

Tips, tricks and extended features of LyX/L^AT_EX

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This paper is mostly about L^AT_EX features which go beyond the typesetting and maths features which are covered in *LyX 2.0.0: the ultimate document software?*; so it will also be useful for L^AT_EX users moving beyond the basics. Among the significant changes to the ways in which LyX implements L^AT_EX packages has been the addition of modules (Document▷Settings▷Modules) which do away with the need to use Document▷Settings▷L^AT_EX Preamble in order to make use of L^AT_EX packages not automatically loaded by LyX. The American Mathematical Society (AMS) maths modules automatically loaded are listed in the Document▷Settings▷Math options dialog.

L^AT_EX users should normally add

```
\usepackage{amsthm}
\usepackage{amsmath}
```

to the L^AT_EX Preamble, not least because `amsmath` is required for some of the tips, tricks and extended features described in this paper anyway.

LyX users will need to select Insert▷TeX Code to insert the T_EX code (in the `typewriter` font in this paper) needed to activate some of the extended features described in this paper, more so if they are using older versions of LyX.

In addition to consulting the documentation referred to in this paper, L^AT_EX users may find it worthwhile to consult the LyX *Embedded Objects* Help documentation which contains numerous L^AT_EX tips.

1 Documents

Before trying to create a particular type of document, it is worth checking the available document classes; apart from the AMS classes, there are classes which support a wider range of base sizes — useful for large print documents, classes suitable for a range of publications, classes for more traditional layouts, for recipes and, only in LyX, for drama scripts.

1.1 KOMA-Script

The KOMA-Script bundle offers a wide range of pre-defined options for managing the layout of your text which simplify the document class options (`\documentclass[...]{}`) in \LaTeX and the Custom option under Document▷Settings▷Document Class in LyX; these include:

<code>bibliography=totoc</code>	include bibliography in table of contents ¹
<code>index=totoc</code>	include index in table of contents
<code>numbers=enddot</code>	add a full stop after chapter and section numbers
<code>toc=flat</code>	left justify all entries in the table of contents

The full list is in the [KOMA-Script](#) documentation.

1.2 Books

Publishers think of books as having three parts:

- front matter: everything up to the start of chapter 1, in which ‘chapters’ like the foreword, preface and introduction are unnumbered and the pages are numbered using Roman numerals
- main matter: the real content of the book, in which chapters are numbered and pages are numbered using Arabic numerals
- back matter: additional information, in which the chapters are again unnumbered (bibliographies and indices are part of the back matter, which is why they are always unnumbered).

The \LaTeX book classes respect this if you insert `\frontmatter` at the very start of the document (after `\begin{document}` in \LaTeX), `\mainmatter` before the start of chapter 1 and `\backmatter` after the end of the last numbered chapter. You then use the numbered **Chapter** style throughout the book and \LaTeX takes care of everything; however, the LyX chapter numbers will be wrong even though everything will be fine in the preview and final document.

LyX and \LaTeX also offer the option of having appendices (in LyX Document▷Start Appendix here), that is, chapters numbered in a different style from the main chapters. They can be used as an alternative to having chapters in the back matter or in addition, in which case they should come in the main matter before the start of the back matter.

1.3 Chapter and section title fonts

The sizes of chapter and section title fonts are calculated by reference to the default font size. However, these sizes may be overpowering in a smaller page size. Rather than expecting the user to change these sizes individually, KOMA-Script offers the option to change their relative sizes by inserting one of the options

¹Alternatively, select Add bibliography to TOC when inserting a BibTeX bibliography.

```
headings=normal
headings=small
```

in the `\documentclass[...]{}` options in L^AT_EX or in the Custom option under Document▷Settings▷Document Class in L^yX. The default size is `big`.

1.4 Chapter numbering within parts

Normally chapter numbers increase across the parts within the `\mainmatter` of a book; if you want chapter numbers to restart within each part, add

```
\usepackage{chngcntr}
\counterwithin*{chapter}{part}
```

to the L^AT_EX Preamble.

1.5 Unnumbered chapters and sections

By default, L^AT_EX only adds numbered chapters and sections to the table of contents; KOMA-Script offers `\addpart`, `\addchap` and `\addsec` in the book and report document classes which enable you to use unnumbered parts, chapters or sections in the `\mainmatter` of a book or report and still have them appear in a table of contents (numbered chapters in the `\frontmatter` or `\backmatter` of a book appear unnumbered in the table of contents anyway).

1.6 Sectioned bibliographies

To have more than one set of references in a document, for example, after each chapter, you need to load `bibtopic` by checking Document▷Settings▷Bibliography▷Sectioned Bibliography in L^yX or adding

```
\usepackage[dot]{bibtopic}
```

to the L^AT_EX Preamble in L^AT_EX.

You then insert the L^AT_EX code `\begin{btUnit}` at the start of each chapter or section and `\end{btUnit}` after its bibliography. The `bibtopic` package does not automatically insert something like ‘References’ before each bibliography; so you will have to add a `Section*` paragraph style with whatever heading you want before the bibliography in each chapter or section.

You cannot nest `btUnits`; so, if you want a separate bibliography at the end of the document, you will also have to put this in a `btUnit`.

This is a reference to my published article on L^yX placed in a sectioned bibliography (Hudson, 2009).

Reference

Hudson, J. R. (2009, April). Lyx: for superior documents. *LinuxFormat* (117), 92–95.

1.7 End notes

To collect the notes to the end of a chapter or section, select **Document**▷**Settings**▷**Modules**▷**Foot to end** in LyX or add `\usepackage{endnotes}` to the L^AT_EX Preamble in L^AT_EX. Then add the L^AT_EX code:

```
\theendnotes
```

at the end of each chapter or section.

