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Introduction to Lotus AmiPro 3.1 for Windows

Course Objectives

- U Explore Lotus AmiPro for Windows
- U Understand Lotus AmiPro Screen Layout
- U Create, Save and Display AmiPro Documents
- U Change the Appearance of AmiPro Documents
- U Work with AmiPro's Page Layout
- U Work with AmiPro's Outline feature
- U Print an AmiPro Document

Your Objectives for this course:

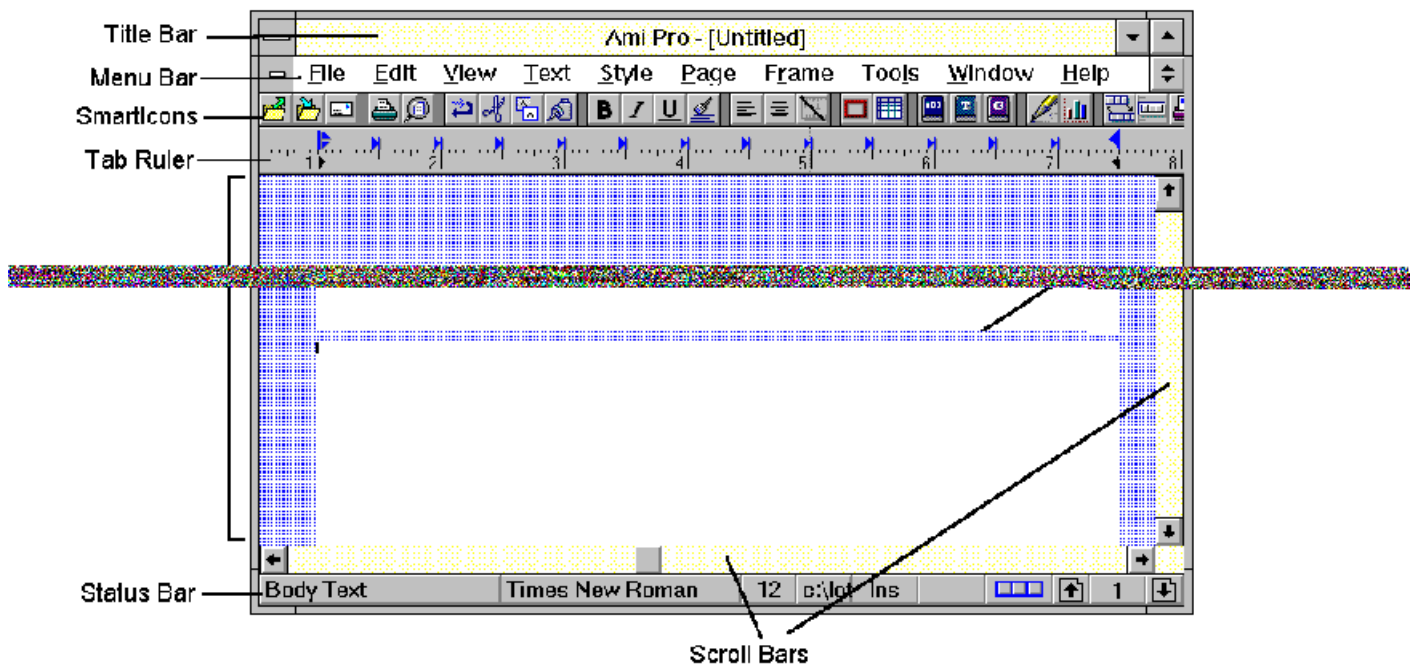
Overview

What is Lotus AmiPro for Windows?

AmiPro is the word processing part of Lotus' suite of products. By using the same look and feel of their other products, like the Lotus 1-2-3 spreadsheet program, their goal is to get you working as fast as possible. Since AmiPro has many of the same features, and is compatible with Lotus 1-2-3, you should find this wordprocessor easy to learn, and powerful. Since AmiPro adheres to all the conventions of Microsoft's Windows program, you'll find much of the wordprocessor intuitive and visually appealing.

With out any further ado, let's begin with the overall AmiPro screen layout.

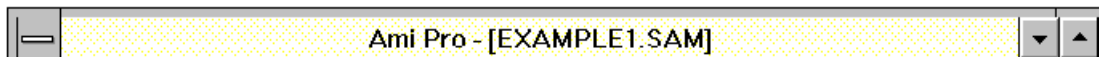
Parts of the AmiPro Window



The AmiPro window consists of six main areas.

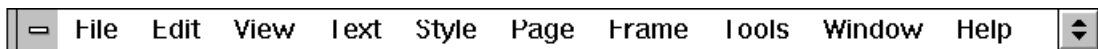
- U Title Bar
- U Menu Bar
- U SmartIcons
- U Tab Ruler
- U Text Window
- U Status Bar

Title Bar



The **Title Bar** displays the name of the program (AmiPro) and the name of the current, opened document. Also, the **Title Bar** will display on-line Help messages when you've chosen a menu or menu command.

Menu Bar



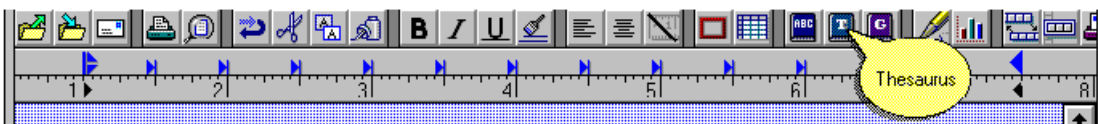
The **Menu Bar** is where you can access many of the powerful features of AmiPro. You may either use your mouse pointer to select the pull down menu choices, or you may use the [ALT] key and the underscored hot key. For example, to access the **File** pull down menu, you would hold down the [ALT][F] together.

SmartIcons



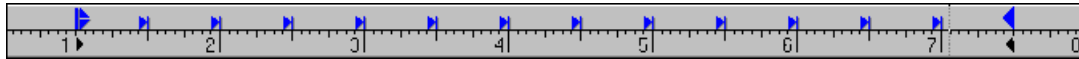
SmartIcons are buttons that give you quick access to some of AmiPro's functions, commands or macros. Lotus has chosen the set of **SmartIcons** that you see as the default, because they have determined that these were the features that you'll probably use the most.

Help Balloons



A nice feature to **SmartIcons** is that if you just move your mouse pointer on to one of the buttons, a quick help balloon will pop up. Here is an example of what happens when your mouse pointer rests on the thesaurus button. Since there are other sets of **SmartIcons** available, sometimes you won't be sure what a button does by its picture. These quick help balloons will help you understand what the button does.

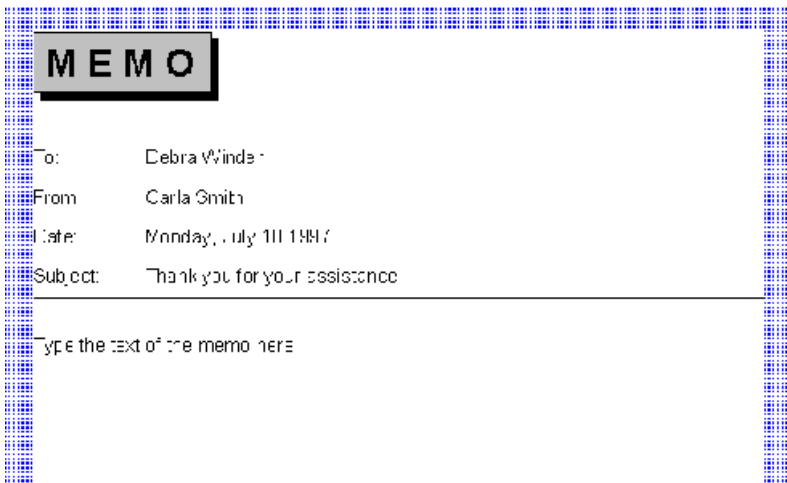
Tab Ruler



In AmiPro, tabs are set in the **Tab Ruler**. AmiPro allows you to change and set tabs in your text by changing the locations of the blue triangles. As you can see, the default tab settings are at every half inch.

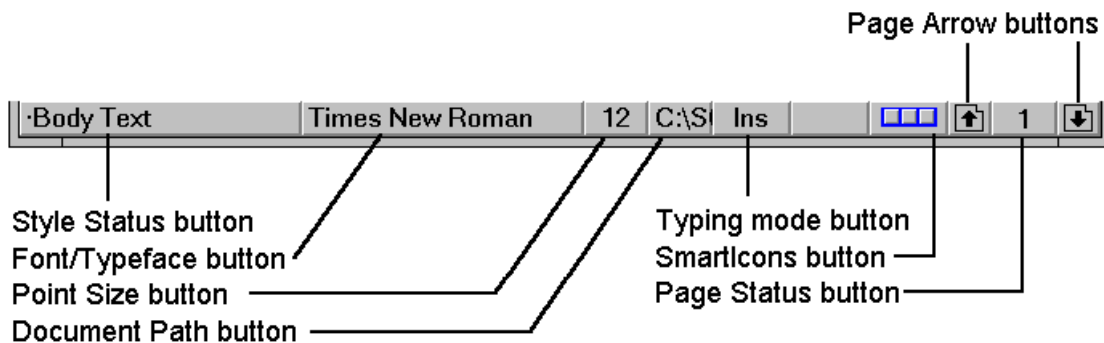
We'll learn more about how to change the tab settings when we work with the **Tab Ruler** later on this course.

