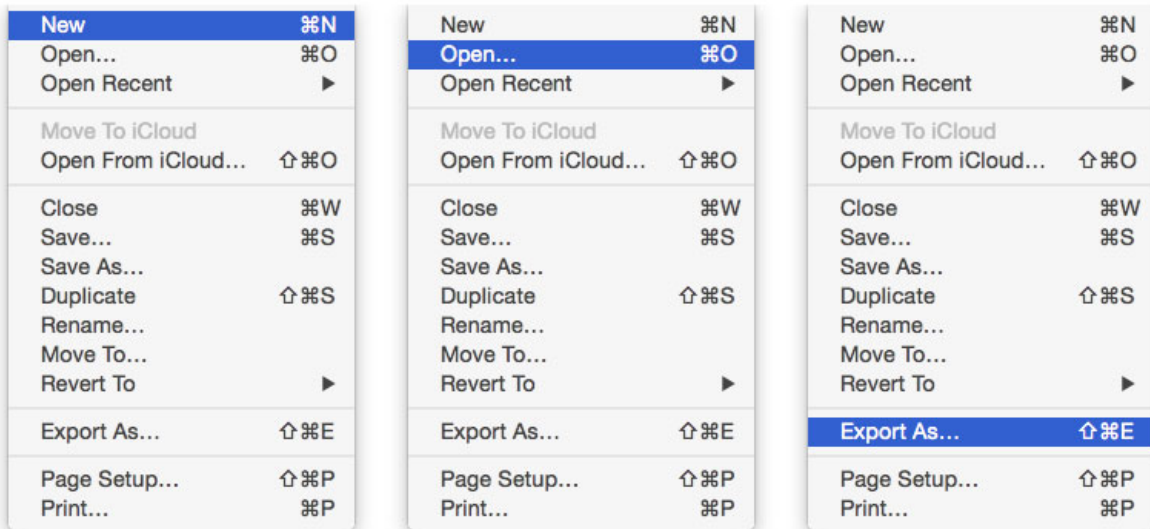


Write 2 Manual



BASICS

Write is a document-based App like [Free](#), [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 export as a (RTF, Word, PDF etc.) document

> Menu > File > Export As...

