

Working with Text

## Working with Text

Text plays a central part in nearly all documents and publications. For centuries the written word has been the bearer of information of all types. To create text safely and quickly and to select and edit it, the program offers you a huge array of commands, which may already be familiar to you from word-processing software.

### Creating Text objects

VivaDesigner is an object oriented typesetting and layout program. This means all text in this program is processed using text frames or text objects. You need to create text objects before you can enter or modify text. Text is composed and modified within an object, and the object's outer measurements determine the frame of the text.

Text objects in the application may have any form as long as they are closed. A new text object is created by means of the closed object tools in the **Toolbar**.

The program offers you several ways to create Text objects:

#### Create a new text object interactively

1. Choose one of the following options:
  - Click in the Toolbar on the **Text object** tool to choose the default or last text object tool selected.
  - Click the arrow on the right hand side of the tool and choose a tool in the upper section (**Type 1**) to create a text object with the text running from left to right.
  - Click the arrow on the right hand side of the tool and choose a tool in the middle section (**Type 2**) to create a text object with the text running from right to left (e.g. for Arabic, Hebrew, etc.).
  - Click the arrow on the right hand side of the tool and choose a tool in the lower section (**Type 3**) to create a text object with the text running from top to bottom (e.g. for Chinese, etc.).
2. Click on the document page and create your Text object.

It may be quicker for you to create your Text object using the menu or shortcut keys:

#### Create a new Text object with Menu/shortcut keys:

1. Choose one of the following options:
  - Press the shortcut keys **Ctrl + Shift + T** (Windows/Linux) or **Command + Shift + T** (Mac).
  - Select the menu command **Object > Content > Text**.

You can also create a Text object by converting another closed object into a Text object.

If you change a graphic object into a text object the conversion will be immediate. However if a picture object is changed into a text object an alert message may appear warning you that the picture's content will be lost.

#### **Convert an existing object into a Text object:**

1. Choose an existing closed object.
2. Choose one of the following options
  - Press the shortcut keys **Ctrl + Shift + T** (Windows/Linux) or **Command + Shift + T** (Mac).
  - Choose the menu command **Object › Content › Text**.
  - Choose the command **Content › Text** in the context menu.

Editable Text objects can also be created by creating an Alias text object with variable content or by converting an existing Alias Text object to a copy of the original.

#### **Create a Text object by creating an Alias object with variable content:**

1. Create a Text object and enter some text in it.
2. Choose an appropriate option to activate the Object mode:
  - Click on the object frame.
  - Click anywhere in the text while holding down the **Ctrl** key (Windows/Linux) or the **Command** key (Mac).
  - Move the mouse over the middle of the object until the gray **Object Mode Select** button appears and click once.
3. Choose one of the following options to open the **Special Settings** dialog:
  - Press the shortcut keys **Ctrl + Alt + M** (Windows/Linux) or **Command + Option + M** (Mac).
  - Choose the menu command **Object › Special**.
  - With the right mouse button held down, choose the command **Special** in the Context menu.
4. Choose the option **Individual Alias Content** and confirm with **OK**.
5. Choose an appropriate option to create an Alias object from the Text object:
  - Press the shortcut keys **Ctrl + x** (Multiplication) or **Ctrl + Shift + \*** (Windows/Linux), or **Command + \*** (Mac).
  - - Select the menu command **Object › Alias › Create Alias**.

Now you can write a different text in the Alias Object. The object attributes (Fill Color/Shade, Frame Color/Shade/Style) are determined by those of the original object.

If you now select the object and choose the menu command **Object › Alias › Change into a Copy**, the Alias object will be converted to an independent copy of the original. Both the content and the graphic attributes can then be edited at will.

## Summary Creating Text Objects

- Text objects can be created by using the Toolbar.
- Text objects can be created automatically using the shortcut keys **Ctrl + Shift + T** (Windows/Linux) or **Command + Shift + T (Mac)**, or with the menu command **Object › Content › Text**, providing no other object is selected.
- Text objects can be created by converting other object types.
- Modifiable text objects can also be created by converting Alias text objects into copies of the original.

## Text mode

### Activate/leave Text mode

To enter or import text into a text object you will need to enable the text mode. As you already know the mouse pointer will automatically change into the appropriate pointer for the specific object type.

When the mouse pointer is positioned over a text object it will change into an I-beam (text) pointer.

#### **Activate Text mode:**

Click the mouse on the surface of the Text object.

After the text mode is selected by clicking on the object,

- the **Text** menu will appear.
- the **Module palette** (in Text mode) will appear, providing the palette has not been closed.
- the object frame will be highlighted. This imaginary frame shows where the mouse pointer will change into the object pointer with which you can select and move the object itself.
- hollow handles will appear. These handles show that you are in Text mode and indicate where the mouse pointer will change into the sizing pointer with which the object can be resized.

