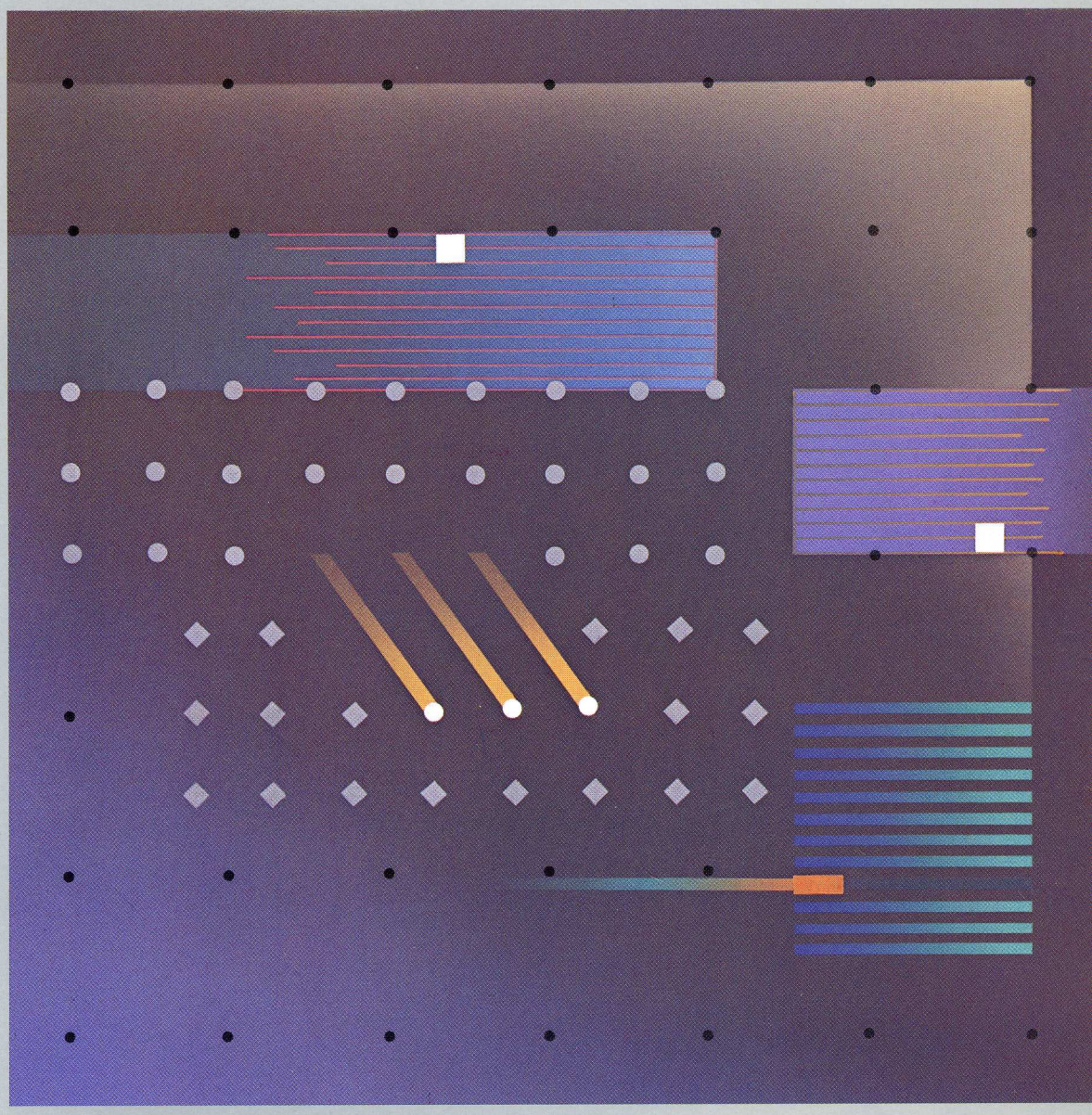
LisaWrite



LisaWrite is one of the most advanced word processors available for personal computers. With no complex commands to learn, you can easily create, revise, and print documents of any size.

Because LisaWrite lets you integrate LisaCalc models, LisaTerminal information, or other LisaWrite documents into your written document, you can compose reports and proposals quickly and efficiently.

In less than 30 minutes you'll be doing useful work with LisaWrite. Lisa's revolutionary Graphics Mouse Technology™ replaces confusing computer commands with simple graphic images. Graphics, together with the mouse, a simple selecting device, let you create, revise, and print documents intuitively. And because basic operations work the same way in all Lisa™ applications, you'll learn other applications in even less time.

LisaWrite combines advanced word processing technology with the power and flexibility of Lisa to help you prepare documents more quickly, more efficiently, and more easily. The result: better communication — both with your clients and within your organization.

