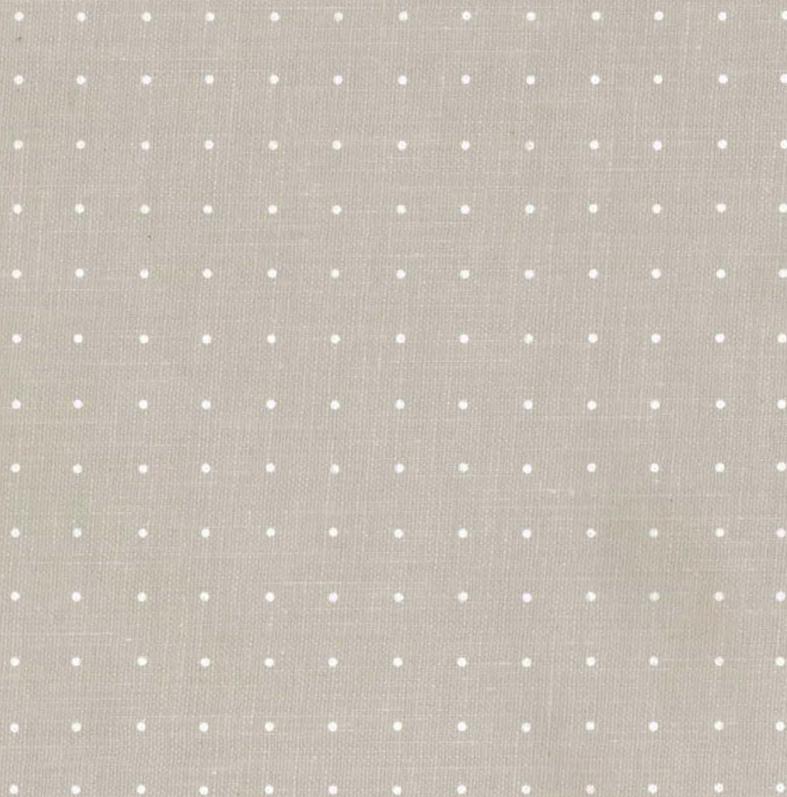LisaList

LisaList

A6L0145

Using TAB to Add More Columns

A list can have up to 100 columns. When you are
creating a list, or adding columns to it, you can add
more columns by pressing the TAB key from the header of
the last column. Initially, LisaList displays a number
of blank columns at the right of the list (ten in the
Create Table, five in the Add/Remove Table). If you
have filled in all the columns, and you press the TAB
key from the header of the last column, LisaList adds
one more blank column.

Data Formats to Avoid

When you are creating a list, you should not use the
data formats -9 or -99 for money or number data types.
If you do, the values will not sort in the correct
order. However, you can create the list using the
default formats for these columns, and then later change
them to -9 or -99.

LisaList

LisaList

LisaList

Guide to Lisa Manuals

Set up your Lisa following the setup procedures in the Lisa accessories box or in Appendix 1, Setup Procedures, in the *Lisa Owner's Guide*.

Go through Section A, LisaGuide, in the *Lisa Owner's Guide*, for an introduction to the Lisa.

If your dealer or service representative did not set your system Preferences so that the Lisa knows what external devices are attached, follow the instructions in Section D, Desktop Manager Reference Guide, under Set, in the *Lisa Owner's Guide*.

▶ Go to Section A, Getting Started, in the manual for each office tool that you want to learn, for the essentials of using that tool.

Go to Section B, Lisa Fundamentals, in the *Lisa Owner's Guide*, for the background information you need before beginning long-term work on the Lisa.

You are now ready to start doing your own work on the Lisa:

■ If you want self-paced instructions for using a tool, go to Section B, Tutorial, in that tool manual.
■ If you want instructions for performing specific tasks with a tool, go to Section C, Reference Guide, in that tool manual.

For specific instructions on filing and desktop management, go to Section D, Desktop Manager Reference Guide, in the *Lisa Owner's Guide*.

For more information on the Lisa hardware, tips on caring for the Lisa, and suggestions for troubleshooting when the system isn't working properly, go to the other sections of the *Lisa Owner's Guide*.

Contents

Preface

LisaList is a personal data base tool that helps you create and maintain all types of lists. You enter data directly into the list. Then you can sort the list or search for certain data in a list. LisaList allows you to customize your list for different uses.

This manual contains three kinds of documentation of LisaList:

■ Section A, Getting Started with LisaList, is a quick introduction to the tool. It is designed to give you the basic skills for using LisaList.

■ Section B, LisaList Tutorial, is a step-by-step guide to the major features of LisaList. It includes suggestions on how to use LisaList efficiently and effectively.

■ Section C, LisaList Reference Guide, is a complete reference section. It contains instructions for performing specific tasks, including the details of how each feature works.

The material in this manual assumes that you have used LisaGuide, which teaches you the fundamentals of using the Lisa. The LisaGuide diskette came in the front pocket of the *Lisa Owner's Guide,* and instructions for using it appear in Section A of that manual.

Section B, Lisa Fundamentals, of the *Lisa Owner's Guide,* contains important background information about setting up and using the Lisa for long-term work. Make sure you understand the concepts in that section before going on to either the Tutorial or the Reference Guide. Refer to Section D, Desktop Manager Reference Guide, of the *Lisa Owner's Guide,* when you need to know how to do filing or how to perform any of the other tasks outlined in Section B, Lisa Fundamentals.

The material in this manual can be used in either short or long blocks of time. You can complete Getting Started in about 30 minutes. Then you can either go through the Tutorial one chapter at a time or start creating your own documents, looking up procedures in the Reference Guide as you need them.

Section A
Getting Started
with LisaList
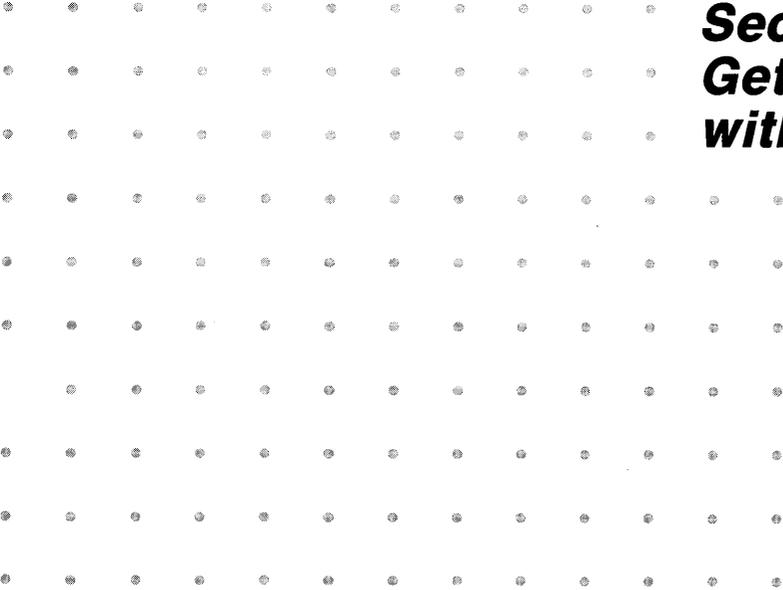
Getting Started with LisaList

With LisaList you can produce all kinds of lists — for example, lists of clients, vendors, staff, or projects.

LisaList can assist you in quickly making key decisions by allowing you to find just the information you want, in the order you want it.

Getting Started with LisaList is a hands-on exercise. By going step by step through an easy example, you will quickly become familiar with the basic skills for using LisaList, and afterward be able to create, edit, file, and print your own LisaList documents.

What You Need
to Get Started

Here's what you need

- A Lisa set up and plugged in, with the keyboard and mouse attached.
- A ProFile set up and plugged in, with the Office System and LisaList tool on it.
- A Printer set up and plugged in if you want to print. Make sure your printer is hooked up to your Lisa and turned on. Printing is optional.
- About 30 minutes.

Note: If your system is not already set up and configured, refer to the *Lisa Owner's Guide*, Appendix 1, Setup Procedures.

ProFile

Lisa

Keyboard

Mouse
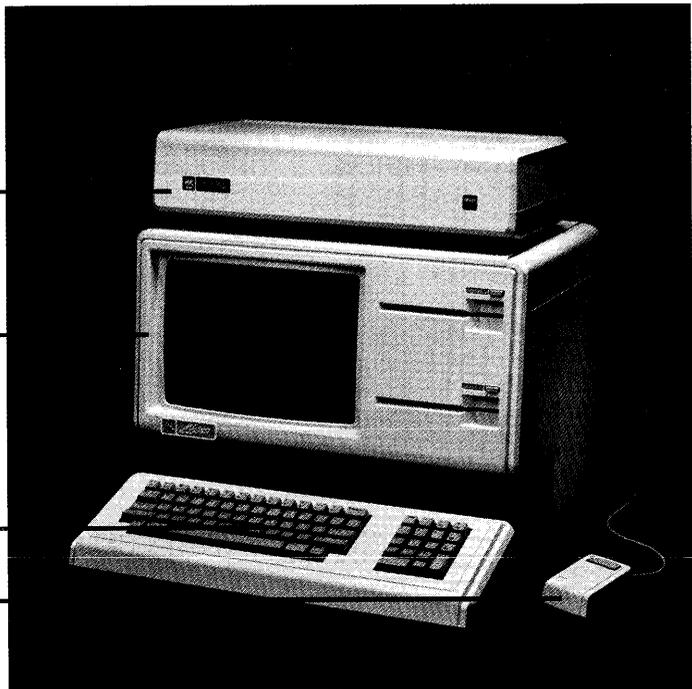
If you haven't yet gone through LisaGuide, in which Lisa introduces Lisa, now is a good time to do so — it will make Getting Started even easier. For instructions on starting LisaGuide, refer to the *Lisa Owner's Guide*, Section A, LisaGuide.

If you've already gone through a Getting Started for another Lisa tool, you'll see many similarities in using LisaList — the basic concepts for using each Lisa tool are the same.

Starting Up

What You're About To Do

Follow the numbered steps below and on the next page to:

■ Turn on and start up your ProFile and Lisa.
■ Learn how to brighten the screen if it has dimmed automatically.

Note: If your ProFile and Lisa are already on, skip to step 3. The red ProFile light is lit when the ProFile is on, and the Lisa on-off button is lit when the Lisa is on.

Do This

1 Turn on your ProFile by pressing the on-off switch on the back, left-hand side of the ProFile, as shown.

2 Turn on your Lisa by pressing the on-off button, at the lower, right-hand side of the Lisa, as shown.

ProFile on-off switch

Lisa on-off button
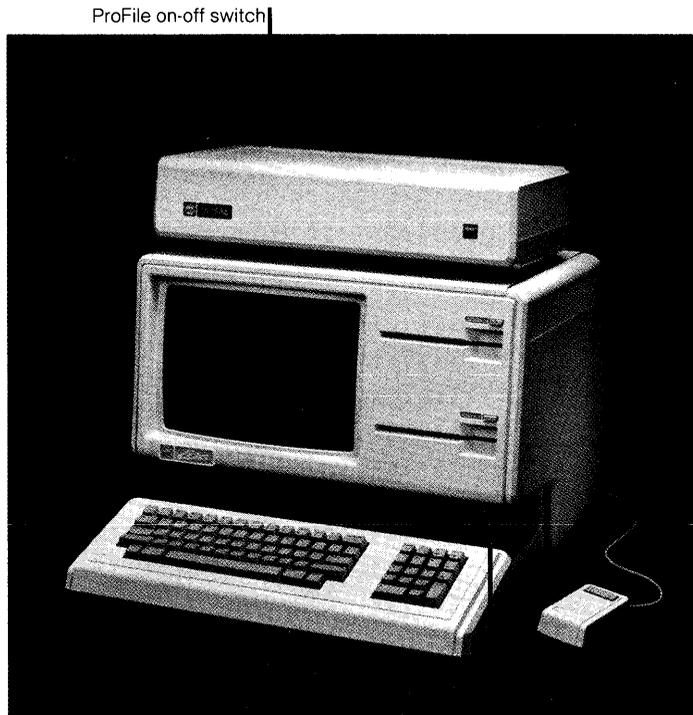
Do This

3 After several minutes, when the red ProFile light stops flashing, your screen should look something like the one to the right. (See something different? Refer to the *Lisa Owner's Guide*, Section G, Troubleshooting.)

File/Print   Edit   View   Disk

Wastebasket   Preferences   Clock   Calculator   Clipboard   ProFile
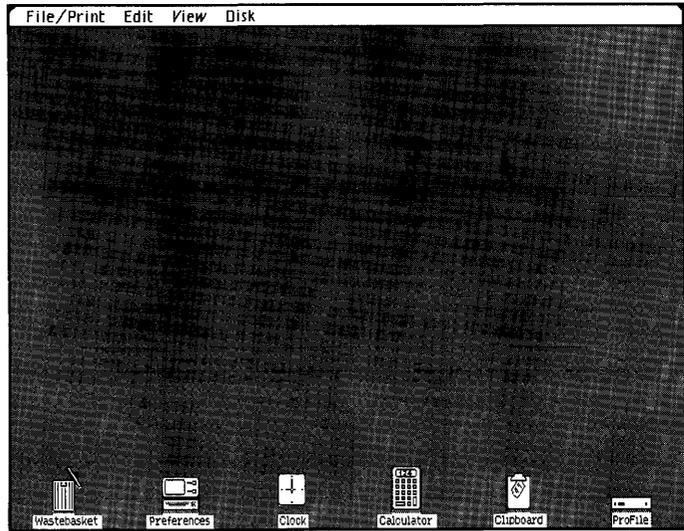
4 If your Lisa has been on for a period of time with no activity, the screen may have automatically dimmed. If your screen is dim, just move the mouse to brighten it.

Screen dim? Move the mouse

The Desktop and the Mouse

What You're About To Do

The gray area of your screen is called the **desktop**. Like the desktop of an office desk, it's where you do your work.

The **mouse** is what you use to communicate with your Lisa — you use it to point out what it is you want done.

To get familiar with your Lisa's desktop and how to use the mouse, follow the steps below.

Do This

1 Hold the mouse as shown. (Don't press the mouse button yet.)
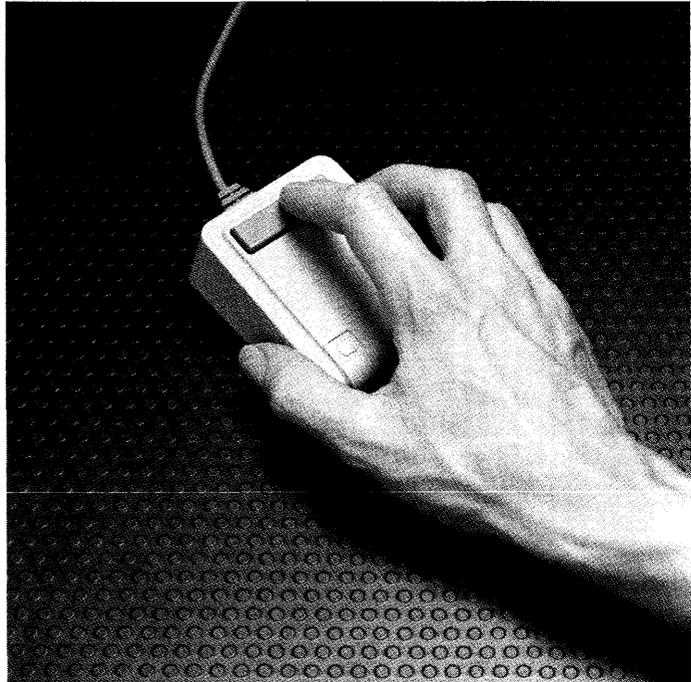
Do This

2 Slide the mouse on your desk to move the pointer around the Lisa desktop — the gray part of your screen.

Notice the **menu bar** *across the top of your screen — it contains* **menus** *of different actions you can take. Along the bottom of your screen are various* **icons** — *graphic symbols that stand for different things.*

Menu bar

Desktop

File/Print   Edit   View   Disk

Wastebasket   Preferences   Clock   Calculator   Clipboard   ProFile

Icons
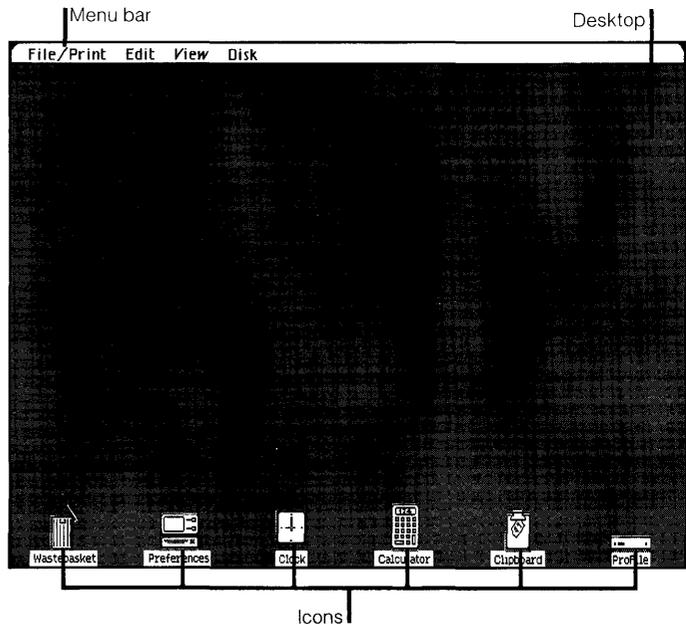
3 To get oriented, move the pointer to the different spots shown to the right. (Trouble making the pointer go where you want it to go? Lift up and reposition the mouse.)

Point here

Point here

File/Print   Edit   View   Disk

Wastebasket   Preferences   Clock   Calculator   Clipboard   ProFile

Point here

Point here
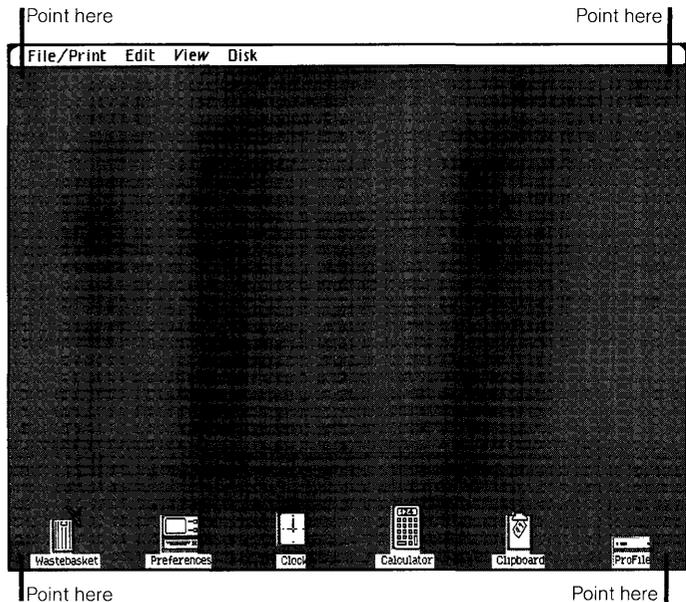
Seeing What's on a Disk

What You're About To Do

To get at the document you'll work with, you first need to open the ProFile disk icon as described in the steps below.

The way you'll open the disk will illustrate your Lisa's most general principle:

- First you select something.
- Then you do something to what you've selected.

Do This

1 Select (highlight) the ProFile disk icon by placing the tip of the pointer on it and clicking the mouse button, as shown. (Icon not highlighted? Try again.)
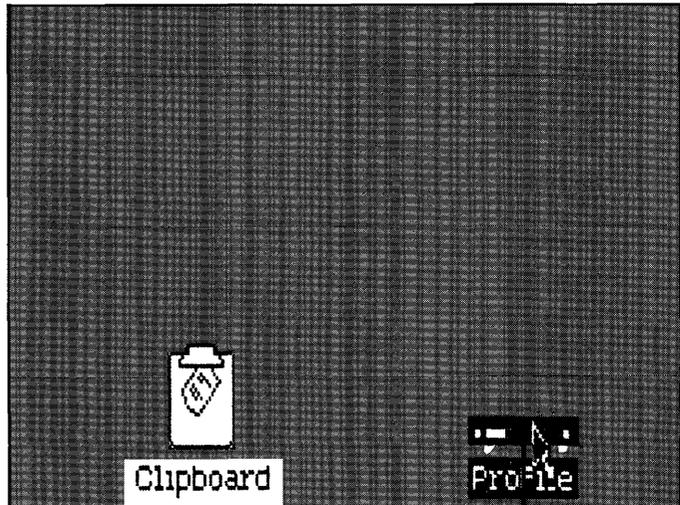
Click on ProFile to select

Do This

2 Open the selected disk icon by choosing Open "ProFile" from the File/Print menu.

Here's how

■ Press and hold with the pointer's tip on File/Print in the menu bar.
■ Move the pointer down and release when Open "ProFile" is highlighted. (Is the Open menu item dim? You probably clicked somewhere else on the gray part of the screen and deselected the ProFile icon. Go back to step 1 and make sure the ProFile icon is selected.)

Press here

Release here

| File/Print | Edit | *View* | Disk |

Set Aside Everything
Set Aside

Save & Put Away
Open "ProFile"
Duplicate   ⌘D
Tear Off Stationery
Make Stationery Pad

Monitor the Printer ...
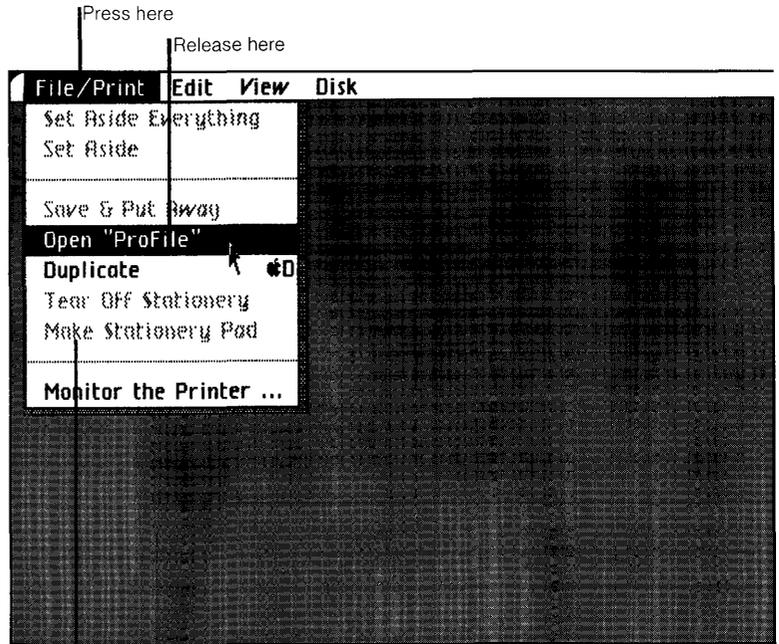
Note: When a menu item is dim, you can't choose it

3 Notice the window to the ProFile that zooms open on your Lisa's desktop. Your ProFile is like a very large file drawer — it's where you'll keep most of your work.

File/Print   Edit   *View*   Disk

ProFile

2484 blocks free out of 9690.   Backed up: never.

LisaCalc Paper   LisaGraph Paper   LisaWrite Paper   LisaProject Paper   LisaList Paper   LisaDraw Pap

LisaCalc Examples   LisaGraph Examples   LisaWrite Examples   LisaProject Examples   LisaList Examples   LisaDraw Exam

Empty Folders   Tools

Wastebasket   Preferences   Clock   Calculator   Clipboard   ProFile

Pulling a Document

What You're About To Do

Inside the ProFile window you should see several stationery pads and folders. The LisaList Examples folder contains the example you'll be working on here. In the steps below, you will:

■ Open the LisaList Examples folder.
■ Tear off a sheet from the Getting Started stationery pad that's inside the folder.
■ Move the new sheet, or document, to a clear spot in the folder.
■ Give the new document the name Retailers.
■ Open the document.

Do This

■ To open the LisaList Examples folder:

1 Select the LisaList Examples folder by clicking on it.

2 Choose Open "LisaList Examples" from the File/Print menu.

Notice the window to the LisaList Examples folder that zooms open, and its contents, as shown. The "list-like" patterns on the icons in the folder show they are LisaList icons.
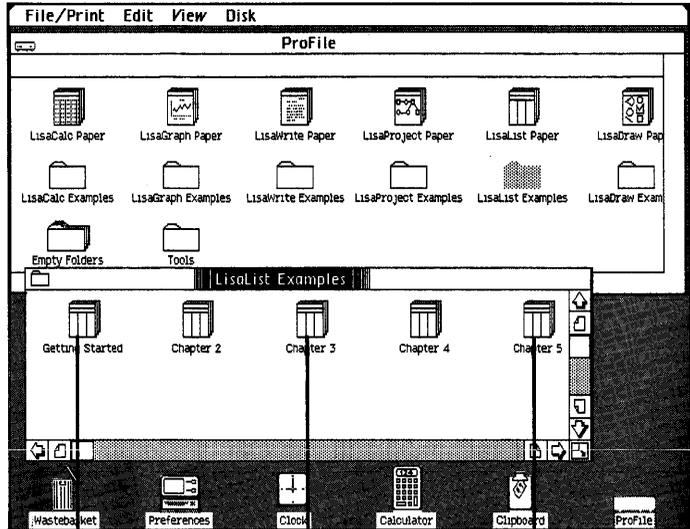
Do This

■ Copies of the Getting Started example are on the Getting Started stationery pad. To tear off a sheet from the pad:

1 Select the Getting Started pad icon.

2 Choose Tear Off Stationery from the File/Print menu and wait a moment until the new document appears, as shown.
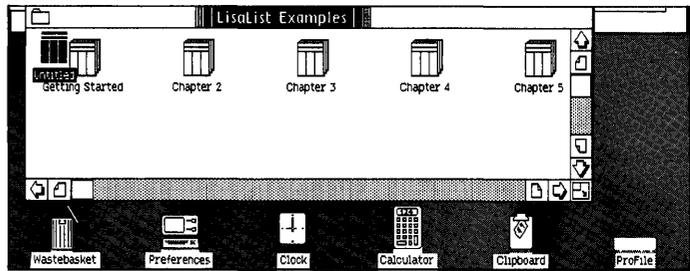
■ To move the new icon out of the way, to a clear spot in the folder:

1 Place the pointer on the icon.

2 Press and hold down the mouse button and move the icon as shown; then release the mouse button.
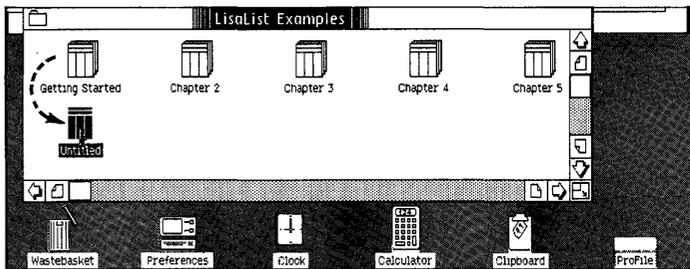
■ To rename the new document:

1 Make sure the untitled document icon is still selected (highlighted). If you've deselected the icon by clicking elsewhere on the screen, select it again by clicking on it.

2 Type the name **Retailers.** (Typing mistake? Use the (**Backspace**) key to correct it.)
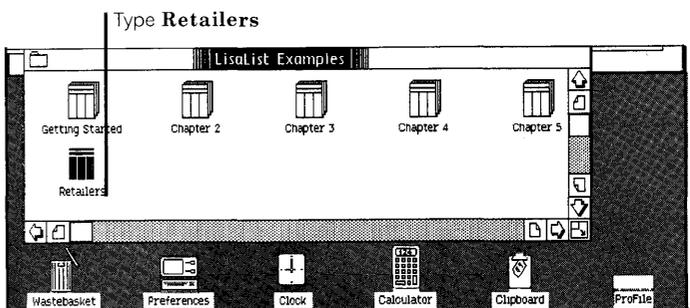
Type **Retailers**

Do This

■ To open the Retailers
document:

1 Make sure the document
icon is selected
(highlighted).

2 Choose Open "Retailers"
from the File/Print menu.

*Notice how the icon zooms open
into a window. Wait a minute —
the hourglass, ⧗, means wait —
until the LisaList tool displays
the Retailers document, as
shown.*

File/Print	Edit	Type Style	List		

Retailers

Retailer	Sales Region	Sales Last Qtr	ID Number
Aristas	Eastern	$ 19,249	1190
Bandley's	Western	$ 20,877	3271
Bellmon Limited	Western	$ 13,275	3150
Brattle Sales, Inc.	Western	$ 16,732	3120
Context Sounds	Central	$ 12,669	2190
Cords or Cordless, Inc.	Central	$ 16,444	2141
Dieli & Weslow, Inc.	Western	$ 18,637	3171
Green Electronics	Eastern	$ 14,033	1130
Harper's	Eastern	$ 23,894	1241
JT Audio and Video	Central	$ 14,505	2151
Kandor Supply	Central	$ 21,005	2251
Kiely Kall	Central	$ 18,898	2181
Kranston Sound	Western	$ 15,392	3121
Kydex, Inc.	Eastern	$ 18,016	1161
Loftis Lines	Western	$ 18,114	3141
Mainline Connection	Eastern	$ 17,844	1141
Networks, Inc.	Western	$ 15,618	3180
Phone Plaza	Central	$ 13,525	2150
Q-Call, Inc.	Western	$ 16,450	3101
Rhineman's	Central	$ 13,480	2100

The LisaList Document

The Retailers document is now open on your Lisa's desktop.

Across the menu bar at the top of your screen are the **LisaList menu names.** Each menu contains a list of actions you can take with a LisaList document.

Each row in the list is made up of separate **fields** of information. At the top of the list itself are **column names** that show what kind of information is contained in the fields of each column.

Without pressing the mouse button, move the pointer around the screen and notice how the shape of the pointer changes to an **arrow pointer,** ↑, when it's over the menu bar and to a **cross-hair pointer,** ⊹, when it's over the rows in the list.

Column names

LisaList menu names

File/Print	Edit	Type Style	List		

Retailers

Retailer	Sales Region	Sales Last Qtr	ID Number
Aristas	Eastern	$ 19,249	1190
Bandley's	Western	$ 20,877	3271
Bellmon Limited	Western	$ 13,275	3150
Brattle Sales, Inc.	Western	$ 16,732	3120
Context Sounds	Central	$ 12,669	2190
Cords or Cordless, Inc.	Central	$ 16,444	2141
Dieli & Weslow, Inc.	Western	$ 18,637	3171
Green Electronics	Eastern	$ 14,033	1130
Harper's	Eastern	$ 23,894	1241
JT Audio and Video	Central	$ 14,505	2151
Kandor Supply	Central	$ 21,005	2251
Kisly Kell	Central	$ 18,898	2181
Kranston Sound	Western	$ 15,392	3121
Kydex, Inc.	Eastern	$ 18,016	1161
Loftis Lines	Western	$ 18,114	3141
Mainline Connection	Eastern	$ 17,844	1141
Networks, Inc.	Western	$ 15,618	3180
Phone Plaza	Central	$ 13,525	2150
Q-Call, Inc.	Western	$ 16,450	3101
Rhineman's	Central	$ 13,480	2100

Fields

Cross-hair pointer

What You Are Going To Do

Imagine you work for a fictional company called Switch-On Communications, Inc. The list currently on your screen shows Switch-On's retailers from the Central, Eastern, and Western regions, ordered alphabetically. You want to update the list, change the order of the list so the retailers are listed by their sales last quarter, and then find just those retailers from the Western region, ordered by their sales last quarter.

In the next several pages you will learn to:

1. Replace information in a field.

2. Add a row of new information.

3. Cut a row of old information.

4. Show the list arranged in order of those who sold the most to those who sold the least.

5. Find just those retailers from the Western region and show them in order of those who sold the most to those who sold the least.

When you are finished, your list will look like the one below. Compare it with the list now on your screen.

Show list in order of most to least sales

File/Print Edit Type Style List			
☐	▓▓▓ Retailers ▓▓		

Selected and Ordered Rows

Retailer	Sales Region	Sales Last Qtr	ID Number
Zindel's	Western	$ 22,733	3231
Bandley's	Western	$ 20,877	3271
Dieli & Weslow, Inc.	Western	$ 18,637	3171
Loftis Lines	Western	$ 18,114	3141
Brattle Sales, Inc.	Western	$ 16,732	3120
Q-Call, Inc.	Western	$ 16,450	3101
Networks, Inc.	Western	$ 15,618	3180
Kranston Sound	Western	$ 15,392	3121
CommCall	Western	$ 13,585	3151
Bellmon Limited	Western	$ 13,275	3150

Replace information

Add information

Cut information

Find and show just those retailers from the Western region

Replacing Information In A Field

What You're About To Do

One of your retailers has changed its name. You need to update this information by replacing the old name with the new name, as described in the numbered steps below.

Do This

1 Select the "Mainline Connection" field in the "Retailer" column by placing the pointer in the field and clicking the mouse button once, as shown. (Select the wrong field? Move the pointer to the field you want and click.)

```
 File/Print   Edit   Type Style   List
┌──────────────────────║║║ Retailers ║║║──────────────────────────────┐
│ Mainline Connection                                                  ◇
│                                                                      ⬦
│                                                                       
│       Retailer       │  Sales Region  │  Sales Last Qtr │  ID Number  │
│  Aristas             │ Eastern        │     $ 19,249    │     1190    │
│  Bandley's           │ Western        │     $ 20,877    │     3271    │
│  Bellmon Limited     │ Western        │     $ 13,275    │     3150    │
│  Brattle Sales, Inc. │ Western        │     $ 16,732    │     3120    │
│  Context Sounds      │ Central        │     $ 12,669    │     2190    │
│  Cords or Cordless, Inc. │ Central    │     $ 16,444    │     2141    │
│  Dieli & Weslow, Inc.│ Western        │     $ 18,637    │     3171    │
│  Green Electronics   │ Eastern        │     $ 14,033    │     1130    │
│  Harper's            │ Eastern        │     $ 23,894    │     1241    │
│  JT Audio and Video  │ Central        │     $ 14,505    │     2151    │
│  Kandor Supply       │ Central        │     $ 21,005    │     2251    │
│  Kiely Kall          │ Central        │     $ 18,898    │     2181    │
│  Kranston Sound      │ Western        │     $ 15,392    │     3121    │
│  Kydex, Inc.         │ Eastern        │     $ 18,016    │     1161    │
│  Loftis Lines        │ Western        │     $ 18,114    │     3141    │
│ █Mainline Connection█│ Eastern        │     $ 17,844    │     1141    │
│  Networks, Inc.      │ Western        │     $ 15,618    │     3180    │
│  Phone Plaza         │ Central        │     $ 13,525    │     2150    │
│  Q-Call, Inc.        │ Western        │     $ 16,450    │     3101    │
│  Rhineman's          │ Central        │     $ 13,480    │     2100    │
└──────────────────────────────────────────────────────────────────────┘
                      Click in field to select
```
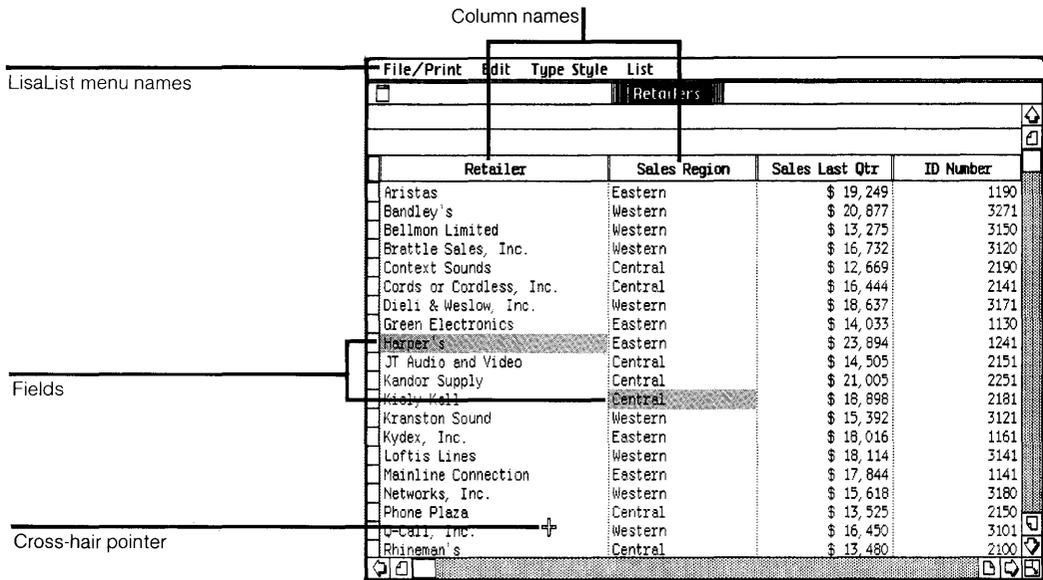
Do This

2 Type the new name,
Pacers, and press
(Enter). (Typing mistake?
Use the **(Backspace)** key to
correct it.)

Retailer	Sales Region	Sales Last Qtr	ID Number
Aristas	Eastern	$ 19,249	1190
Bandley's	Western	$ 20,877	3271
Bellmon Limited	Western	$ 13,275	3150
Brattle Sales, Inc.	Western	$ 16,732	3120
Context Sounds	Central	$ 12,669	2190
Cords or Cordless, Inc.	Central	$ 16,444	2141
Dieli & Weslow, Inc.	Western	$ 18,637	3171
Green Electronics	Eastern	$ 14,033	1130
Harper's	Eastern	$ 23,894	1241
JT Audio and Video	Central	$ 14,505	2151
Kandor Supply	Central	$ 21,005	2251
Kiely Kall	Central	$ 18,898	2181
Kranston Sound	Western	$ 15,392	3121
Kydex, Inc.	Eastern	$ 18,016	1161
Loftis Lines	Western	$ 18,114	3141
Pacers	Eastern	$ 17,844	1141
Networks, Inc.	Western	$ 15,618	3180
Phone Plaza	Central	$ 13,525	2150
Q-Call, Inc.	Western	$ 16,450	3101
Rhineman's	Central	$ 13,480	2100

File/Print Edit Type Style List

Retailers

Pacers

Type **Pacers** and press **(Enter)**

Adding A Row
of New Information

What You're About To Do

You always add a row of new information by entering the information into the row of blank fields at the bottom of the list. Follow the steps below to add the information for a new retailer to your list.