1.8 Glossary

By default, a glossary will be called ‘Nomenclature;’ to change it to ‘List of terms,’ put

```
\renewcommand{\nomname}{List of terms}
```

in the L^AT_EX Preamble.

2 Page layouts

2.1 Two sided documents

When Two-sided document is selected in **Documents**▷**Settings**▷**Page Layout** in LyX or the `twoside` option in (`\documentclass[...]{}`) in L^AT_EX,

- the outside page margin becomes double the inside page margin so that the two inside page margins equal the width of each outside page margin;
- if the document is to be bound, you can add a binding correction in **Documents**▷**Settings**▷**Document Class**▷**Class options**▷**Custom** in LyX or in (`\documentclass[...]{}`) in L^AT_EX such as `BCOR=4mm` so that 4mm is added to each inside page margin to compensate for the amount of paper concealed by the binding;
- the default page numbers and any running headers appear on the outside of the page though you can adjust this by using Fancy headers and footers on page 9;
- chapters begin on the left hand page in the book classes; however, in the report classes, they begin on the next available page.

2.2 Multiple columns

You can set up a two column document throughout simply by checking **Two column document** in **Document**▷**Settings**▷**Text layout** in LyX or adding the option `twocolumn` to `\documentclass` in L^AT_EX but, in order to switch between different numbers of columns within a single document, LyX 2.2 users can add the **Multiple Columns** module or, like users of earlier versions of LyX and of L^AT_EX, they can add the command

`\usepackage{multicol}`

to the L^AT_EX Preamble.

Insert▷Custom Insets▷Multiple columns and end it with
in L^yX 2.2 provides an inset within which
to place the content. This gives a
simple two column layout; for a three or
four column layout use Insert▷Number of
columns from within the inset.

`\end{multicols}`

However, the Multiple Columns module
does not support images or a number of
other paragraph styles such as Verse or
Quote. For these you need to insert the
TeX code as in earlier versions of L^yX
rather than inserting the Custom Inset.

You can also embed multiple column
columns within commands within
columns as newspapers often do by
nesting another pair of multiple column
commands.

You can begin a two column layout in all
versions of L^yX or L^AT_EX with

`\begin{multicols}{2}`

Note how L^AT_EX spaces out the available
text in the columns in order to ensure, if
at all possible, that both columns are the
same length.

If you want to create space before and after or between two columns:

`\setlength{\multicolsep}{36 pt}`

before the Custom Inset or `\begin{multicols}{2}` puts half an inch above and below
the columns while

`\setlength{\columnsep}{36 pt}`

puts a half inch gap between them. To add a column rule between the columns use

`\setlength{\columnseprule}{2pt}`

which will give you a line 2pts wide between the columns. To restore the defaults, use

`\setlength{\multicolsep}{13pt}`
`\setlength{\columnsep}{10pt}`
`\setlength{\columnseprule}{0pt}`

If you want to break a column at a particular point, insert

`\columnbreak{}`

where you want the break to occur.

2.2.1 Footnotes in columns

Footnotes are normally placed at the foot of the column to which they relate. To place them all at the foot of the right hand column add

```
\usepackage{ftnright}
```

to the \LaTeX Preamble.

2.3 Minipages

Minipages (Insert ▸ Box in \LaTeX) can stand in-line

This is an in-line minipage

 or in a paragraph of their own.

This minipage is in a paragraph of its own.

By default in-line minipages hang down from the line while those in their own paragraph are left justified but you can change their settings (\LaTeX) in a variety of ways by right clicking on the grey minipage icon which, from \LaTeX 2.2, opens the new Minipage dialog (figure 1) or extend their options (\LaTeX). The only fiddly bit in the new Minipage dialog is deciding the correct percentage width.

You can have

an in-line minipage that stands proud

 or a minipage in its own paragraph that

is centred and has a drop shadow.

The \LaTeX code for the first is:

```
% \framebox{\begin{minipage}[b][1\totalheight][t]{0.17\columnwidth}%  
\begin{flushleft}  
an in-line minipage that stands proud  
\par\end{flushleft}}%  
\end{minipage}}
```

and for the second

```
\begin{center} %  
\shadowbox{\begin{minipage}[t]{0.2\columnwidth}%  
is centred and has a drop shadow.%  
\end{minipage}}  
\par\end{center}
```

