# Welcome to TextMaker!

A quick start guide you can edit, share and print

FreeOffice TextMaker lets you create attractive documents of any size in no time. To help you get started, we have summarized some of the most important functions in this document. You can also use this document to record your own notes.

Create documents at lightning speed using attractive templates

Do you just want to write a letter? It couldn't be easier: Click **File | New** to go straight to the dialog box for selecting a suitable document template. In the "Business letters" or "Personal letters" folder, select a template and get started immediately:
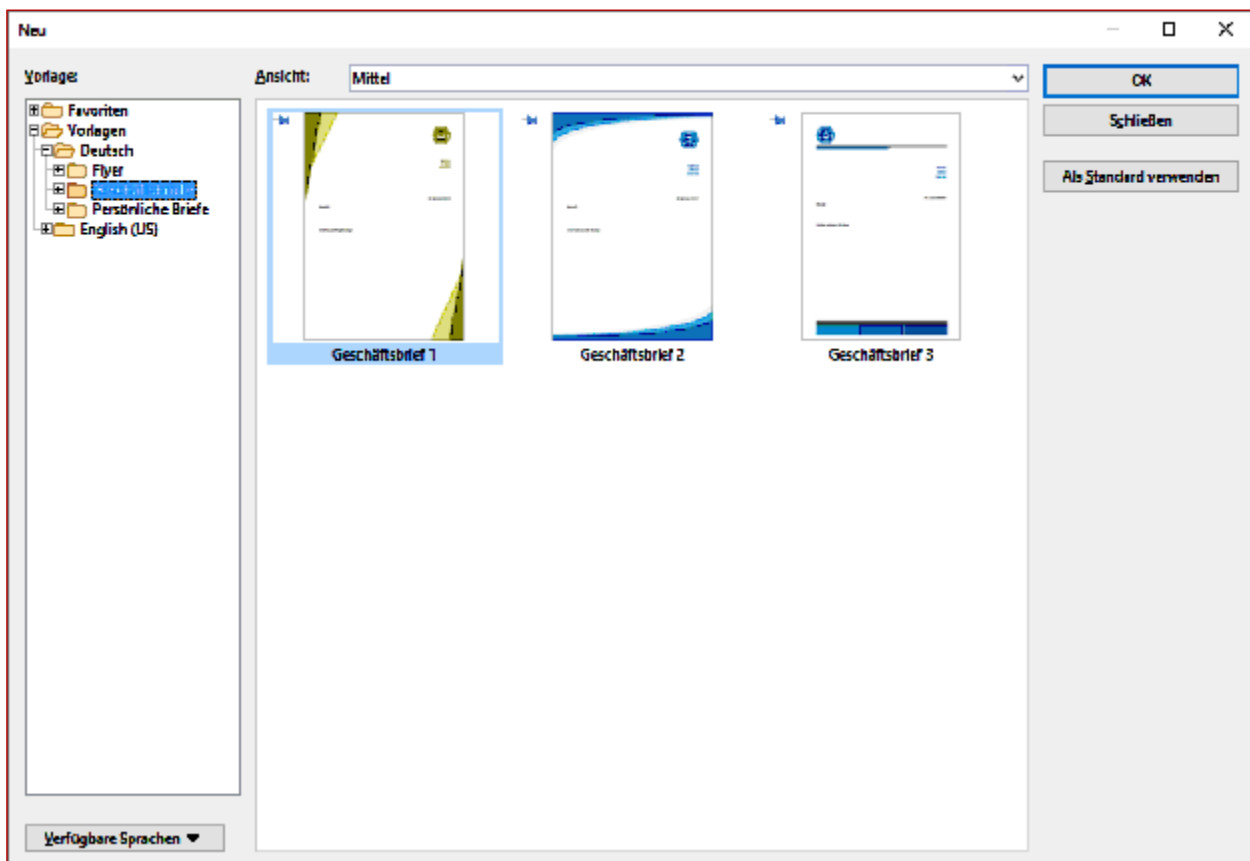
If you entered your address the first time you started FreeOffice TextMaker, it will now be used automatically in your document. If you haven't done that yet, don't worry about it as you can still do so using the **User info** button on the "General" tab under **File | Options**.