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

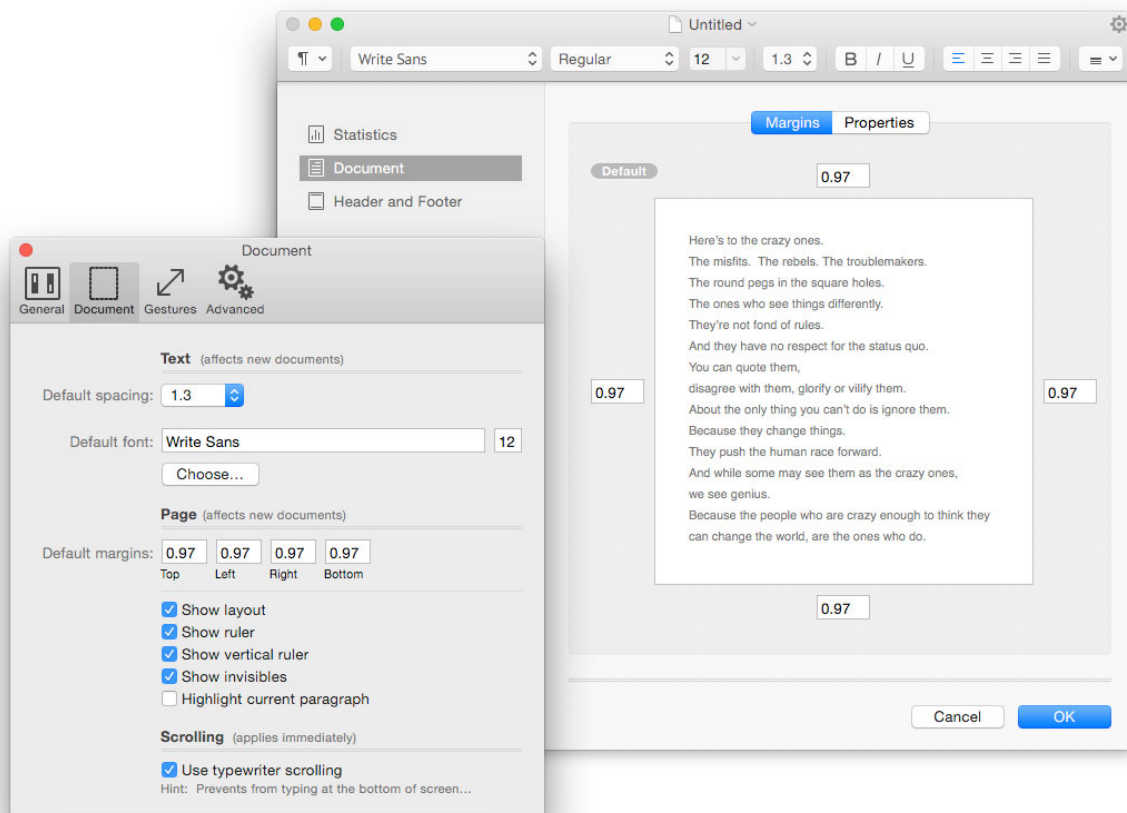
*MAS VERSION ONLY

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 edit default settings for new documents

> Menu > Write > Preferences...

Select the Document tab

Edit default settings

Hint: Under the General tab you can set the default file format for new documents

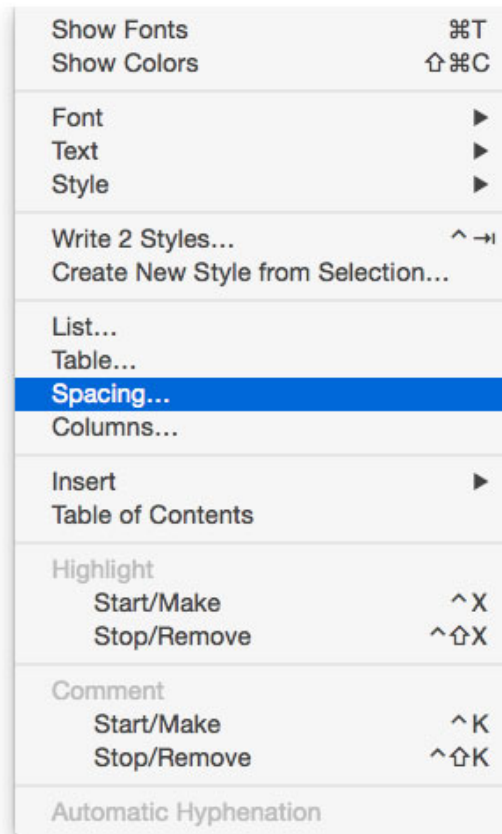
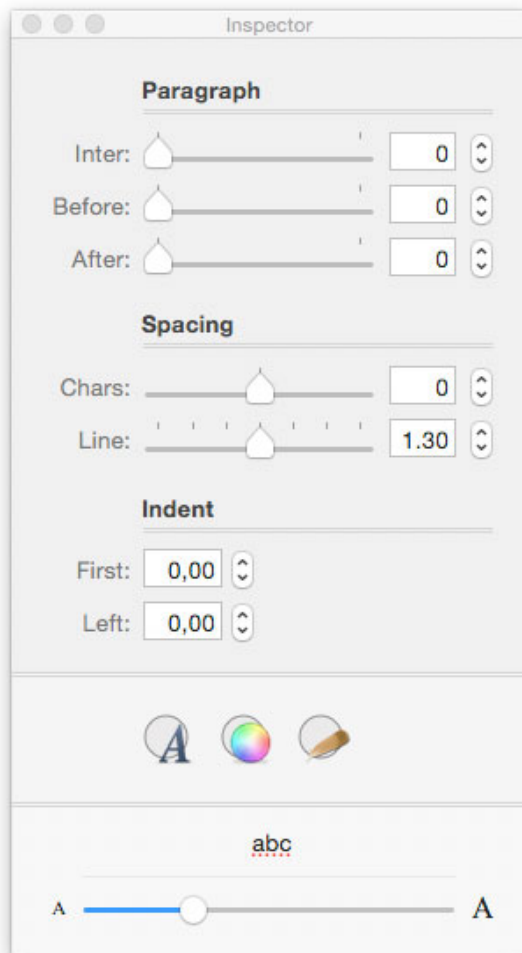
Hint: Choose RTFD when working with images

