Introduction to LyX
or
How to Use these Doc Files!

by the LyX Documentation Team

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1 Navigating the Documentation

Welcome to LyX!

To make it easier to answer your questions and describe all of the features of LyX, the documentation has been split up into several different files. Each one has its own purpose, as described below. Before you go plowing into any of those files, however, you should read this one thoughroughly first, since it contains a lot of useful information and comentary that can save you some time.

WARNING!!!!! WARNING!!!!! WARNING!!!!

Danger, Will Robinson, Danger!

The documentation is ***very*** incomplete at the moment! It is typically one beta version behind the latest release, though not always. Like the program, consider the docs as beta. Everything will be complete for v1.0, promise!

Also, please do me a favor - if anything in these manuals confuses you, is unclear, or wrong, don't hesitate to let me know! You can reach me at "`weissjp@monsoon.colorado.edu`". Please put the words: "`LyX Docs`" somewhere in the subject line. Thanx! *-jw, 5/97*

2 The Format of the Manuals

Some of you may have printed out the manual. Others may be reading it online, within LyX as a file. For those reading online, there are some differences from the printed version. First, the title is simply at the top of the document, not formatted or on a separate page as in some of the printed versions. Nor are any of the footnotes or the Table of Contents visible. There is a popup for viewing the Table of Contents. To open it, select Table of Contents from the Edit menu. To open a footnote, which looks like this,[1] double click on it with the left mouse button.

Now that we've cleared up some of the differences between the printed and online versions of this file, we can start looking at the format of this document. You'll occasionally notice things in different fonts:

- *Emphasized Style* is used for general emphasis, generic arguments, book titles, names of sections of other manuals, and notes from the authors.
- `Typewriter` is used for program and file names, LaTeX code, and LyX code and functions.
- Sans Serif is used for menu, button, or popup names, and the names of keyboard keys.
- NOUN STYLE is used for people's names.

For keys and keybindings, you'll probably get referred to the *Key Bindings* section of the "*Reference Manual*" [the file `Reference.lyx`]. When we do need to reference keys, we'll use the following prefixing convention:

- "C-" indicates the Control- key.
- "S-" indicates the Shift- key.
- "M-" indicates the Meta- key, which on some keyboards will be the Alt- key.
- "F1" ... "F12" are the function keys.
- "Esc" is the escape key.
- "Left" "Right" "Up" "Down": self-explanatory.
- "Insert" "Delete" "Home" "End" "PageUp" "PageDown": these are the 6 keys that appear above the cursor keys on many PC keyboards.

[1] Hi!

- **Return** and **Enter** both refer to the same key. Some keyboards label the **Return** key as "Return," others as "Enter," still others have two keys. LyX treats all of them as the same key, so we'll use **Return** and **Enter** interchangeably.

You'll also see something like "[See the *'Reference Manual'*]" from time to time. We've listed the possible default keybindings for a function in its entry in the "*Reference Manual*," so check there, too.

You will also find footnotes with commentary from various members of the LyX team. Each one begins with "Note from Xxxx:" There's at least one elsewhere in the document from MATTHIAS ETTRICH, creator of LyX. There will also be some from DAVID JOHNSON, who maintains the LyX homepage and maintained an earlier version of this document. When there's a note from them, you'll probably only see their first names, since there'll be several such notes.[2] You can open them by double-clicking on the red "foot" superscript.

3 The Manuals

The following list describes the contents of each of the files in the documentation:

Introduction to LyX [`Intro.lyx`]
: This file.

LyX Tutorial [`Tutorial.lyx`]
: If you've never used LaTeX before, or never even heard of LaTeX, then you should start here.

How Do I ... [`HowDoI-.lyx`]
: This is the LyX usage FAQ [*or it will be, at some point*]. On typewriters and other word processors, there are some pretty common operations which most users are familiar with. Not all of these are available on LyX, or, for that matter, have any meaning in the LyX/LaTeX environment. This file tries to explain, in question and answer form, how to do the equivalent operation in LyX. It will also refer you to the main manual, on occasion.

[2] *Editor's Note: When the current maintainer of these documents wants to make a comment, it will appear just like this, followed by a "-" and his initials. -jw*

User's Guide [`UserGuide.lyx`]
: The primary documentation. We'll attempt to cover *most* of the basic operation and available features of LyX here. The main manual assumes that you have at least some knowledge of LaTeX, or that you've read the *Tutorial*.

LyX Reference Manual. [`Reference.lyx`]
: The reference manual. This contains an exhaustive, detailed description of the features of LyX, but without the helpful usage hints and descriptions found in the *User's Guide*.

Customization Manual [`Customization.lyx`]
: A description of how to customize the keybindings, the toolbar, and other things about LyX.