The retailer's name is Commcall. They are located in the Western region, had sales last quarter totaling $13,585, and their ID number is 3151.

Do This

1 Scroll down to the blank row at the bottom of the list.

Here's how

■ Place the pointer on the bottom scroll arrow of the vertical scroll bar. The arrow is pointing down, in the direction you want to see.

■ Press and hold down the mouse button until you see the bottom edge of the list, as shown.

File/Print	Edit	Type Style	List

| Pacers | | | | |

Retailer	Sales Region	Sales Last Qtr	ID Number
Loftis Lines	Western	$ 18,114	3141
Pacers	Eastern	$ 17,844	1141
Networks, Inc.	Western	$ 15,618	3180
Phone Plaza	Central	$ 13,525	2150
Q-Call, Inc.	Western	$ 16,450	3101
Rhineman's	Central	$ 13,480	2100
Sound City	Eastern	$ 16,261	1111
Taylor's	Eastern	$ 10,232	1120
Traco Sales, Inc.	Eastern	$ 12,802	1134
Ventura Phone Store	Western	$ 8,322	3020
Woodwards	Central	$ 18,972	2121
Zindel's	Western	$ 22,733	3231

Press on bottom scroll arrow

Do This

2 Enter the new information for CommCall into the blank fields, as shown to the right. (Typing mistake? Use the **(Backspace)** key to correct it, or select the field and replace the entire field contents.)

Notice how LisaList automatically adds dollar signs.

Select field and type **Commcall** **(Tab)**

Type **13585** **(Tab)**

Type **3151** **(Tab)**

Taylor's	Eastern	$ 10,232	1120
Traco Sales, Inc.	Eastern	$ 12,802	1134
Ventura Phone Store	Western	$ 8,322	3020
Woodwards	Central	$ 18,972	2121
Zindel's	Western	$ 22,733	3231
CommCall	Western	$ 13,585	3151

Type **Western** **(Tab)**

Formatted automatically

Cutting a Row
of Old Information

What You're About To Do

Cut the "Ventura Phone Store" row of information from the list, as described in the steps below.

Do This

1 Select the "Ventura Phone Store" row by clicking in the row header, as shown.

```
 File/Print  Edit  Type Style  List
□                  ▐▌▌ Retailers ▌▐▌                          ◊
                                                             ⬚

        Retailer     │  Sales Region │ Sales Last Qtr │ ID Number
 Loftis Lines        │ Western       │    $ 18,114    │    3141
 Pacers              │ Eastern       │    $ 17,844    │    1141
 Networks, Inc.      │ Western       │    $ 15,618    │    3180
 Phone Plaza         │ Central       │    $ 13,525    │    2150
 Q-Call, Inc.        │ Western       │    $ 16,450    │    3101
 Rhineman's          │ Central       │    $ 13,480    │    2100
 Sound City          │ Eastern       │    $ 16,261    │    1111
 Taylor's            │ Eastern       │    $ 10,232    │    1120
 Traco Sales, Inc.   │ Eastern       │    $ 12,802    │    1134
 Ventura Phone Store │ Western       │    $  8,322    │    3020
 Woodwards           │ Central       │    $ 18,972    │    2121
 Zindel's            │ Western       │    $ 22,733    │    3231
 CommCall            │ Western       │    $ 13,585    │    3151
```

Click in row header to select

Do This

2 Choose Cut from the Edit menu. (Press and hold on Edit in the menu bar; move down and release on Cut.)

File/Print Edit Type Style List			
▨▨▨▨ Retailers ▨▨▨			

Retailer	Sales Region	Sales Last Qtr	ID Number
Loftis Lines	Western	$ 18,114	3141
Pacers	Eastern	$ 17,844	1141
Networks, Inc.	Western	$ 15,618	3180
Phone Plaza	Central	$ 13,525	2150
Q-Call, Inc.	Western	$ 16,450	3101
Rhineman's	Central	$ 13,480	2100
Sound City	Eastern	$ 16,261	1111
Taylor's	Eastern	$ 10,232	1120
Traco Sales, Inc.	Eastern	$ 12,802	1134
Woodwards	Central	$ 18,972	2121
Zindel's	Western	$ 22,733	3231
CommCall	Western	$ 13,585	3151

Row is cut

Showing Your List
in a New Order

What You're About To Do

Now you want to show your list arranged in order of those who sold the most to those who sold the least. Follow the steps below to:

■ Specify what order you want your information listed in.
■ Show the list in its rearranged order.

Do This

1 Choose What Order and Format from the List menu to display the Column Descriptions table, as shown.

File/Print Edit Type Style List

<table>
<tr><td colspan="4" align="center">Column Descriptions</td></tr>
<tr><td></td><td>Retailer</td><td>Sales Region</td><td>Sales Last Qtr</td><td>I</td></tr>
<tr><td>Data Type</td><td>Text</td><td>Text</td><td>Money</td><td></td></tr>
<tr><td>Data Format</td><td></td><td></td><td>$999,999</td><td></td></tr>
<tr><td>Sort Order</td><td></td><td></td><td></td><td></td></tr>
<tr><td>Visible</td><td>Yes</td><td>Yes</td><td>Yes</td><td></td></tr>
</table>

Column Descriptions Table

2 Select the Sort Order field in the "Sales Last Qtr" column, as shown.

Notice the Row Order menu that appears in the menu bar.

File/Print Edit Type Style List Row Order

<table>
<tr><td colspan="4" align="center">Column Descriptions</td></tr>
<tr><td></td><td>Retailer</td><td>Sales Region</td><td>Sales Last Qtr</td><td>I</td></tr>
<tr><td>Data Type</td><td>Text</td><td>Text</td><td>Money</td><td></td></tr>
<tr><td>Data Format</td><td></td><td></td><td>$999,999</td><td></td></tr>
<tr><td>Sort Order</td><td></td><td></td><td></td><td></td></tr>
<tr><td>Visible</td><td>Yes</td><td>Yes</td><td>Yes</td><td></td></tr>
</table>

Click in field to select

Do This

3 Choose Descending Order (Z..A) from the Row Order menu to show that you want "Sales Last Qtr" ordered from most to least.

Notice the Descend specification that fills the selected Sort Order field.

File/Print	Edit	Type Style	List	Row Order	
					Retailers

Descend

Column Descriptions

	Retailer	Sales Region	Sales Last Qtr	I
Data Type	Text	Text	Money	
Data Format			$999,999	
Sort Order			Descend	
Visible	Yes	Yes	Yes	

Descend specification

---

4 Choose Show List in Order from the List menu to show the list in its rearranged order. (List not ordered by sales last quarter? You probably chose Show Entire List from the List menu. Go back and choose Show List in Order.)

Notice that the retailers are now ordered by their sales last quarter.

File/Print	Edit	Type Style	List
			Retailers

Ordered Rows

Retailer	Sales Region	Sales Last Qtr	ID Number
Harper's	Eastern	$ 23,894	1241
Zindel's	Western	$ 22,733	3231
Kandor Supply	Central	$ 21,005	2251
Bandley's	Western	$ 20,877	3271
Aristas	Eastern	$ 19,249	1190
Woodwards	Central	$ 18,972	2121
Kiely Kall	Central	$ 18,898	2181
Dieli & Weslow, Inc.	Western	$ 18,637	3171
Loftis Lines	Western	$ 18,114	3141
Kydex, Inc.	Eastern	$ 18,016	1161
Pacers	Eastern	$ 17,844	1141
Brattle Sales, Inc.	Western	$ 16,732	3120
Q-Call, Inc.	Western	$ 16,450	3101
Cords or Cordless, Inc.	Central	$ 16,444	2141
Sound City	Eastern	$ 16,261	1111
Networks, Inc.	Western	$ 15,618	3180
Kranston Sound	Western	$ 15,392	3121
JT Audio and Video	Central	$ 14,505	2151
Green Electronics	Eastern	$ 14,033	1130
CommCall	Western	$ 13,585	3151

Finding and Showing
Specific Information

What You're About To Do

Now you want to find and show just those retailers from the Western region, ordered
by their sales last quarter. Follow the steps below to:

■ Specify the information you want to find.
■ Find and show in order just the information you want.

Do This

1 Choose Find What from
the List menu to display
the Search Specifications
table, as shown.

File/Print	Edit	Type Style	List			
▯		‖ Retailers ‖				
			Search Specifications			
	Retailer		Sales Region	Sales Last Qtr	ID Number	
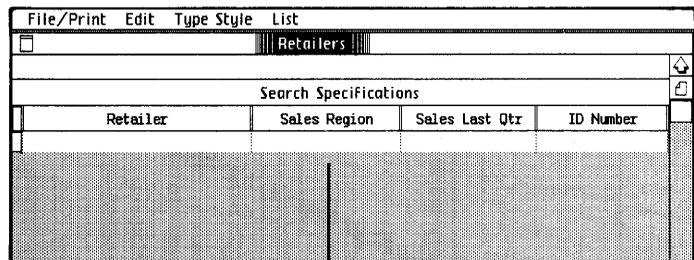
Search Specifications Table

2 Select the "Sales
Region" field, as shown.

*Notice the Comparisons menu
that appears in the menu bar.*

Click in field to select

File/Print	Edit	Type Style	List	Comparisons		
▯		‖ Retailers ‖				
			Search Specifications			
	Retailer		Sales Region	Sales Last Qtr	ID Number	
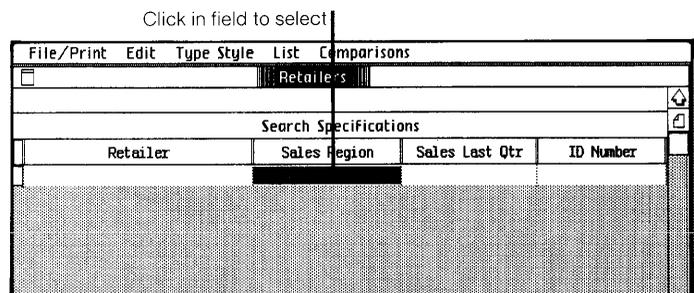
Do This

3 Choose = (Same as) from the Comparisons menu.

Notice the equal sign, =, now placed in the Sales Region field.

File/Print Edit Type Style List Comparisons

Equal sign

---
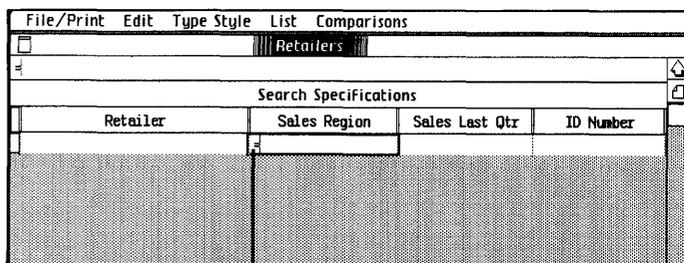
4 Type **Western**, and press the (**Enter**) key. (Typing mistake? (**Backspace**) to correct it, or choose Clear Entries from the Edit menu and go back to step 3.)

Type **Western** and press (**Enter**)

---
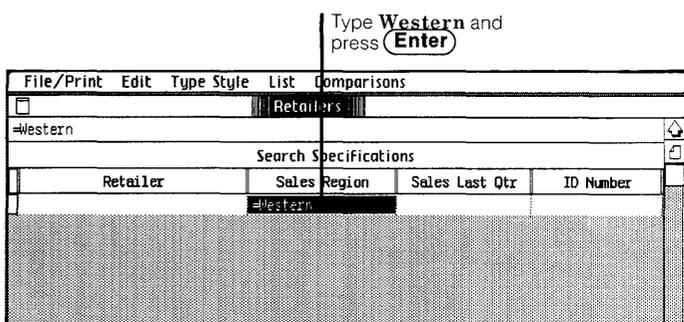
5 Choose Find and Show in Order from the List menu. (List doesn't look like the one to the right? You may have chosen something else from the List menu. Choose Find and Show in Order from the List menu.)

You're finished. Your list now shows just the information you want, in the order you specified.

Note: *The information not shown in the list is not gone. If you wanted to see the entire list again, you would choose Show Entire List from the List menu.*

File/Print Edit Type Style List

Retailers

Selected and Ordered Rows

Retailer	Sales Region	Sales Last Qtr	ID Number
Zindel's	Western	$ 22,733	3231
Bandley's	Western	$ 20,877	3271
Dieli & Weslow, Inc.	Western	$ 18,637	3171
Loftis Lines	Western	$ 18,114	3141
Brattle Sales, Inc.	Western	$ 16,732	3120
Q-Call, Inc.	Western	$ 16,450	3101
Networks, Inc.	Western	$ 15,618	3180
Kranston Sound	Western	$ 15,392	3121
CommCall	Western	$ 13,585	3151
Bellmon Limited	Western	$ 13,275	3150

Printing Your Document (Optional)

What You're About To Do

If you don't want to print your document now, or don't have a printer available, you can skip this section and go on to **Putting Your Document Away.**

To print a copy of your finished document, follow the steps below.

Do This

1 To ensure that your work is saved on the ProFile before you print, choose Save & Continue from the File/Print menu.

2 Make sure your printer is hooked up and turned on. (Refer to the manual that came with your printer for information on connecting the printer and loading paper and print ribbons.)

Daisy Wheel Printer
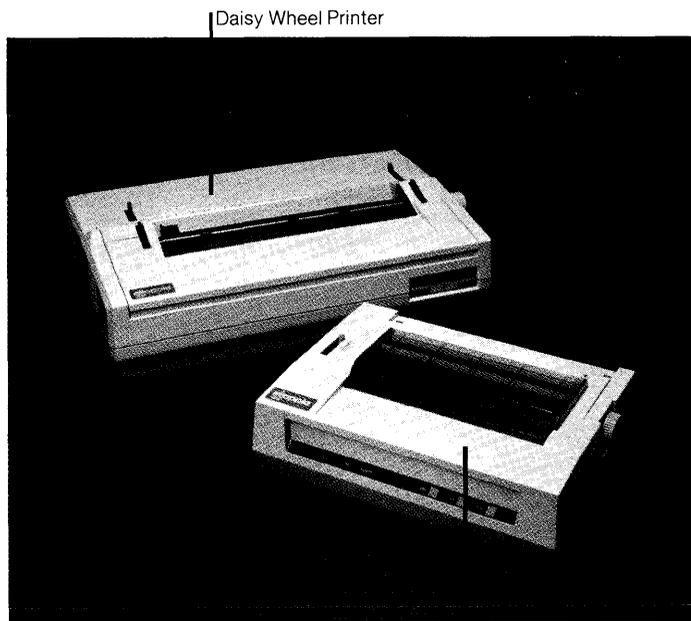
Dot Matrix Printer

Do This

3 Choose Print from the File/Print menu to bring up the Print dialog box shown to the right. (See a different message on the screen? Go to the next page and read the "Trouble with printing?" section.)

File/Print	Edit	Type Style	List		

Print... ■Finished Quality □Quick Draft (Text Only)　　　(Cancel)
　□While You Wait　■While You Work
　■All Pages □Only pages:[＿＿＿]　　[Through:＿＿]
　Number of Copies: [1][2][3][4][5][6][7][8][9][10]　　(OK)

Bandley's	Western	$ 20,877	3271
Dieli & Weslow, Inc.	Western	$ 18,637	3171
Loftis Lines	Western	$ 18,114	3141
Brattle Sales, Inc.	Western	$ 16,732	3120
Q-Call, Inc.	Western	$ 16,450	3101
Networks, Inc.	Western	$ 15,618	3180

4 The current settings in the Print dialog box are fine, so use the mouse to check "OK", as shown. (Trouble? See "Trouble with printing?" on the next page.)

Notice that the hourglass appears for a few moments — the hourglass means wait — as your Lisa records the information necessary to print the document.

File/Print	Edit	Type Style	List		

Print... ■Finished Quality □Quick Draft (Text Only)　　　(Cancel)
　□While You Wait　■While You Work
　■All Pages □Only pages:[＿＿＿]　　[Through:＿＿]
　Number of Copies: [1][2][3][4][5][6][7][8][9][10]　　**(OK)**

Bandley's	Western	$ 20,877	3271
Dieli & Weslow, Inc.	Western	$ 18,637	3171
Loftis Lines	Western	$ 18,114	3141
Brattle Sales, Inc.	Western	$ 16,732	3120
Q-Call, Inc.	Western	$ 16,450	3101
Networks, Inc.	Western	$ 15,618	3180

Click OK ⌐

5 When your document begins printing and you see the Monitor the Printer dialog box, check "Proceed", as shown. (Trouble? See "Trouble with printing?" on the next page.)

Notice that once the hourglass disappears and printing begins, you can use your Lisa to do other work.

File/Print	Edit	Type Style	List	

Monitor the Printer..　　　　　　　　　　　　　(Terminate)
　Document being printed: Retailers
　Copy being printed:　　0　　Of　　0
　Page being printed:　　0　　Of　　1
If you want to do other work while the document is being printed, click Proceed. Otherwise, just wait.

If you do decide to Proceed, you can get back here by choosing Monitor the Printer from the File/Print menu. You should do that if you hear a whistle or if you want to terminate printing.　**Proceed**

| Q-Ca | 01 |
| Netv | 80 |

Click Proceed ⌐

Trouble with printing?

- If you see the alert message to the right, refer to the *Lisa Owner's Guide*, Section D, Desktop Manager Reference Guide, under Set Printer Configuration.
- If you see any other alert message, follow its instructions. If needed, refer to the *Lisa Owner's Guide*, Section G, Troubleshooting, under Printers, or see the manual that came with your printer.
- To learn more about printing, refer to Section C, LisaList Reference Guide, Chapter 2, under Print.

```
File/Print   Edit   Type Style   List
                          Retailers
                                                          Cancel
        Zin           The document cannot be printed because the         31
Stop    Ban           intended printer does not appear to be             71
        Die           available.  Before you try to print again,         71
        Lof           make sure that your printer is set up the          41
        Bra           way you want and that it is accurately             20
        Q-C           described in the Preferences window's              01
     Networks, Inc.   Device Connections.        $ 15,618           3180
                      western
```
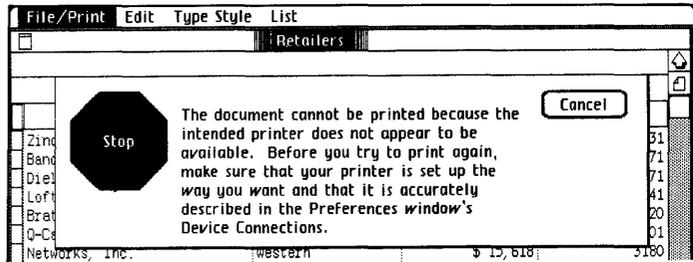
Putting Your
Document Away

What You're About To Do

Now that you've finished working on your document, follow the steps below to put it away. Even if you chose to print your document and it's still printing, you can continue to use your Lisa to do other work.

Do This

1 Choose Save & Put Away from the File/Print menu. (Is the Save & Put Away menu item dim? Then you need to click in the document to make the window active.)

Notice how the window zooms down to a document icon back in its filing home in the LisaList Examples folder.
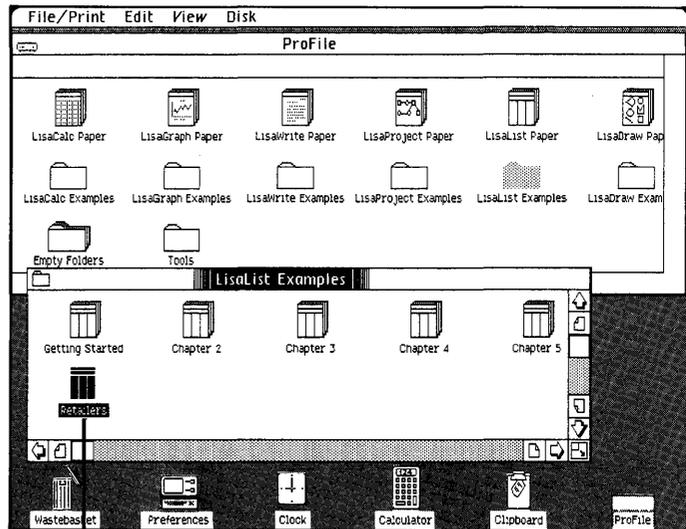
Document is Saved & Put Away

Starting from Scratch

What You're About To Do

In order to start a new list, you need to get a piece of LisaList stationery, as described below. Blank LisaList stationery is in a pad called LisaList Paper, in the ProFile window.

Do This

1 Tear off a sheet from the LisaList Paper pad at the top of the ProFile window. (Select the pad icon; choose Tear Off Stationery from the File/ Print menu.)

| File/Print | Edit | View | Disk |

ProFile

2620 blocks free out of 9690. Backed up: never.

LisaCalc Paper LisaGraph Paper LisaWrite Paper LisaProject Paper LisaList Paper LisaDraw Pap

LisaCalc Examples LisaGraph Examples LisaWrite Examples LisaProject Examples LisaList Examples LisaDraw Exam

Empty Folders Tools
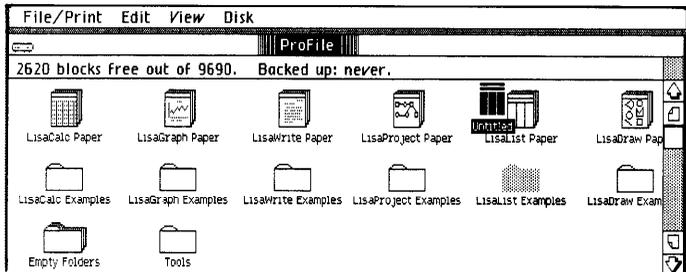
2 Don't worry right now about moving the untitled document out of the way. Change the name of the untitled document to **Clients**. (Make sure the icon is selected; then type.)

Type **Clients**

| File/Print | Edit | View | Disk |

ProFile

2620 blocks free out of 9690. Backed up: never.

LisaCalc Paper LisaGraph Paper LisaWrite Paper LisaProject Paper Clients LisaList Paper LisaDraw Pap

LisaCalc Examples LisaGraph Examples LisaWrite Examples LisaProject Examples LisaList Examples LisaDraw Exam

Empty Folders Tools
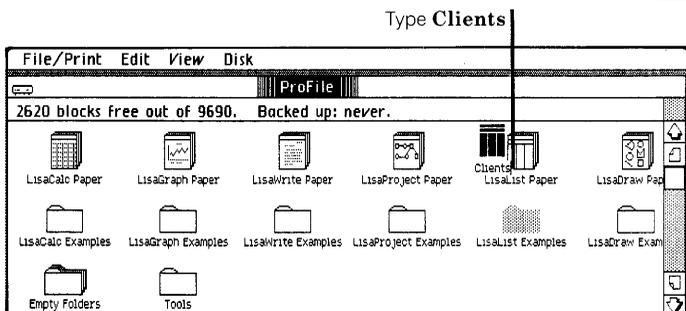
Do This

3 Open the piece of LisaList paper you named Clients as you would any document. (Choose Open "Clients" from the File/Print menu.)

4 Once the new LisaList document appears, you are ready to begin a new list. Some things you should do when creating a new list are described in the next several pages.
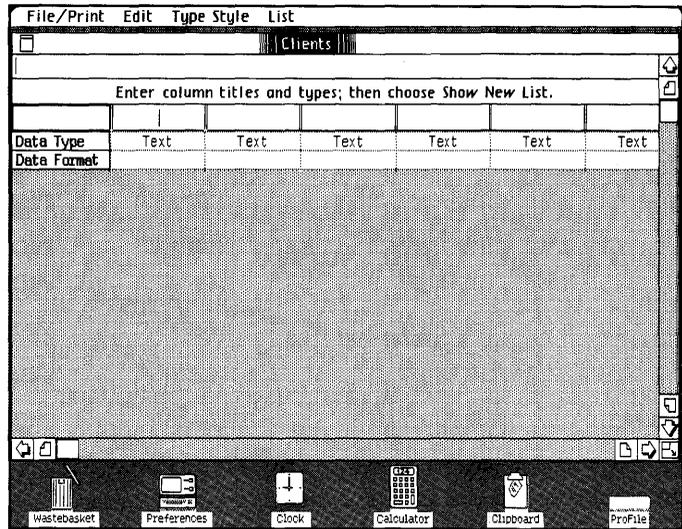
Creating a New List

What You're About To Do

Anytime you create a new list, you need to:

- Type in column names for each category of information you want.
- Choose an appropriate data type (kind of information) for each column you name.
- Choose Show New List from the List menu when you're finished to actually create the list.

Follow the steps below to start a client list with these column names and data types:

Column Name:	Client	# Phones Ordered	Sale Price	Date Due
Data Type:	Text	Number	Money	Date

Do This

1 There should be an insertion point, a blinking vertical line, in the first column header, showing that LisaList is ready for you to enter the first column name. If you don't see an insertion point, move the pointer to the first column and click twice. When you see the insertion point, type **Client**. (Typing mistake? Use the (Backspace) key to correct it.)
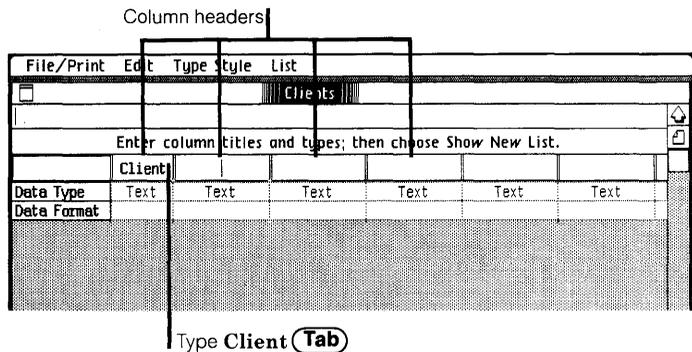
2 Press the (Tab) key to enter the name and get to the next column header.

Column headers

Enter column titles and types; then choose Show New List.

	Client					
Data Type	Text	Text	Text	Text	Text	Text
Data Format						

Type **Client** (Tab)

Do This

3 Follow the same procedure to enter the other three column names, as shown to the right.

Notice how the columns automatically adjust to the length of the column name after you press **Tab**.

Type # **Phones Ordered** **Tab**   Type **Sale Price** **Tab**

File/Print	Edit	Type Style	List				
				Clients			
Enter column titles and types; then choose Show New List.							
	Client	# Phones Ordered	Sale Price	Date Due			
Data Type	Text	Text	Text	Text	Text	Text	
Data Format							

Type **Date Due** **Tab**

4 Select the Data Type field under the "# Phones Ordered" column by clicking in it.

Notice the Data Type of Column menu that appears in the menu bar.

File/Print	Edit	Type Style	List	Data Type of Column			
				Clients			
Number							
Enter column titles and types; then choose Show New List.							
	Client	# Phones Ordered	Sale Price	Date Due			
Data Type	Text	Number	Text	Text	Text	Text	
Data Format		-999,999					

Number data type   Number format

5 Choose Number from the Data Type of Column menu.

Notice the Number data type that fills the selected data type field, and that a data format is also automatically entered.

6 Follow the procedure in steps 4 and 5 to enter the data types Money and Date under the "Sale Price" and "Date Due" columns, as shown.

File/Print	Edit	Type Style	List	Data Type of Column			
				Clients			
Date							
Enter column titles and types; then choose Show New List.							
	Client	# Phones Ordered	Sale Price	Date Due			
Data Type	Text	Number	Money	Date	Text	Text	
Data Format		-999,999	-$99,999.00	mm/0d/0y			

Do This

7 Choose Show New List from the List menu in order to create your list.

When the four blank fields of your list appear, as shown to the right, you're ready to begin entering information. Experiment and enter some information if you'd like — just select, type, (Tab), type, (Tab), etc. Press and move across the menu bar and look at what's in all your menus. If you want specific information on something, look in the LisaList Reference Guide, Section C, or check the index.

File/Print Edit Type Style List

Clients

Client	# Phones Ordered	Sale Price	Date Due

Wastebasket Preferences Clock Calculator Clipboard ProFile
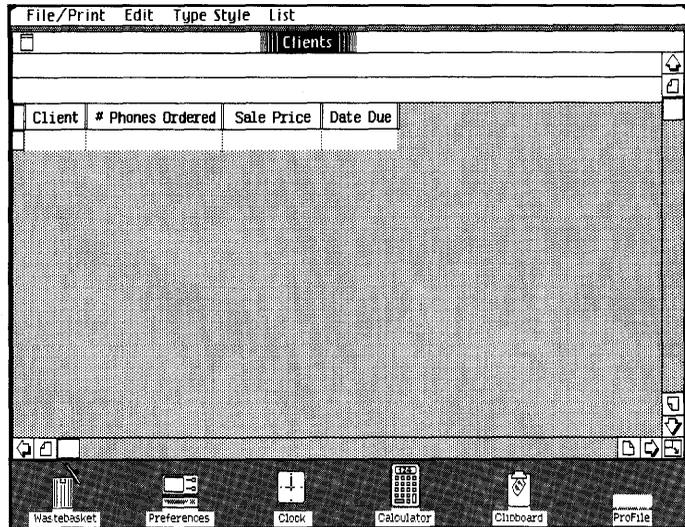
Finishing Up

What You're About To Do

It is a good idea to save all your documents and clear off your Lisa's desktop at least once a day. The steps below illustrate one of the many ways you can manage things on the Lisa desktop.

Note: When you are connecting, disconnecting, moving, or servicing equipment, you must turn off the power. But normally, you should turn off your Lisa only at the end of each week, and always leave your ProFile turned on.

Do This

1 Choose Set Aside "Clients" from the File/ Print menu and notice how Clients is set aside as an icon on the desktop.

Note: When you're working with several documents at the same time, it's often convenient to keep some of them set aside on the desktop, where it's easy to get at them.
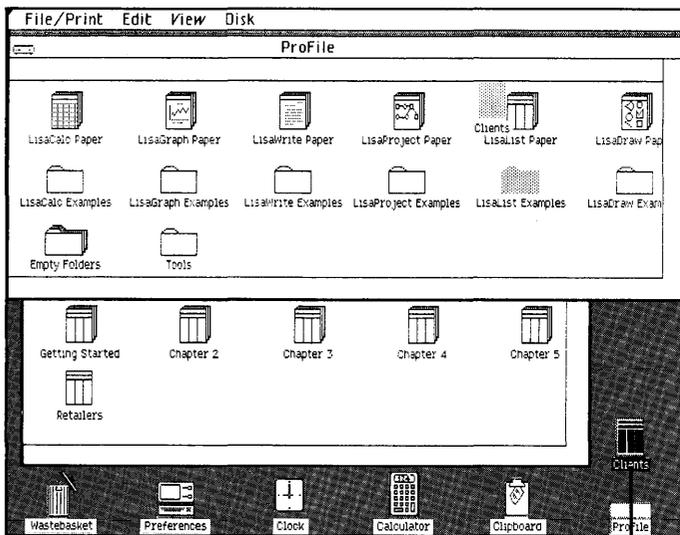
Clients is Set Aside

Do This

2 If you want to file the Clients document in a new place, move it to a clear area in the LisaList Examples folder, as shown. (Press with the pointer on the icon, move it, and release when the icon is where you want it.)
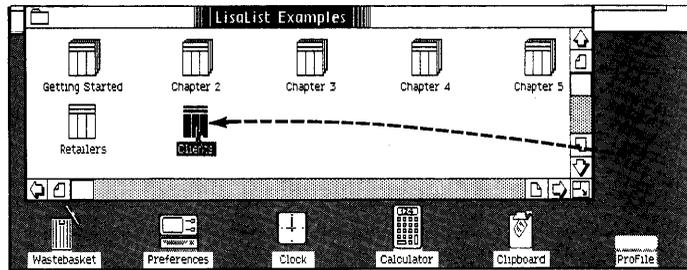
3 If you want to throw away the Clients document, move it to the Wastebasket icon. When the document icon is on the Wastebasket and the Wastebasket icon highlights, release the mouse button and wait for the document to be deposited.
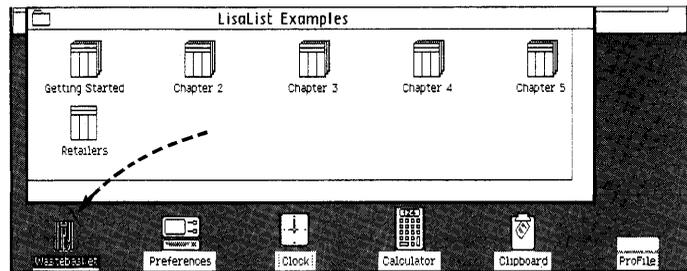
Note: *You can always get back the last thing you've thrown away by opening the Wastebasket icon and moving the deposited document back out.*

Do This

4 Now set aside both the LisaList Examples folder and ProFile by choosing Set Aside Everything from the File/Print menu.

Notice that both the Folder and ProFile icons are now set aside on the desktop.

LisaList Examples

Clipboard   ProFile
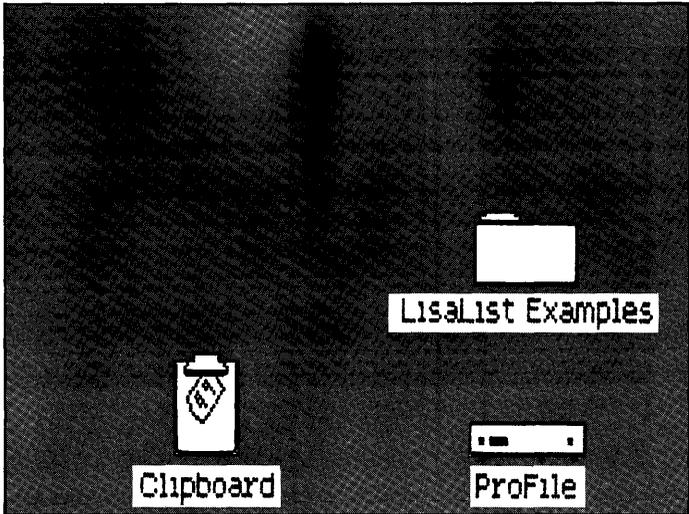
5 You can put away the LisaList Examples folder back in its filing home in the ProFile even when the ProFile window is closed. To do so, select the LisaList Examples folder and choose Save & Put Away "LisaList Examples" from the File/Print menu.