Text Window



The **Text Window** is where we will spend our time typing and displaying our actual documents. The shaded area you see around the text is a visual representation of your top, left and right margins. Your view of the document can be changed in such a way as to eliminate the display of the margins, but we'll learn more about that later.

Status Bar



The Seven Different Buttons on the Status Bar.

- # **Style Status button**
- # **Font/Typeface button**
- # **Point Size button**
- # **Document Path button**
- # **Typing mode button**
- # **SmartIcons button**
- # **Page Status button**
- # **Page Arrow buttons**

Style Status button

If you click on the **Style Status button** you will get a display of the available paragraph styles. You may choose one of the listed paragraph styles to be assigned the current paragraph your cursor is on.

AmiPro will also display the current paragraph style here (depending on where your blinking cursor is and what style you have in effect at the time).

Font/Typeface button

Click this button to get a quick display of the available font/typefaces available to you. If you choose from the font list, when you type from then on, your text will be in that font. If you select text first, and then choose a different font, the selected text will be converted over to that font. We'll find out later on how to select text.

Your list of fonts/typefaces will depend upon what printer you have selected. It is not uncommon now-a-days for Microsoft Windows (or your laser printer) to have hundreds of different fonts to choose from. We'll explore some of these fonts later on.

Point Size button

Click on the **Point Size button** and you will see a display of the available font sizes. A point is exactly 1/72". A typical, readable font size is twelve (12) points. Usually if you go smaller than eight (8) points, the text is unreadable.

Document Path button

Click on this button to switch between displaying the path, the current date and time, or the position of the insertion point.

Typing Mode button

Click the **Typing Mode button** to switch between Insert (Ins), Typeover (Typ), and Revision Marking (Rev) modes.

SmartIcons button

If you click on this button, you will see your different choices for **SmartIcons** sets. You can choose one of sets (depending on what type of activity you're in). You can even choose to hide the **SmartIcons** altogether.

Page Status button

If you click on this button, you will get what's called a **Go To** dialog box asking you what page you'd like to go to.

Page Arrow buttons

By using these buttons, you may move the insertion point one page, up or down.

Exercise 1: Exiting AmiPro

Step 1. Click on the **F**ile pull down menu.

Step 2. Choose **E**xit

or,

Click on the word Exit or hit the [**X**] key)

If you had created or changed a document, AmiPro would have asked you for a name or whether or not to save the previously changed document.

Exercise 2: AmiPro Help

To access AmiPro's help, you may do one of the following:

- Step 1. Click on the **H**elp pull down menu
 or,
 [ALT][H] keys to access the pull down menu
 or,
 [F1]

Getting used to the [F1] key is probably the best, because no matter where you are in AmiPro, pressing [F1] will get you direct access to help. Using the [F1] key is great because it is a Windows standard.

No matter what Windows software program you're in, pressing [F1] will get to help.

AmiPro's Help gets GUI!



As you can see, AmiPro's help has gone GUI (Graphical User Interface). To better assist you, the different parts available in help are now just a button click away.

To access any part of the help program, just move your mouse pointer to the button, and click on it.

AmiPro has tried to anticipate your areas of interest or trouble by organizing its help around twelve main topics.

There's even a help on help, just in case.

Below is a short description of each help area.

It is expected if time permits in class, that you should explore AmiPro's help system.

How Do I?

Displays a list of commonly asked for AmiPro functions, from which you can gain access to Help topics that explain those functions.

Getting Started

Gives you a basic overview of AmiPro and its functions.

What's New

Provides information on the new and improved functions in AmiPro and the major differences between this version and previous versions.

Shortcuts

If you're looking for shortcuts in AmiPro look here. **Shortcuts** gives you access to two different sets of shortcuts, **Keyboard** or **Mouse** depending on what kind of user you are.

SmartIcons

There are many different sets of **SmartIcons**. So many that AmiPro needs its own help just for it. You'll find examples of all the different sets of icons and what each button does. The following is a main list of the sets of **SmartIcons** you'll see:

- # File Menu SmartIcons
- # Edit Menu SmartIcons
- # View Menu SmartIcons
- # Text Menu SmartIcons
- # Style Menu SmartIcons
- # Page Menu SmartIcons
- # Frame Menu SmartIcons
- # Tools Menu SmartIcons
- # Table Menu SmartIcons
- # Window Menu SmartIcons
- # Help Menu SmartIcons

AmiPro Window

Helps you become more familiar with the parts of the AmiPro window. What's nice is that you can specify which parts of the AmiPro window you want to display, or you can hide all of the parts of the AmiPro window.

Menus

Gives you a complete listing of the different pull down menus. Watch out, it may seem to be almost in alphabetical order, but it's not. Still very useful if you want to know what a certain menu does.

Macros

Includes information about the Macro Language, including different macro functions, syntax and examples.

Document Sharing

Document Sharing is a special Lotus Notes database that enables you to create, store, and track documents in a central location with a high degree of efficiency.

Help on Help

Gives you quick access to learning the help system.

Error Messages

Gives you an alphabetical set of buttons to jump immediately to any error messages you may have gotten while in AmiPro. It is not a complete list of all errors you may encounter, but it does beat breaking out a manual.

Customer Support

Gives you access to the different customer support options that Lotus offers to its customers. Customer support options range from direct voice phone numbers to Fax line to even **CompuServe** forums.

Note: If you have any computer problems, you should first contact your local computer support (usually called the System Administrator) technician and make sure that they can't help you first before calling any of the Lotus' customer support numbers.

Exercise 3: Creating a New Document

In this exercise we will learn the following:

- U Create a new document
- U Choose an appropriate AmiPro Style
- U Type a simple memo
- U Save our document
- U Save our document with a password
- U Close our document

Before beginning this exercise, make sure that AmiPro is running.

When we are done with this exercise, we will have a memo that looks much like the following (instead of Carla's name, you can put your own in):

MEMO

To: Debra Winder
From: Carla Smith
Date: Monday, July 10 1997
Subject: Thank you for your assistance

I would like to thank you, Debra for your assistance on last month's Rose Parade.

What with all the other arrangements and deliveries, I could never have done so much without you. Our company has a real go getter working for us, and I appreciate all the hard work you put in on the project.

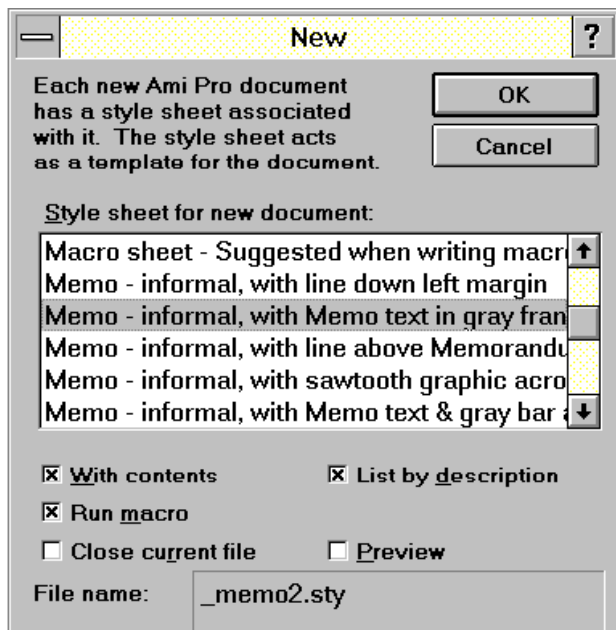
Please let me know if there is any thing I can help you with.

Sincerely,
Carla Smith

Step 1. Click on **F**ile from the pull down menu,
or
Hit [ALT][F]

Step 2. Click on **N**ew...
or
Hit [N]

You should see something like the following screen:



Explanation: Before you can create a new document, AmiPro asks you to select a **Style Sheet** to help determine the appearance of your new document. The **Style Sheet** screen gives you the chance to choose a pre-defined layout. These templates include over sixty different initial layouts to choose from.

When you first begin, AmiPro has one certain **Style Sheet** highlighted. This style is:

Default - most frequently used paragraph style.

This style is the most basic template, and has nothing special in it. You would choose this style if you wanted to type in a free form document.