Special Features and Tools [`SpecialTools.lyx`]
: A file of all of the special-purpose tools and advanced features, including some of the tricks of the LaTeX masters.

These files will reference one another as necessary. For example, the *User's Guide* contains *some* information on installation and customization, but refers the reader to the *Customization Manual* for more information.

We'll state again an important point:

If you've never used or even heard of LaTeX before, read the *Tutorial*. Now.

Otherwise, LyX will seem byzantine and unusable to you.

4 Contributing to the Documentation Project

4.1 Reporting Errors

That's easy enough to do. Just post a message to either the Developer's Mailing List or the User's Mailing List. If you begin the subject line with "Doc Error" or something like that, it will help me find it.

Never make changes to any of the manuals without prior consent of the current editor!

Any such random changes won't make it into the documentation, anyways, since the Documentation Team maintains the master copies.

4.2 Getting Started

The LyX Documentation Project, like anything else in the LyX project, can always use assistance! If you're interested in contributing to the Documentation Project, you need to do the following assignment *first*:

1. Get the latest LyX source code. Untar it. You will find a directory inside the main tree called `development`. Inside that directory is a file called `DocStyle.lyx`. Read it; it's the style sheet for the documentation.

2. Read `DocStyle.lyx` again.

3. Next, read the *User's Guide*. All of it.

   The point of this exercise is to give you ideas. The *User's Guide* is the most complete of all of the documentation. You should be able to glean some insights into how I want the manuals to read and to look.

4. Lastly, contact me at:

   `weissjp@monsoon.colorado.edu`

   I want to make sure that you understand the style sheet *before* you start writing. Otherwise, I'll make you rewrite your submissions.

Don't even think about starting to write anything until we chat via email.

4.3 Submitting Your Efforts

This section is for anyone who's already talked to me via email about making changes to the documentation. I'm basically recording how I want submissions, so that it's written down someplace.

1. All submissions should be in the form of a mini-doc [or mini-docs] *unless* I ask you to do otherwise.

2. Packaging it:

   (a) For a single file, `gzip` it.

   (b) For multiple files, `tar` them, then `gzip` the tarball.

3. Submit it in one of two ways:

   (a) Send it to me [uuencoded or MIME] directly at my email address listed above.

   (b) Submit it to the lyx archive:

      i. Name the file as follows:
      `myname-yymmdd-lyxdoc.tgz`
      where "`myname`" is your last name, and "`yymmdd`" are the numbers of the year, month, and day when this file was made. The `.tgz` is just the index the file had [it could also be `.tar.gz` or `.gz`, depending on how you packaged it].

      ii. Uuencode the file

      iii. Email it to:
      `lyxpatches@via.ecp.fr`

      iv. Then send a mail to the Developers' Mailing List at:
      `lyx@via.ecp.fr`
      announching what you sent and what it's named, so that I can find it.

4.4 Joining the DocTeam

If you want to become a member of the Documentation Team, great! The first thing you should do is read this list:

The type of people the DocTeam is looking for should be:

- willing to do work.

  I've had people send me half-hearted attempts at documentation, things that barely cover all of the appropriate features. I usually end up rewriting such things completely, which makes me *very* cranky. If you're not willing or able to do the legwork, ask on the Developer's Mailing List, and test out on your own the feature I've asked you to document, please don't join the DocTeam.
  I have personally written all of chapters 2 and 3 in the *User's Guide*

plus most of chapter 1 and chapter 5, in addition to numerous other sections. I did this in what little spare time I have. So, I have very little tolerance for laziness.
As my father always said, bad help is far worse than no help at all.

- willing to make a time commitment.

  If we [the DocTeam] need to get something done by a certain date, I will ask you, "Can you get so-and-so to me by next Friday?" If you tell me, "Sure," I don't want you to disappear for a month. You can *always* tell me, "Ooh- this week is really bad. Can you give me until two weeks from Thursday?" I can be flexible.

  However, when you promise to get something to me by a certain date, you need to be able to keep that promise.

- able to take criticism.

  Hey, I'm an editor! It's my job to tell you what's wrong with what you wrote and ask for revisions. Comes with the territory.

- willing and able to do rewrites and updates.

  I've already had one person disappear on me in a huff because I asked him to make revisions. If you commit to joining the DocTeam, I *will* ask you to rewrite things when they need it.

  I will also ask of you, as a member of the DocTeam, to assist in revisions when things change from one public release to another.

If you're willing to do all of this, the next thing you should do is contact me. After that, I recommend joining both the Developer's and User's Maining Lists. The latter will help you see what needs to be documented. The former is where the LyX Team communicates with one another. [Yes, if you join the DocTeam, you are part of the LyX Team as a whole.]