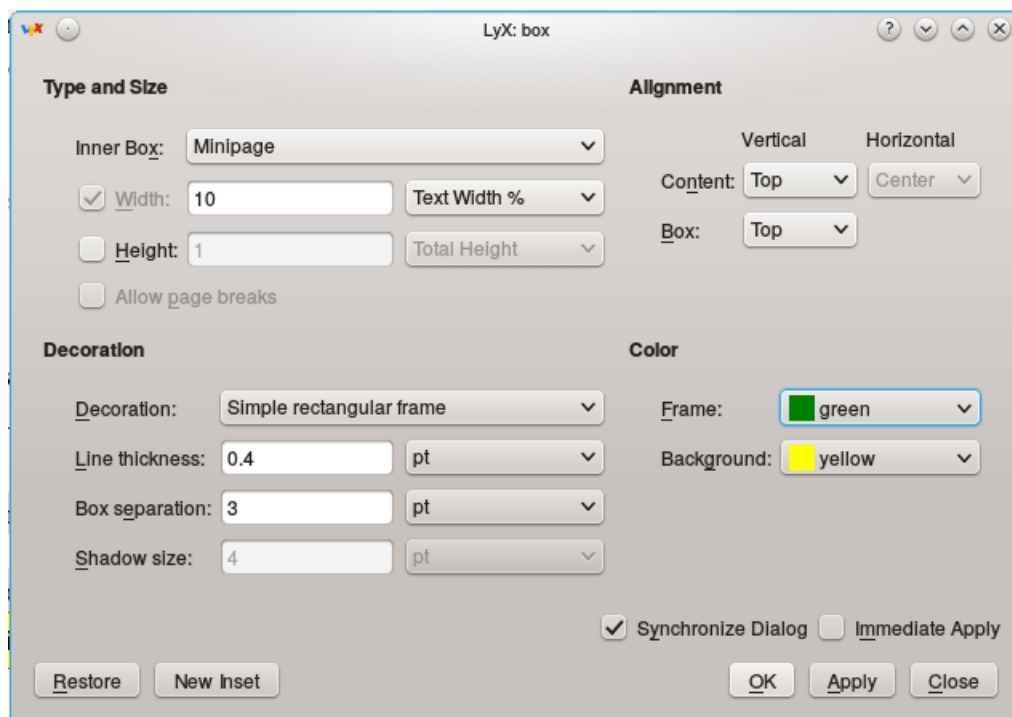


Figure 1: The new Minibox dialog

In both these cases, height is calculated from the text but width has been entered as a fraction (percentage in LyX) of the total column width.

Minipages can also be set side by side with space between them, in their own paragraph on a page or within a float (section 5.4), without a frame, with different styles of frame or with a shaded background:

This is a frameless minipage with the text emphasised.

This is a minipage with a red background.

Among the options for frames in L^AT_EX are:

- `\framebox` a rectangular box
- `\doublebox` a rectangular box with a double rectangular frame
- `\ovalbox` a box with oval corners
- `\Ovalbox` a box with oval corners and a thicker frame
- `\shadowbox` a box with a drop shadow

From LyX 2.2, LyX users can change the line thickness, box separation and shadow size in the new Minipage dialog. L^AT_EX users can change the default thickness of the frame (0.4pt) to, for example, 2pts with

```
\setlength{\fboxrule}{2pt}
```

The default space around the text (3 pts) can be changed, for example, to 10 pts with

```
\setlength{\fboxsep}{10pt}
```

The size of the drop shadow can be changed, for example, to 5 pts with

```
\setlength{\shadowsize}{5pt}
```

Both L^AT_EX and L^AT_EX users wanting to change the rounding of the corners of an oval box have to use `\cornersize` either absolutely by setting a diameter with

```
\cornersize*{36pts}
```

or relatively by entering a fraction which will be used against the shorter of height or width to calculate the diameter

```
\cornersize{0.4}
```

From L^AT_EX 2.2, you can also change the background colour² using the new Minipage dialog while L^AT_EX users need to enter:

```
\definecolor{shadecolor}{colour model}{colour values}
```

This minipage
has a 2 pt frame
and 12 pt separation ...

... while this has a background colour defined with

```
\definecolor{shadecolor}{rgb}{1,0.5,0.5}
```

2.3.1 Footnotes in a minipage

Minipages can have their own footnotes; these are numbered separately and appear at the bottom of the minipage. If you want the footnote to appear at the bottom of the page instead, see section 5.2.

An example table	
An entry	A comment ^a
Another entry	Another comment ³

²See section 7.3 for further information on changing colours.

³A footnote to a table at the bottom of the page

2.3.2 Variable width minipages

To insert a variable width minipage, go to Document▷Settings▷Modules and Add the Variable-width Minipages module in LyX 2.2. You can then insert a Minipage which adjusts to the width of its contents with Insert▷Custom Insets▷Minipage (Var. Width) and adjust its maximum width and its vertical adjustment with Insert▷Max. Width and Insert▷Vert. Adjustment.

You cannot however use any of the box or column features which are available with standard minipages. You can only limit its width and vertical adjustment.

LaTeX users and users of earlier versions of LyX need to enter (in this instance)

```
\begin{varwidth}{3in}
```

before the contents of the variable width minipage and

```
\end{varwidth}
```

after it.

2.4 Parboxes

A parbox is an alternative to a minipage: think of it as a way of enclosing a paragraph in a box. In LyX you select Insert▷Box but change the setting Inner box to Parbox. In LaTeX you use

```
\parbox[] {options} {%<your text>%}
```

You can use most of the same settings (LyX) or options (LaTeX) as you have for minipages but parboxes cannot have footnotes.

2.5 Fancy headers and footers

You can replace the standard headers and footers with your own by loading fancyhdr.⁴ In LyX you select Document▷Settings▷Page Layout and change the Headings style to fancy; in LaTeX add:

```
\usepackage{fancyhdr}
\pagestyle{fancy}
```

⁴KOMA-Script also provides the `scrpage2` package as an alternative to `fancyhdr`

to the L^AT_EX Preamble.

You can then use the commands `\lhead{}`, `\chead{}`, `\rhead{}`, `\lfoot{}`, etc. in L^AT_EX or earlier versions of LyX to add your own headers and footers to each page. Alternatively, from LyX 2.2 you can select **Document**▷**Settings**▷**Modules** and **Add** the **Custom Header/Footerlines** module which adds six equivalent paragraph styles.

Then, if you want your company logo to appear in the top left hand corner, the page number in the top right hand corner and the date in the bottom right hand corner of each page, enter in L^AT_EX or earlier versions of LyX:⁵

```
\lhead{\resizebox{1in}{!}{\includegraphics{logo.eps}}}  
\rhead{\thepage}  
\rfoot{\today}
```

The first of these depends on having the L^AT_EX `graphicx` package installed.⁶

If you have added the **Custom Header/Footerlines** module in LyX 2.2, see the example in section 4.6 for what to insert in the first paragraph style and enter the TeX code:

```
\thepage  
\today
```

into the second and third paragraph styles.