Note: *We will not be using this style. We will be using a memo style sheet.*

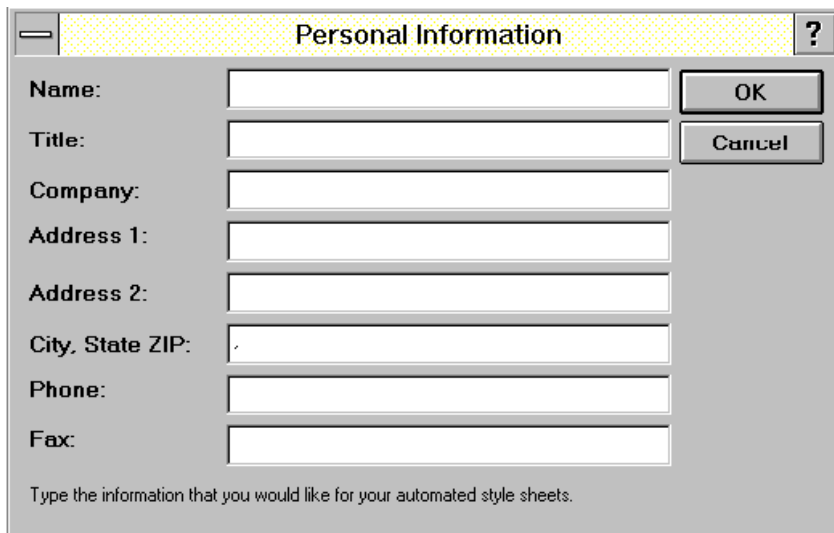
Step 3. From the scrollable list of styles scroll down to:

Memo - informal, with Memo text in gray frame.

Step 4. Click on the [OK] button.

Explanation: The first time that you are in AmiPro and you create a new document like this memo, AmiPro will ask you for some information about yourself. You'll only have to enter this information once, because it will be stored as an initial information file either on your local hard drive, or on your network.

You should see something like the following dialog box:



Step 5. Type your name in the **Name:** box.

Step 6. Hit the [TAB] key to move to the next box.

Step 7. Fill in the rest of the boxes with your personal information.

Step 8. When you're done, click on the [OK] button.

WARNING: DON'T HIT THE [RETURN] KEY!

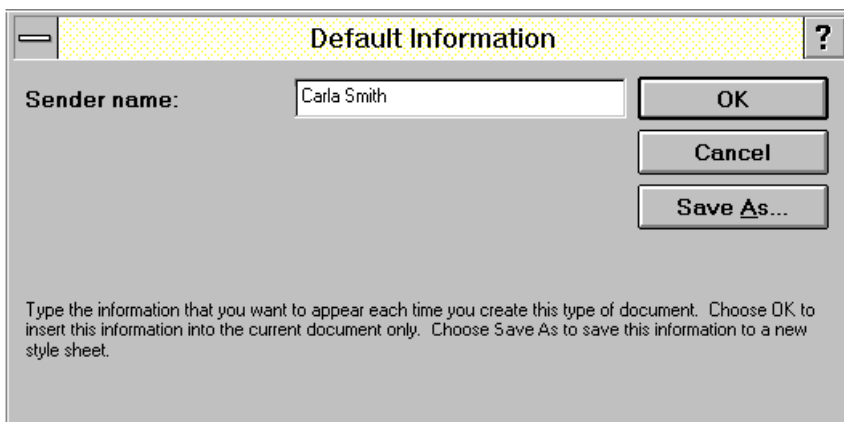
Use only the [TAB] or [SHIFT][TAB] keys to move from field to field. If you hit the [RETURN] key, AmiPro will automatically take whatever you have typed to that point and move on to the next dialog box. It is almost impossible to get back to this **Personal Information** dialog box once you've left it.

Step 9. Click on the **[OK]** button, or,

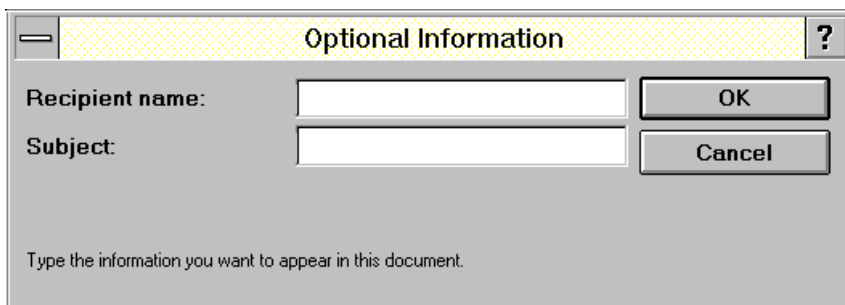
Step 10. Fill out the **Default Information** dialog box if you want to change the **Sender name**.

Explanation: In this case, AmiPro is asking who the sender is. AmiPro defaults to the sender who was entered under personal information. If you wanted to change information, just move your mouse pointer to the name (Carla Smith in this example). The mouse pointer will change from a pointer to an I bar. Once it's an I bar, click once. A straight line cursor will appear within the name text. Use the **[DELETE]** or **[BACKSPACE]** to remove the current information, then type in the new name.

Then click on the **[OK]** button.



The **Optional Information** dialog window pops up.



Step 11. Type the memo's recipient.
Hit the **[TAB]** key to go to the subject line.

Step 12. Type the subject of the memo.
Click on the **[OK]** button when you're done.

Explanation: If you wanted to leave this information blank, you could have accepted the blank information by just clicking on the **[OK]** button.

Note: Notice that the typing cursor is just after the “Type the text of the memo here” sentence.

MEMO

To: Debra Winder
From: Carla Smith
Date: Monday, July 10 1997
Subject: Thank you for your assistance

Type the text of the memo here.

Step 13. Hit the [BACKSPACE] key several times to remove the text.
Type the rest of the letter. (Refer to the beginning of this exercise for the text to type.)

Now we should save our document.

Step 14. Click on the **F**ile pull down menu.
Choose **S**ave...

You should see something like the following:

Note: *Notice that the dialog box does not say Save but instead Save As. The first time that you tell AmiPro to save your file, because it does not have a name, AmiPro gives you the Save As dialog box.*

Also, AmiPro will want to automatically give your file names an extension of **.SAM**.

Step 15. Type the file name **MEMO1.SAM**
 Click on the **Password protect** check box.
 Click within the **Document description:** box and type a short description of your memo.
 Click on the **[OK]** button when you're done.

Note: *To make sure you know where your files are being saved, you need to either change or make a note as to what drive (A:, B:, C:, etc.) and directory/folder AmiPro is placing it. In this example, MEMO1.SAM will be saved on the C: drive, in the subdirectory \LOTSUITE\AMIPRO\DOCS*

You should see the **Password protect** dialog box.



Step 16. Type in **DEBRA** as your password.
 Click on the **[OK]** button

You should see the **Password Verify** dialog box next.



Note: *Notice that this dialog box comes with a warning. You must realize that if you forget this password, then the file will not be accessible by you. In this example, we didn't use a very secure password. Of course, you don't have to use a password, but in this example, we wanted you to see how it was done.*

Step 17. Re-type in **DEBRA** as the verification.
Click on the **[OK]** button.

Your file has now been password protected. Only you or a person knowing the password can access this file.

Let's close the document and re-open it.

Step 18. Click on the **F**ile pull down menu.
Click on **C**lose from the pull down list.

Note: **Because our file was already saved, AmiPro did not ask to save it again. If we had modified the file, AmiPro would have asked us to save it again (or give a different name).**

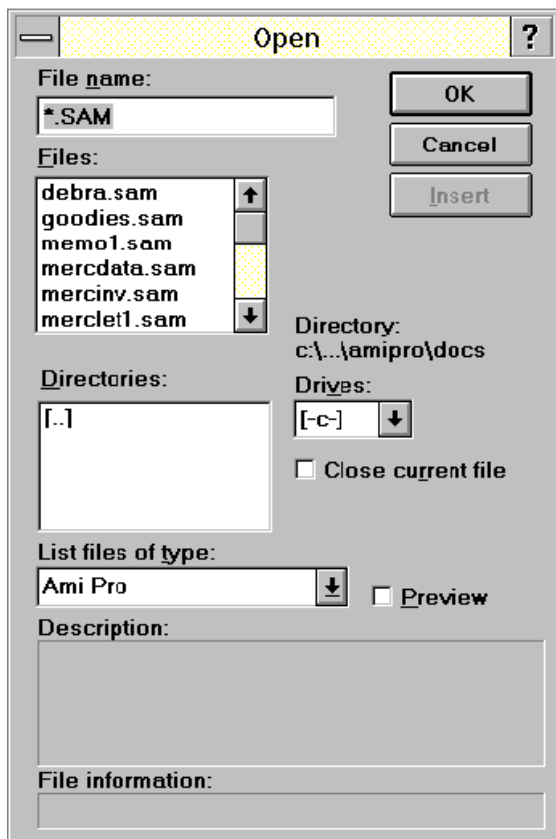
You should have a blank screen now.
Next, we will open the memo file again.

Step 19. Click on the **F**ile pull down menu.

Note: **At the bottom of the File pull down menu, you should see a small list of files, just below the Exit choice. Notice that this list represents what AmiPro thinks was the last, most recent files that it has opened. To choose your file, you would just click on it once, and AmiPro would open the file for you.**

Step 20. Click on **O**pen.

You should see the following:



This is the **O**pen dialog box. You may think of it as the place you get a list of your files (like **List Files** in WordPerfect).

Currently, AmiPro doesn't know which file you're looking for, so it has ***.*SAM** in the place of where you'll either type your file name, or, from the scrollable list of **F**iles: you may choose your file.

Notice that you may change to other **D**irectories: and/or change to other drives.

The default directory is
C:\LOTSUITE\AMIPRO\DOCS

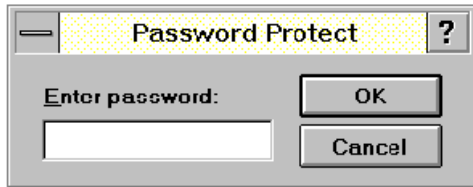
The default drive in this example is **[-c-]** or the **C:** drive.

