



LisaWrite

Lisa

LisaWrite



LisaWrite

Guide to Lisa Manuals

Set up your Lisa following the setup procedures in the Lisa accessories box or in Appendix 1, Setup Procedures, in the *Lisa Owner's Guide*.

Go through Section A, LisaGuide, in the *Lisa Owner's Guide*, for an introduction to the Lisa.

If your dealer or service representative did not set your system Preferences so that the Lisa knows what external devices are attached, follow the instructions in Section D, Desktop Manager Reference Guide, under Set, in the *Lisa Owner's Guide*.

-
- ▶ Go to Section A, Getting Started, in the manual for each office tool that you want to learn, for the essentials of using that tool.

Go to Section B, Lisa Fundamentals, in the *Lisa Owner's Guide*, for the background information you need before beginning long-term work on the Lisa.

You are now ready to start doing your own work on the Lisa:

- If you want self-paced instructions for using a tool, go to Section B, Tutorial, in that tool manual.
- If you want instructions for performing specific tasks with a tool, go to Section C, Reference Guide, in that tool manual.

For specific instructions on filing and desktop management, go to Section D, Desktop Manager Reference Guide, in the *Lisa Owner's Guide*.

For more information on the Lisa hardware, tips on caring for the Lisa, and suggestions for troubleshooting when the system isn't working properly, go to the other sections of the *Lisa Owner's Guide*.

LisaWrite

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Contents

Preface

A. Getting Started with LisaWrite

A quick introduction to the basic skills needed to use LisaWrite.

B. LisaWrite Tutorial

Self-paced instructions on LisaWrite using examples on the Lisa.

C. LisaWrite Reference Guide

Complete information on LisaWrite consisting of an overview and step-by-step procedures.

D. Appendixes

E. Index

Preface

LisaWrite is a word processing tool for creating reports, memos, letters, and any other kind of writing you do. You enter, edit, and format your documents by using the mouse and menus. You can then print the document using several different type styles.

This manual contains three kinds of documentation of LisaWrite:

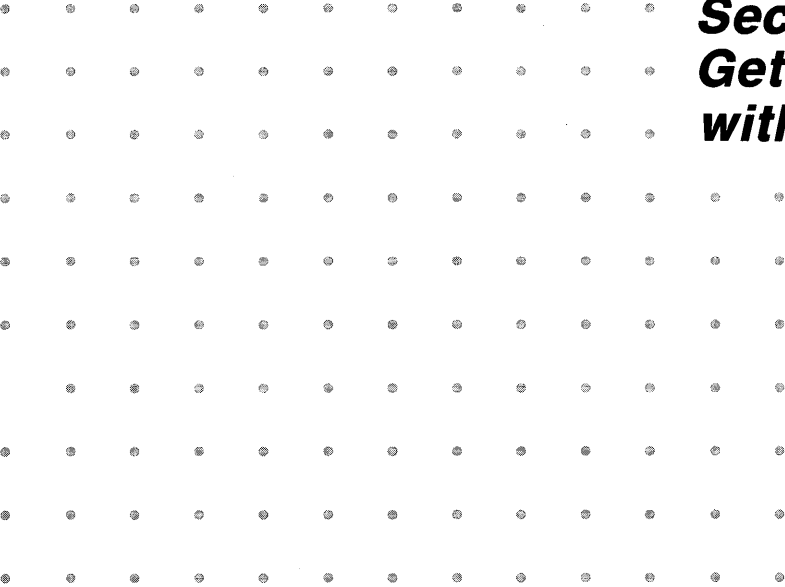
- Section A, Getting Started with LisaWrite, is a quick introduction to the tool. It is designed to give you the basic skills for using LisaWrite.
- Section B, LisaWrite Tutorial, is a step-by-step guide to the major features of LisaWrite. It includes suggestions on how to use LisaWrite efficiently and effectively.
- Section C, LisaWrite Reference Guide, is a complete reference section. It contains instructions for performing specific tasks, including the details of how each feature works.

The material in this manual assumes that you have used LisaGuide, which teaches you the fundamentals of using the Lisa. The LisaGuide diskette came in the front pocket of the Lisa Owner's Guide, and instructions for using it appear in Section A of that manual.

Section B, Lisa Fundamentals, of the Lisa Owner's Guide, contains important background information about setting up and using the Lisa for long-term work. Make sure you understand the concepts in that section before going on to either the Tutorial or the Reference Guide. Refer to Section D, Desktop Manager Reference Guide, of the *Lisa Owner's Guide*, when you need to know how to do filing or how to perform any of the other tasks outlined in Section B, Lisa Fundamentals.

The material in this manual can be used in either short or long blocks of time. You can complete Getting Started in about 30 minutes. Then you can either go through the Tutorial one chapter at a time or start creating your own documents, looking up procedures in the Reference Guide as you need them.

***Section A
Getting Started
with LisaWrite***



Getting Started with LisaWrite

With LisaWrite you can produce all kinds of documents: memos, letters, reports — and if you want to make revisions, you can do so without having to retype the entire document.

LisaWrite can help you communicate important information quickly and effectively, in the format you choose.

Getting Started with LisaWrite is a hands-on exercise. By going step by step through an easy example, you will quickly become familiar with the basic skills for using LisaWrite, and afterward be able to create, edit, file, and print your own LisaWrite documents.

What You Need to Get Started

Here's what you need

- A Lisa set up and plugged in, with the keyboard and mouse attached.
- A ProFile set up and plugged in, with the Office System and LisaWrite tool on it.
- A Printer set up and plugged in if you want to print. Make sure your printer is hooked up to your Lisa and turned on. Printing is optional.
- About 30 minutes.

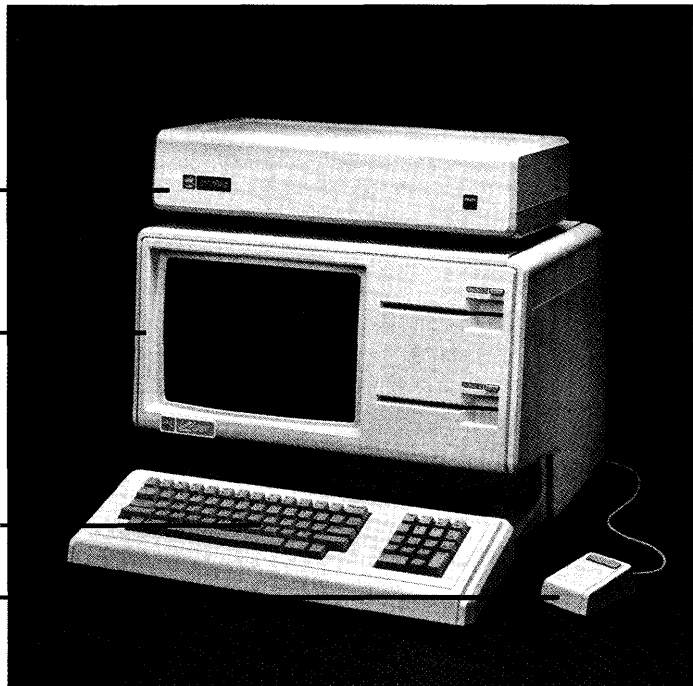
Note: If your system is not already set up and configured, refer to the *Lisa Owner's Guide*, Appendix 1, Setup Procedures.

ProFile

Lisa

Keyboard

Mouse



If you haven't yet gone through LisaGuide, in which Lisa introduces Lisa, now is a good time to do so — it will make Getting Started even easier. For instructions on starting LisaGuide, refer to the *Lisa Owner's Guide*, Section A, LisaGuide.

If you've already gone through a Getting Started for another Lisa tool, you'll see many similarities in using LisaWrite — the basic concepts for using each Lisa tool are the same.

Starting Up

What You're About To Do

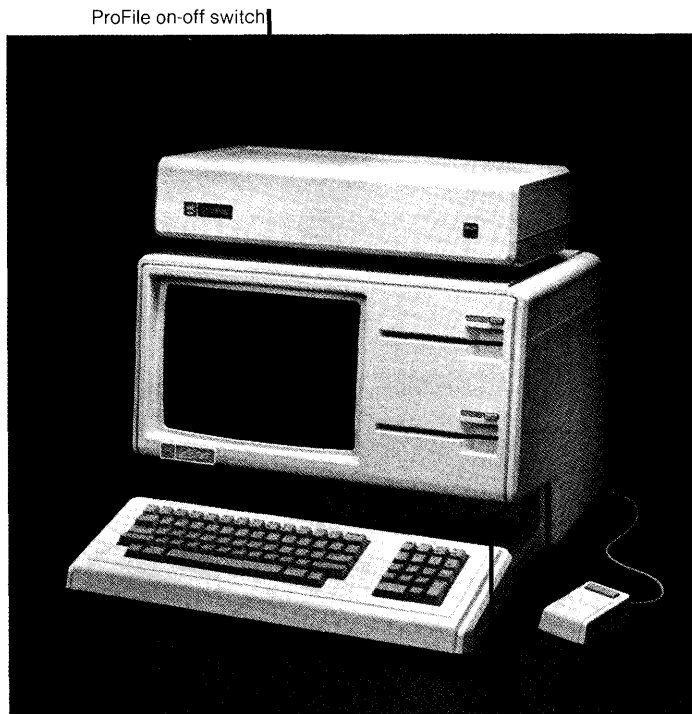
Follow the numbered steps below and on the next page to:

- Turn on and start up your ProFile and Lisa.
- Learn how to brighten the screen if it has dimmed automatically.

Note: If your ProFile and Lisa are already on, skip to step 3. The red ProFile light is lit when the ProFile is on, and the Lisa on-off button is lit when the Lisa is on.

Do This

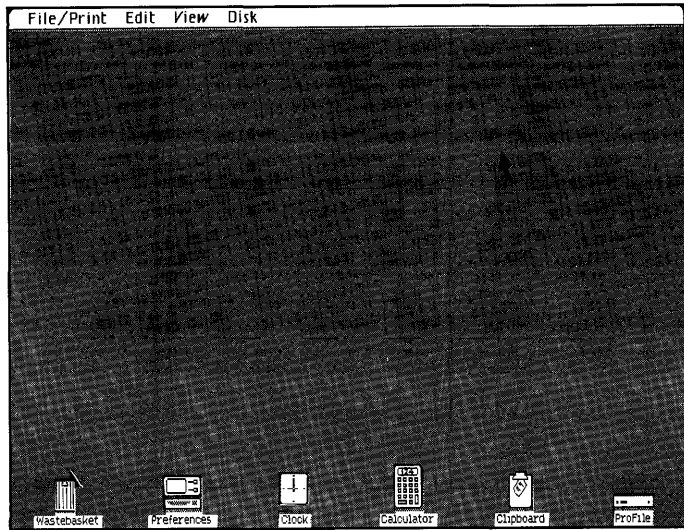
- 1 Turn on your ProFile by pressing the on-off switch on the back, left-hand side of the ProFile, as shown.
- 2 Turn on your Lisa by pressing the on-off button, at the lower, right-hand side of the Lisa, as shown.



Lisa on-off button

Do This

- 3 After several minutes, when the red ProFile light stops flashing, your screen should look something like the one to the right. (See something different? Refer to the *Lisa Owner's Guide*, Section G, Troubleshooting.)



- 4 If your Lisa has been on for a period of time with no activity, the screen may have automatically dimmed. If your screen is dim, just move the mouse to brighten it.



Screen dim? Move the mouse.

The Desktop and the Mouse

What You're About To Do

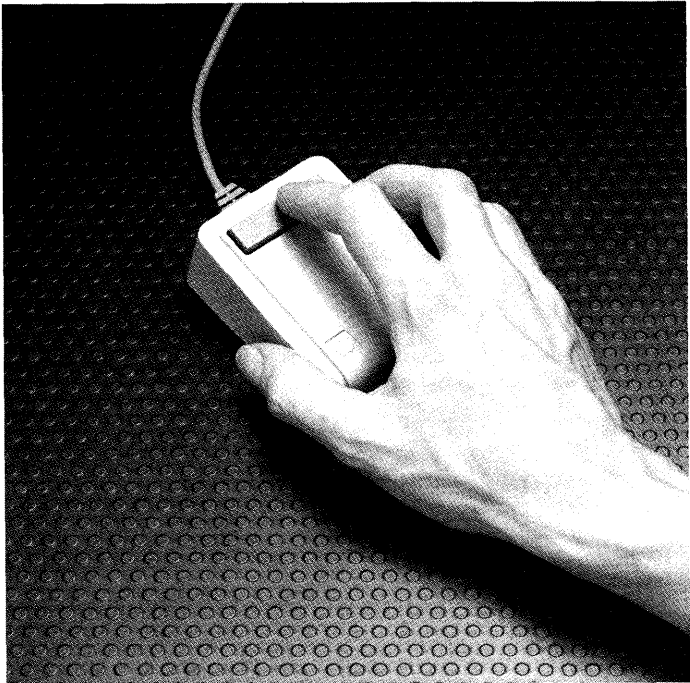
The gray area of your screen is called the **desktop**. Like the desktop of an office desk, it's where you do your work.

The **mouse** is what you use to communicate with your Lisa — you use it to point out what it is you want done.

To get familiar with your Lisa's desktop and how to use the mouse, follow the steps below.

Do This

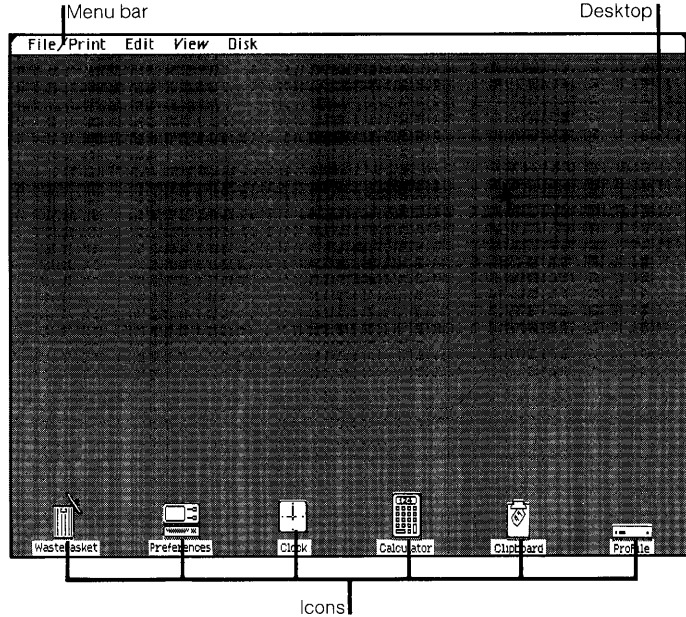
- 1 Hold the mouse as shown. (Don't press the mouse button yet.)



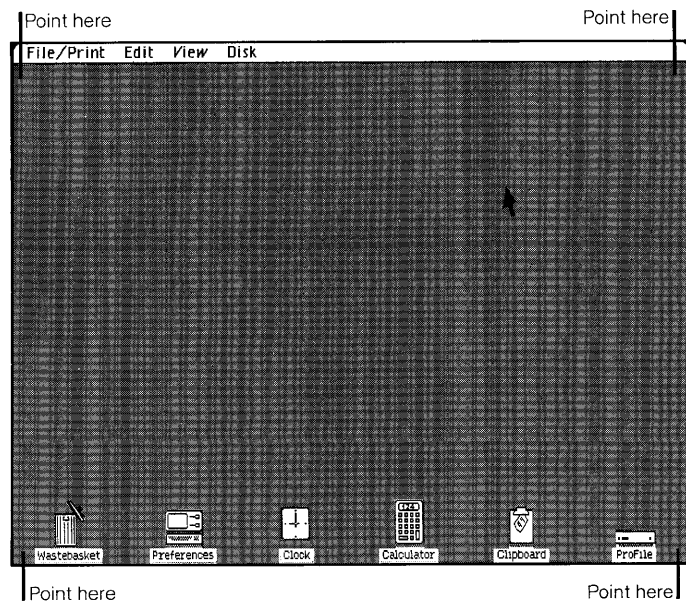
Do This

- Slide the mouse on your desk to move the pointer around the Lisa desktop — the gray part of your screen.

Notice the **menu bar** across the top of your screen — it contains **menus** of different actions you can take. Along the bottom of your screen are various **icons** — graphic symbols that stand for different things.



- To get oriented, move the pointer to the different spots shown to the right. (Trouble making the pointer go where you want it to go? Lift up and reposition the mouse.)



Seeing What's on a Disk

What You're About To Do

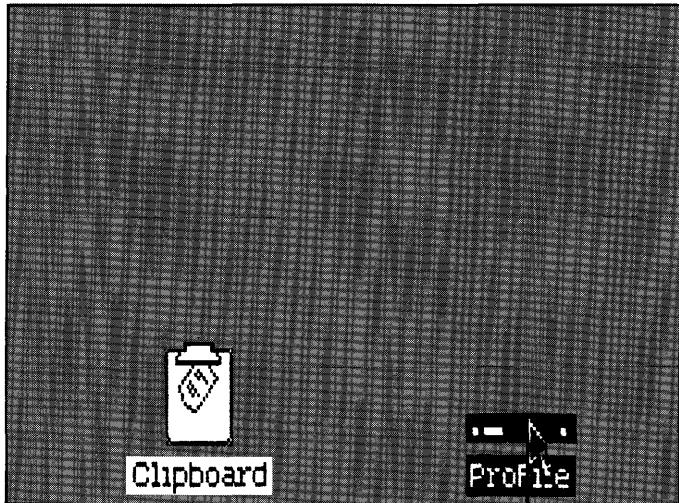
To get at the document you'll work with, you first need to open the ProFile disk icon as described in the steps below.

The way you'll open the disk will illustrate your Lisa's most general principle:

- First you select something.
- Then you do something to what you've selected.

Do This

- 1 Select (highlight) the ProFile disk icon by placing the tip of the pointer on it and clicking the mouse button, as shown. (Icon not highlighted? Try again.)



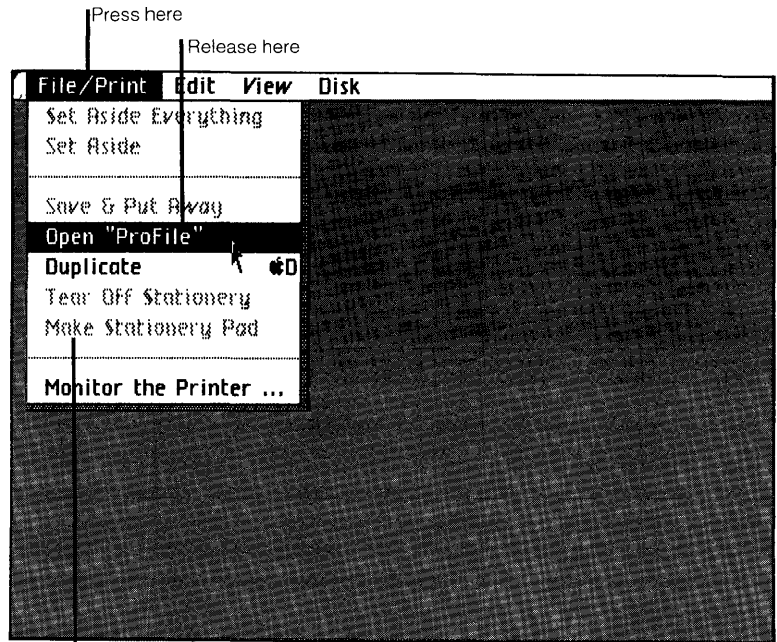
Click on ProFile to select

Do This

- 2 Open the selected disk icon by choosing Open "ProFile" from the File/Print menu.

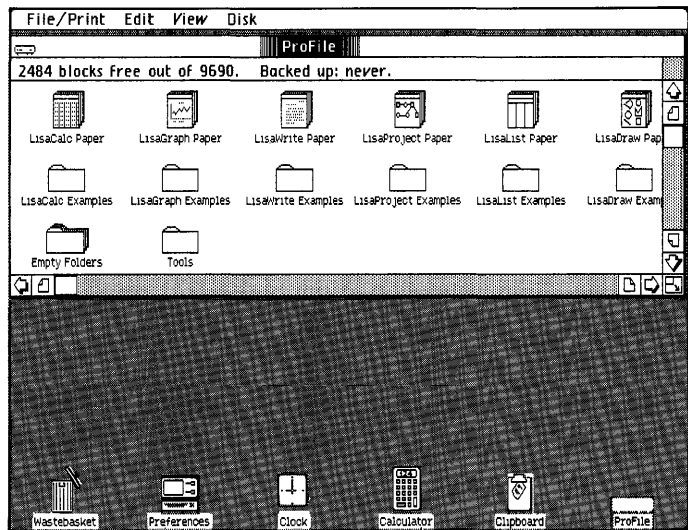
Here's how

- Press and hold with the pointer's tip on File/Print in the menu bar.
- Move the pointer down and release when Open "ProFile" is highlighted. (Is the Open menu item dim? You probably clicked somewhere else on the gray part of the screen and deselected the ProFile icon. Go back to step 1 and make sure the ProFile icon is selected.)



Note: When a menu item is dim, you can't choose it

- 3 Notice the window to the ProFile that zooms open on your Lisa's desktop. Your ProFile is like a very large file drawer — it's where you'll keep most of your work.



Pulling a Document

What You're About To Do

Inside the ProFile window you should see several stationery pads and folders. The LisaWrite Examples folder contains the example you'll be working on here. In the steps below, you will:

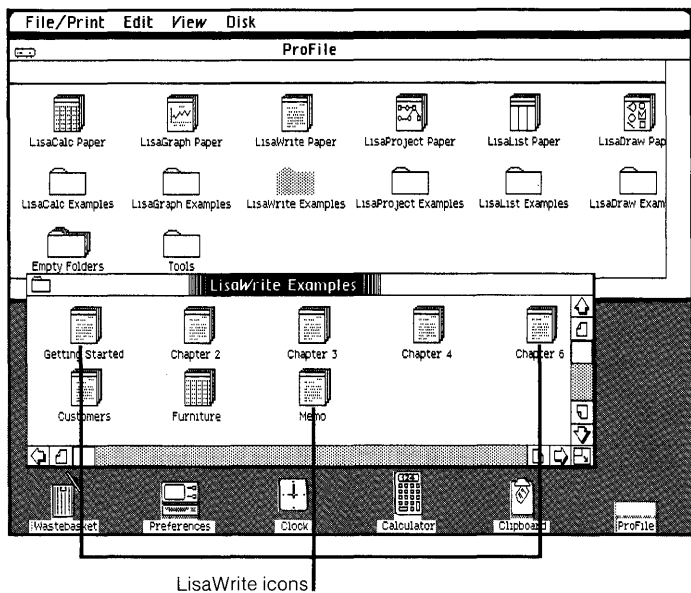
- Open the LisaWrite Examples folder.
- Tear off a sheet from the Getting Started stationery pad that's inside the folder.
- Move the new sheet, or document, to a clear spot in the folder.
- Give the new document the name Sales Strategy.
- Open the document.

Do This

- To open the LisaWrite Examples folder:

- 1 Select the LisaWrite Examples folder by clicking on it.
- 2 Choose Open "LisaWrite Examples" from the File/Print menu.

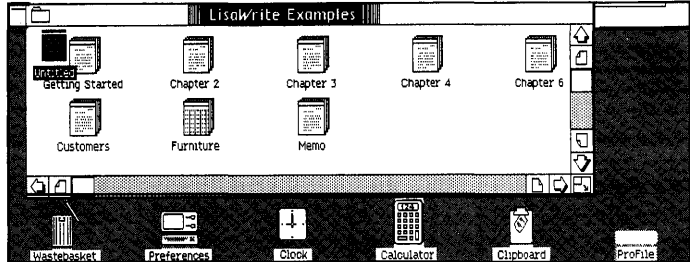
Notice the window to the LisaWrite Examples folder that zooms open, and its contents, as shown. The "writing" patterns on some of the icons in the folder show they are LisaWrite icons.



Do This

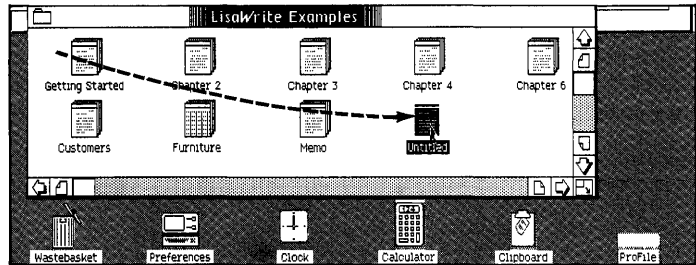
- Copies of the Getting Started example are on the Getting Started stationery pad. To tear off a sheet from the pad:

- 1 Select the Getting Started pad icon.
- 2 Choose Tear Off Stationery from the File/Print menu and wait a moment until the new document appears, as shown.



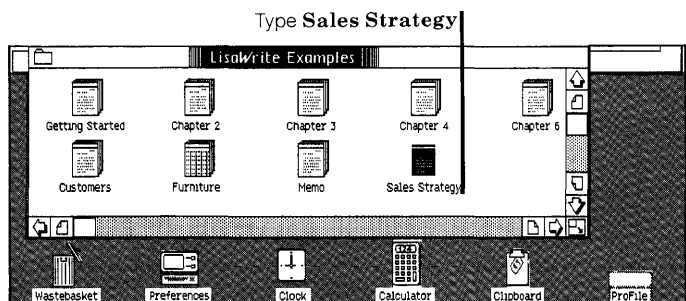
- To move the new icon out of the way, to a clear spot in the folder:

- 1 Place the pointer on the icon.
- 2 Press and hold down the mouse button and move the icon as shown; then release the mouse button.



- To rename the new document:

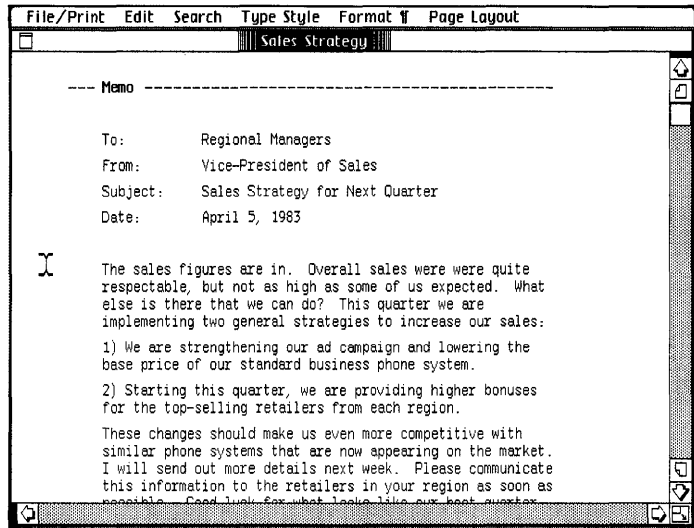
- 1 Make sure the untitled document icon is still selected (highlighted). If you've deselected the icon by clicking elsewhere on the screen, select it again by clicking on it.
- 2 Type the name **Sales Strategy**. (Typing mistake? Use the **Backspace** key to correct it.)



Do This

- To open the Sales Strategy document:
 - 1 Make sure the document icon is selected (highlighted).
 - 2 Choose Open “Sales Strategy” from the File/Print menu.



Notice how the icon zooms open into a window. Wait a minute — the hourglass, ⌵, means wait — until the LisaWrite tool displays the Sales Strategy document, as shown.



The LisaWrite Document

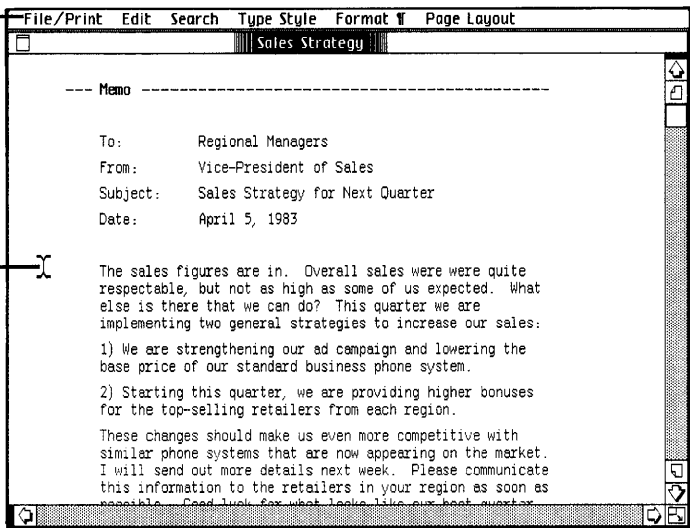
The Sales Strategy document is now open on your Lisa's desktop.

Across the menu bar at the top of the screen are the **LisaWrite menu names**. Each menu contains a list of actions you can take with a LisaWrite document.

Without pressing the mouse button, move the pointer around the screen and notice how the shape of the pointer changes to an **arrow pointer**, , when it's over the menu bar and to a **text pointer**, , when it's over the LisaWrite document.

LisaWrite menu names

Text Pointer



What You Are Going To Do

Imagine you work for a fictional company called Switch-On Communications, Inc. You have a memo outlining next quarter's sales strategy that needs to go out to Regional Sales Managers. You want to edit the memo first.

In the next several pages you will learn to:

- 1.** Add text to the memo.
- 2.** Replace text in the memo.
- 3.** Cut text from the memo.
- 4.** Adjust the margins to indent some text.
- 5.** Move text by first cutting it, and then pasting it where you want it to go.

When you are finished, your memo will look like the one below. Compare it with the memo now on your screen.

The screenshot shows a LisaWrite window titled "Sales Strategy" with a menu bar containing "File/Print", "Edit", "Search", "Type Style", "Format", and "Page Layout". The window contains a memo with the following text:

--- Memo -----

To: Regional Sales Managers
From: Your Name
Subject: Sales Strategy for Next Quarter
Date: Today

The sales figures for last quarter are in. Overall sales were quite respectable, but not as high as some of us expected. This quarter we are implementing two general strategies to increase our sales:

- 1) We are strengthening our ad campaign and lowering the base price of our standard business phone system.
- 2) Starting this quarter, we are providing higher bonuses for the top-selling retailers from each region.

These changes should make us even more competitive with similar phone systems that are now appearing on the market.
Please communicate this information to the retailers in your

Annotations on the left side of the window indicate editing actions:

- "Add text" points to the "To:" field.
- "Replace text" points to the "From:" field.
- "Cut text" points to the "Subject:" field.
- "Adjust margins" points to the "Date:" field.
- "Cut and Paste to move text" points to the "Date:" field.

Selecting Text

What You're About To Do

The editing you'll do requires that you first be able to select the text you want to work on. (First you select something; then you do something to it.) Follow the steps below to learn how to quickly select:

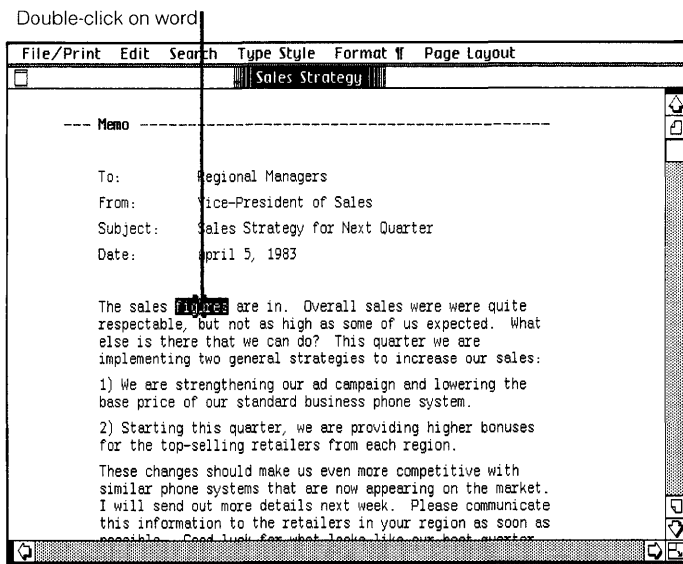
- A word.
- A paragraph.
- Text of any length — from a single character, to an entire document.

Do This

- 1 Select (highlight) the word "figures" in the first sentence of the memo, as shown.

Here's how

- Place the middle of the text pointer on the word and click twice quickly (double-click). (Word not selected? Try again — hold the pointer still and click twice lightly and rapidly.)



Do This

2 Now select the whole first paragraph of the memo, as shown.

Here's how

- Place the text pointer anywhere in the paragraph and click three times quickly (triple-click).

Notice how selecting something new cancels the previous selection.

Triple-click in paragraph

--- Memo -----

To: Regional Managers
From: Vice-President of Sales
Subject: Sales Strategy for Next Quarter
Date: April 5, 1983

The sales figures are in. Overall sales were quite respectable, but not as high as some of us expected. What else is there that we can do? This quarter we are implementing two general strategies to increase our sales:

- 1) We are strengthening our ad campaign and lowering the base price of our standard business phone system.
- 2) Starting this quarter, we are providing higher bonuses for the top-selling retailers from each region.

These changes should make us even more competitive with similar phone systems that are now appearing on the market. I will send out more details next week. Please communicate

3 Select the second sentence of the first paragraph, as shown.

Here's how

- Place the text pointer at the beginning of the sentence, right before the "O" in "Overall".
- Hold down the mouse button and move the pointer directly to the beginning of the third sentence, right before the "W" in "What"; then release. (Selection not what you want? Just try again.)

Notice that when you selected the sentence, you didn't need to move the pointer through every word. All you needed to do was press at the beginning, move directly to the end, and release. You can select any amount of text this way.

Press here | Release here

--- Memo -----

To: Regional Managers
From: Vice-President of Sales
Subject: Sales Strategy for Next Quarter
Date: April 5, 1983

The sales figures are in. Overall sales were quite respectable, but not as high as some of us expected. What else is there that we can do? This quarter we are implementing two general strategies to increase our sales:

- 1) We are strengthening our ad campaign and lowering the base price of our standard business phone system.
- 2) Starting this quarter, we are providing higher bonuses for the top-selling retailers from each region.

These changes should make us even more competitive with similar phone systems that are now appearing on the market. I will send out more details next week. Please communicate

Adding Text

What You're About To Do

Follow the steps below to:

- Insert the word "Sales" between the words "Regional Managers" in the first line of the memo.
- Insert the phrase "for last quarter" after the word "figures" in the first sentence of the memo.

Do This

- 1 Select an insertion point, a blinking vertical line, after the word "Regional" by clicking once just after the "l", as shown. (Miss? Try again.)

Click here
To: Regional Managers
From: Vice-President of Sales
Subject: Sales Strategy for Next Quarter
Date: April 5, 1983

The sales figures are in. Overall sales were were quite respectable, but not as high as some of us expected. What else is there that we can do? This quarter we are implementing two general strategies to increase our sales:

- 2 Press the **(Spacebar)** and type **Sales**. (Typing mistake? Use the **(Backspace)** key to correct it.)

Type this
To: Regional Sales Managers
From: Vice-President of Sales
Subject: Sales Strategy for Next Quarter
Date: April 5, 1983

The sales figures are in. Overall sales were were quite respectable, but not as high as some of us expected. What else is there that we can do? This quarter we are implementing two general strategies to increase our sales:

Do This

3 Follow the same procedure to insert the phrase **for last quarter** after the word “figures” in the first sentence of the memo, as shown.

Notice that as you type, the rest of the paragraph adjusts automatically between the left and right margins.

Type this

To: Regional Sales Managers
From: Vice-President of Sales
Subject: Sales Strategy for Next Quarter
Date: April 5, 1983

The sales figures **for last quarter** are in. Overall sales were quite respectable, but not as high as some of us expected. What else is there that we can do? This quarter we are implementing two general strategies to increase our

Replacing Text

What You're About To Do

Follow the steps below to replace "Vice-President of Sales" with "your name", and "April 5, 1983" with "today's date".

Do This

- 1 Select "Vice-President of Sales", as shown.

To: Regional Sales Managers
From: **Vice-President of Sales**
Subject: Sales Strategy for Next Quarter
Date: April 5, 1983

The sales figures for last quarter are in. Overall sales were were quite respectable, but not as high as some of us expected. What else is there that we can do? This quarter we are implementing two general strategies to increase our

- 2 Type your name and notice how it automatically replaces "Vice-President of Sales".

To: Regional Sales Managers
From: Your Name
Subject: Sales Strategy for Next Quarter
Date: April 5, 1983

The sales figures for last quarter are in. Overall sales were were quite respectable, but not as high as some of us expected. What else is there that we can do? This quarter we are implementing two general strategies to increase our

Do This

3 Follow the same procedure of selecting and typing to replace "April 5, 1983" with "today's date".

To: Regional Sales Managers
From: Your Name
Subject: Sales Strategy for Next Quarter
Date: Today|

The sales figures for last quarter are in. Overall sales were quite respectable, but not as high as some of us expected. What else is there that we can do? This quarter we are implementing two general strategies to increase our

Cutting Text

What You're About To Do

You need to cut the extra word “were” from the second sentence of the memo and then cut the entire third sentence, as described in the steps below.

Do This

- 1 Double-click to select the extra word “were” in the second sentence of the memo, as shown.

Double-click to select

To: Regional Sales Managers
From: Your Name
Subject: Sales Strategy for Next Quarter
Date: Today

The sales figures for last quarter are in. Overall sales ~~were~~ were quite respectable, but not as high as some of us expected. What else is there that we can do? This quarter we are implementing two general strategies to increase our

- 2 Choose Cut from the Edit menu. (Press and hold on Edit in the menu bar; move down and release on Cut.)

To: Regional Sales Managers
From: Your Name
Subject: Sales Strategy for Next Quarter
Date: Today

The sales figures for last quarter are in. Overall sales were quite respectable, but not as high as some of us expected. What else is there that we can do? This quarter we are implementing two general strategies to increase our

Word is cut

Do This

- 3** Select the entire third sentence of the memo, as shown. (Press before the "W" in "What", release before the "T" in "This".)
- To: Regional Sales Managers
From: Your Name
Subject: Sales Strategy for Next Quarter
Date: Today

The sales figures for last quarter are in. Overall sales were quite respectable, but not as high as some of us expected. What else is there that we can do? This quarter we are implementing two general strategies to increase our

Press here

Release here

-
- 4** Choose Cut from the Edit menu.
- To: Regional Sales Managers
From: Your Name
Subject: Sales Strategy for Next Quarter
Date: Today

The sales figures for last quarter are in. Overall sales were quite respectable, but not as high as some of us expected. This quarter we are implementing two general strategies to increase our sales:

Sentence is cut

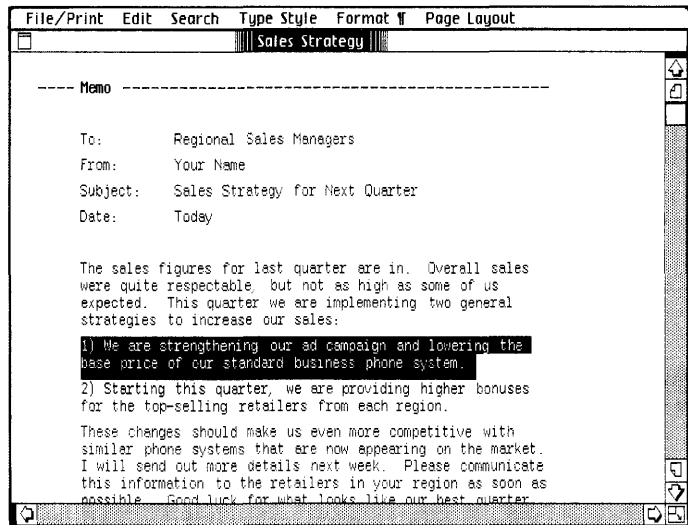
Adjusting Margins

What You're About To Do

Now you want to adjust the margins of the two numbered paragraphs of the memo so that they're indented. You'll start by adjusting the margins of the first numbered paragraph, as described below.




Do This

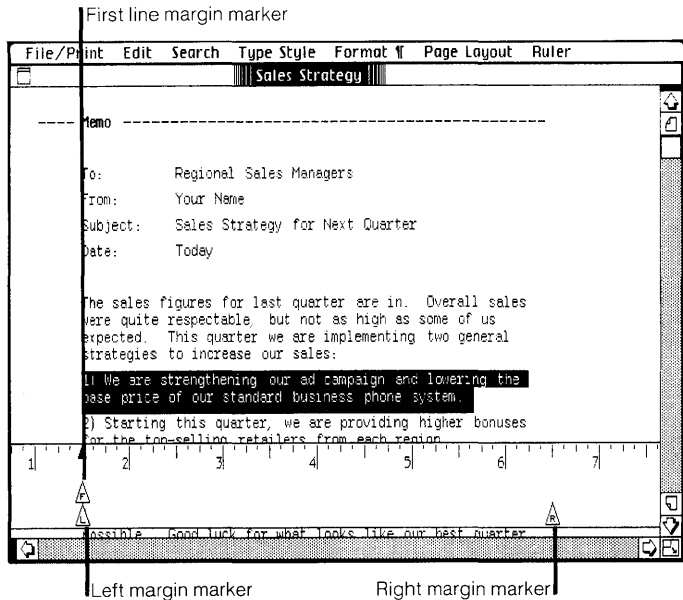
- 1 Triple-click to select the first numbered paragraph, as shown.




Do This


- 2 Choose Show Margin/Tab Ruler from the Format ⌘ menu. (The ⌘ is a symbol that stands for paragraph.)

Notice the ruler that pops up across your document. The three small triangles on the bottom half of the ruler are called **margin markers**. They show where the margins for the selected paragraph are currently set. The  marks the margin of the first line of the paragraph, the  marks the left margin of the remaining lines, and the  marks the right margin of the paragraph.

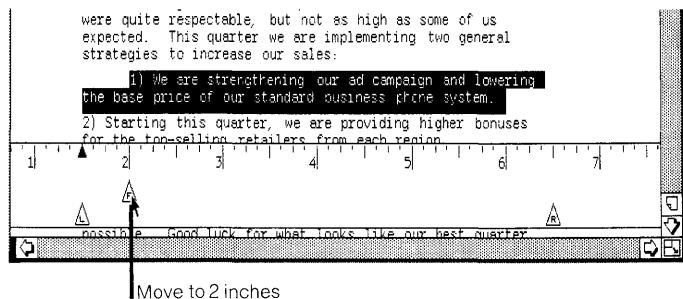


- 3 Adjust the First line margin marker, , to 2 inches, as shown.



Here's how

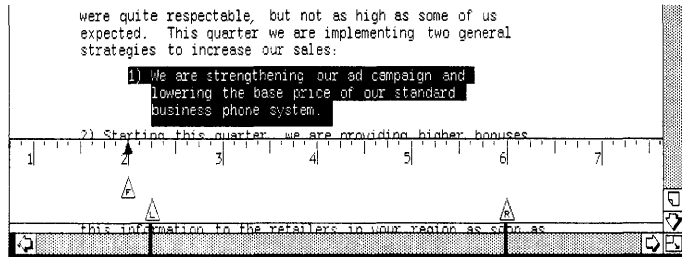
- Place the tip of the pointer on the .
- Hold down the mouse button and move the marker to the right, just under the 2 inch mark; then release. (Didn't get it right the first time? Just try again.)

Notice how the first line of the paragraph immediately adjusts to the new margin setting.



Do This

- 4 Follow the same procedure to adjust the left margin marker, , to 2 1/4 inches, and the right margin marker, , to 6 inches, as shown.

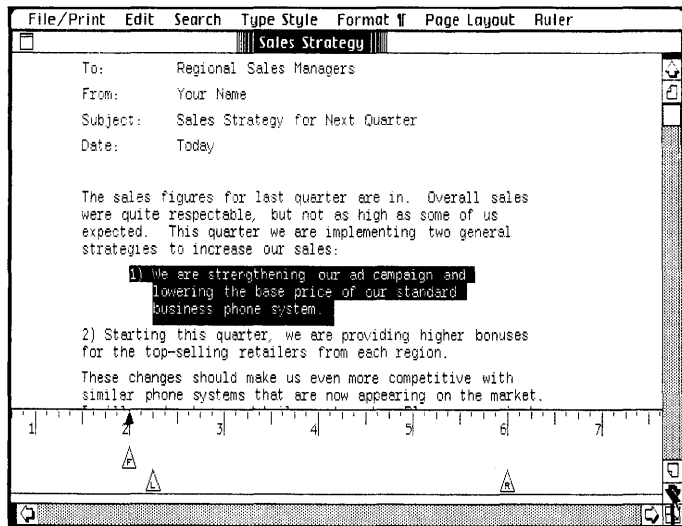


Adjust left and right margins

- 5 In order to adjust the margins of the second numbered paragraph, you first need to scroll it into view.

Here's how

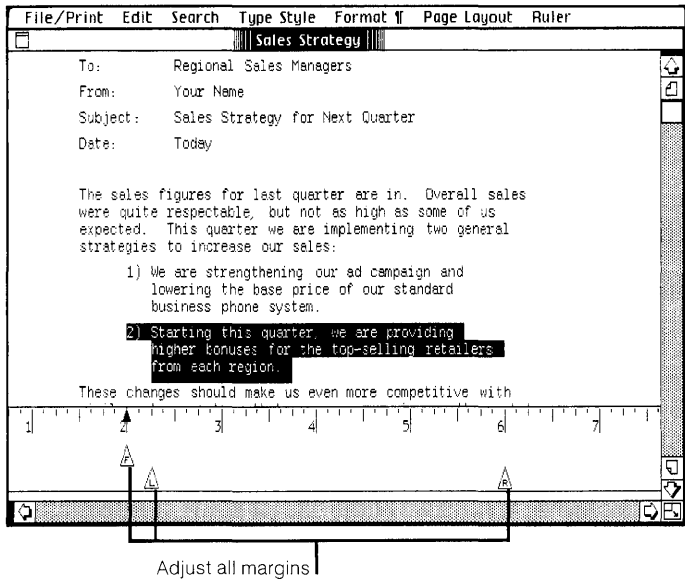
- Place the pointer on the bottom scroll arrow of the vertical scroll bar. The arrow is pointing down, in the direction you want to see.
- Press and hold down the mouse button until you see the second numbered paragraph, as shown.



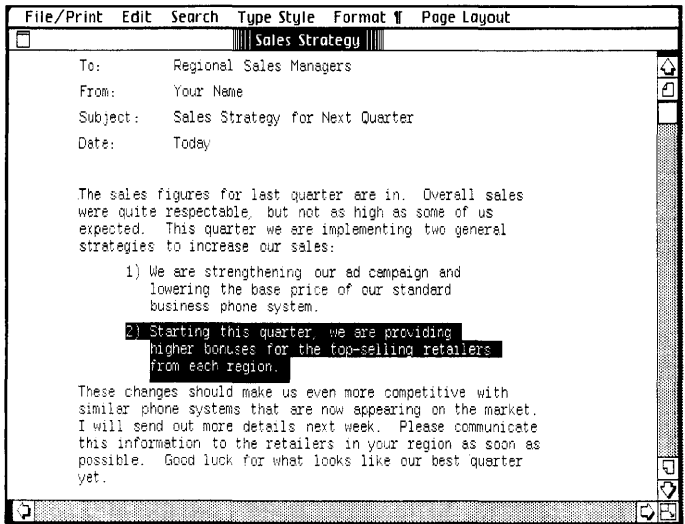
Press on bottom scroll arrow

Do This

- 6 Now select the second numbered paragraph and adjust its margins to the same setting as the first numbered paragraph. Adjust the first line margin to 2 inches, the left margin to 2 1/4 inches, and the right margin to 6 inches.



- 7 When you're finished, choose Hide Margin/Tab Ruler from the Format menu.



