WORDSTAR

PC-Outline

Brown Bag Software

WordStar Companion Program

Distributed with WordStar 5.0, 5.5, and 6.0

Getting Started

Introduction

You're about to discover one of the easiest, most comprehensive outlining programs available on the market today. With PC-Outline™ by Brown Bag Software® you can quickly arrange large amounts of information into an easy-to-use structure. Once your outline structure is in place, finding the information you need is a snap.

With PC-Outline you can enter your information in any order, and the program keeps track of each piece. When you're ready to organize those pieces, PC-Outline provides an impressive list of functions to help you. Once your information is organized into an outline format, you can use PC-Outline to view or find your information in a variety of ways.

Because PC-Outline keeps track of not only the information, but also the relationships to other information, your job is made easier.

PC-Outline is more than just an outlining program. Its uses are limited only by your needs and your imagination. Here is a list of just a few of the ways you can use PC-Outline:

- To-do lists
- Project planner
- Daily scheduler
- Writing tool
- Word processor
- Procedure writing

- Class notes
- Law case preparation
- Project proposals
- Screenplay writing
- Electronic scratch pad

The chapter "Applying PC-Outline to Your Needs" illustrates some of these uses.

To use PC-Outline, you need an IBM PC or an IBM-compatible system with at least 128K of internal memory and a copy of DOS 2.0 or greater.

To install a printer see Appendix B, "Additional Printer Information." To install a monitor, see Appendix C, "Command Parameter Options."

Installing PC-Outline™ by Brown Bag® Software

Note: If your copy of PC-Outline came with WordStar 2000, you can install it as an additional feature of WordStar 2000. Follow the instructions in the "Starting" section of the WordStar 2000 documentation.

IF YOU HAVE A HARD DISK COMPUTER

This section explains how to install PC-Outline on a hard disk using either 5¼-inch or 3½-inch disks. You'll need the disk containing PC-Outline.

1. Turn on and boot your computer so that the operating system prompt (C>) is on the screen.
2. Type **md\pco** (or any other name you choose) and press ↵ to create the directory for PC-Outline.
3. Type **cd\pco** (or other directory name) and press ↵ to change to the PCO directory.
4. Insert the PC-Outline disk into your floppy disk drive.
5. Type **copy a:*.*** (or the appropriate drive letter) and press ↵ to copy all files on the disk into the PCO directory.
6. Remove the disk from the floppy drive and store it in a safe place.

IF YOU HAVE A FLOPPY DISK COMPUTER

This section explains how to install PC-Outline on a floppy disk system using either 5¼-inch or 3½-inch disks. You'll need the disk containing PC-Outline, a copy of your DOS disk, and one blank formatted disk.

1. Insert your DOS disk in drive A and turn on and boot your computer.
2. Remove your DOS disk and insert the disk from your PC-Outline package into drive A.
3. Insert the blank formatted disk into drive B.
4. At the operating system prompt (A>), type **copy a:*.* b:** and press ↵.
5. Remove the original disk from drive A and store it in a safe place.
6. Remove the copy from drive B and use it as your working copy of PC-Outline.

Starting PC-Outline

Note: If you installed PC-Outline to run as an additional feature of WordStar 2000, choose **Additional features** at the Opening Menu. You'll see a list of programs that you installed with your word processing software. Choose **PC-OUTLINE.**

You can load PC-Outline as a non-memory-resident program or as a memory-resident program. These instructions tell you how to load PC-Outline as a non-memory-resident program. If you want to use PC-Outline as a memory-resident program, read the section following these instructions.

IF YOU HAVE A HARD DISK COMPUTER

1. Turn on the computer.
2. At the system prompt (C>), type **cd\pco** (or the name of the directory you created) and press ↵ to change to the directory containing the PC-Outline files.
3. Type **pco** and press ↵.
4. After the program is loaded, you'll see the PC-Outline Opening Menu.

IF YOU HAVE A FLOPPY DISK COMPUTER

1. Turn on and boot your computer.
2. Insert your copy of the PC-Outline disk into drive A.
3. At the operating system prompt (A>), type **pco** and press ↵.
4. After the program is loaded, you'll see the PC-Outline Opening Menu.

Loading PC-Outline as a Memory-Resident Program

When PC-Outline is loaded as a memory-resident program, it is loaded into your computer's memory once and remains there running in the background while you run other software programs. When you want to use PC-Outline, you just press a special key combination, and PC-Outline will be displayed right in the middle of your other application program.

Note: If you plan to run the memory-resident version of PC-Outline, load PC-Outline before you start up your word processing software. You may want to add the PC-Outline loading command line to your AUTOEXEC.BAT file, if you use one.

To load PC-Outline as a memory-resident program, follow the start-up instructions above for your type of computer, with one exception. At the operating system prompt, type **pco/r** instead of just **pco**.

This loads the program into memory and displays a short message on your screen. You then return to the operating system prompt.

Once PC-Outline is loaded as memory resident, you can activate it at any time from any program by pressing ^\ (**Ctrl-Backslash**). When you quit PC-Outline, you'll be returned to whatever you were doing before you invoked PC-Outline. You can move quickly back and forth between your program and PC-Outline by pressing ^\ at any time.

Note: Sometimes when you press ^\ it doesn't work. When this happens, press ↵.

TIP *If you want to change ^\ to another shortcut keystroke, use the KEYSET.COM utility program provided on your PC-Outline disk.*

Removing PC-Outline from Memory

If you want to completely remove PC-Outline from memory, follow these steps:

1. Save all outlines.
2. Exit PC-Outline and return to your other application.
3. Exit your other application to return to the DOS prompt.

4 Load PC-Outline and position the cursor in the main editing mode where you can type into an outline (not in a menu or option box).

5 Press ^**Backspace** three times in a row. PC-Outline is removed from memory. The memory it occupied is recovered by DOS only if there were no other memory-resident programs loaded after PC-Outline.

CAUTION Don't use this command if another memory-resident program is loaded after PC-Outline.

Where to Go from Here

This manual is divided into four main chapters. Where you start depends on your level of familiarity with computers, outlining, and PC-Outline in particular.

If you're familiar with several software packages, but are new to outlining, start with the "Trying It Out" chapter. This guides you through the creation of an outline and covers all the options you'll need to make PC-Outline a useful tool.

If you're familiar with other outlining software packages but are new to PC-Outline, go directly to the "Reference" chapter. This chapter contains detailed information about every menu and function in PC-Outline.

If you're already familiar with how to use PC-Outline and you want to explore some real-life applications, start with the "Applying PC-Outline to Your Needs" chapter. This chapter will guide you through several useful applications that demonstrate many of the program's features.

Included with this manual are several sample files that are designed to be used without the manual to help demonstrate key features of PC-Outline. You can either read the manual alone, work through the manual in conjunction with the disk-based outlines, or load the disk-based outlines and experiment from there. The choice is yours.

Trying It Out

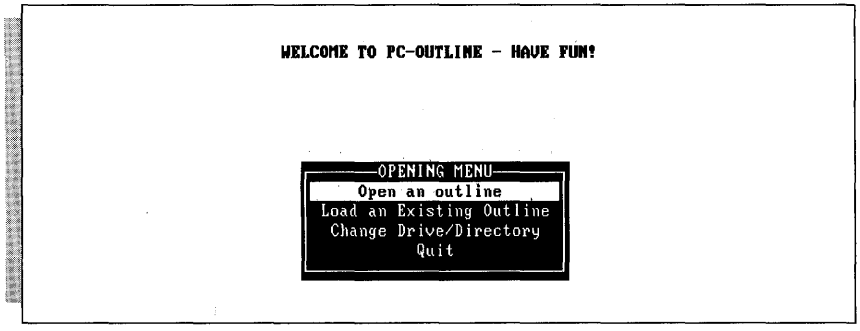
If you've installed PC-Outline properly for your computer, you're ready to try it out.

In the next few pages, you'll learn some of the basics of PC-Outline, create a new outline, work with and change the outline, and print your document.

