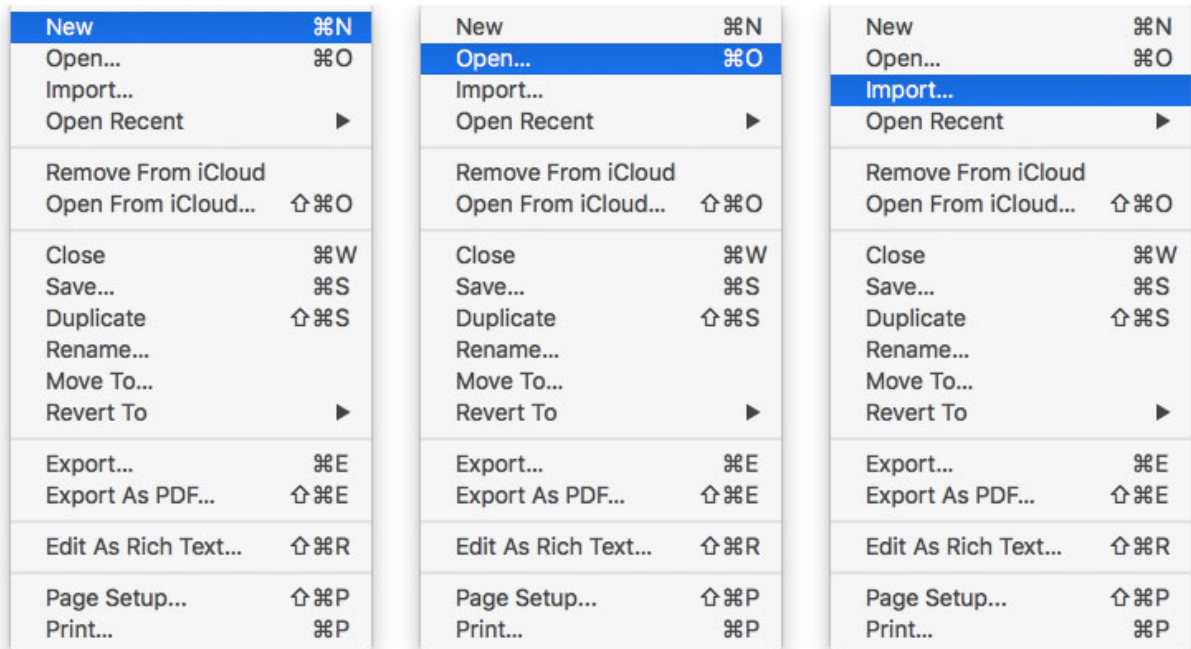


# Free Manual



## BASICS

Free is a document based App like Write, SimpleEdit, TextEdit or Pages. Thus it behaves in the same way.

How to create a new document

> Menu > File > New

How to open an existing document

> Menu > File > Open...

How to import a (Word, myText, LaTeX etc.) document

> Menu > File > Import...

