



Tech Info Library

LisaWrite: Letterhead

If on the first page you want a larger top margin for a letterhead:

1. set your margins for the second page,
2. click at the beginning of the document,
3. use the RETURN key to space down the required amount.

If you don't want to do this with every document:

1. create a document
2. tear off a new document,
3. put in the required number of RETURNS at the top,
4. save and Put Away the document,
5. make a stationery pad out of the document.

From then on, when you tear off a piece of this stationery, click down near the bottom of the document; this skips the carriage returns for the letterhead and puts the cursor where you want to start typing.

Good Things to Know About Lisa

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