If you haven't already done so, start PC-Outline following the directions for your type of computer shown in the previous chapter.

The Opening Menu

The first screen you see is the Opening Menu.

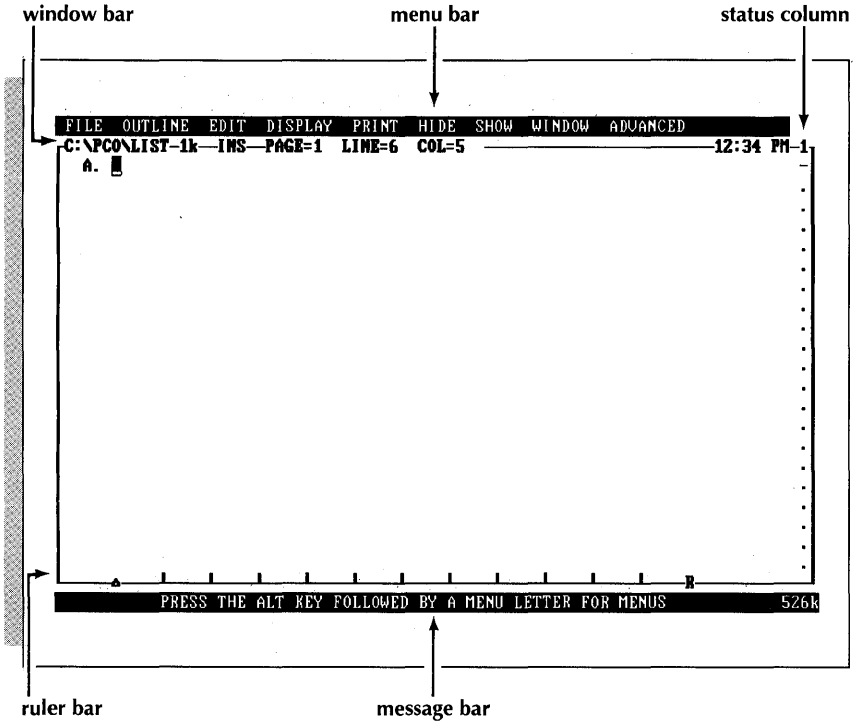


The command you want is the first one on the Opening Menu, **Open an Outline**. If the highlighting is not on **Open an Outline**, use ↑ or ↓ to move the highlighting to it. Press ↵ to choose this command.

The PCO File screen then appears. Type the name of your new outline and press ↵. The filename can be any legal DOS path and/or filename *without* an extension. The extension .PCO is automatically appended to the filename you specify.

The Working Screen

After you enter a filename, the working screen is displayed. This screen is the same for all work you do with PC-Outline. See the "Reference" chapter for an explanation of the different parts of the screen.



Typing with PC-Outline

Typing with PC-Outline is much the same as typing with a conventional word processor. Characters are inserted into your outline at the cursor location as you type them. If a line gets too long, it automatically wraps to the next line.

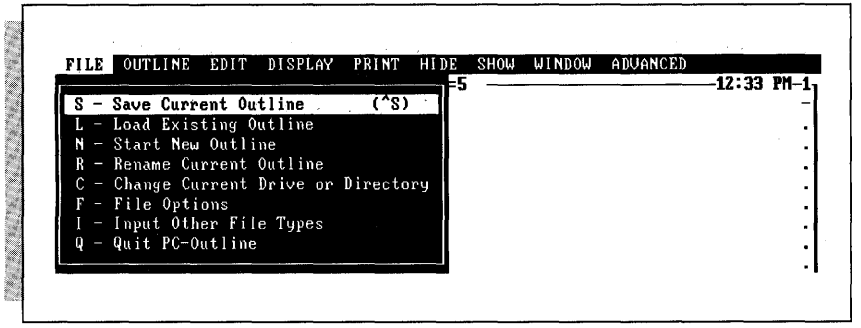
The cursor in PC-Outline is indicated by a reverse video rectangle. The cursor moves as you type, or you can move it by using special cursor movement keys located on the numeric keypad of your computer's keyboard. These keys are **PgUp**, **PgDn**, **Home**, **End**, ↑, ↓, ←, and →.

PC-Outline has several keys to help speed up editing the text of a document. A complete list of these can be found in the "Editing in PC-Outline" section of the "Reference" chapter. Two of the most commonly used editing keys are

- **Del** Deletes the character on which the cursor is currently located, including carriage returns. All other text is adjusted accordingly.
- **Backspace** Deletes the character immediately preceding the cursor, including carriage returns. All other text is adjusted accordingly.

Using Menus

The program options available in PC-Outline appear in one of the nine pull-down menus, an example of which is shown below. The title of each of these menus appears across the top line of the screen in the menu bar.



Before you create your first outline, remember these points about using menus:

- **Choosing a Menu** One way is to press the **F10** key. This displays the first menu, the File Menu. Another way is to press the **Alt** key and the first letter of the menu name simultaneously.
- **Changing Menus** To choose one of the other menus, use ← or →.
- **Choosing an Option** To choose a function on any menu, move the highlighting to your selection using ↑ or ↓ and press ↵. You can also press the letter preceding the option you want.
- **Leaving a Menu without Choosing an Option** At any time before choosing an option, you may bypass all options by pressing **Esc**. This will return you to the current outline with no changes made.
- **Shortcut Keystrokes** PC-Outline also offers a complete set of shortcut keystrokes that can accomplish many of the functions contained in the menus. These keys are displayed to the right of the function in the menus. See Appendix A, "Quick Key Reference" for a list of all the shortcut keystrokes.

For more information about using menus and screens, see the "Reference" chapter.

Terminology Used in PC-Outline

This manual and some PC-Outline function names contain special terminology to describe an outline structure. The terminology compares an outline to a family tree where each member in the family has both parents and children. An outline about a family might look something like this:

```
A.   John and Jan's family
     John and Jan Smith have four children
1.   Their sons
     a.   Peter
     b.   Paul
2.   Their daughters
     a.   Kathy
     b.   Kelly
```

The terminology you'll encounter is as follows:

- **Element or Entry** An element or entry is any single portion of an outline, for example, "John and Jan's family," "Paul," and "Their daughters."
- **Text** All text that follows the first line of an element is referred to simply as the element's text. The sentence "John and Jan Smith have four children" is the text of the element "John and Jan's family."
- **Family** Elements are arranged in families that consist of the head of the family and all of its children, grandchildren, etc.
- **Children** Children are subelements grouped under an element. The element "Their sons" is a child of "John and Jan's family," and the elements "Peter" and "Paul" are children of "Their sons."
- **Parent** Parent is the element under which all elements on a level are grouped. The element "Their daughters" is a parent of the elements "Kathy" and "Kelly." In turn, the element "John and Jan's family" is a parent of the elements "Their sons" and "Their daughters."

Creating Your First Outline

Now it's time to build your new outline. You should have a blank working screen on your monitor with "A." in the left-hand corner of the screen. Follow these steps to create the outline:

1. Type the word **January**.
2. Press the **F10** key, use the cursor keys to display the Outline Menu, and choose **Create New Outline Entry**.

3 Type **February** next to "B."

4 Continue to enter the months March through June. You can create new elements as you did in step 2 above, or you can use the shortcut keystrokes ^↵ or ^**N**. (Be sure to press ^↵ after typing the word "June.")

Your outline should now look like this:

```
A.  January
B.  February
C.  March
D.  April
E.  May
F.  June
G.
```

5 Use ↑ to move the cursor to the position directly below March, then press→ once. You'll notice that this creates the subelement "1."

6 Type **July** and press ^↵. Notice that a new subelement is created at the same level as 1. By using the cursor keys before you type anything into an element, you can change its level.