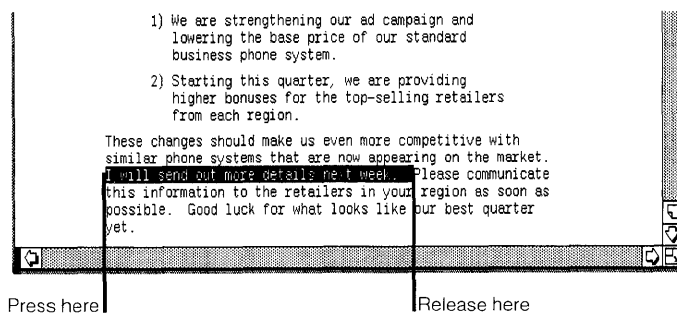
Moving Text by Cutting and Pasting

What You're About To Do

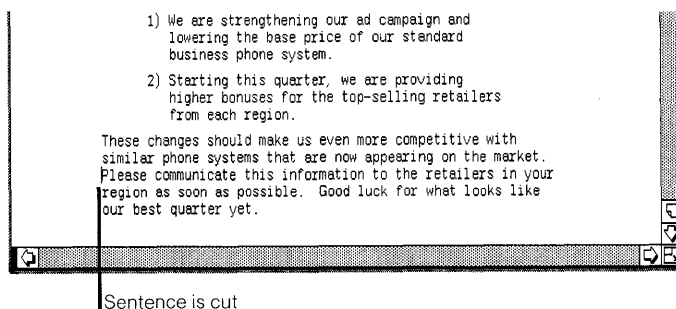
You need to switch the second and third sentences in the last paragraph. You'll do this the same way you would move text if you were working with paper — by cutting and pasting.

Do This

- 1 If you cannot see the entire last paragraph of the memo, scroll it into view using the bottom scroll arrow of the vertical scroll bar.
- 2 Select the second sentence of the last paragraph, as shown. (Press before “I”; release before the “P” in “Please”.)

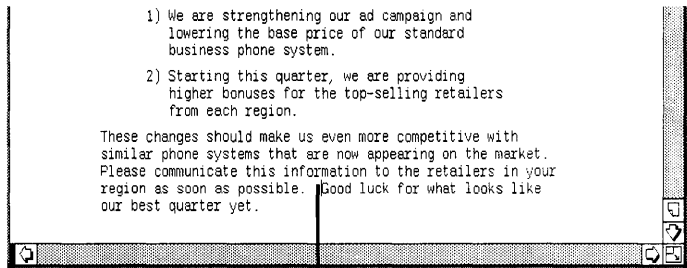


- 3 Choose Cut from the Edit menu.



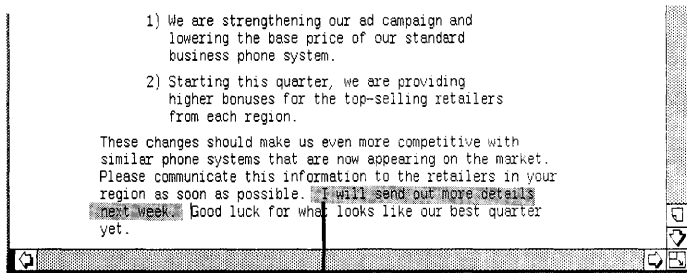
Do This

- 4** Select an insertion point before the last sentence of the last paragraph, where you want the cut sentence to be pasted. (Click just before the “G” in “Good”, as shown.)



Click here

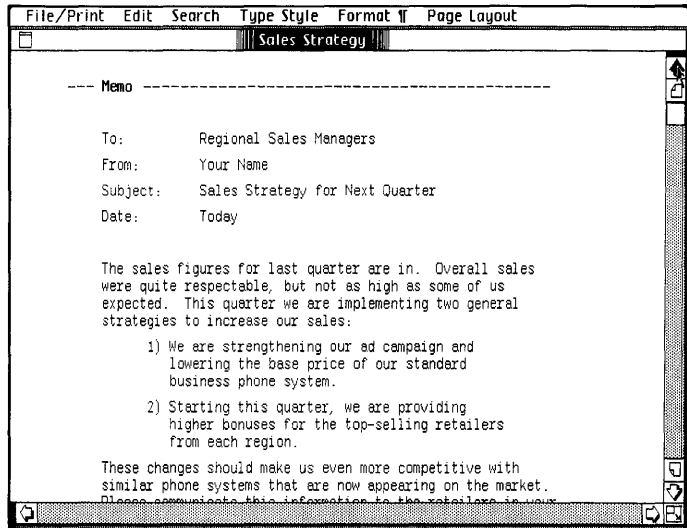
- 5** Choose Paste from the Edit menu and notice how the sentence you cut is pasted into place. (Sentence pasted to the wrong place? Choose Undo Last Change from the Edit menu and go back to step 4 to try again.)



Sentence is pasted

Do This

- 6 Your memo is now complete. Scroll back up to the top of the memo using the top scroll arrow of the vertical scroll bar, as shown.



Printing Your Document (Optional)

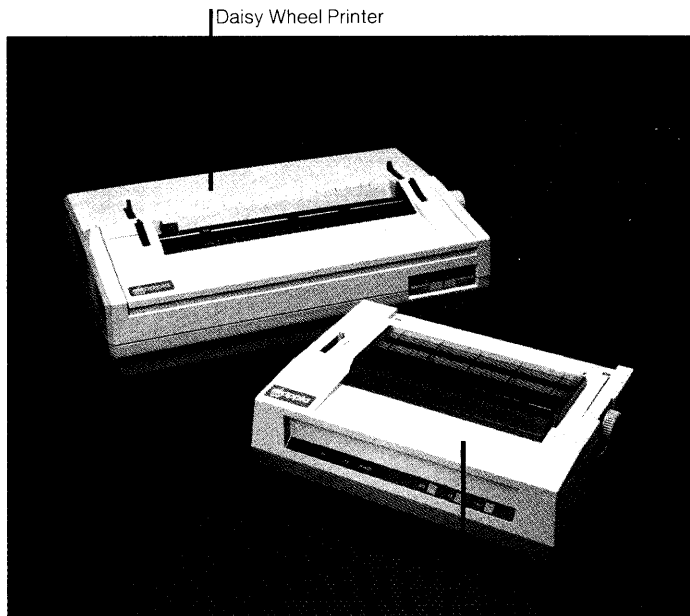
What You're About To Do

If you don't want to print your document now, or don't have a printer available, you can skip this section and go on to **Putting Your Document Away**.

To print a copy of your finished document, follow the steps below.

Do This

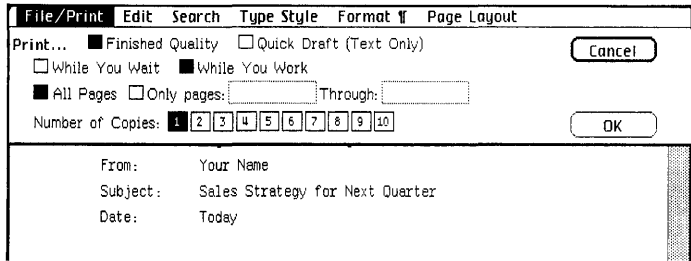
- 1 To ensure that your work is saved on the ProFile before you print, choose Save & Continue from the File/Print menu.
- 2 Make sure your printer is hooked up and turned on. (Refer to the manual that came with your printer for information on connecting the printer and loading paper and print ribbons.)



Dot Matrix Printer

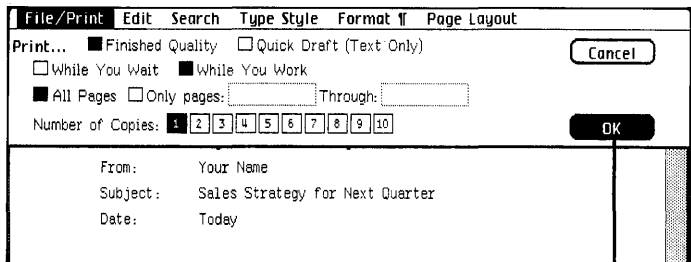
Do This

- 3 Choose Print from the File/Print menu to bring up the Print dialog box shown to the right. (See a different message on the screen? Go to the next page and read the “Trouble with printing?” section.)



- 4 The current settings in the Print dialog box are fine, so use the mouse to check “OK”, as shown. (Trouble? See “Trouble with printing?” on the next page.)

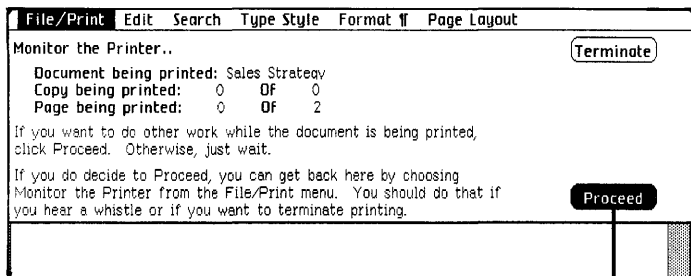
Notice that the hourglass appears for a few moments — the hourglass means wait — as your Lisa records the information necessary to print the document.



Click OK

- 5 When your document begins printing and you see the Monitor the Printer dialog box, check “Proceed”, as shown. (Trouble? See “Trouble with printing?” on the next page.)

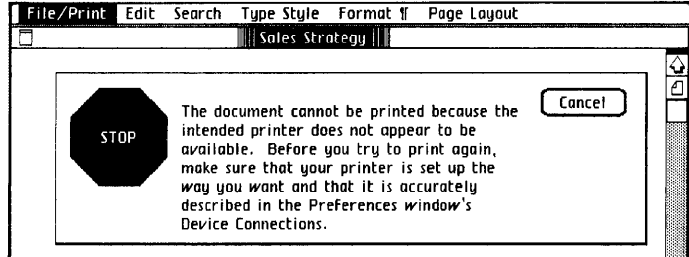
Notice that once the hourglass disappears and printing begins, you can use your Lisa to do other work.



Click Proceed

Trouble with printing?

- If you see the alert message to the right, refer to the *Lisa Owner's Guide*, Section D, Desktop Manager Reference Guide, under Set Printer Configuration.
- If you see any other alert message, follow its instructions. If needed, refer to the *Lisa Owner's Guide*, Section G, Troubleshooting, under Printers, or see the manual that came with your printer.
- To learn more about printing, refer to Section C, LisaWrite Reference Guide, Chapter 2, under Print.



Putting Your Document Away

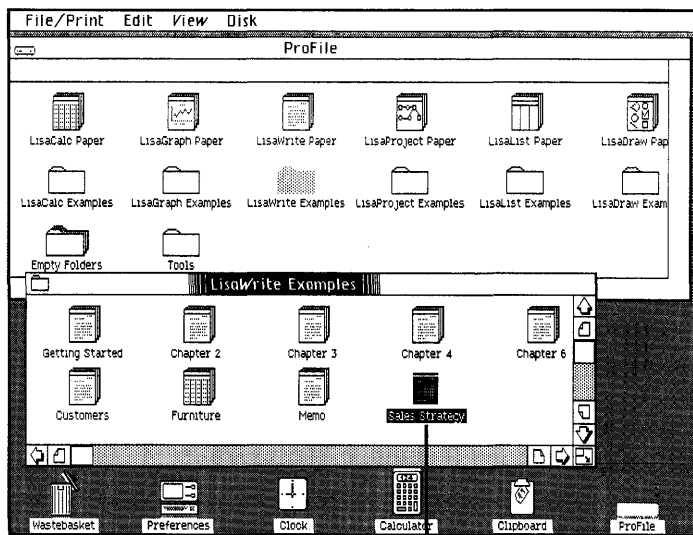
What You're About To Do

Now that you've finished working on your document, follow the steps below to put it away. Even if you chose to print your document and it's still printing, you can continue to use your Lisa to do other work.

Do This

- 1 Choose Save & Put Away from the File/Print menu. (Is the Save & Put Away menu item dim? Then you need to click in the document to make the window active.)

Notice how the window zooms down to a document icon back in its filing home in the LisaWrite Examples folder.



Document is Saved & Put Away

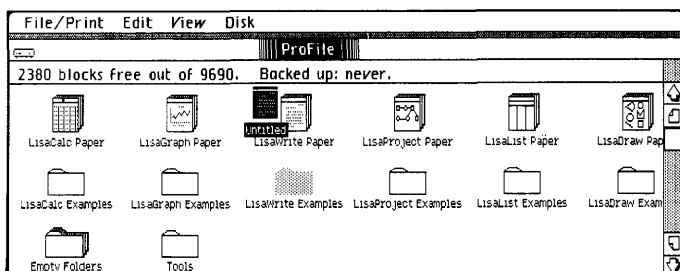
Starting from Scratch

What You're About To Do

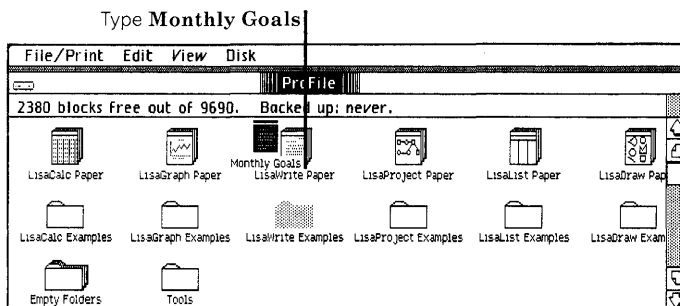
In order to start a new document, you need to get a piece of LisaWrite stationery, as described below. Blank LisaWrite stationery is in a pad called LisaWrite Paper, in the ProFile window.

Do This

- 1 Tear off a sheet from the LisaWrite Paper pad at the top of the ProFile window. (Select the pad icon; choose Tear Off Stationery from the File/Print menu.)

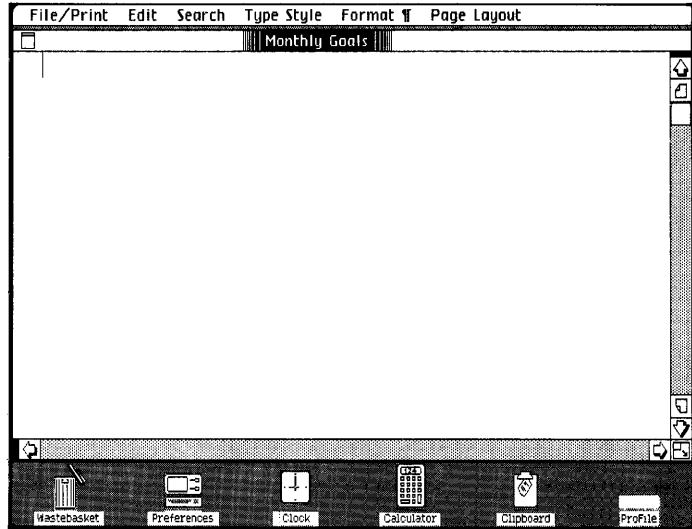


- 2 Don't worry right now about moving the untitled document out of the way. Change the name of the untitled document to **Monthly Goals**. (Make sure the icon is selected; then type.)



Do This

- 3 Open the piece of LisaWrite paper you named Monthly Goals as you would any document. (Choose Open “Monthly Goals” from the File/Print menu.)
- 4 Once the blank piece of LisaWrite stationery appears, you are ready to begin typing. Some things you should know about typing into a LisaWrite document are described in the next several pages.



Starting a New LisaWrite Document

What You're About To Do

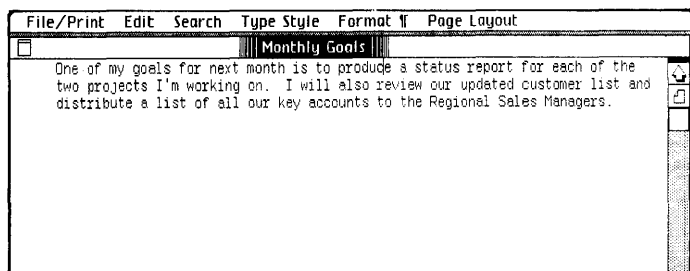
There are several nice things to know about typing into a LisaWrite document:

- When you're typing, you don't have to press the **(Return)** key at the end of each line like you do when using a typewriter. As you type along, LisaWrite automatically "wraps" your words down to the next line for you. This feature is called "word wrap." You only need to press **(Return)** when you want to start a new paragraph.
- You can quickly correct typing mistakes. Even if you find a typing mistake after typing several sentences, you can quickly correct the mistake, and then resume typing where you left off.

These features are illustrated in the steps below.

Do This

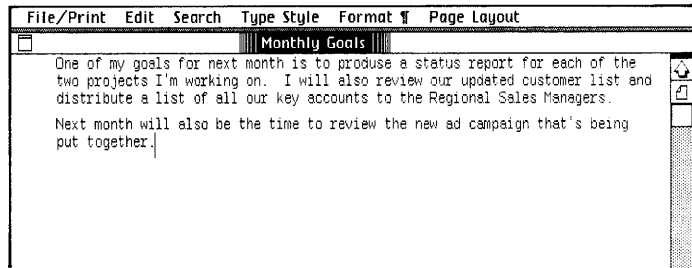
- 1 Type a few sentences, or, if you're unfamiliar with typing, just type anything, pressing the **(Spacebar)** now and then. Don't press the **(Return)** key, but type enough so you can see how the words automatically wrap around to the next line once you reach the right margin that's set for blank LisaWrite Paper.



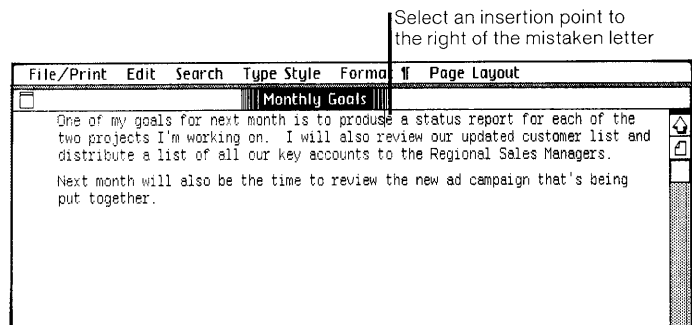
Do This

- 2 After you have typed a few lines of text, press the **(Return)** key and type a little more.

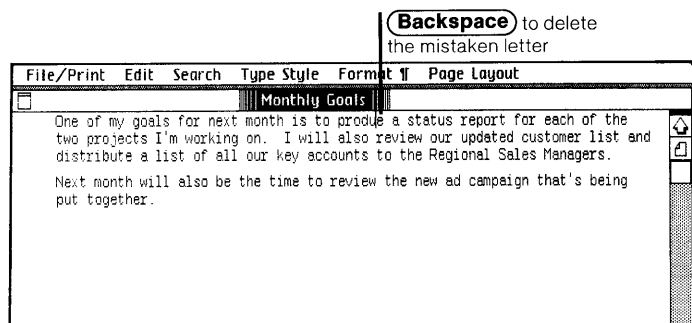
Notice how pressing **(Return)** begins a new paragraph.



- 3 Now let's suppose you made a typing mistake somewhere in the first line of text you typed, and that you just noticed it. Move the pointer to the very right of the mistaken letter and click once to select an insertion point, as shown. If you've typed something different from what's shown to the right, just click once after any letter in the first line. (Insertion point not where you want it? Try again — hold the text pointer still when you click.)



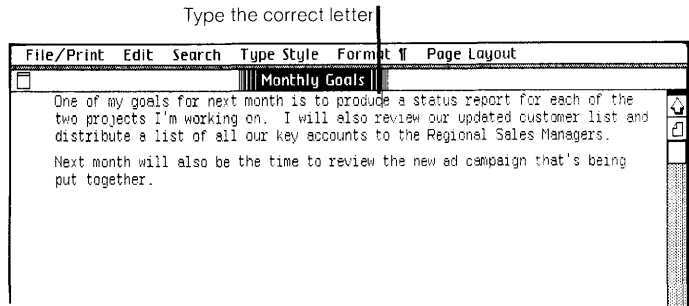
- 4 Press the **(Backspace)** key to delete the mistake. (Did pressing **(Backspace)** delete more than just one letter? You probably held down the **(Backspace)** key too long. To retrieve the extra letters you deleted, hold down the **(Shift)** key, and press the **(Backspace)** key.)



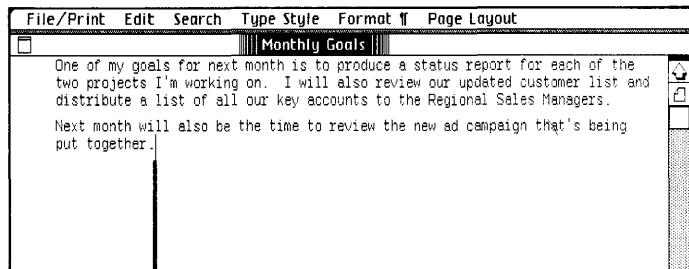
Note: Holding down any key will cause it to repeat automatically — this feature is called “auto-repeat.”

Do This

- 5 Now that the mistaken letter is deleted, type in the correct one.



- 6 To resume typing where you left off, move the text pointer to the right of the last letter in the document and click to select an insertion point, as shown.



- 7 Now if you want to type some more, type. Experiment — try different things. Press and move across the menu bar and look at what's in all your menus. If you want specific information on something, look in the LisaWrite Reference Guide, Section C, or check the index.

To resume typing, select an insertion point where you left off

Finishing Up

What You're About To Do

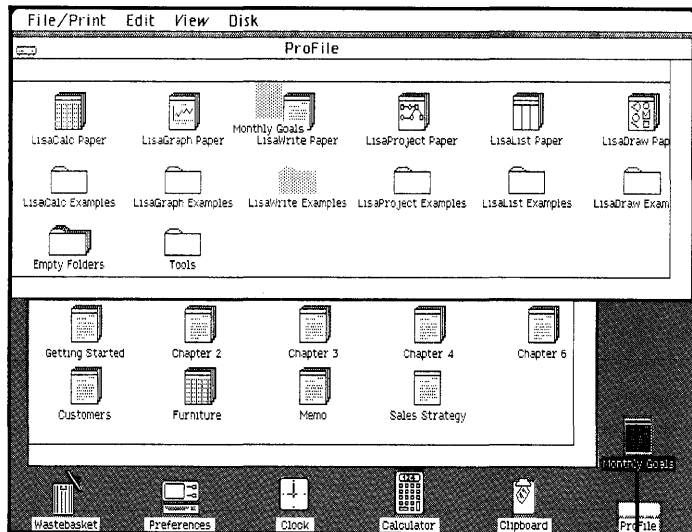
It is a good idea to save all your documents and clear off your Lisa's desktop at least once a day. The steps below illustrate one of the many ways you can manage things on the Lisa desktop.

Note: When you are connecting, disconnecting, moving, or servicing equipment, you must turn off the power. But normally, you should turn off your Lisa only at the end of each week, and always leave your ProFile turned on.

Do This

- 1 Choose Set Aside "Monthly Goals" from the File/Print menu and notice how Monthly Goals is set aside as an icon on the desktop.

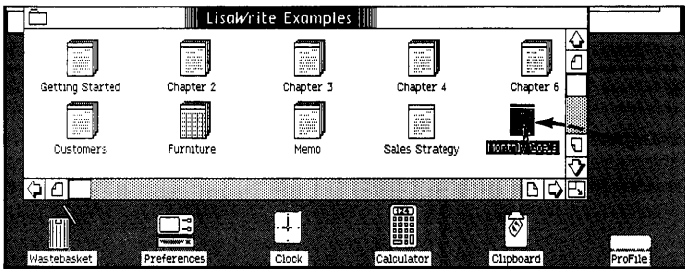
Note: When you're working with several documents at the same time, it's often convenient to keep some of them set aside on the desktop, where it's easy to get at them.



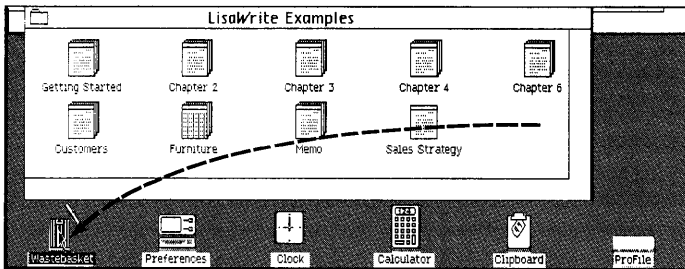
Monthly Goals is Set Aside

Do This

- 2 If you want to file the Monthly Goals document in a new place, move it to a clear area in the LisaWrite Examples folder, as shown. (Press with the pointer on the icon, move it, and release when the icon is where you want it.)



- 3 If you want to throw away the Monthly Goals document, move it to the Wastebasket icon. When the document icon is on the Wastebasket and the Wastebasket icon highlights, release the mouse button and wait for the document to be deposited.

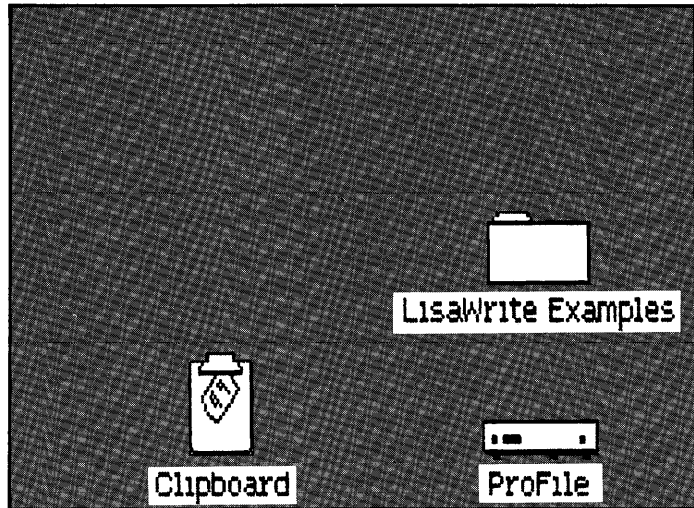


Note: You can always get back the last thing you've thrown away by opening the Wastebasket icon and moving the deposited document back out.

Do This

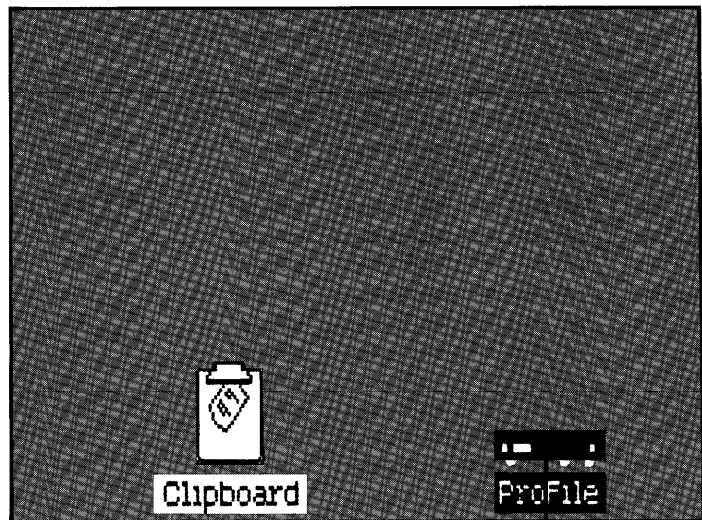
- 4 Now set aside both the LisaWrite Examples folder and ProFile by choosing Set Aside Everything from the File/Print menu.

Notice that both the Folder and ProFile icons are now set aside on the desktop.



- 5 You can put away the LisaWrite Examples folder back in its filing home in the ProFile even when the ProFile window is closed. To do so, select the LisaWrite Examples folder and choose Save & Put Away "LisaWrite Examples" from the File/Print menu.

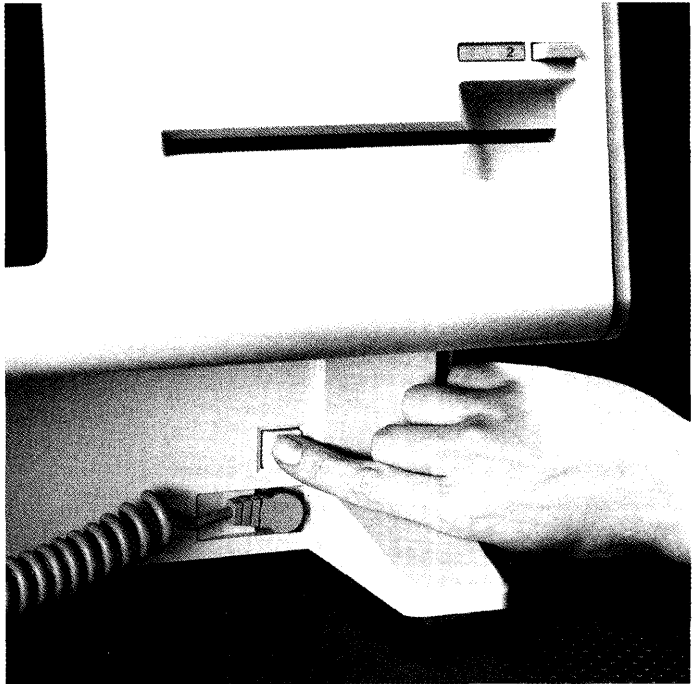
Note: If you want to deselect a selected icon, click once when the pointer is not over the icon.



Folder is Saved & Put Away

Do This

6 When you are ready to work on something else, just open the ProFile again. When you want to turn off Lisa's power — for example, over the weekend — press the lit on-off button, as shown. When you turn on the Lisa again, everything will reappear as you left it when you turned the Lisa off, including documents you may have left open on the desktop. Normally, you should leave the ProFile turned on.



Using LisaWrite

You now have the basic skills necessary for using LisaWrite to produce your own LisaWrite documents. Because the concepts for using each Lisa tool are the same, you also have some of the basic skills for using other Lisa tools: LisaCalc, LisaDraw, LisaGraph, LisaList, and LisaProject.

There is much more you can do with LisaWrite. You can learn about other LisaWrite features by:

- Going through other exercises in the LisaWrite Tutorial, Section B.
- Using the LisaWrite Reference Guide, Section C, as you do your work.
- Just experimenting as you use LisaWrite. Remember — when experimenting, you usually have to select something before taking action with it. It's safe to experiment because most of the things you do can be undone by choosing Undo Last Change from the Edit menu. And if you're experimenting with a document you've torn off of a stationery pad, you can try almost anything and always start fresh by either choosing Revert to Previous Version from the File/Print menu, or by throwing the document away into the Wastebasket, and tearing off a fresh copy from the same stationery pad.

Other LisaWrite Features

-
- Justification of text to the center, left, right, or both left and right margins.
 - Choosing from a number of different line spacings and spacings between paragraphs.
 - Choosing from a variety of typestyles — you can have different typestyles in the same document.
 - Automatic page numbering, with headers and footers.
 - Automatic searching of your document to find whatever words or phrases you specify — with automatic changes made to them if you want.
 - Cutting and pasting between LisaWrite documents, and from LisaCalc to LisaWrite.

Guide to Lisa Manuals

Set up your Lisa following the setup procedures in the Lisa accessories box or in Appendix 1, Setup Procedures, in the *Lisa Owner's Guide*.

Go through Section A, LisaGuide, in the *Lisa Owner's Guide*, for an introduction to the Lisa.

If your dealer or service representative did not set your system Preferences so that the Lisa knows what external devices are attached, follow the instructions in Section D, Desktop Manager Reference Guide, under Set, in the *Lisa Owner's Guide*.

Go to Section A, Getting Started, in the manual for each office tool that you want to learn, for the essentials of using that tool.

- ▶ Go to Section B, Lisa Fundamentals, in the *Lisa Owner's Guide*, for the background information you need before beginning long-term work on the Lisa.
-

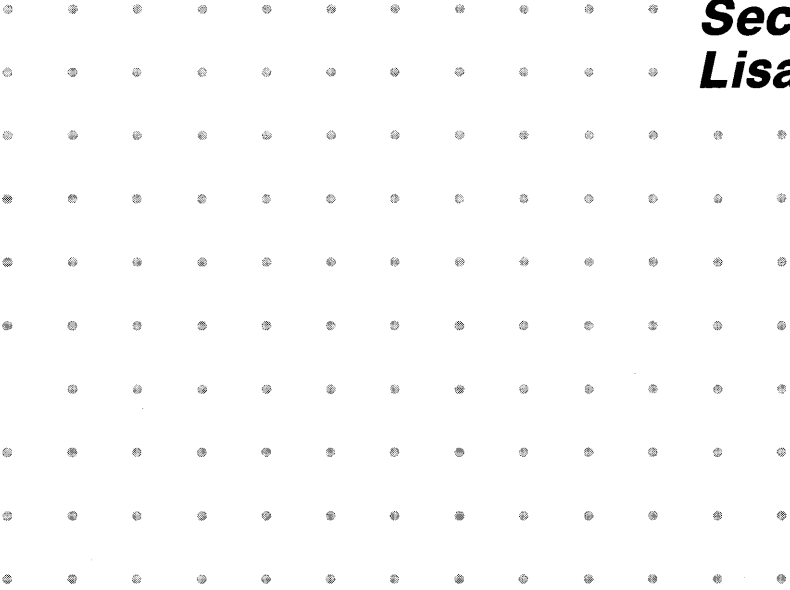
You are now ready to start doing your own work on the Lisa:

- If you want self-paced instructions for using a tool, go to Section B, Tutorial, in that tool manual.
 - If you want instructions for performing specific tasks with a tool, go to Section C, Reference Guide, in that tool manual.
-

For specific instructions on filing and desktop management, go to Section D, Desktop Manager Reference Guide, in the *Lisa Owner's Guide*.

For more information on the Lisa hardware, tips on caring for the Lisa, and suggestions for troubleshooting when the system isn't working properly, go to the other sections of the *Lisa Owner's Guide*.

Section B
LisaWrite Tutorial



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What's in the LisaWrite Tutorial?

This tutorial teaches you about LisaWrite as it guides you step by step through several real-life examples. To get the maximum value from it, you should try out the examples on your Lisa as you go through it.

All major LisaWrite features are covered in the tutorial, but not always in fine detail. A complete description of each LisaWrite feature can be found in Chapter 2 of Section C, the LisaWrite Reference Guide, in this manual.

Before you start this tutorial, be sure you have completed LisaGuide, in which Lisa introduces Lisa. You can find the LisaGuide diskette in the front pocket of the *Lisa Owner's Guide*. Also, you should have completed Section A, Getting Started with LisaWrite, in this manual. If you haven't completed one or both already, now is a good time to do so.

To complete the activities in this tutorial, you need

- The plain LisaWrite stationery pad that is on the ProFile.
- The sample documents for this tutorial that are in the LisaWrite Examples folder on the ProFile.

The arrow symbol (►) appears before each activity in the tutorial, and it means "Do something." For example,

- Turn the page to begin the tutorial.

Chapter 1

Creating a New Document

Creating a New Document

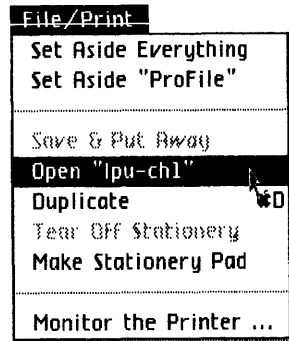
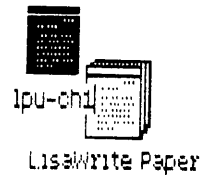
This chapter leads you step by step through the creation of a document. By following the activities in this chapter, you learn most of the basic features of LisaWrite. You learn how to

- Get a new document.
- Enter text and make corrections as you type.
- Edit text by deleting text, adding new text, and moving text.
- Save a document.
- Print a document.
- Put the document away.

Getting a New LisaWrite Document

To create a new LisaWrite document,

- ▶ Open the ProFile window by clicking twice on the ProFile icon.
- ▶ Tear off a sheet of paper for the new document by clicking twice on the LisaWrite stationery pad icon.
- ▶ Name the new document by typing your initials followed by Ch1. This allows other people to use the same ProFile and not get their documents confused.
- ▶ Open the new document's window by selecting it and choosing Open from the File/Print menu.



In this chapter you assume the role of a Manager of Order Processing. You are in the process of reorganizing the department, and want to notify the other departmental managers of the changes taking place in Order Processing.

Starting Out

When you open a new document, your screen will look something like Figure 1.

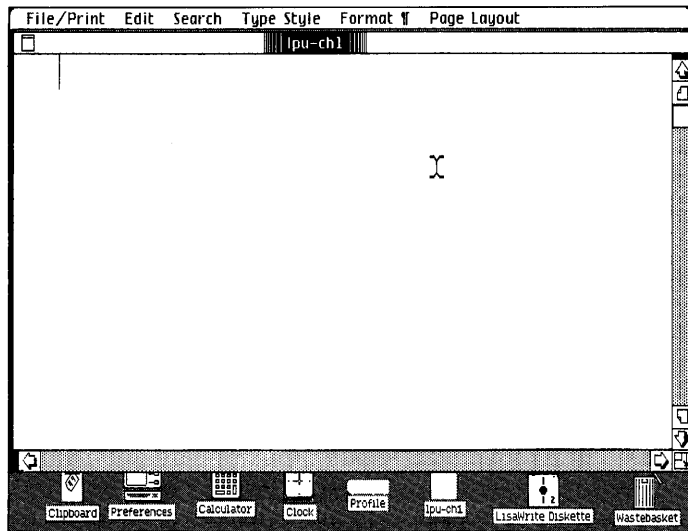


Figure 1. Open LisaWrite Document

If you've used *Getting Started with LisaWrite*, you're already familiar with the menus that appear at the top of the screen. If you haven't used them before, you'll be introduced to them as you follow the exercises in this tutorial. You won't need to use any of them just yet. All you need to write with LisaWrite is already available — a blank document, and your keyboard.

Writing with LisaWrite is similar to using a typewriter, only easier. On a typewriter, you have to think about content, accuracy and format all at once. With LisaWrite you need only concern yourself with content to start with, because it's so easy to make corrections and add or change special formats later.

Figure 2 shows you a short handwritten memo. In this chapter you learn how to enter, change and format text to turn this memo into the one shown in Figure 3.

Nova Stereo Interoffice Memorandum
To: All departmental managers
From: Charles Cunningham
Date: July 25, 1982
Subject: Reorganization of Order Processing Department

Effective immediately, order processing will be divided into three departments, each with a supervisor. Please give these new supervisors your full cooperation.

Telephone Sales - Ralph McDonnell
Order Entry - Diane Tucker
Packing - Linda Hughes

Figure 2. Handwritten Memo

NOVA STEREO INTEROFFICE MEMO

To: All Department Managers

From: Charles Cunningham, Order Processing Manager

Date: July 25, 1982

Subject: Reorganization of Order Processing Department

Effective immediately, order processing will be divided into three departments, each with a supervisor.

Telephone Sales -- Ralph McDonnell, Supervisor

Order Entry -- Diane Tucker, Supervisor

Packing -- Linda Hughes, Supervisor

Please give these supervisors your full cooperation.

Figure 3. Resulting Memo

Entering Text

The empty document on your screen is like a blank piece of paper. You write on it by typing on the keyboard. When you type, the characters always appear at the insertion point on the screen. In a new document like this one, the insertion point is always at the top. Standard margins are already set by LisaWrite, so all you have to do is type. Any special margins and formats can be changed later.

To start entering the memo,

- ▶ Press the **(Caps Lock)** key to enter capital letters.



- ▶ Type

NOVA STEREO INTEROFFICE MEMORANDUM

- ▶ Press **(Return)** to end the line and start a new paragraph.

Notice that LisaWrite automatically inserts extra space for you before placing the pointer on a new line. When you press **(Return)**, you end one paragraph and begin another. One of the format settings in LisaWrite is paragraph spacing. This setting tells LisaWrite how much space to leave when you press **(Return)**. Right now paragraph spacing is set to double space. You learn how to change it in Chapter 2, Formatting a Document.

- ▶ Press the **(Caps Lock)** key again to enter both upper and lower case letters. Unlike on a typewriter, pressing the **(Shift)** key does not release the **(Caps Lock)** key.
- ▶ Type

To: All departmental managers (Return)

From: Charles Cunningham (Return)

Date: July 25, 1982 (Return)

**Subject: Reorganization of Order Processing
Department (Return)**

If you make a mistake, press **(Backspace)** to erase it, and then retype the character. Your document should look like Figure 4.

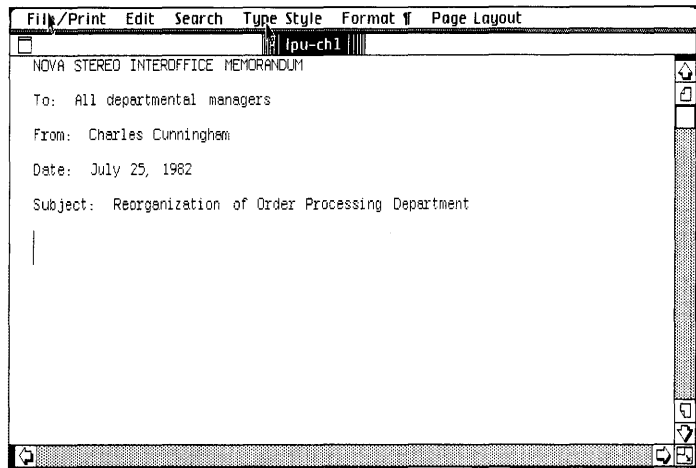


Figure 4. Memo after Entering Initial Text

Changes to Existing Text

The **(Backspace)** key lets you make corrections quickly as you type. But you also want to make changes in the middle of existing text quickly.

The most basic changes to existing text are:

- Inserting new text within existing text
- Deleting text
- Replacing text

Inserting New Text

To insert new text, place the insertion point where you want the new characters to be, and type. Try this in the memo. Add a title to Charles Cunningham's name on the "From" line:

- ▶ Move the pointer just after the name Cunningham and press the mouse button to place the insertion point there.

- ▶ Type
, Manager of Order Processing

Don't press **(Return)**.

Deleting Text

You can delete text from a document in several ways.

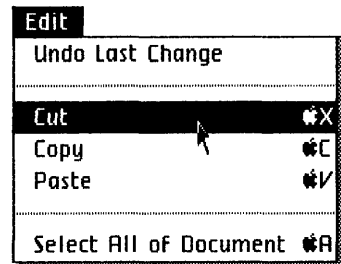
Using Cut to Delete Text

To delete existing text use Cut from the Edit menu. Change “MEMORANDUM” to “MEMO”:

- ▶ Place the insertion point just before the “R,” press and hold the mouse button, and pull through “RANDUM.”



- ▶ Miss? Try again.
- ▶ Choose Cut from the Edit menu. (Move the pointer to Edit on the menu bar, press the mouse button and hold. Pull down to Cut and release.)



“RANDUM” disappears from your text and appears at the bottom of the screen on the Clipboard.

If the Clipboard folder is not visible on your screen, you can open it for viewing. If you don't see the Clipboard icon, the document window is probably covering it. Resize the window until you can see the Clipboard.

- ▶ Move the pointer to the size control box in the lower right-hand corner of the document window.



- ▶ Press the mouse button and hold it, pulling the mouse diagonally up and to the left so that the document becomes both shorter and narrower.
- ▶ Release the mouse button when you can see the Clipboard icon.

- ▶ Double click on the Clipboard icon.



The Clipboard window is now active. To continue working on the memo,

- ▶ Move the pointer back into your document window and click.
- ▶ Move the Clipboard down until your screen looks like Figure 5.

Figure 5 shows the screen with the Clipboard open.

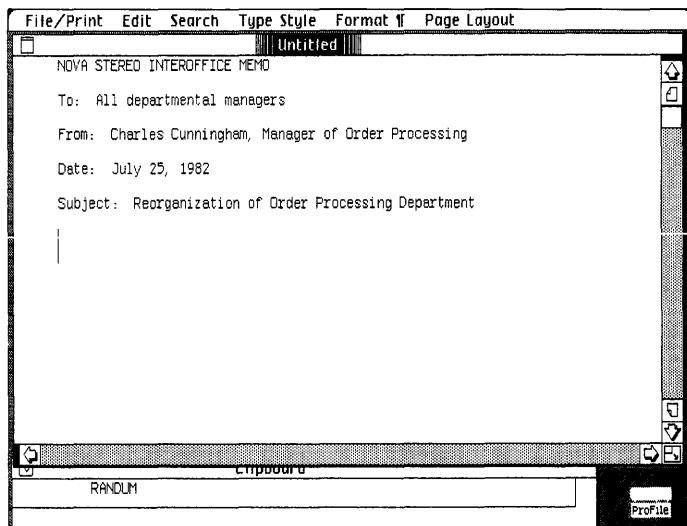


Figure 5. Screen after You Open the Clipboard

Whenever you cut text from your document, it is placed temporarily on the Clipboard. Text on the Clipboard stays there until you cut or copy another section of text. Later in this chapter you'll learn to paste text that has been cut and placed on the Clipboard into another location in your document.

Using Backspace to Delete Text

You can also delete existing text by placing an insertion point to the right of the text and using the **(Backspace)** key. When you use the **(Backspace)** key to delete, the characters are not placed on the Clipboard. On the “To” line, change “departmental” to “department”:

► Place the insertion point at the right of “departmental.” To: All departmental managers

► Press **(Backspace)** twice.

(Backspace) can be used to delete selected text, too. Put the “al” back at the end of “department.”

► Type

al

► Now select the two characters “al.” Place the pointer between the “t” and the “a” in departmental. Press the mouse button and hold it down while you pull through the “al,” and then release the button. To: All departmental managers

► Press **(Backspace)**.

When used in this way, **(Backspace)** deletes all selected text. The contents of the Clipboard have still not changed.

You can delete spaces and return characters just like any other character: select and cut them, or backspace over them. So if you press an extra **(Return)** by mistake, just press **(Backspace)**.

Replacing Text

To replace text in a document you select the characters you want to replace, then type the characters you want inserted.

Capitalize the words “department” and “managers” on the “To” line:

► Select the “d” in department. To: All department managers

- ▶ Type

D

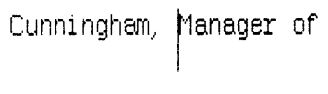
Select the “m” in managers.

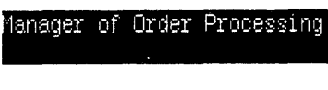
- ▶ Type

M

In this example, you replaced one letter with another. But you aren't limited to using the same number of characters when replacing text. You can select one character and replace it by an entire sentence, if you want.

Replace “Manager of Order Processing” with “Order Processing Manager”:

- ▶ Place the insertion point just before the “M” in Manager. 

- ▶ Press the mouse button and pull through to the end of the line. 

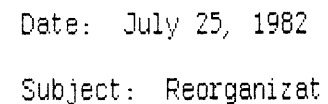
- ▶ Type

Order Processing Manager

As soon as you begin typing the replacement text, the selected text disappears from the screen. You can type as much text as you want, and use the **(Backspace)** key if you make a mistake.

Entering More Text

To add more text to the end of a document, you place the insertion point at the end of the existing text and type. Although you see additional white space on the screen as though it is a piece of blank paper, that space is not actually part of your document yet. If you try to place the insertion point below your text, LisaWrite automatically moves it to the end of your text.

- ▶ Place the insertion point at the bottom of the text on your screen. 

If you can't place the insertion point below the "Subject" line of the memo, you forgot to press **(Return)** when you ended the line. In this case, place the insertion point at the end of the "Subject" line and press **(Return)**.

Now that the insertion point is on the bottom line,

- ▶ Type the following paragraph, being sure to press **(Return)** at the end of the paragraph, but not at the end of any other lines:

Effective immediately, order processing will be divided into three departments, each with a supervisor. Please give these supervisors your full cooperation. (Return)

We mentioned earlier that LisaWrite has some standard margins already set. When the text you type reaches the right margin, LisaWrite automatically wraps it around to continue on the next line. You only need to press the **(Return)** key when you come to the end of a paragraph. This capability, known as word wrap, will increase your typing speed tremendously. You need never concern yourself with watching for the right margin again!

To help you get used to word wrap in these exercises, only press the **(Return)** key when you see the symbol **(Return)**.

Figure 6 shows what your screen looks like now.