How to adjust margins for the current document

> Menu > View > Edit Properties...

Select the Margins tab

Apply margins



How to format text

Write makes use of all the OS X text system features like:

- * Font Panel
- * Color Panel
- * Format Menu
- * Text Alignment

* Rulers

* Tab Stops

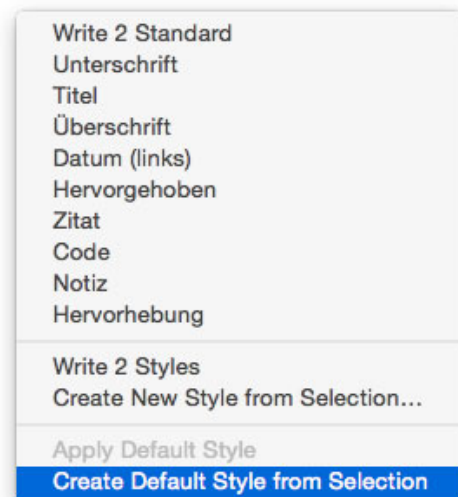
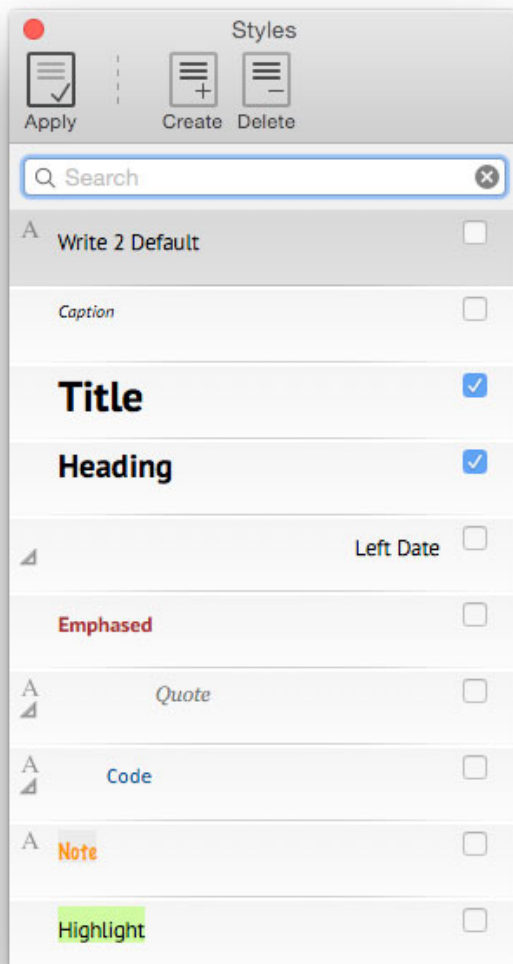
that you should already know from other Apps like TextEdit for example.

If not: [TextEdit Support Document](#)

They are all available from within > Menu > Format

In addition, Write has its own Format bar on top of the text view and its own Inspector.

> Menu > View > Inspector



How to work with the Write Styles

> Menu > Format > Write Styles...