7 Type **August** and press ^↵.

8 Move the cursor to the position below June (G.).

9 Finish typing the outline so it looks like this:

```
A.  January
B.  February
C.  March
    1.  July
    2.  August
D.  April
E.  May
F.  June
G.  September
H.  October
I.  November
J.  December
K.  The 13th month
```

Hiding and Showing Text and Children

PC-Outline has the ability to hide and show (unhide) various parts of the outline. Using the sample outline you've created, follow these steps:

1. Move the cursor up to "March."
2. Display the Hide Menu and choose **Current Entry's Children**. Notice that "1. July" and "2. August" disappear from the screen. These elements still exist; they are just hidden until you decide to show them again.
3. You can also hide and show outline elements using the gray + key to the right of the numeric keypad. Press the gray + key twice. "1. July" and "2. August" will reappear and then disappear again.
4. Display the Show Menu and choose **Current Entry's Children**. "1. July" and "2. August" reappear.

As you can see, there are many different ways to hide and show outline elements.

Moving Elements

Since the months still aren't in order, follow these steps to rearrange them:

1. Move the cursor to "1. July" if it isn't already there.
2. Choose **Move Outline Entries** from the Outline Menu. The element number and the element itself will be highlighted.
3. Using the cursor keys, position "July" under "June." Notice that PC-Outline automatically renumbers the outline as you move the element.
4. When the element is positioned properly, press ↵. The highlighting disappears, and your outline should look like this:

```
A.   January
B.   February
C.   March
     1.   August
D.   April
E.   May
F.   June
G.   July
H.   September
I.   October
J.   November
K.   December
L.   The 13th month
```

5. Now repeat the same steps to move "August" to its proper place.

Deleting Elements

You can also delete elements that you don't want. Since there are only twelve months, eliminate the last outline entry by following these steps:

1 Move the cursor to the last line in the outline.

2 Choose **Delete Outline Entries** from the Outline Menu.

3 You will see a message asking you to confirm this deletion. This gives you a chance to change your mind since you could accidentally delete an element and all of its children with this command. Move the highlighting to "Yes" and press ↵ to delete the last line.

Printing an Outline

When you are finished creating an outline, you'll probably want to print it. To print the outline you just created, follow these steps:

1 Make sure your printer is connected to your computer, loaded with paper, turned on, and online. If you don't know how to do any of these things, refer to your printer manual.

2 If any of your outline elements are hidden, choose **All Text and Children** from the Show Menu to expose the entire outline. Parts of the outline that are hidden will not print unless you first show them on screen.

3 Choose **Go Start Printing** from the Print Menu. Your printer should respond quickly. If it doesn't, press ^**Break** (this stops printing) and then repeat all of these steps.

Note: The printing in PC-Outline is designed for quick, draft printing. If you want to take advantage of more elaborate print functions, use the **Set Device for Output** function on the Print Menu. This function allows you to convert your outline to various file formats. See "Set Device for Output" in the "Using the Print Menu" section in the "Reference" chapter.

Saving an Outline

Now that you've created and printed your outline, you should save it to disk the way you'll save all the outlines that you create in the future. Choose **Save Current Outline** from the File Menu to save your outline. For more information about this function, see the "Reference" chapter.

Quitting PC-Outline

When you're finished using PC-Outline and have saved all work you want to keep, choose **Quit PC-Outline** from the File Menu.

Once your work is saved, you'll be returned to the operating system prompt or to the other program that was running when you started PC-Outline.

TIP *Remember that you can also return to your other program by pressing* ^\.

What's Next?

At this point, you know everything necessary to use PC-Outline. Try creating several outlines that you find useful. If you run into trouble, refer to this chapter or read about a particular function in the "Reference" chapter.

Once you're comfortable with PC-Outline, move on to the "Applying PC-Outline To Your Needs" chapter. This chapter contains several applications designed to demonstrate new uses for PC-Outline. See if some of these meet *your* needs.

Reference

The first few pages of this chapter tell you how to use the menu system and how to enter necessary information. The second part describes the functions that appear on each menu.

Using the Menus and Screens

The next few pages explain the methods and options for using the menus and screens in PC-Outline.

Choosing a Menu

You can use two methods to choose a menu:

- One way is to press the **F10** key. This displays the first menu, the File Menu. From the File Menu, you can use ← and → to move from one menu to another. To choose a function from a menu, use ↑ and ↓ to move the highlighting to that function and press ↵.
- Another quick way to display a menu is to press the **Alt** key in combination with the first letter of the menu you want. For example, to display the Window Menu, press **Alt-W**.

Choosing a Function from a Menu

Once you're in a menu, you can use one of these two methods to choose an item:

- Use ↑ and ↓ to move the highlighting to the function you want and press ↵.
- Press the letter preceding the function you want.

You can also select a function directly from the working screen by pressing the **Alt** key with the menu and function letters. For example, press **Alt-FS** to choose **Save Current Outline** from the File Menu.

Leaving a Menu without Choosing an Option

At any time before choosing a function from a menu, you may bypass all options by pressing the **Esc** key. This returns you to the current window without making any changes.

Shortcut Keys

Many of the more common menu options also have shortcut keystrokes that complete the same function. These keystrokes are listed to the right of the option shown on the menu. For example, the shortcut for the **Current Paragraph Style** function on the Display Menu is **^T**.

T I P *You can add shortcut keys or change the existing ones using the built-in macro facilities. For more information, see "Key Definition" in the "Using the Advanced Menu" section of this chapter. For a complete list of original key assignments, see Appendix A, "Quick Key Reference."*

Option Boxes

Some menu selections lead to an option box from which you may change several program settings at once. All of these boxes work the same way:

- To move from one setting to another, use ↑ and ↓.
- To change a setting, put the cursor on the desired option. The message bar (the bottom line of the screen) indicates what you should do to change the current option. There are three types of options:

  Choices Using → or the **Spacebar**, cycle through the predefined choices for this particular option. Use ← to cycle through the choices in reverse order. You can also press the first letter of the desired option to choose it directly.

  Numbers Enter the new number by typing it over the existing number. If you hear a beep when you try to leave a number option, it is because you entered an invalid number.

  Text Enter the appropriate new text.

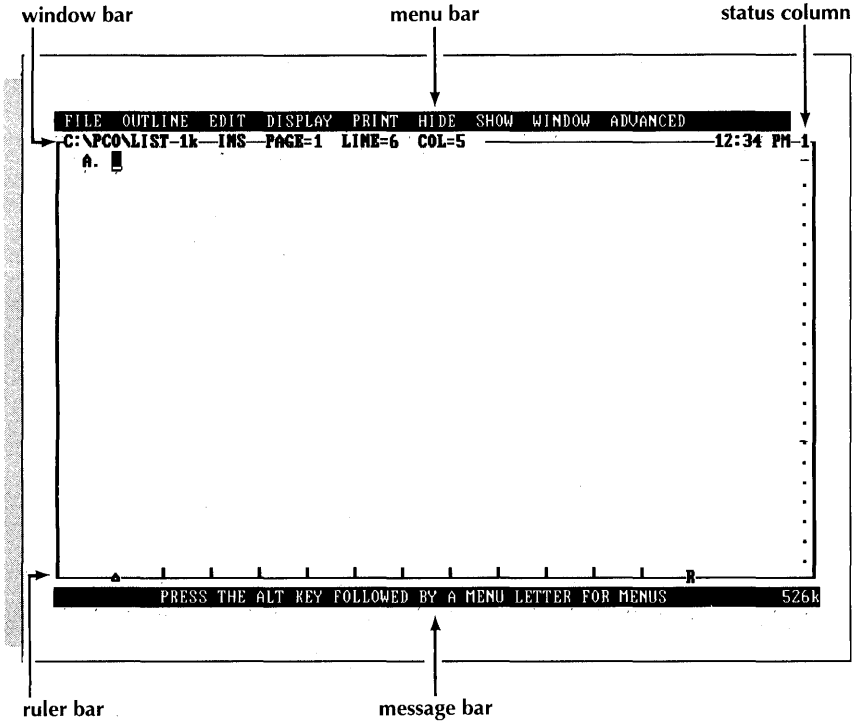
- To confirm a new setting, simply move to another option or press ↵ if you're finished with all options. If you move to another option, an arrow appears beside the setting to indicate that it has been changed.
- To avoid changing a setting, press **Esc** or ↵ before you move to a new setting.
- To save your changes to the program start-up file so they will be active the next time you start PC-Outline, press **F10**.
- To exit an option box, press ↵.

