How Do I -

[created by the LyX Documentation Team]

June 6, 1997

1 - read this document?

The best way to navigate this file is by using the Table of Contents window. You can open this window by selecting Table of Contents from the Edit menu. This document is what most people would call an FAQ [stands for Frequently Asked Questions], though that description isn't entirely correct. Nobody's really doing the asking, and there are bound to be other questions that you, the user, will have. Instead, we hope to provide some sense of how to accomplish some of the most common tasks you need in document creation. This is often lacking in the manuals to other word processors'. Sometimes, you don't want to be talked to like an idiot by a manual that assumes you have an IQ of 3, nor do you want to sift through an unordered, overly detailed reference manual. You just want a quick answer to the question, "How do I do *this*?" even if that answer is, "Not very easily." Giving you those quick answers is the purpose of this manual.

As will all of the other manuals, this one uses the notation described in the *Introduction to LyX.*

For now, this document won't have much organization. There's just one nameless section, and each entry is in the form of a subsection. The subsections have NO order to them whatsoever, so you should use the Table of Contents window to get around. There's also another section, located at the end, which contains a few questions that couldn't be put in a "How do I-" form. This is more of a traditional FAQ.

2

2.1 - insert more than one space?

Depends on what you want to do with that extra space.

If you're trying to put two spaces after a punctuation mark, don't worry. LyX can't display this, but LaTeX automatically puts "a little extra" space after certain punctuation marks, depending on the language. Excatly what is meant by "a little extra" changes from line to line. Remember - the spacing between words is variable in LyX!

If you're trying to indent the first line of a paragraph, make sure you've set the default paragraph separation to Indent in the Document Layout popup. Note that the first paragraph of a new section will never be indented [yes, it's annoying].

If you're trying to mimic tab stops, don't. LyX automatically does indenting based on the paragraph style. There are also ways to right-justify text and add stretchable spaces. Check `UserGuide.lyx` for these topics:

- Enumerated, Itemized, and Description Lists
- Quote and Quotation Layouts
- Verse Layouts
- Right Address Layout
- HFills
- Protected Blanks

2.2 - insert extra blank lines?

Depends on what you want to do with that extra blank line.

If you're trying to make a heading for a chapter or section, you should use the appropriate paragraph layout. No need to reinvent the wheel, is there?

If you want to make a title for your document, you should once again use the appropriate paragraph layout.

If you actually need to alter the default paragraph spacing, change the *Baselinestretch* in the *Document Layout* popup. If you need to perform a one-time vertical spacing, use the *Paragraph Layout* popup. Also check `UserGuide.lyx` for these topics:

- Chapter, Section, Subsection, and Subsubsection Layouts
- Title, LaTeX Title, Author, and Date Layouts
- Protected Newlines

2.3 - put a second paragraph on a list item?

2.4 - put a table in a list item?

2.5 - nest different types of lists?

This is actually a question about nesting environments.

If you know LaTeX, you've probably been grumbling that this *&!#@^!!$#!! program can't nest different types of `\begin{}` ... `\end{}` environments inside one another. Actually, LyX can; use the *Change Environment Depth* entry in the *Layout* menu or use the depth icon.

If you have no idea what LaTeX is, but want to do something like this:

1. This is example #1, first paragraph. Blah blah blah blah blah blah blah blah blah blah blah blah blah blah blah blah blah blah blah blah blah blah blah blah blah.

   Here's another paragraph. It's just nonsense. Boing boing.

2. This is example #2

   - item 1

     Example This is a description list example.

   - item 2

3. This is example #3

...you also use the depth icon or the *Change Environment Depth* entry in the *Layout* menu. When we made the above example, making the first entry, we hit return and selected *Standard* from the layout pulldown. Then we hit the depth icon and entered the second paragraph, followed by the second list entry. Then we changed to *Itemized*, entered the first bulleted item, and hit the depth icon. The *Description* layout was made in the same fashion. For the last numbered entry, we switched back to *Enumerate* and created the entry. The numbering came up correct automatically.

3 Other Questions [FAQ]

None so far. David Johnson will soon [hopefully] be taking over this document. - jw

Remainder of Document is Incomplete.