To activate Text mode in a text object which is part of a group of objects, the Group Mode must be deactivated, if you do not want to Ungroup the objects.

#### **Activate Text mode in object groups:**

1. Choose one of the following options to deactivate the Group mode:
  - Press the shortcut keys **Ctrl + Alt + U** (Windows/Linux) or **Command + Option + U** (Mac).
  - Choose the menu command **Object › Group mode Active**.
2. Click with the mouse pointer on the text object as previously described.

You can leave the Text mode by selecting another object, selecting no object or by selecting the current Text object.

### Leave Text mode:

Choose one of the following options to leave Text mode:

- Click anywhere in the document window where there is no object positioned.
- Change to Object mode by holding down the **Ctrl** key (Windows/Linux) or the **Command** key (Mac), and click the current Text object or another object.
- Click with the mouse pointer on a sizing handle of the current Text object and hold down the mouse button to resize the object. The program changes to Object mode automatically.
- Move the mouse over the middle of the object until the gray **Object Mode Select** button appears and click once. If the button does not appear, the object height or width is too small and you must choose another option.

### Summary Activate/Leave Text mode

If Text mode is enabled the program will display the following:

- The blinking **insertion point** or **cursor** in the text.
- A highlighted frame for all objects that are part of the current linked text chain, whether the command Show Guides is activated in the **View** menu or not.
- The **Text** menu.
- The **Module palette** (Text mode), if the palette was not specifically hidden.
- Hollow handles, if the object is an original object, and not a Flexible Alias Text object.

## Entering text

### Entering and correcting text

To define the appearance of a text you have two possibilities. First of all settings may be made in dialogs and palettes, which will take effect for all text entered after the current cursor position. Secondly, settings and modifications may be made to existing text passages if these have not previously been marked.

### The insertion point (cursor)

To edit a specific piece of text, move the insertion point to the text either using the arrow keys or by clicking the mouse pointer at the specific location. Once you have clicked the pointer will change from the I-beam pointer into a blinking insertion point.

If you click the margin between the object frame and the text VivaDesigner will position the insertion point at the location closest to that point.

If the insertion point is positioned in an empty text object it will automatically appear in the upper left corner of the object. Positioning the insertion point on a page of the document where as yet no text has been entered will cause it to spring back to the end of the entered text automatically.

The application also allows you to position the insertion point using keyboard commands.

### Summary cursor

Move to	Shortcut
Next character	Arrow-right
Previous character	Arrow-left
Next line	Arrow-down
Previous line	Arrow-up
Next word	Ctrl + Arrow-right (Window/Linux), Command + Arrow-right (Mac)
Previous word	Ctrl + Arrow-left (Window/Linux), Command + Arrow-left (Mac)
Next paragraph	Ctrl + Arrow-down (Window/Linux), Command + Arrow-down (Mac)
Previous paragraph	Ctrl + Arrow-up (Window/Linux), Command + Arrow-up (Mac)
End of line	Ctrl + Alt + Arrow-right (Window/Linux), Command + Option + Arrow-right (Mac)
Beginning of line	Ctrl + Alt + Arrow-left (Window/Linux), Command + Option + Arrow-left (Mac)

### Entering functions

As well as Text with a fixed length, the program enables you to insert functions that possess a variable length. In total of nine functions are available in the Menu section Insert function.

To insert a function in the text, position the cursor in the Text object. Select any function from the **Text** menu that you want to insert into your text automatically. It may occur with page commands that instead of a character a space is entered. This happens when the function selected has an invalid value or parameter. If for example on the first and only page of a document the function **Last Page Number** or **Continued from** is inserted, the function will be replaced by a space.

#### Enter a function:

1. Set the cursor at the required position.
2. Select a function from the **Text** menu OR the Context menu:
  - Choose **Insert Space**, and select a suitable option from the popup menu.

- Choose **Insert Hyphens and Dashes** and select an option from the popup menu.
- Choose **Insert Line Breaks** and select an option from the popup menu.
- Choose **Insert Variable** and select an option from the popup menu.
- Choose **Object** and select an option from the popup menu to insert a floating object.

**Note:**

*The object types available for import depend on your license.*

*If you import a picture object, the object will be sized according to the width of the text object. You can edit the size and content of the object at any time after importing.*

*If the image you want to import is large, it may be that you will see a text overflow in the bottom right hand corner of the text object. If this should occur, cancel the floating object import, create a picture object with its content outside the text object, and edit its size and content accordingly. Then cut the object and paste it into the text at the required position.*

## Importing text

As well as the possibility of entering or pasting text, the application allows the import of text files, which may be available in various formats.

**Import with the Import command:**

1. Place the insertion point in the Text object.
2. Choose an appropriate option:
  - Press the shortcut keys **Ctrl + E** (Windows/Linux) or **Command + E** (Mac).
  - Choose the menu command **File > Import**.
3. Choose a \*.txt or an \*.rtf file from the dialog.
4. Click the **Open** button.

