

The Publishers File

Publisher files contain the information about the various publishers that you have submitted or plan to submit your work to.

For each publisher, this file contains the name of the publisher, the name of their contact person, their address, phone number, FAX number, and E-mail address. There is also space for miscellaneous notes that can be used to store, among other things, what types of works the publisher tends to be interested in.

Note: Each Submissions file can only link to one Publishers file. Therefore, it is usually best to create only one Publishers file. Refer to the section on Submissions files for more information.

Creating a Publishers file

To create a new Publishers file, select “New” from the file menu. Then select the Publishers radio button in the dialog window. Finally, give a name to the new Publishers file. The file will be created on your disk, the Publishers window will appear, and a new publisher will be added to the file.

Opening a Publishers file

To open a Publishers file, select “Open...” from the file menu and then select the file to open.

The Publishers Window

The scrollbar at the left is used to select different publishers. The shortcut is to hold down the option key and press the up or down arrow key.

The top number shows which publisher you are looking at, while the bottom number shows how many publishers there are in the file.

Whenever you move to a different publisher, the publisher’s name is automatically selected. You can select a different item by clicking on it. Pressing the “tab” key selects the next item down. Pressing “shift+tab” selects the next item up. If you reach the top or bottom item, the procedure will wrap around to the bottom or top, respectively.

The Record menu

When working in the Publishers window, use this menu to add, remove, and find publishers.

Add new

Appends space for a new publisher to the end of the file.

Duplicate

Appends a copy of the information about the current publisher to the end of the file.

Revert

Reverts the information about the current publisher to what it was when you selected it by using the scrollbar at the left. This option will only be available if you have made changes to the information about the publisher since you selected it.

Remove

Permanently removes the information about the current publisher from the file. You cannot undo this, so the program will warn you whenever you try to do this. This option will only be available if there is more than one publisher in the file.

Find...

Helps you search for publishers. When you select this menu item, you will be presented with a blank publisher and "Find" and "Cancel" buttons will replace the scrollbar at the left. Type in the information that you want to search for and click on the "Find" button. The first publisher whose information matches the information that you typed in will be selected. If there is no matching publisher, you will be notified. During the search case is ignored.

If you decide that you don't want to search for anything after all, simply click on the "Cancel" button.

Find again

Searches for the next publisher that matches the latest search information. This option will only be available if the previous search was successful.

Alphabetize

Sorts the publishers alphabetically by name.