Note: *If you want to deselect a selected icon, click once when the pointer is not over the icon.*

Clipboard   ProFile
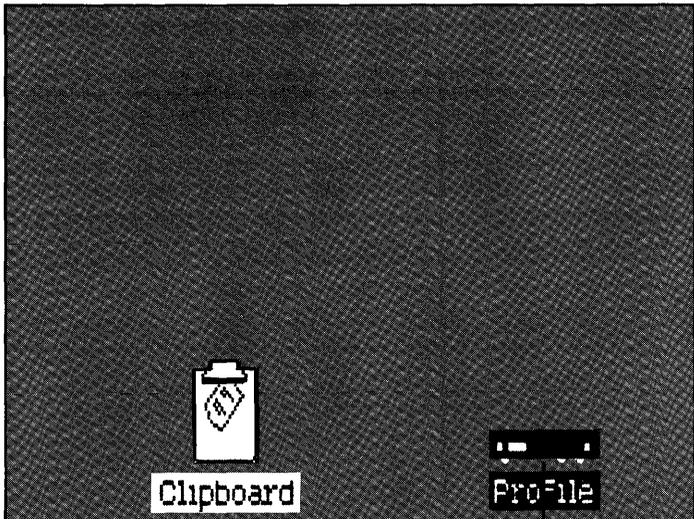
Folder is Saved & Put Away

Do This

6 When you are ready to work on something else, just open the ProFile again. When you want to turn off Lisa's power — for example, over the weekend — press the lit on-off button, as shown. When you turn on the Lisa again, everything will reappear as you left it when you turned the Lisa off, including documents you may have left open on the desktop. Normally, you should leave the ProFile turned on.
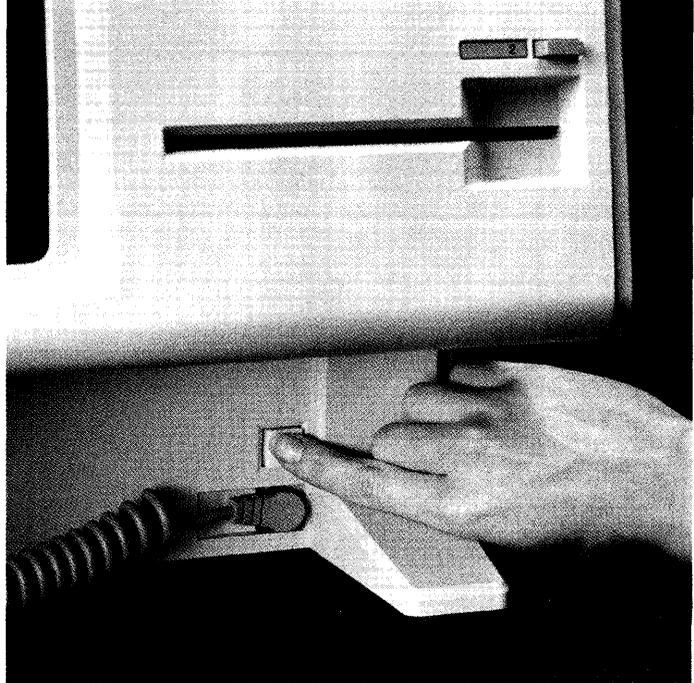
Using LisaList

You now have the basic skills necessary for using LisaList to produce your own LisaList documents. Because the concepts for using each Lisa tool are the same, you also have some of the basic skills for using other Lisa tools: LisaCalc, LisaDraw, LisaGraph, LisaProject, and LisaWrite.

There is much more you can do with LisaList. You can learn about other LisaList features by:

■ Going through other exercises in the LisaList Tutorial, Section B.

■ Using the LisaList Reference Guide, Section C, as you do your work.

■ Just experimenting as you use LisaList. Remember — when experimenting, you usually have to select something before taking action with it. It's safe to experiment because most of the things you do can be undone by choosing Undo Last Change from the Edit menu. And if you're experimenting with a document you've torn off of a stationery pad, you can try almost anything and always start fresh by throwing the document away into the Wastebasket, and tearing off a fresh copy from the same stationery pad.

Other LisaList Features

- Complex searching and sorting.
- Adding and removing columns.
- Rearranging column orders.
- Changing column widths at any time.
- Hiding columns you don't want to show.
- Modifying data formats.

Guide to Lisa Manuals

Set up your Lisa following the setup procedures in the Lisa accessories box or in Appendix 1, Setup Procedures, in the *Lisa Owner's Guide*.

Go through Section A, LisaGuide, in the *Lisa Owner's Guide*, for an introduction to the Lisa.

If your dealer or service representative did not set your system Preferences so that the Lisa knows what external devices are attached, follow the instructions in Section D, Desktop Manager Reference Guide, under Set, in the *Lisa Owner's Guide*.

Go to Section A, Getting Started, in the manual for each office tool that you want to learn, for the essentials of using that tool.

▶ Go to Section B, Lisa Fundamentals, in the *Lisa Owner's Guide*, for the background information you need before beginning long-term work on the Lisa.

You are now ready to start doing your own work on the Lisa:

■ If you want self-paced instructions for using a tool, go to Section B, Tutorial, in that tool manual.
■ If you want instructions for performing specific tasks with a tool, go to Section C, Reference Guide, in that tool manual.

For specific instructions on filing and desktop management, go to Section D, Desktop Manager Reference Guide, in the *Lisa Owner's Guide*.

For more information on the Lisa hardware, tips on caring for the Lisa, and suggestions for troubleshooting when the system isn't working properly, go to the other sections of the *Lisa Owner's Guide*.

Section B
LisaList Tutorial

Contents

What's in the
LisaList Tutorial?

This tutorial teaches you about LisaList as it guides you step by step through several real-life examples. To get the maximum value from this tutorial, you should try out the examples on your Lisa as you go through it.

All major LisaList features are covered in the tutorial, but not always in fine detail. A complete description of each LisaList feature can be found in Chapter 2 of Section C, the LisaList Reference Guide, in this manual.

Before you start this tutorial, be sure you have completed LisaGuide, in which Lisa introduces Lisa; you can find the LisaGuide diskette in the front pocket of the *Lisa Owner's Guide*. Also, you should have completed Section A, Getting Started with LisaList, in this manual. If you haven't completed one or both already, now is a good time to do so.

To complete the activities in this tutorial, you need

■ The blank LisaList stationery pad that is on your ProFile.

■ The sample documents for this tutorial that are in the LisaList Examples folder on your ProFile.

The arrow symbol (▶) appears before each activity in the tutorial, and it means "Do something." For example,

▶ Turn the page to begin the tutorial.

Chapter 1
Creating a New List

Creating a New List

This chapter leads you step by step through the creation of a list. By following the activities in Chapters 1 and 2, you learn most of the standard procedures of list management. In this chapter you learn how to

- Get a list.
- Set up the list by entering column names.
- Indicate what type of data each column contains.
- Enter information into the newly created list.
- Correct mistakes.
- Rearrange the rows.
- Print the list.
- Put the list away.

Getting a
New List

To create a new list,

▶ Open the ProFile
window by clicking twice
on the ProFile icon.

▶ Tear off a sheet of paper
for the new document by
clicking twice on the
LisaList stationery pad
icon.

▶ Name the new document
by typing your initials
followed by Ch1. This
allows other people to
use the same ProFile
and not get their
documents confused.

▶ Open the document by clicking twice on the
document icon.

In this chapter you assume the role of a corporate
Director of Personnel, keeping track of company
executives who have signed up for high-level training.

Setting Up the List

If you were making a list on paper, you might begin by
drawing lines down the page to separate the items of
information into columns. Then you'd write a short
description at the top of each column. That's exactly
what you do in LisaList.

The display on your screen right now is called the Create
Table, as shown in Figure 1.
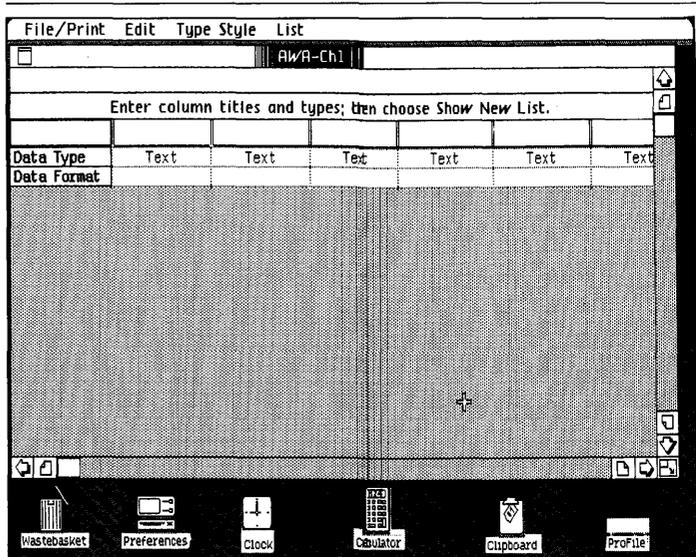
Figure 1. Create Table

Before you can start adding entries to your list, you have to fill in the Create Table to describe the data you'll be entering in the columns. This table is laid out in the same way as the list: each column in the table corresponds to a column in the list. Right now, you need to specify three things for each column: the name, the data type, and the data format.

Start by typing in the column names. The column names are displayed above the column in the list.

▶ Type

    Executive

	Executive
Data Type	Text
Data Format	

▶ Press the Ⓣⓐⓑ key to get to the next column.

▶ Continue entering the column names, using the (Tab) key to move from column to column. The other column names are

Seminar

City

Date

Cost

▶ To get back to the first column, press (Return).

When you are done, your list should look like Figure 2. Notice that, even though all columns are the same width to start, LisaList automatically widens or narrows them so that they are just long enough to hold the column names.

File/Print	Edit	Type Style	List	Data Type of Column							

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Text

Enter column titles and types; then choose Show New List.

	Executive	Seminar	City	Date	Cost				
Data Type	Text	Text	Text	Text	Text	Text	Text	Tex
Data Format								
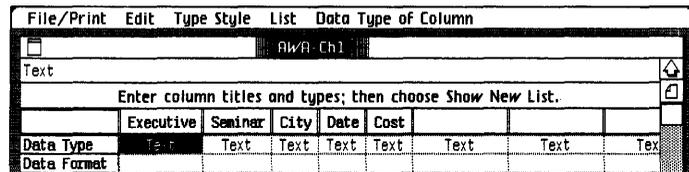
Figure 2. New List with Column Names

Defining the Information in the Columns

Now that you've named the columns, the next step is to tell LisaList the kind of information you want in each column. You do this by specifying a data type for the column.

Specifying a data type tells LisaList that only certain kinds of values can appear in that column, and enables it to sort those values properly. For example, the Social Security data type is intended only for social security numbers, which always have nine digits. If LisaList knows that that's what you want in the column, it can help you control what goes into the column. If you try to enter a value that couldn't be a social security number, such as a number with eight or ten digits, it tells you that you're making an error, and won't let you go on until you correct it. You'll see examples of this in Chapter 4, Data Types and Formats.

It is essential to decide what data type you want in a column while you are still setting up the list. Once you have started entering information in the list, you cannot change the data type of any column.

Right now, the word "Text" appears in every column in the Create Table. Text is the name of the most general data type. That is, you can enter any numbers, letters, or punctuation symbols in a Text field.

In this list, the first three columns will be Text columns, and the last two will have special data types. To set up these special data types,

▶ Select the Data Type field in the Date column by moving the pointer into the field and clicking the mouse button.


```
┌────────┐
│  DATE  │
├────────┤
│  Text  │
└────────┘
```

▶ Choose Date from the Data Type of Column menu. The word Date replaces the word Text in the Date column.

```
┌────────────────────┐
│ Data Type of Column│
├────────────────────┤
│  Text              │
│  Number            │
│  Money             │
│  Date              │
│  Time              │
│  Telephone         │
│  Zip Code          │
│  Social Security   │
└────────────────────┘
```
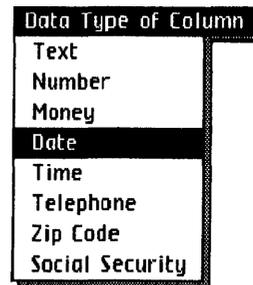
▶ Now select the Data Type field in the Cost column and choose the Money item from the Data Type of Column menu.

As their names indicate, the Date data type is intended for dates and the Money data type is intended for amounts of money.

As the data types change, the Data Format row is filled in. Data formats affect the way values are displayed in the list; they won't be covered in this chapter. Chapter 4, Data Types and Formats, discusses data formats in detail.

Starting the List

Now that you've described all the columns in the list, you can start entering information. To do this, you need to display the list itself, not the Create Table.

To display the list,

▶ Choose Show New List from the List menu.
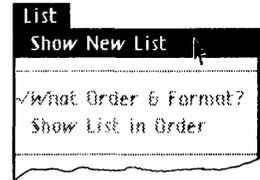
Show New List changes the display to show the list. Right now, it is empty, as you can see in Figure 3.
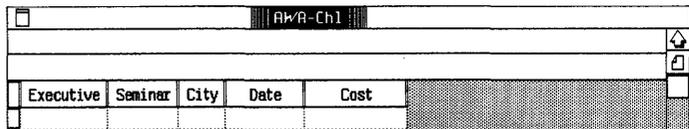
Figure 3. Newly Created List

When you choose Show New List, you create the list. This is an important step, because once you have done this, you cannot change the data types of the columns. You should always make sure you have set up the list correctly before choosing Show New List.

Entering Information into the List

The new list contains one blank row. Each time you finish a row another blank row is added, so that there is always a place to add information to the list. The information you should enter in the first row is shown in Figure 4.
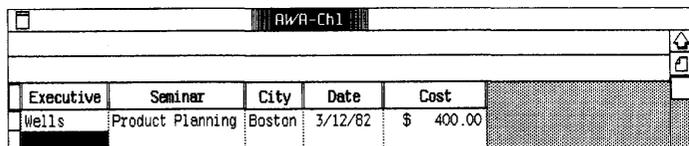
Figure 4. First Row of the List

To enter the first row,

▶ Select the blank field in
the Executive column.

Executive

▶ Type

Wells (**Tab**)

Executive
Wells
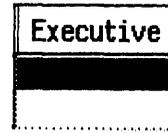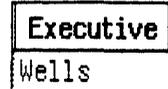
▶ Type

Product Planning

Seminar
Product P

As you can see, the words you have typed are too wide to
fit in the column. However, the complete contents of the
current field are always shown in the wide angle view,
which is at the top of the status panel. Shortly, you'll
learn how to widen a column.

▶ Continue to type the information shown in Figure 4
and press the (**Tab**) key to get to the next field until the
entire row has been entered.

Notice that when you press the (**Tab**) key from the Cost
column, a new blank row appears and its first field is
selected.

Changing Column Widths

The Seminar column is too narrow to display the value
you have entered in it.

To adjust the width,

▶ Move the pointer to the
grid handle to the right
of the column. The grid
handle is the double
vertical line between the
word Seminar and the
word City.

Seminar ⊣⊢ City
Product P Boston
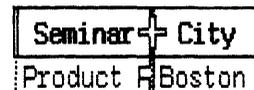
▶ Press and hold the mouse button.

▶ Move the pointer to the right. As you do so, a flickering line, which indicates the right boundary of the column, follows the pointer. When you have moved the line far enough to the right, release the button.

```
┌──────────────┬──────────┐
│ Seminar  │ Cit├ │
├──────────────┼──────────┤
│ Product P│Boston │
└──────────────┴──────────┘
```
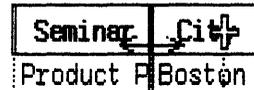
▶ If the column is too wide or too narrow, you can fix it using the same procedure.

You need to do the same thing for the City column.

▶ Widen the City column.

Correcting Mistakes

Before you enter the rest of the list, you should know how to correct mistakes. To change the contents of a field in LisaList, you use the standard Lisa text editing procedures. If you are familiar with these procedures, skip ahead to the next section, Putting the List in Order. If you would like some hints on how to correct mistakes, do the activities in this section.

To learn how to change text, assume you want to change the name Wells in the first column to Wellington. To learn the different ways to edit text, you'll do this in a rather roundabout way.

Clear Entries: To start, clear the field.

▶ Select the field that says "Wells."

```
┌──────────────┐
│ Executive  │
├──────────────┤
│ Wells  │
└──────────────┘
```

▶ Choose Clear Entries from the Edit menu.

```
┌─────────────────────────┐
│ Edit │
├─────────────────────────┤
│ Undo Last Change        │
│ Restore Previous Entry  │
│                         │
│                         │
│ Clear Entries        ▶  │
│                         │
│ Select All of Document ⌘A│
└─────────────────────────┘
```
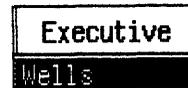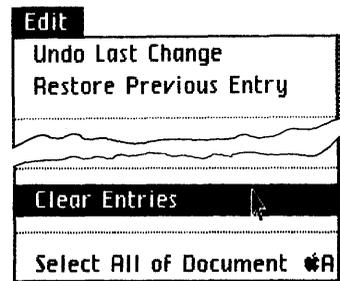
Clear Entries erases the contents of the field you have selected.

Undo Last Change: Actually, you don't have to clear a field to edit it. Let's say you change your mind and want to reverse the effect of Clear Entries.

▶ Choose Undo Last Change from the Edit menu.

Undo Last Change reverses the effect of the last action you have taken. It is particularly useful when you have chosen the wrong menu item by mistake. In this case, Undo has reversed the Clear by returning the contents of the field.

Some actions cannot be reversed by Undo. When this is the case, LisaList displays an alert message. The Undo Last Change procedure, in Section C, LisaList Reference Guide, Chapter 2, under Edit, details which actions can and cannot be undone.

Inserting: To change Wells to Wellington, start by inserting some letters.

▶ Select an insertion point between the second "l" and the "s."

| Executive |
| Wells |
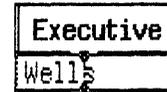
To insert text at a location within a value, you have to select the field first, and then select the location where you want the text. If you just select the field and start typing, you replace the whole value in the field with whatever you're typing.

▶ Type

  someletters

Replacing: Now you have made the name too long, and have not typed what you meant to type. The easiest way to correct it is by editing directly in the wide angle view instead of in the field itself. To change Wellsomeletters to Wellington,

▶ In the wide angle view, select "someletters."

| Well**someletters**s |

▶ Type

| Wellingtons |

  ington.
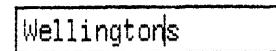
Deleting: Now all you have to do is delete the "s."

▶ Select the "s," either in the wide angle view or in the field.

| Wellingtons |

▶ Choose Cut from the Edit menu.

```
 Edit 
─────────────────────────────
 Undo Last Change
 Restore Previous Entry
┈┈┈┈┈┈┈┈┈┈┈┈┈┈┈┈┈┈┈┈┈┈┈┈┈┈┈┈┈
 Cut                    ⌘X
 Copy                   ⌘C
 Paste                  ⌘V
┈┈┈┈┈┈┈┈┈┈┈┈┈┈┈┈┈┈┈┈┈┈┈┈┈┈┈┈┈
```
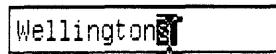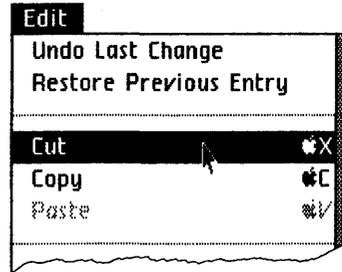
Instead of choosing Cut, you can make the change from the keyboard by holding down the Ⓐ key while pressing the X key. The Ⓐ key provides a convenient way to execute frequently used commands from the keyboard, without using the mouse. A complete list of Ⓐ key options applicable to LisaList can be found in Appendix 2, Apple Keys, in this manual.

Before going on, you need to restore the field to the way it was before you started editing.

▶ Choose Restore Previous Entry from the Edit menu.

Restore Previous Entry returns the field to the state it was in when you began editing. It only applies to the current field. If you have already selected another field, or have cleared the field, you cannot restore the original field with Restore Previous Entry.

Putting the List in Order

The next step is to enter the rest of the list.

▶ Enter all the rows in the list to match Figure 5. Use the Ⓣ⒜⒝ key to get from field to field. At the end of each row, the Ⓣ⒜⒝ key takes you to the beginning of the next row.

▶ Widen the columns as necessary.

Figure 5. Completed List

There are four arrow keys on the numeric keypad. Each arrow key selects the next field in the direction indicated by the arrow. So far, you have used the (Tab) key to move one field to the right. If you are already at the extreme right of the list, the (Tab) key selects the first field in the next row. The (▶) key also moves one field to the right, but it does not select the first field in the next row. Experiment with the other keys to see what they do. Press the (Enter) key if you want to enter the information in the current field, but not to move anywhere.

So far, the rows in the list are in no particular order. You don't have to enter rows in order because LisaList orders the list automatically. Unless you instruct it otherwise, it will sort the list according to the values in the default sort column. This is the column that was leftmost when the list was set up. It is always the default sort column, even if the order of columns in the list changes. In this case, this is the Executive column.

To order the list automatically,

▶ Choose Show Entire List from the List menu.

Whenever you choose Show Entire List, the list is sorted according to the default sort order.

The Management Seminars list is now in alphabetical order by executive name, as shown in Figure 6.

Executive	Seminar	City	Date	Cost
Brown	Effective Mgmt	New York	3/11/82	$ 400.00
Jackson	Communication Skills	New York	4/15/82	$ 600.00
Miller	Effective Management	Chicago	4/10/82	$ 400.00
Randolph	Financial Analysis	Denver	3/16/82	$ 400.00
Wells	Product Planning	Boston	3/12/82	$ 400.00

Figure 6. Reordered List

If you don't want the list to be sorted according to the first column, you can change the sort order. For example, suppose you want the list to be in order by city. The first step is to go to the Column Descriptions Table:

▶ Choose What Order & Format from the List menu.

The Column Descriptions Table is like the Create Table with the addition of two rows: the Sort Order row and the Visible row. The Visible row is described in Chapter 3, Rearranging the List. It's used for hiding columns that you don't want to see.

To sort the list by city,

▶ Select the Sort Order
   field in the City column.
   A Row Order menu
   appears in the menu bar.
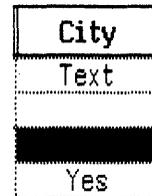
▶ Choose Ascending Order from the Row Order menu.

The selected field now contains the word "Ascend." Ascend means that the City column will be in order from A to Z.

▶ Choose Show List in Order from the List menu.

The sorted list is shown in Figure 7.

Executive	Seminar	City	Date	Cost
Wells	Product Planning	Boston	3/12/82	$ 400.00
Miller	Effective Management	Chicago	4/10/82	$ 400.00
Randolph	Financial Analysis	Denver	3/16/82	$ 400.00
Brown	Effective Mgmt	New York	3/11/82	$ 400.00
Jackson	Communication Skills	New York	4/15/82	$ 600.00

Figure 7. Sorted List

Printing the List

To print a list, you naturally have to have a printer connected to your Lisa. If you don't have a printer, or it is not set up, skip this section for now, and proceed to Putting Your Document Away, later in this chapter.

To find out how to set up your printer and hook it up to the Lisa, refer to the manual that came with your printer.

You also need to set up Preferences correctly for your printer. If you have not already done this, do it now. To set up Preferences for your printer, refer to Section D, Desktop Manager Reference Guide, in the *Lisa Owner's Guide,* under Set Printer Configuration.

Once the printer and Preferences have been set up, printing your first list is very easy.

▶ Just choose Print from the File/Print menu.
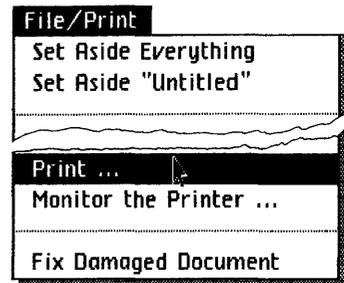
A Print dialog box appears on your screen, as in Figure 8.

Figure 8. Print Dialog Box

All print settings are as you need them right now. You learn to use the different settings available in the Print dialog box, and with the menu item Format for Printer, in Section D, LisaList Reference Guide, Chapter 2, under Print.

▶ Click OK in the dialog box.

[OK]
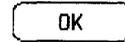
Your Lisa then displays a message saying that it is preparing to print your document and allow you to continue working, since the Print dialog box specified that you wanted to print your list while you work. After that message, the Lisa displays an alert box asking you if you want to cancel the printing or proceed with it. To respond to the message,

▶ Click Proceed to continue working while your list is being printed.

[Proceed]
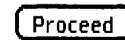
If your Lisa cannot print the list while you work, it will display a message to let you know that, and you will have to wait until the list is finished printing and the message disappears.

Putting Your Document Away

At this point, you can save the sample list. To do this,

▶ Choose Save & Put Away from the File/Print menu.

The document window closes automatically, and its document icon goes back beside the stationery pad in the disk window.

▶ Move the pointer into the list icon. Press and hold the mouse button while moving the icon to an empty place in the disk window.

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▶ Release the mouse button.

This completes Chapter 1. Go on to the next chapter, if you like, or come back to it at a later time.

Chapter Summary

Get a new list	■ Open the ProFile window. ■ Tear off a list from the LisaList stationery pad. ■ Name the list. ■ Open the new list.
Set up a new list	■ Enter column names. ■ Choose a data type for each column from the Data Type of Column menu.
Create the list	■ Choose Show New List from the List menu.
Enter information in new list	■ Select the first field in the blank row. ■ Type the information. ■ Press (Tab) to get to the next field.
Change column width	■ Select the column grid handle by pressing and holding the mouse button. ■ Move the grid handle to the new position and release the mouse button.
Sort the list	■ Choose What Order & Format from the List menu. ■ Select the Sort Order field in the column to be sorted. ■ Choose Ascending or Descending from the Row Order menu. ■ Choose Show List in Order from the List menu.

Print the list	■ If you haven't set up your printer yet, see the manual that came with your printer.
	■ If you haven't set printer Preferences yet, see Section D, Desktop Manager Reference Guide, in the *Lisa Owner's Guide,* under Set Printer Configuration.
	■ If you need to change any of the options in the Format for Printer dialog box for your document, choose Format for Printer from the File/ Print menu and change the options.
	■ Choose Print from the File/Print menu.
	■ Respond to any dialog boxes that appear.
Put the list away	■ Choose Save & Put Away from the File/Print menu.

Chapter 2
Searching the List

Searching the List

This chapter shows you different ways to look at your list. You learn how to move the list to see columns and rows beyond the current screen, and you find out how to search the list for rows that meet specific criteria. By the end of the chapter you will know how to

- Get a list and display it.
- Use scrolling to see the whole list.
- Search the list for particular items.
- Change the search criteria.
- Update the rows.
- Add and remove columns.

Getting an Existing List

In the last chapter, you learned how to create a list from scratch. In this chapter, you're going to work with a list that's already been created.

To begin,

▶ Open the ProFile window.

▶ Open the LisaList Examples folder.

▶ Tear off a list from the Chapter 2 stationery pad.

Chapter 2

▶ Name the list and open it.

aca:ch2

Chapter 2

In this chapter you're a corporate librarian. One of your jobs is to keep track of journals, magazines, and periodicals ordered by employees. To do this, you keep a list of subscriptions. What you see on your screen is in Figure 9.
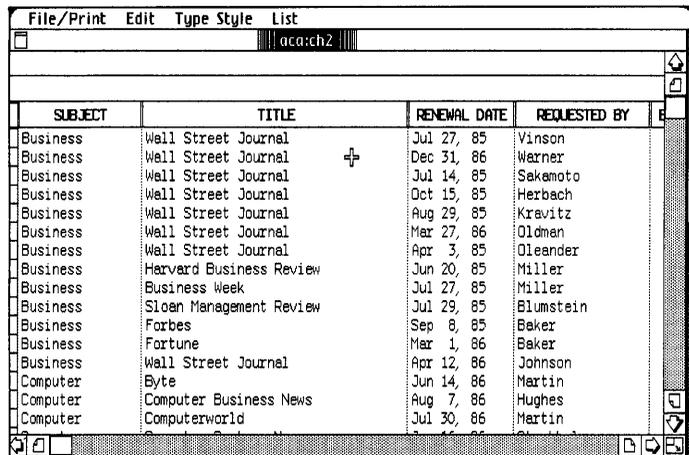
Figure 9. Initial Screen for Subscriptions Example

Scanning the List

The Subscriptions list is too long and too wide to fit on the screen. By using the view controls shown in Figure 10, you can look at all of the list. The arrows in the scroll bars allow you to scroll slowly through the list. The boxes in the scroll bars, called elevators, allow you to move directly to a different part of the list. The elevators move automatically when you use the arrows.

Elevator
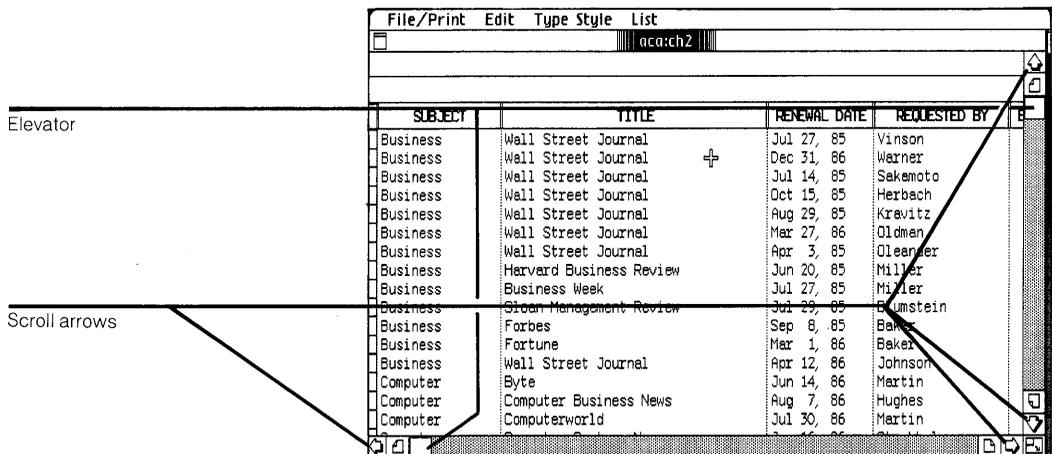
Scroll arrows

Figure 10. View Controls

To use a scroll arrow, you position the pointer within the arrow and click or hold down the mouse button. Using the four scroll arrows, practice moving the list down, up, right, and left. When you're finished, it should be positioned as in Figure 9.

You don't have to scan one row or column at a time. Using the elevator, you can move directly to the part of the list you want to see.

You can position the elevator anywhere inside the scroll bar. The position of the elevator within the scroll bar is roughly proportional to the position of the view within the list.

To move the elevator,

▶ Place the pointer in the vertical elevator. Press and hold the mouse button as you drag the elevator to the position you want. The view changes when you release the mouse button.

For example, to view the bottom of the list, move the elevator to the bottom of the vertical scroll bar.

To view the middle of the list, move the elevator to the middle of the vertical scroll bar.

To view the top of the list, move the elevator to the top of the vertical scroll bar.

Searching the List

Scanning the list is often useful, but scrolling through a long list looking for specific items can be tedious. You can use the LisaList search capability to find quickly all the items that meet your specifications.

For example, suppose that you have just been notified that Philippa Kingsmith is being promoted to your company's overseas division. You need to remove her subscriptions from your list because the overseas librarian maintains separate records.

Specifying a Search

To search a list, first you decide which rows you're looking for. You tell LisaList which rows you want by describing the contents of certain fields within the rows. For example, you might want all rows in which the Last Name column is equal to Johnson, or you might want all rows in which Salary is greater than $30,000 a year. In each case, what you need to specify is a comparison between the values you're looking for and some fixed value. The way you specify this comparison is by filling in the Search Specifications Table.

In this case, you want to look for all rows for which the value in the Requested By field is Kingsmith. To specify the search,

▶ Choose Find What from the List menu. The Search Specifications Table is shown in Figure 11.
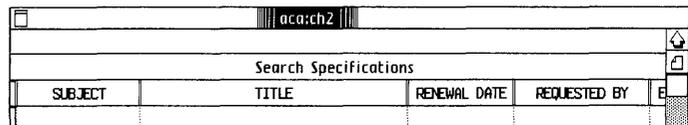
Figure 11. Search Specifications Table

▶ Select the blank field in the Requested By column.

▶ Choose = from the Comparisons menu.
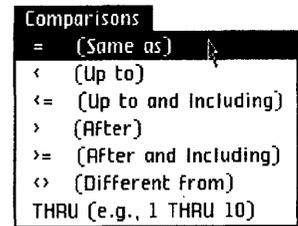
▶ Type

Kingsmith (Enter)

What you are telling LisaList is that you want to see all rows in which the Requested By column is equal to Kingsmith. To see the rows,

▶ Choose Find & Show from the List menu.

Your screen changes to show the partial list, as shown in Figure 12.

```
┌─────────────────────────────────────────────────────────────────┐
│ ▯              ▏▏▏ aca:ch2 ▏▏▏                              │
├───────────────────────────────────────────────────────────┬──┤
│                        Selected Rows                       │◇ │
│                                                            │◻ │
├──────────────┬──────────────────────┬──────────────┬──────┤──┤
│   SUBJECT    │        TITLE         │ RENEWAL DATE │ REQUESTED BY │▒│
├──────────────┼──────────────────────┼──────────────┼──────┤▒│
│ Computer     │ Computer Merchandising│ Nov 18, 85  │ Kingsmith │▒│
│ General      │ Psychology Today     │ May 11, 86  │ Kingsmith │▒│
│              │              ⊹       │              │      │  │
└──────────────┴──────────────────────┴──────────────┴──────┴──┘
```

Figure 12. List after Search

Whenever you choose Find & Show, you display only
those rows that satisfy the search specifications. If you
wanted to see the whole list again, you could choose
Show Entire List.

Deleting Rows

Now you want to delete all rows in the partial list. To
delete the rows,

▶ Choose Select All of Document from the Edit menu.

All of the rows on the screen are highlighted. When you
choose Select All of Document, the rows that are
selected depend on whether you are displaying the whole
list or only the partial list. In this case, since you are
displaying the partial list, only these rows are selected.

▶ Choose Cut from the Edit menu.

You have just cut the selected rows; that is, the rows in
the partial list. These rows are removed from the
complete list as well.

Changing the Search

As the corporate librarian, one of your duties is to make
sure that subscriptions are renewed when necessary. For
example, assume today is July 1, 1985. You want to find
out if any subscriptions have to be renewed before the
end of this month. To do this, you need to clear the old
search specifications and then enter the new ones. To
change the search specifications,

▶ Choose Find What from the List menu.

▶ Select the search
  specifications row by
  moving the pointer to
  the row header and
  clicking the mouse
  button once.

```
┌─┬───────────────┐
│ ║    SUBJECT    ║│
│▓├ ─ ─ ─ ─ ─ ─ ─┤│
│▓└───────────────┘│
└─┘
  │ Row header
```
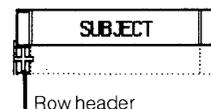
▶ Choose Clear Entries from the Edit menu.

▶ Select the blank field in the Renewal Date column.
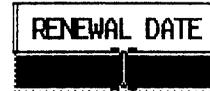
RENEWAL DATE

▶ Choose <= from the Comparisons menu.

▶ Type

Jul 31, 85 (Enter)

RENEWAL DATE
<=Jul 31, 85
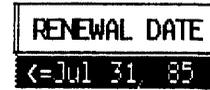
You have now told LisaList that you want to see all rows in which the Renewal Date column contains dates up to and including July 31, 1985. To see the partial list,

▶ Choose Find & Show from the List menu.

Figure 13 shows the partial list of all the subscriptions that have to be renewed.
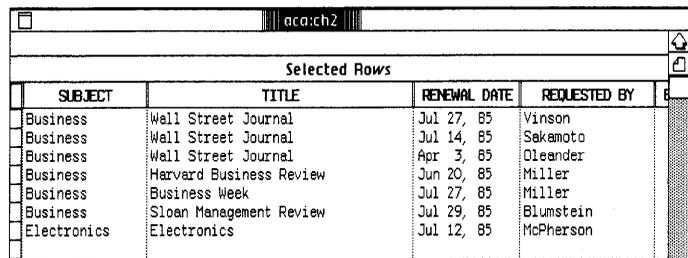
aca:ch2			
Selected Rows			
SUBJECT	TITLE	RENEWAL DATE	REQUESTED BY
Business	Wall Street Journal	Jul 27, 85	Vinson
Business	Wall Street Journal	Jul 14, 85	Sakamoto
Business	Wall Street Journal	Apr 3, 85	Oleander
Business	Harvard Business Review	Jun 20, 85	Miller
Business	Business Week	Jul 27, 85	Miller
Business	Sloan Management Review	Jul 29, 85	Blumstein
Electronics	Electronics	Jul 12, 85	McPherson

Figure 13. Partial List

Multiple Searches

You can also search the list based on more than one search specification. For example, suppose that James Olson recently ordered the Wall Street Journal. He's just called you on the phone to say that he hasn't yet received his subscription. To make life more complicated, you're not sure if his name is spelled Olsen, Olesen, or Olson. You certainly don't want to see all the subscription listings for everyone whose last name begins with O. You also don't want to see all your company's subscriptions to the Wall Street Journal, since there are so many of them. How can you display just the row that you want?

First, clear the previous search specifications:

▶ Choose Find What from the List menu.

▶ Select the search specifications row.

▶ Choose Clear Entries from the Edit menu.

Now, fill in the new search specifications:

▶ Select the Title field in the bottom row.

▶ Type

   Wall Street Journal

TITLE
Wall Street Journal

▶ Select the Requested By field in the bottom row.

