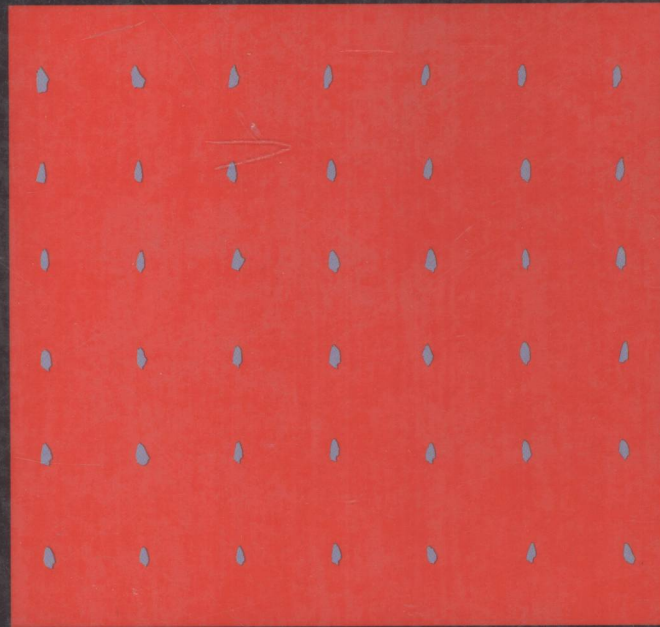


Using Lotus[®] Manuscript[™]

Kay Yarborough Nelson
William Fletcher



*The Professional's Guide to Sophisticated Document
Processing on the IBM[®] PC*

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Using Lotus Manuscript™

Kay Yarborough Nelson
and
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Osborne McGraw-Hill
Berkeley, California

Osborne **McGraw-Hill**
2600 Tenth Street
Berkeley, California 94710
U.S.A.

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234567890 DODO 8987

ISBN 0-07-881003-5

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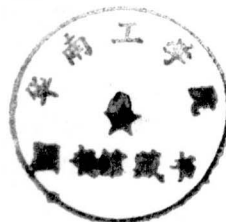
**Using
Lotus Manuscript™**

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Acknowledgments



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Putting together a book is always a team effort: so many people behind the scenes have more to do with the finished product than one can ever imagine.

Special gratitude goes to Nancy Avinger of Lotus Development Corporation for her technical edit. Without her patience and cooperation, many errors might have slipped by. Give her the credit for the book's accuracy; blame the mistakes on us. Nancy also provided invaluable aid in preparing most of the book's artwork on an Apple LaserWriter so that it could reflect the high-quality results of which the program is capable.

Liz Fisher of Osborne/McGraw-Hill really brought this book together: without her ability to juggle a thousand things at once and her unfailing good humor, this project would never have been completed—we would still be on the phone. Thanks very much, Liz.

To Fran Haselsteiner of Osborne/McGraw-Hill, who managed the project with competence, style, and understanding—which is no easy feat for a book about a new program—many thanks.

Copy editing a book about a new program requires learning a new vocabulary—almost learning a new language. Kay Luthin's accurate and thorough edit contributed greatly to the overall tone and presentation of the material in many subtle ways that would be glaring if they were omitted.

Many others worked hard to make this book a reality, among them Dusty Bernard, proofreading coordinator, and the design and production staff. Without their support and hard work we would be reading this on a screen instead of on a printed page.

Special thanks also go to Cindy Hudson, editor-in-chief at Osborne/McGraw-Hill, for having the vision of this project and putting together the resources needed to bring it about.

—K.Y.N. and W.F.

Preface

Most of the claims you have heard about Lotus Manuscript are true: it does just about everything you would want from a full-featured word processor, and it provides a document publishing system as well. Even if your work is not in scientific or engineering fields, you can appreciate many of Manuscript's features, such as its

- Fully integrated outlining capability
- Powerful spelling checker
- Ability to save document formats as templates
- Page preview before printing
- Operation with a wide range of printers, including laser printers
- Ability to manipulate large sections of documents quickly
- Automatic page formatting with footnotes
- Built-in equation-generating language
- Table editor

These are just a few of the features that the program offers. Its real power, however, lies in the fact that you don't have to use any of the extras if you don't need them: you don't even have to be aware that they're there. Although the program is feature-laden, you need to master only a few basic techniques, most of which you're already familiar with, to use it as a word processor.

If you use the program only for an occasional letter or memo, you'll find that it works just as smoothly and its commands are just as easy to remember as those of other popular word processing programs. In fact, if you are familiar with Lotus 1-2-3, you will find that Manuscript operates much like it, although there are differences, notably in the use of the function keys and their ALT key counterparts.

If you are part of a writing group in which individual contributors work together on a project, you'll find many of Manuscript's features invaluable. You can integrate the work of others into master documents and easily format those documents into standard styles, no matter in what format they were input. The built-in outline keeps track of your documents and, as you work, lets you see at a glance the structure of large documents.