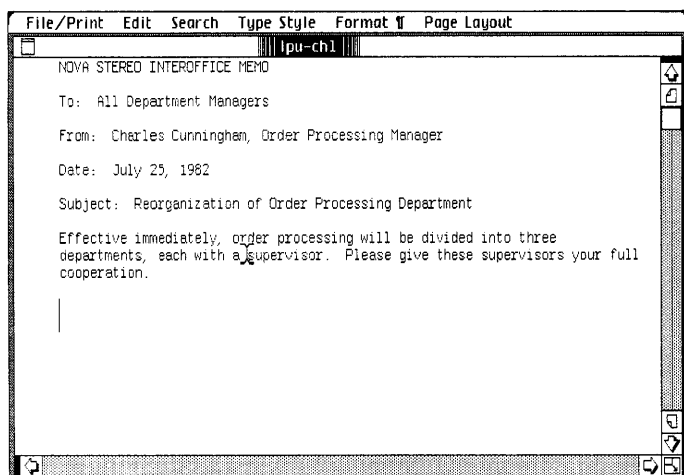


Figure 6. Screen after Entering More Text

► Type

Telephone Sales -- Ralph McDonnell (Return)

Order Entry -- Diane Tucker (Return)

Packing -- Linda Hughes (Return)

Some Final Changes to Content

You've now entered the basic content of the memo. Figure 7 shows two final changes to be made.

- Adding titles to the new department supervisors.
- Moving a paragraph.

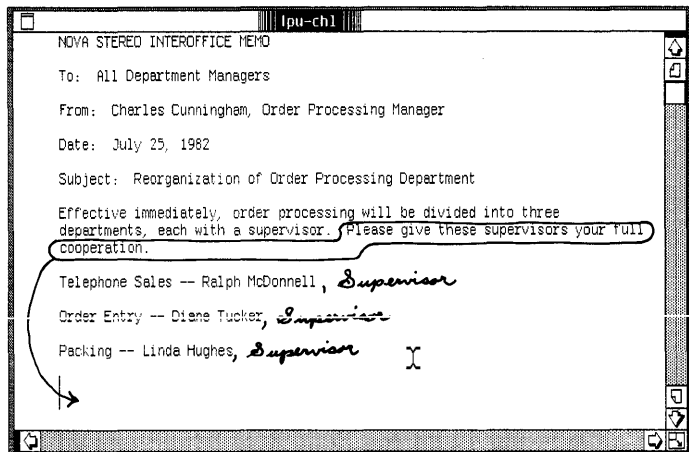


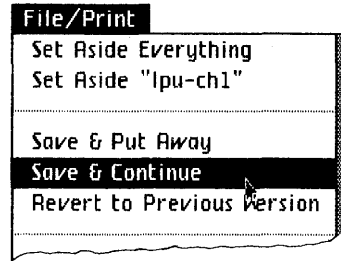
Figure 7. Final Content of Memo

Saving Documents

Before you continue with the final changes, save the text you've already entered. It's a good idea to save the document you're working on every 15 to 20 minutes. That way you have a copy of the work you've done so far stored on your disk. You may want to change your mind later and revert to a previous draft, or you may need to return to an earlier draft in the event of an unforeseen power failure.

To save your document,

- ▶ Choose Save & Continue from the File/Print menu.



That's all it takes to ensure a safe copy of your work.

Notice that the pointer takes on the shape of an hourglass while LisaWrite saves your document. When you see this pointer, it means that the Lisa is temporarily busy. Wait until the pointer resumes its normal appearance before continuing.

Copying Text

When you need to insert the same text in different places in your document, you can avoid retyping it by using Copy from the Edit menu.

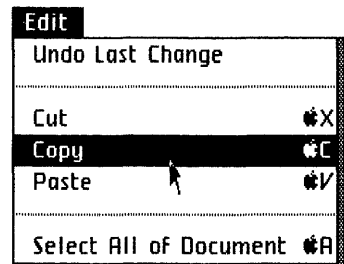
Add “, Supervisor” after each of the names:

- ▶ Place the insertion point at the end of Ralph McDonnell's name.

▶ Type `Ralph McDonnell, Supervisor`
`, Supervisor`

▶ Now select the characters you just typed. Place the insertion point just before the comma (,) and pull through “Supervisor.”

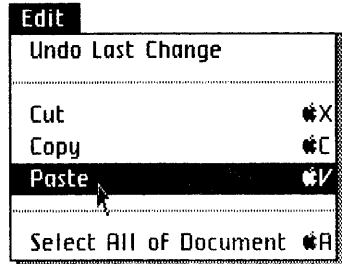
- ▶ Choose Copy from the Edit menu.
“,Supervisor” appears on the Clipboard, replacing the previous contents.



Copy works very similarly to Cut except that a copy of selected text is placed on the Clipboard, leaving the original text in place.

- ▶ Now place the insertion point at the end of Diane Tucker's name.
- ▶ Choose Paste from the Edit menu.

Telephone Sales -- Ralph McDonnell,
Order Entry -- Diane Tucker
Packing -- Linda Hughes



- ▶ Now place the insertion point on the next line, at the end of Linda Hughes' name.
- ▶ Choose Paste from the Edit menu again.

Moving Text

You can move text around in a document quickly and easily using Cut and Paste from the Edit menu. Earlier in this chapter you used Cut to remove unwanted text. Now use it to move part of the second paragraph to the end of the sample memo.

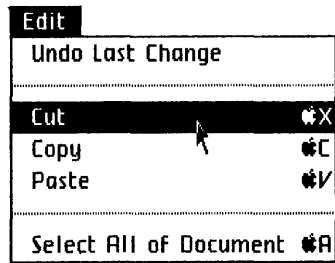
To emphasize that you want your managers to cooperate with the new supervisors, move the first sentence in the second paragraph to the bottom of the memo.

- ▶ First, place the insertion point just before the second sentence in the paragraph and press **(Return)**. This divides the paragraph into two separate paragraphs.
- ▶ Now, select the new second paragraph by moving the pointer into the second paragraph and triple clicking. Triple clicking the mouse button quickly selects the entire paragraph.

Please give these supervisors your full cooperation.

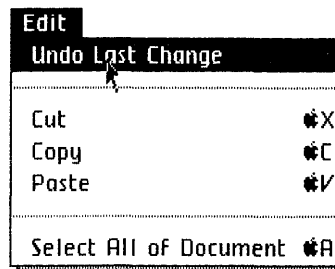
Telephone Sales -- Ralph McDonnell, Supervisor

- ▶ Choose Cut from the Edit menu. The paragraph disappears from the body of the memo and reappears on the Clipboard.



A special feature with your Lisa, Undo Last Change, lets you change your mind after doing something. Try it out. Undo the cut you just made.

- ▶ Select Undo Last Change from the Edit menu.



The paragraph reappears in the memo and disappears from the Clipboard. You can undo many changes that you make in LisaWrite. You can even undo Undo!

Remove the paragraph from your text again.

- ▶ Select Undo Last Change from the Edit menu again. The same paragraph is moved from the memo onto the Clipboard.

- ▶ Now place the insertion point at the bottom of the memo.

Order Entry -- Di

Packing -- Linda



- ▶ Choose Paste from the Edit menu. A copy of the paragraph on the Clipboard is placed at the bottom of the memo.
- ▶ If the text of the memo scrolls up, just move the pointer to the upper scroll arrow and click the mouse button once.

A copy of the paragraph remains on the Clipboard, even though you've pasted a copy into the memo. This text remains on the Clipboard until you cut or copy another section of text. You can paste text from the Clipboard into as many portions of the document as you want, or into another document. Chapter 6 in this Tutorial shows you how to cut and paste from one document to another.

Paste can also be used to replace text. When text is selected in a document and you choose Paste, the text on the Clipboard replaces the selected text.

Changes to the content of the memo are now complete. Next you learn to print your document and put it away.

Printing Your Document

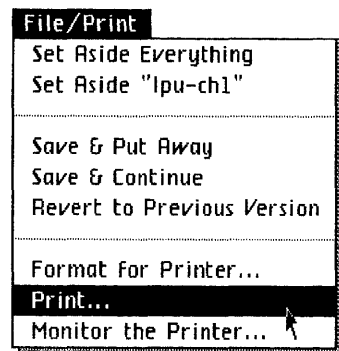
To print a document, you naturally have to have a printer connected to your Lisa. If you don't have a printer, or it is not set up, you may skip this section for now, and proceed to Putting Your Document Away, later in this chapter.

For how to set up your printer, refer to the manual that came with your printer.

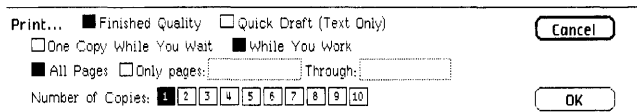
You also need to set up Preferences correctly for your printer. If you have not already done this, do this now. For how to configure your printer to your Lisa, refer to the Set Printer Configuration procedure in Section D, Desktop Manager Reference Guide, in the *Lisa Owner's Guide*.

Once the printer and Preferences have been set up, you need to make sure that the printing options for your document match the options for your printer. To do this:

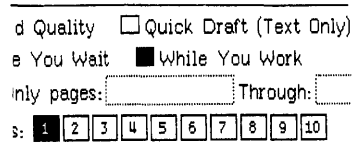
- ▶ Choose Print from the File/Print menu.



A Print dialog box appears on your screen:



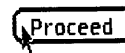
To see some of the printing capabilities available to you, print the document twice, first using Quick Draft, and then using Finished Quality.

- ▶ Check the box next to Quick Draft.
- 

- ▶ Click OK in the dialog box.

Your Lisa then displays a message saying that it is preparing to print your document and allow you to continue working, since the Print dialog box specified that you wanted to print your document while you work. After that message, the Lisa displays an alert box asking you if you want to cancel the printing or proceed with it. To respond to the message,

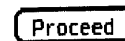
- ▶ Click Proceed to continue working while your document is being printed.



If your Lisa cannot print your document while you work, it will display a message to let you know that, and you will have to wait until the document is finished printing and the message disappears.

The quick draft of your memo prints quickly. When it is finished, print another copy, this time a finished quality copy, and compare the two.

- ▶ Choose Print from the File/Print menu.
- ▶ Check Finished Quality in the print dialog box.
- ▶ Click OK in the dialog box.
- ▶ Check Proceed in the message box that appears.



This time your document takes longer to print. When it finishes, remove it from the printer and compare it with the first printed copy. On a dot matrix printer, a built-in font is used when you choose Quick Draft, instead of the fonts shown on the screen. On a daisy wheel printer, whatever print wheel is on the printer will be used, even if you've specified a different one in your document. No special type styles or fonts are printed in a quick draft, but they are in a finished quality draft. Figure 3 at the beginning of this chapter shows the memo printed with finished quality.

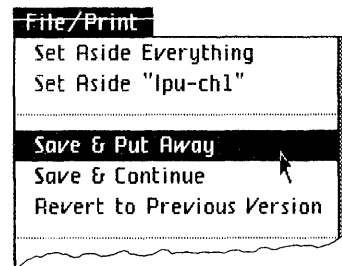
You learn to use the other settings available in the Print dialog box, and with the menu item, Format for Printer, in Section C, LisaWrite Reference Guide, Chapter 2, under Print.

Putting Your Document Away

When you're finished with a document, you can either save it or discard it. You will use the memo you have created in the next chapter, so save a copy.

To save the document you just created,

- ▶ Choose Save & Put Away from the File/Print menu.



The document window closes automatically, and its document icon goes back beside the stationery pad in the ProFile window.

Now you can move the document icon to an empty place in the disk window.

- ▶ Move the pointer into the LisaWrite document icon. Press and hold the mouse button while moving the icon to any empty place in the disk window.
- ▶ Release the mouse button.

The Clipboard window is still open. Leave it open, if you like, or close it. If you prefer to close the Clipboard,

- ▶ Move the pointer into the Clipboard and click the mouse button to activate it. Choose Set Aside Clipboard from the File/Print menu.

This completes Chapter 1. Go on to the next chapter, if you like, or come back to it at a later time.

Chapter Summary

Get a new document

- Open the disk containing the stationery pad.
- Tear off a piece of paper from the pad.
- Name and open the document.

Enter text in a new document

- Type the characters you want. They appear at the insertion point.
- Press **(Backspace)** to erase the last character you typed.
- Press **(Return)** at the end of each paragraph, not each line.

Insert new text

- Place the insertion point where you want to add text.
- Type the characters you want to insert.

Delete text

- Select the text to be deleted.
- Choose Cut from the Edit menu.
or
- Place the insertion point at the end of the text to be deleted.
- Press **(Backspace)** once for each character you want to delete.
or
- Select the text to be deleted.
- Press **(Backspace)**.

Replace text

- Select the text to be replaced.
- Type the new text.

Copy text

- Select the text to be copied.
- Choose Copy from the Edit menu.
- Place the insertion point where you want the copy to go.
- Choose Paste from the Edit menu.

Move text

- Select the text to be moved.
- Choose Cut from the Edit menu.
- Place the insertion point where you want to place the text.
- Choose Paste from the Edit menu.

Undo last change

- Choose Undo Last Change from the Edit menu.

Save a document

- Choose Save & Continue from the File/Print menu.
- or
- Choose Save & Put Away from the File/Print menu.

Print a document

- If you haven't set up your printer yet, see the manual that came with your printer.
- If you haven't set printer Preferences yet, see Section D, Desktop Manager's Reference Guide of the *Lisa Owner's Guide* under Set Printer Configuration.
- If you need to change any of the options in the Format for Printer dialog box for your document, choose Format for Printer from the File/Print menu and change the options.
- Choose Print from the File/Print menu.
- Respond to any dialog boxes that appear.

Chapter 2

Formatting a Document

Formatting a Document

So far you've learned to enter and edit text in a LisaWrite document, print it, and put it away. In this chapter you learn to add some finishing touches to make your documents look more professional.

The Type Style, Page Layout, and Format ¶ menus all let you add final touches to your documents before printing them. In this section, you learn to use the Format ¶ and Type Style menus. The Page Layout menu is discussed in Chapter 4, *Formatting Long Documents — Page Layout*.

In this chapter, you learn to

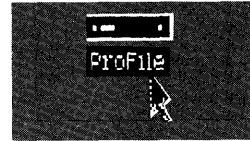
- Retrieve an existing document.
- Change the left and right margins of existing text.
- Align text flush with the left margin, right margin, or both margins, and center text.
- Underline text and make text bold.
- Change paragraph and line spacing.
- Copy format settings from one paragraph to another.
- Change the type style and font used for characters in text.

Retrieving an Existing Document

If you stepped through the exercises in Chapter 1, you now have a copy of the memo.

To retrieve your document,

- ▶ Open the ProFile window.



- ▶ Open the document that you created in Chapter 1.



That's all there is to it!

If you didn't follow the exercises in Chapter 1, you'll find a copy of the memo on the stationery pad named Chapter 2.

- ▶ Open the LisaWrite Examples folder.



- ▶ Tear off a sheet of paper from the stationery pad named Chapter 2.



- ▶ Name the document by typing your initials followed by Ch2.



- ▶ Open the new document.

Your screen should look like Figure 8.

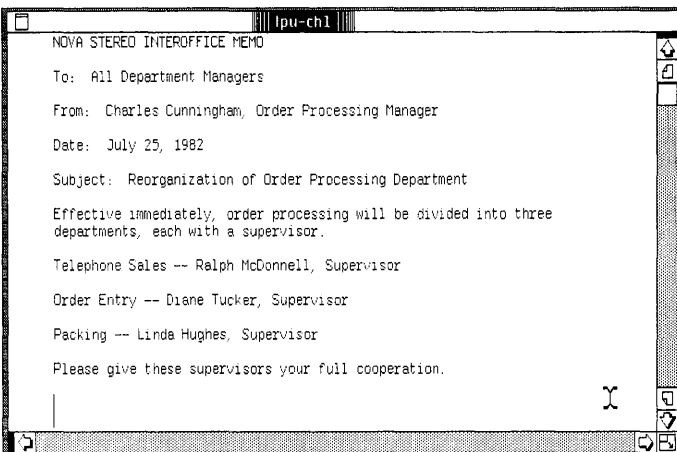


Figure 8. Memo

Using the Format ⌘ Menu

You can make formatting changes to your text at any time while using LisaWrite. If you know how you want your document to look before you enter text, change the settings before you start, or as you enter it. If you're not sure, concentrate on content first, and change the format later, as you do in this example. The beauty of LisaWrite is that you can try a variety of formats and see how your document will look on the screen before you print it.

The Format ⌘ menu makes it easy to set and change the format of text in LisaWrite documents. Using the menu items on it, you control the spacing and placement of your text on the screen. And since LisaWrite displays your text as it will be printed, you can make any adjustments you want before producing a final copy.

Figure 9 shows the Format ⌘ menu.

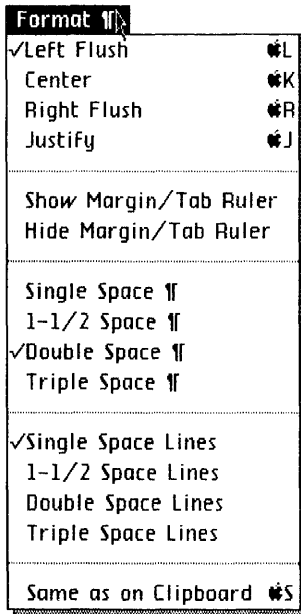


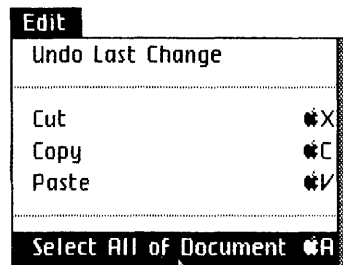
Figure 9. Format \mathcal{F} Menu

Changing Margins

The text of the memo you have been working on is fairly brief. If you were to print this memo with the current left and right margins, it would look somewhat short and fat for a letter-size piece of paper. To give it a sleeker appearance, increase the left margin.

To change the left margin of the memo, use the Show Margin/Tab Ruler option from the Format \mathcal{F} menu. Before opening the menu, select the text to be reformatted. In this example, you change the left margin for the entire memo, so select the entire memo.

- Choose Select All of Document from the Edit menu.



The text on your screen should look something like Figure 10.

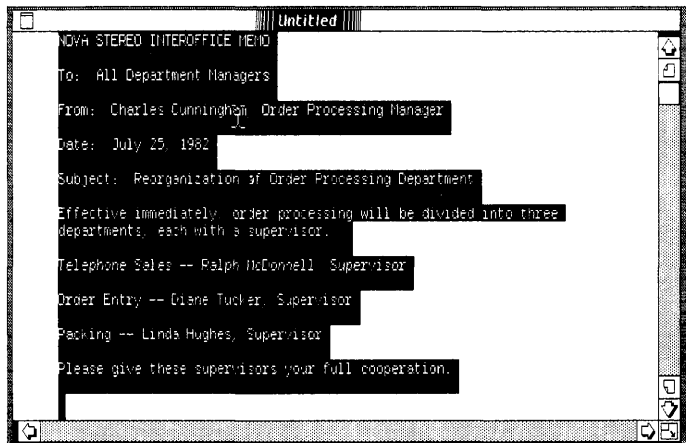
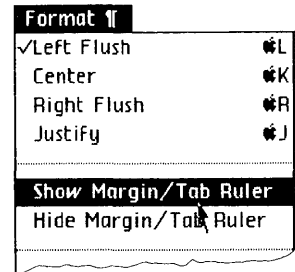


Figure 10. All Text Selected

Now bring the ruler to the screen:

- Choose Show Margin/Tab Ruler from the Format ¶ menu.



The ruler appears on your screen at the bottom of the first selected paragraph, and the Ruler menu appears on the menu bar, as shown in Figure 11.

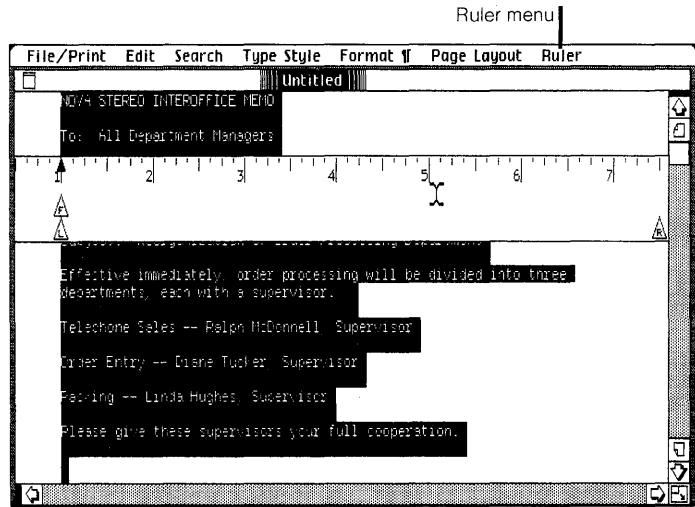






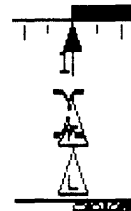
Figure 11. The Margin/Tab Ruler

The ruler lets you set margins and tabs quickly and accurately. The top of the ruler displays units of measure (inches in this example; later you learn to change this to centimeters) and a small dark triangle. You learn to move this marker to set tab stops in Chapter 4, *Formatting Long Documents — Page Layout*.

The light triangles in the middle and bottom of the ruler, , , and  show the current first-line, left and right margins. The first-line margin lets you tell LisaWrite how you want paragraphs indented. Our memo uses block paragraphs, so the first-line and left margins are set in the same position.

Move both of these triangles to the 1-1/2 inch marker, and watch what happens to the selected text of your document.

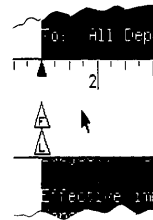
- ▶ Move the pointer to the .



- ▶ Press and hold the mouse button, moving the triangle to the 1-1/2 inch marker, and release the button. Notice that the first line of each paragraph indents automatically as you do this.



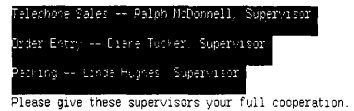
- ▶ Now move the pointer to the triangle, press and hold, pulling it to the 1-1/2 inch marker in the same way. The entire text of the memo moves to line up with the new left margin.



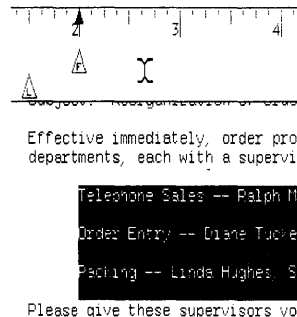
When you make the margins of text smaller, each line holds fewer characters than it did before. LisaWrite automatically adjusts the words on each line to fit within the margins. Any extra words are moved to the next line. Each paragraph is treated as one unit, so the basic format of your document remains.

While the ruler is still on your screen, format another section of the memo. Indent the lines containing the names of the new departments and their supervisors. You don't need to move the ruler to do this. You can change the margins of text with the ruler displaying above them.

- ▶ Select the three lines containing department and supervisor names.

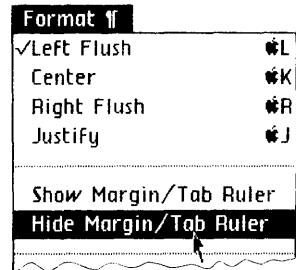


- ▶ Now move the first line ruler marker to the 2 inch marker. The three lines automatically move in to match the new left margin.



That's all the margin changes you need to make right now, so hide the ruler:

- Choose Hide Margin/Tab Ruler from the Format ⌘ menu.



Justifying Text

When you type on most typewriters, you have an even left margin, and a ragged right margin. When you enter text with LisaWrite you get the same effect initially. However it's very easy to request that your text line up differently on the Lisa. When you open the Format ⌘ menu, you'll find four different alignments available:

- **Left Flush:** This is the style you're used to, with an even left margin and a ragged right margin. Sometimes you'll hear this kind of text called "left justified."
- **Center:** This centers text between the current left and right margins.
- **Right Flush:** This lines up the text with the right margin, and leaves the left margin ragged.
- **Justify:** This gives you an even left and right margin, such as you see in books, magazines, and newspapers.

Left flush text has an even left margin, and a ragged right margin, like this paragraph. If the first line margin is indented or outdented from the left margin, the first line will follow that setting. All other lines begin at the left margin marker.

Left Flush Aligned on Left Margin

Right flush text has an even right margin, and an uneven left margin. You'll find it useful when you want a few lines to print even with the right margin. In this example, the header containing "Page 2" is flush right, above a paragraph of text which is flush left.

Right Flush Aligned on Right Margin

A Centered Title
Centered text is placed equidistant between left and right margins. It is useful for titles, headings, and header and footer information. This is an example of a flush left paragraph with a centered title line.

Centered Centered between Margins

Justified text has even left and right margins throughout the paragraph. Only the last line of text is not extended between margins. To justify text, LisaWrite spaces the words out on each line between the left and right margin settings. This is an example of a justified paragraph.

Justified Aligned on Left and Right

When you complete this exercise, the whole memo is justified, and the top line is centered.

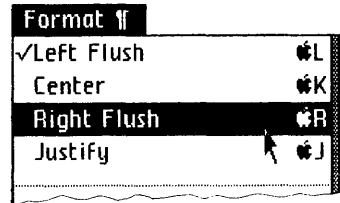
So that you can clearly see the effects of text lined up in different ways, start by selecting the memo heading.

- ▶ Triple click to select the top line of the memo.



Right now the heading is lined up with the left margin, or left flush. See how it looks right flush.

- ▶ Choose Right Flush from the Format menu.



The heading shifts to the right, as in Figure 12.

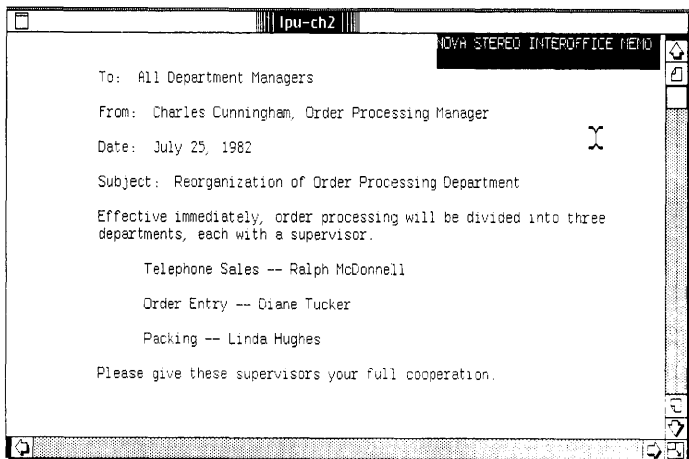


Figure 12. Flush Right Text

The flush right heading doesn't look quite appropriate for this memo, so try centering it.

- ▶ Choose Center from the Format menu.

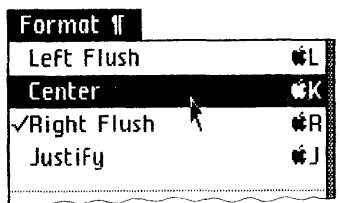


Figure 13 shows the result.

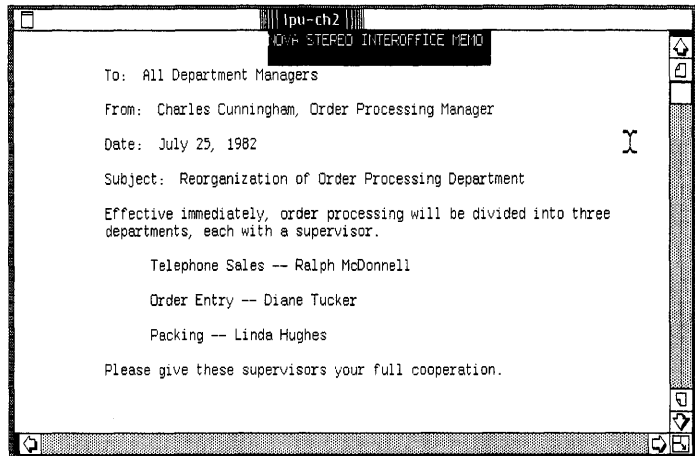


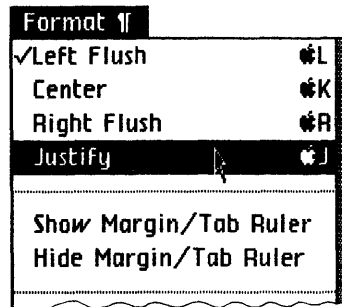
Figure 13. Centered Text

Now justify the rest of the memo:

- ▶ First, select the rest of the memo by placing the pointer just before “To:”, clicking the mouse button and holding it down while you pull diagonally through the memo to the end of “cooperation.” Then release the mouse button.

If the text of the memo shifts on the screen while you are selecting it, you can scroll it back easily by clicking the pointer on the scroll arrows at the bottom and right edges of the window. Scrolling is reviewed in detail in Chapter 3, Working with Long Documents.

- ▶ Now choose Justify from the Format ⌘ menu.



You don't notice an immediate change in this memo as it stands, because it doesn't contain many multi-line paragraphs. However, add the following sentence and watch what happens:

- ▶ Place the insertion point at the end of the first paragraph. Effective immediately, order processing will be divided into three departments, each with a supervisor.
Telephone Sales -- Ralph McDonnell

- ▶ Type

I believe this will improve the efficiency of the department in handling our rapidly increasing sales volume.

Figure 14 shows the justified memo.

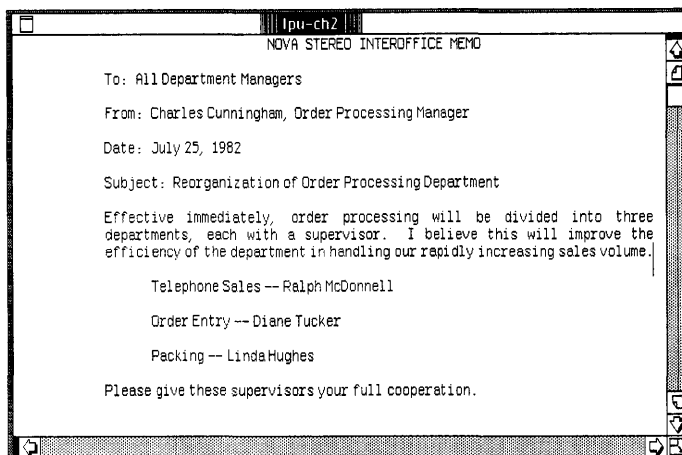


Figure 14. Justified Memo

Many of the lines still look just as they did when the memo was flush left. Short lines by themselves or at the end of paragraphs would look odd if they were spaced out across the line, so LisaWrite leaves them flush left when you choose Justify. Longer paragraphs, such as the first one in the body of the memo, have a more finished look when given even left and right margins.

Paragraph and Line Spacing

You can alter the amount of blank space left between each line of text and paragraph in your document by using the Paragraph and Line Spacing items on the Format ¶ menu.

Paragraph spacing determines how much space is left blank between the end of a paragraph and the next line of text. Remember, every time you press **(Return)**, you end one paragraph and begin another.

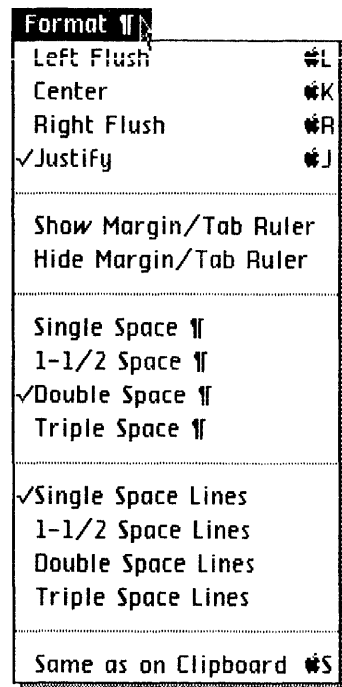
Even before you look at the Format ¶ menu items, you can tell what paragraph spacing is currently in use by the length of the insertion point when it is in the bottom line of a paragraph. In the sample memo, paragraph spacing is set to 2. Look at the insertion point in the memo. It extends below the characters on the screen. The greater the paragraph spacing, the longer the insertion point.

Line spacing determines how much space is left between the lines of text within a paragraph.

- ▶ Place the insertion point in the multiple-line paragraph.

Notice that the insertion point is shorter now, showing you that single line spacing is active within the paragraph.

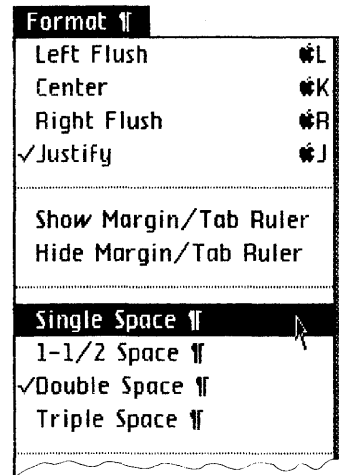
- ▶ Open the Format ¶ menu, and look at it.



As you can see on the menu, both paragraph and line spacing may be set to Single Space, 1-1/2 Space, Double Space, or Triple Space. The settings active for the current paragraph are checked. The current paragraph is the first one selected, or the one containing the insertion point. When more than one paragraph is selected, the checked settings show the spacing for the first selected paragraph.

To see the difference between paragraph and line spacing,

- ▶ Choose Select All of Document from the Edit menu.
- ▶ Choose Single Space ¶ from the Format ¶ menu.



The memo closes up quite a bit with single space paragraphs. Figure 15 shows what you see on the screen.

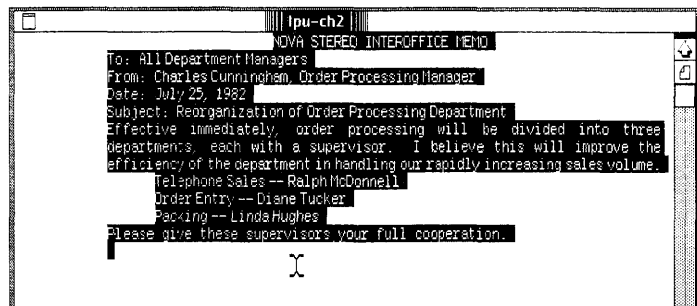
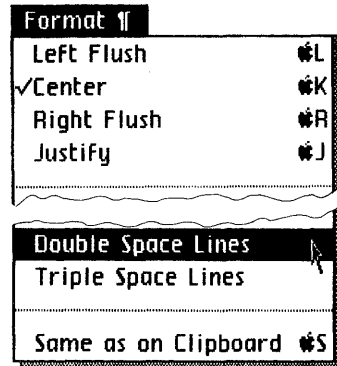


Figure 15. Single Space Paragraphs

► Now choose Double Space Lines from the Format ⌘ menu.



Only the spacing for multi-line paragraphs changes. The result is shown in Figure 16.

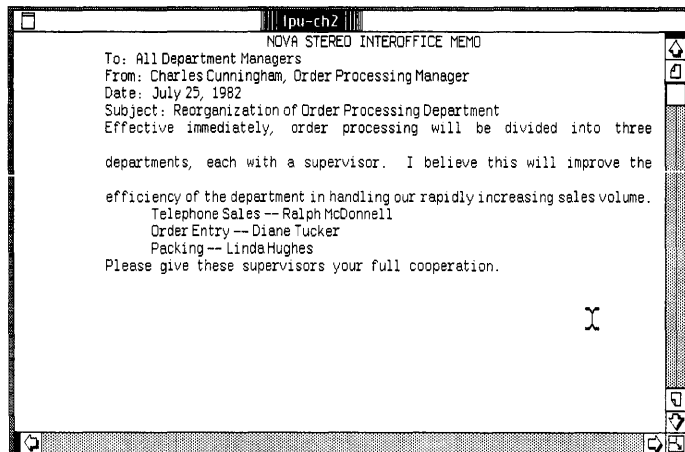


Figure 16. Double Space Lines

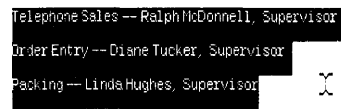
If part of your document disappears below the bottom of the window while you're experimenting, don't be alarmed. With extra spacing, the memo may fill up more paper than the window can display at one time, but the text is still present. In Chapter 3 you review how to scroll long documents through the window to see different portions of them.

Now return the memo to its initial spacing.

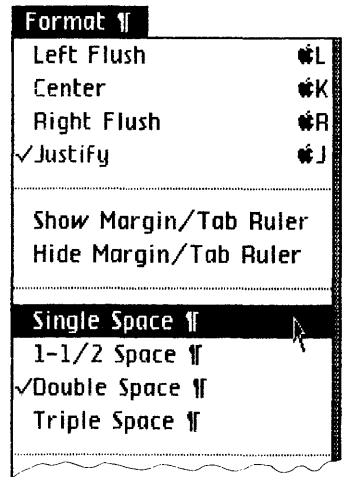
- ▶ If the memo is not now selected, choose **Select All of Document**.
- ▶ Choose **Double Space**.
- ▶ Choose **Single Space Lines**.

The sample memo was entered using **Double Space** and **Single Space Lines** for all the text. In some documents, you may have consistent settings like this throughout. In other documents, you'll want to vary line and paragraph spacing. In our memo, for example, you might prefer to have the three paragraphs listing the new departments single spaced.

- ▶ Select the three lines containing the department and supervisor names.
- ▶ Choose **Single Space** from the **Format** menu.



Telephone Sales -- Ralph McDonnell, Supervisor
Order Entry -- Diane Tucker, Supervisor
Packing -- Linda Hughes, Supervisor



- ▶ Click the mouse button outside of the selection to deselect and see the memo more clearly.

Figure 17 shows the resulting spacing.

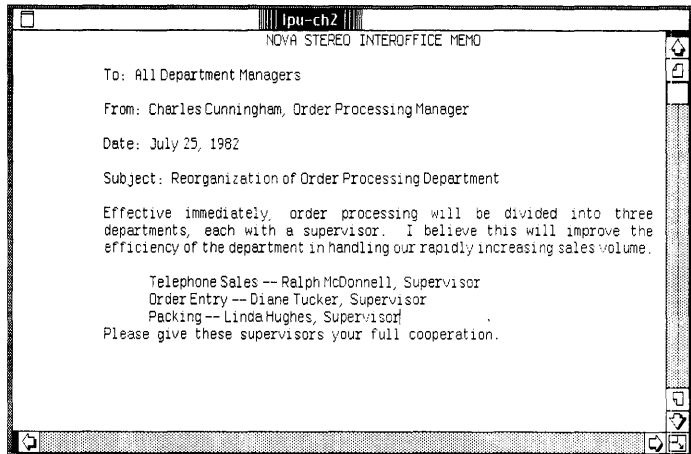


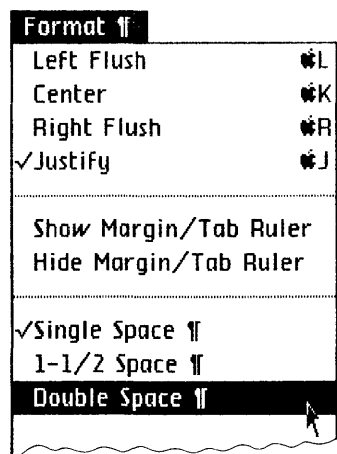
Figure 17. Different Settings in Same Document

The three lines now sit on consecutive lines in your document. But in addition, the final paragraph of the memo sits snugly up against them. What happened? Each of the lines is a paragraph in itself. By selecting all of them, you selected three paragraphs — including the **(Return)** at the end of the last department line, which determines the spacing before the next paragraph. You only needed to select the first two lines to get the desired effect.

To correct the spacing,

- ▶ Place the insertion point somewhere within the line “Packing -- Linda Hughes, Supervisor.” Tucker, Supervisor
hes, Supervisor
sors your full cooperation.

- ▶ Choose Double Space ¶ from the Format ¶ menu.



The last paragraph moves down a line. As you can see, you don't have to select the entire paragraph to change the spacing. Placing the insertion point within the paragraph is enough.

How Formatting Changes Affect Editing Text

When you add or change text in a paragraph, the changes don't alter the current paragraph format. This means that once you've established the formats you want, any insertions or deletions fit right in automatically.

Add some text to the middle of the first paragraph.

- ▶ Place the insertion point of Order Processing Department after "order processing."

order processing will
a supervisor. I believe
ent in handling our rapidly

- ▶ Type

(which now includes telephone sales, order entry and packing)

Watch what happens while you type. The line shifts back and forth as you enter characters, continually rejustifying the paragraph. As text needs to, it shifts down onto the next line, maintaining the same left and right margins, both flush.

Now, let's say you want to add another paragraph at the bottom of the memo, and you want to use the margins active for the three lines containing department and supervisor names. You can copy these margins without using the ruler.

- ▶ Place the insertion point below the last line of the memo.

Please give



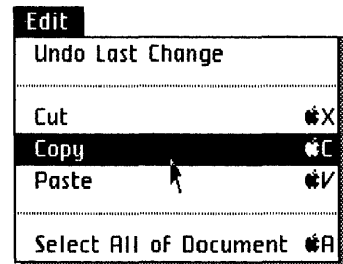
Look at the position the pointer takes. The insertion point sits at the current left margin, which is the same as the margin for the last paragraph of the document. You can change the margins to match the ones you want by using the menu item Same as on Clipboard. The next section shows you how.

Copying Format Styles

To copy the format of one paragraph to another,

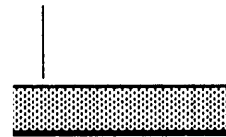
- ▶ Select the paragraph with the format you want, in this case, "Telephone Sales — Ralph McDonnell, Supervisor."
- ▶ Choose Copy from the Edit menu.

Telephone Sales -- Ralph McDonnell, Supervisor
Order Entry -- Diane Tucker, Supervisor
Packing -- Linda Hughes, Supervisor

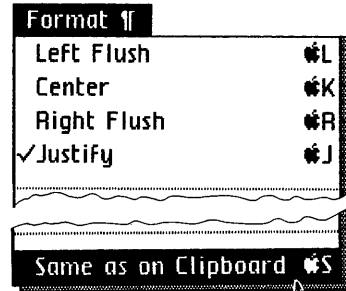


- ▶ Place the pointer below the last line of the memo again.

Please give



- ▶ Choose Same as on Clipboard from the Format ⌘ menu.



The paragraph format settings active for the text on the Clipboard are applied to the current paragraph. You can see the change by the shift of the insertion point.

departments, each with a super

Telephone Sales -- Ralph
Order Entry -- Diane Tuc
Packing -- Linda Hughes,

Please give these supervisors



The Same as on Clipboard feature is most useful when you have one particular format that you wish to use in several places. You simply copy that paragraph and paste its style wherever you wish.

Using the Type Style Menu

When you open the Type Style menu, you see quite an extensive list of styles to choose from. You can pick the actual size and face of the fonts to be used in your text, and add special effects such as underlining, italics, bold, and sub- and superscripts.

Figure 18 shows the Type Style menu.

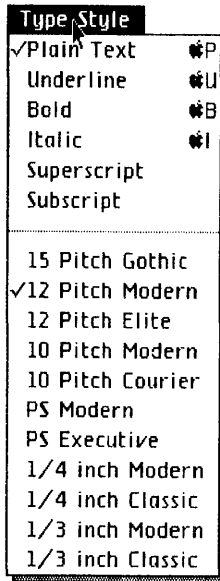


Figure 18. The Type Style Menu

In this exercise you underline the last paragraph of the memo, make the word “immediately” bold, and choose a new font for the top line to create a letterhead.

To underline the last paragraph,

- ▶ Select the last paragraph of the memo.

Telephone Sales -- Ralph McDonnell, Supervisor
 Order Entry -- Diane Tucker, Supervisor
 Packing -- Linda Hughes, Supervisor
 Please give these supervisors your full cooperation.

- ▶ Now choose Underline from the Type Style menu. The paragraph remains selected after you underline it. Click to deselect it and you see the underlining more clearly.

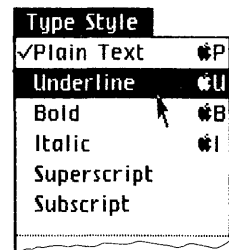


Figure 19 shows the underlined paragraph.

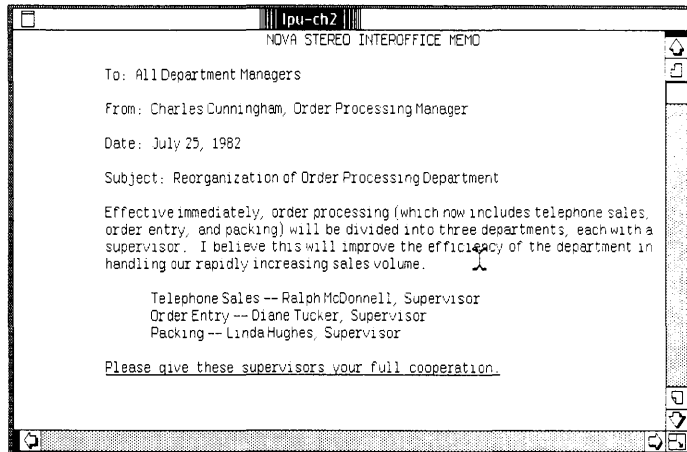
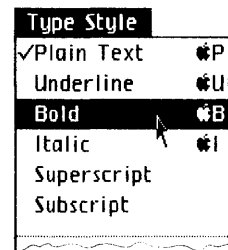


Figure 19. Underlining

To make a word bold, select it and choose Bold from the Type Style menu.

- ▶ Select the word "immediately" by double clicking on it.
- ▶ Choose Bold from the Type Style menu.

Effective **immediately**, order entry, and packing) w



To change the font of the top line,

- ▶ Select the top line of the memo.



- Choose 1/4 Inch Modern from the Type Style menu, and watch the character size change.

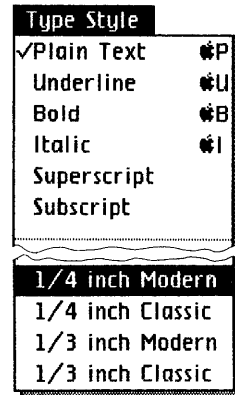


Figure 20 shows your memo with the new font and bolding.

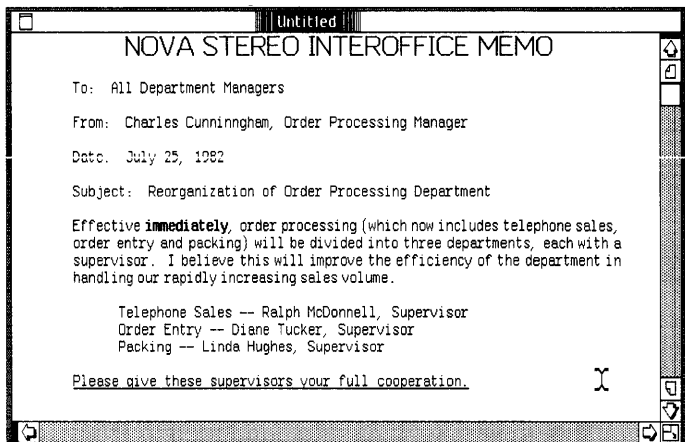
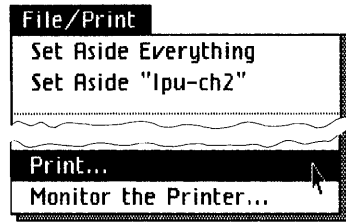


Figure 20. Bolding and New Fonts in Memo

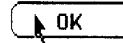
You can also combine italics, bolding, and underlining with any of the fonts, giving you a very wide range of type styles.

That's it! Your memo is complete. Print it now, if you would like a paper copy, and put it away.

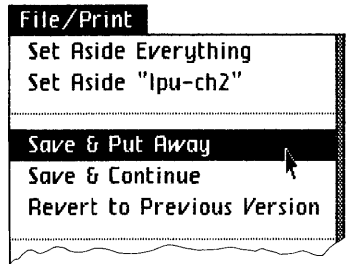
- ▶ Choose Print from the File/Print menu.



- ▶ Click OK in the dialog box.



- ▶ Choose Save & Put Away from the File/Print menu.

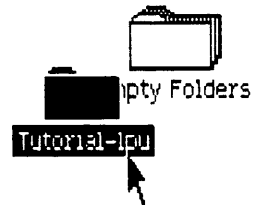


You could leave your documents where they are now in the ProFile window, but your ProFile window would soon become cluttered with document icons. You can create a folder to contain all the related documents.

- ▶ Move the pointer into the empty folder pad icon in the ProFile window and click the mouse button twice.

