

LisaList helps you create and maintain all types of lists in a personal database. With it you can easily and quickly sort through even the most detailed lists—client histories, billing records, distribution lists—for exactly the data you need.

Manipulating this data is easy too, because there's no special command language to learn. And LisaList shows you exactly how your list will print.

In less than 30 minutes you'll be doing useful work with LisaList. Lisa's revolutionary Graphics Mouse Technology™ replaces confusing computer commands with simple graphic images.

Graphics, together with the mouse, a simple selecting device, let you create, revise, and print documents intuitively. And because basic operations work the same way in all Lisa™ applications, you'll learn other applications in even less time.

LisaList makes it easy to create and maintain even the most complex lists. Simple operations allow you to organize an existing list so you can quickly find the information you need.

Organize information for quick reference and easy handling.

- Data is entered directly into the list—there is no special command language to learn.
- Changes made to the list are automatically integrated into the format and instantly shown.

Customize lists for added impact.

- Lists may contain as many as 100 columns.
- Each column may be assigned one of eight data types, such as text, zip code, money, or telephone numbers.

Search and sort complex lists in seconds.

- Sort lists by information in one or more columns.

This is a typical **LisaList** worksheet. "Name" the appropriate columns, then enter your information into the columns and rows. You can revise or change the list's format with simple selections from the menu bar.

Menu Bar All LisaList functions are selected from the menu bar. To print a document, for example, just move the mouse and select PRINT from the menu. Once printing is under way, you may continue working with Lisa, either in the same document, or in another application.

The screenshot shows the LisaList application window titled "Employees". The menu bar includes "File/Print", "Edit", "Type Style", and "List". The main window contains a table with the following data:

Name	Department	H/S	Ext.	Hire Date	Hiking Council	Sales Task Force
Adams, Mike	Facilities	1-S	2906	Apr 1, 80	no	no
Agtang, John	Service	5-R	2940	Sep 27, 77	no	yes
Bloomfield, Jim	Engineering	3-I	3165	Jul 15, 81	no	no
Chavez, Steve	Admin	8-E	3489	Feb 2, 79	yes	yes
Childress, Bonnie	Distribution	4-E	2017	Mar 14, 81	no	yes
Cunningham, Dave	Mailroom	8-W	2885	Jun 1, 81	no	no
Day, Bob	Accounting	1-D	3483	May 25, 82	yes	yes
Durk, Edwina	Pubs	4-E	3313	Jan 15, 80	yes	no
Eastwood, Donna	Purchasing	9-D	2078	Aug 13, 80	no	yes
Eilers, Wayne	Engineering	1-D	2699	Sep 12, 79	yes	no
Emani, Donald	Marketing	3-R	2645	Nov 1, 80	yes	no
Goodman, Conway	Personnel	9-G	2608	Nov 15, 80	no	no
Gregory, Jim	Traffic	4-D	3572	Feb 15, 81	no	no
Gustavo, Mark	Payroll	4-S	3206	Jun 16, 82	no	no
Hillman, Liz	Admin	7-R	2031	Jan 15, 83	no	no

Below the table is an "INTER-OFFICE MEMO" window. The "To:" field is Wayne Eilers, "From:" is Thomas Jones, and "Date:" is Jan 15, 1982. The "Subject:" is "2nd Quarter Performance". The memo body contains the text: "Congratulations!!!! Indications are that this will be the best quarter in the history know you have been working very hard for this and let me assure you that your effort".

Mouse/Pointer The mouse is a palm-size device that controls Lisa's pointer. It replaces all confusing special function keys and commands. The mouse is connected to Lisa by a thin cable. When you move the mouse, Lisa's pointer matches the movement on the screen.



Desktop Manager The Desktop Manager uses graphic symbols such as these to coordinate all the system's operations. For example, to work on a document, simply use the mouse to select an existing document or create a new one. When you're finished, use the mouse to put the document into a folder. The Desktop Manager also enables you to work with more than one document at a time.