If you want to say ‘page *n* of so many pages,’ you need to add

```
\usepackage{lastpage}
```

to the L^AT_EX Preamble and then replace `\thepage` with

```
\thepage\ of \pageref{LastPage}
```

By default, a title page is **empty** or **plain** depending on the document class. To add your logo to the title page, enter `\thispagestyle{fancy}` after `\maketitle`. If you do not want the headers or footers to appear on a later page, enter `\pagestyle{empty}` or `\pagestyle{plain}`, which will give you the standard page numbers, and then `\pagestyle{fancy}` if you want them back again.

To make the headers and footers alternate so that they are always on the inside or outside of the page in a two-sided document in L^AT_EX or any version of LyX use something like:

```
\fancyhead{} % clear all header fields  
\fancyhead[LE,RO]{\resizebox{1in}{!}{\includegraphics{logo.eps}}}  
\fancyfoot{} % clear all footer fields  
\fancyfoot[LE,RO]{\thepage}  
\renewcommand{\headrulewidth}{0.4pt}  
\renewcommand{\footrulewidth}{0.4pt}
```

⁵See section 4.4 for more information about `\resizebox` and how, from LyX 2.2, you can use the **Resizebox Custom Inset** for the first.

⁶LyX will have done this for you if there are other graphics in the body of the document; if not, add `\usepackage{graphicx}` to the L^AT_EX Preamble if you are not using the **Resizebox Custom Inset**.

LE stands for Left Even page, RO for Right Odd page and C for Centre. By default you get a thin rule below the headers and above the footers but, after resetting them, you need to redefine the rule. You can change the thickness of each rule by issuing the last two commands with a changed value; a value of 0 turns them off.

You can remove headers and footers from pages of floats or from pages which contain a top or bottom float with `\iffloatpage{<float page value>}{<other pages value>}` or `\iftopfloat` and `\ifbotfloat` which take similar parameters. For more information, download the [fancyhdr](#) documentation.

2.6 Short titles

By default the chapter and section headings generated for the headers are simply the text of the chapter or section title. But, if this is long or if you want to identify a chapter by its author rather than its title, for example, in an edited collection, you can add a short/alternative title in LyX with **Insert**▷**Short Title** which is displayed in the running headers and as the bookmark in a PDF.

To create a short title for a section in LaTeX enter

```
\section[short title]{long title that goes on and on and on ...}
```

2.7 An example of minipage use

What is new in LyX 2.0?

The following (text from <http://wiki.lyx.org/LyX/NewInLyX20>) illustrates using minipages within and outside columns and another change to the shade colour.

Advanced Search Facility

Tommaso Cucinotta has contributed a very much desired feature: Searching with format consideration. With this tool, you can insert everything in the search bar that can be inserted into the LyX window: formatted characters, math, insets, etc. You can also replace existing text with formatted text, including searching for mathematics and replacing with mathematics. Finally, you can also search for paragraph styles.

Compare Documents

Vincent van Ravensteijn implemented a document comparison feature. Go into Tools->Compare ... provide the two documents that you want to compare, and LyX now creates a new document that highlights the changes

Spell-checking on the fly

Abdelrazak Younes implemented a long-requested feature: in-line spell checking. While implementing this, he also re-designed large parts of the existing spell checking code and user interface, addressing many long-standing problems.

Multilingual Thesaurus

LyX's thesaurus was very limited and restricted to English only, since no other dictionaries existed for the library we used (Aiksaurus). Now Jürgen Spitzmüller has introduced support for the MyThes thesaurus library, which has been included into LyX itself. Since MyThes is what OpenOffice uses, LyX can now deal with OpenOffice thesauri, which exist in many languages.

Table features

The table handling was improved by Vincent van Ravesteijn, Uwe Stöhr, Edwin Leuven and Abdelrazak Younes:

- The table dialog has been polished.
- The vertical position of tables can now be specified.
- The horizontal alignment of longtables can now be specified.
- It is now possible to define multi-row table cells.
- Easy alignment of columns on a character of your choice (like a decimal point).

3 Paragraph options

3.1 Hanging paragraphs

To have hanging paragraphs in LyX, go to **Document**▷**Settings**▷**Modules**, select **Hanging** and press **Add**. You then get a new paragraph style — **Hanging** — which you can use wherever you want to have a hanging paragraph. (Note that the hanging paragraph is indented in LyX and only appears as a hanging paragraph in the output.)

LyX uses the **hanging** package to define a single hanging paragraph style for LyX; L^AT_EX users need to use the same package but read the documentation to determine how they wish to use it.

3.2 Mini-sections

Sometimes you want to add a heading to some text without starting a new section or subsection. For example, you might want to split a recipe into the list of ingredients followed by the method. KOMA-Script offers the **minisection** paragraph style to enable you to achieve this. Unlike the **paragraph** and **subparagraph** styles, it is not merged with the subsequent paragraph.

Ingredients

6 oz. margarine
6 oz. caster sugar
Few drops of vanilla essence
3 large eggs
6 oz. self-raising flour
1–2 tblsp. hot water

Method

Beat margarine and caster sugar until light and fluffy; add vanilla. Whisk eggs, add to mixture and beat; add flour and beat. Add 1–2 tblsp. hot water to form soft dropping consistency.

Makes 24 cakes; bake at 190°C/375°F/Gas 5 for 15–20 minutes.

3.3 Bullets and numbering

In L^AT_EX you can change the default bullets by redefining `\labelitemi-iv` with a command like

```
\renewcommand\labelitemi[0]{\small\(\diamond\)}
```

In LyX you can make a permanent change with **Document**▷**Settings**▷**Bullets** and, for example, selecting the diamond shape so that

◇ you get a diamond bullet.

To make a temporary change, as I have done here, enter:

```
\let\savelabelitemi=\labelitemi
\renewcommand\labelitemi[0]{\small\(\diamond\)}
```

before the example and

```
\renewcommand\labelitemi[0]{\savelabelitemi}
```

after the example in order to restore the default bullet. Note that, to obtain a wider choice of symbols, you may have to install additional, normally maths, packages; see [The comprehensive LaTeX symbol list](#).