Select the desired style and click Apply (or hit return)

If no text is selected, style will apply for all new typed characters

If text is selected, style will apply for selected text and all new typed characters

How to create a new Write Style

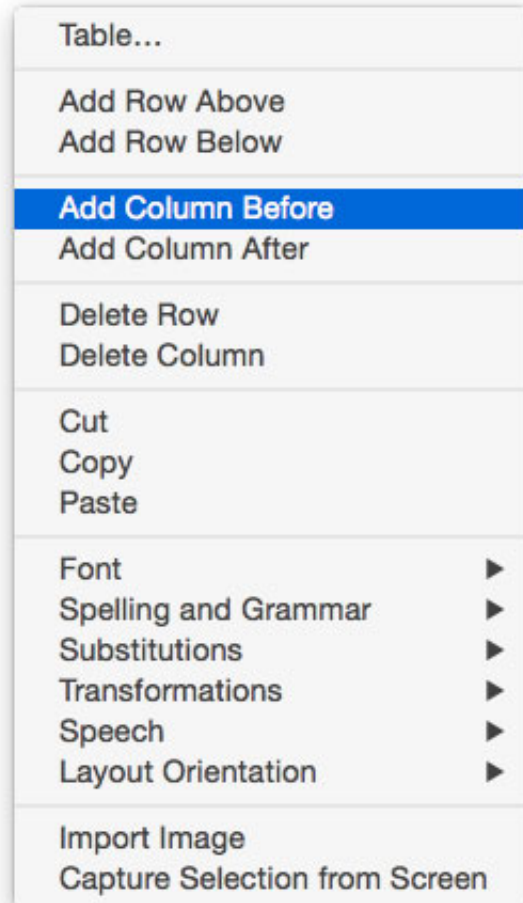
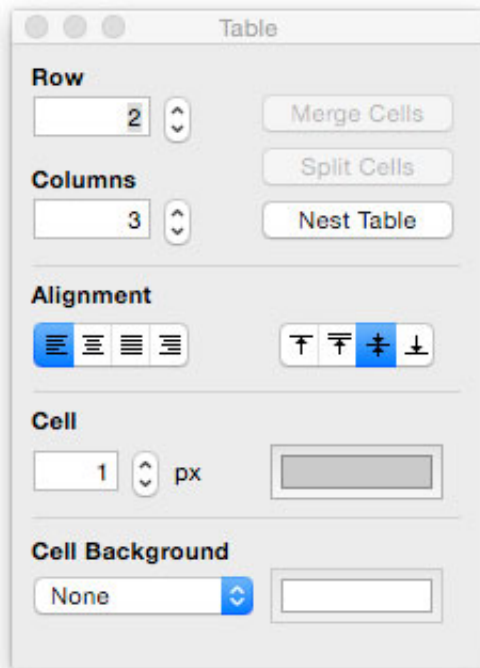
Select paragraph with desired style

> Menu > Format > Create New Style from Selection

How to work with the system-wide OS X Styles

> Menu > Format > Style > OS X Styles...

Hint: These styles are available across all OS X Apps with Cocoa Text System (e.g. TextEdit)



