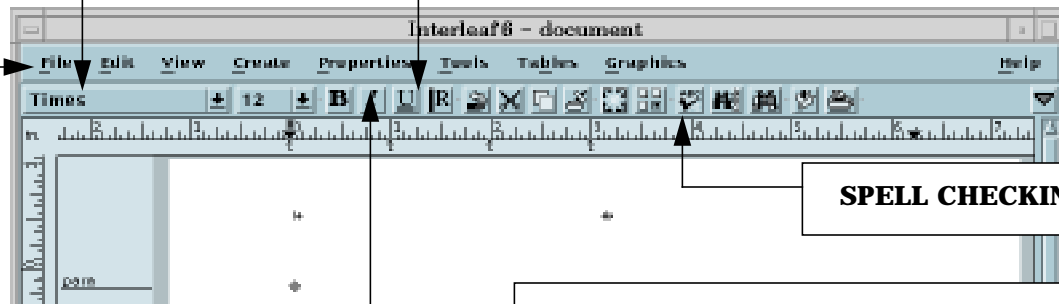


## CHANGING FONTS

Text properties: *font*, *size*, and *styles*



## SPELL CHECKING

\*\* Para is the default *component* in Interleaf. Each component has a set of properties. Para properties appear when you select the para tag with your mouse and choose **Properties Component**. By changing properties in the para component you change the text that is associated with the para tag.

## SAVING & PRINTING DOCUMENTS

To *save*, click on **File** and **Save**. To *print*, click on **File** and **Print**. In the print window that appears, choose **Print**.

## TO QUIT ILEAF

Click on **File** and **Exit**.

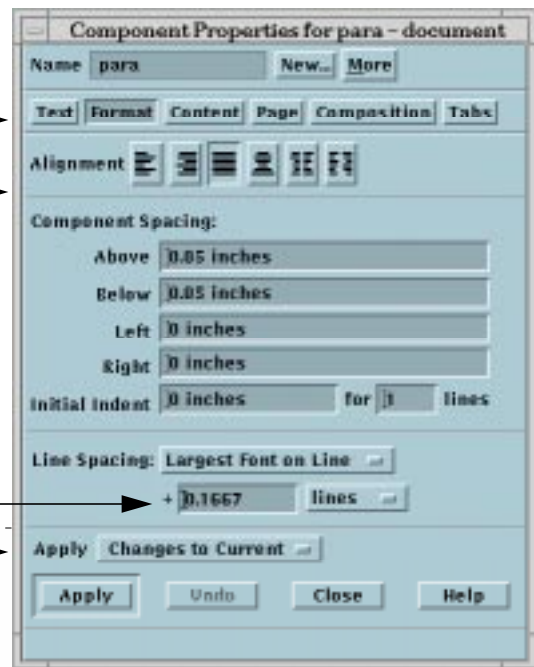
## DOUBLE-SPACING & TEXT ALIGNMENT

Click on the **Properties** heading to **Component**. Then use the mouse to click on **Format**.

## TEXT ALIGNMENT

## DOUBLE-SPACING

Change the value in this box to 1. Changes, by default, are made to selected text. You must change **Changes to Current** to **Changes to All** for changes to the entire document. Then click on the icon marked **Apply**.



## PAGE NUMBERING (by default)

To delete page numbers, use mouse to select the page number and hit the <delete> key. All page numbering following the current page is also deleted.

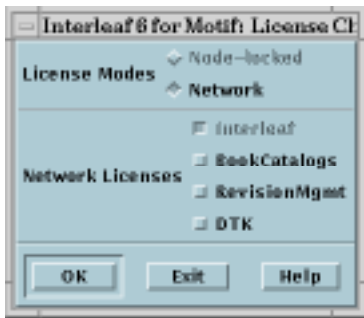
# QUICKTIP

## Getting Started with Interleaf



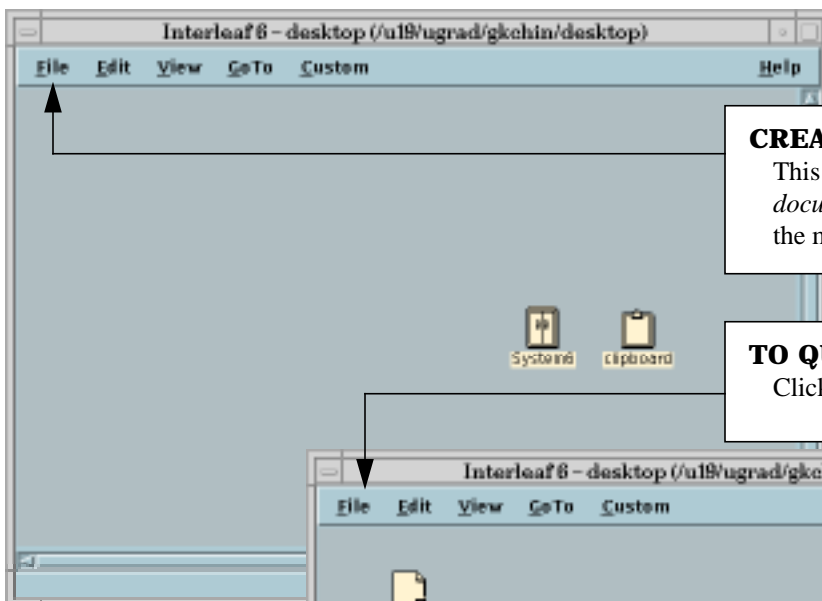
### STARTING ILEAF

Type `ileaf6 &` at the ACS prompt and hit `<return>`. Wait for ileaf to load the system files.



### LICENSE WINDOW

A license window appears each time you start Interleaf. Use the mouse to click on **OK**.



### CREATING A NEW DOCUMENT

This is the Interleaf Desktop. To *create a new document* click on the **File** heading and drag the mouse to **New Document**.

### TO QUIT ILEAF

Click on **File** and drag mouse to **Exit**.

### NAMING THE DOCUMENT

First, name the document. As the default name is already highlighted, simply type in a new file name. To *open the document* you just created, double click on the icon of this new file.