**Note:**

*When you import \*.txt files, the program will open the dialog **Select Text Encoding**. In this dialog you can choose the encoding for the text file you want to import.*

*When you import \*.rtf files whose text has various attributes, then these too will be imported as far as is possible.*

## Selecting text

### Selecting text passages

In order to apply a command to a text block, you need first to define the text block to which the command should be applied.

Similar to the positioning of the insertion point, the program offers several keyboard commands to do this. It is of course also possible to select text interactively.

## Single text passages

To select single text passages with the mouse, position the insertion point at the start, or at the end, of the text you want to select. Hold down the mouse button while you drag the mouse across the text.

You will be able to see on your monitor that the area selected is marked with the help of the mouse. Once you have selected the text release the mouse button.

To select text using the keyboard you position the insertion point at the start or at the end of the text you want to select. Hold down the Shift key and use the arrow keys to mark your text selection.

The Left and Right arrow keys will select the text in that direction, the Up and Down arrow keys will select the text at the line above and under the current insertion point.

### **Mark a text passage with the mouse:**

1. Place the insertion point at the required position in the text.
2. Hold down the mouse button and drag the mouse across the text.

### **Mark a text passage with keyboard commands:**

1. Place the insertion point at the required position in the text.
2. Hold down the **Shift** key and use the **arrow keys** to select the appropriate text passage.

### **Mark a text passage with keystrokes:**

1. Place the insertion point at the required position in the text.
2. Hold down the **Shift** key and click at another point in the text.

The text between the insertion point and the position you clicked has now been selected.

If the beginning and end of the text passage you wish to mark are not both visible at the same time or are on separate pages, marking the text can be tricky . In this case therefore you should proceed exactly as described above.

### **Marking across pages:**

1. Place the insertion point in the text, either at the beginning or end of the area to be marked.
2. Move to the other end of the area to be marked.
3. Hold down the **Shift** key and click on the point where the text passage to be marked starts or finishes.

Here too the text between the insertion point and the point you have defined will be marked.

## Selecting text elements

A text object contains different text elements, such as a word, a line and a paragraph.

### **Select a word interactively with the mouse:**

1. Position the I-beam pointer over a word.



2. Double-click the word.

The program will recognize a character string delimited by a space character or a punctuation mark as a word. A soft hyphen will also be considered a punctuation mark as long as it is not automatically generated by the program.

**Select a line interactively with the mouse:**

1. Position the I-beam pointer on a line.
2. Triple click the line.

**Select a sentence interactively with the mouse:**

1. Position the I-beam pointer in a sentence.
2. Click four times to select the sentence.

**Select a paragraph interactively with the mouse:**

1. Position the I-beam pointer over a paragraph.
2. Click five times to select the whole paragraph.

Precise text selection is also possible using the keyboard.

**Choose a word using the keyboard:**

1. Position the insertion point at the beginning of the word.
2. Hold down the shortcut keys **Ctrl + Shift** (Windows/Linux) or **Command + Shift** (Mac) and press the **arrow-right** key.

ATTENTION: This will also select the space character after the word.

Selection of lines or paragraphs using the keyboard will not always result in the selection of the whole line or the whole paragraph. This depends upon the position of the insertion point.

**Choose text passage with the keyboard:**

Choose an appropriate option:

- Hold down the **Shift** key and press the **Pos 1** or **Home** key (Windows/Linux) to select all the text from before the insertion point to the beginning of the line.
- Press the shortcut keys **Command + Option + Shift** and press the **arrow-left** key (Mac) to select all the text from before the insertion point to the beginning of the line.
- Hold down the **Shift** key and press the **arrow-left** key to select single text characters between the insertion point and the beginning of the line. (Windows/Linux/Mac).
- Hold down the **Shift** key and press the **End** key (Windows/Linux) to select all the text from after the insertion point to the end of the line.
- Press the shortcut keys **Command + Option + Shift** and press the **arrow-right** key (Mac) to select all the text from after the insertion point to the end of the line.
- Hold down the **Shift** key and press the **arrow-right** key to select single text characters between the insertion point and the end of the line. (Windows/Linux/Mac).

- Press the shortcut keys **Ctrl + Shift** (Windows/Linux) or **Command + Shift** (Mac) and press the **arrow-down** key to select all the text from after the insertion point to the end of the paragraph.
- Hold down the **Shift** key and press the **arrow-down** key to select all the text line by line after the insertion point. (Windows/Linux/Mac). The text will always be selected up to the horizontal position of the insertion point.
- Press the shortcut keys **Ctrl + Shift** (Windows/Linux) or **Command + Shift** (Mac) and press the **arrow-up** key to select all the text from before the insertion point to the beginning of the paragraph.
- Hold down the **Shift** key and press the **arrow-up** key to select all the text line by line before the insertion point. (Windows/Linux/Mac). The text will always be selected up to the horizontal position of the insertion point.