In both LyX and L^AT_EX you have to use L^AT_EX code to change the default enumerators 1., a), i), A. You have a choice of five, Arabic numerals, upper and lower case Roman numerals and upper and lower case Roman letters, signified by `\arabic{}`, `\Roman{}`, `\roman{}`, `\Alpha{}` and `\alph{}`. The four levels are `enumi` to `enumiv`; so altering the sequence to 1., (i), (a), I. can be achieved with:

```
\renewcommand{\labelenumi}{\arabic{enumi}.}
\renewcommand{\labelenumii}{(\roman{enumii})}
\renewcommand{\labelenumiii}{(\alph{enumiii})}
\renewcommand{\labelenumiv}{\Roman{enumiv}.}
```

in both LyX and LaTeX.

- 3.1. You can also obtain paragraph numbering within a section by adding `\thesection.` to the top level numbering style; for example,

```
\renewcommand{\labelenumi}{\thesection.\arabic{enumi}.}
```

- 3.2. Like the other custom numbering styles, this will not show in LyX.
- 3.3. In this example, the first 3 in the PDF output refers to section 3. Normally, you would start such paragraph numbering at the start of the section rather than near the end!

4 Text enhancements

Text in boxes can also be manipulated in a variety of ways. L^AT_EX users may need to add the `graphicx` package with

```
\usepackage{graphicx}
```

It is normally added whenever a LyX user chooses an enhancement which requires it but users can check whether it has already been added with **View** > **Source pane**; select **Preamble only** to inspect the list of packages at the start of the document. If it is not present, add it to the L^AT_EX Preamble but check the source again later in case LyX has added it as a result of using a feature.

From LyX 2.2, for subsections 4.3 to 4.6, LyX users should go to **Document** > **Settings** > **Modules**, select the **GraphicBoxes** module and **Add it to the document**. For earlier versions of LyX, users will need to use the L^AT_EX commands in these subsections.

4.1 Drop capitals

To add drop capitals in LyX, go to Document▷Settings▷Modules, select Initials and press Add. You then get a new paragraph style — Initials — which you can use wherever you want to have drop capitals. You then have three more items in the Insert menu:

- Initial which creates an inset for the drop capital
- Rest of initial which creates an inset for the rest of the word
- Options which allow you configure the formatting of the drop capital.

L^AT_EX users should add `\usepackage{lettrine}` to the L^AT_EX Preamble and then specify the drop capital — using the example above — with

```
\lettrine{T}{o}{add drop capitals in ... menu:}
```

4.2 Frames and coloured backgrounds around one or more words

From LyX 2.2 you can draw a box around `Great Western Railway`, `highlight` text or put a frame around the `highlighted` text using the new Insert▷Box dialog (figure 1).

The first is created in L^AT_EX with

```
\fbox{Great Western Railway}
```

which looks like

```
\fbox{Great Western Railway}
```

in earlier versions of LyX.

The second and third are created with `\colorbox{yellow}{highlight}` and `\fcolorbox{green}{yellow}{highlighted}` which look like

```
\colorbox{yellow}{highlight}
\fcolorbox{green}{yellow}{highlighted}
```

in earlier versions of LyX.

4.3 Rotating text

Text can be rotated in L^AT_EX with

```
\rotatebox[rotation origin]{rotation angle}{box content}
```

where the `origin` is specified as `c`, `l`, `r`, `b`, `t` or meaningful combinations of these and the counterclockwise rotation angle is expressed in degrees.

From LyX 2.2, once you have installed the `GraphicBoxes` module, select `Insert` \triangleright `Custom Insets` \triangleright `Rotatebox` where you want the rotated box to appear and `Insert` \triangleright `Origin` to add an `Origin` option. Entering ‘=c’ in the `Origin` box, ‘30’ in the `Angle` box and ‘Great Western Railway’ after the `Angle` box looks like this in LyX 2.2:



and produces:

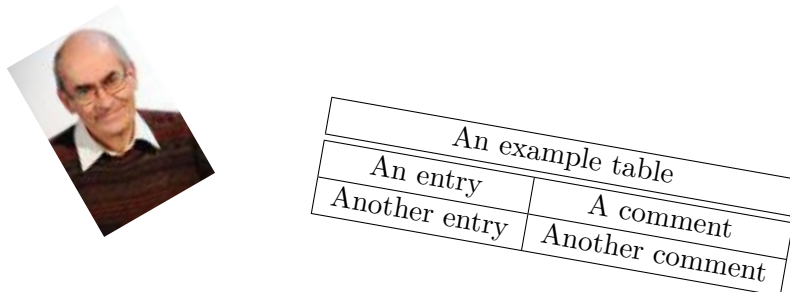
Great Western Railway

L^AT_EX users and LyX users using earlier versions should enter

```
\rotatebox[origin=c]{30}{Great Western Railway}
```

where they want the box to appear.

This also offers a way of rotating figures and tables outside a float:



4.4 Scaling text

Text can be scaled in L^AT_EX with

```
\scalebox{h-factor}[v-factor]{box content}
```

If the vertical factor is omitted, the horizontal is used. So `\scalebox{2}{Great Western Railway}` gives **Great Western Railway**. Adding different horizontal and vertical values creates distortion as in `\scalebox{2}[1.5]{Great Western Railway}` which gives **Great Western Railway**.

A negative horizontal value reverses the text and a negative vertical value inverts it so that you get $\text{y\textit{swli\textit{s}R m\textit{r\textit{e}t\textit{s}W t\textit{s}e}T\textit{G}}}$ and $\text{G\textit{r}e\textit{a}t\textit{ W}e\textit{s}t\textit{e}r\textit{n} R\textit{a}i\textit{l}w\textit{a}y}$.

