Form/list** (in the group **View**) to switch between the list view and the form view shown above.

If you like, you can use the example database `addressbook.sqlite` as your personal address database. It contains all the database fields needed to store addresses:

On the screen, you can now see the first record of the database, which consists of several fields. A *data field* is an information unit, for example, the first name. All information that you enter for a person (salutation, name, address, etc.) constitutes a *record*.

Information in the status bar

In the status bar at the bottom of the program window, you can read the following information:

- First, the number of the current record (the *record number*) and the total number of records in the database are displayed ("Record 1 of X").
- To the right of it, the program displays the following status information: **Selected** if the record is selected.
  For more information on selecting records, see Selecting data records.
- On the far right in the form view, you can see the *field type* of the current field, which determines which entries are allowed in the field:

  For **SQLite:**

Field type	Allowed entries
Text	Any entries
Real Number	Real numbers (with decimals)
Integer	Integers (no decimals)
Logical	Only **Y** for "Yes" or **N** for "No"
Date	Dates
Time	Times
Datetime	Combination of dates and times
Long text	Any entries for notes (long text)
Binary	Unstructured data objects, such as image files or programs

  For **dBASE:**

Field type	Allowed entries
Character	Any
Numeric	Numbers
Date	Dates in the format MM/DD/YY (for example, "04/16/18") or in the format MM/DD/YYYY (for example, "04/16/2018")
Logical	Only **Y** for "Yes" or **N** for "No"
Long text	Any input for notes

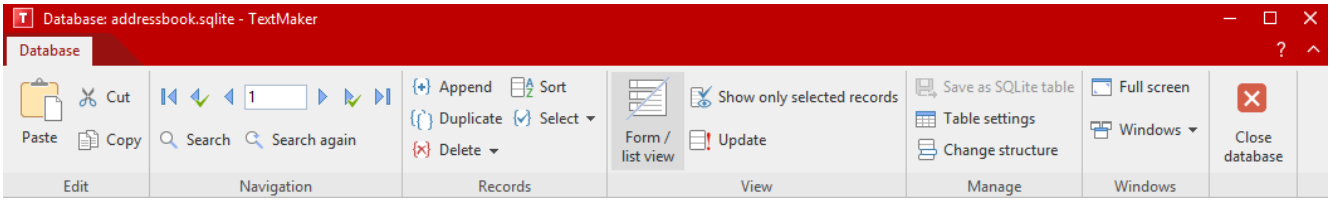
  The maximum length of the field is displayed after the field type.

  Which century? Note when filling in date fields for dBASE: If you enter a two-digit year between 0 and 29, TextMaker automatically prefixes "20...". For years between 30 and 99, TextMaker prefixes "19...".

The entry "01/01/29" is interpreted as 1/1/2029.

The entry "01/01/30", on the other hand, is interpreted as 1/1/1930.

Ribbon commands in the database module



The database module contains the following command groups for working with the database:

Command group	Description of commands
Edit	Use the commands known from Moving, deleting and copying to easily edit the contents of records (only available in the form view).
Navigation	Use the **small toolbar** to navigate between records (see Scrolling through records) or use the commands **Search/Search again** to find specific search terms in the database. For more information, see Searching a database.
Records	**Append** adds a new record, and **Duplicate** creates a duplicate of a record. For more information, see Adding and editing data records. **Delete:** This button can be used to temporarily or permanently delete and restore records. For more information, see Deleting and restoring records. **Sort:** This option allows you to rearrange the records of the database. For more information, see Sorting a database. **Select:** Use this button to find commands to limit the records for mail merge printing. For more information, see Selecting records for a mail merge.
View	**Form / list view:** This option allows you to switch between form view (as shown in the figure above) and list view. For more information, see List and form view. **Show only selected data records:** This option hides all records that are not selected (useful for mail merge printing). **Update:** This option rereads the database in case it was changed by another application as a multi-user database.
Manage	**Save as SQLite table:** Use this command to convert the open database into SQLite format if the current database is in an inconvenient format. **Table settings** (only available for SQLite): Here, specify which field type should be used for display: text, number, date, etc. For more information, see Changing the database structure. **Change structure:** Here, you can change the structure of the existing database. For more information, see Changing the database structure.
Windows	Here, you can switch to full screen mode or between the windows.

Close database	Exit the database module. The database is saved automatically.

List and form view

The database module can display databases in two different ways:

- The *list view* offers the best overview of the database. Here, you see several records listed one after another in tabular form.
- The *form view* is more useful for viewing individual records. Here, the fields of a single record are displayed as in a form.

Note: You cannot enter data in list view. This is only possible in form view.

To switch between list and form view, click on the **Form / list view** button (in the group **View**). If the button appears dark, the form view is enabled, otherwise the list view is enabled.

Tip: You can switch very quickly between these two views with the **F2** key. Furthermore, a double-click on a record in list view displays the record in form view.

Scrolling through records

To move between the records of a database, both keys and icons are available in the command group **Navigation** of the database module:

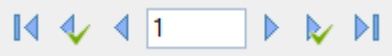
Key	Icon	Function
In form view: **PageUp**↑ In list view: ↑		To the previous record
In form view: **PageDown**↓ In list view: ↓		To the next record
Ctrl+Alt+PageUp↑		Go to the previous selected record
Ctrl+Alt+PageDown↓		Go to the next selected record
Ctrl+PageUp↑		Go to the first record
Ctrl+PageDown↓		Go to the last record

Accessing a record by its record number

The *record number* is a simple counter. The first record has the number 1, the tenth 10, etc. The record number of the current record is displayed at the bottom left in the status bar.

You can access a record directly in the database module via its record number.

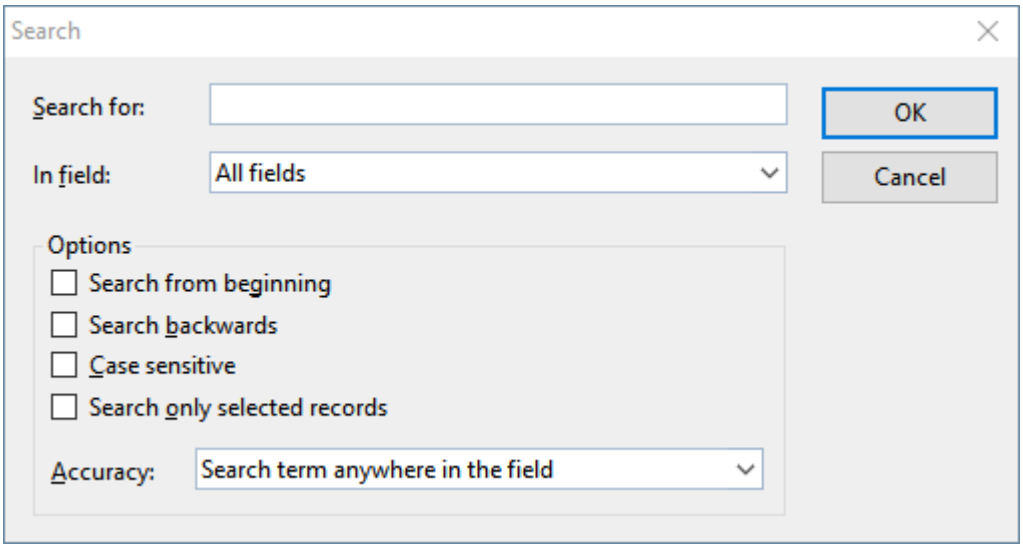
Simply enter the desired record number in the input field of the command group **Navigation**. The corresponding record is then opened immediately. (Alternatively: Press the **F5** key.)



Note: For information on navigating between the selected records for a mail merge, see also Selecting records for a mail merge.

Searching a database

You can use the **Search** icon (in the group **Navigation**) to search the database in the database module for a term.



If you enter a search term and confirm with **OK**, TextMaker starts searching. As soon as the term is found in a record, TextMaker displays the record and ends the search process.

Continuing the search

Use the **Search again** icon (in the group **Navigation**) to instruct TextMaker to display the next occurrence of the search term.

Notes on search terms

Date fields: If you want to search for dates in date fields, you must enter them in the format MM/DD/YYYY – thus for September 25, 2018, you must type 09/25/2018.

Long text fields: Long text fields cannot be searched via the search function.

Wildcard searches with "?": By entering one or more question marks within the search term, you can widen the search. The question mark represents *any* character. Thus, when you search for "Me?er", you will find "Meyer" and "Meier", among other names.

Options in the dialog box "Search"

You can use the options in the "Search" dialog box to influence the search as follows:

- **In field**

  Select the setting **All fields** if you want to search all fields in the database. Alternatively, you can select a specific field if you only want to search this field.

- **Search from beginning**

  If this switch is enabled, TextMaker starts the search at the first data record; thus it will search the complete database. Otherwise, the search starts at the current data record.

- **Search backwards**

  If this switch is enabled, the database is searched in reverse record order.

- **Case sensitive**

  If this switch is enabled, the case of the search term is taken into account. A search for "House" would only find "House" – "HOUSE", "house", etc., would not be found.

- **Search only selected records**

  If this switch is enabled, only the *selected* records are searched, otherwise all records are searched. For more information, see also Selecting data records).

- **Accuracy**

  This option specifies how closely the content of a field must match the search term:

  Search term anywhere in the field: This option finds all records in which the search term occurs *anywhere* in the fields being searched.

  Field begins with the search term: This option finds only those records in which the search term occurs at the *beginning* of the fields being searched. If you search for "Fish", only fields beginning with "Fish" will be found (for example, "Fisher" also), but not fields with the content "Ralph Fisher".

  Field matches the search term: Here, the search function finds only records in which the field content *completely* matches the search term. Thus if you search for "fish", only fields with the exact content "fish" will be found, but fields with "fisherman" will not be found.

Adding and editing records

In databases that are in SQLite or dBASE format, you can edit existing records in the database module or add new records.

Note: If you have opened a database in other formats (.pmdx, .xlsx, text files), you cannot edit the records. However, you can save these formats in SQLite format from within the TextMaker database module and then open and edit them as an SQLite database.

FreeOffice: In SoftMaker FreeOffice it is not possible to open the .pmdx and .xlsx formats.

To save such formats, choose the command **Save as SQLite table** (in the group **Manage** of the database module).

Editing record

Important: Records can only be changed in the form view of the database module. To switch between list and form view, click on the **Form / list view** button (in the group **View**). If the button appears dark, the form view is enabled, otherwise the list view is enabled.

To edit a record, simply position the text cursor in the desired data field and make your changes. You can move to the next data field with the **Tab** key and to the previous data field with **Shift+Tab**.

Note: To save changes to a record, you do *not* have to choose any special command, as changes to the current record are saved automatically when you scroll to another record or exit the database.

Appending a new record

If you want to add an additional entry to your database, choose the ribbon command **Append** (in the group **Records**) in the database module.

TextMaker adds an empty data record to the database and positions the text cursor in the first field of the record. You can start filling in the record immediately.

New records are always appended *after* existing records.

Tip: If you have reached the last record, you can also create a new record with the key (scroll to the next record).

Duplicating a record

You can use the ribbon command **Duplicate** (in the group **Records**) to create a duplicate of a record. To do so, scroll to the desired record and then choose this command.

Duplicated data records are always appended at the end of the database, just like newly created records.

Updating records

The ribbon command **Update** (in the group **View** group) is used to re-read the database in case it has been changed by an application other than the multi-user database.

Deleting and restoring records

Records that are no longer needed can be deleted in the database module at any time.

Deleting current record

To delete the current record, choose the ribbon command **Delete** (in the group **Records**) in the database module. Click directly on the icon itself or use the icon's arrow to access the entry **Current record**.

However, the record is only *marked for deletion* and is not deleted immediately. The actual deletion of all records marked for deletion is done by *cleaning up* the database via the command **Delete | Clean up database** (see below).

Deleting all selected records

Use the command **(Delete) Selected records** to select all currently selected records for deletion. This is useful if you want to delete a large number of records.

To do so, click on the arrow of the **Delete** icon in the database module and select the entry **Selected records**.

For more information on working with selections, see Selecting records for a mail merge.

Restoring deleted records (dBASE only)

You can use the command **Delete | Restore deleted records** to deselect *all* records currently marked for deletion.

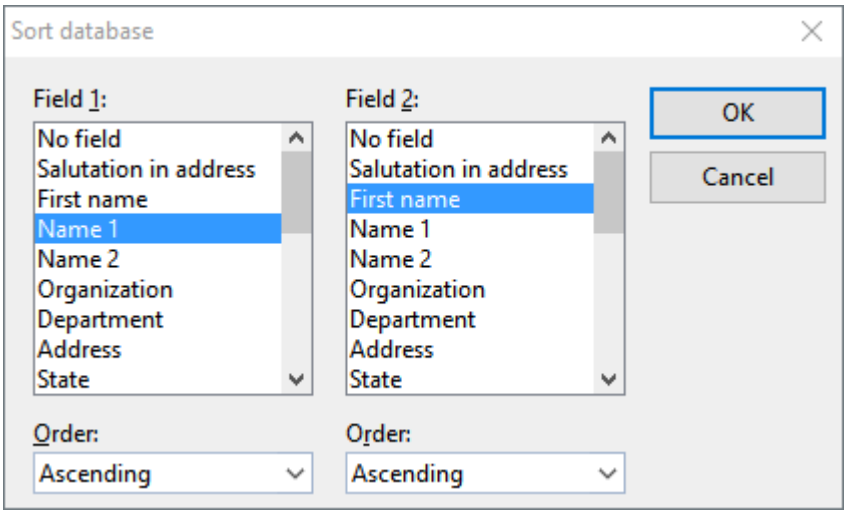
Really removing deleted records (dBASE only)

If you really want to remove all records marked for deletion, let TextMaker *clean up* the database. The command **Delete | Clean up database** is responsible for this process. After a prompt, it permanently removes all records marked for deletion from the database file.

Sorting a database

You can also sort databases.

To do so, choose the ribbon command **Sort** (in the group **Records**) in the database module.



In the dialog box for **Field 1**, select the field by which you want to sort.

You can also sort by two fields: For example, to sort all records by last name, and the records containing the same last names by first name, select Name1 under **Field 1** and First name under **Field 2**.

As soon as you confirm with **OK**, the records are rearranged and the database is saved in the new order.

Note: Sorting physically regroups the records in the database. This action cannot be undone.

Closing a database

If you want to close the database that is currently open, click on the **Close database** icon in the database module. The database is automatically saved and then closed.

For advanced users: Changing the database structure

This section is for advanced users. In general, it is unnecessary to adjust the data structure of existing databases.

For more information on how to create a completely new database, see Creating a new database. You can also use TextMaker to change the structure of an existing SQLite or dBASE database – for example, add/delete fields or change the properties of fields (name, type, length, etc.).

To do so, proceed as follows:

1. It is always a good idea to create a backup copy of your database before making changes to its structure.
2. Open the desired database with the command **Edit database** , as described in Opening a database. The database module appears.
3. In the database module in the group **Manage**, choose the command **Change structure** .
4. The program displays a dialog box that corresponds to that of the command **Create database** (see Creating a new database) and presents all fields in the database. Make the desired changes to the database structure in the dialog box. For more information, see below.
5. When you are finished, click on the **Save** button. Use the **Cancel** button to discard your entries.

> ***Note:*** If you save your entries in this dialog box by choosing **Save**, the existing database is overwritten.

Your changes will now be applied. You can now close the database module or, if necessary, perform further steps on the open database in the database module.

> ***Tip:*** We recommend that you open the resulting database briefly after closing it and check the result. Whenever you apply a huge number of changes of all types to a database *at once*, the contents of certain fields may not be transferred. In that rare case, restore the backup copy of your database and apply your changes once more – but this time, do this in *multiple* steps instead of performing all changes at once.

Using the "Change database structure" dialog box for SQLite

> ***Tip:*** A list of all available field types and with their properties can be found in Creating a new SQLite database.

The aforementioned dialog box of the command **Change structure**  can be used as follows:

- **Inserting a new field**

  To insert a new field, enter a unique name for the field under **Name** and choose a suitable field type for **Type**.

  Once you have entered all relevant information for a field, click on **Append** to add the new field after the last field. Alternatively, click on **Insert** to insert the field above the current field.

- **Changing a field**

  To change the properties of a field (name, type, length, etc.), click on the relevant field in the list **Fields**, and its properties will be applied to the controls at the bottom of the dialog box. Make the desired changes there and then click on **Replace**.

- **Deleting a field**

  To delete a field, select it in the list **Fields** and click on **Delete**.

Note on the command "Table settings" (available for SQLite only):

In the database module, the group **Manage** also contains the command **Table settings** . In the dialog box of this command, you only change the *display* of the relevant field type for an SQLite database. Here, you only determine the way in which fields are displayed, but you do not change the *actual* database structure. This is useful if the database was created in another program with different field types.

For more information on the field types, see Creating a new SQLite database.

Using the "Change database structure" dialog box for dBASE

Tip: A list of all available field types, together with their properties, can be found in Creating a new dBASE database.

The aforementioned dialog box of the command **Change structure**  can be used as follows:

- **Inserting a new field**

  To insert a new field, enter a unique name for the field under **Name** and choose a suitable field type for **Type**. If necessary, enter the desired **Length** and the number of decimal places for **Dec.**.

  Once you have entered all relevant information for a field, click on **Append** to add the new field after the last field. Alternatively, click on **Insert** to insert the field above the current field.

  Note: A database can contain a maximum of 254 fields, but the total length of all fields cannot exceed 4000.

- **Changing a field**

  To change the properties of a field (name, type, length, etc.), click on the relevant field in the list **Fields**, and its properties will be applied to the controls at the bottom of the dialog box. Make the desired changes there and then click on **Replace**.

- **Deleting a field**

  To delete a field, select it in the list **Fields** and click on **Delete**.

Importing individual addresses

Why do you usually need a word processing program? Normally, it is because you want to quickly write letters. TextMaker is a particularly efficient tool for such routine work.

All you need for such tasks is a suitable *document template* – that is, a document template to which an address database is assigned and in which database fields are inserted. Some such templates (for personal and business letters) and a suitable database are supplied with TextMaker.

If you use the command **File | New** to create a new document and select such a template, TextMaker automatically displays the database. Scroll to the desired recipient and click on the **Insert** button. The rest happens automatically. TextMaker replaces the database fields in the template with the contents of the fields from this record – in other words, the address is inserted into the text. The result is a completed letterhead, for example.

The following pages contain detailed explanations of these procedures.

Notes

Please note the following if you proceed according to the method presented here: When you **Insert** the selected record, the database fields in the document are physically replaced by the *content* of the inserted record. This means that you have created a document with a fixed record content, but the database fields themselves have been removed from the document and are thus no longer editable. (You can continue to edit the inserted content in the document, of course.)

The advantage of this method is that you obtain a personalized letter that can be saved and that does not change depending on the content of the database.

If you do not want to do this, click on the **Close** button instead of **Insert**. You can then edit the database fields of the document, switch between records, etc., as usual.

Preparing a document template

Note: To easily create a letter, you don't necessarily have to create your own document templates. Numerous document templates with letterheads and flyers are already supplied with TextMaker. See Using document templates to learn how you can try them out immediately.

FreeOffice: SoftMaker FreeOffice does not include all predefined document templates.

To create a new document template for the insertion of individual addresses, proceed as follows:

1. Choose the ribbon command **File | New** and select the `Normal.tmvx` template in the dialog box to start a new text.

2. Fill the document with the desired text – for example, prepare a letterhead, a fax form, etc.
3. Choose the ribbon command **Mailings | Select database | Use existing database** to assign the desired database to this document – for example, the supplied address database `addressbook.sqlite`.
4. Choose the ribbon command **Mailings | Merge field** at the desired points in the text in order to insert **Database fields** from the assigned database there. For more information, see also Inserting database fields.
5. Choose the ribbon command **File | Save as**.
6. Select the entry **Template** from the dropdown list **Save as type**.
7. TextMaker switches automatically to the folder for document templates.
8. Enter a name for the template under **File name** and confirm saving it.

In general, you must proceed as if you want to create a mail merge (but without entering the text of the letter), and then save the merge as a document template.

If you want to learn more about working with document templates, see the basic information in Document templates. To view an example, you can open one of the document templates supplied with the program.

Using document templates

Using a document template with an assigned database is easy:

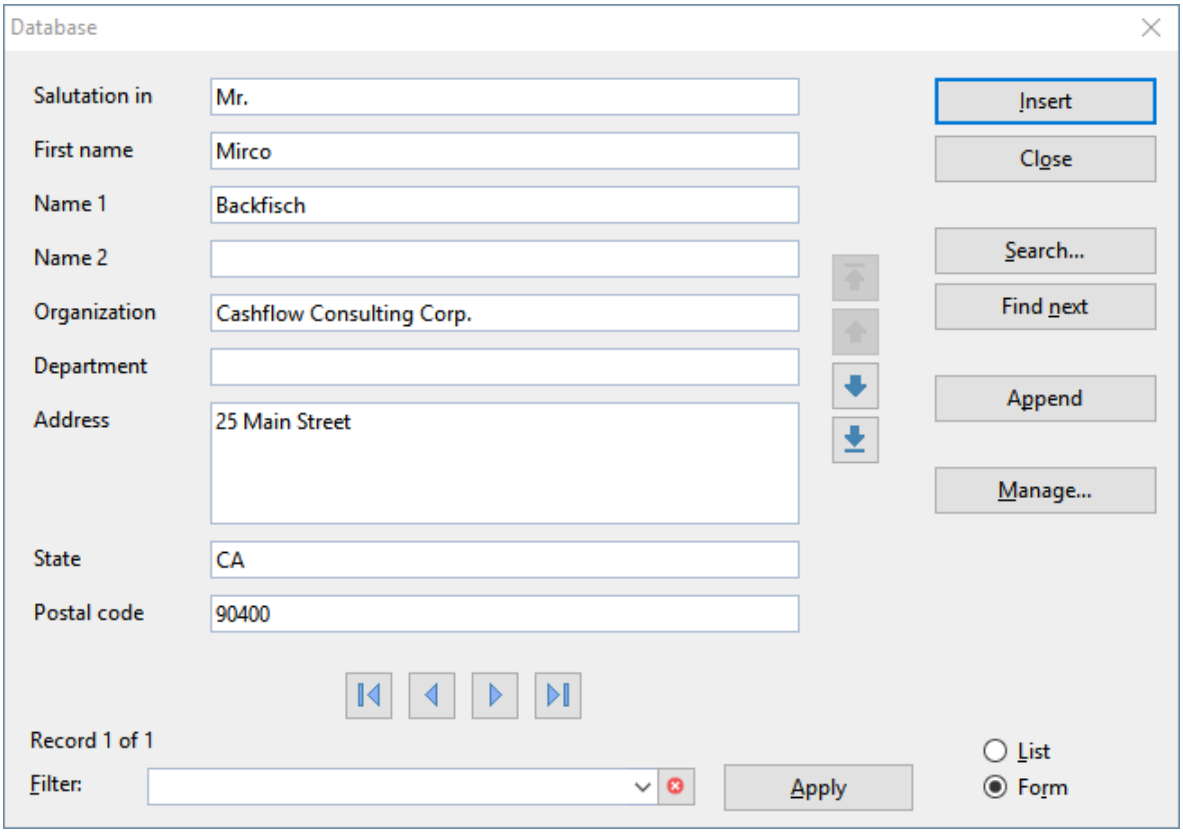
Start a new document with the command **File | New**. In the dialog box of the command, you can specify on which template this document should be based.

If you select a template that has a database assigned to it, TextMaker displays this database and lets you choose the record to be inserted into your text. Scroll to the desired record, and then click on the **Insert** button.

The procedure is as follows:

1. Choose the command **File | Open** (click directly on the icon itself).
2. In the dialog box, choose a document template that you have created with a database connection or one of the included templates, and confirm with **OK**.
3. The program will now open a dialog box in which the corresponding database will be displayed.

   Tip: The two options in the bottom right of the dialog box allow you to switch between **List** and **Form** view.



4. Use the buttons  to scroll to the record for the desired recipient.

   You can also enter a new address after you create a new record via the **Append** button.

   (For more information on using on this dialog box, see below.)

5. Click on the **Insert** button.

   Note: The database fields in this document will then be physically replaced by the content of this single inserted record. The database fields themselves will be removed from the document and will thus be no longer editable. For more information, see also the "Notes" in Importing individual addresses.

As a result, TextMaker will now replace each database field in the template with the *content* of the corresponding field from this record.

This results, for example, in a fully completed letterhead including the address of the letter recipient. All you have to do now is write the letter and then print the document. To do so, choose the ribbon command **File | Print** – and *not* **File | Print merge**.

Tip: In the dialog box of the command **File | New**, you can also see some folders. They contain prepared document templates for writing letters. Most of these templates have been assigned to the supplied example database `addressbook.sqlite`.

The dialog box shown above has the following controls:

Data display

Most of the window is devoted to the display of data.

You can view the data either in tabular form in the *list view* or in more detail in the *form view*. To select the desired view, click on the option **List** or **Form** in the lower part of the window.

> ***Important:*** Note that the data can only be edited in the *form view*.

You do *not* have to choose a command to save changes to the data, as changes to the current record are automatically saved when you browse to another record or exit the database.

Filter

You can *filter* the records if necessary. To do so, enter a search term in the **Filter** input field and click on the **Apply** button. The display of data changes immediately and only records that contain the search term (in any data field) are displayed.

If, for example, you filter by "Jones", only records are displayed where one of the fields contains the term "Jones".

Use the cross icon to remove the filter.

"Insert" button

This option inserts the content of the current record into the document. It is only available if the database was accessed via a template as described above.

"Close" button

This option closes the database. All changes to the database are automatically saved.

"Search" button

This option opens a dialog box that allows you to search for specific data more accurately than with a filter (see above). For more information on this dialog box, see Searching a database.

Button "Search again"

This button displays the next record containing the search term.

"Append" button (SQLite and dBASE only)

This option appends a new record to the database.

Note: This is not possible for databases from PlanMaker, Excel or text files. They are read-only.

"Manage" button (SQLite only)

This option opens the dialog box *Table settings*, where you can customize the display of the selected field type for SQLite databases. Here, you only determine the way in which fields are displayed, but you do not change the *actual* database structure.

The options of the dialog box correspond to those of the command **Table settings** in the group **Manage** of the database module. For more information, see Changing the database structure.

List/Form

You can use the options **List** and **Form** to switch between the *list view* (several records listed one after another) and the *form view* (a complete record in detail).

Tip: Where can I see which database is assigned?

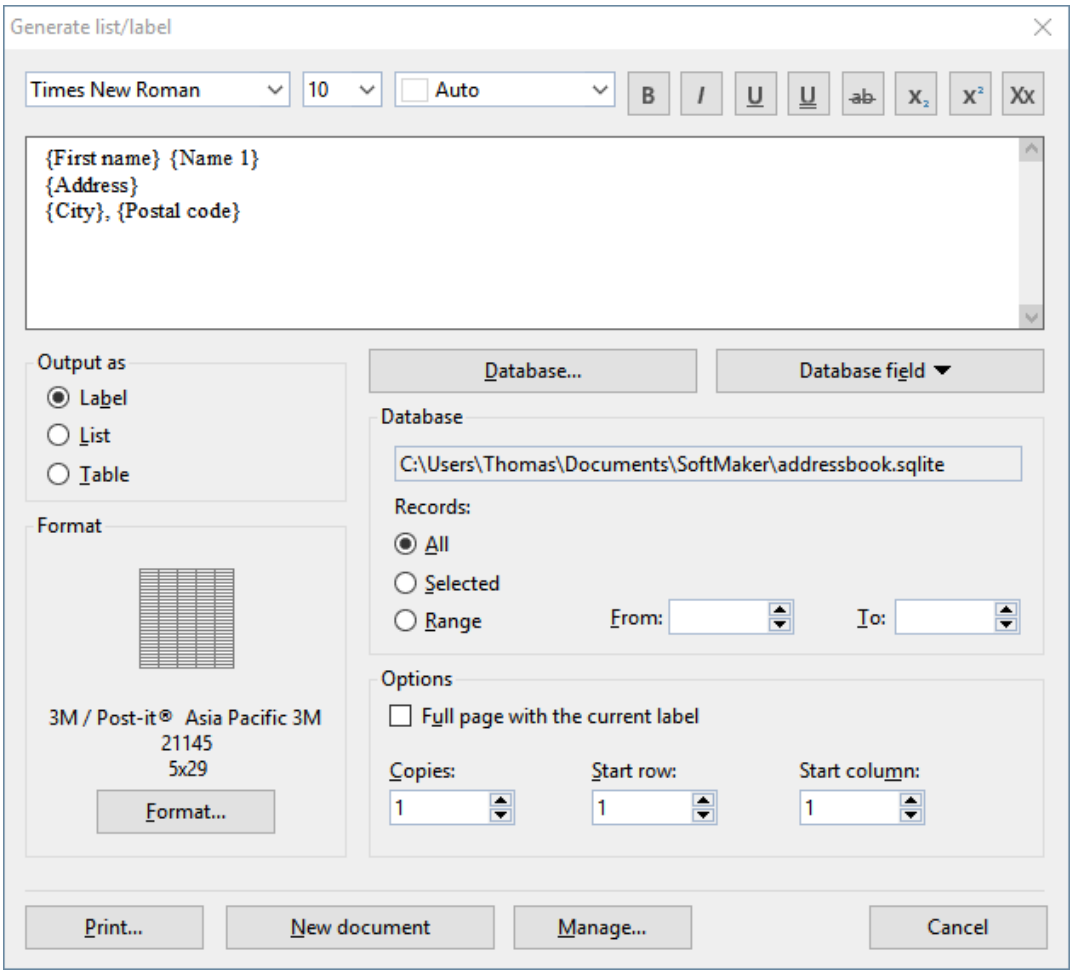
To find out which database is assigned to your current document template, you have the following option: After you have inserted the record as described above, you can open the database module by choosing the ribbon command **Mailings** | group **Recipients** | **Select recipients**. Here, you can see the name of the assigned database in the title bar and in the tab.

Exit the database module again by clicking on the **Close database** icon. For the purposes described in this section, you do not need to work with the database module. If you want to learn more about using the database module, however, see Using the database module and Selecting records for a mail merge.

Creating lists and labels

FreeOffice: This function is not included in SoftMaker FreeOffice.

You can use the ribbon command **Mailings** | group **Create** | **List/Label** to create lists and labels of all kinds with minimal effort. This command is primarily intended for creating *address labels*. The corresponding addresses should be available in the form of a *database*. (For basic information on working with databases, see the first sections of Database.)



In addition to labels, you can also use this command to create lists and tables with the data of a database. The differences are as follows:

- **Labels:** This option is used for producing labels, for example, address labels containing one address (from a database) per label.
- **Lists:** This option is used for producing lists, for example, address lists containing one address per line – for example, Thomas Jones, 42 Main Street, Tucson, etc.

- **Tables:** This option is similar to lists but with the data distributed over the cells of a table (one address per cell).

Working with lists and labels is easy: If you want to create, for example, address labels, choose the aforementioned command. In the dialog box that appears, first specify the database to use (i.e., the database containing the addresses). Then insert the desired database fields into the large input field – just as they should appear later on the label (see screenshot above). Finally, select the label format from a predefined list of labels of many manufacturers. Done! Printing can begin.

Tip: The **Manage** button in the dialog box allows you to *save* label definitions (that is, *all* settings made in the dialog box) and retrieve them later at any time. This also works with lists and tables.

Creating lists/labels

To create labels, for example, proceed as follows:

1. Choose the ribbon command **Mailings** | group **Create** | **List/Label** .
2. Under **Output as**, select what you want to create: **Label**, **List** or **Table**. In our example, you would select **Label**.
3. If you want to display the contents of a database in the label: Click on the **Database** button and select the desired database – for example, the supplied address database `addressbook.sqlite`.
4. The large input field in the upper part serves as a "mask" for the content of the label. Enter the desired content there – just as you want it to appear on the label later. You can insert database fields as well as ordinary text and combine them to your liking.

   To insert database fields, it is best to use the **Database field**button. A list of all fields in the database will be displayed. If you click on one of the fields, it will be inserted at the current position of the text cursor.

   The miniature formatting toolbar above the input field allows you to change the format (font, font size, etc.) of the text in the input field if necessary. Select the text you want to change beforehand.

   When you have finished filling in the input field, proceed as follows:
5. For labels, you now need to click on the **Format** button and set the format of the labels that you want to print. The button opens another dialog box where you can select the manufacturer and product number of the label from predefined lists.

   If you are using a label that is not included in the lists, you can specify a new label format by clicking on the **New** button and entering the measurements of the label. (See an explanation of the options in the dialog box below.)
6. Set up the other options in the dialog box to your liking (see below).
7. When everything is done, press one of the following buttons:

   Print: This option prints the labels. The usual "Print" dialog box appears for this purpose.

   New document: This option creates a new document with the (completed) labels instead of printing them.

   Manage: This button allows you to save label definitions (i.e., *all* settings made in this dialog box) and retrieve them later at any time. This works with labels as well as with lists and tables. For more information, see the end of this section.

The creation of lists and tables works accordingly. There are only fewer options available in comparison to labels. In addition, the **Print** button is replaced by an **Insert** button here. This inserts the list/table into the document at the current position of the text cursor.

Options of the dialog box

The options in the dialog box of the above command have the following functions:

- **Large input field**

  In the large input field at the top of the dialog box, enter the desired content for the label (or list/table) – just as you want it to appear later on the label. The screenshot at the beginning of this section shows an example.

  You can add text by simply typing it in.

  You can also insert database fields (if you selected a database using the **Database** button). To insert a field, click on the **Database field** button and then select the desired field. Alternatively, simply type the field's name enclosed within curly braces (for example, **{City}**).

  The **miniature formatting toolbar** above the input field can be used to change the text formatting. To do so, proceed as in a normal document: First, select the text and then apply the desired formatting.

- **Output as**

  Here, you can specify if the command should create **labels**, a **list** or a **table**.

- **Format**

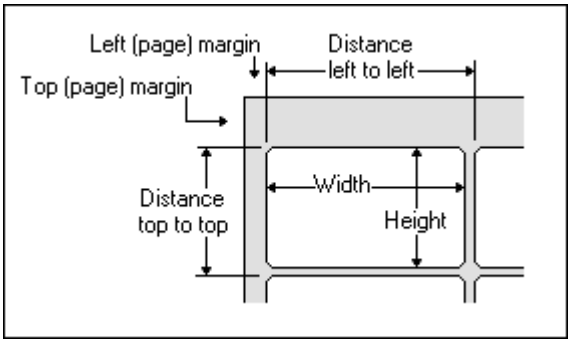
  Only for labels: Here, you can see which label format is currently selected (manufacturer, product name, number of rows/columns).

  > ***Note:*** The format must be large enough to fully accommodate the content of the label. Otherwise, the content will not appear completely in the subsequent printout.

  To select a different format, click on the **Format** button and select the label's manufacturer and product name from the lists. If required, you can also set the margins to be left blank on each (individual) label.

  If you are using labels that are not included in the lists, click on the **New** button to create a new user-defined label format. If known, specify the manufacturer name and product name/number. Then, use a ruler to measure the labels and enter the resulting values into the dialog box.

  The following figure shows how some of the values are related:



  The **Edit** button allows you to edit existing user-defined label formats again. The default formats cannot be changed – but you can always create a user-defined format based on a predefined format by selecting it in the list and then clicking on the **New** button.

The **Delete** button deletes the selected user-defined format.

- **"Database" button**

  Lists and labels are often used to output the contents of a database. If you click on the **Database** button, you can specify which database this should be – for example, the supplied address database `addressbook.sqlite`.

- **"Database field" button**

  This option is used to insert database fields. Clicking this button opens a list of all database fields available in the selected database. If you click on one of these fields, it will be inserted into the large input field in the dialog box.

- **"Database" section**

  The "Database" section displays the path and name of the currently selected database (see the **Database** button above).

  Here, you can also specify which database records are to be used: **All**, only **Selected** (see Selecting records for a mail merge) or a **Range** of records that you can specify by entering the first and last record numbers.

- **"Options" section**

  This section changes depending on what you selected for the option **Output as**:

  Label:

  You can make the following settings for the output of labels:

  Full page with the current label: If you enable this option, a *whole sheet* of labels, containing identical copies of the label, will be output for each individual label. This is useful for simple labels with fixed text (without using a database) if you want to print whole sheets of one label at once.

  Copies: Here, you can set how many copies of each label should be output.

  Start row and **Start column**: Here, you can specify in which row and column of the first label sheet the output should start. This is useful when reusing label sheets where some of the labels have already been printed.

  List:

  There are no options for lists.

  Table:

  For tables, you can make the following settings:

  Row height: Here, you can set the height of the table rows: **Auto** (determine optimum height automatically), **Exact** (specify the exact height) or **At least** (specify the minimum height, but allow each row to increase automatically if more space is needed).

  Columns: Here, you can specify the number of columns the table should contain.

- **"Print" or "Insert" button**

  For **labels**, the dialog box includes a **Print** button, among other things. This will take you to the "Print" dialog box, where you can start printing the labels.

For **lists** or **tables**, the **Insert** button appears instead. By clicking on it, you insert the list/table into the current document.

- **"New document" button**

  By clicking on this button, you create a new document containing the completed labels (or list/table) – just as they would appear in the printout.

- **"Manage" button**

  This button allows you to save label definitions (i.e. *all* settings made in this dialog box) and retrieve them later at any time. It will open a dialog box with the following buttons:

  Save: This option saves the label definition (i.e. all settings made in this dialog) under any name.

  Load: This option restores a label definition. First, select the desired entry in the list.

  Delete: This option deletes the selected label definition.

  Rename: This option allows you to enter a new name for the selected label definition.

  This not only works with labels but also with lists and tables.

Printing envelopes

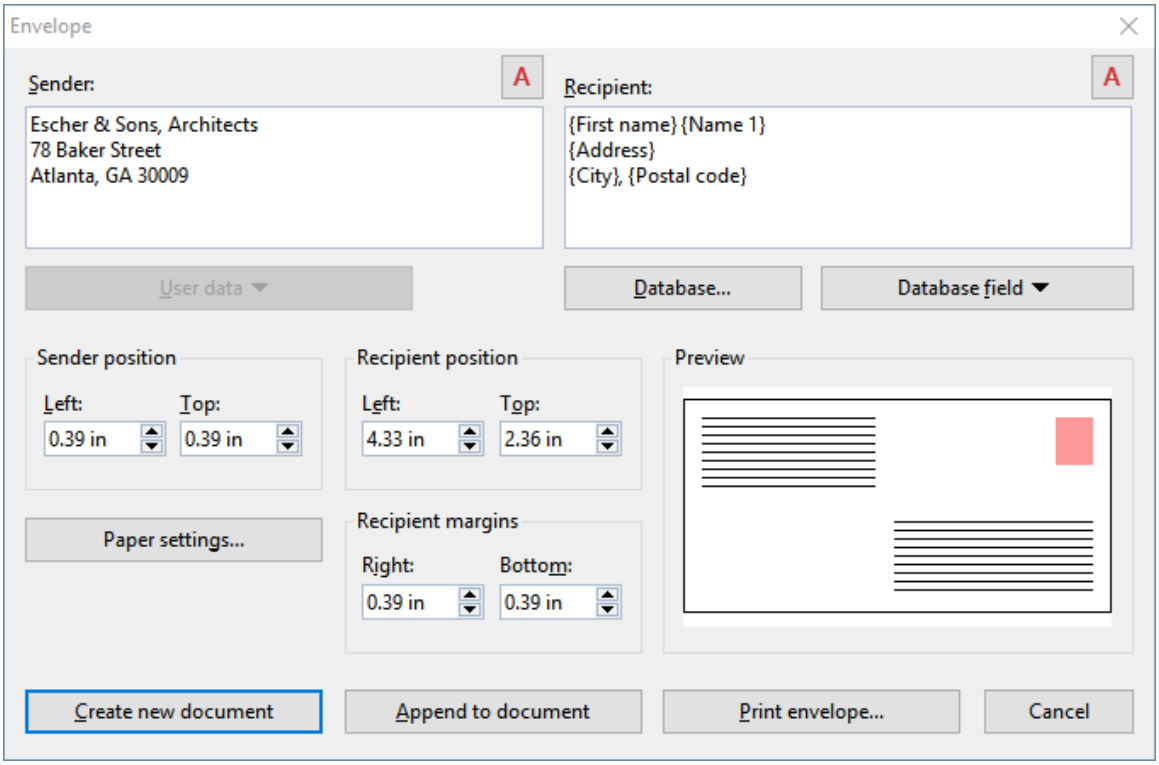
FreeOffice: This function is not included in SoftMaker FreeOffice.

If you want to send a letter, you can either create an address label for it (as described in the last section) or simply have TextMaker print the address directly on an envelope.

To do so, proceed as follows:

1. Choose the ribbon command **Mailings** | group **Create** | **Envelope** .
2. Click on the **Paper settings** button, set the paper format of the envelope to be printed and click on **OK**.
3. In the **Sender** field, enter your own address.
4. In the **Recipient** field, enter the recipient's address.

   You can type the address in manually or use database fields from your address database. To do so, click on the **Database field** button and then select the field to insert.



5. When everything is entered, click on one of the following buttons:

   Create new document: This option creates the envelope as a new document.

   Append to document: This option appends the envelope to the end of the current document.

   Print envelope: This option prints the envelope once and then discards it.

6. If you have inserted database fields, TextMaker now displays the address database. Browse to the record with the desired recipient and click on the **Insert** button.

The envelope will now be created and filled in.

Note that the above settings only have to be made once. TextMaker will remember the paper format you use for envelopes and how you want to place the database fields. Of course, you can change the settings in this dialog box whenever you like.

The following settings can be made in the above dialog box:

Sender

Use this field to enter the sender's address.

If necessary, you can use the button  above the field to change the font in which the address is to appear on the envelope.

Recipient

Use this field to enter the recipient's address.

> ***Tip:*** It is recommended that you use the database fields of your address database rather then type the address manually. To insert a database field, click on the **Database field** button.
>
> If you have not yet selected a database, you must first click on the **Database** button and select the desired database.

If necessary, you can use the button  above the field to change the font in which the address is to appear on the envelope.

Sender position

Here, you can change the position of the sender's address on the envelope (relative to the top left corner).

Recipient position

Here, you can change the position of the recipient's address.

Recipient margins

Here, you can change the right and the bottom margin of the recipient's address.

Paper settings button

This button opens an additional dialog box in which you can specify the exact paper format of the envelope.

The following options are available:

- The **Envelope type** list offers all paper formats supported by the current printer. Here, select the format of the envelope type used. Alternatively, you can also manually specify your own values under **Width** and **Height**.

- If your printer has multiple paper trays, you can use the option **Paper tray** to set the tray which the printer should use. (This option is only available on Windows.)
- Under **Envelope orientation**, you set how envelopes have to be inserted in your printer's tray (left-aligned, centered or right-aligned; rotated or not rotated).
- If required, you can also set an **Additional offset** if the printer prints the envelope slightly offset.

Tip: If you have created an envelope with this command and then saved it as a document, you can edit the above settings in it at any time. To do so, click on the group arrow ◢ in the bottom right corner on the ribbon tab **Layout** | group **Page setup** in the document to open the dialog box. Switch to the **Page format** tab and click on the **Envelope settings** button at the bottom.

Importing the Thunderbird address book

FreeOffice: The *Thunderbird address book* is not included in SoftMaker FreeOffice.

Android: This function is not available in the **Android** version.

The command **Convert Thunderbird address book** allows you to convert an address book of the *Thunderbird* e-mail program into a database.

This database can then be used with TextMaker. For example, you can open the resulting database in TextMaker's database module, use it for mail merges, etc.

Proceed as follows:

1. In TextMaker, choose the ribbon command **Mailings** | group **Database** | **New database** | **Convert Thunderbird address book**.
2. A dialog box appears. Make the desired settings there (see below) and confirm them.

The Thunderbird address book is now converted into a database and stored in the specified destination directory.

If you have selected "SQLite table" or "dBASE" as the output format, you can now open and edit the database in the TextMaker database module using the ribbon command **Mailings** | group **Database** | **Edit database**. Furthermore, the database can also be used as a source database for mail merges, lists, labels, etc.

Options of the dialog box

The dialog box for this command contains the following options:

- **Location of Thunderbird address book (abook.mab)**

  Here, you can set the path and name of the file with the Thunderbird address book to be converted.

Note: If Thunderbird is installed on your computer, TextMaker can usually determine the correct path and file name of this file automatically. You can then simply accept the default setting.

Alternatively, you can specify a path and file name manually.

Note: The command **Help > Troubleshooting information** in Thunderbird allows you to see where the profile folder for your currently selected user profile is located if necessary. The address book file **abook.mab** is located in this folder.

- **Include fields that are empty**

  This option has the following effect:

  Off: If the option is disabled, all fields that are empty in the *entire* address book will automatically be omitted during the conversion.

  On: If this option is enabled, however, such completely empty fields will also be included in the output file.

- **Output format**

  Here, you can determine the file format for the output file:

  dBASE (*.dbf): If you select this option, the result of the conversion is stored in a dBASE database.

  Note: The database is created in the "dBASE/Unicode" format. This is a variant of the dBASE format developed by SoftMaker that also supports complex character sets (for example, Asian scripts). However, such databases can only be edited with a few programs (apart from SoftMaker Office). If you open such a file in another program, accented characters may be displayed incorrectly.

  SQLite (*.sqlite): The database is stored in SQLite format, which gives you maximum flexibility.

  Text file (*.csv): If you select this option instead, a plain text file will be created in CSV format. CSV stands for "comma separated values", thus the individual field contents are separated by a comma in the text file.

- **Name of destination file**

  Here, you can specify in which directory and under which file name the output file should be stored.

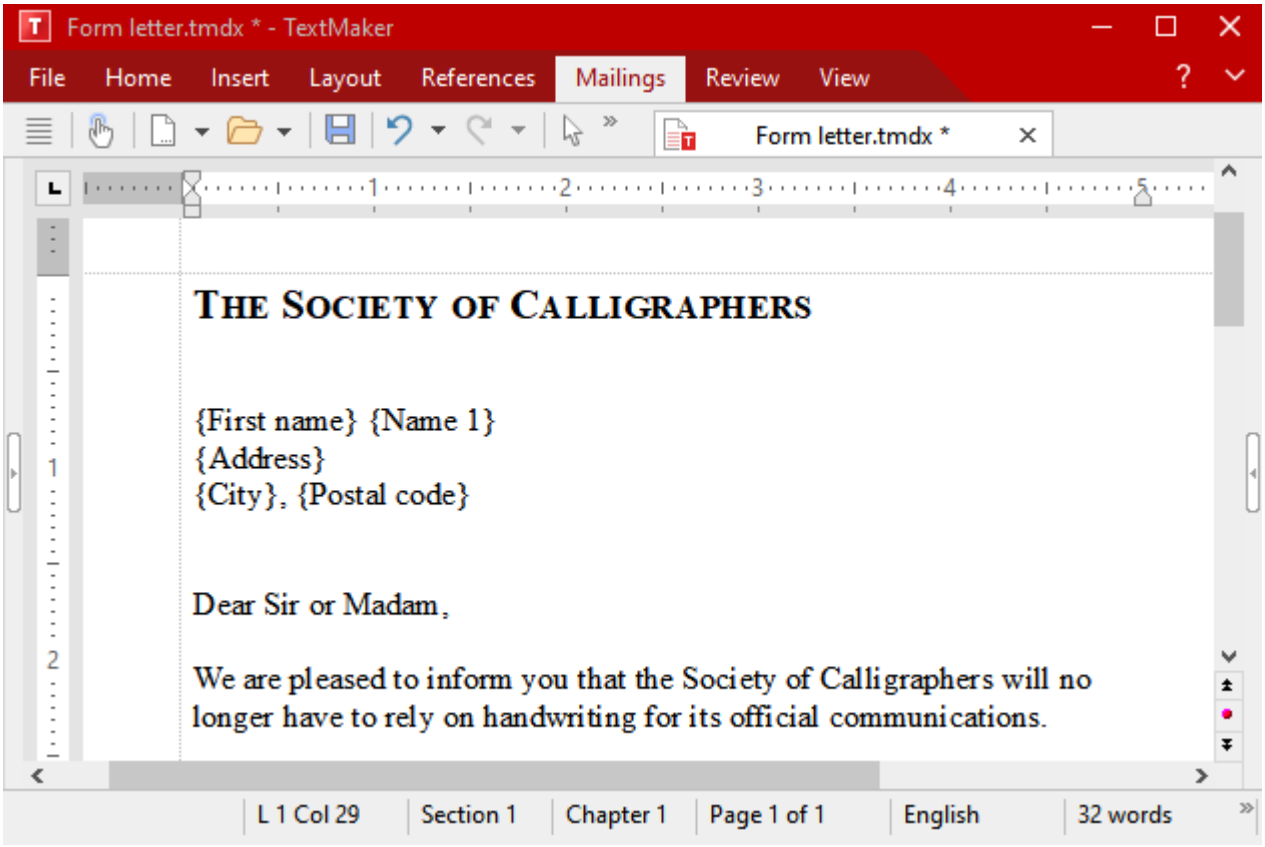
- **"Convert" button**

  This completes the conversion.

Mail merge

FreeOffice: *Mail merge* is not included in SoftMaker FreeOffice.

You find mass mails, created via *mail merges*, in your mailbox almost every day – for example, the seemingly unavoidable advertising letters from mail order companies, insurance companies, etc.



A mail merge – the addresses will appear later in the fields {First name}, {Name1}, etc.

Of course, mail merges can also be used for useful things. How would you go about sending written invitations to a meeting to all members of a sports club? Normally, you would type the letter, enter the first member's address in the letterhead and then print the letter. You would then use the next member's address and print it again, etc.

It is precisely this repeated manual insertion of addresses that TextMaker can assume when you create a *mail merge* for the invitation.

In principle, proceed as follows (see the following pages for more information):

1. If you have not yet recorded the addresses of the recipients in a database, create or open a database and enter the addresses in it. The supplied database `addressbook.sqlite` is very well suited for recording addresses, but you can use any database you like.

2. Start a new document.

3. Use the ribbon command **Mailings | Select database | Use existing database** to assign the database with the addresses to the document. This is necessary so that TextMaker knows which addresses it should use later.
4. Write the letter.
5. Insert the corresponding database fields for name, street, city, etc., at the point where you want the address to appear later.

   Use the ribbon command **Mailings** | group **Insert | Database field** for this purpose.
6. If you don't want to write to all the addresses: Open the database module with the ribbon command **Mailings** | group **Recipients | Select recipients** and select all addresses to which you want to write.
7. Print the letter via the ribbon command **File** | group **Print | Print merge**.

When printing, TextMaker replaces the database fields with the data from the database – record by record. As a result, the data from the first data record is used for the first letter, the data from the second record for the second letter, etc.

The following sections describe each of the required steps in detail, from the creation of a mail merge document to the printing of the completed document. The information covers the following topics:

- Assigning a database to a document
- Inserting database fields
- Viewing test records in the text
- Sample letter
- Selecting records for a mail merge
- Printing a mail merge

Assigning a database to a document

Before you insert the fields of a database into a mail merge document, you must tell TextMaker which database you want to use by assigning a database to the document.

You use the ribbon command **Mailings** | group **Recipients** | **Select database** | **Use existing database** to open the dialog box in which you select the database. Type the file name of the desired database or select a file from the list of databases that are displayed.

The following formats are supported:

File extension	Description
***.sqlite** or ***.db**	Databases in **SQLite format**.
***.dbf**	Databases in **dBASE format**.
***.pmdx**	Open data from a **PlanMaker file** as a database (not included in SoftMaker FreeOffice).
***.xlsx**	Open data from an **Excel file** as a database (not included in SoftMaker FreeOffice).
***.txt** or ***.csv**	Open data from a **text file** as a database.

You determine the file format by selecting the required format from the list of file types in the aforementioned dialog box. Depending on the database format, the program displays another dialog box in which you specify the exact options for the selected database. For more information, see notes in Opening a database.