## Select the whole text

The program offers several ways to select all the text in a linked text chain. In the application you can select text interactively with the mouse, with menu commands or with the keyboard.

### Select the whole text with the mouse:

1. Place the insertion point anywhere in the text chain.
2. Choose a suitable option:
  - Click the mouse button six times quickly.
  - Press the shortcut keys **Ctrl + A** (Windows/Linux) or **Command + A** (Mac).
  - Choose the menu command **Edit > Select All**.

## Change current text selection

If you need to extend or reduce your current text selection, you don't have to start again. Hold down the **Shift** key and click to change the current selection.

### Change text selection:

1. Hold down the **Shift** key.
2. Position the insertion point at the desired position in the text.
3. Release the mouse button.

The current text selection will now be extended or reduced to the position of the insertion point. Such a change may mean a reduction or an extension of the area selected.

## Deselect a text selection

To deselect a text selection simply click the text once. The current text selection will also be deselected if you leave the text mode.

## Editing text

### Delete and replace text

There are two ways to delete single characters or text blocks.

To delete a single character you can use the **Backspace** or the **Forward Delete** key. The **Backspace** key deletes the character before the insertion point. The **Forward Delete** key deletes the character after the insertion point.

To delete larger text blocks, you mark a text area and use the **Backspace** key to delete it or select the appropriate menu command.

#### **Delete previous character:**

1. Position the insertion point in the text.
2. Press the **Backspace** key to delete the character before the insertion point.

#### **Delete next character:**

1. Position the insertion point in the text.
2. Press the **Forward Delete** or **Del** key to delete the character after the insertion point

#### **Delete text passages:**

1. Mark/Select a text passage.
2. Choose an appropriate option to delete the selected passage:
  - Press the **Backspace** key or the **Forward Delete** or **Del** key.
  - Choose the menu command **Edit > Delete**.

You can also delete text by replacing it. First select the text you want to replace and enter a new text or use the **Paste** command in the **Edit** menu to replace the selected text by the contents of the Clipboard.

#### **Deleting and replacing text selections:**

1. Mark/Select a text passage.
2. Choose the menu command **Edit > Paste** to replace the text with the contents of the Clipboard.

### Cut text

Another way to delete text is by cutting it using the **Cut** command. If a text selection is cut, the text will be removed from the document and copied to the Clipboard. The difference between deleting and cutting is that cut text can be pasted back into any point in the document, so long as no other text has been cut or copied.

#### **Cut text:**

1. Place the insertion point in the text and select a text passage.
2. Choose an appropriate option:

- Press the shortcut keys **Ctrl + X** (Windows/Linux) or **Command + X** (Mac).
- Choose the menu command **Edit > Cut**.
- Choose the command **Cut** in the Context menu.

When text is cut and thus copied to the Clipboard, all text properties will be copied as well. This means that properties like font size, style and color as well as Text Style Sheets will all be stored. When pasting the text back into the document or into another document the text you paste will look exactly like the text you cut. The only situation in which this cannot be guaranteed is when the names of Colors and Style Sheets are identical but the underlying definitions have been modified.

## Copy text

Apart from deleting and cutting text, text can also be copied. This operation is very similar to the **Cut** command. As with cutting text, the text will be copied to the Clipboard but it will not be removed from the document.

### Copy text:

1. Place the insertion point in the text and select a text passage.
2. Choose an appropriate option:
  - Press the shortcut keys **Ctrl + C** (Windows/Linux) or **Command + C** (Mac).
  - Choose the menu command **Edit > Copy**.
  - Choose the command **Copy** in the Context menu.

## Paste text

The commands Cut and Copy are only useful if you need to reuse the text somewhere else in your documents. Cut or copied text passages may be pasted back into your document anywhere.

### Paste text:

1. Copy some text.
2. Position the insertion point at any position in the text.
3. Choose an appropriate option:
  - Press the shortcut keys **Ctrl + V** (Windows/Linux) or **Command + V** (Mac).
  - Choose the menu command **Edit > Paste**.
  - Choose the command **Paste** in the Context menu.
4. Repeat the instructions from the previous example, but now use the **Cut** command instead of the **Copy** command.

**Note:**

*When text is pasted all text properties will be stored. This means that properties like font size, style and color will be identical to the text which was cut or copied. The only situation in which this cannot be guaranteed is when the color and style names are identical but the underlying definitions have been modified.*

## Exporting text

As well as importing text, the text in the current text chain may also be exported as a text file which may be edited in other programs. This export is a pure ASCII-Format. This means that the exported text has no attributes. After selecting the command **Export › As a Text file** In the File menu the dialog for saving documents will be displayed.