These were created in LyX 2.2 with Insert▷Custom Insets▷Scalebox and Insert▷V-Factor to add a V-Factor option and by entering ‘-1’ in the H-Factor box, ‘1’ in the V-Factor box and ‘Great Western Railway’ after the V-Factor box in the first inset and the opposite values in the second — which looks like this in LyX:



L^AT_EX users and LyX users using earlier versions should enter

```
\scalebox{-1}[1]{Great Western Railway}
\scalebox{1}[-1]{Great Western Railway}
```

Had the vertical value not been added to the first, it would have taken the horizontal value and been inverted as well.

4.5 Reflecting text

A simpler way of reversing text without any other enhancement is to use the Reflectbox which is inserted in LyX 2.2 in the same way as a Rotatebox or a Scalebox: $\text{y\textit{swli\textit{s}R m\textit{r\textit{e}t\textit{s}W t\textit{s}e}T\textit{G}}}$.

L^AT_EX users and users of earlier versions of LyX should enter

```
\reflectbox{Great Western Railway}
```

4.6 Resizing text

For more precise scaling in L^AT_EX `\resizebox{width}{height}{box content}` allows you to specify the dimensions of the text or image; if you substitute `{!}` for `{height}` it scales by the width factor.

These commands can be combined so that, for example,

```
\rotatebox[origin=c]{-15}{\resizebox{2cm}{!}{\reflectbox{
Great Western Railway}}}
```

produces: $\text{G\textit{r}e\textit{a}t\textit{ W}e\textit{s}t\textit{e}r\textit{n} R\textit{a}i\textit{l}w\textit{a}y}$

In LyX 2.2 this looks like:



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This is what the logo from the example in section 2.5 would look like and this is what you would see in LyX 2.2:



5 Floats

5.1 Altering the type-style of captions

To change the type-style of captions to bold add the command

```
\usepackage[labelfont=bf]{caption}
```

to the \LaTeX Preamble unless you are using KOMA-Script in which case the command is:

```
\setkomafont{captionlabel}{\bfseries}
```

For more information on these options look at the [caption](#) or [KOMA-Script](#) documentation.

5.2 Footnotes in floats

Strictly speaking you cannot use footnotes in a float but there are a number of work-arounds:

- put the table or image in a minipage (section 2.3.1)
- use a longtable instead of a table float (section 6.6)
- add \LaTeX code to achieve your objective (table 1).

To do the third, enter `\footnotemark{}` where you want to footnote number to appear and enter `\footnotetext{<your text>}` after the table. In LyX this will look like:

```
\footnotetext{<your text>}
```

You may also have to enter **Insert** > **Formatting** > **Clear Page** in LyX to make sure the footnote appears on the same page as the float.

Table 1: Putting footnotes in a float using T_EX code

An example table	
An entry	A comment
Another entry	Another comment ⁷

$$\sum_{i=1}^n \text{ in-line,}$$

(a) In-line formula

$$\sum_{i=1}^n$$

(b) Display formula

Figure 2: A pair of sub-floats each with their captions

5.3 Table captions

T_EX does not support the convention that table captions in floats appear above tables and figure captions beneath figures; so it does not insert a gap between the table caption and the table. To ensure that it does, enter

```
\usepackage[tableposition=top]{caption}
```

in the L^AT_EX Preamble unless you are using a KOMA-Script document class. In this case, add `captions=tableheading` to the Custom Class Options in Document > Settings > Document class in L^AT_EX or use

```
\documentclass[captions=tableheading, ...]{}
```

in L^AT_EX.

5.4 Sub-floats

You can place two images in a float by using sub-floats (Figure 2) or by using two minipages (Figure 5). In each case, they have been collectively centred and one quad of space has been placed between them. Note that, whether containing figures or tables, sub-floats are numbered at the second level whereas minipage captions (created using the `\captionabove` and `\captionbelow` environments which are available in the L^AT_EX drop down list) have top level numbering (Table 2).

You can also put a table and its graph inside the same float by putting them inside two minipages. If you put them in subfloats, they will have second level numbering (Table 2).

⁷A footnote to table 1

$\sum_{i=1}^n$
in-line,

$$\sum_{i=1}^n$$

Figure 3: In-line formula

Figure 4: Display formula

Figure 5: A pair of minipages each with their captions

Table 2: Development of ethnic awareness in pakeha and Maori children

(a) stages in development

	pakeha (white)	Maori
self identification	4 years old	9–10 years old
discrimination	5–6 years old	5–10 years old
classification	7–12 years old	7–12 years old

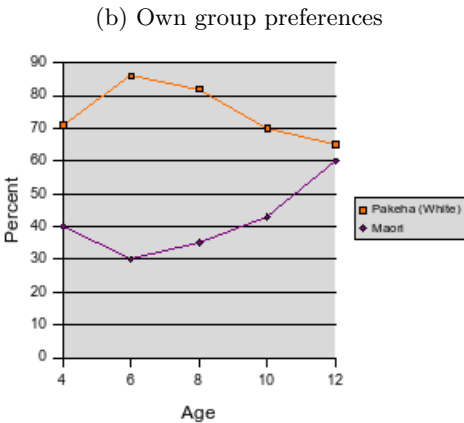


Table 3: This is a formal table

	Name	Email
1	James	jimmy287@bigphoneco.com
2	Andrew	andy3@littlephone.co.uk
3	Margaret	mags.forrest@mylocalip.co.uk
4	Jean	jean15@mylocalip.co.uk
5	Rose	rose.smith@littlephone.co.uk
6	David	davyjones3@bigphoneco.com

Table 4: Thick lines

	Name	Email
1	James	jimmy287@bigphoneco.com
2	Andrew	andy3@littlephone.co.uk
3	Margaret	mags.forrest@mylocalip.co.uk
4	Jean	jean15@mylocalip.co.uk
5	Rose	rose.smith@littlephone.co.uk
6	David	davyjones3@bigphoneco.com

6 Tables

6.1 Formal tables

Formal tables (Table 3) are obtained in L^AT_EX through **Settings**▷**Borders**▷**Style** and in L^AT_EX by substituting `\midrule` for `\hline` in the table description.