Note on dBASE: Most dBASE databases are stored in the **dBASE/DOS** format. Windows database programs also generally use the DOS format instead of the Windows format.

Once you have selected and opened a database, TextMaker knows from which database you want to insert fields, and you can proceed as described in the next section.

TextMaker remembers which database has been assigned to the document as soon as you save it. The next time you open the document, this database will be reassigned to it. Of course, you can assign a different database to the document at any time.

Clearing an assignment

You can undo the assignment by choosing the ribbon command **Mailings** | group **Recipients** | **Select database** | **Clear database assignment**.

Alternatively: **Mailings** group **Recipient** | **Select database** | **Use existing database** in the open file dialog box with the **Clear database** button.

Displaying the assigned database in the database module

To obtain an overview of the content of your assigned database, you can open the database module via the ribbon command **Mailings** | group **Recipients** | **Select recipients**. For more information about the database module, see Using the database module.

You can exit the database module again by clicking on the **Close database** icon. Changes to the database are automatically saved.

Inserting database fields

Once you have decided which fields of the database should appear at which points in the mail merge, you can insert them into the text using the ribbon command **Insert** | **Field**. When the letter is printed, these fields will be replaced with the actual contents of the fields from the database, record by record.

Specifically, you proceed as follows to insert a database field:

1. Move the text cursor to the desired position.
2. Use the most convenient of the following options to insert a database field (the result is the same for all options):

   A. **Mailings** | group **Insert** | **Merge field**

   B. **Mailings** | group **Insert** | **Field**

   C. **Insert** | group **Text** | **Field**

   D. **References** | group **Fields** | **Field**

   If you click on the icon's arrow, you can directly access the fields of the **database** via the dropdown menu.

   If you click on the icon itself or on the entry **More** in the dropdown menu, a dialog box opens. Here, you will find the corresponding selection of fields in the list **Field type** with the entry **Database field**.
3. Select the desired field to insert it directly (in the dialog box: **Insert** button).
4. The field is inserted into the text and displays the field name in curly braces – for example, {Name}.

Proceed in exactly the same way to insert additional database fields at other points in the text until the mail merge document has the desired appearance.

Database fields can be formatted like normal text, thus you can give them a different font, font size, etc., at any time.

When printing the mail merge, TextMaker later independently ensures that the text is wrapped optimally. It automatically adjusts the line break to the actual contents of the database fields, which can be of different widths for each record.

Viewing test records in the text

TextMaker usually displays database fields inserted into the text in the form of the field name in curly braces – for example:

{Name}

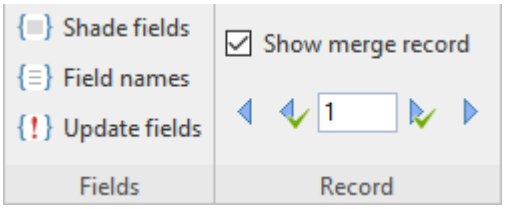
To see how the mail merge document will *actually* look when printed, you can instruct TextMaker to display the field contents from any record in the database instead of the field names. The prerequisite is that a database has already been assigned to the document with the ribbon command **Mailings | Select database | Use existing database**.

Once this has been done, turn to the command group **Record** on the ribbon tab **Mailings** (see figure below): Here, enable the option **Show merge record** to display the field contents of the records.

Important: Make sure that the **Field names** button in the group **Fields** is *not* enabled (the enabled option is indicated by the darker gray of the button). This option is responsible for switching between showing *only the field names* or showing the *field contents*.

Using the command group "Record" for mail merges

The display of test records can be conveniently controlled using the input field on the ribbon tab **Mailings**| group **Record**.



After you have selected the **Show merge record** checkbox, you can use the input field below it as follows:

- Click on the left or right arrows to scroll from record to record. (If you only want to scroll between the selected records, use the inner arrows)
- Alternatively, enter the number of the record to be displayed in the input field and press **Enter**↵.
- If you want to see the field names again instead of the test record, disable the option **Show merge record** by deselecting it.

Note: The settings you have enabled here are also applied directly to the View tab of the dialog box **File | Properties**. The display of data records and field names can also be set here.

Tip: If you now choose the command **Mailings** (or **File**) | group **Print | Print merge**, mail merges are still printed with all selected data records. If you choose the command **File | Print**, on the other hand, TextMaker prints only one letter with the address you selected above.

To select certain records for the mail merge, open the database module with the ribbon command **Mailings |** group **Recipients | Select recipients**. For more information, see Selecting records for a mail merge.

Sample letter

Practice makes perfect. Therefore, we want to practice creating a mail merge in this section.

Before you start, use the command **File | New** to create a new document.

With the ribbon command **Mailings | Select database | Use existing database**, you assign the supplied example database `addressbook.sqlite` to this document. On Windows, you can find it in your document directory directly in the `SoftMaker` folder.

Then type the following text. Of course, you can abbreviate it or type something completely different. The only decisive factor is the following:

Important: *Do not* type the text in curly braces – these are database fields.

Instead, choose the ribbon command **Mailings | Merge field** at each of these points. Click on the corresponding field name in the dropdown menu. In this way, the database fields are inserted into the text.

```
The Society of Calligraphers



{First name} {Name1}

{Address}

{City}, {Postal code}



Dear Sir or Madam,

We are pleased to inform you that the Society of Calligraphers will no longer have to rely
on handwriting for its official communications.

We have decided to equip all our office employees with personal computers. We are now
using TextMaker with its integrated database and can send a personalized form letter to
all our members.

All in all, TextMaker has saved us an enormous amount of time and money – not to mention
the savings in ink and quills...

Best regards,
```

You have now created a "template" into which TextMaker can insert the fields of the database records, one after the other, when printing.

Use the command **Mailings** | group **Recipients** | **Select recipients** to choose the database module for the example database `addressbook.sqlite` and enter a few records – as described in Adding and editing data records. Naturally, it is up to you to choose the names and addresses. Once you have entered the records, exit the database with the command **Close database**.

All the basic steps have now been taken and you could print your mail merge now. In the rest of this chapter, you will learn how to select the recipients of a mail merge – and how to actually print the mail merge.

FreeOffice: *Mail merge* is not included in SoftMaker FreeOffice.

Selecting records for a mail merge

If required, you can specify exactly which records of a database are to be selected for the mail merge. To do so, open the database module with the ribbon command **Mailings** | group **Recipients** | **Select recipients** and *select* the desired records.

Note: If you have not previously assigned a database – as described in Assigning a database to a document – you first choose the command **Select recipients** to open the file dialog box and select a database. The database module will then open.

There are three ways to select data records, which can be combined to your liking. You can, for example, first select data records by means of a condition and then manually exclude some data records from the selection.

The following selection methods are available in the database module (in the group **Records**):

- **Selecting individual records manually**

  With the ribbon command **Select** | **Current record**, you can include the current record in the selection or remove it. If you choose this command for an unselected record, it will be selected and vice versa.

  With the ribbon command **Select** | **Select all records** and **Select** | **Deselect all records**, you can select or deselect all records at once.

  The ribbon command **Select** | **Invert selection** deselects all selected records and selects all unselected records.

- **Selecting by record numbers**

  With the ribbon command **Select** | **By record numbers**, you specify a range of record numbers to be selected or deselected.

- **Selecting by condition**

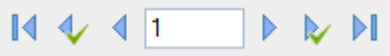
  The ribbon command **Select** | **By condition** lets you apply selection conditions such as "Select all Smiths" or "Select all from New York".

For more information on these selection methods, see the following pages.

Note: TextMaker saves the selection *permanently*. Thus, it permanently remembers which data records are selected even after you exit and restart TextMaker.

Navigating between selected records

You can jump to the previous or next selected record by using the icons and in the group **Navigation** or the shortcut keys **Ctrl+Alt+PageUp↑** and **Ctrl+Alt+PageDown↓**.



Tip: Furthermore, you can use the ribbon command **Show only selected records** in the group **View** to hide all records that are not selected

Selecting individual records manually

Note: If the database module is not displayed, open it with the ribbon command **Mailings** | group **Recipients | Select recipients**.

In the database module, you will find the command **Select** | **Current record** in the group **Records** to select or deselect the data record currently displayed in the database module.

If you choose this command for an unselected record, it will be selected and vice versa. If you choose this command for an already selected record, the record will be removed from the selection.

Tip: For a better overview of the records, switch to the list view (using the **Form/list** button in the group **View**). Here, you can also select/deselect records by enabling/disabling the checkbox in front of the record.

With the commands **Select | Select all records** and **Select | Deselect all records**, you can select or deselect all records of the database at once.

The command **Select | Invert selection** deselects all selected records and selects all unselected records.

Display in the status bar: The status bar at the bottom of the window also shows whether a data record is selected or not: The word **Selected** appears here for a selected data record.

Selecting by record numbers

Note: If the database module is not displayed, open it with the ribbon command **Mailings** | group **Recipients | Select recipients**.

The *record number* is a sequential number used to number the records. The first record has the number 1, the tenth 10, etc. The record number is always displayed at the bottom left in the status bar in the database module.

In the database module, you will find the command **Select** | **By record numbers** in the group **Records**. This allows you to select or deselect a range restricted by record numbers.

The program displays a dialog box in which you specify the range of record numbers to be selected. The entire database is automatically specified. For example, enter 10 and 20 if you want to select the records 10 to 20 inclusive.

If you then click on the **Select** button, all records in this range will be selected; if you click on **Deselect**, on the other hand, they will be deselected, that is, excluded from the selection.

Selecting by condition

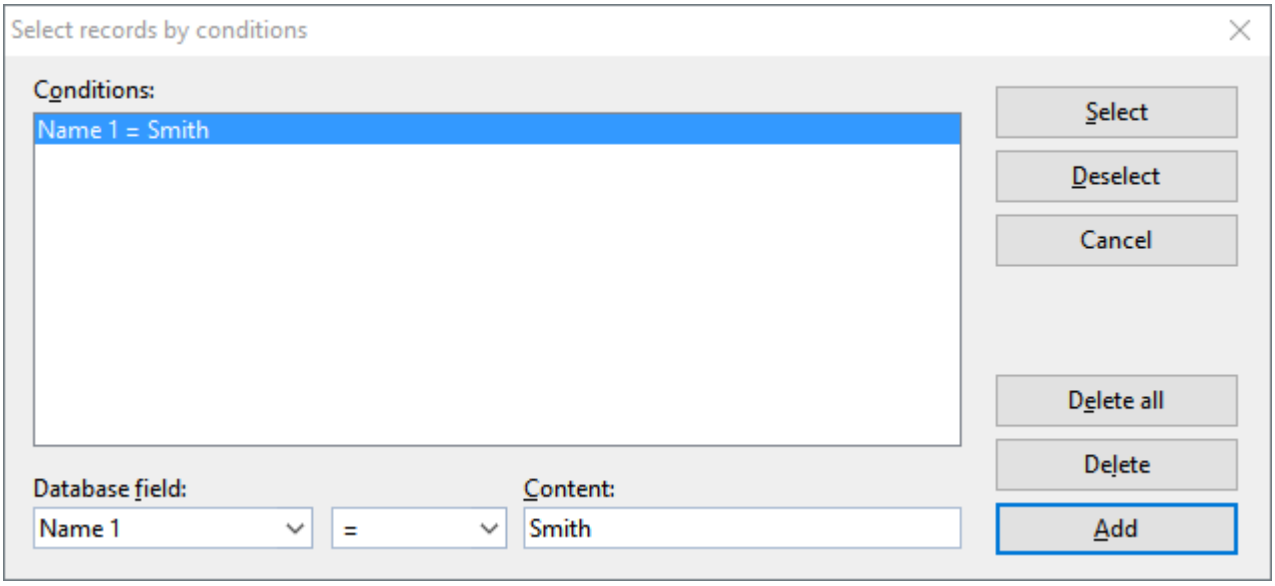
Note: If the database module is not displayed, open it with the ribbon command **Mailings** | group **Recipients** | **Select recipients**.

In the group **Records** in the database module, you can use the command **Select** | **By condition** to make a selection based on a condition – for example, "Select all those that have 'Smith' in the Name1 field". All records that fulfill this condition will then be included in the selection.

Tip: It is necessary only for the content of the field to *begin* with the search term. If the content of the field Name1 in a record is "Smithson", TextMaker also selects this record.

You can also combine several conditions – for example, Name1=Smith and City=London to select all Smiths living in London.

If you choose the command **Select** | **By condition**, the following dialog box appears:



For example, to select all records where the Name1 field begins with "Smith", proceed as follows:

1. In the dropdown list **Database field**, select the desired field – thus Name1 in the above example.
2. In the **Content** input field, enter the value for which you want to search – thus "Smith" in the above example.

> ***Note:*** The search is case-sensitive. When searching for "Smith", records with "SMITH" or "smith" are *not* found.

3. Click on the **Add** button to define the condition, which is then entered in the list **Conditions**.

   You could now add more conditions by repeating the above steps.

4. Click on **Select** to add all records that fulfill the condition to the selection. Alternatively, click on **Deselect** to remove these records from the selection.

If you now click on **Select**, all data records will be added to the selection where the field Name1 starts with "Smith".

You can use the **Delete** and **Delete all** buttons in the above dialog box to delete previously added selection conditions at any time if they are no longer needed.

> ***Note:*** Bear in mind that once data records have been selected, they remain selected until they are explicitly deselected. Thus, if you select by Name1=Smith and then by Name1=Brown, all Smiths *and* all Browns will be selected. If you really only want to write to the Browns, you must first deselect all records before applying the condition Name1=Brown by selecting the ribbon command **Select | Deselect all records**.

Available logical operators

In addition to the equal sign =, you can also use other logical operators for conditions in the above dialog box. The following operators are available (in the dropdown list to the right of the field name):

Operator	Explanation
=	The field for which the search was performed must contain a term that is identical to the search term or a term that at least starts with it.
<>	The field for which the search was performed must *not* contain a term that is identical to the search term or a term that at least starts with it.
<	Less than (for use with numeric fields)
>	Greater than (for use with numeric fields)
<=	Less than or equal to (for use with numeric fields)
>=	Greater than or equal to (for use with numeric fields)
contains	The field for which the search was performed must contain the search term at *any* position. If the condition Name1 contains Smith, the program will select all records for which this field contains the contents "Smith", "Smithson" or "Jones, Smith & Co.", for example.
is empty	The field for which the search was performed has no entry.

Printing a mail merge

FreeOffice: *Mail merge* is not included in SoftMaker FreeOffice.

Once you have created a mail merge and selected the desired records from the database, you can let TextMaker merge the two and print the mail merge.

To do so, use the command **File | Print merge** in the group **Print** rather than the usual command **File | Print**.

Alternatively: **Mailings |** group **Print | Print merge**.

For more information about this command, see Printing a mail merge.

Automatic suppression of superfluous blank spaces

If, when printing, TextMaker encounters two database fields that are separated by one or more spaces, it automatically suppresses those spaces if the first of the two database fields is empty.

An example: You have inserted fields for first and last names into the text and have separated them with a space:

{First name} {Name1}

By default, TextMaker prints the first name, a space and the last name at this point. If the {First name} field is empty for a record, however, TextMaker prints only the last name and does not print the space that has become superfluous.

Automatic suppression of empty lines with database fields

If a line of text contains *only* one or more database fields separated by spaces or tabs, the entire line is omitted if these database fields do not contain content.

An example – your mail merge contains the following section of text:

{First name} {Name1}
{Name2}
{Address}
{City}, {Postal code}

If the {Name2} field is empty for a record, TextMaker automatically removes the resulting blank line. Thus, it prints the first and last names followed by the street on the next line.

If both {First name} and {Name1} were empty, this line would be completely suppressed.

Preventing the automatic suppression of blank spaces

In certain cases, TextMaker's automatic suppression of blank spaces and blank lines may not be desirable. To prevent such suppression, use *non-breaking* spaces instead of normal spaces. You can insert them with the key combination **Ctrl+Shift+Space**.

An example – your mail merge contains the following section of text:

{First name}<non-breaking space>{Name1}

Here, the space is printed even if {First name} is empty. Furthermore, the row is not suppressed even if both fields are empty.

Calculations in the text

TextMaker enables you to easily perform calculations in your documents:

- You can insert calculations directly into the text; the results are displayed and printed.
- Variables can also be used in calculations. In this way, you can determine intermediate results and calculate with them.
- You can use both database fields and the contents of objects in calculations. Table1.A1, for example, returns the contents of cell A1 in table "Table1".

You can easily enter the formula via the dialog box of the ribbon command **Insert** | group **Text** | **Field** | **Calculation**. This dialog box also contains lists of all variables, database fields, functions and operators.

The calculation functionality is especially useful due to the fact that it allows the contents of database fields to be included in the calculations. Do you want to create invoices? No problem: If your invoice database has fields for quantity and price, you can have TextMaker perform calculations like **QUANTITY * PRICE** in order to create and print invoices as a mail merge.

You can also perform calculations with the contents of objects. For example, the formula "Textbox1.Value * 2" reads the numeric value in the text field named "Textbox1" and multiplies it by two.

The following pages contain detailed information on calculations. The information covers the following topics:

- Inserting calculations
- Formatting and rounding calculations
- Updating calculations
- Conditional text
- Simple calculations at the touch of a button
- Formulas and functions

Inserting calculations

Calculations can be inserted into the text via the ribbon command **Insert** | **Field** | **Calculation**. Alternatively, here: **References** | **Field** or **Mailings** | **Field** or simply the **F2** key.

If you choose this command, the program displays a dialog box in which you enter the formula. The formula may contain up to 255 characters. After confirming with **OK**, the result of the calculation will be in the text (maximum 100 characters).

Options: You can specify the format of the result with the options **Decimals**, **Thousands separator** and **Hide result**. For more information, see Formatting and rounding calculations.

Inserting calculations

A simple example to illustrate the use of the calculation command:

You want to calculate the volume of a swimming pool that measures 23x13x7 feet. To do so, proceed as follows:

1. Type the text "The volume is: ", for example.
2. Choose the ribbon command **Insert** | group **Text** | **Field** | **Calculation** or press **F2**.
3. Enter "23*13*7" for **Formula** and confirm with **OK**.

The result is now inserted into the text: 2093.

Although this number "2093" looks like normal text, it is actually a *field*, that is, an iconic placeholder for the calculation "23*13*7". You can see this if you enable the option **Display field names** on the **View** tab in the dialog box of the ribbon command **File | Properties**. Then {formula: 23*13*7} appears in the text instead of 2093.

Tip: You can switch the option **Display field names** even faster using the shortcut keys **Alt+F9**. Alternatively, you can use the **Field names** button on the ribbon tab **Mailings** | group **Fields**. The respective mode is adopted at the same time by choosing **File | Properties** and the "View" tab.

Editing calculations

The formula for the calculation can be changed at any time. Select the result "2093" and choose the ribbon command **Insert | Field | Calculation** again. The formula 23*13*7 is displayed in the dialog box. If the swimming pool has different dimensions, simply change the formula accordingly. After you confirm with **OK**, the recalculated result will be in the text.

Tip: You can also open the dialog box by double-clicking directly on the field.

More information

For more information on inserting calculations, see the next pages. The information covers the following topics:

- Variables in calculations
- Table cells in calculations
- Database fields in calculations
- Objects in calculations

Variables in calculations

You can save the result of a calculation as an intermediate result by assigning it to a *variable*.

Note: The names of variables may only contain letters, numbers, and underscores. The name must always begin with a letter. A maximum of 16 characters is allowed. The cases of letters are ignored.

To use variables in calculations, proceed as follows:

1. Choose the ribbon command **Insert** | group **Text** | **Field** | **Calculation**.
2. In the dialog box, type the variable name followed by an equals sign and then the value or formula – for example: "VOLUME=23*13*7".

Important: If you now confirm with **OK**, *two* things happen:

- The calculation is performed and the result is displayed in the text.
- At the same time, the result is saved in the variable VOLUME.

The variable VOLUME can now be used in other calculations: for example, the formula VOLUME+10 would produce the result 2093+10, that is, 2103.

You can also just output the content of the variable VOLUME at another point in the text. Simply move the text cursor there, choose the ribbon command **Insert** | **Field** | **Calculation** and enter only the variable name VOLUME as the calculation in the dialog box. When you confirm with **OK**, the content of the variable will appear in the text.

If you take a closer look at the dialog box of the command **Insert** | **Field** | **Calculation**, you will see that the list **Variable/field** displays all currently valid variables. These can be conveniently inserted into the formula by double-clicking on the entry in the list.

Important: A variable only applies from the point in the text where it was defined. So if you insert the formula VOLUME=23*13*7 in the third paragraph of your document and try to output or calculate VOLUME in the second paragraph, TextMaker acknowledges this with the error message "Unknown variable name".

An application example

A tennis center wants to write invoices for renting its tennis courts. You want the computer to calculate the final total and add 19% tax. Such an invoice would be written more or less in this (much abbreviated) form:

```
I N V O I C E


? Hours                    @  ??.??
                              ------------

Net amount                 =  ??.??
                              ------------

+ 19% tax                  =  ??.??

Gross amount               =  ??.??
                              ------------
```

Those points in the invoice indicated by question marks would have to be filled in by hand after calculating the amounts with a pocket calculator. TextMaker assumes this work.

Let's say that the tennis players rented a court for 2 hours and that each hour costs $10.00 plus tax:

1. Delete the question mark before "Hours", choose the ribbon command **Insert | Field | Calculation** and use it to enter the following calculation: DURATION=2.

   (First, you assigned the value 2 to the DURATION variable. Then the content of DURATION – i.e., 2 – is displayed in the text.)

2. On the right, enter the calculation PRICE=10 instead of the question marks after "@".

   (The same applies here: First, you assign the value 10 to the PRICE variable, and then the content of this variable – i.e., 10 – appears in the text.)

3. The formula that you must enter using the command **Insert | Field | Calculation** for the question marks after "Net amount" is: NET=DURATION*PRICE.

   (The result of the calculation DURATION times PRICE is now assigned to the NET variable, and this result is displayed in the text. The decisive factor here is that if you subsequently change the value of DURATION or PRICE, the content of the NET variable will also change accordingly.)

4. After "+ 19% tax", use **Insert | Field | Calculation** to insert the formula TAX=NET*19/100 and calculate the tax.

   (This formula uses the currently calculated result for NET as the basis for a further calculation. The same applies here also: If something changes in the NET result, the TAX result is automatically corrected.)

5. The "gross amount" is finally calculated with NET+TAX.

   (In the final step, we refrain from defining a new variable again. After all, we only want to have the result in the text.)

If you enable the option **Display field names** on the **View** tab in the dialog box of the ribbon command **File | Properties** (alternatively: on the ribbon tab **Mailings** | group **Fields** with the **Field names** button) the formulas will be visible in the text. The invoice should look as follows:

```
I N V O I C E


{Formula: DURATION=2} Hours    @  {formula: PRICE=10}
                                  ------------

Net amount                     =  {formula: NET=DURATION*PRICE}
                                  ------------

+ 19% tax                      =  {formula: TAX=NET*19/100}

Gross amount                   =  {Formula: NET+TAX}
                                  ------------
```

If you disable **Display field names** again, you will see the results in the text.

> ***Tip:*** Use the **Alt+F9** shortcut to instantly switch the option *Display field names*.

If you want to write an invoice for another customer, you only have to change the value of the DURATION variable. To do so, select the 2 in front of "Hours", choose the ribbon command **Insert | Field** ▾ **| Calculation** and simply replace the 2 in the formula with the desired number of hours. After you confirm with **OK**, TextMaker performs the recalculation.

Decimal places: You might find it more desirable to show the amounts with two decimal places. However, you can change this immediately: Select the corresponding calculations, choose the ribbon command **Insert | Field** ▾ **| Calculation**, select the option **Fixed** for **Decimals** and enter a "2" next to it.

> ***Tip:*** You can also access the dialog box by double-clicking on the field.

Table cells in calculations

You can also use the cells in tables for calculations – similar to a spreadsheet!

If you are moving from cell to cell in a table, you should pay attention to the status bar at the bottom edge of the program window. This is where the coordinates of the current table cell are displayed.

The rows of a table are numbered 1, 2, 3, etc., by TextMaker; the columns are assigned the letters A, B, C, etc.

A1	B1	C1	...
A2	B2	C2	...
A3	B3	C3	...
...	...	...	...

The first cell in the table thus has the coordinates "Column A" and "Line 1" or A1 for short.

To perform calculations within a table with the cell contents, choose the ribbon command **Insert** | group **Text** | **Field** | **Calculation** and enter the coordinates of the cell contents, led by a hash sign (#). For "Add the contents of cells A1 and A2", the correct formula would be:

#A1 + #A2

The # sign tells TextMaker that it should treat the content of the cell as a *number*. If the cell's content is to be treated as *text*, use the dollar sign ($) – for example, $A1.

Note that calculations such as #A1 + #A2 only work *within* the same table. If you want to add cells A1 and A2 *outside* this table, you have to put the table's name and a period in front of the cell address. So if the table is called "Table1", the correct formula would be as follows:

Table1.#A1 + Table1.#A2

For more information, see also Objects in calculations.

Calculating the sum of a range of table cells

The SUM function is especially useful for adding numbers in table cells. Simply enter the first and last desired cells as parameters, and TextMaker will add up the values in all cells of this range.

For example, you can use the formula SUM(#B2;#B5) to add the contents of cells B2 to B5.

Calculating with adjacent cells made easy

Tip: In some calculating functions (for example, SUM), you can also use *symbolic* cell references that represent all cells directly adjacent to a cell.

The following types of symbolic cell references are available:

- ABOVE (represents the cells above the current cell)
- BELOW (represents the cells below the current cell)
- LEFT (represents the cells to the left of the current cell)
- RIGHT (represents the cells to the right of the current cell)

For example, the formula SUM(ABOVE) calculates the sum of the cells directly above a cell.

Only those neighbors of the current cell that contain a number are taken into account. In other words, the automatically determined range extends from the current cell to the next cell *without* a number.

The following functions support symbolic cell references:

AVG, COUNT, MIN, MAX, PROD, SUM

For descriptions of all computational functions, see Computational functions.

Database fields in calculations

Fields from a database can also be used in calculations. The prerequisite for this is that you have assigned a database to the document via the ribbon command **Mailings | Select database | Use existing database**.

You do not even have to enter the field names manually. If you look at the dialog box of the ribbon command **Mailings | Field | Calculation**, you will notice that the names of all database fields appear in the list **Variable/field** as soon as you assign a database to the document. They can be entered in the formula via a double-click.

As an example, we want to create an invoice form that can be easily printed as a mail merge. All you need is a database that contains fields for customers' personal data (name, street, city, etc.). In addition, the database should contain a QUANTITY field with the order quantity, an ITEM field with the item name and a PRICE field with the unit price. Proceed as follows:

1. Use the command **File | New** to create a new document.
2. With the ribbon command **Mailings | Select database | Use existing database**, you assign a suitable database to this document (example: see below).
3. Next, create a normal mail merge, as described in Database. Insert the database fields with the customer data (address, etc.) at the appropriate places in the letterhead.
4. Design the invoice itself according to your needs. Enter fields from your database with the ribbon command **Mailings | Merge field** – for example, the QUANTITY field for the quantity ordered.
5. We now come to the highlight: You can calculate with the database fields. For example, the formula "QUANTITY*PRICE" calculates the sum for the current record. Thus, use the ribbon command **Mailings | Field | Calculation** to insert suitable calculations in the desired places.
6. If everything has been entered, you can save the document. If necessary, select the desired records in the database and print your invoices using the ribbon command **File | Print merge**.

FreeOffice: *Mail merge* is not included in SoftMaker FreeOffice.

Example

You will find an application example in the folder with the sample documents for SoftMaker Office: the `Invoice.tmdx` file with its associated `Invoice.sqlite` database.

Depending on the operating system, you will find these files as follows:

- **Windows:** In the `SoftMaker\Samples` folder in your `Documents` folder
- **macOS:** In the `SoftMaker/Examples` folder in your `Documents` folder
- **Linux:** In the `SoftMaker/Samples` folder in your `Home` folder
- **Android:** In the `SoftMaker/Samples` folder on your SD card

Tip: After opening `Invoice.tmdx`, enable the option **Display field names** on the "View" tab in the dialog box of the ribbon command **File | Properties**.

Alternatively: Use the ribbon command**Mailings** | group **Fields** | **Field names** or simply **Alt+F9**

You can now see all the formulas in plain text and can understand more fully how this self-calculating mail merge works.

Objects in calculations

Certain types of objects can also be used in calculations. Thus, for example, you can create a form that contains text fields and use the contents of these text fields in calculations.

All objects in a document have unique *names* as described in Changing the names of objects. In calculations, you can address each object by its name. **Textbox1**, for example, returns the contents of the text field "Textbox1".

You evaluate the content of objects in calculations as follows:

- **Text fields and text frames**

  Textbox1.Text (or **Textbox1** for short) returns the content of the text box named "Textbox1" as *text* (without formatting).

  Textbox1.Value, on the other hand, interprets the content of this text field as a *number* and returns it.

- **Tables**

  Table1.A1 returns the content of cell A1 in Table1.

  Table1.#A1 interprets the content of this cell as a *number* and returns it.

  Table1.$A1 interprets the content of this cell as *text* and returns it.

  Table1 returns the value of the first cell of Table1.

- **Checkboxes and checkbox frames**

  Checkbox1.Sel (or **Checkbox1** for short) returns 1 if the checkbox is *checked* or 0 if it is not checked.

  Checkbox1.Text returns the *text* of this checkbox if it is checked, otherwise it returns an empty string.

- **Dropdown lists and dropdown list frames**

  Dropdown1.Text returns the *text* of the selected item in Dropdown1.

  Dropdown1.Sel (or **Dropdown1** for short) returns the *number* of the selected item.

For example, the formula "Textbox1.Value * 2" reads the numeric value in the text field named "Textbox1" and multiplies it by two.

Formatting and rounding calculations

Not only can you enter new calculations and and edit existing calculations via the ribbon command **Mailings | Fields | Calculation** (see Inserting calculations), but you can also specify the format of a calculation.

You can specify the format immediately when inserting a new calculation or change it at any time by selecting the calculation and choosing the ribbon command **Mailings | Fields | Calculation**.

The following options in the dialog box determine the format of the calculation:

- **Thousands separator**

  If you enable this option, numbers as of 1000 are represented with thousands separators. For example, 1230000 is displayed as 1,230,000.

- **Hide result**

  If you selected this option, the result of the calculation will not be visible in the text. This makes sense if, for example, you want to perform intermediate calculations with variables and do not want to show the results.

  Note: To make a hidden calculation visible again, open the dialog box via the ribbon command **File | Properties**, switch to the **View** tab and enable the option **Display field names** (alternatively: the ribbon command **Mailings** | group **Fields** | **Field names**). You can now select the calculation again, choose the ribbon command **Mailings | Field | Calculation** and disable the option **Hide result** again.

- **Decimals**

  With the default setting **Floating**, as many decimal places are shown as are required to fully represent the result of the calculation. Alternatively, you can select the option **Fixed** and specify a fixed number of decimal places to be shown. For monetary amounts, for example, the number of decimal places should be fixed at 2.

  Note: The value is not actually rounded by setting a fixed number of decimal places; only its representation is rounded (see below)!

Actually rounding variables

It is essential to note that the aforementioned option for setting the number of decimal places only changes the way the results of a calculation are *displayed*. In reality, however, the variable retains its actual number of decimal places.

In practice, this means that if you assign a value of 2.5 to variable A and set the number of decimal places to 0, it will be shown as 3, but if you multiply A by 2, the result shown will be 5, not 6.

Thus, TextMaker also has a function called ROUND for real rounding. This can be used, for example, as follows:

A = ROUND (2.5; 0)

As a parameter, you specify the value to be rounded and the number of decimal places separated by a semicolon. For example, the above statement assigns a value of 3 to variable A.

For more information on all of TextMaker's computational functions, see Formulas and functions.

Updating calculations

If you enter or edit a calculation via the ribbon command **Mailings | Field | Calculation**, TextMaker automatically updates all other calculations in the document as soon as you confirm with **OK**.

In certain situations, however, calculations may show "outdated" results. If, for example, you copy from another document a section of text containing variables that also occur in the current document, TextMaker will inevitably display incorrect results on the screen.

The ribbon command **Mailings | Update fields** is provided for such cases (alternatively: keyboard command **F9**). If you choose this command, TextMaker updates the screen display of all calculations and fields in the document.

Note: This command is only necessary in the above cases to update the display of calculations on the *screen*. Before *printing a document*, TextMaker automatically updates all calculations and fields. TextMaker thus ensures that you will never print a document with results that are out of date.

Conditional text

TextMaker also allows you to work with conditions via the function IF. Thus, you can use "conditional text" in your documents, for example.

A typical case: You have an address database with a field called GENDER, which contains a key for the gender of the respective person: "M" for male or "F" for female. You could use the following IF expression to ensure that TextMaker forms a salutation according to gender:

IF (GENDER="M"; "Dear Sir"; "Dear Madam")

If you use this calculation in a mail merge, TextMaker will check each record to see whether the GENDER field contains an "M". If this is the case, the above formula provides the result "Dear Sir", otherwise "Dear Madam" appears.

Simple calculations at the touch of a button

There is another alternative to the ribbon command **Insert** (or **Mailings**) **| Field | Calculation** presented in the last sections: the keyboard command **F8**.

The difference:

The ribbon command **Insert** (or **Mailings**) | **Field** | **Calculation** is suitable for any complex calculations with variables, etc.

The keyboard command **F8** is only suitable for simpler calculations, but it is much easier to use: You simply type a formula *directly into the text*, select it and press the **F8** key – the result is already in the text.

An example:

1. Type: "The sum is: 90+55+220".
2. Select "90+55+220".
3. Press the **F8** key.
4. The formula "90+55+220" is now calculated, and the result is inserted into the text.

Tip: As an alternative to pressing the **F8** key, you can also right-click on the selected formula "90+55+220" to open the context menu and select the menu item at the bottom: *Replace with result "365"*.

Important: In contrast to calculating with the ribbon command **Insert | Field | Calculation**, the result is not created as a field with the **F8** key or via the context menu here but is written into the document in *plain text*.

Order of operations: The order of operations rule applies, i.e., multiplication and division before addition and subtraction. Multiplication and division operators take precedence over addition and subtraction operators, thus multiplication and division are performed before addition and subtraction. Thus, 2+3*4 equals 14. The order of operations can be modified by parentheses: (2+3)*4 equals 20.

Using functions: Not only the basic arithmetic operations are allowed but also functions (see Formulas and functions): Type "SQRT(2)", select it and press the **F8** key to display the root of 2.

One line limit: The selected calculation must be within *one* line of text. If you select several lines of text, the **F8** keyboard command is not available. In this case, use the ribbon command **Insert | Field | Calculation**.

Summing the contents of table cells

Such calculations can also be performed in tables. There is yet another function here:

- If you have selected a calculation *within a table cell*, you can calculate it as described above using the **F8** keyboard command.
- If you select *several entire table cells*, TextMaker uses the **F8** keyboard command to calculate the sum of the values in the selected table cells. A window then appears and indicates the result. If you simply want to take note of this and no longer use it, click on **Close**. Alternatively, you can select the **Copy** button. TextMaker then copies the result of the calculation to the clipboard. You can now insert the value at any position in the document using the ribbon command **Home | Paste**.

Tip: Adding the "Evaluate" button to the ribbon

For convenient access, you can also add the command **Evaluate** as a separate button on a ribbon tab. If you use this command, it does exactly the same as the **F8** keyboard command.

To do so, choose the ribbon command **File | Customize | Customize ribbon** to select the dialog box for customizing the user interface, and search there for the command "Evaluate". Then proceed as described in Customizing icons and groups in the ribbon.

Note: The "hamburger menu" ☰ can be used to access the "Evaluate" command directly by default as in the classic menu interface with the menu command **Edit > Evaluate**.

Formulas and functions

On the following pages, you will learn about the rules you have to observe when constructing formulas. Then all of TextMaker's calculating functions will be presented.

Note: This section is about formulating *formulas* (for performing calculations in the text). For more information about the *SoftMaker Equation Editor* (for the graphical representation of mathematical formulas), see Using the SoftMaker Equation Editor.

Structure of a formula

Formulas may contain up to 255 characters. Results are limited to 100 characters.

You can construct formulas from the following components:

Fixed values

In its simplest form, a formula results from a fixed value, as in the following examples:

- **Text strings**

  Example: "Hello!"

  A formula with this content always results in the string "Hello!

  (A *string* is a series of characters – letters, numbers, or special characters.)

  Strings may be up to 100 characters long.

  Important: If you enter fixed strings directly into a formula (for example, "Hello!"), they must be enclosed within "quotation marks". Otherwise, TextMaker will try to interpret it as the name of a function or variable.

- **Numeric values**

  Example: 42.50

  Of course, a fixed value can also be a numeric value as in a number. This formula always returns the number 42.5.

- **Date entries**

  Example: "20.04.18"

  This formula represents the date 4/20/2018.

  Format of dates:

  When entering fixed dates in formulas, please note the following:

  1. If you enter fixed dates in formulas, you must add "quotation marks" to them.

  2. The day and month must always be specified with *two* digits. "20.04.18" would be correct, "20.4.18" wrong (month has one digit).

  3. The year can be specified with either two or four digits. Thus, both "20.04.18" and "20.04.2018" are allowed.

  4. If you enter a two-digit year between 0 and 29, TextMaker automatically prefixes "20...". For years between 30 and 99, TextMaker prefixes "19...". The date "01.01.29" is thus interpreted as 1.1.2029, and the date "01.01.30" as 1.1.1930.

Database fields, table cells and objects

You can also use the contents of database fields, table cells and objects in formulas.

For more information, see Table cells in calculations, Database fields in calculations, and Objects in calculations.

Calculations

A formula can contain different types of calculations.

Example: 6*5

This always returns the fixed value 30, and it is actually a fixed value and *not* a calculation.

Example: 5*NUMBER

In this formula, the fixed value 5 is multiplied by the NUMBER variable. If NUMBER is currently 10, the formula returns 50.

TextMaker also provides a number of computational functions. For detailed descriptions, see Computational functions. Here are some examples in advance:

Example: TODAY()

The function TODAY() returns the current date. On September 16, 2018, for example, it would return 09/16/18.

Example: MONTH(TODAY())

Here, one function is applied to another. The function TODAY() returns the current date. However, this result is immediately evaluated by the MONTH() function, which returns only the month of the date (as a number). On September 16, 2018, the formula would thus produce the value 9.

Example: INT(B/1000)

Here, the FUNCTION INT, which removes the decimal places of a value, is applied to the calculation B/1000. If B has the value 3752.70, the formula produces the value 3.

Thus, the argument for functions can be a different function, any calculation, a database field, a table cell and, of course, a combination of all of them.

Variables

The result of a formula can be assigned to a variable.

Tip: In the dialog box of the ribbon command **Insert | Field | Calculation**, all currently defined variables appear in the list **Variable/field**. You can insert any of the variables in the formula by double-clicking on them.

Example: PRICE=17.99

The "formula" here is only the constant value 17.99. The entry as a whole defines the variable PRICE and sets it to 17.99. Its value is valid from the position in the text at which you insert it to the end of the text – unless you assign another value to the PRICE variable further down in the text.

Note: Whenever you assign a value or a calculation to a variable, the result of the variable appears at the current position in the text. If you do not want this – for example, because you only want to perform an intermediate calculation whose result is not to be displayed – enable the option **Hide result** when entering the formula in the dialog box of the ribbon command **Insert | Field | Calculation**.

Example: MONTH=MONTH(TODAY())

Here, the month of today's date is calculated and shown. *At the same time*, the result is also saved in the MONTH variable.

Of course, such variables can also be used in other formulas.

Example: PRICE*1.19

This formula returns the current value of the PRICE variable multiplied by 1.19.

Operators

The following operators can be used in formulas:

Operator	Function
+	Addition (for numbers) or concatenation* (for strings)
–	Subtraction
*	Multiplication
/	Division
%	Modulo (remainder after division)

* The plus sign not only adds numeric values, but also merges strings. For example, "Text"+"Maker" results in "TextMaker".

The order of operations rule applies. Multiplication and division operators take precedence over addition and subtraction operators, thus multiplication and division are performed before addition and subtraction. 2+3*4 equals 14. The order of operations can be modified by parentheses: (2+3)*4 equals 20.

There are also comparative and logical operators, such as those required by the IF function:

Operator	Function
=	Is equal?
< >	Is not equal?
>	Is greater than?
>=	Is greater than or equal to?
<	Is less than?
<=	Is less than or equal to?
&	Logical "And"
|	Logical "Or" (**AltGr+<** key on a PC keyboard)
!	Negation

Some notes on comparisons

- When comparing two strings with "=", the result is only "true" if the strings match *exactly* and have the *same length*. The cases of letters are taken into account.

"Hans"="Hans"	is true.
"Hans"="hans"	is false.
"Hans"="Hans-Peter"	is false.

- If you construct a complex comparison with several "Ands" and "Ors", you should enclose the individual conditions within parentheses.

Overview of computational functions

In TextMaker, you can use the computational functions described below. The parameters required for the function are given in parentheses:

n a number

s a string

d a date

For INT(*n*), for example, a number or other calculation that results in a number would have to be specified as a parameter – for example, INT(3.14) or INT(1+SQRT(2)).

Important: If several arguments are required, they must be separated from one another by semicolons (;) and not by commas.

Function	Explanation
ABS(*n*)	This results in the absolute value of the number *n* (The sign is removed.) – ABS(3) results in 3; ABS(-3) also results in 3.
ASC(*s*)	The position of the character *s* in the character set – ASC("A") results in 65.
AT(*s1*;*s2*)	This returns as a numerical value the position of the string *s1* at which the string *s2* occurs for the first time – AT("London";"on") returns 2.
AVG(*n1*;*n2*)	This calculates the average value of the cells with the coordinates *n1* (upper left corner) and *n2* (lower right corner). The coordinates must be preceded by # signs. Example: AVG (#B2;#C5). For more information, see also Table cells in calculations.
CHR(*n*)	The character with the position *n* in the character set – CHR(65) results in an "A".
COUNT(*n1*;*n2*)	This returns the number of numeric values in the cells with the coordinates *n1* (upper left corner) and *n2* (lower right corner). Only numbers are counted – empty cells and cells containing text are not counted. The coordinates must be preceded by # signs. Example: COUNT (#B2;#C5). For more information, see also Table cells in calculations.
DAY(*d*)	The day of the date *d* (as number) – DAY("25.09.18") results in 25.
DTON(*d*)	This converts the date *d* into a serial day number. It is needed to calculate the difference between two dates in days: DTON ("12.11.18") - DTON ("20.10.18") results in 23 (days).
IF	IF(*condition*;*value1*;*value2*) returns *value1* if the *condition* is true; otherwise it returns *value2*. However,*value2* can also be omitted. Example: IF (GENDER="F"; "Dear Ms."; "Dear Mr."). For more information, see Conditional text. *Value1* and *value2* can be of any type (thus numeric, for example).
INT(*n*)	This truncates the decimal points of the number *n* (without rounding) – the formula INT(3.90) would result in 3.
LEFT(*s*;*n*)	This returns the first *n* characters of the string *s* – LEFT("TextMaker"; 4) returns "Text".
LEN(*s*)	Length of the string *s* – LEN("John") results in 4.
LOWER(*s*)	This converts the string *s* to lower case – LOWER("John") results in "john".
LTRIM(*t*)	This removes all leading spaces from the string *s* – LTRIM(" Text ") results in "Text ".
MAX(*n1*;*n2*)	This returns the maximum value of the cells with the coordinates *n1* (upper left corner) to *n2* (lower right corner) of a table. The coordinates must be preceded by a # sign. Example: MAX (#B2;#C5). For more information, see also Table cells in calculations.

MIN(*n1*;*n2*)	This returns the minimum value of the cells with the coordinates *n1* (upper left corner) to *n2* (lower right corner) of a table. The coordinates must be preceded by a # sign. Example: MIN (#B2;#C5). For more information, see also Table cells in calculations.
MONTH(*d*)	The month of the date *d* (as a number) – MONTH("25.09.18") results in 9.
NTOD(*n*)	This is the counterpart to DTON: You specify the serial day number with *n* and NTOD converts it into a date.
POW(*n1;n2*)	This returns the result of raising the number *n1* to the power of *n2* – POW(2;8) equals 256.
PROD(*n1*;*n2*)	This calculates the product of the cells with the coordinates *n1* (upper left corner) to *n2* (lower right corner) of a table. The coordinates must be preceded by a # sign. Example: PROD (#B2;#C5). For more information, see also Table cells in calculations.
RIGHT(*s*;*n*)	This returns the last *n* characters of the string *s* – RIGHT("TextMaker"; 5) results in "Maker".
ROUND(*n1*;*n2*)	This returns the number *n1* rounded to *n2* decimal places – ROUND(2.44;1) equals 2.4 and ROUND(2.45;1) equals 2.5.
RTRIM(*s*)	This removes all trailing spaces from the string *s* – RTRIM(" Text ") returns " Text".
SQRT(*n*)	This returns the square root of the number *n* – SQRT(4) equals 2.
STR(*n*)	This converts the number *n* into a string – STR(17) would result in the string "17".
STRING(*s*;*n*)	String *s* is repeated *n* times – STRING("Text"; 3) results in "TextTextText".
SUBSTR(*s*;*n1*;*n2*)	This extracts *n2* characters from the string *s* from position *n1* – SUBSTR("Potato";2;3) results in "ota".
SUM(*n1*;*n2*)	This represents the sum of the cells with the coordinates *n1* (upper left corner) and *n2* (lower right corner) of a table. The coordinates must be preceded by a # sign. Example: SUM (#B2;#B5). For more information, see also Table cells in calculations.
TODAY()	This returns today's date in the form MM/DD/YY – the empty pair of parentheses must be entered after the function name.
TRIM(*s*)	This removes all spaces at the beginning and end of the string *s* – TRIM(" Text ") returns "Text".
TRUNC(*n1*;*n2*)	This returns the number *n1* truncated to *n2* decimal places (without rounding) – TRUNC(1.2345;2) results in 1.23.
UPPER(*s*)	This converts the string *s* to uppercase letters – UPPER("John") results in "JOHN".
USER()	This returns the name under which the current user is logged into this system. The empty pair of parentheses must be entered after the function name.
VAL(*s*)	This converts the string *s* to a number. The string may also contain text; TextMaker then takes the first number that it can find in it: VAL("9") results in 9. VAL("9 sausages") and VAL("Can I have 9 sausages and 3 rolls please?") also result in 9. VAL("sausages") results in 0, because no number is included.

YEAR(*d*)	The year of a date as a number (two digits) – the formula YEAR("09/17/18") results in 18.

Working with large documents

TextMaker has some very useful functions for writing large documents such as scientific papers or books:

- **Outlines**

  FreeOffice: The *outline view* is not included in SoftMaker FreeOffice.

  Large documents are often organized according to an *outline* – that is, a hierarchical structure of headings. TextMaker's clear *outline view* allows you to view and edit a document in outline form. With a click of the mouse, you can change heading levels and move headings (along with the corresponding text).

- **Tables of references (TOC, index, etc.)**

  TextMaker can help you create tables of references (table of contents, indices, etc.). The following types are supported:

  - Indices
  - Tables of contents
  - Captions and tables of figures
  - Bibliographies
  - Bibliographies with Zotero (insert sources for bibliographies with Zotero)

  FreeOffice: SoftMaker FreeOffice only supports *indices* and *tables of contents*.

  For more information, see the corresponding subsection.

- **Cross references**

  FreeOffice: The *Cross reference* function is not included in SoftMaker FreeOffice.

  It is also possible to apply *cross-references* to other text passages and objects, for example, "See picture on page 12".

- **Style references**

  A style reference field searches the document backwards for text in the selected style, and then displays this text. This allows you to display, for example, the current main heading (which is usually formatted in the paragraph style "Heading 1") in the text.

- **Footnotes and endnotes**

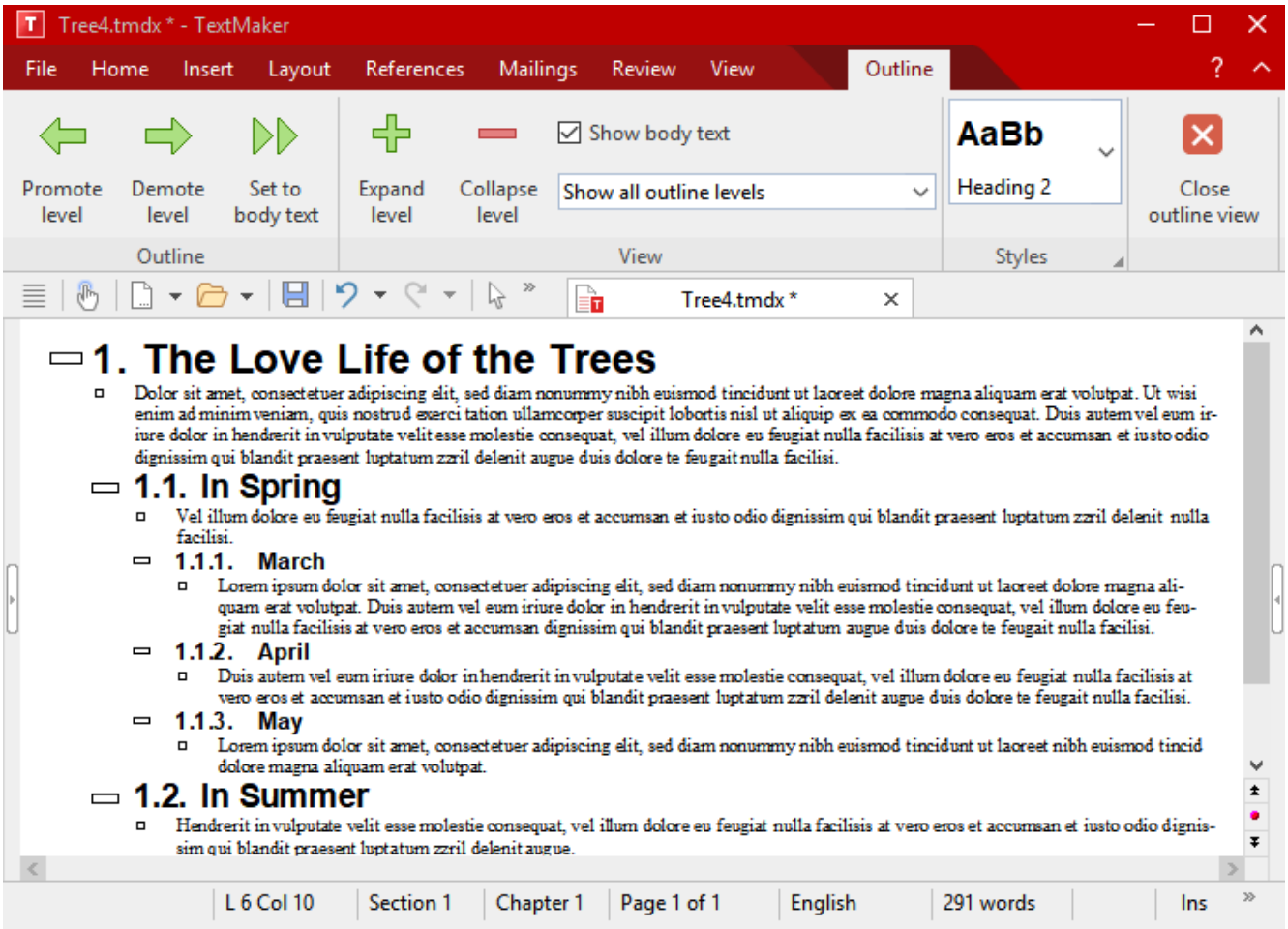
  Also practical in large documents: You can insert *footnotes* (at the end of a page) or *endnotes* (at the end of the document) at any time. These are automatically managed by TextMaker.