**Export Text:**

1. Place the insertion point in the Text object.
2. Choose the menu command **File › Export › As a Text file**.
3. Enter a file name for the text chain to be exported.
4. Close the dialog by clicking the **Save** button.
5. If necessary enter an **Encoding** type.
6. Click **OK** to close the dialog.

## Managing attributes

In the following paragraphs we will describe special text properties such as language, font size, alignment and line spacing can be assigned to the text.

The application has two different ways of handling the modification of these properties: They are either automatically applied to the current selection or they will be applied to all text after the insertion point.

If an attribute is set when no text is marked, the new settings for the text will only affect the text that is entered to the right of the insertion point.

## Tabs

Tabs are used to align text at specific horizontal intervals. Tabs are often used to create tables. A tab stop indicates an exact position in the document at which characters are aligned. Viva uses four different types of tabs : left, center, right and decimal tabs.

To define the position and type of tab stops, choose the menu command **Text › Tabs**.

After a left tab stop the text will (still) flow from left to right.

A right tab stop will align the text to the left of the tab stop until it reaches the position of the tab stop.

A special case of a right tab stop is the decimal tab stop. The text will align to the left of the tab stop until it reaches the position of a decimal character. A decimal character can be a comma or a point. For this reason the decimal tab is most often used in price lists.

The center tab stop will align the text around the tab stop.

## Search and Replace

A basic function in any word processor or layout program is a powerful Search and Replace command. The application allows you to search for characters, invisibles or text properties which can then be replaced by other characters, invisibles and text properties.

### Search and Replace a character string:

1. Position the insertion point at the start of the text in the text object.
2. Choose an appropriate option:
  - Press the shortcut keys **Ctrl + F** (Windows/Linux) or **Command + F** (Mac).
  - Choose the menu command **Edit > Search & Replace**.
3. Choose the option **Search** and enter a character string in the entry field.
4. Click on the option **Replace** and enter another character string in the entry field.
5. Click the **Search** button.
6. Now click the button **Replace & Search** to check every single string found before replacing, or click the button **Replace All** to make the changes without query.

### Search and Replace invisibles:

1. Position the insertion point at the start of the text in the text object.
2. Choose an appropriate option:
  - Press the shortcut keys **Ctrl + F** (Windows/Linux) or **Command + F** (Mac).
  - Choose the menu command **Edit > Search & Replace**.
3. Choose the option **Search** and click the **Invisibles** icon on the right of the entry field.
4. Choose an option from the popup menu.
5. Choose the option **Replace** and click the **Invisibles** icon on the right of the entry field.
6. Choose an option from the popup menu.
7. Click the **Search** button.
8. Now click the button **Replace & Search** to check every single string found before replacing, or click the button **Replace All** to make the changes without query.

Now we will search for a character string in the document that is to be assigned with a different color.

### Search and Replace attributes:

1. Position the insertion point at the start of the text in the text object.
2. Choose an appropriate option:
  - Press the shortcut keys **Ctrl + F** (Windows/Linux) or **Command + F** (Mac).
  - Choose the menu command **Edit › Search & Replace**.
3. Choose the option **Search**. Click the popup menu (default: **Text**) and select an attribute.
4. Choose the option **Replace**. Click the popup menu (default: **Text**) and select an attribute.
5. Now click the button **Replace & Search** to check every single string found before replacing, or click the button **Replace All** to make the changes without query.

#### **TIP:**

*If in the document there are Text objects not linked to the text chain, the option **Document** in the sector **Direction & Area** should be selected to check all character strings.*

*Use the arrow buttons underneath the entry fields in both sectors to search for or replace with a combination of your choice, such as Text **XYZ**, Font **Arial Bold**, Size **12 pt** and Color **[Magenta]**, replace with Style Sheet **[Body Text]**.*

*Use the options in the **Case** sector to define your needs more exactly.*

## Index and Tables

The application has different internal memories for managing the index and tables. There are altogether six different lists with the names **Index**, **Contents Entry**, **Bibliography Entry**, **Abbreviation**, **Picture Entry** and **Chapter**. The naming of these indexes is for your convenience only, since technically you could generate a Table of Pictures for all bibliography entries or for example for a list of authors.

The index generation facilities make the compilation of indexes a lot easier. The automatic generation of an index allows for an up-to-date index with a high degree of accuracy.

An index may contain any character strings of up to 256 characters in length. A string containing a carriage return will only be indexed up to the carriage return.

### Create an index entry for a text string:

1. Position the insertion point in the Text object.
2. Mark some text.
3. Choose the menu command **Text › Mark as › Index Entry**.
4. Repeat the last two steps for every section of text that you wish to include in the index.

To check the index an index must first be created.

### Generate an index:

1. Position the insertion point in an empty Text object.
2. Choose the menu command **Text › Create › Index**.

## Language, Spelling and Hyphenation

The application offers extensive functions to manage text in different languages in one document. Depending which version is supplied, the program is supplied with different modules for hyphenation and spell-checking. Depending on the program version and the available modules, you can assign different languages to text passages, carry out language-oriented spelling and grammar checks and define language-dependant hyphenation.