▶ Type

   Ole THRU Olt

REQUESTED BY
Ole THRU Olt

This example shows that you can type in the specifications if you don't want to use the Comparisons menu. You can also leave out the equals sign; it is assumed. Your screen should look like Figure 14.
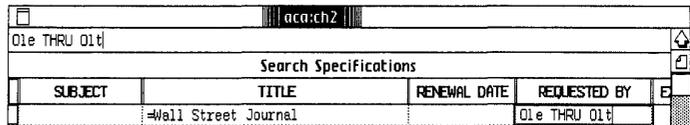
	aca:ch2			
Ole THRU Olt |

Search Specifications

SUBJECT	TITLE	RENEWAL DATE	REQUESTED BY	E
	=Wall Street Journal		Ole THRU Olt	

Figure 14. Filled in Search Specifications

What you have said is that you want to see all the rows in which the Title field contains "Wall Street Journal," and in which the Requested By field contains any name that begins with the letters "Ole" through "Olt." THRU is the only comparison that needs two values; it specifies a range of values. The first value is the beginning of the range, and the second value is the end of the range. To search the list,

▶ Choose Find & Show from the List menu.

The partial list is shown in Figure 15. As you can see, there is no Wall Street Journal subscription for anyone named Olson, Olsen, or Olesen.

Figure 15. Partial List

Adding a New Row

After calling Mr. Olson back to report your findings, and to find out how he spells his name, you arrange for the subscription. Now you have to add a row to the list.

You don't need to display the whole list in order to add a row. Just add the new subscription to the end of the partial list. To add a row to the list,

▶ Select the Subject field in the blank row.

▶ Type each entry and press the (Tab) key until you have entered the information shown in Figure 16.

Figure 16. New Subscription

Adding and Removing Columns

After you've used a list for a while, you may decide you want to include more information in it. Or, you may discover that you no longer need some of the information it already contains. LisaList allows you to add or remove columns at any time.

A word of caution: if your list is very large, it may take quite a while to add or remove a column. LisaList has to restructure the entire list on the disk. You also need as much extra room on your disk as the list itself takes up.

Adding Columns

In the subscriptions example, suppose that someone in your company has decided that all subscriptions must be approved by the supervisor of the person taking out the subscription. Now you need to update your list to add two columns: one for the name of the manager, and one to indicate whether or not the manager has approved the subscription.

To set up the columns,

▶ Choose Add/Remove Columns from the List menu.

You see the alert message shown in Figure 17.
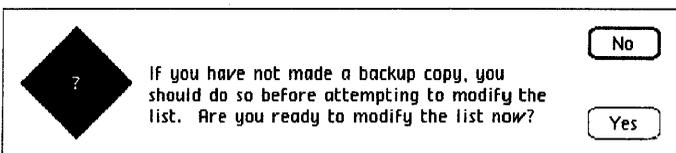
Figure 17. Alert Message for Add/Remove Columns

It's a good idea to make a backup copy of a list before adding or removing columns. In this tutorial, however, we will skip this step, to save time.

▶ Click Yes.

Now you see the Add/Remove Table, as shown in Figure 18. It's similar to the Create Table.
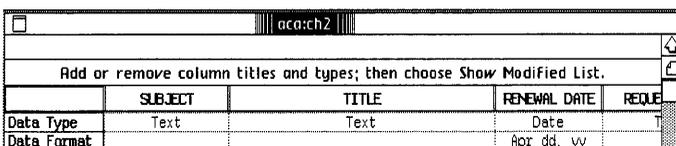
Figure 18. Add/Remove Table

Columns have to be added at the right of the list.

▶ Scroll the list until the blank column to the right of the Extension column is showing.

EXTENSION	➕
Number	Text
9999	

▶ Select the column header of the blank column.

▶ Type

SUPERVISOR

SUPERVISOR

▶ In the header of the next column, type

APPROVED?

Now check the data types of the two new columns to make sure they're correct. Once you have displayed the list again, you can't change the data type of a column. They are both Text, which is what you want.

To add the new columns,

▶ Choose Show Modified List from the List menu.

Now you see the alert message shown in Figure 19.

To make the changes you have requested, the list must be reorganized. This may take some time, especially for large lists. Is this OK?

To leave the list unchanged, click Cancel.

Once you click OK, you will not be able to change your mind, even by choosing undo.

[Cancel]

[OK]

Caution
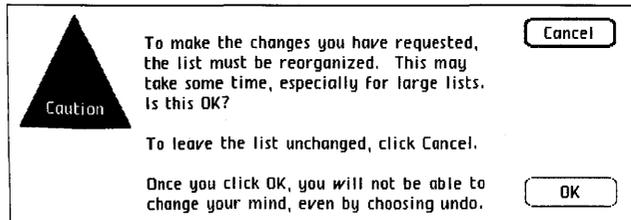
Figure 19. Alert Message for Reorganizing Lists

▶ Click OK.   [OK]

If you want, you can fill in some of the fields in the columns, as shown in Figure 20. Since you're soon going to delete these columns, don't spend too much time doing this.

REQUESTED BY	EXTENSION	SUPERVISOR	APPROVED?
Vinson	3754	Fleisher	Yes
Warner	4563	Gottesman	Yes
Sakamoto	3735	Catanzaro	Yes
Herbach	3756	Somogyi	Not yet
Kravitz	8467	Kroll	Yes
Oldman	7327	Feldman	Yes
Oleander	3737	Luty	Yes
Miller	7812	Scope	Yes
Miller	7812	Ashman	???
Blumstein	2573	Kronberg	Check
Baker	3562	Miller	Yes
Baker	3562	Warren	Yes
Johnson	7821	Caston	Yes
Olson	2576	Stone	Not yet
Martin	7829	Kerman	No
Hughes	3669	Ross	Yes

Figure 20. Additional Columns

Removing Columns

Now suppose there's been another change in policy, and supervisors' approval is no longer required for subscriptions. You want to remove the two columns. To do this,

▶ Choose Add/Remove Columns from the List menu.

▶ In the alert message, click Yes.

           (Yes)

▶ Scroll the Add/Remove Table until the Approved column is showing.

The Add/Remove Table is shown in Figure 21.

	RENEWAL DATE	REQUESTED BY	EXTENSION	SUPERVISOR	APPROVED?	
Data Type	Date	Text	Number	Text	Text	Tex
Data Format	Apr dd, yy		9999			

Add or remove column titles and types; then choose Show Modified List.

Figure 21. Add/Remove Table

▶ Select the column
header of the Supervisor
column.

▶ Choose Cut from the Edit menu.

▶ Select the column header
of the Approved column.
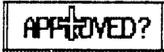
▶ Choose Cut from the Edit menu.

▶ Choose Show Modified List from the List menu.

▶ In the alert message, click OK.

Discarding a List

Before going on to the next chapter, you can either
discard the version of the list you have been working
with, or put it away. To discard the list,

▶ Choose Save & Put Away from the File/Print menu.

▶ Move the icon for the list
to the Wastebasket icon.

To put the list away,

▶ Choose Save & Put Away from the File/Print menu.

Putting your documents into a folder is a good habit,
since it keeps your disk window from getting cluttered.
To get a new folder,

▶ Move the pointer into
the folder pad icon in the
ProFile window and click
the mouse button twice.

To name the folder which is already selected,

▶ Type "Tutorial" and your initials.

Folders

Tutorial:aca

To move your list into the folder,

▶ Move the pointer into the document icon; press and hold the mouse button while moving the icon onto the folder you just created. Release the mouse button when the folder becomes highlighted.

aca:ch2
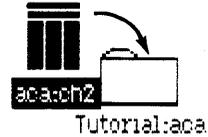
Tutorial:aca

The document icon should disappear when you release the mouse button, which shows that the document is filed in the folder. Next time you open the Tutorial folder, your list will be there.

To complete the activities in this chapter.

▶ Move the pointer into the folder; press and hold the mouse button while moving the folder to an uncluttered area of the disk window. Release the mouse button.

Tutorial:aca

Chapter Summary

Scroll slowly left and right	■ With the pointer in the appropriate arrow in the horizontal scroll bar, press and hold the mouse button. ■ Release the mouse button to stop scrolling.
Scroll slowly up and down	■ With the pointer in the appropriate arrow in the vertical scroll bar, press and hold the mouse button. ■ Release the mouse button to stop scrolling.
Scroll quickly	■ Move the pointer to the elevator. Press and hold the mouse button. ■ Move the elevator to the place that represents the relative position you want in the list. ■ Release the mouse button.
Search a list	■ Choose Find What from the List menu. ■ Select the search specifications field in the column you want to search for. ■ Choose a comparison from the Comparisons menu or type it in. ■ Type the value to compare with in the selected field. ■ Repeat if there are more fields you want to search for. ■ Choose Find and Show from the List menu.

Cut rows	■ Select the rows you want to cut.
	■ Choose Cut from the Edit menu.
Add a row	■ Scroll to the bottom of the list.
	■ Select the first field in the blank row.
	■ Type the data and press the (Tab) key to get to the next column.
	■ Repeat until the row is complete.
Add a column	■ Choose Add/Remove Column from the List menu.
	■ Select the column header of the first blank column.
	■ Type in the name of the new column.
	■ Set the data type and the data format.
	■ Move the column if necessary.
	■ Choose Show Modified List from the List menu.
Remove a column	■ Choose Add/Remove Column from the List menu.
	■ Select the column header of the column you want to remove.
	■ Choose Cut from the Edit menu.
	■ Choose Show Modified List from the List menu.

Chapter 3
Rearranging the List

Rearranging the List

Chapter 3 shows you some of the things you can do with columns, just as Chapter 2 focused on rows. In this chapter you learn how to

- Display some columns and not others.
- Change the order of the columns.
- Sort based on more than one column.

Getting the List

In this chapter you're the Director of Marketing for a management consulting firm with offices in several major cities. Each office reports by phone the status of client leads; you track this prospective new business on the Lisa. You also prepare various reports from the list.

To begin,

▶ Open the ProFile window.

▶ Open the LisaList Examples folder.

▶ Tear off a list from the Chapter 3 stationery pad.

Chapter 3

▶ Name the list and open it.

aca:ch3

Chapter 3
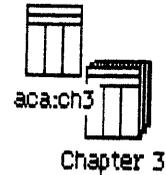
The list is shown in Figure 22.

BRANCH	PRINCIPAL	PROJ MGR	CLIENT	PROJ ID	STATUS
Boston	Dudley	Novich	Advanced Designs Inc.	8224	Open
Boston	Dudley	Evans	Agf Inc.	8501	Inactive
Boston	Lange		Kollman Inc.	8801	Open
Boston	Rubenstein	Novich	Cambridge Instruments	8387	Inactive
Boston	Rubenstein	Evans	Warren Associates	8452	Inactive
Boston	Rubenstein	Jackson	Warren Associates	8453	Open
Boston	Lange	Denver	Strathmore Industries	8111	Inactive
Boston	Lange	Jackson	Strathmore Industries	8112	Open
Boston	Lange	Jones	Strathmore Industries	8113	Open
Boston	Dudley		Reputable Bros. Inc	8700	Lead
Boston	Lange	Masters	Kollman Inc.	8800	Lead
Boston	Rubenstein	Novich	Cambridge Instruments	8388	Closed
Boston	Dudley	Percy	Agf Inc.	8500	Open
Boston	Dudley	Walker	Advanced Designs Inc.	8222	Open
San Francisco	Weisberg	Paul	Peter James Associates	6524	Lead
San Francisco	Lemmington	Denver	Quantum Leap Inc.	5441	Lead
San Francisco	Weisberg	Puma	City of San Francisco	5111	Open
San Francisco	Weisberg	Starr	Twin Peaks Development	5758	Open
San Francisco	O'Connor	Starr	Twin Peaks Development	5756	Open

Figure 22. Prospects List

Not all of the columns of the Prospects list are showing.

▶ Scroll the list to the right to see the rest of the columns, then back to the left.

Your department prepares a weekly report for each branch office manager. The report contains the following information:

■ The principal member of the firm responsible for the client.
■ The client's name.
■ The project manager working on the case.
■ The status of the lead.
■ The date of the next scheduled follow-up.

You are ready to prepare a report for the San Francisco branch. You want to take these steps:

■ Sort the list, using several columns.
■ Make the Project ID and Branch columns invisible.
■ Move the Client column to a different position in the list.
■ Search for all the San Francisco entries in the list.

Advanced Sorting

You learned in Chapter 1 how to sort based on one column. To prepare the San Francisco report, you need to sort based on three columns, and the sorted columns have a particular relationship to one another. First, you want to sort the list by principal. Then, in any case where there is more than one client to a principal, you want the clients to be in alphabetical order. If there is more than one project manager for a particular client, you want the project managers to be in alphabetical order. To see how this works, start by sorting the list by principal.

▶ Choose What Order & Format from the List menu.

▶ Select the Sort Order field in the Principal column.

```
┌─────────────────────┐
│     PRINCIPAL       │
├─────────────────────┤
│       Text          │
├─────────────────────┤
│                     │
├─────────────────────┤
│     Ascend          │
├─────────────────────┤
│       Yes           │
└─────────────────────┘
```

▶ Choose Ascending Order from the Row Order menu.

▶ Choose Show List in Order from the List menu.

The sorted list is shown in Figure 23.

BRANCH	PRINCIPAL	PROJ MGR	CLIENT	PROJ ID	STATUS
Washington	Blumstein	Lincoln	Agriculture Dept.	10251	Open
Washington	Blumstein	Martin	NASA	10452	Lead
Washington	Blumstein	Lincoln	Agriculture Dept.	10260	Inactive
Washington	Blumstein	Baker	NASA	10675	Inactive
Washington	Blumstein	Baker	NASA	10250	Open
Boston	Dudley	Novich	Advanced Designs Inc.	8224	Open
Boston	Dudley	Evans	Agf Inc.	8501	Inactive
Boston	Dudley		Reputable Bros. Inc	8700	Lead
Boston	Dudley	Percy	Agf Inc.	8500	Open
Boston	Dudley	Walker	Advanced Designs Inc.	8222	Open
Washington	Kowalski	Wong	Flotsam Gypsum	11522	Open
Washington	Kowalski	Wong	Flotsam Gypsum	11523	Open
Boston	Lange		Kollman Inc.	8801	Open
Boston	Lange	Denver	Strathmore Industries	8111	Inactive
Boston	Lange	Jackson	Strathmore Industries	8112	Open
Boston	Lange	Jones	Strathmore Industries	8113	Open
Boston	Lange	Masters	Kollman Inc.	8800	Lead
San Francisco	Lemmington	Denver	Quantum Leap Inc.	5441	Lead
San Francisco	Lemmington	Masters	Wylie Associates	5642	Open

(Window title: aca:ch3 — Ordered Rows)

Figure 23. List Sorted by Principal

As you can see, there are several cases in which the same principal occurs more than once; for example, Blumstein and Dudley. However, the clients for these principals are arranged in no particular order. The next thing you want to do is to arrange the clients for each of these principals in alphabetical order. To do this,

▶ Choose What Order & Format from the List menu.

▶ Select the Sort Order field in the Client column.

CLIENT
Text
Ascend(2)
Yes

▶ Choose Ascending Order from the Row Order menu.

▶ Press the (Enter) key.

The Sort Order field for Client now shows a sort priority of 2; the field for Principal shows no number after the word Ascend, indicating that it has a sort priority of 1. This means that the Principal column will be sorted first, and the Client column second. Each time you indicate a new column to be sorted, it is given the next sort priority number.

▶ Choose Show List in Order from the List menu.

The sorted list is shown in Figure 24. Notice that the order of names in the Principal column has not changed, but within each principal, the clients are arranged in alphabetical order.

BRANCH	PRINCIPAL	PROJ MGR	CLIENT	PROJ ID	STATUS
Washington	Blumstein	Lincoln	Agriculture Dept.	10251	Open
Washington	Blumstein	Lincoln	Agriculture Dept.	10260	Inactive
Washington	Blumstein	Martin	NASA	10452	Lead
Washington	Blumstein	Baker	NASA	10675	Inactive
Washington	Blumstein	Baker	NASA	10250	Open
Boston	Dudley	Novich	Advanced Designs Inc.	8224	Open
Boston	Dudley	Walker	Advanced Designs Inc.	8222	Open
Boston	Dudley	Evans	Agf Inc.	8501	Inactive
Boston	Dudley	Percy	Agf Inc.	8500	Open
Boston	Dudley		Reputable Bros. Inc	8700	Lead
Washington	Kowalski	Wong	Flotsam Gypsum	11522	Open
Washington	Kowalski	Wong	Flotsam Gypsum	11523	Open
Boston	Lange		Kollman Inc.	8801	Open
Boston	Lange	Masters	Kollman Inc.	8800	Lead
Boston	Lange	Denver	Strathmore Industries	8111	Inactive
Boston	Lange	Jackson	Strathmore Industries	8112	Open
Boston	Lange	Jones	Strathmore Industries	8113	Open
San Francisco	Lemmington	Denver	Quantum Leap Inc.	5441	Lead
San Francisco	Lemmington	Denver	Quantum Leap Inc.	5440	Lead

Figure 24. List Sorted by Principal and Client

Now you need to do a third level of sorting: by project manager. To do this, just continue the same procedure:

▶ Choose What Order & Format from the List menu.

▶ Select the Sort Order field in the Proj Mgr column.
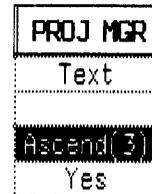
> **PROJ MGR**
>
> Text
>
> **Ascend(3)**
>
> Yes

▶ Choose Ascending Order from the Row Order menu.

▶ Press the (Enter) key.

The Sort Order field for Client now shows a sort priority of 3. This means that this column is sorted third, after the Principal column and the Client column.

▶ Choose Show List in Order from the List menu.

The sorted list is shown in Figure 25. Again, the order of names in the Principal column and the Client column has not changed, but the Project Manager column is now in alphabetical order within each client name.

```
┌──────────────────────────────────────────────────────────────┐
│ □              ▓▓▓ aca:ch3 ▓▓▓                              ◊ │
│                                                              ▣ │
│ ├──────────────────────────────────────────────────────────┤  │
│ │              ↖  Ordered Rows                              │  │
│ ├─────────┬───────────┬─────────┬──────────────────┬───────┬──────┤
│ │ BRANCH  │ PRINCIPAL │ PROJ MGR│     CLIENT       │PROJ ID│STATUS│
│ ├─────────┼───────────┼─────────┼──────────────────┼───────┼──────┤
│ │Washington│Blumstein  │Lincoln │Agriculture Dept. │ 10251│Open    │
│ │Washington│Blumstein  │Lincoln │Agriculture Dept. │ 10260│Inactive│
│ │Washington│Blumstein  │Baker   │NASA              │ 10675│Inactive│
│ │Washington│Blumstein  │Baker   │NASA              │ 10250│Open    │
│ │Washington│Blumstein  │Martin  │NASA              │ 10452│Lead    │
│ │Boston   │Dudley     │Novich  │Advanced Designs Inc.│ 8224│Open    │
│ │Boston   │Dudley     │Walker  │Advanced Designs Inc.│ 8222│Open    │
│ │Boston   │Dudley     │Evans   │Agf Inc.          │  8501│Inactive│
│ │Boston   │Dudley     │Percy   │Agf Inc.          │  8500│Open    │
│ │Boston   │Dudley     │        │Reputable Bros. Inc│ 8700│Lead    │
│ │Washington│Kowalski   │Wong    │Flotsam Gypsum    │ 11522│Open    │
│ │Washington│Kowalski   │Wong    │Flotsam Gypsum    │ 11523│Open    │
│ │Boston   │Lange      │        │Kollman Inc.      │  8801│Open    │
│ │Boston   │Lange      │Masters │Kollman Inc.      │  8800│Lead    │
│ │Boston   │Lange      │Denver  │Strathmore Industries│ 8111│Inactive│
│ │Boston   │Lange      │Jackson │Strathmore Industries│ 8112│Open    │
│ │Boston   │Lange      │Jones   │Strathmore Industries│ 8113│Open    │
│ │San Francisco│Lemmington│Denver │Quantum Leap Inc. │ 5441│Lead    │
│ │San Francisco│Lemmington│Denver │Quantum Leap Inc. │ 5440│Lead    │
└──────────────────────────────────────────────────────────────┘
```

Figure 25. List Sorted by Principal, Client, and Project Manager

Since the report you're preparing only covers the San Francisco branch, you want to display only the rows for that branch. To do this,

▶ Choose Find What from the List menu.

The Search Specifications Table is shown in Figure 26.

```
┌──────────────────────────────────────────────────────────────┐
│ □              ▓▓▓ aca:ch3 ▓▓▓                              ◊ │
│                                                              ▣ │
│ ├──────────────────────────────────────────────────────────┤  │
│ │              Search Specifications                       │  │
│ ├─────────┬───────────┬─────────┬──────────────────┬───────┬──────┤
│ │ BRANCH  │ PRINCIPAL │ PROJ MGR│     CLIENT       │PROJ ID│STATUS│
│ ├─────────┴───────────┴────┬────┴──────────────────┴───────┴──────┤
│ │                          ⊹                                      │
└──────────────────────────────────────────────────────────────┘
```

Figure 26. Search Specifications Table

▶ In the blank field in the Branch column, type

San Francisco

```
┌──────────────────────┐
│       BRANCH         │
├──────────────────────┤
│ San Francisco        │
└──────────────────────┘
```

▶ Choose Find & Show in Order from the List menu.

The partial list is shown in Figure 27.

```
┌─────────────────────────────────────────────────────────────┐
│ ▢              ▥║aca:ch3║▥                               │◇│
├─────────────────────────────────────────────────────────┤◻│
│              Selected and Ordered Rows                      │
├────────────┬───────────┬────────┬──────────────────┬───────┬────────┤
│   BRANCH   │ PRINCIPAL │PROJ MGR│      CLIENT       │PROJ ID│ STATUS │
├────────────┼───────────┼────────┼──────────────────┼───────┼────────┤
│San Francisco│Lemmington │Denver  │Quantum Leap Inc.  │ 5441  │Lead    │
│San Francisco│Lemmington │Denver  │Quantum Leap Inc.  │ 5440  │Lead    │
│San Francisco│Lemmington │Masters │Wylie Associates   │ 5642  │Open    │
│San Francisco│Lemmington │Olsen   │Wylie Associates   │ 5640  │Lead    │
│San Francisco│O'Connor   │Starr   │Twin Peaks Development│ 5756 │Open    │
│San Francisco│O'Connor   │Evans   │West Coast Engineering│ 5253 │Inactive│
│San Francisco│O'Connor   │Olsen   │West Coast Engineering│ 5252 │Open    │
│San Francisco│Weisberg   │Golden  │City of San Francisco│ 5112 │Inactive│
│San Francisco│Weisberg   │Puma    │City of San Francisco│ 5111 │Open    │
│San Francisco│Weisberg   │Puma    │City of San Francisco│ 5110 │Open    │
│San Francisco│Weisberg   │Paul    │Peter James Associates│ 6524 │Lead    │
│San Francisco│Weisberg   │Starr   │Twin Peaks Development│ 5758 │Open    │
└────────────┴───────────┴────────┴──────────────────┴───────┴────────┘
```

Figure 27. San Francisco Entries

Choosing Find & Show in Order displays the partial list in order. If you didn't want LisaList to take the time to sort the partial list, you could have chosen Find & Show instead.

What if you wanted to sort the whole list by branch? Since a separate report is prepared for each branch, you want all the entries for each branch to be grouped together. That means that the Branch column has to have a sort priority of 1, and all the other columns have to move down a notch. This is easy to do:

▶ Choose What Order & Format from the List menu.

▶ Select the Sort Order field in the Branch column.

	BRANCH
Data Type	Text
Data Format	
Sort Order	Ascend(4)
Visible	Yes

▶ Choose Ascending Order from the Row Order menu.

▶ Press the (Enter) key.

The sort priority shown in the Branch column is 4. To change it to 1,

Ascend(4)

▶ Select the "4" and type a "1," followed by the (Enter) key.

Ascend(1)

When you press the (Enter) key, all the sort priorities in the list change. The column that used to be 1 becomes 2, the column that used to be 2 becomes 3, and so forth. Since this result is just the order you want:

▶ Choose Show List in Order from the List menu.

The list is shown in Figure 28.

BRANCH	PRINCIPAL	PROJ MGR	CLIENT	PROJ ID	STAT
Boston	Dudley	Novich	Advanced Designs Inc.	8224	Open
Boston	Dudley	Walker	Advanced Designs Inc.	8222	Open
Boston	Dudley	Evans	Agf Inc.	8501	Inacti
Boston	Dudley	Percy	Agf Inc.	8500	Open
Boston	Dudley		Reputable Bros. Inc	8700	Lead
Boston	Lange		Kollman Inc.	8801	Open
Boston	Lange	Masters	Kollman Inc.	8800	Lead
Boston	Lange	Denver	Strathmore Industries	8111	Inacti
Boston	Lange	Jackson	Strathmore Industries	8112	Open
Boston	Lange	Jones	Strathmore Industries	8113	Open
Boston	Rubenstein	Novich	Cambridge Instruments	8387	Inacti
Boston	Rubenstein	Novich	Cambridge Instruments	8388	Closed
Boston	Rubenstein	Evans	Warren Associates	8452	Inacti
Boston	Rubenstein	Jackson	Warren Associates	8453	Open
San Francisco	Lemmington	Denver	Quantum Leap Inc.	5441	Lead
San Francisco	Lemmington	Denver	Quantum Leap Inc.	5440	Lead
San Francisco	Lemmington	Masters	Wylie Associates	5642	Open
San Francisco	Lemmington	Olsen	Wylie Associates	5640	Lead
San Francisco	O'Connor	Starr	Twin Peaks Development	5756	Open

Figure 28. Rearranged List

Notice that, even though the list is now in order according to the Branch column, the other columns are in the same order they were in before.

Making Columns Visible or Invisible

The Prospects list has more columns than you can see on the screen without scrolling — more than you can print on a standard page. But there are two columns that don't have to appear on your report. The Branch column is unnecessary because all the rows in the report you're going to prepare are San Francisco rows. And the Project ID column is used only by your firm's accounting department, so it too doesn't need to appear.

You can make columns visible or invisible at will by using the Visible row in the Column Descriptions Table. When a column is invisible, it doesn't appear when the list is displayed. It still appears in the Column Descriptions Table and the Search Specifications Table, so you can sort and search using columns that aren't shown in the list display.

To make the columns invisible,

▶ Choose What Order & Format from the List menu.

▶ Select the Visible field in the Branch column. (The field contains the word Yes.) The Column Visible menu appears.

	BRANCH
Data Type	Text
Data Format	
Sort Order	Ascend
Visible	Yes

▶ Choose No from the Column Visible menu. The Visible field now contains the word No.

Column Visible
Yes
No
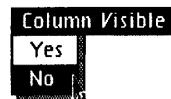
▶ Select the Visible field in the Proj ID column.

PROJ ID
Number
99999
Yes

▶ Choose No from the Column Visible menu.

▶ Choose Show List in Order from the List menu.

The list is shown in Figure 29. The list is still sorted according to branch, even though the Branch column is invisible.

```
┌─┬─────────────────────────────────┬─┐
│□│            ▓▓ aca:ch3 ▓▓         │◇│
├─┴─────────────────────────────────┼─┤
│                                    │▣│
│              Ordered Rows          │ │
├──────────┬────────┬──────────────┬─────────┬──────────┬──┤
│ PRINCIPAL│PROJ MGR│    CLIENT    │ STATUS  │NEXT CONTACT│ │
├──────────┼────────┼──────────────┼─────────┼──────────┤  │
│Dudley    │Novich  │Advanced Designs Inc.│Open │12/01/85│ │
│Dudley    │Walker  │Advanced Designs Inc.│Open │11/01/85│ │
│Dudley    │Evans   │Agf Inc.      │Inactive │ 1/15/86  │ │
│Dudley    │Percy   │Agf Inc.      │Open     │12/13/85  │ │
│Dudley    │        │Reputable Bros. Inc│Lead│ 8/03/85  │ │
│Lange     │        │Kollman Inc.  │Open     │ 2/02/86  │ │
│Lange     │Masters │Kollman Inc.  │Lead     │ 1/04/86  │ │
│Lange     │Denver  │Strathmore Industries│Inactive│ 4/02/86│ │
│Lange  ✛  │Jackson │Strathmore Industries│Open│10/04/85 │ │
│Lange  ✛  │Jones   │Strathmore Industries│Open│ 7/02/85 │ │
│Rubenstein│Novich  │Cambridge Instruments│Inactive│11/01/85│ │
│Rubenstein│Novich  │Cambridge Instruments│Closed│10/03/85│ │
│Rubenstein│Evans   │Warren Associates│Inactive│11/15/85 │ │
│Rubenstein│Jackson │Warren Associates│Open │ 3/03/86  │ │
│Lemmington│Denver  │Quantum Leap Inc.│Lead │ 4/05/86  │ │
│Lemmington│Denver  │Quantum Leap Inc.│Lead │12/11/85  │▣│
│Lemmington│Masters │Wylie Associates│Open │          │◇│
│Lemmington│Olsen   │Wylie Associates│Lead │ 1/15/86  │ │
│O'Connor  │Starr   │Twin Peaks Development│Open│11/21/85│ │
└──────────┴────────┴──────────────┴─────────┴──────────┴──┘
```

Figure 29. List with Hidden Columns

You can make a column visible again any time by changing the Visible field in the Column Descriptions Table to Yes.

Moving Columns

You can also rearrange the columns in the list. For the San Francisco branch report, you'd like the Client column to appear between Principal and Project Manager, so that the order in the report matches the sort priorities.

To move the Client column,

▶ Choose What Order & Format from the List menu.

▶ Select the Client column by clicking in the column header.

```
┌──────────────────────────┐
│        ✛ CLIENT          │
├──────────────────────────┤
│          Text            │
├──────────────────────────┤
│        Ascend(3)         │
├──────────────────────────┤
│          Yes             │
└──────────────────────────┘
```
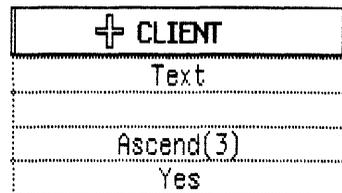
▶ Choose Cut from the Edit menu. The Client column is removed from the table and placed on the Clipboard.

▶ Select the grid handle to the right of the Principal column header.

:IPAL ⊣⊢PROJ ᴹ
ᵪt   Text
ᵢd(2)   Ascendɪ
ːs   Yes

▶ Choose Paste from the Edit menu. The Client column is pasted into the list to the right of the Principal column.

It is important to note that moving a column is not done the same way as removing a column. To remove a column, you have to cut it from the Add/Remove Table. When you are moving a column, you do it in the Column Description Table. You also use Cut, but you must paste the column again. You cannot return to the list display until you have pasted the column.

Producing the Report

Now for the final step: searching the list for all the San Francisco rows. The list is now set up to appear in the required order, with only those columns that are meaningful to this report.

To search the list,

▶ Choose Find & Show in Order from the List menu.

This is all you need to do, because the same search specifications are still in effect.

To finish the report, you can print the list. To do this,

▶ Choose Print from the File/Print menu.

Before going on to the next chapter, you should discard the version of the list you have been working with. To do this,

▶ Choose Set Aside from the File/Print menu.

▶ Move the icon for your list to the Wastebasket icon.

Chapter Summary

Sort on more than one column	■ Choose What Order & Format from the List menu. ■ Select the Sort Order field in a column and choose Ascending Order or Descending Order from the Row Order menu. ■ To sort additional columns, select and choose until all columns have been specified. ■ Choose Show List in Order from the List menu.
Add a sort level	■ Choose What Order & Format from the List menu. ■ Select the Sort Order field in the column to be added. Choose the order from the Row Order menu. ■ If necessary, alter the sort priority by editing the numbers in the table. The other sort fields are changed automatically. ■ Choose Show List in Order from the List menu.
Hide a column	■ Choose What Order & Format from the List menu. ■ Select the Visible field in the column you want to hide. ■ Choose No from the Column Visible menu. ■ Choose Show Entire List from the List menu.

Make a hidden column visible	■ Choose What Order & Format from the List menu. ■ Select the Visible field in the column. ■ Choose Yes from the Column Visible menu. ■ Choose Show Entire List from the List menu.
Move a column	■ Choose What Order & Format from the List menu. ■ Select the column header of the column to be moved. ■ Choose Cut from the Edit menu. ■ Select the grid handle where you want the column inserted. ■ Choose Paste from the Edit menu. ■ Choose Show Entire List from the List menu.

Chapter 4
Data Types and Formats

Data Types and Formats

This chapter shows you how to choose data types and how to modify data formats. You learn how to

- Choose data types.
- Enter values for different data types.
- Choose the right data format for each data type.
- Change a data format and when to change it.

Choosing a Data Type

Every column has a data type. If you don't specify one, LisaList assigns the Text type. You can assign any data type to the columns in a list. After the list is created, however, you cannot change the data types. The data types are listed in the Data Type of Column menu, as shown in Figure 30.

```
Data Type of Column
  Text
  Number
  Money
  Date
  Time
  Telephone
  Zip Code
  Social Security
```
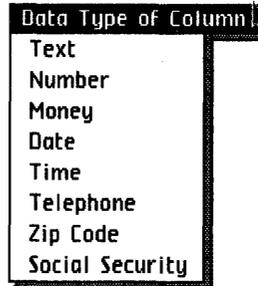
Figure 30. Data Type of Column Menu

When you are setting up your list, you should give each column a data type corresponding to the kind of information that will appear in the column. For example, the Number data type should be used for columns that contain only numbers; letters are not allowed. If a column is going to include mixed numbers and letters, you should use Text instead.

An important reason why you should always set the appropriate data type for a column is that the values may not sort properly otherwise. For example, if a column contains dates, and you have set the column to Text, the dates will not sort in chronological order.

After you set the data type of a column, you should set the data format. If you want, you can use the data format that LisaList automatically provides. This is called the default format. Otherwise, you can edit the default format into the one you want.

The data format helps you control the appearance of values you enter in the column. It serves two purposes:

■ If you enter a value that does not match the format, LisaList edits the value as much as possible to conform to the format. For example, you can omit the dollar sign when you type in a Money value, and LisaList supplies it, assuming a dollar sign is called for by the format.

■ If you enter a value that cannot be interpreted according to the format, LisaList displays an error message in the status panel, and won't allow you to continue until you correct the error. For example, if you type a letter in a Number format, you get an error message, since there is no way to interpret a letter as part of a number.

Once you have defined the data format for a column, you can always change it. If you do, you may affect the appearance of values you have already entered. For example, if your current format uses hyphens to separate the parts of a social security number, and you change the format to use asterisks instead, all the values you have already entered are redisplayed with asterisks.

In some cases, existing values are not displayed differently. For example, if you have a Number format that allows negative values, and you change it to one that does not allow negative values, existing negative values are displayed just as they were, but no new negative values can be entered.

To see in more detail how data formats work for each of the eight data types, you're going to experiment with a blank list that has been set up just to illustrate the data types. If you're not interested in a particular data type, you can skip the section dealing with it.

To begin,

▶ Open the ProFile window.

▶ Open the LisaList Examples folder.

▶ Tear off a sheet of paper from the Chapter 4 stationery pad.

Chapter 4

▶ Name the list and
open it.

aca:ch4

Chapter 4

The Column Descriptions Table for the list is shown in Figure 31.

☐			aca:ch4			
			Column Descriptions			
	TEXT	NUMBER	SOCIAL SECURITY	ZIP CODE	DATE	
Data Type	Text	Number	Social Security	Zip Code	Date	
Data Format		-999,999	999-99-9999	99999	mm/0d/0y	hh
Sort Order						
Visible	Yes	Yes	Yes	Yes	Yes	

☐			aca:ch4		
			Column Descriptions		
	TIME	TELEPHONE	MONEY		
Data Type	Time	Telephone	Money		
Data Format	hh:0m:0s	(999) 999-999	-$99,999.00		
Sort Order					
Visible	Yes	Yes	Yes		

Figure 31. Data Types Example

The Eight Data Types

The rest of this chapter steps you through examples of the eight data types. For a complete description of data formats, see Appendix 5, Data Formats, in this manual.

Text

The default Text data format is not displayed in the Column Descriptions Table because it is a nonrestrictive format: any characters are allowed. However, you may want to limit what can be typed in a Text field.

Any kind of data can be entered under the default Text data type. However, some kinds of data, such as numbers and dates, don't sort correctly under the Text data type.

In a Text data format, each character stands for a whole category of characters. There are four categories: uppercase letter, lowercase letter, digit, and punctuation symbol. If a character appears in the data format, it means that characters in the same category are allowed in the column.

To see how this works,

▶ Choose What Order & Format from the List menu.

▶ In the Data Format field
for the Text column, type

    Aa

	TEXT
Data Type	Text
Data Format	Aa
Sort Order	
Visible	Yes

What you have said is that only uppercase letters and lowercase letters are allowed in the column. Digits and punctuation marks are not allowed because no digit or punctuation mark is included in the data format. To see this,

▶ Choose Show Entire List from the List menu.