Outlines

You should use *outlines* to organize large documents. An outline presents the document according to topic and subtopic and places a heading before each new topic section. This provides an overview and makes the text easier to read.

To do so, you can use the *outline view* in TextMaker, which you can access with the ribbon command **View | Outline**.

FreeOffice: The *outline view* is not included in SoftMaker FreeOffice.



The outline view is simply a different way of representing the document. Let's take a closer look at what it contains:

As you can see, the individual sections of text are indented to different degrees. Main headings are on the far left, while headings at the next level are a little further to the right, etc.

The context-related ribbon tab **Outline** also appears. This contains functions for structuring documents.

When you choose the outline view for the first time, the entire document will always be visible. You will obtain a better view of the document's structure if you hide the normal text and allow only the headings to be displayed (provided the document contains headings). Use the **Show body text** checkbox on the ribbon tab **Outline**.

You can also use the dropdown list below it to specify which levels of headings are to be displayed. If you select **Show outline levels 1 to 3**, for example, only headings from the first to the third outline level will be displayed. The entry **Show all outline levels** ensures that all levels are visible again.

The outline view is not only useful for viewing the document but also for editing the outline. You can also use the ribbon tab **Outline** for this purpose. By means of the arrow buttons, you can raise or lower the outline levels of headings or promote paragraphs of normal text to headings.

Numbering headings: Headings are often numbered. TextMaker can take care of this numbering for you automatically. For more information, see also Numbering headings.

The following pages contain detailed information on working with outlines. The information covers the following topics:

- Using the outline view
- Formatting headings
- Expert tip: Managing headings via paragraph styles
- Practical outlining
- Numbering headings
- Outlined documents and chapters

Using the outline view

FreeOffice: The *outline view* is not included in SoftMaker FreeOffice.

As mentioned in the introduction, TextMaker provides a special display mode for editing a document's outline: the *outline view*.

To switch to the outline view, choose the ribbon command **View | Outline**. You can choose the command **View | Standard** to return from the outline view to the standard view at any time.

In outline view, you see the document organized according to main headings and subheadings. The first-level headings (main headings) are on the far left. Each lower level heading is indented to the right by an amount corresponding to its level.

For more information about the outline view, see the following sections.

Changing the outline levels of paragraphs

To give a document an outline or to edit an existing outline, switch to outline view and simply change the outline level of the paragraphs that contain headings.

When you enter text into a document, all paragraphs of this text are assigned to outline level 0 by default. If, for example, you assign outline level 1 to a specific paragraph, this paragraph is designated as a first-level heading.

By assigning outline level 1, you determine the main headings in the document. If you want to add *subheadings* under the main headings, you assign the corresponding paragraphs to outline levels 2, etc.

To change the outline level of a paragraph, proceed as follows:

1. Use the ribbon command **View | Outline** to open the outline view.
2. Position the text cursor in the desired paragraph.
3. Click on one of the following icons on the ribbon tab **Outline** or use one of the following shortcut keys:

For Windows/Linux

Icon	Function
	This raises the paragraph's outline level by 1. Shortcut keys: **Alt+Shift+←**
	This lowers the paragraph's outline level by 1. Shortcut keys: **Alt+Shift+→**
	This assigns outline level 0 (normal text) to the paragraph. Shortcut keys: **Ctrl+Shift+N**

Tip: Furthermore, the shortcut keys **Alt+1** to **Alt+9** are assigned by default to outline levels **1** to **9**, and the shortcut key **Alt+0** is assigned to level **0** (for normal text). With these key combinations, you can create headings levels 1 to 9 in a flash or convert a heading back into normal text.
Incidentally, these key combinations not only work in the outline view but also in the standard view.

For Mac

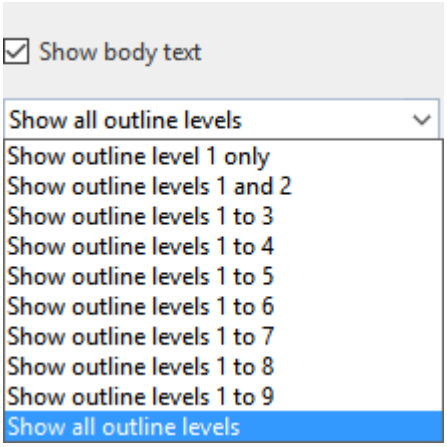
Icon	Function
	This raises the paragraph's outline level by 1. Shortcut keys: **Ctrl+Shift+←**
	This lowers the paragraph's outline level by 1. Shortcut keys: **Ctrl+Shift+→**
	This assigns outline level 0 (normal text) to the paragraph. Shortcut keys: **Ctrl+Shift+N**

Tip: Furthermore, the shortcut keys **Cmd+Alt+1** to **Cmd+Alt+9** are assigned by default to outline levels **1** to **9**, and the shortcut key **Cmd+Alt+0** is assigned to level **0** (for normal text).

Selecting the outline levels to be displayed

To obtain a better overview of the structure of a document in the outline view, it is a good idea to hide the normal text so that only the headings are visible. In addition, you can also hide headings below a specific level.

For this purpose, the ribbon tab **Outline** has the following two elements:



- The option **Show body text** above the dropdown list is particularly useful. It determines whether only headings or both headings and the associated text should be displayed. You can enable or disable this option by clicking on the checkbox. If it is enabled, the text is displayed. If it is disabled, only the headings remain visible.

  Tip: You can also use the shortcut keys **Alt+Shift+A** to enable or disable the text display instead of using the checkbox.

- You can use the dropdown list below to specify which outline levels are to be displayed. By clicking on the entry **Show outline level 1 only**, you ensure that only the main headings are visible. By clicking on the entry **Show outline levels 1 to 3**, you ensure that all headings up to and including level 3 are displayed, etc.

  Tip: Instead of the entries for the outline levels **1** to **9**, you can also use the shortcut keys **Alt+Shift+1** to **Alt+Shift+9**.

  By default, the **All** button is enabled; thus, TextMaker displays headings of all levels.

Expanding/collapsing a heading

As just described, you can hide some of the heading levels in the outline view with the dropdown list in order to see only the headings of certain levels.

What if you want to see the lower levels of a *single* heading? In this case, you have the following options:

- **Buttons and on the ribbon tab "Outline"**

  Move the text cursor to the desired heading. Then click on one of the following icons on the ribbon tab **Outline** or use one of the following shortcut keys:

Icon	Function
	This shows another sublevel. Shortcut keys: **Alt+Shift+(Num+)** (plus key on the numeric keypad)
	This displays one less sublevel. Shortcut keys: **Alt+Shift+(Num-)** (minus key on the numeric keypad)

- **Symbols and directly in front of the text paragraphs**

  Furthermore, a plus or minus symbol is displayed in the outline view before each heading.

  A indicates that this heading still contains subheadings or normal text paragraphs, but they are currently hidden.

  In the case of a , on the other hand, any text that is subordinate to this heading is already displayed.

  If you double-click on , *all* levels below the paragraph become visible. By double-clicking on the , you hide all levels again.

  Tip: By doing this, the heading and its subordinate text are selected at the same time. For more information, see the next section.

Editing text in outline view

In the Outline view (ribbon command **View | Outline**), you can also theoretically enter, edit and format text. However, the standard view is better suited for these tasks, and it is recommended that you switch back to standard view to perform them.

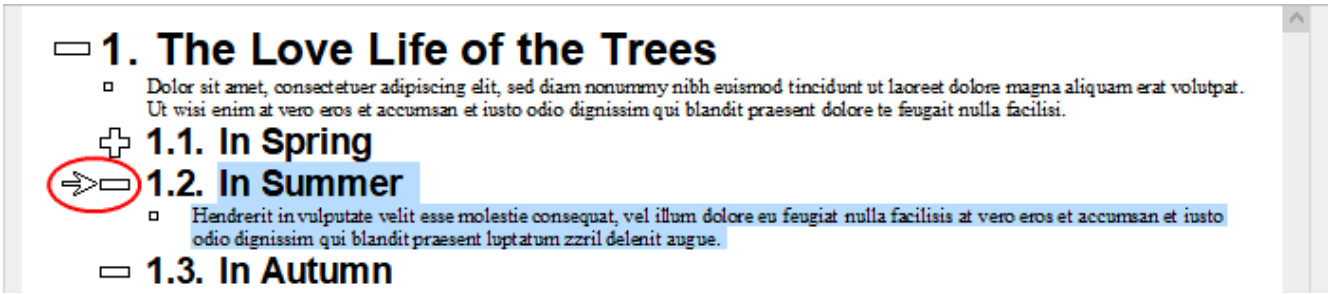
Deleting, copying and moving text

On the other hand, the outline view is especially well suited to deleting, copying and moving headings *together with* the associated text.

The easiest way to perform these tasks is to make use of the plus and minus symbols to the left of the headings. By clicking on one of these symbols, you can select the heading *and* any subordinate text. You can now delete, copy or move the contents of your selection with the usual commands in the ribbon tab **Home**. For more information, see Working with selections).

To move a heading and its associated text, for example, proceed as follows:

1. Click on the plus ✚ or minus ▭ symbol to the left of the heading. Thus, you select the heading and *all* its subordinate text.



2. Choose the ribbon command **Home | Cut**.
3. Position the text cursor at the beginning of the line before which you want to reinsert the text that you just cut.
4. Choose the ribbon command **Home | Paste**.

The heading and its associated text have now been moved together.

Tip: There are also two shortcut keys available for moving selected text: **Alt+Shift+↑** moves the text one paragraph up, while **Alt+Shift+↓** moves it one paragraph down.

Formatting headings

There is nothing magical about headings. They are just paragraphs that have been assigned to different outline levels. Thus, headings can also be formatted at will. Use the familiar format commands for this purpose.

Tip: Format all headings of an entire level (keyword "paragraph styles")

TextMaker formats headings automatically with specific paragraph styles: level one headings are always formatted with the paragraph style **Heading 1**, and level two headings with the style **Heading 2**, etc.

Thus, if you want to change the appearance of *all* headings at a specific level, all you have to do is edit the corresponding paragraph style. To do so, proceed as follows:

1. Right-click to open the context menu and select **Paragraph style**.

   Alternatively: Click on the **Organize** button in the sidebar. For more information, see Paragraph styles.
2. In the dialog box, select the appropriate style from the list. If, for example, you want to change all level one headings, select the style **Heading 1**.
3. Click on the **Edit** button.
4. The program displays a dialog box in which the desired paragraph formatting can be set.

Tip: If necessary, you can also change the character formatting by clicking on the **Character** button on the **Paragraph** tab.

5. Make the desired changes.
6. Click on **OK**.
7. Exit the dialog box with **Close**.

For more information on styles, see Styles.

Note: When you edit the structure of a document in outline view, TextMaker automatically applies the styles **Heading 1**...**9**. You should not attempt to change the names of these styles or to apply other styles to the headings. Any such attempts would work but not for long, because TextMaker would automatically reapply its styles when you subsequently changed the outline levels of paragraphs in the outline view.

Expert tip: Managing headings via paragraph styles

When you change the outline level of a paragraph in outline view, nothing much really happens: TextMaker merely applies one of the paragraph styles **Heading 1** through **Heading 9**.

What would some bright spark make of this? Correct: You can also define headings by simply assigning text paragraphs to one of the style templates **Heading 1** to **Heading 9**.

If you want to create a new heading, you can also do this without the outline view. Simply type in the heading and select the desired heading style on the ribbon tab **Home** | group **Styles** (or from the sidebar) – done.

You can just as easily change the outline level of a heading. If, for example, you position the text cursor in a level 2 heading and apply the **Heading 3** style, the heading is downgraded to level 3.

This can be done even faster: By default, the shortcut keys **Alt+1** to **Alt+3** are defined for the styles **Heading 1** to **3**, and the shortcut **Alt+0** is defined for the style **Normal**. Thus, you can very quickly create headings, change their levels or demote them to normal text via these key combinations.

Explanation: The outline level is paragraph formatting!

You may now be wondering what styles actually have to do with the outline.

Simply put, the outline level is very common paragraph formatting for TextMaker. If you open the dialog box on the ribbon tab **Home** | group **Paragraph** with the group arrow ◢ in the bottom right corner, you will find an option called **Outline level** on the **Paragraph** tab.

In the styles **Heading 1** to **Heading 9**, this option was set to 1 to 9 accordingly. This is why you can use styles to change the level of headings.

Note: You should *not* normally change the option **Outline level** manually in the dialog box on the **Paragraph** tab. To do so, use the outline view or the aforementioned styles. These methods are more convenient and avoid potential sources of error.

Practical outlining

FreeOffice: The *outline view* is not included in SoftMaker FreeOffice.

To summarize, let's consider how outlines can be applied most effectively to your documents.

Outlining an existing document

Let's assume that you have already typed a document that includes headings and now want to use outlining to restructure it.

All you need to do is use the ribbon command **View | Outline** to switch to the outline view and give the headings the desired outline levels:

1. To do so, move the text cursor to the respective heading
2. Then use the buttons  (higher levels) and  (lower levels) to raise or lower the outline level.
3. Assign outline level 1 to the main headings, outline level 2 to the immediately subordinate headings, and so on.

To exit the outline view again, choose the ribbon command **View | Standard**.

Outlining a new document

The procedure for outlining a new document is the same as described above, except that a new document will have no headings at first.

You can write out the whole document in full and then focus on its outline. Alternatively, you can assign each new heading to an outline level as soon as you have typed it, using the procedure described above.

Numbering headings

The headings of a large document are often numbered. For example, the main heading is numbered 1, the corresponding subtopics are numbered 1.1., 1.2., 1.3., and so on.

You can use TextMaker to *automatically* number the headings of a document. To do so, proceed as follows:

1. Create the document and outline it.
2. Use the ribbon command **Home |** group **Paragraph | Numbered lists** to directly apply one of the predefined heading lists.

Without having to do anything more, a number is immediately applied to each heading in the document in accordance with its level and your specifications. Thus, main headings are numbered 1., 2., 3., etc., second-level headings with 1.1, 1.2, 1.3, etc., and so on.

The detailed procedure for doing so is as follows:

Step 1: Creating and outlining the document

First, you must create the document and outline it, of course. It doesn't matter if you apply the outline right at the beginning or only after entering the complete text.

For more information on outlining documents, see Outlines.

Step 2: Apply the desired heading list

In the next step, you apply one of the predefined heading lists. To do so, proceed as follows:

1. Under **Home | Numbered lists** , click on the small arrow of the icon.
2. In the following dropdown menu, select a suitable list from the predefined headings lists in the **Headings lists** section.
3. The heading list has now been created.

All existing and subsequently added headings will now be automatically provided with this headings list.

Adjustments to the heading list used

To remove, delete, rename or edit the heading lists used, proceed as follows:

- **Remove** the heading list from individual paragraphs:

  To remove the applied heading list from certain paragraphs, select them and open the dropdown menu again via the ribbon command **Home | Numbered lists** (click on the arrow of the icon). In the **Remove list** section, select **None**.

  Alternatively: Simply click on the icon itself after selecting the paragraphs.

  The heading list is now removed from the selected paragraphs.

- **Delete** the heading list:

  To delete the heading list completely from the document, use the ribbon command **Home | Numbered lists** to open the dropdown menu (click on the arrow of the icon) and select **Format numbered lists**. In the following dialog box, select the heading list and click on the **Delete** button.

  > ***Note:*** When you delete a heading list, the numbering is removed from *all* paragraphs that were formatted with this list.

- **Rename** the heading list:

  If you want to rename the heading list, use the ribbon command **Home | Numbered lists** to open the dropdown menu (click on the arrow of the icon) and select **Format numbered lists**. In the following dialog box, select the heading list and click on the **Rename** button. Type the desired text.

- **Edit** the heading list:

  If you don't like the format of the heading list used, you can adjust it individually at any time. Use the ribbon command **Home | Numbered lists** to open the dropdown menu (click on the icon's arrow) and select

Format numbered lists. In the following dialog box, select the heading list and use the **Edit** button to make individual numbering adjustments.

Important: In the following dialog box of the **Edit** button, the options **Hierarchical list** and **Use paragraph's outline level as list level** should be enabled for **numbered lists**.

You can change the other settings at will. For more information on the individual options, see Creating numbered lists.

To create a completely new customized heading list, use the **New** button in the dialog box of the ribbon command **Home | Numbered lists** | **Format numbered lists**. For more information, see the next section Creating your own heading list.

Advanced functions: Creating your own heading list

The headings of a large document are often numbered. For example, the main heading is numbered 1, the corresponding subtopics are numbered 1.1., 1.2., 1.3., and so on.

With TextMaker, you can have the headings of a document numbered *automatically* and also create the numbered list individually for this purpose.

To do so, proceed as follows:

1. Create the document and outline it.
2. Create a new numbered list with the desired type of numbering. Apply the option **Hierarchical list** and also enable the option **Use paragraph's outline level as list level**.
3. Assign this numbered list to the paragraph style "Heading 1".

Without having to do anything more, a number is immediately applied to each heading in the document in accordance with its level and your specifications. Thus, main headings are numbered 1., 2., 3., etc., second-level headings with 1.1, 1.2, 1.3, etc., and so on.

The detailed procedure for doing so is as follows:

Step 1: Create and outline the document

First, you must create the document and outline it, of course. It doesn't matter if you apply the outline right at the beginning or only after entering the complete text.

For more information on outlining documents, see Outlines.

Step 2: Create an appropriate numbered list

The next step is to create an appropriate numbered list. To do so, proceed as follows:

1. Under **Home | Numbered lists** , click on the small arrow of the icon and select **Format numbered lists** to open the dialog box.
2. Switch to the **Numbered lists** tab.
3. Click on the **New** button.

4. Enter any name for the new numbered list (for example, "Headings") and click on the **Edit** button.
5. ***Important:*** In the following dialog box, select the option **Hierarchical list** for **Numbered list**.
6. ***Important:*** You can also enable the option **Use paragraph's outline level as list level** here.
7. You can change other settings at will or simply retain the default settings. For more information on the individual options, see Creating your own numbered lists.
8. Confirm with **OK**.
9. The numbered list is now defined, and you can exit the dialog box by clicking on **Close**.

Step 3: Assign this numbered list to the paragraph style "Heading 1"

The last step is the actual "highlight": If you now assign the numbered list created above to the paragraph style "Heading 1", everything will now work by itself – any existing or newly inserted heading will be automatically numbered.

Even subheadings (second order, third order, etc.) are also numbered, because their styles are all based on the style "Heading 1".

Proceed as follows:

1. Right-click to open the context menu and select **Paragraph style**.
2. Select the paragraph style **Heading 1** .
3. Click on the **Edit** button.
4. The program displays the dialog box for editing the style. Switch to the **Paragraph** tab.
5. Click on the **Bullets** button.
6. The program displays another dialog box for creating numberings. Switch to the **Numbered lists** tab.
7. Select the numbered list that you created in step 2.
8. Click successively on **OK**, **OK** and **Close** to exit all dialog boxes.

All existing and subsequently added headings will now be automatically numbered.

Tip: If you don't like the numbering format, you can adjust the numbered list created in step 2 to your liking at any time. To do so, use the ribbon command **Home | Numbered lists** to select **Format numbered lists**. In the dialog box, select the list, click on **Edit** and make the desired changes. These changes will then affect all headings in the document – including those already numbered.

Note for users of older versions of TextMaker

In older versions of TextMaker, the numbering of headings was not implemented automatically via numbered lists but by manually inserting *"auto number" fields*.

If you have old documents in which the headings are still numbered via the old method, you can continue to use them without restriction, of course. The "auto number" field is still supported by TextMaker.

When creating new documents, however, we recommend that you use the new method. Numbered lists have several advantages:

- You no longer have to manually insert "auto number" fields before each heading.
- Numbered lists are more flexible: more types of numbering and formatting are available.
- Numbered lists can be easily changed retroactively. If, for example, you want to change the formatting of *all* numbers, all you have to do is edit the formatting of the numbered list – the numbers of *all* headings will immediately change accordingly.

Outlined documents and chapters

Outlined documents often have page headers and footers in which the reader can find information such as the title of the current chapter.

Of course, TextMaker allows you to create such headers and footers. The only requirement is that you divide the document into *chapters*, which are permitted to have their own headers and footers.

To do so, insert a *chapter break* before each new topic, usually before each main heading, with the ribbon command **Insert | Break | Chapter break**.

You can now create headers and footers with different content in each chapter. You can also change other settings relating to page formatting (paper format, page margins, etc.) on a chapter-by-chapter basis.

For more information on working with chapters, see Dividing a document into chapters.

Tables of references (TOC, index, etc.)

TextMaker provides functions that authors can use to make some of the most time-consuming work associated with the preparation of large documents much easier:

With TextMaker, the creation of *tables of contents* and *indices* is easy, *captions* and *tables of figures* can be provided for pictures and even *bibliographies* (for referencing cited literature) can be created:

- **Indices**

  For an *index*, you merely have to tell TextMaker what words are to be indexed, and where they are in the text. This is done by selecting the word in the text and choosing the ribbon command **References** | group **Index** | **Add entry**.

  If all keywords have been defined, you can create the index with the ribbon command **References** | group **Index** | **Generate**.

- **Tables of contents**

  For a *table of contents*, you only need to provide your document with an outline, as described in Outlines. TextMaker already knows the hierarchy of headings.

  If you choose the ribbon command **References** | group **Table of contents** | **Generate**, TextMaker creates the table of contents immediately.

- **Captions and tables of figures**

  FreeOffice: The functions for working with *captions* and *tables of figures* are not included in SoftMaker FreeOffice.

  You can use the ribbon command **References** | group **Captions** | **Insert caption** to insert an automatically numbered *caption* below pictures – for example, "Figure 1", "Figure 2", etc.

  You can then also use the ribbon command **References** | group **Captions** | **Generate**, which inserts a *table of figures* of all pictures with page numbers at the touch of a button.

- **Bibliographies**

  FreeOffice: The functions for working with *bibliographies* are not included in SoftMaker FreeOffice.

  For a *bibliography*, you first create a bibliography database in which you enter all the sources to which you want to refer. You can now use the ribbon command **References** | group **Bibliography** | **Insert field** to insert references to these sources into the document.

  At the end of the document, you use the ribbon command **References** | group **Bibliography** | **Generate** to generate a bibliography that automatically lists all sources used.

- **Bibliographies with Zotero**

  This feature is only available in **SoftMaker Office Professional** and **NX Universal**.

Another way to insert source references to cited works and to create a bibliography is enabled in TextMaker via the connection to the literature management program **Zotero**, if you have installed it.

You will find the commands for working with Zotero on the ribbon tab **References** | group **Zotero**.

Our section about tables of references concludes with the following additional information:

- **Updating tables of references**
- **Editing and formatting tables of references**

For more information on these topics, see the following pages.

Indices

An *index* is an alphabetically sorted list of the most important keywords of a document, indicating the pages on which each of these words occurs.

You will find out how to create such an index on the following pages.

Preparing an index

Before TextMaker can create an index, you must specify the terms that should appear in it. To do so, you add them to the document's *keyword list*.

Adding terms to the keyword list

To add a term to the keyword list, proceed as follows:

1. Select the term that should appear in the index. This can be a complete word, a part of a word or a phrase.
2. Choose the ribbon command **References** | group **Index** | **Add entry** .
3. From the dropdown menu, select **Add selection**.

   TextMaker now only remembers the currently selected position of the term. If you want to include *all* occurrences of the term in the keyword list, select **Add all occurrences** from the dropdown menu (see also below).

   Optional: If you want to change the keyword when adding the selected term so that it subsequently appears in the index as a substitute for the term with a different wording, select **More** from the dropdown menu. Enter the desired keyword in the dialog box. You can also enable the option **Add all occurrences** here in the dialog box (see below).

You have now added the selected term to the list of keywords. TextMaker not only records the term itself in this list but also the position in the text where it occurred. When the index is subsequently created, this term will appear in it, and the number of the page on which the term was selected as a keyword will appear to the right of the term.

In order for the index to fulfill its purpose, it is thus important to carefully select the location where you include a term in the keyword list. For example, the word "print" often appears in a word processing manual. However, it makes sense to include it in the keyword list only in the section dedicated specifically to the topic of "printing".

Including keywords multiple times

By the way, the same term can be added to the keyword list *multiple* times. Such a term appears only once in the index, but several page numbers are indicated after it.

Note: The case of keywords is ignored. When the keywords "Print" and "print" are added, they appear summarized in the keyword index under "Print".

Adding all occurrences of a term

In some cases, it makes sense to create an index entry that refers to *all* passages of text where a term appears. Of course, you could select every single occurrence of the keyword and add it to the list as described above. However, TextMaker can relieve you of this task.

When adding a keyword with the ribbon command **References** | group **Index** | **Add index**, select the option **Add all occurrences**. TextMaker will then search the entire text for the specified term when it creates the index, and it will include the page numbers of *all* occurrences.

Editing the keyword list

The content of the keyword list can be edited retrospectively at any time.

To do so, choose the ribbon command **References** | group **Index** | **Edit index entries** . The program displays a dialog box with a list of all keywords. Square brackets after each keyword indicate how often the keyword has been included in the text.

To edit the keyword list, proceed as follows:

- **Retrieving a keyword entry**

  You can find the position at which a specified entry in the keyword list occurs in the text with the **Go to** button. To do so, select the keyword from the list and click on **Go to**. TextMaker places the text cursor at the position in the text where the term occurs.

  If several occurrences of the term were included, the cursor is positioned at the first occurrence. Click on the **Go to** button again to jump to the second occurrence, etc.

  Note: The **Go to** button is not available for keywords added with the enabled option **Add all occurrences** of the command **Add index**.

- **Deleting a keyword entry**

  The **Delete** button can be used to remove accidentally added keywords from the list. To do so, select the keyword from the list and click on **Delete**.

If the keyword has been included in several text passages, you can use the **Go to** button to determine beforehand which occurrence should be deleted (see above).

The field {Index:'..'}

Finally, some information for advanced users:

When adding to the keyword list, TextMaker inserts an invisible "Index" field behind the selected term. If the term is, for example, "fish", this index field contains: *{Index: 'fish'}*.

You can make these index fields visible by enabling the option **Display field names** on the **View** tab in the dialog box of the ribbon command **File | Properties** (alternatively: on the ribbon tab **References |** group **Fields | Field names** button or simply **Alt+F9**). This gives you an exact overview of which keywords you have added at which points in the text.

However, *no* index field appears for keywords that have been added to the list using the enabled option **Add all occurrences**. They are handled by functions within the program.

Creating the index

A previous section described how to use the ribbon command **References |** group **Index | Add index** to specify which words should appear in the index. When this task is complete, the index can be created.

To do so, proceed as follows:

1. Position the text cursor at the beginning of the line in which the index should be placed.
2. Choose the ribbon command **References |** group **Index | Generate index** .
3. Specify whether a new index is to be created at the current position or an existing index is to be updated by selecting the appropriate option for **Placement**.

> ***Note:*** If you have not yet created an initial index in the document or set the cursor in an existing index, the options for **Placement** cannot be selected and TextMaker will automatically define a fixed placement according to your needs.

As soon as you confirm with **OK**, TextMaker inserts the index into the text.

```
Q
Quantum mechanics, 78


R
Raster, 102, 163
Registration card, 11
Right arrow key, 20
Roman, 151
```

Excerpt from an index (style "with initial letters")

The keywords appear in alphabetical order. To the right of each keyword, TextMaker inserts the numbers of the pages on which the keyword appears.

Options of the dialog box

The options in the dialog box for this command have the following functions:

- **Heading**

  Here, you can select the desired style of the index:

  None: Index entries follow each other without breaks.

  Blank line: A blank line is inserted before each index entry that begins with a new first letter.

  First letter: A line with the first letter is inserted before each new first letter.

- **Use chapter number**

  If you enable this option, the chapter number is also displayed before each page number (separated by a hyphen).

  Of course, it only makes sense to use this option if you have divided the document into multiple chapters with the ribbon command **Insert | Break | Chapter break**. For more information, see Dividing a document into chapters.

- **Right align page numbers**

  If this option is enabled, the page numbers are displayed in a right-aligned manner in the index.

- **Tab leader**

  If the option **Right align page numbers** is enabled, you can select the character to be used to fill the area between the index entry and the page number (for example, dots).

- **Placement**

  If you have not yet created an initial index in the document or have set the cursor in an existing index, the selection for **Placement** is not available and is automatically specified by TextMaker as required.

  If you have already created an index in the document and place the cursor in a location that is not in an existing index, however, the following options are available:

  If you select **Replace existing index**, the existing index is replaced.

  If you select **Create new index**, on the other hand, TextMaker adds another index *in addition* to the existing index.

Additional information:

- For information on **updating** tables of references, see Updating tables of references.
- For information on **editing and formatting** tables of references, see Editing and formatting tables of references.

Tables of contents

A *table of contents (TOC)* is a list of all headings in the document, each with a page number.

Unlike an index, you do not have to identify the entries that you want to appear in the table of contents beforehand. Your document merely has to be outlined. For more information, see Outlines.

Based on the outline, TextMaker already knows which headings the text contains and which hierarchy they have.

Thus, a table of contents is easy to create:

1. Position the text cursor at the beginning of the line in which the table of contents should be placed.
2. Choose the ribbon command **References** | group **Table of contents** | **Generate** .

As soon as you confirm with **OK**, the table of contents is inserted into the text. If a table of contents already exists, it will be updated at the existing position.

```
The Love Life of Trees.......1
 In Spring...................1
   March.....................1
   April.....................3
   May.......................4
 In Summer...................7
 In Autumn..................10
```

Excerpt from a table of contents

TextMaker displays the headings on the left. To the right of each heading, the corresponding page number is displayed. If you click on an entry in the table of contents with the key combination **Ctrl + left mouse button**, you can jump to the respective place in the document.

Options of the dialog box

The options in the dialog box for this command have the following functions:

- You can use the option **Include levels** to specify the outline levels to be displayed in the table of contents. All levels (1 through 9) are displayed by default.
- **Show page numbers**: If this option is enabled, the table of contents is output with page numbers (including tab leader).
- **Right align page numbers**: If this option is enabled, the page numbers will appear in the right margin, as shown in the above figure. If you disable the option, the page numbers will be placed directly to the right of the headings.
- **Tab leader:** Here, specify the type of tab leader. *Dots* are selected in the above figure.

- **Use hyperlinks instead of page numbers** (only for web and EPUB files)**:** If this option is enabled, you will get the table of contents without page numbers when exporting your document as an HTML file or EPUB file. Instead, the headings will be displayed as hyperlinks that you can click on to jump to the corresponding section of text.
- **Use numbering:** If you have numbered the headings in the document, they will also be numbered accordingly in the table of contents when this option is enabled. If you do not want numbering, disable this option.

  For information on numbering the headings of a document, see Numbering headings.
- **Keep tabs after numbering:** If the headings in the document are numbered and you have used tabs there, these are also retained for the table of contents when this option is enabled. If this option is disabled, these tabs are not included in the table of contents.
- If you enable the option **Use up to first tab**, TextMaker checks each heading to see if there are any tabs in it. If a heading contains tabs, any text behind the first tab is ignored when the heading is imported into the table of contents.

Additional information:

- For information on **updating** tables of references, see Updating tables of references.
- For information on **editing and formatting** tables of references, see Editing and formatting tables of references.

Captions and tables of figures

FreeOffice: The functions for working with *captions* and *tables of figures* are not included in SoftMaker FreeOffice.

You can insert automatically numbered *captions* below pictures – for example, "Figure 1", "Figure 2", etc. In addition, you can generate a *table of figures* of all images thus captioned with minimal effort.

Not only can captions be inserted for images but also for any other part of a document. For example, the tables in a document can also be captioned.

You can even insert captions for the images *and* tables in a document, with both of them using their own numbering. Apart from that, you can insert an individual table of figures for each of them.

Working with captions and tables of figures is actually quite easy:

- **Inserting captions for pictures and other objects**

  You can use the ribbon command **References** | group **Captions** | **Insert caption** to insert an automatically numbered *caption* into the text.

  If, for example, you want to caption the pictures in a document, simply select the respective desired image and choose this command. TextMaker will insert a caption below the picture. It consists of a label and a sequential number – for example, "Figure 1".

The numbering is automatic and adjusts automatically when you add or delete captions.

If desired, you can enter an explanatory text after each caption, for example, to extend the caption "Figure 1" to "Figure 1: The larch".

- **Generating a table of figures**

  If you have inserted captions, you can then insert a *table of figures* into the text using the ribbon command **References** | group **Captions** | **Generate**. It lists all captions that you have inserted into the document.

  If, for example, you have inserted captions for all pictures in a document, you can then create a table of these pictures. This also has page numbers so that the reader can see which picture is on which page.

  Text entered directly behind a caption also appears in the table of figures. If you have extended the caption "Figure 1" to "Figure 1: The larch", for example, this exact text will end up in the table.

For more information, see the next pages.

Inserting captions for pictures and other objects

FreeOffice: The *Caption* function is not included in SoftMaker FreeOffice.

You can use the ribbon command **References** | group **Captions** | **Insert caption** to insert an automatically numbered *caption* into the text.

If, for example, you want to caption the pictures in a document, simply select the respective desired image and choose this command. TextMaker will insert a caption below the picture. It consists of a *label* and a *sequential number* – for example, "Figure 1".

The numbering is automatic and adjusts automatically when you add or delete captions.

To add a caption to a picture, proceed as follows:

1. Select the picture to which you want to add a caption by clicking on it.

   Alternatively, you can place the text cursor in the position where you want to insert the caption – for example, insert a blank line below the picture and place the text cursor there.

2. On the ribbon tab **References** | group **Captions** | **Insert caption**, click on the small arrow of the icon to open the dropdown menu.

3. Here, select the **label** which should appear in the caption – for example, "Figure". Note: You do not necessarily have to select the label "Picture" for the caption of a picture.

4. Alternatively, select the entry **More** in the dropdown menu of the command to change further settings via the dialog box if required (see "Options of the dialog box" below).

TextMaker will now insert the selected label, followed by a sequential number. For example, the entire label is "Figure 1".

If desired, you can enter an explanatory text directly after each caption, for example, to extend the caption "Figure 1" to "Figure 1: The larch". This text will also appear in the table of figures (see the next section).

Proceed in the same way for all pictures for which you want to insert captions.

Not only can captions be inserted for images but also for any other part of a document. For example, you can caption all tables in the document in the same way. Simply select the desired entry in the list.

Options of the dialog box

You reach the dialog box with additional options by selecting the entry **More** in the dropdown menu on the ribbon tab **References** | group **Captions** | **Insert caption** or by simply clicking directly on the icon itself.

Alternatively: Right-click on the picture to open the context menu and select the entry **Insert caption**.

The options in this dialog box have the following functions:

- **Labels**

  Here, you can select which label to use in the caption.

  The selected label will then appear as text in the caption. If you select the label "Figure," the label "Figure 1" will appear in the document.

  > ***Note:*** Each label uses its own numbering. This allows you to add independently numbered captions, for example, to the pictures and tables in a document. To do so, simply select the label "Figure" for illustrations and the label "Table" for tables when you insert a caption.
  >
  > Furthermore, a separate table of figures can be generated for each label (see the next section).

- **Position**

  The option **Position** is available only if you *selected* the object (for example, picture) to be captioned before you chose this command. You can use this option to specify whether the caption should be inserted above or below the object.

  TextMaker will automatically insert a new paragraph to make room for the caption. If you have selected an object that is a frame (for example, a picture frame), TextMaker will automatically insert a text frame above or below the object and place the caption there.

- **Format**

  Here, you can specify in which format the sequential number should be inserted – for example, as Arabic numbers (1, 2, 3, etc.), as Roman numbers (I, II, II, etc.) or as letters (A, B, C, etc.).

- **Exclude label**

  If you enable this option, TextMaker omits the label in the caption and inserts only the sequential number.

  Instead of "Figure 1", for example, only "1" is inserted.

- **"New" button**

  The **New** button allows you to create a new label.

  The program displays a dialog box in which you can enter the name of the new label. The exact text that you enter here will appear in the caption. If , for example, you create a label named "Illustration", the text "Illustration 1" appears in the document when you insert a caption for this label.

  As previously mentioned, each label has its own numbering, independent of the numberings of other labels. Furthermore, a separate table of figures can be generated for each label (see the next section).

- **"Delete" button**

  The **Delete** button allows you to delete a label. Select the label to be deleted beforehand from the list **Labels**.

  When you delete a label, all existing captions are retained. However, you will no longer be able to insert new captions with this label. You also cannot insert or update tables of figures for this label.

  Tip: If you inadvertently deleted a label, you can fix it by simply creating a new label with exactly the same name with the **New** button.

Notes

- The *label* is inserted into captions as fixed text.
- The *number*, on the other hand, is a "sequential number" field type. This field returns a sequential number, which is increased by one for each subsequent field (that uses the same label). A separate series of sequential number fields with its own numbering is created for each label. For more information on working with fields, see Fields.

Generating a table of figures

FreeOffice: The *Table of figures* function is not included in SoftMaker FreeOffice.

As described in the last section, you can use the ribbon command **References** | group **Captions** | **Insert caption** to insert automatically numbered captions into the text. For example, the pictures in a document can be labeled "Figure 1", "Figure 2", etc. This also works with other parts of a document, such as tables.

Once you have completed this task, you can also create a *table of figures* and insert it into the text if necessary. It lists all captions that you have inserted into the document.

If, for example, you have inserted captions for all pictures in a document, you can create a table of these pictures. This also has page numbers so that the reader can see which picture is on which page.

To insert a table of figures, proceed as follows:

1. As described in the last section, use the ribbon command **References** | group **Captions** | **Insert caption** to insert any number of captions into the text.
2. Position the text cursor at the beginning of the line in which the table of figures should be inserted.
3. Choose the ribbon command **References** | group **Captions** | **Generate** .
4. In the list **Labels**, select the label for which a table of figures is to be inserted (for example, "Figure").
5. Specify whether a new table of figures is to be created at the current position or an existing table is to be updated by selecting the appropriate option for **Placement**.

> ***Note:*** The options for **Placement** are only available once a table of figures has been initially created. *Generate table of figures* is thus initially predefined by TextMaker.

When you confirm with **OK**, TextMaker inserts the table of figures into the text.

Figure 1.....9
Figure 2.....14
Figure 3.....17
Figure 4.....18
Figure 5.....21

Excerpt from a table of figures

TextMaker displays the label and sequential number on the left; to the right, it inserts a tab followed by the corresponding page.

If you have typed explanatory text directly after the captions, it will also appear in the table of figures. If, for example, you have extended the label "Figure 1" to "Figure 1: The larch", this exact text will appear in the table.

Options of the dialog box

The dialog box for this command has the following options:

- **Labels**

  As described in the previous section, different *labels* can be used in captions. For example, you can insert captions with the label "Figure" – as well as captions with the label "Table". A separate table of figures can then be created for each label used.

  Here, you can select for which label the table of figures should be generated.

  Note: The list only offers labels for which at least one caption has been inserted into the document.

- **Include label and number**

  As noted before, you can enter an explanatory text directly after captions, for example, to extend the caption "Figure 1" to "Figure 1: The larch".

  This option determines whether the label and the sequential number should also be displayed in the table of figures.

  It is enabled by default. This means that, in the above example, the text "Figure 1: The larch" would appear in the table of figures.

  If you disable this option, *only* the explanatory text will appear – here: "The larch".

- **Right align page numbers**

  If this option is enabled, TextMaker separates the page numbers in the table of figures with a right-aligned tab (filled with dots).

  If disabled, only a space will be inserted to separate the page numbers.

- **Placement**

  Use this option to specify what should happen if the document already contains a table of figures for the selected label:

  If you select **Replace existing table**, the existing table of figures is replaced.

  If you select **Create new table**, on the other hand, TextMaker inserts another table of figures *in addition* to the existing table of figures.

Additional information:

- For information on **updating** tables of references, see Updating tables of references.
- For information on **editing and formatting** tables of references, see Editing and formatting tables of references.

Bibliographies

FreeOffice: The functions for working with *bibliographies* are not included in SoftMaker FreeOffice.

In the appendices to scientific literature, you often find a *bibliography*. This is a reference list of all the publications to which the author refers in this work.

```
Lorem ipsum dolor sit amet et malesuada fames ac turpis egestas.
Proin pharetra nonummy pede et orci. [DNA1979]

Nunc viverra imperdiet enim [JRRT1954] fusce est vivamus a tellus.

Pellentesque habitant morbi tristique senectus. [TP1983]


[DNA1979]: Douglas Adams, The Hitch-Hikers Guide to the Galaxy
[JRRT1954]: J.R.R. Tolkien, The Lord of the Rings
[TP1983]: Terry Pratchett, The Colour of Magic
```

TextMaker has useful features that make it much easier for you to work with bibliographies.

The best way to use these features is as follows:

- **Step 1:** First, you need a *bibliography database*. There, you enter all your cited sources. You can use the ribbon command **References | Manage** to select **Create new database** or **Use existing database** (an example is provided).

  The database can be constructed as desired, but must contain a field with a unique "abbreviation" for the source. There must also be fields for the author and title of the source.

- **Step 2:** Then choose the ribbon command **References | Manage | Bibliography settings** to open a dialog box and assign this database as a bibliography database to the document using the **File** button. In the dialog box, specify which database fields contain the abbreviation for cross-references, the author and the title.

- **Step 3:** You can now insert references in the text to the sources entered in the bibliography database (for example, "As mentioned in *[DNA1979]*, ...") using the ribbon command **References | Insert field**.
- **Step 4:** At the end of the document, you can finally generate a bibliography with the ribbon command **References | Generate**. This lists all the records in the bibliography database for which you have inserted references into the text (see step 3).

For more information on using these functions, see the following pages.

Step 1: Creating and editing the bibliography database

In order to be able to use the bibliography functions, you first need a *bibliography database*. This can be a database in SQLite or in dBASE format in which all source information must be entered.

You can create a separate bibliography database for each document. If you are writing documents that use the same sources, you can also use a common database for those documents, of course.

Structure of a bibliography database

A bibliography database must contain at least the following fields:

- A field for a unique *abbreviation* for the source (see below)
- A field for the name of the *author* of the source
- A field for the *title* of the source

The abbreviation must be different for each source. As a rule, the author's initials and the year of publication are used for this purpose. If, for example, the source were a book published by the author *Harry Smith* in *1979*, *HS1979* (or *HS79*) would be used as the abbreviation.

Apart from the three mandatory fields listed above, the database may be structured as desired, thus it may also contain, for example, fields for the date of publication, the publisher, etc.

Tip: In the TextMaker document folder, there is a simple example database called `biblio.sqlite` which you can use for practice purposes. On Windows, this file can be found in the `SoftMaker` folder below your user directory.

Creating a new bibliography database

If you do not want to access an existing bibliography database, you must create a new database. To do so, simply use TextMaker's database module.

To create a new bibliography database, proceed as follows:

1. Choose the ribbon command **References** | group **Bibliography | Manage | Create new database**.
2. Give the database any name, select the desired database format SQLite or dBASE from the list **Save as type** and confirm saving.

   For more information on the database formats SQLite or dBASE and on using the dialog box described in 3., see Creating a new database.

3. In the following dialog box, add the required fields to the database. In any case, the database must contain fields for the unique abbreviation of the source, for the author and for the title.
4. When you are finished, click on **Create**.
5. TextMaker now creates the database and opens it in the database module. If you now want to enter your sources into the database, you can do so.

   Otherwise, click on the **Close database** icon to exit the database module.

Editing the bibliography database

The bibliography database must then be filled with sources, of course, if this was not already done when creating it. Thus, enter the sources to which you refer in the document into the database. Of course, it is up to you if you want to enter all sources at once or add sources only as required.

To do so, open the bibliography database in the TextMaker database module by choosing the ribbon command **References** | group **Bibliography** | **Manage** | **Edit database**. For more information on using the database module, see Database.

Step 2: Assigning the bibliography database

In the next step, you tell TextMaker what database you want to use as the document's bibliography database. You must also specify which fields in this database contain the abbreviations for references, authors and titles.

To do so, proceed as follows:

1. Open the document for which you want to use the bibliography database created in Step 1, or start a new document.
2. Choose the ribbon command **References** | group **Bibliography** | **Manage** | **Bibliography settings**.
3. If you are still in the document from Step 1, the database is still assigned and you can jump straight to point 4.

   If you have started a new document, however, the created bibliography database is not yet assigned. In this case, click on the **File** button. A file dialog box appears. In the dialog box, go to the directory containing the bibliography database, select the database in it and open it.
4. In the dialog box **Bibliography settings**, you must now specify which fields of this database contain the cross-reference (abbreviation), the author and the title. To do so, select these fields from the three dropdown lists in the **Settings** section.
5. In the **Reference style** section, you can also specify how the references that you can insert in Step 3 should be displayed if necessary.
6. When you are satisfied with all settings, confirm with **OK**.

TextMaker now knows which database contains information about the sources for this document and how this information is distributed over the database fields. Thus, you can proceed to step 3.

Step 3: Inserting references to sources

When you have completed steps 1 and 2, you can insert *bibliography fields* in the text. These are references to sources that are stored in the bibliography database.

Use such a reference if you refer to one of the sources in the text – for example "As mentioned in *[DNA1979]*, ...".

You insert a reference to a source into the text as follows:

1. Move the text cursor to the desired position.
2. Choose the ribbon command **References** | group **Bibliography** | **Insert field** .
3. Select the desired database entry directly from the dropdown list that appears.

   Optional: The last entry **More** opens a dialog box. Here, you can also select the desired database entry from the list *References*.

   Furthermore, this dialog box contains the following options:

   Search/Search again: Use these buttons to search the bibliography database for a specific term. The dialog box that now appears corresponds to the descriptions in Searching a database.

   Edit: This button allows you to open the bibliography database in the Database module and to edit its content there, for example, add a new entry.

   Additional information: In this field, you can enter an additional text such as "Page 42" for an entry from the list *References*. This text is then appended to the reference, separated by a comma.

   Finally, click on **OK** to insert the selected entry from the list *References*.
4. The reference is now inserted into the text. Depending on the options selected in the bibliography settings dialog box, either the abbreviation or the number of the source will appear in the text (see below).

Proceed as described above for each source to which you refer in your document.

Options for reference style

The bibliography settings dialog box allows you to change the appearance of references if necessary. For example, you can specify whether they should appear as abbreviations taken from the database or as automatically generated numbers.

To do so, choose the ribbon command **References** | group **Bibliography** | **Manage** | **Bibliography settings** and make the desired settings in the *Reference style* section.

The following options are available:

- If you select **Use reference field**, references display the "abbreviation" entered in the database for the source – for example, [DNA1979].
- If you select **Number entries**, on the other hand, references display an automatically generated number for the source – for example, [42].

  The source for the first reference that you insert gets the number [1], the source for the second reference gets the number [2], etc.

Note: When you switch between these two options, all references in the document immediately change their appearance accordingly. However, the bibliography (if it already exists) is not adjusted until you *update* it. For more information, see Updating tables of references.

- The option **Parentheses** allows you to specify the type of parentheses within which the references will be enclosed.

  If, for example, you use the setting **{ }** instead of the default setting **[ ]**, references will be enclosed within curly braces rather than within square brackets. Thus, {DNA1979} will then appear instead of [DNA1979].

Step 4: Generating the bibliography

In the final step, you let TextMaker generate the bibliography at the end of the document. This lists all the records in the bibliography database for which you have inserted references into the text (as described in step 3).

To insert a bibliography, proceed as follows:

1. Position the text cursor at the beginning of the line in which the bibliography should be placed.
2. Choose the ribbon command **References** | group **Bibliography** | **Generate** .
3. Specify whether a new bibliography is to be generated at the current position or whether an existing bibliography is to be updated by selecting the appropriate option for **Placement**.

   Note: Placement options are only available once a bibliography has been initially generated. *Generate new bibliography* is thus initially predefined by TextMaker.
4. In the large input field below, you can also change the appearance of the bibliography (see below).

When you confirm with **OK**, TextMaker inserts the bibliography into the text.

Note: As mentioned at the beginning, only those records of the bibliography database for which you have actually inserted *references* into the text appear in the bibliography (see step 3).

Changing the appearance of the bibliography

Before clicking on **OK** to close the aforementioned dialog box, you can change the appearance of the bibliography if necessary:

Editing text: You can edit the text specified in the input field at any time. The well-known editing commands are available for this purpose.

Changing formatting: The formatting can also be changed. To do so, first select the desired section of text in the input field, and then use the miniature formatting toolbar displayed above it to change the character format.

Inserting fields: Fields from the bibliography database are indicated with curly braces. You can also insert additional fields into the input field by simply typing them (for example, **{AUTHOR}**) or by double-clicking on the desired field in the list **Fields**.

Tip: The first item in the list **Fields** is a field named **{#REF}**. This field is created automatically and has the following special feature: It contains either the abbreviation or an automatically generated number for the source, depending on which of these two options you selected for *Reference style* in the bibliography settings dialog box.

Additional information:

- For information on **updating** tables of references, see Updating tables of references.
- For information on **editing and formatting** tables of references, see Editing and formatting tables of references.
- For information on creating **Bibliographies with Zotero**, see the next section.

Bibliographies with Zotero

This feature is only available in **SoftMaker Office Professional** and **NX Universal**. This feature is not available in the Android version and in SoftMaker FreeOffice. **Linux:** Make sure to use the Zotero package from zotero.org, as unofficial snap, DEB, or RPM packages can cause problems.

The previous section described how to create a bibliography using a bibliography database via the commands of the ribbon tab **References** | group **Bibliography**.

Another way to insert source references to cited works and to create a bibliography is enabled in TextMaker via the connection to the literature management program **Zotero**.

To do so, use the commands on the ribbon tab **References** | group **Zotero**.

Preparation: Install Zotero

If you do not already have Zotero installed on your computer, download the program from the manufacturer's website and create a list of works that you would like to cite in Zotero.

Tip: You do not need an additional plugin to connect Zotero to TextMaker. However, make sure to leave the *Zotero LibreOffice Integration* add-on (in Zotero: Tools > Add-ons) enabled.

Inserting references to Zotero sources in TextMaker

Tip: Zotero must be open before you can insert the sources into TextMaker.

To insert source references from Zotero into a TextMaker document, proceed as follows:

1. Move the text cursor to the place in the text where the reference is to be inserted.
2. Choose the command **References** | group **Zotero** | **Insert/edit citation** .

3. In the Zotero bar, type a letter string (at least two letters) of the desired source. Zotero will then suggest a list of hits that you can select via a mouse click.
   Alternatively, click on the **Z** icon in the Zotero bar and select *Classic view* to display the available sources clearly arranged in a dialog box.

   Note: When you insert the first reference from Zotero into your current document, the dialog box *Zotero - Document Preferences* automatically appears. (Note: This dialog box is usually hidden in the background of the Zotero application.) Specify the *Citation Style* and other options here. These settings only need to be set once for the current document and can always be changed later via the command **Document preferences**. For more information, see below.

4. Press the **Enter key** ↵ to confirm.

The source reference is now inserted as a footnote, endnote or field, depending on your choice of citation style in the dialog box *Zotero - Document Preferences*.

Editing references

To edit an existing reference, select it in the text and choose the command **Insert/edit citation** again. Alternatively: Double-click on the reference. The program displays the Zotero bar, which shows you the existing source. You can now add another source or remove the displayed source in the Zotero bar as needed.

To add more information to the existing source in the Zotero bar (for example, a page number or a prefix such as "cf."), click on this source in the Zotero bar. The program opens a small window in which you can enter the desired additional information in the corresponding fields.

Please also note here: The Zotero bar may be hidden in the background of the Zotero application in some cases.

Tip: To confirm your entries in the Zotero bar, press the **Enter key**↵.
To exit the open Zotero bar without entering anything, press the **Esc** key.

Generating and editing a bibliography

You use the bibliography to list all sources for which you have included references in the text.

To generate a bibliography, proceed as follows:

1. Position the text cursor at the beginning of the line in which the bibliography should be placed.
2. Choose the command **References** | group **Zotero** | **Insert/edit bibliography** .