How to move a document to the iCloud

> Menu > File > Move To iCloud

Hint: Document needs to be saved once first

Note: An active iCloud account is required

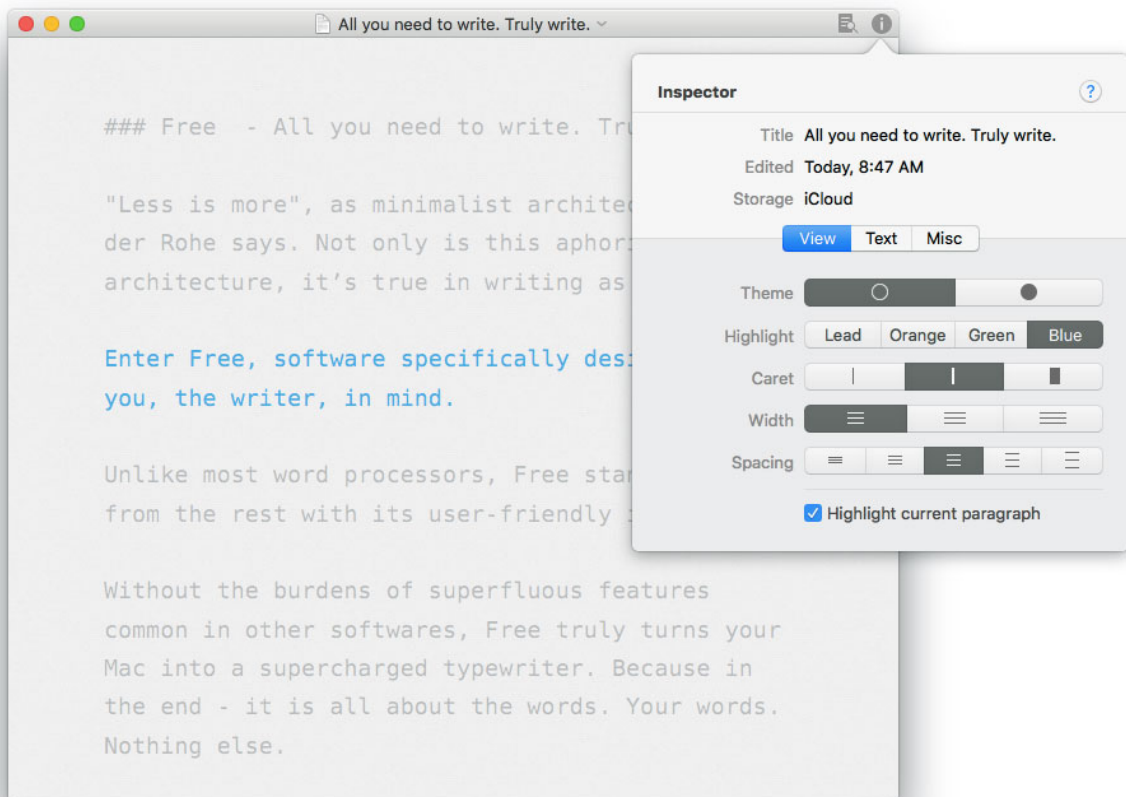
\*MAS VERSION ONLY

## How to open a document from the iCloud

Menu > File > Open From iCloud...