▶ In the first column, type

    Edwards (Return)
    Two Words (Return)
    Questions? (Return)

TEXT
Edwards
Two Words
Questions?

As soon as you press the (Return) key, the last value is circled and you see the error message shown in Figure 32.

Punctuation character not allowed. Format is: Aa

Figure 32. Error Message for Text Field

To correct it,

▶ Cut the question mark and press (Return) again.

This time, LisaList accepts the field. Whenever you get a message like this, you have to fix the problem before you can do anything else. You can either edit the field or clear it and type in the correct value.

In the Text data type, if a category of character is allowed in a field, you can type as many characters in that category as you want. This is not necessarily true with the other data types; you'll see this as you continue in this chapter.

In the Text data type, changing the data format affects new values, but has no effect on values already entered. To see this,

▶ Select What Order & Format from the List menu.

▶ Edit the Data Format field in the Text column to read:

A+

	TEXT
Data Type	Text
Data Format	A+

Now you are saying that you want to allow only uppercase letters and punctuation symbols in the column.

▶ Choose Show Entire List from the List menu.

Notice that none of the values you already entered is affected by the change of data format. But try reentering one of these values:

▶ Select the first blank field in the Text column.

TEXT
Edwards
Questions
Two Words
EDWARDS

▶ Type

Edwards (Return)

EDWARDS is now shown all in uppercase.

Number

You can use the Number data type for any kind of number: ordinary counting numbers and decimals as well as special numbers like telephone extensions, account numbers, inventory part numbers, and so on. The only requirement is that they look like ordinary numbers. For instance, they can't include embedded letters.

To see what some Number formats look like,

▶ Choose What Order & Format from the List menu.

The default format for numbers is −999,999.

The format characters have the following meanings:

Character	Meaning
—	Allow negative numbers and display sign for negative numbers only.
9	Allow a digit in this position.
,	Display a comma in this position if the number contains enough digits.

In this format, you can enter a value with fewer than six digits, but not with more than six digits. You can enter positive or negative values, but not values that contain a decimal point. To see how values are displayed in this format:

▶ Choose Show Entire List from the List menu.

▶ In the Number column, type

    123 ⊡
    −4567 ⊡
    1234567 ⊡

NUMBER
123
−4,567
1234567
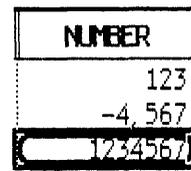
When you try to enter the last value, it is circled and you see an alert message. The problem is that the value has seven digits, and the format only allows six digits. To correct the problem,

▶ Press the (Backspace) key once to delete the 7, then press the ⊡ key.

Notice that the last value is displayed with a comma after the third digit, and that only the negative number is displayed with a sign; the plus sign is not shown for the positive numbers.

Now let's look at the effect of changing the format.

▶ Choose What Order & Format from the List menu.

▶ Edit the Data Format in the Number column to read 999.999+.

NUMBER
Number
999.999+
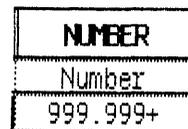
The plus sign says that a sign is to be displayed on the right of every number, whether positive or negative, and the decimal point says that decimal numbers are allowed; they will be displayed with three decimal places.

▶ Choose Show Entire List from the List menu.

Before you can see the list, you see an alert box with the message shown in Figure 33.
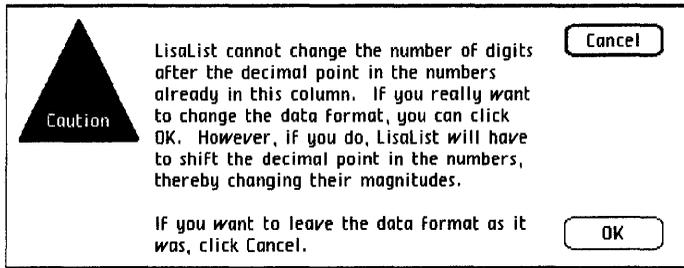
Figure 33. Alert Message for Numbers

To see what this means, finish displaying the list:

▶ Click OK.
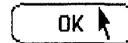
The values in the Number column have changed.

NUMBER
.123+
4.567-
123.456+

Whenever you change the location of the decimal point in a number format, the size of the numbers changes. When you set up your list, you should decide how many digits you want in each number format. Since numbers can have fewer digits, but not more digits, than the format calls for, it is better to use a format with too many digits than one with too few. Within certain limits, you can increase the number of digits in a number format; see Appendix 5, Data Formats, in this manual, for the details.

The appearance of the values you entered earlier has changed in other ways. Because you replaced the minus sign with a plus sign, all numbers, positive and negative, are now shown with a sign. Also, the sign is now displayed on the right side of the number, since that is where it is in the format. The numbers themselves have not changed, only their appearance on the screen.

So far, you've seen number formats with a plus sign and a minus sign. What about a number format with no sign? To find out what this means,

▶ Choose What Order & Format from the List menu.

▶ Edit the format in the Number column to read 999.999.

NUMBER
Number
999.999
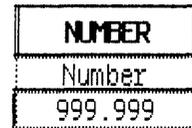
▶ Choose Show Entire List from the List menu.

All the numbers entered so far are allowed even though you have changed the data format so as not to allow negative numbers. Try entering a new value:

▶ Select the first empty field in the Number column.

▶ Type
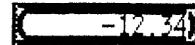
   −12.34 Ⓥ

−12.34

You see a message telling you that the sign is not allowed. When you remove the sign from the format, any negative numbers already entered stay as they are, but you can't enter any new ones.

▶ Edit the number to remove the minus sign, then press (Enter).

Social Security

The Social Security data format is intended for social security numbers in the United States. It can also be used for any number that always has nine digits. The standard data format for Social Security is 999-99-9999. You must enter all nine digits, but you don't have to type the hyphens.

▶ Select the first empty field in the Social Security column.

▶ Type

    123456789 ⬇

```
┌──────────────────┐
│ SOCIAL SECURITY  │
├──────────────────┤
│    123456789     │
└──────────────────┘
```

The hyphens are inserted automatically. If you want to, you can enter a social security number with hyphens or any other punctuation symbols. LisaList replaces the punctuation symbols with the ones specified in the data format for that column. To see this

▶ Type

    555/66:7777 ⬇

```
┌──────────────────┐
│    555/66:7777   │
└──────────────────┘
```

The slash and the colon are replaced by hyphens.

You can change the data format at any time. The data that is already in the list will be automatically displayed in the new format. To change the data format of the Social Security column,

▶ Choose What Order & Format from the List menu.

▶ Change the Data Format field in the Social Security column to 999*99*9999.

```
┌──────────────────┐
│ SOCIAL SECURITY  │
├──────────────────┤
│ Social Security  │
├──────────────────┤
│   999*99*9999    │
└──────────────────┘
```

▶ Choose Show Entire List from the List menu to see the reformatted list.

Zip Code

The default data format for Zip Code is the five-digit code in use in the United States. The format is 99999.

LisaList allows you to modify the Zip Code data format to represent the new nine-digit zip code. You may use a space or hyphen or any other punctuation symbol to separate the two portions of the code, but you must have either five or nine digits.

To enter zip code data,

▶ Select the first empty field in the Zip Code column.

▶ Type

    34567 ⬇
    95014 ⬇
    10023 ⬇

```
┌──────────────┐
│   ZIP CODE   │
├──────────────┤
│    34567     │
│    95014     │
│    10023     │
└──────────────┘
```

To modify the Zip Code data format,

▶ Choose What Order & Format from the List menu.

▶ Change the Zip Code
data format to 99999-
9999.

ZIP CODE
Zip Code
99999-9999

▶ Choose Show Entire List from the List menu.

The Zip Code column is reformatted to display a nine-digit zip code. The remaining four digits in the original zip codes have been set to zero.

▶ Select the next empty field in the Zip Code column.

▶ Type

  12601 ⬇

This time the field is circled because you haven't used the new format.

▶ Type

  1234 ⬇

ZIP CODE
34567-0000
95014-0000
10023-0000
12601-1234
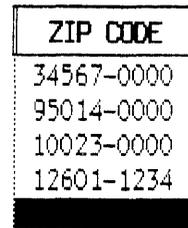
Now the field is accepted, and the hyphen is inserted automatically.

Date

Date data type is used for dates. The dates don't have to be complete; any combination of date parts can be used, in any order.

The default data format for Date is mm/0d/0y, where "mm" is the month number (1 through 12), "0d" is the zero-padded day number (1 through 31), and "0y" is the last two digits of the year number, also zero-padded. For both the day number and the year number, if the value is a single digit from 0 to 9, LisaList displays a zero to its left.

As with other data formats, you can change the delimiter from / to - or any punctuation mark. You can make many other changes to the data format, but let's look at the default first.

To enter Date values,

▶ Select the first empty field in the Date column.

▶ Type

   7/4/76 ▽

   122584 ▽

   12287 ▽

DATE
7/04/76
12/25/84
12/28/07

The slashes are inserted automatically. In the last date, the result might not be what you expected, if you meant to say "December 2, 1987." Since you left out the slashes, LisaList interprets the 12 as December, the 28 as the 28th, and the 7 as the year 0007. When there is any doubt about what date is meant, LisaList starts at the left and works right.

There are many ways you can modify the Date format, and in every case LisaList reformats the previously entered dates and displays them in the new format. Here are some possibilities:

▶ Choose What Order & Format from the List menu.

▶ Change the Date format to dd/mm/yyyy.

DATE
Date
dd/mm/yyyy

▶ Choose Show Entire List from the List menu.

The dates have been reformatted. In the previous format, the month numbers came before the day numbers; now they have been reversed. The year can have from one to four digits. When you change from two digits to four digits, the missing digits in the year are shown as blank, and interpreted as zero. To correct them,

▶ Edit the year numbers to begin with "19." The last date should be 1987.

In Date format, you can use month names or three-letter month abbreviations instead of month numbers. To change the data format to abbreviations,

▶ Choose What Order & Format from the List menu.

▶ Change the Date data format to OCT. yy.

DATE
Date
OCT. yy

▶ Choose Show Entire List from the List menu.

Because you entered the abbreviated month name in uppercase, the month is displayed in uppercase in the list no matter how you entered it. If you enter new dates, you must use the three-letter abbreviation or full month name, but it doesn't matter whether it's upper- or lowercase.

▶ Select the next empty field in the Date column.

▶ Type

jul 83

jul 83 ⓥ

The month abbreviation is changed to uppercase, and the punctuation shown in the data format is inserted.

Suppose you want the date displayed in full:

▶ Choose What Order & Format from the List menu.

▶ Select the Data Format field in the Date column.

▶ Type

July dd, yyyy

DATE
Date
July dd, yyyy

▶ Widen the column as necessary.

▶ Choose Show Entire List from the List menu.

The dates in the list are automatically updated to the new format. Notice that the last date you entered has no day part, and is missing the first two digits of the year.

DATE
July   4, 1976
December 25, 1984
December 28, 1987
July   ,   83

Time

The Time data type is used for representing the time of
day. You can use the 24-hour clock, or AM and PM. You
can leave out any of the components you're not
interested in.

The standard format for the Time data type is hh:0m:0s,
where "hh" is the number of hours according to the 24-
hour clock, "0m" is the zero-padded number of minutes,
and "0s" is the zero-padded number of seconds. In the
24-hour clock, 12 midnight is 00, and 11 P.M. is 23.

The Time data type is a lot like Date in its flexibility. You
can rearrange or leave out components. For instance,
you might change the Time data format to hh:mm or
mm:ss. Like the Date data type, if you enter all of the
digits specified in the data format, LisaList correctly
inserts the punctuation. If you enter fewer digits, LisaList
guesses at what you might have meant.

Try entering some Time data:

▶ Select the first empty field in the Time column.

▶ Type the following
entries. Press the ⊙
after each entry.

    2:14:00
14:14:00
  6:30:00
12:00:00

TIME
2:14:00
14:14:00
6:30:00
12:00:00

To change the Time data format to a 12-hour clock,

▶ Choose What Order & Format from the List menu.

▶ Change the Time data
format to HH:MM AM.

TIME
Time
HH:MM AM

▶ Choose Show Entire List from the List menu.

The values in the Time column show AM and PM instead
of 24-hour time. Times from 0001 to 1159 are AM, and
from 1200 to 2359 are PM.

Telephone

The Telephone data type is meant for telephone numbers in the United States, with or without area codes. The standard data format for Telephone is (999) 999-9999.

You may enter Telephone data with or without punctuation. You may change the punctuation in the Data Format. You have to type the same number of digits as in the data format.

By now you should be familiar with the rules for entering data and the kinds of changes you can make to data formats. If you would like some practice with the Telephone data type:

▶ Select the first empty field in the Telephone column.

▶ Type an area code and telephone number; then press ⊽. Repeat until you have a few sample numbers.

TELEPHONE
(415) 431-5400
(914) 493-0926
(716) 382-5968

▶ Choose What Order & Format from the List menu.

▶ Modify the punctuation in the Telephone data format.

TELEPHONE
Telephone
999, 999, 9999

▶ Choose Show Entire List from the List menu to see the results.

TELEPHONE
415, 431, 5400
914, 493, 0926
716, 382, 5968

▶ Go back to the Column Descriptions Table.

▶ Cut the area code.

TELEPHONE
Telephone
999, 9999

▶ Choose Show Entire List
from the List menu to
see the results.

```
┌─────────────────────┐
║     TELEPHONE       ║
├─────────────────────┤
┊   431, 5400         ┊
┊   493, 0926         ┊
┊   382, 5968         ┊
┊                     ┊
┊                     ┊
└┈┈┈┈┈┈┈┈┈┈┈┈┈┈┈┈┈┈┈┈┈┘
```

Money

The Money data type is for amounts of money in the
United States, which can be displayed with or without
decimal sign or commas, and as whole dollars or dollars
and cents. Most of the features of the Money type are the
same as for numbers (discussed above), but there are
some that apply uniquely to Money. The default data
format for Money is −$99,999.00.

The minus sign, the decimal point, the comma, and the
9's all have the same meaning as they do for numbers.
The dollar sign means that the value is preceded by a
dollar sign immediately before the first digit. The zeros
after the decimal point mean that two digits always
appear after the decimal point.

Try entering some money values:

▶ Select the first empty field in the Money column.

▶ Type

$3,250.00 Ⓥ
3250 Ⓥ
−45.75 Ⓥ
500 Ⓥ
−1000 Ⓥ

```
┌─────────────────────┐
║       MONEY         ║
├─────────────────────┤
┊  $  3,250.00        ┊
┊  $  3,250.00        ┊
┊ -$     45.75        ┊
┊  $    500.00        ┊
┊ -$  1,000.00        ┊
██████████████████████
```

The first two amounts you entered are displayed
identically. This shows that, even though the format
includes a dollar sign, comma, and decimal point, you
don't have to type them.

You can change the number of digits in the Money data
format; the same rules apply as for numbers. You can
also change the way negative values are displayed. If
your list is used for accounting, you might prefer to show
Debit and Credit values.

▶ Choose What Order & Format from the List menu.

▶ Change the Money data format to $$$,$$$.00 CR.

MONEY
Money
$$$,$$$.00 CR

▶ Choose Show Entire List from the List menu to see the reformatted Money column.

An alert box appears, warning you of a change in the size of values you have entered. Since you haven't entered any values yet,

▶ Click OK.

In the new money format, negative dollar values are shown as a Credit (CR). Nothing is shown for positive values.

Because you replaced the 9's with $ signs, the $ sign no longer occupies a fixed position at the left of the column. It now floats to the place to the left of the first significant digit. All of the dollar signs except the leftmost one stand for digit positions.

▶ Select the next empty field in the Money column.

▶ Type

  −25 ⊽

MONEY
$1,000.00 CR
$3,250.00
$3,250.00
$45.75 CR
$500.00
−25

The value is displayed in the list as $25.00 CR.

This concludes Chapter 4. You can put the list away, if you like, using the same procedure as in the other chapters.

Chapter Summary

Data Type	Default Data Format	Example Data Formats
Text	Aa9,	A,
Number	−999,999	9,999 9999.999+
Social Security	999-99-9999	999/99/9999
Zip Code	99999	99999-9999
Date	mm/0d/0y	mm/yy Oct. yy October dd,yyyy
Time	hh:0m:0s	hh:mm hh AM
Telephone	(999) 999-9999	999-9999
Money	−$99,999.00	−$$,$$$.00 $$$,$$$.00CR

Chapter 5
Bigger and Better Lists

Bigger and Better Lists

In this chapter you work with a list that contains a number of columns. You learn how to

■ Design a large list.

■ Format various reports from a single list.

So far in this tutorial you've worked with small, simple lists in order to learn LisaList concepts. Now it's time to see the variety of ways you can use a single large list for many different functions. By including so much information in a single list, you avoid duplication and error; there's only one place to look for the most current data.

Designing
a Large List

In this chapter you take the role of a Director of Personnel. Your department maintains a list that is used for many personnel information functions. It is 20 columns wide, and from it a number of different reports are prepared.

To get a copy of the list,

▶ Open the ProFile window.

▶ Open the LisaList Examples folder.

▶ Tear off a list from the Chapter 5 stationery pad.

Chapter 5

The list contains a row for each professional employee in marketing and accounting.

▶ Scroll through the Personnel list to become familiar with it now.

Figures 34 through 37 show four views of the Personnel list as it is scrolled to the right. Note that view 1 ends where view 2 begins, and so on.

```
┌─────────────────────────────────────────────────────────────┐
│ □              ‖‖‖ aca:ch5 ‖‖‖                            ◇ │
│                                                           ◁ │
├─────────────────────────────────────────────────────────────┤
│ │ LAST NAME │ FIRST NAME │ SOCIAL SECURITY │ DEPARTMENT │ SUPERVISOR │      JOB TITL │
│ │Allen      │John        │ 878-92-1452     │ 9500│Shannon   │Product Manager │
│ │Anastasia  │James       │ 574-83-9756     │ 9500│Sundar    │Product Manager │
│ │Armstrong  │James       │ 978-21-7239     │ 9600│Mallory   │Product Manager │
│ │Blaze      │Renwick     │ 863-15-2778     │ 7510│Randall   │Cost Accountant │
│ │Blumfield  │Robert      │ 788-51-2819     │ 7510│Gross     │Cost Accountant │
│ │Garcia     │Carla       │ 781-78-2384     │ 7510│Randall   │Cost Accountant │
│ │Harrison   │Clay        │ 887-87-9008     │ 9500│Sundar    │Product Manager │
│ │Herold     │Clifford    │ 882-56-2738     │ 9500│Shannon   │Product Manager │
│ │Johnson    │Franklin    │ 847-65-6473     │ 9200│Conrad    │Marketing Manager│
│ │Joyce      │Elizabeth   │ 576-69-8387     │ 7500│Irwin     │Financial Analyst│
│ │King       │Catherine   │ 984-20-3003     │ 7550│Montecalvo│Financial Account│
│ │Lamb       │Bella       │ 789-87-0886     │ 7500│Irwin     │Financial Analyst│
│ │Lily       │Bruce       │ 909-28-1829     │ 7500│Small     │Financial Analyst│
│ │Loy        │Jack        │ 859-38-5757     │ 7500│Irwin     │Financial Analyst│
│ │Marta      │Molly       │ 576-84-9384     │ 9600│Davidson  │Product Manager │
│ │Martinez   │Teresa      │ 768-12-1329     │ 8700│Clarke    │Small Business De│
│ │Mason      │Paula       │ 671-81-2111     │ 8700│Clarke    │Product Marketing│
│ │Maxim      │Lawrence    │ 892-39-1028     │ 7550│Montecalvo│Financial Accout│
│ │Norman     │Margaret    │ 948-57-6847     │ 7550│Montecalvo│Financial Accout│
│ │Olsen      │Arnold      │ 574-83-9458     │ 8700│Clarke    │Marketing Develop│
└─────────────────────────────────────────────────────────────┘
```

Figure 34. The Personnel List, View 1

```
┌─────────────────────────────────────────────────────────────┐
│ □              ‖‖‖ aca:ch5 ‖‖‖                            ◇ │
│                                                           ◁ │
├─────────────────────────────────────────────────────────────┤
│ │        JOB TITLE        │ JOB GRADE │ DATE HIRED │ LAST REVIEWED │ NEXT REVIEW │ SALA │
│ │Product Manager          │ 15│ 6/01/78 │ 2/01/82 │ 8/01/82 │ $ │
│ │Product Manager          │ 15│11/01/78 │ 2/15/82 │ 8/15/80 │ $ │
│ │Product Manager          │ 13│ 6/01/78 │ 2/15/82 │ 8/15/82 │ $ │
│ │Cost Accountant          │ 15│ 7/10/78 │ 2/20/82 │ 8/20/82 │ $ │
│ │Cost Accountant          │ 15│10/07/78 │ 2/24/82 │ 8/24/82 │ $ │
│ │Cost Accountant          │ 15│ 7/10/78 │ 2/01/82 │ 8/01/82 │ $ │
│ │Product Manager          │ 12│ 8/02/80 │ 1/02/82 │ 7/02/82 │ $ │
│ │Product Manager          │ 12│ 2/08/80 │ 1/15/82 │ 7/15/82 │ $ │
│ │Marketing Manager        │ 15│10/15/77 │10/01/81 │ 4/01/82 │ $ │
│ │Financial Analyst        │ 12│10/08/81 │ 1/15/82 │ 7/15/82 │ $ │
│ │Financial Accountant     │ 13│ 1/10/79 │ 2/01/82 │ 7/01/82 │ $ │
│ │Financial Analyst        │ 12│ 7/06/81 │ 1/20/82 │ 7/20/82 │ $ │
│ │Financial Analyst        │ 12│ 8/10/81 │ 1/25/82 │ 7/25/82 │ $ │
│ │Financial Analyst        │ 15│10/01/81 │ 5/15/82 │11/15/82 │ $ │
│ │Product Manager          │ 15│ 8/02/80 │ 3/21/82 │ 9/21/82 │ $ │
│ │Small Business Development│ 18│10/20/81 │ 3/11/82 │ 9/11/82 │ $ │
│ │Product Marketing Manager │ 18│ 2/10/81 │ 6/01/82 │12/01/82 │ $ │
│ │Financial Accoutant       │ 13│ 4/24/76 │ 1/02/82 │ 7/02/82 │ $ │
│ │Financial Accoutant       │ 13│ 9/19/82 │ 1/06/82 │ 7/06/82 │ $ │
│ │Marketing Development Mgr │ 18│10/02/81 │ 4/01/82 │10/01/82 │ $ │
└─────────────────────────────────────────────────────────────┘
```

Figure 35. The Personnel List, View 2

Figure 36. The Personnel List, View 3

Figure 37. The Personnel List, View 4

The Personnel list is arranged as follows:

Employee Identification

LAST NAME
FIRST NAME
SOCIAL SECURITY

Job

DEPARTMENT
SUPERVISOR
JOB TITLE
JOB GRADE
DATE HIRED

Salary

LAST REVIEWED (date)
NEXT REVIEW (date)
SALARY/MONTH
LAST INCREASE

Location

EXTENSION
ADDRESS
CITY
STATE
ZIP CODE
PHONE NUMBER

Education

DEGREE
YEAR

It's unlikely that you would put all this information in a paper-and-pencil list because it's unlikely that you would need it all at one time. Some of the columns, however, would appear over and over in many lists: name, department, supervisor, and so on. In this chapter you'll see that the flexibility of LisaList in moving and hiding columns makes it easy to keep all the information in a single list.

The key to designing a large list is to place all the information relating to a particular entity in a single row. In the Personnel list, the entity is the employee. In a manufacturing list, the entity might be a part and the list could include vendors, prices, delivery lead times, assembly numbers, plant locations, and so on. The order of the columns doesn't matter because you will move them around anyway as you construct different reports. The advantage of having all the information for a given employee in a single list is that you can design reports to meet needs that weren't known when the list was designed: for instance, the Carpool Report in this chapter.

Preparing Reports

The rest of the chapter consists of a set of sample reports that can be prepared from the Personnel list. For each report you are told how to sort the list and what data formats to change. Choose Cut and Paste to move the columns to the relative positions shown in each report. Hide all the columns that don't appear in the report by using the Column Visibility menu.

To get you started, you'll be told the specific steps to follow to prepare the first report, the department phone list, shown in Figure 38. Then you can prepare any of the other reports using similar steps. The department phone list report contains only the following columns:

Department
First Name
Last Name
Supervisor
Extension
Phone Number

The list is sorted by Department first, and then by Last Name.

```
┌─────────────────────────────────────────────────────────────┐
│ □                        ▓▓ aca:ch5 ▓▓                    ◇ │
│                                                            ⬦ │
│                          Ordered Rows                        │
│ DEPARTMENT │ FIRST NAME │ LAST NAME │ SUPERVISOR │ EXTENSION │ PHONE NUMBER │
│      7500  Elizabeth   Joyce      Irwin       6721  (408) 485-9384 │
│      7500  Bella       Lamb       Irwin       4634  (415) 584-9384 │
│      7500  Bruce       Lily       Small       8753  (415) 573-8298 │
│      7500  Jack        Loy        Irwin       6734  (415) 893-8574 │
│      7500  Frederick   Tildon     Small       8765  (415) 987-8948 │
│      7500  Foster      Tyler      Irwin       3465  (415) 479-8387 │
│      7510  Renwick     Blaze      Randall     7689  (415) 774-8394 │
│      7510  Robert      Blumfield  Gross       5875  (415) 575-8493 │
│      7510  Carla       Garcia     Randall     5679  (415) 557-6869 │
│      7550  Catherine   King       Montecalvo  8649  (415) 857-4839 │
│      7550  Lawrence    Maxim      Montecalvo  1864  (408) 348-4787 │
│      7550  Margaret    Norman     Montecalvo  4307  (408) 573-9828 │
│      8700  Teresa      Martinez   Clarke      5763  (415) 787-9876 │
│      8700  Paula       Mason      Clarke      5498  (408) 374-8374 │
│      8700  Arnold      Olsen      Clarke      5600  (408) 234-9857 │
│      9200  Franklin    Johnson    Conrad      5644  (408) 487-5849 │
│      9200  Martin      Randall    Grace       5832  (408) 438-4789 │
│      9200  Gunther     Rohr       Conrad      7853  (415) 409-8789 │
│      9200  Peter       Schmidt    Conrad      4467  (415) 893-8839 │
│      9200  Mary        Smith      Grace       6545  (415) 983-7487 │
└─────────────────────────────────────────────────────────────┘
```

Figure 38. Department Phone List

To prepare this list,

▶ Choose What Order & Format from the List menu.

▶ Clear the Sort Order row.

▶ Select the Sort Order
field in the Department
column.

```
┌──────────────┐
│  DEPARTMENT  │
├──────────────┤
│    Number    │
├──────────────┤
│     9999     │
├──────────────┤
│    Ascend    │
├──────────────┤
│     Yes      │
└──────────────┘
```

▶ Choose Ascending Order from the Row Order menu.

▶ Select the Sort Order
field in the Last Name
column.

```
┌──────────────┐
│  LAST NAME   │
├──────────────┤
│     Text     │
├──────────────┤
│              │
├──────────────┤
│  Ascend(2)   │
├──────────────┤
│     Yes      │
└──────────────┘
```

▶ Choose Ascending Order from the Row Order menu.

▶ Select the Visible field in the Social Security column.

```
┌─────────────────────┐
│ SOCIAL SECURITY     │
├─────────────────────┤
│ Social Security     │
│   999-99-9999       │
│                     │
│           Yes  ⊹    │
└─────────────────────┘
```

▶ Choose No from the Column Visible menu.

▶ Using the (Tab) key, continue across the Visible row, changing the visibility of columns so that only the columns shown in Figure 38 are visible. The columns aren't in the same order as in the figure.

▶ Select the Department column. You might have to scroll the list.

```
┌─────────────────┐
│ DEPARTMENT      │
├─────────────────┤
│  Number         │
│   9999          │
│  Ascend         │
│   Yes           │
└─────────────────┘
```

▶ Choose Cut from the Edit menu.

▶ Select the grid handle to the left of the Last Name column.

```
┌─────────────┐
│ ⊹ LAST NAME │
└─────────────┘
```

▶ Choose Paste from the Edit menu.

▶ Using Cut and Paste, continue to move columns until all the columns shown in Figure 38 are in the right place. You don't have to bother with columns that are "invisible."

▶ Choose Show List in Order from the List menu.

Sample Reports

This section contains sort and other specifications for each of the remaining reports, followed by a picture of the report. The reports are:

■ The Company Phone List Report.
■ The Carpool Report.
■ The Management Salary Survey.
■ The Length of Service Report.
■ The Salary Review Schedule.

The Company Phone List Report

	FIRST NAME	LAST NAME	EXTENSION	PHONE NUMBER	DEPARTMENT	SUPERVISOR
	John	Allen	6532	(408) 575-8392	9500	Shannon
	James	Anastasia	7857	(415) 847-8376	9500	Sundar
	James	Armstrong	3587	(415) 878-8464	9600	Mallory
	Renwick	Blaze	7689	(415) 774-8394	7510	Randall
	Robert	Blumfield	5875	(415) 575-8493	7510	Gross
	Carla	Garcia	5679	(415) 557-6869	7510	Randall
	Clay	Harrison	3765	(415) 586-7483	9500	Sundar
	Clifford	Herold	3456	(408) 485-7483	9500	Shannon
	Franklin	Johnson	5644	(408) 487-5849	9200	Conrad
	Elizabeth	Joyce	6721	(408) 485-9384	7500	Irwin
	Catherine	King	8649	(415) 857-4839	7550	Montecalvo
	Bella	Lamb	4634	(415) 584-9384	7500	Irwin
	Bruce	Lily	8753	(415) 573-8298	7500	Small
	Jack	Loy	6734	(415) 893-8574	7500	Irwin
	Molly	Marta	6547	(415) 543-7386	9600	Davidson
	Teresa	Martinez	5763	(415) 787-9876	8700	Clarke
	Paula	Mason	5498	(408) 374-8374	8700	Clarke
	Lawrence	Maxim	1864	(408) 348-4787	7550	Montecalvo
	Margaret	Norman	4307	(408) 573-9828	7550	Montecalvo
	Arnold	Olsen	5600	(408) 234-9857	8700	Clarke

Figure 39. Company Phone List

Sort the Personnel list columns in this order for the
Company Phone List:

1. Last Name.

The Company Phone List displays the same columns as
the Department Phone List, but the columns are in a
different order.

The Carpool Report

CITY	ZIPCODE	FIRST NAME	LAST NAME	EXTENSION	PHONE NUMBER
Atherton	94025	Robert	Blumfield	5875	(415) 575-8493
Atherton	94025	Molly	Marta	6547	(415) 543-7386
Belmont	94002	Gunther	Rohr	7853	(415) 409-8789
Campbell	94301	Foster	Tyler	3465	(415) 479-8387
Campbell	95008	Clifford	Herold	3456	(408) 485-7483
Campbell	95030	Martin	Randall	5832	(408) 438-4789
Cupertino	95014	John	Allen	6532	(408) 575-8392
Cupertino	95014	Elizabeth	Joyce	6721	(408) 485-9384
Cupertino	95014	Lawrence	Maxim	1864	(408) 348-4787
Menlo Park	94025	Carla	Garcia	5679	(415) 557-6869
Menlo Park	94025	Teresa	Martinez	5763	(415) 787-9876
Mountain View	94041	Jack	Loy	6734	(415) 893-8574
Palo Alto	94301	James	Anastasia	7857	(415) 847-8376
Palo Alto	94301	Bruce	Lily	8753	(415) 573-8298
Palo Alto	94301	Mary	Smith	6545	(415) 983-7487
Palo Alto	94301	Jason	Smyth	9185	(415) 758-9487
Palo Alto	94303	Murray	Schwartz	6789	(415) 398-4789
Portola Valley	94025	Renwick	Blaze	7689	(415) 774-8394
Portola Valley	94025	Bella	Lamb	4634	(415) 584-9384
Portola Valley	94062	Mercer	Scofield	6873	(415) 748-7598

Figure 40. Carpool Report

Sort the Personnel list columns in this order for the Carpool Report:

1. City.

2. Zip Code.

The Carpool Report is provided to employees to help them in locating rides or riders in locations near their homes.

The Management Salary Survey

JOB GRADE	DATE HIRED	SALARY/MONTH	DEGREE	YEAR	SUPERVISOR
18	2/10/81	$ 4,500.00	MBA	1970	Clarke
18	10/02/81	$ 4,500.00	MBA	1978	Clarke
18	10/20/81	$ 4,350.00	MBA	1978	Clarke
16	8/02/76	$ 4,300.00	MBA	1976	Grace
17	4/19/76	$ 4,300.00	MBA	1976	Grace
15	10/15/77	$ 4,100.00	MBA	1972	Conrad
16	1/15/79	$ 4,000.00	MBA	1976	Conrad
15	3/10/78	$ 4,000.00	MBA	1976	Conrad
16	7/01/76	$ 4,000.00	MBA	1972	Conrad
15	8/02/80	$ 3,900.00	BA	1975	Davidson
15	6/01/78	$ 3,800.00	MBA	1971	Shannon
15	10/01/81	$ 3,800.00	MBA	1978	Irwin
15	11/19/80	$ 3,800.00	BA	1975	Davidson
15	11/01/78	$ 3,750.00	MBA	1969	Sundar
15	7/10/78	$ 3,425.00	MBA	1964	Randall
15	10/07/78	$ 3,425.00	MBA	1965	Gross
15	7/10/78	$ 3,425.00	MBA	1969	Randall
14	1/10/81	$ 3,300.00	MBA	1966	Small
14	9/15/81	$ 3,200.00	MBA	1978	Irwin
13	6/01/78	$ 3,000.00	MBA	1978	Mallory

Figure 41. Management Salary Survey

Sort the Personnel list columns in this order for the Management Salary Survey:

1. Salary/Month (Descending).

This is the kind of report that might be used in a management analysis by the Personnel Department to determine whether the distribution of salaries within the company is equitable.

The Length of Service Report

DATE HIRED	LAST NAME	FIRST NAME	JOB TITLE	DEPT
Apr 19, 76	Smith	Mary	Product Marketing Manager	9200
Apr 24, 76	Maxim	Lawrence	Financial Accoutant	7550
Jul 1, 76	Smyth	Jason	Marketing Manager	9200
Aug 2, 76	Randall	Martin	Product Marketing Manager	9200
Oct 15, 77	Johnson	Franklin	Marketing Manager	9200
Mar 10, 78	Schmidt	Peter	Product Marketing Manager	9200
Jun 1, 78	Allen	John	Product Manager	9500
Jun 1, 78	Armstrong	James	Product Manager	9600
Jul 10, 78	Blaze	Renwick	Cost Accountant	7510
Jul 10, 78	Garcia	Carla	Cost Accountant	7510
Oct 7, 78	Blumfield	Robert	Cost Accountant	7510
Nov 1, 78	Anastasia	James	Product Manager	9500
Jan 10, 79	King	Catherine	Financial Accountant	7550
Jan 15, 79	Rohr	Gunther	Product Marketing Manager	9200
Sep 15, 79	Schwartz	Murray	Product Marager	9500
Feb 8, 80	Herold	Clifford	Product Manager	9500
Aug 2, 80	Harrison	Clay	Product Manager	9500
Aug 2, 80	Marta	Molly	Product Manager	9600
Nov 19, 80	Scofield	Mercer	Product Manager	9600
Dec 1, 80	Rutherford	Hayes	Product Marketing	9500

Figure 42. Length of Service

Widen the Job Title column. Narrow the Department column and change its heading to DEPT. Change the Date Hired data format to Jan dd, yy.

Sort the Personnel list columns in this order for the Length of Service Report:

1. Date Hired.

This report lists employees in the order they joined the company.