The bibliography is inserted into TextMaker.

If you want to manually revise Zotero's bibliographical references, choose the command **Insert/edit bibliography** again. In the dialog box *Edit Bibliography*, make the desired adjustments and confirm with **OK**. The bibliography will then be updated with the modified bibliographical references.

Updating references and the bibliography

If you subsequently make changes to the source data in the Zotero database (for example, author, year of publication, etc.), you will usually also want to update the relevant information in the references and in the bibliography of your TextMaker document. Thus, all information generated from Zotero can be updated for the current document at the click of a button.

To do so, choose the ribbon command **References** | group **Zotero** | **Refresh** .

Changing document settings

If you choose the ribbon command **References** | group **Zotero** | **Document preferences** , you open the dialog box *Zotero - Document Preferences*. Here, you can specify the *Citation Style* in which the references in the text and the bibliography will be displayed for your current TextMaker document.

Depending on the chosen citation style, you can select from various options, such as whether you want to create the references as footnotes, endnotes or reference marks (fields).

Unlinking citations

The ribbon command **References** | group **Zotero** | **Unlink citations** unlinks the current TextMaker document from Zotero. The references and bibliography in this document, which were created from Zotero, can then no longer be edited via Zotero.

Additional information:

- For information on **editing and formatting** tables of references, see Editing and formatting tables of references.

Updating tables of references

Important: If you insert a table of references (table of contents, index, table of figures or bibliography) into a document and then continue editing the text, these tables of references are *not* automatically updated on an ongoing basis.

Thus, if the page numbers of the document change because you type additional text, the tables of references will still display the old page numbers. If, for example, you add new headings, the table of contents does not expand automatically.

To ensure that a document's tables of references reflect the current state of the document, you must update them. To do so, proceed as follows:

- For the *index*, choose the command **References** | group **Index** | **Generate** to open the dialog box again and confirm with **OK**.*

  The faster alternative: **References** | group **Index** | **Update**

- For the *table of contents*, choose the command **References** | group **Table of contents** | **Generate** to open the dialog box again and confirm with **OK**.

  The faster alternative: **References** | group **Table of contents** | **Update**

- For the *table of figures*, choose the command **References** | group **Captions** | **Generate** to open the dialog box again and confirm with **OK**.*

  The faster alternative: **References** | group **Captions** | **Update** 

- For the *bibliography*, choose the command **References** | group **Bibliography** | **Generate** to open the dialog box again and confirm with **OK**.*

  The faster alternative: **References** | group **Bibliography** | **Update** 

- For the *bibliography with Zotero*, choose the command **References** | group **Zotero** | **Refresh** .

* **Important:** Make sure that the option "Replace existing ..." is selected for **Placement** when you proceed via the dialog box. For the alternative path directly via the ribbon command **Update**, the existing table of references is always replaced automatically.

TextMaker now removes the existing table of references and replaces it with an updated version.

Note: Before printing a document containing tables of references, always remember to update the tables, so that they reflect the document's current state.

Editing and formatting tables of references

In *theory*, tables of references (tables of contents, indexes, tables of figures, bibliographies) can be edited just like normal text. However, you should take note of the following:

Important: If you manually change the content or formatting of a table of references, your changes will be *lost* the next time you update the table of references, as TextMaker removes and reinserts it.

As a result, manual changes to text or formatting in a table of references only make sense when your document is 100% ready for printing and the table will not have to be updated again.

Text changes are usually unnecessary in tables of references anyway, and you can change the formatting in a far more convenient manner. This is because tables of references are automatically formatted with Paragraph styles that make it easy to change the formatting.

When you create one of the aforementioned tables of references, TextMaker generates the following paragraph styles:

- **"TOC 1" to "TOC 9"**

  These are paragraph styles for each level of the *table of contents*. The first outline level (i.e. the main headings) is formatted with the "TOC 1" style, the second level with "TOC 2" and so on.

- **"Index"**

  The paragraph style for entries in the *index*

- **"Index heading"**

  The paragraph style for the initial letters that are used as headings for sections of the *index* (if the option **First letter** was enabled when creating the index)

- **"Caption"**

  The paragraph style for *captions*

- **"Table of figures"**

  The paragraph style for entries in a *table of figures*

- **"Bibliography"**

  The paragraph style for entries in the *bibliography* or in the *Zotero bibliography*

If, for example, you want the main headings in the table of contents to be displayed in a larger font, you only have to change the "TOC 1" style accordingly:

1. Right-click to open the context menu and select the entry **Paragraph style**.
2. Select the "TOC 1" style in the list and click on **Edit**.
3. The program displays a dialog box in which you can change the formatting. Switch to the **Paragraph** tab.
4. Click on the **Character** button.
5. Select the desired font size in the **Size** field.
6. Exit the dialog boxes by clicking successively on **OK**, **OK** and **Close**.

The main headings in the table of contents are now displayed in the new font size. This formatting will remain in effect after you update the table and even if you remove and reinsert it.

For general information on using styles, see Styles.

Cross references

FreeOffice: The *Cross reference* function is not included in SoftMaker FreeOffice.

You can use the ribbon command **References | Cross reference** to insert a reference to a specific text element (for example, a bookmark or an object) into the text.

This command inserts a field that displays, for example, the page number of the target text element. Thus, if you insert a picture on page 3 of the document, you can cross-reference that picture at some other place in the document – for example, "See picture on page 3".

Cross-references can be created with respect to the following text elements:

- Bookmarks
- Footnotes/endnotes
- Objects (pictures, drawings, etc.)
- Headings
- Captions (for table, figure, image)

Cross-references to *bookmarks* are common in larger documents. Bookmarks are "bookmarks" that can be placed anywhere in the document.

If, for example, you want to insert a cross-reference to the index at the end of your document, first put a bookmark at the beginning of the index. Type something like "See also the index as of page" in the desired place in the document, and add a cross-reference to this bookmark. The cross-reference now shows the number of the page on which the index begins.

Cross-references are updated automatically before the document is printed. If desired, they can also be updated manually with the ribbon command **References** | group **Fields | Update fields**.

See the following pages for more detailed information on working with cross-references.

Inserting cross references

FreeOffice: The *Cross-reference* function is not included in SoftMaker FreeOffice.

To insert a cross-reference in the text, proceed as follows:

1. If you want to create a cross-reference to a *bookmark*, for example, you must first set a bookmark at the desired target position using the ribbon command **Insert** | group **Links | Bookmark**. For more information, see also Bookmarks.
2. Then move the text cursor to the position in the text where the cross-reference is to be inserted.
3. Choose the ribbon command **References | Cross reference** .
   Alternatively: **Insert** | group **Links | Cross reference**

4. For **Type**, select the type of target position for which the cross-reference should be created: for example, a **Bookmark**, an **Object** or a **Footnote**.
5. For **Target**, select the specific bookmark (or object, heading, etc.) to which the cross-reference should refer.
6. For **Show**, select the information which you want the cross-reference to display for the target position, for example, the **Page**, the **Number**, etc. (For more information, see "Options of the dialog box" below.)
7. Confirm with **OK**.

TextMaker now inserts the cross-reference into the text and you can jump to the target position at any time by clicking on the cross-reference with the key combination **Ctrl + left mouse button**.

Tip: If the cross-reference is not displayed correctly, press the **F9** key to update the fields.

Options of the dialog box

The options in the dialog box for this command have the following functions:

- **Type**

  Here, you specify where to create the cross-reference: a **Bookmark**, a **Footnote/Endnote**, an **Object**, a **Heading** or a caption **(Table**, **Figure**, **Picture**).

- **Target**

  Here, you select the target for the cross-reference. If, for example, you set the **Type** to **Bookmark**, a list of all bookmarks in the document appears here. Click to select the desired bookmark from the list.

- **Show**

  Here, you specify what the cross-reference should show. Depending on the **Type** selected above, the program displays a different selection of the following options:

  Page: The cross-reference shows the number of the page on which the target is to be found.

  Number: The cross-reference shows the number of the target itself:

  For *footnotes* or *endnotes*, the number of the footnote/endnote is shown.

  For *bookmarks* or *headings*, however, the number of the paragraph in which the bookmark/heading has been set is shown. To do so, the paragraph must be numbered via the command **Bullets and numbering** (right-click to open the context menu and select the command). If this is not the case, the cross-reference displays a zero.

  Text: The cross-reference shows the plain text of the target.

  Relative position: If the target is above the current position of the cross-reference, the cross-reference displays "above". If the target is below, "below" is displayed.

  The following options for **Show** only appear for captions that you can find in the above **Type** list as *Table*, *Figure* or *Picture*. This involves the sequentially numbered captions, such as those used to create a table of figures, rather than the objects themselves. (For more information, see section Captions and tables of figures.)

  Full text: The cross-reference shows the label and sequential number of the caption. It also shows the explanatory text added to a caption. Example: "Figure 2: The larch"

Caption number: The cross-reference shows the label and sequential number of the caption. Example: "Figure 2"

Caption text: The cross-reference shows only the explanatory text that was added to a caption. Example: "The Larch"

Editing and updating cross references

FreeOffice: The *Cross-reference* function is not included in SoftMaker FreeOffice.

Cross-references are *fields*. Thus, the same applies to them as to all fields: They can be formatted, deleted, copied and moved like normal text, but their content cannot be edited directly.

However, you can always change the type or target of a cross-reference. To do so, double-click on the cross-reference and make the required adjustments for *Type*, *Show* or *Target* in the aforementioned dialog box (see previous section).

Tip: If you want to see which cross-references in the document refer to which targets, you can enable the option **Display field names** in the dialog box of the ribbon command **File | Properties**, **View** tab (alternatively: on the ribbon tab **References |** group **Fields | Field names** button or simply **Alt+F9**).
All cross-references then display the type and target of the cross-reference instead of the page number – for example: {cross-reference.bookmark.page*:name_of_textmark}*.

Updating cross-references

Just like all other fields, cross-references are *not* updated automatically. If, for example, you move the target of a cross-reference to another page, the cross-reference will still display the old page number.

When you *print* the document, however, TextMaker automatically updates all fields (including cross-references). Thus, you can be sure that all cross-references are correct when you print the document.

If necessary, you can also manually update the fields of a document by choosing the ribbon command **References |** group **Fields | Update fields**. All fields and calculations are then updated.

Invalid references: If you delete the target of a cross-reference, it becomes invalid, of course. The cross-reference then displays the text **"Target not found!"** when you update the document. You can correct this problem by removing the cross-reference and inserting a new one (with a valid target).

Style references

In addition to *cross-references* (see previous pages), you can also insert *style references* into the text.

A style reference is a field that works as follows: It searches the document (from the place where you inserted it) *backwards* for text that is formatted in the paragraph style you selected – and then displays this text.

This can be useful, for example, in the following situation:

Large documents are usually organized according to an outline, and thus have headings with several levels. The easiest way to achieve this is to format the headings in the predefined paragraph styles "Heading 1", "Heading 2", etc. If you now insert a style reference field into any place in the text and let it search for the style "Heading 1", for example, the field automatically finds the main heading valid for this place in the text and displays it.

Such fields are most often used in the headers or footers of books and other large documents in order to display the main heading of the current chapter.

Inserting a style reference field

To insert a style reference field into the text, proceed as follows:

1. Move the text cursor to the place in the text where the style reference field is to be inserted.
2. Click on the arrow of the icon on the ribbon tab **References |** group **Fields | Field**.
3. Click on the entry **Style reference** in the dropdown menu, and select the style for which you want to search from the submenu.

   Alternatively, click on the entry **More** in the dropdown menu (or on the **Field** icon itself) to open the dialog box with further options (see below).
4. Only in the dialog box: Click on the **Insert** button.

TextMaker now inserts the style reference field into the text.

The field then automatically searches for text formatted with the specified paragraph style. It first searches backwards (towards the beginning of the document). If nothing is found in this direction, it also searches forwards (towards the end of the document).

As soon as the program finds text formatted in the desired style, the field displays that text. If, for example, you had selected the paragraph style "Heading 1", the field would display the current main heading for the section of text in which the field was inserted. (Of course, this assumes that all headings in the document have been formatted with the paragraph style "Heading 1".)

If nothing is found, the field shows the error message "Style reference: No matching text found!". Then verify that you are looking for the correct style and that there is actually text that was formatted in this style.

Options of the dialog box

The dialog box contains the following options:

- **Style**

  In this list, select the style for which you want to search.

- **Search for character styles**

  Usually, style reference fields are used to search for paragraph styles. However, you can also search for character styles by enabling this option. The **Style** list then contains character styles rather than paragraph styles.

- **Search page from bottom**

  This applies only to style reference fields inserted into headers or footers because they use a special search order:

  First, only the *current* page is searched for text in the selected style in the following direction:

  If this option is disabled, the program searches the page from top to bottom.

  If this option is enabled, the program searches the page from bottom to top (backwards).

  The search will then continue "normally" regardless of this option: So the pages before the current page (backwards) are first searched. If nothing is found, the pages after the current page are also searched (forwards).

- **Insert paragraph number**

  If this option is enabled, the style reference field returns the *numbering* of the text rather than the actual *text* formatted in the desired style.

  Of course, this only works if numbering has been applied to the text. For more information, see also Automatic numbering and Numbering headings.

- **Insert "above" or"below"**

  If this option is enabled, the style reference field no longer returns the *text* formatted in the desired style but only the specified position *"above"* or *"below"*:

  If the location is above the field, the field returns the text "above".

  If the location is below the field, it returns the text "below".

  In this way, references such as "see above" or "see below" can be inserted.

Updating style reference fields

Like all types of fields, style reference fields are updated automatically before the document is printed. If desired, they can also be updated manually with the ribbon command **References |** group **Fields | Update fields**. For more information on working with fields, see Fields.

Footnotes and endnotes

When a word or phrase in your text requires explanatory comments, you can place such comments in *footnotes* or *endnotes*.

- Footnotes usually appear at the bottom of the page. You can also have them displayed below the text.
- Endnotes are also basically footnotes. The only difference is that they are displayed collectively at the end of the document. However, you also have the option of having endnotes displayed at the end of each chapter.

In TextMaker, it is always possible to subsequently convert footnotes into endnotes and vice versa.

See the following pages for all information on inserting, editing, and formatting footnotes. The descriptions for endnotes will then follow in a separate section.

Footnotes

Footnotes always consist of two parts: a footnote reference mark as a superscript in the body text and the associated footnote text in the bottom footnote area:

When you encounter heavy fog[1], you should immediately slow down[2] and turn on your fog lights.

_____

[1] Visibility less than 150 feet

[2] Maximum 30 mph

An example of the use of footnotes

TextMaker automatically numbers footnotes sequentially. If you insert a new footnote into the text or delete an existing footnote, the numbers of all subsequent footnotes change accordingly.

By default, TextMaker automatically inserts a separator between the text and the footnote area. If desired, this can be reformatted or disabled.

In this section, you will learn everything you need to know about footnotes. The information covers the following topics:

- Inserting and editing footnotes
- Changing the formatting of footnotes
- Footnote options

Inserting and editing footnotes

In TextMaker, you can quickly add a footnote to a text passage. Simply choose the ribbon command **References | Footnote** after this text passage, and then type in the footnote text. TextMaker automatically performs the numbering, placement and formatting of the footnotes for you.

To do so, proceed according to the following detailed steps:

1. Position the text cursor immediately after the term for which you want to create a footnote.
2. Choose the ribbon command **References |** group **Footnotes | Footnote** (or **Insert footnote** via the small arrow of the icon).

   Alternatively: **Insert |** group **Header and footer | Footnote**
3. TextMaker now inserts a *footnote mark* as a superscript (an automatically generated sequential number) for this footnote.

   A footnote area is then automatically created in the bottom margin of the page, the same number is entered there and the text cursor is placed behind it.
4. You can now type the *text* for this footnote.

To return from the footnote area back to the body text, simply click anywhere in the text. Alternatively, you can use the ribbon command **References |** group **Footnotes | Go to reference**, which will take you back to the appropriate footnote in the text.

Changing footnote text retrospectively

The footnote text in the bottom margin of the page can be edited at any time. All you have to do is position the text cursor in the footnote area. You can use one of the following procedures:

- Scroll to the page containing the footnote you want to change, and click in the footnote area in the bottom page margin.

  Note: This only works in standard view. If you are in a different view, you must first use the ribbon command **View | Standard** to switch to the standard view.
- You can use the ribbon command **References |** group **Footnotes | Go to footnote** to let TextMaker search for the next footnote in the text. If found, TextMaker automatically places the text cursor in the corresponding footnote text in the footnote area.

You can now edit the footnote text. You already know how to get back to the body text: simply click on any text passage or use the command **Go to reference**.

Tip 1: Within the footnote area, you can use the ↓ and ↑ arrow keys to move to the next or previous footnote text.

Tip 2: The key combination **Ctrl + left mouse button** on the footnote mark will take you from the body text to the footnote area and vice versa.

Inserting footnotes again

If you accidentally deleted the footnote number in a footnote text, you can insert it again at any time:

To do so, choose the ribbon command **References | Footnote | Insert footnote mark**.

Moving, copying or deleting footnotes

Sections of text containing footnotes can be moved, copied or deleted in the usual manner. TextMaker automatically rearranges the footnote texts and automatically corrects the numbering.

However, you should observe the following rule:

> ***Important:*** When you copy, move or delete footnotes, you should always do it in the *text* – and *not* in the footnote area in the bottom margin of the page.

If, for example, you delete the footnote text of a footnote in the footnote area, the footnote is *still* preserved – only its footnote text is empty. If you select and delete the footnote marker in the text, however, the whole footnote (marker *and* text) is removed, and all remaining footnotes are renumbered.

Influencing the numbering of footnotes

As mentioned above, footnotes are numbered automatically – so you don't have to worry about them. If necessary, however, you can manually influence the numbering as follows:

- **Changing the number of an individual footnote**

  To change the number of an *individual* footnote, place the cursor behind it and choose the ribbon command **References | Footnote | Change numbering**. The program displays a dialog box in which you can change the numbering of this footnote from Auto numbered to Custom and then enter the desired number.

  Tip: You can also open this dialog box by double-clicking on the footnote.

- **Changing the overall numbering of footnotes**

  To change the numbering of *all* footnotes in the document, choose the ribbon command **References | Footnote | Footnote options**. In this dialog box, you can set the start value and the type of numbering, among other things. For more information, see Footnote options.

Converting footnotes into endnotes

Footnotes appear at the end of a page by default. If you want them to appear at the end of the document, you have to use endnotes. You can also convert existing footnotes into endnotes at any time, both individual and all footnotes of the document.

- **Converting an individual footnote into an endnote**

  To change an *individual* footnote into an endnote, position the text cursor behind it and choose the ribbon command **References | Footnote | Change numbering**. The program will display a dialog box in which you enable the checkbox **Convert to endnote**.

  Tip: You can also open this dialog box by double-clicking on the footnote.

- **Converting all footnotes into endnotes**

  To change *all* footnotes in the document to endnotes, choose the ribbon command **References | Footnote** | **Footnote options**. In this dialog box, you can click on the **Convert** button to make the desired adjustment.

Changing the formatting of footnotes

You can change both the formatting of the footnote text and the footnote marker (the footnote number) at any time.

Formatting footnote text

To change the formatting of the text of an *individual* footnote, simply position the text cursor in the footnote text and apply the desired formatting.

Tip: If you want to change the formatting of the text for *all* footnotes in the whole document, TextMaker can save you a lot of work. All you have to do is change the paragraph style "Footnote Text", which TextMaker automatically creates as soon as you insert the first footnote.

By default, the text of all footnotes is formatted with this paragraph style. As long as you have not manually changed the formatting of the footnote texts, changes to the "Footnote Text" style will affect *all* footnote texts in the document.

To edit this style, proceed as follows:

1. Right-click to open the context menu and select **Paragraph style**.
2. Select the "Footnote Text" style in the list, and click on **Edit**.
3. The program displays a dialog box in which you can change the formatting. Make the desired changes there. Tip: You can also change the character formatting by clicking on the **Character** button on the **Paragraph** tab.
4. Exit the dialog boxes with **OK** and then **Close**.

For general information on using styles, see Styles.

Formatting footnote marks

The footnote mark (i.e. the footnote number) of footnotes is automatically added as a superscript by TextMaker. However, you can change the marker's character formatting according to your preference. Select the footnote mark, right-click to open the context menu and select **Character** to open the dialog box (alternatively: choose the ribbon tab **Home** | group **Character** with the group arrow ◢). Make the desired changes in the dialog box.

Tip 1: All footnote marks are automatically formatted with the "Footnote Reference" character style (note: character style, not paragraph style!). If you edit this style via the context menu with the entry **Character style**, *all* footnote marks in the document change their appearance accordingly.

Tip 2: The sidebar is recommended to enable you to orient yourself better with respect to formatting footnotes via paragraph styles/character styles. It will be easier for you to identify *footnote text* (function: Paragraph style) and *footnote marks* (function: Character style) here.

Footnote options

You can use the ribbon command **References | Footnote | Footnote options** to change settings for the footnotes in the current document.

It opens a dialog box with the following options:

Position

The footnote texts are usually displayed in the bottom margin of each page. Change the option **Position** if you want them to appear in a different location:

- **Bottom of page**

  This is the default setting – the footnote texts are displayed at the end of each page.

- **Below text**

  The footnote texts appear directly below the text.

Layout

If necessary, you can divide the footnote area into multiple columns, and the footnote texts are then distributed among the number of columns that you set here.

The default setting here is **Use section layout**. The division of the footnote area is thus automatically based on the column formatting of the text area in which the footnote is located. (For more information on sections, see What are sections?.)

Numbering

Here, you can make settings for the automatic numbering of footnotes:

- **Type**

  Here, you can change the type of numbering. For example, you can also use letters in addition to numbers. The footnotes are then represented by A, B, C, etc., rather than by 1, 2, 3, etc.

- **Start at**

  Here, you can specify the number with which the counting should start. The default value is "1". If, for example, you enter "42", the first footnote will be given the number 42, the next 43, and so on.

- **Mode**

  Here, you can specify whether the footnote numbering should be reset to "1", for example, on each page or each chapter:

Continuous numbering: The numbering is never reset. This is the default setting.

Restart on each page: The numbering is reset to "1" at the beginning of each page of the document.

Restart on each section: The numbering is reset to "1" at the beginning of each section. (For more information on sections, see What are sections?)

Restart on each chapter: The numbering is reset to "1" at the beginning of each chapter. (For more information on chapters, see Dividing a document into chapters.)

Separator line margins

Here, you can set the margins for the separator line that is inserted automatically above the footnote section:

The **Top** margin determines the minimum spacing between the text and the separator line, while the **Bottom** margin determines the spacing from the separator line to the footnote texts.

As you increase the **Left** margin, the separator line starts further to the right; as you increase the **Right** margin, the separator line ends earlier.

"Separator line" button

Click on this button if you want to change the appearance of the footnote line inserted above the footnote area.

For example, to change the thickness of this line, select the desired line thickness in **Line style / Thickness**.

If you don't want the footnote separator line to appear at all, select the option **No line** from the list **Line style**.

"Convert" button

If you want to convert all footnotes in the document into endnotes so that they appear at the end of the document by default, click on the **Convert** button. In the dialog box that then opens, you can make the desired adjustments.

Endnotes

Endnotes, like footnotes, always consist of two parts: an endnote mark as a superscript in the text and the associated endnote text in the bottom endnote area. Unlike footnotes, endnotes are positioned at the end of the document by default or at the end of each chapter.

TextMaker automatically numbers the endnotes sequentially. Thus, if you add a new endnote somewhere in the text or delete an existing endnote, the numbers of all subsequent endnotes will change accordingly.

By default, TextMaker automatically inserts a separator line between the text and the endnote area. If desired, this can be reformatted or disabled.

In this section, you will learn everything you need to know about working with endnotes. The information covers the following topics:

- Inserting and editing endnotes

- Changing the formatting of endnotes
- Endnote options

Inserting and editing endnotes

In TextMaker, you can quickly add an endnote to a text passage. Simply choose the ribbon command **References | Endnote** after this text passage, and then type the endnote text. TextMaker automatically performs the numbering, placement, and formatting of the endnotes for you.

To do so, proceed according to the following detailed steps:

1. Position the text cursor directly behind the term for which you want to create an endnote.
2. Choose the ribbon command **References |** group **Footnotes | Endnote** (or **Insert endnote** via the small arrow of the icon).

   Alternatively: **Insert |** group **Header and footer | Endnote**
3. TextMaker now inserts an *endnote mark* as a superscript (an automatically generated sequential number) for this endnote.

   An endnote area is then automatically created at the end of the document, the same number is entered there and the text cursor is positioned behind it.
4. You can now type the *endnote text* for this endnote.

To return to the body text from the endnote area, simply click anywhere in the text. Alternatively, you can use the ribbon command **References |** group **Footnotes | Go to reference**, which will take you back to the appropriate footnote in the text.

Changing endnote text retroactively

The endnote text can be edited at any time. All you have to do is position the text cursor in the endnote area. To do so, use one of the following procedures:

- Scroll to the page where the endnote is to be changed and click in the endnote area.

  Note: This only works in standard view. If you are in a different view, you must first use the ribbon command **View | Standard** to switch to standard view.
- You can use the ribbon command **References |** group **Footnotes | Go to endnote** to let TextMaker search for the next endnote in the text. If found, TextMaker automatically places the cursor in the corresponding endnote text in the endnote area.

You can now edit the endnote text. You already know how to get back to the body text: simply click on any text passage or use the command **Go to reference**.

Tip 1: Within the endnote area, you can use the arrow keys ↓ and ↑ to move to the next or previous footnote text.

Tip 2: The key combination **Ctrl + left mouse button** on the endnote mark will take you from the body text to the endnote area and vice versa.

Reinserting endnotes

If you accidentally deleted the endnote number in an endnote text, you can reinsert it at any time:

To do so, choose the ribbon command **References | Endnote | Insert endnote mark**.

Moving, copying or deleting endnotes

Sections of text containing endnotes can be moved, copied or deleted in the usual manner. TextMaker automatically rearranges the endnote texts and automatically corrects the numbering.

However, you should observe the following rule:

Important: If you want to copy, move, or delete endnotes, you should always do so in the *text* – and *not* in the endnote area in the bottom margin of the page.

If, for example, you delete the endnote text of an endnote in the endnote area, that endnote is *still* preserved – only its endnote text is empty. If you select and delete the endnote mark in the text, however, the whole endnote (endnote mark *and* text) is removed, and all remaining endnotes are renumbered.

Influencing the numbering of endnotes

As mentioned above, endnotes are numbered automatically – so you don't have to worry about them. If necessary, however, you can manually influence the numbering as follows:

- **Changing the number of an individual endnote**

  To change the number of an *individual* endnote, position the cursor behind it and choose the ribbon command **References | Endnote | Change numbering**. The program displays a dialog box in which you can change the numbering of this endnote from Auto numbered to Custom and then enter the desired number.

  Tip: You can also open this dialog box by double-clicking on the endnote.

- **Changing the overall numbering of endnotes**

  To change the numbering of *all* endnotes in the document, choose the ribbon command **References | Endnote | Endnote options**. In this dialog box, you can set the start value and the type of numbering, among other things. For more information, see Endnote options.

Converting endnotes into footnotes

Endnotes appear at the end of a document by default. If you want them to appear at the end of the page, you have to use footnotes. You can also convert existing endnotes into footnotes at any time, both individual and all endnotes of the document.

- **Converting an individual endnote into a footnote**

  To change an *individual* endnote into a footnote, position the text cursor behind it and choose the ribbon command **References | Endnote | Change numbering**. The program will display a dialog box in which you enable the checkbox **Convert to footnote**.

  Tip: You can also open this dialog box by double-clicking on the endnote.

- **Converting all endnotes into footnotes**

  To change *all* endnotes in the document into footnotes, choose the ribbon command **References | Endnote | Endnote options**. In this dialog box, you can click on the **Convert** button to make the desired adjustment.

Changing the formatting of endnotes

You can change both the formatting of the endnote text as well as the endnote mark (the endnote number) as desired.

Formatting endnote text

To change the formatting of the text of an *individual* endnote, simply position the text cursor in the endnote text and apply the desired formatting.

Tip: If you want to change the formatting of the text for *all* endnotes in the whole document, TextMaker can save you a lot of work. All you have to do is change the paragraph style "Endnote Text", which TextMaker automatically creates as soon as you insert the first endnote.

By default, the text of all endnotes is formatted with this paragraph style. As long as you have not manually changed the formatting of the endnote texts, changes to the "Endnote Text" style will affect *all* endnote texts in the document.

To edit this style, proceed as follows:

1. Right-click to open the context menu and select **Paragraph style**.
2. Select the "Endnote Text" style in the list and click on **Edit**.
3. The program displays a dialog box in which you can change the formatting. Make the desired changes there. Tip: You can also change the character formatting by clicking on the **Character** button on the **Paragraph** tab.
4. Exit the dialog boxes with **OK** and then **Close**.

For general information on using styles, see Styles.

Formatting endnote marks

The endnote mark (i.e. the endnote number) of endnotes is automatically added as a superscript by TextMaker. However, you can change its character formatting according to your preference. Select the endnote mark, right-click to open the context menu and select **Character** to open the dialog box (alternatively: choose the ribbon tab **Home** | group **Character** with the group arrow ◢). Make the desired changes in the dialog box.

Tip 1: All endnote marks are automatically formatted with the "Footnote Reference" character style (note: character style, not paragraph style!). If you edit this style via the context menu with the entry **Character style**, *all* footnote and endnote marks in the document change their appearance accordingly.

Tip 2: The sidebar is recommended to enable you to orient yourself better with respect to formatting endnotes or footnotes via paragraph styles/character styles. It will be easier for you to identify *endnote text*/*footnote text* (function: Paragraph style) and *footnote marks* (function: Character style) here.

Endnote options

Settings for the endnotes in the current document can be made via the ribbon command **References** | group **Footnotes** | **Endnote** | **Endnote options**.

It opens a dialog box with the following options:

Position

The endnote texts are usually displayed at the end of the document. Change the option **Position** if you want them to appear in a different location.

- **End of document**

  This is the default setting – all endnotes are displayed collectively at the end of the document.

- **End of chapter**

  If you have divided your document into several chapters using the ribbon command **Insert** | **Break** | **Chapter break** and want the endnote texts to appear collectively at the end of each chapter, select this option.

  (For more information on using chapters, see Dividing a document into chapters.)

Numbering

Here, you can make settings for the automatic numbering of the endnotes:

- **Type**

  Here, you can change the type of numbering. For example, you can also use letters in addition to numbers. The endnotes are then no longer numbered with 1, 2, 3, ... but with A, B, C.

- **Start at**

  Here, you can specify the number with which the counting should start. The default value is "1". If, for example, you enter "42", the first footnote will be given the number 42, the next 43, and so on.

- **Mode**

  Here, you can specify whether the numbering should be reset to "1", for example, on each page or each chapter:

  Continuous numbering: The numbering is never reset. This is the default setting.

  Restart on each chapter: The numbering is reset to "1" at the beginning of each chapter. (For more information on chapters, see Dividing a document into chapters.)

Separator line margins

Here, you can set the margins for the separator line that is inserted automatically above the endnote section:

The **Top** margin determines the minimum spacing between the text and the separator line, while the **Bottom** margin determines the spacing from the line to the endnote texts.

As you increase the **Left** margin, the separator line starts further to the right; as you increase the **Right** margin, the separator line ends earlier.

"Separator line" button

Click on this button if you want to change the appearance of the endnote line inserted above the endnote area.

For example, to change the thickness of this line, select the desired line thickness in **Line style / Thickness**.

If you don't want the endnote separator line to appear at all, select the option **No line** from the list **Line style**.

"Convert" button

If you want to convert all endnotes of the document into footnotes so that they appear at the end of each page by default, click on the **Convert** button. In the dialog box that then opens, you can make the desired adjustments.

Reviewing documents

You can *add comments* to a document and *track changes* made to it. These two functions are useful, for example, when several users review a document in succession.

- **Using comments**

  You can select text anywhere in a document and then add *comments* to it.

  If, for example, you receive a document for proofreading from a colleague, you can insert comments such as "Shorten this section" and the like directly into the document and then return the document to your colleague. Your colleague can now revise the document according to your comments.

- **Tracking changes in a document**

  The **Track changes** function goes a little further. If it is enabled, you can make changes to the document in the usual way – thus delete or add text, change formatting, etc. However, your changes are not stored immediately in the document, but are first saved as "change requests" highlighted in color.

  Thus, if a colleague hands you a document for correction, enable the "Track changes" function, make the desired changes and return the document to your colleague. Your colleague can then view your proposed changes and separately *accept* a change (whereupon it is saved permanently in the document) or *reject* it (whereupon it is discarded).

Of course, you can also use comments and the "Track changes" function in combination.

For more information on these two functions, see the following pages.

Using comments

You can use the ribbon command **Review** | group **Comments** | **Insert**  (alternatively: the ribbon command **Insert** | **Comment**) to insert *comments* with respect to any text passage in a document.

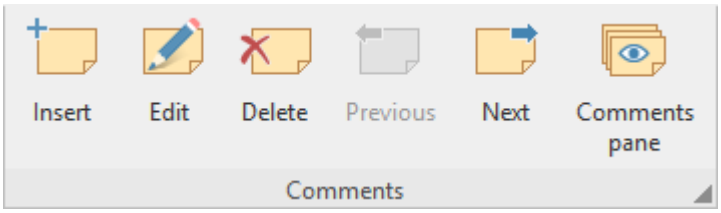
Text with respect to which a comment is attached is highlighted in color. If you hover over such text, the comment is displayed in a pop-up window.

You can also enable the **Comments pane**  (**Review** | group **Comments**). It then appears in the right margin of the document and always displays all comments.

By default, comments are only displayed on the screen and are not printed – unless you have enabled the option **Print comments** in the document properties. For more information, see Settings for comments.

Using the command group "Comments"

All commands for using comments can be found on the ribbon tab **Review** | group **Comments**:



The command group **Comments** has the following buttons (from left to right):

- Insert new comment
- Edit current comment
- Delete current comment
- Go to previous comment
- Go to next comment
- Enable/disable Comments pane

For more information on the individual functions, see the following sections.

Inserting comments

To insert a comment, proceed as follows:

1. Select the text with respect to which you want to attach a comment.
2. Choose the ribbon command **Review** | group **Comments** | **Insert** .

   Alternatively: Choose the ribbon tab **Insert** | **Comment**

   Note: Comments appear with your initials if you have entered something in the "Initials" or "Name" field in the **User info**. (For more information, see Settings, General tab.) If nothing is entered here, TextMaker will now prompt you once for the current document.
3. The program displays a pop-up window in which you can enter the comment. Type your comment into it.
4. When you have completed your comment, click anywhere in the text to close the comment window.

The comment has now been inserted, which is apparent from the colored background of the relevant text.

Editing comments

To edit a comment, proceed as follows:

1. Position the text cursor anywhere within the text whose comment you want to edit.
2. Choose the ribbon command **Review** | group **Comments** | **Edit** .

Tip: If the **Comments pane** is enabled, you can also type directly into the comments window.

3. Make the desired changes in the comments window.
4. When you have finished editing, click anywhere in the text to close the comments window.

The comment has now been changed accordingly.

Tip: You can also use shortcut keys to jump to a comment and back again: If you position the text cursor somewhere inside a section of text that has a comment and press **Ctrl+Alt+↓**, TextMaker jumps to the corresponding comment, and you can edit it. To return to the body text, press **Ctrl+Alt+↑**.

Deleting comments

To delete a comment, proceed as follows:

1. Position the text cursor anywhere within the text whose comment you want to delete.
2. Choose the ribbon command **Review** | group **Comments** | **Delete** .

   Tip: This command can also be chosen via the context menu (right mouse button).

The comment has now been removed.

Displaying and printing comments

There are two ways of viewing comments:

- **In the comments pane (always visible)**

  When you insert a comment into a document for the first time, or when you open a document that already contains comments, the *comments pane* automatically appears in the right margin of the document. It displays all comments for the current page. A connector between the comment and the corresponding text indicates to which section of text the comment refers.

  You can enable or disable this comments pane at any time:

  To do so, click on **Review** | group **Comments** | **Comments pane** .

  Note: Even if this option is enabled, the comments pane only appears if the document actually contains comments.

- **In pop-up windows (made visible by pointing)**

  If the comments pane is disabled, comments will only become visible when you hover over a section of text that has a comment. A pop-up window will open and display the comment.

Print comments

Comments usually only appear on the screen; they are not printed. If you want comments to also appear on the printout, enable the option **Print comments**. For more information, see Settings for comments.

Note: Regular text will be reduced in size to make room for the comments on the printed page. Thus, the proportions of the printout will *not* correspond to the actual dimensions of the document.

Locating comments

The command group **Review | Comments** contains two commands that you can use to jump back and forth between all comments in the document:

- **Previous** jumps to previous comment
- **Next** jumps to next comment

Settings for comments

If you choose the ribbon tab **Review | Comments** and then open the dialog box by clicking on the group arrow ◢ in the bottom right corner, you can make various settings for *comments*.

Note: You can also open this dialog box with the ribbon command **File | Properties**, **Review** tab.

The following options are available in the dialog box on the tab:

Comments section

- **Highlight comments in text**

  If this option is enabled, all sections of text with respect to which comments are attached are highlighted in color.

- **Print comments**

  If this option is enabled, comments also appear in the printout (instead of only on the screen).

  Note: Regular text will be reduced in size to make room for the comments. Thus, the proportions of the printout will not correspond to the actual dimensions of the document.

- **Color**

  This option determines the color in which comments and color highlighting appear in the text.

If you use the default setting **Author**, a different color is selected automatically for each user who edits the document. If the first user adds comments, they appear in red. If another user then opens the document and also adds comments, they appear in blue, etc.

Note: For this to work correctly, all users who edit the document must have specified their *name* in the TextMaker settings.
To enter your name, choose the ribbon command **File | Options** , switch to the **General** tab and enter your name (or at least your initials) using the **User info** button.

Comments pane section

- **Show automatically**

  This option corresponds to the icon in the command group **Comments** (ribbon tab **Review**).

  The *comments pane* is an area in the right margin that displays all comments for the current page of the document.

  If this option is enabled, the comments pane is displayed automatically when you insert the first comment into a document or when the document already contains comments.

  If the option is disabled, the comments pane is not displayed. In this case, however, you can still make comments visible: Simply hover over a section of text that has a comment. The comment is then automatically displayed in a pop-up window.

  Note: Even if this option is enabled, the comments pane only appears if the document actually contains comments.

- **Width**

  This option allows you to change the width of the comments pane.

- **Position**

  This option lets you change the position of the comments field: right, left, outside or inside (thus with opposite pages for documents with book layout).

Changes section

This section contains other options that are not relevant for comments but are related to the the **"Track Changes"** function (see next section).

Tracking changes in a document

Android: These commands are not freely available in the Android version. By clicking on the command icon, users of **SoftMaker Office NX Home** and **NX Universal** can unlock the features free of charge via their product key or otherwise via the **Google Play Store** (subject to a fee).

If you enable the **Track changes** function, you can still continue to make whatever changes you like to a document. However, these changes are not stored immediately in the document but are first saved as "change requests" highlighted in color.

Then you – or another user – can review these changes and separately *accept* or *reject* each of them. If a change is accepted, it will be applied permanently to the document; if it is rejected, it will be discarded.

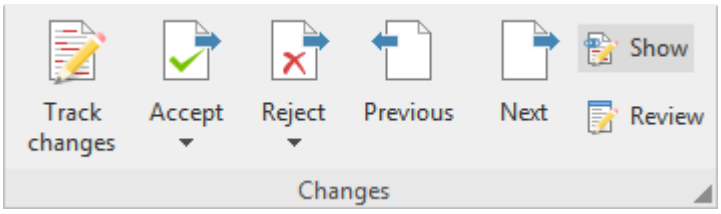
This is especially useful when several users review a document in succession. An example: A colleague writes a document and gives it to you to correct. You enable the "Track changes" function and make the desired changes. You then return the document to your colleague. Your colleague can now accept or reject each of these changes at the touch of a button.

The revision of a document with the "Track changes" function thus involves three steps:

- Step 1: Enabling the Track changes function
- Step 2: Making the desired changes
- Step 3: Accepting/rejecting the individual changes

Using the command group "Changes"

All commands for revising documents can be found on the ribbon tab **Review** | group **Changes**:



The command group **Changes** has the following buttons (from left to right):

- Track changes on/off
- Accept change and go to next
- Reject change and go to next
- Go to previous change
- Go to next change
- Show changes on/off
- Review all changes

For more information on the individual functions, see the following sections.

Step 1: Enabling the Track changes function

Choose the ribbon command **Review** | group **Changes** | **Track changes** in the open document that you want to revise.

The "Track changes" function is now enabled. All changes which you now make to the document will be tracked. (If you no longer need the "Track changes" function, you can disable it at any time by clicking on this command again.)

Step 2: Making the desired changes

Then make the desired changes to the document as usual. You can change, delete and add text, change the formatting, etc.

The document can still be edited exactly as if the "Track changes" function did not exist at all. There is only one important difference: All the changes you make now are highlighted in color and marked as follows:

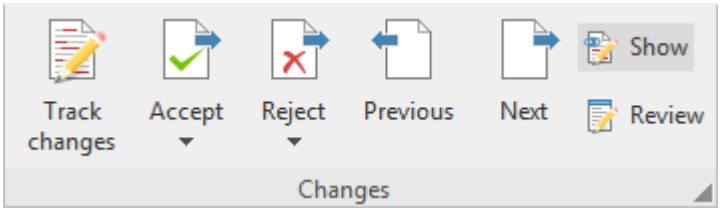
- When you add text, it is colored and underlined.
- When you delete text, it is colored and ~~struck through~~.
- When you change the formatting of text, it is colored.

In addition, a vertical line appears in the margin beside each line that contains a change, indicating that a change was made at that point.

Step 3: Accepting/rejecting changes

Once all the desired changes have been made, they can be either accepted or removed one by one.

To do so, use the aforementioned command group **Changes** (ribbon tab **Review**):



The command group **Changes** has the following functions for revising documents:

Icon	Function
	**Track changes on/off** This option enables/disables the "Track changes" function.
	**Accept change and go to next** Clicking on this button will accept the change at which the text cursor is presently positioned, which means that it will be saved permanently in the document. TextMaker will then jump to the next change. When you click on the black arrow of the button, however, the program displays a dropdown menu with the following functions: **Accept change and go to next:** does exactly the same as the button. **Accept current change:** does the same as the button, but won't jump to the next change afterwards. **Accept all changes:** accepts *all* changes in the whole document at once.
	**Reject change and go to next** This button works just like the button described earlier – only that the change is *rejected*. TextMaker will then jump to the next change. When you click on the black arrow of the button, a dropdown menu appears with the following functions: **Reject change and go to next:** does exactly the same as the button. **Reject current change:** does the same as the button, but does not jump to the next change. **Reject all changes:** rejects *all* changes in the whole document at once.
	**Go to previous change** This option positions the text cursor at the previous change.
	**Go to next change** This option positions the text cursor at the next change.
	**Show changes on/off** This enables/disables the option **Show changes**. If this option is enabled, changes are highlighted in color (as described previously). If it is disabled, the document appears as if all changes have been accepted.
	**Review all changes** This option opens a dialog box in which all changes are listed. Click on one of the listed changes and then click on the **Accept** or **Reject** button to accept or discard it.

Settings for the Track changes function

If you open the dialog box by clicking on the group arrow ◢ in the bottom right corner of the ribbon tab **Review** | group **Changes**, you can make various settings for the "Track Changes" function on the **Review** tab.

Note: You can also open this dialog box with the ribbon command **File | Properties** .

The following options are available:

- **Comments** and **Comments pane** sections

  These two sections are not responsible for the *"Track changes"* function, but for inserting *comments*. For more information, see Using comments.

- **Track changes**

  This option enables/disables the tracking of changes.

  This button corresponds to the icon  on the ribbon tab **Review** | group **Changes**.

- **Show changes**

  This option enables/disables **Show changes**. If this option is enabled, changes are highlighted in color. If it is disabled, the document appears as if all changes have been accepted.

  This button corresponds to the icon  on the ribbon tab **Review** | group **Changes**.

- **Print changes**

  If this option is enabled, tracked changes are not only highlighted on the screen, but also in the printout. If it is disabled, the document is printed as if all changes had been accepted.

- **Show tooltips**

  If this option is enabled, information about a change is automatically displayed on the screen when you hover over it (author, date and type of change).

- **Inserted text**, **Deleted text**, etc.

  The options in the lower area of the dialog box let you specify how changes are to be represented in the document. Here, you can specify both the manner in which changes are to be displayed and the colors to be used to highlight the changes.

  If you use the default setting **Author** for a color, a different color is selected automatically for each user who edits the document. If the first user makes changes, they appear in red. If another user then opens the document and makes additional changes, they appear in blue, etc.

  Note: For this to work correctly, all users who edit the document must have specified their *name* in the TextMaker settings.
  To enter your name, choose the ribbon command **File | Options** , switch to the **General** tab and enter your name (or at least your initials) using the **User info** button.

Internet functions

TextMaker is equipped with functions for editing HTML documents for the Internet:

- **Opening an HTML document**

  Internet pages are usually in HTML format. TextMaker enables you to open HTML files directly. To do so, choose the ribbon command **File | Open** (click directly on the icon itself) and select the **HTML** format in the dropdown list of file types.

- **Editing an HTML document**

  The second section of this chapter covers the editing of HTML documents. Here, you will learn which functions are allowed in HTML format and how to use them.

- **Saving an HTML document**

  The last section finally deals with saving the finished document in HTML format with the ribbon command **File | Save as**.

For more information, see the following pages.

Opening an HTML document

Internet pages are usually stored in **HTML** *(Hypertext Markup Language)* format. HTML documents can be identified by the name extension `.htm` or `.html`. They can be opened in TextMaker as follows:

1. Choose the ribbon command **File | Open** (click directly on the icon itself).
2. Select the **HTML** format in the dropdown list of file types.
3. Select the desired file and open it.

TextMaker opens the HTML document and displays it on the screen.

Note: The presentation of a document in TextMaker may differ from that in a web browser. However, you can check the actual appearance of the document at any time by opening it in your browser.

Editing an HTML document

On the following pages, you will learn which special features are available to you when working with HTML documents, and what you need to consider when using them.

Page formatting

Page formatting does not apply to HTML documents.

If you make changes to the page format on the ribbon tab **Layout** | group **Page setup**, they are *not* saved in the HTML document.

Pictures in HTML documents

To insert a picture into an HTML document, use the ribbon command **Insert** | group **Objects** | **Picture** as usual. For more information, see Pictures. However, you should take note of the following points:

- **The picture should be in the same folder as the document**

  If possible, the picture should be in the folder where the document is saved.

  So copy the picture there manually before integrating it or simply select the option **Copy to document's folder** in the dialog box of the ribbon command **Insert** | group **Objects** | **Picture**, and TextMaker will do it automatically for you.

- **The picture should not be saved in the document**

  Furthermore, you should *not* use the option **Save within document**, as picture files cannot be saved within HTML documents.

Which picture file format?

On the Internet, pictures are usually stored in one of the following file formats: **GIF**, **JPEG** or **PNG**. All of these formats save the picture information in *compressed* form and thus significantly reduce picture file sizes.

- The **GIF format** is most appropriate for smaller pictures and letterings with a maximum of 256 colors. It uses a lossless compression method that does not impair image quality.
- The **JPEG format** is most appropriate for photographs and other large images in true colors. However, the compression method used here is not lossless – the higher the selected compression ratio, the worse the image quality.
- The **PNG format** is the most versatile picture file format. It comes in various sub-formats with different types of compression (both lossless and lossy).

Use pictures in one of these file formats if possible, as other formats are not supported by all browsers.

Tables in HTML documents

Tables can also be used in HTML documents. To do so, use the ribbon command **Insert | Table** as usual. For more information, see Tables.

Tip: Tables can be used to replicate sophisticated formatting that the HTML format itself does not master. For example, you can produce two-columned text by placing the text in a table with one row and two columns.

Horizontal lines

With the command **Horizontal line**, you can insert a horizontal line into the text – for example, if a separator line is required. Of course, such lines are not limited to HTML documents; they can also be used in normal documents.

Note: This command is not on the ribbon by default. However, you can choose it directly via the hamburger menu ☰ (on the left in the Quick access toolbar) as in the classic menu interface with the menu command **Objects > New horizontal line**.

To insert such a line, place the text cursor on the desired line and choose the menu command **Object > New horizontal line**.

The line is now inserted. By default, it extends all the way from the left to the right margin.

Changing the line's properties

To change the appearance of the line, select the line by clicking on it and then right-click to open the context menu. Select the entry **Line properties**.

Tip: This command can also be chosen by double-clicking on the line.

The program displays a dialog box with the following options:

- **Width of line**

  The width of horizontal lines is normally specified as a **percentage** of the page width. By default, the width is set to 100 percent; thus, the line extends all the way from the left to the right margin. If, for example, you change this setting to 50 percent, the line is shortened to half the page width.

  Alternatively, you can enable the option **Absolute** and enter the desired width as a fixed value.

- **Thickness**

  Here, you can enter the desired line thickness in points.

- **Justification**

  Here, select how the line should be aligned: **Left** (at the left margin), **Centered** (in the middle of the page) or **Right** (at the right margin).

- **Color**

  Here, you can select the line's color.

  In addition to the default colors offered here, you can define new colors at any time. For more information, see Document properties, Colors tab.

- **3D effect**

  If this option is enabled, the line is drawn with a 3D effect.

  Tip: For lines that are only 1 pt thick, this is hardly noticeable. Thus, if you want to use this effect, you should increase the line thickness.

- **Color of 3D effect**

  Here, you can change the color of the 3D effect.

Using hyperlinks

With the ribbon command **Insert** | group **Links** | **Hyperlink**, you can add a *hyperlink* to text. Hyperlinks are links to web pages or other documents, for example, which can then be opened simply by pressing **Ctrl + left mouse button** on this text.

If, for example, you link a word in the text to a web page, the web browser will automatically start when you click on this word and will access this page in it.

By the way, the file path of another document is also allowed as a destination for hyperlinks. This is then opened automatically when you click on the link.

Tip: It is also possible to use an e-mail address as a destination by placing "mailto:" in front of it.

Creating a hyperlink

To create a hyperlink, proceed as follows:

1. Select the text to which you want to attach a hyperlink.
2. Choose the ribbon command **Insert** | group **Links** | **Hyperlink** .
3. For **URL or file name**, specify the destination for the hyperlink: Enter the path and name of the Internet resource or file to which you want the selected text to refer.

   For links to web pages, "http://" and the address of the page should be entered – for example, "http://www.example.com".

   For links to an e-mail address, enter "mailto:" and the recipient's address – for example, "mailto:xy@example.com".

   For links to a file, the **Browse** button can be used.

4. In the **Bookmark** field, you have the option of specifying the target position in the document to be opened (see below). However, this field is usually left empty.
5. Confirm with **OK**.

   Note: The **Reset** button allows you to undo all changes made *in the open dialog box* provided that you have not yet confirmed them with OK.

The hyperlink is now created. You recognize this by a change in the color of the text, which indicates the presence of a link.

Tip: Links to URLs and e-mail addresses can be created faster and easier if the option **Format URLs as hyperlinks** is enabled in the dialog box of the ribbon command **File | Options** (**Edit** tab). You can then type the destination address (for example, "www.example.com" or "mailto:xy@example.com") directly into the text and press the space bar. TextMaker recognizes that you have entered an Internet address or e-mail address and automatically formats it as a link.

Jumping to a specific bookmark

The aforementioned dialog box also gives you the option of specifying the target position in the document to be opened, if necessary. For **Bookmark**, enter the bookmark to which you want to jump.

Example: If you enter Report.tmdx for **URL or file name** and the name of a bookmark in this document for **Bookmark** and then open this link, the file `Report.tmdx` will be opened and the text cursor will be positioned at the specified bookmark.

