

## Index

The Index card contains File, Font and Label popUp menus, and the Document Index. The Document Index displays the documents stored in the Editor.

To view a document within the Editor, double-click on its name in the Index field, or press the Enter key while it is selected. You can change the selection using the up and down arrow keys on your keyboard. Note that if the Info Window is visible while using the Index, it will display information about the current selected document(s).

## The Document Index

You can manually rebuild the Index by choosing the Index command under the File menu, or by clicking on the Index button (the black "i" in the top left corner of the index list). This button is also an indicator of the current state of the Index -- it will have a slash through it when changes have been made since the editor was last indexed.

## File Menu

Several of the commands deal with either a single document or a multiple selection of documents. Single-click to select a document, or drag-select the list for more than one document.

### New

Creates a new, blank document.

### Import Text File...

Imports a TEXT file into a new document window.

### Export Selected

Saves the selected document(s) to the default folder\*.

### Export All

Saves all documents stored in the Editor to the default folder\*.

### Edit Selected

Edits the selected document.

### Delete Selected

Deletes the selected document(s) from the editor.

Does not affect any text files stored on your hard disk.

Hold down the Option key while selecting this command to avoid the confirmation messages.

### Change Path of Selected

Changes the target location of the selected files.

### Index

Choose the Index command or click on the "i" button to rebuild the index.

### Sort

A hierarchical menu which sorts the documents in the editor variously by Name, Size, Date, and Label. There is also a manual "By Hand" sort.

\*If the document has been previously saved, it will be saved to its old location, if not, to

the server folder. If the server folder has not been defined (on the Preferences card), it will be saved to the current folder set by the Finder (or by any of your custom directory tools). When saving a document individually you will be queried for the location.

#### Use Full Pathname

Located in the lower right of the Index card. When checked, the Index displays the complete path to each document. If a document has not been saved (ie., it has no path), the document name will be displayed in quotes. When unchecked, it displays only the document name.

#### Font Menu

This menu allows you to set the font and size of the Index text. Note that the sizes are available at the bottom of the menu.

#### Label Menu

This menu is used to set or clear the label of the selected document(s), as well as add, edit or delete the available document labels.

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