The Salary Review Schedule

SUPERVISOR	NEXT REV	LAST NAME	LAST REV	LAST INCR	GRADE	SALARY/MONTH
Clarke	Sep. 11	Martinez	3/11/82	$ 450.0	18	$ 4,350.00
Clarke	Oct. 1	Olsen	4/01/82	$ 450.0	18	$ 4,500.00
Clarke	Dec. 1	Mason	6/01/82	$ 450.0	18	$ 4,500.00
Conrad	Apr. 1	Johnson	10/01/81	$ 525.0	15	$ 4,100.00
Conrad	Apr. 1	Smyth	10/01/81	$ 525.0	16	$ 4,000.00
Conrad	May. 1	Rohr	11/18/01	$ 525.0	16	$ 4,000.00
Conrad	May. 17	Schmidt	11/17/81	$ 525.0	15	$ 4,000.00
Davidson	Sep. 19	Scofield	3/19/82	$ 400.0	15	$ 3,800.00
Davidson	Sep. 21	Marta	3/21/82	$ 400.0	15	$ 3,900.00
Grace	Apr. 15	Randall	10/15/81	$ 525.0	16	$ 4,300.00
Grace	Jun. 1	Smith	12/01/81	$ 525.0	17	$ 4,300.00
Gross	Aug. 24	Blumfield	2/24/82	$ 350.0	15	$ 3,425.00
Irwin	Nov. 18	Tyler	5/01/82	$ 450.0	14	$ 3,200.00
Irwin	Jul. 15	Joyce	1/15/82	$ 400.0	12	$ 2,500.00
Irwin	Jul. 20	Lamb	1/20/82	$ 400.0	12	$ 2,500.00
Irwin	Nov. 15	Loy	5/15/82	$ 450.0	15	$ 3,800.00
Mallory	Aug. 15	Armstrong	2/15/82	$ 200.0	13	$ 3,000.00
Montecalvo	Jul. 1	King	2/01/82	$ 400.0	13	$ 2,850.00
Montecalvo	Jul. 2	Maxim	1/02/82	$ 400.0	13	$ 2,850.00
Montecalvo	Jul. 6	Norman	1/06/82	$ 400.0	13	$ 2,850.00

Figure 43. Salary Review Schedule

Narrow the following columns and change their names as shown:

Next Review to Next Rev
Last Reviewed to Last Rev
Last Increase to Last Incr
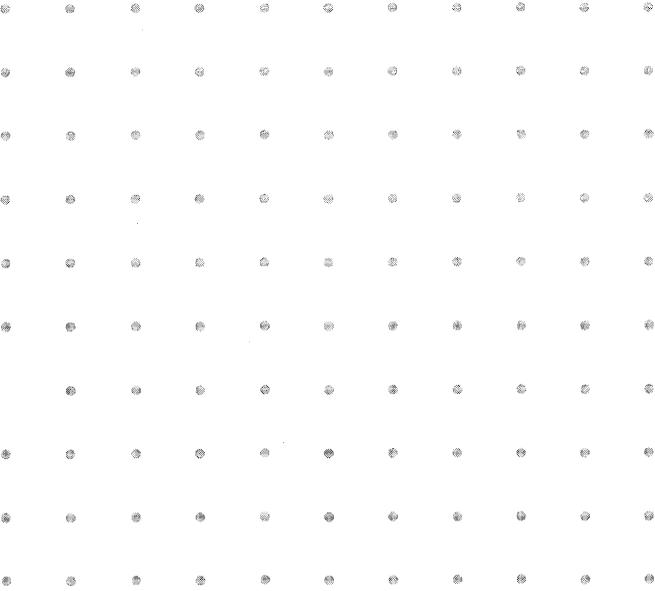Job Grade to Grade

Change the Next Rev data format to Jan. dd.

Sort the Personnel list columns in this order for the Salary Review Schedule:

1. Supervisor.

2. Next Rev.

This report notifies each supervisor when salary reviews for subordinates are due.

This concludes Chapter 5. You can put the list away, if you like, using the same procedure as in the other chapters.

Section C
LisaList
Reference Guide

Contents

What's in the
LisaList Reference Guide?

This LisaList Reference Guide contains complete information about LisaList and is divided into two parts. Chapter 1 briefly explains basic LisaList concepts. Read Chapter 1 for an overview of LisaList and how to use it. Chapter 2 is divided into categories. Within each category there are procedures for accomplishing specific tasks and some examples. Use Chapter 2 for step-by-step instructions on how to complete a particular task within LisaList.

You can look for specific topics in the Index, in the table of contents of this Reference Guide, or at the beginning of each category of Chapter 2 of this Reference Guide.

The information in the LisaList Reference Guide is based on the assumption that you have completed LisaGuide, for an introduction to your Lisa, and Section A, Getting Started with LisaList, for a brief introduction to the basic skills needed to use LisaList. For more self-paced instructions on LisaList, you can use the LisaList Tutorial, Section B.

Chapter 1
Overview

Overview

What's in Chapter 1?

Chapter 1 covers the basic concepts and terminology for LisaList. It introduces you to the LisaList screens, the elements of a list, selecting, scrolling, menus, dialog boxes, alert boxes, and the LisaList work flow.

The LisaList Screens

There are three basic screens associated with each list:

- The list itself. This is what you see initially and when you choose Show Entire List, Show Modified List, Show New List, or Show List in Order from the List menu.
- The Column Descriptions Table. This is what you see when you choose What Order & Format from the List menu.
- The Search Specifications Table. This is what you see when you choose Find What from the List menu.

Two other screens, the Create Table, and the Add/Remove Table, are similar to the Column Descriptions Table.

The List

The list is the screen you use whenever you want to see the values in your list. If you have chosen Find & Show or Find & Show in Order from the List menu, you see a partial list rather than the whole list. Any columns of the list that you have hidden are not shown in the list display. The list display is shown in Figure 1.
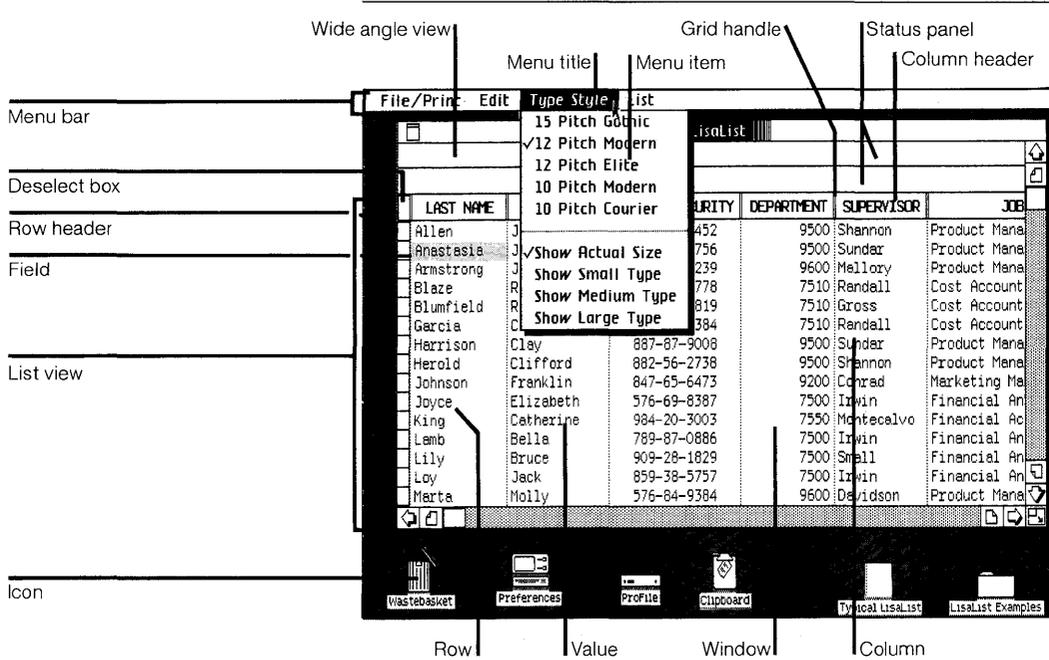
Figure 1. Typical LisaList Screen

Icon	Graphic symbol representing something on the Lisa desktop.
Window	Displays the contents of an open icon, such as the contents of a document or a disk.
Menu bar	Displays the names of all available LisaList menus.
Menu title	Shows the names of a list of menu items.
Menu item	An option, command, or instruction that affects the current selection when you choose it.
Status panel	Displays the full contents of the currently selected field, as well as certain error messages.

Wide angle view	Shows the full contents of the selected field.
List view	Displays the values of the fields currently visible.
Deselect box	When selected, specifies that nothing is selected.
Field	A box at the intersection of a row and a column that contains a single value.
Column	A vertical arrangement of fields, each containing information in the same category.
Column header	Part of the column used to select the whole column.
Row	A horizontal arrangement of fields, each containing diverse information about a single subject.
Row header	Part of the row used to select the whole row.
Grid handle	Used to make a selection between rows or columns.
Value	The contents of a field.

Column Descriptions Table

The Column Descriptions Table defines the names, order, and other properties of each column in your list. The data type of each column must be set up before any rows are entered in the list, and can never be changed; the other properties of a column can be changed later. Columns can subsequently be added or removed. The Column Descriptions Table is shown in Figure 2.

Column Descriptions						
	JOB TITLE	JOB GRADE	DATE HIRED	LAST REVIEWED	NEXT REVIEW	SALA
Data Type	Text	Number	Date	Date	Date	
Data Format		99	mm/0d/0y	mm/0d/0y	Jan. dd	-$9
Sort Order			Ascend			
Visible	Yes	Yes	Yes	No	Yes	

Data type row
Data format row
Sort order row
Column visibility row

Figure 2. Column Descriptions Table

Data type row	Specifies the kind of data in each column. Example: Date is the data type of the Next Review column.
Data format row	Specifies the appearance of data in each column. Example: Jan. dd is the data format of the Next Review column.
Sort order row	Shows whether a column is used in sorting, what priority it is, and whether the fields are sorted in ascending or descending order. Example: The Date Hired column is first priority in sorting, and it is sorted in ascending order. The Job Title column is not used in sorting.
Column visibility row	Shows whether the column is visible when the list is displayed or printed. Example: The Date Hired field is visible; the Last Reviewed field is not.

Search Specifications Table

The Search Specifications Table shows the criteria used to find particular rows in the list. When you display a partial list, by choosing either Find & Show or Find & Show in Order, only rows satisfying these criteria are displayed. The Search Specifications Table is shown in Figure 3.

Search specifications

	LAST NAME	FIRST NAME	SOCIAL SECURITY	DEPARTMENT	SUPERVISOR	
	>=C			3000 THRU 5000		

Personnel

Search Specifications
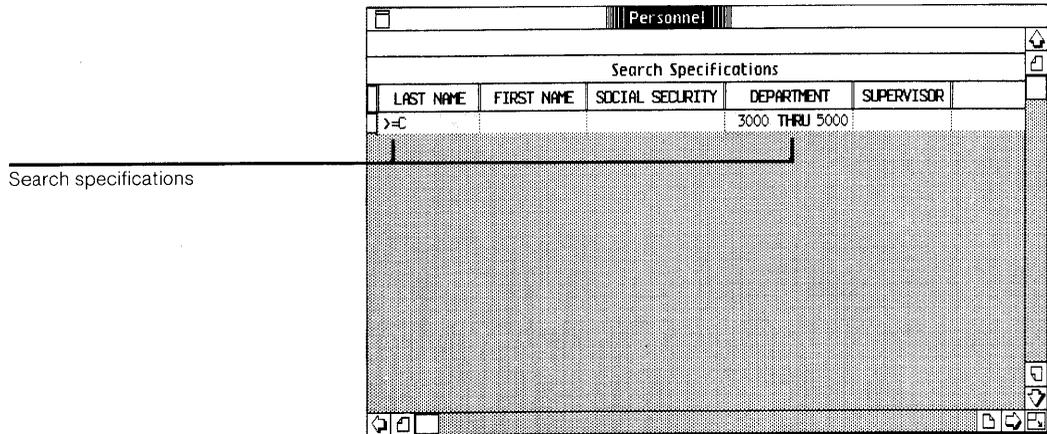
Figure 3. Search Specifications Table

Search Specifications   Specify the range of values to search for in each column. Examples: In the Last Name column, this search only accepts values after and including the letter C. In the Department column, this search only accepts values from 3000 to 5000 inclusive. Only rows meeting both these criteria will be displayed in the partial list.

LisaList Concepts

A list is an arrangement of fields in rows and columns. Each row is a record, containing information about a single entity, such as an employee or a project. Each field in the row belongs to a different column. Each column contains information in a particular category, such as name, social security number, and so forth.

You set up the list by describing the contents of each column. Then you add the rows to the list by typing them in. You can edit the list to change the contents of the rows. You can arrange the list in the order you want, based on one or more columns. You can also display a partial list, showing only rows that meet specified criteria. You can print the list just like any Lisa document.

Pointers

As you move the mouse, the pointer moves around the screen and assumes different shapes as you move from one area to another. LisaList has the following pointer shapes.

The text pointer appears whenever you can select text.

The hollow cross-hair pointer appears in the list or table to show when you can select fields, grid handles, rows or columns.

The arrow appears outside a list to show when you can select icons, use scroll controls, and choose menu items. It always points up and to the left.

The check pointer is used to make choices within some dialog boxes.

The hourglass appears when you need to wait while the Lisa finishes what it is doing.

Selecting

Table 1 explains how to select the elements of a list that
you can edit and format. Whatever you have selected is
referred to as the selection. This is an important concept:
you must *always* select something before you can edit or
format it.

The selection is highlighted on the screen to show you
what will be changed; its highlighting doesn't print. If a
selection doesn't include exactly what you wanted, you
can always select again to correct it.

Table 1. Selecting in LisaList

To Select	Do the Following
One field	■ Move the pointer into the field and click the mouse button once.
One column	■ Move the pointer into the column header and click the mouse button once. You can only select a column in the Column Descriptions Table, the Create Table, and the Add/Remove Table.
One row	■ Move the pointer into the row header and click the mouse button once.
Several columns or rows	■ Move the pointer into the first column header or row header.
	■ Press the mouse button and hold it down while moving the pointer into the last column header or row header; then release the mouse button.
	■ You can only select columns in the Column Description Table, the Add/Remove Table, or the Create Table.

Table 1. Selecting in LisaList, continued

To Select	Do the Following
Between two columns or between two rows	■ Position the pointer on the grid handle between two columns or rows and click the mouse button once.
One or more characters	■ To select one or more characters in a field, select the field first. ■ Move the pointer to the left of the first character. ■ Press and hold down the mouse button. ■ Move the pointer directly through to the last character and release the mouse button.
One word	■ To select one or more characters in a field, select the field first. ■ Move the pointer into the word and click the mouse button twice.
Whole list	■ Choose Select All of Document from the Edit menu. If the screen shows only a partial list, because you chose Find & Show or Find & Show in Order, only the rows in the partial list are selected.
Deselect; select nothing in the document	■ Move the pointer to the deselect box in the upper-left corner of the list and click the mouse button once.

Scrolling

To see parts of the list not showing on the screen, use the view controls to scroll hidden portions of the document into view. Figure 4 shows LisaList's view controls.
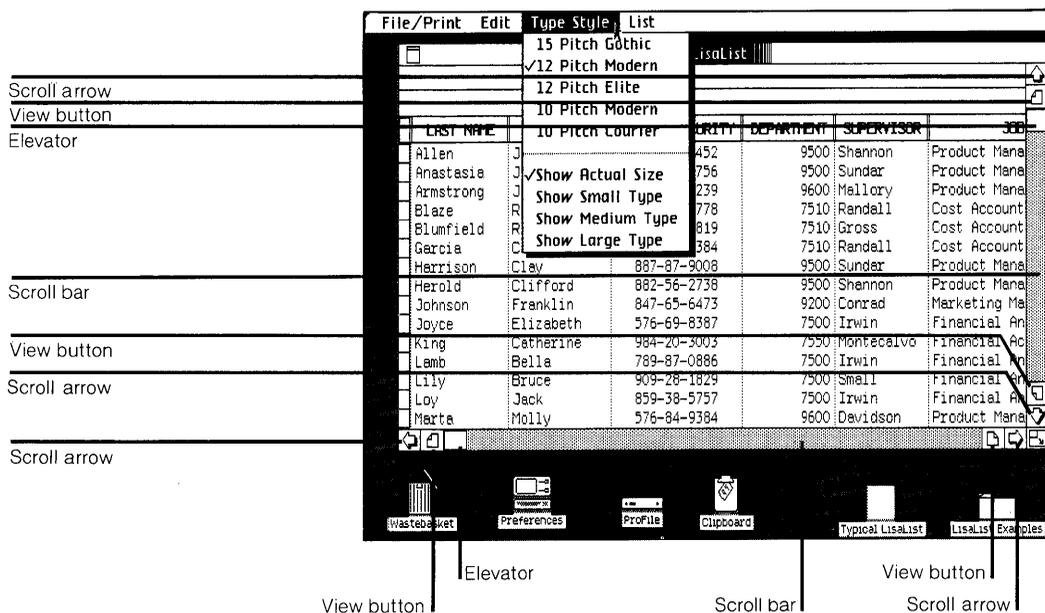
Figure 4. Window with View Controls

Scroll bars	Contain controls that scroll hidden portions of a list into view.
Scroll arrows	Bring hidden portions of a list into view slowly, one row or column at a time.
Elevators	Move within the scroll bar to indicate where the current view is in relation to the rest of the list and to scroll quickly to any spot in the document.
View buttons	Scroll the next or previous full view of the list into sight.

Table 2 explains the different ways to scroll in LisaList.

Table 2. Scrolling in LisaList

To Scroll	Do the Following
Row by row or column by column	■ Move the pointer into a scroll arrow and click the mouse button once for each row or column.
Continuous rows or columns	■ With the pointer in a scroll arrow, press the mouse button and hold it down until the desired view is shown.
View-sized increments	■ Move the pointer into a view button and click the mouse button.
Continuous view-sized increments	■ With the pointer in a view button, press the mouse button and hold it down until the desired view is shown.
Large jumps	■ Move the pointer into an elevator and hold down the mouse button while moving the elevator up or down in a vertical scroll bar, or left or right in a horizontal scroll bar.
	■ Release the mouse button when the elevator is in the correct position relative to the beginning and end of the scroll bar.

About Menus

LisaList's editing, formatting, printing, and filing operations are listed on menus. The menu bar at the top of the screen shows the names of the available menus. Figure 5 shows the menu bar with the names of LisaList menus. A description of all LisaList menu items can be found in Appendix 1, Menu Items, in this manual.

Some LisaList menus are available only when certain fields in a table are selected. These menu names do not appear in the menu bar at any other time; they are Data Type of Column, Row Order, Column Visible, and Comparisons.

Figure 5. LisaList Menu Bar

To choose a menu item,

▶ Move the pointer to the menu bar and position it over the name of the menu you want to open.

▶ Press the mouse button and hold it down. Notice that the menu is now showing.

▶ Move the pointer into the menu item you want. Notice that the item is highlighted.

▶ Release the mouse button.
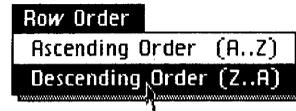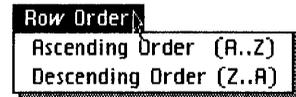
Some menu items are accompanied by an Apple symbol and a letter of the alphabet. This means that you can hold down the ⓐ key while typing the letter to choose a menu item rather than choosing the item with the mouse. Refer to Appendix 2, Apple Keys, in this manual for a list of the menu items that you can choose using the ⓐ key.

Some menu items are followed by an ellipsis (. . .). When you choose one of these menu items, a dialog box appears requesting additional information that is required to complete the operation. Dialog boxes are explained in the following section.

When a menu item is shown in gray instead of black, it cannot be chosen at that time. This is usually because it does not apply to the current selection.

Some menu items are grouped together and represent the available choices for a particular menu setting. The current setting has a check mark next to it, while the others don't. If you choose another setting in the group, the current one is automatically turned off.

For example, the Type Style menu is divided into two sections: the first shows the type face for printing the list, and the second shows what size type face is used to display the list on the screen. Each section has exactly one check mark. If you choose a different option in the bottom section, the bottom check mark changes, but the top check mark stays as it is.

Dialog Boxes

A dialog box appears beneath the menu bar after you choose a menu item followed by an ellipsis (. . .). Figure 6 shows a LisaList dialog box. The dialog box asks you to fill in information required to complete the operation. Usually, default information is already filled in, which you can accept by clicking OK.

Format For Printer...
   On which printer do you intend to print this document?   (Cancel)
      Print Method: ■ Dot Matrix □ Daisy Wheel
      Paper Length: ■ 11"   □ 14"
      Orientation: ■ Portrait (tall) □ Landscape (wide)
      Resolution: ■ Normal □ High

What do you want done if the printer you've specified
does not appear to be connected to this machine?   (OK)
   □ Tell Me   ■ Pick an Available Printer for Me   □ Disregard it

---

Figure 6. Format for Printer Dialog Box

To fill in a dialog box,

▶ If a value is already selected, and you want to change the value, type in the new value.

▶ If the dialog box contains check boxes, move the pointer to the box you want to check and click the mouse button once.

▶ When the dialog box shows the information you want, position the pointer in OK and click the mouse button once.

To dismiss the dialog box without changing the document, whether you changed a value in the dialog box or not,

▶ Click Cancel.

Alert Boxes

An alert box is a box in which a message from the Lisa is displayed. The message can be Wait, Note, Caution, Stop, or ?, as described below. You can usually respond to these messages by clicking the OK or Cancel button. To do this, move the pointer to the OK or Cancel button and click the mouse button.

In LisaList, many messages are displayed in the status panel, instead of in an alert box. These messages usually describe a problem with the format of a field you have just entered. To make the message go away, you need to edit the field so that it is in the correct format, and then reenter it. Alternatively, you can clear the field. An example is shown in Figure 7.

Letter not allowed. Format is: 999-99-9999

Figure 7. Message in Status Panel

Wait Message

The Wait message tells you that the Lisa is carrying out an operation that may take some time. You don't need to respond to the message. However, some Wait messages give you the option of terminating the operation by holding down the ⓐ key while typing a period. Figure 8 is an example of a Wait message.

Wait ▼ Lisa is creating a new document from "LisaList Paper" on "ProFile".

To terminate the operation, hold down the Apple key while you type a period.
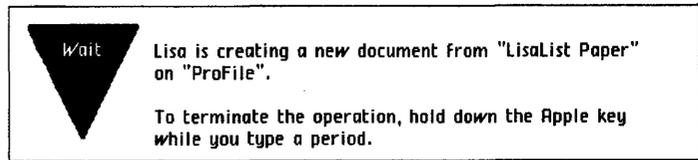
Figure 8. Wait Message

Note Message

The Note message tells you that something might need your attention. Most likely, everything is all right, but there is something you should know about just in case. To dismiss the alert box with a Note message, you just click OK. Figure 9 shows a LisaList Note message.

Note This document is now formatted for a printer that has a fixed-pitch print wheel different from the one you chose from the Type Style menu.

LisaList will display and print the table in the font on the print wheel that is closest to the one you chose from the Type Style menu. ▶ [OK]
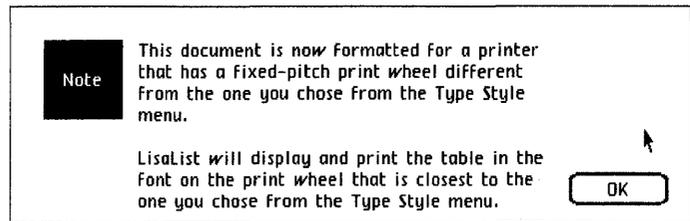
Figure 9. LisaList Note Message

Caution Message

The Caution message tells you that you are about to do something risky that cannot be undone or something that may take a long time. To allow the operation to continue, you click OK. To cancel the operation, you click Cancel. Figure 10 shows a Caution message.

Figure 10. Caution Message

Stop Message

The Stop message tells you that something you requested cannot be done and why. To dismiss the alert box with a Stop message, you click Cancel. Figure 11 is an example of a LisaList Stop message.

Figure 11. LisaList Stop Message

? Message

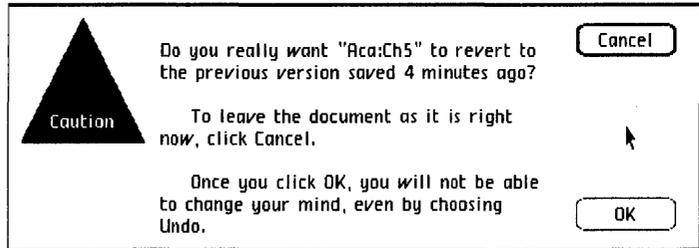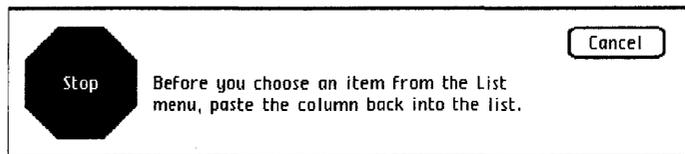The ? message tells you that you can choose one of a number of alternative actions. Most ? messages have two or three choices. You dismiss the ? alert box by clicking one of the choices. Figure 12 is an example of a ? message.


```
                                                            ┌──── No ────┐
   ◆        If you have not made a backup copy, you
   ?        should do so before modifying the list. Are you
            ready to modify the list now?                    ┌──── Yes ───┐
```
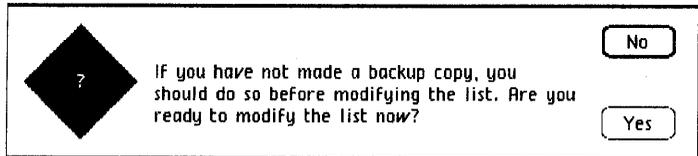
Figure 12. ? Message

LisaList Work Flow

The following sections outline how to start a new list and how to work with an existing list. For specific information and step-by-step instructions refer to Chapter 2 of this Reference Guide and to Section D, Desktop Manager Reference Guide, in the *Lisa Owner's Guide*.

Starting a New Document

To start a new LisaList document,

▶ Open the ProFile window.

ProFile

▶ Tear off a sheet of paper from the LisaList stationery pad.

LisaList Paper

▶ Type the new document's name.

ACA's List
LisaList Paper

▶ Open the new document's window.

▶ Fill in the name, data
type, and data format
for each column in the
list.

```
┌──────────────┐
│ Proj. Start  │
├──────────────┤
│    Date      │
├──────────────┤
│   mm/0d/0y   │
└──────────────┘
```

You have to set up the columns that are going to be in
your list before you can start entering values in the list.
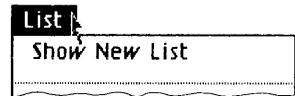Once you have set up the list, you can't change the data
type of any column. However, you can change the data
format or the name of a column, and you can change the
order the columns are displayed in. You can also add or
remove columns.

▶ Choose Show New List
from the List menu.

```
┌─────────────────────┐
│ List▶               │
├─────────────────────┤
│   Show New List     │
└─────────────────────┘
```

▶ Enter data into the list.

Executive	Seminar	City	Date	Cost
Brown	Effective Mgmt	New York	3/11/82	$ 400.00
Jackson	Communication Skills	New York	4/15/82	$ 600.00
Miller	Effective Mgmt	Chicago	4/10/82	$ 400.00
Randolph	Financial Analysis	Denver	3/18/82	$ 400.00
Wells	Product Planning	Boston	3/12/82	$ 400.00

▶ Save all changes about every 15 minutes and
continue working.

▶ Print the list if you like.

▶ Put away the completed document.

To organize your documents into a folder and to keep the
disk window uncluttered, you might want to

▶ Move the saved
document into a folder
of related documents, or
tear a new folder from
the folder pad, name the
folder, and move the
document into it.

LisaList Examples

Working with an Existing Document
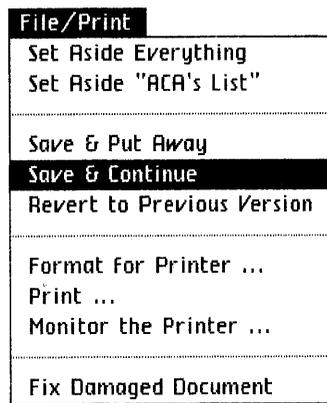
To get a filed list to work with,

▶ Open the ProFile
window.

▶ If the document is in a
folder, open the folder
that contains the
document that you want
to work with.

▶ Open the document.

▶ Edit and format the
document saving it every
15 minutes.

File/Print
Set Aside Everything
Set Aside "ACA's List"
Save & Put Away
Save & Continue
Revert to Previous Version
Format for Printer ...
Print ...
Monitor the Printer ...
Fix Damaged Document

▶ Print the list if you like.

▶ Put away the document in its original location.

In other Lisa tools, a document is saved only when you
choose Save & Continue or Save & Put Away. In LisaList,
the list is also saved when you choose any item from the
List menu. Until you choose one of these items, changes
you make to the list are not permanent. When you
choose Revert to Previous Version from the File/Print
menu, the list is returned to the way it was the last time
you saved it, regardless of whether you saved it explicitly
or by choosing an item from the List menu.

Recovering a Damaged List

You should only recover a list if an alert message tells you that there may be a problem with the list. Because there is always the chance that the recovery process will make things worse instead of better, it is essential to back up the list before recovering it.

For a more complete discussion of the steps involved in recovering a damaged list, see the *Lisa Owner's Guide,* Appendix 6, Office System Error Messages, under Damaged Document.

To recover a damaged list,

▶ First, back up the list. See the *Lisa Owner's Guide,* Section D, Desktop Manager Reference Guide, under Copy a Document, Folder, Stationery Pad, or Tool.

▶ Choose Fix Damaged Document from the File/ Print menu.

File/Print
Set Aside Everything
Set Aside "Untitled"

Fix Damaged Document
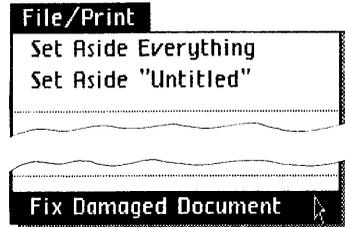
Chapter 2
Procedures

Procedures

What's in Chapter 2?

Chapter 2 contains the procedures for doing everything that can be done in LisaList. To make the procedures easier to find, they have been divided into categories according to function. These categories are:

Edit

Look here for operations that change the contents of a list.

C28 Add Columns
C31 Clear Fields
C32 Copy Field
C33 Copy Rows
C34 Copy Text
C36 Cut Rows
C37 Cut Text
C38 Enter Value
C39 Insert Text
C40 Move Column
C42 Move Text
C44 Remove Columns
C46 Replace Text
C47 Restore Previous Entry
C48 Revert to Previous Version
C49 Undo Last Change

Format

Look here for operations that change the appearance of a list.

C52 Column Visibility
C54 Column Width
C55 Data Format
C58 Data Type
C60 Printing Type Style
C62 Screen Type Size

Print

Look here for print operations.

C64 Format for Specific Printers
C68 Print a List

Search

Look here for ways to find just the rows you want to see.

C74 Search the List

Sort

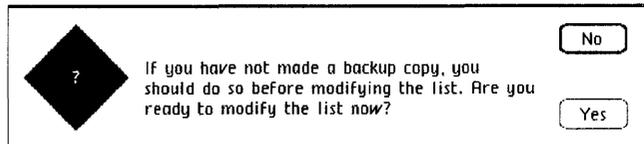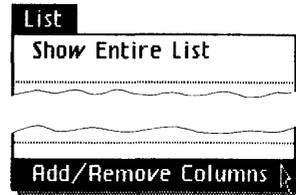Look here for ways to arrange the rows in the order you want.

C80 Sort the List

Edit

Edit

Add Columns

To add one or more columns to an existing list

▶ Back up your list if you have made any changes since the last time you backed it up. For backing up a document, see the *Lisa Owner's Guide,* Section D, Desktop Manager Reference Guide, under Copy a Document, Folder, Stationery Pad, or Tool.

▶ Select Add/Remove Columns from the List menu. An alert message appears to remind you to back up your list.

List

Show Entire List

Add/Remove Columns

No

? If you have not made a backup copy, you should do so before modifying the list. Are you ready to modify the list now?

Yes

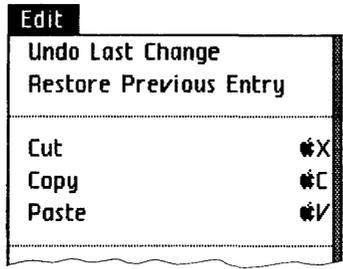▶ In the alert message, click Yes.

Yes

▶ Scroll the list to the right until the first blank column is showing.

▶ Enter the column name, data type, and data format for the first column you want to add.

▶ To add more blank columns to the table, press the (Tab) key after filling in the required information for each column.

▶ Enter the column name, data type, and data format for each of the additional columns.

▶ Move the columns to new locations if necessary, using Cut and Paste on the Edit menu.

Add Columns
(continued)

```
┌─────────────────────────────┐
│ Edit                        │
│ Undo Last Change            │
│ Restore Previous Entry      │
│                             │
│ Cut                      ⌘X │
│ Copy                     ⌘C │
│ Paste                    ⌘V │
└─────────────────────────────┘
```

▶ Choose Show Modified List from the List menu. An alert message appears to tell you that it may take some time to reorganize the list.

```
┌─────────────────────────────┐
│ List                        │
│  Show Modified List         │
└─────────────────────────────┘
```

> ⚠ **Caution**
>
> To make the changes you have requested, the list must be reorganized. This may take some time, especially for large lists. Is this OK?
>
> To leave the list unchanged, click Cancel .
>
> Once you click OK, you will not be able to change your mind, even by choosing undo.
>
> [Cancel]   [OK]

▶ Unless you have changed your mind, click OK in the alert message.

[OK]
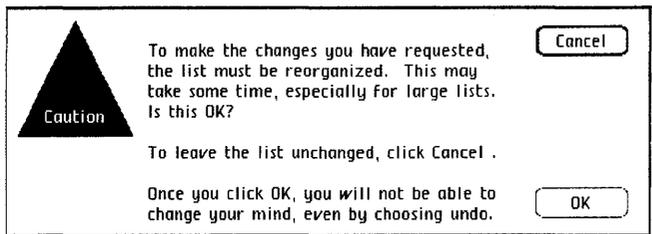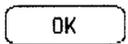
Edit

Add Columns
(continued)

You can use this procedure to add columns to a list after the list has already been created. Each column is defined in the same way as columns are defined when you first set up the list.

When you choose Show Modified List, the list is reorganized based on the column definitions in effect in the Add/Remove Table. In particular, the column that is leftmost at that time becomes the new default sort column. This is the column used to sort the list in the absence of other sort order specifications.

Edit

To clear fields

Clear Fields

▶ Select a single field or one or more rows.

▶ Choose Clear Entries
from the Edit menu, or
press the (Clear) key.

Edit
Undo Last Change
Restore Previous Entry

Clear Entries ▶
Select All of Document ⌘A
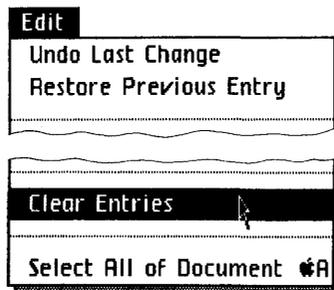
Clearing a single field can be undone with Undo Last
Change, but not clearing more than one field.

Edit

Copy Field

To copy a single field

▶ Select the field you want to copy.

▶ Choose Copy from the
Edit menu.

Edit
Undo Last Change
Restore Previous Entry
Cut   ⌘X
Copy   ⌘C
Paste   ⌘V
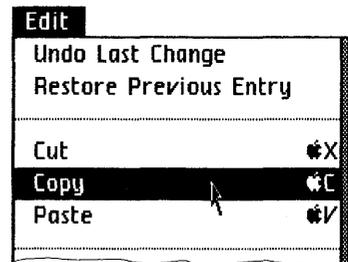
▶ Select the field you want to copy to.

▶ Choose Paste from the Edit menu.

When you copy a field, a duplicate is put on the
Clipboard. When you paste, you are pasting a copy from
the Clipboard; a copy remains on the Clipboard so you
can paste it again.

Edit

To copy rows

Copy Rows

▶ Select the rows you want to copy.

▶ Choose Copy from the
Edit menu.

```
Edit
 Undo Last Change
 Restore Previous Entry

 Cut              ⌘X
 Copy             ⌘C
 Paste            ⌘V
```
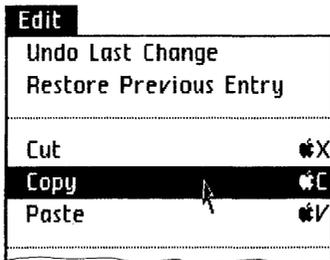
▶ Select the grid handle
between two rows where
you want the rows to be
copied.

Blaze
Blumfield

▶ Choose Paste from the Edit menu.

When you copy a row, a duplicate is put on the Clipboard.
When you paste, you are pasting a copy from the
Clipboard; a copy remains on the Clipboard so you can
paste it again.

Edit

Copy Text

To copy text within the same list

▶ Select the field containing the text you want to copy.

▶ Select the text.

▶ Choose Copy from the Edit menu.

Edit	
Undo Last Change	
Restore Previous Entry	
Cut	⌘X
Copy	⌘C
Paste	⌘V
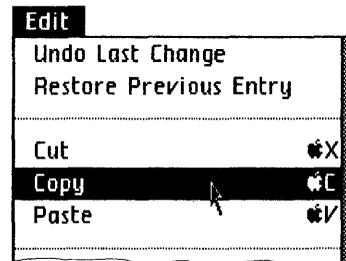
▶ Select the new location for the text.

▶ Choose Paste from the Edit menu.

To copy text to another list

▶ Select the field containing the text you want to copy.

▶ Select the text.

▶ Choose Copy from the
   Edit menu.

