



Using Auto-numbering

This tutorial will teach you the practical use of the Auto-numbering feature in Mellel. The tutorial will use the default numbering setups that come with Mellel without modifying them. The first part of the tutorial will teach you how to use Auto-numbers to format a book. The second part will teach you how to use Auto-numbering with a legal-style document.

Auto-numbering a book

To accomplish this part of the tutorial you need basic knowledge of word processing in general and some interest in learning how to create Auto-numbering and a Table of Contents for a book.

- 1 Create a new document and save it with whatever name you like. We called ours "Delenit et ea vulputate".
- 2 Fill the document with 30 pages of gibberish. We've used the wonderful utility MacLorem 2.0 (<http://judebear.daveward.net/MacLorem/index.html>) to create text in pseudo-Latin. You can use this application, create your own gibberish or use a more meaningful text—it's up to you. If you chose to use Gibberish, you should turn off Spelling to avoid painting your document in red.
- 3 Apply a style to the entire document. Regular will do.
- 4 Open the Auto-numbering palette and press the Edit Numbering flows button.

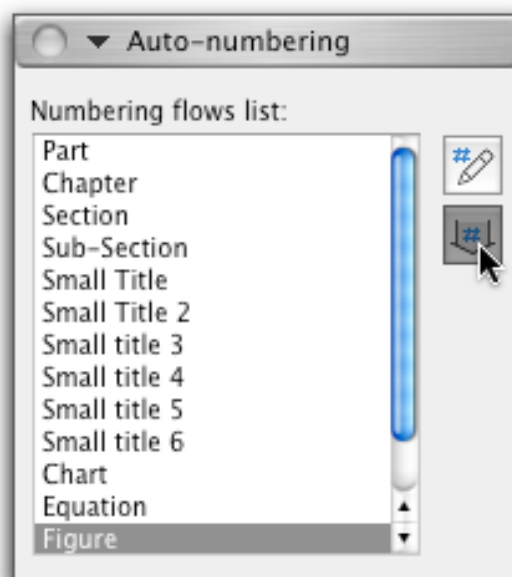


Figure 1: The Auto-numbering palette



- 5 From the Selected setups pop-up menu, select Book. Press OK. You've just selected the Book Auto-numbering setup to use with your document—but the document hasn't changed at all. Don't worry—it isn't supposed to change yet.
- 6 Select the first few words in the document (or, enter three words of your own) and choose *Edit > Copy*. Those words will serve as your first heading.
- 7 Press the Return key to move the text after the first words to the next line, and select the words again.
- 8 With the words still selected, select Part from the list in the Auto-numbering palette and press the Insert Auto-number button. Alternately, you can double-click Part in the list.

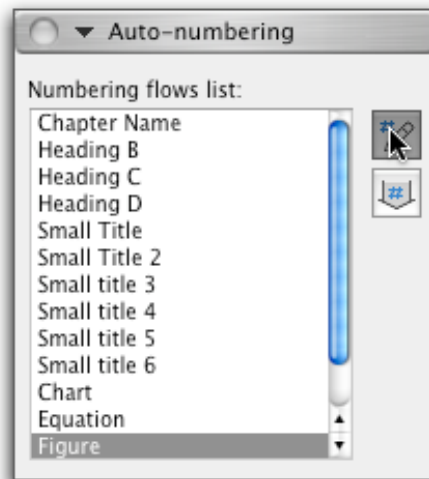


Figure 2: Inserting a numbering flow

- 9 In the Title dialogue box, choose *Edit > Paste* and press OK.

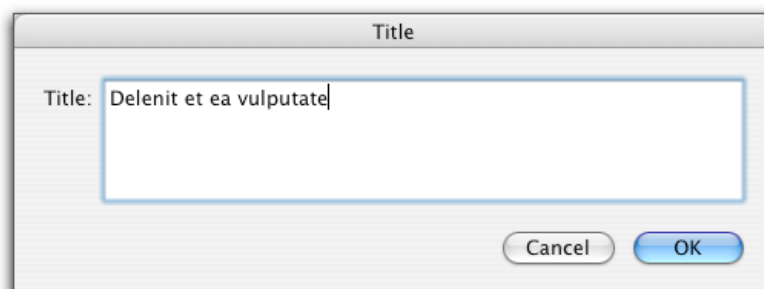


Figure 3: The Title dialogue box

- 10 The title text you've entered should now appear over a light grey background at the top of the page. If you do not see a background colour, open the Show menu and select Auto-numbers. When this option is checked, Auto-numbers will appear with a background in the document, but will be printed without it.