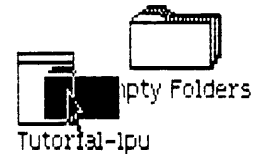


- ▶ Type **Tutorial-** followed by your initials.



To file the document in your new folder,




- ▶ Move the pointer into the document icon. Press and hold the mouse button while moving the document icon over the folder.



- ▶ Release the mouse button when the folder icon flashes.
- ▶ Move the folder icon to an empty place in the ProFile window.
- ▶ Move the document that you worked on in Chapter 1 into your new folder to keep all your examples together.

This completes Chapter 2. Go on to the next chapter, if you like, or come back to it later.

Chapter Summary

Retrieve an existing document	<ul style="list-style-type: none">■ Double click on the document icon.
Change margins	<ul style="list-style-type: none">■ Select paragraph(s) in text.■ Choose Show Margin/Tab Ruler from the Format ¶ menu.■ Pull , , or  to margin position.■ Choose Hide Margin/Tab Ruler from the Format ¶ menu.
Set text left flush	<ul style="list-style-type: none">■ Select paragraph(s) in text.■ Choose Left Flush from the Format ¶ menu.
Set text right flush	<ul style="list-style-type: none">■ Select paragraph(s) in text.■ Choose Right Flush from the Format ¶ menu.
Center text	<ul style="list-style-type: none">■ Select paragraph(s) in text.■ Choose Center from the Format ¶ menu.
Justify text	<ul style="list-style-type: none">■ Select paragraph(s) in text.■ Choose Justify from the Format ¶ menu.
Set line spacing	<ul style="list-style-type: none">■ Select paragraph(s) in text.■ Choose the desired line spacing from the Format ¶ menu.

-
- | | |
|----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Set paragraph spacing | <ul style="list-style-type: none">■ Select paragraph(s) in text.■ Choose the desired paragraph spacing from the Format ¶ menu. |
| <hr/> | |
| Copy format style | <ul style="list-style-type: none">■ Select the paragraph with the style to be copied.■ Choose Copy from the Edit menu.■ Select the paragraph to receive the new style.■ Choose Same as on Clipboard from the Format ¶ menu. |
| <hr/> | |
| Change type styles | <ul style="list-style-type: none">■ Select the text you want.■ Choose the desired type style from the Type Style menu. |
| <hr/> | |
| Create a folder | <ul style="list-style-type: none">■ Double click on the folder pad icon.■ Type the name of the folder. |
| <hr/> | |
| Put a document in a folder | <ul style="list-style-type: none">■ Move the document icon over the folder icon.■ Release the mouse button when the folder icon flashes. |

Chapter 3

Working with Long Documents

Working with Long Documents

This chapter shows you how to use LisaWrite with long documents. You'll find that it's as easy to move around and make changes in a long document as it is in a brief memo.

You learn how to

- Use the scroll bar, scroll arrows, and elevators to bring more text into view in the window.
- Split the window into two or more views of your document.
- Find and go directly to specific text in your document.
- Find and replace text at the same time.

Some formatting features make working with long documents easier, too. They are discussed in Chapter 4, *Formatting Long Documents — Page Layout*.

Moving Around in a Long Document

In this chapter you work with a letter provided as the stationery pad Chapter 3.

To get a copy of the letter,

- ▶ Open the ProFile window.
- ▶ Open the LisaWrite Examples folder.
- ▶ Tear off a piece of stationery from the stationery pad named Chapter 3.
- ▶ Name the document by typing your initials followed by Ch3.
- ▶ Open the new document.

The document displayed in your active window should look like Figure 21.

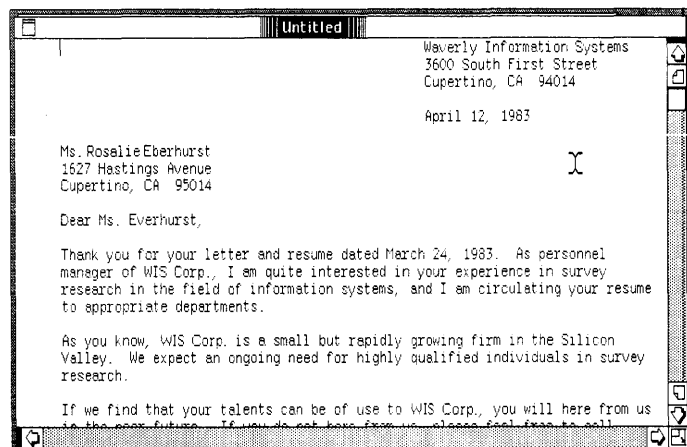


Figure 21. Sample Letter for Chapter 3

Only part of the letter shows in the window on your screen. A printed copy of it, marked with the changes you'll be making, is shown in Figure 22. Although only one printed page, the letter is long enough to show you what you need to know to work with long documents of any length. All of the tasks you do in this chapter work just the same with one, ten, twenty, or thirty page documents.

Waverly Information Systems
3600 South First Street
Cupertino, CA 94014

April 12, 1983

Ms. Rosalie Eberhurst
1627 Hastings Avenue
Cupertino, CA 95014

Dear Ms. Eberhurst,

Thank you for your letter and resume dated March 24, 1983. As personnel manager of WIS Corp. I am quite interested in your experience in survey research in the field of information systems, and I am circulating your resume to appropriate departments.

As you know, WIS Corp. is a small but rapidly growing firm in the Silicon Valley. We expect an ongoing need for highly qualified individuals in survey research.

If we find that your talents can be of use to WIS Corp., you will hear from us in the near future. If you do not hear from us, please feel free to call.

Sincerely,

Tom James,
Personnel Manager
WIS Corp.

Change to Waverly Information Systems Corporation throughout

hear

Figure 22. Complete Letter Marked with Changes

The Window into Your Document

Think of each document as a long, wide scroll of paper. The active window shows you one portion of your document at a time. This scroll of paper can be moved up and down and left and right so that you see different parts of it through the window.

Sometimes LisaWrite automatically scrolls your document for you. For example, when you enter text and it fills up the window, LisaWrite scrolls the text up line by line so that you continue to see what you are typing. As this happens, the top part of your document scrolls up beyond the top of the window, temporarily out of view.

Your documents may often contain more lines than the window can display all at once, as our sample letter does. LisaWrite provides two different ways to move around your document quickly and easily.

- You can scroll the text of the document so that different parts of it display in the window. This lets you treat your LisaWrite document as you might a printed one, scanning through it to find what you want.

- You can use the Search menu and tell LisaWrite to locate the exact text you want to review or change. No matter how long your document, LisaWrite will search through it for you, and bring that portion of the text into the window.

Scrolling a Document through the Window

Scrolling a document through the active window is fast and easy. You use the scroll bars at the bottom and right edge of the window. Figure 23 points out the scroll bars and their contents.

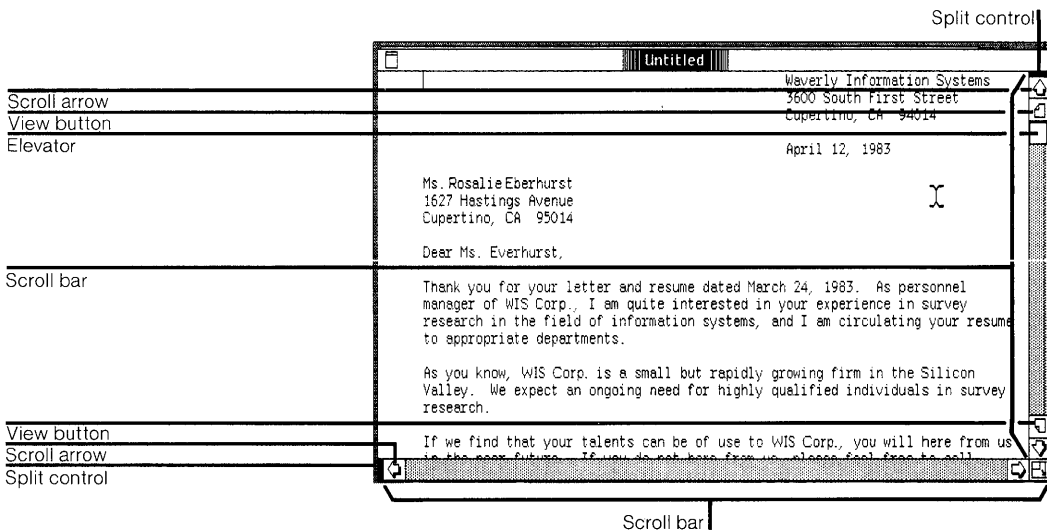


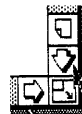
Figure 23. Scroll Bars

In this chapter you practice using the the scroll arrows, elevators, and view buttons to move around in your documents.

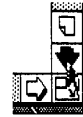
Vertical Scrolling

Use the bottom scroll arrow to scroll the bottom of the letter into view, one line at a time.

- Move the pointer to the bottom scroll arrow.



- ▶ Press and hold the mouse button until the bottom of the letter shows in the window.



The arrow highlights, just like selected text, and the letter scrolls up on the screen, one line at a time. As it scrolls, the elevator moves down the scroll bar.

Try scrolling part of the letter back down, using the top scroll arrow until the middle section of the letter is in view:

- ▶ Move the pointer to the top scroll arrow.



- ▶ Press and hold the mouse button until the signature line no longer displays in the window.

Now try another way of scrolling. Use the view buttons to move sections of text in window-size increments into view at one time.

- ▶ Move the pointer to the top view button.



- ▶ Click the mouse button.

The view button highlights briefly, and the top of the letter comes into view.

- ▶ Now move the pointer to the bottom view button.



- ▶ Click the mouse button.

The bottom of the letter appears in the window.

- ▶ Select the bottom view button again.

Since you are already at the bottom of the document, nothing happens. Although there is potentially much more room in this document below the existing text, LisaWrite knows where to end the scrolling. You won't accidentally wind up looking at a blank window far below the content of your document.

As you use the scroll arrows and view buttons, the elevator itself moves up and down the scroll bar. The position of the elevator tells you where you are in relation to the length of the document. You can use it to scroll, too.

- ▶ Move the pointer to the elevator.



- ▶ Press and hold the mouse button, pulling the elevator to the top of the scroll bar.



When you release the mouse button, the top of the letter displays immediately.

Use the elevator to move immediately to the top or bottom of a document, or to move to an approximate position in your document. The elevator's position on the scroll bar represents the text in view in the window in proportion to the size of the entire document.

Sometimes when you pull the elevator to the bottom, you'll see it bounce back to the middle of the scroll bar, particularly in short documents. When this happens, you are still moved to the bottom of the document.

Horizontal Scrolling

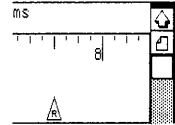
So far you've used the contents of the scroll bar at the right edge of your document to move the letter vertically through the window. You can also move the text horizontally through the window by using the scroll arrows in the scroll bar at the bottom edge of the window.

You'll want to scroll your documents horizontally when you set left and right margins which don't automatically display within the window size. To illustrate this, turn on the margin/tab ruler and then try scrolling to the right and left. It doesn't matter where the insertion point is in your document.

- ▶ Choose Show Margin/Tab Ruler from the Format ⌘ menu.

Notice that you see from the 1/2 inch mark on the ruler to the 7-1/2 inch mark. The ruler actually extends from the 0 inch mark to 8-1/2 inches however, simulating the width of an 8-1/2 inch wide piece of paper. This width is determined from the printer specification settings. You learn to change it in Section C, LisaWrite Reference Guide, Chapter 2, under Print.

- ▶ Press and hold the mouse button with the pointer on the right scroll arrow, until you see the 8-1/2 inch mark on the ruler.



The left portion of the letter has now scrolled off the screen.

- ▶ Now press and hold the mouse button with the pointer on the left scroll arrow, until you can see the left edge of the text again.



- ▶ Choose Hide Margin/Tab Ruler from the Format ⌘ menu.

Experiment with the scroll bar facilities as you work with this and other long documents. As you get used to working with them, you'll find you can move quickly and easily through your documents.

Splitting Views in a Document

When you want to see different parts of a long document at the same time, you can split the window into two or more views. You can have split views horizontally, vertically, or both at the same time. Try it:

- ▶ Move the pointer to the vertical split view control, at the top of the vertical scroll bar.



- ▶ Press and hold the mouse button, moving the mouse down towards you.

- Release the button when the flickering outline is half-way down the screen.

rsonnel



The active window splits into two views of your document, each with its own scroll bar and view controls. Right now both views display the same text. Your screen should look something like Figure 24.

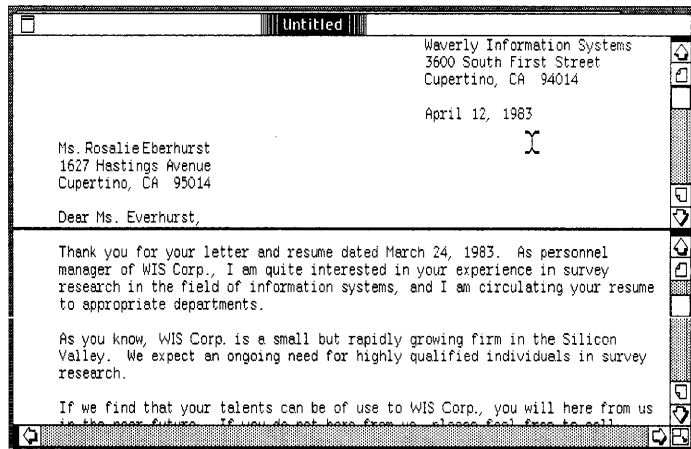


Figure 24. Split View of Document

Notice that each view of the document now has its own split control at the top of the vertical scroll bar.

Now try scrolling in the two windows.

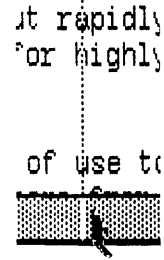
- Use the scroll arrows, view buttons, or elevators, to move the text of the letter so that you see the bottom of the letter in the lower view and the top of the letter in the upper view.
- Now scroll the text so that you see the bottom of the letter in the top view, and the top of the letter in the bottom view.

The window can be split horizontally, too.

- Move the pointer to the split control at the left-hand edge of the bottom scroll bar.



- ▶ Press and hold the mouse button, pulling the mouse to the right until the flickering outline is about half-way across the screen; then release it.



Your screen should look something like Figure 25.

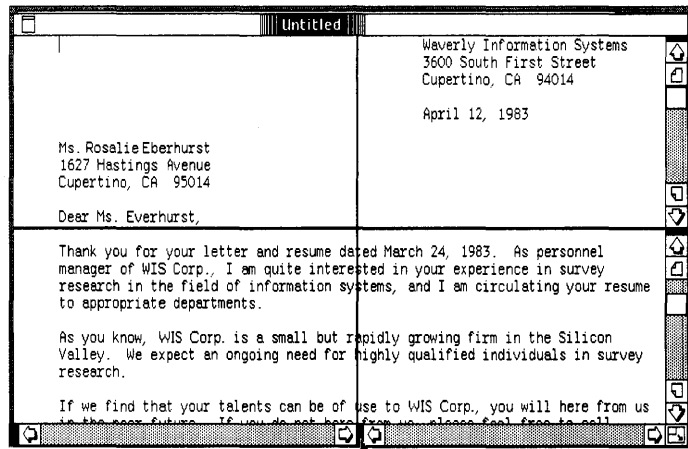
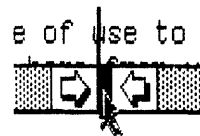


Figure 25. Four Views in Document Window

You can split a document into as many views as you want, both vertically and horizontally. When creating a new split view, always start with the top and far-left split control. The split controls that appear in the new views of the document are used to adjust the size of each view.

Now close the views.

- ▶ Move the pointer to the split control in the lower left edge of the right-hand split view.



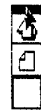
- ▶ Press and hold the mouse button, moving the edge of the right-hand view back to the edge of the left-hand view, and release the button.



- ▶ Now move the pointer to the split control in the upper right edge of the lower split view.



- ▶ Press and hold the mouse button, moving the edge of the lower view back to the top of the upper view, and release the button.

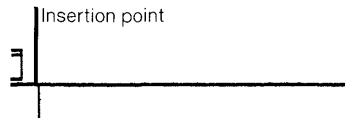


Your window returns to one view.

Locating Text

You can go directly to any word or phrase in your document by using the Search menu. To see how this works, use the Search menu to go to “Sincerely.”

- ▶ First, use the elevator to move back to the top of the letter, and select an insertion point at the top of the text.

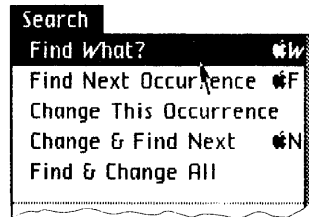


X

Ms. Rosalie Eberhurst
1627 Hastings Avenue
Cupertino, CA 95014

LisaWrite always searches for the text you want from the current selection or the insertion point to the end of the document. When you want to find the first occurrence of a word or phrase, always select an insertion point at the top of your text.

- Choose Find What? from the Search Menu.



The dialog box appears at the top of your screen. The insertion point is automatically placed in the brackets next to “Find,” as in Figure 26.

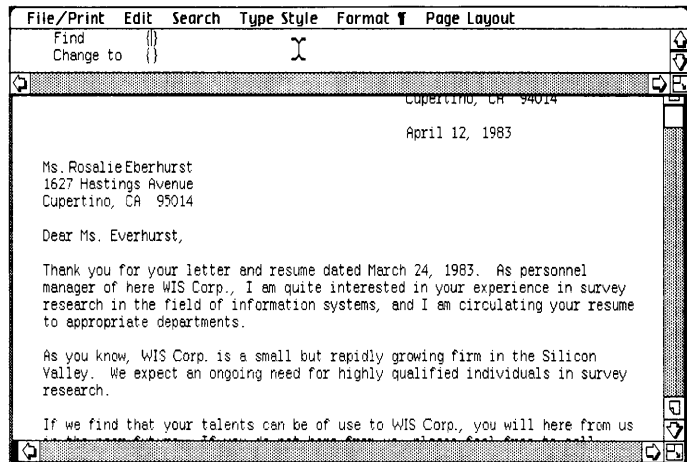
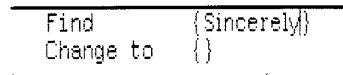


Figure 26. Search Dialog Box

- Type

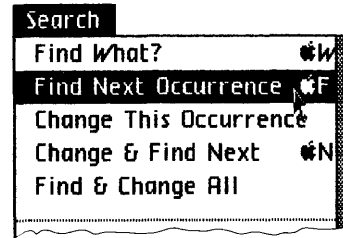


Sincerely

The characters appear within the brackets in the dialog box next to the word “Find.”

Since you just want to find the word “Sincerely,” and not change it to another word, you don’t need to fill in the Change To line.

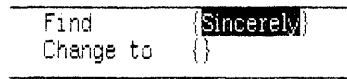
- Choose Find Next Occurrence from the Search menu.



The portion of the letter containing "Sincerely" appears in the window. The text you wanted to find is selected.

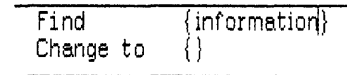
Now find the first occurrence of the word "information."

- Move the pointer inside the dialog box at the top of the screen and select "Sincerely."



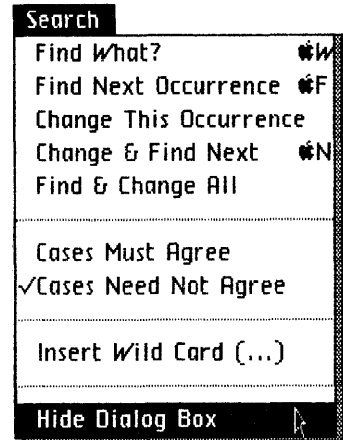
- Type

information



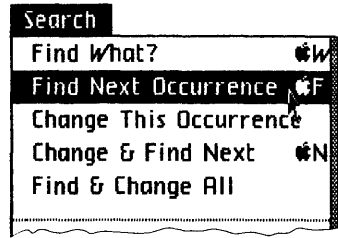
"information" replaces "Sincerely" next to "Find." This time, close the dialog box before searching.

- Choose Hide Dialog Box from the Search menu.



- Use the elevator to move back to the top of the letter and place an insertion point on the first line.

- Choose Find Next Occurrence from the Search menu.



“Information” is selected in the company address at the top of the letter.

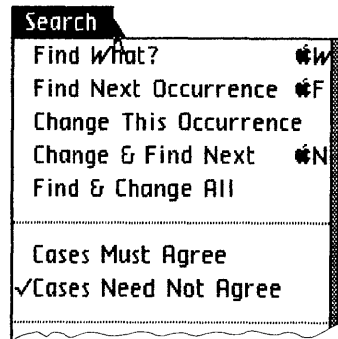
Notice that LisaWrite found the word even though you typed the word with a lower case “i” and the first occurrence of it in the letter starts with a capital “I.” This is because the Search menu is currently set to Cases Need Not Agree.

Further Defining Text to Locate

When you tell LisaWrite to “find” text, you can set additional criteria to help locate a specific place in the document.

- Open the Search menu and locate the menu items Cases Must Agree and Cases Need Not Agree.

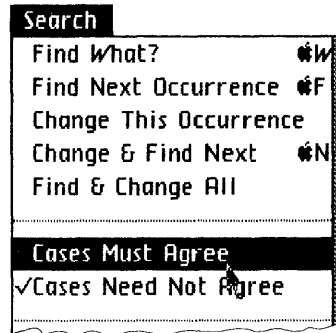
Cases Need Not Agree is checked indicating that it is now active. This setting tells LisaWrite to match the characters you specify, but to pay no attention to whether they display in upper or lower case.



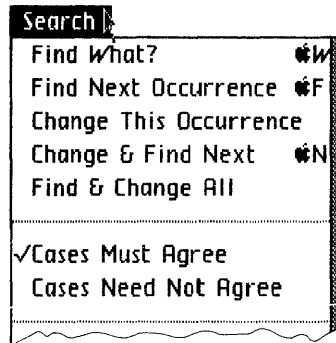
When you want LisaWrite to match the case of the characters you specify exactly, choose Cases Must Agree from the Search menu.

Try it.

- ▶ Open the Search menu and choose Cases Must Agree.



- ▶ Open the Search menu again and notice that Cases Must Agree is now checked. Cases Need Not Agree is not.



- ▶ Place the insertion point at the top of the letter again.
- ▶ Choose Find Next Occurrence from the Search menu.

LisaWrite remembers the last word you searched for, and goes directly to the first lowercase occurrence of “information,” skipping the capitalized occurrence in the company address.

Corp., I am quite int
d of **information** syst
tments.

- ▶ Choose Cases Need Not Agree again.

Use Cases Need Not Agree when you want to find all occurrences of a word or phrase, regardless of case, and when you don't remember exactly which characters are capitalized.

Use Cases Must Agree to help you find the first exact occurrence of text.

Locating Additional Occurrences of Text

Normally when you use Search to move to a position in text, enter a word or phrase that you believe to be unique in the document. That way you are assured of moving to the desired text in the fastest way. If the text brought to the screen isn't what you're looking for, the phrase you entered in the dialog box may not be unique. You can quickly find the next occurrence of the phrase.

Try it now in the document: find out if "information" is repeated in the text of the letter again.

- ▶ Choose Find Next Occurrence from the Search menu again.

This time the text on your screen doesn't change. Instead, the dialog box appears, with "Not Found" showing in the lower right-hand corner, as shown in Figure 27. This tells you that "information" doesn't occur again in the letter.

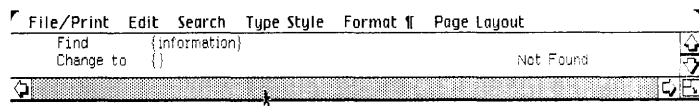


Figure 27. Not Found Message

- ▶ Choose Hide Dialog Box from the Search menu.

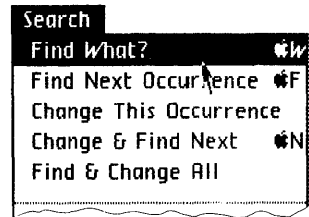
Finding and Changing Text

You can use the Search menu to help make corrections quickly. When you use Search to locate text, LisaWrite automatically selects the found text. This makes it easy for you to see, and also makes it easy to insert or replace characters.

When text is selected, you can replace it by typing in a new character, word, phrase, or as much text as you want. In fact, you can use any of LisaWrite's editing abilities after finding a particular place in the text.

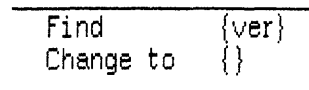
Ms. Eberhurst's name is spelled incorrectly as "Everhurst" in the salutation of the letter. Use Search to help you make the correction.

- ▶ Choose Find What? from the Search menu.



The dialog box reappears, with “information” still in it, but now the word is selected. This makes it easy for you to change the text you want to find.

- ▶ Type
ver



As soon as you start typing, “information” disappears and is replaced with the characters you type.

- ▶ Now place the insertion point at the top of the letter.
- ▶ Choose Find Next Occurrence from the Search menu.

LisaWrite selects “ver” on the salutation line. Dear Ms. Everhurst,

- ▶ Type
ber

Again, as soon as you start typing, the selected text disappears, and the new characters are inserted.

Selective Changes to Text

You can also specify the change you want to make at the same time you tell LisaWrite to find text. Then you can use the Change & Find Next and Change This Occurrence menu items to move quickly through a document, selectively changing as you go. At any located piece of text, you may elect to change the selected text, to leave the selected text as it is and find the next occurrence, or to change this occurrence and find the next one.

In the third paragraph of the letter, the word “here” occurs twice when it should be “hear.” Use the Change & Find Next and Change This Occurrence items on the Search menu to make the correction.

The dialog box still displays the last phrase you located.

Replace “ver” with “here” next to “Find” in the dialog box.

- ▶ Double click to select “ver.”

▶ Type `here`

Find	{here}
Change to	{}

- ▶ Press the **Enter** key to place the insertion point in the brackets on the “Change to” line.

Find	{here}
Change to	{}

- ▶ Type `hear`

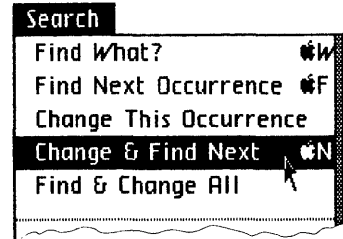
Find	{here}
Change to	{hear}

- ▶ Choose Find Next Occurrence.

LisaWrite selects the first occurrence of “here.”

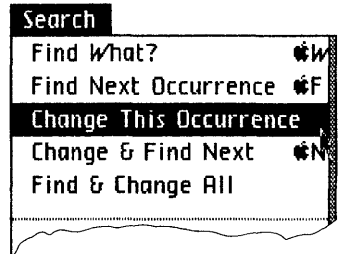
orp., you will **here** from us
ase feel free to call.

- ▶ Choose Change & Find Next.



“Here” is replaced with “hear,” and the next occurrence of “here” is selected. Change & Find Next replaces the selected word and then locates the next one for you. Use this when you think you may want to leave some occurrences of the word without changing it.

- ▶ Now choose Change This Occurrence from the Search menu.



“Hear” replaces “here.” LisaWrite doesn’t look for another instance of the word when you choose Change This Occurrence.

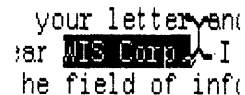
Global Changes

You can also change all occurrences of a word at one time. To see how this works, change “WIS Corp.” to “Waverly Information Systems Corporation” throughout the letter.

- ▶ Scroll to the top of the letter.

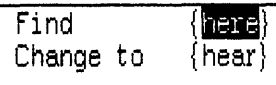
Now you'll use another method to indicate the text you are searching for.

- ▶ Select the first occurrence of “WIS Corp.” in the letter.



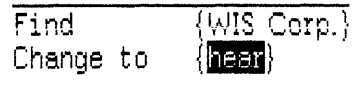
- ▶ Choose Copy from the Edit menu.

- ▶ Select “here” in the dialog box.



- ▶ Choose Paste from the Edit menu.

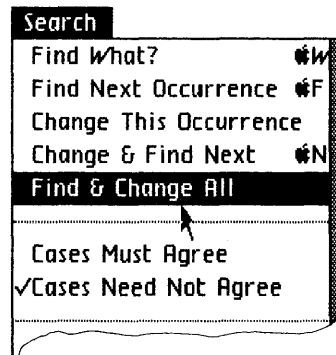
- ▶ Press the **(Enter)** key and watch LisaWrite select “hear” on the “Change to” line.



- ▶ Type

Waverly Information Systems Corporation

- ▶ Select an insertion point near the top of the letter.
- ▶ Choose Find & Change All from the Search menu.



LisaWrite finds and changes your specified text throughout the entire letter. The last change remains selected in your document, as in Figure 28.

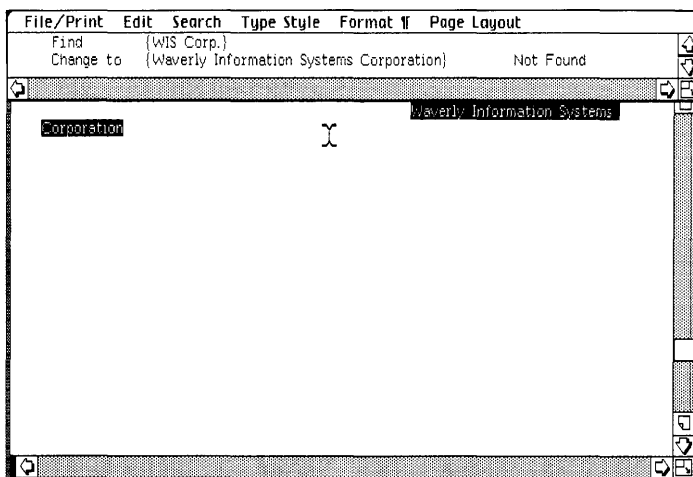


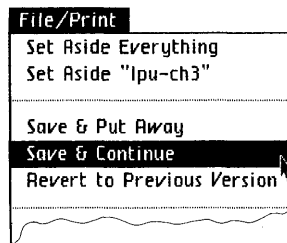
Figure 28. Letter after Using Find & Change All

- ▶ Use the elevator or top view button to move quickly to the top of the document. Now you can see the changes that have been made to the company name.
- ▶ Choose Hide Dialog Box from the Search menu.

Ensuring Accurate Changes

Be sure to clearly define your changes before you choose Find & Change All from the Search menu. To illustrate the importance of this, the next steps make some intentional mistakes. So that you can recover from the mistakes, save this version of the document now.

- ▶ Choose Save & Continue from the File/Print menu.



As personnel manager for WIS Corporation, suppose you decide that you want to capitalize the word “information” in your correspondence about your company’s services, to distinguish it from the general use of the word. You use the word frequently, so you want LisaWrite to make all the changes at once for you. Since you only want to change the first letter, you don’t bother to type in the whole word:

- ▶ Place the insertion point at the top of the letter.
- ▶ Choose Find What? from the Search menu.
- ▶ Type

in

- ▶ Press **(Enter)** to place the insertion point next to “Change to.”

- ▶ Type

In

Find	{in}
Change to	{In}

- ▶ Choose Find & Change All.

Figure 29 shows the changes to your letter.

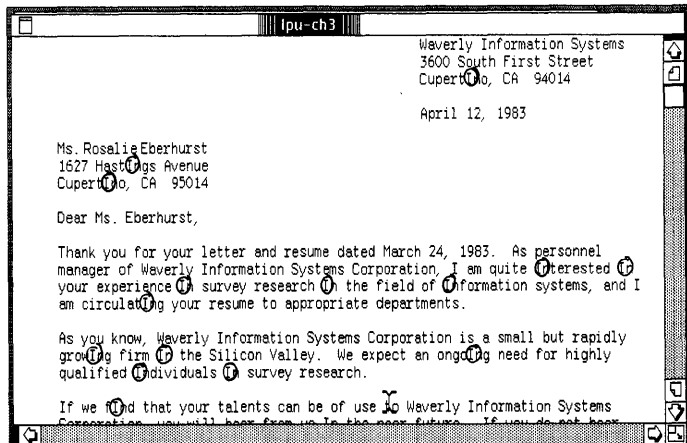


Figure 29. Unexpected Changes to Letter after Find & Change All

As you can see, LisaWrite followed your instructions, but went far beyond the desired changes. Every occurrence of “in” has become “In,” even in the middle of words.

To ensure that LisaWrite makes the changes you want, follow these guidelines when using Find & Change All:

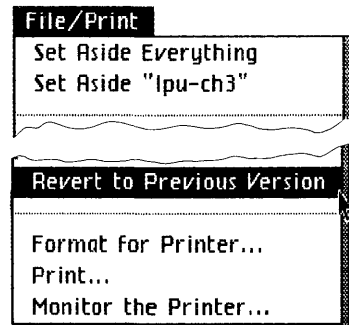
- Enter enough characters to distinguish the found text from similar words. In this case, you would have been better off entering the entire word.
- Use Change & Find Next a few times in your document to verify that the change you want is being made before choosing Find & Change All.
- Remember to decide whether you want to use Cases Must Agree or Cases Need Not Agree before having LisaWrite make the change throughout.

Returning to a Previous Draft

When you make changes to the text of a document and then decide you don't want them, you can tell LisaWrite to scrap your changes and return the document to its previous state.

Since the sample letter now contains many errors, go back to the last version. Fortunately, you saved a copy of it just before starting this last example.

- ▶ Choose Revert to Previous Version from the File/Print menu.



An alert box appears, with a message asking you if you really want to throw away your changes. Figure 30 shows this dialog box.

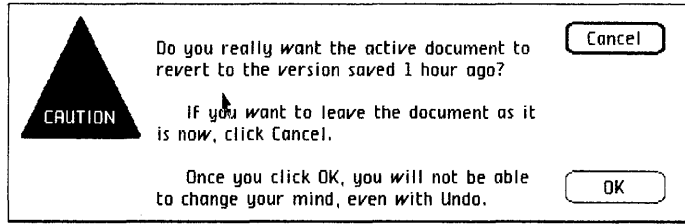


Figure 30. Revert to Previous Version Alert Box

- ▶ Click the OK button.

The last draft of your document displays on the screen.

When you tell LisaWrite to revert to the previous draft, the text of your document is returned to its state when you last saved it. Save & Continue and Save & Put Away menu items both update the current draft stored on your Lisa.

Finishing Up

You've completed the work with this letter, so put it away now.

- ▶ Choose Save & Put Away from the File/Print menu.
- ▶ Place the document in your tutorial folder.

This completes Chapter 3. Go on to the next chapter, if you like, or come back to it later.

Chapter Summary

- | | |
|---------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Locate specific text | <ul style="list-style-type: none">■ Choose Find What? from the Search menu.■ Type the text you want to locate in the dialog box next to “Find:”.■ Place the insertion point at the top of the document.■ Choose Find Next Occurrence from the Search menu. |
| Locate the next occurrence of specific text | <ul style="list-style-type: none">■ Choose Find Next Occurrence from the Search menu. |
| Locate text to change | <ul style="list-style-type: none">■ Choose Find What? from the Search menu.■ Type the text you want to locate in the dialog box next to “Find:”.■ Choose Find Next Occurrence from the Search menu.■ Make any changes you want to the found text. |
| Find and change all occurrences of specified text | <ul style="list-style-type: none">■ Choose Find What? from the Search menu.■ Type the text you want to change in the dialog box next to “Find:”.■ Press Enter to place the insertion point next to “Change to:”.■ Type the text you want to be inserted.■ Choose Find & Change All from the Search menu. |

Find and change text selectively

- Choose Find What? from the Search menu.
- Type the text you want to change in the dialog box next to "Find:".
- Press **Enter** to place the insertion point next to "Change to:".
- Type the text you want to be inserted.
- Choose Find Next Occurrence from the Search menu.
then
- Choose Change & Find Next from the Search menu to replace the selected text and go to the next occurrence.
or
- Choose Find Next Occurrence from the Search menu to leave the selected text as it is and find the next occurrence.
or
- Choose Change This Occurrence from the Search menu to replace the selected text and remain at that point in the document.

Scroll in a document

- Point to and click on any of the items in the scroll bar: scroll arrows, view buttons, or the elevator.

Return to the last saved draft of the document

- Choose Revert to Previous Version from the File/Print menu.

Chapter 4
Formatting Long Documents
– Page Layout

Formatting Long Documents – Page Layout

You can write documents with LisaWrite without thinking about how the text is arranged on each page because standard page layout settings are provided. However, you may want to modify the layout to take advantage of special features or to format your documents a different way.

In this chapter you learn to

- Use Preview to view documents on the screen as they will be arranged on pages, including top and bottom margin spacing and text.
- Change top and bottom margins.
- Add text that will print within the top or bottom margin, or both, of each page of a document.
- Add page numbering.
- Keep sections of text together on a page.
- Force text to print on a new page.

Page Layout Menu

The Page Layout menu, illustrated in Figure 31, shows you some of the items you can change when formatting your documents. The Format ¶ and Type Style menus provide other formatting changes, and are discussed in Chapter 2, Formatting a Document.

Page layout settings determine which text prints on each page, the margins left blank at the top and bottom edges of each page, and any header and footer information that prints within those margins.

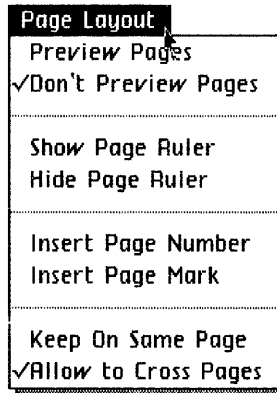


Figure 31. Page Layout Menu

A sample document, a marketing report that is “complete” yet needs page formatting, is on the Chapter 4 stationery pad in the LisaWrite Examples folder.

- ▶ Open the ProFile window if it is closed.
- ▶ Open the LisaWrite Examples folder.
- ▶ Tear off a piece of the Chapter 4 stationery.
- ▶ Name the new document by typing your initials followed by Ch4.
- ▶ Open the new document.

The first portion of the document appears in the active window. Figure 32 shows you what you see on your screen.

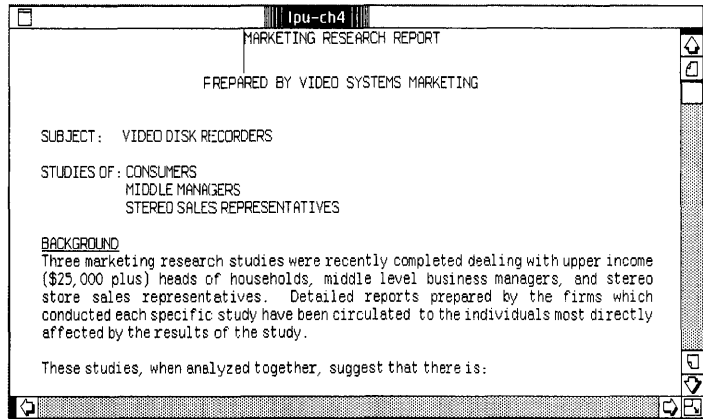


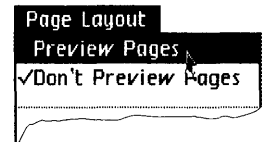
Figure 32. Marketing Report

Use the view controls to look through the report and get an idea of its length and content. It is long enough to require two printed pages.

Previewing a Document as It Will Print

LisaWrite can show you a picture of your document on the screen as it will be arranged on each page when you print it. To use this capability, choose the Preview item from the Page Layout menu. By previewing the marketing report, you can see how it will print using the standard page layout settings currently active in LisaWrite.

- ▶ Open the Page Layout menu and choose Preview Pages.



Look through the report again, using the view buttons and scroll arrows. The text now appears on two separate “pages.” A wide blank space is left between each page, showing the top and bottom margins. Figure 33 shows the margins between pages 1 and 2.

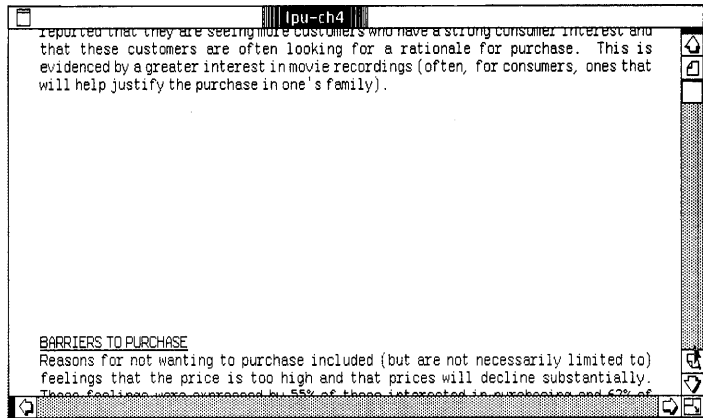
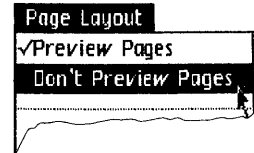


Figure 33. Previewing the Margins between Pages 1 and 2

The length of the simulated pieces of paper that you see on the screen is determined by the paper size set in the printer specifications. When you don't change it, the standard page length is 11 inches.

Now turn Preview off.

- ▶ Choose Don't Preview Pages from the Page Layout menu.



The margins between the pages disappear.

Changing the Page Layout

You could print the document now, before doing anything to alter the way the text would fall on the printed pages. In that case, the document would have:

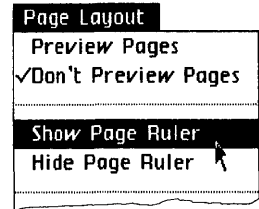
- No page numbers.
- No headers or footers.
- Top and bottom margins of 1 inch.

The sections that follow show you how to make some quick changes to improve page format before printing the marketing report.

Setting Top and Bottom Margins

Using Preview, you saw the amount of space left for top and bottom margins. To see the current settings that determine that space, bring the page ruler to the screen.

- ▶ Choose Show Page Ruler from the Page Layout menu.



A vertical page ruler appears to the right of your text, and the Page Ruler menu appears at the end of the menu bar. Preview is automatically turned on when the page ruler appears. Your screen now looks like Figure 34.

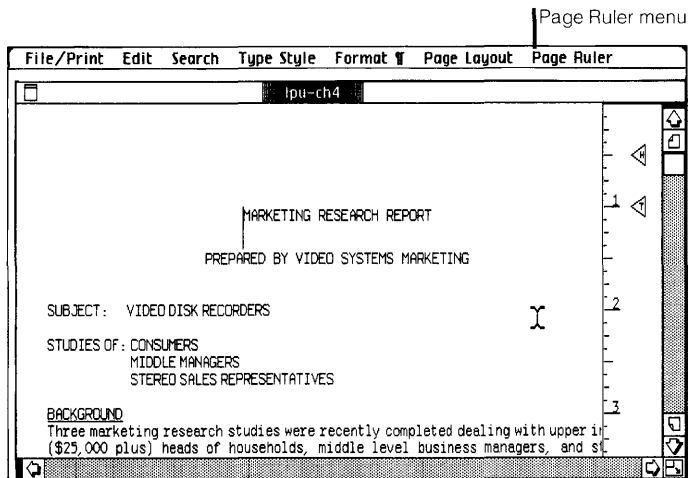


Figure 34. Page Ruler and Its Menu

Scroll through the document again. As you see, there is a separate vertical ruler for each page frame.

Like the horizontal paragraph ruler described in Chapter 2, Formatting a Document, the page ruler can show inches or centimeters as its measure. You can use whichever settings you prefer to work with in your documents. Right now it shows inches.

- ▶ Choose Metric Scale from the Page Ruler menu. The ruler changes to centimeters.



Figure 35 shows the ruler with metric measurements.

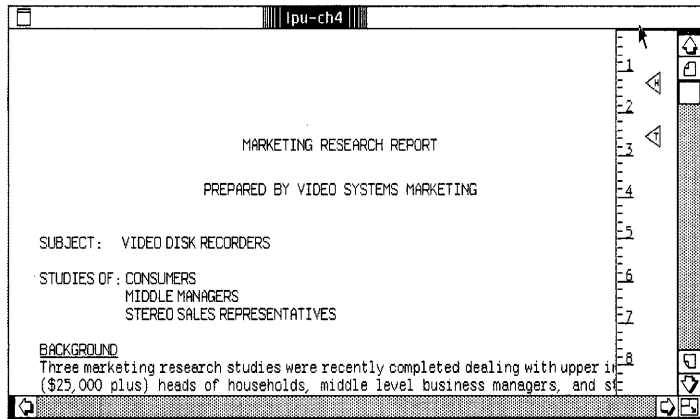


Figure 35. Page Ruler with Metric Measurements

- ▶ Choose Inch Scale from the Page Ruler menu. The ruler changes back to inches.



- ▶ Position the document in the window so that you see the end of the first page and the beginning of the second.

This lets you see the bottom of one ruler and the top of another. Your screen should look something like Figure 36.

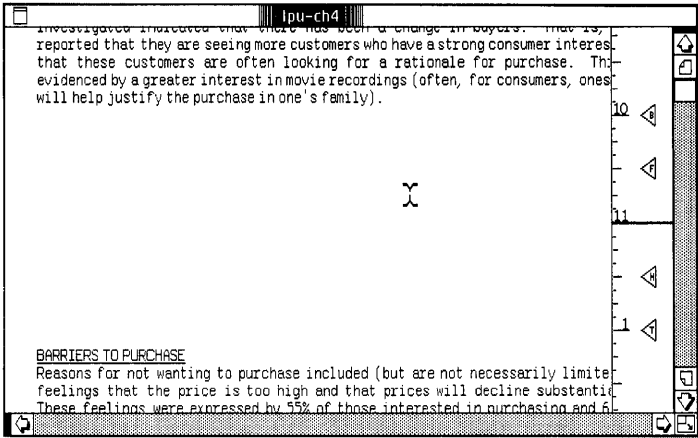










Figure 36. Viewing Page Rulers at Bottom of Page 1


Look at the page rulers and find the four triangular markers , , , and . They are positioned at the standard page layout settings.

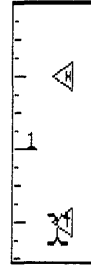
 is positioned at the 1 inch level of the second page, indicating where the top line of text on a page will print. Although you see it on the ruler for page 2, the top margin setting is the same for each page of your document. In fact, all page ruler settings are the same throughout a document.

 is positioned at the 10 inch marker on the first page, indicating where the bottom line of text on a page will print.

 and  indicate where any headers and footers will appear within the top and bottom margins. You add a header and footer to the marketing report later in this chapter.

One inch top and bottom margins on 11 inch paper are often used for office documents. That's why they are the initial settings on LisaWrite stationery. You can change them quickly and easily when you want larger or smaller margins, though. To see how, increase the top margin to 1-1/2 inches.

- ▶ Press and hold the mouse button on the , pulling it to the 1-1/2 inch position.



The text on page 2 moves down to the 1-1/2 inch marker. Since this changes the top margin for all pages in the document, including page 1, some of the text from page 1 moves to the top of page 2.

Your screen now looks something like Figure 37.

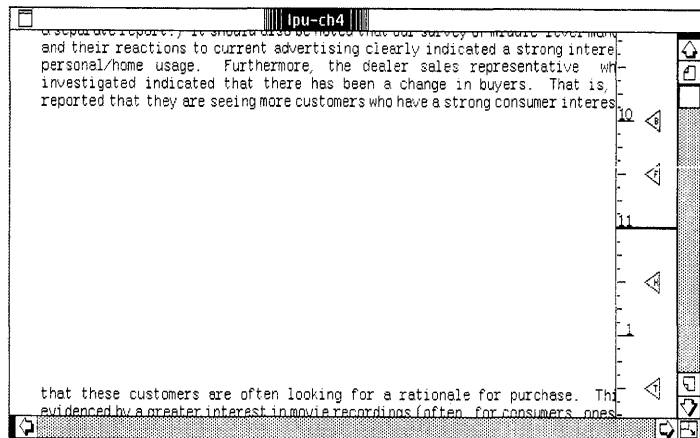




Figure 37. New Top Margin for Marketing Report

As you make changes to the page layout settings, keep in mind that every document has only one setting for the top of text, the bottom of text, the header, and the footer. Every time you change one marker on one ruler, all rulers and all text change to match. You can make the changes on any page.