Note: An active iCloud account is required

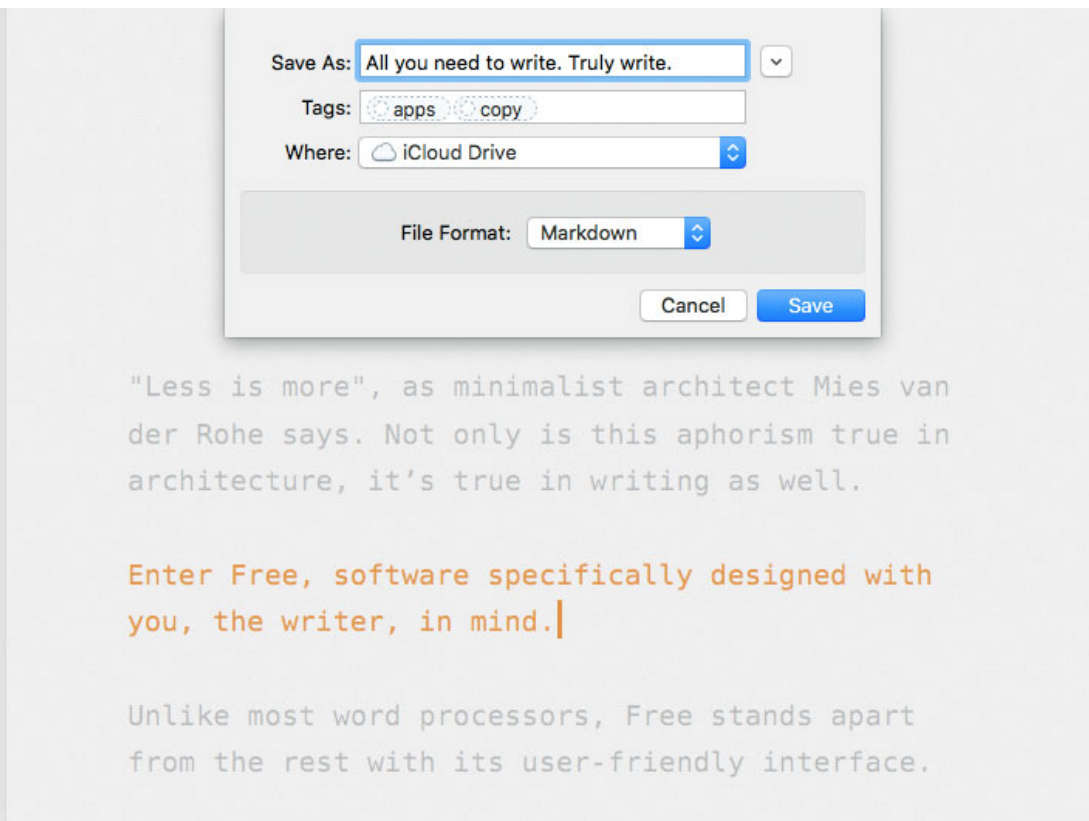
\*MAS VERSION ONLY



## How to change the appearance

Menu > View > Show Inspector

Select settings for background theme, highlight, text width etc.



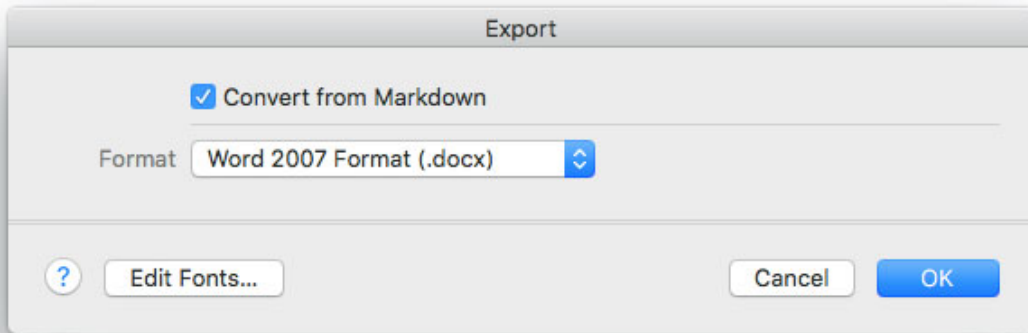
## How to save a document

Menu > File > Save...

Select desired file format

Hint: Text is the most compatible format

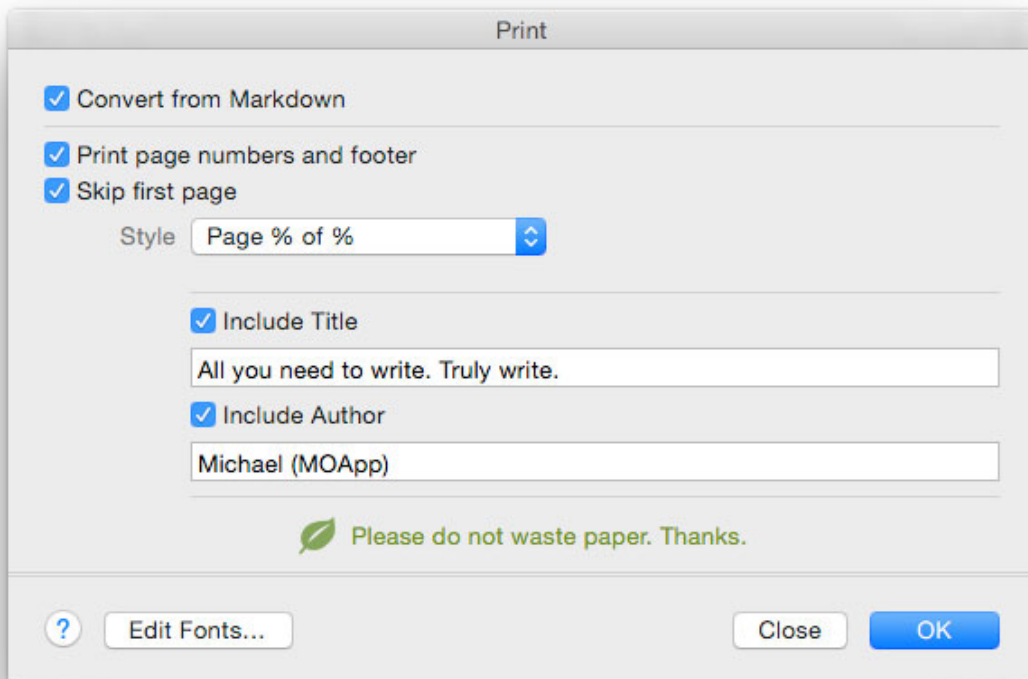
Hint: You can export a document into other file formats if needed