Specifying Ranges

Many of PC-Outline's functions require that you specify a range, or portion of the outline, for use with the function. For example, the **Copy Block** function requires that you mark the range of text to be copied. To specify the range, position the cursor at one end of the range and then choose the function you want. The range begins at the location of the cursor when the function is chosen. To extend this range, use the standard cursor movement keys (↑, ↓, **PgUp**, **PgDn**, etc.). The range you define is always highlighted.

If you decide you want to cancel the currently selected function while marking the range, just press **Esc**. When you're finished specifying the range, press ↵ to complete the operation.

The Working Screen



The screen shown here will be the same for all work you do with PC-Outline. The important parts of this screen are as follows:

- **The Menu Bar** This is the top line of the screen. Each of the words you see is the title of a menu. To view these menus, see "Choosing a Menu."

- **The Window Bar** This is the line immediately below the menu bar. This line contains information about the current window: the complete DOS path and filename for this outline, the size of the outline in bytes, the insert or overstrike mode indicator, the cursor position, the system clock time, and the window number.

  Note: On some IBM-compatible systems, the time may not be the same as your system time. If this is the case, you must run the program GOODCLK.COM each time you boot your computer before you run PC-Outline.
- **The Status Column** This is the column on the right, just inside the window border. This column can contain the following symbols: (1) a highlighted down arrow directly across from the bottom of an element indicates that there are hidden children of this element, (2) a dash means there are no children, and (3) a highlighted dash means that there is hidden text.
- **The Ruler Bar** This line is located just above the message bar at the bottom of the screen. The ruler bar shows the margins, tab stops, and cursor position.
- **The Message Bar** This line appears at the bottom of the screen and contains helpful information about what you are currently doing. If you get stuck, look at this line for help.

Editing in PC-Outline

PC-Outline has just one editing mode, whether you're editing text or your outline structure. There are different keystrokes available to edit text and outlines.

Editing Text

Use the following keys to edit text in PC-Outline:

KEYS	FUNCTION
↑ ↓ ← →	Move through text like word processor
Shift-→	Deletes word to the right
Shift-←	Deletes word to the left
^→	Moves cursor to right one word
^←	Moves cursor to left one word
^Home **Shift-Home**	Move cursor to beginning of outline
^End **Shift-End**	Move cursor to end of outline
^Y	Deletes text line
Shift-Del	Deletes to end of line

Editing Outlines

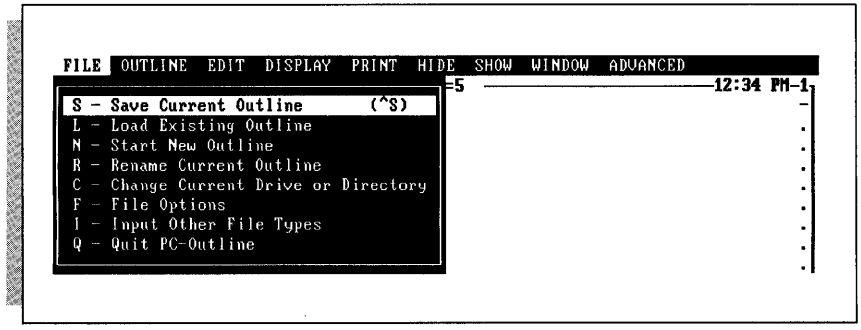
Use the following keys to edit the outline structure in PC-Outline:

KEYS	FUNCTION
↑ ↓	Move a family being moved with **^M** or an empty inserted heading up or down from heading to heading
Shift-↑	Moves cursor up from heading to heading on the same (if it exists) or higher level
Shift-↓	Moves cursor down from heading to heading on the same (if it exists) or higher level
Shift-PgUp **Shift-PgDn**	Move cursor up or down from paragraph to paragraph
^PgUp	Moves cursor up to parent heading
^↵ or ^ N	Create entry at same level. Immediately press ← or → to change the entry level.

See Appendix A, "Quick Key Reference," for a complete list of all editing and short-cut keystrokes.

Using the File Menu

The File Menu contains the following functions:



Save Current Outline (^S)

This function saves the current outline under the filename displayed in the upper left corner of the window bar. The filename extension .PCO is added to the name.

Each time you save a file, PC-Outline saves the previous version as a backup file and gives the backup filename a .BAK extension. To recover a backup version, rename it to change its extension from .BAK to .PCO.

T I P *The automatic backup feature can be turned off using the* ***Configuration Settings*** *option on the Advanced Menu.*

Load Existing Outline

Use this function to load a file into the current window from a list of all outlines in the current directory. This function replaces the contents of the current window.

If there are no outline files in the directory, you will be prompted automatically for a new filename (see "Start New Outline").

T I P *The list of files is sorted in date and time order, the newest files first. If you set the DOS time and date correctly, you will find the outlines you worked on most recently are the first ones in the list.*

Start New Outline

Use this function to create a new outline in the current window. The contents of the current window are replaced with the new outline. You can enter just a DOS filename or a complete path and filename, but *do not* enter a filename extension.

If the filename you type does not exist, a new blank outline is created in the current window. If the file does exist, it is loaded from disk.

Rename Current Outline

Use this function to rename the outline in the current window.

To save an outline to a disk drive other than the default drive, simply rename the outline by specifying the new drive with the same filename.

Change Current Drive or Directory

Use this function to specify a new default drive or directory name. You may specify just the new drive, for example, **C:**, or a complete directory path name, for example, **C:\OUTLINE\TODO**.

Outlines in existing windows are still saved to the directory from which they were loaded regardless of the current default directory. To save them to a different location, use the **Rename Current Outline** function.

Note: You can always start from the same directory by specifying the directory name using the **Configuration Settings** function on the Advanced Menu. If no value is specified, the starting current directory will be set to the DOS current directory when PC-Outline is loaded.

File Options

This function displays a submenu of options for directory maintenance.

Pick a Subdirectory

Use this function to choose a new current directory from a list of the subdirectories in the current directory.

Set Parent Directory

Use this function to make the current directory be the directory above the current directory in the directory tree.

Create New Subdirectory

Use this function to create a new subdirectory in the current directory.

Erase an Outline

Use this function to delete an outline from the current directory. You must confirm your choice.

Input Other File Types

Use this function to read other files into an outline in PC-Outline.

Read In an ASCII File

This function inserts the contents of the ASCII file you specify at the cursor position in the current window.

Read In a WordStar Professional 4.0 File

This function inserts the contents of the WordStar Professional 4.0 file you specify at the cursor position in the current window.

Read In a Structured File

This function inserts the contents of the file you specify at the cursor position in the current window. This type of file is compatible with ThinkTank™ and Ready!™ and contains outline structure.

To transfer information from another PC-Outline file, ThinkTank, or Ready! to PC-Outline, save an outline in ThinkTank to structured format (or just save an outline normally in Ready!), create a blank outline in PC-Outline, and then read the file into the blank outline with this function.

Note: If you want to read in a PC-Outline file, first write the file to a structured format using **Set Device for Output** at the Print Menu. Then read in the structured file using **Input Other File Types** as described here.

Read In a WordStar Classic 5.0 File

This function inserts the contents of the WordStar Classic Release 5.0 file you specify at the cursor position in the current window.