Because Manuscript can handle very large documents (up to 800 pages, if you have enough memory), you'll find it invaluable if you create books, manuals, handbooks, or lengthy reports. If you are part of a publications group, you will probably use Manuscript to produce professional-quality, camera-ready pages with figures and tables in place. It can accept graphics files from a variety of sources, including electronic scanners. If you have access to a laser printer, you can produce documents that approach typeset quality.

If you work in the sciences or in engineering, you'll appreciate Manuscript's built-in equation language that both sizes and generates complex equations in your documents. A graphics preview box lets you view equations before printing so you can make any necessary changes. You'll also appreciate the program's built-in capabilities for creating and formatting notes and footnotes on pages.

Because Lotus Manuscript is designed to be used by people with so many different needs and in such a wide range of applications, this book has been written for several levels of users:

- If you've been thinking about getting the program but haven't decided yet, this book gives you a general overview of what Lotus Manuscript can accomplish and the quality and variety of the results you can expect.
- If you're a new user, a short but thorough tutorial in the basics of program operation teaches you the fundamental techniques.
- If you've mastered the basics and want to go on to specialized applications, such as writing and printing complex equations or creating master documents from separate files, this book presents those intermediate-to advanced-level techniques.
- If you use Lotus Manuscript regularly, this book can give you some tips and techniques that may help streamline your work.

If you're interested in some of the ways you can use Lotus Manuscript, Chapter 1 presents an overview of the program. Chapter 2 is a tutorial in the basics—starting Lotus Manuscript, creating a sample document, and print-

ing and saving it. If you've never used the program before, or if you have forgotten the basic commands, this chapter is a good place to start.

To use the program most efficiently, you define your text as *blocks* and then use Manuscript's commands to manipulate the blocks. That way you can perform operations on large segments of your document at the same time. Chapters 3 and 4 present the basic techniques of working with blocks. After Chapter 4 you'll have a good mastery of the basic techniques; you simply apply them in similar ways as you use the program's more advanced features.

Chapter 5 begins to present techniques you use with structured documents — documents that give you access to other levels of the program's features, such as automatic section numbering. By using Lotus Manuscript in structured rather than unstructured mode, you have access to many more advanced tools, such as integrated outlining and Manuscript's ability to keep track of notes and cross references, which are discussed in Chapter 6.

After Chapter 6, the program's features are presented in terms of the applications for which you'll probably use Manuscript. For example, if you create tables, you will want to read Chapters 7 and 8. Chapter 10 and Appendix B present Manuscript's equation language: if you write equations, you'll find many tips on how to generate complex equations.

As the book is intended for use by different levels of users and in many different applications, it does not present lengthy step-by-step tutorials that create specialized applications. Instead, instructions for using particular techniques are given; you can combine techniques to produce the results you need in your own work. Chapter 9, for

example, presents techniques used for page formatting: if you need to create headers and footers or change a page layout style, simply look up the technique and apply it to the problem at hand.

You do not need previous word processing experience, either with Lotus Manuscript or with any other word processor, to use this book. However, the book does not present the basic principles of word processing — what a document is, what cutting and pasting are, and so forth. It assumes you have a basic familiarity with such concepts.

If you have not installed Lotus Manuscript and configured it to work with your equipment, you will find instructions in Chapter 2. If you are using the program on a system in which it is already installed, you can skip the installation instructions and go directly to the practice exercises in Chapter 2, or you may turn directly to an applications chapter in which you are interested.

The examples in this book have been kept brief so you can quickly master a technique and see its use, and you will no doubt find that the examples give you ideas for applications of your own. While you will probably be using more complex examples and working with longer documents in your day-to-day work, there are sufficient instructions and examples here to start you thinking about how you could use this program to advantage. You will find that you can learn techniques most quickly if you have a specific project to which you can relate the techniques in this book. With Lotus Manuscript, as with any other program, the best way to learn it is to try it out.

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Chapter 1: Lotus Manuscript — A Document Processor

If you've compared Lotus Manuscript to other word processing programs, you've probably become aware that it is more than just another word processing program. Its manufacturer, Lotus Development Corporation, calls it a document-processing system because of its ability to handle long documents and produce finished pages with graphics in place.

But what does this mean to you in terms of how you will use Lotus Manuscript in your work? The program is designed so that it can be used as a tool in a wide range of situations, not just as a scientific and engineering tool. Even though Lotus Manuscript is a sophisticated program, its techniques are easy to master.

As a word processor, Lotus Manuscript provides all the features of the full-featured word processors that are on the market, plus a few. It has a full-screen Edit screen, unencumbered by prompts and menu bars until you specify them. The program can also provide automatic backups for you to safeguard your work. Accelerator keys speed up such routine tasks as saving and retrieving. You can move through documents faster in Manuscript than in