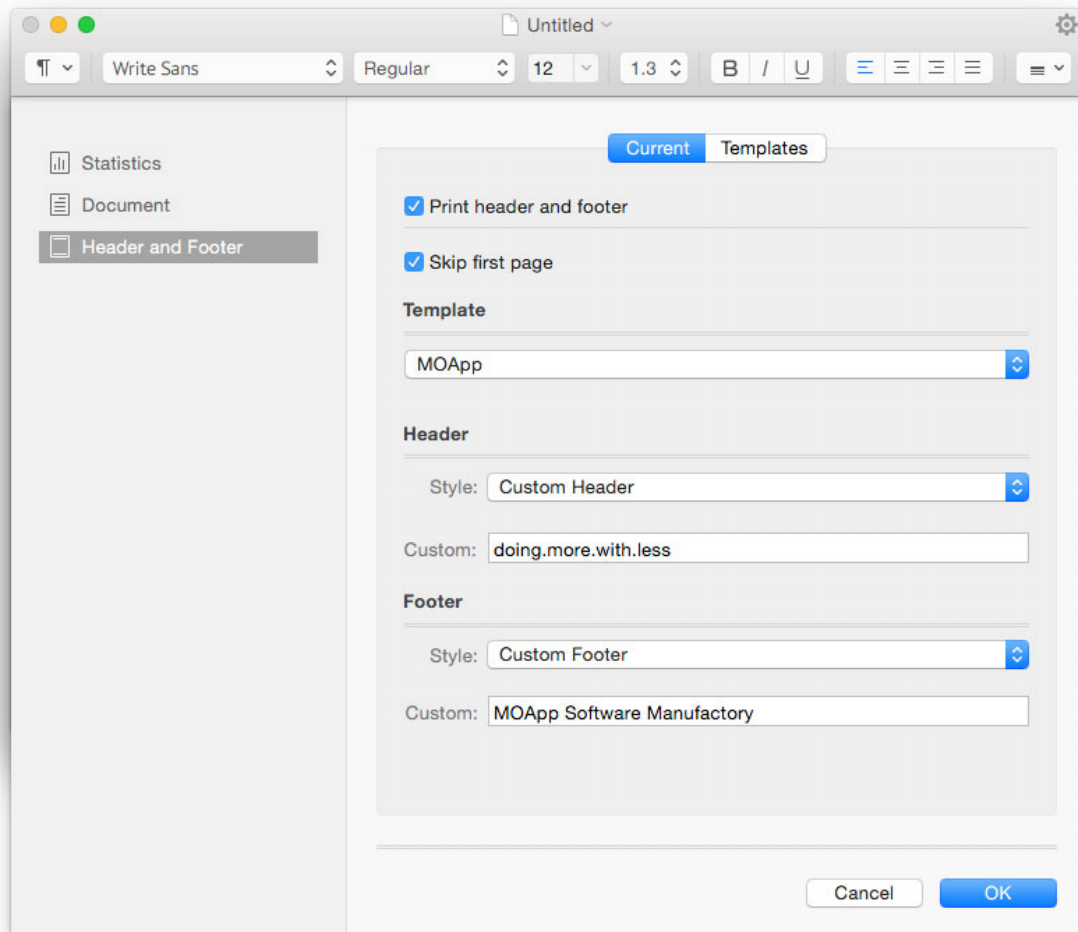
How to work with tables

> Menu > Format > Table...

Add/Remove Rows/Columns as needed

Hint: The text view's context menu allows some fine tweaking

Hint: 0 pixel sets the border to invisible - this is a great for image alignment etc.



How to print out with header/footer and page numbers

> Menu > View > Edit Header/Footer...