T I P *The structured file format has several other uses because it is both an ASCII format and it maintains the outline format. One way to check spelling in an outline is to write it to a structured file format (see "Set Device For Output" in the "Using the Print Menu" section), check the spelling, and then read the corrected file back into PC-Outline. Because the normal outline file format is not ASCII, it cannot be checked for spelling directly.*

Read In a WordStar 2000 File

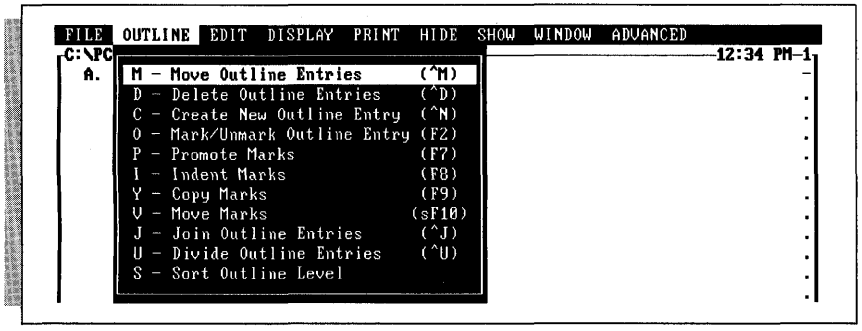
This function inserts the contents of the WordStar 2000 file you specify at the cursor position in the current window.

Quit PC-Outline

Use this function to exit PC-Outline. In the memory-resident version, this function just returns you to the application that was active when you started PC-Outline. You can also leave the memory-resident version of PC-Outline by pressing ^\.

Using the Outline Menu

The Outline Menu contains the following functions:



Move Outline Entries (^M)

Use this function to move the current element and all of its children to a new location in the outline. After selecting the function, you will be prompted to move the entry to a new location with the cursor keys. When the element moves, the outline numbering is automatically adjusted to reflect its new location.

Note: When you start this function, the children and text of the element are temporarily hidden to give you a clear view of where you are moving the outline family.

T I P *To move a number of outline elements all at once, use the* ***Mark/Unmark Outline Entry*** *and* ***Move Marks*** *commands also located on the Outline Menu.*

Delete Outline Entries (^D)

Use this function to delete an outline entry and all of its children.

Note: You'll be prompted for confirmation before the entry is actually deleted. If you don't want to be prompted for confirmation, you can start PC-Outline with the **/p** command parameter. See Appendix C, "Command Parameter Options," for more information.

Create New Outline Entry (^↵ or ^N)

Use this function to create a new outline element after the current element at the same outline level.

After you've created the element, but before you've typed anything into it, you can move the element to a new location using the ←, →, ↑ or ↓ keys. Pressing any other key cancels this movement mode. For example, to create a new outline element that is a child of the current element, press ^↵ or ^ N and then press → to indent the new entry to the next level.

Mark/Unmark Outline Entry 2

Use this function to mark or unmark an element and all of its children. Once an element is marked, you can promote, indent, copy, or move it using one of the other Outline Menu commands.

Marking an element marks the entire outline family, and you can mark several elements before you actually perform some movement activity. You are not allowed to mark or unmark any children of a marked entry because they are already marked by virtue of their parent being marked.

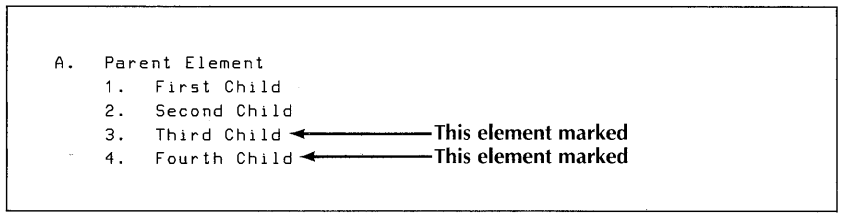
To unmark a marked entry, position the cursor at the top of the marked family and repeat this function.

Promote Marks (F7)

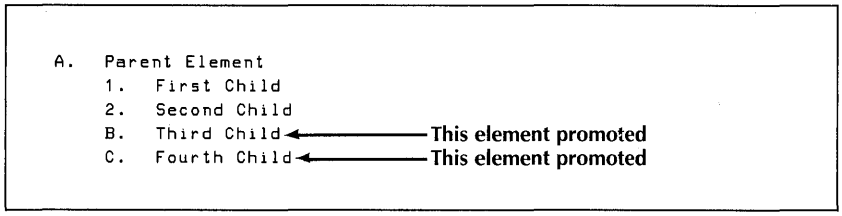
Use this function to move all marked outline elements one outline level to the left.

EXAMPLE

Before promoting marks:



After promoting marks:



Note: Only the last element on a level or a series of last outline elements on a level can be promoted. If you are trying to promote an illegal entry, PC-Outline ignores the command.

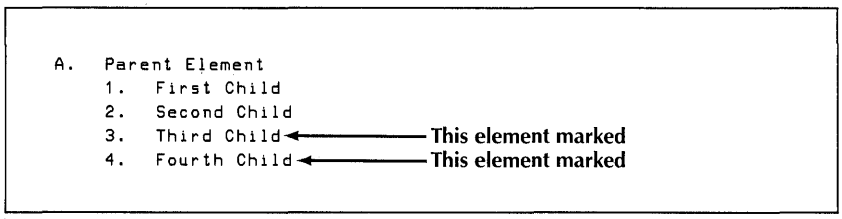
TIP *To promote an element in the middle of a level, you must first indent all the elements on the same level.*

Indent Marks (F8)

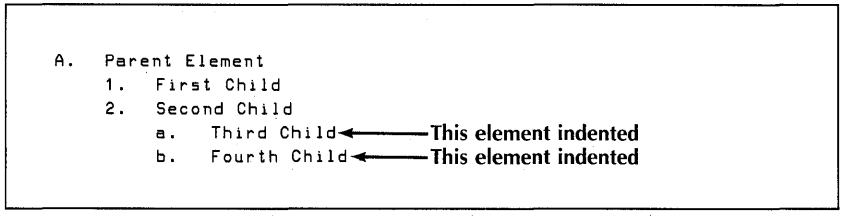
Use this function to move all marked outline elements one outline level to the right.

EXAMPLE

Before indenting marks:



After indenting marks:



All elements but the first one on a level may be indented. If you are trying to indent an illegal entry, PC-Outline ignores the command.

Copy Marks (F9)

This function copies all marked outline entries to the location following the current element at the same outline level. **Copy Marks** is useful for duplicating a series of outline entries several places in the outline.

Note: You cannot use **Copy Marks** to copy outline entries to a location within a currently marked family. This prohibits you from copying an outline family to the position immediately after a marked family. To accomplish this task, simply copy it before the marked family. If you just want to duplicate the marked element, the order will not matter (they are duplicates of each other). If you want to copy it after a marked element that isn't the same, copy the original to a location before the location you want, and then move it to the location you want using **Move Outline Entries**.

Move Marks (Shift-F10)

This function moves all marked outline entries to the location immediately following the current element at the same outline level.

Note: You cannot use **Move Marks** to move outline entries to a location within a currently marked family.

T I P ***Move Marks*** *is useful as an information-gathering function. You can browse through your outline, marking all the elements that you want to gather at a new location, and then move them to the new location with one keystroke.*

Join Outline Entries (^J)

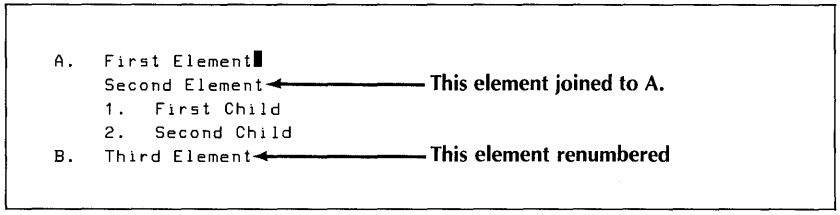
This function joins the current element to the next sequential outline element at the same level to form one new element.