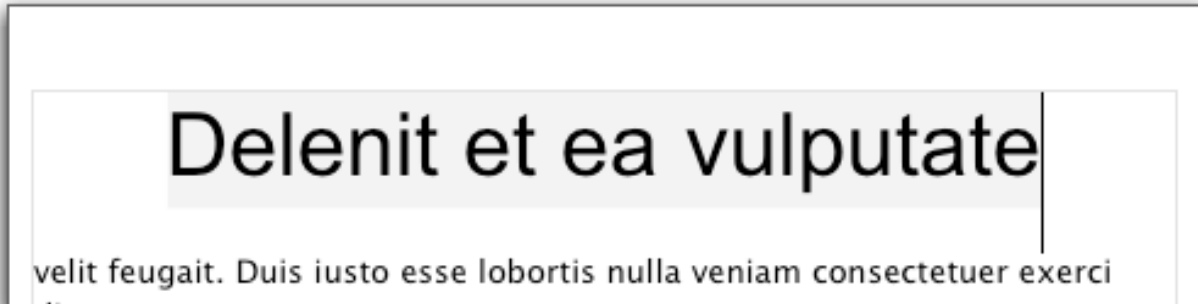


Figure 4: The title in the text

- 11 What you just did is to mark where a top level heading (like a part or even the book title) starts. Now it's time to add a chapter heading. Repeat steps 5-9, but now choose another section of text (which can be the one immediately after the main heading) and use the Chapter numbering flow. The result should look like the following:



Figure 5: After adding a chapter title

- 12 Now it's time to add some more Auto-numbers into the text. Repeat steps 5-9 with the numbering flows Section and Sub-Section throughout the document.
- 13 What you just did seems a bit abstract so perhaps it is time to create a Table of Contents that will clarify things. Move to the beginning of the document.
- 14 Choose *Insert > Table of Contents*. Press the Page Up key to move back to the beginning of the document and examine the Table of Contents created based on the Auto-numbers in the document. The Table of Contents should look something like the following:



| | |
|-------------------------------------|----------|
| Delenit et ea vulputate..... | 4 |
| Duis iusto esse lobortis..... | 4 |
| Odio et nonummy..... | 4 |
| Accumsan eu vulputate..... | 4 |
| Adipiscing sit nonummy..... | 5 |
| Eros blandit odio ut..... | 5 |
| Feugiat veniam dolore..... | 6 |
| Tation ut duis ut autem..... | 6 |
| te augue iriuredolor..... | 7 |
| Quis facilisi consequat..... | 9 |
| Enim autem suscipit..... | 11 |
| Duis ut autem minim..... | 12 |
| Eros diamissim velit..... | 12 |

Figure 6: The table of contents

- 15 Now that you've toiled so hard to create the Table of Contents, delete it. We have one more thing to do before we can create the final Table of Contents.
- 16 Go to the first page in the document and open the Page palette.
- 17 Check the Header checkbox in the Page palette and click inside the header.
- 18 In the Auto-numbering palette, double-click (or select and press the Insert Auto-number button) Chapter in the list of numbering flows.
- 19 A small title will appear in the header. This small title is called a Mention. If you examine it closely, you will see that the text of the Mention corresponds to the first chapter title.
- 20 Now go back to the Page palette and change the value for the Header height to 0.5 inch. You can do that by entering "0.5 in" in the header height text area. When you're done, press the Return key.

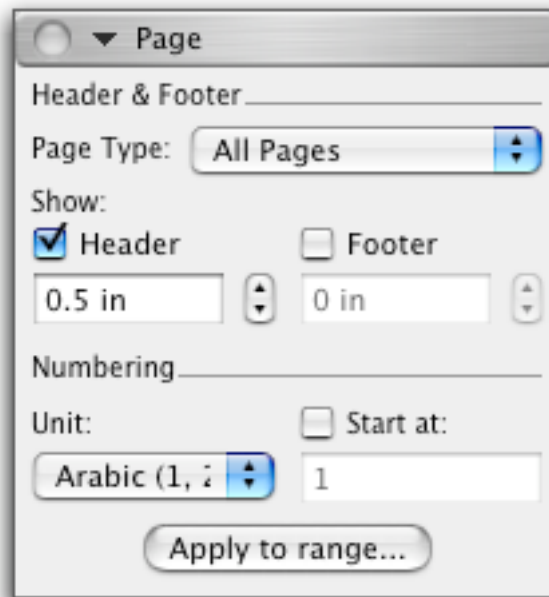


Figure 7: Entering the Header height value

The header should now look similar to the following:

