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# Ami Pro

**COVERS  
RELEASE 2**



*Made Easy*

**Daniel J. Fingerman**

Foreword by  
Said Mohammadioun,  
Vice President,  
Lotus Word Processing Division

- ***The BEST Quick-Start Introduction Available***
- ***Learn All the Basics Step-by-Step and Master More Sophisticated Features***
- ***Packed with Illustrations, Examples, and Hands-On Exercises for Fast Learning***

# Ami Pro Made Easy

*Daniel J. ~~Fingerman~~*

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### **Ami Pro Made Easy**

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## *About the Author...*

Daniel J. Fingerman is President of Computer Insights, a microcomputer consulting and training company based in Berkeley, California.

He is an M.I.T. graduate who has trained over 10,000 individuals to use microcomputers during the last decade. He has conducted major training programs for IBM, General Mills, Credit Suisse, Continental Insurance Company, Wells Fargo Bank, and numerous other companies throughout the U.S.

His training methods and writing style incorporate his background in microcomputers, research, and experience in adult education.

Through clear, simple instructions, humorous analogies, and practical metaphors, his aim is to build users' computer competence and proficiency.

To Lynne, Kevin, and Beth  
I couldn't have done this without you.

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## Foreword

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The title of this book, *Ami Pro Made Easy*, appeals to readers for the same reason Ami Pro appeals to so many PC users. Today's computer users seek tools that will help them produce great results quickly and easily. They expect software to be easy enough to begin using immediately, yet they demand a wealth of powerful features. With Ami Pro for Windows, we have achieved the delicate balance of providing accessible power. *Ami Pro Made Easy* will make it even easier for Ami Pro users to harness the power of what we call *visual* word processing.

As a *visual* word processor, Ami Pro provides direct visual manipulation of elements in a document, constant visual feedback, rich visual content (fonts, bullets, and so forth), and visual presentation in the form of an interactive WYSIWYG (what you see is what you get) display. As you proceed through this book and learn to use Ami Pro, it will become quickly apparent how visual word processing makes using Ami Pro fast and easy.

Ami Pro was the first feature-rich word processor for Windows; Version 2.0 draws on our experience in the Windows market as it has grown from a handful of users to several million. Those of you who have

used a previous version of Ami Pro will recognize that Version 2.0 of Ami Pro is true to our initial vision of using a graphical environment to provide a very powerful, easy-to-use word processor.

Just as we have drawn on our experience in developing for Windows to create Ami Pro, Daniel J. Fingerman has drawn on his experience in training computer users to create *Ami Pro Made Easy*, a practical guide to using Ami Pro. The promise of the book—one I think it delivers—is to introduce new users to the tools available in Ami Pro. While it covers nearly all of Ami Pro's features, the book concentrates on the features most users will use most of the time. As you read *Ami Pro Made Easy* and perform the sample exercises, you will quickly build a strong foundation of understanding that you can build on as you explore all that Ami Pro has to offer.

Ami Pro was crafted to be very interactive. Its combination of power and responsiveness makes it fun to use—like driving a powerful sports car. This book will guide you through the experience of using Ami Pro. Enjoy the product. Enjoy the book.

Said Mohammadioun  
Vice President, Lotus Word Processing Division



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## Acknowledgments

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By writing *Ami Pro Made Easy* I had the opportunity and pleasure to serve as a focal point for incredible efforts and cooperation among many very skillful, friendly, and cooperative people.

Osborne/McGraw-Hill's editor-in-chief, Jeff Pepper, and I decided it was finally time for me to sit down and write, rather than just review others' writing, as I had been doing for years. Thanks for giving me the opportunity. Emily Rader, associate editor, is to be commended for gently keeping my writing on schedule. She kept her good humor even though she knew her standard inquiry "When will I see chapter X," would inevitably be met with my typical succinct response, "Soon." Judith Brown, project editor, and Marcia Baker, copy editor, assisted me in polishing my words. They also helped take me on a nostalgic trip back to high school English class, where I would await the return of a term paper with a certain degree of anxiety, not unlike awaiting the return of a chapter. Bob Kermish, technical editor and old friend, came through like a champ with a last minute, intensive effort.