Opening hyperlinks

To open a hyperlink, simply click on the text with the hyperlink using the key combination **Ctrl + left mouse button**. TextMaker then opens the linked document.

Alternatively, you can also set the text cursor to any position within the link text, and then right-click to open the context menu and select the entry **Go to link**.

Editing or removing a hyperlink

Existing hyperlinks can be edited as follows:

- **Changing destination**

  To change the destination of a hyperlink, select the complete link text and then choose the ribbon command again **Insert |** group **Links | Hyperlink** (alternatively via the context menu: **Edit link**). The program again displays the dialog box in which you can edit the destination for the link.

To remove a hyperlink, proceed as follows:

- **Removing a hyperlink by deleting the link text**

  If you delete text that contains a hyperlink, the link is also removed.

- **Removing only the hyperlink**

  If you only want to remove the hyperlink but retain the associated section of text passage, select it and then right-click to select the entry **Remove hyperlink** in the context menu.

Saving an HTML document

To save a document in HTML format, proceed as follows:

1. Choose the ribbon command **File | Save as**.
2. Select the **HTML** format from the dropdown list **Save as type**.
3. For **File name**, enter the name under which the file is to be saved and confirm saving.

The document is now saved in HTML format.

Tip: After saving, open the document with your web browser to check its final appearance.

Outputting documents

Android: These commands are not freely available in the Android version. By clicking on the command icon, users of **SoftMaker Office NX Home** and **NX Universal** can unlock the features free of charge via their product key or otherwise via the **Google Play Store** (subject to a fee).

This chapter provides information on how to output documents via TextMaker.

The chapter contains the following sections:

- **Print preview**

  The first section deals with the ribbon command **File | Print preview**. This displays the document on the screen exactly as it will appear on the printout, thus saving unnecessary test prints.

- **Printing a document**

  To actually print the current document on the printer, choose the ribbon command **File | Print**.

- **Printing a mail merge** (not included in SoftMaker FreeOffice)

  Mail merges – documents that are to be sent to several addressees – can be printed with the ribbon command **File | Print merge**.

- **Exporting a document as a PDF file**

  You can also export a document to a PDF file by choosing the ribbon command **File | PDF export**.

  PDF files can be viewed on virtually any computer, provided that a suitable PDF viewer is installed there. All formatting and objects of the document are retained exactly as in the original file.

- **Exporting a document as an EPUB file** (not included in SoftMaker FreeOffice)

  Alternatively, you can export a document to an EPUB file by choosing the ribbon command **File | EPUB export**.

  EPUB is an open standard for e-books (electronic books) and other electronic publications. The EPUB format can be read by most e-book readers. In addition, there are numerous viewer applications for PCs and mobile devices.

- **Sending a document by e-mail** (not included in SoftMaker FreeOffice)

  Finally, documents can also be sent by e-mail. The ribbon command **File | Send** is responsible for this process.

See the following pages for more detailed information on the above functions.

Print preview

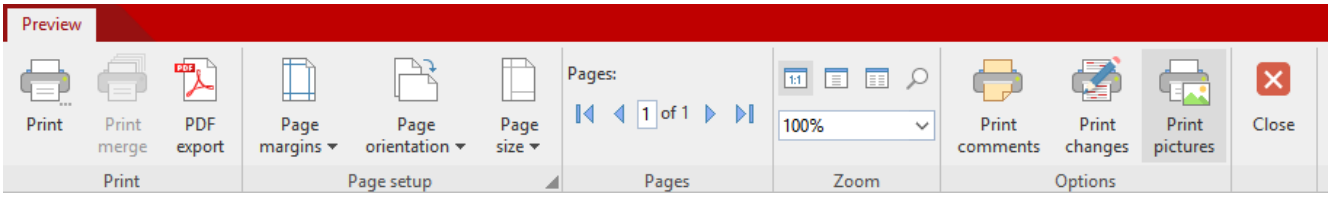
Android: This command is not freely available in the Android version. For more information, see the beginning of this chapter.

The *print preview* displays a document on the screen exactly as it will look in the printout. This feature enables you to avoid wasting paper on test prints.

To start the print preview, choose the ribbon command **File | Print preview** .

To exit it again, click on the **Close** button in the preview module (see below) or press the **Esc** key.

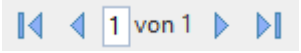
Using the preview module



The print preview module has the following functions (from left to right):

- **Print** corresponds to the ribbon command **File | Print**, which you can use to print the document. For more information, see also Printing a document.
- **Print merge** corresponds to the ribbon command **File | Print merge** with which you can output a document as a mail merge after assigning records. For more information, see also Mail merge.
- **PDF export** corresponds to the ribbon command **File | PDF export** with which you can create a PDF file from the document. For more information, see also Exporting a document to a PDF file.
- **Page margins** are found in the ribbon command **Layout | Page margins**, which you can use to open a dropdown list of predefined values for the page margins.
- **Page orientation** is found in the ribbon command **Layout | Page orientation**, which lets you choose between portrait and landscape orientation.
- **Page size** is found in the ribbon command **Layout | Page size**, which you can use to open a dropdown list of predefined values for the paper size.

  Note: Click on the group arrow at the bottom right corner of the command group **Page setup** to open the dialog box with individual settings for the page format (such as page margins and page size). For more information, see also Page formatting.
- The buttons of the command group **Pages** are used to scroll through the document:

  To the first page

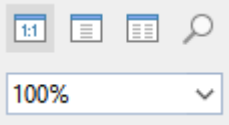
  To the previous page

Go to a specific page number. To do so, type the page number in the small input field in the middle and then press the **Enter key**↵.

To the next page

To the last page

- You can set the zoom level in the command group **Zoom**. Enter the desired percentage value in the input field and press the **Enter key**↵. If you click on the small arrow next to it, you can also select from predefined settings. Alternatively, you can use the buttons above it to set the following zoom levels:



Actual size of document (zoom level 100%)

Display one full page

Display two full pages

Enable magnifying glass: Then use the mouse to drag a rectangle around the area you want to magnify.

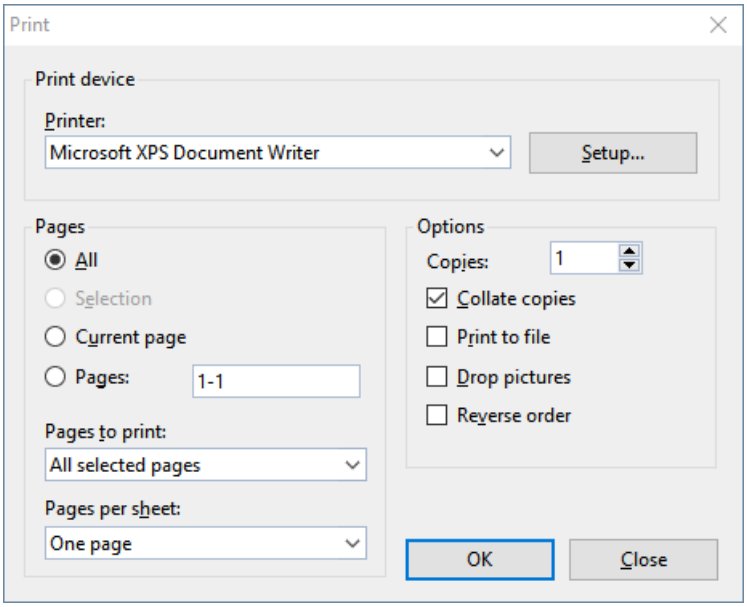
- **Print comments:** The comments are also output in the printout.
- **Print changes:** Highlighting for all changes to the document that were recorded with the "Track changes" function are also output in the printout. For more information, see Reviewing documents)
- **Print pictures:** The pictures are also output in the printout (enabled by default).
- **Record**: This option only appears for Mail merges: Select the record that you want to print.

To exit the print preview, click on **Close** or press the **Esc** key.

Printing a document

Android: This command is not freely available in the Android version. For more information, see the beginning of this chapter.

To print the current document, choose the ribbon command **File | Print** .



In the dialog box, you can make the following settings:

Printer

Here, select which of the installed printers should print the printout.

The **Setup** button opens a window for setting up and configuring the printer. For more information, see your printer manual.

Linux users can also specify here the command to be used to initiate the printing process.

Pages

Specify here the pages of the document to be printed:

- **All**

  Print all pages of the document.

- **Selection**

  Print only the section that is currently selected.

- **Current page**

  Print only the page on which the text cursor is positioned.

- **Pages**

  Print only the specified pages. You must enter the desired page numbers, for example:

12	Print page 12 only
12-15	Print pages 12 to 15
12-	Print page 12 and all of the following pages

-12 Print pages 1 to 12

You can also enter more than one such page number by separating them with commas:

2-5, 12 Print pages 2 to 5 and page 12

etc.

- You can also use the option **Pages to print** to specify whether all selected pages or only the pages with a even or odd page number should be printed.
- For **Pages per sheet**, you can specify how many pages to print on a sheet of paper. TextMaker usually prints only one page per sheet. However, you can instruct the program to output four pages (scaled down accordingly) per sheet at a time.

Options

This section of the dialog box contains additional printing options:

- **Copies**

  Here, you can specify the number of copies of the document to be printed.

- **Collate copies**

  This option specifies whether to sort the print output by page number when printing multiple copies of a document.

  If you enable this option and print multiple copies of a document with, for example, three pages, the pages will be output in the following order: 1-2-3, 1-2-3, 1-2-3, and so on.

  If it is not enabled, the order will be: 1-1-1..., 2-2-2..., 3-3-3...

  Note: Not all printers support this feature.

- **Print to file**

  This option redirects the print output to a file instead of a physical printer.

- **Drop pictures**

  This option skips all pictures and drawings when printing (useful for fast test printouts).

- **Reverse order**

  This option prints the pages from last to first.

To start printing, click on **OK**.

Tip: Before actually printing a document, you can preview the printout via the ribbon command **File | Print preview**. This feature enables you to avoid wasting paper on test prints.

Printing a mail merge

FreeOffice: *Mail merge* is not included in SoftMaker FreeOffice.

Android: This command is not freely available in the Android version. For more information, see the beginning of this chapter.

To print a mail merge, proceed as follows:

1. Open or create a mail merge. For more information, see Mail merge.
2. Make sure that the database with the desired addresses has been assigned to the mail merge via the ribbon command **Mailings | Select database | Use existing database**. For more information, see Assigning a database to a document.
3. If necessary, select the database records to be printed. For more information, see Selecting records for a mail merge).
4. Choose the ribbon command **File** (or **Mailings**) | group **Print | Print merge** .
5. In the **Records** section of the open dialog box, select the records of the assigned database which you want to use:

   All (all records in the entire database)

   Selected (all records selected in the database)

   Range (a range of record numbers – in this case, you must enter the first and last numbers in the range)

Finally, confirm with **OK** to start the print job.

For more information on creating mail merges, see Mail merge.

Exporting a document as a PDF file

Android: This command is not freely available in the Android version. For more information, see the beginning of this chapter.

You can also export documents to a PDF file.

PDF files can be viewed on virtually any computer, provided that a suitable PDF viewer is installed there (for example, Adobe Reader). All formatting and objects (pictures, drawings, etc.) of the document are retained exactly as in the original file.

To export a document to a PDF file, proceed as follows:

1. Choose the ribbon command **File** | group **Document | PDF export** .

2. A dialog box appears. Make the desired settings there (see below) and confirm with **OK**.
3. Now another dialog box appears. Enter a file name under which you want to save the PDF file and confirm with OK.

The PDF file will then be created. To view it, open the PDF file in a PDF viewer of your choice.

Tip: If you do not have a PDF document viewer installed on your device, simply use your web browser to search for "PDF viewer". You will find many suitable programs, many of which are free.

In the dialog box of the above command, you can make the following settings for the PDF export:

General tab

On this tab, you can specify whether to output only parts of the document and make other settings. The options are similar to the ribbon command **File | Print** described in Printing a document.

In addition, the following options are also available:

- **Create table of contents**

  If this option is enabled, TextMaker automatically saves a bookmark in the PDF file for each heading that your document contains.

  Your PDF viewer will then display these bookmarks in a pane to the left of the document. You can use this pane as an interactive table of contents: Just click on one of the headings to jump to the corresponding section in the document.

  Tip: If your PDF viewer does not display this pane, search for a command for displaying bookmarks in it and enable it.

  Note: Of course, this feature only works if you have previously outlined the document (by adding headings). For a description of this process, see Outlines.

- **Create interactive form**

  This option determines whether form objects (text boxes, dropdown lists, etc.) as well as text frames and tables should be *fillable*.

  By default, this option is disabled. If you enable it, such objects can be edited when the PDF file is viewed in a PDF viewer (provided that the corresponding permissions are set – see **Protection** tab).

  For more information on creating forms, see Forms.

- **Create tagged PDF**

  If this option is enabled, information about the logical structure of the document will also be saved in the PDF file.

  This information ensures that your PDF files are accessible for the disabled and can also be used, for example, with PDF viewers that reproduce or read aloud the document content in Braille.

- **Export comments**

  You can add comments to a document using the ribbon command **Insert | Comment** (as described in Using comments).

If this option is enabled, these comments will not only appear in the original document, but they will also be displayed in a similar form in the PDF file.

> ***Note:*** The pages of the document will be slightly reduced in the PDF file to make room for the comments. Thus the page size in the PDF file is *not* the same as that of the original document.

- **Export tracked changes**

  You can use the ribbon command **Review | Track changes** to ensure that all changes made to a document will be highlighted in color and underlined. For more information, see Tracking changes in a document).

  If you enable this option, the text in the PDF file will be highlighted in a similar manner to the original document.

- **Reset** (see "Reset" button at the end of this section)

Preferences tab

On the second tab, you can make settings for the output quality:

- **AutoShape options**

  Here, you can set the quality level (i.e., resolution) in which AutoShapes and all other types of drawings are exported. The higher the quality level, the larger the generated PDF file.

- **Picture options**

  Here, you can specify whether to save images with **Lossless compression** or lossy **JPEG compression**. If you opt for JPEG compression, you can set the quality level of the compression.

  > ***Tip:*** Normally, you should choose lossless compression here because it ensures perfect image quality. If your document contains a large number of images (especially photographs), however, the resulting PDF file may be very large. In this case, we recommend that you use JPEG compression, which provides a much higher compression ratio for photographs.

  The option **Use alpha channel for transparencies** determines whether an alpha channel should be used to represent transparency in pictures and drawings. Usually, they look best when this option is enabled. However, some PDF viewers represent alpha channels incorrectly, thus you can also disable this option.

- **Other options**

  Include TextMaker document: This option saves a copy of your TextMaker document inside the PDF file. You can then open this PDF file directly in TextMaker, whereupon the program will extract the original TextMaker document from the PDF file and display it.

  Open the file in a PDF viewer after exporting: This option launches your PDF viewer automatically and displays the PDF file after it has been created (provided that you have a PDF viewer installed on your computer).

  Use relative paths for file links: This option automatically converts the file path from hyperlinks (links) to files into a relative path (rather than an absolute path). If, for example, you have inserted a link to the file `C:\Documents\Lists\Test.txt` and export the PDF document to the folder `C:\Documents`, this link will be automatically converted into "Lists\Test.txt".

- **Font options**

  The option **Font embedding** allows you to specify whether the fonts used in the document should be embedded in the PDF file.

  If font embedding is enabled, the resulting PDF file can be viewed in its original fonts on *any* computer – even if the relevant computer does not have the fonts installed. If, on the other hand, the option is disabled, the PDF file will be displayed with automatically selected replacement fonts.

  The option **Embed only used characters** determines whether all characters of a font or only the characters actually present in the document should be embedded when embedding fonts. The advantage of enabling this option is that the resulting PDF file is smaller in size.

- **Archiving** (not included in SoftMaker FreeOffice)

  This option enables you to select from various variants in the standard **PDF/A** to create standard-compliant PDF files. This standardized format allows the long-term archiving of documents and is considered a prerequisite when documents must be stored in a non-editable manner and in an identical format to the original documents.

- **Reset** (see "Reset" button at the end of this section)

View tab

This tab contains advanced options for displaying the PDF file in a PDF viewer:

- **Navigation pane**

  Use this option to specify what should be displayed in the navigation pane of the PDF viewer. (The navigation pane is a bar displayed to the left of the PDF document.)

  Available options:

  Default: Use the PDF viewer's default setting.

  Empty: Do not display anything in the navigation pane.

  Bookmarks: Display the document's bookmarks in the navigation pane.

  Page thumbnails: Display thumbnails of the document's pages in the navigation pane.

- **Zoom**

  This option specifies the zoom level at which the PDF file should be displayed:

  Default: Use the PDF viewer's default setting.

  Full page: Select the zoom level at which the entire page fits in the window.

  Fit width: Select the zoom level at which the page width fits in the window.

  Fit height: Select the zoom level at which the page height fits in the window.

  Custom: Set the zoom level to a custom value (in percent).

- **Page layout**

  This option specifies the layout with which the pages should be displayed:

  Default: Use the PDF viewer's default setting.

Single pages: Display as single pages.

Two pages - odd pages left: Display as two facing pages (odd pages on the left).

Two pages - odd pages right: Display as two facing pages (odd pages on the right).

- **Additional options**

  This section provides the following additional options:

  Display document title: Display the document's title in the title bar of the PDF viewer (instead of its file name). Tip: You can enter the title of a document on the **Summary** tab in the dialog box of the command **File | Properties**.

  Center viewer on screen: This option automatically centers the program window of the PDF viewer on the screen when the PDF file is opened.

  Full-screen mode: This option automatically switches the PDF viewer to full-screen mode when the PDF file is opened.

  Hide menu bar: This option hides the menu bar of the PDF viewer.

  Hide toolbars: This option hides all toolbars of the PDF viewer.

  Hide navigation pane controls: This option hides all controls of the navigation pane.

- **Reset** (see "Reset" button at the end of this section)

Protection tab

This tab provides options that enable you to encrypt the resulting PDF file and to use passwords to protect the file from being opened or changed.

- **Encryption type**

  Here, you can specify whether the PDF file should be encrypted. You can choose between **40 bit encryption** (low level of security) and **128 bit encryption** (high level of security).

  > ***Note:*** The other options in this dialog box are not available until you have selected an encryption type.

- **Password to open the document**

  If you enter a password here, the PDF viewer will ask for this password when users try to open the PDF file. If an incorrect password is entered, the user cannot open the file.

  If you leave this field empty, any user can open the file without having to enter a password.

- **Password to set permissions**

  You can also restrict the permissions for the PDF file. To do so, enter a password to change the permissions. Then use the options in the **Permissions** section of the dialog box to specify which permissions should be granted to users.

  Background information: Some PDF viewers have a command for changing the permissions. If a user chooses this command, they can only continue if they enter the password that you have set here.

- **Permissions**

  Here, you can specify which permissions users should have with respect to the PDF file when they open it in a PDF viewer. (This is only available if you have entered a password above for setting permissions.)

- **Reset** ("Reset" button below)

"Reset" button

All changes to the PDF export options are retained as global settings in TextMaker and are thus applied to the next export of a PDF document. You can restore the original default settings by clicking on the **Reset** button in the lower left corner of the dialog box.

You can click on this button on any tab of the dialog box *PDF Export*, thereby resetting the options of all tabs at once.

Exporting a document as an EPUB file

FreeOffice: *Export as EPUB* is not included in SoftMaker FreeOffice.

This feature is only available in **SoftMaker Office Professional** and **NX Universal**. The command is not freely available in the Android version (for more information, see the beginning of this chapter).

As an alternative to the PDF format, you can also export documents in the EPUB format.

EPUB is an open standard for e-books (electronic books) and other electronic publications. The EPUB format can be read by most e-book readers. In addition, there are numerous viewer applications for PCs and mobile devices.

In contrast to the PDF format, where the text formatting is retained exactly as in the original document, the formatting of an EPUB file may differ significantly from the original document. This is also the intention: In the case of e-books, the e-book reader regulates the text flow themselves and ensures that it is optimally adapted to the display size of the device used.

To export a document to an EPUB file, proceed as follows:

1. Choose the ribbon command **File |** group **Document | EPUB export** .
2. A dialog box appears. Make the desired settings there (see below) and confirm with **OK**.
3. Now another dialog box appears. In the dialog box, specify the file name under which you want to save the EPUB file and confirm the entry.

The EPUB file will then be created. To view it, start a suitable viewer application and open the file in it.

Tip: If no viewer application for EPUB documents is installed on your device, simply search for "EPUB reader" using your web browser. You will find many suitable applications, many of which are free.

The dialog box of the above command allows you to make the following settings for the EPUB export:

General tab

On this tab, you can enter the document's summary information and some additional information and make further settings.

Available options:

- **Title, Author, Subject, Keywords, Description**

  Here, you can change the document info for the document, thus enter the title, author and so on. If you plan on publishing the generated EPUB file, you should also fill in these fields.

  Note: Alternatively, you can change these fields via the **Summary** tab in the dialog box of the ribbon command **File | Properties**.

- **Language, ISBN, UUID, Publishing date, Publisher, Copyright notice**

  Here, you can enter additional information about the document. If you plan on publishing the generated EPUB file, you should also fill in these fields.

  The **UUID** (Universally Unique Identifier) is a unique number that can be used to identify an individual document. If you click on the **New** button, you generate a new random UUID. (Technically, UUIDs are not actually unique but, due to their sheer length, the probability of inadvertently generating an already assigned UUID is close to zero.)

  Note that the UUID of a document should *not* be changed once it is published – unless you want to release a new revision of the document.

  The **ISBN** (optional) is in turn an actually unique identification number for a publication. ISBNs are primarily required by the book trade. You usually obtain an ISBN from your publisher.

- **Cover**

  Enable the option **Create cover page** if you want to add a cover page to the EPUB file in the form of a picture file. Most EPUB readers will then not only display this picture as a cover page in the document itself, but they will also use it as a preview image for the document (for example, in the user's "library").

  To select the desired picture for the cover page, click on the three dots next to the input field below this option. This will open a corresponding file dialog box.

  You can also change the background color of the cover page if desired.

- **Table of contents**

  If the option **Create table of contents** is enabled, TextMaker will automatically save a bookmark in the EPUB file for each heading that your document contains.

  Some EPUB readers can display these bookmarks, for example, in a bar to the left of the document. You can then use this bar as an interactive table of contents: simply click on one of the headings in it to jump to the corresponding section in the document.

  Tip: If your reader does not display a bookmark bar, search for a command to display bookmarks or the table of contents and enable it.

  Note: Of course, this feature only works if you have previously outlined the document (by adding headings). For a description of this process, see Outlines.

Preferences tab

On the second tab, you can make settings for the output of the EPUB file:

- **Picture options**

  Here, you can specify whether to save images with **lossless compression** or with lossy **JPEG compression**. If you opt for JPEG compression, you can set the quality level of the compression.

  Tip: Normally, you should choose lossless compression here because it ensures perfect image quality. If your document contains a large number of images (especially photographs), however, the resulting EPUB file may be very large. In this case, we recommend that you use JPEG compression, which provides a much higher compression ratio for photographs.

- **Split EPUB text**

  When exporting documents with a lot of text, it is advisable to have TextMaker split this text into several small "pieces". Otherwise, some low-end EPUB readers might be unable to process the document.

  Normally, this option should always be enabled. TextMaker will split the text into segments of about 100 KB in the resulting EPUB file. All EPUB readers should be able to cope with these segments.

  The display is not changed – EPUB readers also display such files as a single continuous document.

- **Font options**

  The option **Font embedding** enables you to specify whether the fonts used in the document should be embedded in the EPUB file.

  This is usually *not* required, as most EPUB readers only display the document in their own fonts anyway.

  However, some readers have an option for displaying the document in its original fonts. Of course, this only works with documents that have this option enabled. TextMaker then automatically determines which fonts were used in the document and embeds them in the EPUB file.

  Note: This can make the resulting EPUB file much larger.

  Note: Please respect the license terms of the fonts' vendors. For most commercial font packages, embedding in EPUB files is *not* allowed (or requires the payment of additional charges).

- **CSS options**

  EPUB files usually also contain a CSS file. It stores all the styles that you use in your document. This CSS file is generated automatically by TextMaker, so you don't have to worry about it.

  If you have manually created your own CSS file, you also have the option of using it instead of the automatically generated file. Enable the option **Append custom CSS**. Then click on the three dots next to the input field below this option. This will open a file dialog box in which you can select the desired file.

  Note: Not all readers support the use of a custom CSS file.

- **Other options**

  Open the file in an EPUB viewer after exporting: This option launches your PDF viewer automatically and displays the PDF file after it has been created (provided that you have a PDF viewer installed on your computer).

Sending a document by e-mail

FreeOffice: *Sending by e-mail* is not included in SoftMaker FreeOffice.

Android: This command is not freely available in the Android version. For more information, see the beginning of this chapter.

If you have a suitable e-mail program installed on your device, you can send documents by e-mail directly from TextMaker.

To do so, proceed as follows:

1. Create or open the document that is to be e-mailed.
2. In TextMaker, choose the ribbon command **File** | group **Document** | **Send** .
3. Select the format in which the document is to be sent.

   Note: If you select the **TextMaker document** format here, the recipient will receive an e-mail with the TextMaker file as an attachment. In order to open this attachment, the recipient must also have TextMaker installed.

TextMaker now generates an e-mail with the document as an attachment and passes it to your e-mail program.

Document management

TextMaker has functions that make it easier for you to manage and access your documents faster:

- **Quick paths**

  You can create *quick paths* in TextMaker in order to quickly switch to frequently used folders when opening or saving files.

- **Document summary**

  Every document can have some additional info that you can display and edit using the **Summary** tab in the dialog box of the ribbon command **File | Properties**. You can enter the title, subject and author of the document, specify keywords for the file manager's search function and write a brief summary of the content.

- **File manager**

  FreeOffice: The *File manager* is not included in SoftMaker FreeOffice.

  You can use the integrated file manager to easily access your documents. It allows you to see the names and the document infos on the **Summary** tab for all documents at a glance. You can view, open, print or delete documents at the touch of a button.

  The **Search function** of the file manager not only lets you search for your documents by file name, but it also allows you to search by topic, title, author, etc.

- **Backup copies (file versions)**

  If desired, TextMaker creates a *backup copy* of the document each time the document is saved. You can even instruct the program to automatically take "snapshots" of the document at regular intervals while you're working on it.

The following pages provide detailed information on these functions.

Quick paths

TextMaker allows you to create up to twenty *quick paths* via which you can quickly switch to a specific folder when opening or saving files.

A quick path is a symbolic specification, such as "Letters to the tax office", which represents a specific folder on the hard disk (for example, the folder `C:\Letters\Tax`).

If you want to open a letter from this folder, you must first choose the ribbon command **File | Open** and then simply click on the **Quick path** button in the dialog box to select the created quick path. The dialog box then switches immediately to the `C:\Letters\Tax` folder.

Quick paths are not only available in the dialog box of the command **Open**, but they are also in all other dialog boxes that are used to open or save files.

Creating quick paths

To create a new quick path, proceed as follows:

1. Open any file dialog box, for example, with the ribbon command **File | Open**. (Click directly on the icon itself to open the file dialog box.)
2. Click on the **Quick path** button in the file dialog box.
3. A menu opens below the button. Choose the command **Create new quick path** from it.
4. Enter any name for the quick path in **Name of quick path** – for example, "Letters to the tax office".
5. Enter the desired folder under **Path** – for example "C:\Letters\Tax".

   > ***Tip:*** Alternatively, click on the button with the three dots next to this input field. This opens a file dialog box in which you can easily select the desired folder.

6. Confirm with **OK**.

TextMaker now knows that the quick path "Letters to the tax office" should switch to the folder `C:\Letters\Tax`.

Opening quick paths

Quick paths are available in all file dialog boxes – for example, in those of the ribbon commands **File | Open** or **Insert | Picture**. (Click on the icon itself to open the file dialog boxes.)

To use a quick path, proceed as follows:

1. Click on the **Quick path** button in a file dialog box.
2. A menu of all the previously created quick paths opens. Select the desired quick path.

TextMaker now switches to the folder specified for the quick path.

Editing and deleting quick paths

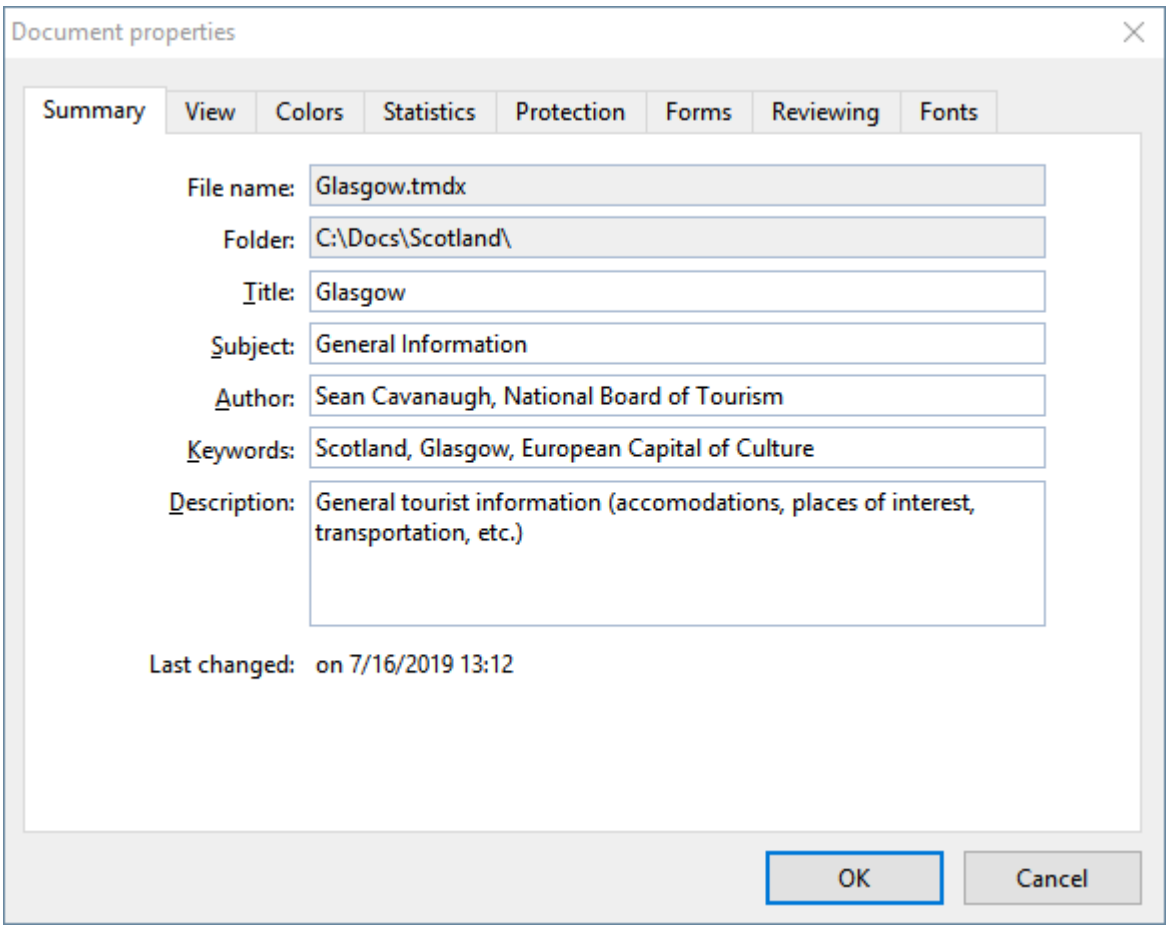
To edit or delete an existing quick path, proceed as follows:

1. Click on the **Quick path** button in a file dialog box.
2. A menu opens. Choose the command **Change quick paths** in it.
3. A dialog box appears. Select the desired quick path in it.
4. Click on **Change** to edit the name or path, or click on **Delete** to remove the quick path.

Document summary

The ribbon command **File** | group **File management** | **Properties** not only enables you to make document-specific settings but also to enter some document info on the *Summary* tab.

You can enter additional information (such as subject, author, keywords, etc.) about a document here. To view or edit this information, choose the command **File | Properties** and switch to the **Summary** tab:



Make the desired changes and confirm with **OK**.

Tip: You can use the file manager (see next section) to search for documents by their document info, for example, to find all documents on a specific topic.

Automatic prompt for summary information when saving: You can have TextMaker prompt you to fill in the document info on the summary tab whenever you save a new document.

To do so, choose the ribbon command **File | Options**, switch to the **Files** tab and enable the option **Prompt for summary information when saving**. The dialog box for entering the document info on the summary tab will now appear every time you save a new document for the first time.

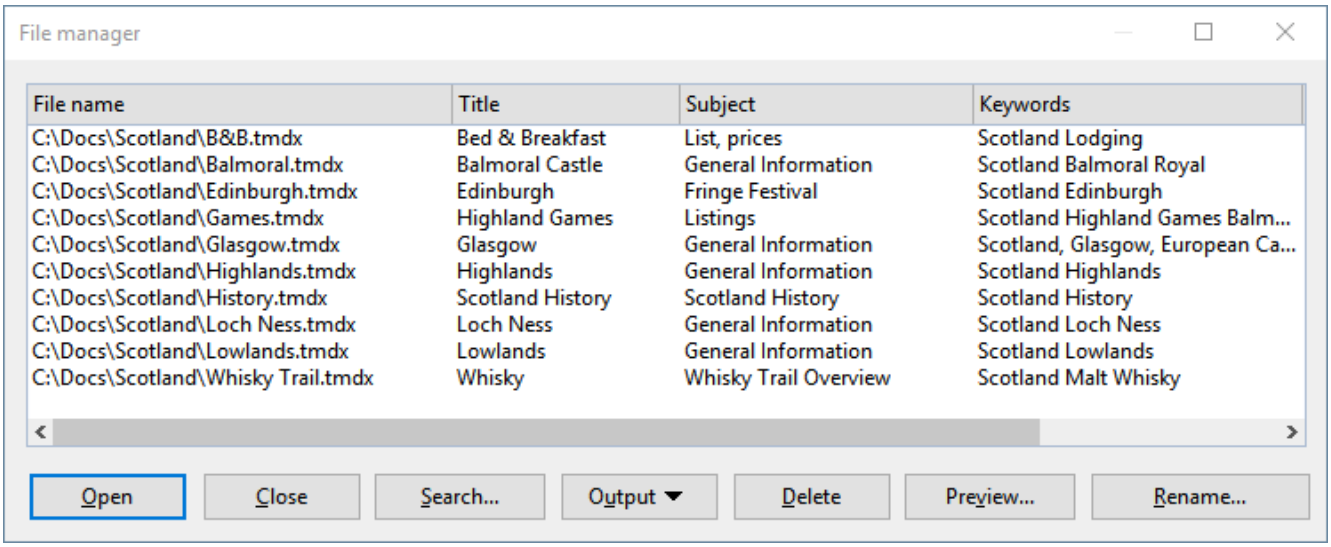
File manager

FreeOffice: The *File manager* is not included in SoftMaker FreeOffice.

Android: The *File manager* is not available in the Android version.

The file manager displays a list of documents from one or more folders and lets you open, print, delete or view any document by clicking on it.

You start the file manager with the ribbon command **File | File manager** .



You can use the mouse to move or resize the file manager window at any time. You can also change the column widths by dragging the separator lines between the column headings.

By clicking on one of the column headings, you can specify the column according to which the files are to be sorted.

You can use the **Search** button to select a different folder and also use the Search function to start searching for files. Furthermore, you can search for a specific title, subject, author, keyword, etc., within the Document summary located on the **Summary** tab.

To perform an action with a file, select the file and then click on one of the buttons. The individual buttons have the following functions:

- **Open**

  If you click on this button, TextMaker opens the selected file.

  Tip: You can also double-click on a file name to open the file.

- **Close**

  Clicking on this button will close the file manager.

- **Search**

  Click on this button to search for specific files or simply to select the folder you want to display in the file manager. For more information on searching with the file manager, see the next section.

- **Output**

  Use this button to output the selected file. When you click on the button, a menu opens with the following functions (depending on the operating system):

  E-mail: Send the document by e-mail

  Print: Print the document

  Print merge: Print the document as a mail merge

  FreeOffice: *Mail merge* is not included in SoftMaker FreeOffice.

- **Delete**

  If you click on this button, the selected file will be deleted (after confirmation).

- **Preview**

  Click on this button to open a preview window where you can view the selected document without having to open it.

  To actually open this document, click on the **Open** button in the preview. To exit the preview window, click on the **Cancel** button.

- **Rename**

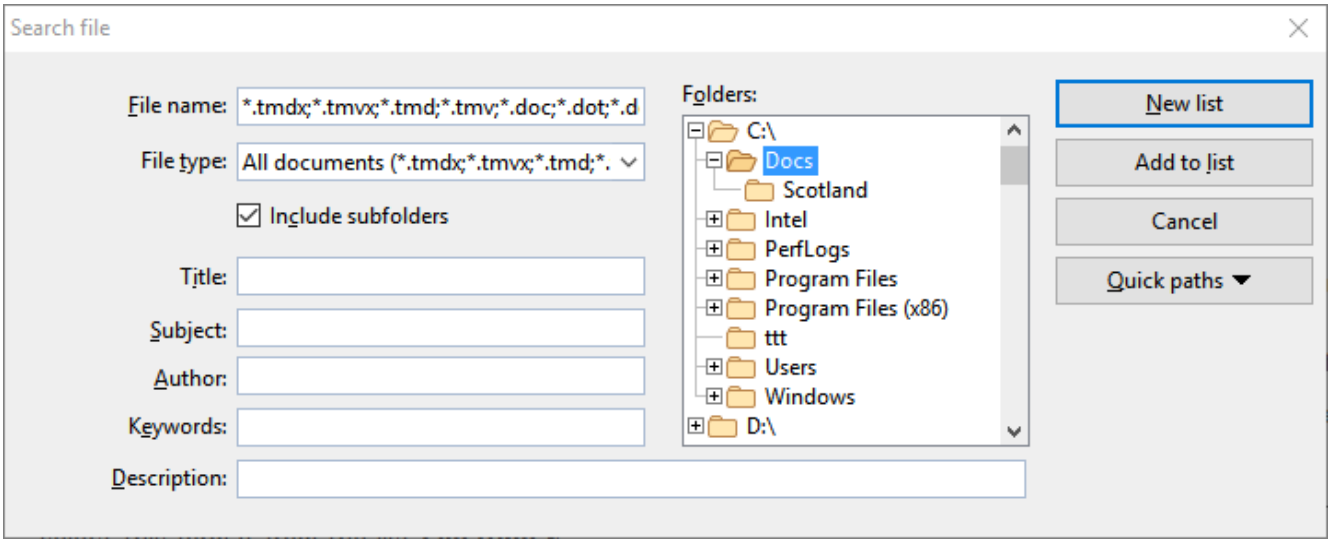
  If you click on this button, you can rename the selected file.

Searching with the file manager

FreeOffice: The *File manager* is not included in SoftMaker FreeOffice.

Android: The *File manager* is not available in the Android version.

You can use the **Search** button in the file manager to have TextMaker search for specific files or simply choose the folder to be displayed in the file manager.



You can search for files that meet the following criteria: file name, folder, file type and the document info (title, subject, author, keywords) on the Summary tab.

Several search criteria can also be combined. If, for example, you specify a specific folder in the dialog box, TextMaker will display *all* documents in this folder. If you also enter a search term in the **Title** field, however, TextMaker will find only those documents that are both in the selected folder and contain the specified search term in the **Title** field on the Summary tab.

With the dialog box shown above, you control the search function:

- **File name**

  You can use this input field to search for specific files.

  If you do not enter anything here (thus accept the default setting), the search function will find *all* documents of the selected file type in the selected folder.

  If you specify a unique file name like `Reminder.tmdx`, only documents with the exact same name will be found.

  If you specify an ambiguous file name like `Rem*.tmdx`, the search will find all TextMaker documents whose file name begins with "Rem".

- **File type**

  You can use this list to select the type of the files to be targeted in the search. If, for example, you want to search for files in Rich Text Format, select this format from the list **File type**.

- **Title, Subject, Author, etc.**

  By entering content in these fields, the file manager will search the document info of your documents (see Document summary).

  If you fill in several fields, the file manager will search for documents that meet *all* of your specified conditions. If, for example, you enter "court" in the **Keywords** field and "Smith" in the **Author** field, only documents whose document info contain corresponding entries for both fields will be found.

  You can also specify only part of the term for which you are searching. If, for example, you entered "court" as the search term in the **Keywords** field, your search would return all documents that contained the word "court" – thus terms like "courthouse", and "district court" would be found.

Case is of no significance for search terms. If the search term is entered as "court", the search will also find documents whose keywords contain "Court".

- **Folders**

  Here, you can select the folder in which the file manager should perform the search.

- **Include subfolders**

  If this option is enabled, the file manager not only searches the selected folder but also all folders that are subordinate to it.

- **New list** button

  If you click on this button, you start a new search with the current settings.

- **Add to list** button

  Clicking on this button also starts a new search; however, any previous search results remain in the list instead of being cleared from the list.

Backup copies (file versions)

Android: These functions are not available in this form in the Android version. Only *simple* backups can be made on Android, and this setting can be found on the Files tab.

FreeOffice: These functions are not available in this form in SoftMaker FreeOffice. Only *simple* backups can be made here, and this setting can be found on the Files tab.

If desired, TextMaker creates a backup copy of the previous version of the document each time the document is saved. You can even instruct the program to automatically take "snapshots" of the document at regular intervals while you're working on it (similar to the common Auto-Recover function). You can also access these snapshot versions later even if you have not saved the document manually using the command **File | Save**.

The settings for this can be found on the **Backup** tab in the dialog box of the ribbon command **File | Options** . Select here whether and how file backups are to be created:

- **Keep older versions of the document** (if you save a file manually)

  Several generations of file backups are created for each document. All of these copies are stored in a special **Backup** folder.

  Tip: If this option is selected, the command **File | Versions**  (in the group **File management**) is also available and can be used to easily return to a previous file version of the document that is currently open (see below).

  Use the **Number of versions to keep** field to specify the maximum number of versions of backups (generations) to be kept per document.

- **Automatically created file versions** ("snapshots")

  If you want automatic "snapshots" to be created as an additional backup while the document is being edited, enable the checkbox here. In the dropdown field to the right, you specify the interval at which the snapshots are to be taken regularly.

  In the dropdown field below, enter the maximum number of snapshots you want to save.

- **Folder for file versions**

  Here, you can change the path for the **Backup** folder in which all backups are stored.

- **"Clean up" button**

  This button provides the following two commands for deleting backups:

  Delete orphaned file versions removes all file backups for which the corresponding original document no longer exists.

  Delete file versions of all documents removes *all* file backups in the folder for file versions.

How do I use the command "File | Versions"?

If you enable the creation of file backups (see above), all backups end up in a special **Backup** folder. This folder is managed automatically by the program. We do *not* recommend that you manually move or rename the files in this folder.

To return to a previous version of a document, you don't need to be interested in this folder at all – as there is a separate command for it: **File | Versions**.

You can use this command to revert to a previous version of a document as follows:

1. Open the desired document (if it is not already open).
2. Choose the ribbon command **File** | group **File management** | **Versions** . (Click directly on the icon itself to open the version manager.)

   Tip: You can proceed even faster by clicking on the icon's arrow for the dropdown menu instead of on the icon itself. The available backups are listed here. Restore the desired version by clicking on the version entry – this will open the version in a *new* document window.
   However, the icon  to the right of it will open the version in the *current* document window. (***Warning:*** This will overwrite the currently open document with an older version.)

   If you click on the small black arrow of the **Versions** icon and select the entry **File versions** in the menu that appears, you will reach the version manager, which will provide you with additional details for a better overview. For more information, see the following steps 3. and 4.
3. Version manager: The program displays a dialog box that lists all available backups for the current document. Use the dates and times to find and select the version that you want to restore. You can use the **Preview** button to display a preview of the selected version.

   The version manager list shows that a backup for the `Test.tmdx` file might be called `Test.tmdx.135.tmbak`, for example. Thus, a sequential number and the extension `.tmbak` are always appended to the file name (and an "s" is also inserted into the sequential number for snapshots).
4. If you click on the **Restore** button, the selected previous version of the document will be restored in the current window.

   Warning: The currently open document is now replaced by the selected previous version. So if you save it now, you're overwriting the current version with an older version!

   Alternatively, you can also click on the **Open as copy** button. This opens the selected file version in a *new* document window (instead of replacing the document in the current window). This is useful if you want to compare the current version with an older version.

What should I do if I lose the original file?

If the original file of a document is lost because it has been deleted, for example, the aforementioned procedure will not work. What can you do?

Even in this case, you can still access the backup copies of this document (unless they have been deleted as well). Simply open the backup copy itself.

You can see where the backups are in the dialog box of **File | Options** . On the **Backup** tab, the file path is displayed below in the **Folder for file versions** field. By default, this is a folder called **Backup** within the **SoftMaker** folder.

When you choose a backup from this folder in your file browser, TextMaker immediately starts to open the file. The procedure is as follows:

1. In your file browser (for example, Windows Explorer), navigate to the **Backup** folder.
2. In this folder, search for files whose name starts with the name of the original file. A backup for the `Test.tmdx` file might be called `Test.tmdx.135.tmbak`, for example. Thus, a sequential number and the extension `.tmbak` are always appended to the file name (and an "s" is also inserted into the sequential number for snapshots).

   Tip: The higher the sequential number in the file name, the more recent the file version.
3. In the file browser, double-click on the file version that you want to open.
4. TextMaker detects that you are trying to open a backup and asks you what you would like to do now. It displays a dialog box with the following options:

   Open the backup file: This option opens the selected file version.

   Invoke the version manager: This option opens the version manager like the command **File |** group **File management | Versions**. This then offers *all* available earlier versions of the original document for selection. For more information on using this command, see above.

   Open the original file: This option opens the original file for this file backup. (Of course, this only works if the original file still exists.)
5. Make your choice, and then click on **OK**.

Once again, please note that TextMaker *automatically* creates and manages the files in the **Backup** folder. Thus, you should not make any manual changes to these files, such as renaming or moving the files.

If you need more space on the disk, you can delete all files in this folder at any time, but then you will lose all file backups as a result.

Document protection

You can protect your documents from being read or saved by unauthorized persons by applying *document protection* – or more specifically, read and/or write protection. For example, you can require the entry of a password to open or save a protected document.

To protect a document, choose the ribbon command **File | Properties**, switch to the **Protection** tab in the dialog box and select the type of document protection. Also enter the desired read and/or write password.

The following types of protection are available:

- **No protection** (this is the default setting whereby the document is not protected)
- **Write protection** (the document can be opened, but saving is only possible with the password)
- **Read protection** (the document can be opened only with the password)
- **Protection depending on password** (a combination of read and write protection)

For more information on enabling and disabling document protection, see the following pages.

Enabling document protection

You can protect your documents from being read or saved by unauthorized persons by applying *document protection* – or more specifically, read and/or write protection. For example, you can require the entry of a password to open or save a protected document.

Read protection also encrypts the document so that it cannot be viewed with programs other than TextMaker.

To protect a document, proceed as follows:

1. Choose the ribbon command **File** | group **File management | Properties** .
2. Switch to the **Protection** tab.
3. Select the desired type of document protection (see below).
4. Enter the read and/or write password (between 4 and 15 characters).

   Important: If you forget a password, you can no longer open or save the document. It is thus advisable to make a note of the password. Pay close attention to uppercase/lowercase!

5. Confirm with **OK**.
6. The program displays a dialog box in which you are required to verify the read and/or write password by re-entering it.
7. Confirm with **OK**.

8. Exit the dialog box with **OK**.
9. Save the document in order for the changes to take effect.

From now on, anyone who attempts to open this document will be asked automatically for the password. If the correct password is entered, the protection is temporarily overridden.

Types of document protection

You can choose between the following types of document protection in the above dialog box:

- **No protection**

  The document is not protected. This is the default setting.

- **Write protection**

  When the document is opened, the user is prompted to enter the write password. The document can only be saved if the correct write password has been entered here.

  However, it is still possible to open the document as *read-only* for reading even without a password. However, it cannot be saved – not even under a different name.

- **Read protection**

  If you try to open the document, you are prompted to enter the read password. If you enter an incorrect password, you will not be able to open the document.

  The document is saved in an encrypted form so that it cannot be viewed with programs other than TextMaker.

- **Protection depending on password**

  Here, two dialog boxes prompting for a password appear in succession when the document is opened. The first dialog box asks for the read password, while the second one asks for the write password.

  If the user enters the *read password*, he is permitted to open the document but not to save it.

  If he also enters the *write password*, he has full access and can thus save the document.

  If he enters an *incorrect password* or nothing at all, access to the document is completely denied.

Encryption method: "Most compatible" or "Most secure"?

For documents with **Read protection** or **Protection depending on password**, you can also select the desired **Encryption method**.

Note: This setting primarily affects newly created documents. When you open an *existing* encrypted document, the encryption method used in it is automatically determined and this option is set accordingly.

Choosing an encryption method is especially important for documents in Microsoft Word file format (.doc and .docx). Some old versions of Microsoft Office may not be able to open documents encrypted with the new "Most secure" encryption method.

Available options:

- **Most compatible**

  When you save the document, an old encryption method is used that can be read by *all* versions of Microsoft Office. However, this method is less secure than the other method.

- **Most secure**

  Here, a more modern and more secure encryption method is used. However, some old versions of Microsoft Office may *not* be able to read documents encrypted with this method.

Detailed information about the currently selected encryption method is displayed at the bottom of the dialog box.

Disabling document protection

When you succeed in opening a read-protected or write-protected document by entering the correct password, protection is disabled – but only *temporarily*. If you close this document, the protection will be enabled again; the next time you open it, the password prompt will appear again.

To *permanently* remove the protection on a document, proceed as follows:

1. Open the document.
2. Choose ribbon command **File** | group **File management** | **Properties** .
3. Switch to the **Protection** tab.
4. Select the option **No protection**.
5. Confirm with **OK**.
6. Save the document in order for the change to take effect.

Document protection is now permanently disabled.

The next time someone opens the document, no password prompt will appear. All users can now open and save it.

Working with other file formats

TextMaker normally saves documents in its "in-house" file format called *TextMaker document*. TextMaker documents can be recognized easily by the name extension `.tmdx`. If, for example, you save a document under the name "Letter", its complete file name will be `Letter.tmdx`.

You can also instruct TextMaker to save files in another file format. This is necessary, for example, if you want to edit a TextMaker document with another program. You can also open documents in TextMaker, which have been created with other word processing programs.

In this chapter, you will learn everything you need to know about working with other file formats. It is divided into the following sections:

- **Saving and opening files in other file formats**

  The first section explains how to save or open documents in a different file format: Simply choose the ribbon command **File | Save as** or **File | Open** and select the desired format from the dropdown list of file types.

- **Notes on the text format**

  When you open or save a text file, its character set is usually determined automatically. If desired, you can also specify the character set manually. You will learn how to do so in this section.

See the following pages for more information.

Saving and opening files in other file formats

This section provides information on saving and opening documents in another file format.

Saving a document in another file format

To save the current document in another file format, choose the ribbon command **File | Save as** and open the dropdown list **Save as type**. Select the desired format, enter a different file name if required and confirm saving.

Opening a document in another file format

To open a document in another file format, use the ribbon command **File | Open** (click directly on the icon itself) to open the file dialog box, open the dropdown list of file types and select the format in which the file is available. Then select the desired file, and confirm that you want to open it.

Supported file formats

In the dialog boxes for opening and saving documents, the list of file types includes the following file formats:

- **Document**

  The in-house format for TextMaker documents in which you usually save documents (name extension: .tmdx).

- **Template**

  Document template for TextMaker documents (name extension:.tmvx). For more information, see Document templates.

- **Microsoft Word**

  You can also open and save documents in Microsoft Word file format. The program supports .doc files (Word 6.0 to 2003) as well as .docx files (Word 2007 or higher).