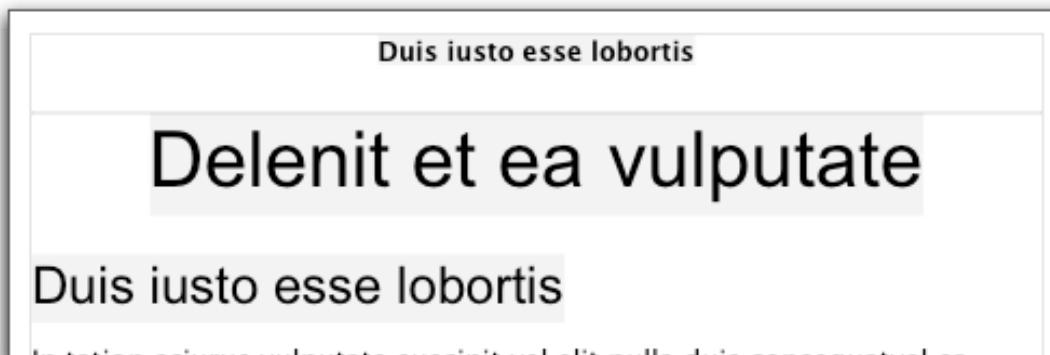


Figure 8: Creating a mention

- 21 Go back to the page palette and press the button "Apply to range". A dialogue box will appear: press Apply. You have now applied the header to the rest of the document.
- 22 Scroll down the document. You will see that the title in the header changes dynamically when a new chapter begins. This will also clarify why it wasn't a good idea to generate the Table of Contents earlier: now that we have changed the header, the position of the various headings in the document have also slightly changed.
- 23 To finalise the document, repeat steps 13-14 to re-generate the Table of Contents.



24 But, just a minute—something went wrong! Look at what happened to the header on page one:

| <#???#> | |
|-------------------------------------|----------|
| Delenit et ea vulputate..... | 4 |
| Duis iusto esse lobortis..... | 4 |
| Odio et nonummy..... | 4 |
| Accumsan eu vulputate..... | 4 |
| Adipiscing sit nonummy..... | 5 |
| Eros blandit odio ut..... | 5 |
| Feugiat veniam dolore..... | 6 |

Figure 9: The wrong header

The problem here occurred because the Mention refers to the Chapter numbering flow, whereas at the beginning of the document—where you’ve created the Table of Contents—there is no Chapter numbering flow to refer to! This obviously must be fixed. Scroll down the document to see on which page the Table of Contents ends. In my case, that is page 2.

- 25 In the Page palette, uncheck Header to hide it. Now, the ugly header will disappear and will make the page look neater.
- 26 In the Page palette, click Apply to range and enter 1 to 2 as the page range.

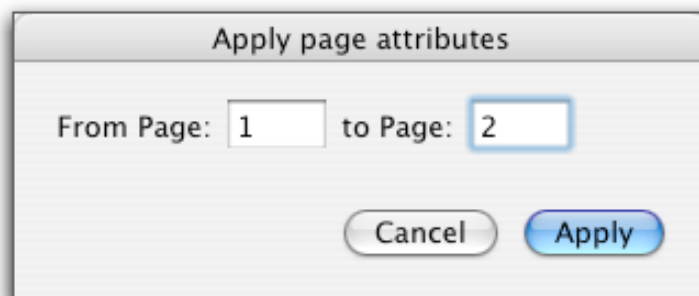


Figure 10: Page range to apply the change

26 Press Apply and examine the document. Now everything looks just right.



Auto-numbering a legal document

As a sample text for applying auto-numbering to a legal document, we have used the first chapter of the German constitution, as it appears at the following address: <http://www.angelfire.com/mn2/reformclub/f/germanyconst.html>. You do not have to use this particular document, but as it is the one after which our legal numbering setup was modeled, it may be helpful for following this tutorial. You can then, of course, change any of the settings to fit your particular needs.

