Preferences

New Document | Open and Save

Format

Use the Format menu to choose settings for individual documents.

- ○ Rich text
- ◉ Plain text
- ☐ Wrap to page

Window Size

Width: 75 characters

Height: 30 lines

Font

Plain text font: Change... Monaco 10

Rich text font: Change... Helvetica 12

Properties

Document properties can only be used in rich text files. Choose File > Show Properties to change settings for individual documents.

Author:

Organization:

Copyright:

Options

- ☐ Check spelling as you type
- ☐ Check grammar with spelling
- ☐ Correct spelling automatically
- ☐ Show ruler
- ☐ Data detectors
- ☐ Smart copy/paste
- ☐ Smart quotes
- ☐ Smart dashes
- ☐ Smart links
- ☐ Text replacement

Restore All Defaults

Preferences

New Document | Open and Save

When Opening a File:

- ☑ Ignore rich text commands in HTML files
- ☑ Ignore rich text commands in RTF files

When Saving a File:

- ☑ Delete the automatic backup file
- ☐ Add ".txt" extension to plain text files

Autosaving

Autosave modified documents: Every 30 seconds

Plain Text File Encoding

Opening files: Automatic

Saving files: Automatic

HTML Saving Options

Document type: HTML 4.01 Transitional

Styling: No CSS

Encoding: Unicode (UTF-8)

☑ Preserve white space

Restore All Defaults