

The Submissions File

Submission files contain information about your work, where and when you submitted it, and what response you received.

Creating a Submissions file

To create a new Submissions file, select “New” from the file menu. Then select the Submissions radio button in the dialog window. Next, give a name to the new Submissions file. Finally, you will be asked to select which Publishers file to use with this new Submissions file. After you select a Publishers file, the new Submissions file will be created on your disk, the Submissions window will appear, and space for a new submitted work will be added to the file.

Opening a Submissions file

To open a Submissions file, select “Open...” from the file menu and then select the file to open. The associated Publishers file will be opened automatically. If it can't be found, you will be asked to search for it.

The Submissions Window

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

The top number shows which submitted work you are looking at, while the bottom number shows how many submitted works there are in the file.

The scrolling list in the middle of the window is called the Submissions list. It displays a list of the publishers that you have submitted the work to. When you click on the Submissions list, it will display a dark border around itself to indicate that it is active. Once it is active, you can use the items in the Submissions menu to add and remove submissions.

If the Submissions list is empty, the bottom half of the window will be empty. After you add the first submission, this space will display items for recording the date of submission, the date of response, the type of response, and notes about the response (whether it was a form letter, an unusually enthusiastic response, etc).

If you tell MacAgent that the submission was accepted, the “Show deal sheet” button will appear. Click on this button to display and edit the deal sheet. Refer to the section on the Deal Sheet for more information.

Double clicking on a publisher's name in the Submissions list will display the associated Publishers window and find the information about the

publisher that you double clicked on.

Whenever you move to a different submitted work, the work'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 Submissions window, use this menu to add, remove, and find submitted works.

Add new

Appends space for a new submitted work to the end of the file.

Duplicate

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

Revert

Reverts the information about the current submitted work 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 submitted work since you selected it.

Remove

Permanently removes the information about the current submitted work 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 submitted work in the file.

Find...

Helps you search for submitted works. When you select this menu item, you will be presented with a blank submitted work and "Find" and "Cancel" buttons will replace the scrollbar at the left.

Type in the information that you want to search for. You can search for

a particular submission by adding a submission to the Submissions list. The publisher name will initially be blank. To search for a particular publisher, hold down the option key and double click on the entry in the Submissions list. If you want to search for a particular response, select the checkbox next to the Response menu and then select the response to search for.

When you click on the "Find" button, the first submitted work whose information matches the information that you typed in will be selected. If there is no matching submitted work, 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 submitted work that matches the latest search information. This option will only be available if the previous search was successful.

Alphabetize

Sorts the submitted works alphabetically by title.

The Submission menu

The items on this menu will only be active if the Submissions list is active (framed by a dark border) or if you are editing one of the items directly related to the submission.

Add new

Appends space for a new submission to the end of the Submissions list. You will be asked to select the name of the publisher to whom you submitted it. (The short cut in this dialog window is to double click on the publisher's name.) If you make a mistake and need to change the name of the publisher, hold down the option key and double click on the item in the Submissions list.

When you are asked to find the name of the publisher to whom you submitted the work, the publishers' names will be listed in the same order as in the Publishers file. To make it easier to find a particular name, open the Publishers file and use "Alphabetize" on the Record menu.

Duplicate

Appends a copy of the information about the current submission to the

end of the Submissions list.

Revert

Reverts the information about the current submission to what it was when you selected it by clicking on the item in the Submissions list.

Remove

Permanently removes the information about the current submission from the Submissions list.