This book would have been impossible were it not for the assistance and support of many fine Lotus Development Corporation staff members in Cambridge, San Francisco, and Atlanta. I deeply appreciate the kind words from Said Mohammadioun in the foreword. Thanks go to Alexandra Trevelyan for smoothing the process at the Cambridge end. Bruce Dean in San Francisco, and Bill Jones and Doug Benson in Atlanta were supportive and wonderfully helpful throughout the entire process of creating this book. Jane Brown and her tech support colleagues in Atlanta were extraordinarily adept at helping me diagnose and solve any number of problems of the sort which inevitably arise when using pre-release software. And then there was Cheryl Ladd, who helped me learn to dislike, with a high degree of intensity, the letter "beta." Cheryl was absolutely wonderful at getting me the most current software, offering good cheer (or bad jokes) when needed, and generally nudging me along throughout this process.

My thanks also go to my former colleagues, Mella, Stephen, and Marty, for saying "go for it," and to Paul who wisely counseled me to "think twice."

Finally, and certainly the most important contributors to this whole effort, are my family, who did without Daddy for way too long, and friends, without whose support this book would have been unthinkable.

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# Introduction

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Ami Pro is a phenomenon. It is the most enjoyable word processor I have ever used in over a decade of word processing. It provides ready access to all of the basic capabilities of any word processor. Novices can be up and running with it in a matter of minutes.

Yet it leaps far beyond that. Many of us devote much of our professional and personal time to generating written words. Ami Pro can aid you in getting your ideas on paper, but beyond the basics, it gives you ready access to powerful tools designed to assist you in getting those ideas across to the reader. You can change the layout or font with a keystroke. You can create charts to illustrate trends hidden in your data. You can generate newsletters, memos, brochures, or posters. You can type text in red, surround it with a yellow frame and draw a blue and gold tropical fish to display beside it. All the time you are creating, enhancing, and modifying your words and the way they appear on the page, you see your results in WYSIWYG (what you see is what you get) fashion.

## About This Book

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This is a pragmatic book.

*Ami Pro Made Easy* is designed to accomplish a very specific purpose, based on what I have learned from training thousands of word processor users over the last decade. While almost all of Ami Pro's features are covered in this book, it concentrates on those features and techniques that I have found *most* users need *most* of the time.

This book is designed especially for newcomers to Ami Pro, Version 2. Ami Pro may well be the first word processor you have ever used. That's fine. You need no background in word processing to learn to use Ami Pro. If you are converting to Ami Pro from another program, you are in for a treat. Give it a chance, experiment with it, investigate its capabilities. You will find it to be an incredibly powerful and easy-to-use program.

I have two major criteria for success, whether in a training class or in this book. In the case of this book, I will be pleased if you find it to be an effective and enjoyable way to learn techniques of using Ami Pro. The second, and equally important criterion, is that you "leave class happy." I hope that, in retrospect, you will be pleased that you chose to learn Ami Pro with the assistance of this book. I welcome your comments on either or both of these criteria, sent to me in care of the publisher.

*Ami Pro Made Easy* is written without a lot of rules; it helps you learn to do tasks using guided experimentation. Rather than saying "do this, then do that, then do something else," I encourage you to experiment, to discover the logic behind the program, to understand how it works. "Experiment" is a word used often throughout the book.

The goal is to help you understand how Ami Pro works, not just how to do things using Ami Pro. By taking this approach, you develop an intuition for ways to accomplish your tasks. You will be better able to figure out how to accomplish creative tasks that go beyond what is in this or any other book. Also, by helping you build an intuition about and an understanding of Ami Pro, you will be able to investigate in your own time and in your own way those other areas of the program that may be of use to you in a particular setting.

Every chapter begins with an overview of the topics covered in the chapter. Almost all of the chapters have one or more sections entitled

“Looking Backwards—Check Yourself.” These serve as self-assessment tools; you should be able to complete these exercises successfully if you understood the concepts covered in the chapter.

If you think you understand the concepts covered in a chapter without going through the exercises in it, you can use the “Looking Backwards—Check Yourself” sections to help you judge your skill with the topics covered. Perhaps you will find you can skip the chapter entirely, perhaps you should skim it, or maybe you’ll decide it’s worthwhile to study it.

## **Organization of This Book**

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Chapter 1, “An Overview of the Ami Pro Screen,” tells you what you see when you first load the program. It discusses the generic portions of the Windows screen, and those portions belonging to Ami Pro. Chapter 2, “Basic Editing and File Commands,” covers the basic concepts of word processing. If you are new to word processing, this is an important chapter. In it you begin typing and editing text on your screen and modifying it in a variety of ways. Chapter 3, “Enhancing Text Appearance Using the Text Menu,” shows you some ways to increase the visual impact of your words on the page. Chapter 4, “Page Layouts—Margins and Tabs,” shows you how to adjust the overall layout of text on the page, as well as individual portions of text.