Headers and Footers

Headers and footers are text that print within the margins at the top and bottom of each page of a document. To insert a header or a footer, or both, in your document, you type text in the top or bottom margin next to the  and  symbols. The text of a header or footer can be edited and formatted using any of LisaWrite's capabilities.

To get the knack of entering headers and footers, add the heading "Marketing Report" to the top of each page, and a footer containing the page number to the bottom of each page.



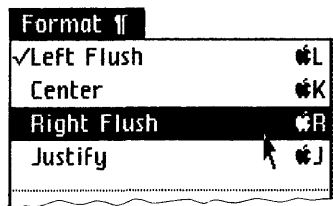
- ▶ Place the insertion point in the top margin of the second page, on the line to the left of the , as shown in Figure 38.




Figure 38. Insertion Point next to Header Marker

- ▶ Choose Right Flush from the Format  menu.



- ▶ Now type

Marketing Report

The words appear at the right side of the top margin, next to the . If the right margin was underneath the page ruler, LisaWrite may scroll the text of the report to the left so that you can see the full header text. Your screen looks something like Figure 39.

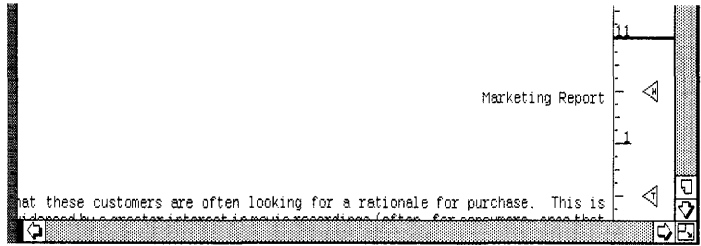

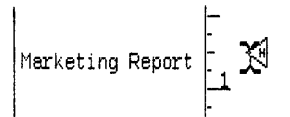




Figure 39. Inserting Header at Top of Page 2

- ▶ Click and hold the mouse button on the  in the page ruler and pull it from the 1/2 inch mark to the 3/4 inch mark.



Your header moves down in the top margin to align with the .

Now set a footer that contains an incrementing page number:

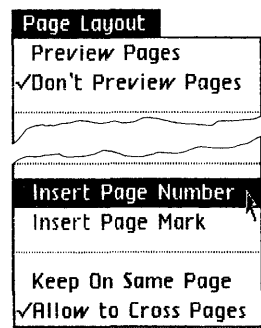
- ▶ If you can't see the left margin of the text, use the left scroll arrow to bring it into view.
- ▶ Place the pointer in the bottom margin on the line to the left of the  on the first page and click the mouse button. The insertion point appears at the far left margin.

- ▶ Type

Page

- ▶ Press the space bar once after the word "Page."

- ▶ Choose Insert Page Number from the Page Layout menu.



LisaWrite knows that this is the first page of your document, and automatically inserts a “1” at the insertion point. Figure 40 shows the marketing report as it looks now.

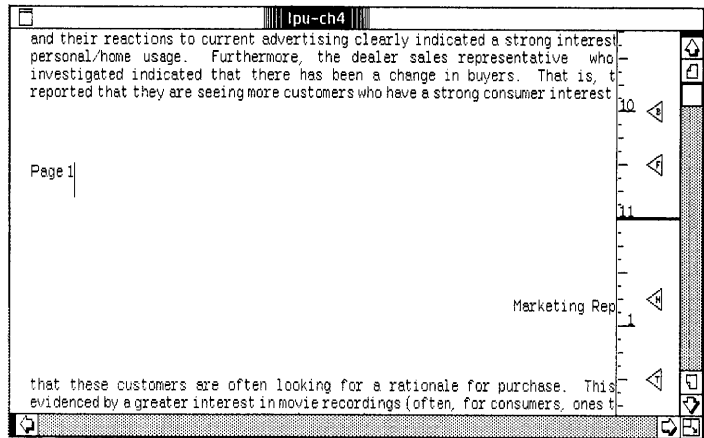
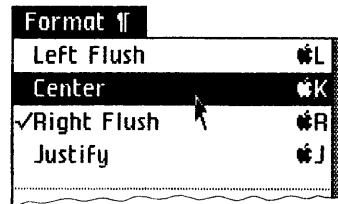


Figure 40. Marketing Report with Page Number Inserted

Now center the footer:

- Choose Center from the Format ⌘ menu.

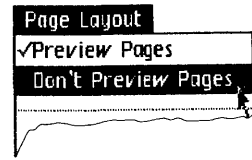


Now scroll through the document. “Marketing Report” appears at the top of each page, while page numbers appear centered at the bottom of each page. You can set or change headers and footers on any page of your document. LisaWrite automatically duplicates them on all the other pages.

In this example, you used Center and Right Flush formatting from the Format ⌘ menu. You can use any LisaWrite editing or formatting features with header and footer text, including changing the left and right margins and setting tab stops.

Now turn Preview off.

- ▶ Choose Don't Preview from the Page Layout menu.



Turning Preview off also hides the page ruler.

Scroll through the document again. You no longer see the headers and footers, but they are still there. You can check them at any time by choosing Preview Pages or Show Page Ruler from the Page Layout menu.

Page Breaks

Page breaks tell LisaWrite when to stop printing lines on one page and move on to the next page. Some page breaks are automatically set by the top and bottom margin settings.

You can set other page breaks in a document with items on the Page Layout menu.

- ▶ Choose Preview Pages from the Page Layout menu.

Once again, scroll through the document and notice how the text is divided between pages. The page divisions you first looked at are gone because you altered the top margin, redistributing the text. For the next two steps, we've decided that the paragraph split between pages 1 and 2 might look better if it all printed on the second page, and the chart at the end should be on its own page. Figure 41 shows the current page break between pages 1 and 2.

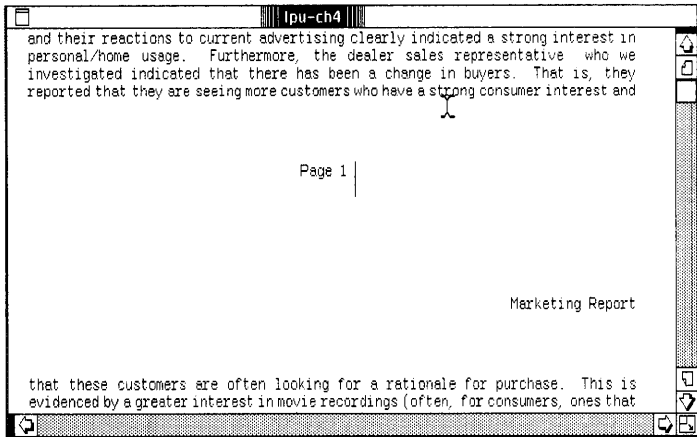


Figure 41. Current Page Break in Marketing Report

In addition to setting top and bottom margins, there are two ways you can control how text is divided between pages.

- You can define text passages that are never to be interrupted by a page change. LisaWrite then attempts to fit the whole passage on a page. When there isn't room, the whole passage is placed on the next page.
- You can establish points in the document where you want new pages to start. Use this method to insert page breaks before text that should always start at the top of a new page.

Keeping Text on the Same Page

When you want to keep a passage together on one page, use the Keep on Same Page item from the Page Layout menu. Try this with the paragraph that is now split at the bottom of page 1.

- ▶ Scroll the document on your screen so that you can see the end of page 1 and the beginning of page 2.
- ▶ Now use the upper scroll arrow to scroll the text down the screen until you can see the top of the paragraph and the line with the heading "Consumer Potential."
- ▶ Triple click to select "Consumer Potential" and pull the pointer down to select the paragraph that follows it.

Your screen looks like Figure 42. You don't see the bottom of the selected paragraph, because it is on the next page. Scroll the text up if you want to make sure it is selected.

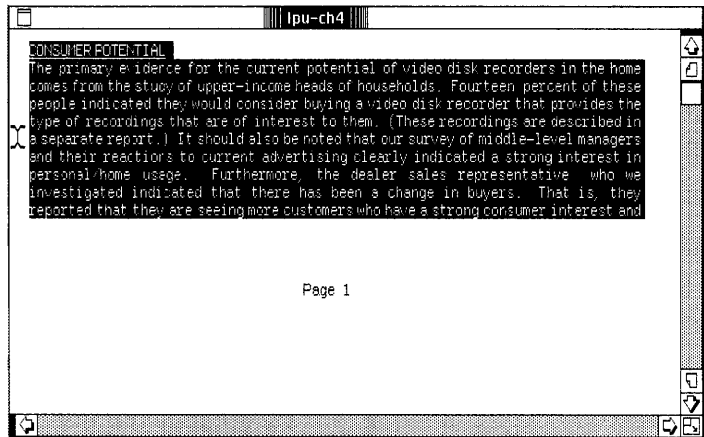
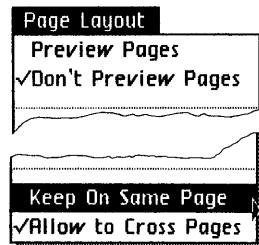


Figure 42. Selecting Text to Keep on Same Page

Open the Page Layout menu. Notice that Allow to Cross Pages is checked. You want to keep this text together, so

- ▶ Choose Keep On Same Page from the Page Layout menu.



Immediately, the entire passage is moved to the top of page 2 and the rest of the document is adjusted on the remaining pages.

- ▶ Scroll the document up to see the top of page 2 with the text moved to it.

Your screen looks like Figure 43.

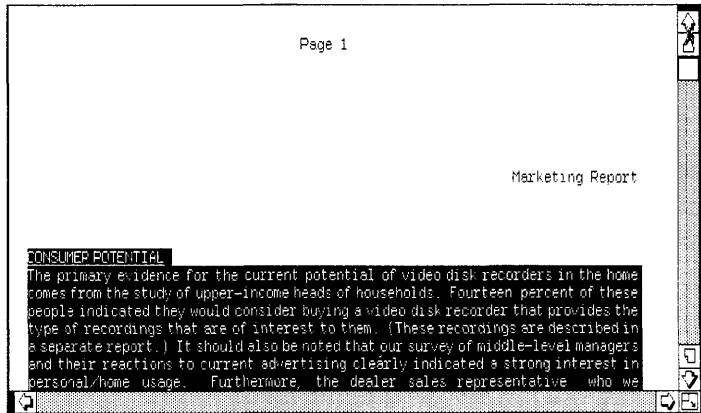


Figure 43. Passage Kept Together

To get rid of a Keep on Same Page instruction, select the text that is kept together and choose Allow to Cross Pages.

Inserting Page Marks

The table at the end of the marketing report is an attachment to the report, and should always print on a new page. To ensure this, use Insert Page Mark.

- Scroll the document so you can see the beginning of the table. Your screen should look something like Figure 44.

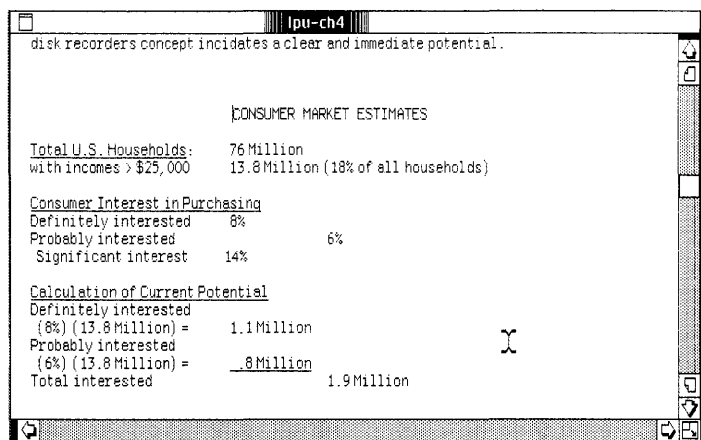
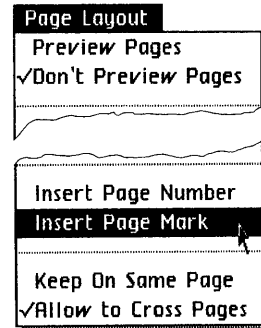


Figure 44. Beginning of Table

- ▶ Place the insertion point next to the title "CONSUMER MARKET ESTIMATES."

CONSUMER MARKET ESTIMATES	76 Million
	13.8 Million (18% of all households)

- ▶ Choose Insert Page Mark from the Page Layout menu.



A symbol representing the page mark is placed in your text, and the beginning of the table is forced to the top of page 3. Scroll through your document to see the page mark on page 2 and the table on page 3. Figure 45 shows how the top of page 3 now appears.

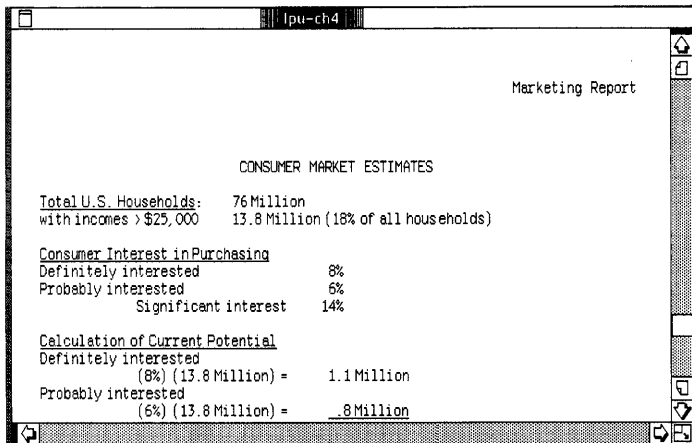


Figure 45. Forced Page Break

You can use all the other LisaWrite features and capabilities while you are previewing text and using the page layout settings. You will find that some LisaWrite features take longer while your document is being previewed, however, so you may want to turn preview off before making major editing or formatting changes.

Printing the Document

As a final step in this chapter, print out the document.





- ▶ Choose Print from the File/Print menu.
- ▶ Click OK in the dialog box.

Now put the document away.

- ▶ Choose Save & Put Away from the File/Print menu.

This completes Chapter 4. Go on to the next chapter, if you like, or come back to it later.

Chapter Summary

Preview a document	<ul style="list-style-type: none">■ Choose Preview Pages from the Page Layout menu.
Display the page ruler	<ul style="list-style-type: none">■ Choose Show Page Ruler from the Page Layout menu.
Change the ruler scale from inches to metric	<ul style="list-style-type: none">■ Choose Show Page Ruler from the Page Layout menu.■ Choose Metric Scale from the Page Ruler menu.
Change top and bottom margins	<ul style="list-style-type: none">■ Choose Show Page Ruler from the Page Layout menu.■ Pull the  and  markers to the new margin positions.
Insert headers and footers	<ul style="list-style-type: none">■ Turn the page ruler on.■ Place the insertion point on the line next to the  or  markers. Most of the time the insertion point will be at the left margin.■ Type the header/footer text.
Insert page numbers	<ul style="list-style-type: none">■ Turn the page ruler on.■ Place the insertion point on the header or footer line.■ Choose Insert Page Number from the Page Layout menu.

Keep text together on a page

- Select the text.
- Choose Keep On Same Page from the Page Layout menu.

Insert page marks

- Place the insertion point where you want the page mark.
- Choose Insert Page Mark from the Page Layout menu.

Chapter 5
Creating Tables with Tabs

Creating Tables with Tabs

This chapter teaches you to set and use tabs so you can produce tables and text with various indents. You learn to

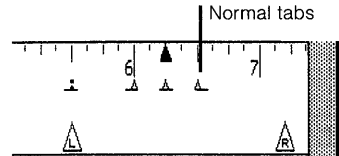
- Set tab stops for left and right flush text, centered text, and decimal-aligned text.
- Type text that uses tab stops.
- Set a character pattern that fills the space up to a tab.
- Change tab stops.
- Clear tab stops.

What You Can Do with Tabs

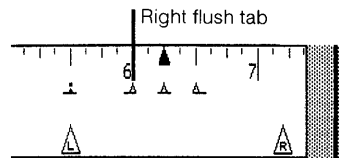
Using tabs with LisaWrite is similar to using them on a typewriter, but with much greater flexibility. You set tab stops at locations between the left and right margins on a page and press a **(Tab)** key to cause the next text to skip to that location.

With LisaWrite, the tab stops you set can have different formats. You can set:

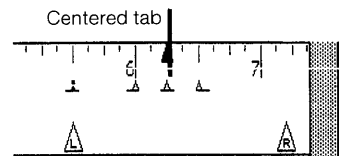
- **Normal (Left Flush) Tabs:** The text begins at the tab stop and proceeds to the right.



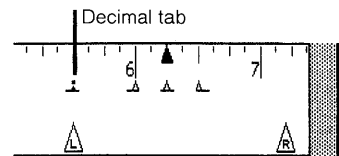
- **Right Flush Tabs:** The text appears to the left of the tab stop.



- **Centered Tabs:** The text centers on the tab stop.



- **Decimal Tabs:** The decimal point aligns on the tab stop.



And, of course, you can reset tab stops to experiment with the positioning of items and columns.

Income Statement

In this activity, you enter part of a short income statement for a typical quarterly report and learn to use LisaWrite's different tabs to set it up. Figure 46 shows the statement in handwritten form.

*Income Statement: Smith's Paints
Three Months Ended
March 31*

	1982	1981
<i>Income</i>	<i>\$22,460.25</i>	<i>\$29,500.60</i>
<i>Expenses</i>	<i>26,272.13</i>	<i>23,820.09</i>
<i>Earnings Before Taxes</i>	<i>6,088.12</i>	<i>5,680.15</i>

Figure 46. Quarterly Income Statement

To begin, create a new document from a blank piece of paper.

- ▶ Tear off a piece of blank stationery from the LisaWrite pad.
- ▶ Name the new document "your initials-Ch5."
- ▶ Open the new document.

Entering Text with Tab Characters

On a typewriter, you set tab stops before typing your text. You can do the same with LisaWrite, or you can type the text and then set the tab stops. In this exercise you try it both ways.

Start by entering the first line of the income statement.

- ▶ Type

(Tab) Income Statement: Smith's Paints **(Return)**

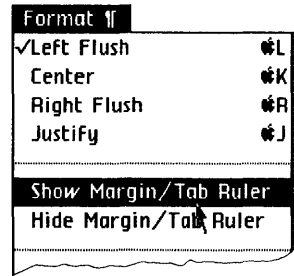
When you press the **(Tab)** key, an "invisible" character is recorded along with your text. The tab character is only seen when you select it, and then it looks much like a blank space.

The text you just typed belongs at the right margin of the income statement. To place it there,

- ▶ Select the line of text, or place the insertion point somewhere within that line.

Income Statement: Smith's Paints

- Choose Show Margin/Tab Ruler from the Format ⌘ menu.



The Ruler menu appears at the end of the menu bar and the horizontal ruler appears in your document. Right now the ruler shows the first-line, left, and right margins.

- Open the Ruler menu.

Look at the items on the menu; they are the items you use to create different kinds of tab stops. In addition, you can change the measurements on the ruler from the Inch Scale to the Metric Scale on this menu. Figure 47 shows your text, the ruler, and the Ruler menu.

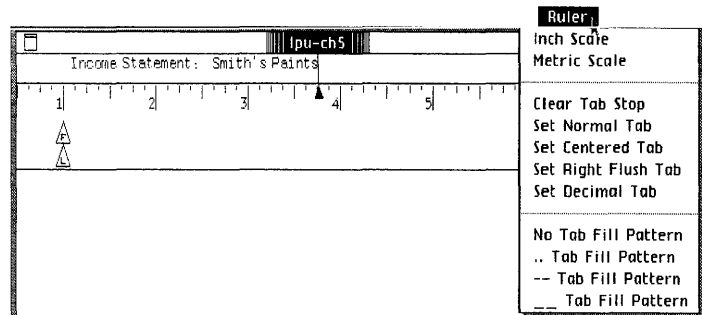
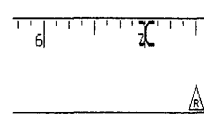


Figure 47. Ruler and Ruler Menu

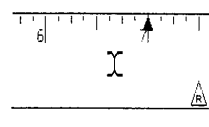
To set a tab stop,

- Move the pointer to the 7 inch mark on the ruler.

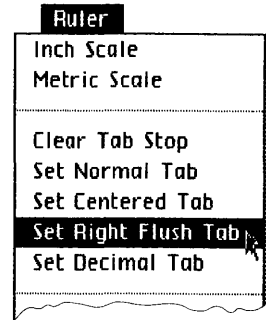


- Click the mouse button.

The black triangular tab marker moves to join the pointer at the 7 inch mark. The position of this tab marker is where the tab will be set.



- Open the Ruler menu and choose Set Right Flush Tab.



Several things happen: a symbol for a right flush tab appears on the ruler at the 7 inch position, and the tab character in the selected line, responding to the tab stop, moves the text right flush to the tab stop.

- Choose Hide Margin/Tab Ruler from the Format ¶ menu.

Figure 48 shows how your screen should look.

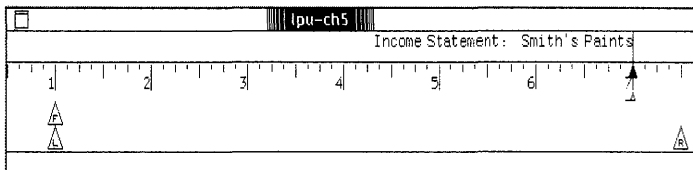
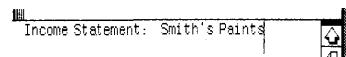


Figure 48. First Paragraph at Flush Right Tab Stop

Clearing Tab Stops

For now, skip the column headings and the two-line heading; since the column headings are centered over the columns and the two-line heading is centered over the column headings, they are best added after the columns of text and numbers are in place.

- Place the insertion point at the end of the line and press **Return**.



This ensures that the new paragraph will use the same tab stop that you just set. When you press **(Return)** and begin a new paragraph, the new paragraph assumes the paragraph format styles of the starting paragraph.

► Now type the first line containing multiple tabs:

(Tab) Income **(Tab)** \$22,460.25 **(Tab)** \$29,500.60 **(Return)**

Since your new paragraph has the same tab stops as the last paragraph, your first tab character responds to the same tab stop, placing “Income” right flush at the tab stop. The second tab stop extends past the right margin, and wraps the first number to the beginning of the next line, and the third tab stop is placed at the right flush tab stop on the next line. Your screen looks like Figure 49.

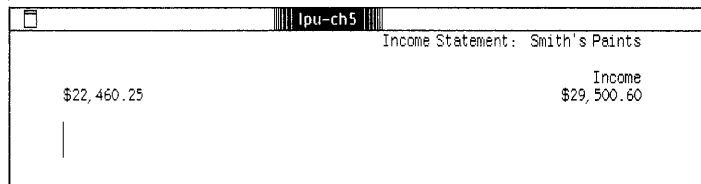


Figure 49. Three-Column Paragraph without Proper Tab Stops

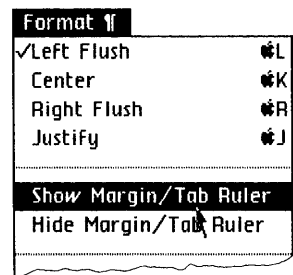
Since you want this paragraph to use different tab settings, delete the old tab stop.

► Select the paragraph or place the insertion point within the paragraph.

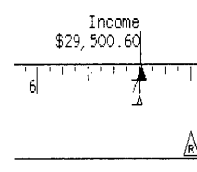
Income
\$29,500.60



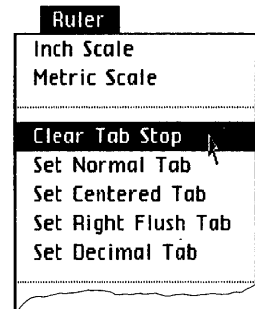
► Choose Show Margin/Tab Ruler from the Format ¶ menu.



- ▶ Click over the right flush tab stop at 7 inches to place the tab marker there.



- ▶ Choose Clear Tab Stop from the Ruler menu.

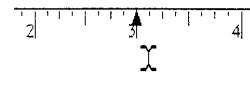


The tab stop disappears from the ruler. Now that the paragraph has no tab stop, it is repositioned at the left margin.

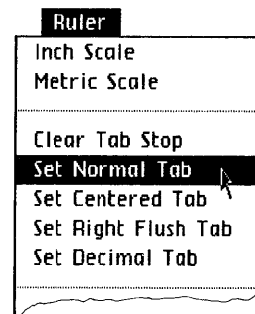
Setting a Normal Tab

To set a new tab stop for the selected paragraph,

- ▶ Place the pointer at 3 inches on the ruler and click the mouse button to bring the tab marker there.



- ▶ Choose Set Normal Tab from the Ruler menu.



A symbol representing a normal (left flush) tab appears on the ruler. The first tab character in the paragraph of text responds to the new tab stop, and the paragraph moves to the 3 inch marker. Figure 50 shows the resulting change.

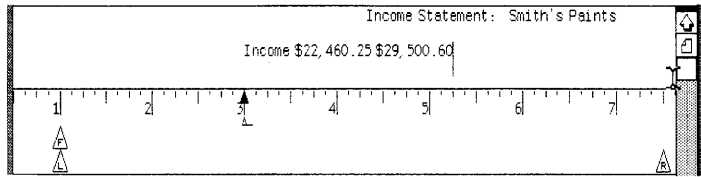


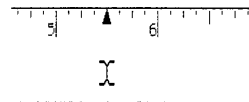
Figure 50. Three-Column Paragraph with One Tab in Effect

Since you set a normal or left flush tab, the text proceeds from that point to the right.

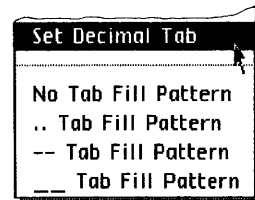
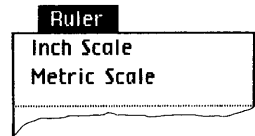
Setting a Decimal Tab

It is customary to line up the decimal points when typing numbers in a column. So when you set the tabs for the two dollar values in this line, use decimal tab stops.

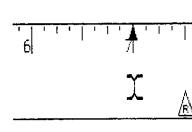
- ▶ Move the black triangle to a position at 5-1/2 inches on the ruler.



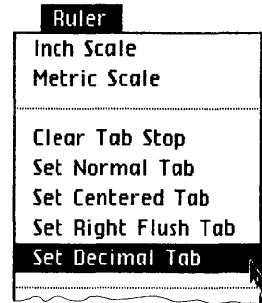
- ▶ Choose Set Decimal Tab from the Ruler menu.



- ▶ Move the black triangle to a position at 7 inches.



- Choose Set Decimal Tab from the Ruler menu.



LisaWrite adds two symbols for decimal tab stops to the ruler and displays the paragraph in the appropriate three columns. Figure 51 shows your screen.

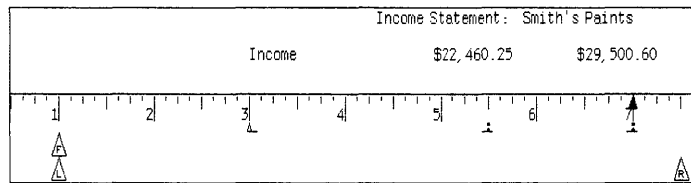


Figure 51. Paragraph in Three Columns

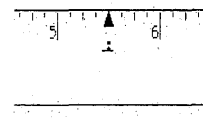
Setting a Fill Pattern for a Tab Stop

The handwritten copy of the earnings statement shows a line of dots, called a “leader,” between the word “Income” and the dollar amount of income (Figure 46). To get those dots, you could have typed periods when you typed the line, except that you didn’t know how many to type.

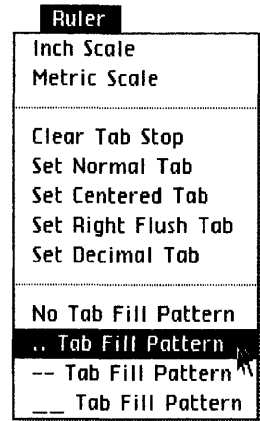
Instead of typing periods, you can instruct LisaWrite to add a “fill pattern” to a tab. This fills the space from the last text to the tabbed text with the character that you specify.

To add a fill pattern to the second tab stop,

- Move the black triangular tab marker to the first decimal tab stop at 5-1/2 inches on the ruler.

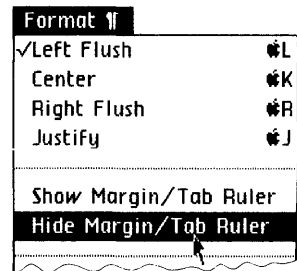


- Choose . . . Tab Fill Pattern from the Ruler menu.



A row of periods displays between “Income” and the first dollar value. Now close the ruler and the Ruler menu,

- Choose Hide Margin/Tab Ruler from the Format ¶ menu.



Your screen now looks like Figure 52.

Income Statement: Smith's Paints		
Income	\$22,460.25	\$29,500.60

Figure 52. Filled Tab Stop

Adding More Rows to the Columns

As you add the next lines to the table, LisaWrite applies the tab stops of the current paragraph to the new paragraphs.

- Place the insertion point at the right margin of the current line and press **(Return)**.

► Type:

(Tab) Expenses (Tab)

The fill pattern is automatically inserted after you press the second **(Tab)**. It is part of the ruler settings for these paragraphs.

► Continue typing

26,372.13 **(Tab)** 23,820.09 **(Return)**

(Tab) Earnings before taxes (Tab)

6,088.12 **(Tab)** 5,680.51 **(Return)**

► Press **(Return)** two more times to add blank lines at the bottom of the document. Since this is a short document, the extra lines will let you scroll text under the ruler in the next exercise.

Figure 53 shows your screen when all the rows are typed.

Income Statement: Smith's Paints		
Income	\$22,460.25	\$29,500.60
Expenses	26,372.13	23,820.09
Earnings before taxes . .	6,088.12	5,680.51

Figure 53. Several Rows of Three Columns

Setting Centered Tabs

All that remains to be added to the income statement now are the headings. You enter these as centered tabs.

► Place the insertion point at the end of the first line of text and press **(Return)**.

Smith's Paints
\$29,500.60
23,820.09
5,680.51

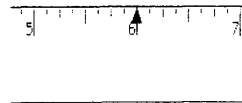
- ▶ Choose Show Margin/Tab Ruler from the Format ⌘ menu.

As you can see, the settings on this ruler are the ones you used for the first line of the document. Clear the current right flush tab stop.

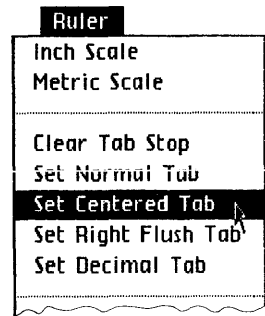
- ▶ Move the black triangle to the right flush tab.
- ▶ Choose Clear Tab Stop from the Ruler menu.

The line you want to enter now will have one centered tab stop. To set it,

- ▶ Pull the black triangle to a position midway between the two columns of numbers. Six inches looks about right.



- ▶ Choose Set Centered Tab from the Ruler menu.



- ▶ Choose Hide Margin/Tab Ruler from the Format ⌘ menu.
- ▶ Type

(Tab) Three Months Ended (Return)

(Tab) March 31 (Return)

LisaWrite centers the text marked by tab characters at the centered tab stop you set. Your screen looks like Figure 54.

Income Statement: Smith's Paints		
Three Months Ended		
March 31		
Income	\$22,460.25	\$29,500.60
Expenses	26,372.13	23,820.09
Earnings before taxes ..	6,088.12	5,680.51

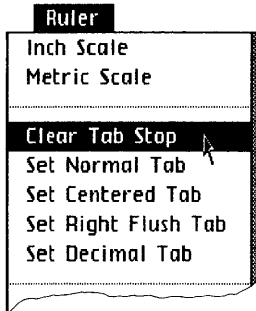
Figure 54. Lines Centered at Tab Stop

To center the column headings, you do pretty much the same thing.

- ▶ The insertion point should be at the left margin of the line below "March 31." If it is not, select an insertion point there.
- ▶ Choose Show Margin/Tab Ruler from the Format ¶ menu.

Clear the existing tab:

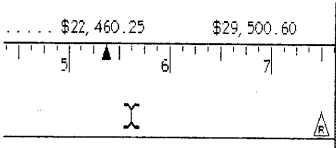
- ▶ Move the black triangle to the tab stop on the ruler, open the Ruler menu, and choose Clear Tab Stop.



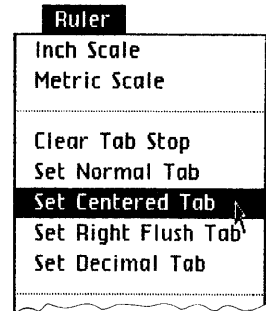
- ▶ Use the lower scroll arrow to scroll the text up until you can see the line of income figures.

Set a new tab:

- ▶ Place the black triangle at a position centered over the 1982 column; 5-3/8 inches looks about right.



- Choose Set Centered Tab from the Ruler menu.



- Set another centered tab for the 1981 column at 6-7/8 inches.

If you wish, open the Format ⌘ menu and choose Hide Margin/Tab Ruler to put the ruler out of sight.

- Type:

Tab 1982 **Tab** 1981 **Return**

The partial quarterly income statement is shown in Figure 55.

	Three Months Ended	
	March 31	
	1982	1981
Income	\$22,460.25	\$29,500.60
Expenses	26,372.13	23,820.09
Earnings before taxes . .	6,088.12	5,680.51

Figure 55. Partial Quarterly Income Report

This completes Chapter 5, so save your document.

- Choose Save & Put Away from the File/Print menu.

Go on to the next chapter, if you like, or come back to it at a later time.

Chapter Summary

Set normal tabs

- Choose Show Margin/Tab Ruler from the Format ¶ menu.
- Move the black triangular tab marker to the desired tab position.
- Choose Set Normal Tab from the Ruler menu.

Set right flush tabs

- Choose Show Margin/Tab Ruler from the Format ¶ menu.
- Move the black tab marker to the desired tab position.
- Choose Set Right Flush Tab from the Ruler menu.

Set decimal tabs

- Choose Show Margin/Tab Ruler from the Format ¶ menu.
- Move the black tab marker to the desired tab position.
- Choose Set Decimal Tab from the Ruler menu.

Set centered tabs

- Choose Show Margin/Tab Ruler from the Format ¶ menu.
- Move the black tab marker to the desired tab position.
- Choose Set Centered Tab from the Ruler menu.

Clear tab stops

- Choose Show Margin/Tab Ruler from the Format ¶ menu.
- Move the black tab marker to the tab position.
- Choose Clear Tab Stop from the Ruler menu.

Set fill patterns

- Choose Show Margin/Tab Ruler from the Format ¶ menu.
- Move the black tab marker to the tab position.
- Choose the fill pattern you want from the Ruler menu.

Change tab stops

- Choose Show Margin/Tab Ruler from the Format ¶ menu.
- Place the pointer on the tab you want to move.
- Press and hold, moving the tab marker to the new position on the ruler.

Chapter 6
Working with
Multiple Documents

Working with Multiple Documents

So far in the LisaWrite Tutorial you have worked with individual documents, learning to create, edit, change, and format text the way you want it.

LisaWrite also makes it easy to work with several documents at the same time. In this chapter you learn to

- Make your own stationery so that you have easy access to documents you use frequently.
- View the contents of several documents at once on the desktop.
- Move and copy text from one document to another.
- Paste part of a LisaCalc document into a LisaWrite document.

Creating Your Own Stationery

Throughout this tutorial you've been tearing off pieces of stationery provided in the LisaWrite Examples Folder. The sample documents are set up as stationery pads so that you can tear off your own copy, make many changes, and still have an untouched copy on your disk for the next person who uses the LisaWrite Tutorial.

You can create your own stationery pads to be used in similar ways. You may want special "letterhead stationery," for example, customized with your own headings, margins, and spacing to use for correspondence. Or you may want to make stationery for special forms you use in your business. Virtually any LisaWrite document can be turned into a stationery pad.

To see how easy this is, create a letterhead stationery pad.

- ▶ First, tear off a piece of the LisaWrite Paper stationery to create a new document.
- ▶ Name the new document "your initials-letterhead."
- ▶ Open the document.
- ▶ Choose Single Space ¶ from the Format ¶ menu.
- ▶ Choose Center from the Format ¶ menu.
- ▶ Type your name and address, or your company's name and address, pressing **(Return)** at the end of each line.
- ▶ With the insertion point on the line below the name and address, choose Left Flush or Justify, as you prefer, from the Format ¶ menu.
- ▶ Set the paragraph and line spacing as you want to use them for your correspondence.
- ▶ Make any other format changes, including setting margins and tabs as you want them. If you want the heading to print in a different type style from the bulk of your correspondence, select the name and address and choose the type style you want.
- ▶ Save and put the document away.
- ▶ Move the document icon to an uncluttered part of your desktop.

- ▶ With the document icon still selected, open the File/Print menu and choose Make Stationery Pad.



That's all there is to it. Your new stationery automatically takes on the name of the document. Change it if you like, or leave it with the name it has now.

Viewing Multiple Documents

You already know that the Clipboard can be open at the same time you have a document open. And the disk window is often open when you work on a document, although it may be “under” your active document window. You can also open more than one document window at a time. If you arrange the positions and sizes of the documents, you can view two or more simultaneously. Viewing more than one document is useful when you want to see information in one document while working on another or when you want to copy parts of one document to another.

To learn to work with multiple documents in LisaWrite, you use a lease document that is on the stationery pad named Chapter 6. To start this activity, get a copy of the lease:

- ▶ Tear off a piece of paper from the Chapter 6 stationery pad.



- ▶ Name the document and open it.

Your screen should look something like Figure 56.

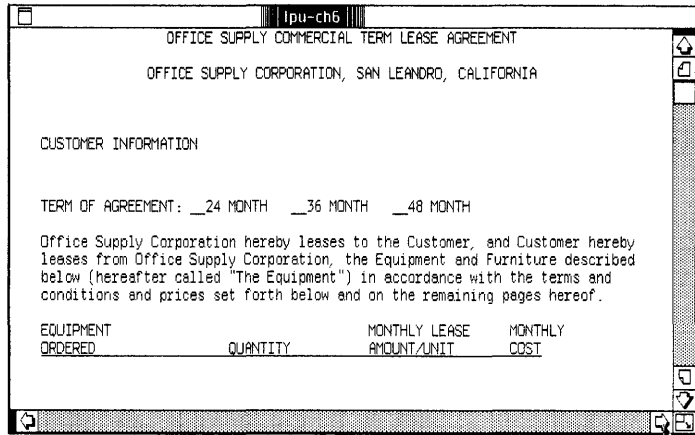


Figure 56. Lease Document

This lease has been set up as a “boilerplate” document. Boilerplate is text that is used over and over again with some changes. In this case, the bulk of the lease is the same for every customer. Some variable information needs to be inserted.

Imagine that you work at Office Supply Company. You are in the business of selling and leasing office supplies and furniture. You use this lease as the basic contract whenever you lease office furniture. To customize this lease for each customer you need to add:

- Customer name and address.
- Customer number.
- Terms of Agreement.
- Each item being leased, including the description, quantity, monthly cost per unit, and total monthly cost.

In this example, you want to customize the lease for Mr. John Smith at Alphabet Electronics. He wants to lease the following furniture:

1. One couch, item number 1654A.
2. Three desks, item number 49876B.
3. Three chairs, item 1954J.

Some of the information to be inserted in the lease is stored in other documents on your ProFile, on a stationery pad named Customers and some is on a LisaCalc stationery pad named Furniture. You’ll find both stationery pads in the LisaWrite Examples folder.

Next you will open a copy of the Customers document and view its contents with the lease still on the screen. First, resize the lease document so you can see the stationery pads.

- ▶ Place the pointer in the size control box in the lower right corner of the lease document.



- ▶ Press the mouse button and pull the bottom of the window up until you can see the lower half of the desktop.

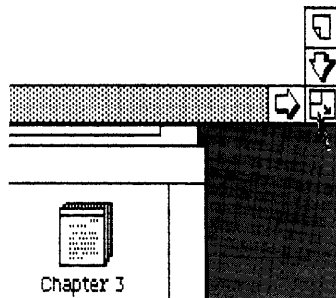


Figure 57 shows how your screen should look.

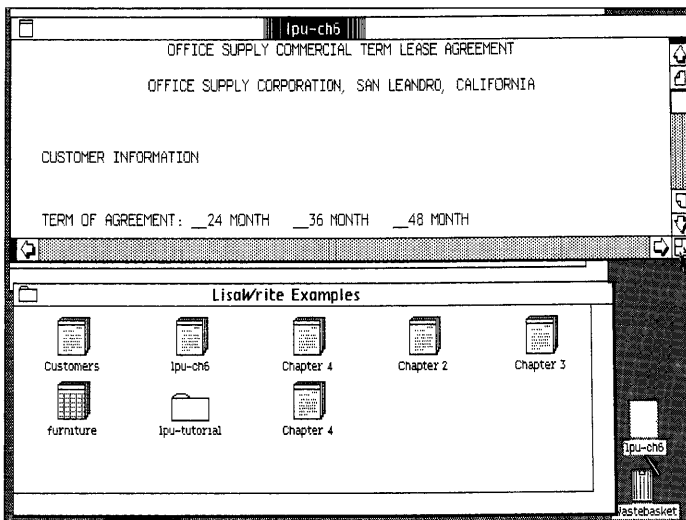


Figure 57. Lease Document Shortened to Upper Half of Screen

- ▶ Now tear off a piece of paper from the Customers pad, name it, and open it as a new document.

The new document overlaps the lease document and becomes active. To arrange the documents so that you can see both of them,

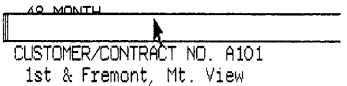
- ▶ Move the pointer to the title bar of the Customers document. 
- ▶ Press and hold, pulling the document down until the title bar sits approximately half way down the screen, and you can see the lease document.

Figure 58 shows how your screen should look.

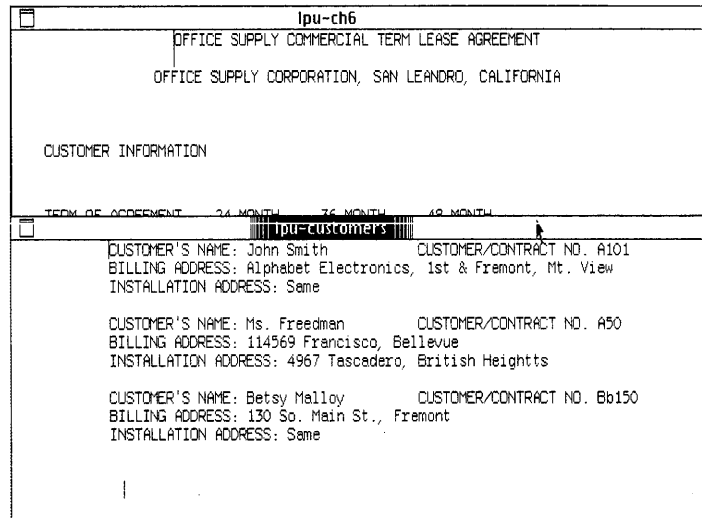


Figure 58. Viewing Two Documents on Screen

The window containing the document Customers is now active on the screen. Notice that this document now displays scroll bars and a highlighted title bar, while the lease document does not. These tell you which document is active. You can use all of LisaWrite's capabilities in this document, just as though it were the only one on the screen.

To make changes or scroll in the lease document, activate it.

- ▶ Just place the pointer in the lease document and click the mouse button.

You see the Customers document deactivate, and the lease activate. The title bar highlights, and scroll bars appear in the upper document.

Copying between Documents

With two or more documents in view at the same time, you can easily copy and paste between them.

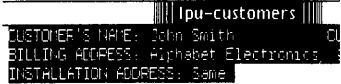
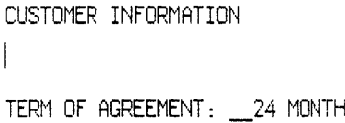
- ▶ Select the information about Mr. John Smith in the Customers document. 
- ▶ Choose Copy from the Edit menu.
- ▶ Activate the lease document by placing the pointer in it and clicking the mouse button.
- ▶ Place the insertion point on the line below "CUSTOMER INFORMATION" in the lease document. 
- ▶ Choose Paste from the Edit menu.

Figure 59 shows the resulting screen.

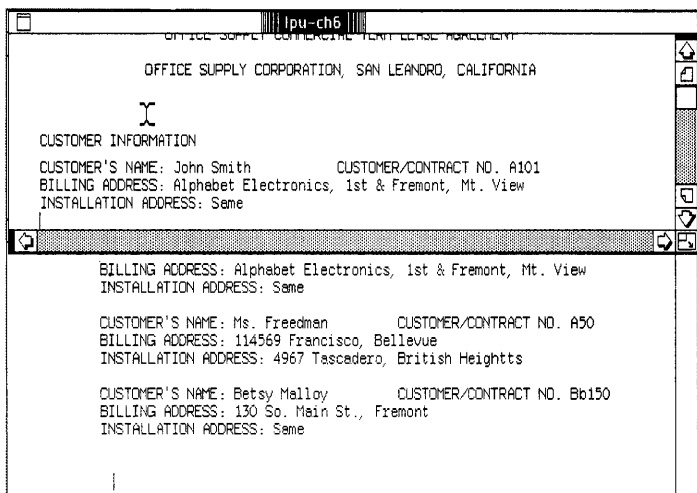
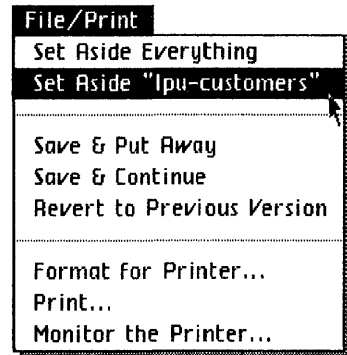


Figure 59. Results of Copying from One Document to Another

You are finished with the document Customers, so set it aside.

- ▶ Activate the Customers document.

- Choose Set Aside from the File/Print menu.



The document Customers shrinks down into its icon on your desktop.

Using LisaCalc Documents with LisaWrite

You can bring whole tables of information from LisaCalc into LisaWrite documents. To show you how this works, a sample LisaCalc document is stored in the LisaWrite Examples folder on a stationery pad called Furniture.

You do not need to know how to use LisaCalc to complete this activity; LisaCalc capabilities are not discussed here. However, to learn to use LisaCalc, turn to the LisaCalc manual.

- Tear off a piece of paper from the Furniture stationery pad, name it, and open it.

This LisaCalc document contains information about the furniture Mr. Smith wants to lease. This information was entered into a LisaCalc document so that the Lisa could be used to perform the necessary calculations.

You want to select the information shown and copy it.

- Place the pointer in the square containing the word "Couch."

M Formula:		
	A	B
1	Description	Quantity
2		
3	Couch 1654A	1
4	Desks 49876B	3
5	Chairs 1954J	3
6		
7	Total	

- Press and hold the mouse button, pulling the pointer diagonally across the screen to select all the information.

Figure 60 shows the selected text in the LisaCalc document.

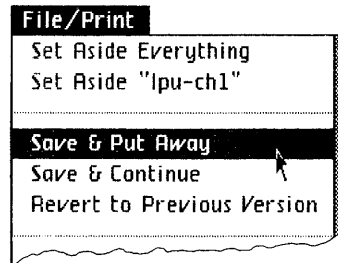
	A	B	C	D	E	F
1	Description	Quantity	Cost/Unit	No. Cost		
2						
3	Couch 1654H	1	75.00	75.00		
4	Desks 49876B	3	55.50	166.50		
5	Chairs 1954J	3	39.00	117.00		
6						
7	Total			\$ 258.50		
8						
9						
10						
11						
12						
13						
14						
15						

Figure 60. Selected Text in LisaCalc Document

► Now choose Copy from the Edit menu.

A copy of the selected information is placed on the Clipboard.

► Close the LisaCalc document by choosing Save & Put Away from the File/Print menu.



► Activate the lease document.