## How to export a document

Menu > File > Export...

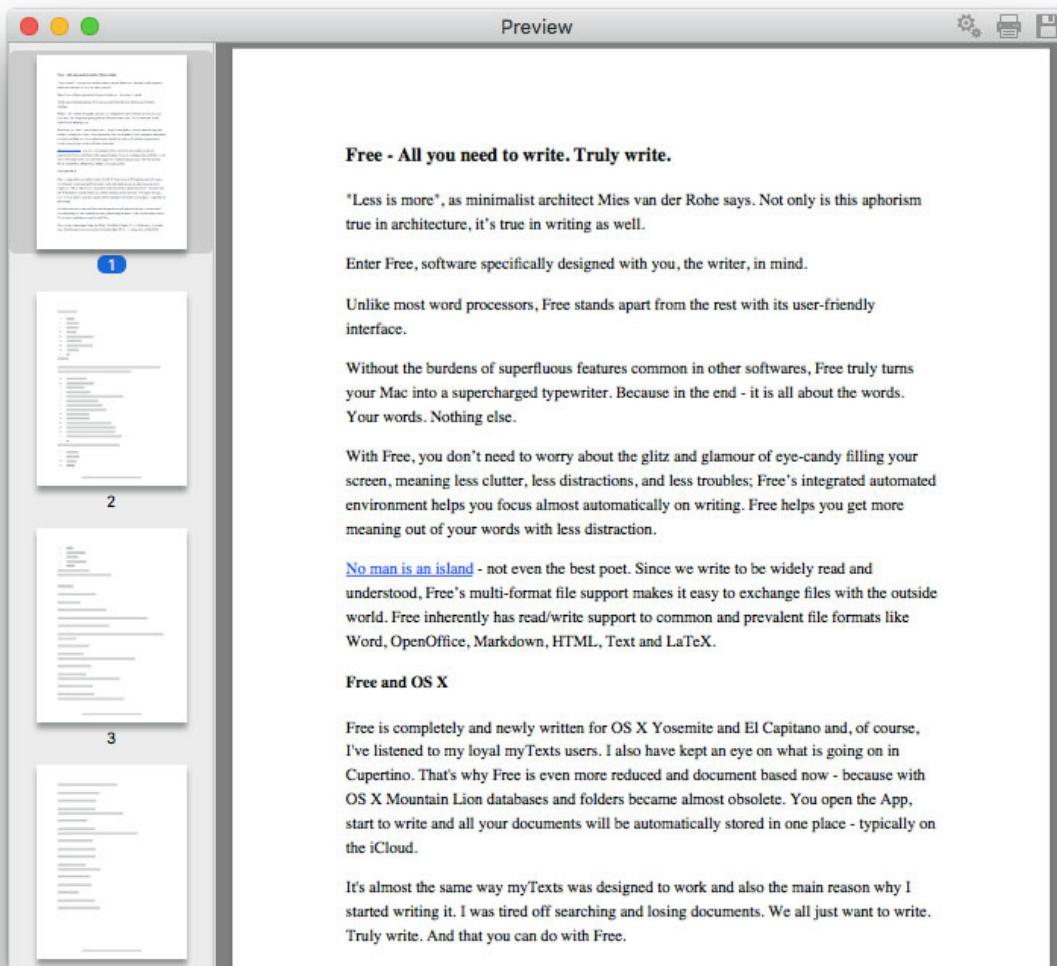
Apply settings for file format, Markdown conversion



## How to print a document

Menu > File > Print...