Select the Header and Footer tab

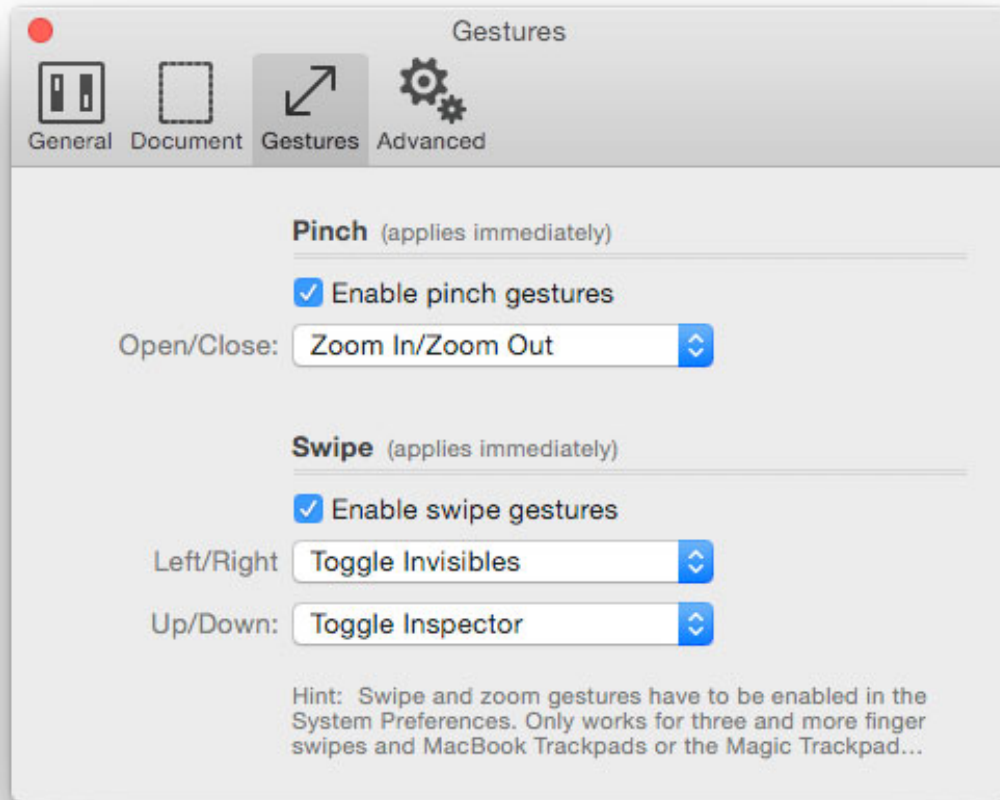
Create/Apply template

Select style

Note: This works for print outs and PDF files

Hint: You can apply individual font for Header and Footer templates

Hint: In the Preferences you can enable Write to always use last Header and Footer settings



ADVANCED

Some Write 2 tips and tricks to be more productive...

How to work with Gestures

> Menu > Write > Preferences...