► Scroll the document so that you can see the "EQUIPMENT ORDERED" line and place the insertion point on the line below the headings.

leases from Office Supply Corporati
below (hereafter called "The Equipm
conditions and prices set forth bel

EQUIPMENT ORDERED	QUANTITY
----------------------	----------

1. TERM

► Choose Paste from the Edit menu.

That's all there is to it! The figures from the LisaCalc document are inserted into the lease document. Each column of information is placed at a tab stop in your document that corresponds to the spacing from the LisaCalc table. The first tab stop is always set at 1 inch.

- ▶ Now use the LisaWrite ruler to move the tab stops so that they align with the columns in the lease.

Figure 61 shows where you should set the new tab stops on the ruler.

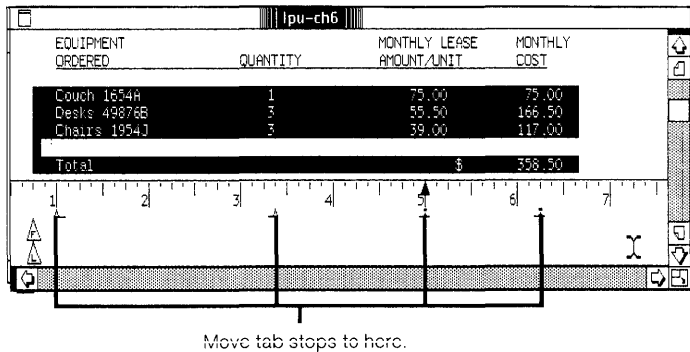


Figure 61. New Tab Settings for the LisaCalc Data

There's one final change to make now: there are too many spaces between the dollar sign (\$) and the amount on the total line. To correct the spacing,

- ▶ Place the insertion point to the left of "358.50" and press **(Backspace)** five times.

This completes the LisaWrite and LisaCalc example. You can also cut and paste text between LisaWrite and LisaTerminal documents. For how to do this, see the LisaTerminal manual.

This completes Chapter 6 and the LisaWrite Tutorial. Save and put away the document, and you're ready to use LisaWrite for your own writing and editing needs. For further details about LisaWrite capabilities, see Section C, the LisaWrite Reference Guide, in this manual.

Chapter Summary

Make a stationery pad

- Select the document icon that you want to become stationery.
 - Choose Make Stationery Pad from the File/Print menu.
-

View multiple documents at once

- Open the first document.
 - Use the size control box to make the document window smaller.
 - Place the pointer in the title bar.
 - Move the document down the screen until you can see the other document, folder, or disk icon that you want.
 - Open the next document.
 - Use the size control box on the second document to shrink the window until you can see both documents.
-

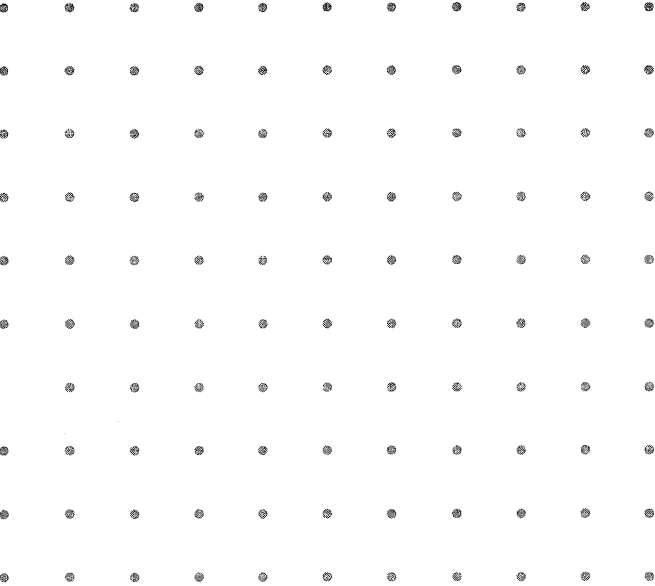
Copy text from one document to another

- Open and size both documents to see them both on the screen.
- Use LisaWrite scroll and edit features to select the text to be copied and copy it onto the Clipboard.
- Place the insertion point in the document to receive the copy.
- Choose Paste from the Edit menu.

Copy text from a
LisaCalc document into
a LisaWrite document

- Open the LisaCalc document containing the information you want.
- Select the entries to be copied from the LisaCalc document.
- Choose Copy from the Edit menu.
- Place the insertion point where you want the text inserted in the LisaWrite document.
- Choose Paste from the Edit menu.
- Use the margin/tab ruler to set tabs for the text inserted from LisaCalc.

Section C
LisaWrite
Reference Guide



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C5 Setting Format Styles Before Entering Text

C6 Changing Format Styles for Existing Text

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What's in the LisaWrite Reference Guide?

This LisaWrite Reference Guide contains complete information about LisaWrite and is divided into two parts. Chapter 1 briefly explains basic LisaWrite concepts. Read Chapter 1 for an overview of LisaWrite and how to use it. Chapter 2 is divided into categories. Within each category are directions for accomplishing specific tasks and some examples. Use Chapter 2 as a reference guide when you want a reminder about a specific task or when you want more information about a particular subject.

You can look for specific topics in the Index, in the table of contents of this Reference Guide, or at the beginning of each category of Chapter 2 of this Reference Guide.

The information in the LisaWrite Reference Guide is based on the assumption that you have completed LisaGuide, for an introduction to your Lisa, and Section A, Getting Started with LisaWrite, for a brief introduction to the basic skills needed to use LisaWrite. For more self-paced instructions on LisaWrite, you can use the LisaWrite Tutorial, Section B.

Chapter 1

Overview

Overview

What's in Chapter 1?

Chapter 1 covers the basic concepts and terminology in LisaWrite. It introduces you to the LisaWrite screen, selecting, scrolling, entering text, changing and formatting text, and the LisaWrite work flow.

The LisaWrite Screen

When you create and edit documents with LisaWrite, the desktop of your Lisa looks something like Figure 1.

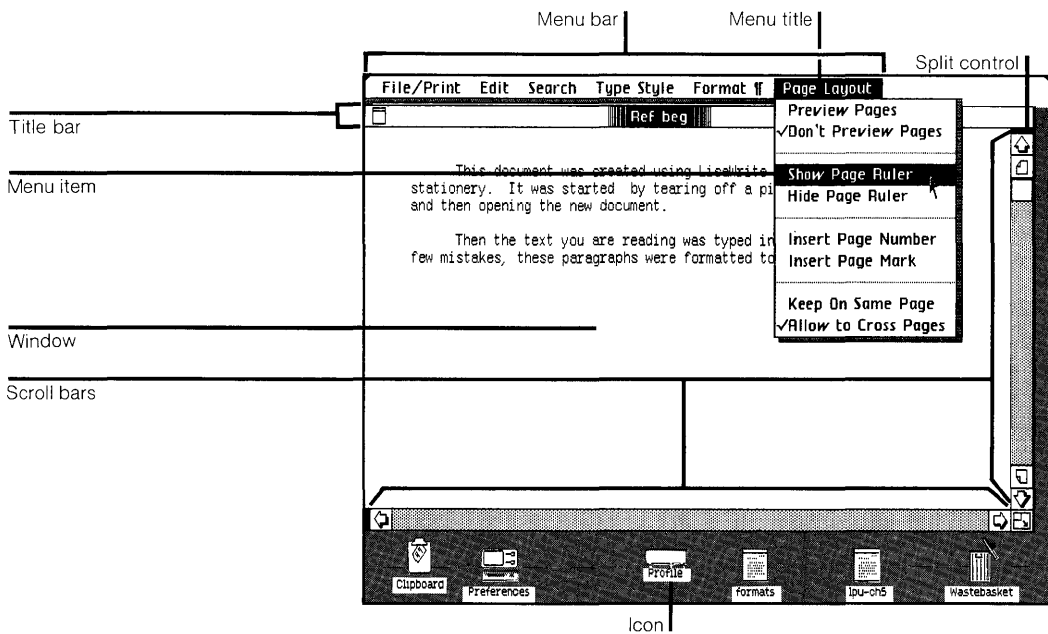


Figure 1. The LisaWrite Screen

The following brief descriptions explain the functions of the items you see in Figure 1. You learn to use these items throughout the LisaWrite Reference Guide, as well as in other sections of this manual.

Icon	Graphic symbol representing something on the Lisa desktop.
Menu bar	Shows the names of the available menus in LisaWrite.
Menu title	Names a list of menu items.
Menu item	An option, command, or instruction that affects the current selection when you choose it.
Window	Displays the contents of an open icon; in this case, the text of an open document.
Scroll bar	Contains scroll controls that allow you to move the document within the window to see different parts of it.
Split control	Lets you split the window view so that you can see more than one part of your document at a time.

Figure 1 shows you many of the items that you use when working with LisaWrite. However, during some LisaWrite activities, the basic screen looks a little different, and you see additional items.

LisaWrite Concepts

LisaWrite enables you to create anything from a short note to a letter, a memo, or a report of many pages. This section presents an overview of the basic concepts used in LisaWrite.

Entering and Editing Text

Entering and editing text determines the content of your document. When you enter text, you type it for the first time. When you edit text, you add to, rearrange, replace, and remove existing text. LisaWrite has some capabilities that make these changes quick and easy. For how to use LisaWrite's editing capabilities, see the Edit procedures in Chapter 2 of this section.

Word Wrap

You can type as fast as you want in LisaWrite without worrying about the length of the line. As you type, any word that exceeds the right margin automatically moves down to start a new line at the left margin. This feature is called "word wrap." Make use of it. Let LisaWrite wrap your text for you, because then

- You only press the **Return** key when you want to start a new paragraph.
- Text "wrapped" together in one paragraph is treated as a unit for many LisaWrite capabilities. For example, when you add or remove text from a wrapped paragraph, all gaps between the text and the margins are automatically readjusted. And if you change margins, the text aligns itself between the new ones by itself.

Formatting Text

Formatting text determines the appearance of your document by specifying the styles of text, paragraphs, and pages. You can set the formatting styles you want before entering text, or you can change them after you've entered text.

Setting Format Styles Before Entering Text

Before you start typing, you can choose the formatting styles you want from the Format ¶, Type Style, and Page Layout menus. The settings you choose become active at the current insertion point, so when you type, your text automatically conforms to them. To change formats in the middle of a document, place the insertion point where the new text goes, choose the formats you want, and continue typing.

Changing Format Styles for Existing Text

You don't need to think about formatting your text as you create your LisaWrite documents. You can type it first, and change the formats later. New text automatically uses the existing format settings. Change the format and style of existing text at any time by selecting the text and then choosing the new settings.

Standard Format Settings

The stationery pads that come with LisaWrite have some standard format settings. Figure 2 shows the standard settings active on the LisaWrite Paper stationery pad.

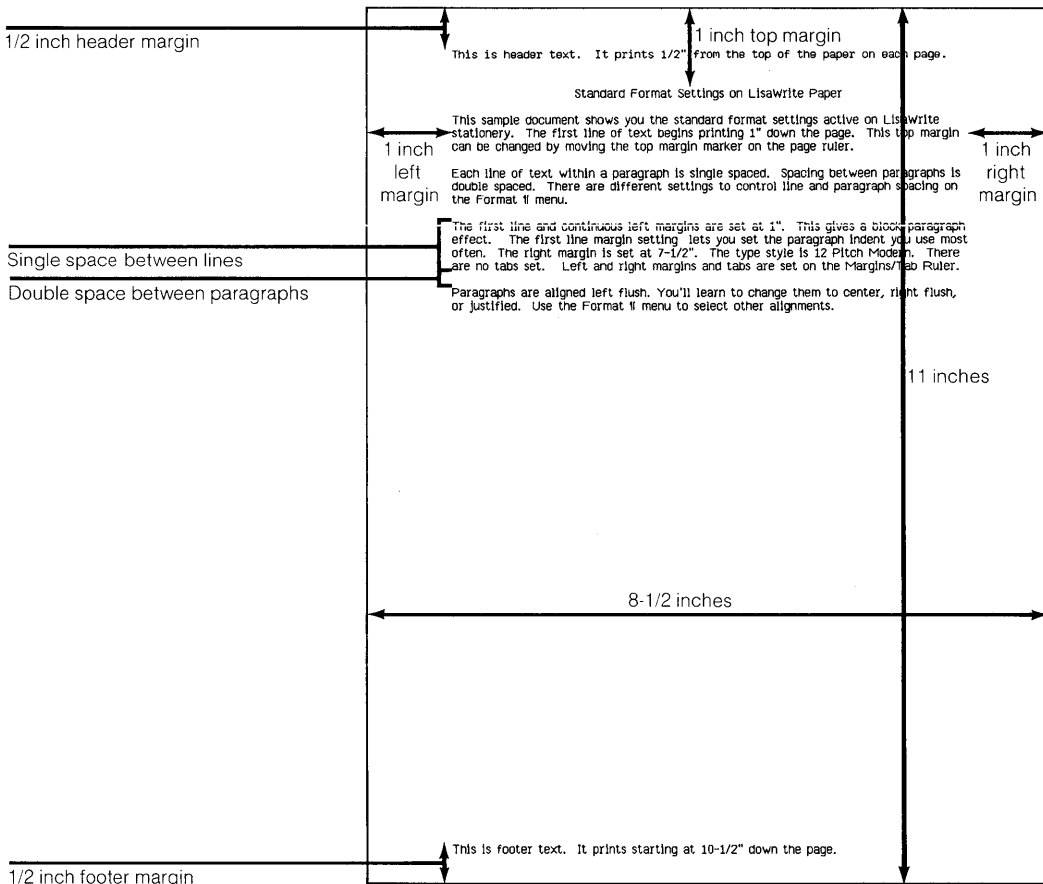


Figure 2. Standard Format Settings on LisaWrite Paper

For how to set and change specific LisaWrite formats, see the Format procedures in Chapter 2 of this section.

Text, Paragraphs, and Pages

When you create, edit, and format a LisaWrite document, its content can be viewed as groupings of text, paragraphs, and pages.

- “Text” is a grouping of one or more characters, including letters, numbers, symbols, and punctuation, and nonprinting characters such as spaces, tabs, and paragraph returns. Some LisaWrite functions work with any amount of text that you select in a document, whether it is part of a word in the middle of a line, a sentence in the middle of a paragraph, two paragraphs, or the entire document. Functions that can work with any amount of text include editing capabilities, such as cutting, copying, and replacing text; searching for text; and choosing the size and style in which the text is displayed and printed.
- A “paragraph” is a grouping of text that ends with a paragraph return character, whether it is one word, a line of text, or many lines of text. A paragraph return character by itself is also a “paragraph.” (A “paragraph return character” is the result of pressing the **Return** key.) Some of the formatting styles available in LisaWrite work on a paragraph-by-paragraph basis. For instance, each paragraph of text has style attributes such as margins, tab stops, line spacing, and spacing between paragraphs. These attributes determine the appearance of the text; they may be the same for all paragraphs in a document, or they may differ, as you like. If you merge two separate paragraphs with different style attributes by removing the return character between them, the attributes of the lower paragraph remain.
- A “page” is all the text that will print together on one piece of paper. LisaWrite has special formatting features for pages, too. Page length, page numbers, top and bottom margins, and headers and footers are style attributes associated with pages.

The Horizontal Paragraph Ruler

The horizontal paragraph ruler is used to set left and right margins and tabs. It appears when you choose Show Margin/Tab Ruler from the Format ⌘ menu. Figure 3 shows what the horizontal paragraph ruler looks like. All ruler settings work on a paragraph-by-paragraph basis.

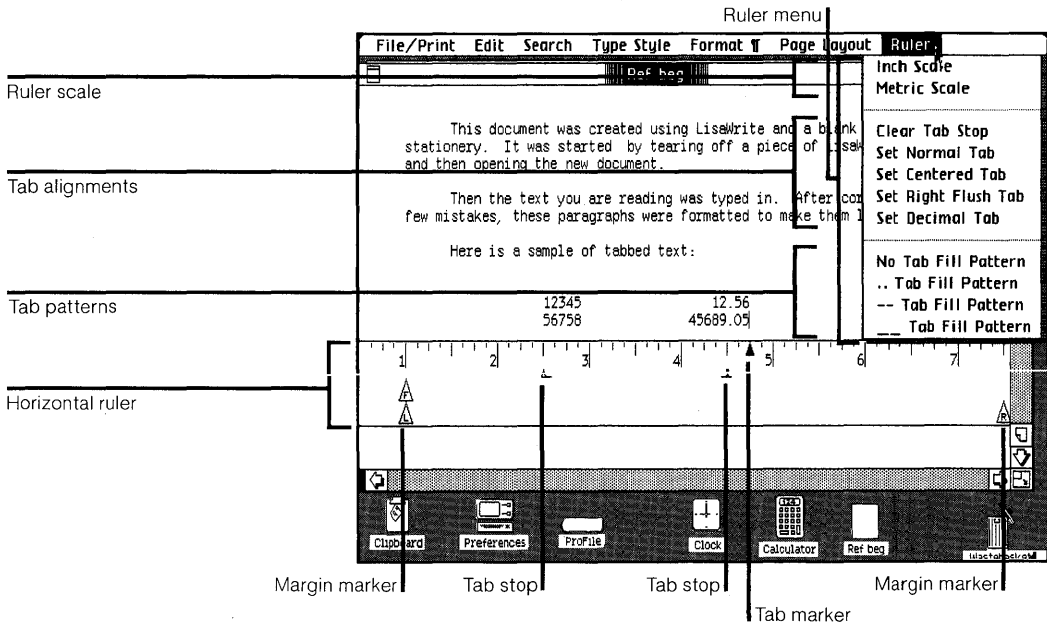


Figure 3. LisaWrite Screen with Horizontal Paragraph Ruler

The following brief descriptions explain the functions of the items you see in Figure 3.

Horizontal ruler	Lets you set left and right margins and tab stops.
Margin markers	Show where the left, right, and first-line margins are set. You adjust the margins by moving these markers.
Tab marker	Lets you indicate where on the ruler you want to set a tab.
Tab stop	Shows where text will be positioned when you press the Tab key.
Ruler menu	Lets you choose the kind of tab stop you want to set and any fill pattern to be used. Also lets you clear tab stops and change the scale shown on the ruler.
Tab alignments	Specifies how tabbed text will line up at the tab stop.
Tab patterns	Inserts special characters between text and the next tab stop.
Ruler scale	Lets you choose the type of measurement that displays on the horizontal ruler.

The Vertical Page Ruler

You use the vertical page ruler to preview page breaks, set top and bottom margins, and insert header and footer text. You bring it to the screen by choosing Show Page Ruler from the Page Layout menu. If you want to see the top and bottom margins and their contents without the vertical page ruler, you choose Preview Pages from the Page Layout menu.

When you use the vertical page ruler, the basic LisaWrite screen changes to look something like Figure 4. This figure shows only the top half of the page ruler.

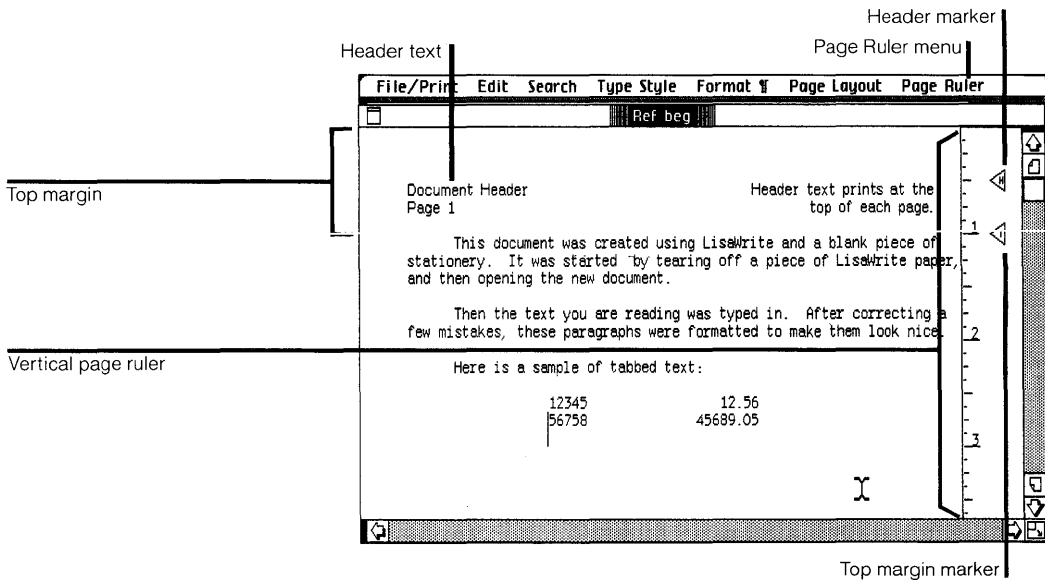


Figure 4. LisaWrite Screen with Vertical Page Ruler

The following brief descriptions explain the functions of the items you see in Figure 4.

Vertical page ruler	Lets you set top and bottom margins and position header and footer text within the margins.
Top margin marker	Shows where the top margin is set. A similar marker marks the bottom margin. You adjust the margins by moving these markers.
Header marker	Shows where any header text will print. A similar marker marks footer text in the bottom margin. You can adjust the positioning of header and footer text by moving the markers.
Header text	Text that will print at the top of each page.
Top margin	Lines that are left blank at the top of each piece of paper when you print this document.
Page Ruler menu	Lets you change the incremental scale shown on the ruler.

Pointers

As you move the mouse, the pointer moves around the screen. Depending on what you're doing, the pointer can have any of the following shapes.



The text pointer is used to mark where you want to enter text.



The arrow pointer is used for view controls, menu items, and ruler markers.



The check pointer is used to make choices within a dialog box or the Preferences window.



The hourglass appears when you need to wait while the Lisa finishes what it is doing.

Selecting

You indicate text that you want to change or alter in some way by “selecting” it on the screen. This is an important concept: you must *always* select text before you can edit or format it.

Table 1 explains how to select a point of insertion, one or more characters, a word, a paragraph, or a text passage of any length. Selected text is highlighted on the screen; however, highlighting doesn't print.

When you click the mouse button to select a point of insertion, a vertical bar blinks to show where the next typed character will appear. This vertical bar is called the “insertion point.” The text pointer temporarily disappears. (It reappears when you move the mouse.) Any previously selected text is deselected.

If you try to select a point at the bottom of a document or in a blank area and can't, there is no text there to be selected. You can place the insertion point after the last text and press **(Return)** to move it down the screen, or you can press **(Tab)** or the spacebar to move to the right across a blank line.

After selecting text, you can type new text to replace the selection or you can choose a menu item to edit or format it. For example, to replace a misspelled word, select the word and type it correctly.

Pulling through text to select it can sometimes cause the document to scroll in the window. See the section on Scrolling in this chapter for how to scroll the text through the window.

Table 1. Selecting in LisaWrite

To Select	Do the Following
Insertion point	<ul style="list-style-type: none">■ Move the pointer to the desired location and click the mouse button.
One or more characters	<ul style="list-style-type: none">■ Move the pointer to the left of the first character.■ Press and hold the mouse button.■ Pull through to the last character and release the mouse button.
One word	<ul style="list-style-type: none">■ Move the pointer to the word and click the mouse button twice.
A paragraph	<ul style="list-style-type: none">■ Place the pointer in the desired paragraph and click the mouse button three times.
Several words or paragraphs	<ul style="list-style-type: none">■ Same as for one word or paragraph, but after last click, hold the mouse button down, pull through the last word, and release.
Select everything	<ul style="list-style-type: none">■ Choose Select All of Document from the Edit menu.

Table 1. Selecting in LisaWrite, continued

To Select	Do the Following
Deselect; select nothing in the document	■ Click the mouse button in a blank area of the document.
Extend the existing selection	■ Move the pointer to the end of the text you want included in the selection. ■ Press and hold the (Shift) key and click the mouse button.

Scrolling

Your document can be both longer and wider than the window that displays on your Lisa. Most of the time you'll want to keep the window wide enough so that you can see both ends of a line. The window of the active document has view controls that you may use to bring hidden portions of the document into view and to see more than one area of the document at a time. Figure 5 shows these controls. Some of them are duplicated because the window has been split into two views.

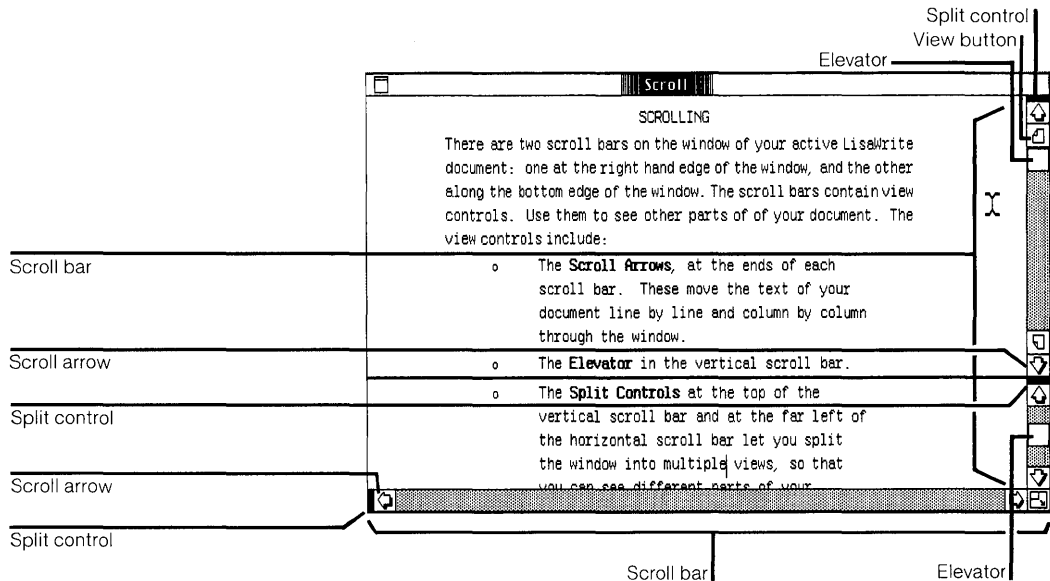


Figure 5. Window with View Controls

The following brief descriptions explain the functions of the items you see in Figure 5.

Scroll bars	Contain controls that let you change the view of the document.
Scroll arrows	Enable you to bring hidden portions of a document into view, either vertically, line-by-line, or horizontally, column-by-column.
Elevators	Indicate where the current window's view is in relation to the rest of the document. Enable you to move quickly to the top or bottom of the document.
View buttons	Scroll the document one full view at a time.
Split control	Splits the window into two or more views so that you can see different parts of the document at the same time.

Table 2 shows the different ways to scroll in LisaWrite.

Table 2. Scrolling in LisaWrite

To Scroll	Do the Following
Line by line	■ Move the pointer over one of the vertical scroll arrows and click the mouse button.
Column by column	■ Move the pointer over one of the horizontal scroll arrows and click the mouse button.
Continuous lines or horizontal increments	■ With the pointer on the scroll arrow, press and hold the mouse button. Release it when the document is positioned where you want it.
View-sized increments	■ Move the pointer to the view button and click the mouse button.
Continuous view-sized increments	■ With the pointer on the view button, press and hold the mouse button. Release it when the document is positioned where you want it.
Large jumps	■ With the pointer on the elevator, press and hold the mouse button, moving the elevator up or down in the scroll bar. Release the mouse button when the document is positioned where you want it.

Table 2. Scrolling in LisaWrite, continued

To Scroll	Do the Following
To the top	■ With the pointer on the elevator, press and hold the mouse button, move the elevator to the top of the scroll bar, then release the mouse button.
To the bottom	■ With the pointer on the elevator, press and hold the mouse button, move the elevator to the bottom of the scroll bar, then release the mouse button.
Split a view vertically	■ With the pointer on the split control in the vertical scroll bar, press the mouse button and hold it down, moving the mouse toward you at the same time.
Split a view horizontally	■ With the pointer on the split control in the horizontal scroll bar, press the mouse button and hold it down, moving the mouse to your right at the same time.
Close a split view	■ With the pointer in the split control of the view you want to close, press and hold the mouse button, pulling the edge of the split view to the upper, lower, left, or right edge of the view.

About Menus

Many of the operations that you can perform in LisaWrite you do by choosing an item from a menu. The LisaWrite menus are listed on the menu bar as shown in Figure 6. A description of all LisaWrite menu items can be found in this manual in Appendix 1, Menu Items.

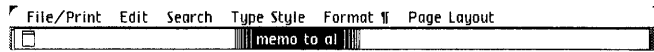


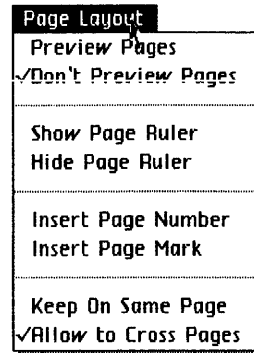
Figure 6. LisaWrite Menu Bar

To choose a menu item,

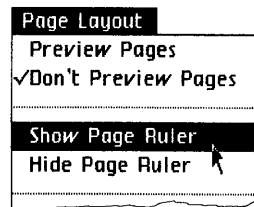
- ▶ Move the pointer to the menu bar and position it over the name of the menu you want.

Page Layout



- ▶ Press the mouse button and hold it down. Notice that the menu is now showing.



- ▶ Move the pointer to the menu item you want.



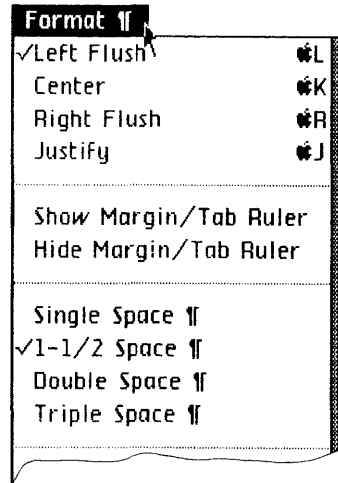
- ▶ Release the mouse button.

Some menu items have an Apple symbol and a letter beside them. This means that you can hold down the  key and the letter to choose a menu item rather than choosing the item with the mouse. Refer to Appendix 2, Apple Keys, in this manual, for a list of menu items that you can choose using the  key.

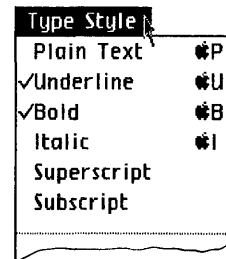
Some menu items are followed by an ellipsis (. . .). When you choose one of these menu items, you must respond to a dialog box before the item takes effect. (Dialog boxes are explained below.)

When a menu item is shown in gray instead of black, it cannot be chosen at that time. This is usually because it does not apply to the current selection.

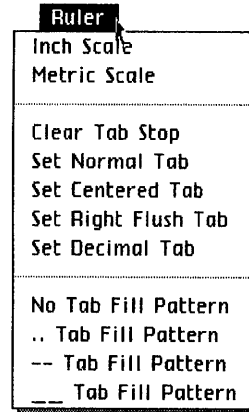
Some menu items are grouped together and represent the available choices for a particular menu setting. The current setting has a check mark next to it, while the others don't. If you choose another setting, the current one automatically turns off. These menu item choices are ones where being able to choose more than one at a time wouldn't make sense. For instance, you can't have the same text be both single spaced and double spaced at the same time.



Other menu items are marked by check marks when they are on, but they can work with other menu items also. For example, on the Type Style menu, you can use bold and underline at the same time. When you do, both items will be checked on the menu. In this case, choosing Plain Text turns both Bold and Underline off.



A few menu items have additional menus associated with them. When you choose these items, another menu name appears on the menu bar. For example, when you choose Show Margins and Tabs Ruler from the Format ¶ menu, a new menu title, Ruler, appears on the menu bar. This new menu contains items that affect margins and tabs.



Dialog Boxes

A dialog box is a box that appears on the screen in response to certain menu items. Two types of dialog boxes appear when using LisaWrite. One allows you to accept or change various options that apply to the command, and the other lets you fill in additional information. Figure 7 shows you the first type as it appears when you choose Print from the File/Print menu.

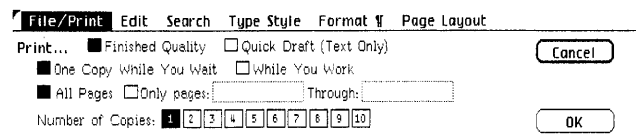


Figure 7. LisaWrite Dialog Box

To respond to this type of dialog box,

- ▶ For each option that you wish to change, check the box next to the option you want by moving the pointer to the box and clicking the mouse button.
- ▶ When the dialog box reflects the options you want, click OK.
- ▶ If you change your mind and decide not to perform the operation called for by the menu item, click Cancel.

The second type of dialog box is shown in Figure 8. This dialog box appears when you choose Find What? from the Search menu.

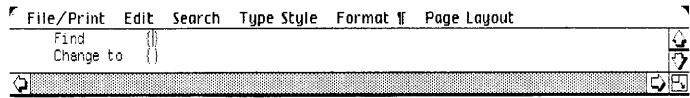


Figure 8. Another Type of Dialog Box

To respond to this dialog box,

- ▶ Type the text you want to find in the brackets in the dialog box.
- ▶ Press **(Enter)** to place the insertion point next to Change To.
- ▶ When the brackets contain the information you want to use, choose another item from the Search menu.

Notice that this second dialog box has scroll bars on the right and a size control in the lower right-hand corner. Use them to control the dialog box just as you would the window of your document.

For how to find and change text, see the Search procedures in Chapter 2 of this section.

Alert Boxes

An alert box is a box in which a message from the system is displayed. The message can be Wait, Note, Caution, Stop, or ?, as described below. You can respond to these messages by clicking the OK or Cancel button. To do this, move the pointer to the OK or Cancel button and click the mouse button.

Wait Message

The Wait message tells you that the Lisa is carrying out an operation that may take some time. You don't need to respond to a message of this type. However, some Wait messages give you the option of being able to terminate the operation by holding down the **(⌘)** key while typing a period. Figure 9 is an example of a Wait message.

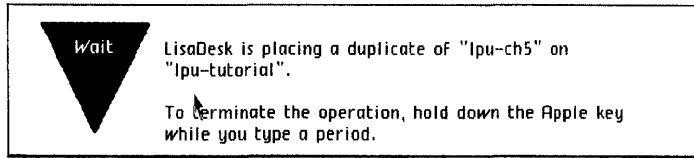


Figure 9. A Wait Message

Note Message

The Note message tells you that something might need your attention. Most likely, everything is all right, but the Lisa wants to tell you about something just in case. To dismiss the alert box with a Note message, you just click OK. Figure 10 is an example of a Note message.

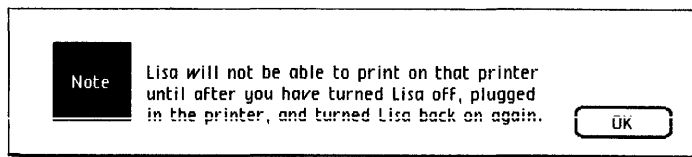


Figure 10. A Note Message

Caution Message

The Caution message tells you that you are about to do something risky that cannot be undone or that may take a long time. To dismiss the alert box with a Caution message, you click OK or Cancel. Figure 11 is an example of Caution message.

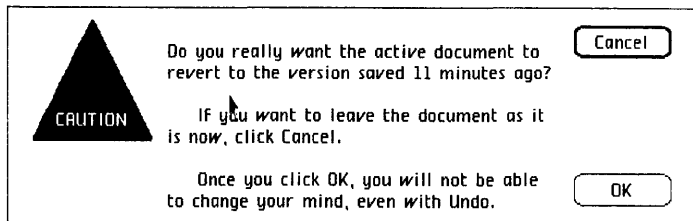


Figure 11. A Caution Message

Stop Message

The Stop message tells you that something you requested cannot be done and why. To dismiss the alert box with a Stop message, you click OK or Cancel. Figure 12 is an example of a Stop message.

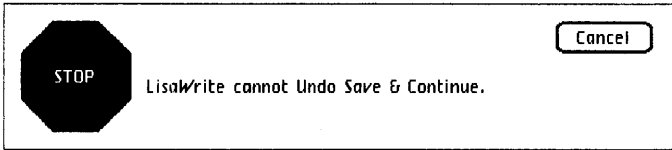


Figure 12. A Stop Message

? Message

The ? message is displayed when you have to choose one of a number of alternative actions. Most ? messages have two or three choices. To dismiss the alert box with a ? message, you click OK or Cancel. Figure 13 is an example of a ? message.

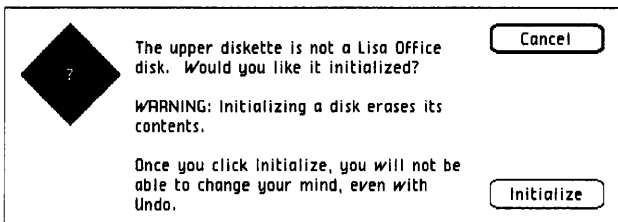


Figure 13. A ? Message

LisaWrite Work Flow

The following material outlines how to start a new LisaWrite document and how to work with an existing LisaWrite document. For specific information and step-by-step directions, refer to Chapter 2 of this Reference Guide and to Section D, Desktop Manager Reference Guide, in the *Lisa Owner's Guide*.

Starting a New Document

To start a new LisaWrite document,

- ▶ Open the ProFile window.



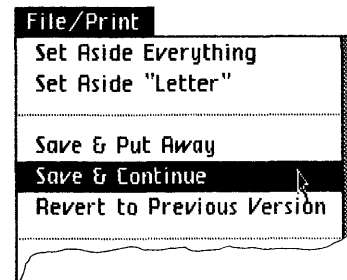
- ▶ Tear off a sheet of paper from the LisaWrite stationery pad.



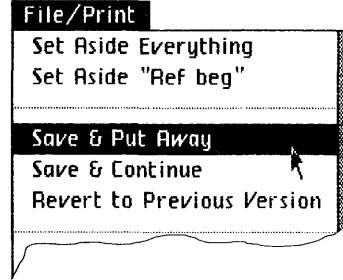
- ▶ Type the new document's name.



- ▶ Open the new document's window.
- ▶ Type and edit the document to change its content.
- ▶ Format characters, paragraphs, and pages of the document to achieve the desired appearance.
- ▶ Save all changes about every 15 minutes and continue working.



- ▶ Print the document, if you like.
- ▶ Put away the completed document.



To organize your documents into a folder and to keep the disk window uncluttered, you might want to

- ▶ Move the saved document into a folder of related documents, or tear a folder from the folder pad, name the folder, and move the document into it.



Working with an Existing Document

To work with a filed LisaWrite document,

- ▶ Open the ProFile window.
- ▶ If the document is in a folder, open the folder that contains the document you want to work with.
- ▶ Open the document.
- ▶ Edit and format the document, saving it every 15 minutes.
- ▶ Print the document, if you like.
- ▶ Put away the document in its original location.

Chapter 2

Procedures

Procedures

What's in Chapter 2?

Chapter 2 contains procedures for using all LisaWrite capabilities. To make the procedures easier to find, they have been divided into categories according to functions. The categories are:

Edit

Look here for operations that change the contents of your document.

- C32 Copy Text
- C34 Cut Text
- C36 Insert Text
- C38 Move Text
- C41 Replace Text
- C42 Revert to Previous Version
- C44 Undo Last Change

Format

Look here for operations that change the appearance of text in your document.

- C48 Copy Paragraph Style
- C51 Format Stationery Pad
- C53 Headers and Footers
- C57 Horizontal Margins
- C61 Keep Lines of Text on Same Page
- C64 Line Spacing
- C67 Page Breaks
- C69 Page Numbers
- C73 Paragraph Alignment
- C75 Paragraph Spacing
- C80 Tab Alignment
- C85 Tab Clearing
- C89 Tab Patterns
- C91 Tab Stops
- C99 Top and Bottom Margins
- C103 Type Styles

Print

Look here for instructions on how to print a document.

C110 Format for Specific Printers

C116 Preview a Document

C118 Print a Document

Search

Look here for instructions on how to find and change specific text.

C124 Find Text

C127 Find and Change Text

Other Tools

Look here for instructions on how to use information from LisaCalc documents with LisaWrite.

C132 LisaCalc

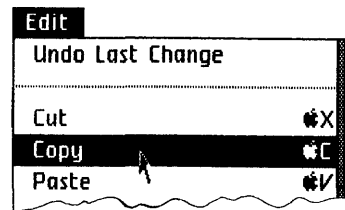
-
- C32 Copy Text
 - C34 Cut Text
 - C36 Insert Text
 - C38 Move Text
 - C41 Replace Text
 - C42 Revert to Previous Version
 - C44 Undo Last Change

Edit

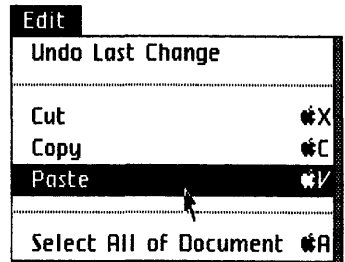
Copy Text

To copy text

- ▶ Select the text you want to copy.
- ▶ Choose Copy from the Edit menu.



- ▶ Select the new location for the text, or select the text to be replaced by the copy.
- ▶ Choose Paste from the Edit menu.



To copy text from one document to another

- ▶ Select the text you want to copy.
 - ▶ Choose Copy from the Edit menu.
 - ▶ Get or activate the other document.
 - ▶ Select the new location for the text, or select the text to be replaced by the copy.
 - ▶ Choose Paste from the Edit menu.
-

Copy Text (continued)

You may copy text from one location to another within a document or from one document to another. When you choose Copy from the Edit menu, a duplicate of the selected text is automatically placed on the Clipboard. Then, when you choose Paste, a duplicate of the text on the Clipboard is placed in the document at the insertion point. If you selected text before you chose Paste, it is replaced by the contents of the Clipboard.

Text remains on the Clipboard until you cut or copy other text, so you can make as many duplicate copies as you want. You can also perform other LisaWrite functions that do not affect the Clipboard between the copy and paste steps. The Clipboard acts as a temporary storage area in this way, whether or not its window is open.

When you copy one or more entire paragraphs, all paragraph format styles are also copied. A selection includes a whole paragraph, and therefore the paragraph styles, when you triple click to select it, or when you click the mouse button and then drag the pointer through a return character at the end of a paragraph. When you copy less than a paragraph, format styles are not copied. The text will adopt the format styles active at the location where you paste it.

When you copy text within a long document, you can simplify the operation by splitting the window into two views. Scroll the text you want to copy into one view and scroll the area where you will paste the duplicate into the other view. Then follow the steps above.

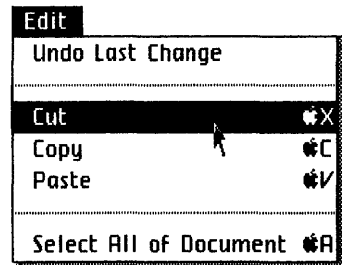
You can copy cells from a LisaCalc spreadsheet into a LisaWrite document. See the Other Tools in this chapter. To copy the format style of one paragraph to another, see the Copy Paragraph Style procedure, under Format, in this chapter.

Edit

Cut Text

To cut text

- ▶ Select the text you want to delete.
- ▶ Choose Cut from the Edit menu.



To delete selected text with **Backspace**

- ▶ Select the text you want to delete.
- ▶ Press the **Backspace** key once.

Cutting text removes it from your document and places it temporarily on the Clipboard. If you change your mind about removing it, you can restore the text by pasting the text on the Clipboard back into your document or by choosing Undo Last Change. You can also cut text and then paste it back into the same document or into another one. For more information on cutting and pasting, see the Move Text procedure, under Edit, in this chapter.

Text you cut remains on the Clipboard until you cut or copy other text. The Clipboard acts as a temporary storage area in this way, whether or not its window is open.

Cut Text *(continued)*

Pressing the **Backspace** key when text is selected also removes the selected text from your document. However, text that you remove with the **Backspace** key is not placed on the Clipboard. You can restore it immediately by choosing Undo Last Change from the Edit menu, but you may not paste it back into the same or into a different location. Use **Backspace** to remove text when you don't want to replace the contents of the Clipboard.

When the selection is an insertion point, **Backspace** can also be used to delete characters to the left of the insertion point.

When you delete the return character separating two paragraphs with cut or **Backspace**, the upper paragraph becomes part of the lower paragraph. If the two paragraphs have different format styles when you delete the return character, the formats of the lower paragraph are retained.

To delete an extra return character from a document, select it as a paragraph by triple clicking and choosing Cut from the Edit menu, or backspace over it. Too much space between lines or paragraphs of text in your document may not be caused by extra return characters, however. You may simply need to change the paragraph or line spacing. For how to change these settings, see the Paragraph Spacing and Line Spacing procedures, under Format, in this chapter.

Edit

Insert Text

To insert text

- ▶ Select the location where you want to insert text.
- ▶ Type the text you want to add.

You may insert any amount of text in a document at any time, from a single character to several pages of text. Simply select the spot where you want to insert text and begin typing. The insertion point always shows where the next typed character will go. As you type, the insertion point moves to the right. The new text uses the format styles active where you place the insertion point.

As you type new text into your LisaWrite documents, remember not to press **(Return)** at the end of each line unless it is the end of a paragraph. When you type a word that extends past the right margin, LisaWrite automatically moves it to the left margin of the next line. This feature, called word wrap, can increase your typing speed and can help you make the best use of LisaWrite's formatting capabilities. See Word Wrap, Formatting Text, and Text, Paragraphs, and Pages in Chapter 1 of this section for more information.

To insert the text present on the Clipboard into a document, select the location for the insertion and choose Paste from the Edit menu.

Example

1. Suppose you want to insert a paragraph between two others. You place the pointer at the beginning of the second paragraph, as shown, and press the mouse button once to place an insertion point there.

To insert any amount of text, place the insertion point where you want it and start typing. It is that simple.

Whenever you insert text the new text conforms to the style characteristics active where you placed the insertion point.

2. The point of insertion is marked by a blinking bar that shows where any inserted text will go.
3. After you type the new text and press the **Return** key to end it as a paragraph, your document looks like this.

To insert any amount of text, place the insertion point where you want it and start typing. It is that simple.

For example, I selected a spot to the left of the first word in the second paragraph, typed this new paragraph, and ended it by pressing RETURN.

Whenever you insert text the new text conforms to the style characteristics active where you placed the insertion point.

4. Notice that the paragraph style of your new text is the same as for the previously existing text.

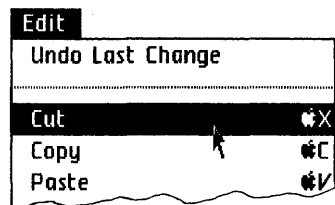
Insert Text (continued)

Edit

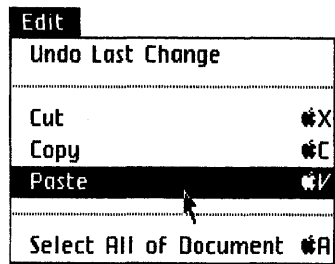
Move Text

To move text

- ▶ Select the text you want to move.
- ▶ Choose Cut from the Edit menu.



- ▶ Select the point of insertion or the text to be replaced.
- ▶ Choose Paste from the Edit menu.



To move text from one document to another

- ▶ Select the text you want to move.
 - ▶ Choose Cut from the Edit menu.
 - ▶ Get or activate the document you want to place the text in.
 - ▶ Select the point of insertion or the text to be replaced.
 - ▶ Choose Paste from the Edit menu.
-

Move Text (continued)

You may move text from one spot to another within a document or from one document to another. You can also move text from LisaCalc into a LisaWrite document. To find out how, see the LisaCalc procedure, under Other Tools, in this chapter.

When you move text within a long document, you can simplify the operation by splitting the window into two views. First, scroll the text you want to move into one view, then select an insertion point in the other view, and scroll to the area where you want to paste the duplicate. Then follow the steps above.

When you move text that includes paragraph return characters, the format styles of that paragraph are moved with the text. If you move text that doesn't include a return character, it will adopt the format styles active at the location where you paste it. Selected text includes paragraph return characters when you triple click to select a paragraph, and when you click and drag the pointer through a return character.