To choose a file all we have to do is single click on a file (from the list) and then click on the **[OK]** button.

Notice that when we choose a file, the file **D**escription: shows up in the box at the bottom of this screen. This description can help us to choose our file.

- Step 21.** Click on the **MEMO1.SAM** file.
Click on the **[OK]** button.

You should see something like the following.



- Step 22.** Type in your password.

Click on the **[OK]** button.

The **MEMO1.SAM** file should now be your current, opened document.

We will leave this document open for our next exercise.

AmiPro Keystrokes to Editing a Document

In this exercise we'll practice the following:

- U** Navigate AmiPro document using keyboard shortcuts
- U** Edit document text
- U** Select text
- U** Learn how to use Undo

AmiPro has several different keyboard shortcuts for moving the text insertion point (cursor) in your documents. Many of these shortcuts requires two keystrokes. If the movement requires two keystrokes, hold down the first key and then press the second key.

Action	Keystrokes
Move down one line	9
Move up one line	8
Move down one page	[CTRL][PG DN]
Move up one page	[CTRL][PG UP]
Move down one screen	[PG DN]
Move up one screen	[PG UP]
Move left one character	7
Move right one character	6
Move left one word	[CTRL] 7
Move right one word	[CTRL] 6
Move to the beginning of the line	[HOME]
Move to the beginning of the document	[CTRL][HOME]
Move to the beginning of the next sentence	[CTRL]. (period)
Move to the beginning of the paragraph	[CTRL] 8
Move to the beginning of the previous sentence	[CTRL], (comma)
Move to the end of the line	[END]
Move to the end of the document	[CTRL][END]
Move to the end of the paragraph	[CTRL] 9

Using the mouse to move the insertion point

Explanation: You can move the blinking cursor (text insertion point) to new locations by using the mouse pointer. Notice that when the mouse pointer is in the text portion of your document, the pointer turns from an arrow to an I bar. This is standard in all Windows based software.

If you move your mouse pointer (I bar) to another location in your document, and then click once, the text insertion point will jump to your new location.

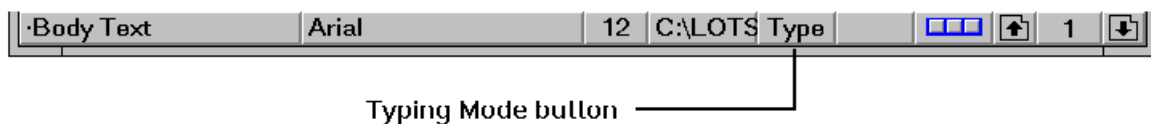
Step 1. Move your insertion point by clicking in different places with the mouse pointer.

Typing Modes

AmiPro provides three modes for typing text. They're listed in this table.

Insert	Your text appears at the position of the insertion point and any existing text moves over.
Typeover	You type over existing text.
Revision marking	The editing changes you make appear with attributes and colors so that you can keep track of revisions made to the document.

Typing Mode Button on Status bar



Step 2. Using your mouse pointer, go to the **Typing Mode** button and click on it to change it.

Exercise 4: Changing an existing document

Removing Text

Action	Keystroke
Remove text to the right	[DEL]
Remove text to the left	[BACKSPACE]
Remove word to the right	[CTRL][DEL]
Remove word to the left	[CTRL][BACKSPACE]

Look at the following changes in our memo. Use the previously discussed cursor movement and text removal keystrokes to make the necessary changes. Use this example as a guide to make your changes.

Step 1. Change the memo to match this one.

To: Deboie Winger
 From: Carla Smith
 Date: Monday, July 10 1997
 Subject: Your Assistance

I would like to thank you, Debbie for your assistarce on last month's Rose Parace.
 This last week has been so productive. The project needed your special talents.
 What with all the other arrangements and deliver es, I could never have done so much without you. Our company has a real "go getter" working for us. I appreciate all the hard work you put in on the project.
 I'm putting you in for a raise
 Please let me know if there is any thing I can help you with.
 Sincerely,
 Carla Smith

When you are done making your changes:

Step 2. Click on the **F**ile pull down menu, Click on **S**ave **A**s...

Step 3. Type **MEMO2.SAM** as the new file name. Do not close your document, we'll need it for the next exercise.

Exercise 5: Using the Undo

AmiPro (and all the Lotus Suite of products) has a very nice feature, called **Undo**.

The **Undo** feature will undo (or undelete) the last command or action you've done.

For this exercise, we'll need to delete some text so we have something to Undo.

There are two ways to access **Undo**:

1. Click on **Edit**, and choose **Undo**

or,



2. Click on the Undo button on the SmartIcon bar.

Step 1. Move the insertion point just before the word **I'm** on the fourth line from the bottom.

Step 2. Delete the entire line of text.

Step 3. Click on the **Undo** button (or choose **Edit, Undo**).

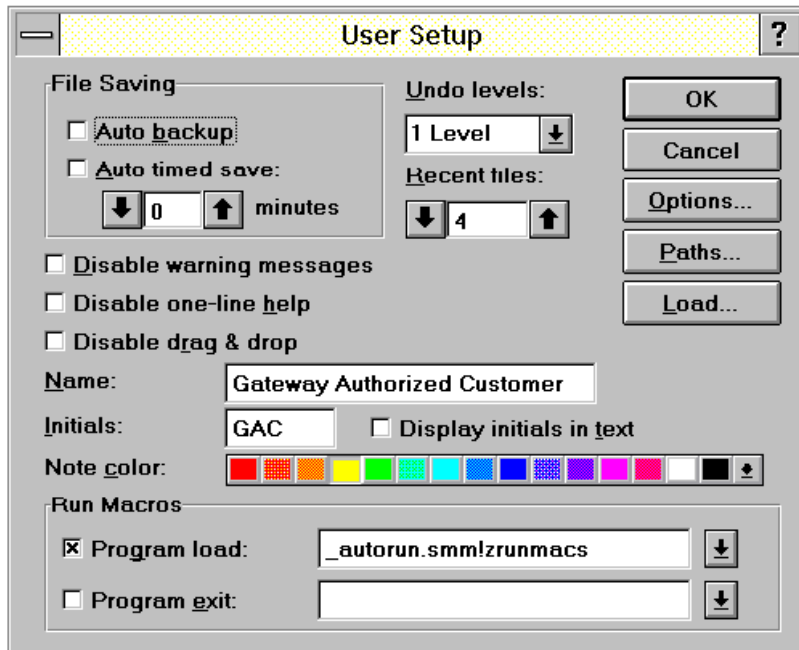
Step 4. Click on the button again. AmiPro will undo the undo.

Note: At this time Undo will only undo the very last thing. One level of undo is AmiPro's default number. The next exercise will show you how to increase the levels of undo.

Exercise 6: Changing the Number of Levels of Undo.

- Step 1.** Click on **Tools**
Click on **U**ser Setup...

You should see the following screen:



The default number of **Undo levels:** is one.

- Step 2.** Click on the  to the right of the **1 Level**.
Click on **4**  **Levels**.

Note: Because Undo is important to your peace of mind, when you get back to your personal workstation, you may want to immediately set it to 4 Levels.

Note: Because having AmiPro automatically backup your the file you're working on is also important, we suggest you turn on the backup feature.

- Step 3.** Click on the **A**uto **b**ackup feature box.

- Step 4.** Set the number of minutes to 15.

- Step 5.** Click on the **[OK]** button.

Exercise 7: Changing the Appearance of the Page

Page Layout Defined and Described

In AmiPro the **Page Layout** includes all page formatting information and controls the way the overall page will look and print. A standard page layout is included in the style sheet that you select when you first start a document.