Edit	
Undo Last Change	
Restore Previous Entry	
Cut	⌘X
Copy	⌘C
Paste	⌘V
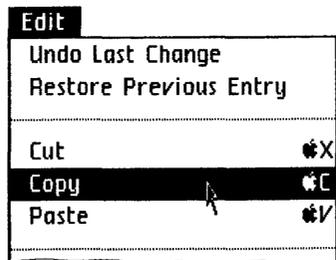
▶ Get or activate the document that you want
   to copy to.

▶ Select the new location for the text.

▶ Choose Paste from the Edit menu.

Text is any sequence of letters, numbers, and
punctuation symbols. When you copy text, a duplicate is
put on the Clipboard. When you paste, you are pasting a
copy from the Clipboard; a copy remains on the
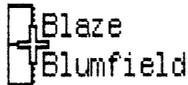Clipboard so you can paste it again.

You can immediately reverse either the copy or the paste
operation by choosing Undo Last Change from the Edit
menu. To copy a field, see the Copy Field procedure,
under Edit, in this chapter.

Edit

Cut Rows

To cut rows

▶ Select the rows that you want to cut.

▶ Choose Cut from the Edit menu.

Edit
Undo Last Change
Restore Previous Entry
Cut   ⌘X
Copy   ⌘C
Paste   ⌘V
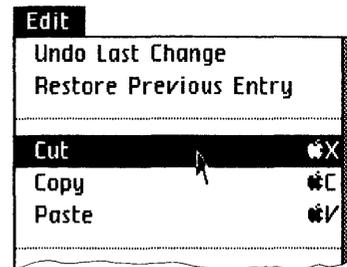
If you cut the wrong rows by mistake, you can restore them by immediately choosing Paste from the Edit menu. You cannot use Undo Last Change to undo this operation.

Edit

To cut text

Cut Text

▶ Select the field containing the text you want to cut.

▶ Select the text.

▶ Choose Cut from the Edit menu.

```
Edit
Undo Last Change
Restore Previous Entry
..............................................
Cut                    ⌘X
Copy                   ⌘C
Paste                  ⌘V
..............................................
```
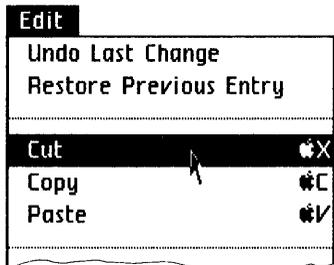
Text is any sequence of letters, numbers, and punctuation symbols. You can cut text from a field or from the status panel.

Text that has been cut is removed from the list and placed on the Clipboard. When you cut part of a value in a field, the value isn't changed until you press the (Enter) key or select another field.

You can immediately reverse the cut operation by choosing Undo Last Change from the Edit menu. Alternatively, you can paste text that you have cut into the same list or into another list; see the Move Text procedure, under Edit, in this chapter.

Edit

Enter Value

To enter a value in a field

▶ Select the field.

▶ Type the value.

▶ Press the (Enter) key or select another field.

If you select a field that already contains a value and you type a value, the old value is replaced by the new one.

For inserting text into a field, see the Insert Text procedure, under Edit, in this chapter. For replacing text in a field, see the Replace Text procedure, under Edit, in this chapter.

Edit

To insert text

Insert Text

▶ Select the field you want to add text to.

▶ Position the pointer where you want to add text and click the mouse button to set the insertion point.

▶ Type the text.

Text is any sequence of letters, numbers, and punctuation symbols.

The blinking vertical bar, called the insertion point, shows where the next typed character will go.

When you insert text in a field value, the change isn't entered until you press the (Enter) key or select another field.

Edit

Move Column

To move a column

▶ Go to the Column Descriptions Table by choosing What Order & Format from the List menu.

List
√Show Entire List

What Order & Format?
Show List in Order
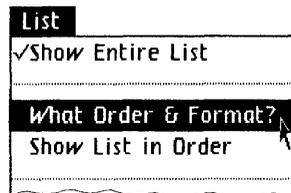
▶ Select the column that you want to move by clicking in the column header.
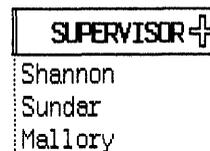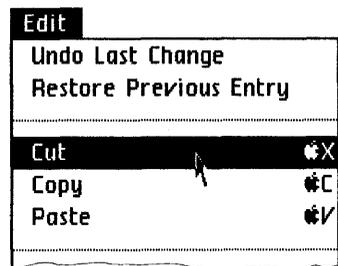
SUPERVISOR ⊹
Shannon
Sundar
Mallory

▶ Choose Cut from the Edit menu.

Edit
Undo Last Change
Restore Previous Entry

Cut   ⌘X
Copy   ⌘C
Paste   ⌘V

▶ Select the grid handle where you want the column to be.

JOB TITLE	JOB GRADE
duct Manager	15
duct Manager	15
duct Manager	13

▶ Choose Paste from the Edit menu.

▶ To see the list, choose Show Entire List from the List menu.

After you have cut a column in the Column Descriptions Table, you must paste it again before choosing any item from the List menu. To remove a column completely from the list, you use the Add/Remove Table, not the Column Descriptions Table.

Move Column
(continued)

Edit

Move Text

To move text within the same list

▶ Select the field containing the text you want to move.

▶ Select the text.

▶ Choose Cut from the Edit menu.

Edit
Undo Last Change
Restore Previous Entry
Cut   ⍞X
Copy   ⍞C
Paste   ⍞V

▶ Select the new location for the text.

▶ Choose Paste from the Edit menu.

Edit

To move text to another list

▶ Select the field containing the text you want to move.
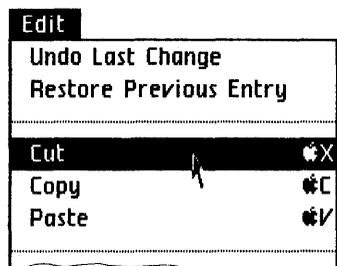
▶ Select the text.

▶ Choose Cut from the
Edit menu.

Move Text
(continued)

```
┌─────────────────────────┐
│ Edit                    │
├─────────────────────────┤
│ Undo Last Change        │
│ Restore Previous Entry  │
├─────────────────────────┤
│ Cut              ⌘X     │
│ Copy        ⅄    ⌘C     │
│ Paste            ⌘V     │
└──────────────∿────────── │
```
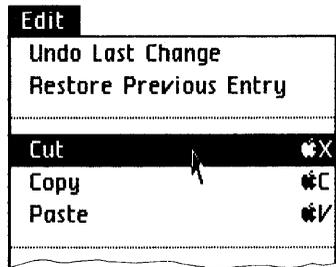
▶ Activate the document that you want to copy to.

▶ Select the new location for the text.

▶ Choose Paste from the Edit menu.

Text is any sequence of letters, numbers, and punctuation symbols.

When you cut text from the list, it is placed on the Clipboard. When you paste, you are pasting a copy of the text on the Clipboard; a copy remains on the Clipboard so you can paste it again.

You can immediately reverse either the cut or the paste operation by choosing Undo Last Change from the Edit menu.

Edit

Remove Columns

To remove one or more columns from a list

▶ Back up your list if you have made any changes since the last time you backed it up. For backing up a document, see the *Lisa Owner's Guide,* Section D, Desktop Manager Reference Guide, under Copy a Document, Folder, Stationery Pad, or Tool.

▶ Select Add/Remove Columns from the List menu. An alert message appears reminding you to back up your list.

List
Show Entire List

Add/Remove Columns

? IF you have not made a backup copy, you should do so before modifying the list. Are you ready to modify the list now?

No

Yes
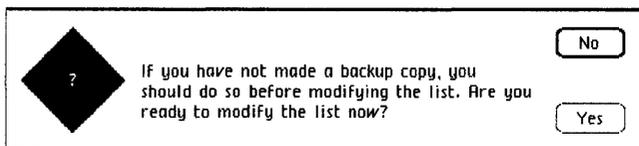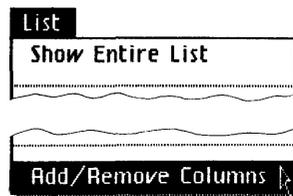
▶ In the alert message, click Yes.

Yes

▶ Select the column you want to remove.

▶ Choose Cut from the Edit menu.

Edit
Undo Last Change
Restore Previous Entry

Cut   ⌘X
Copy   ⌘C
Paste   ⌘V

▶ Choose Show Modified List from the List menu. An alert message appears to tell you that it may take some time to reorganize the list.
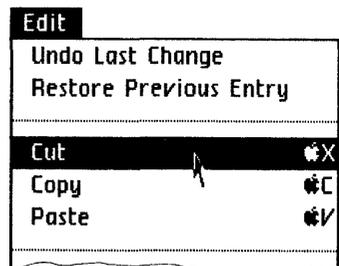
Remove Columns
(continued)

> ⚠ Caution
>
> To make the changes you have requested, the list must be reorganized. This may take some time, especially for large lists. Is this OK?
>
> To leave the list unchanged, click Cancel .
>
> Once you click OK, you will not be able to change your mind, even by choosing undo.
>
> [Cancel]   [OK]

▶ Unless you have changed your mind, click OK in the alert message.

[OK]
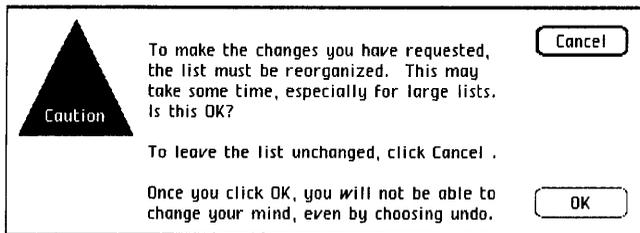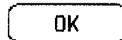
You can use this procedure to remove columns from a list after the list has already been created.

When you choose Show Modified List, the list is reorganized based on the column definitions in effect in the Add/Remove Table. In particular, the column that is leftmost at that time becomes the new default sort column. This is the column used to sort the list in the absence of other sort order specifications.

Edit

Replace Text

To replace text in a field

▶ Select the field.

▶ Select the text to be replaced.

▶ Type the new text.

▶ Press the (Enter) key or select another field.

Text is any sequence of letters, numbers, and punctuation symbols.

You can reverse the replacement by choosing Undo Last Change from the Edit menu.

Edit

To restore the previous entry in the field that you are editing

▶ Choose Restore Previous Entry from the Edit menu.

```
Edit
Undo Last Change
Restore Previous Entry
```
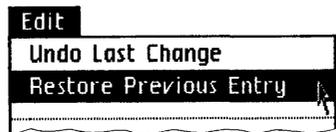
Restore Previous Entry is available only while you are editing a field. It cancels all changes made to that field since it was selected. As soon as you select another field, press the (Enter) key, or clear the field, this item is unavailable.

Example

Suppose you select a field, and then

1. Insert some text.

2. Cut some text.

3. Add more text.

4. Choose Restore Previous Entry.

All changes to the value are reversed. The value the field started with is restored, because you didn't enter the new value.

Edit

Revert to Previous Version

To cancel all changes made to a document since it was last saved

▶ Choose Revert to Previous Version from the File/Print menu.

File/Print

Set Aside Everything
Set Aside "Untitled"

Save & Put Away
Save & Continue
Revert to Previous Version
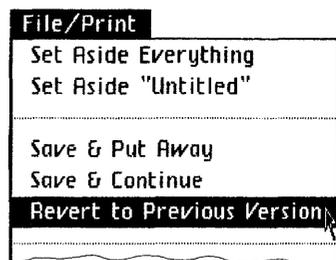
This operation restores the document to the condition it was in when it was last saved. This menu item is always available and applies only to the active document.

In LisaList, your list is saved every time you choose Save & Continue or Save & Put Away from the File/Print menu or any item from the List menu. When you choose Revert to Previous Version, your list is returned to the state it was in the last time you saved it, regardless of whether you saved it explicitly or chose an item from the List menu.

Edit

To reverse the effect of the last change

▶ Choose Undo Last
Change from the Edit
menu.

Edit
Undo Last Change
Restore Previous Entry
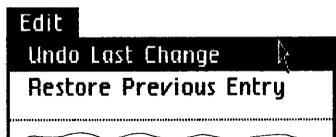
Undo Last Change

You can undo any operations that edit text within a field.
These include Clear, Copy, Cut, and Paste within a single
field. Once you have pressed the (Enter) key, selected
another field, or cleared the field, you cannot undo any
changes to the field.

If an operation cannot be undone, a message appears
telling you that LisaList cannot undo the last change.

Format

Format

Column Visibility

To make a column invisible

▶ Go to the Column Descriptions Table by choosing What Order & Format from the List menu.

```
List
✓Show Entire List
..............................
What Order & Format?
Show List in Order
```
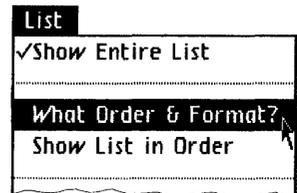
▶ Select the Visible field in the appropriate column.

▶ Choose No from the Column Visible menu, or type No.

```
Column Visible
Yes
No
```
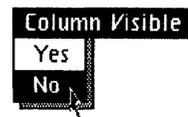
▶ Choose Show Entire List from the List menu.

To make a column visible

▶ Go to the Column Descriptions Table by choosing What Order & Format from the List menu.

```
List
✓Show Entire List
..............................
What Order & Format?
Show List in Order
```

▶ Select the Visible field in the appropriate column.

▶ Choose Yes from the Column Visible menu, or type Yes.

```
Column Visible
Yes
No
```

▶ Choose Show Entire List from the List menu.

Format

Making a column invisible does not affect the other options for the column. In particular, it does not affect the search specifications and the sort order. Therefore, it is possible to search or sort a list based on columns that are not showing at the time.

Column Visibility
(continued)

Format

Column Width

To change the width of a column

▶ Move the pointer to the grid handle at the right of the column.
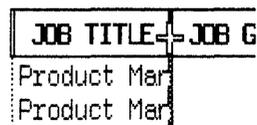
```
| JOB TITLE⊣⊦JOB G
|Product Mar|
|Product Mar|
```

▶ Press the mouse button, and, while holding it down, move the pointer to the right or the left until the column is the width you want.

```
| JOB TITLE ⊦⊡⊡B G
|Product Mar|
|Product Mar|
```

▶ Release the button.

```
| JOB TITLE   ⊣⊦JOB
|Product Manager|
|Product Manager|
```

The width of a column only affects how the fields in the column are displayed; it has no effect on the amount of information a field can contain. The full value of a field is always shown in the wide angle view when the field is selected.

Format

To set the data format of a column

▶ Go to the Column
Descriptions Table by
choosing What Order &
Format from the List
menu.

```
List
✓Show Entire List
......................................
What Order & Format?
Show List in Order
```
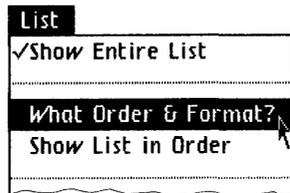
▶ Select the Data Format field in the appropriate
column.

▶ Type in the data format you want.

Data Format

The data format of a column affects how the values in
that column are displayed; it has no effect on the values
themselves. The meaning of the data format depends on
the data type of the column. For specific examples, see
the Data Type procedure, under Format, in this chapter.

When you create a list, you either set a data format or
accept the default format corresponding to the data
type. The format is entered as a sequence of characters,
each with a particular meaning. The meaning of the
format characters varies, depending on the data type of
the column.

When you enter a value into a field, LisaList displays it
according to the data format. In some cases, you can
enter part of a value, and LisaList will supply the missing
characters. The data format also prevents you from
entering invalid values.

Format

Data Format
(continued)

You can change the data format of a column, even after you have entered values in that column. In this case, LisaList displays existing values in the new format as much as possible.

Data formats are described in Appendix 5, Data Formats, in this manual, according to data type.

Example

1. Suppose you have a column in your list called Receipts, whose data type is money. The data format for the column is $99999.99, as shown in the Column Descriptions Table. This format means that money amounts are to be displayed with a dollar sign, a decimal point, and two decimal places. It also means that a maximum of five digits is allowed before the decimal point.

	Receipts	Name
Data Type	Money	Text
Data Format	$99999.99	
Sort Order		
Visible	Yes	Yes

2. In the list, in the Receipts column, you type 34343.

Receipts	Name
$ 364.00	Minnie
$ 8852.00	Norma
34343	Brunhilda

Format

3. Then you press the (Enter) key to enter the value. It is shown as $34343.00. The dollar sign, decimal point, and two zeros have been supplied automatically.

Receipts	Name
$ 364.00	Minnie
$ 8852.00	Norma
$34343.00	Brunhilda

4. Returning to the Column Descriptions Table, you change the format to 99,999.99.

Receipts	Name
Money	Text
99,999.99	
Yes	Yes

5. When you show the list again, the value is now shown as 34,343.00.

Receipts	Name
364.00	Minnie
8,852.00	Norma
34,343.00	Brunhilda

Format

Data Type

To set the data type of a column

▶ In the Create Table or the Add/Remove Table, select the Data Type field in the appropriate column.

▶ Choose the data type you want from the Data Type of Column menu.

Data Type of Column
Text
Number
Money
Date
Time
Telephone
Zip Code
Social Security
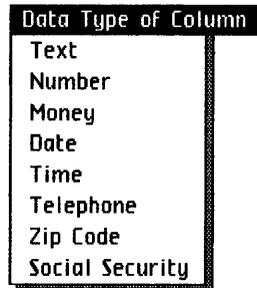
The data type of a column specifies what kind of data the column will contain, such as dates, money amounts, social security numbers, and so forth.

You can only set or change the data type of a column when you are adding the column to the list, either at the time the list is created, in the Create table, or later, in the Add/Remove table. Once you have displayed the list again, you cannot change the data type of the column.

Format

The following are the choices for data types:

Choice	Example
Text	221B Baker St.
Number	−792.473
Social Security	126-40-5150
Zip Code	94043
Date	4/26/82
Time	10:53:55
Telephone	(415) 555-1212
Money	$451.35

The values that can actually be used in columns depend on the data format as well as the data type. See Appendix 5, Data Formats, in this manual, for a description of data types and data formats.

Data Type
(continued)

Format

Printing
Type Style

To change the printing type style of a list

▶ Choose a font from the
Type Style menu.

Type Style
15 Pitch Gothic
12 Pitch Modern
12 Pitch Elite
10 Pitch Modern
✓10 Pitch Courier
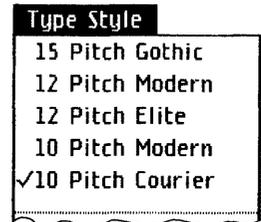
A character set of a particular size and typeface is called a font. LisaList provides a number of different printing fonts. The whole list is in the same font.

Size, or pitch, refers to the number of characters printed horizontally per inch; 15 pitch prints 15 characters per inch and so on. The "face" is the portion of the character that displays and prints.

Format

Names like Modern and Gothic refer to the kind of type face. For instance, Modern is a sans serif face; there are no serifs, or "feet," on the characters; Gothic is a serif face, one with "feet."

This is 15 Pitch Gothic

This is 12 Pitch Modern

This is 12 Pitch Elite

This is 10 Pitch Modern

This is 10 Pitch Courier

Format

Screen Type Size

To change the type size shown on the screen

▶ Choose a screen size for the list from the Type Style menu.

```
┌──────────────────────────┐
│ Type Style               │
├──────────────────────────┤
│ ╱╲────╲──────╲──────╲    │
│ ╲──────────────────────  │
├──────────────────────────┤
│ ·······················  │
│                          │
│  Show Actual Size        │
│  Show Small Type         │
│  Show Medium Type        │
│ ✓Show Large Type         │
└──────────────────────────┘
```
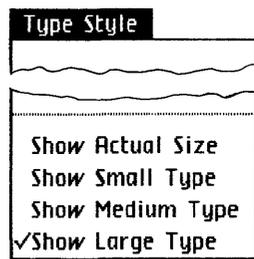
The list may be displayed on the screen in small, medium, or large type, regardless of the size used for printing. For instance, you can choose Show Small Size, which is 15 characters per inch, to fit more data on the screen, or Show Large Size, which is 10 characters per inch, to read and edit values easily. Show Actual Size shows the size of type in which the table will print.

Example

Here are the various sizes when the type style is 12 Pitch Modern:

This is Large Type

This is Medium Type

This is Small Type

This is Actual Size

Print

Print

Format for Specific Printers

To format your document for a specific printer

▶ Choose Format for Printer from the File/Print menu.

```
File/Print
Set Aside Everything
Set Aside "Untitled"

Save & Put Away
Save & Continue
Revert to Previous Version

Format for Printer ...
```
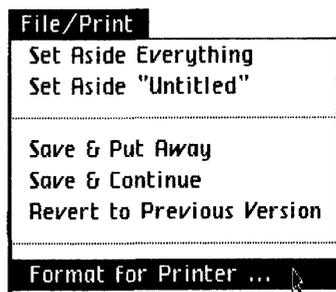
▶ Check the type of printer that this document will print on.

▶ If you are using a dot matrix printer, check the orientation and resolution that you want to use for this document.

▶ If you are using a daisy wheel printer, check the paper size and print wheel style that you want to use for this document.

▶ Check the response you want the Lisa to make if no printer matches the settings you've picked.

What do you want done if the printer you've specified does not appear to be connected to this machine?
☐ Tell Me ■ Pick an Available Printer for Me ☐ Disregard it

▶ Click OK.

```
OK
```

Printer format settings are stored with the list, so that they are remembered even after the list is put away.

Settings in the Format for Printer Dialog Box

The Format for Printer dialog box lets you check the kind of printer you want this document to print on, and then lets you specify some details on size of paper and type style.

You can tell the Lisa to print your document on a dot matrix or daisy wheel printer. The items that follow Print Method in the dialog box change when you change your printer preference from dot matrix to daisy wheel, or back.

Dot Matrix Printer Settings

When you choose Dot Matrix printer in the Format for Printer dialog box, you see these additional choices:

```
Format For Printer...
    On which printer do you intend to print this document?
        Print Method: ■ Dot Matrix    ☐ Daisy Wheel
        Paper Length: ■ 11"        ☐ 14"
        Orientation:  ■ Portrait (tall)   ☐ Landscape (wide)
        Resolution:   ■ Normal  ☐ High
```

Paper Length: With a dot matrix printer, you can print on 11 or 14 inch paper.

Orientation: This setting tells the Lisa whether to print your document horizontally or vertically on the paper in your printer. When the orientation is Portrait, the Lisa prints the text of your document across the 8-1/2 inch width of your paper, from left to right. When the orientation is Landscape, the Lisa treats the length of the paper (11 or 14 inches) as the width. In other words, it prints the list sideways.

Print

Format for Specific Printers
(continued)

Resolution: This tells the Lisa what quality you want the document to print with. Normal resolution gives you a standard character image. High resolution produces a much finer quality character image, but takes longer to print.

When using landscape orientation and normal resolution, the font size of the text will be smaller when it is printed than it was shown on the screen.

Daisy Wheel Printer Settings

When you choose Daisy Wheel printer in the Format for Printer dialog box, you see these additional choices:

Format For Printer...
  On which printer do you intend to print this document?
    Print Method: ☐ Dot Matrix ■ Daisy Wheel
    Paper Size: ■ 8.5x11"   ☐ 11x8.5"
            ☐ 8.5x14"   ☐ 14x8.5" ☐ 14x11"
    Print Wheel: ☐ Gothic 15   ■ Elite 12   ☐ Courier 10 ☐ Executive PS
            ☐ PS plus *Italics* ☐ 10/12/PS ☐ 10/12+Addn'l chåråçtérs

Paper Size: When you print with a daisy wheel printer, you have five choices for paper size: 8-1/2 x 11 inches; 11 x 8-1/2 inches; 8-1/2 x 14 inches; 14 x 8-1/2 inches; and 14 x 11 inches.

Print Wheel: You have a range of choices in print wheels. The wheel that you choose determines what type style will be displayed on the screen if you have chosen Show Actual Size from the Type Style menu. It has no effect on the screen type style if you have chosen Show Small, Medium, or Large Size.

When Settings Don't Match a Printer

In order for the Lisa to follow your instructions in the Format for Printer dialog box, two other factors must be true: Preferences must show that the type of printer with the settings you choose here is attached to the Lisa, and such a printer must be attached.

Whenever you click OK in the Format for Printer dialog box, the Lisa checks the new settings against the printer settings listed in Preferences. If they don't match, the Lisa then looks at the bottom line of the dialog box to see what you want done.

Tell Me: When Tell Me is checked, the Lisa notifies you that no printer specified in Preferences meets the settings you have checked. An alert box appears, so that you can decide what you want to do next. Here is what it looks like:

Intended Printer Unavailable!
    According to the Preferences Window's list of Device Connections, the
    Intended Printer for this document is not connected to this machine.

On which printer do you intend to print this document?
    ☐ A printer that is not listed in Preferences right now.
    ☐ Slot 2 Upper -- Dot Matrix -- 11"
    ■ Port A -- Daisy Wheel -- Gothic 15 -- 11x8.5"
    ☐ Port B -- Daisy Wheel -- Gothic 15 -- 11x8.5"

What do you want done if the printer you've specified
does not appear to be connected to this machine?
    ■ Tell Me   ☐ Pick an Available Printer for Me   ☐ Disregard it   (OK)

Pick an Available Printer: When Pick an Available Printer is checked, the Lisa will choose an alternative printer if one doesn't match exactly the settings you requested. For instance, if you've specified a daisy wheel printer but only a dot matrix is attached and checked in Preferences, the Lisa formats your document for the dot matrix printer, rather than for a daisy wheel printer.

Disregard It: When Disregard It is checked, the Lisa notes the difference in printer settings and available printers, but doesn't do anything. This allows you to continue working with your document without being interrupted to make a decision about print formats now. You should check this box when you intend to print the document on a different printer from the one that is connected to your Lisa.

Print

Print a List

To print a list

▶ Make sure your printer is set up and connected to your Lisa. For assistance, see the manual that came with your printer.

▶ If you have not previously specified the printers you use in Preferences, do so now. For assistance, refer to Section D, Desktop Manager Reference Guide, in the *Lisa Owner's Guide*, under Set Printer Configuration.

▶ Get or activate the document.

▶ If you need to change any of the options in the Format for Printer dialog box for this document, choose Format for Printer from the File/Print menu.

File/Print
Set Aside Everything
Set Aside "Untitled"
Save & Put Away
Save & Continue
Revert to Previous Version
Format for Printer ...
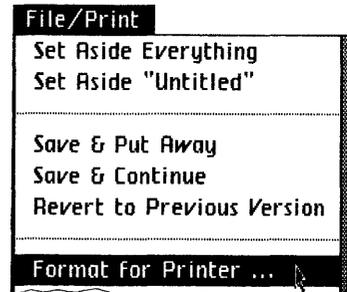
▶ Make any necessary changes in the Format for Printer dialog box that appears.

▶ Click OK.

Print

▶ Choose Print from the File/Print menu.

File/Print
Set Aside Everything
Set Aside "Untitled"

Format For Printer ...
Print ...
Monitor the Printer ...
Fix Damaged Document
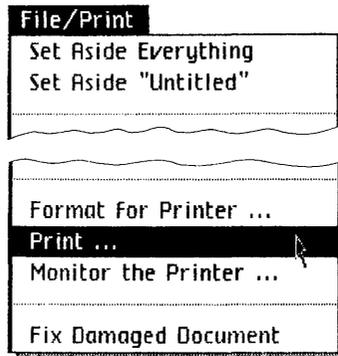
▶ Make any necessary changes in the Print dialog box that appears.

▶ Click OK.

When you print a list, the display options you have specified for the list affect how much of the list is printed. In particular:

■ If you have specified in the Column Descriptions Table that a column is not visible, it is not printed. All other columns are printed.

■ If you are displaying only a partial list because you have chosen Find & Show or Find & Show in Order, only the partial list is printed.

■ The list is displayed according to current settings for column width and data format.

Using the current printer settings and the formats you have specified in the text, your document begins printing.

For how to make changes in the Format for Printer dialog box, see the Format for Specific Printers procedure, under Print, in this chapter.

Print

Print a List
(continued)

If the printer settings and printer don't match, an alert box appears. Alert boxes resulting from a mismatch are discussed in the Format for Specific Printers procedure, under Print, in this chapter.

Sometimes a dialog box titled Monitor the Printer will appear. See While You Work, later in this chapter, for information on this alert box.

Print Dialog Box Settings

Print... ■ Finished Quality   □ Quick Draft (Text Only)   [Cancel]
          □ One Copy While You Wait   ■ While You Work
          ■ All Pages □ Only pages: [   ] Through: [   ]
          Number of Copies: ■ 2 3 4 5 6 7 8 9 10   [OK]

The Print dialog box lets you specify some final details about how your document will print. The choices in the Print dialog box are discussed below.

Quality

Finished Quality: Finished Quality prints your document as you have formatted it on the screen, including special type styles and fonts.

Quick Draft: Quick Draft lets you get a printed copy of the text faster, but without any special type styles and fonts used in your document. On a dot matrix printer, the built-in font is used for Quick Draft. On a daisy wheel printer, whatever print wheel is on the printer is used, even if you've specified a different one in your document.

Speed

While You Wait: You can have the Lisa use most of its attention to print your document while you wait. A document will print more quickly if you choose While You Wait, but you won't be able to use the Lisa for any other tasks.

While You Work: You can have the document print while you continue to use the Lisa for other tasks. Some printing conditions make printing while you work inconvenient, however. For example, if you are feeding single sheet paper into your printer, and printing a quick draft, you won't have time to do other activities on the Lisa.

When you choose While You Work, the Monitor the Printer dialog box appears.

Monitor the Printer..   [Terminate]

   Document being printed: Ace:Ch5
   Copy being printed: 1   OF   1
   Page being printed: 0   OF   4

If you want to do other work while the document is being printed,
click Proceed. Otherwise, just wait.

If you do decide to Proceed, you can get back here by choosing
Monitor the Printer from the File/Print menu. You should do that if   [Proceed]
you hear a whistle or if you want to terminate printing.

This dialog box tells you the name of the document, the copy, and the page now being printed. Click Proceed to return to LisaList and continue working. Click Terminate if you want to stop the printing. If you decide to proceed, you can return to this dialog box at any time to stop the printing by choosing Monitor the Printer from the File/Print menu.

Note that if you hear a whistle, there is a problem with printing while you work. Choose Monitor the Printer from the File/Print menu to see what the problem is.

Print

Print a List
(continued)

Number of Pages

In a list, page numbering starts at the upper left-hand corner and then goes down, until there are no more nonblank rows. Then the numbering starts again at the top of the list.

All Pages: You can print all pages of a document. Just make sure All Pages is checked in the Print dialog box.

Selective Pages: To print selective pages of a document, check Only Pages and then fill in the boxes with the starting and ending pages to print.

When you want to print from the beginning of a document through some page number, say 8, you enter "8" in the second box after Through. Similarly, if you want to start at a given page number and print to the end, you need to enter the starting page number in the box after Only Pages.

Number of Copies

You can print from 1 to 10 copies of any document. Just check the box with the number of copies you want printed.

Search

C74 Search the List

Search

Search the List

To set search specifications

▶ Go to the Search Specifications Table by choosing Find What from the List menu.

```
┌─────────────────────────┐
│ List                    │
├─────────────────────────┤
│  Show Entire List       │
│·························· │
│  What Order & Format?   │
│ √Show List in Order     │
│·························· │
│ Find What?          ▸   │
└─────────────────────────┘
```
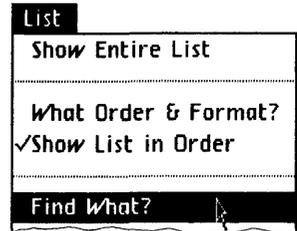
▶ Select the field below the column name.

▶ Choose the comparison you want from the Comparisons menu, or type it.

```
┌──────────────────────────────────┐
│ Comparisons                      │
├──────────────────────────────────┤
│  =    (Same as)                  │
│  <    (Up to)                    │
│  <=   (Up to and Including)      │
│  >    (After)                    │
│  >=   (After and Including)      │
│  <>   (Different from)           │
│  THRU (e.g., 1 THRU 10)          │
└──────────────────────────────────┘
```
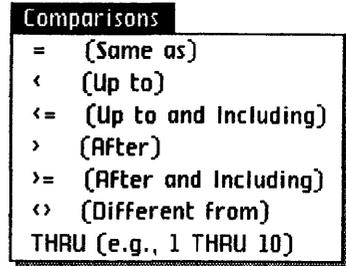
▶ Type the value you want to compare with.

▶ If you are searching for a range, type the value at the beginning of the range, then type THRU or choose it from the Comparisons menu, then type the value at the end of the range.

▶ Repeat these steps for each column you want to use to search the list.

To change the search specifications

▶ Edit the Search Specifications Table until it shows the specifications you want.

Search

To display the partial list in the order specified in the
Column Descriptions Table

▶ Choose Find & Show in
  Order from the List
  menu.

List
Show Entire List

Find & Show in Order
Add/Remove Columns
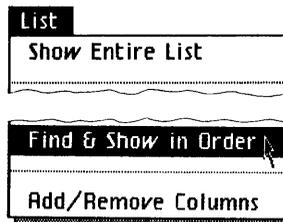
To display the partial list according to the default sort
order

▶ Choose Find & Show
  from the List menu.

List
Show Entire List

Find & Show
Find & Show in Order
Add/Remove Columns
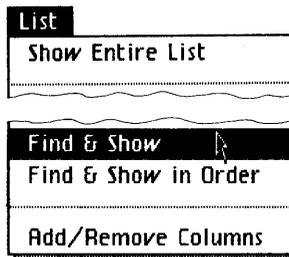
To display the entire list again

▶ Choose Show Entire List
  from the List menu.

List
Show Entire List

Search

Search the List
(continued)

When you search a list, you don't actually remove any rows; you just change the rules that determine which rows are displayed. You can set search specifications for any columns in the list. When you choose Find & Show or Find & Show in Order, a particular row is displayed only if the search specification is true for every field in the row for which a search specification has been set.

When you set a search specification in a column, you are saying that you want to compare all fields in that column with the value. For example, if you choose the "less than" comparison, and the specified value is 1979, only rows in which the corresponding value is 1978 or earlier are displayed.

For the THRU comparison, which defines a range of values, two comparison values are required: the beginning of the range and the end of the range.

The symbols shown in the Comparisons menu have the following meanings:

Comparison	Meaning
$<$ x	Less than x
$<=$ x	Less than or equal to x
$=$ x	Equal to x
$>$ x	Greater than x
$>=$ x	Greater than or equal to x
$<>$ x	Not equal to x
x THRU y	Greater than or equal to x, and less than or equal to y

The meaning of greater than and less than depends on the data type. For a complete description of these meanings, see Appendix 4, Ordering Values, in this manual.

Search

You can set search specifications for more than one column. In this case, only rows meeting the criteria for all the columns are displayed in the partial list.

If you choose Find & Show in Order, the partial list is sorted according to the sort order specifications in the Column Description Table. If you choose Find & Show, the rows are displayed in the default sort order. Generally, Find & Show is faster then Find & Show in Order.

Search specifications are not saved with a list. Once you have put the list away, the next time you open the list it will have no search specifications.

Example

Suppose you are in charge of the XYZ company personnel file, and you get a call from the security department. The founder of your company has been murdered, and before he died, he just had time to scrawl "1978 - Smi" on a piece of paper. The security department has interpreted this to mean that the murderer was someone who has been with the company at least since 1978, and whose last name begins with the letters "Smi." They ask you if you can help. The personnel list looks like this:

Search the List
(continued)

LAST NAME	FIRST NAME	SOCIAL SECURITY	DATE HIRED	DEPARTMENT	SUPERVIS
Allen	John	878-92-1452	6/01/78	9500	Shannon
Anastasia	James	574-83-9756	11/01/78	9500	Sundar
Armstrong	James	978-21-7239	6/01/78	9600	Mallory
Blaze	Renwick	863-15-2778	7/10/78	7510	Randall
Blumfield	Robert	788-51-2819	10/07/78	7510	Gross
Garcia	Carla	781-78-2384	7/10/78	7510	Randall
Harrison	Clay	887-87-9008	8/02/80	9500	Sundar
Herold	Clifford	882-56-2738	2/08/80	9500	Shannon
Johnson	Franklin	847-65-6473	10/15/77	9200	Conrad
Joyce	Elizabeth	576-69-8387	10/08/81	7500	Irwin
King	Catherine	984-20-3003	1/10/79	7550	Montecal
Lamb	Bella	789-87-0886	7/06/81	7500	Irwin
Lily	Bruce	909-28-1829	8/10/81	7500	Small
Loy	Jack	859-38-5757	10/01/81	7500	Irwin
Marta	Molly	576-84-9384	8/02/80	9600	Davidson

Search

Search the List
(continued)

Here's what you do:

1. Choose Find What from the List menu.

2. Select the blank cell in the Date Hired column.

3. Choose <= from the Comparisons menu.

4. Enter "12/31/78."

5. Select the blank cell in the Last Name column.

6. Type "Smi."

7. Choose THRU from the Comparisons menu.

8. Type "Smizzz."

Search Specifications				
LAST NAME	FIRST NAME	SOCIAL SECURITY	DATE HIRED	DEPARTMENT
Smi THRU Smizzz			<=12/31/78	

9. Choose Find & Show from the List menu.

What you have said is that you want to see the rows for employees whose hire date was on or before December 31, 1978, and whose last name begins with the letters Smi through Smizzz. The partial list shows you the answer: Smedley Smith.