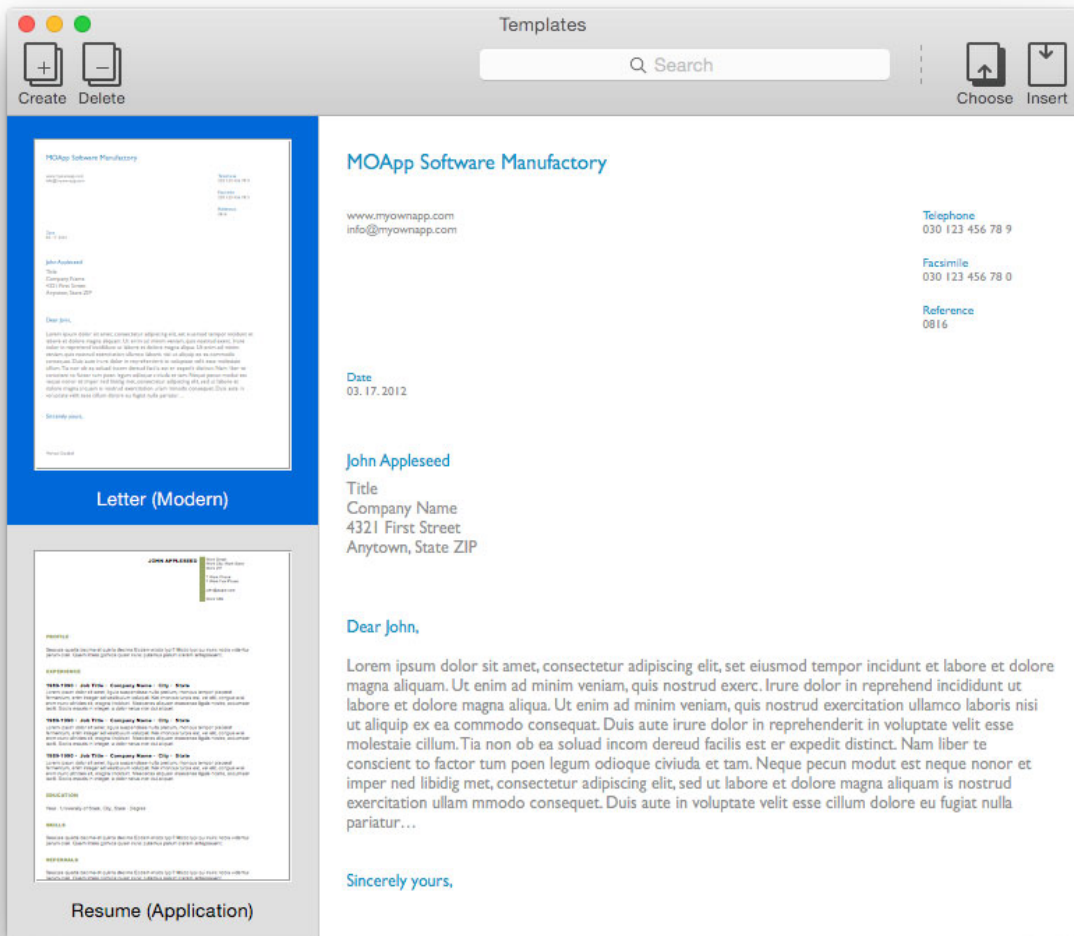
Select the Gestures tab

Enable and select desired gestures

Hint: Swipe and zoom gestures have to be enabled in the System Preferences

Hint: Only works for three and more finger swipes

Hint: Only works with MacBook Trackpads and the Magic Trackpad



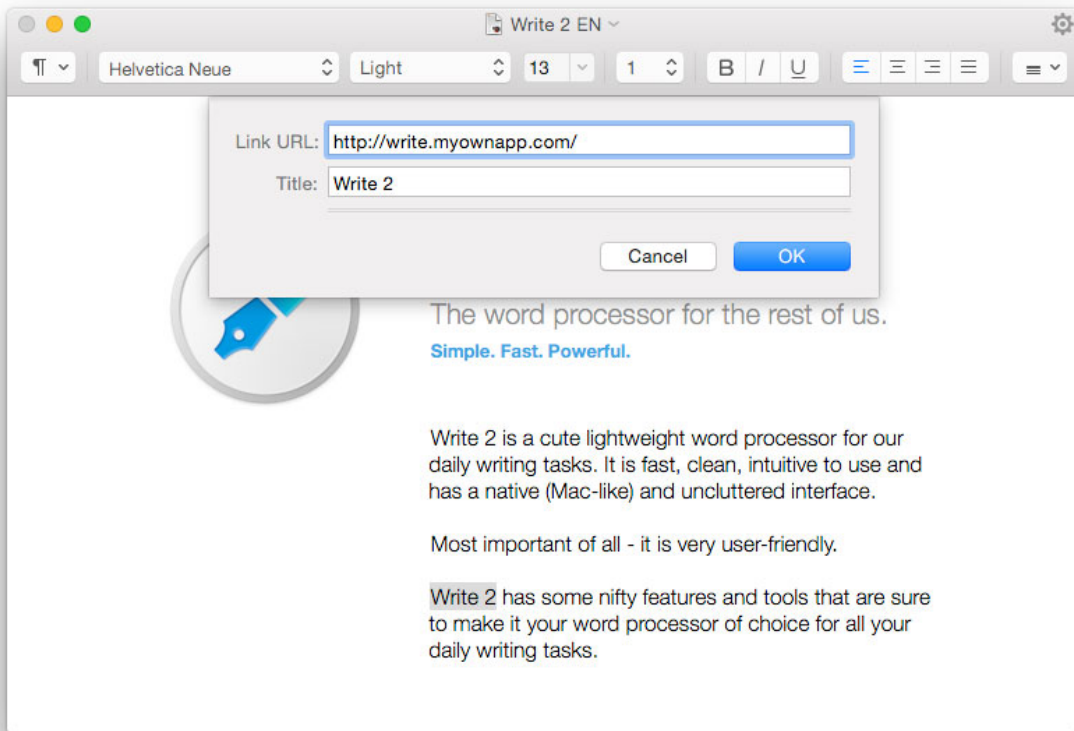
How to create a new document from a template