A **Page Layout** includes many of the following:

- # Left, right, top and bottom margins
- # Left, right, center, numeric and leader tabs
- # Columns and the space between columns (called gutter width)
- # Page size and orientation (portrait vs. landscape)
- # Headers or footers, and their respective margins, tabs and columns
- # Placement and style of lines around the page and between columns

In this exercise we will learn to do the following:

- U Change the margins
- U Add lines around the page

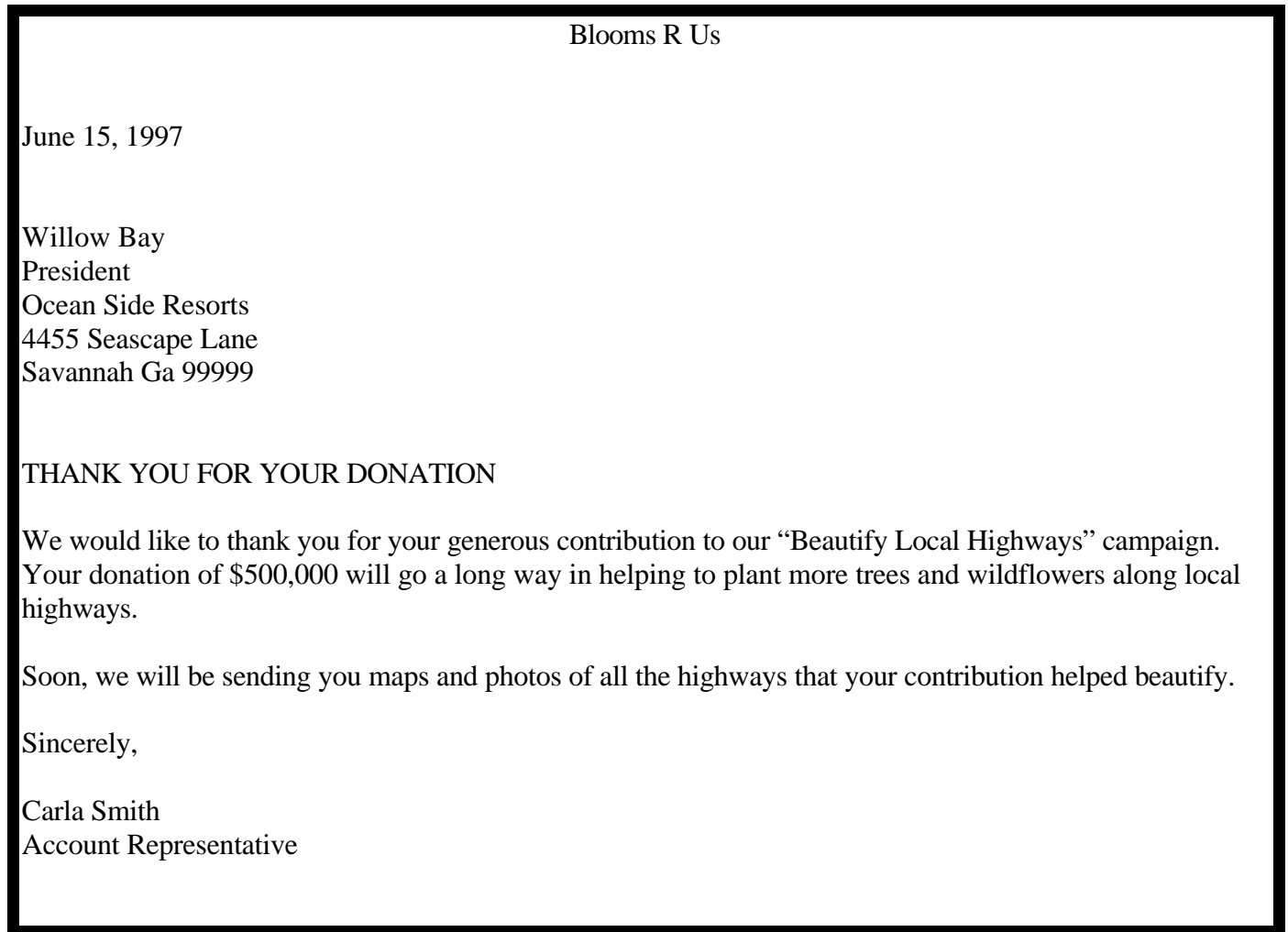
On the next page, you will see what our goal document should look like.

We will create a new document, using a particular **Letter Style**.

Once the document is typed, we will decrease the margins, and add double lines around the page.

Note: *Remember that you have already previously entered your personal information. It will probably not match that of our fictitious Carla Smith.*

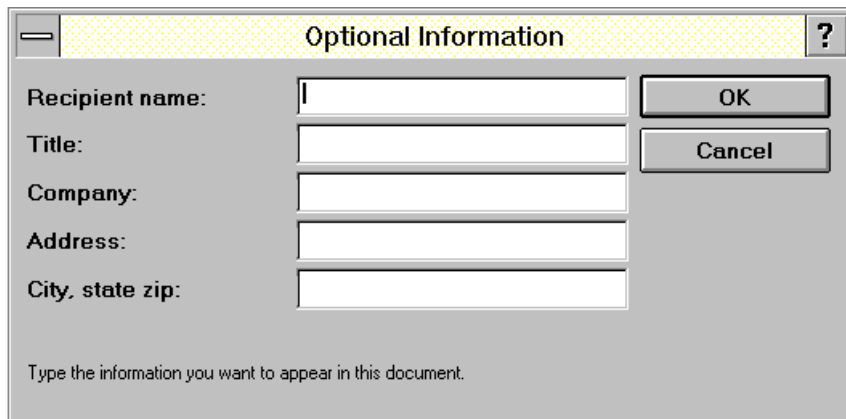
Use this as a guide for this exercise.



Suite 100, 1234 Red Rose Lane•Tallahassee,Florida 32301•Phone (904)555-1212•Fax (904)555-1213

- Step 1.** File pull down menu,
 New... choice
- Step 2.** Choose the **Letter - business, with Globe graphic**
 Click on the **[OK]** button
- Step 3.** Click on the **[OK]** button (if the **Default Information** is correct).

You see the following screen asking for the recipient information.



Note: Use the [TAB] key to move from field to field.

Step 4. Type the following:

Name: **Willow Bay**
 Title: **President**
 Co.: **Ocean Side Resorts**
 Address: **4455 Seascape Lane**
 City, St. Zip: **Savannah, Ga. 99999**

Step 5. Click on the [OK] button.

You should now have a one page letter addressed to Willow Bay. You'll find that AmiPro has already placed your name and address in the letter.

Step 6. Use the example letter at the beginning of the exercise to finish typing this letter.

When you're done, we'll modify the **Page Layout** to reflect the following:

Left Margin = .5 inches
 Right Margin = .5 inches
 Top Margin = .5 inches
 Bottom Margin = .7 inches

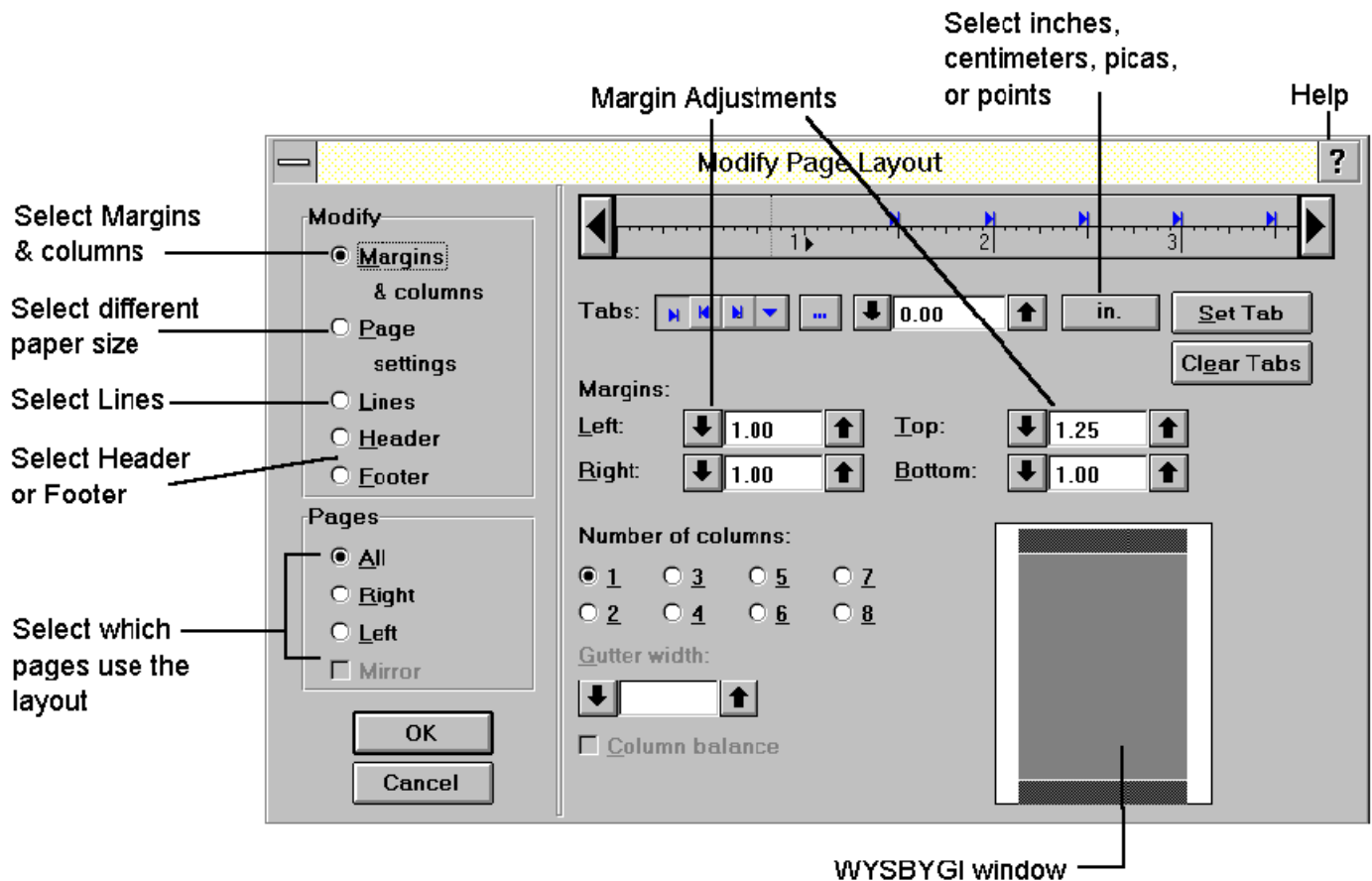
and,

Inside border with double lines

To modify the **Page Layout** we'll do the following:

- Step 7.** Click on **Page** pull down menu.
Click on **Modify Page Layout...** dialog choice

Here are highlights of the **Modify Page Layout** screen:



Let's first change the page's margins.