6.2 Changing the line attributes of tables

How you change the line attributes of tables varies depending on the change you want to make. If you want to change the width of all the lines in a table to 1.5pt as in Table 4, you can do this by entering

```
\setlength{\arrayrulewidth}{1.5pt}
```

before the table and

```
\setlength{\arrayrulewidth}{0.4pt}
```

(which is the default) after it.

However, if you want to make different changes to the vertical and horizontal lines, you have to remove the default vertical lines and replace them with newly defined lines whereas you can simply change the attributes of the default horizontal lines.

Table 5: Changing vertical line attributes

	Name	Email
1	James	jimmy287@bigphoneco.com
2	Andrew	andy3@littlephone.co.uk
3	Margaret	mags.forrest@mylocalip.co.uk
4	Jean	jean15@mylocalip.co.uk
5	Rose	rose.smith@littlephone.co.uk
6	David	davyjones3@bigphoneco.com

6.2.1 Vertical⁸

You can define as many different vertical lines as you want in the \LaTeX Preamble with

```
\newcolumntype{<name>}{!{<definition>}}
```

So, for example, you might want the vertical lines in a table to be thicker or coloured. To achieve the first, you need a definition like

```
\newcolumntype{E}{!{\vrule width 1.5pt}}
```

and, to achieve the second, a definition like

```
\newcolumntype{B}{!{\color{blue}\vline}}
```

You can then use E and B in the \LaTeX arguments of the table definition. For Table 5 in \LaTeX clear the vertical lines from the table, put the cursor in the first cells of the columns and enter Bc Ec and BcB respectively in Settings▷Table settings▷ \LaTeX argument. In this case, the tabular argument in \LaTeX is {BcEcBcB}.

6.2.2 Horizontal

To change only the horizontal line attributes of a table such as Table 6, place \TeX code similar to this before the table

```
\let\myHlineC\hline
\renewcommand{\hline}{\arrayrulecolor{red}\myHlineC\arrayrulecolor{black}}
```

and \TeX code similar to this after the table

```
\renewcommand{\hline}{\myHlineC}
```

⁸Thanks to the \LaTeX Documentation Team for the examples in this and the next section and for being the inspiration to explore several of the other tricks in this paper.

Table 6: Coloured horizontal lines

	Name	Email
1	James	jimmy287@bigphoneco.com
2	Andrew	andy3@littlephone.co.uk
3	Margaret	mags.forrest@mylocalip.co.uk
4	Jean	jean15@mylocalip.co.uk
5	Rose	rose.smith@littlephone.co.uk
6	David	davyjones3@bigphoneco.com

Table 7: Multirow table

Row 1 Column 1	Row 1 Column 2
Row 2 Column 1	Row 2 Column 2
	Row 3 Column 2

6.3 Multirow tables

Multirow tables are supported in LyX (Table 7); $\text{L}^{\text{A}}\text{T}_{\text{E}}\text{X}$ users need to add

```
\usepackage{multirow}
```

in the $\text{L}^{\text{A}}\text{T}_{\text{E}}\text{X}$ Preamble and, for example, insert

```
\multirow{2}{2.8cm}{<your text>}
```

in the table cell.

By default `multirow` formats the cell ragged right; you can change this behaviour with

```
\renewcommand{\multirowsetup}{\centering}
```

Replace `\centering` with `\raggedleft` or `\raggedright` as appropriate.

6.4 Long words in narrow cells

If you give a column a fixed width, $\text{L}^{\text{A}}\text{T}_{\text{E}}\text{X}$ will wrap the contents of the cell. However, $\text{T}_{\text{E}}\text{X}$ will not hyphenate the very first word in a cell:

Narrow column	Column with undefined width
exceptionally long word	other words

You can get round this by inserting a space of 0 length before the word with **Insert > Formatting > Horizontal space > Custom > 0** in LyX :

Narrow column	Column with undefined width
exceptionally long word	other words

`\hspace{0in}`

in \LaTeX will do fine.⁹

6.5 Captions in longtables

You can insert a caption in a longtable using the **Settings** \triangleright **Longtable** dialogue in \LyX and `\caption{}` in \LaTeX .

Table 8: This is my longtable caption

	NAME	EMAIL
1	James	jimmy287@bigphoneco.com
2	Andrew	andy3@littlephone.co.uk
3	Margaret	mags.forrest@mylocalip.co.uk
4	Jean	jean15@mylocalip.co.uk
5	Rose	rose.smith@littlephone.co.uk
6	David	davyjones3@bigphoneco.com

Note: \LaTeX increments the table counter for each longtable; if you do not want longtables without captions to be counted add

`\addtocounter{table}{-1}`

after each longtable that you do not want counted.

Also, the caption width will be set to the lesser of the column/page width and the caption width; if you do not want the caption to spill over the width of the table, you need to enter a suitable value with

`\setlength{\LTcapwidth}{width}`

⁹The same trick works with margin notes that begin with a long word.

Table 9: This long caption would have filled the whole column width if I had not used `\setlength{\LTcapwidth}{8 cm}`

	NAME	EMAIL
1	James	jimmy287@bigphoneco.com
2	Andrew	andy3@littlephone.co.uk
3	Margaret	mags.forrest@mylocalip.co.uk
4	Jean	jean15@mylocalip.co.uk
5	Rose	rose.smith@littlephone.co.uk
6	David	davyjones3@bigphoneco.com

6.6 Footnotes in longtables

As you cannot, strictly speaking, use footnotes in floats, one option is to use a longtable instead (table 10).