Chapter 5, “Printing,” shows you a variety of options available for getting your words from the screen onto paper. Chapter 6, “Text Editing Tools,” introduces you to a wide variety of tools designed to fine-tune your writing. Chapter 7, “Styles and Style Sheets,” covers a powerful set of tools that allow you to assign a group of enhancements to text with a single keystroke. Chapter 8, “Display Modes and Views,” shows you how to view your text in various ways.

In Chapter 9, “Columns and Tables,” you learn how to create columns of information in two very different ways. Which approach you take depends on the information you need in the columns. By seeing both approaches, you’ll begin to get a feel for which approach is best in a particular situation. Chapter 10, “File Merging,” introduces a powerful tool that allows you to send “personalized” letters to, for example, a group of customers or clients.

Chapter 11, “Frame Basics,” Chapter 12, “Drawing Frames,” and Chapter 13, “Charting Frames” all cover approaches to enhancing your text using various types of graphics.

Chapter 14, “Introduction to Macros,” shows you a technique for automating repetitive types of tasks. It gives you a small taste of programming. Chapter 15, “Customizing the Program,” covers a variety of ways in which you can fine-tune Ami Pro so it behaves the way you want it to.

In Chapter 16, “N.O.T.A. (None of the Above),” many additional Ami Pro tools that you should be aware of are discussed without going into detail. The concept underlying the chapter is that if you know the tool is available, you might find an opportunity to use it; if you don’t know it’s there, you will never make use of it.

Finally, Appendix A covers system requirements for installing and running Ami Pro and the installation procedure.

## Conventions Used in This Book

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*Ami Pro Made Easy* is designed to be used, not just read. You should go through it while at your computer, with Ami Pro loaded. Often you will be selecting options on the Ami Pro menu or submenus. When you need to do so, the notation in the book will read like this:

Select “View/View Preferences” and then click on “Column Guides.”

There will be times when you will investigate “keyboard shortcuts,” which involve pressing and holding down one of your “control” keys (it is probably marked “Ctrl” on your keyboard) and then tapping another key. The notation used in the book is:

CTRL-V

Text to be typed in will either be in **boldface** within a paragraph, or it will be set off in an obvious section by itself. In that case, it will generally be preceded by words like “Type the following text, taken from an ad in the June 1921 *National Geographic Magazine*.”

## **Last Thoughts**

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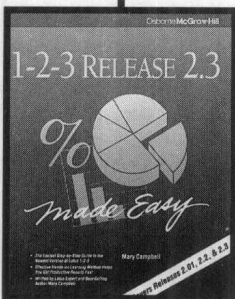
Congratulations — you are about to begin working with a powerful and thoroughly enjoyable new tool. Like any tool, or any new skill you are learning, it may seem awkward at first. Once you practice a bit and begin to get a sense of the program and its capabilities, you will begin to see ways you can use it to make your life easier or more productive. Before long you will be skillfully using Ami Pro and proudly sharing your results with colleagues and friends.

I echo Said Mohammadioun's comments from the foreword: Enjoy the product. Enjoy the book.

Dan Fingerman  
Berkeley, California  
July 1991

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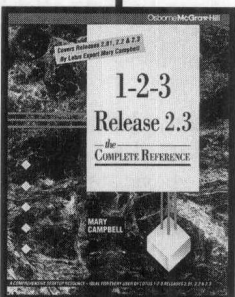
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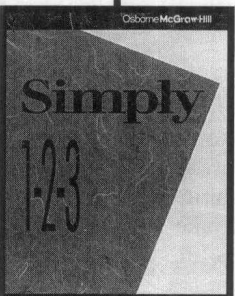
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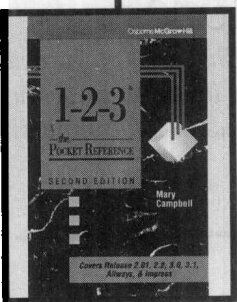
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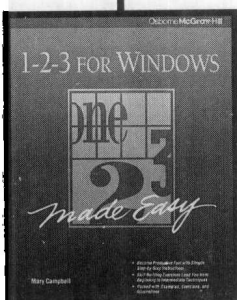


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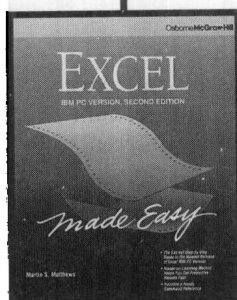
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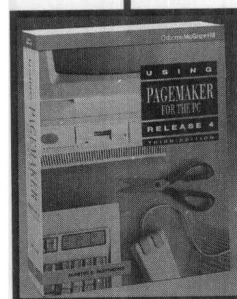


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