- 1 Open a new document, copy the first chapter of the German constitution, and paste it into the document. Save the document with an appropriate name.
- 2 Apply a style to the entire document. Regular will do.
- 3 Open the Auto-numbering palette and press the Edit Numbering flows button.

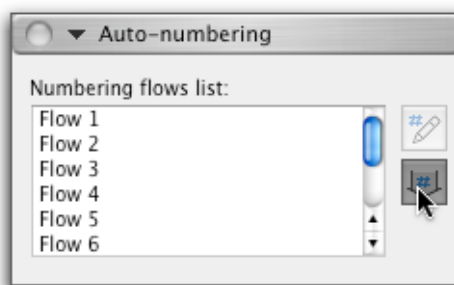


Figure 11: The Auto-numbering palette

- 4 From the Selected setups pop-up menu, select Legal-General and press OK. You've just selected the Legal-General Auto-numbering setup to use with your document. As you can see, the items in the Numbering flow list in the Auto-numbering palette have changed:

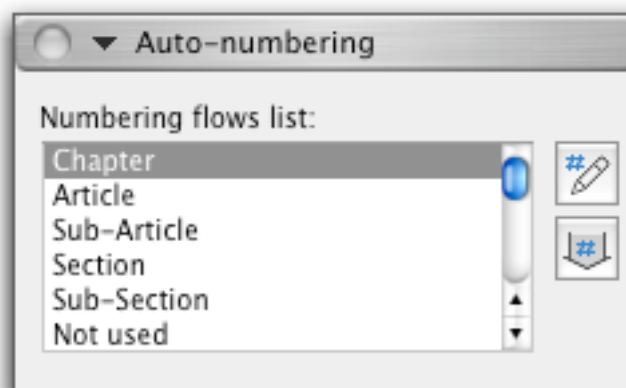


Figure 12: Changes in the Auto-numbering palette



- 5 Select the words “Basic Rights” in the document and choose *Edit > Copy* to copy them. After that, select the text “Chapter I Basic Rights”
- 6 With the text still selected, select Chapter from the list in the Auto-numbering palette and press the Insert Auto-number button. Alternately, you can double-click Chapter in the list.
- 7 In the Title dialogue box, choose *Edit > Paste* and press OK.
- 8 The title text you have entered should now appear over a light grey background at the top of the page. If you do not see a background colour, open the Show menu and select Auto-numbers. When this option is checked, Auto-numbers will appear with a background in the document, but will be printed without it. The result should look something like the following:

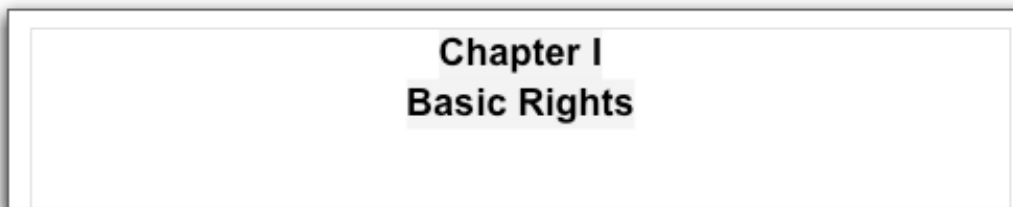


Figure 13: Result after chapter insertion

- 9 On the next line, select “Human Dignity” (the first article title) and choose *Edit > Copy* to copy it.
- 10 to select the entire line and double-click Article in the Auto-numbering palette. In the Title dialogue box, choose *Edit > Paste* to paste the text you’ve copied.
- 11 Move to the next line and copy the words “Human dignity is inviolable”. This text will serve as the title for the section. It will not be displayed in the text, but, as you will see later on, it will be included in the Table of Contents.
- 12 Select the text “(1) ” at the beginning of section 1. Double-click Section in the Auto-numbering palette and paste the text that you copied earlier for the title.