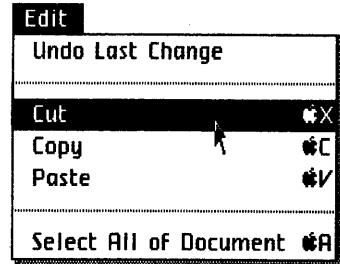
Example

1. Suppose you have renumbered several paragraphs and you want to arrange them on the page sequentially. You select paragraph number 1.
 2. You may move text from LisaCalc tables into a LisaWrite document.
 1. You may move text from one spot to another within a document from one document to another.
 3. Moved text retains its own style.

Edit

Move Text (continued)

2. When you choose Cut from the Edit menu, the paragraph is removed from the document and placed on the Clipboard.

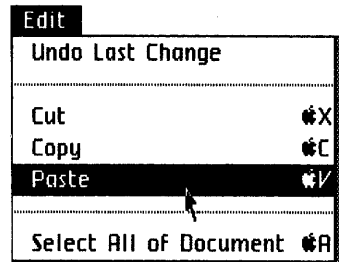


3. You select the point of insertion where you want the text to go, before the number 2.

Insertion point

2. You may move text from LisaCalc tables into a LisaWrite document.
3. Moved text retains its own style.

4. You choose Paste from the Edit menu.



5. Paragraph number 1 is placed in the document before paragraph number 2.

1. You may move text from one spot to another within a document from one document to another.
2. You may move text from LisaCalc tables into a LisaWrite document.
3. Moved text retains its own style.

To replace existing text

Replace Text

- ▶ Select the text you want to replace.
- ▶ Type the new text, or choose Paste from the Edit menu.

You may replace any existing text in a document with new text or with a duplicate of text on the Clipboard. For example, to replace a misspelled word either select the word and type it correctly or, if the correctly spelled word is on the Clipboard, select the misspelled word and choose Paste from the Edit menu.

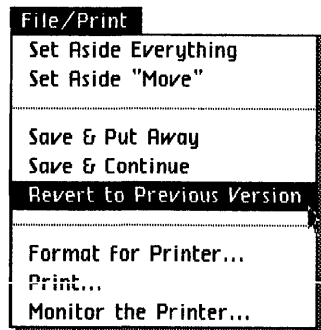
When text is selected, any characters you type from the keyboard replace it. This includes pressing **(Return)**, **(Tab)**, **(Backspace)**, or the spacebar.

Edit

Revert to Previous Version

To undo all changes made to a document since it was last saved

- ▶ Choose Revert to Previous Version from the File/Print menu.

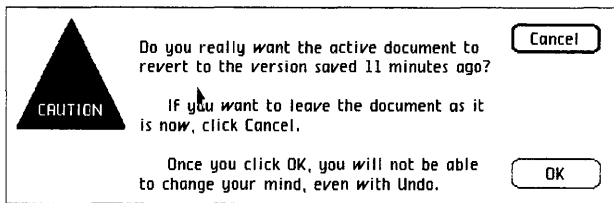


- ▶ Click OK in the alert box that appears.
-

Revert to Previous Version can undo all changes in your document since the last time you chose Save & Continue, Save & Put Away, or Revert to Previous Version.

Revert to Previous Version *(continued)*

When you choose Revert to Previous Version, LisaWrite always displays this alert box:



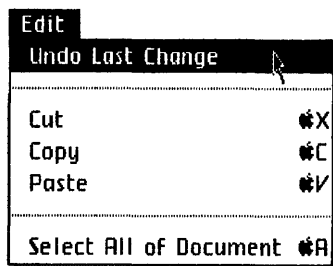
Since you must click OK before LisaWrite undoes your changes, you can't lose your work accidentally by choosing this menu item.

Edit

Undo Last Change

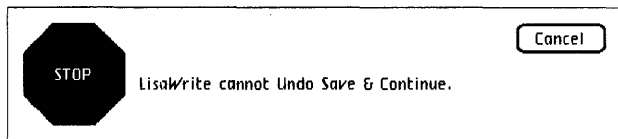
To undo the last change you made in your document

- Choose Undo Last Change from the Edit menu.



You can undo many of the actions you take in LisaWrite immediately after you do them by choosing Undo Last Change, or you can undo all changes since the last time you saved your document by reverting to the last version. For how to undo all changes made to a document, see the Revert to Previous Version procedure, under Edit, in this chapter.

When you choose Undo Last Change and LisaWrite cannot undo your last step, an alert box appears, explaining what cannot be undone.



Here are just a few of the steps and commands in LisaWrite that you can undo:

- Cutting text.
- Pasting text.
- Changing type styles and fonts.
- Aligning paragraphs.
- Typing text since you last selected an insertion point.

Most of the steps that you cannot undo change the way the screen displays, but not the content of your document. For example, you cannot undo:

- Scrolling.
- Splitting the screen.
- Choosing Show Margin/Tab Ruler or Show Page Ruler.
- Choosing Hide Margin/Tab Ruler or Hide Page Ruler.
- Choosing Find What? from the Search menu.

**Undo Last
Change**
(continued)

Format

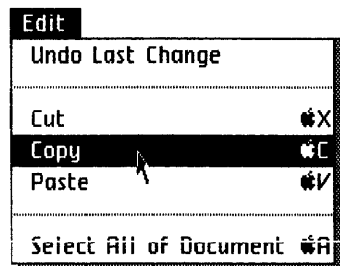
-
- C48 Copy Paragraph Style
 - C51 Format Stationery Pad
 - C53 Headers and Footers
 - C57 Horizontal Margins
 - C61 Keep Lines of Text on Same Page
 - C64 Line Spacing
 - C67 Page Breaks
 - C69 Page Numbers
 - C73 Paragraph Alignment
 - C75 Paragraph Spacing
 - C80 Tab Alignment
 - C85 Tab Clearing
 - C89 Tab Patterns
 - C91 Tab Stops
 - C99 Top and Bottom Margins
 - C103 Type Styles

Format

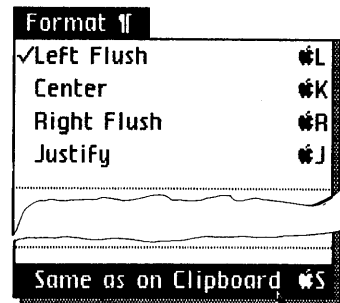
Copy Paragraph Style

To copy the style of one paragraph onto another

- ▶ Select the paragraph with the style you want to duplicate.
- ▶ Choose Copy from the Edit menu.



- ▶ Select the paragraph(s) you want to be styled like the one now on the Clipboard.
- ▶ Choose Same as on Clipboard from the Format ¶ menu.



Copy Paragraph Style *(continued)*

Each paragraph has a number of style characteristics associated with it: margin and tab settings, line and paragraph spacing, and paragraph alignment. You may copy the style characteristics of any paragraph onto other paragraphs in the same document or to paragraphs in another LisaWrite document. When you copy the style, all paragraph style attributes are copied.

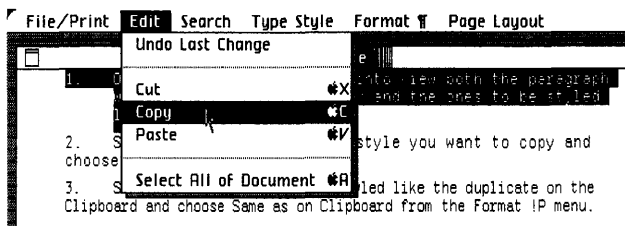
When you copy the style to paragraphs in another LisaWrite document, complete the first two steps above, then get or activate the other document and complete the last two steps.

If you have more than one paragraph on the Clipboard because you cut or copied a large amount of text, the style of the top paragraph on the Clipboard will be copied when you choose Same as on Clipboard.

Example

Suppose you want to copy the style of one paragraph to several other paragraphs in the same document.

1. You select the paragraph whose format styles you want to copy and choose Copy from the Edit menu. A copy of the text and its format styles are placed on the Clipboard.



Format

Copy Paragraph Style (continued)

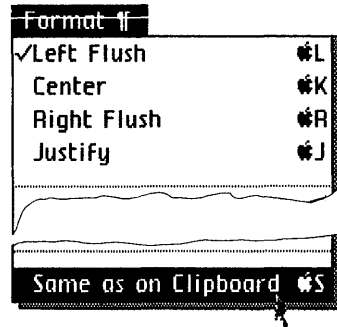
2. You scroll to and select the first paragraph(s) to be styled like the one now on the Clipboard. If the paragraphs are contiguous, like the ones in this example, you can select them at the same time.

1. Open a document and scroll into view both the paragraph whose style you want to copy and the ones to be styled like the duplicate.

2. Select the paragraph whose style you want to copy and choose Copy from the Edit menu.

3. Select the paragraphs to be styled like the duplicate on the Clipboard and choose Same as on Clipboard from the Format (F) menu.

3. You choose Same as on Clipboard from the Format (F) menu.



4. The selected paragraphs take on the new style immediately.

1. Open a document and scroll into view both the paragraph whose style you want to copy and the ones to be styled like the duplicate.

2. Select the paragraph whose style you want to copy and choose Copy from the Edit menu.

3. Select the paragraphs to be styled like the duplicate on the Clipboard and choose Same as on Clipboard from the Format (F) menu.

5. Continue this process for any other paragraphs.

Format

Format Stationery Pad

To format a stationery pad with the settings you want

- ▶ Tear off a piece of paper from an existing stationery pad.
- ▶ Open the new document.
- ▶ Choose Select All of Document from the Edit menu.
- ▶ Set all formats as you want them on the new stationery pad.
- ▶ Enter any text you want on the new stationery pad.
- ▶ Choose Save & Put Away from the File/Print menu.
- ▶ Choose Make Stationery Pad from the File/Print menu.



Format

Format Stationery Pad *(continued)*

You can turn any document into a stationery pad. You'll find this feature especially useful when you have standard forms and documents that you reuse often.

Creating stationery with the formats you use frequently will save you time, because you won't have to set the formats for each document.

The formats stored with LisaWrite stationery are listed below. You may want to check all of them and change the ones you don't like when personalizing your own stationery.

The formats stored on LisaWrite stationery are:

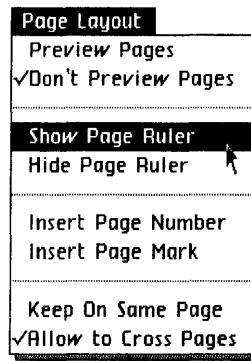
- All horizontal paragraph ruler settings, including first-line left margin, subsequent-line left margin, right margin, and all tab settings. Note that if you want the horizontal margins of header and footer text to match the main text of the document, you must change them separately.
- All page ruler settings, including top and bottom margins, and positioning of header and footer text within the margins.
- Paragraph and line spacing.
- Paragraph alignment: left, right, centered, or justified.
- Type style and font.
- Size of window on the desktop.
- Format for Printer settings.

How to set these formats is discussed in individual procedures in this chapter.

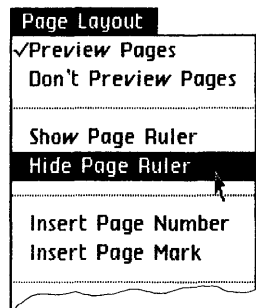
Headers and Footers

To insert a page header or footer

- ▶ Choose Show Page Ruler from the Page Layout menu. Preview is turned on, showing top and bottom margins, headers and footers, and page breaks, and a vertical ruler appears at the right side of your document.



- ▶ If you are inserting a header, place the insertion point on the line immediately below the header marker in the ruler. Most of the time, the insertion point appears at the far left margin.
- ▶ If you are inserting a footer, scroll to the bottom of the page and place the insertion point on the line immediately below the footer marker in the ruler.
- ▶ Type the text of your header or footer.
- ▶ Use any formatting features you want to complete the header or footer.
- ▶ Choose Hide Page Ruler or Don't Preview Pages from the Page Layout menu.



Format

Headers and Footers

(continued)

To move the header and footer text within the top and bottom margins

- ▶ Choose Show Page Ruler.
- ▶ Scroll the text so that you can see the header or footer you want to reposition.
- ▶ Move the pointer to the header or footer marker; press and hold the mouse button, pulling the marker to its new position in the ruler.
- ▶ Move any other markers in the same way.

You may add repeating text in the form of headers and footers to each page of a document. Headers print across the top of each page, above the body of the document. Footers print across the bottom of each page, below the body of the document. As an example, look at the footer at the bottom of this page. In this case, the footer contains a page number as well as text. For how to insert page numbers as part of a header or footer, see the Page Numbers procedure, under Format, in this chapter.

You insert only one header or footer per document, and you may insert or modify it on any page of the document. Once inserted, headers and footers are automatically placed on all pages of the document. Like other text, you may edit, change the font, type style, paragraph spacing, margins, and tab settings in a header or footer. Changing the left and right margins or other format settings in the text of a document does not automatically change them for header and footer text. If you change margins in a document and want header and footer text to align with them, you must also change the margins in the header and footer.

Headers and Footers *(continued)*

You may type as many lines of text in a header or footer as you wish. However, only the lines that fit between the header marker and the top margin marker and the footer marker and the bottom edge of the page will appear on the screen and print. To display header text hidden below the text of the document, move the top margin marker down the screen. To display hidden footer text, move the footer marker up within the bottom margin.

Example

Suppose you want to add a header and footer to the draft of a marketing report. You want “Preliminary Draft” to appear at the top right margin of each page, and the project name and the date to appear at the bottom.

1. You choose Show Page Ruler from the Page Layout menu. The ruler that appears shows current top and bottom margins for the body of text and the current header and footer positions. However, only the top of the ruler is visible.
2. You place the insertion point on the line following the header symbol and type “Preliminary Draft.”

Preliminary Draft|

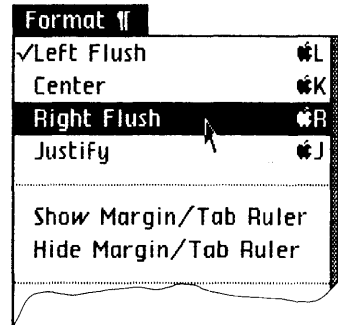


Format

Headers and Footers

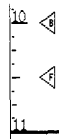
(continued)

3. Now select the header and choose Right Flush from the Format ⌘ menu to place it at the right margin.



4. Then you scroll the text of the document up until you can see the end of the page and the bottom of the page ruler.
5. You place the insertion point on the line following the footer marker in the ruler and type your footer, "Barley Soda Account." Then press **(Return)** and type today's date.

Barley Soda Account
April 13, 1983

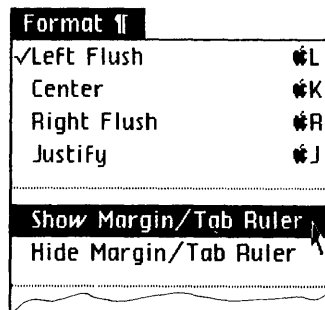


6. When you finish entering the footer text, you choose Don't Preview Pages from the Page Layout menu to dismiss the ruler and its menu.

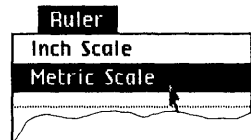
Horizontal Margins




To set horizontal margins

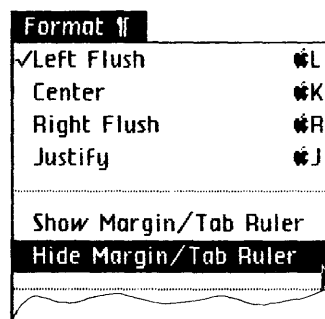
- ▶ Select the text you want to change margins for, or place the insertion point where you want the new margins to take effect.
- ▶ Choose Show Margin/Tab Ruler from the Format ⌘ menu.



- ▶ If you want to change the scale shown on the ruler, choose Inch Scale or Metric Scale from the Ruler menu.



- ▶ Set paragraph margins: move the , , and  markers in the ruler to the correct positions.
- ▶ Choose Hide Margin/Tab Ruler from the Format ⌘ menu.



Format

Horizontal Margins (continued)

Each paragraph has three margins: a first-line left margin, a subsequent left margin, and a right margin. The samples below demonstrate the versatility of three margins; each sample is the same paragraph with only the first-line margin changed.

Text that ends with a paragraph RETURN is a paragraph that can have its own spacing, tabs, and margins. This paragraph uses the same left and right margins in all examples, but the first-line margin differs.

First Line Flush Left — No Indent

Text that ends with a paragraph RETURN is a paragraph that can have its own spacing, tabs, and margins. This paragraph uses the same left and right margins in all examples, but the first-line margin differs.

First Line Hangs — Hanging Indent

Text that ends with a paragraph RETURN is a paragraph that can have its own spacing, tabs, and margins. This paragraph uses the same left and right margins in all examples, but the first-line margin differs.

First Line Indented — Indented without Tabs

Since you can set the first-line margin marker where you want your paragraph indents, you don't press **(Tab)** to indent your paragraphs as you do on a typewriter.

The horizontal ruler can show incremental markings as inches or centimeters. You can set the scale to your preferred measurements.


Format

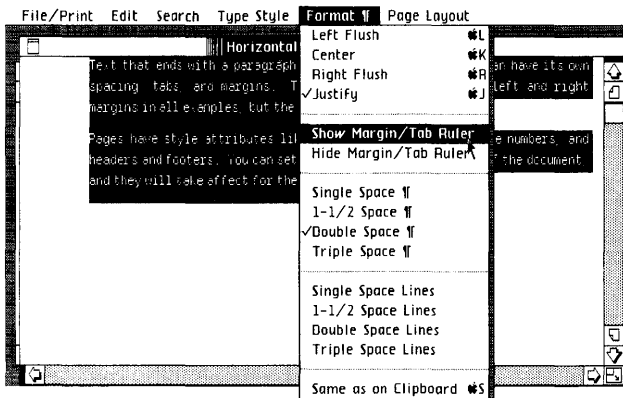
The width of the horizontal ruler is normally 8-1/2 inches, based on a paper size of 8-1/2 x 11 inches. If you change the paper size in the Format for Printer dialog box, the width of the ruler automatically changes to match the new width.

You can copy margin settings from one paragraph to another with the menu item Same as on Clipboard. For how to copy this and other formatting styles, see the Copy Paragraph Style procedure, under Format, in this chapter.

Example

Suppose you want to indent the first line of several contiguous paragraphs by 1/2 inch.

1. You select the paragraphs and choose Show Margin/Tab Ruler from the Format  menu.

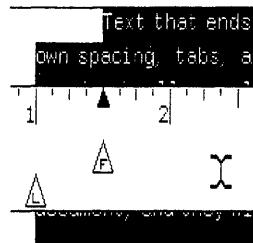


Horizontal Margins (continued)

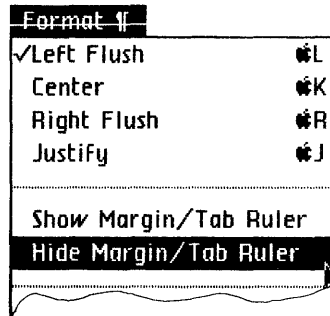
Format

Horizontal Margins (continued)

2. When the ruler appears, you move the first-line marker 1/2 inch to the right.

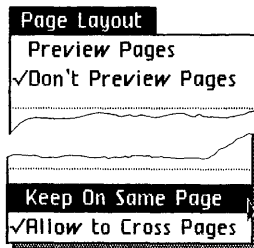


3. When you release the mouse button, the first line of the paragraph moves to the right.
4. You choose Hide Margin/Tab Ruler from the Format ⌘ menu.



To keep lines of text on the same page

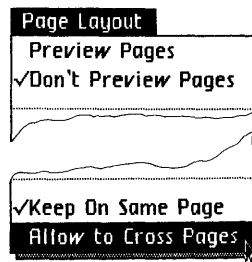
- ▶ Select the lines you want to keep together.
- ▶ Choose Keep on Same Page from the Page Layout menu.



Keep Lines of Text on Same Page

To cancel

- ▶ Select the lines with the keep property.
- ▶ Choose Allow to Cross Pages from the Page Layout menu.



Format

Keep Lines of Text on Same Page (continued)

When you print a document or preview it, lines of text appear on a page according to the document's page margins and line and paragraph spacing; any lines that do not fit on one page are automatically moved to the next. However, you may ensure that lines will stay together on one page or all move to the next page by choosing Keep on Same Page. This setting remains with text even if it is moved or copied.

When you want some text to always start printing on a new page, use Insert Page Mark rather than "keeping" text together. See the Page Breaks procedure, under Format, in this chapter.

Example

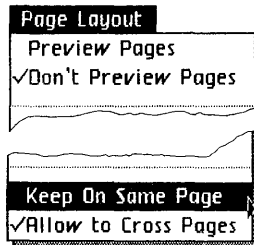
Suppose your document contains several subject headings and you want to keep each heading with at least two lines of the text that follows.

1. You select the first heading and at least two lines of accompanying text.

STEP 1

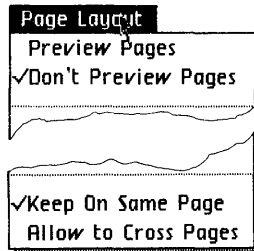
Begin a LisaWrite document by tearing off a new piece of stationery, naming it, and double clicking on the new icon to open the document.

2. You choose Keep on Same Page from the Page Layout menu.



**Keep Lines
of Text
on Same Page**
(continued)

3. Repeat for all headings.
4. When there isn't enough room on one page for the heading and the text you kept with it, the heading will start a new page.
5. A check mark now appears beside the menu item Keep on Same Page, showing that it is in effect for the current selection.

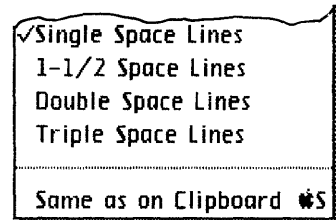
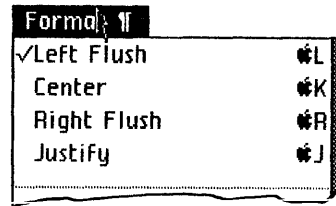


Format

Line Spacing

To set the spacing between lines in a paragraph

- ▶ Select the text you are changing the spacing for, or place the insertion point where you want the new spacing to begin.
- ▶ Choose a line-spacing option from the Format ⌘ menu.



You may increase or decrease the space between lines in a paragraph without changing the space between paragraphs. To change the spacing between paragraphs, see the Paragraph Spacing procedure, under Format, in this chapter. The samples below show the available line-spacing options.

Line Spacing *(continued)*

These paragraphs use the Single Line Spacing option. Single line spacing provides a very small space between each line of text within a paragraph.

Here is another paragraph with single spacing. However, there is a double space between paragraphs.

Single Spacing

This paragraph uses the 1-1/2 line-spacing option. A half-character space is added to the bottom of each line.

Here is another paragraph with 1-1/2 spacing. However there is still a double space between paragraphs.

1-1/2 Spacing

Format

Line Spacing

(continued)

Here is a paragraph that uses the Double line-spacing option. A full character space is added to the bottom of each line. To change the line spacing within any paragraph, just place the insertion point in that paragraph, and choose a new line spacing option from the Format !P menu.

Double Spacing

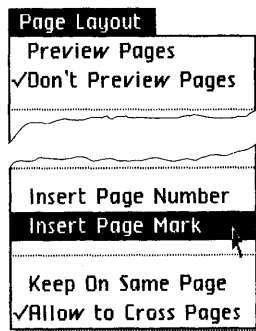
This paragraph uses triple line spacing. That means that two full character spaces are added to the bottom of each line.

Triple Spacing

Page Breaks

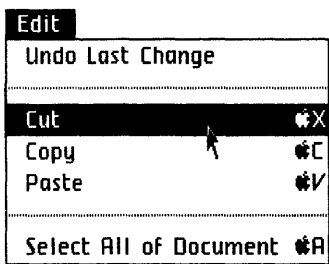
To start a new page

- ▶ Place the insertion point where you want the new page to begin.
- ▶ Choose Insert Page Mark from the Page Layout menu.



To cancel

- ▶ Select the page mark in your document.
- ▶ Choose Cut from the Edit menu.



Format

Page Breaks

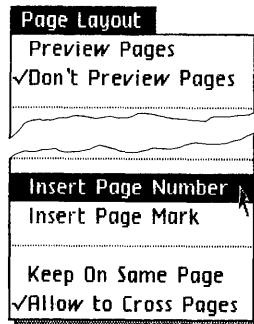
(continued)

New pages start automatically whenever necessary, based on the length of the page, top and bottom margins, and the line and paragraph spacing used in your document. You may also control where pages end by inserting a page mark. Text after the page mark will start printing on the next page.

Page Numbers

To insert page numbers

- ▶ Choose Show Page Ruler or Previous Pages as you normally would to begin inserting a header or footer.
- ▶ Place the insertion point in the header or footer where you want page numbers to appear.
- ▶ Choose Insert Page Number from the Page Layout menu.



To remove page numbers from a document

- ▶ Choose Preview Pages or Show Page Ruler from the Page Layout menu so that you can see the top and bottom margins and the header and footer text.
- ▶ Select the page number on any page of the document and cut it from the text of the header or footer.



Format

Page Numbers

(continued)

You may use the Insert Page Number menu item on any page of your document and you may style page numbers like any other text. Since page numbers are part of a header or footer, you may align the paragraph any way you wish or include tabs and set tab stops to align the number.

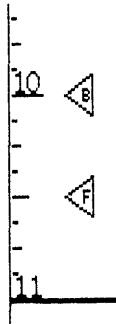
You may only insert page numbers into a header or footer. All pages are numbered sequentially, in the same spot, beginning with page one. Page numbers cannot be spelled out, or shown as roman numerals.

You may have other text in a header or footer besides a page number, and you can have page numbers that include chapter, section, or other numbering. For example, you can have a page number such as “Section 4-1.” Just type the text that doesn’t change as regular footer text, and choose Insert Page Number where you want the incrementing page number. To have another section with page numbers such as “Section 5-1,” create a separate document. Only the page number can vary between headers and footers in a single document.

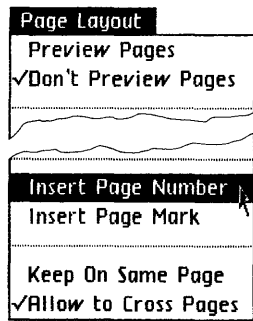
Example

Suppose you want to center page numbers at the bottom of each page of a document. Since page numbers can appear only as part of a document footer or header, you begin by setting up the footer: choose Show Page Ruler from the Page Layout menu.

1. When the ruler appears, you scroll to the end of the page until you can see the footer marker.



2. You select the point of insertion immediately below the footer marker. A blinking bar shows where inserted text will go. Most often this will be at the left margin.
3. You choose Insert Page Number from the Page Layout menu. A page number appears at the insertion point in the footer.

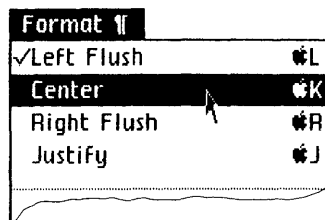


Format

Page Numbers

(continued)

4. You select the page number by triple clicking the mouse button, or clicking the button and pulling through the number, and then choosing Center from the Format ⌘ menu.



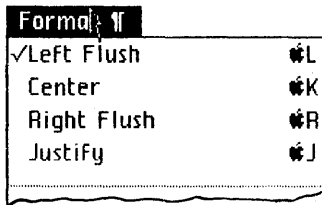
5. Each page of the document is numbered in the same spot, in sequence.
6. Since this is all you want in the footer, you choose Hide Page Ruler or Don't Preview Pages from the Page Layout menu to dismiss the ruler and its menu.

Format

Paragraph Alignment

To change a paragraph's alignment

- ▶ Select the paragraph(s) that you want to align.
- ▶ Choose an alignment style from the Format ¶ menu.



Paragraph alignment refers to how the text is arranged between its left and right margins. The sample paragraphs below show the available alignments within identical margins.

Left Flush Aligned on Left Margin	Right Flush Aligned on Right Margin
Left flush text has an even left margin, and a ragged right margin, like this paragraph. If the first line margin is indented or outdented from the left margin, the first line will follow that setting. All other lines begin at the left margin marker.	Right flush text has an even right margin, and an uneven left margin. You'll find it useful when you want a few lines to print even with the right margin. In this example, the header containing "Page 2" is flush right, above a paragraph of text which is flush left.
Justified Aligned on Left and Right	A Centered Title Centered between Margins

Format

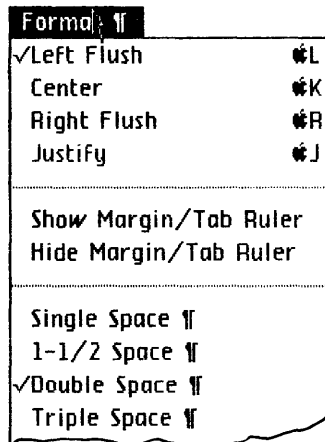
Paragraph Alignment *(continued)*

Left flush is the standard alignment on LisaWrite stationery until you change it to something else.

Like other paragraph format styles, the alignment of text can be copied to other paragraphs by using Same as on Clipboard from the Format ⌘ menu.

To set the spacing between paragraphs

- ▶ Place the insertion point where you want the new spacing to begin, or select the paragraph(s) that you want to change the spacing for.
- ▶ Choose a paragraph spacing option from the Format ⌘ menu.



Paragraph Spacing

Format

Paragraph Spacing (continued)

You may increase or decrease the amount of white space between paragraphs without affecting the spacing between lines in the paragraphs, so you only have to press **(Return)** once after paragraphs, regardless of how many lines you want. The paragraphs below show available paragraph spacing.

Paragraph Spacing sets the amount of white space to be left between paragraphs when you press RETURN. You can have single, one and a-half, double and triple space paragraph spacing.

Single Space: This is an example of two paragraphs with single space paragraph spacing.

Single Paragraph Spacing

1-1/2 Space: Here are two paragraphs with 1-1/2 space paragraph spacing.

You can see that more white space is left between the paragraphs. In addition, the insertion point extends below the last line, to show you the approximate size of the spacing.

1-1/2 Paragraph Spacing

Format

Double Space: Here are two paragraphs separated by double spaces.

Paragraph Spacing (continued)

With Double Space Paragraphs chosen on the Format !P menu, the insertion point looks even longer.

Double Paragraph Spacing

Triple Space: Here are two paragraphs separated by triple spacing. Triple paragraph spacing leaves the most white space between paragraphs that you can get by pressing the RETURN key only once.

In addition to seeing more space between paragraphs, you can tell that paragraph spacing is greater by looking at the insertion point. Once again, it has grown.

Triple Paragraph Spacing

In each of these examples, the length of the insertion point on the last line of the paragraph shows you how much space is left before the next paragraph.

Format

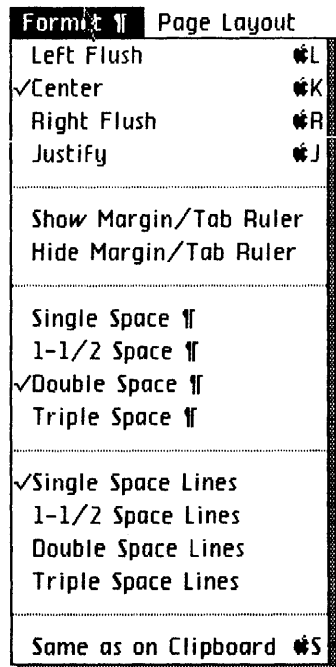
Paragraph Spacing

(continued)

Example

You can vary paragraph spacing in your documents. For example, you may want to use single space paragraphs for address information at the top of a letter, and double space paragraphs for the main text of the letter. Just change the spacing as you enter the text.

1. Open the Format ⌘ menu and look at it. If Double Space ⌘ is already checked, just release the mouse button. If another paragraph spacing is set, choose Double Space ⌘.



2. Type the date and press **Return**.

February 13, 1983

3. Choose Single Space ¶ from the Format ¶ menu.

4. Type the address lines of the letter, pressing **Return** at the end of each one.

February 13, 1983
Mr. John Jones
Vice President of Marketing
Crabtree Hardware Stores
1539 So. Washington St.
Oak Hill, CA 94786

**Paragraph
Spacing**
(continued)

5. Choose Double Space ¶ from the Format ¶ menu.

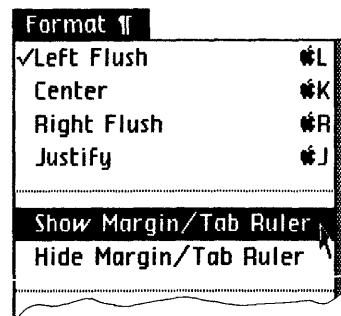
6. Type the rest of the letter.

Format

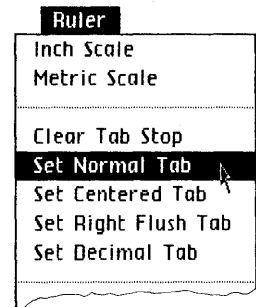
Tab Alignment

To change the alignment of an existing tab stop

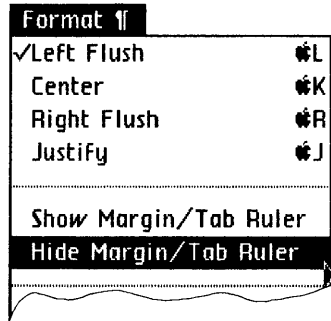
- ▶ Select the paragraph that contains the tab.
- ▶ Choose Show Margin/Tab Ruler from the Format ⌘ menu.



- ▶ In the ruler, select the marker of the tab to be changed.
- ▶ Choose a new tab alignment option from the Ruler menu.



- Choose Hide Margin/
Tab Ruler from the
Format ⌘ menu.



Tab Alignment

(continued)

When you choose a new alignment option, the tab is realigned immediately in the selected paragraphs. To make the same change to other paragraphs, do one of the following:

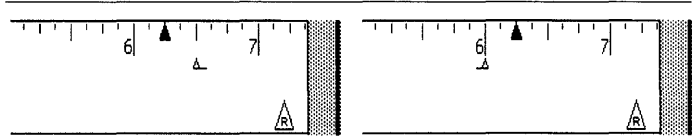
1. Select each paragraph one at a time and repeat the procedure above.
2. Change multiple paragraphs by selecting them all and then using the Copy Paragraph Style procedure, under Format, in this chapter.
3. Select all the paragraphs, clear the existing tab stop, and set a new one with the tab alignment you want to use.

It is important to note that tab alignment settings only affect text at tab stops. To change the alignment of full lines and paragraphs of text, see the Paragraph Alignment procedure, under Format, in this chapter.

Format

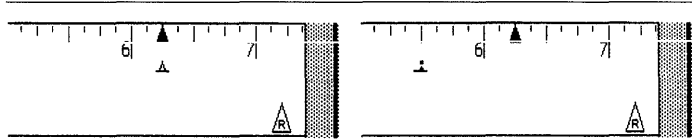
Tab Alignment *(continued)*

Here are the tab alignments you can choose from:



Normal Tab

Right Flush Tab



Centered Tab

Decimal Tab

When in use, the different tab alignments look like the example below. The tab stop is in the same position for each column. Only the alignment is different.

Tab Alignment *(continued)*

Normal Tab Stop

12345
123.45
12,345
Text

Right Flush Tab Stop

12345
123.45
12,345
Text

Centered Tab Stop

12345
123.45
12,345
Text

Decimal Tab Stop

12345
123.45
12,345
Text

Format

Tab Alignment

(continued)

If differently aligned tab stops are set close to one another, you may sometimes see overlapping text appear on the screen.

123423.12 123.12

456.45676 137.56 123.56

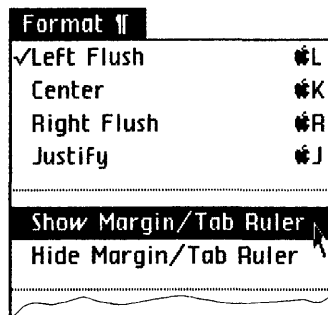
Text tabs can overlap

If you ever see text appear something like the above illustration, select it, call up the horizontal paragraph ruler, and move the tab stops further apart. More information on moving tab stops is found in the Tab Stops procedure, under Format, in this chapter.

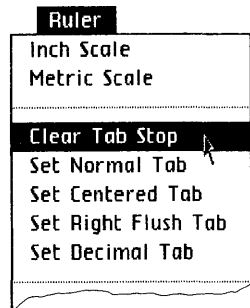
Tab Clearing

To clear a tab stop

- ▶ Select the paragraph that contains the tab.
- ▶ Choose Show Margin/Tab Ruler from the Format ¶ menu.



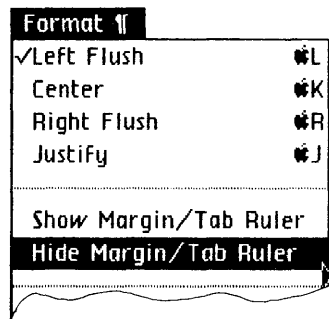
- ▶ In the ruler, select the marker of the tab to be cleared.
- ▶ Choose Clear Tab Stop from the Ruler menu.



Format

Tab Clearing (continued)

- ▶ Choose Hide Ruler from the Format ⌘ menu.



The tab stop is cleared although no tab characters are removed from the paragraph. You may either delete the tab character from the paragraph or set a new tab stop.

Example

1. You have header text in your document that looks like this:

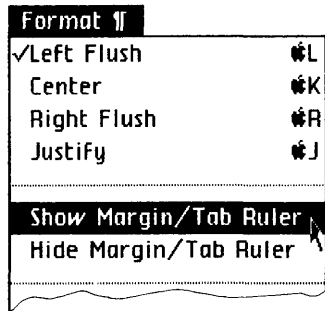
Addendum to Berg Contract
Page 4

2/15/83



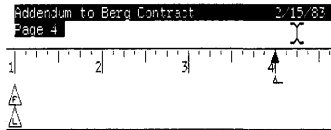
2. You want the date to appear right flush near the right margin, so you will clear the current tab stop, and set a new one.

3. You select the header text and choose Show Margin/Tab Ruler from the Format ⌘ menu.

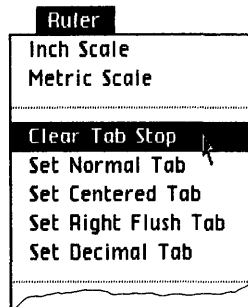


Tab Clearing (continued)

4. Then you place the insertion point above the current tab setting, and click the mouse button to select the tab stop.



5. You choose Clear Tab Stop from the Ruler menu.

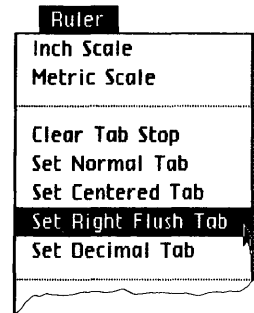


6. With the tab stop cleared, the date moves back on the line to just after "Berg Contract."

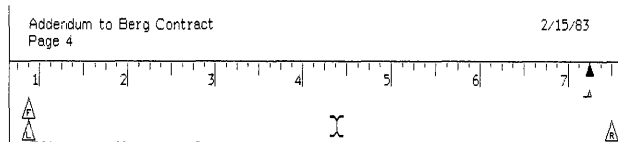
Format

Tab Clearing (continued)

7. To place it at the right margin, you move the tab marker near the right margin and choose Set Right Flush Tab from the Ruler Menu.



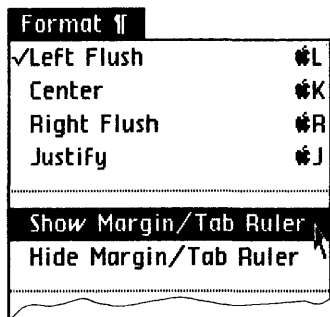
8. The date moves to the right, and your header text looks like this:



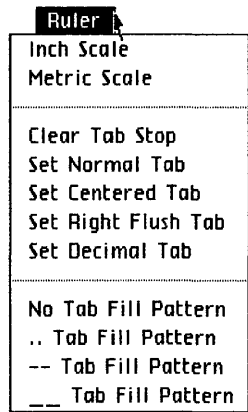
Tab Patterns

To change the pattern of an existing tab stop

- ▶ Select the paragraph that contains the tab stop.
- ▶ Choose Show Margin/Tab Ruler from the Format ⌘ menu.



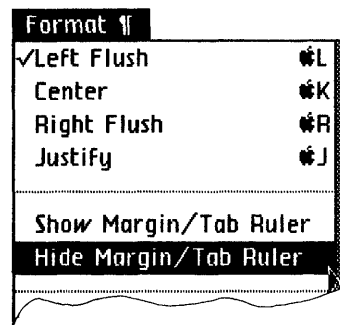
- ▶ In the ruler, select the marker of the tab to be changed.
- ▶ Choose the pattern you want from the Ruler menu.



Format

Tab Patterns (continued)

- ▶ Choose Hide Margin/Tab Ruler from the Format ⌘ menu.



Tab patterns fill the space between previous text and the text at a tab stop. Dot leaders in a table of contents are an example of how tab patterns can be put to use.

The table below employs all available tab patterns.

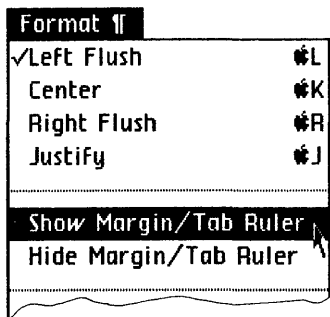
Date	Expenditure	\$ Amount
Apr 1	Consulting, Maverick & Sons	250.00
Apr 2	Printing, Ink Spot Printers	9.98
Apr 5	Distributing, Overnight Express Co. .	18.00
Apr 15	Advertising, Leo G. Carroll & Assoc.	150.83
Apr 21	Convention Hall, Community Center .	250.00
Apr 28	Catering, Fred's Favorites	1250.00
Apr 30	Service, Equipment Maint.	250.00
Apr 30	Total -----	2178.81

Plain Underlined Dashed Dotted

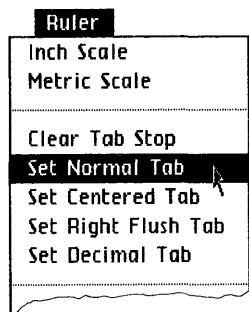
Tab Stops

To set tab stops

- ▶ Place the insertion point where you want the new tabs to begin, or select the text you want the tab stops to apply to.
- ▶ Choose Show Margin/Tab Ruler from the Format ⌘ menu.



- ▶ In the horizontal ruler that appears, move the black set-tab marker to the position where you want a tab set.
- ▶ Choose a tab alignment option from the Ruler menu.

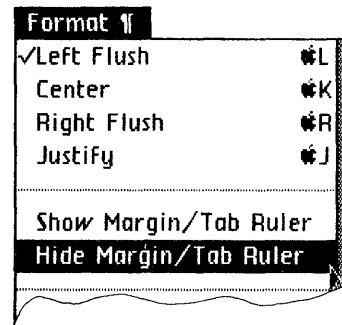


- ▶ If you want a pattern to fill the tab stop, choose the one you want from the Ruler menu.
- ▶ Repeat the last two steps until all tabs are set.

Format

Tab Stops (continued)

- ▶ Choose Hide Margin/
Tab Ruler from the
Format ⌘ menu.



LisaWrite provides the aligned tab stops shown at the right. In this example, each tab stop is set at the same point in the ruler. Only the tab-stop alignments differ.

Normal Tab Stop

12345
123.45
12.345
Text

Right Flush Tab Stop

12345
123.45
12.345
Text

Centered Tab Stop

12345
123.45
12.345
Text

Decimal Tab Stop

12345
123.45
12.345
Text

Tab Stops *(continued)*

You can also fill tabs with a pattern from the beginning of the tab to the tab's right margin. For more information, see the Tab Patterns procedure, under Format, in this chapter.

You can enter text and tab characters before setting tab stops, or you can set the tab stops and then type your text. And of course you can adjust the tab stops at any time if they're not where you want them.

When you press the **Tab** key, a special tab character is inserted in your text. If tab stops are already set for the current paragraph, the insertion point moves to the first tab stop. If no tabs have been set on the ruler, the insertion point moves a little bit, just so you can tell that the tab character has been inserted.

When you want to change the position of a tab stop, you have two choices. You can:

1. Clear the existing tab stop and set a new one.
2. Place the pointer in the tab stop, click the mouse button, and pull the tab stop to a new position.

When you move a tab stop by dragging it with the pointer, any tab stops to the right of it will also move. The moving tab stops remain the same distance from each other. This allows you to manipulate columns of tabbed numbers easily.

Format

Tab Stops (continued)

Occasionally you'll want to set tabs for use with paragraphs of text. You'll find this particularly useful when using outline formats, which have numbered or bulleted items where the first-line left margin \triangleleft is set to the left of any subsequent-line left margin \triangleleft . When you have an "outdent" of this sort, set a tab stop above the \triangleleft symbol. Then when you enter the text, type the number or bullet and press **(Tab)** before typing the main text of the paragraph. The example below shows a numbered paragraph and the margins and tabs that have been set to ensure accurate alignment in it.

1. This is an example of numbered items, such as you might use in an outline.
2. The first-line left margin is set at 1" on the ruler, while the subsequent-lines left margin is set at 1-1/2".
3. To line the text up properly, a tab stop is also set at 1-1/2".
4. After typing each number, I press the TAB key before typing the text that goes next to it.



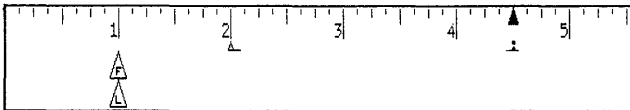
Example

1. You have two columns of information to enter. You select an insertion point on a blank line where you want to enter the information, and choose Show Margin/Tab Ruler from the Format \mathbb{F} menu.
- | | |
|---------------|----------|
| Rent | \$ 2,100 |
| Payroll | 11,350 |
| Cost of Sales | 1,800 |
| Utilities | 450 |
| Misc. | 975 |

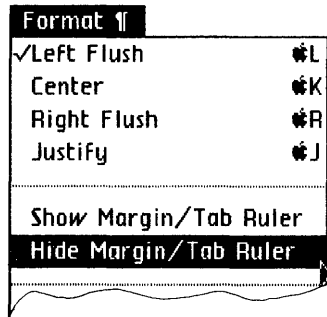
Format

Tab Stops (continued)

- You want the two columns indented from the margins, so you move the set-tab marker to 2 inches on the ruler and choose Set Normal Tab from the Ruler menu. Then you move the set-tab marker to the 4-1/2 inch mark and choose Set Decimal Tab from the Ruler menu. The ruler looks like this:



- You choose Hide Margin/Tab Ruler from the Format ⌘ menu, and then type in your columns of information, pressing **Tab** before each item, and **Return** at the end of each line.



- When complete, your text looks like this:

Rent	\$2100.00
Payroll	\$11,350.00
Cost of Sales	\$1800.00
Utilities	\$450.00
Misc.	\$975.00

Format

Tab Stops Example

(continued)

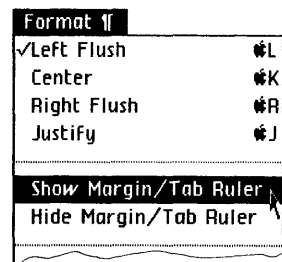
1. You are creating a table of contents showing topics and page numbers. The text on your screen looks like this:

```
Table of Contents

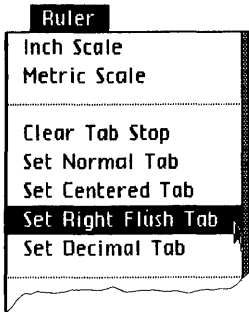
What's in Chapter 1? 3
The LisaWrite Screens 3
The Basic LisaWrite Screen 3
The Horizontal Paragraph Ruler 5
The Vertical Page Ruler 6
LisaWrite Concepts 8
Entering, Editing, and Formatting Text 8
Word Wrap 9
Text, Paragraphs, and Pages 9
```



2. You pressed **(Tab)** before the number at the end of each line. However, you did not set any tab stops first.
3. You select the text you entered, and choose Show Margin/Tab Ruler from the Format ⌘ menu.