Practical: In all included letter templates, the fields for the recipient's address are positioned so that they are printed in exactly the right position when using standard window envelopes.

Format text according to your needs

Regardless of whether you open a document template, create a new document or open an existing file: FreeOffice TextMaker allows you to adjust the formatting of your text exactly to your needs. The quickest way to do this is to use the commands on the ribbon tab **Home**:

Select the text that you want to format and then apply the desired formatting by clicking on the appropriate icon.

Overview of some of the most important formatting commands:

F	**Bold** formatting (shortcut key: **Ctrl+B**)
K	*Italic* formatting (shortcut key: **Ctrl+I**)
U	Underline (shortcut key: **Ctrl+U**)
	Text highlighting
A	Font color
	• Bulleted list
	1. Numbering

Tip: If you are creating a large document, you will probably want to format all headings, numbering, captions, etc. in consistent styles. In this case, we recommend using paragraph and character styles rather than working directly with the above commands. These styles can be found under **Home | Styles** or in the right sidebar.

If you like, you can try out the functionality of paragraph and character styles directly in this document. To do so, simply click to place the cursor in the following paragraph:

>> Click here to place cursor <<

Then right-click on **Heading 1** under "Paragraph styles" in the right sidebar and select **Update from text** in the popup menu. You will see that all headings in this document now change their appearance in the same manner. Thus paragraph and character styles save you a lot of time, especially when working with larger documents.
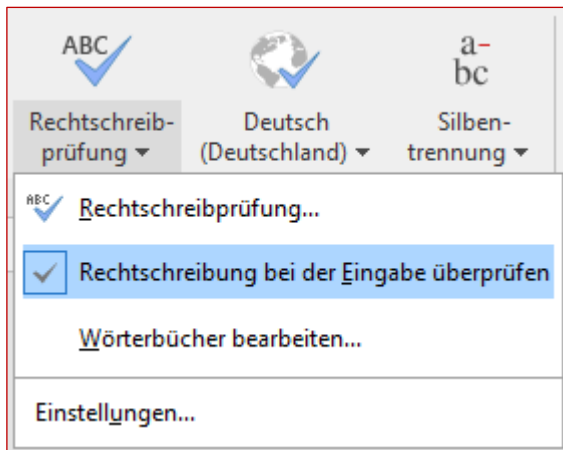
Write with confidence – thanks to the automatic spell check

FreeOffice TextMaker ensures error-free sentences while you type. To enable the automatic spell check, simply select **Check spelling** as you type from the **Spell check** dropdown menu on the ribbon tab **Review**:

All spelling mistakes in your document are then automatically highlighted with a red underline. Right-click on the misspelled words to see alternative suggestions for the correct spelling or to add unknown terms to your user dictionary.

Enhance your document with images and objects

Would you like to illustrate your text with pictures? Do you want to insert impactful slogans? Would you like to design your own layouts with drawings? It couldn't be easier: The ribbon tab **Insert** provides a whole range of objects that you can include in your document:
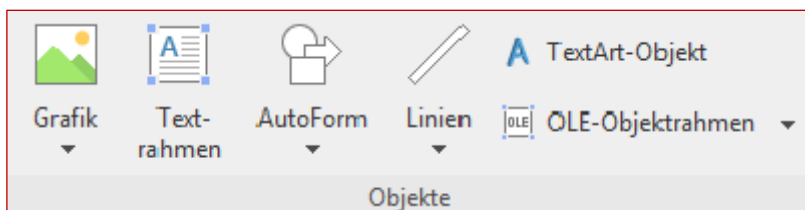
Simply select any object and click in your document to insert it.

Design sophisticated layouts in object mode

If you insert multiple objects (pictures, drawings, etc.) into a document, TextMaker's unique object mode ensures that you always have an overview. Once enabled, you can select and edit object frames with the mouse as usual, but not body text. This lets you avoid inadvertent text changes in documents containing lots of objects.