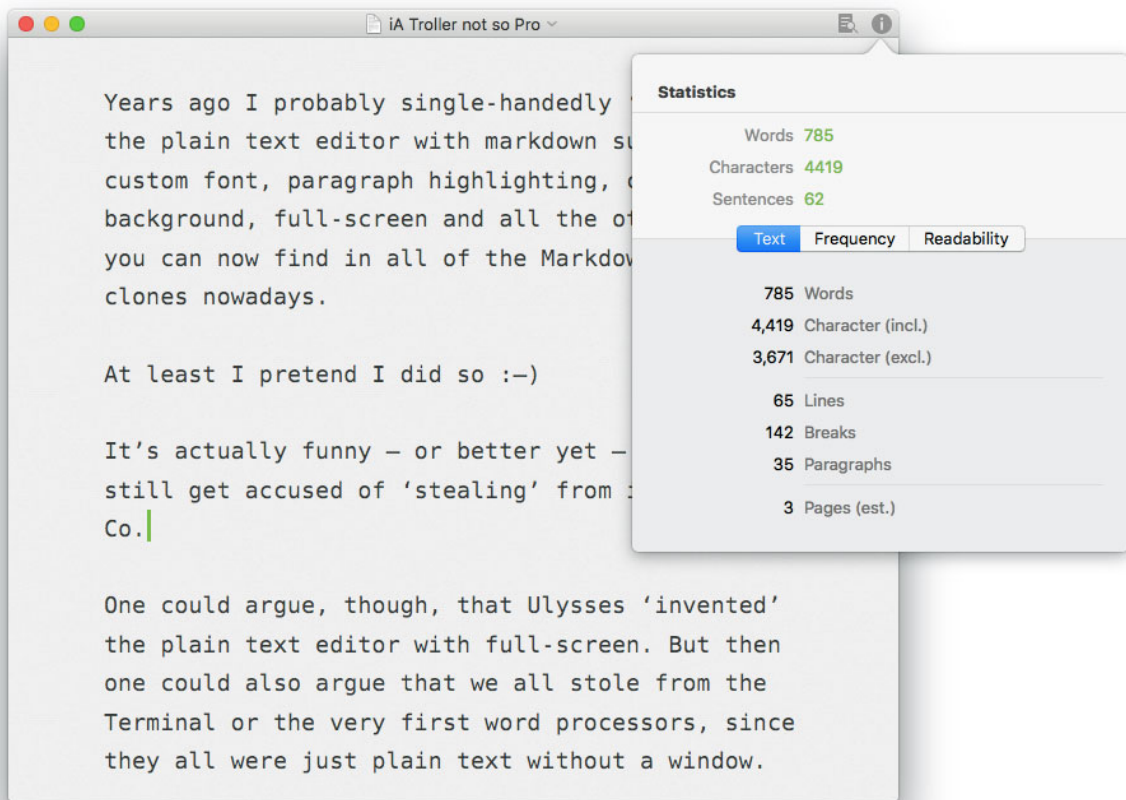
Apply settings for page numbering, footer, Markdown conversion