- Step 8.** Move your mouse pointer to the **1.00** in the **Left** margin field.
Click once.
Type **.5** (you may have to use the **[BACKSPACE]** or **[DELETE]** key first)
- Step 9.** Hit the **[TAB]** key to move to the **Right** margin field.
Type **.5** (you may have to use the **[BACKSPACE]** or **[DELETE]** key first)
- Step 10.** Hit the **[TAB]** key to move to the **Top** margin field.
Type **.5**

Step 11. Hit the [TAB] key to move to the **B**ottom margin field
Type .7

Note: As you changed the margins, did you notice that the WYSBYGI screen changed to match your choices. The WYSBYGI (What You See Before You Get It) screen gives you an estimate of what the page layout will look like with your changes.

Now we will add the double line border around the inside of the page.

Step 12. Mouse your mouse pointer to the " **L**ines choice.
Click on the " **L**ines.

The **Modify Page Layout** screen changes to this:

Step 13. Click on the **G** All (just under **Around Page**)

This will turn on the lines.

Step 14. Under the **S**tyle, move your mouse pointer to the down scroll arrow.
Click until you see the double thick lines (**4444**)

Step 15. Click on the double thick lines choice.

This will select double thick lines around the page.

Step 16. Click on the **[OK]** button.

Your document should look much like the example at the beginning of this exercise.

Now we should save the letter.

Step 17. Click on the **F**ile pull down menu.
Choose **S**ave...

Step 18. Type **HIGHWAY.SAM** for our file name

Step 19. Click on **F**ile pull down menu.
Choose **C**lose to close our file.

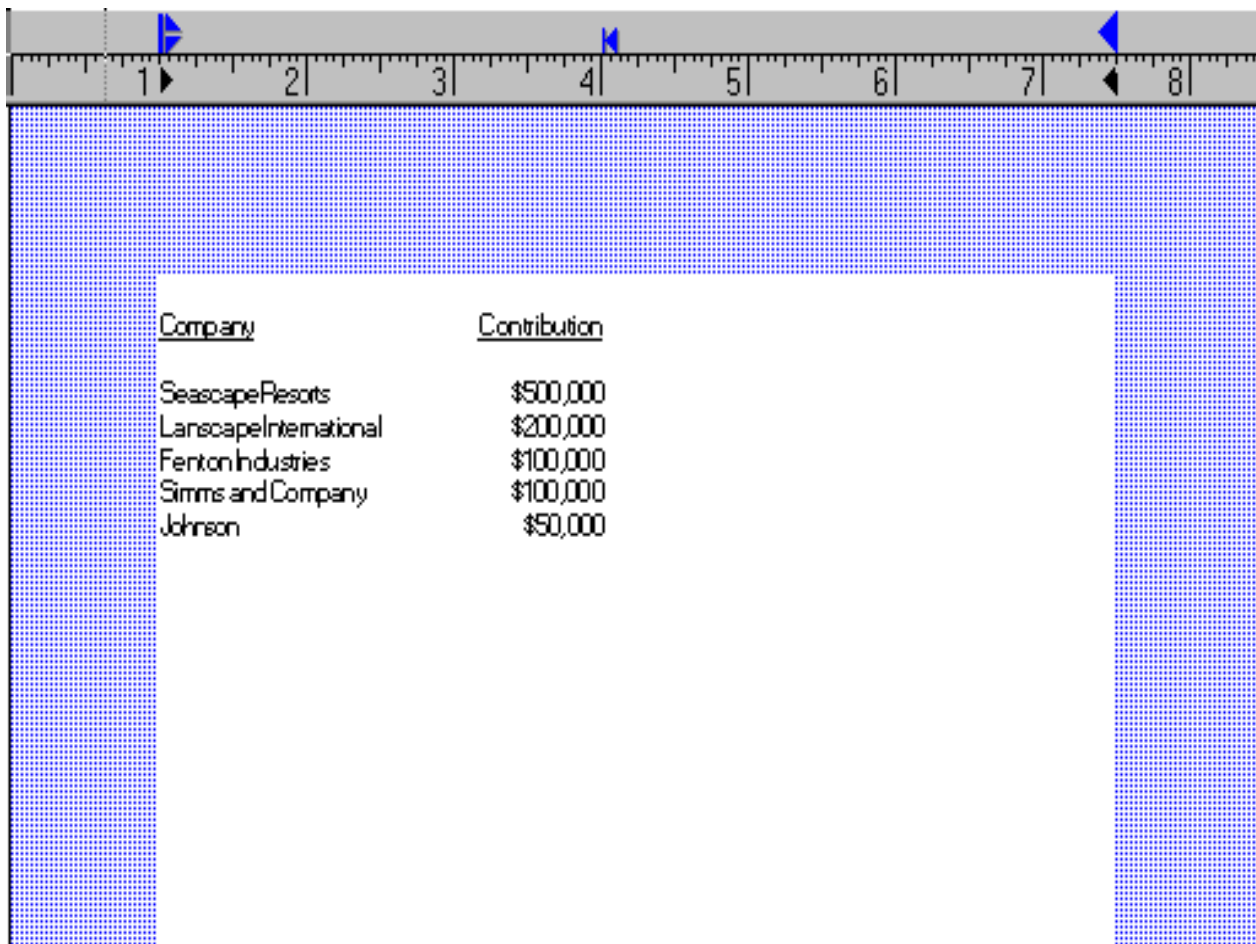
In the next exercise, we'll learn about **T**abs and the **T**ab **R**uler.

Exercise 8: Tabs and the Tab Ruler

In this exercise we'll learn how to change the tab settings on the **Tab Ruler**.

The default tab settings for AmiPro are **Left Tabs** at every $\frac{1}{2}$ inch.

Our goal is to produce a simple document with tabular columns of information, much like the following:



The image shows a screenshot of the Tab Ruler in Lotus AmiPro. The ruler is marked in inches from 0 to 8. A single right tab is positioned at the 4.0 inch mark. Below the ruler, a table is displayed with two columns: 'Company' and 'Contribution'. The table content is as follows:

<u>Company</u>	<u>Contribution</u>
Seascape Resorts	\$500,000
Landscape International	\$200,000
Fenton Industries	\$100,000
Simms and Company	\$100,000
Johnson	\$50,000

Note: *In this document, there is only one tab setting on the Tab Ruler.*

The tab setting is a **Right tab** at the **4.0 inch** mark.

- Step 1.** Click on **F**ile pull down menu
Choose **N**ew file.
- Step 2.** Choose **Default - most frequently used style** for your document style
Click on the **[OK]** button.

You should have a blank document in front of you.

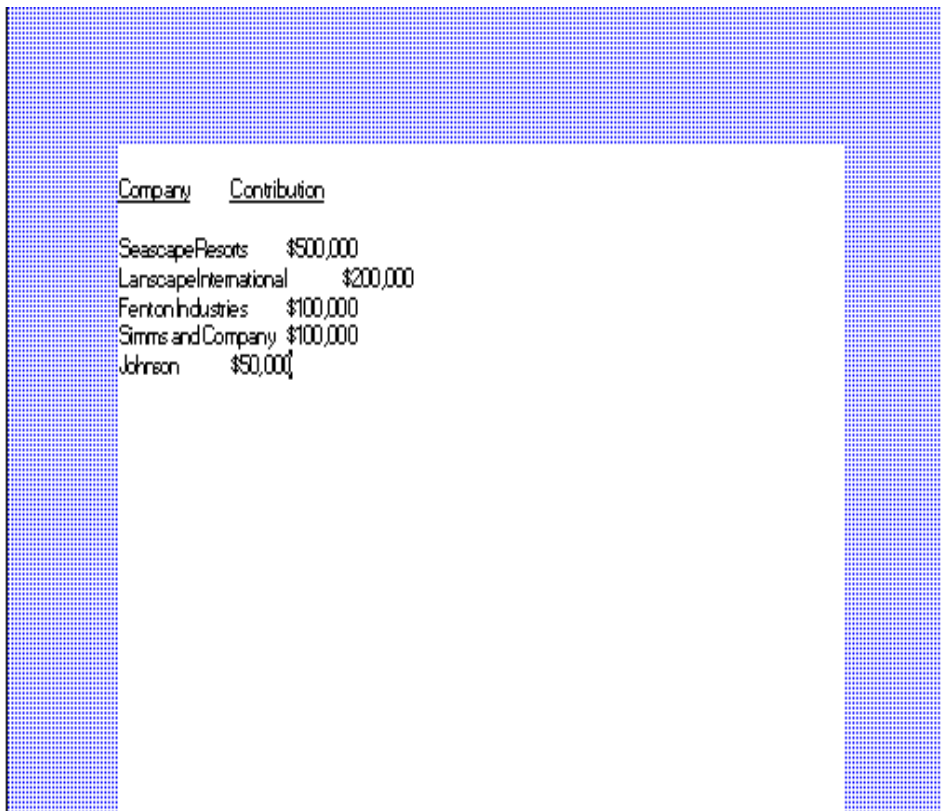
- Step 3.** Using the beginning example, type the necessary information.