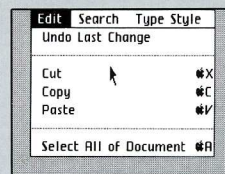
Field A field is formed by the intersection of a row and a column. Data entered into a list appears in the specific field and in the status panel.

LisaWrite More than one Lisa document may be on the screen at one time. To move the contents of any individual field from LisaList to LisaWrite, for example, simply use the mouse to select COPY from the EDIT menu. When you're ready to transfer the information into another document, select PASTE and your data is transferred—you don't even have to touch the keyboard.

Status Panel Data that appears in a selected field also appears in the status panel. LisaList enables you to preset the column width to display only some of the data within a column. In that case, the status panel will show you the entire contents of the field to which the pointer points.

Columns and Rows Rows may contain as many as 990 characters (letters, numbers, spaces) and may be divided into 100 columns of varying width. A list may contain approximately 600,000 characters (e.g., 10,000 rows of 60 characters each, or 6,000 rows of 100 characters).

Scrolling To view another part of your LisaList document, vertically or horizontally, simply use the mouse to select the arrows or pages in the corners of the document. Similarly, to stretch or contract the document, use the mouse to move the box at the bottom right-hand corner.



**Basic learning time:**

- Less than 30 minutes.

Maximum list size:

- Approximately 600,000 bytes (for example, 6,000 rows of 100 characters, or 10,000 rows of 60 characters). System chooses the optimum storage structure based on the data types chosen.

Maximum record (row) size:

- 990 bytes. Supports variable-length records.

Maximum number of fields (columns) per record (row):

- 100.

Data types supported:

- Text (the default data type).
- Number.
- Date.
- Money.
- Time.
- Social Security number.
- Phone number.
- Zip code.

Entering/Formatting data:

- Data is automatically checked for consistency with the data type designated for the column.
- Data is automatically formatted according to a format created by the user, or a default format.
- Data formats may be changed at any time; previously entered data will automatically be reformatted. Note: The data type selected for a given column may not be changed once the list is created.
- Variable-width display format allows for entries larger than the column width established by the user.

Editing:

- At any time you may:
 - Add or delete columns.
 - Insert, update, and delete records (rows) with the same editing operations (cut, paste, copy, clear) of other Lisa applications.
 - Reorder columns.
 - Alter column width.
 - Temporarily “hide” columns you don’t want in a particular report.
 - Rename any or all columns.

Sorting:

- Lists can be sorted in ascending or descending order.
- Complex data types, such as time and date, can be sorted (e.g., 11:00 A.M. comes before 4:00 P.M.).
- Multiple sort fields may be specified by filling in a simple table.

Searching:

- Search criteria may be specified by filling in a simple table.
- Search criteria may be specified for any number of fields.
- Search criteria include equal to, greater than, greater than or equal to, less than, less than or equal to, not equal to, between.
- Uses B* indexing.

Special features:

- UNDO function cancels effects of last operation.
- REVERT TO PREVIOUS VERSION undoes all changes made to the document since it was last saved.
- More than one list can be on the screen at the same time.
- Choose arrow keys or mouse for easy data entry.
- Numeric keypad.
- Built-in file-recovery mechanism to protect data from power fluctuations and media failures.

Printing:

- “What you see is exactly what you get” fidelity.
- Apple’s high-resolution Dot Matrix Printer (160 x 144 dots per inch; 6.2 x 5.6 dots per mm).
- Apple’s Daisy Wheel Printer.
- All or part of a list may be printed.
- Lists may be formatted for 8½ x 11 (215 x 279), 8½ x 14 (215 x 355), or 11 x 14 (279 x 355 mm) inches.
- Print one or multiple copies.
- Print in horizontal or vertical formats.
- A variety of typestyles are available including a small, 15-pitch size.

Documentation:

- Brief orientation guide to get you started in less than 30 minutes.
- Complete reference book.
- Extensive step-by-step tutorial.
- Handy reference card.

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