

GETTING STARTED WITH INTERLEAF

Starting Interleaf:

At the prompt, type: `ileaf &`
When the *License Choices* window appears, click on the *OK* button to accept the default choices. You will then see the Interleaf Desktop Window.

Creating a New Document:


Pull-down the *File* menu, click on *New* and select *Document*. This will create a new icon on the desktop titled "Document".

The word "Document" beneath the icon should be highlighted. Now simply type in a new name for the document and press Return.


Opening an Existing Document:

Double-Click on the icon of the document you wish to open. All the available documents as shown as icons on the Interleaf Desktop.


Bold Text:

Select the region of text to be made Bold and then click on the  button, located on the toolbar.


Italicize Text:

Select the region of text to be italicized and then click on the  button, located on the toolbar.

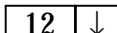
Underline Text:

Select the region of text to be underlined and then click on the  button, located on the toolbar.

Changing the Font:

Select the text for which you wish to change the font and then click on the button that says  located on the toolbar. Click once on the name of the font you wish to use.

Changing the Font Size:

Select the text for which you wish to change the size and then click on the button that says  located on the toolbar. Click once on the size you wish to use.

Aligning Text:

Interleaf allows the user to align text by way of components. The tag *para* (to the left of the first paragraph of text on your document) is an example of a component. Each paragraph has an associated component, which is *para* by default.

To change the alignment of a paragraph, double-click on the paragraph's component with the left mouse button. From the window that appears, click on the *Format* button to display the formatting information. Select the desired alignment, click once on *Apply* and then once on *Close*.

Written by Irfan Saif
Boston University
Office of Information Technology
111 Cummington Street
Boston, Massachusetts 02215

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Creating Bullets:

Bullets in Interleaf are defined as a special component. To create a bullet, first click on the paragraph's component (usually called *para*) with the left mouse button and then click on it once with the right mouse button. Select *Change* from the list of options. From the new list that appears, click on *bullet*. Then click once on *Apply* and once on *Close*.

* If you wish to return to the default format, follow the instructions for creating a bullet, but instead of selecting *bullet* from the list of choices, select *para* instead.

Double-Spacing a Document:


To double-space a document, click on any tag in the document once with the left mouse button and then click on it once with the right mouse button and select *Properties*

from the list. Click once on the *Format* box and then go down to the *line spacing* segment of the window. Change the numerical value from 0.1667 to 1.

In the window next to the *Apply* section, change the text to "*Changes to All*", and then click on the *Apply* button.

A window will appear warning you that you cannot undo the change you are about to make. Be certain that you really want to double-space your document, and then click on *Apply anyway* if you are sure.

Spell Check:

To check the spelling of your document, click once at the start of your document with the left mouse button. Then go to the toolbar and click on the  icon.

The spelling checker will then check your document and prompt you if errors are found.

Printing the Document:

To print a document, click on the *File* menu and select *print*. From the window that appears, check that the printer is one of these:

<i>publp</i>	2-sided
<i>publpns</i>	2-sided non-stapled
<i>pubps</i>	1-sided
<i>pubpsns</i>	1-sided non-stapled
<i>pub600</i>	1-sided non-stapled (higher quality, but more expensive)

Then click on *Print*. When you see the message "*Printed to XXX*" (where *XXX* is the printer you selected), click on *Close*.

Saving a Document:

Click on the *File* menu and then click on *Save*. When the text (*Modified*) is displayed at the top of the document window, it means that the document has been changed since it was last saved.

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Adding Footnotes:

To add a footnote to your document, position the cursor at the point where you wish the footnote number to appear. Click on the *Create* menu with the left mouse button and select *Frame*.

In the window that appears, select *Footnote:+* and you will notice that the options *numbered* and *unnumbered* appear. Select either option and then click once on the *Create* button.

The appropriate footnote number is automatically generated and the cursor will move to the bottom of the page. Type in the Footnote text and then click the mouse in the main text window to continue working with your document.

Online Help:

Click on the *Help* menu, located in the top right corner of the Interleaf document window. Select *Contents* to browse through the available help pages.

To get help on a specific topic, select *Search*. From the new window that appears, click on *Search* and select *Full-Text Query*. Type in the text you wish to search for and then click on the *Query* button. To open one of the resulting help pages, click on the *Open* button.

Page Numbering:

Interleaf will automatically insert page numbers into all documents. To change page number attributes, click on the *Properties* menu and select *Page Numbers*.

Document Layout:

To modify document layout attributes such as margin sizes and the number of columns, click on the *Properties* menu and select *Document*.

Exiting Interleaf:

Click on the *File* menu and click on *Close* to return to the Interleaf Desktop. To exit permanently, click on *Exit*. In the window that appears, click *confirm* to confirm that you wish to exit.

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