- **OpenDocument Text**

  Documents in the file format "OpenDocument Text" (.odt) can also be opened and saved. This enables data exchange with programs such as OpenOffice Writer.

- **TextMaker 2016**

  Documents are saved in the file format of TextMaker 2016, an older version of TextMaker (name extension: .tmd).

- **Rich Text Format**

  The RTF format is very suitable for document exchange. It understands all basic text formatting and can be read by many other programs.

- **HTML**

  HTML format, for web pages (see also Internet functions)

- **Text file**

  Plain text file (without formatting)

- **Text file with additional options**

  Same as above. Before the file is opened/saved, however, the program opens an additional dialog box in which you can make advanced settings with respect to the file format (for example, change the character set). For more information, see Working with text files.

- **TextMaker/DOS** (open only, available on Windows only)

  This opens a document that was created with TextMaker for DOS version 3.0 or higher. (Saving in this file format is not possible.)

Notes on the text format

As mentioned in the previous section, you can also open and save plain text files with TextMaker.

When you do so, make sure that the correct *character set* is set:

Letting TextMaker determine the character set automatically

Normally, you don't have to worry about setting the character set, as TextMaker does this automatically:

- When you open a text file, TextMaker automatically attempts to determine its character set. If it fails, your system's default character set is used.
- When you open a text file and then save it, TextMaker automatically uses the character set in which the file was opened.
- When you save a document as a new text file, your system's default character set is used.

Setting the character set manually

Alternatively, you can specify the character set manually when you open (or save) a text file.

To do so, proceed as follows:

1. Use the ribbon command **File | Open** (click directly on the icon itself) to open the file dialog box or **File | Save as**.
2. Important: Select **"Text file with additional options"** from the dropdown list of file types.
3. Select a file or specify the file name of the text file. Confirm with **Open** (or **Save**).
4. The program now displays an additional dialog box where you can specify the character set.

The following settings can be made in it:

- **Character set**

  Here, you can specify which character set to use when the text file is opened/saved.

  Note: TextMaker suggests a suitable character set automatically. Usually, there is no need to change this setting.

- **Encoding of newlines**

  Only when saving: Here, you can select the control characters to insert at the end of each line (to indicate the beginning of a new line).

  Note: TextMaker suggests suitable control characters automatically. Usually, there is no need to change this setting.

  Available options:

  CR+LF: This is the recommended setting for **Windows**.

LF: This is the recommended setting for **Linux** and **Mac**.

CR: This control character was common on older Apple Mac systems (before macOS).

Working with Arabic text

In this chapter, you will learn everything you need to know about composing and editing text in *Arabic* font. It is divided into the following sections:

- Enabling extended support for Arabic text
- Changing the text direction of paragraphs
- Changing the direction of tables
- Changing the direction of multi-column text
- Changing the font of Arabic text
- Inserting dates in Arabic

For more information, see the following pages.

Important: The functions described in this chapter are only available if you have enabled the option **Extended support for Arabic text** in the program settings. For more information, see the next section.

Enabling extended support for Arabic text

TextMaker has "extended support for Arabic text", which provides some additional functions for editing text in Arabic font.

To enable this option, proceed as follows:

1. Choose the ribbon command **File | Options** .
2. Switch to the **General** tab.
3. Enable the option **Extended support for Arabic text**.

Important: The functions described in this chapter are only available if this option is enabled.

Changing the text direction of paragraphs

If the option **Extended support for Arabic text** is enabled in Options , you can switch the text direction between left-to-right and right-to-left in a paragraph at any time.

To do so, proceed as follows:

1. In the relevant paragraph, right-click to open the context menu and select **Paragraph**.
2. In the dialog box, switch to the **Paragraph** tab.
3. Under **Text direction**, select the desired option: "Left to right" or "Right to left".

Tip: Using the keyboard

You can change the text direction of a paragraph much quicker with the following shortcut keys:

- If you press **Ctrl** and the *left* **Shift key**⇧ at the same time, the text direction is set to left-to-right.
- If you press **Ctrl** and the *right* **Shift key**⇧ at the same time, the text direction is set to right-to-left.

Mac/Linux: On some systems (including macOS and several Linux distributions), these shortcut keys do not work. Alternatively, you can use the shortcut keys **Ctrl+Shift+A** (for left-to-right) and **Ctrl+Shift+D** (for right-to-left).

Changing the direction of tables

If the option **Extended support for Arabic text** is enabled in Options, you can change the text direction of tables at any time.

To do so, proceed as follows:

1. After creating a table, switch to the contextual ribbon tab **Table**.
2. Choose the ribbon command **Table | Properties** to open the dialog box (click directly on the icon itself or on the entry **Table properties** via the icon's arrow).
3. Switch to the **Properties** tab.
4. Under **Text direction**, enable the option **Right to left** to change the direction to right-to-left.

The direction of the table then changes accordingly.

Thus, if you change the direction of a table to right-to-left, the column on the far *right* becomes the first column (instead of the column on the far *left*).

This means that the table is mirrored horizontally, as shown in the following figure:

A1	A2	A3
B1	B2	B3
C1	C2	C3

A3	A2	A1
B3	B2	B1
C3	C2	C1

Left: Table with text direction set to left-to-right
Right: Table with text direction set to right-to-left

Note: The text direction of the *text* in each individual table cell can still be defined individually, of course (as described in Changing the text direction of paragraphs).

Changing the direction of multi-column text

If the option **Extended support for Arabic text** is enabled in Options, you can change the text direction of a multi-column text area at any time.

To do so, proceed as follows:

1. In the area, choose the ribbon command **Layout** | group **Section** | **Columns** (click directly on the icon itself).
2. In the dialog box, switch to the **Columns** tab.
3. Under **Text direction**, enable the option **Right to left** to change the direction to right-to-left.

The direction of the multi-column area now changes accordingly.

Thus, if you change the text direction in a multi-column area to right-to-left, the column on the far *right* becomes the first column (instead of the column on the far *left*).

Note: The text direction of the *text* in each individual paragraph can still be set individually, of course (as described in Changing the text direction of paragraphs).

For general information on working with multi-column text, see Multi-column page layouts.

Changing the font of Arabic text

If the option **Extended support for Arabic text** is enabled in Options, *three* lists for selecting font, font size, font style and language appear on the **Font** tab in the dialog box of the command group **Home** | **Character**:

- For Latin scripts (for example, German, English)
- For East Asian scripts (Chinese, Japanese, Korean)
- For complex scripts (for example, Arabic)

This means that you can make these settings separately for each type of script.

If, for example, you set the Latin character font to Arial and the complex character font to "Simplified Arabic", all Latin characters that you type will automatically appear in Arial, and all Arabic characters will appear in "Simplified Arabic".

TextMaker automatically recognizes whether the characters entered are Latin, Asian or complex (for example, Arabic) scripts.

Inserting dates in Arabic

If the option **Extended support for Arabic text** is enabled in Options, the following *additional* options for inserting dates are available in the dialog boxes of the ribbon commands **Insert | Date/Time** and **Insert | Field** (both in the group **Text**):

- **Font**

  Here, you can select the language in which day and month names are to be displayed in the date. You can choose between the language for Western scripts, Asian scripts or complex scripts (for example, Arabic).

  Note: The three **Language** options on the **Font** tab in the dialog box of the ribbon group **Home | Character** can be used to specify the language to be used.

- **Calendar**

  Here, you can specify whether the date should be based on the Gregorian calendar or the Islamic (Hijri) calendar.

For more information on inserting dates and other fields, see Fields.

Scripts (BasicMaker)

FreeOffice: *BasicMaker* is not included in SoftMaker FreeOffice.

Note: BasicMaker is only available for Windows and is not included in all versions of SoftMaker Office.

You can use the *BasicMaker* program to write and run scripts written in the programming language *SoftMaker Basic*. *SoftMaker Basic* is based on *Visual Basic for Applications (VBA)*, the programming language of Microsoft Office.

Scripts can be used to automate workflows in the word processing application TextMaker and the spreadsheet application PlanMaker.

Starting BasicMaker

To start BasicMaker or to run a BasicMaker script, use one of the following procedures:

- **Starting BasicMaker via the Start menu**

  You can start BasicMaker by clicking on the **Start** menu (the Windows logo button) in the lower left corner of the screen and choosing **SoftMaker Office > BasicMaker**.

- **Starting BasicMaker from within TextMaker/PlanMaker**

  You can also start BasicMaker from within TextMaker or PlanMaker.

  To do so, choose the ribbon command **File | Edit script**  in TextMaker/PlanMaker.

- **Running a script directly from within TextMaker/PlanMaker**

  In TextMaker/PlanMaker, choose the ribbon command **File | Run script**  to run a script. A file dialog appears. Select the script to be run, and confirm with **OK**.

All further information about BasicMaker and how to "program" TextMaker and PlanMaker can be found in the online help of BasicMaker, which can be accessed via the **Help** menu in BasicMaker.

Working with multiple documents

Android: This function is not available in the Android version for *smartphones*. In the Android version for *tablets*, multiple documents can be opened in the same program window.

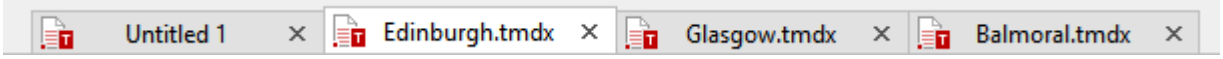
You can have multiple documents open at any time – to compare them, edit them at the same time, exchange data between them, etc.

You work with multiple documents as follows:

- **Opening multiple documents in the same program window**

  You can open any number of documents at the same time in the current program window.

  There are many ways to switch between these documents, including a bar that contains *tabs* for each currently open document (displayed above the current document):



  FreeOffice: The functions for working with *document tabs* are not included in SoftMaker FreeOffice. However, you can open documents in different program windows.

- **Opening files in a new program window**

  You can also open documents in a new program window.

  To do so, select the option **New program window** in the dialog box of the command **File | New** or of the command **File | Open** when you create/open the document.

  Note: To open the dialog box of the ribbon commands **File | New** or **File | Open**, click directly on their actual icons and not on their small arrow.

The methods can be combined as desired. You can open as many program windows as you like and open any number of documents as tabs in each of these windows. You can also open all documents in just one program window. Alternatively, you can ensure that each document appears in its own program window. It is entirely your choice.

In this chapter, you will learn everything you need to know about working with multiple documents at the same time. For more information, see the following pages.

Creating or opening a document

To create a new document or to open a document, proceed as follows:

- To create a new document, choose the ribbon command **File | New** .

  Note: The option "New program window" (see below) can only be accessed via the dialog box: To do so, click on the icon itself. If you click on the small arrow of the icon, however, the document templates used so far will be displayed for quick access.

- To open an existing document, use the ribbon command **File | Open** .

  Note: The option "New program window" (see below) can only be accessed via the dialog box: To do so, click on the icon itself. If you click on the small arrow of the icon, however, you can choose from the most recently opened files.

These two commands **New** and **Open** are described in detail in Basics.

Option "New program window"

The option **New program window** in the dialog box of these two commands has the following significance: When it is enabled, the document appears in a new program window. If it is disabled, the document will be opened with a new tab in the existing program window.

This setting is also saved and is applied each time a document is opened, both when new documents are created and when existing documents are opened.

(Note: In the Android version for *smartphones* and in FreeOffice, a separate program window is always opened, while in the Android version for *tablets*, a new tab is opened in the same program window.)

Switching between open documents

Android: This function is not available in the Android version for *smartphones*. In the Android version for *tablets*, you can switch between documents within the program window.

If you have multiple documents open at the same time, you can switch to a specific document and thus make it the active document:

- **Ribbon interface: "Windows" icon**

  In the ribbon, you will find an icon called **Windows** on the ribbon tab **View**. If you click on it, a list of all open documents appears. Click on the desired document.

- **Classic menu interface: "Window" menu item**

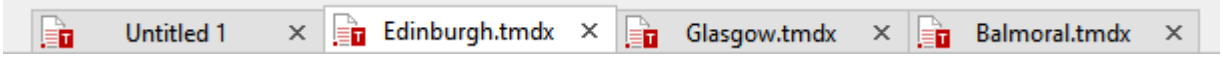
  For classic menus, you will find a list of all currently open documents in the **Window** menu. Select the entry for the document to which you want to switch.

- **Toolbar interface (Android only): "Window" menu item**

  You will find a list of all currently open documents for *tablets* via the hamburger menu in the **Window** menu. Select the entry for the document to which you want to switch.

- **Mouse: Clicking on a document tab**

  Above the document, you will find a bar with *tabs* for all currently open documents. Click on the tab for the document to which you want to switch.



FreeOffice: The functions for working with *document tabs* are not included in SoftMaker FreeOffice. However, you can open documents in different program windows.

- **Mouse: Clicking into the program window containing the document**

  Of course, if you have documents open in multiple program windows (see previous section), you can also simply click into the program window with the desired document to make this document the active document.

- **Keyboard: Ctrl+F6**

  You can also use the keyboard to switch between the currently open documents: **Ctrl+F6** switches to the next document and **Ctrl+Shift+F6** switches to the previous one.

  Mac: On a Mac, you have to use the key combinations **Cmd+F6** or **Cmd+Shift+F6** to switch between documents.

Arranging documents on the screen

FreeOffice: The functions for working with *document tabs* are not included in SoftMaker FreeOffice. However, you can open documents in different program windows.

Android: This function is not available in the Android version for *smartphones*. In the Android version for *tablets*, document tabs can be moved within the program window.

If you have multiple documents open, you can arrange them as follows:

- The document tabs (the *tabs* in the bar above the document) can be moved within the bar and thus arranged in any order.

  You can even drag a document tab out of the program window with the mouse in order to have a separate program window for this document.

  Alternatively, you can drag a document tab from one program window to another. The document will then be integrated into the tab bar of the other program window.

- If documents are open in different program windows, you can move the individual program windows manually and resize them, of course – just as you can with all types of program windows.
- If you choose the ribbon command **View | Windows**  **| View side by side** (in the classic menu interface: **Window > View side by side**), you can display the current document side by side with another open document on the screen. If more than two documents are currently open, the program first asks which of them is to be used in the other window.

Closing a document

Android: Not all of the listed methods are available in the Android version.

If you want to stop working on a document, you can close it at any time. If the document has been modified since it was last saved, the program automatically asks you if you want to save the document first.

To close a file, you have the following options:

In the ribbon interface

The ribbon tab **File** contains a **Close** icon which closes the current document.

Tip: Use the ribbon command **View | Windows | Close all** to close all currently open documents at once.

In the classic menu interface

Choose the menu command **File > Close** to close the current document.

Tip: Use the menu command **Window > Close all** to close all currently open documents at once.

In the toolbar interface (Android only)

In the group **File**, choose the command **Close**.

Tip: For *tablets*, you can close all currently open documents at once via the hamburger menu by choosing the menu command **Window > Close all**.

Tabs for documents

FreeOffice: *Document tabs* are not included in SoftMaker FreeOffice.

Above the document, you will find a bar with *tabs* for all currently open documents. If you click on one of these tabs with the *middle* mouse button, the corresponding document is closed.



Alternatively, left-click on the **x** icon displayed on the far right of each tab to close it.

Furthermore: If you *right-click* on a tab, a small menu appears with commands for closing the current document **(Close tab)** or all other open documents **(Close all other tabs)**.

Via the keyboard

You can also use the shortcut key **Ctrl+F4** or alternatively **Ctrl+W** to close the current document.

Mac: On a Mac, you have to use the key combination **Cmd+F4** or **Cmd+W** for this purpose.

Customizing TextMaker

TextMaker lets you determine a variety of program settings so that you can customize the program to suit your personal work style.

In this chapter, you will learn everything you need to know about it. It is divided into the following sections:

- **Changing TextMaker settings**

  You can use the ribbon command **File | Options** to change the *program settings*. These settings apply to the program as a whole and thus to *all* documents.

- **Changing document properties**

  The *document properties*, on the other hand, are settings that *only* affect the current document and are also saved in this document. They can be changed with the command **File | Properties**.

- **Customizing the document display**

  This section describes how to customize the appearance of the document on the screen. Most of the required commands can be found on the ribbon tab **View**.

- **Customizing the ribbon**

  Only for "Ribbon": This section is relevant only for users who have selected in the settings that they want to operate the program with the "ribbon".

  Here, you will learn how to configure and customize the *ribbon*.

- **Customizing toolbars**

  Only for "Classic menus with toolbars": This section is relevant only for users who have selected in the settings that they would prefer to operate the program with "Classic menus with toolbars".

  Here, you will learn how to configure the *toolbars* (Standard toolbar, Formatting toolbar, etc.) with the menu command **View > Toolbars** and how to customize them to your liking with **Tools > Customize**.

- **Creating user-defined icons**

  You can create *user-defined icons* at any time and add them to the ribbon or to a toolbar. Such icons can be used to start any program.

- **Customizing shortcut keys**

  You can also customize the shortcut keys for choosing frequently used commands. The ribbon command **File | Customize** is responsible for this purpose.

- **Using the grid** and **Using guides**

  Grid and guides are positioning aids for moving objects such as frames and drawings with your mouse. They can be enabled and configured with the ribbon command **View | Grid and guides**.

- **Installing additional dictionaries**

  In this section, you will learn how to install additional dictionaries (such as Hunspell) if required.

For more information on the above topics, see the following pages.

Changing TextMaker settings

General settings can be changed with the ribbon command **File | Options** . These settings apply to *all* documents.

The options in the dialog box of this command are distributed by topic across multiple tabs. If you click on the **Files** tab header, for example, you can make settings for opening and saving files.

The following pages contain detailed information on all available settings.

Settings, View tab

On the **View** tab in the dialog box of the ribbon command **File | Options** , you can make settings for the appearance of documents on the screen:

Document window section

Here, you can select the tools to be displayed in document windows:

- **Table guidelines**

  Here, you specify whether or not a grid of gray guidelines should be displayed between the cells of tables. These lines are only for your orientation on the screen. They are not printed.

  This option is enabled by default.

- **Frame guidelines**

  Here, you specify whether or not gray guidelines should be used to make the boundaries of text frames visible. These lines are only intended to reflect the position and size of the text frame on the screen. They are not printed.

  By default, this option is enabled.

- **OLE object guidelines**

  Windows only: Here, you specify whether or not gray guidelines should be used to make the boundaries of OLE objects visible. These lines are only intended to reflect the position and size of the object on the screen. They are not printed.

  By default, this option is enabled.

- **Guides**

  As described in Using guides, you can set up guides in a document to simplify the flush positioning of objects.

  With this option, you specify whether or not these guides should be displayed on the screen.

  By default, this option is enabled.

Note: If you disable this option, the guides will become invisible but will *retain* their function.

Tip: You will also find this option directly in the dropdown menu of the **Grid and guides** icon on the ribbon tab **View** (in the group **View**).

- **Page margins**

  Here, you specify whether or not the page margins should appear as dotted lines in the document. These lines are only intended for orientation on the screen. They are not printed.

  By default, this option is enabled.

- **Horizontal ruler**

  Here, you can enable or disable the horizontal ruler.

  The horizontal ruler is displayed above the text and is usually called the *ruler* in this manual. It not only displays the current paragraph formatting, but it also lets you change indents and tabs with the mouse. For more information, see Paragraph formatting: Indents.

  By default, this ruler is enabled.

  Tip: The *horizontal* and *vertical rulers* can also be enabled and disabled directly on the ribbon tab **View** (in the group **View**).

- **Vertical ruler**

  Here, you can enable or disable the vertical ruler.

  The vertical ruler is displayed to the left of the text. It is for informational purposes only and does not allow formatting changes.

  By default, this ruler is disabled.

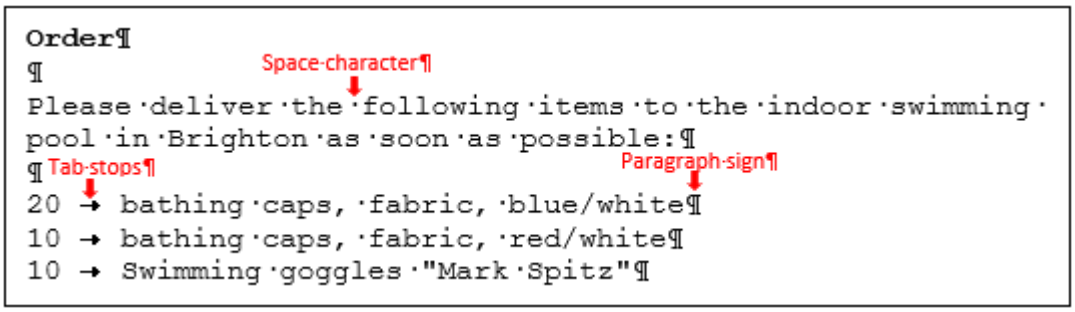
- **Overflow mark**

  If this option is enabled, TextMaker displays a red bar at the bottom of text frames whenever there is too much text to be fit completely into the frame.

  Note: The red bar will appear only if the object **Height** is set to **Fixed** or **Growing** (Max value) on the "Format" tab of Object properties and the defined limit has been reached.

Show non-printable characters section

Here, you specify whether to display icons for paragraph marks, tabs, spaces, etc., in the text, so that they are more recognizable.



The markers for paragraphs, tabs and spaces have been enabled here

- **Paragraph marks**

  If you enable this option, TextMaker displays a paragraph mark at the end of each paragraph. This is represented by the icon ¶. This lets you see exactly where paragraphs end.

- **Tabs**

  If you enable this option, all tabs will be identified by small arrows on the screen.

- **Spaces**

  If you enable this option, all spaces on the screen will be identified by small dots.

- **Soft hyphens**

  If you enable this option, all soft hyphens will become visible on the screen and will be displayed as hyphens with a gray background.

- **All**

  This option enables *all* of the above options together.

  Note: If you choose the ribbon tab **Home** | group **Paragraph** and enable the **Paragraph marks** icon ¶, the option *All* will also be automatically enabled here in the dialog box and vice versa.

Show scrollbars section

Here, you can specify whether to display a horizontal and/or vertical scrollbar for the document.

Wrap text to window (in continuous and outline view)

If this option is enabled, the lines of text are wrapped at the right edge of the document window, regardless of their actual width. You won't see the actual layout of the document, but it will be easier to read the text on devices with a small display (without having to constantly scroll left and right).

Note: Enabling this option only affects the continuous and outline views (ribbon command **View | Continuous** or **Outline**).
In standard view (ribbon command **View | Standard**), it has no effect.

Show multiple pages side by side

With this option, you can specify if TextMaker should display multiple pages of a document *side by side* when the document is viewed at a very low zoom level:

- **Enabled:** As many pages as possible are displayed side by side. This allows you to view multiple pages at the same time.
- **Disabled:** The pages are never displayed side by side but only beneath one another.

Settings, General tab

On the **General** tab in the dialog box of the ribbon command **File | Options**, you can make general settings:

Maximum number of undo steps

Here, you can set how many actions can be undone with the command **Undo** (in the Quick access toolbar). You can increase this number up to a maximum of 999 undo operations.

Note: On devices with little main memory, it is not recommended to increase this value.

For information on the command **Undo**, see Undoing changes.

"User info" button

Here, you can enter your name, address and other contact information. This information is used, for example, by the supplied document templates to automatically fill letterheads with your address. For more information, see also Document templates.

Note: In older versions of TextMaker, there were *two* buttons at this point because you could specify your user info separately for your home address and company address. Since TextMaker 2018, only one user info record is supported in order to improve compatibility with Microsoft Word.

Extended support for Asian fonts

If this option is enabled, *three* lists for selecting font, font size, font style and language appear on the **Font** tab in the dialog box of the command group **Home | Character**:

- For Latin scripts (for example, German, English)
- For East Asian scripts (Chinese, Japanese and Korean)
- For complex scripts (for example, Arabic)

Thus, you can make the settings for each type of script separately.

If, for example, you set the font to "Arial" for Latin scripts and the font to "SimHei" for Asian scripts, all Latin scripts that you type will automatically appear in Arial, and all Asian scripts will appear in SimHei.

TextMaker recognizes automatically whether the characters entered are Latin, Asian or complex (for example, Arabic) scripts.

Extended support for Arabic text

If you enable this option, some additional features will become available for editing text in *Arabic* script. For more information, see Working with Arabic text.

Display of digits

This option allows you to specify which type of numerals to use when displaying numbers in your documents:

- **Arabic:** Display Arabic numerals (1234567890), as used in English, for example. This is the default setting.
- **Hindi:** Display Hindi numerals, as used in Arabic, for example.
- **Context:** Adapt automatically from the context. (If the number is surrounded by Arabic text, Hindi numerals are used, otherwise Arabic numerals are used.)

Show warning when loading OLE objects

Mac, Linux and Android only: If this option is enabled, the program displays a warning that OLE objects cannot be displayed when you open a document containing such objects. (OLE objects can only be displayed on *Windows*.)

Settings, Edit tab

On the **Edit** tab of the dialog box of the ribbon command **File | Options** , you can change settings for editing text:

Capitalize first letter of sentences

If this option is enabled, TextMaker automatically capitalizes the first letter of every sentence you type – even if you accidentally enter a lowercase letter.

If, for example, you typed the sentence "this is a new sentence.", it would be corrected automatically to "This is a new sentence.".

Correct first TWo UPpercase LEtters

If this option is enabled, TextMaker automatically corrects the case of words (such as proper nouns) whose first two letters have been capitalized inadvertently.

If, for example, you typed the word "HEnry", it would be corrected automatically to "Henry".

Tip: If you would like to exclude certain expressions from this correction (for example, "BSc"), then simply define a SmartText entry for this and enable the option *Expand SmartText entries* described below.

Expand SmartText entries

As described in SmartText, you can create SmartText entries with TextMaker (for example, "br" for "Best regards").

If this option is enabled, your SmartText entries can be directly expanded as the text is entered. To do so, simply type the abbreviation for the SmartText (for example, "br") and then a space, Enter↵ or a punctuation mark, and TextMaker will automatically replace the abbreviation with the SmartText content.

If this option is disabled, however, SmartText entries can only be inserted via the dialog box of the ribbon command **Insert** | group **Text** | **SmartText**.

Tip: The option "Expand SmartText entries" can also be enabled or disabled in this dialog box.

Smart quotes

TextMaker can automatically convert double quotes (") and single quotes (') as they are typed to ensure that they are typographically correct for the selected language. Here, set the desired language or select "None" if you want TextMaker to leave your quote marks unchanged.

If, for example, you type "Text" or 'Text', the relevant setting will produce the following results:

Setting	"Text"	'Text'
Auto*		
None (no change)	"Text"	'Text'
German	„Text“	‚Text‘
Swiss German	»Text«	›Text‹
English	“Text”	‘Text’
French**	«Text»	‹Text›
Swedish	”Text”	’Text’

* A special position is assumed by the option **Auto**: If you select this option, TextMaker automatically determines the language and converts the quotes accordingly. This means that either the default language specified on the **Language** tab in **File** | **Options** is used or the language specified on the **Font** tab in the dialog box of the command group **Home** | **Character** ◢.

** For the *single quote* in the *French* setting, please note the following: the closing quote is first executed as an apostrophe ('). If you press the single quote on the keyboard once again, it will be converted into the single guillemet (›).

Tip: You can use the command **Undo** ↶ (or the key combination **Ctrl+Z**) to convert smart quotes into "neutral" quotes immediately after typing. The simple smart quote then becomes an apostrophe, while the double smart quote becomes a normal double quote.

Automatically add spacing around punctuation marks (French only)

Enable the option to automatically add spaces both before punctuation marks : ; ! ? as well as between quotes « text » ‹ text ›. This option is only effective if *French* is the assigned language in the following settings:

- In the dialog box of the command **File | Options**, **Language** tab: *French*
- Also in the dialog box of the command group **Home | Character** ◢ on the **Font** tab: *French* or *Default*

Select whole words when selecting

Windows, Mac and Linux only: If this option is enabled, TextMaker automatically extends any selection that you make with the mouse to whole words. If it is not enabled, the selection is extended on a character-by-character basis.

Add or remove spaces when pasting

If this option is enabled, spaces before and after words are automatically added or removed when you delete, cut, or paste words from the clipboard.

If, for example, you select the word "is" in the sentence "This is a test" and cut it with the command **Cut**, TextMaker automatically deletes the space behind "is" that is now superfluous.

If you now insert the word "is" before another word using the command **Paste**, TextMaker automatically inserts a space after "is".

Middle mouse button

Mac and Linux only: Here, you can specify what should happen when you click somewhere using the *middle* mouse button. Available options:

- **No function:** The middle mouse button doesn't have any function.
- **Paste selected content:** If you click in the document with the middle mouse button, a copy of the currently selected content is inserted at this point (for example, the currently selected text).

Apply character formatting to entire words

Enabling this option has the following effect:

If the cursor is inside a word and you change the character formatting (for example, select a different font or enable bold), this will affect the entire word.

This allows you to quickly change the formatting of a single word without first having to select it.

Format URLs as hyperlinks

If this option is enabled, URLs (web page addresses) are automatically formatted as hyperlinks immediately after entering them.

If, for example, you type "www.softmaker.de" in the text, it will automatically be converted into a clickable hyperlink and displayed accordingly (usually blue and underlined).

Ordinal numbers with superscript

This option only supports the following languages: English, French, Italian, Portuguese and Spanish.

In these languages, superscripts are usually added to abbreviated *ordinal numbers* – for example 1st, 2nd, 3rd in the English language.

If this option is enabled, superscripts are added automatically whenever you enter such a number. If, for example, you type "2nd" in an English text and then press the space bar, it will be automatically reformatted as "2nd" – the "nd" will be converted into a superscript.

Note: This option only works with text in one of the supported languages. For information on how to set the language of text, see Setting the language.

Set left and first-line indent with Tab and Backspace keys

If this option is enabled, you can use the **Tab** key and the **Backspace key**⌫ on the keyboard to change the indents of paragraphs.

To do so, either place the text cursor at the *beginning* of an existing paragraph or *select* multiple paragraphs. Then press **Tab** to increase the indent or press **Backspace**⌫ to decrease it.

Insert frames and drawings immediately

This option determines what should happen if you insert a frame or a drawing into a document (text frame, picture frame, AutoShape, etc.) – for example, with the ribbon command **Insert | Text frame**:

- **Always:** The corresponding object is inserted immediately. Its position and size are fixed without further action.

  (Of course, you can always change the object's position after insertion by simply dragging it to the desired location with the mouse. You can also resize it by dragging one of the round handles that surround the object.)

- **Never:** Before the object is actually inserted, the mouse cursor changes to a crosshair. In order to proceed, drag a rectangle in the document to specify the desired position and size. The object will then be inserted exactly according to your specifications.

- **Auto:** This is a smart combination of the two aforementioned options that is already preset in TextMaker for each specific object type. Objects such as charts or tables are inserted directly (as with **Always**), for example, while objects such as AutoShapes or text frames are inserted via the mouse cursor (as with **Never**).

Use left Alt as shortcut key

Mac only: This option determines which function the left **Alt** key on your keyboard should have:

- **Off:** The left **Alt** key does the same as the right **Alt** key: It inserts icons into the text.

  Alt+E, for example, returns a euro sign €.

- **On:** The left **Alt** key can be used to open menus in the classic menu.
  Note: This only works if you use the program with the classic menu interface instead of the ribbon interface.

  Here, **Alt+E** no longer returns a euro sign, but opens the **Edit** menu instead.

Settings, Appearance tab

On the **Appearance** tab in the dialog box of the ribbon command **File | Options** , you can make settings that affect the appearance of the TextMaker user interface:

Dialog language

Here, you can select the language in which the user interface (ribbon, menus, dialog boxes, etc.) is to be displayed.

User interface

If you click on the **User interface** button, the program displays a dialog box in which you can select the type of user interface that the SoftMaker Office applications should use:

- **Ribbon** (top row)

  If you select one of the styles from the top row, the programs use a "ribbon" as the user interface. The differences between the individual styles are only in the color scheme used.

- **Classic menus with toolbars** (bottom row)

  If you select one of the styles from the bottom row, the programs will use classic menus with toolbars. You can also choose between different color variants here.

In the dialog box, you can also make the following settings:

- **Quick access toolbar** (only in the ribbon interface)

  This option determines where the *Quick access toolbar*, which contains icons for some of the most frequently used commands, should be displayed: to the left of the document tabs – or in a separate toolbar directly below the ribbon.

- **Touch mode**

  If you enable this option, all icons in the ribbon user interface or menu interface and toolbars will be slightly enlarged. This is useful when operating the software with your finger (for example, on a tablet).

  Tip: Alternatively, you can also enable/disable touch mode with the following commands:

  Ribbon user interface: Here, you choose the command **Touch mode**  in the Quick access toolbar.

  Classic menu interface: Here, you choose the command **View > Touch mode**.

Android: If you are using the Android version, select the **user interface** via the dropdown list. Here, you have an additional option: **Toolbars**. For more information, see User interface: Toolbars (Android only). The options *Quick access toolbar* and *Touch mode* can be found separately elsewhere on this **Appearance** tab and work as described above.

Show status bar in ribbon mode

This applies only to the *ribbon interface*: You can enable/disable the display of the status bar here. To change this for the *classic menu interface*, see Showing and hiding toolbars.

Show fonts in font list

If this option is enabled, TextMaker displays all font names in the respective font in font lists (for example, in the font list of the command group **Home | Character** in the ribbon or in the Formatting toolbar in the classic menu interface). This lets you see the actual appearance of each font at a glance.

Show tooltips

This option lets you specify whether or not *tooltips* should be displayed. These are short info texts that are displayed next to the mouse cursor when you hover over a screen element (for example, a button in the ribbon or in the Standard toolbar for the classic menu interface).

Beep on errors

If this option is enabled, TextMaker emits a beep for error or warning messages.

Live preview

FreeOffice: The *live preview* is not included in SoftMaker FreeOffice.

Here, you can enable/disable a live preview for the dropdown lists that are located, for example, in the command group **Home | Character**.

If this is enabled, for example, you can select text, open the font list in the command group **Home | Character** and then hover over the fonts in it. The document immediately shows how the selected text would look "live" in the corresponding font.

To actually apply the font, simply click on it. To discard the change, click anywhere outside the font list or press the **Esc** key.

Use system menus

Mac only: This option determines whether or not the program should display its main menu in the menu bar at the very top of the screen (as is customary for Mac applications).

Depending on the type of **user interface** you have selected ("Ribbon" or "Classic menus with toolbars"), this option has the following effect:

- **Disabled:** The main menu is *not* displayed in the menu bar at the top of the screen.

  Details:

  Ribbon: If you have selected the "ribbon" user interface, only the "hamburger menu" (the icon  in the Quick access toolbar) is now available to you if you still want to access the classic main menu.

Classic menus: In the case of the classic user interface, the main menu is no longer displayed at the top of the screen, but in its own bar (below the title bar).

- **Enabled:** The main menu is displayed in the menu bar at the top of the screen.

  Details:

  Ribbon: Ribbon users now not only have access to the ribbon user interface, but can *also* use classic menus in the menu bar.

  Classic menus: The main menu is now displayed in the menu bar at the top of the screen – and not in its own bar below the title bar.

Use system file dialogs

Windows, Mac and Linux only: This option controls the type of dialog boxes that appear when you use commands for opening and saving files. The options are:

- **Disabled:** TextMaker uses its own file dialogs.
- **Enabled:** The default file dialogs of the operating system appear, which you know from the majority of applications.

The former are easier to use; the latter offer more options.

Smooth edges of screen fonts

If this option is enabled, TextMaker uses a technology called "anti-aliasing" to smooth the edges of fonts and improve their appearance on the screen.

Different options are available depending on the operating system.

Workspace color

This option allows you to change the background color of document windows.

User interface size

Mac, Linux and Android only: This button opens a dialog box that allows you to reduce or enlarge the user interface (menu, toolbars, dialog boxes, etc.).

If you select a lower setting here, all user interface elements will be reduced, which will allow you to see more elements at a time. A higher setting, on the other hand, increases legibility.

The option **Size of dialog elements** changes the size of the user interface in large steps. The option **Font size adjustment** also allows some fine-tuning in smaller steps.

The **Sample** field acts as a small tool to help you find a suitable setting: It gives you a preview of how a checkbox in a dialog box will look after you have applied your changes.

Note: Inappropriate settings may cause the user interface to be far too small or too large, especially on devices with a relatively low resolution. If this happens, you can always click on the **Reset to default** button in the lower left of this dialog box to return to the default settings.

Document scaling (DPI)

Mac, Linux and Android only: You can scale the document higher or lower for a larger/smaller view. To do so, select *Custom* and enter the desired value.

Unit of measure

Mac, Linux and Android only: Here, you can specify the units of measure which TextMaker should use by default: **Metric** (centimeter) or **U.S.** (inch).

(On Windows, this option is not required because the program automatically uses the setting that was selected in the options "Region and Language" of the Windows Control Panel.)

Tip: You can always override this setting and enter a value into dialog boxes in another unit of measure by typing one of the following unit of measures after the value:

Unit	Explanation
cm	Centimeter
in	Inch – 1 in equals 2.54 cm.
pt	Point – 72 pt equal 1 in.
pi	Pica (character) – 1 pi equals 12 pt

If, for example, you type "5.08 cm" for the left margin, TextMaker sets it to 2 inches (5.08 cm).

Tablet mode

Android only: If you are using a tablet, you should enable this option to optimize the display of the application. If you are using the application on your smartphone, leave this option disabled.

Use ribbon animations

Only for Android: The command groups of the ribbon tabs can be collapsed and expanded when you tap on them with your finger (only in ribbon mode). If you enable this option, expanding and collapsing will be performed in animated mode.

Settings, Language tab

On the **Language** tab in the dialog box of the ribbon command **File | Options** , you can make settings for TextMaker's language tools:

Default language

Here, you can select the default language to be used for spell check, hyphenation and the thesaurus. To do so, open the dropdown list and select the desired language from the available options.

Note: Please note that there are *two* entries in this list for German:

- **"German (Germany)"** stands for the *new* spelling (according to the 1996 German spelling reform in its last revision in 2006).
- **"German (Germany, old)"**, on the other hand, stands for the *old* spelling.

The same applies to "German (Austria)" and "German (Switzerland)".

Tip: If you want to use several languages simultaneously in a document, you can format any sections of text in another language on the **Font** tab in the dialog box of the command group **Home | Character** ◢.

For more information on this topic, see Setting the language.

Spell check

Here, you can make the following settings for the spell-check:

- **Check spelling as you type**

  If you enable this option, the spelling of the entire document will be *continuously* checked in the background. Incorrectly spelled words are indicated with wavy red underlines and can be corrected at any time. For more information, see Checking the spelling as you type.

  Note: If this option is disabled, you don't have to do without a spell check – you can always start it *manually* with the ribbon command **Review | Spell check**. For more information, see Manual spell check.

- **Color**

  Here, you can change the color of the red underlines used by the function "Check spelling as you type" to indicate misspelled words.

- **Underline old German spellings in blue**

  If this option is enabled, the function **Check spelling as you type** also underlines with a blue wavy line all words that correspond to the *old* German spelling but should be spelled differently according to the *new* spelling of the spelling reform of 1996. For more information, see also Conversion to the new German spelling.

  Note: This option only works for text in the language "German (Germany)", "German (Austria)" or "German (Switzerland)".

- **Use Duden Korrektor for German spell check**

  This feature is only available in **SoftMaker Office Professional** and **NX Universal**.

  If you enable this option, the spell check will no longer use the module integrated in TextMaker but will instead use the spelling module of *Duden Korrektor* (and its dictionary, of course). For more information, see also Using the Duden spell check.

Note: The *Duden Korrektor* only works for text in the language "German (Germany, Austria, Switzerland, etc.)".

- **Ignore words that start with a number**

  If you enable this option, the spell check ignores all words that start with a number (for example, "1980s").

- **Hunspell dictionaries**

  FreeOffice: SoftMaker FreeOffice does not include the premium SoftMaker dictionaries normally shipped with SoftMaker Office. Only Hunspell dictionaries can be used here.

  Only Hunspell dictionaries for English and German are already installed. If you need more languages, see Installing Hunspell dictionaries.

  As an alternative to its own dictionaries, SoftMaker Office also supports the use of *Hunspell* dictionaries. These dictionaries are available as free downloads. Most of them were created by private users or non-profit organizations.

  The **Hunspell dictionaries** button allows you to install downloaded Hunspell dictionaries and also set the languages for which Hunspell dictionaries are to be used. For more information, see Installing additional dictionaries.

Hyphenation

Here, you can make settings for hyphenation:

- **Use automatic hyphenation**

  This option corresponds to the ribbon command **Review | Hyphenation** | **Automatic hyphenation**.

  Hyphenation usually occurs fully automatically when typing. If you disable this option, however, there will be *no* automatic hyphenation for the current document, and all existing hyphens will be removed. For more information, see also Hyphenation.

  Important: Unlike all other options on this tab, this setting is a document option rather than a global setting. TextMaker thus remembers the state of this setting per document.

- **Use Duden Korrektor for German hyphenation**

  This feature is only available in **SoftMaker Office Professional** and **NX Universal**.

  If you enable this option, the hyphenation module of *Duden Korrektor* will be used for hyphenation instead of the module integrated into TextMaker. For more information, see also Using the Duden hyphenation.

  Note: The *Duden Korrektor* only works for text in the language "German (Germany, Austria, Switzerland, etc.)".

Grammar check

Here, you can make settings for the grammar check:

- **Use Duden Korrektor for German grammar check**

  This feature is only available in **SoftMaker Office Professional** and **NX Universal**.

  If you enable this option, the *Duden Korrektor* grammar check is enabled. This works according to the same principle as the option *Check spelling as you type*. However, it does not search for spelling errors, but for grammatical errors. If an error is found, it marks it with a green underline. For more information, see also Using the Duden grammar check.

  Note: The *Duden Korrektor* only works for text in the language "German (Germany, Austria, Switzerland, etc.)".

- **Color**

  Here, you can change the color of the green underlines that the grammar check uses to identify misspelled words or phrases.

Duden Korrektor options

This feature is only available in **SoftMaker Office Professional** and **NX Universal**.

This button opens a dialog box in which you can configure all modules of *Duden Korrektor* (i.e., Duden spell check, Duden hyphenation and Duden grammar check).

For more information, see Configuring Duden Korrektor.

Settings, Files tab

On the **Files** tab in the dialog box of the ribbon command **File | Options** , you can make settings for opening and saving files:

Template folder

Here, you can specify the folder in which the templates for TextMaker documents are stored.

The dialog box that appears when you choose the ribbon command **File | New** to let you select a document template displays all templates that are in this folder.

Note: Normally, this setting should not be changed. Change it only in the event that you have actually moved the template folder to another place.

Default file format

Here, you can select the file format in which TextMaker should save newly created documents by default.

If you create a new document with the ribbon command **File | New** and then save it for the first time, the Save dialog box always suggests the file format set here as default.

You can choose between the TextMaker format, the Microsoft Word format in several versions, the OpenDocument format and the RTF format.

Important: Note that the other formats offered here do not know all of TextMaker's functions. If, for example, you save a TextMaker document in Word format, certain formatting options or functions could be lost. We thus recommend that you use the default setting "TextMaker" here.

Saving section

In the **Saving** section, you can make settings for saving documents:

- **Prompt for summary information when saving**

  If you enable this option, a dialog box will appear automatically the first time you save a new document to enable you to enter some additional information about it. For more information, see Document summary.

- **Display warning when saving documents in text format**

  If this option is enabled, saving a document in plain text format will result in a warning being displayed that all objects and formatting will be lost.

Opening section

In the **Opening** section, you can make settings for opening documents:

- **Return to the last editing position when a document has been opened**

  When you open a document and this option is enabled, TextMaker automatically positions the text cursor at the place where it was located the last time you saved the document.

  Note: This works only with documents in the following file formats: TextMaker (.tmd or .tmdx) and Microsoft Word (.doc or .docx).

- **Recently used files in File menu**

  If you click on the small arrow on the ribbon command **File | Open**, TextMaker displays a list of the most recently opened files. If you select one of these entries, the corresponding file will be opened immediately. Here, you can specify the number of files to be displayed in the list.

Android and SoftMaker FreeOffice only: Backup section

In the Android version and SoftMaker FreeOffice there is no "Backup" tab and its settings, which are described in the next section. Instead, you have to choose either *No backup* or *Simple backup* in the dropdown list on the "Files" tab.

- **No backup**

  If you select this option, *no* backups will be created when documents are saved. (This option is not recommended.)

- **Simple backup**

  This makes *one* backup per document. It contains the previous version of the document. It has the name extension `.bak` and is in the same folder as the document itself.

Settings, Backup tab

Android: This tab is not available in the Android version. However, *simple* backups can be made on Android. This setting can be found on the Files tab.

FreeOffice: This tab is not included in SoftMaker FreeOffice. However, *simple* backups can be made here. This setting can be found on the Files tab.

On the **Backup** tab in the dialog box of the ribbon command **File | Options** , you can make settings for creating backup copies:

"When you save a file manually..." section

- **Keep older versions of the document** (if you save a file manually)

  Several generations of file backups are created for each document. All of these copies are stored in a special **Backup** folder.

  Tip: If this option is enabled, the command **File | Versions**  (in the group **File management**) is also available, which allows you to easily return to a previous file version of the currently open document.

- **Number of versions to keep**

  Here, you specify the maximum number of versions of backups (generations) to be kept per document.

"Automatically created file versions (snapshots)" section

- **Save unsaved changes every ... minutes**

  If you want automatic "snapshots" to be created as an additional backup while the document is being edited, enable the checkbox here. In the dropdown field to the right, you specify the interval at which the snapshots are to be taken regularly.

- **Number of snapshots to keep**

  In this dropdown field, you specify the maximum number of snapshots you want to keep.

Folder for file versions

Here, you can change the path for the **Backup** folder in which all backups are stored.

"Clean up" button

This button provides the following two commands for deleting backups:

- **Delete orphaned file versions**

  This option removes all file backups where the corresponding original document no longer exists.

- **Delete file versions of all documents**
  This option removes *all* file backups in the folder for file versions.

For more information on using file backups, see Backup copies (file versions).

Settings, System tab

On the **System** tab in the dialog box of the ribbon command **File | Options** , you can make the following system settings:

Smooth edges of pictures

If this option is enabled, TextMaker uses anti-aliasing to smooth edges and lines in pictures. Advantage: The display quality of scaled pictures is improved. Disadvantage: This procedure consumes some CPU time when displaying pictures, of course.

Enable OpenGL AutoShapes

If this option is enabled, TextMaker uses the OpenGL graphics engine to display AutoShapes optimally. If you disable this option, 3D effects used for AutoShapes may no longer be displayed correctly. Thus, you should usually leave this option enabled.

Check for updates

Windows, Mac and Linux only: Here, you can specify how often you want the software to check whether there are updates for SoftMaker Office. Updates provide bug fixes and feature improvements.

Note: Checking for updates only works if your device can access the Internet.

You can also disable the automatic update check (not recommended) by selecting **Never** from the dropdown list. Checking for updates can then only be done manually (by clicking on the **Check now** button).

Tip: Subscribe to our free **newsletter** at www.softmaker.com to automatically receive an e-mail whenever updates are available. The newsletter will also provide you with other useful information and special offers with respect to SoftMaker Office on a regular basis.

Android: For applications installed from the Google Play Store, your device will automatically notify you of updates (unless disabled in the Play Store settings).

Associate file types

Windows only: This button opens a dialog box where you can associate certain file types with TextMaker. This will make TextMaker the *default application* for the corresponding file types.

If, for example, you link the file type "Microsoft Word documents" with TextMaker, files of this type will always be opened in TextMaker when you double-click on such a file in Windows Explorer.

Show/hide keyboard automatically

Android only: If this option is enabled, the on-screen keyboard opens automatically when you can type something (for example, if you tap into the document or tap into an input field in a dialog box).

Change keyboard layout automatically

Android only: If this option is enabled, the layout of the on-screen keyboard will automatically adapt to the current situation. If, for example, you type into an input field in a dialog box which only accepts numbers, the keyboard will automatically be switched to numeric mode.

Use OpenGL engine

Linux only: If this option is enabled, the program uses the OpenGL graphics engine. This speeds up the screen display. Thus, this option should usually be enabled.

Note: On systems with a very outdated or faulty OpenGL installation, display errors may occur within the application. This depends on your individual system configuration and especially on the graphics driver you are using. In this case, disable this option and restart the application.

Furthermore: If the program detects problems with the installed OpenGL engine at startup, it will automatically disable this option.

Use SHM extensions

Linux only: This option is only available if the option **Use OpenGL engine** is *dis*abled (not recommended).

If the SHM extensions are enabled, the program uses shared memory (if available), which can speed up the responsiveness of the display.

Use XIM

Linux only: If this option is enabled, TextMaker supports the composition of accented characters (à, ô, é etc.) using "XIM".

On a German keyboard, for example, the character "ô" can be created by first pressing the ^ key and then the **O** key.

If you disable this option, you can no longer compose characters in this way.

Note: On some systems, disabling this option improves the responsiveness of the display when you are typing text quickly.

Show hidden files and folders

Mac, Linux only: If this option is enabled, hidden files and folders are also displayed in file dialogs (for example, those of the ribbon command **File | Open**).

Mouse wheel

Mac, Linux only: If your mouse has a mouse wheel, you can set the scrolling increment for a turn of the wheel either by page (one complete page) or by a certain number of lines.

External applications

Mac, Linux only: This button opens a dialog box where you can specify the external programs that start automatically for specific events. When a PDF file is created, for example, the application specified in the **PDF viewer** field will be launched to display the result.

Note: You don't *have to* fill in these fields. For all fields that you leave empty, your system's default application will be automatically used for this action. Make changes to this dialog box only if you want an application *other* than the default application to be used. To do so, simply enter the file name of the corresponding executable file (including the entire file path, if necessary).

User-defined font paths

Mac, Linux and Android only: Here, you can specify paths for additional fonts that TextMaker should use. To do so, enter the subdirectory in which the font files are located. If you want to enter multiple directories, separate them with a colon.

TextMaker can then use these fonts in addition to the fonts available in your system.

Note: Changes to this setting only become effective after the program is restarted.

Settings, Fonts tab

On the **Fonts** tab in the dialog box of the ribbon command **File | Options** , you can specify which fonts are to be displayed in font lists (for example, the font list on the ribbon command **Home |** group **Character**).

The tab presents a list of all fonts installed on your system. To enable or disable a font in the list, click on the checkbox in front of its name. All fonts for which you have removed the check mark are no longer displayed in font lists.

Background information: The fonts installed on your system by default include several fonts that you will probably never need – for example, fonts that only contain scripts for foreign languages that you don't use. If you like, you can hide such fonts as described above.

Use font filtering of the operating system

Windows only: Windows users will also find the option **Use font filtering of the operating system** on this tab. If this option is enabled, Windows will automatically hide *all* fonts that only contain scripts for foreign languages in font lists.

Changing document properties

You can use the ribbon command **File** | group **File management** | **Properties** to change settings that only affect the current document and are saved with it. These settings are called *document properties*.

The available document properties are distributed by topic across multiple tabs. If you click on the **Summary** tab, for example, you can edit the document info.

The following pages provide detailed explanations of all available document properties.

Document properties, Summary tab

On the **Summary** tab in the dialog box of the ribbon command **File** | **Properties**, you can enter some additional info for the current document.

This can include explanatory information about the current document (subject, author, keywords, etc.) that the file manager can use in searches.

For more information, see Document summary.

Document properties, View tab

On the **View** tab in the dialog box of the ribbon command **File** | **Properties**, you can make settings for the appearance of the document on the screen.

Display field names

This option determines whether fields (date, page number, etc.) should display the result or field name within curly braces. Normally, you want to see the result. You should thus leave this option disabled. For more information, see also Fields.

This option is disabled by default.

Show bookmarks

You can use the ribbon command **Insert** | **Bookmark** to add "bookmarks" to a document. For more information, see Bookmarks.

These bookmarks are usually invisible. If you enable **Show bookmarks**, however, they are displayed in the text (enclosed within angle brackets).