Just about any format and length you need.

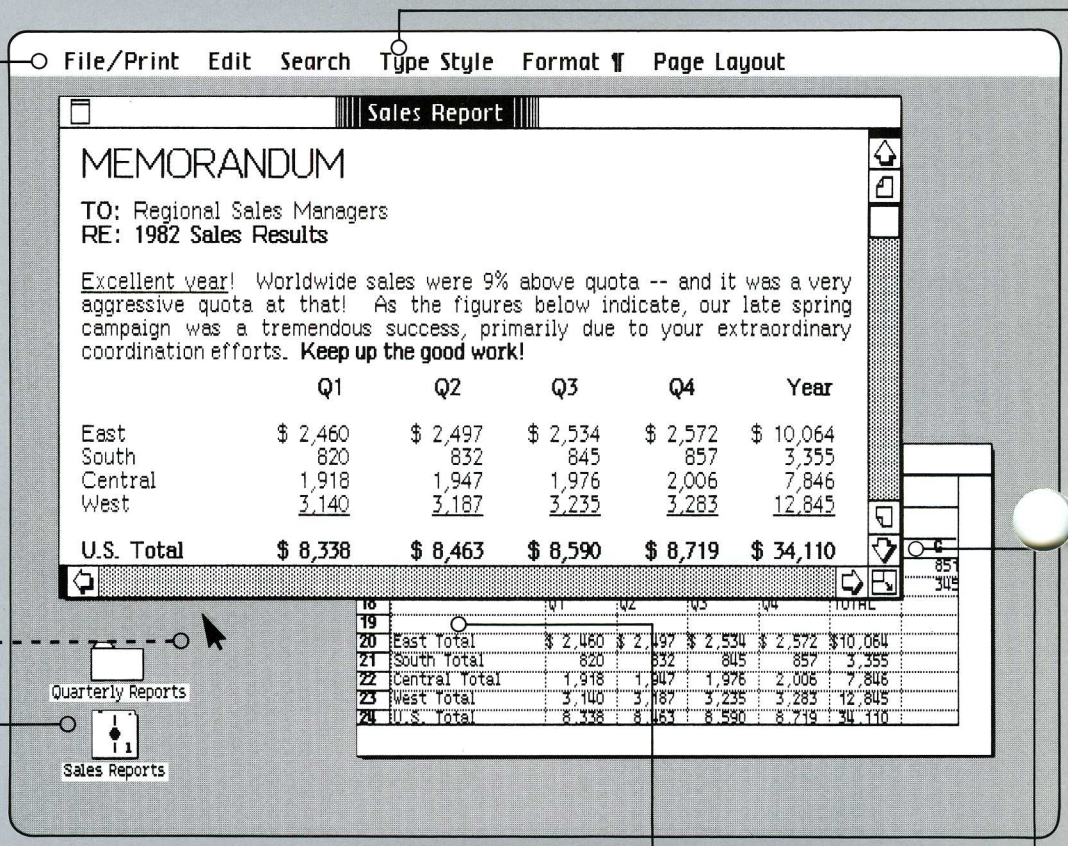
- Produce a professional-looking document in almost no time at all. Use the mouse to create a blank document, then begin typing.
- Create formatted stationery customized to your needs — one for each type of document you write (such as memos, form letters, and reports).
- Produce documents up to hundreds of pages long (depending on your disk storage capacity).

Faster editing, fewer revisions — on other people's documents or your own.

- Powerful editing functions like cut, paste, and copy can be used on anything from a single character to an entire document.
- Revising documents is easy, even if you don't use LisaWrite

The six **LisaWrite** menu functions appear across the top of the screen, above the name of the file you're editing. The text appears below — in exactly the same form that it will appear on paper.

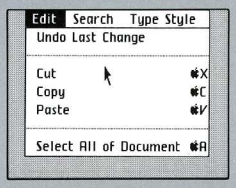
Menu Bar All LisaWrite functions are selected from the menu bar. To print a document, for example, just move the mouse and select PRINT from the menu. Once printing is under way, you may continue working with Lisa, either in the same document, or in another application.



Mouse/Pointer The mouse is a palm-size device that controls Lisa's pointer. It replaces all confusing special function keys and commands. The mouse is connected to Lisa by a thin cable. When you move the mouse, Lisa's pointer matches the movement on the screen.

Desktop Manager The Desktop Manager uses graphic symbols such as these to coordinate all the system's operations. For example, to work on a document, simply use the mouse to select an existing document or create a new one. When you're finished, use the mouse to put the document into a folder. The Desktop Manager also enables you to work with more than one document at a time.