How to preview a document

Menu > View > Show Preview

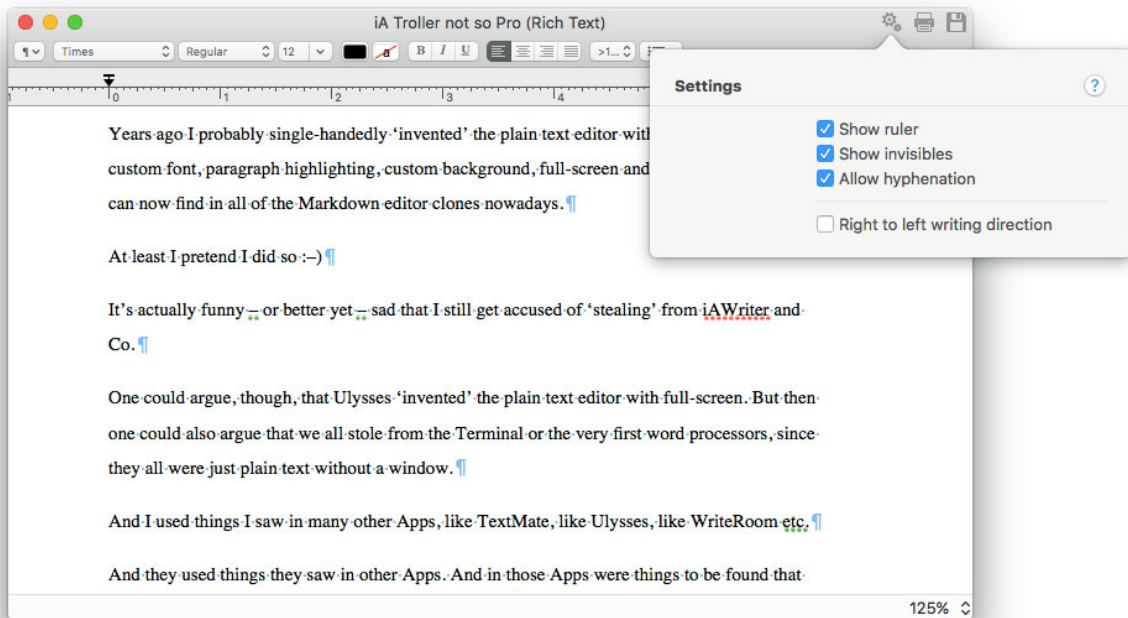
Hint: Preview uses the settings from general print dialog



## How to see the statistics

Menu > View > Show Statistics

Hint: If text is selected, only those words/characters will be counted



## ADVANCED

Some free :-) tips and tricks to be more productive...

How to convert into | edit as rich text document

Menu > File > Edit As Rich Text...

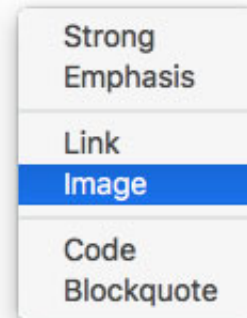
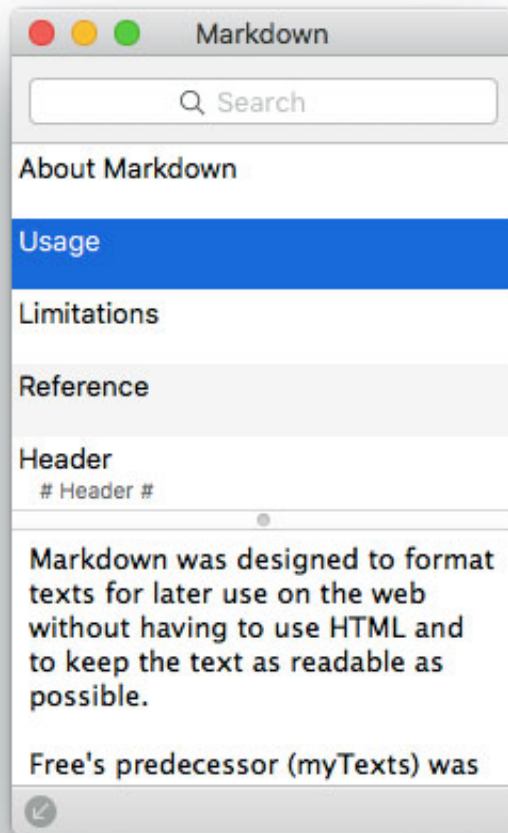
Select desired paper size and file format

Please note that Free is by design not a fully featured word processor - or a replacement for one. But sometimes

even the best plain words need a little eye candy. That's why you can edit your finished text as rich text (add

formatting)

as the very last step and print it out or export it.



Markdown - what the heck?