E X A M P L E

Before joining elements A. and B.:

```
A.  First Element
B.  Second Element
    1.  First Child
    2.  Second Child
C.  Third Element
```

After joining elements A. and B.:



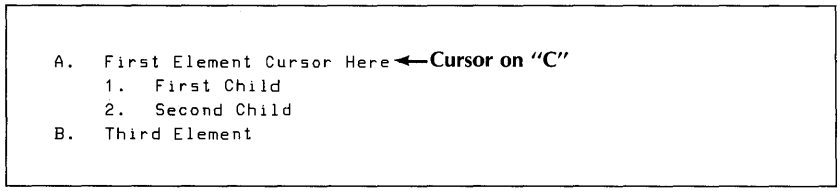
Note: The **Join Outline Entries** function works only when two sequential elements are on the same level and the first element does not have any children.

Divide Outline Entries (^U)

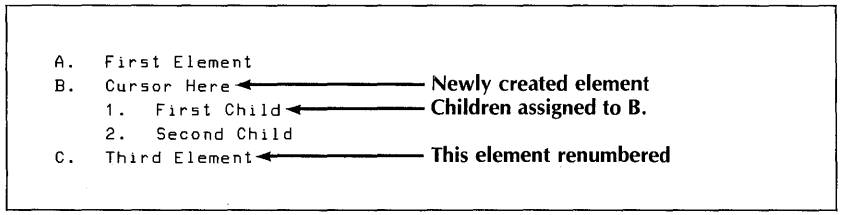
This function divides one outline element into two elements. Any children of the original element are reassigned to the new element.

EXAMPLE

Before element A. is divided:



After element A. is divided:



Sort Outline Level

Use this function to sort all outline elements in one family on one particular level of the outline. For example, a sort of the following outline with the cursor positioned as shown would sort the elements First, Second, Third, and Fourth Child.

EXAMPLE

Before sorting:

```
A.  Parent Element
    1.  First Child
    2.  Second Child
    3.  Third Child
        a.  Child of Third Child
    4.  Fourth Child
B.  Element After Parent
```

After a decreasing order sort:

```
A.  Parent Element
    1.  Third Child
        a.  Child of Third Child
    2.  Second Child
    3.  Fourth Child
    4.  First Child
B.  Element After Parent
```

Note: When an outline level is sorted, the children of each element remain attached to it and move along with it in the sort.

Sorts are controlled by the following settings:

- **Sort Direction** Can be either increasing or decreasing order.
- **Type of Sort** Can be either (1) Dictionary order: punctuation, numbers, letters (without regard to uppercase/lowercase), blanks; or (2) Pure ASCII order: blanks, punctuation, numbers, uppercase letters, lowercase letters.
- **Field Number to Sort** Can be 0 through 9.

A field begins immediately after a colon. For example, there are three fields in the outline in the example below. The 0 field starts at the beginning of each outline entry, and each new field begins after a colon.

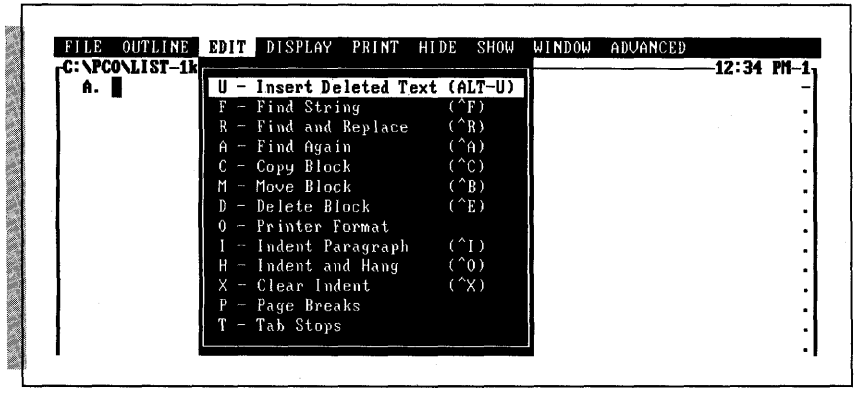
EXAMPLE

```
A.  Parent Element                          (Field #1)   (field #2)
    1.  First Child                         :Name1       :Address1
    2.  Second Child                        :Name2       :Address2
    3.  Third Child                         :Name3       :Address3
        a.  Child of Third Child
    4.  Fourth Child                        :Name4       :Address4
```

If you sort by the Field 1, the sort is done based on the characters following the first colon. When fields are used to their best advantage, they can give PC-Outline some simple database capabilities.

Using the Edit Menu

The Edit Menu contains the following functions:



Insert Deleted Text (Alt-U)

Use this function to restore the last characters you erased or deleted. You can undo the deletion if you used commands to delete a block, a word, a line, or the rest of the line.

Find String (^F)

Use this function to search an outline for the first occurrence of any word or phrase (string) you specify. There are three settings that control a search:

- **Search for what string?** Type the exact string to be searched for. A **?** may be used as a wild-card character to match any character. For example, if you want to find all occurrences of either "play" or "pray," you could search for "p?ay." Do not put a **?** at the beginning of a search word because the first character matches everything and will significantly slow down the search.
- **Force case to be the same?** A "Yes" answer finds a match only if capitalization matches perfectly; a "No" answer finds a match regardless of capitalization.
- **Search scope?** Choose **Only ON entries** to search only the portions of the outline that are not hidden. Choose **All entries** to search the entire outline and unhide any parts where a match is found.

Searches are circular. If you start the search near the end of the outline and no matches are found, the search will continue at the beginning of the outline. If no matches are found on a search, you will just hear a beep.

Find and Replace (^R)

This function works exactly the same as the **Find String** function except that it allows you to replace the matching string with another string. Use these three settings, plus those described for **Find String**, to control this function:

- **Replace with what string?** Type the exact string you want as a replacement for the matched string.
- **Ask before replacing?** Specify whether you want to be prompted for confirmation before each replacement.
- **All Occurrences?** Specify whether you want to replace all matches or just the next match.

Find Again (^A)

Use this function to find the next match of the last string specified with **Find String** during this session.

Note: The **Find Again** function uses the same settings you selected for the original **Find String** operation.

T I P *This function is useful for moving around in the outline. For example, you could mark a number of places in your outline with four asterisks (****). You could then search for "****" and use the **Find Again** function to move from one place to the next.*

Copy Block (^C)

Use this function to copy a block of text (not outline structure) from one outline location to another. Follow these steps to copy a block of text:

1. Position the cursor at the start or end of the block of text you want to copy.
2. Choose **Copy Block** from the Edit Menu or press **^C**.
3. Position the cursor at the other end of the block (the text between the two ends will be highlighted).
4. Press ↵ to finish marking the block.
5. Position the cursor where you want the marked text copied. You can switch windows with the **Alt-#** command if you want to copy text to another window.
6. Press ↵ to complete the copy.

Note: The **Copy Block** function works on text only. A marked block may span outline boundaries, but outline structure is not copied, only the text in each outline entry.

Move Block (^B)

This function works just like **Copy Block** except the text is moved instead of copied (the original copy of the text is deleted after the new copy is inserted).

Delete Block (^E)

This function works the same as the **Move Block** and **Copy Block** functions except that the block is deleted instead of copied or moved.

If any outline elements are left empty after a **Delete Block** (and they don't have any children or their children are also empty), they are deleted from the outline structure.

Printer Format

This function allows you to make use of your printer's special features like boldface, underline, italics, etc., by inserting codes into your outline that instruct your printer where to start one of these special features and where to end it. These are the settings to use:

FUNCTION NAME	FUNCTION KEY
Underline On	**^F1**
Underline Off	**^F2**
Boldface On	**^F3**
Boldface Off	**^F4**
Italics On	**^F5**
Italics Off	**^F6**

FUNCTION NAME	FUNCTION KEY
Superscript On	**Shift-F7**
Superscript Off	**Shift-F8**
Subscript On	**^F7**
Subscript Off	**^F8**
Double Strike On	**Shift-F5**
Double Strike Off	**Shift-F6**

To use one of these features, position the cursor first at the beginning and then at the end of where you want it to take effect, and either choose the appropriate menu option or press the function key combination you want.