### Language

When you launch your program version for the first time, an initial dialog will ask you to define/confirm the program interface language and the default text language for all new text objects. Which language will be automatically displayed as the initial default by the program depends on the language of your operating system.

If for example you have an English operating system, the initial default language will be English, and a German operating system will have German assigned to it. Operating systems whose language the program cannot recognise will automatically receive the default language English. These initial settings will be stored in the Viva program preferences file on your system.

You can redefine the language assigned to a Text as well as the default language for new text objects at any time.

#### Assign a language to a text passage:

1. Mark the text passage or place the insertion point in the text at the point from which the setting should take effect.
2. Choose the language required:
  - Choose the language required in the popup menu **Language** in the section **Font & Language** of the **Character** tab in the **Module** palette.
  - Choose the language required in the **Text > Language** menu.
  - Choose the option **None** if the text does not correspond to any of the languages offered by the program or if it simply does not require any language assigned to it. In this way you will ensure that no hyphenation will take place. Furthermore, your text will not be affected by the Spell and Grammar Check functions or by the replacement of quotation marks with typographic quotation marks. This option is also relevant if you are using symbol fonts where the checking and replacement functions are not needed.

When a language is used in a document for the first time, assigning the language may take a few seconds. If the language is assigned again, you don't have to wait – the language will be assigned immediately.

The assignment of the right language is very important for the correct structuring of the document, as the program defines the Hyphenation and Spell Checking as well as typographic quotation marks according to the languages defined.



**Note:**

*You can still assign a language to a text or to all new text objects even if you do not possess the appropriate dictionaries or Hyphenation modules.*

**Assign a new language to be applied to all new text objects:**

1. Open the **Preferences** dialog with the menu command **Edit > Preferences** (Windows/Linux) or **VivaDesigner > Preferences** (Mac).
2. Choose the new language from the popup menu **Language** in the **Text** section:
  - Choose the option **None** if you work with more than one language in your documents and want to apply the different languages to the text manually or with the help of Style Sheets. For more information on this subject please refer to the chapter **Working with Style Sheets**.
3. Confirm your settings with **OK**, and close the program to ensure that the settings are saved in the preferences file.

## Hyphenation

The application offers extensive functions for perfect hyphenation of an excellent quality. Below is a brief description:

- Automatic and manual hyphenation

With automatic hyphenation, the application refers to a hyphenation module and possible user dictionaries. With manual hyphenation, the user can set both hard and soft hyphens.

- Selection of different modules for automatic hyphenation

As well as the standard modules, that are supplied with different program versions, modules from other manufacturers may be used for hyphenation.

- Different hyphenation settings for paragraphs or words

You can use the settings for automatic hyphenation on paragraphs or on any character strings.

- Entry and management of hyphenation exceptions

The automatic hyphenation can be extended through user dictionaries if the modules do not know a word or character string, or give them incorrect hyphenation under certain conditions.

- Language-dependant and global hyphenation

Hyphenation is language-dependant. This also goes for user dictionaries, which may be maintained individually by the user.

- Hyphenations with different quality levels (primarily for German)

Hyphenation may follow in different levels of quality. The quality levels are supported by some hyphenation and language modules (e. g. German).

- Hyphenation with automatic replacement

Both the automatic hyphenation and the user dictionaries support the automatic replacement of character strings in a case of hyphenation. Such replacements are indispensable in certain languages for a high quality hyphenation.

- Automatic saving of all hyphenations in the document

All hyphenations calculated are saved in the document. Because of this a document may be passed on, even if the recipient does not possess the appropriate hyphenation modules.

## Define Hyphenation Module

Spelling and Hyphenation Checkers for different languages are included according to the program version supplied. If you have installed hyphenation modules from other manufacturers, these may be selected for every single language in the Preferences.

### Choose Hyphenation module:

1. Open the Preferences dialog with the menu command **Edit > Preferences** (Windows/Linux) or **VivaDesigner > Preferences** (Mac).
2. Click the entry **Language** and select the tab **Spelling & Hyphenation**.
3. Click the column **Hyphenation** for the appropriate language and select a module.
  - If the column **Hyphenation** displays no entry, no module is selected or available for this language.
  - If the popup menu in the column **Hyphenation** displays just one entry, no additional modules are available for this language.

## Automatic Hyphenation Options

With the hyphenation options you determine if and how the automatic hyphenation will hyphenate a word at the end of a line.