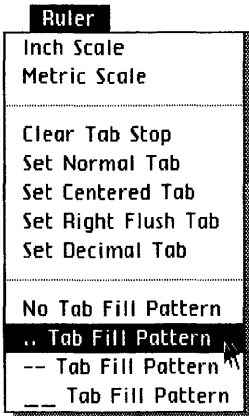


4. You move the the tab marker to the 6 inch mark on the ruler and choose Set Right Flush Tab from the Ruler menu.



Tab Stops (continued)

5. Then you open the Ruler menu again and choose ..Tab Fill Pattern.



Format

Tab Stops (continued)

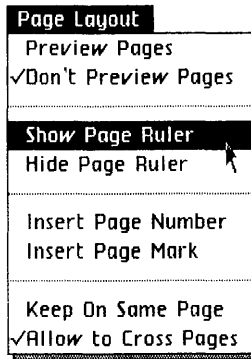
6. When you hide the ruler, your table of contents looks like this:

Table of Contents	⌘
What's in Chapter 1?	3
The LisaWrite Screens	3
The Basic LisaWrite Screen	3
The Horizontal Paragraph Ruler	5
The Vertical Page Ruler	6
LisaWrite Concepts	8
Entering, Editing, and Formatting Text	8
Word Wrap	9
Text, Paragraphs, and Pages	9

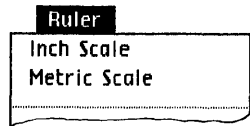
Top and Bottom Margins

To set the top and bottom margins on the page

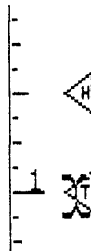
- ▶ Choose Show Page Ruler from the Page Layout menu. A vertical ruler appears at the right side of your document and the Page Ruler menu appears on the menu bar.



- ▶ If you want to change the measurement scale shown on the ruler, choose the scale you want from the Page Ruler menu.



- ▶ Move the pointer to the top margin marker in the ruler and pull it to the new position.

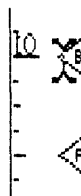


- ▶ Scroll the document up until you can see the bottom margin of the page and the ruler.

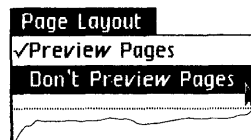
Format

Top and Bottom Margins (continued)

- ▶ Move the bottom margin marker to the new position.



- ▶ Choose Don't Preview Pages from the Page Layout menu.



Top and bottom margins let you specify the amount of white space to be left at the top and bottom of each page when you print your document. The standard top and bottom margin settings on the LisaWrite stationery pad are 1 inch each.

The top margin specifies where on a page the text of your document begins printing; the bottom margin specifies where the last line of text will print. Actual bottom margins may differ from page to page, however. For example, bottom margins may differ when text you kept together doesn't fit on one page and moves to the next page or when you insert a page mark to start a new page.

Top and Bottom Margins (continued)

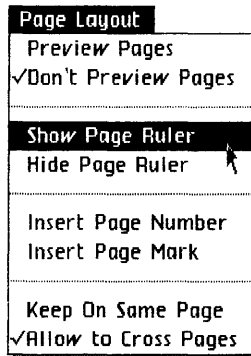
You can also change the positions of header and footer text within the top and bottom margins by moving their respective markers. They are initially set at 1/2 inch from the top and bottom of the page. For more information, see the Headers and Footers procedure, under Format, in this chapter.

The length of the page ruler is normally 11 inches long, based on a paper size of 8-1/2 x 11 inches. If you change the paper size in the Format for Printer dialog box, the length of the ruler automatically changes to match the new width.

Example

Suppose you want to increase the amount of white space at the top and bottom of each page of a document from the standard 1 inch to 1-1/2 inches.

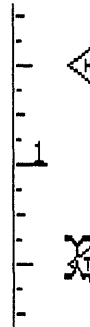
1. You choose Show Page Ruler from the Page Layout menu.



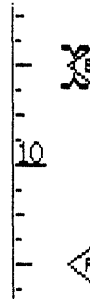
Format

Top and Bottom Margins *(continued)*

2. When the ruler appears, you move the pointer into the top margin marker and move it to 1-1/2 inches in the ruler.



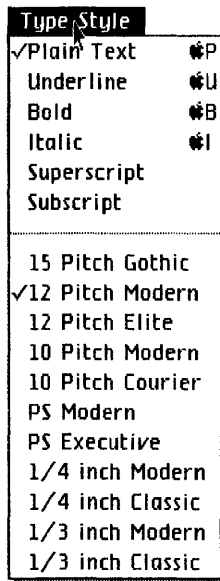
3. You scroll to the end of the page ruler and move the bottom margin marker to 9-1/2 inches.



4. When you print the document, the body of the document will begin printing at 1-1/2 inches from the top of the page and end at 1-1/2 inches from the bottom of the page. Unless, of course, pages end prior to the bottom margin to satisfy a keep property or a new page mark.

To change type styles

- ▶ Select the text to be changed.
- ▶ Choose a style from the Type Style menu.



The Type Style menu includes both styles of type and type fonts available for your use in LisaWrite documents.

The type styles shown at the top of the Type Style menu can be combined. For instance, you may bold, italicize, and underline the same text. In addition, you can combine any of the available fonts on the menu with the available styles. Text can appear only in one font at any one time; however, multiple fonts can be used in the same document. For example, one word can appear in 12 Pitch Modern next to a word in 1/4 Inch Modern.

Format

Type Styles

(continued)

Type of one size and face or “shape” is called a font. On the Type Style menu, some font names are preceded by a number that indicates character size. This number indicates how many characters will print per inch when you use that type font. “PS” in front of a font name stands for proportionally spaced.

LisaWrite provides several sizes of both serif and sans serif typefaces. Serifs are the fine lines that finish off the main strokes of a character, sometimes called “feet.” A sans serif typeface is simply one without serifs, or feet.

Guidelines for Type Fonts

You can create a wide range of effects in your documents by varying type style and font. However, too many variations can be distracting. Professional printers usually choose one face for a document, but may vary the size to provide emphasis.

Some of the LisaWrite fonts are shown below. All LisaWrite fonts appear in Appendix 3, Type Fonts, in this manual.

This is the 15 pitch Gothic type font.

This is the 12 pitch Modern type font.

This is the 10 pitch courier type font.

This is the proportional spaced modern type font.

This is the 1/4 inch Classic font.

Guidelines for Type Styles

Any style combination is possible — for example bold and italic look good when combined — though some combinations are distracting. Use type styles judiciously to aid the reader rather than distract. For example,

- Bold text is good for headings, titles, and strong emphasis.
- Italic text is good for quotations and subtle emphasis. If you italicize a quote, you may drop the quotation marks.
- Underlining is good for emphasis with a daisy wheel printer.

Type Styles *(continued)*

Format

Type Styles

(continued)

Combinations of styles of type are shown below.

This is Plain Text.

This is Underlined Text.

This is Bolded Text.

This is Italic Text.

SuperScript Normal Text SubScript

Typestyles should **add impact** to your words. **Avoid distracting combinations.**

Super- and subscripted styles help with scientific formulae and raised footnote

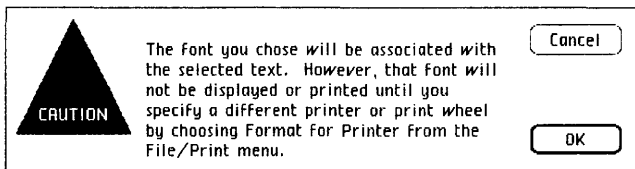
reference numbers: $E=mc^2$; 2×10^{17} ;

$R = R_{x_i} + R_{y_j} + R_{z_k}$

To remove bolding, underlining, or italics from text, select the text and then choose Plain Text from the Type Style menu.

Type Styles (continued)

Some type styles and fonts can only print on a dot matrix printer, or with a special print wheel on a daisy wheel printer. If a daisy wheel printer is selected for this document in the Format for Printer dialog box and you choose type styles or fonts for the dot matrix printer, or for a print wheel that you haven't told the Lisa you are using in Preferences, you will get an alert message that looks like this:



For more information, see the Format for Specific Printers procedure, under Print, in this chapter.

If you are adding finishing touches to your document and have already made your vertical page layout adjustments, you may want to preview your document again if you change type fonts. Changing the font size of existing text may cause some realignment of text in your document, because the number of characters that fit between the left and right margins changes.

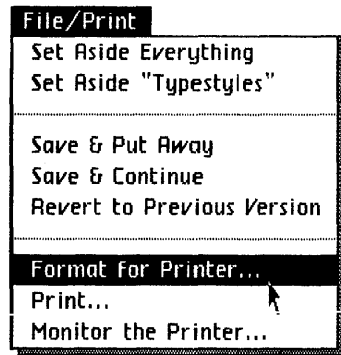
-
- C110 Format for Specific Printers
 - C116 Preview a Document
 - C118 Print a Document

Print

Format for Specific Printers

To format your document for a specific printer

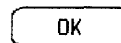
- ▶ Choose Format for Printer from the File/Print menu.



- ▶ Check the type of printer that this document will print on.
- ▶ If you are using a dot matrix printer, check the orientation and resolution that you want to use for this document.
- ▶ If you are using a daisy wheel printer, check the paper size and print wheel style that you want to use for this document.
- ▶ Check the response you want the Lisa to make if no printer matches the settings you've picked.

What do you want done if the printer you've specified does not appear to be connected to this machine?
 Tell Me Pick an Available Printer for Me Disregard it

- ▶ Click OK.



Format for Specific Printers (continued)

It's a good idea to choose the Format for Printer settings for a document before you add other formats to your document, because some Format for Printer settings limit the other formatting settings available to you. These are discussed under the individual settings, below.

Printer format settings take effect in the text of your document after you click OK in the dialog box.

The settings you check in the Format for Printer dialog box work with the formats you set in your document as you enter and edit text. These printer settings are saved with each document and become part of the settings that determine how your document displays on the screen, as well as how it prints out.

Settings in the Format for Printer Dialog Box

The Format for Printer dialog box lets you check the kind of printer you want this document to print on, and then lets you specify some details on size of paper and type style.

You can tell the Lisa to print your document on a dot matrix or daisy wheel printer. The items that follow Print Method in the dialog box change when you change your printer preference from dot matrix to daisy wheel, or back.

Print

Format for Specific Printers (continued)

Dot Matrix Printer Settings

When you choose Dot Matrix printer in the Format for Printer dialog box, you see these additional choices:

Format For Printer... Cancel

On which printer do you intend to print this document?
Print Method: Dot Matrix Daisy Wheel
Paper Length: 11" 14"
Orientation: Portrait (tall) Landscape (wide)
Resolution: Normal High

What do you want done if the printer you've specified does not appear to be connected to this machine?
 Tell Me Pick an Available Printer for Me Disregard it OK

Paper Length: With a dot matrix printer, you can print on 11 or 14 inch paper. The length you choose is automatically shown on the page ruler when you display it.

Orientation: This setting tells the Lisa whether to print your document horizontally or vertically on the paper in your printer. When the orientation is Portrait, the Lisa prints the text of your document across the 8-1/2 inch width of your paper, from left to right. When the orientation is Landscape, the Lisa treats the length of the paper (11 or 14 inches) as the width. In other words, it treats the paper as though you had 11 x 8-1/2 inch paper in the printer. The horizontal page ruler automatically extends its width to 11 inches when you check Landscape.

Resolution: This tells the Lisa what quality you want the document to print with. Normal resolution gives you a standard character image. High resolution produces a much finer quality character image but takes longer to print.

When using landscape orientation and normal resolution, the font size of the text will be smaller when it is printed than it was shown on the screen.

Daisy Wheel Printer Settings

When you choose Daisy Wheel printer in the Format for Printer dialog box, you see these additional choices:

Format for Specific Printers (continued)

Format For Printer... Cancel

On which printer do you intend to print this document?

Print Method: Dot Matrix Daisy Wheel


Paper Size: 8.5x11" 11x8.5"
 8.5x14" 14x8.5" 14x11"

Print Wheel: 8othio 15 Elite 12 Courier 10 Executive PS
 PS plus *italics* 10/12/PS 10/12+Addn'l characters

What do you want done if the printer you've specified does not appear to be connected to this machine?
 Tell Me Pick an Available Printer for Me Disregard it OK

Paper Size: When you print with a daisy wheel printer, you have five choices for paper size: 8-1/2 x 11 inches; 11 x 8-1/2 inches; 8-1/2 x 14 inches; 14 x 8-1/2 inches; and 14 x 11 inches. The size you choose is reflected in your document when you use the horizontal paragraph ruler and the vertical page ruler. The length of each ruler reflects the size of the width and length of the paper you have set.

Print Wheel: You have a range of choices in print wheels. The wheel you decide to use does limit the range of type styles and fonts that you may use in your document. For instance, if you check 15 pitch as your print wheel, text will not display in 10 pitch on your screen, even if you've chosen it on the Type Style menu. With any print wheel, however, you also can use 1/4 and 1/2 inch type fonts. When you try to use a type style or font that is incompatible with the current printer settings, you'll see this alert box:

 The font you chose will be associated with the selected text. However, that font will not be displayed or printed until you specify a different printer or print wheel by choosing Format for Printer from the File/Print menu. Cancel

OK

Print

Format for Specific Printers (continued)

When Settings Don't Match a Printer

In order for the Lisa to follow your instructions in this Format for Printer dialog box, two other factors must be true: Preferences must show that the type of printer with the settings you choose here is attached to the Lisa, and such a printer must be attached.

Whenever you click OK in the Format for Printer dialog box, the Lisa checks the new settings against the printer settings listed in Preferences. If they don't match, the Lisa then looks at the bottom line of the dialog box to see what you want done. Here are your choices:

Tell Me: When Tell Me is checked, the Lisa notifies you that no printer specified in Preferences meets the settings you have checked. An alert box appears, so that you can decide what you want to do next. Here is what it looks like:

Intended Printer Unavailable!

According to the Preferences Window's list of Device Connections, the Intended Printer for this document is not connected to this machine.

On which printer do you intend to print this document?

- A printer that is not listed in Preferences right now.
- Slot 2 Upper -- Dot Matrix -- 11"

What do you want done if the printer you've specified does not appear to be connected to this machine?

- Tell Me
- Pick an Available Printer for Me
- Disregard it

OK

Pick an Available Printer: When Pick an Available Printer is checked, the Lisa will choose an alternative printer if one doesn't match exactly the settings you requested. For instance, if you've specified a daisy wheel printer but only a dot matrix is attached and checked in Preferences, the Lisa formats your document for the dot matrix printer, rather than for a daisy wheel printer.

Disregard It: When Disregard It is checked, the Lisa notes the difference in printer settings and available printers, but doesn't do anything. This allows you to continue working with your document without being interrupted to make a decision about print formats now. You should check this box when you intend to print the document on a different printer from the one that is connected to your Lisa now.

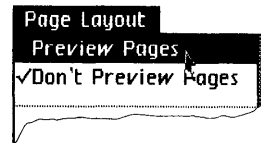
Format for Specific Printers *(continued)*

Print

Preview a Document

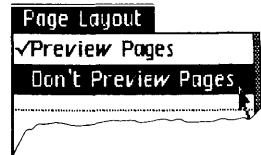
To preview a document

- ▶ Choose Preview Pages from the Page Layout menu.



To cancel

- ▶ Choose Don't Preview Pages from the Page Layout menu.



Preview Pages shows you how your document will look when printed, based on the current printer specifications and the current page layout settings. Top and bottom margins, headers and footers, and page numbers are all incorporated into the text of your document, to give you the total effect. Choosing Show Page Ruler also turns on preview.

The top of the first page of your document shows on your screen when you choose Preview Pages. Use the view controls to see the rest of your text.

Preview a Document *(continued)*

You may enter, edit, and format text while preview is on, just as at any other time while using LisaWrite. You may find that working on your documents is somewhat slower when Preview Pages is on, however.

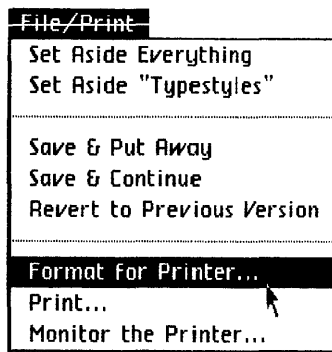
When you have a long document and choose Preview Pages, the hourglass pointer may appear, telling you to wait temporarily. While you wait, LisaWrite is paginating the text of your document so that you can see it on the screen correctly. For very long documents, this process may take a few minutes.

Print

Print a Document

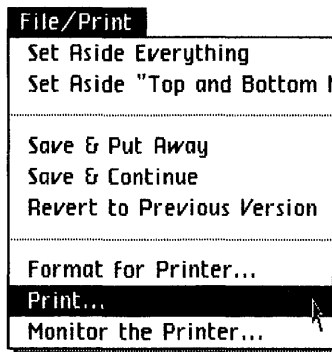
To print a document

- ▶ Set up your printer and connect it to your Lisa. For assistance, see the manual that came with your printer.
- ▶ If you have not previously specified the printer(s) you use in Preferences, do so now. For assistance, refer to Section D, Desktop Manager Reference Guide, in the *Lisa Owner's Guide*, under Set Printer Configuration.
- ▶ Get or activate the document.
- ▶ If you need to change any of the options in the Format for Printer dialog box for this document, choose Format for Printer from the File/Print menu.



- ▶ Make any necessary changes in the Format for Printer dialog box that appears.
- ▶ Click OK.

- ▶ Choose Print from the File/Print menu.



Print a Document *(continued)*

- ▶ Make any necessary changes in the Print dialog box that appears.
- ▶ Click OK.

Using the current printer settings and the formats you specified in the text, your document begins printing.

For how to make changes in the Format for Printer dialog box, see the Format for Specific Printers procedure, under Print, in this chapter.

If the printer settings and printer don't match, an alert box appears. Alert boxes resulting from a mismatch are discussed in the Format for Specific Printers procedure, under Print, in this chapter.

Sometimes a Monitor the Printer dialog box will appear. See While You Work, later in this procedure, for information on this alert box.

Print

Print a Document (continued)

Print Dialog Box Settings

Print... Finished Quality Quick Draft (Text Only) Cancel
 One Copy While You Wait While You Work
 All Pages Only pages: Through:
Number of Copies: OK

The Print dialog box lets you specify some final details about how your document will print. The choices in the Print dialog box are discussed below.

Quality

Finished Quality: Finished Quality prints your document as you have formatted it on the screen, including special type styles and fonts.

Quick Draft: Quick Draft lets you get a printed copy of the text faster, but without any special type styles and fonts used in your document. On a dot matrix printer, the built-in font is used for Quick Draft. On a daisy wheel printer, whatever print wheel is on the printer will be used, even if you've specified a different one in your document. With a Quick Draft, words will still begin printing where they will in finished quality, but the spacing within the words may differ.

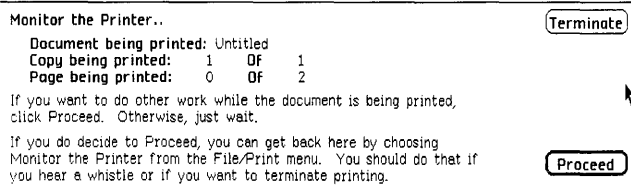
Speed

While You Wait: You can have the Lisa use most of its attention to print your document while you wait. A document will print more quickly if you choose While You Wait, but you won't be able to use the Lisa for any other tasks.

While You Work: You can have the document print while you continue to use the Lisa for other tasks. Some printing conditions make printing while you work inconvenient, however. For example, if you are single sheet feeding paper into your printer, and printing a Quick Draft, you won't have time to do other activities on the Lisa.

Print a Document (continued)

When you choose While You Work, the Monitor the Printer dialog box appears.



This dialog box tells you the name of the document, the copy, and the page now being printed. Click Proceed to return to LisaWrite and to continue working. Click Terminate if you want to stop the printing. If you decide to proceed, you can return to this dialog box at any time to stop the printing by choosing Monitor the Printer from the File/Print menu.

Note that if you hear a whistle, there is a problem with printing while you work. Choose Monitor the Printer from the File/Print Menu to see what the problem is.

Print

Print a Document

(continued)

Number of Pages

All Pages: You can print all pages of a document. Just make sure All Pages is checked in the Print dialog box.

Selective Pages: To print selective pages of a document, check Only Pages and then fill in the boxes with the starting and ending pages to print.

When you want to print from the beginning of a document through some page number, say 8, you enter "8" in the second box after Through. Similarly, if you want to start at a given page number and print to the end, you need to enter the starting page number in the box after Only Pages.

Number of Copies

You can print from 1 to 10 copies of any document. Just check the box with the number of copies you want printed.

Search

C124 Find Text

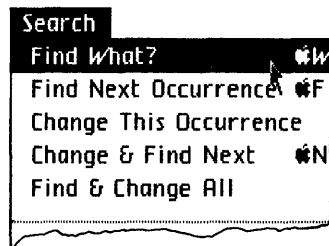
C127 Find and Change Text

Search

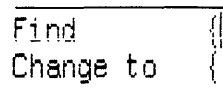
Find Text

To find text

- ▶ Choose Find What? from the Search menu.

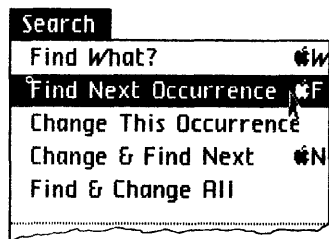


- ▶ In the brackets next to Find in the dialog box, type or paste the text you want found. If you don't know the exact phrase, choose Insert Wild Card from the Search menu in place of the unknown text.

A screenshot of the 'Find' dialog box. It has two text input fields: 'Find' and 'Change to'. Each field is followed by a pair of empty square brackets, indicating where to enter search text or wildcards.

```
Find [ ]
Change to [ ]
```

- ▶ Choose Find Next Occurrence from the Search menu.



Search

Find Text *(continued)*

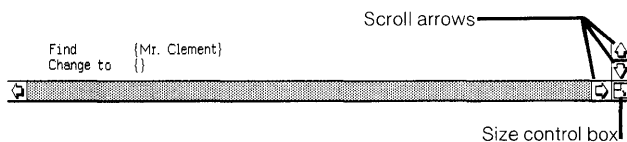
You can identify any word or phrase and LisaWrite will find it, select the text, and display it on the screen. When the exact phrase is unknown, you can insert a “wild card” in place of the unknown text. In addition, you may match upper- and lowercase characters or ignore their case and find text regardless of capitalization.

Each search begins with the text following the selection or insertion point. When LisaWrite finds the text you specified, it is highlighted on the screen. If LisaWrite can't find the text you want, Not Found appears in the lower right corner of the dialog box.

If you want to search through an entire document, be sure to place the insertion point at the top of it.

Search Dialog Box as a Window

The Search dialog box can be treated as a window in itself. The size control box in the lower right-hand corner lets you increase the size of the box, and the scroll arrows let you move the text up and down in it, just like in your document windows.



This dialog box allows you to enter large amounts of text to be searched for by typing or pasting, and to view all of it at once.

Search

Find Text

(continued)

Wild Cards

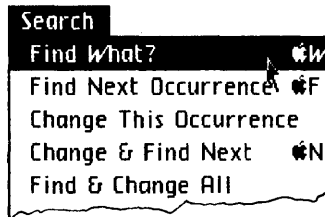
Use wild cards to help you locate text when you don't remember it exactly. You can choose Insert Wild Card in the middle of text you are searching for. You might want to use a wild card to help locate a word you think you have misspelled, or as part of a phrase you don't remember exactly.

For example, suppose you want to change all occurrences of the color "gray" to "black" in a document. Sometimes the word was spelled "grey" and sometimes it was spelled "gray." In the Search dialog box next to "Find," you type "gry." Then you place the insertion point between the "r" and the "y," and choose Insert Wild Card from the Search menu. Three dots appear between the "r" and the "y." Now when you choose Find What?, LisaWrite locates both spellings of the word.

Search

To find and change text

- ▶ Choose Find What? from the Search menu.



Find and Change Text

- ▶ In the brackets next to Find in the dialog box, type or paste the text you want found. If you don't know the exact phrase, choose Insert Wild Card from the Search menu in place of the unknown text.

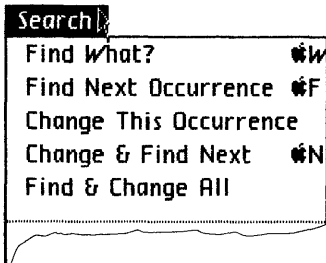
```
Find      {}  
Change to {}
```

- ▶ Place the insertion point in the brackets next to Change To by pressing **(Enter)** or by moving the pointer within the new brackets and clicking the mouse button.

- ▶ In the Change field, type or paste the replacement text.

```
Find      {Mr. Clement}  
Change to {Mr. Clement}
```

- ▶ Choose a change option from the Search menu.



Search

Find and Change Text *(continued)*

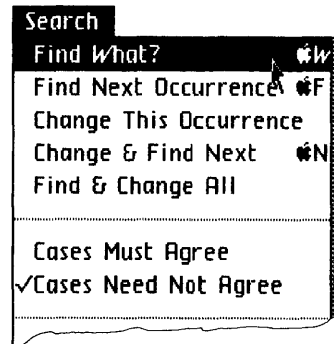
The Search menu provides options to change the text you've found, to change this occurrence and find the next, and to change all occurrences.

Each search begins with the text following the selection or insertion point. When LisaWrite finds the text you specified, it is highlighted on the screen. If LisaWrite can't find the text you want, Not Found appears in the lower right corner of the dialog box.

If you want to search through an entire document, be sure to place the insertion point at the top of it.

Example

1. Suppose the phrase "Solar Energy Commission" appears repeatedly in your document and you want to change it to "SEC." You choose Find What? from the Search menu.



2. You type "Solar Energy Commission" and press the **Enter** key.

Find	{Solar Energy Commission}
Change to	{ }

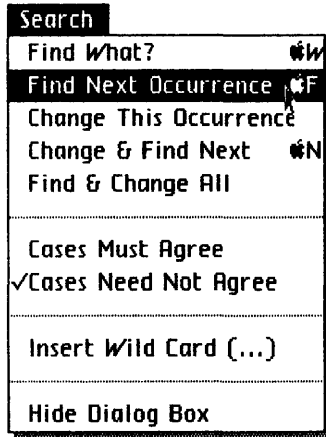
3. You type "SEC," which appears in the Change field of the dialog box.

Find	{Solar Energy Commission}
Change to	{SEC}

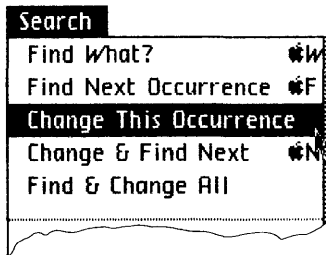
Search

Find and Change Text (continued)

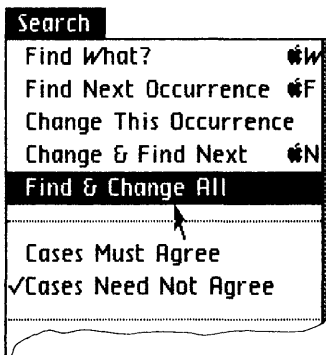
4. You choose Find Next Occurrence and the first occurrence following the insertion point is located and displayed on the screen.



5. You choose Change This Occurrence and "SEC" is substituted into your document.



6. You choose Find & Change All from the Search menu and all other occurrences are found and changed.



Other Tools

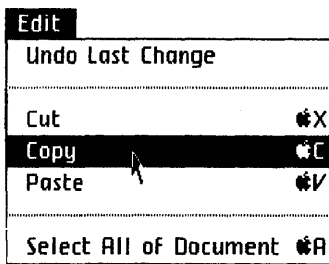
C132 LisaCalc

Other Tools

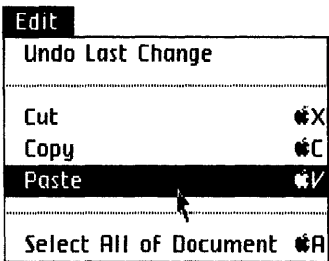
LisaCalc

To copy LisaCalc cells to a LisaWrite document

- ▶ Get or activate the LisaCalc spreadsheet.
- ▶ Select the cells that you want to copy.
- ▶ Choose Copy from the Edit menu.



- ▶ Get or activate the LisaWrite document.
- ▶ Place the insertion point where you want to place the LisaCalc data, or select the text in the LisaWrite document that you want to replace.
- ▶ Choose Paste from the Edit menu.



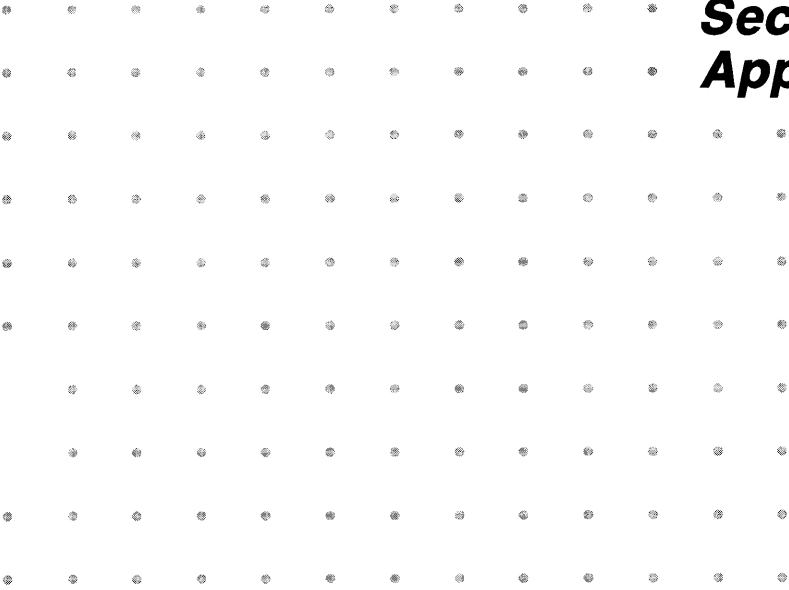
- ▶ Make any formatting changes you want to the new text.
-

Other Tools

When you copy cells from a LisaCalc spreadsheet to a LisaWrite document, only the values are copied. The cells are arranged in the LisaWrite document in the same positions as in the LisaCalc spreadsheet. Each column becomes a tab stop, including the first one. Tab alignments are set to match the alignments that were specified in LisaCalc.

LisaCalc
(continued)

Section D
Appendixes



Contents

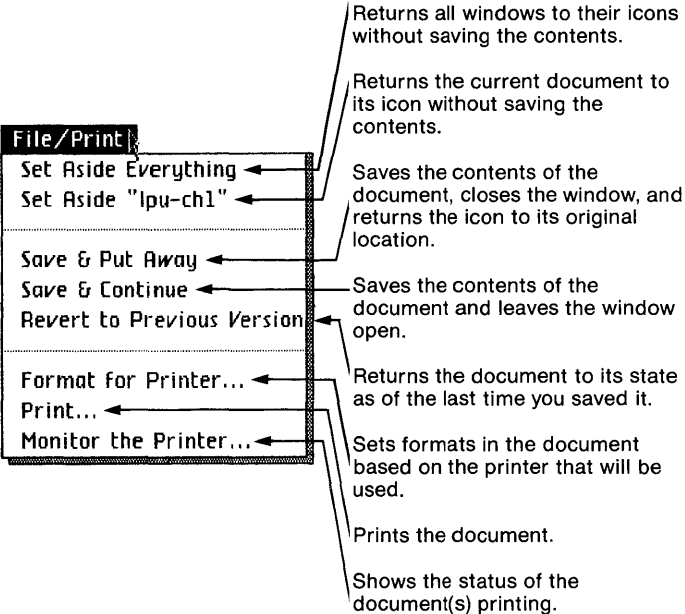
D1 Appendix 1. Menu Items

D7 Appendix 2. Apple Keys

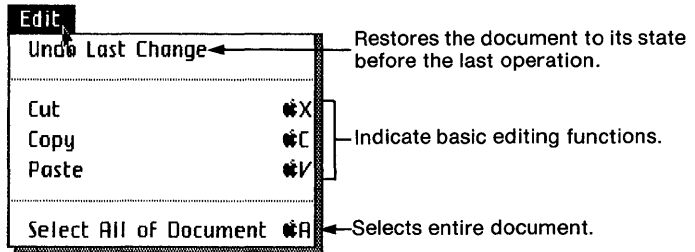
D9 Appendix 3. Type Fonts

Appendix 1 Menu Items

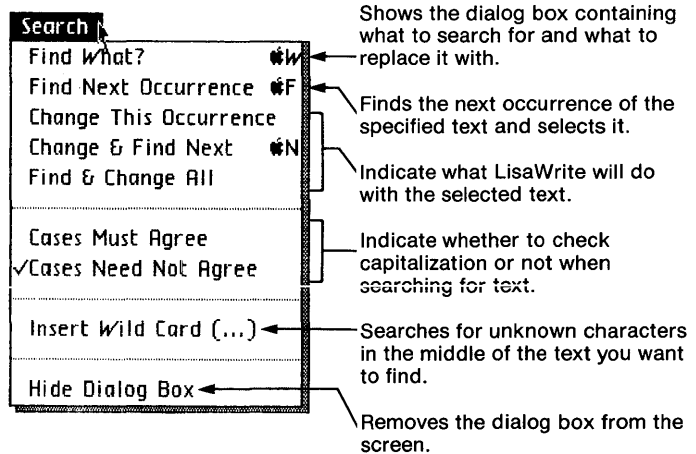
File/Print Menu



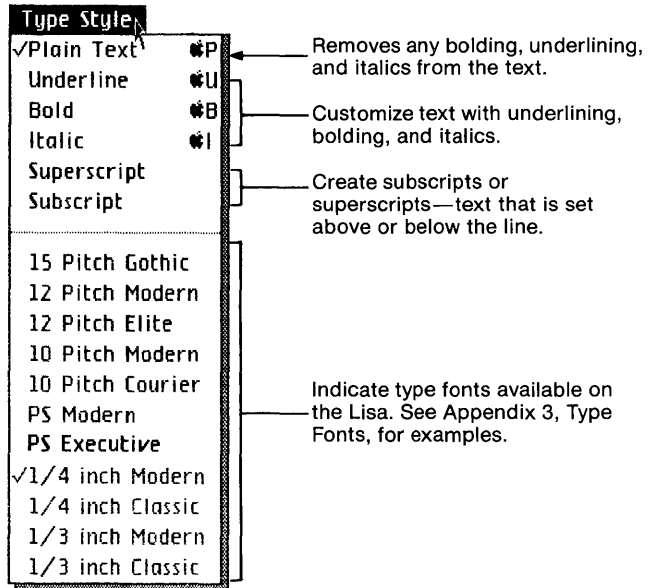
Edit Menu



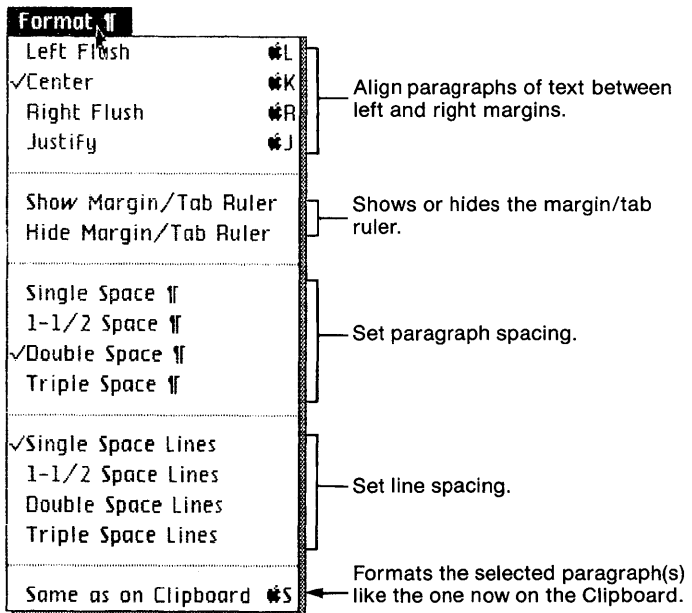
Search Menu



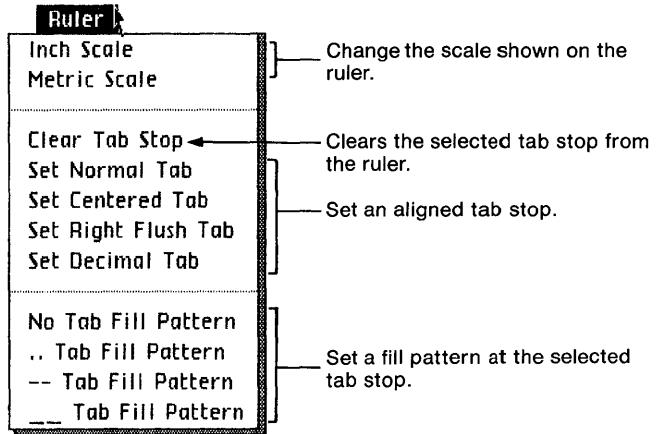
Type Style Menu



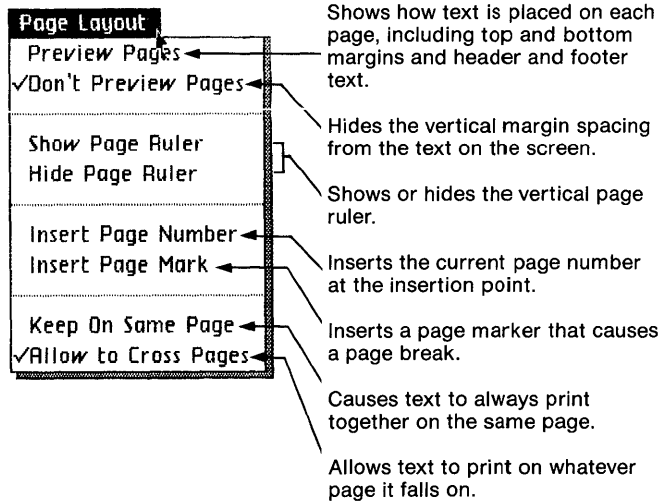
Format ¶ Menu



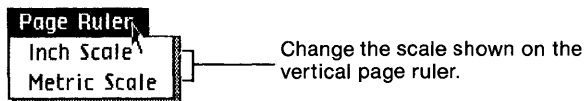
Ruler Menu



Page Layout Menu



Page Ruler Menu



Appendix 2

Apple Keys

Some LisaWrite menu items contain the Apple key symbol (🍏) followed by a character.

Menu items that appear with the Apple key symbol can be chosen by using the mouse or by pressing the (🍏) key and the character associated with that menu item. For example, to use the Cut menu item, you first select what you want to delete, press the (🍏) key, and while holding it down, press the X key.

The following list shows the characters that can be used in combination with the (🍏) key in LisaWrite:

A	Select All of Document
B	Bold
C	Copy
F	Find Next Occurrence
I	Italics
J	Justify
K	Center
L	Left Flush
N	Change & Find Next
P	Plain Text
R	Right Flush
S	Same as on Clipboard
U	Underline
V	Paste
W	Find What?
X	Cut
.	Terminate

Appendix 3

Type Fonts

Type of one size and face is called a font. The “face” is the portion of the character that displays and prints. On the Type Style menu, some font names are preceded by a number that indicates character size. This number indicates how many characters will print per inch when you use that type font. “PS” in front of a font name stands for proportionally spaced.

The list below shows the fonts as they print. The type style of each font is “plain.” Each of these fonts also may be bold, underlined, and italic.

You can print any combination of type fonts and styles on a dot matrix printer. In order to use them with a daisy wheel printer, however, you must have the appropriate print wheel for each type font. If you choose a font that your printer is not set up to use, an alert message is displayed on the screen.

15 Pitch Gothic
12 Pitch Modern
12 Pitch Elite
10 Pitch Modern
10 Pitch Courier
PS Modern
PS Executive

1/4 inch Modern

1/4 inch Classic

1/3 inch Modern

1/3 inch Classic

Serif faces

12 Pitch Elite
10 Pitch Courier
PS Boldface

1/4 inch Classic

1/3 inch Classic

Sans serif faces

15 Pitch Gothic
12 Pitch Modern
10 Pitch Modern
PS Modern

1/4 inch Classic

1/3 inch Modern

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LisaWrite Update Release 2.0

Read This First

Please insert these pages in front of the table of contents of your *LisaWrite* manual.

INTRODUCING THE LISA 2

New Hardware on the Lisa 2

As you go through the *LisaWrite* manual, you'll notice a few differences between your Lisa 2 and the Lisa shown. Because most changes from the Lisa to the Lisa 2 involve new hardware and a new Lisa operating system, your owner's guide has been completely rewritten. Few changes have been made to *LisaWrite*; those changes are described in the next few pages.







New Icons on the Desktop

Some of the icons on the desktop of the Lisa have changed since the *LisaWrite* manual was written. The table on the next page shows the differences between the icons shown in the manual and those you see on the Lisa screen.

For a complete explanation of the functions of the new icons, refer to Section B, Desktop Manager Reference Guide, in the *Lisa 2 Owner's Guide*.

COMPARISON OF LISA ICONS

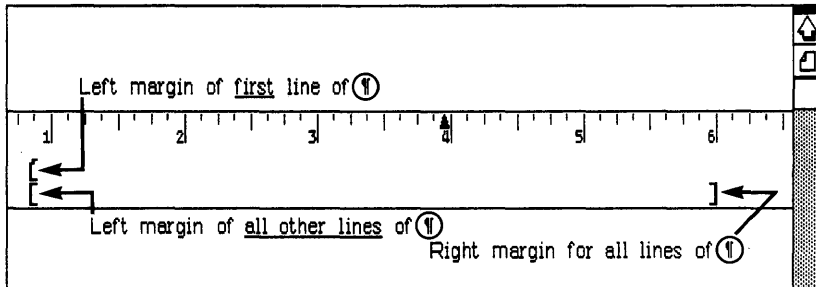
Use the table below to identify differences between your Lisa 2 desktop and the desktop shown in the *LisaWrite* manual.

Manual	Lisa 2/10	Lisa 2/5
 Profile	 Internal Hard Disk	 Disk
 Diskette	 Diskette	 Diskette
<div style="border: 1px solid black; padding: 5px;"> <p>View</p> <p>✓Pictorial Alphabetical Chronological</p> <hr/> <p>Straighten up Icons</p> </div> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Disk</p> <p>Repair Erase</p> </div>	<div style="border: 1px solid black; padding: 5px;"> <p>Housekeeping</p> <p>Eject "Diskette"</p> <hr/> <p>✓Pictorial View Alphabetical View Chronological View Straighten up Icons</p> <hr/> <p>Repair "Diskette" Erase "Diskette"</p> <hr/> <p>Empty "Wastebasket"</p> </div>	<div style="border: 1px solid black; padding: 5px;"> <p>Housekeeping</p> <p>Eject "Diskette"</p> <hr/> <p>✓Pictorial View Alphabetical View Chronological View Straighten up Icons</p> <hr/> <p>Repair "Diskette" Erase "Diskette"</p> <hr/> <p>Empty "Wastebasket"</p> </div>

LisaWrite Enhancements

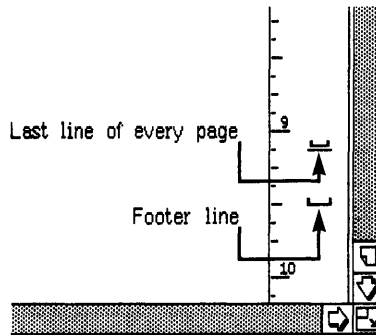
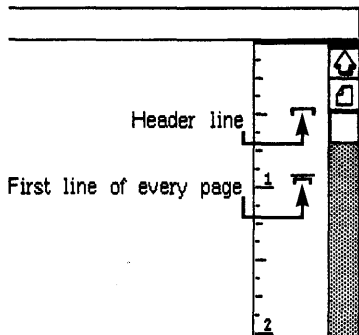
MARGIN/TAB RULER DESIGN

The new margin/tab ruler is slimmer, and it uses two kinds of brackets instead of triangles with letters.



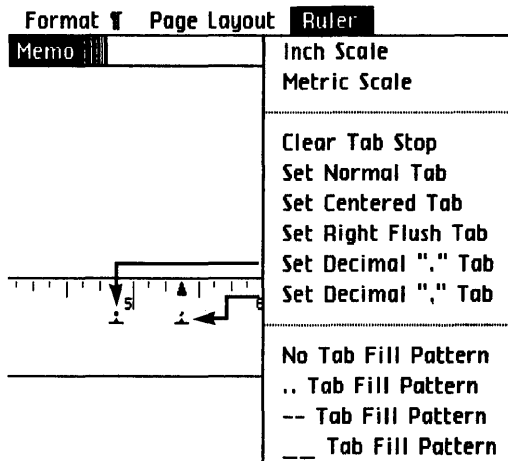
PAGE RULER DESIGN

The new page ruler is slimmer, and it uses various bracket designs instead of triangles with letters.



RULER MENU ITEMS

There are two new ruler items. The **Set Decimal "." Tab** menu item uses a period as a decimal point (US). The **Set Decimal "," Tab** menu item uses a comma as a decimal point (European).



CHANGES IN RULER MEMORY

If you change to metric ruler measurements and then save a document, you'll still have metric rulers the next time you open the document. In the original LisaWrite, the ruler had to be changed back to metric each time the document was opened.

When you change the measurement for one ruler, LisaWrite automatically changes the other ruler to that measurement. For example, if you change the **Margin/Tab Ruler** to metric, the **Page Ruler** will also display in metric.

NEW NONBREAKING SPACE FOR KEEPING WORDS ON THE SAME LINE

If you wish to keep all words of a phrase or expression on the same line, press and hold down the [OPTION] key while pressing the space bar between words.

For example, using just the space bar, words in the phrase *computer generated* might be split over two lines. Using the space bar *plus* [OPTION], the words *computer generated* can be kept together on the same line.

CHANGE TO SEARCH MENU

If you type an *a* in the dialog box that appears when you choose **Find What?** from the **Search** menu, and then choose **Cases Need Not Agree**, you will find all the forms of *a* that might be contained in your document; that is, *a* and *A*.

If you want to find only lowercase *a*, choose **Cases Must Agree** from the **Search** menu, and you'll just find all the *a*'s. That is, you will find exactly what you type in the dialog box. Note that LisaWrite ignores *typestyle* in searches; it just looks for the letters.

PRINTER FORMATS

You now can select common metric sizes for printing paper in the dialog box that appears when you choose **Format for Printer** from the **File/Print** menu.

Also, some printing terminology has changed. You now have a choice of High Resolution (better quality but slower) or Low Resolution (faster).

BE AWARE

Figures in the Manual

The figures in the manual may not always match what you see on your screen. You need not be concerned about this discrepancy.

Tutorial Changes

LisaWrite paper provides 1-1/2 blank lines between paragraphs. However, Chapters 1 and 2 of the LisaWrite tutorial assume two blank lines between paragraphs. As soon as you start a new document in Chapter 1, choose **Double Space** from the **Format** menu.

On page B45 of the LisaWrite tutorial, triple-click before you choose **Same as on Clipboard** from the **Format** menu.

Right Margin Versus Paper Size

Do not set the right margin beyond 8 inches when printing on 8-1/2 by 11 inch paper or on 8-1/2 by 14 inch paper, because the Lisa doesn't print beyond 8 inches. In landscape printing, the document will not print below 8 inches on any page.

Page Marks

If you insert a page mark in the first line of a paragraph whose first-line and left margins differ, the first line will align against the left margin, and not against the first-line margin. To correct this misalignment, type a paragraph return after the page mark. To add paragraph return, set an insertion point to the left of the first character following the page mark and press the [RETURN] key.

To remove any page mark, set the insertion point to the left of the character at the beginning of the line following the page mark and press the [BACKSPACE] key.

Printing a Range of Pages

When page marks fall at the end of pages in the range that you specify in the **Print** dialog box, an alert message may appear saying that there are no pages in that range.

To print the pages anyway:

- 1 ► Choose **Preview Pages** from the **Page Layout** menu.
- 2 ► Scroll to the end of the document.
- 3 ► Choose **Print** from the **File/Print** menu and fill in the dialog box, as usual.