Note: Don't attempt to use spaces to align the text columns.

You should only place one [TAB] between the tab columns. Yes, they won't line up as you type. This lesson will show how to make them line up correctly.

Remember, it is good form to strike one tab between columns.

It should look much like the screen below.



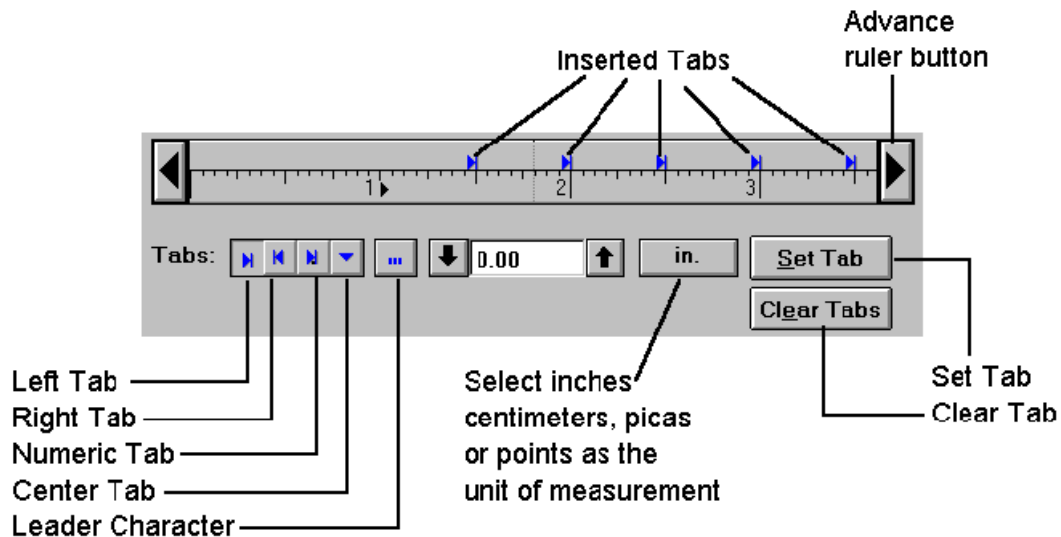
<u>Company</u>	<u>Contribution</u>
Seascope Resorts	\$500,000
Lanscape International	\$200,000
Fenton Industries	\$100,000
Simms and Company	\$100,000
Johnson	\$50,000

After typing the document, we will need to access the **Modify Page Layout** dialog box.

- Step 4.** Click on **Page** pull down menu.
Click on **Modify Page Layout...** dialog choice

Let's focus on the upper right hand corner of the **Modify Page Layout** dialog box.

This is where the **Tab** settings can be changed for the page.



Our goal is to clear all the existing tabs, and place one **Right Tab** at the **4.0** inch mark.

- Step 5.** Click on the [**Clear Tabs**] button

- Step 6.** Click on the **Right Tab** button.

Note: If you can't see the ruler at the 4.0 inch mark, use the Advance ruler button to shift the view of the ruler bar to the right.

- Step 7.** Move your mouse pointer to the 4.0 inch mark on the ruler.

- Step 8.** Click on the ruler at the 4.0 inch mark.

A **Right Tab** mark should appear on the ruler bar.

- Step 9.** Click on the [**OK**] button.

Your document should look like the one in the beginning of this exercise.

- Step 10.** Save your document as **TABS.SAM**

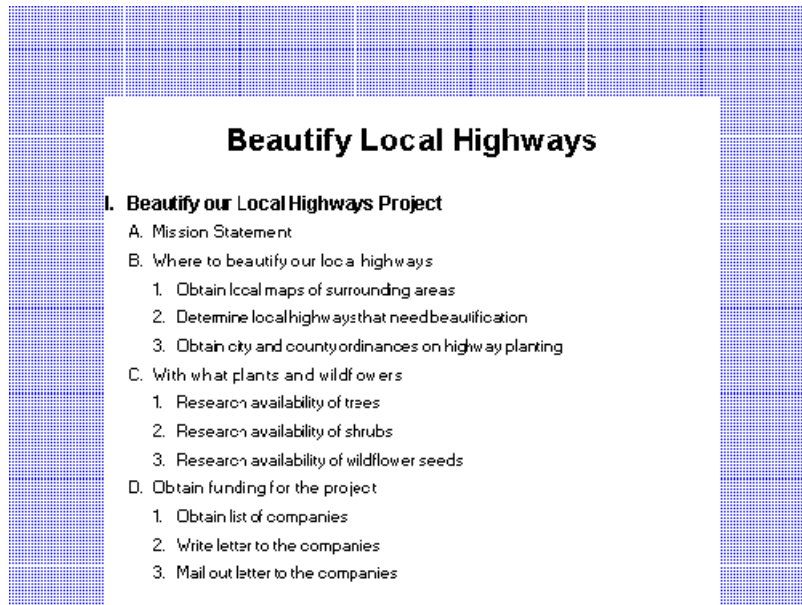
- Step 11.** Close your document.

Exercise 9: Using Outlines in a Document

In this lesson we will learn the following:

- U How to turn on Outline Numbering
- U How to assign a Paragraph Style

The document below is our goal for this exercise:



Outline Numbering

When you do outlines in AmiPro, you can have up to nine (9) different levels. There are two **Quick Numbering** schemes that you can choose from, and they typically meet most people's outline needs.

You may establish your own outline numbering scheme. This scheme is also limited to nine (9) different levels. You may specify what outline levels you want. You can even specify whether to use numbers, letters, and characters.

AmiPro stores these outline settings in what are called **Paragraph Styles**.

Paragraph Styles

In every AmiPro document it assigns a **Paragraph Style** to each paragraph. A **Paragraph Style** includes all text formatting information and determines the way the paragraph text will appear in the document.

You can always tell what paragraph style is in effect by looking at the lower left hand corner of the screen, on the **Status Bar**. On the left side of the status bar, it will tell you what style you're using.

Typically, you will start off using the default, **Body Text** style.

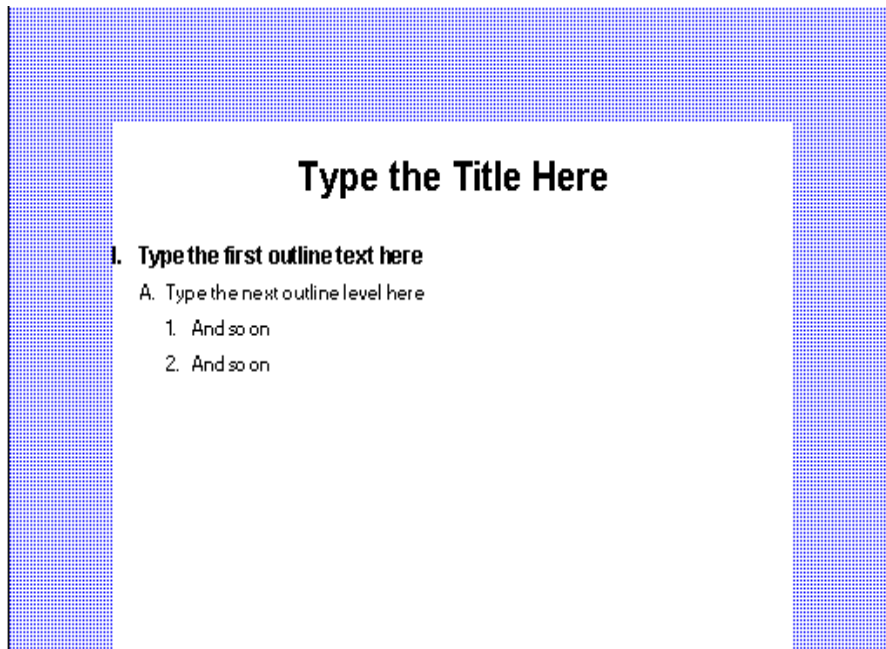
We will start this lesson off by creating a new document, using the AmiPro template called

Outline - most frequently used outline paragraph

Step 1. Click on **F**ile pull down menu.
Choose **N**ew file

Step 2. Scroll down to the **Outline - most frequently used outline paragraph** style
Click on **[OK]** button

You should see something like the following:



Because of the Outline template that we chose, AmiPro has set us up with a base outline to start out with. What AmiPro has also done is give us already created **Paragraph Styles** for each of our parts of the outline.

Note: **Look at the left side of the status bar. Notice that the style is now Title. That's because the text insertion point is on the line/paragraph that has the title in it.**

Step 3. Hit the **[DELETE]** button several times to clear the title line

Step 4. Type **Beautify Local Highways**

Step 5. [**•**] down to the next line.
Hit the **[DELETE]** or **[BACKSPACE]** button several times to clear the line.

Note: Look at the status bar now. The paragraph style is **Outline 1**. This makes sense because you are on the first level of the outline.