### Activate Automatic Hyphenation:

1. Mark a text and choose one of the following options:
  - Go to the **Hyphenation** section in the **Paragraph** tab of the **Module** palette.
  - Choose the menu command **Text > Hyphenation**.
2. Choose the option **Yes** in the popup menu **Hyphenation** to activate the hyphenation using the modules and user dictionaries installed. After the option has been activated, further settings may be made:
  - In the entry field **Smallest Word**, select the minimum number of characters allowed in a string before a hyphenation. Strings with less characters will be ignored automatically by the Hyphenation module.
  - In the entry field **Hyphens in a Row**, select the number of lines that may have a hyphen at the end of a line. If a value of 3 is entered, no hyphenation will occur on the fourth line, even if a hyphenation is possible.

- In the entry field **Minimum before**, select the minimum number of characters for the beginning of a word before the hyphenation. If a string of 10 characters is hyphenated after the second, fifth and eighth character, the value 3, will mean that the first hyphenation after the second character will not be made. In this case the first hyphenation will be after the fifth character.
- In the entry field **Minimum after**, select the minimum number of characters for the end of a word after the hyphenation. If a string of 10 characters is hyphenated after the second, fifth and eighth character, the value 3, will mean that the last hyphenation after the eighth character will not be made. In this case the hyphenation will be after the fifth character.
- In the popup menu **Quality**, select the option **No quality**, if all the hyphenations in a word should be made by the automatic hyphenation.
- In the popup menu **Quality**, select the option **Only good quality or better**, if only the hyphenations should be made that are of a good or very good quality. If the word has no quality hyphenation, none will be made.
- In the popup menu **Quality**, select the option **Only best quality**, if only the hyphenations should be made that are of a very good quality. If the word has no quality hyphenation, none will be made.
- In the popup menu **Quality**, select the option **Best possible quality**, if only the hyphenations should be made that are of a good or very good quality. If this quality is not available for the string, the application will automatically use the option **No quality**.

**Note:**

- *A character string can only be hyphenated when all conditions are fulfilled.*
- *The Automatic Hyphenation options may be made for any character strings or whole paragraphs.*
- *The hyphenation quality settings are made independently of the actual possibilities of the hyphenation module or the language. This can mean that the hyphenation will be made, but that the settings for the quality will have no effect (e.g. in Spanish).*

**Deactivate Automatic Hyphenation:**

1. Mark a text and select the menu command **Text > Hyphenation**.
2. Change the option **Hyphenation** to **No** to deactivate the hyphenation. After the option has been deactivated, the other options in the dialog will be grayed out, but may still contain settings.

## Check Automatic Hyphenation

If you are not sure if the automatic hyphenation has hyphenated a string correctly, you can check this using the command **Hyphenation Suggestions**. Please note that the suggested hyphenation only shows possible hyphenations and their quality. The suggested hyphenation does not show how and why a string will be hyphenated in special cases or not. Thus for example the settings for the selected language, possible left and right indents, Aesthetic Rag settings and all the settings in the **Hyphenation** dialog define if and how a string may be hyphenated at a specific point.

### Show Hyphenation Suggestions:

1. Mark a word and select the menu command **Text › Hyphenation Suggestions**.
2. The first line shows all the hyphenations that the application has found based on the hyphenation module(s) and user dictionaries. A single dash between the syllables shows a hyphenation without qualitative value. Two dashes show a qualitatively good value, three dashes a high quality hyphenation.
3. The second line shows the selected language. Here you can see at once if the hyphenation is wrong because the wrong language was assigned to the text.
4. The third line shows the **hyphenation module** that was selected for this language. If you have installed hyphenation modules from different manufacturers, you can select these in the **Preferences**.

### Manage Hyphenation exceptions

If specialized terms or own names are used frequently by the user in his text, it is possible that the program will not under certain circumstances be able to hyphenate them properly, as these words are unknown. In such a case, a user dictionary for that language may be created to which the automatic hyphenation will refer. In a hyphenation case, the application will first refer to the user dictionary before it refers to the dictionaries and hyphenation algorithms installed.

### Define hyphenation exceptions:

1. Choose the menu command **Edit › Preferences** (Windows/Linux) or **VivaDesigner › Preferences** (Mac).
2. Choose the entry **User Dictionaries**.
3. Choose the language for which the hyphenation exception should be created.
  - Choose the language option **Global** if the word to be hyphenated appears in every language and should always be hyphenated in the same way.
  - If several hyphenation modules are available for a language, select the module that has separated the word incorrectly or has not separated it at all.
4. Click in the entry field **Word** and enter a new character string using all possible hyphenations.
5. Klicken Sie auf das Schaltfeld **Neu**, um die neue Zeichenfolge in das Benutzerwörterbuch zu übernehmen.

### Define a No Hyphenation:

- If a word should never be hyphenated, enter the string without hyphens in the entry field **Word**.

As well as the definition of a hyphenation exception, the user can also influence the quality of the hyphenation, which is important in some languages. While for example in Spanish there are no quality differences in hyphenation, German has a whole series of hyphenation qualities. This is because the German language has a great many words that have been put together from other words, which may then have hyphenations not only between syllables, but also between

the original words. Such hyphenations are also called **Preferred Hyphenations**. The quality of a hyphenation is defined by the number of dashes entered between two syllables.