To enable object mode, click on the mouse cursor icon in the Quick access toolbar below the ribbon:
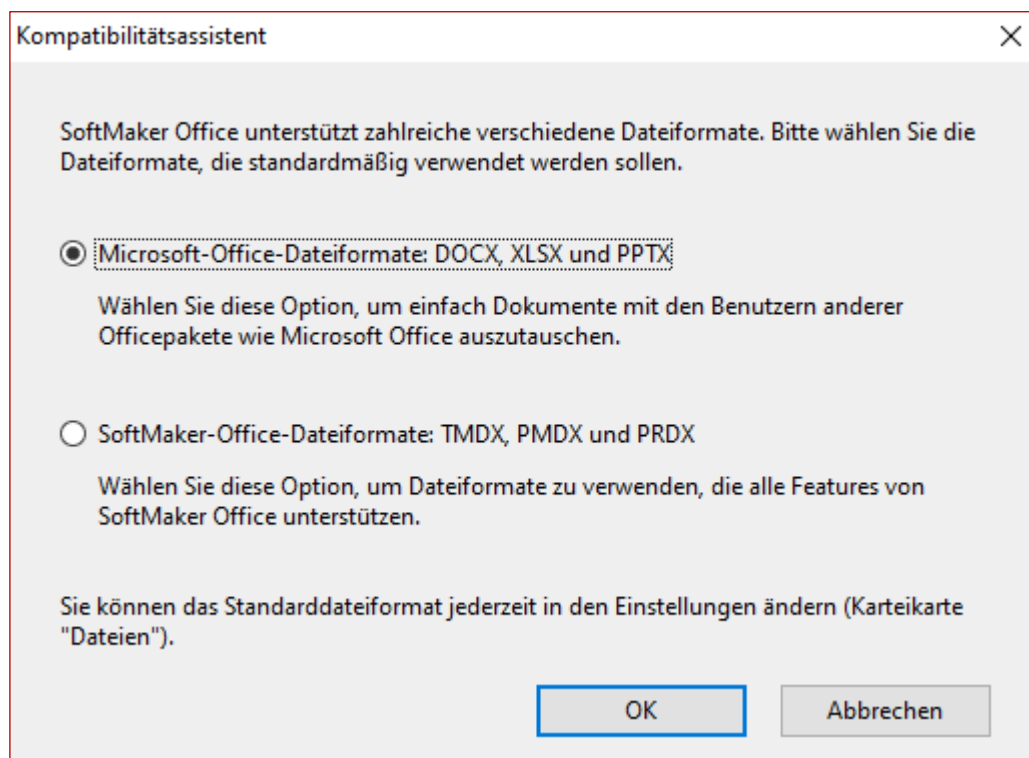

Toggle text mode and object mode

Save compatible documents

The first time you save a file in FreeOffice TextMaker, you will be asked whether you prefer DOCX or TMDX as the file format. If you regularly exchange files with Microsoft Word users, you may want to select DOCX, the standard Microsoft Word file format:


This enables Microsoft Word users to continue working on your documents directly – without prior conversion.

Here you can find additional information

We hope this quick start guide will give you an initial overview of the numerous features of FreeOffice TextMaker. More information on all program functions can be found in the manual and in the help file. You can access both by clicking on the small question mark icon in the upper right corner:
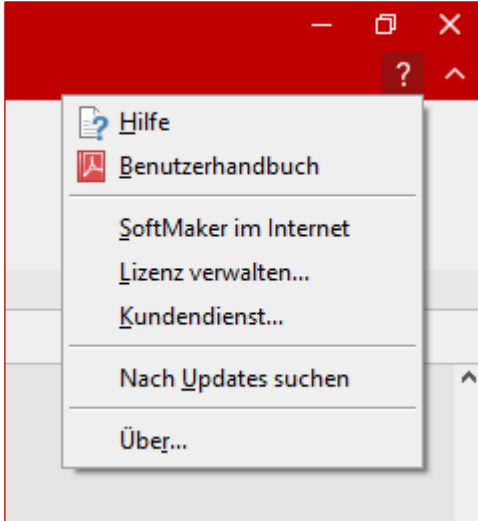
Tip: If you need help in relation to a specific function on the ribbon or in a dialog box, you can open the corresponding chapter of the documentation directly by positioning the mouse cursor over the command in question and pressing **F1** on your keyboard.

We hope you continue to enjoy using FreeOffice TextMaker!

Your SoftMaker team

Testing//

https://www.youtube.com/watch?v=wofB1wzyYYI

GitHub

https://github.com/VikParuchuri/marker/blob/master/tests/renderers/test_markdown_renderer.py