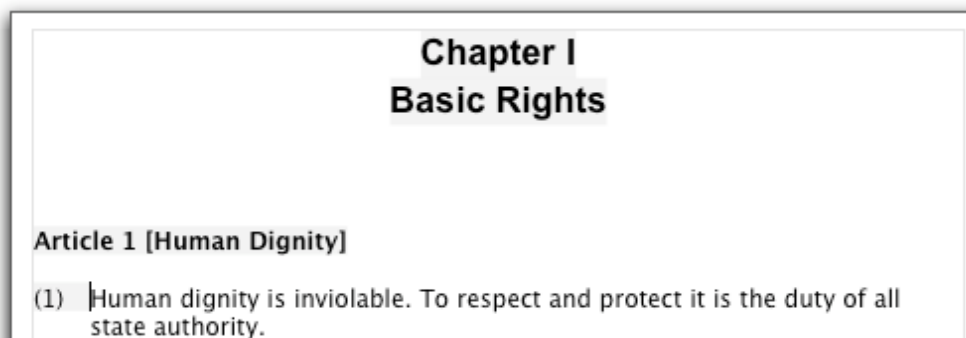


Figure 14: Results after step 10



- 13 From now on, most of the work you have to do is just simple entry of items. You can make things easier by using the Find option in Mellel. Copy the "(1)" from one of the sections and choose *Edit > Find > Use Selection for Find*.
- 14 Press **Cmd+G** (*Edit > Find > Find Next*) to find the next instance of "(1)". When Mellel finds and selects it, copy the first words of the section (to serve as title), select "(1)" again and double-click **Section** in the Auto-numbering palette. Yes, it's a tedious job, but...
- 15 You can satisfy yourself by doing just a sample and then jumping to Article 12 of the document. Here you can see an interesting case: Article 12 followed immediately by Article 12a. Since the latter is clearly a sub-section, you should use the Sub-Article numbering flow with it. The same rule should apply to a sub-section (such as 1a).
- 16 Once the document is done and numbered, go to the first page, open the Page palette, and check the Header option.
- 17 Place the insertion point within the header and double-click **Chapter** in the Auto-numbering palette.
- 18 Back in the Page palette, set the height of the header to 0.5 inch. The result should look something like the following:

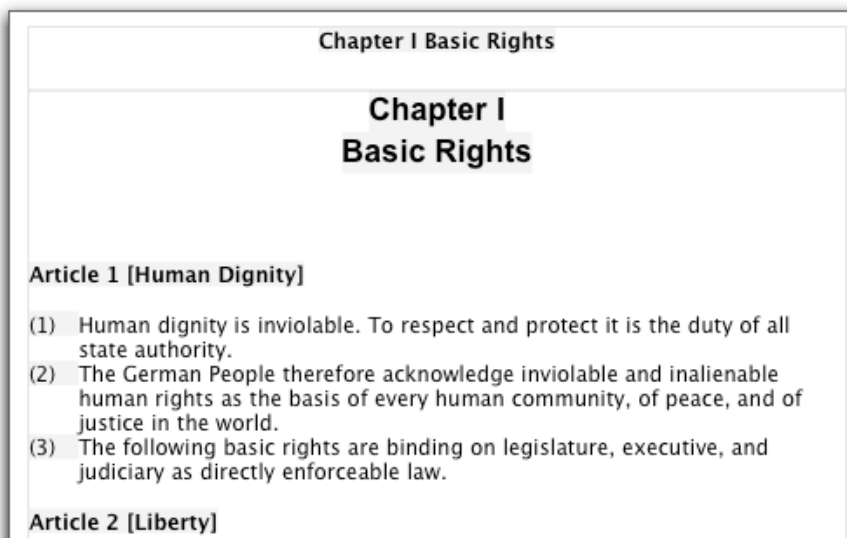


Figure 15: The result so far

- 19 Now we're ready to generate the Table of Contents. Go to the end of the document, place the insertion point there, and choose *Insert > Table of Contents*.



| | |
|--|---|
| Chapter I Basic Rights | 1 |
| Article 1 Human Dignity..... | 1 |
| (1) [Human dignity is inviolable]..... | 1 |
| (2) [inviolable and inalienable human rights]..... | 1 |
| (3) [The following basic rights are binding on legislature]..... | 1 |
| Article 2 Liberty..... | 1 |
| (1) [Everyone has the right to free development]..... | 1 |

Figure 16: The generated table of contents

Note that the titles for sections appear inside square brackets, to denote the fact that they are not the official titles, just your improvised titles to serve as a guide to the section contents.