LisaCalc More than one Lisa document may be on the screen at one time. To move information from LisaCalc (or LisaTerminal) to LisaWrite, for example, simply use the mouse to select COPY from the EDIT menu. When you're ready to transfer the information into another document, select PASTE and your data is transferred — you don't even have to touch the keyboard.



Scrolling To view another part of your LisaWrite document, simply use the mouse to select the arrows or pages in the corners of the document. Similarly, to stretch or contract the document, use the mouse to move the box at the bottom right-hand corner.

Typestyle Menu This menu offers you a variety of typestyles, including proportional spacing. Each is available in bold, italic, underlined, and any combination thereof.

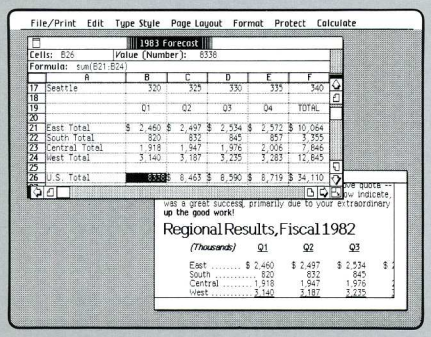
often, because entering, selecting, and editing text works the same way as in other Lisa applications.
• Repetitive changes are simple and fast, thanks to LisaWrite's global search and replace capability.

Documents that look totally professional.
• A variety of typestyles provides the ultimate in flexibility and quality.
• Lines can be justified (left, right, or both margins) or centered.

LisaCalc analyses can be included for more complete reports.
• Move a LisaCalc table into a LisaWrite document without ever touching the keyboard.
• Edit and format the LisaCalc table just as you would any other part of the document, and enhance it with LisaWrite typestyles.

Tables are easier to create and edit on Lisa than on a typewriter or other word processor.
• Choose from four different types of tab stops: normal, centered, decimal, and flush right.
• Move a tab stop by "pulling" it to the new location with the mouse.

One printout is all you need.
• What you see on the screen—including typestyles—is what you get on paper, so you know how your final document will look before you print it.
• Apple's high-resolution Dot Matrix and Daisy Wheel Printers both produce quality text suitable for reports and presentations.



Because LisaCalc tables can be made part of word processing documents, you can reformat them using all of LisaWrite's features.

Customize LisaCalc Tables for Inclusion in Reports
• Use the horizontal ruler to adjust the placement of columns and to reset the margins. (You can have rulers marked in inches or centimeters.)
• Bold, italic, and underlined text can be used to emphasize important data.

For the Typeset look...

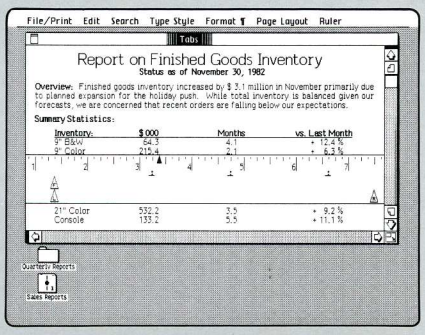
LisaWrite gives you a variety of typestyles to add emphasis to your reports, memos, and other documents. It supports proportional spaced styles for a more professional appearance. Large type styles (1/4 inch and 1/3 inch tall) are useful for section headings and presentation slides. A small 15 pitch size can by used to fit 132 columns of information on a regular sized piece of paper. Bold, italics, and underlining add emphasis as required.

Sizes	Faces	Styles
small (15 pitch)	Gothic	Regular
medium (10 and 12 pitch)	Courier	Bold
proportional spaced	Elite	*Italic*
large (1/4" tall)	Modern	Underline
larger (1/3" tall)	Classic	Subscript $_1$
		Superscript ^{2}

LisaWrite gives you the typestyle options you need to make communications clear and dramatic.

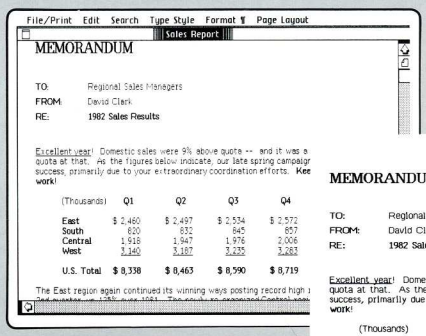
Many Different Typestyles to Choose From
• A variety of typestyles is available, including large presentation-style sizes and proportionally spaced styles.
• Each typestyle can also be made bold, italic, underlined, or a combination of one or more of these choices. (Bold, italic, and underlined styles are useful for emphasizing various parts of your document.)
• Subscripts and superscripts are easily included.

More Versatile and Powerful Than a Typewriter
• To set line spacing, just select from the appropriate menu. You can choose single, line and a half, double, or triple spacing.
• Because it's so easy to change the line spacing, you can experiment with your text until you get the look you want. You can also squeeze it—or expand it—to fit on a given number of pages.
• The spacing between paragraphs can be set independently of the spacing between lines.
• Headers and footers—with or without page numbers—are easy to specify. Once you request them, they're automatically inserted on every page.