Menu > Help > Markdown Help

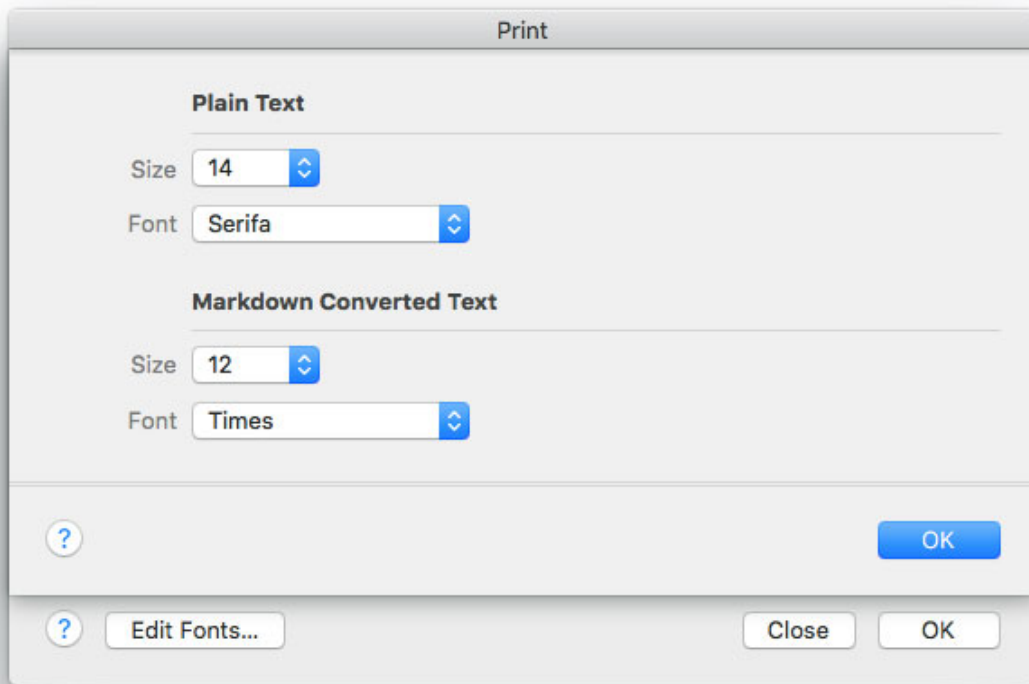
Markdown Format Help

Select text

Menu > Edit > Markdown

Hint: Also available by context menu





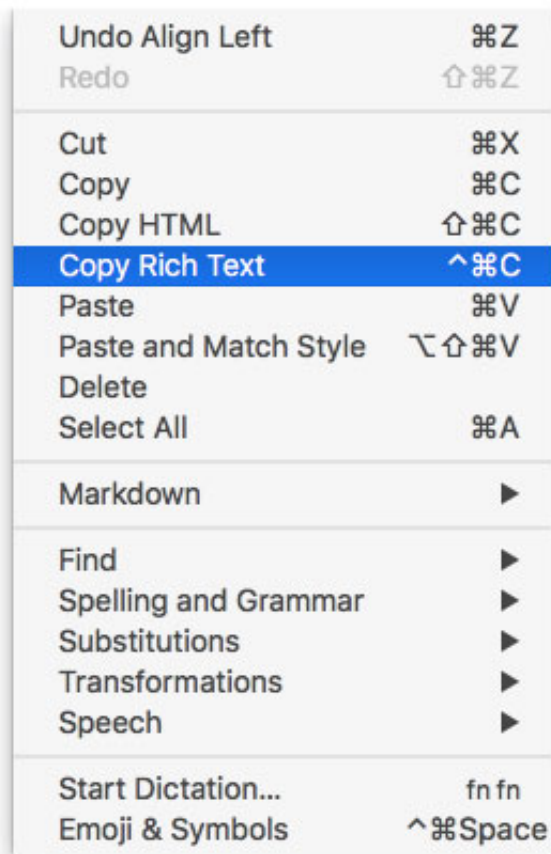
## Custom font for print | export

Open general print dialog and click 'Edit Fonts'

Hint: This is also available in the preview settings

Even though Free only uses plain text on the screen, you are able to export formatted documents. For example: a

Word Document using Helvetica 12pt.



Copy as HTML | Rich Text

Select text

Menu > Edit > Copy As HTML | Rich Text

Hint: Also available by context menu