The codes appear in one of three ways in your outline:

- If the cursor is positioned over the character where the code was inserted, the bottom line of the screen tells you what the code is (for example, "BOLDFACE ON").
- If the cursor is not positioned over the character and printer code display is turned off, the character where the printer code is inserted appears in a different intensity than the rest of the text. (See also "Printer Code Display" in the "Using the Print Menu" section.)
- If the printer code display is turned on, the printer code is displayed as a graphics character. You can then edit the graphics character just like any other character. Graphics characters pointing to the right mean a print feature is on, and graphics characters pointing to the left mean a print feature is off.

TIP *The best approach is to turn on the display so you can then edit the codes as if they were normal characters.*

Indent Paragraph (^I)

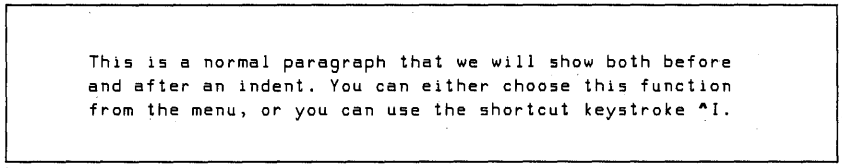
Use this function to move the left margin of the current paragraph to the next tab stop.

EXAMPLE

Before indenting:

```
This is a normal paragraph that we will show both before and
after an indent. You can either choose this function from
the menu, or you can use the shortcut keystroke ^I.
```

After indenting:



Repeat this function to indent more than one tab stop. If you want to indent a number of paragraphs at once, use **Range Paragraph Style** on the Display Menu.

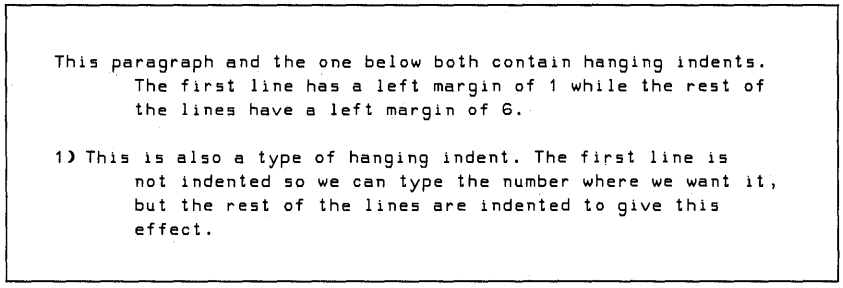
This function can be undone with **Clear Indent** (^**X**).

Indent and Hang (^O)

This function works exactly like the **Indent Paragraph** function except that the first line of the paragraph is not indented. This is useful for creating hanging indents as shown below.

EXAMPLE

These next two paragraphs contain examples of hanging indents:



TIP *You can undo a hanging indent by choosing* ***Current Paragraph Style*** *from the Display Menu and setting First Line Alignment back to SAME AS REST OF PARAGRAPH and the Left Margin back to 1.*

Clear Indent (^X)

Use this function to undo an **Indent Paragraph** command and set the left margin back to 1.

Page Breaks

This function allows you to insert two types of page break controls into your outline to divide it into separate pages during printing.

Hard Page Break

A hard page break instructs PC-Outline to start a new page wherever you insert the break. To insert a hard page break, choose this function and type **.P**.

A page break appears in your outline in one of three ways:

- Whenever you position the cursor anywhere in the line where a hard page break is located, a ".P" is displayed on the bottom line of the screen.
- If the page break is not located on an empty line, the page break location is displayed in reverse video.
- The left-hand column of the screen always contains a square bullet (or quad) on the line where the page break is located.

To delete a page break, position the cursor exactly on the location where you inserted it, choose the **Page Break** function, delete the ".P", and press ↵.

Conditional Page Break

A conditional page break allows you to specify that a certain number of lines of text must stay together on one page. If the lines won't all fit together at the end of the current page, a new page will be started before them and all the lines will appear together on the top of the next page.

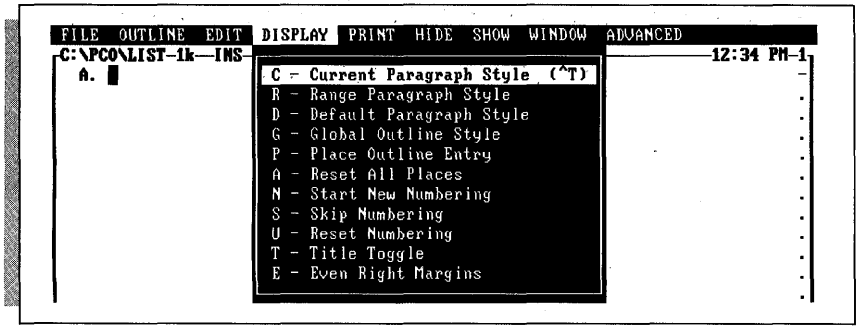
To insert a conditional page break, position the cursor at the top of the range to keep together, choose the **Page Break** function, and type **.C *n*** (*n* is the number of lines to keep together).

Tab Stops

Use this function to set tab stops wherever you want. Move the cursor along the ruler line when it appears, and set or clear tab stops where you want them. The ruler is saved with your outline and affects the entire outline. There is only one ruler per outline.

Using the Display Menu

The Display Menu contains the following functions:



Current Paragraph Style (^T)

Use this function to control the format of the current paragraph. These optional five settings appear in the Current Paragraph Style option box:

- **Paragraph Alignment** Choose one of these four options to control the paragraph alignment:

  Left Aligned: Left edge even, right edge ragged.

  Justified: Left and right edges even. Extra spaces are inserted between words to align justified paragraphs.

  Centered: Left and right edges ragged. Extra spaces are added before and after the line to center it between the margins.

  Right Aligned: Left edge ragged, right edge even.

- **First Line Alignment** Controls the left margin setting for the first line of a paragraph. Choose one of these two options: (1) keep the first line the same as the rest of the paragraph, or (2) make the first line flush left.
- **Left Margin** Controls the starting left column for each paragraph. Left margin values are always relative to the start of the outline entry. For example, a left margin of 1 always starts in the first column of the outline entry regardless of how far indented the outline entry is. If the outline entry is indented 12 spaces, a left margin of 1 starts in column 13 (12 + 1).
- **Right Margin** Allows you to change the right margin. Like the left margin, the right margin is relative to the start of the outline entry. For example, a right margin of 65 in an outline element that is indented 12 spaces is actually in column 77 (12 + 65).

See "Even Right Margins" for a discussion on how to set the right margin to an absolute column (instead of a relative column as described above). See "Range Paragraph Style" for a discussion on how to set several paragraphs all to the same format.

- **Make Default Settings** Use this function to make the default paragraph settings the same as the current paragraph settings. This setting is an easy way to change the default settings and works just like the **Default Paragraph Style** function.

  T I P *When you first start a new outline, choose* ***Current Paragraph Style*** *and set the margins you want for the current document. Then answer "Yes" to this question, and all subsequent paragraphs will get the new format.*

Range Paragraph Style

This function works just like the **Current Paragraph Style** function except that it prompts you to mark a range and modifies the paragraph format for the entire range.

The settings in the Range Paragraph Style option box are identical to those in the Current Paragraph Style option box except that this function does not include the default settings choice. See the previous discussion on "Current Paragraph Style" for a description of each setting.

Note: Only the settings that you actually change (marked with an arrowhead) will be applied to the range. If you want a setting that is already correct to be applied to the range, you must reenter the setting. For example, if the right margin already says 70 and you want it to be 70, you *must* reenter the 70 before it will work properly.

Default Paragraph Style

This function controls the format of all future paragraphs created whenever you press the ↵ key. The settings are the same as those for **Range Paragraph Style** and **Current Paragraph Style**. See those previous sections for a discussion of the settings.

Pressing **F10** in this option box saves the current settings to the configuration file PCO.CFG so that they will be loaded automatically the next time you start PC-Outline.