Step 6. Type **Beautify our Local Highways Project**
[•] down to the next line.

Step 7. Hit the [DELETE] or [BACKSPACE] key several times to clear the line
Type **Mission Statement**

Note: Look at the status bar now. The paragraph style is **Outline 2**. This makes sense because you are on the second level of the outline.

Step 8. Hit the [RETURN] key when done with that line.

Note: Because we have the current **Outline 2** paragraph style on, every time we hit the [RETURN] key, AmiPro will automatically give us another outline line, with the same level number.

Step 9. Type **Where to beautify our local highways**
[•] down to the next line.

Step 10. [BACKSPACE] or [DELETE] over the line.
Type **Obtain local maps of surrounding areas**

Note: Look at the status bar now. The paragraph style is **Outline 3**. This makes sense because you are on the third level of the outline.

Step 11. [•] down to the next line.
[BACKSPACE] or [DELETE] over the line.

Step 12. Type **Determine local highways that need beautification**
Hit the [RETURN] key when done with that line.

Step 13. Type **Obtain city and county ordinances on highway planting**

Step 14. Hit the [RETURN] key when done with that line.

Now there's a problem. For this line, we don't want to be on **Outline 3** (level 3), we want **Outline 2** (level 2).

Step 15. Move your mouse pointer down to the left side of the status bar (on the style button).

Step 16. Click once.

You should see something like the following:

F2 ·Body Text
F3 ·Body Single
F4 ·Outline 1
F5 ·Outline 2
F6 ·Outline 3
F7 ·Outline 4
F8 ·Outline 5
F9 ·Outline 6
F11·Outline7
F12·Outline8
·Footer
·Title
·Header
·Outline9
·Outline 3

Note: Notice that the paragraph style highlighted is **Outline 3**. We want **Outline 2** highlighted.

Note: Also, notice that each paragraph style has function key associated with it. For example, for **Outline 3** the [F6] key is the hot-key for it. This function key acts as a hot-key for the associated style. Hit the proper function key, and your paragraph style will change to match it.

Step 17. Click on the **Outline 2** choice.

The line on your outline should change from **4.** to **C.**

Step 18. Using your knowledge of **Paragraph Styles**, finish typing your outline using the outline example at the beginning of this exercise.

Step 19. Save your document as **BEAUTIFY.SAM**

Don't close your document.

We'll be using it in the next exercise.

Exercise 10: Changing the Outline Numbers

In this exercise we will learn the following:

U How to change the numbering in Outline Numbering.

Our goal is to change our previous outline to look something like the this:



As you can see, the outline is no longer in the form of:

I, A, 1, I, a

We want to change it to

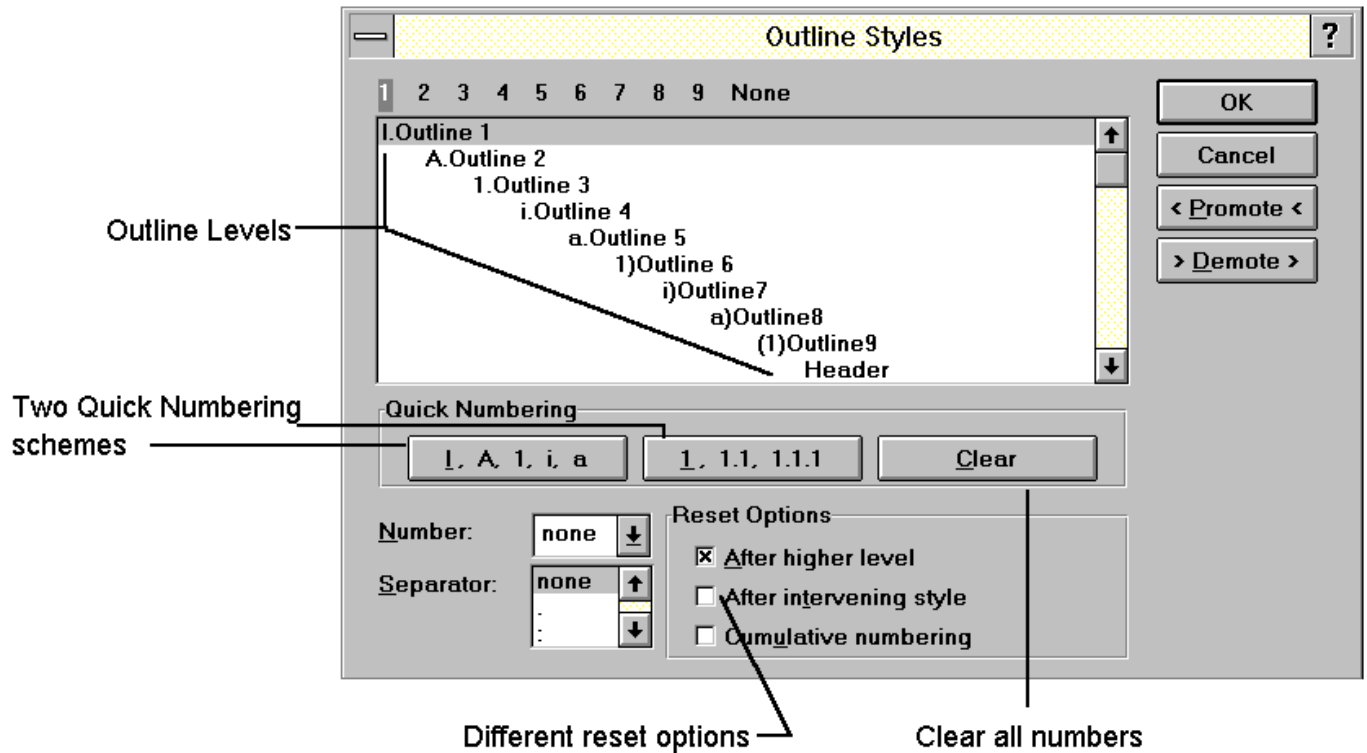
1, a, I,

We will do this by going into the **Style** pull down menu, and accessing **Outline Style** where we can modify the outline style.

Step 1. Click on **Style** pull down menu.

Click on **Outline Style**

You should see something like this:



As you can see, the default outline numbers for this document are the **I, A, 1, I, a** scheme.

Note: There are two Quick Numbering schemes to choose from. These correspond to the most frequently used outline numbers in documents.

We need to learn the numbers first, before creating our own.

- Step 2.** Click on the [**C**lear] button.
- Step 3.** Click on the **Outline 1** line in the Outline levels list
- Step 4.** Click on the **N**umber: scroll list



Step 5. Choose **1.** from the scrollable list.

You have now chosen **1.** for the **Outline 1** level

Step 6. Click on the **9 After higher level** box.

Step 7. Using the techniques from steps 3 through 6, re-number **Outline 2,** and **Outline 3.**

Since that is all we have in our outline, re-numbering down to level 3 should be enough.

Step 8. Click on **[OK]** when you're done.

It should look much like our example at the beginning of this exercise.

Step 9. Save your document.

Do not close your document. We will be using it for the next exercise.

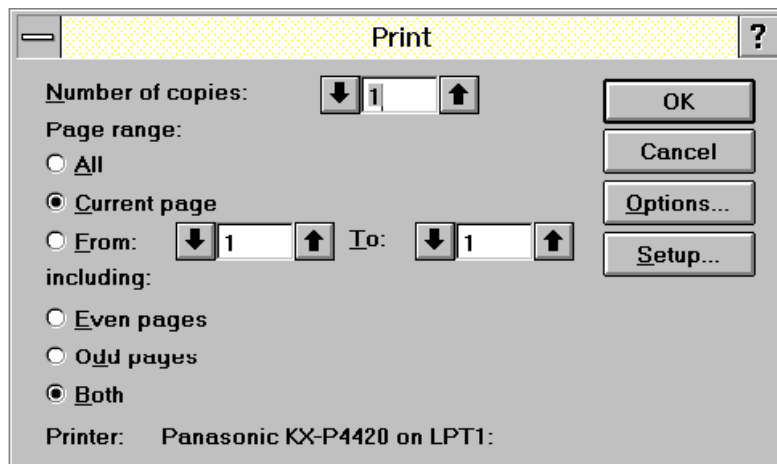
Exercise 11: Printing your document

In this exercise we will learn how to:

U Print the currently opened document.

Step 1. Click on the **F**ile pull down menu.
Click on the **P**rint... dialog choice

You should see something like the following:



As you can see, you may print **A**ll pages, **C**urrent page, or a range of pages. You can even print just the **E**ven pages, or **O**dd pages, or the default **B**oth.

Note: Notice that many of the print dialog box has hot-key access. For example the **C**urrent page has the **C** underlined. This means you could hit the [C] key to choose the current page.

Step 2. Click on the **C**urrent page

Note: If you're on a network, you should notice which printer is selected at the bottom of the Print dialog box. If this is not the correct printer, then cancel out of the Print dialog box.

Step 3. Click on the [OK] button to begin printing.

Changing your printer selection

To change your printer choice, click on the **F**ile pull down menu, and choose **P**rinter **S**etup. From here you will obtain a list of printers that you have available. Scroll up and down until you see the correct printer. Select the printer and choose [OK].

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