Selected Rows				
LAST NAME	FIRST NAME	SOCIAL SECURITY	DATE HIRED	DEPARTM
Smith	Smedley	665-26-3711	4/19/76	

Sort

C80 Sort the List

Sort

Sort the List

To sort a list

▶ Go to the Column Descriptions Table by choosing What Order & Format from the List menu.

```
List
✓Show Entire List
......................................
What Order & Format?
Show List in Order
```
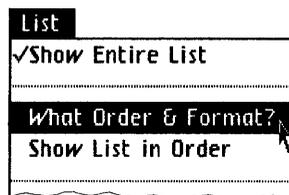
▶ Select the Sort Order field in the column you want sorted first.

▶ Choose Ascending Order or Descending Order from the Row Order menu.

```
Row Order
Ascending Order (A..Z)
Descending Order (Z..A)
```
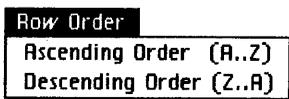
▶ Repeat the last two steps for the column you want sorted second, and so on.

▶ Choose Show List in Order from the List menu.

To change the sort order

▶ Edit the Sort Order row until it shows the order you want.

When you have set up your sort order in the Sort Order row, the fields in the row show what order the columns are to be sorted in. For each column that is part of the sort order, the Sort Order field shows the word Ascend for ascending order, or Descend for descending order. Following Ascend or Descend is a number indicating the sequence the column sorts in. First the list is sorted according to the column that shows no number after Ascend or Descend. If any rows have identical values in this column, they are arranged according to the column that shows the number 2 following Ascend or Descend, and so forth.

Ascending order means that values are displayed from lowest to highest. Descending order means that values are displayed from highest to lowest. For text values, the lowest value is the first one alphabetically. For the other data types, the lowest value is the lowest numerically. Sort order is explained in more detail in Appendix 4, Ordering Values, in this manual.

If you don't specify a sort order, the list is always sorted in ascending order, according to the default sort column. The column that was leftmost when you created the list is always considered the default sort column, even if you rearrange the columns. However, if you add or remove columns, then the default sort column is redefined to be the leftmost column at the time you show the modified list.

If you choose Find & Show in Order from the List menu, the partial list is sorted. If you choose Find & Show, the list is displayed in order by the default sort column. See the Search the List procedure, under Search, in this chapter.

Sort the List
(continued)

Sort

Sort the List
(continued)

Setting a sort order for the list only affects the order the rows are displayed in, not the way the list is stored on the disk. Whenever you put the list back and then open it again, you have to respecify the sort order. The default sort order stays the same, however.

Example

The XYZ company has four locations: Paris, Rome, Tahiti, and Mountain View, California. The personnel records are in a list, with one row per person. You want to sort the list so that people in each location are grouped together. In each location, you want the employees listed by start date, with the most recent first. This is part of the original list:

LAST NAME	FIRST NAME	LOCATION	DATE HIRED	SOCIAL SECURITY
Allen	John	Tahiti	6/01/78	878-92-1452
Anastasia	James	Mountain View	11/01/78	574-83-9756
Armstrong	James	Rome	6/01/78	978-21-7239
Blaze	Renwick	Tahiti	7/10/78	863-15-2778
Blumfield	Robert	Mountain View	10/07/78	788-51-2819
Garcia	Carla	Tahiti	7/10/78	781-78-2384
Harrison	Clay	Tahiti	8/02/80	887-87-9008
Herold	Clifford	Tahiti	2/08/80	882-56-2738
Johnson	Franklin	Rome	10/15/77	847-65-6473
Joyce	Elizabeth	Tahiti	10/08/81	576-69-8387
King	Catherine	Paris	1/10/79	984-20-3003
Lamb	Bella	Mountain View	7/06/81	789-87-0886

Here's what you do to sort:

1. Choose What Order & Format from the List menu.

2. Select the Sort Order field in the Location column.

3. Choose Ascending Order from the Row Order menu.

4. Select the Sort Order field in the Date Hired column.

5. Choose Descending Order from the Row Order menu. You choose Descending Order because you want the most recent date to come first.

Column Descriptions					
	LAST NAME	FIRST NAME	LOCATION	DATE HIRED	SOCIAL SECUR
Data Type	Text	Text	Text	Date	Social Secur
Data Format				mm/0d/0y	999-99-999
Sort Order			Ascend	Descend(2)	
Visible	Yes	Yes	Yes	Yes	Yes

6. Choose Show List in Order from the List menu.

LAST NAME	FIRST NAME	LOCATION	DATE HIRED	SOCIAL SECURITY	DEPAI
Lamb	Bella	Mountain View	7/06/81	789-87-0886	
Anastasia	James	Mountain View	11/01/78	574-83-9756	
Blumfield	Robert	Mountain View	10/07/78	788-51-2819	
Schmidt	Peter	Mountain View	3/10/78	575-84-7386	
Randall	Martin	Mountain View	8/02/76	819-27-6392	
Norman	Margaret	Paris	9/19/82	948-57-6847	
Martinez	Teresa	Paris	10/20/81	768-12-1329	
Rutherford	Hayes	Paris	12/01/80	755-46-4729	
Rohr	Gunther	Paris	1/15/79	853-37-8536	
King	Catherine	Paris	1/10/79	984-20-3003	
Olsen	Arnold	Rome	10/02/81	574-83-9458	
Mason	Paula	Rome	2/10/81	671-81-2111	
Schwartz	Murray	Rome	9/15/79	701-85-9854	
Armstrong	James	Rome	6/01/78	978-21-7239	
Johnson	Franklin	Rome	10/15/77	847-65-6473	
Maxim	Lawrence	Rome	4/24/76	892-39-1028	
Joyce	Elizabeth	Tabiti	10/08/81	576-69-8387	

Section D
Appendixes

Contents

Appendix 1
Menu Items

File/Print Menu

Returns all windows to their icons without saving the contents.

Returns the current document to its icon without saving the contents.

Saves the contents of the document, closes the window, and returns the icon to its original location.

Saves the contents of the document and leaves the window open.

Returns the document to its state as of the last time you saved it.

Sets formats in the document based on the printer that will be used.

Prints the document.

Shows the status of the documents that are printing.

Restores a damaged list to a consistent state.

File/Print
- Set Aside Everything
- Set Aside "Addresses"

- Save & Put Away
- Save & Continue
- Revert to Previous Version

- Format for Printer ...
- Print ...
- Monitor the Printer ...

- Fix Damaged Document

Edit Menu

Edit	
Undo Last Change ◄───	Reverses the effect of the last operation.
Restore Previous Entry ◄─	Restores last entered contents of a field.
Cut ⌘X	
Copy ⌘C	Perform basic editing operations.
Paste ⌘V	
Clear Entries ◄───	Removes contents of fields.
Select All of Document ⌘A	Selects entire document.

Type Style Menu

Type Style	
15 Pitch Gothic	
✓12 Pitch Modern	Show type fonts available in LisaList. See Appendix 3, Type Fonts, for examples.
12 Pitch Elite	
10 Pitch Modern	
10 Pitch Courier	
✓Show Actual Size	Uses font specified in Format for Printer dialog box.
Show Small Type	
Show Medium Type	Show list with specified size of font.
Show Large Type	

List Menu

List

√Show Entire List ◄─────── Shows entire list in order according to the default sort order.

What Order & Format? ◄─────── Shows Column Descriptions Table for list.

Show List in Order ◄─────── Shows entire list ordered according to the Column Descriptions Table.

Find What? ◄─────── Shows the Search Specifications Table, in which you indicate which rows you want to look for.

Find & Show ◄─────── Shows only the rows that match the search specifications in the Search Specifications Table, ordered according to the default sort order.

Find & Show in Order ◄─────── Shows only the rows that match the search specifications in the Search Specifications Table, ordered according to the Column Descriptions Table.

Add/Remove Columns ◄─────── Shows the Add/Remove Table, allowing you to add or remove columns from the list.

List

Show New List ◄─────── Shows the new list. This item is only in the menu while you are still creating the list.

List

Show Modified List ◄─────── Shows the modified list. This item is only in the menu while you are adding or removing a column.
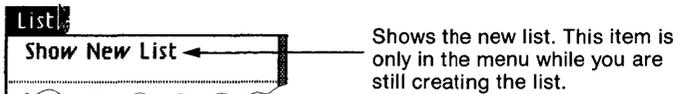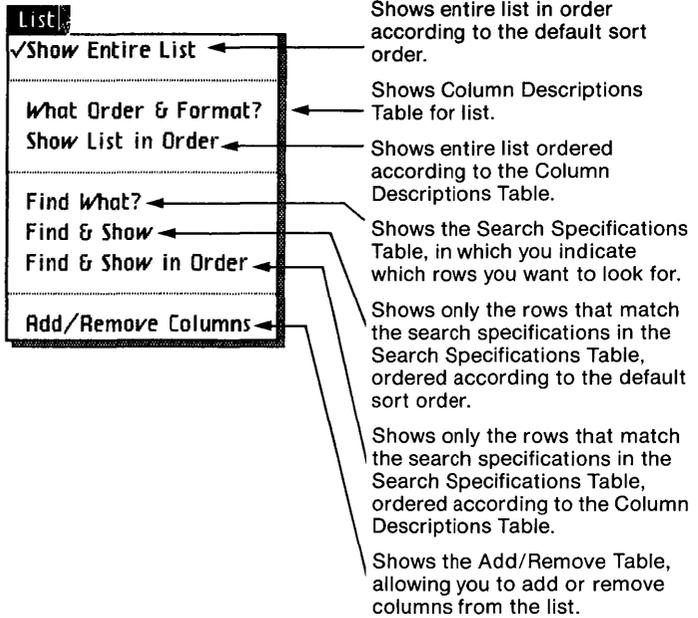
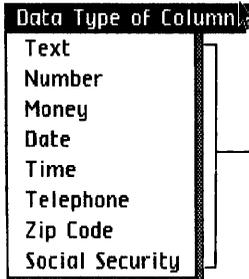### Data Type of Column Menu

This menu is in the menu bar only when you have selected a Data Type field in the Create Table.

```
Data Type of Column
  Text
  Number
  Money
  Date                    ———— Specifies the data type of the
  Time                         column whose Data Type field is
  Telephone                    selected.
  Zip Code
  Social Security
```
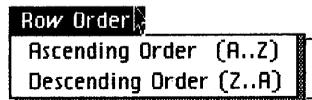
Column Visible

This menu is in the menu bar only when you have selected a Visible field in the Column Descriptions Table.

```
Column Visible              Specifies whether the column
  Yes                       whose Visible field has been
  No             ————— selected is shown or not when
                            the list is shown.
```
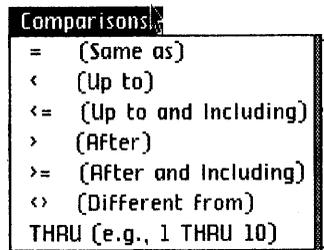
Row Order

This menu is in the menu bar only when you have selected a Sort Order field in the Column Descriptions Table.

```
Row Order                   Specifies whether the column
  Ascending Order  (A..Z)   whose Sort Order field is
  Descending Order (Z..A)   selected is to be sorted in
                            ascending or descending order.
```

Comparisons Menu

This menu is in the menu bar only when you have selected a field in the Search Specifications Table.

```
Comparisons
  =    (Same as)
  <    (Up to)
  <=   (Up to and Including)   Specifies the comparison to be
  >    (After)               — used with the value entered in the
  >=   (After and Including)    search specifications field.
  <>   (Different from)
  THRU (e.g., 1 THRU 10)
```

Appendix 2
Apple Keys

Some LisaList menu items contain the Apple key symbol
(⌘) followed by a character.

Menu items that appear with the Apple key symbol can
be chosen by using the mouse or by pressing the (⌘) key
and the character associated with that menu item. For
example, to use the Cut menu item, you first select what
you want to delete, press the (⌘) key, and while holding it
down, press the X key.

The following list shows the characters that can be used
in combination with the (⌘) key in LisaList:

A   Select All of Document
C   Copy
V   Paste
X   Cut
.   Terminate

Appendix 3
Type Fonts

Type of one size and face is called a font. The face is the portion of the character that displays and prints. On the Type Style menu, some font names are preceded by a number that indicates character size. This number indicates how many characters will print per inch when you use that type font.

The list below shows the fonts as they print. You can print any of the LisaList type styles on a dot matrix printer. To use them with a daisy wheel printer, however, you must have the appropriate wheel. If you choose a font which your printer is not set up to use, an alert message is displayed on the screen.

15 Pitch Gothic
12 Pitch Modern
12 Pitch Elite
10 Pitch Modern
10 Pitch Courier

Appendix 4
Ordering Values

In both sorting and searching, the ordering of values is important. Whether a given value is greater than or less than another value depends on the data type as well as the values themselves. Table 4-1 shows the meaning of the terms "less than" and "greater than" as applied to each data type.

In a search, the search specification "A THRU B" is the same as "greater than or equal to A, and less than or equal to B."

Table 4-1. Comparisons by Data Type

Data Type	Comparison	Meaning
Text	< x	Alphabetically before x. Digits sort before letters. Lowercase letters and uppercase letters sort the same. See Table 4-2 for a complete list of characters.
	<= x	Alphabetically before or the same as x.
	> x	Alphabetically after x.
	>= x	The same as x or alphabetically after x.
	Examples	A12. < A12/ 12GG <= 12GG 99QP > 99Q9 AAA4 >= AAA.

Table 4-1. Comparisons by Data Type, continued

Data Type	Comparison	Meaning
Number	$<$ x	Less than x in value.
	$<=$ x	Less than or equal to x in value.
	$>$ x	Greater than x in value.
	$>=$ x	Equal to x or greater than x in value.
	Examples	$-323 < 0$
		$32.40 <= 32.4$
		$0 > -.0001$
		$.0001 > 0$
Social Security	$<$ x	Less than x in value.
	$<=$ x	Less than or equal to x in value.
	$>$ x	Greater than x in value.
	$>=$ x	Equal to x or greater than x in value.
	Examples	111-11-1111 $<$ 111-11-1112
		123-45-6789 $<=$ 123-45-6789
		432-65-9876 $>$ 423-65-9876
		432-65-9876 $>=$ 432-56-9876
Zip Code	$<$ x	Less than x in value.
	$<=$ x	Less than or equal to x in value.
	$>$ x	Greater than x in value.
	$>=$ x	Equal to x or greater than x in value.
	Examples	$11111 < 11112$
		$12345 <= 54321$
		$28376 > 23876$
		$28376 >= 28376$

Table 4-1. Comparisons by Data Type, continued

Data Type	Comparison	Meaning
Date	< x	Earlier than x.
	<= x	Earlier than x or on the same day as x.
	> x	Later than x.
	>= x	On the same day as x or later than x.
	Examples	4/2/62 < 5/3/73
		5/27 <= 5/27
		4/29/82 > 9/5/47
		1983 >= 1982
Time	< x	Earlier than x.
	<= x	Earlier than x or at the same time as x.
	> x	Later than x.
	>= x	At the same time as x or later than x.
	Examples	13:04 < 15:59
		11 AM <= 2 PM
		4:22:23 > 4:22:22
		1425 >= 932
Telephone	< x	Less than x in value.
	<= x	Less than or equal to x in value.
	> x	Greater than x in value.
	>= x	Equal to x or greater than x in value.
	Examples	981-3745 < 981-3746
		(408) 555-1212
		<= (415) 555-1212
		(914) 454-0613
		> (914) 424-0613
		777-7777
		>= 777-7777

Table 4-1. Comparisons by Data Type, continued

Data Type	Comparison	Meaning
Money	< x	Less than x in value.
	< = x	Less than or equal to x in value.
	> x	Greater than x in value.
	> = x	Equal to x or greater than x in value.
	Examples	345 < 346
		$1,234.56
		< = $1,235.00
		$789 > $788
		392.56 > = 392.56

Table 4-2 shows all the characters you can enter from the Lisa keyboard, in the order in which they are sorted. This order only applies when a column has the Text data type. The first character is the space, followed by !, ", #, $, and so forth. Lowercase letters sort the same as uppercase letters.

Examples

Abc De < AbcDe

A! < A"

X* < X9

X9 < X=

ABCDE = abcde

xyz < xy[

Table 4-2. Sort Order for Characters

Sort Order	Character	Sort Order	Character
1	space	46	M, m
2	!	47	N, n
3	"	48	O, o
4	#	49	P, p
5	$	50	Q, q
6	%	51	R, r
7	&	52	S, s
8	'	53	T, t
9	(	54	U, u
10	)	55	V, v
11	*	56	W, w
12	+	57	X, x
13	,	58	Y, y
14	–	59	Z, z
15	.	60	[
16	/	61	\
17	0	62	]
18	1	63	^
19	2	64	_
20	3	65	`
21	4	66	{
22	5	67	|
23	6	68	}
24	7	69	~
25	8	70	Ä
26	9	71	Å
27	:	72	Ç
28	;	73	É
29	<	74	Ñ
30	=	75	Ö
31	>	76	Ü
32	?	77	á
33	@	78	à
34	A, a	79	â
35	B, b	80	ä
36	C, c	81	ã
37	D, d	82	å
38	E, e	83	ç
39	F, f	84	é
40	G, g	85	è
41	H, h	86	ê
42	I, i	87	ë
43	J, j	88	í
44	K, k	89	ì
45	L, l	90	î

Table 4-2. Sort Order for Characters, continued

Sort Order	Character
91	ì
92	ñ
93	ó
94	ò
95	ô
96	ö
97	õ
98	ú
99	ù
100	û
101	ü
102	†
103	°
104	¢
105	£
106	§
107	•
108	¶
109	ß
110	®
111	©
112	™
113	´
114	¨
115	≠
116	Æ
117	Ø
118	∞
119	±
120	≤
121	≥
122	¥
123	µ
124	∂
125	Σ
126	Π
127	π
128	∫
129	ª
130	º
131	Ω
132	æ
133	ø
134	¿
135	¡

Sort Order	Character
136	¬
137	√
138	ƒ
139	≈
140	Δ
141	«
142	»
143	…

Appendix 5
Data Formats

This appendix describes the data formats according to data type. For each data type, the following information is included:

■ The characters that can be included in the data format, and what each character means.

■ The ways in which the characters in the data format can be arranged.

■ Rules for what values can be entered with a particular data format.

■ Rules for what can and cannot be changed once values have already been entered.

Text

Format Characters

Character	Meaning
A–Z	Any number of uppercase letters.
a–z	Any number of lowercase letters.
0–9	Any number of digits.
Punctuation symbol	Any number of punctuation symbols.

Rules for Arrangement of Format Characters

1. The characters that are allowed in the value can be arranged in any order.

2. The data format must not be longer than 4 characters.

The default format is blank, which is equivalent to Aa9+.

Rules for Entering Values

1. You can only enter punctuation symbols and digits if the data format allows them.

2. If the data format allows only uppercase letters, and you enter a lowercase letter, it is allowed and converted to uppercase.

3. If the data format allows only lowercase letters, and you enter an uppercase letter, it is allowed and converted to lowercase.

4. If the data format contains no letters, none are allowed.

Examples of Value Display

Format	Value Entered	Value Displayed
Aa1/	Net-Loss Gross Earnings 1985 Total	Net-Loss Gross Earnings 1985 Total
X	Net-Loss Gross Earnings 1985 Total	Not allowed — hyphen GROSS EARNINGS Not allowed — digits

Format Changes Allowed

You can change the format to any other text format. Values already entered will be displayed just as they were; any restrictions in the format apply to new or modified values.

Numbers

Format Characters

Character	Meaning
1-9	Any digit. If the corresponding digit in the value is zero, it is not displayed whenever there are no nonzero digits to its left. Digits to the right of the decimal point are always displayed.
0	Any digit. If the corresponding digit in the value is zero, it is displayed even if there are no nonzero digits to its left. All digits to the right of this position are also displayed. Digits to the right of the decimal point are always displayed, whether or not they are zero.
+	When the value is negative, a minus sign is displayed. When the value is positive, a plus sign is displayed.
−	When the value is negative, a minus sign is displayed. When the value is positive, no sign is displayed.
.	Decimal point. When present, a decimal point is displayed in this position. The number of digits displayed to the right of the decimal point is always the same as the number in the format.
,	Comma. When present, a comma is displayed in this position if any digits are displayed to the left of this position.
< > or ( )	Negative indicators. When they are present on the left and right sides of the format, they indicate that negative values are to be enclosed in the same kind of brackets.

The default format is −999,999.

Rules for Arrangement of Format Characters

1. There must be at least 1 digit and no more than 18.

2. The decimal point, if present, can be anywhere.

3. No commas can appear to the right of the decimal point.

4. The + or −, if present, can only appear at the extreme right or extreme left of the format.

5. () or <>, if present, must bracket the other characters in the format.

Rules for Entering Values

1. If no +, −, <>, or () is present in the format, negative numbers are not allowed.

2. If negative numbers are allowed, you can enter them using any of the negative indicators: −, (), or <>.

3. The value cannot contain more digits than the format, either to the left or the right of the decimal point. It can contain fewer digits.

4. If the format does not have a decimal point, neither can the value.

5. If the format has a decimal point, and the value does not, the value is considered to be a whole number.

Examples of Value Display

Format	Value Entered	Value Displayed
99,999	55113	55,113
	− 12	Not allowed — minus sign
	14.3	Not allowed — decimal point
	123456	Not allowed — too many digits
09999.99 −	55113	55113.00
	− 12	00012.00 −
	14.3	00014.30
	123456	Not allowed — too many digits to the left of decimal point
+ 000000.00	55113	+ 055113.00
	− 12	− 000012.00
	14.3	+ 000014.30
	123456	+ 123456.00
< 999,999.99 >	55113	55,113.00
	− 12	< 12.00 >
	14.3	14.30
	123456	123,456.00

Format Changes Allowed

1. You can change the location of the decimal point, or you can add or delete the decimal point, but if you do, you will see an alert message warning you that changing the location of the decimal point changes the size of the numbers displayed. You can then click OK to continue with the change, or Cancel to cancel the change. If you click OK, the size displayed for numbers you have already entered might change (see the following example).

2. You can decrease by any amount the number of digits in the format to the left or the right of the decimal point, or you can increase the number by a small amount (see example below). If the format has 2 or fewer digits, you can't increase the number of digits to more than 2. If it has 4 or fewer digits, you can't increase it to more than 4. If it has 9 or fewer digits, you can't increase it to more than 9. If it has 18 or fewer digits, you can't increase it to more than 18.

3. You can add or delete commas; the values will be redisplayed in the new format.

4. You can add a $+$, $-$, $<>$, or () if the format does not already contain one. The values will be displayed in the new format.

5. You can drop the $+$, $-$, $<>$, or () if the format already contains one. Negative values already entered will still be displayed with a $-$ sign, but no new negative values can be entered.

6. You can change a zero to another digit or vice versa. The values will be displayed in the new format.

Examples:

Suppose your format is 99999, and you have entered the value 123. Here is how that value will look if you change the format:

Format	Value
99999	123
999.99	1.23
9999999	123
9999999999	Not allowed — can't change from 5 digits to 10 digits

Social Security

Format Characters

Character	Meaning
0–9	Any digit.
Punctuation symbol	Display punctuation as shown.

Rules for Arrangement of Format Characters

1. Every social security format must have exactly 9 digits.

2. You can use any kind or number of punctuation symbols as delimiters anywhere within the format. When the value is displayed, it is displayed with exactly those delimiters.

3. The data format must not contain more than 40 characters.

The default format is 999-99-9999.

Rules for Entering Values

1. A social security value must have exactly 9 digits.

2. Any delimiters you type in are ignored; the number is displayed with the delimiters shown in the format.

Examples of Value Display

Format	Value Entered	Value Displayed
999999999	123456789	123456789
	987654321	987654321
111*11*1111	123456789	123*45*6789
	987654321	987*65*4321

Format Changes Allowed

1. The number of digits cannot be changed.

2. The delimiters can be changed in any way; the value is displayed in the new format.

Zip Code

Format Characters

Character	Meaning
0-9	Any digit.
Punctuation symbol	Display delimiters as shown.

Rules for Arrangement of Format Characters

1. A zip code format must have either 5 or 9 digits.

2. You can use any kind or number of punctuation symbols as delimiters anywhere within the format. When the value is displayed, it is displayed with exactly those delimiters.

3. The data format must not contain more than 40 characters.

The default format is 99999.

Rules for Entering Values

1. You must enter the same number of digits as called for in the format.

2. Any delimiters you type are ignored; the number is displayed with the delimiters shown in the format.

Examples of Value Display

Format	Value Entered	Value Displayed
99999	94043	94043
	987654321	not allowed — too many digits
	56-79-3	56793
11111-2222	94043	not allowed — too few digits
	987654321	98765-4321
	56-79-3	not allowed — too few digits
/1/2/3/4/5/	94043	/9/4/0/4/3/
	987654321	not allowed — too many digits
	56-79-3	/5/6/7/9/3/

Format Changes Allowed

1. You can change the format from 5 digits to 9 digits. In this case, 4 zeros are added to all old values that were entered with 5 digits.

2. You can change the format from 9 digits to 5 digits. In this case, old values that were entered are shown with only the first 5 digits, but LisaList remembers the other 4 digits, in case you later change back to 9 digits.

3. You can change the delimiters in the format. All values are shown with the new delimiters.

Date

Format Characters

Character	Meaning
mm	2-digit month number (1 is January, 12 is December). If you only enter one digit, it is displayed preceded by a blank.
0m	Zero-padded 2-digit month number. If you only enter one digit, it is displayed preceded by a zero.
Month name	Full month name (January, February, and so on).
3-letter month abbreviation	Month abbreviation (Jan, Feb, and so on).
dd	2-digit day number (from 1 to 31). If you only enter one digit, it is displayed preceded by a blank.
0d	Zero-padded 2-digit day number. If you only enter one digit, it is displayed preceded by a zero.
y, yy, yyy, or yyyy	1- to 4-digit year number. The rightmost digits of the year are displayed. If you enter fewer digits than the number indicated, blanks are inserted to the left of the digits you enter.

Character	Meaning
0y, 00y, 000y	Zero-padded year numbers. If you enter fewer digits than the number indicated, zeroes are inserted to the left of the digits you enter.
Punctuation symbol	Display delimiters as shown.

Rules for Arrangement of Format Characters

1. The month, day, and year can be in any order. Any of them can be omitted.

2. At least one delimiter must separate the month, day, and year. A space is sufficient.

3. If you use the full name or abbreviation form, the name shown in the format must be a real month name or the first three letters of a real month name. May is considered a full month name.

4. The data format must not contain more than 40 characters.

The default format is mm/0d/0y.

Rules for Entering Values

1. The month, day, and year must be entered in the same order as in the format.

2. If you leave out a date part (month, day, or year) called for by the format, blanks are supplied for the missing part.

3. If you enter fewer digits for a date part than the format calls for, the part is padded with zeros if there is a zero in the format, otherwise with blanks.

4. Month names and abbreviations must be spelled correctly.

5. Any delimiters you type are ignored except to separate date parts; the value is displayed with the delimiters shown in the format. You cannot type more delimiters in any position than the format calls for in that position.

6. If the format shows a month abbreviation and you type in a full name, the abbreviation is displayed, and vice versa.

7. If you enter the word "Date" as the value of a date field, LisaList automatically substitutes today's date. This date does not change even if you open the list again at a later date.

8. If you enter the word "Current" or the letter "C" as the value of a date part, the current value of that date part is substituted. This value does not change even if you open the list again at a later date.

Examples of Value Display

Format	Value Entered	Value Displayed
0m/0d/yy	April 3, 1962	Not allowed — month number must be entered instead of full name
	9/5/47	09/05/47
	Sep 13	Not allowed — month number must be entered instead of abbreviation
Jan dd, yyyy	April 3, 1962	Apr 3, 1962
	9/5/47	Not allowed — month abbreviation must be entered instead of number
	Sep 13	Sep 13,
dd July	April 3, 1962	Not allowed — wrong order
	9/5/47	Not allowed — month number instead of name
	Sep 13	Not allowed — wrong order

Format Changes Allowed

You can change from any date format to any other date format. If the new format requires more information than the old format, blanks are supplied as necessary in old values.

Example:

Suppose your format is

Jan dd

and you have entered the value

Nov 18

Here is how that value will look if you change the format:

Format	Value Displayed
Jan dd	Nov 18
mm/dd/0y	11/18/
Jan dd, 000y	Nov 18,

Time

Format Characters

Character	Meaning
hh	2-digit number of hours.
0h	Zero-padded number of hours.
mm	2-digit number of minutes.
0m	Zero-padded number of minutes.
ss	2-digit number of seconds.
0s	Zero-padded number of seconds.
AM, PM, am, pm	Show hours as AM or PM.
Punctuation symbol	Display delimiters as shown.

Rules for Arrangement of Format Characters

1. The hours, minutes, and seconds can be in any order, and any of them can be left out.

2. If AM or PM is included, it must be last in the format.

3. Any punctuation symbols can be used as delimiters; delimiters are not required.

The default format is hh:0m:0s.

Rules for Entering Values

1. You must enter hours, minutes, and seconds in the same order as in the format. You can leave out any time part, but LisaList assumes the parts you have included are in the same order as in the format. You cannot enter time parts that are not included in the format.

2. If the format does not include AM or PM, hours are assumed to be according to the 24-hour clock (midnight is 00, noon is 12, 2 PM is 14, and so on).

3. If the format calls for AM or PM, and you don't enter either, the hours are interpreted as follows:

0	Midnight
1–6	PM
7–11	AM
12	Noon
13–23	PM

4. You can enter AM or PM even if they don't appear in the format. The hours are displayed according to the 24-hour clock.

5. You can't type more delimiters between two time parts than the formatcalls for.

6. If you enter the word "Time" as the value of a time field, LisaList automatically substitutes the current time. This time does not change even if you open the list again at a later time.

7. If you enter the word "Current" or the letter "C" as the value of a time part, the current value of that time part is substituted. This value does not change even if you open the list again at a later time.

Examples of Value Display

Format	Value Entered	Value Displayed
0h:0m:0s AM	104 pm	01:04:00 PM
	19:22:23	07:22:23 PM
	2:15 AM	02:15:00 AM
hhmm	104 pm	13 4
	19:22:23	Not allowed — too many time parts
	2:15 AM	2 15
ss/mm/hh PM	104 pm	0/ 1/ 4 PM
	19:22:23	19/22/11 PM
	2:15 AM	0/ 2/ 3 PM

Format Changes Allowed

1. If the new format calls for more time parts than the old format did, the missing parts of existing values are set to zero or blank depending on what part is missing.

2. If the old format did not include AM or PM, and the new format does, the hours are interpreted as follows:

0	Midnight
1–6	PM
7–11	AM
12	Noon
13–23	PM

3. If you change the order of time parts, old values are displayed with the correct value for each part.

4. The delimiters can be changed in any way; the value is displayed in the new format.

Telephone

Format Characters

Character	Meaning
0–9	Any digit.
Punctuation symbol	Display delimiters as shown.

Rules for Arrangement of Format Characters

1. A telephone format must have either 10 digits (phone number with area code) or 7 digits (outside phone number with no area code). Other phone numbers, such as 4-digit extensions, can be shown as numbers.

2. You can use any kind or number of punctuation symbols as delimiters anywhere within the format. When the value is displayed, it is displayed with exactly those delimiters.

The default format is (999) 999-9999.

Rules for Entering Values

1. You must type the same number of digits as in the format.

2. Any delimiters you type are ignored; the number is displayed with the delimiters shown in the format.

Examples of Value Display

Format	Value Entered	Value Displayed
(999) 999-9999	4158550600	(415) 855-0600
	454-0613	Not allowed — too few digits
1#2#3#4#5#6#7	4158550600	Not allowed — too many digits
	454-0613	4#5#4#0#6#1#3

Format Changes Allowed

1. You can change the format from 7 digits to 10 digits. In this case, the area code of all old values is supplied as 000.

2. You can change the format from 10 digits to 7 digits. In this case, the area code of old values is not displayed, but LisaCalc remembers it. The original area code will be displayed again if you switch back to 10 digits.

3. You can change the delimiters in the format. All values are shown with the new delimiters.

Money

Format Characters

Character	Meaning
1–9	Any digit. If the corresponding digit in the value is zero, it is only displayed when there are nonzero digits to its left. Digits to the right of the decimal point are always displayed.
0	Any digit. One or more zeroes at the left of the format (to the left of any other digit) indicate that leading zeroes in the value are to be displayed.
$	Display dollar sign. A single dollar sign at the left of the format (to the left of any digits) means that a dollar sign is always displayed in this position. If there is more than one dollar sign, a dollar sign is displayed as far to the right as a dollar sign appears in the format, but always to the left of the leftmost digit.
—	When the value is negative, a minus sign is displayed. When the value is positive, no sign is displayed.
+	When the value is negative, a minus sign is displayed. When the value is positive, a plus sign is displayed.
CR	When the value is negative, CR is displayed. When the value is positive, nothing is displayed.

Character	Meaning
DR	When the value is negative, CR is displayed. When the value is positive, DR is displayed.
.	Decimal point. A decimal point is displayed in this position. The number of digits displayed to the right of the decimal point is always the same as the number in the format.
,	Comma. When present, a comma is displayed in this position if any digits are displayed to the left of this position.
*	Asterisk (for check protect). When a leading zero would normally appear in this position, an asterisk appears instead.
< > or ( )	Negative indicators. When they are present on either side of the format, they indicate that negative values are to be enclosed in the same kind of brackets.

Rules for Arrangement of Format Characters

1. There must be at least 1 digit and not more than 18.

2. The decimal point, if present, can be in any position.

3. No commas can appear to the right of the decimal point.

4. The + or −, if present, can only appear to the right or left of the digits. It can appear immediately to the right of the $.

5. Every digit, *, or $ indicates a position where a digit is allowed, except the leftmost $. In the format, the dollar signs come first, then the asterisks, then the digits.

The default format is −$99,999.00.

Rules for Entering Values

1. If no +, −, CR, DR, <>, or () is present in the format, negative numbers are not allowed.

2. The value cannot contain more digits than the format, either to the left or the right of the decimal point. It can contain fewer digits.

3. If the format does not have a decimal point, neither can the value.

4. You don't have to type the dollar sign or the commas.

Examples of Value Display

Format	Value Entered	Value Displayed
$9,999.99	1234.56	$1,234.56
	−336.22	Not allowed — negative
	3	$ 3.00
	126CR	Not allowed — negative
	126DR	$126.00
099CR	1234.56	Not allowed — decimal point
	−336.22	Not allowed — decimal point
	3	003
	126CR	126CR
	126DR	126
−$$,$$$.00	1234.56	$1,234.56
	−336.22	−$ 336.22
	3	$ 3.00
	126CR	−$ 126.00
	126DR	$ 126.00
+$****.99	1234.56	+$1234.56
	−336.22	−$*336.22
	3	+$***3.00
	126CR	−$*126.00
	126DR	+$*126.00

Format Changes Allowed

1. If you change from a format with a sign ($+$, $-$, $<>$, (), CR, or DR) to one with no sign, existing negative values are shown with the minus sign, but no new negative values can be entered.

2. You can change the location of the decimal point, or you can add or delete the decimal point, but if you do, you will see an alert message warning you that changing the location of the decimal point changes what size the numbers are displayed as. You can then click OK to continue with the change, or Cancel to cancel the change. If you click OK, the size of numbers you have already entered might change (see example below).

3. You can decrease the number of digits in the format to the left or the right of the decimal point, or you can increase the number by a small amount (see example below). If the format has 2 or fewer digits, you can't increase the number of digits to more than 2. If it has 4 or fewer or digits, you can't increase it to more than 4. If it has 9 or fewer digits, you can't increase it to more than 9. If it has 18 or fewer digits, you can't increase it to more than 18.

4. You can add or delete commas; the old values are redisplayed in the new format.

5. You can change a zero to another digit or vice versa. The values are displayed in the new format.

Examples:

Suppose your format is $99999, and you have entered the value 123. Here is how that value will look if you change the format:

Format	Value
$99999	$ 123
$999.99	$ 1.23
$9999999	$ 123
$9999999999	Not allowed — can't change from 5 digits to 10 digits

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