This option is disabled by default.

Shade fields

If you enable this option, all fields (date, page number, etc.) inserted into the document with the ribbon command **Insert** | group **Text** | **Field** will be grayed out so that you can see more clearly where fields are located in the document.

This option is disabled by default.

Show merge record

This option is only available if you have assigned a database to the current document with the ribbon command **Mailings | Select database | Use existing database**.

If you enable this option, all database fields in the document display the field contents from the database rather than the field name. To the right of this option, you can enter the record number of the record to be displayed. If you enter "10", for example, the tenth record will be displayed.

This option is useful for checking the final appearance of a mail merge before printing it. For more information, see also Mail merge.

This option is disabled by default.

Objects section

As described in Hiding objects, you can make inserted objects invisible on the screen and/or on the printed page.

You can still make such objects visible again by means of these two options:

- **Show invisible objects:** If you enable this option, any object whose **Visible** property is disabled becomes visible on the screen.
- **Print unprintable objects:** If you enable this option, any object whose **Printable** property was disabled will also be printed again.

Both options are disabled by default.

Hidden text section

Text can also be be hidden in addition to objects. For more information, see Hiding text.

The options **Show hidden text** and **Print hidden text** respectively determine the display and printing of text that has been formatted as hidden.

By default, the option **Show hidden text** is enabled and the option **Print hidden text** is disabled. Thus, hidden text can be seen on the screen, but it does not appear on a printout.

If you enable **Print hidden text**, hidden text will also appear on a printout.

Pictures and OLE objects section

With the default setting **Show pictures**, all the pictures and OLE objects in the text are displayed on the screen.

If you select **Use placeholders**, however, only a gray box is displayed instead. Advantage: This speeds up the responsiveness of the display when scrolling through a document with a lot of pictures.

Locking section

These options allow you to "lock" all objects on the master page and all guides to prevent unintentional movement:

- **Lock objects on master page:** If you enable this option, all objects inserted on the master page can only be moved in the master page view. For more information, see also Master pages.
- **Lock guides:** If you enable this option, guides can no longer be moved with the mouse but can only be edited via the dialog box of the ribbon command **Layout | Grid and guides**. For more information, see also Using guides.

Both options are disabled by default.

Options section

The following settings are available here:

- **Use printer-independent formatting:**

  Note: This option is only available in TextMaker for Windows.

  Enabled (recommended default setting): The document is formatted in a much higher internal resolution than the resolution of the printer that is used. Advantage: Switching to a different printer does not affect the document.

  Not enabled: The resolution of the currently selected printer is used to format the document. This may lead to changes in line breaks and even page breaks when you switch to a different printer.

- **Print page background:**
  This option determines whether a page background created with the ribbon command **Layout |** group **Section | Background** should also be displayed in printouts. This option is disabled by default; the background thus only appears on the screen.

  Note: This option has no effect on a page background created with the ribbon command **Layout | Chapter**. This type of background will always be printed.

  For more information, see also Changing the page background.

- **Decimal separator:**

  Here, you can specify the character to be used as a decimal separator.

  This setting only affects the behavior of *decimal tabs* (see also Using tabs). If you change the separator from a period to a comma, for example, numbers will be aligned at commas rather than periods when you use decimal tabs.

Compatibility button

Here, you can make internal settings for compatibility with documents created in older versions of TextMaker, Microsoft Word or other file formats. These options are set automatically when the document is opened and should not normally be changed manually.

The **Layout is compatible to** section displays the file format that you have accessed in TextMaker. At the same time, you can choose from different file formats where the optimal compatibility settings are already specified.

Document properties, Colors tab

On the **Colors** tab in the dialog box of the ribbon command **File | Properties**, you can edit the color palette of the current document.

When you open a color list – for example, the color list for the font color – you see only a small selection of the up to 16 million colors available. This selection is called the *color palette* of the document.

You can modify this color palette at any time. You can add new colors and change colors that you have added. However, the first 24 colors in the palette are default colors that cannot be changed.

Important: Changes to the color palette are saved *in the document*. This means that you can create a separate color palette for each document.

Adding a color

To add a color to the palette of the current document, proceed as follows:

1. Choose the command **File | Properties** and switch to the **Colors** tab.

   Tip: Alternatively, this color palette can be accessed via any button that contains a color list (for example, font color). To do so, select the entry **Define color...** in the color list (the last entry).

2. Set the desired color. For more information, see "Working with the color controls" section below.
3. Click on the **New** button.
4. Give the new color whatever name you like and confirm with **OK**.
5. Exit the dialog box with **OK**.

TextMaker now adds the new color to the document's color palette. From now on, the color will be available in all dialog boxes where a color can be selected.

Changing a color

Note: You can only change colors that you have added. The first 24 colors in the color palette are default colors that cannot be changed.

To change a color, proceed as follows:

1. Choose the command **File | Properties** and switch to the **Colors** tab.

   Alternatively: You can also select the entry **Define color...** in any color list (for example, font color) to open this dialog box.

2. Select the color to be changed from the **Color palette** list.

3. Make the desired changes. For more information, see "Working with the color controls" section below.
4. Click on **Change**.

The color has now been changed for the current document.

Renaming a color

You can change the name of self-defined colors at any time. To do so, open the color dialog, select a color from the dropdown list **Color palette** and click on the **Rename** button.

Working with the color controls

The controls in the above dialog box let you set colors in many ways. All these ways lead to the same result – just select your preferred method:

- **Using the color field and luminance slider**

  The easiest way to set colors is to use the large color field and the luminance slider to its right. The color field presents all available hues in all available saturations, while the luminance slider next to it provides a means of varying the luminance.

  To set a color, first click on the desired color in the large color field. Then click on the desired luminance in the luminance slider.

- **Using the hue, saturation and luminance controls**

  Alternatively, you can set colors with the controls labeled **Hue**, **Sat** (saturation) and **Lum** (luminance). Values between 0 and 240 are allowed.

- **Using the Red, Green and Blue controls**

  Colors can also be set via their red, green and blue components. The controls labeled **Red**, **Green** and **Blue** are provided for this purpose. Values between 0 and 255 are allowed.

- **Typing the hex code for a color**

  You can also specify a color by typing its *hex code* in the input field with the hash (pound) sign #.

  Such hex codes are common in the HTML code of web pages, for example. The hex code consists of 3 two-digit hexadecimal values for the colors red, green and blue (RRGGBB). For example, 00FF00 represents pure green.

Document properties, Statistics tab

On the **Statistics** tab in the dialog box of the ribbon command **File | Properties** , you can retrieve statistical information about the current document (number of characters, number of sentences, average word length, etc.).

Tip: If you select a section of text before you choose this function, it will show statistics for the selected text only; otherwise, it will show them for the entire document.

The items of information are mostly self-explanatory. Only the difference between the first two options needs to be explained:

- **Characters** counts the *visible* characters only.
- **Keystrokes** also counts all white spaces (space bar, tab key).

Thus, the sentence "This is a test" has 14 characters or 17 keystrokes (because it contains three spaces).

Tip: Add buttons for "Statistics" to the status bar/ribbon tab

If you need the above statistics functions regularly, you can add corresponding buttons to the status bar or to any ribbon tab to have this information permanently displayed on the screen.

To do so, choose the ribbon command **File | Customize** | **Customize ribbon** and select the entry **Statistics** in the **Categories** section (top left) in the open dialog box.

Then, in the **Customize** section (top right), select the entry "Status bar" or a ribbon tab of your choice where you want to place the button. Now add the desired button from the list **Commands** on the left: *Count keystrokes*, *Count characters*, *Count words*, etc.

For more information on customizing the ribbon buttons, see Customizing the ribbon.

Document properties, Protection tab

On the **Protection** tab in the dialog box of the ribbon command **File | Properties**, you can provide *document protection* to the current document.

You can ensure that opening or saving a protected document is only possible after entering the correct password. Documents with read protection are also encrypted, so that they cannot be viewed with programs other than TextMaker.

For more information, see Document protection.

Document properties, Form tab

On the **Form** tab in the dialog box of the ribbon command **File | Properties**, you can enable or disable the form mode and secure it with a password if desired.

If form mode is enabled, you can only fill in form objects (text fields, checkboxes, dropdown lists, etc.). The rest of the document cannot be changed.

Note: When you save a document in form mode, it will be opened again in form mode.

You can enable or disable form mode via the option **Form mode active**.

Tip: You can also use the ribbon command **View | Form mode** for this purpose.

If you enable form mode and also enter a **Password to deactivate**, anyone who subsequently attempts to disable this mode will be prompted for the password. Form mode can only be exited if the user enters the correct password.

Important: If you save a document with a password in form mode and then forget the password, you will no longer be able to disable this mode. Thus, note the password and keep it in a safe place!

For more information on working with forms, see Forms.

Shade form objects

This tab also has an option called **Shade form objects**. If it is enabled, all form objects (text fields, checkboxes, dropdown lists, etc.) are highlighted in the text with a light gray shading. This makes them stand out better from the rest of the form.

Tip: You can also use the ribbon command **View | Shade form objects** for this purpose.

Document properties, Review tab

On the **Review** tab in the dialog box of the ribbon command **File | Properties**, you can make settings for the functions for commenting and reviewing documents.

For more information on these settings, see the following sections:

- Settings for comments
- Settings for the Track changes function

For general information on commenting and reviewing documents, see Reviewing documents.

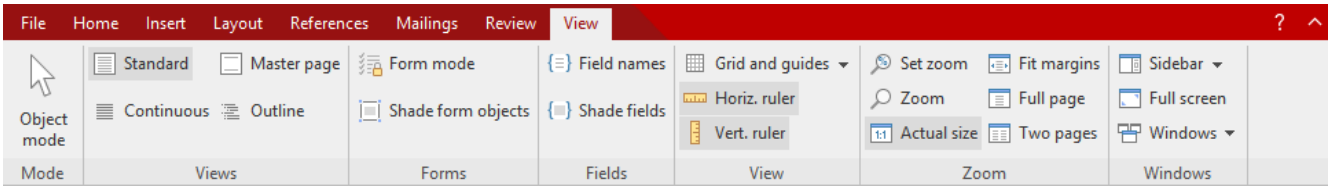
Document properties, Fonts tab

A list of all fonts used in the current document is displayed on the **Fonts** tab in the dialog box of the ribbon command **File | Properties**.

The list is divided into fonts that are available on the current device and fonts that are not available (i.e., not installed).

Customizing the document display

In this section, you will learn how to customize the appearance of the document on the screen. Most of the required commands can be found on the ribbon tab **View**.



The ribbon tab **View** contains the following commands for displaying the screen:

Command	Function
Object mode	This command enables/disables *object mode*. Text editing is no longer possible in object mode, but objects (pictures, frames, etc.) can be edited more conveniently. For more information, see Object mode.
Standard	This command switches the document view to *standard view*. This is the view that you normally use when working with TextMaker.
Continuous	This command switches to the *continuous view*, which displays the document in a simplified way (in order to improve the legibility of the plain text in the document). In this view, the document is no longer presented in the form of single pages, but as long, continuous text. Furthermore, the lines of the text are automatically rewrapped to the full width of the document window. (This behavior can be disabled if desired by disabling the option **Wrap text to window** on the **View** tab in the Options dialog box.) ***Note:*** In continuous view, some parts of documents are *no longer* displayed. This includes *all* types of frames and drawings, as well as page headers/footers and footnote texts.
Master pages	This command switches to the *master pages view*. In this view, you can edit only the document's *master page(s)*. Objects that are on the master page are printed on *every* page of the document. For more information, see Master pages.
Outline	This command switches to the *outline view*. The outline of the document can be edited here. You can "designate" text as a heading and upgrade or downgrade existing headings. For more information, see Outlines.
Form mode	This command enables/disables *form mode*. In form mode, you can only fill in form objects (text fields, checkboxes, dropdown lists, etc.). The rest of the document cannot be changed. For more information, see Forms.
Grid and guides	*Grid and guides* are positioning aids for moving objects such as frames and drawings with your mouse. For more information, see Using the grid and Using guides.

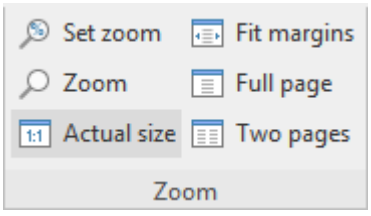
Horizontal ruler	This command enables/disables the *horizontal ruler*. For more information, see Ruler and Settings, View tab.
Vertical ruler	This command enables/disables the *vertical ruler*. For more information, see Settings, View tab.
Set zoom, **Zoom**, **Actual size**, etc.	You can use the group commands **Zoom** to specify the zoom level at which the document is displayed. For more information, see Zoom level.
Sidebar	This command enables/disables the *sidebar*. You can use the sidebar to navigate within the document, among other things. For more information, see Sidebar.
Full screen	This command allows you to switch to *full screen view*, where the program uses the entire screen to display the document. For more information, see Full screen view. (*Full screen view* is not included in **SoftMaker FreeOffice**.)
Windows	With this command, you can place documents *side by side*, *close all* documents or select from the list of all currently open documents. For more information, see Working with multiple documents.

Further settings for displaying the screen can be made via the following commands:

- The ribbon command **File | Options** allows you to make general settings that apply to *all* documents. For more information, see Settings, View tab.
- The ribbon command **File | Properties** allows you to make settings that apply *only* to the *current document*. For more information, see Document properties, View tab.

Zoom level

TextMaker offers you many options for determining the zoom level at which a document should be displayed on the screen.



The command group "Zoom" on the ribbon tab **View**

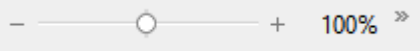
Use the following commands of the ribbon tab **View** | group **Zoom** for this purpose:

Command	Function
Set zoom	This option allows you to select the zoom level from a list. You can also enter a value manually (for example, "125" for a zoom level of 125%).

Zoom	This command enables the magnifying glass. Then use the mouse to drag a frame around any section of the document to enlarge it.
Actual size	This command sets the zoom level to 100%. This is the default setting.
Fit margins	This command automatically sets the zoom level so that the page width fits exactly in the document window (including comments and text frames).
Text width	This command automatically sets the zoom level at which the width of the text area fits exactly into the document window (without comments and text frames). Note: The command "Text width" is not available as a default button on the ribbon. However, you can choose the command via the *Set zoom* button (see above) or add it to the ribbon as a separate button. For more information, see Customizing icons and groups in the ribbon).
Full page	This command displays one full page of the document.
Two pages	This command displays two full pages next to each other.

Using the zoom slider

You can also use the zoom slider in the bottom right corner of the screen to change the zoom level:



To change the zoom level, either drag the slider with your mouse or click on the plus or minus icon.

If you click on the percentage to the right of the zoom slider, you open the dialog box of the aforementioned command **View** | group **Zoom** | **Set zoom**.

Tip: Also note the key combination **Ctrl+middle mouse wheel** for continuous zooming.

Full screen view

FreeOffice: The full screen view is not included in SoftMaker FreeOffice.

With the ribbon command **View** | group **Windows** | **Full screen** , you can switch to the *full screen view* in which the program uses the entire screen to display the document. TextMaker enlarges its program window to the full screen size. (In the *classic menu interface*, all other toolbars are then hidden.)

To exit this view mode, press the **Esc** key or choose the ribbon command **View** | **Full screen** again.

Using the toolbar of the full screen view

When you enable full screen mode, an additional mini toolbar appears on the screen.



The mini toolbar "Full screen mode"

The icons in this toolbar have the following functions (from left to right):

- Show/hide ribbon
- Show/hide sidebar
- Enable/disable "Drag sheet" mode

  If you enable "Drag sheet" mode, you can scroll your document using the mouse. Simply click into the document and drag the mouse cursor in the desired direction (with the mouse button still held down).

  Note: Clicking on text to set the text cursor or selecting text or objects is no longer possible in this mode.

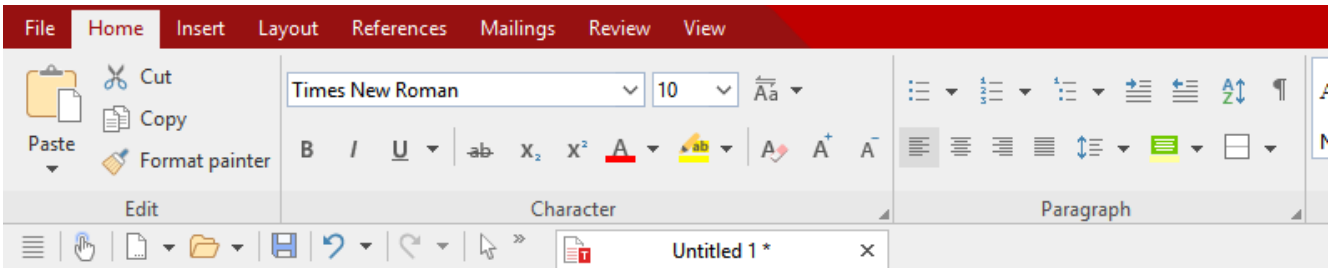
  To exit "Drag sheet" mode, click on this icon again.
- Clicking on the **Close** button exits full screen mode.

Customizing the ribbon

"Ribbon" only: This section is relevant only for users who have configured the program to use the **ribbon** interface. (For information on customizing the **classic menu interface**, see Customizing toolbars.)

Tip: You can switch the user interface between *ribbon* and *classic menus* at any time. To do so, choose the command **File | Options** in the ribbon (or choose **Tools > Options** in the classic menu interface). In the dialog box, switch to the **Appearance** tab and click on the **User interface** button. The program will display a dialog box in which you can choose the desired user interface.

In this section you will learn how to configure the *ribbon* and add additional icons.



The "Ribbon" (section) and the Quick access toolbar (below)

Topics covered:

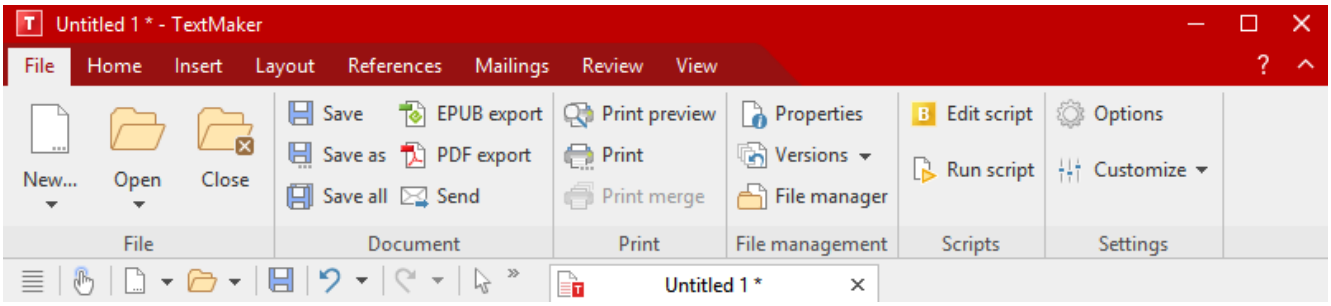
- Showing and hiding the ribbon
- Customizing icons and groups in the ribbon
- Changing the position of the Quick access toolbar
- Customizing icons on the Quick access toolbar

For more information, see the following pages.

Showing and hiding the ribbon

"Ribbon" only: This section is relevant only for users who have configured the program to use the **ribbon** interface. (For information on customizing the **classic menu interface**, see Customizing toolbars.)

The ribbon is usually fully visible:



The "Ribbon" and the Quick access toolbar (below)

However, you can hide the ribbon at any time by *minimizing* it. This is useful if you want to have as much screen space as possible to display the document.

Proceed as follows:

1. Choose the ribbon command **File** | group **Settings** | **Customize** .
   Also possible: Right-click anywhere on the ribbon.
2. A menu opens. There, you will find the option **Minimized ribbon**, which can be enabled or disabled by clicking on it (a check mark appears in front of the option if it is currently enabled).

After you enable this option, the ribbon will be minimized. Only the ribbon tabs can then be seen.

Tip: Alternatively, you can use the icon in the upper right corner of the program window next to the **?** icon to minimize the ribbon. If you click on the icon again, the ribbon is restored to its full size.

In addition, you can use the key combination **Ctrl+F1** (Mac: **Cmd+F1**) to enable/disable minimization of the ribbon.

Working with a minimized ribbon

You work with a minimized ribbon as follows:

- When you click on one of the ribbon tabs of the minimized ribbon, the ribbon becomes completely visible again *temporarily* and displays the corresponding ribbon tab. As soon as you trigger a command (for example, click on the icon for a command), however, the ribbon will be automatically minimized again.
- If you *double*-click on one of the ribbon tabs, the ribbon will be *permanently* visible again, thus removing the minimization.
- As mentioned above as a tip, you can also use the icon in the upper right corner of the program window to enable/disable the minimization of the ribbon.

Customizing icons and groups in the ribbon

FreeOffice: The *Customize ribbon* function is not included in SoftMaker FreeOffice.

"Ribbon" only: This section is relevant only for users who have configured the program to use the **ribbon** interface. (For information on customizing the **classic menu interface**, see Customizing toolbars.)

The command **Customize ribbon** allows you to customize the ribbon to a certain extent. The main purpose of this command is to add *additional* icons, command groups or even complete ribbon tabs to the ribbon.

Important: The icons in the predefined command groups on the ribbon cannot be changed. This means that you cannot add, remove, or change the order of icons in the existing command groups. Additional icons can only be inserted in new command groups at the end of a ribbon tab (or optionally in a completely new ribbon tab).

To customize the ribbon, proceed as follows:

1. Choose the command **Customize ribbon** under **File** | group **Settings** | **Customize** to open the dialog box. Alternatively: Right-click anywhere on the ribbon with the mouse button.

   Tip: The dialog box can be opened even faster by double-clicking on any empty area of the ribbon.

2. Use one of the procedures described below to edit the ribbon tabs.

Basic structure of the dialog box

The dialog box of the command **Customize ribbon** contains two lists:

- **Left list: all available commands**

  The *left* list shows all commands available in the program.

  Tip: You can use the option **Categories** (above the left list) to filter the list by a specific category (for example, all commands of the "File" category).

  You can also search the list by typing something in the **Quick search** field.

- **Right list: icons of the currently selected ribbon tab**

  The *right* list displays the icons contained in the currently selected ribbon tab.

  You define the ribbon tab to be displayed here via the dropdown list **Customize** (top right).

In this dialog box, you can perform the following actions:

Adding an icon

Note: You can only add icons to command groups that you have added yourself (or to completely new ribbon tabs). You cannot insert an icon into the predefined groups.

To add an icon to a specific ribbon tab, perform the following steps in the dialog box of the command **File | group Settings | Customize | Customize ribbon**:

1. In the dropdown list **Customize** (top right), select the ribbon tab to which you want to add an icon.

   The right list now displays all icons that are currently on the selected ribbon tab.

2. In the *left* list, select the icon that you want to add.

3. Click on the button >>.

   Even faster: Simply double-click on the icon in the left list.

The icon is now added to the ribbon tab. If you have not yet created a new group here, the program automatically creates a new command group for the icon at the end of the ribbon tab.

Removing an icon

Note: You can only remove icons that you added to the ribbon yourself. You cannot delete any of the predefined icons.

To remove one of the icons you added from a ribbon tab, perform the following steps in the dialog box:

1. In the dropdown list **Customize**, select the ribbon tab on which the icon is located.

2. In the right list below it, select the icon to be removed.

3. Click on the button <<.

   Even faster: Simply double-click on the icon in the right list.

The icon is now removed from the ribbon tab.

Moving an icon

Note: You can only move icons that you added to the ribbon yourself. You cannot change the position of any of the predefined icons.

To move an icon in a ribbon tab, perform the following steps in the dialog box:

1. In the dropdown list **Customize**, select the ribbon tab on which the icon is located.

2. In the right list below it, select the icon to be moved.

3. Use the up and down arrow buttons to move the icon within the ribbon tab.

   Note: If you want to move an icon to a *different* ribbon tab, you must first remove it from its current ribbon tab and then add it to the other ribbon tab.

Adding a new command group

Note: New command groups can only be added *after* the default command groups. You cannot insert a user-defined group between the predefined command groups.

To add a new command group (a new section) to a ribbon tab, perform the following steps in the dialog box:

1. Select the desired ribbon tab from the dropdown list **Customize**.
2. Click on the **New group** button (displayed below the right list).

The new command group is now created (at the end of the ribbon tab).

Renaming a command group

Note: Only user-defined command groups can be renamed. You cannot rename any of the predefined command groups.

To rename a user-defined command group in a ribbon tab, perform the following steps in the dialog box:

1. Select the desired ribbon tab from the dropdown list **Customize**.
2. Select the desired command group from the right list below it.
3. Click on the **Rename** button (displayed below the right list).
4. Type in the new name and confirm it.

The command group will now be renamed accordingly.

Removing a command group

Note: Only user-defined command groups can be removed. You cannot delete any of the predefined command groups.

To remove a user-defined command group from a ribbon tab, follow these steps in the dialog box:

1. Select the desired ribbon tab from the dropdown list **Customize**.
2. Select the desired command group from the right list below it.
3. Click on the button . (Any icons must have been removed from the group.)
   Even faster: Simply double-click on the command group in the right list.

The command group is now removed from the ribbon tab.

Assigning shortcut keys

If you click on the **Shortcut keys** button in the dialog box, the dialog box will expand to include an additional area called **Shortcut keys**, which can be used to edit shortcut keys for commands.

Summary: You can assign a shortcut key of your choice to any command here: Select the command in either of the two lists, click on the **Press new shortcut key** field and then press the key combination with which you want to choose this command in future.

For more information, see Customizing shortcut keys.

"Edit" button

The **Edit** button is only enabled if you have selected a user-defined icon in the list on the left side of the dialog box. For more information see Creating user-defined icons.

Buttons for managing the ribbon tabs (right side)

Above and below the list on the right side of the dialog box, there are buttons for managing the ribbon tabs. Some of these buttons have already been mentioned in this section. To ensure that users understand them better, all buttons and their functions are clearly listed again below.

Above the list on the right:

- **New**

  This button creates a new, empty ribbon tab. You can then customize this ribbon tab by adding icons and command groups.

- **Rename**

  Use this button to rename the ribbon tab selected in the dropdown list **Customize** (only available for user-defined ribbon tabs).

- **Reset**

  This button resets the ribbon tab selected in the dropdown list **Customize** back to its delivery state.

- **Delete**

  This button deletes the ribbon tab selected in the dropdown list **Customize** (only available for user-defined ribbon tabs).

Below the list on the right:

- **New group**

  This button adds a new command group to the ribbon tab selected in the dropdown list **Customize**.

- **Rename**

  Use this button to rename a command group (only available for user-defined command groups). First, select the desired command group in the list on the right of the dialog box.

- **Reset all**

  This button resets all ribbon tabs back to their delivery state.

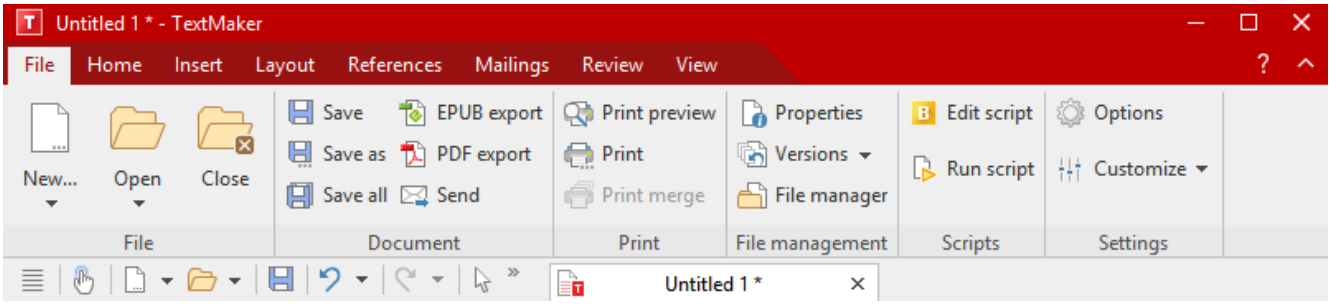
The **Close** button closes the dialog box and all changes are applied.

Changing the position of the Quick access toolbar

FreeOffice: *Customizing the Quick access toolbar* is not included in SoftMaker FreeOffice.

"Ribbon" only: This section is relevant only for users who have configured the program to use the **ribbon** interface. (For information on customizing the **classic menu interface**, see Customizing toolbars.)

The *Quick access toolbar* is displayed below the ribbon. It provides a selection of frequently used commands.



The "Ribbon" and the Quick access toolbar (below)

The Quick access toolbar can either share the space with the document tabs – or it is located in its own toolbar. To change this, proceed as follows:

1. Choose the ribbon command **File** | group **Settings** | **Customize** .

   Alternatively, right-click anywhere on the ribbon.

2. The program opens a menu that contains one of the following two commands:

   Show Quick access toolbar as separate toolbar: By default, the Quick access toolbar is displayed in the toolbar that also contains the document tabs. When you choose this command, the Quick access toolbar moves to its own toolbar instead.

   Show Quick access toolbar beside the document tabs: This command does exactly the opposite: If the Quick access toolbar is currently displayed as a separate toolbar, choosing this command will cause the Quick access toolbar to be moved back to the toolbar that also contains the document tabs.

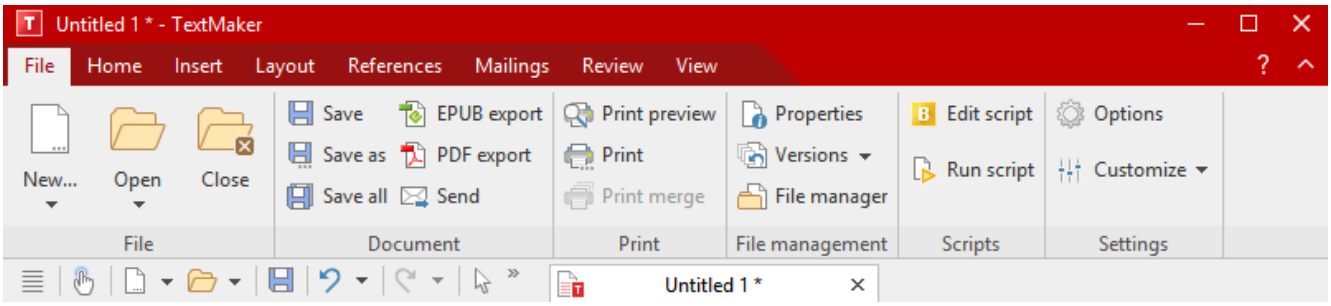
Tip: You can also click on the double arrow button » directly in the Quick access toolbar itself. There, you can use the entry **Position** to find the corresponding options for displaying the Quick access toolbar: *Beside the document tabs* or *Below the ribbon*.

Customizing icons on the Quick access toolbar

FreeOffice: *Customizing the Quick access toolbar* is not included in SoftMaker FreeOffice.

"Ribbon" only: This section is relevant only for users who have configured the program to use the **ribbon** interface. (For information on customizing the **classic menu interface**, see Customizing toolbars.)

The *Quick access toolbar* is displayed below the ribbon. It provides a selection of frequently used commands.



The "Ribbon" and the Quick access toolbar (below)

If desired, you can customize the icons on the Quick access toolbar at any time, for example, you can add, remove and reposition icons.

To do so, choose **File** | group **Settings** | **Customize** | **Customize Quick access toolbar** (or click on the icon » in the Quick access toolbar and select *Customize* there). In the following dialog box, you can edit the Quick access toolbar according to the descriptions in Customizing toolbar icons – except for the passage "Managing toolbars".

Tip: Alternatively, you can simply drag a command from the dialog box into the Quick access toolbar with the mouse. Even quicker (without opening the dialog box): Hold down the **Alt** key and drag a command icon directly from the ribbon to the Quick access toolbar. To remove it, drag the icon back into the ribbon while holding down the **Alt** key.

Customizing toolbars

Only for "classic menus with toolbars": This section is relevant only for users who have configured the program to use the **classic menus interface**. For information on customizing the **ribbon**, see Customizing the ribbon.

Tip: You can switch the user interface between *ribbon* and *classic menus* at any time. To do so, choose the command **File | Options** in the ribbon (or choose **Tools > Options** in the classic menu interface). In the dialog box, switch to the **Appearance** tab and click on the **User interface** button. The program will display a dialog box in which you can choose the desired user interface.

In this section, you will learn how to configure the *toolbars* (Standard toolbar, Formatting toolbar, etc.) with the menu command **View > Toolbars** and how to customize them with **Tools > Customize**.



A toolbar (here: the Standard toolbar)

The following topics are covered:

- Showing and hiding toolbars
- Positioning toolbars on the screen
- Managing toolbars (creating, deleting, renaming, resetting toolbars)
- Customizing toolbar icons (adding, removing, moving icons)
- Using the toolbar menu (for extra quick access to the above functions)

For more information, see the following pages.

Showing and hiding toolbars

Only for "classic menus with toolbars": This section is relevant only for users who have configured the program to use the **classic menus interface**. For information on customizing the **ribbon**, see Customizing the ribbon.

You can enable or disable the available toolbars at any time to make them visible or to hide them.

To do so, proceed as follows:

1. Choose the menu command **View > Toolbars**.

   Alternatively, click on the double arrow » at the end of a toolbar and select **Toolbars**.

2. Click on the checkbox in front of the desired toolbar to enable or disable it. When the toolbar is enabled, a check mark appears in the box.

3. Exit the dialog box with **Close**.

The corresponding toolbar has now been enabled or disabled.

Tip: There is a faster way to do this: If you *right-click* on any toolbar, a list of all available toolbars is displayed. If you click on one of these menu items, the corresponding bar will be enabled or disabled.

Visible in mode...

Some toolbars are visible only in particular situations. The Picture toolbar, for example, appears only when you select a picture.

This is due to the option **Visible in mode**, which determines when a toolbar should be visible. Some examples:

Option	Explanation
All modes	The selected toolbar is *always* visible (unless it has been disabled). Example: the Standard toolbar
Edit mode	The bar is only visible in normal *editing mode* but not in object mode. For more information, see also Object mode. Example: the Formatting toolbar
Outline	The bar is only visible in the *outline view*. For more information, see also Using the outline view. Example: the Outline toolbar
Object	The bar is only visible in *object mode* but not in normal editing mode. For more information, see also Object mode. Example: the Object toolbar
Chart	The bar only appears if a chart is selected in the document. Example: the Chart toolbar
Picture	The bar only appears if a picture is selected in the document. Example: the Picture toolbar
Header/footer	The bar only appears if the text cursor is in a header or footer.
Table	The bar only appears if the text cursor is in a table. Example: the Table toolbar
Track changes	The bar only appears if you have enabled Track changes. Example: the Review toolbar
AutoShape	The bar only appears if a drawing or text frame is selected in the document.

To change this setting for one of the toolbars, choose the menu command **View > Toolbars**, select the toolbar in the list **Toolbars** and select the desired option for **Visible in mode**.

Note: Changing this setting in the default toolbars (Standard toolbar, Formatting toolbar, etc.) is usually not recommended. This option is primarily intended for user-defined toolbars.

Positioning toolbars on the screen

Only for "classic menus with toolbars": This section is relevant only for users who have configured the program to use the **classic menus interface**. For information on customizing the **ribbon**, see Customizing the ribbon.

You can position each toolbar as desired on the screen. To do so, use one of the following procedures:

Changing the position with the command View > Toolbars

You can change the position of a toolbar at any time with the menu command **View > Toolbars**. To do so, proceed as follows:

1. Choose the menu command **View > Toolbars**.
2. Select the desired toolbar by clicking on it in the list.
3. Select the desired position for the toolbar in the list **Position**.

Note: If you select the option **Floating**, the toolbar icons are displayed in a window that can be freely moved or resized just like an application window.

Changing the position with the toolbar menu

Each toolbar has a button with a double arrow » at its right edge. Select the entry **Position** for the desired toolbar. The following submenu provides a dropdown list of possible positions for the toolbar.

Note: If you have selected the option **Floating**, you can also use this button » to integrate the toolbar back into a desired fixed position via the entry **Position** entry.

For more information on the toolbar menu options, see Using the toolbar menu.

Changing the position with the mouse

Some toolbars can also be repositioned with the mouse. To do so, proceed as follows:

1. Position the mouse cursor over an *empty* area of the toolbar.
2. Press the left mouse button and hold it down.
3. While still holding the mouse button down, drag the toolbar to the desired position.
4. Release the mouse button to place the toolbar in the new position.

Note: By default, most toolbars are *locked* to prevent unintentional movement with the mouse. However, you can release this lock at any time: To do so, choose the menu command **View > Toolbars**, select the toolbar and disable the option **Locked**. From now on, this bar can also be moved with the mouse.

By the way, a positioning aid is enabled while dragging a toolbar: If you drag the toolbar near one of the edges of the program window, it automatically jumps to the corresponding edge. If, for example, you release the bar at the top edge, this corresponds to selecting the **Top** position in the dialog box of the menu command **View > Toolbars**.

Managing toolbars

Only for "classic menus with toolbars": This section is relevant only for users who have configured the program to use the **classic menus interface**. For information on customizing the **ribbon**, see Customizing the ribbon.

You can create new toolbars at any time and delete or rename existing toolbars, etc. To do so, use the buttons in the dialog box of the menu command **View > Toolbars**.

Creating new toolbars

The program lets you create your own toolbars at any time.

If, for example, you frequently need to use commands of the **Window** menu that are not present in the Standard toolbar, it might be worth your while to create your own toolbar for them.

You create a new toolbar as follows:

1. Click on the **New** button (in the dialog box of the menu command **View > Toolbars**).
2. The program displays a dialog box in which you enter a name for the new toolbar – for example, "My toolbar". Then confirm with **OK**.
3. The new toolbar has been created. Close the dialog box or click on the **Customize** button to add icons to the toolbar. For more information, see Customizing toolbar icons.

Customizing toolbar icons

You can edit the icons on toolbars with the **Customize** button. For more information, see the next section.

Deleting toolbars

The **Delete** button allows you to delete a user-defined toolbar as follows:

1. Select the toolbar to be deleted from the list.
2. Click on the **Delete** button.

Note: You can only delete user-defined toolbars. The default toolbars (Standard toolbar, Formatting toolbar, etc.) cannot be removed.

However, you can disable a default toolbar at any time if you don't need it by removing the check mark in front of it. For more information, see Showing and hiding toolbars.

Renaming toolbars

The **Rename** button can be used to rename a user-defined toolbar as follows:

1. Select the desired toolbar from the list.
2. Click on the **Rename** button.
3. Type in the new name and confirm it with **OK**.

Note: You can only rename user-defined toolbars. The default toolbars (Standard toolbar, Formatting toolbar, etc.) cannot be renamed.

Resetting toolbars

You can undo any changes you have made to one of the default toolbars by clicking on the **Reset** button:

1. Select the desired toolbar from the list.
2. Click on the **Reset** button.

The toolbar now contains the default icons again. In addition, the default settings for the options **Visible in mode** and **Position** are restored.

Note: This command only applies to the default toolbars (Standard toolbar, Formatting toolbar, etc.) but not to user-defined toolbars.

Resetting all toolbars

To reset *all* toolbars at once, click on the **Reset all** button.

Note: This command only resets the default toolbars. User-defined toolbars remain unchanged.

Customizing toolbar icons

Only for "classic menus with toolbars": This section is relevant only for users who have configured the program to use the **classic menus interface**. For information on customizing the **ribbon**, see Customizing the ribbon.

The menu command **Tools > Customize** allows you to customize the icons as desired on a toolbar. You can add icons and remove or reposition existing icons, among other things.

Proceed as follows:

1. Choose the menu command **Tools > Customize** to open the dialog box. Alternatively: Click on the button » at the end of a toolbar and select the entry **Customize** here.

   Even faster: Double-click on an empty area in any toolbar.

2. Use one of the procedures described below to add, remove or reposition icons.

Basic structure of the dialog box

The dialog box of the menu command **Tools > Customize** contains two lists:

- **Left list: all available commands**

  The *left* list shows all commands available in the program.

  Tip: You can use the option **Categories** (above the left list) to filter the list by a specific category (for example, all commands of the "File" category).

  You can also search the list by typing something in the **Quick search** field.

- **Right list: icons of the currently selected toolbar**

  The *right* list displays the icons contained in the currently selected toolbar.

  You define the toolbar to be displayed here via the dropdown list **Customize** (top right).

In this dialog box, you can perform the following actions:

Adding an icon

To add an icon to a specific toolbar, perform the following steps in the dialog box of the command **Tools > Customize**:

1. In the dropdown list **Customize** (top right), select the toolbar to which you want to add an icon.

   The right list now displays all icons that are currently in the selected toolbar.

   Optional: In the *right* list, select the icon behind which the new icon is to be inserted.

2. In the *left* list, select the icon that you want to add.

3. Click on the button >>.

   Even faster: Simply double-click on the icon in the left list.

The icon is now added to the toolbar.

Tip: Alternatively, you can add an icon to any toolbar as follows: Choose the command **Tools > Customize**. Then simply drag the icon out of the dialog box with the mouse and drop it at the desired position in the toolbar. (Do this in the toolbar itself and not in the dialog box!) Of course, this procedure only works when the toolbar is currently visible on the screen.

Removing an icon

To remove an icon from a toolbar, perform the following steps in the dialog box:

1. Select the desired toolbar from the dropdown list **Customize** (top right).

2. In the right list below it, select the icon to be removed.

3. Click on the button <<.

   Even faster: Simply double-click on the icon in the right list.

The icon is now removed from the toolbar.

Tip: Alternatively, you can remove an icon from a toolbar as follows: Choose the command **Tools > Customize**. Then simply drag the icon out of the toolbar with your mouse and drop it somewhere outside the toolbar, for example, in the document. (Do this in the toolbar itself and not in the dialog box!)

Moving an icon

To move a toolbar icon to a different position, perform the following steps in the dialog box:

1. Select the desired toolbar from the dropdown list **Customize**.
2. In the right list below it, select the icon to be moved.
3. Use the up and down arrow buttons to move the icon within the toolbar.

   Note: If you want to move an icon to a *different* toolbar, you must first remove it from its current toolbar and then add it to the other toolbar.

Tip 1: Alternatively, you can also move an icon as follows: Choose the command **Tools > Customize**. Then drag the icon directly in the toolbar to the desired position (in the toolbar itself and not in the dialog box!). This method also allows you to move an icon directly from one toolbar to another.

Tip 2: Moving icons works even if this dialog box is *not* open: When you hold down the **Alt** key, you can move a toolbar icon by clicking on it and then dragging it to the desired position (while still holding down the mouse button).

Inserting a separator

To insert a separator in front of an icon in a toolbar, perform the following steps in the dialog box:

1. Select the desired toolbar from the dropdown list **Customize**.
2. In the *right* list, select the icon in front of which the separator is to be inserted.
3. Click on the **New separator** button (displayed below the right list).

The separator is now inserted.

Tip: Alternatively, you can proceed as follows: Choose the command **Tools > Customize**. To insert a separator to the left of an icon in any toolbar, simply drag the icon slightly to the right (in the toolbar itself and not in the dialog box!).

Removing a separator

To remove a separator from a toolbar, perform the following steps in the dialog box:

1. Select the desired toolbar in the dropdown list **Customize**.
2. In the right list below it, select the separator to be removed.
3. Click on the button <<.

Even faster: Simply double-click on the separator.

The separator is now removed from the toolbar.

Tip: Alternatively, you can also use the following procedure: Choose the command **Tools > Customize**. If you now drag the icon that is to the immediate right of the separator a little bit to the left, the separator will be removed. (Do this in the toolbar itself and not in the dialog box!)

Assigning shortcut keys

If you click on the **Shortcut keys** button in the dialog box, the dialog box will expand to include an additional area called **Shortcut keys**, which can be used to edit shortcut keys for commands.

Summary: You can assign a shortcut key of your choice to any command here: Select the command in either of the two lists, click on the **Press new shortcut key** field and then press the key combination with which you want to choose this command in future.

For more information, see Customizing shortcut keys.

Managing toolbars

The dialog box of the command **Tools > Customize** also has buttons for managing toolbars:

- **New**

  This button creates a new, empty toolbar.

- **Rename**

  This button renames the toolbar selected in the dropdown list **Customize** (only available for user-defined toolbars).

- **Reset**

  This button resets the toolbar selected in the dropdown list **Customize** back to its delivery state.

- **Delete**

  This button deletes the toolbar selected in the dropdown list **Customize** (only available for user-defined toolbars).

- **Reset all** (displayed below the right list)

  This button resets *all* toolbars back to their delivery state.

Further options for managing and configuring toolbars are available in the dialog box of the menu command **View > Toolbars**. For more information, see Managing toolbars.

Using the toolbar menu

Only for "classic menus with toolbars": This section is relevant only for users who have configured the program to use the **classic menus interface**. For information on customizing the **ribbon**, see Customizing the ribbon.

Some toolbars end on the right with a double arrow », as shown in the following figure:



If you click on this double arrow, the *toolbar menu* will open for this toolbar.

This menu gives you quick access to all toolbar-related commands described in the previous sections. The toolbar menu contains the following commands:

- **Add/remove buttons**

  This command displays a list of all icons available for a toolbar. If you click on one of the entries, the corresponding icon in the bar will immediately be enabled or disabled.

  (Note: This command is only meant for quickly enabling or disabling icons. For information on customizing the icons in a toolbar, see Customizing toolbar icons.)

- **Position**

  You can use this command to change the position of a toolbar. The available options include top, bottom, left, right or floating (in a little window that can be moved and resized with the mouse).

- **Toolbars**

  This option chooses the menu command **View > Toolbars** that allows you to enable or disable, configure and manage toolbars.

  For more information, see Customizing toolbars.

- **Customize**

  This option chooses the menu command **Tools > Customize** that allows you to edit the icons on a toolbar (add, remove, reposition icons).

  For more information, see Customizing toolbar icons.

- **Reset this toolbar**

  This option resets the toolbar. The bar then displays its default icons again. In addition, all settings made for the bar are discarded.

Creating user-defined icons

FreeOffice: The *Customize ribbon* function is not included in SoftMaker FreeOffice.

You can create *user-defined icons* at any time and then add them to the ribbon or a toolbar. Such icons can be used to start other desired programs.

To create a user-defined icon – for example, an icon to start the Windows Editor – proceed as follows:

1. Choose the following command in the ribbon or menu:

   Ribbon: **File** | group **Settings** | **Customize** | **Customize ribbon**

   Menu: **Tools > Customize**

2. In the dropdown list **Categories**, select the **User** category.
3. Select one of the icons from the list **Commands**.

   The first three icons are pre-assigned (as examples) to the Windows Calculator, the Windows Character Map and the Windows Control Panel. Select the fourth icon, for example.
4. Click on the **Edit** button displayed below the list. Another dialog box appears.
5. Enter a short description of the program to be started in the **Description** field – for example, "Notepad".
6. Enter the complete path and file name for the program to be started in the **Command line** field, for example, `C:\Windows\notepad.exe`.
7. *Optional:* If you want the program to display an icon other than its default icon, enter the path and file name of the desired icon file in the **Icon file** field.

   Note that icons in toolbars are slightly smaller than the usual Windows icons.

As soon as you confirm with **OK**, the user-defined icon is created.

If you now want to add the user-defined icon to the ribbon or toolbar, proceed as described in the following sections:

- Ribbon: Customizing icons and groups in the ribbon
- Toolbars: Customizing toolbar icons

Customizing shortcut keys

FreeOffice: The *Customize shortcut keys* function is not included in SoftMaker FreeOffice.

Commands that are frequently used in a program can also be chosen via *shortcut keys*. For example, the command for saving the current document can be chosen very quickly by pressing the key combination **Ctrl+S**.

The predefined shortcut keys can be customized at any time in the dialog box of the ribbon command **File | Customize | Customize ribbon**. You can assign a shortcut key to any command and change or remove existing shortcut keys.

To do so, proceed as follows:

Adding shortcut keys

To assign a shortcut key to a command, perform the following steps:

1. Choose the following command in the ribbon or in the classic menu interface:

   Ribbon: **File** | group **Settings** | **Customize** | **Customize ribbon**

   Classic menus: **Tools > Customize**

2. In the dialog box that appears, click on the **Shortcut keys** button.

   The dialog box now expands to include an additional section called **Shortcut keys**, which can be used to edit the shortcut keys for commands.

3. In the left or right list, select the command to which you want to assign a shortcut key.

   The *left* list shows *all* commands available in the program. (You can use the option **Categories** to filter this list by a specific category and perform a search using the **Quick search** field.)

   The *right* list displays only the icons that are in the currently selected ribbon tab or toolbar.

4. Once you have selected the desired command, click into the **Press new shortcut key** field and press the intended key combination (starting with **Ctrl** or **Alt**).

   Tip: If you make a typing mistake, you can always press the **Backspace**⌫ key to delete the shortcut key you entered.

5. ***Do not forget:*** Click on **Add** to assign this shortcut to the command now.

6. Exit the dialog box with **Close**.

From now on, you can execute the selected command with the specified shortcut key.

Editing shortcut keys (removing, changing, etc.)

You can also edit existing shortcut keys for commands (for example, delete or change them) at any time. Proceed as follows:

1. Choose the following command in the ribbon or in the classic menu interface:

   Ribbon: **File** | group **Settings** | **Customize** | **Customize ribbon**

   Classic menus: **Tools > Customize**

2. In the dialog box that appears, click on the **Shortcut keys** button.

   The dialog box now expands to include an additional section called **Shortcut keys**, which can be used to edit the shortcut keys for commands.

3. In the left or right list, select the command whose shortcut keys you want to edit.
4. In the **Shortcut keys** section, perform one of the following actions:

   Remove shortcut keys: The list **Current shortcut keys** displays all shortcut keys currently assigned to the selected command. To remove a shortcut key, select it from the list and click on **Remove**.

   Change shortcut keys: To change the shortcut key for a command, first remove it (as described above) and then assign it a new shortcut key (as described at the beginning of this section).

   Reset shortcut keys: To reset *all* shortcut keys for the entire program to their default values, click on the **Reset all shortcut keys** button and confirm the confirmation prompt. Any changes you have made to shortcut keys will then be discarded.

   Display a list of all shortcut keys: When you click on the **Export** button, a table listing all currently assigned shortcut keys is displayed. The buttons next to the table allow you to copy it to the clipboard, for example.
5. Exit the dialog box with **Close**.

Available shortcut keys

Note that some of the key combinations that are possible on your keyboard are not allowed for shortcut keys.

As a rule, you should use **alphabetic keys**, **numeric keys** or **function keys** for shortcut keys. You can combine them with **Ctrl**, **Alt** and/or the **Shift key**⇧.

You can easily check whether the desired key combination is allowed. Click in the **Press new shortcut key** field in the dialog box described above, and then enter the key combination. If it does not appear in the field, it is not allowed.

Some examples of valid shortcut keys include:

- **Ctrl+A**
- **Alt+A** (However, key combinations with the Alt key are *not* recommended – **Alt+A**, for example, is responsible for opening the **View** menu!)
- **Ctrl+Alt+A**
- **Ctrl+Shift+A**
- **Ctrl+Alt+Shift+A**
- **Ctrl+F2**
- etc.

Note: Letters on their own are, of course, not allowed. Thus, you can't use **A** or **Shift+A** as shortcut keys.

Shortcut key already assigned: If you press a shortcut key that is already assigned, the current assignment will be shown just below the input field. You should then press the **Backspace key**⌫ to delete your shortcut key and try a different shortcut key. Otherwise, you will overwrite the existing assignment of this shortcut key.

Two-part shortcut keys: You can also use two-part shortcut keys (according to the WordStar standard) – for example, **Ctrl+K+X**. However, only shortcut keys according to the scheme "Ctrl + letter + letter" are allowed here.

Using the grid

The *grid* is a positioning aid for frames and drawings. When the "Snap to grid" function is enabled, such objects can no longer be moved freely with the mouse because they snap from one grid point to the next instead. Something similar happens when you resize an object with your mouse.