> Menu > View > Templates

Select desired template and click 'Choose' or double click on the title

How to use the templates as boilerplates

You can insert templates into existing documents by clicking 'Insert' or, even more conveniently, by simply dragging them out of the table.

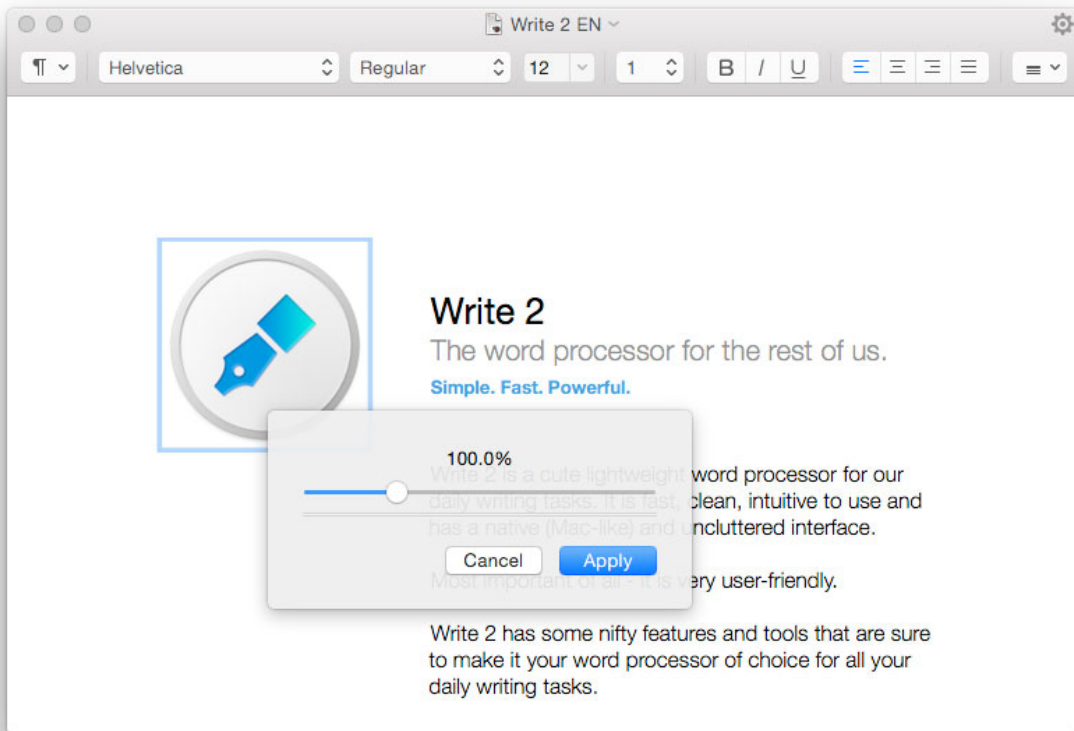


How to insert links

Select text

> Menu > Format > Insert > Link...

Hint: This works for Web URLs (http://), File URLs (file://) and Email Addresses (mailto:)



How to work with images

Write supports (kinda) working with images

- but please note that Write is not Pages or InDesign.

However, you can adjust the image size by simply double clicking on the images.

Note: File format must be set to RTFD

Hint: If you need to align images or to float text around them

- I recommend making use of tables:

Create table.

drop image in desired row/column.

add text and align both as required.

adjust row/column width and height.

set table border to invisible