**Define hyphenation quality:**

- In the entry field **Word**, enter a dash between the syllables to create a possible hyphenation without any quality.
- In the entry field **Word**, enter two dashes between the syllables to create a good hyphenation.
- In the entry field **Word**, enter three dashes between the syllables to create an excellent quality hyphenation.

## Spell Check

With the Spelling and Grammar Checkers you can check a document for spelling errors and according to the program module supplied also check for grammatical correctness. To carry out the Spell and Grammar Checks correctly, it is necessary for the appropriate modules to be loaded when starting the program.

Depending on the program version supplied, the software comes with a module for Spell Check and Hyphenation for different languages. If you have installed hyphenation modules from other manufacturers, these may be selected for every single language in the **Preferences**.

**Define Spell Check Module:**

1. Choose the menu command **Edit > Preferences** (Windows/Linux) or **VivaDesigner > Preferences** (Mac).
2. Click the entry **Language** and select the tab **Spell Check & Hyphenation**.
3. Click the column **Spell Check** for the appropriate language and select a module.
  - If the column **Spell Check** displays no entry, no module is selected or available for this language.
  - if the popup menu in the column **Spell Check** displays just one entry, no other modules are available for this language.

## Manual Spell Check

The program enables a Spell Check of marked text passages, the current text chain or the whole document. When checking the current text chain, the check is made from the position of the insertion point to the end of the text. It does not matter if the end of the text is visible in the screen or not.

**Start manual Spell Check:**

1. Mark a text passage or place the insertion point at the point in the text from which the Spell Check should start.
2. Choose the menu command **Text > Spell Check**.

3. If the application finds an unknown character sequence, the dialog **Spell and Grammar Check** will open. In the upper dialog section, the unknown character sequence will be shown in red in the context of the current sentence or paragraph.
  - If you want to replace the unknown character sequence with one of the suggestions, double-click the entry in the list.
  - Alternatively, select the entry in the list and click the **Change** button
  - Alternatively, change the unknown character sequence in the entry field **Change to** and click the **Change** button.
  - Click the **Change Always** button if you assume that the error will occur again.
  - Click the **Ignore** button if the unknown character sequence is correct but you do not want to take over the unknown character sequence in your dictionary.
  - Click the **Ignore Always** button if you assume that the unknown character sequence will appear several times in the text.
  - Click the **Learn** button if the unknown character sequence is correct and you want to take over the character sequence in your personal language dictionary. The new sequence will be imported into the dictionary displayed in the popup menu **Language**.
  - Alternatively, change the language in the popup menu if the character sequence is assigned the wrong language. After this it is possible that new suggestions will appear in the list.

## Manual Grammar Check

The application enable a Grammar Check of a selected passage, the current text chain or the whole document. When checking the current text chain, the check is made from the position of the insertion point to the end of the text. It does not matter if the end of the text is visible in the screen or not.

### Start Grammar Check:

- Choose the option **GrammarCheck** if as well as any unknown strings grammar errors should also be corrected.

As a grammar error, for example, double spaces will be shown as well as incorrect or missing punctuation. In the upper area of the dialog grammar, mistakes are displayed in green text in the context of the current sentence or paragraph.

## Automatic Spell and Grammar Check

The application enables the Spell and Grammar Checks to run in the background fully automatically. In this instance spelling errors will be displayed with a red wavy underline. Grammatical errors will be displayed with a green wavy underline.

### Switch Automatic Spell and Grammar Check on and off:

Do one of the following:

- Choose the menu command **View > Automatic Spell Check** to switch the automatic Spell Check function on or off.
- Choose the menu command **View > Automatic Grammar Check** to switch the automatic Grammar Check function on or off.
- Activate or deactivate the two functions in the **Text** section of the **Preferences**.

**Correcting errors displayed by automatic Spell and Grammar Check:**

1. To correct a spelling error, which is displayed with a red wavy underline, place the insertion point on the unknown character sequence.
2. Press the right mouse button to display the correction suggestions in the Context menu.
3. Do one of the following:
  - Choose a suggestion by clicking it with the mouse. The word will be corrected immediately.
  - Choose the command **Learn** if the unknown character sequence is correct and you want to take over the character sequence in your personal language dictionary. The new sequence will be imported into the dictionary for the language that has been assigned to the character sequence.
  - Choose the option **Language** to change the language in the popup menu if the character sequence is assigned the wrong language. After this it is possible that the character sequence will remain underlined and that new suggestions will appear in the Context menu when it is re-opened.
  - Choose the option **Spell Check** to open the **Spell and Grammar Check** dialog for manual control as previously described.
  - Choose the option **Correction Hint** if you are not sure where the problem lies.