Enabling the "Snap to grid" function

To enable or disable the "Snap to grid" function, proceed as follows:

1. Choose the ribbon command **View | Grid and guides** by clicking directly on the icon itself.
2. In the dialog box, switch to the **Grid** tab.
3. Enable or disable the option **Snap to grid**.

Alternatively: Choose the ribbon command **View | Grid and guides** by clicking on the arrow of the icon and selecting the entry **Snap to grid** directly in the dropdown menu. A check mark in front of it indicates that the option is enabled.

If the option is enabled and you move a graphic frame by dragging it with the mouse, for example, it can no longer move freely. It snaps from grid point to grid point instead.

If you disable this option again, however, the frames and drawings can be moved completely freely with the mouse.

Temporarily disabling this function: If the option **Snap to grid** is enabled, you can temporarily disable it at any time by holding down the **Alt** key while moving an object with the mouse.

Changing the grid distance

You can set the distance between two grid points to any value.

To do so, proceed as follows:

1. Choose the ribbon command **View | Grid and guides** by clicking directly on the icon itself.
2. In the dialog box, switch to the **Grid** tab.
3. Enter the desired values in the **Grid distance** section.

Showing the grid on the screen

By default, the grid is not shown on the screen. If you want it to appear on the screen, enable the option **Show grid** in the above dialog box.

Alternatively: Click on the arrow of the icon and select **Show grid** in the dropdown menu.

Note: The grid appears only on the screen and not in the printout.

Using guides

In addition to the grid discussed in the previous section, there is another positioning aid for frames and drawings: *guides*.

You can add horizontal and vertical guides (see below for more information) and enable the "Snap to guides" function. As soon as you move frames and drawings near a guide with the mouse, the object automatically snaps on it – as if the guide were magnetic. Something similar happens when you resize an object with your mouse.

Enabling the function "Snap to guides"

To enable or disable the "Snap to guides" function, proceed as follows:

1. Choose the ribbon command **View | Grid and guides** by clicking directly on the icon itself.
2. In the dialog box, switch to the **Guides** tab.
3. Enable or disable the option **Snap to guides**.

Alternatively: Choose the ribbon command **View | Grid and guides** by clicking on the arrow of the icon and selecting the entry **Snap to guides** directly in the dropdown menu. A check mark in front of it indicates that the option is enabled.

Note: Even if this option is disabled, the guides can still be displayed and changed, but they will not have any effect on the repositioning of objects.

Temporarily disabling this function: If the option **Snap to guides** is enabled, you can temporarily disable it at any time by holding down the **Alt** key while moving an object with the mouse.

Showing guides

The option **Show guides** in the above dialog box allows you to specify whether guides should be displayed on the screen.

Alternative 1: Click on the arrow of the icon and select **Show guides** in the dropdown menu.

Alternative 2: **File | Options**, on the **View** tab, in the **Document window** section.

By default, this option is enabled.

Tip: If the option **Show guides** is disabled, but the option **Snap to guides** is enabled, the guides become invisible, but they still retain their function.

Note: Guides only appear on the screen and are not displayed in the printout.

Adding guides in a dialog-box-controlled manner

To set up a new guide, proceed as follows:

1. Choose the ribbon command **View | Grid and guides** by clicking directly on the icon itself.
2. In the dialog box, switch to the **Guides** tab.
3. Under **Horizontal** or **Vertical**, enter where the guide should be set.
4. Click on the **Add** button.

Note: Guides can only be seen on the screen if the option **Show guides** (see above) is enabled.

Adding guides with the mouse

Alternatively, guides can also be added with the mouse:

1. Click on the icon in the Quick access toolbar or on the far left of the ribbon tab **View** to enable object mode.
2. You can now "drag" vertical guides from the vertical ruler and horizontal guides from the horizontal ruler. To do so, click with the mouse on one of the rulers and drag the mouse cursor into the text area while holding down the mouse button. Release the mouse button at the point where you want to set the guide.
3. Finally, click on the **Object mode** icon again to exit object mode.

Tip: If the required ruler is not displayed, enable the options **Horiz. ruler** and/or **Vert. ruler** on the ribbon tab **View**.

Repositioning and deleting guides

To reposition or delete a guide, proceed as follows:

Dialog box: Choose the ribbon command **View | Grid and guides** to open the dialog box and switch to the **Guides** tab. To remove a guide, select it from the list and click on the **Delete** button. To reposition a guide, delete it and then set a new guide at the desired position.

Mouse: In object mode , guides can simply be grabbed with the mouse and dragged to another position. Furthermore: If you slide a guide into the horizontal or vertical ruler, it will be deleted. The same thing happens if you press the **Del** key while dragging a guide.

Locking guides

To prevent guides from being inadvertently moved with the mouse, they can be "locked".

To do so, choose the ribbon command **View | Grid and guides** and enable the option **Lock guides** in the dialog box.

Alternatively: **File | Properties**, on the **View** tab, in the **Locking** section.

Guides can no longer be moved with the mouse. Their position can only be changed via the dialog box of the ribbon command **View | Grid and guides**.

Using the "Snap to page margins" function

If you enable the option **Snap to page margins** via the ribbon command **View | Grid and guides**, the four page margins of the document behave exactly like guides.

Tip: If the page margins are not displayed, choose the ribbon command **File | Options**, switch to the **View** tab and enable the option **Page margins**.

Temporarily disabling this function: If the option **Snap to page margins** is enabled, you can temporarily disable it at any time by holding down the **Alt** key while moving an object with the mouse.

Using the "Snap to other objects" function

FreeOffice: The *Snap to other objects* function is not included in SoftMaker FreeOffice.

If you choose the ribbon command **View | Grid and guides** and enable the option **Snap to other objects**, the program automatically creates "magic" guides for the edges of *each* object on the current page. These guides make it a lot easier to position objects perfectly aligned and evenly distributed.

These "magic" guides are usually invisible. They only become visible when you drag an object near such a guide with the mouse. As soon as the guide appears, the object automatically snaps to it. Something similar happens when you resize an object with your mouse.

Some examples of such guides:

- If you drag an object to a position where it is *roughly* left-aligned with another object, a guide will appear representing the left edge of the other object. If you let your object snap to it, it will be *exactly* left-aligned with the existing object.
- The same applies to the right edge of objects.
- If you drag an object to a position where it is *roughly* centered with another object, a guide will appear representing the center of the object. If you let your object snap to it, it will be aligned *exactly* centered with the other object.
- If you drag an object to a position below two other objects, you will also see a horizontal guide at the position where this third object would have exactly the same relative distance as the other two objects. (The three objects would then be distributed evenly.)

All of this works in both directions (horizontally and vertically) – for example, an automatic guide is generated for the top and bottom edges of each object.

Temporarily disabling this function: If the option **Snap to other objects** is enabled, you can temporarily disable it at any time by holding down the **Alt** key while moving an object with the mouse.

Changing the tolerance of guides

By default, a frame or drawing snaps automatically to a guide when it is moved with the mouse to within 8 pixels of the guide. However, you can change this tolerance at any time. If, for example, you increase the tolerance to "20", the mouse cursor will already snap to the guide if it is within 20 pixels of the guide.

To change the tolerance, use the ribbon command **View | Grid and guides** (click directly on the icon itself) to open the dialog box and enter the desired value in pixels in the option **Tolerance** on the **Guides** tab.

Installing additional dictionaries

FreeOffice: SoftMaker FreeOffice does not have the premium SoftMaker dictionaries normally included in SoftMaker Office. Only Hunspell dictionaries can be used here.

You can install additional dictionaries for the spell check as required. For information on how to install these dictionaries, see the following sections:

- **Installing additional SoftMaker dictionaries**

  This section explains how to add additional SoftMaker dictionaries to your installation.

  Note: This is only relevant for the **Android** version. When you install SoftMaker Office for **Windows**, **Mac** or **Linux**, *all* available SoftMaker dictionaries are already included.

- **Installing Hunspell dictionaries**

  In addition to SoftMaker dictionaries, SoftMaker Office also supports the use of *Hunspell* dictionaries. Read this section to learn more.

- **Choosing a different dictionary for a language**

  If you have multiple dictionaries installed for a language (for example, one from SoftMaker *and* one from Hunspell), you can also specify which of these dictionaries to use. Read this section for details.

For more information on these topics, see the following pages.

Installing additional SoftMaker dictionaries

FreeOffice: SoftMaker FreeOffice does not have the premium SoftMaker dictionaries normally included in SoftMaker Office. Only *Hunspell* dictionaries can be used here.

For information on installing additional Hunspell dictionaries, see the next section (Installing Hunspell dictionaries) rather than this section.

SoftMaker Office comes with premium dictionaries for numerous languages. In this section, you will learn how to install dictionaries that are not currently installed:

Windows, Mac and Linux

When you install SoftMaker Office for **Windows**, **Mac** or **Linux**, *all* available SoftMaker dictionaries are already included – so there is no need to subsequently install additional SoftMaker dictionaries.

Android

The situation is different with SoftMaker Office for **Android**: SoftMaker dictionaries that were not yet installed can be downloaded free of charge from our server at any time and can be installed automatically.

To do so, proceed as follows:

1. Launch any of the apps (TextMaker, PlanMaker or Presentations) on your Android device.
2. Choose the ribbon command **File | Options** for the dialog box and switch to the **Language** tab.
3. Click on the **Get more dictionaries** button.
4. The program opens a dialog box with a list of all available languages. To download a language, tap on the download icon **to the right** of it.

Once the download is complete, the dictionary is automatically installed and will be available from now on in all SoftMaker Office applications.

Installing Hunspell dictionaries

FreeOffice: SoftMaker FreeOffice does not have the premium SoftMaker dictionaries normally included in SoftMaker Office. Only *Hunspell* dictionaries can be used here.

Hunspell dictionaries for **English** and **German** are pre-installed. In this section, you'll learn how to download and install additional Hunspell dictionaries as required.

In addition to SoftMaker dictionaries, SoftMaker Office also supports the use of *Hunspell* dictionaries. These dictionaries are available as free downloads. Most of them were created by private users or non-profit organizations.

Hunspell dictionaries are available for numerous languages. If you can't find a dictionary for a language in SoftMaker Office, it's worth checking if a Hunspell dictionary is available for it.

A list of all Hunspell dictionaries available for SoftMaker Office can be found in the "Downloads" section of our website www.softmaker.com. There, you can also download the dictionaries free of charge.

To download and install a Hunspell dictionary, proceed as follows:

1. Use your web browser to navigate to our website www.softmaker.com
2. Select "Downloads" from the website menu, and then click on "Dictionaries".
3. Your browser now displays a page with a list of all Hunspell dictionaries supported by SoftMaker Office. Download the desired dictionary.
4. Launch any SoftMaker Office application (TextMaker, PlanMaker or Presentations).
5. Choose the ribbon command **File | Options** for the dialog box and switch to the **Language** tab.
6. Click on the **Hunspell dictionaries** button.

7. The program displays a dialog box with a list of all installed languages/dictionaries. Click on the **Add Hunspell dictionary** button.
8. A file dialog appears. Use it to navigate to the folder where the downloaded dictionary has been stored.
9. Select the dictionary file from the file list and click on **Open**.

The dictionary is now installed and will be available from now on in any SoftMaker Office application.

Choosing a different dictionary for a language

FreeOffice: SoftMaker FreeOffice does not have the premium SoftMaker dictionaries normally included in SoftMaker Office. Only *Hunspell* dictionaries can be used here. For more information, see Installing Hunspell dictionaries.

If you have *multiple* dictionaries installed for a language (for example, a SoftMaker dictionary and a Hunspell dictionary), you can always choose which of these dictionaries to use for that language. To do so, proceed as follows:

1. Choose the ribbon command **File | Options** for the dialog box and switch to the **Language** tab.
2. Click on the **Hunspell dictionaries** button.

   The program displays the dialog box *Dictionaries* with a list of all installed languages. On the right side of the list, you can see what type of dictionary the respective language is currently using.
3. Select the desired **language** from this list.
4. Then specify the dictionary to be used for the selected language in the dropdown list **Dictionary**.

   Depending on which dictionaries are installed, the list may have the following entries:

   SoftMaker: The SoftMaker dictionary included in SoftMaker Office

   Hunspell: Freely downloadable Hunspell dictionary, see previous section

   Duden: The official Duden dictionary (only included in **SoftMaker Office Professional** and **NX Universal**, only available in German). For more information, see below.
5. Confirm with **OK**.

From now on, the spell check will use the selected dictionary for the specified language.

Use Duden Korrektor for German spell check

For users of **SoftMaker Office Professional** and **NX Universal**, an additional option is also available:

If you enable the option **Use Duden Korrektor for German spell check** in the dialog box *Dictionaries*, the dictionary for all variants of the German language (Germany, Austria, Switzerland, etc.) will be set to the corresponding Duden dictionary.

The dropdown list **Dictionary** will then be disabled for all these languages.

This option can also be found under the same name in the main dialog box of the ribbon command **File | Options** (on the **Language** tab) and has the same effect.

Appendix

The appendix of the manual contains the following information:

- **Ribbon commands and corresponding menu commands**

  In this section, you will find a table of all commands in the ribbon interface and the respective corresponding menu command in the classic menu interface.

- **Shortcut keys**

  This section contains tables with the most important shortcut keys that you can use in the program.

- **Command-line parameters**

  Here, you will find an overview of parameters that can be used to directly trigger a specified program option when you start TextMaker.

Ribbon commands and corresponding menu commands

In this section, you will find a table of all commands in the ribbon interface and the respective corresponding menu command in the classic menu interface.

Tip 1: You can switch the user interface between *ribbon* and *classic menus* at any time. To do so, choose the command **File | Options** in the ribbon (or choose **Tools > Options** in the classic menu interface). In the dialog box, switch to the **Appearance** tab and click on the **User interface** button. The program will display a dialog box in which you can choose the desired user interface.

Tip 2: Use the "hamburger menu" (the icon ☰ on the left in the Quick access toolbar) if you still want to access the classic menu commands from the ribbon interface.

The subsequent table contains the following columns:

- **Left column:** The left column lists all **ribbon commands** in the program, listed according to the order of ribbon tabs and in the following format: **Ribbon tab | Command group | Command**
- **Right column:** The right column lists all corresponding **classic menu commands** in the program in the following format: **Menu > Command**

  Example: The ribbon command **File | Document | Save** can be found under **File > Save** in the classic menu interface.

  Another entry >> is also added for some commands if the command can only be found in the submenu of an icon or in a dialog box.

Thus, here is the aforementioned table:

	Ribbon	Menu
	File | File | New	File > New
	File | File | Open	File > Open
	File | File | Close	File > Close
	File | Document | Save	File > Save
	File | Document | Save as	File > Save as
	File | Document | Save all	File > Save all
	File | Document | EPUB export	File > Export as EPUB
	File | Document | PDF export	File > Export as PDF
	File | Document | Send	File > Send
	File | Print | Print preview	File > Print preview
	File | Print | Print	File > Print
	File | Print | Print merge	File > Print merge
	File | File management | Properties	File > Properties
	File | File management | Versions	File > File versions
	File | File management | File manager	File > File manager
	File | Scripts | Edit script	Tools > Edit script
	File | Scripts | Run script	Tools > Run script
	File | Settings | Options	Tools > Options
	File | Settings | Customize >> Customize ribbon	Tools > Customize
	File | File | Exit (if no document is open)	File > Exit
	*in the Quick access toolbar*	Edit > Undo

	Ribbon	Menu
	*in the Quick access toolbar*	Edit > Redo
	*in the Quick access toolbar*	View > Touch mode
	Home | Edit | Paste	Edit > Paste
	Home | Edit | Paste >> Paste special	Edit > Paste special
	Home | Edit | Cut	Edit > Cut
	Home | Edit | Copy	Edit > Copy
	Home | Edit | Format painter	Format > Transfer formatting
	Home | Character | Change capitalization	
	Home | Character | Bold	*Toolbar: Formatting*
	Home | Character | Italic	*Toolbar: Formatting*
	Home | Character | Underline	*Toolbar: Formatting*
	Home | Character | Strike out	
	Home | Character | Subscript	
	Home | Character | Superscript	
	Home | Character | Font color	*Toolbar: Formatting*
	Home | Character | Highlight text	*Toolbar: Formatting*
	Home | Character | Reset character formatting	Format > Standard
	Home | Character | Increase font size	*Toolbar: Formatting*
	Home | Character | Decrease font size	*Toolbar: Formatting*
	Home | Paragraph | Toggle bullets	*Toolbar: Formatting*
	Home | Paragraph | Toggle numbering	*Toolbar: Formatting*
	Home | Paragraph| Apply numbered lists	*Toolbar: Formatting*

	Ribbon	Menu
	Home | Paragraph | Increase indent	*Toolbar: Formatting*
	Home | Paragraph | Decrease indent	*Toolbar: Formatting*
	Home | Paragraph | Sort text/table	Edit > Sort
	Home | Paragraph | Paragraph marks	*Toolbar: Standard*
	Home | Paragraph | Left align paragraph	*Toolbar: Formatting*
	Home | Paragraph | Set line spacing	
	Home | Paragraph | Paragraph shading	Format > Shading
	Home | Paragraph | Set borders of selected paragraphs	Format > Borders
	Home | Styles | Paragraph style	*Toolbar: Formatting*
	Home | Search | Search	Edit > Search
	Home | Search | Replace	Edit > Replace
	Home | Search | Search again	Edit > Search again
	Home | Search | Go to	Edit > Go to
	Home | Selection | Select all	Edit > Select all
	Insert | Breaks | Break	Insert > Break
	Insert | Table | Table	Table > New table
	Insert | Table | Table >> Convert text to table	Table > Convert text to table
	Insert | Objects | Picture	Object > New picture
	Insert | Objects | Picture >> From scanner	File > Acquire
	Insert | Objects | Picture >> Select source	File > Select source
	Insert | Objects | Text frame	Object > New text frame
	Insert | Objects | Chart frame	Object > New chart frame

Ribbon	Menu
Insert | Objects | AutoShape	Object > New drawing > AutoShapes
Insert | Objects | Lines	Object > New drawing > Line
Insert | Objects | Equation	Object > New OLE object >> SoftMaker Equation Editor
Insert | Objects | TextArt object	Object > New drawing > TextArt
Insert | Objects | Form object >> Text field	Object > New form object > Text field
Insert | Objects | Form object >> Checkbox	Object > New form object > Checkbox
Insert | Objects | Form object >> Dropdown	Object > New form object > Dropdown
Insert | Objects | Form object >> Checkbox frame	Object > New form object > Checkbox frame
Insert | Objects | Form object >> Dropdown frame	Object > New form object > Dropdown frame
Insert | Objects | Form object >> Label	Object > New form object > Label
Insert | Objects | Form object >> Groupbox	Object > New form object > Groupbox
Insert | Objects | Form object >> Tab order	Object > Tab order
Insert | Objects | OLE object frame	Object > New OLE object frame
Insert | Objects | OLE object frame >> PlanMaker worksheet object	Object > New OLE object frame >> PlanMaker Spreadsheet
Insert | Objects | OLE object frame >> PlanMaker chart object	Object > New OLE object frame >> PlanMaker Chart
Insert | Objects | OLE object frame >> Presentations object	Object > New OLE object frame >> Presentations Slide
Insert | Links | Hyperlink	Format > Link
Insert | Links | Bookmark	Insert > Bookmark
Insert | Links | Cross reference	Insert > Cross reference
Insert | Comments | Comment	Tools > Comments > Insert comment
Insert | Header and footer | Header	Insert > Header

	Ribbon	Menu
	Insert | Header and footer | Footer	Insert > Footer
	Insert | Headers and footer | Page number	*Toolbar: Header and footer*
	Insert | Header and footer | Footnote	Insert > Footnote > Insert footnote
	Insert | Header and footer | Footnote >> Change numbering	Insert > Footnote > Edit footnote
	Insert | Header and footer | Footnote >> Insert footnote mark	Insert > Footnote > Footnote mark
	Insert | Header and footer | Footnote >> Footnote options	Insert > Footnote > Options
	Insert | Header and footer | Endnote	Insert > Endnote > Insert endnote
	Insert | Header and footer | Endnote >> Change numbering	Insert > Endnote > Edit endnote
	Insert | Header and footer | Endnote >> Insert endnote mark	Insert > Endnote > Endnote mark
	Insert | Header and footer | Endnote >> Endnote options	Insert > Endnote > Options
	Insert | Text | Date / time	Insert > Date/time
	Insert | Text | Character	
	Insert | Text | Field	Insert > Field
	Insert | Text | Field >> Calculation	Insert > Calculation
	Insert | Text | SmartText	Insert > SmartText
	Insert | Text | Symbol	Insert > Symbol
	Insert | Text | Document	Insert > Document
	Layout | Page setup | Page margins	File > Page setup
	Layout | Page setup | Page orientation	File > Page setup
	Layout | Page setup | Page size	File > Page setup
	Layout | Page setup | Insert break	Insert > Break
	Layout | Chapter | Chapter	Format > Chapter

	Ribbon	Menu
	Layout | Section | Columns >> More	Format > Section
	Layout | Section | Line numbers	
	Layout | Section | Background	Format > Page background
	Layout | Paragraph | Tabs	Format > Tabs
	Layout | Paragraph | Drop caps	Format > Drop caps
	Layout | Paragraph | Hyphenation	
	Layout | Paragraph | Hyphenation >> Automatic hyphenation	Tools > Automatic hyphenation
	Layout | Position | Wrapping mode	*Toolbar: Picture, AutoShape*
	Layout | Position | Bring to front	Object > Order > Bring to front
	Layout | Position | Bring to front >> Bring forward one level	Object > Order > Bring forward one level
	Layout | Position | Bring to front >> Bring in front of text	*Toolbar of the respective object: Object order >> Bring in front of text*
	Layout | Position | Send to back	Object > Order > Send to back
	Layout | Position | Send to back >> Send backward one level	Object > Order > Send backward one level
	Layout | Position | Send to back >> Send behind text	*Toolbar of the respective object: Object order >> Send behind text*
	Layout | Position | Rotate object	Object > Rotate or flip
	Layout | Position | Align objects	Object > Align or distribute
	Layout | Position | Grid and guides	Object > Grid and guides
	Layout | Objects | Group	Object > Group
	Layout | Objects | Duplicate	Edit > Duplicate
	Layout | Objects | Convert	*Toolbar of the respective object*
	References | Fields | Field	Insert > Field

	Ribbon	Menu
	References | Fields | Shade fields	*Toolbar: Mail merge*
	References | Fields | Field names	*Toolbar: Mail merge*
	References | Fields | Update fields	Tools > Update fields
	References | Table of contents | Generate	Tools > Generate table of contents
	References | Table of contents | Update	Tools > Generate table of contents
	References | Footnotes | Footnote	Insert > Footnote > Insert footnote
	References | Footnotes | Endnote	Insert > Endnote > Insert endnote
	References | Footnotes | Go to footnote	Insert > Footnote > Go to footnote
	References | Footnotes | Go to endnote	Insert > Endnote > Go to endnote
	References | Footnotes | Go to reference	Insert > Footnote > Go to footnote reference
	References | Bibliography | Insert field	Tools > Bibliography > Insert bibliography field
	References | Bibliography | Insert field >> Use existing database	Tools > Bibliography > Attach an existing bibliography database
	References | Bibliography | Insert field >> Create new database	Tools > Bibliography > Create a new bibliography database
	References | Bibliography | Generate	Tools > Bibliography > Generate bibliography
	References | Bibliography | Update	Tools > Bibliography > Generate bibliography
	References | Bibliography | Manage >> Bibliography settings	Tools > Bibliography > Bibliography settings
	References | Bibliography | Manage >> Edit database	Tools > Bibliography > Edit the bibliography database
	References | Zotero | Insert/edit citation	Tools > Zotero > Add or edit a citation
	References | Zotero | Insert/edit bibliography	Tools > Zotero > Add or edit the bibliography
	References | Zotero | Document preferences	Tools > Zotero > Document preferences
	References | Zotero | Refresh	Tools > Zotero > Refresh

	Ribbon	Menu
	References | Zotero | Unlink citations	Tools > Zotero > Unlink citations
	References | Captions | Insert caption	Insert > Caption
	References | Captions | Generate	Tools > Generate table of figures
	References | Captions | Update	Tools > Generate table of figures
	References | Index | Add entry	Tools > Index > Add index entry
	References | Index | Generate	Tools > Index > Generate index
	References | Index | Update	Tools > Index > Generate index
	References | Index | Edit entries	Tools > Index > Edit index entries
	Mailings | Recipients | Select database	*Toolbar: Mail merge*
	Mailings | Recipients | Select database >> Use existing database	Tools > Set database
	Mailings | Recipients | Select database >> Create new database	Tools > Create database
	Mailings | Recipients | Select recipients	*Toolbar: Mail merge*
	Mailings | Insert | Merge field	*Toolbar: Mail merge*
	Mailings | Insert | Field	Insert > Field
	Mailings | Fields | Shade fields	*Toolbar: Mail merge*
	Mailings | Fields | Field names	*Toolbar: Mail merge*
	Mailings | Fields | Update fields	Tools > Update fields
	Mailings | Record | Show merge record	*Toolbar: Mail merge*
	Mailings | Record | Previous record	*Toolbar: Mail merge*
	Mailings | Record | Next record	*Toolbar: Mail merge*
	Mailings | Print | Print merge	File > Print merge

	Ribbon	Menu
	Mailings | Create | Envelope	Insert > Envelope
	Mailings | Create | List/Label	Insert > List/label
	Mailings | Database | Edit database	Tools > Edit database
	Mailings | Database | New database	Tools > Create database
	Mailings | Database | New database >> Convert Thunderbird address book	Tools > Convert Thunderbird address book
	Review | Spelling | Spell check	Tools > Check spelling
	Review | Spelling | Spell check >> Edit user dictionaries	Tools > Edit user dictionaries
	Review | Spelling | German (Germany)	*Status bar*
	Review | Spelling | Hyphenation	
	Review | Spelling | Hyphenation >> Automatic hyphenation	Tools > Automatic hyphenation
	Review | Dictionaries | Thesaurus	Tools > Thesaurus
	Review | Dictionaries | Duden (only available with the German user interface)	Tools > Duden (only available with the German user interface)
	Review | Dictionaries | Research	*Toolbar: Standard*
	Review | Comments | Insert	Tools > Comments > Insert comment
	Review | Comments | Edit	Tools > Comments > Edit comment
	Review | Comments | Delete	Tools > Comments > Delete comment
	Review | Comments | Previous	Tools > Comments > Previous comment
	Review | Comments | Next	Tools > Comments > Next comment
	Review | Comments | Comments pane	Tools > Comments > Automatically show comments pane
	Review | Changes | Track changes	Tools > Changes > Track changes
	Review | Changes | Accept	*Toolbar: Review*

	Ribbon	Menu
	Review | Changes | Accept >> Accept all changes	*Toolbar: Review*
	Review | Changes | Reject	*Toolbar: Review*
	Review | Changes | Reject >> Reject all changes	*Toolbar: Review*
	Review | Changes | Previous	Tools > Changes > Previous change
	Review | Changes | Next	Tools > Changes > Next change
	Review | Changes | Show	Tools > Changes > Show changes
	Review | Changes | Review	Tools > Changes > Review all changes
	View | Mode | Object mode	View > Object mode
	View | Views | Standard	View > Standard
	View | Views | Continuous	View > Continuous
	View | Views | Master page	View > Master pages
	View | Views | Outline	View > Outline
	View | Forms | Form mode	View > Form mode
	View | Forms | Shade form objects	*Toolbar: Form*
	View | Fields | Toggle bookmarks	Insert > Bookmarks >> Display bookmarks in the document
	View | Fields | Field names	*Toolbar: Mail merge*
	View | Fields | Shade fields	*Toolbar: Mail merge*
	View | View | Grid and guides	Object > Grid and guides
	View | View | Horiz. ruler	View > Horizontal ruler
	View | View | Vert. ruler	Tools > Options: View tab >> Vertical ruler
	View | Zoom | Set zoom	View > Zoom level
	View | Zoom | Zoom	View > Magnifying glass

Ribbon	Menu
 View | Zoom | Actual size	View > Actual size
 View | Zoom | Fit margins	View > Fit margins to window
 View | Zoom | Full page	View > Full page
 View | Zoom | Two pages	View > Two full pages
 View | Windows | Sidebars	View > Sidebars
 View | Windows | Full screen	View > Full screen
 View | Windows | Windows >>	Window >
 View | Windows | Windows >> View side by side	Window > View side by side
 View | Windows | Windows >> Close all	Window > Close all
 Table | Table | Select	Table > Select > Table
 Table | Table | Select >> Select rows	Table > Select > Row
 Table | Table | Select >> Select columns	Table > Select > Column
 Table | Table | Select >> Select current cell	Table > Select > Cell
 Table | Table | Properties	Table > Table properties
 Table | Table | Properties >> Row properties	Table > Row properties
 Table | Table | Properties >> Cell properties	Table > Cell properties
 Table | Style | Table styles	Table > Table style
Table | Style | Header row	*Toolbar: Table*
Table | Style | Total row	*Toolbar: Table*
Table | Style | First column	*Toolbar: Table*
Table | Style | Last column	*Toolbar: Table*
Table | Style | Banded rows	*Toolbar: Table*

	Ribbon	Menu
	Table | Style | Banded columns	*Toolbar: Table*
	Table | Format | Shading	*Toolbar: Table*
	Table | Format | Borders	*Toolbar: Table*
	Table | Format | Text alignment	*Toolbar: Table*
	Table | Cells | Delete cells	*Toolbar: Table*
	Table | Cells | Delete cells >> Delete rows	Table > Delete cells > Delete rows
	Table | Cells | Delete cells >> Delete columns	Table > Delete cells > Delete columns
	Table | Cells | Delete cells >> Delete cells	Table > Delete cells > Delete cells
	Table | Cells | Delete cells >> Delete table	Table > Delete cells > Delete table
	Table | Cells | Insert rows	*Toolbar: Table*
	Table | Cells | Insert rows >> Insert row above	Table > Insert cells > Insert row above
	Table | Cells | Insert rows >> Insert row below	Table > Insert cells > Insert row below
	Table | Cells | Insert rows >> Insert cells	Table > Insert cells > Insert cells
	Table | Cells | Insert columns	*Toolbar: Table*
	Table | Cells | Insert columns >> Insert column left	Table > Insert cells > Insert column left
	Table | Cells | Insert columns >> Insert column right	Table > Insert cells > Insert column right
	Table | Cells | Repeat table row	Table > Row properties >> Repeat as header row
	Table | Cells | Distribute rows	Table > Distribute rows
	Table | Cells | Distribute columns	Table > Distribute columns
	Table | Cell size | Row height	Table > Row properties
	Table | Cell size | Cell width	Table > Cell properties
	Table | Merge and split | Merge cells	Table > Merge cells

	Ribbon	Menu
	Table | Merge and split | Split cells	Table > Split cells
	Table | Merge and split | Split table	Table > Split table
	Table | Data | Sort table	Table > Sort table
	Table | Data | Convert table to text	Table > Convert table to text
	Outline | Outline | Promote level	*Toolbar: Outline*
	Outline | Outline | Demote level	*Toolbar: Outline*
	Outline | Outline | Set to body text	*Toolbar: Outline*
	Outline | View | Expand level	*Toolbar: Outline*
	Outline | View | Collapse level	*Toolbar: Outline*
	Outline | View | Show body text	*Toolbar: Outline*
	Outline | View | Show outline levels	*Toolbar: Outline*
	Outline | | Close outline view	
	Header and footer | Header and footer | Header	Insert > Header
	Header and footer | Header and footer | Footer	Insert > Footer
	Header and footer | Header and footer | Delete header or footer	*Toolbar: Header and footer*
	Header and footer | Header and footer | Page number	*Toolbar: Header and footer*
	Header and footer | Size and position | Minimum height	*Toolbar: Header and footer*
	Header and footer | Size and position | Distance to page edge	*Toolbar: Header and footer*
	Header and footer | Size and position | Distance to text	*Toolbar: Header and footer*
	Header and footer | Format | Shading	*Toolbar: Header and footer*
	Header and footer | Format | Borders	*Toolbar: Header and footer*
	Header and footer | Insert | Date / time	*Toolbar: Header and footer*

	Ribbon	Menu
	Header and footer | Insert | Field	*Toolbar: Header and footer*
	Header and footer | Insert | Alignment tab	*Toolbar: Header and footer*
	Header and footer | Navigation | Next header or footer	*Toolbar: Header and footer*
	Header and footer | Navigation | Previous header or footer	*Toolbar: Header and footer*
	Header and footer | | Leave header/footer	
	Database | Edit | Paste	Edit > Paste
	Database | Edit | Cut	Edit > Cut
	Database | Edit | Copy	Edit > Copy
	Database | Navigation | First record	*Toolbar: Database*
	Database | Navigation | Search	Edit > Search
	Database | Navigation | Search again	Edit > Search again
	Database | Records | Append	Edit > Append record
	Database | Records | Duplicate	Edit > Duplicate record
	Database | Records | Delete	Edit > Delete current record
	Database | Records | Delete >> Selected records	Edit > Delete selected records
	Database | Records | Delete >> Restore deleted records	Edit > Restore deleted records
	Database | Records | Delete >> Purge database	Edit > Purge database
	Database| Records | Sort	Edit > Sort database
	Database | Records | Select	Select > Current record
	Database | Records | Select >> By record numbers	Select > By number
	Database | Records | Select >> By condition	Select > By condition
	Database | Records | Select >> Select all records	Select > Select all records

	Ribbon	Menu
	Database | Records | Select >> Deselect all records	Select > Deselect all records
	Database | Records | Select >> Invert selection	Select > Invert selection
	Database | View | Form / list view	View > Form
	Database | View | Show only selected records	View > Show only selected records
	Database | View | Update	View > Update
	Database | Manage | Save as SQLite table	File > Save as SQLite table
	Database | Manage | Table settings	File > Table settings
	Database | Manage | Change structure	File > Change table structure
	Database | | Close database	File > Close
	Object | Insert | New object	*Toolbar: Standard*
	Object | Format | AutoShape templates	*Toolbar: AutoShape*
	Object | Format | AutoShape templates >> More	Object > Properties
	Object | Format | AutoShape effects	*Toolbar of the respective object*
	Object | Format | Fill color	*Toolbar of the respective object*
	Object | Format | Line color	*Toolbar of the respective object*
	Object | Format | Line style	*Toolbar of the respective object*
	Object | Format | Line thickness	*Toolbar of the respective object*
	Object | Format | Line endings	*Toolbar: AutoShape*
	Object | Edit | Change AutoShape	*Toolbar: AutoShape*
	Object | Edit | Edit points	*Via the context menu*
	Object | Edit | Combine objects	*Via the context menu*
	Object | Inner text | Text rotation	*Toolbar: AutoShape*

Ribbon	Menu
Object | Inner text | Vertical alignment	*Toolbar: AutoShape*
Object | Inner text | Change text area	*Toolbar: AutoShape*
Object | Inner text | Link text frames	*Toolbar: AutoShape*
OLE object | OLE | OLE object	Edit > OLE object
OLE object | OLE | Edit link	Edit > Link
OLE object | Size | Cropping	*Toolbar: Picture*
OLE object | Adjust | Recolor picture	*Toolbar: Picture*
Picture | Adjust | Change source	Object > Properties: Picture tab >> File...
Picture | Adjust | Reset	*Toolbar: Picture*
Picture | Format | Photo frame	*Toolbar: Picture*
Chart | Type | Chart type	*Toolbar: Chart*
Chart | Type | Chart subtype	*Toolbar: Chart*
Chart | Data | Edit data	Object > Chart > Edit data
Chart | Design | Chart colors	*Toolbar: Chart*
Chart | Chart elements | Add chart element	*Toolbar: Chart*
Chart | Chart elements | Select chart element	*Toolbar: Chart*
Chart | Chart elements | Edit properties	Object > Chart > xy element: Properties
Chart | Chart elements | Fill color	
Chart | Chart elements | Line color	
Chart | Chart elements | Line style	
Chart | Chart elements | Line thickness	
not available	Edit > Delete

Ribbon	Menu
not available	Edit > Evaluate
Home | Character >> group arrow	Format > Character
Home | Paragraph >> group arrow	Format > Paragraph
Via the context menu	Format > Remove link
Via the context menu	Format > Character style
not available	Object > New horizontal line
Via the context menu	Object > Chart > Save as picture

Shortcut keys

The following pages contain tables with Textmaker's most important shortcut keys:

- Shortcut keys in Windows and Linux versions
- Shortcut keys in Mac version

Tip: If you choose the ribbon command **File | Customize** , you can customize the default shortcut keys and create new shortcut keys. For more information, see Customizing shortcut keys.

Shortcut keys in Windows and Linux versions

In the **Windows** and the **Linux** version, the following shortcut keys are available:

Shortcut keys for commands

Command	Shortcut key
Quick access toolbar: Undo last command	**Ctrl+Z**
Quick access toolbar: Redo	**Ctrl+Y**
**File	New**	**Ctrl+N**
**File	Open**	**Ctrl+O**
**File	Close**	**Ctrl+F4** or **Ctrl+W**
**File	Save**	**Ctrl+S**
**File	Print**	**Ctrl+P**
**File	File manager**	**F12**
**File	Exit**	**Alt+F4** or **Ctrl+Q**
**Home	Paste**	**Ctrl+V**
**Home	Paste Special**	**Ctrl+Alt+V**
**Home	Cut**	**Ctrl+X**
**Home	Copy**	**Ctrl+C**

Command	Shortcut key
Home | **Format painter** (copying step)	**Ctrl+Shift+C**
Home | **Format painter** (pasting step)	**Ctrl+Shift+V**
Home | group **Character:**	
Select font from the list	**Ctrl+D**
Reduce font size	**Ctrl+8**
Increase font size	**Ctrl+9**
Change uppercase/lowercase of text (from "test" to "Test" to "TEST")	**Shift+F3**
Bold on/off	**Ctrl+B**
Italics on/off	**Ctrl+I**
Underline on/off	**Ctrl+U**
Superscript	**Ctrl+Shift+Plus key** (numeric keypad)
Subscript	**Ctrl+Shift+Minus key** (numeric keypad)
Remove superscript or subscript	**Ctrl+Shift+Multiply key** (numeric keypad)
Reset character formatting	**Ctrl+Space**
Home | group **Paragraph:**	
Increase left indent	**Ctrl+M**
Decrease left indent	**Ctrl+Shift+M**
Increase hanging indent	**Ctrl+T**
Decrease hanging indent	**Ctrl+Shift+T**
Alignment: Left	**Ctrl+L**
Alignment: Centered	**Ctrl+E**
Alignment: Right	**Ctrl+R**
Alignment: Justified	**Ctrl+J**
Automatic single line spacing (1 line)	**Ctrl+1**
Automatic one and a half line spacing (1.5 lines)	**Ctrl+5**
Automatic double line spacing (2 lines)	**Ctrl+2**

Command	Shortcut key
Home | group **Styles:**	
"Normal" paragraph style	**Alt+0** or **Ctr+Shift+N**
Paragraph style "Heading 1" to "Heading 9"	**Alt+1** to **Alt+9**
Increase the paragraph's outline level by 1	**Alt+Shift+←**
Reduce the paragraph's outline level by 1	**Alt+Shift+→**
Home | Search	**Ctrl+F**
Home | Replace	**Ctrl+H**
Home | Search again (or **Replace again**)	**F3**
Home | Go to	**F5 or Ctrl+G**
Home| Select all	**Ctrl+A**
Insert | Break | Line break	**Shift+↵**
Insert | Break | Column break	**Ctrl+Shift+↵**
Insert | Break | Page break	**Ctrl+↵**
Insert | Hyperlink	**Ctrl+K**
Insert | Insert footnote	**Ctrl+Alt+F**
Insert | Date	**Ctrl+.** (period)
Insert | time	**Ctrl+Shift+.** (period)
Insert | Character	
Insert a soft hyphen (optional hyphen)	**Ctrl+Hyphen**
Insert a non-breaking hyphen	**Ctrl+Shift+Hyphen**
Insert an en dash (–)	**Ctrl+Minus key** (numeric keypad)
Insert an em dash (—)	**Ctrl+Alt+Minus key** (numeric keypad)
Insert a non-breaking space	**Ctrl+Shift+Space**
Insert | Field | Calculation	**F2**
Insert | Calculate (not available in ribbon by default)	**F8**
References | Field | Calculation	**F2**

Command	Shortcut key
References | Show field names or field contents	**Alt+F9**
References | Update fields	**F9**
Mailings | Field | Calculation	**F2**
Mailings | Show field names or field contents	**Alt+F9**
Mailings | Update fields	**F9**
Review | Spell check	**F7**
Review | Thesaurus	**Shift+F7**
Review | Duden	**Alt+F7**
Review | Track changes	**Ctrl+Shift+E**
View | Show field names or field contents	**Alt+F9**
View | Full screen	**F6**

Shortcut keys for selecting text

Command	Shortcut key
Select single characters (forward)	**Shift+→**
Select single characters (backward)	**Shift+←**
Select single words (forward)	**Ctrl+Shift+→**
Select single words (backward)	**Ctrl+Shift+←**
Select up to the end of the line	**Shift+End**
Select up to the beginning of the line	**Shift+Home**
Select paragraph (down)	**Ctrl+Shift+↓**
Select paragraph (up)	**Ctrl+Shift+↑**
Select entire screen pages (down)	**Shift+PageDown↓**
Select entire screen pages (up)	**Shift+PageUp↑**
Select up to the end of the document	**Ctrl+Shift+End**
Select up to the beginning of the document	**Ctrl+Shift+Home**

Command	Shortcut key
Select entire document	**Ctrl+A**

Other useful shortcut keys

Command	Shortcut key
Display help content	**F1**
Show/hide ribbon	**Ctrl+F1**
Move to the next ribbon tab	**Ctrl+F12**
Move to the previous ribbon tab	**Ctrl+Shift+F12**
For open dialog boxes: move to the next tab	**Ctrl+Tab**
For open dialog boxes: move to the previous tab	**Ctrl+Shift+Tab**
Move to the next form object (or in tables: move to the next cell)	**Ctrl+F11**
Move to the previous form object (or in tables: move to the previous cell)	**Ctrl+Shift+F11**
Move to the next form object (in form mode) or select the next object (in object mode)	**Tab**
Move to the previous form object (in form mode) or select the previous object (in object mode)	**Shift+Tab**
Move to the beginning of the document	**Ctrl+Home**
Move to the end of the document	**Ctrl+End**
Convert a hexadecimal character code into Unicode characters*	**Ctrl+Alt+Shift+X**

* If, for example, you type 20AC and then press this shortcut key, a euro sign € will appear (since this character has the code 20AC in the Unicode character set).

Shortcut keys in Mac version

Note: For most shortcut keys with the **Cmd** key, you can also use the **Ctrl** key instead of the **Cmd** key. For the shortcut key **Cmd+S**, for example, you can also press **Ctrl+S**.

In the **Mac** version, the following shortcut keys are available:

Shortcut keys for commands

Command	Shortcut key
Quick access toolbar: Undo last command	**Cmd+Z**
Quick access toolbar: Redo	**Cmd+Y**
**File	New**	**Cmd+N**
**File	Open**	**Cmd+O**
**File	Close**	**Cmd+F4** or **Cmd+W**
**File	Save**	**Cmd+S**
**File	Print**	**Cmd+P**
**File	File manager**	**F12**
**File	Exit**	**Alt+F4** or **Cmd+Q**
**Home	Paste**	**Cmd+V**
**Home	Paste Special**	**Cmd+Alt+V**
**Home	Cut**	**Cmd+X**
**Home	Copy**	**Cmd+C**
**Home	Format painter** (copying step)	**Cmd+Shift+C**
**Home	Format painter** (pasting step)	**Cmd+Shift+V**
Home	group **Character:**	
Select font from the list	**Cmd+D**
Reduce font size	**Cmd+8**
Increase font size	**Cmd+9**
Change uppercase/lowercase of text (from "test" to "Test" to "TEST")	**Shift+F3**
Bold on/off	**Cmd+B**
Italics on/off	**Cmd+I**
Underline on/off	**Cmd+U**
Superscript	**Cmd+Shift+Plus key** (numeric keypad)
Subscript	**Cmd+Shift+Minus key** (numeric keypad)

Command	Shortcut key
Remove superscript or subscript	**Cmd+Shift+Multiply key** (numeric keypad)
Reset character formatting	**Ctrl+Space**
Home | group **Paragraph:**	
Increase left indent	**Cmd+M**
Decrease left indent	**Cmd+Shift+M**
Increase hanging indent	**Cmd+T**
Decrease hanging indent	**Cmd+Shift+T**
Alignment: Left	**Cmd+L**
Alignment: Centered	**Cmd+E**
Alignment: Right	**Cmd+R**
Alignment: Justified	**Cmd+J**
Automatic single line spacing (1 line)	**Cmd+1**
Automatic one and a half line spacing (1.5 lines)	**Cmd+5**
Automatic double line spacing (2 lines)	**Cmd+2**
Home | group **Styles:**	
"Normal" paragraph style	**Cmd+Alt+0** or **Ctrl+Shift+N**
Paragraph style "Heading 1" to "Heading 9"	**Cmd+Alt+1** to **Cmd+Alt+9**
Increase the paragraph's outline level by 1	**Ctrl+Shift+←**
Reduce the paragraph's outline level by 1	**Ctrl+Shift+→**
Home | Search	**Cmd+F**
Home | Replace	**Cmd+H**
Home | Search again (or **Replace again**)	**F3**
Home | Go to	**F5 or Cmd+G**
Home| Select all	**Ctrl+A**
Insert | Break | Line break	**Shift+↵**
Insert | Break | Column break	**Cmd+Shift+↵**
Insert | Break | Page break	**Cmd+↵**

Command	Shortcut key
Insert | Hyperlink	**Cmd+K**
Insert | Insert footnote	**Cmd+Alt+F**
Insert | Date	**Ctrl+.** (period)
Insert | time	**Ctrl+Shift+.** (period)
Insert | Character	
Insert a soft hyphen (optional hyphen)	**Cmd+Hyphen**
Insert a non-breaking hyphen	**Cmd+Shift+Hyphen**
Insert an en dash (–)	**Cmd+Minus key** (numeric keypad)
Insert an em dash (—)	**Cmd+Alt+Minus key** (numeric keypad)
Insert a non-breaking space	**Cmd+Shift+Space**
Insert | Field | Calculation	**F2**
Insert | Calculate (not available in ribbon by default)	**F8**
References | Field | Calculation	**F2**
References | Show field names or field contents	**Alt+F9**
References | Update fields	**F9**
Mailings | Field | Calculation	**F2**
Mailings | Show field names or field contents	**Alt+F9**
Mailings | Update fields	**F9**
Review | Spell check	**F7**
Review | Thesaurus	**Shift+F7**
Review | Duden	**Alt+F7**
Review | Track changes	**Cmd+Shift+E**
View | Show field names or field contents	**Alt+F9**
View | Full screen	**F6**

Shortcut keys for selecting text

Command	Shortcut key
Select single characters (forward)	**Shift+→**
Select single characters (backward)	**Shift+←**
Select single words (forward)	**Alt+Shift+→**
Select single words (backward)	**Alt+Shift+←**
Select up to the end of the line	**Shift+End**
Select up to the beginning of the line	**Shift+Home**
Select paragraph (down)	**Alt+Shift+↓**
Select paragraph (up)	**Alt+Shift+↑**
Select entire screen pages (down)	**Shift+PageDown↓**
Select entire screen pages (up)	**Shift+PageUp↑**
Select up to the end of the document	**Ctrl+Shift+End**
Select up to the beginning of the document	**Ctrl+Shift+Home**
Select entire document	**Ctrl+A**

Other useful shortcut keys

Command	Shortcut key
Expand or collapse the ribbon	**Cmd+F1**
Move to the next ribbon tab	**Ctrl+F12**
Move to the previous ribbon tab	**Ctrl+Shift+F12**
For open dialog boxes: move to the next tab	**Ctrl+Tab**
For open dialog boxes: move to the previous tab	**Ctrl+Shift+Tab**
Move to the next form object (or in tables: move to the next cell)	**Ctrl+F11**
Move to the previous form object (for tables: move to the previous cell)	**Ctrl+Shift+F11**

Command	Shortcut key
Move to the next form object (in form mode) or select the next object (in object mode)	**Tab**
Move to the previous form object (in form mode) or select the previous object (in object mode)	**Shift+Tab**
Move to the beginning of the document	**Ctrl+Home**
Move to the end of the document	**Ctrl+End**
Convert a hexadecimal character code into Unicode characters*	**Cmd+Alt+Shift+X**

* If, for example, you type 20AC and then press this shortcut key, a euro sign € will appear (since this character has the code 20AC in the Unicode character set).

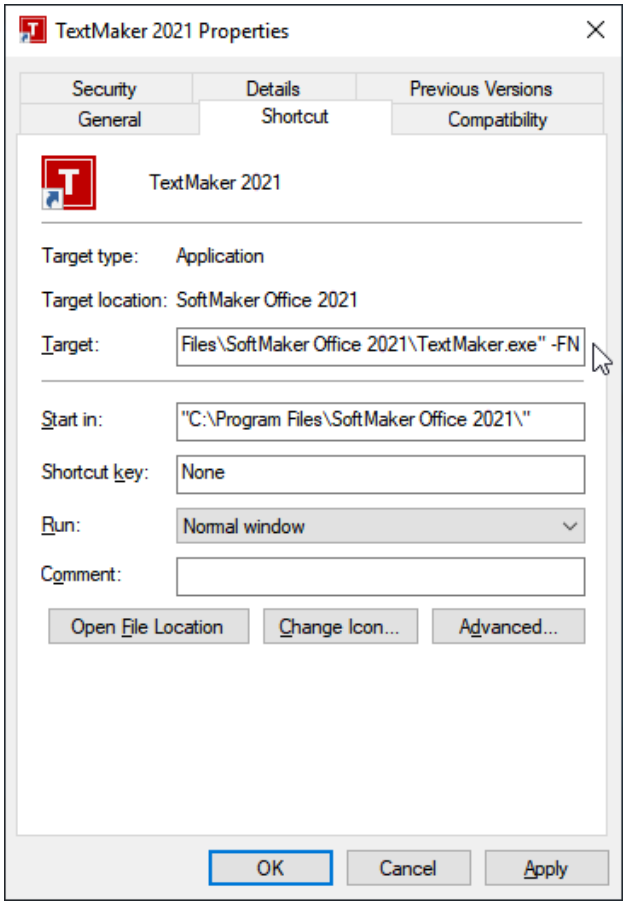
Command-line parameters

Note: The *command-line parameters* described here only work on Windows.

Command-line parameters allow you to specify that TextMaker is started immediately with a specific program option rather than with the usual default behavior. Example: You would like TextMaker to switch to the dialog box for selecting a document template directly upon startup.

To insert a command-line parameter, proceed as follows:

1. Create a new shortcut to TextMaker on the desktop. Ideally, give the link a distinctive name in order to distinguish it more clearly.
2. Choose the properties of the shortcut: Right-click on the link for the context menu and select the entry **Properties**.
3. The following dialog box with the **Shortcut** tab will then appear:



4. In the input field **Target** after the file path `"...\TextMaker.exe"`, enter the desired parameter from the table below. In the figure, for example, this is the parameter **-FN**.

   Important: There must be a **space** in front of the parameter and the parameter starts with a hyphen.

5. Confirm with **OK**.

When you open TextMaker via this newly created link (double-click the link), the program will start directly with the behavior of the parameter that was used.

Command-line parameters

Parameter	Description
-N	TextMaker starts without opening a new default document.
-FO	TextMaker starts with an open dialog box for selecting a file.
-FN	TextMaker starts with an open dialog box for selecting a document template.
-P"Path\FileName"	TextMaker starts and prints the specified file directly on the *default printer*.
-Q"PrinterName","Path\FileName" Note: *No* space is inserted within the parameter.	TextMaker starts and prints the specified file directly on the *specified printer*.

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