With the horizontal ruler, you just point to where you want your tabs and margins, and they're automatically inserted.

Tabs and Margins Are Easy to Set
• To set margins and tabs, select the horizontal ruler, then use the mouse to insert them where you want them. There's no guessing, or counting.
• There's also a vertical ruler for precise positioning of headers, footers, and titles, and for adjusting the top and bottom margins.



Once your document looks the way you want it on the screen, simply select the PRINT function to get an identical version on paper.

What You See is What You Get
• Margins, line justification, line spacing, line breaks, page breaks, page numbers, headers, footers, bold, italic, and underlined text all appear on the screen just as they do on paper.

MEMORANDUM

TO: Regional Sales Managers
FROM: David Clark
RE: 1982 Sales Results

Excellent year! Domestic sales were 9% above quota -- and it was a very aggressive quota at that. As the figures below indicate, our late spring campaign was a great success, primarily due to your extraordinary coordination efforts. Keep up the good work!

(Thousands)	Q1	Q2	Q3	Q4	Year
East	$ 2,460	$ 2,497	$ 2,534	$ 2,572	$ 10,064
South	820	832	845	857	3,355
Central	1,918	1,947	1,976	2,006	7,846
West	3,140	3,187	3,235	3,283	12,845
U.S. Total	$ 8,338	$ 8,463	$ 8,590	$ 8,719	$ 34,110

The East region again continued its winning ways posting record high results for the 2nd quarter, up 125% over 1981. The newly re-organized Central region came in at 17% over quota. The West and South were 9% and 7% above quota respectively.

More details are attached in the complete report. But, once again, a job well done!

Justify Text Any Way You Want
• You can justify margins (left, right, or left and right) or center lines.
• You can try different justifications and centering with the same piece of text to see how it looks best. Just select what you want and LisaWrite automatically centers or rejustifies the text for you.

LisaWrite Specifications

Basic learning time:
- Less than 30 minutes.

Maximum document size:
- Dependent upon available disk space.
- Maximum width of text is 14 inches (355 mm).

Text viewing area:
- Dependent on typestyle chosen (e.g., 31 lines by 86 characters with 15-pitch style).

Editing:
- To insert text just select with the mouse and type.
- Edit any length text:
  - single characters, words, or paragraphs.
  - multiple characters, words, or paragraphs.
  - entire documents.
- Cut and paste.
- Copy, move, delete.
- Search and replace
  - global and selective.
  - "wildcards" can be used.
- Editing is done the same way as in other Lisa applications.

Formatting:
- All formatting appears on display screen exactly as it will appear on paper.
- Margin justification: left, right, left and right.
- Automatic centering.
- A variety of typestyles, including:
  - proportionally spaced.
  - two large presentation sizes.
  - bold, italic, and underlined, in any combination.
  - all styles available in subscripts and superscripts.
- Line spacing:
  - single, line and a half, double, or triple.
  - spacing between paragraphs can be varied independently.
- Tabs:
  - flush left, flush right, centered, decimal.
- Tab fill patterns: periods, dashes, underlines.
- Headers and footers:
  - can be multiple lines long.
  - can be placed anywhere on the page.
  - can include automatic page number.
- First-line margin for outdenting and indenting paragraphs.
- Page breaks: automatic or manual.
- "Conditional page" feature protects block of text or table from being broken across pages.

Special features:
- Move LisaCalc model into LisaWrite in three easy steps.
- UNDO function cancels effects of last operation.
- REVERT TO PREVIOUS VERSION undoes all changes made to the document since it was last saved.
- PREVIEW function:
  - quickly paginates document.
  - shows page breaks, page numbers, headers, and footers in place.
- Split-screen feature:
  - lets you split screen vertically or horizontally to let you see different parts of documents or cut and paste between documents.
  - view more than one document on the screen at once.
- Scrolling:
  - next line.
  - next screenful.
  - go directly to any part of document.

Printing:
- "What you see is exactly what you get" fidelity.
- Apple's high-resolution Dot Matrix Printer (160 x 144 dots per inch; 6.2 x 5.6 dots per mm).
- Apple's Daisy Wheel Printer.
- Paper can be:
  - 8½ x 11 (215 x 279), 8½ x 14 (215 x 355), or 11 x 14 (279 x 355 mm) inches.
- Print one or multiple copies.
- Print whole document or selected pages.
- Print in horizontal or vertical formats.
- Background printing enables you to print one document while working on another.

Documentation:
- Brief orientation guide to get you started in 30 minutes.
- Complete reference guide.
- Extensive step-by-step tutorial.
- Handy reference card.

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