Table 10: This is a longtable with a footnote

	NAME	EMAIL ¹⁰
1	James	jimmy287@bigphoneco.com
2	Andrew	andy3@littlephone.co.uk
3	Margaret	mags.forrest@mylocalip.co.uk
4	Jean	jean15@mylocalip.co.uk
5	Rose	rose.smith@littlephone.co.uk
6	David	davyjones3@bigphoneco.com

7 Colour

7.1 Coloured text

The `color` package offers red, green, yellow, blue, cyan, magenta, black and white. It is automatically added to the \LaTeX Preamble by \LyX if you create any coloured text using Edit \triangleright Text style \triangleright Customized \triangleright Color but \LaTeX users need to add

```
\usepackage{color}
```

to the \LaTeX Preamble. In \LaTeX the coloured text above can be created with

```
\textcolor{red}{any} \textcolor{green}{coloured}
\textcolor{blue}{text}
```

¹⁰This is my longtable footnote

From LyX 2.2 the following additional colours are predefined in LyX: brown, darkgray, gray, lightgray, lime, olive, orange, pink, purple, teal and violet. L^AT_EX users need to define these themselves — see subsection 7.3.

7.2 Changing the colour of hyperlinks

Full support for hyperlinks is provided by the L^AT_EX `hyperref` package; LyX users can enable this by selecting **Use hyperref support** in **Document ▸ Settings ▸ PDF Properties** and L^AT_EX users by adding `\usepackage{hyperref}` to the L^AT_EX Preamble.

In LyX **Insert ▸ Hyperlink** allows you to set a target and the name of the link separately so that, unlike URLs, all the gory detail is hidden. In L^AT_EX this is achieved by adding one of a web address, an email or a filename before the name of the link which will appear in the text:

```
\href{http://www...}{name}
\href{mailto:<email address>}{name}
\href{file:<filename>}{name}
```

To alter the default settings LyX users go to **Document ▸ Settings ▸ PDF Properties ▸ Hyperlinks** where they can opt to break links over lines, remove the default boxes around each link and use colour links. L^AT_EX users add the relevant options to the list of parameters in `\hypersetup`; the first is enabled with `breaklinks=true`, the second with `pdfborder=0 0 0` and the third with `colorlinks=true`.

To change the default colours of links, LyX users insert parameters as an **Additional option** and L^AT_EX users add them to the list of parameters in `\hypersetup`; the default colours are:

<code>linkcolor</code>	red	normal internal links
<code>citecolor</code>	green	bibliographical citations ¹¹
<code>filecolor</code>	cyan	URLs which open local files
<code>menucolor</code>	red	PDF menu items
<code>urlcolor</code>	magenta	external URLs

For example, the options in this document are:

```
linkcolor=black,citecolor=black,urlcolor=blue
```

For more information, see the [hyperref](#) documentation.

7.3 Extending the available colours

If you want to extend the available colours, you can define your own colours by adding

```
\usepackage{colortbl}
```

¹¹It is recommended that you use the `natbib` citation styles with `hyperref`.

and one of the following to the L^AT_EX Preamble for each of the colours you want to define:

```
\definecolor{colour name}{cmyk}{colour values}
\definecolor{colour name}{rgb}{colour values}
\definecolor{colour name}{gray}{colour value}
```

The colour values are comma separated in the range 0–1.¹²

This is an example of a centred minipage with a light grey background defined in the L^AT_EX Preamble with

```
\definecolor{light grey}{gray}{0.85}
```

7.4 Colour in tables

Text in a table can be coloured as described in section 7.1. To colour backgrounds, you can place the entire table in a frameless minipage which has a background colour (section 4.2) or install the `colortbl` package. You can then change the background colour with `\columncolor{}`, `\rowcolor{}` or `\cellcolor{}` where the colour options are those available with the `color` package as well as those set out in section 7.3.

To colour the first column in Table 11 I put the cursor in the first cell of the column, selected Settings ▸ Table settings ▸ L^AT_EX argument in L^yX and entered

```
>{\columncolor{cyan}}c
```

In L^AT_EX it goes in the arguments after `\begin{tabular}`. The full L^AT_EX argument for the three columns is:

```
{|>{\columncolor{cyan}}c|>{\columncolor{yellow}}c|>{\columncolor{green}}c|}
```

which L^AT_EX users enter as a single command and L^yX users as three separate commands in the L^AT_EX arguments for the first cells of each column. Row colours override column colours and cell colours column and row colours. I entered the row and cell colours directly in each cell with `\rowcolor{red}` in the first cell of the first row and `\cellcolor{magenta}` in the last cell of the last row.

L^yX users need to beware that changing the text colour needs to be done last so as not to create L^AT_EX syntax errors. This means that, if a coloured table is the first coloured element you are entering in a document, you either cannot preview the table until you have inserted some coloured text (and L^yX has inserted the `color` package) or you have to enter `\usepackage{color}` in the L^AT_EX Preamble to view the table and then deleted this entry before you insert the first coloured text.

¹²For more information, download [colortbl.pdf](#).

Table 11: Background colours

	Name	Email
1	James	jimmy287@bigphoneco.com
2	Andrew	andy3@littlephone.co.uk
3	Margaret	mags.forrest@mylocalip.co.uk
4	Jean	jean15@mylocalip.co.uk
5	Rose	rose.smith@littlephone.co.uk
6	David	davyjones3@bigphoneco.com

8 Checking the typesetting

In KOMA-Script adding the option `draft=true` to Document▷Settings▷Document Class▷Custom in \LaTeX or `\documentclass[...]{}` in \LaTeX will create a PDF without the graphics but with black rectangles at the ends of lines needing manual attention.

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