Global Outline Style

This function leads to an option box that contains 20 settings that control the outline format.

Indent Per Outline Level

Use this setting to specify the number of spaces of indent per outline level. The default value is 3 spaces per level. You can change this setting to any value between 0 and 20.

Spaces For Numbering

Use this setting to specify the indent for the top outline level (the numbers for the top outline level have to fit in this number of spaces). This defaults to a value of 4. If you set it to less than 4, some of the numbers may be truncated.

TIP *Roman numerals in particular require a setting of at least 6. If you ever get a numbering sequence that looks like I, II, II, it is probably because you haven't increased the spaces for numbering to 6 and the leftmost I in III is being truncated.*

First Entry Number

This setting allows you to control the beginning number of the top level of your outline. A setting of 1 starts the top level with 1 or A or I, etc., depending on which numbering type you choose. A setting of 3 starts the top level with 3 or C or III, etc.

Note: This setting is provided in order to allow you to link the numbering styles of several outlines. For example, because each outline is limited to 64K, you could divide a very large outline into several smaller outlines and specify their first entry numbers accordingly.

Numbering Type

This setting gives you global control over the type of numbering scheme. The global options are as follows:

- **Sequential Numbering: A, 1, a,...** When you select sequential numbering, the numbering style for each level of the outline is determined by the eight levels of letters and punctuation you set. You can choose from five different letter or number combinations for each level. You can then specify the punctuation you want for each level. For example, you could set sequential numbering as follows:

EXAMPLE

```
A.  First Level
    1.  Second Level
    2.  Second Level
        a)  Third Level
        b)  Third Level
B.  First Level
```

- **Procedural Numbering: 1.2.2.1.3** Use this option to set the entire outline to procedural numbering.

EXAMPLE

```
1.0   First Parent
 1.1   First Child
 1.2   Second Child
  1.2.1 Child of Second Child
2.0   Second Parent
3.0   Third Parent
```

- **Bullets** This option sets the entire outline to bullet numbering. This option is included only for compatibility with earlier versions and should no longer be used. Marks will not show up in your outline if you are using this setting. The best way to achieve bullet numbering on all levels is to set this option to sequential numbering and set all eight levels to bullets.
- **None** This option turns all numbering off and has the same effect as setting the indent per level to 0 and spaces for numbering to 0.

Place Outline Entry

This function gives you ultimate control over the left/right placement of each outline entry. Follow these steps to place an outline element:

1. Position the cursor on the element to be placed.
2. Choose the **Place Outline Entry** function.
3. Using ← and →, position the outline element where you want it.
4. Press ↵ when the element is properly positioned.

Note: The distance you move an outline entry is always relative to its default position. If you move it three spaces to the left of its default position, it will always be in that relational position even if you change the default position.

TIP *This function can be combined with* ***Skip Numbering*** *to add nonoutline formatted text in the middle of an outline formatted document.*

You can undo a **Place Outline Entry** by either placing it back to its default location or resetting all places with the **Reset All Places** function.

Reset All Places

This function resets all outline element place values to their default locations.

Start New Numbering

This function restarts the numbering of the current element so that this element is numbered as the first element on that level.

Note: This function affects appearance only. Functions such as **Sort** and **Hide** ignore **Start New Numbering**.

Skip Numbering

Use this function to skip the numbering of the current element. To undo this function, use Reset Numbering.

TIP *This function can be very useful for inserting nonoutline formatted text in an outline structure. You can also combine this function with* ***Place Outline Entry*** *to insert nonoutline formatted text in an outline structure that is not indented with the rest of the structure.*

Reset Numbering

This function resets the numbering of the current element to its default appearance by undoing **Start New Numbering** and **Skip Numbering**.

Title Toggle

Use this function to skip numbering on the first outline element. This works as a toggle. If the first element is numbered, its numbering will be turned off and vice versa.

Once you set the title on, you may type the title as if PC-Outline were a word processor. In fact, if you start a blank outline and turn the title on immediately, PC-Outline will work just like a simple word processor.

Even Right Margins

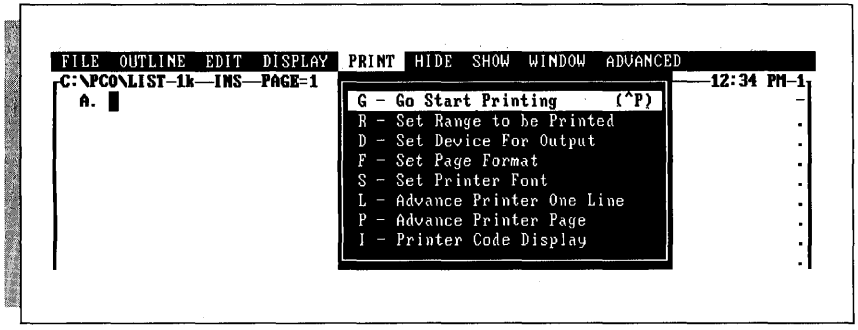
Use this function to align the right margins of a number of differently indented outline entries, usually before printing. This function prompts you first for a range over which you want to align the right margin and then for the new right margin.

Note: Unlike other right margins that are relative to the start of the outline entry, this right margin is an absolute column number. This function goes through each paragraph in the range and calculates where to set the relative right margin in order to have it appear in a particular printed column.

TIP *During the normal process of creating an outline, you will end up with a right margin that moves further to the right as the indentation in the outline increases. To align the right margin right before printing, choose* ***Even Right Margins****, mark the whole outline, and enter the right margin you want.*

Using the Print Menu

The Print Menu contains the following functions:



Go Start Printing (^P)

This function starts printing the current block. If no range is marked, the entire outline is printed.

Note: Some printers do not print bullets correctly. If you experience problems printing, either create a printer substitution file to correctly print bullets or remove the bullets. See Appendix B, "Additional Printer Information," to solve other printer problems.

Set Range to Be Printed

This function allows you to specify only a portion of the outline to be printed. After you select this function, you're prompted to mark a range to be printed.

Set Device for Output

This function allows you to specify the destination for printing. You will usually use this function to write outlines to other files as described below.

- **Send to Printer** Prints normally to the printer.
- **Send to File** Sends the exact same information that would have gone to the printer to a file instead. The file will automatically have the same root name as the outline, but with the extension .PRN. You can then use the DOS print command to print this file.
- **Send to ASCII File** Strips out all printer information and other non-ASCII characters, such as page breaks, page numbering, etc., and sends the output to an ASCII file. Every line in the outline is terminated with a hard carriage return. When you choose **Go Start Printing**, you're prompted for a filename. This option can be useful for transferring outline formatted material to your word processor.

- **Send to WordStar Professional 4.0 File** This option converts the outline to WordStar Professional Release 4 file format. Save the converted file in WordStar before printing it.
- **Send to WordStar Classic 5.0 File** This option converts the outline to WordStar Classic Release 5 file format. Save the converted file in WordStar before printing it.
- **Send to Structured File** Creates a specially formatted ASCII file that has ASCII outline formatting information embedded in it describing the outline structure.
- **Send to WordStar 2000 File** This option converts the outline to WordStar 2000 file format. WordStar 2000 high bits are retained for paragraph formatting when reading the file into WordStar 2000. Save the converted file in WordStar 2000 before printing it.

Note: After you execute a **Go Start Printing** function, the **Device for Output** is set back to the printer.

Set Page Format

Use this function to select settings for many of the page formatting options like page size, margins, etc. The settings are as follows:

- **Top Margin** Sets the number of blank lines at the top of each page. The top margin must be less than the number of lines per page minus the bottom margin.
- **Bottom Margin** Sets the number of blank lines at the bottom of each page. The bottom margin must be less than the number of lines per page minus the top margin.
- **Lines per Page** Sets the total number of lines per page, including top and bottom margins. A standard printed page is 66 lines long with 53–55 lines actually printed. The number of lines per page must be greater than the top margin plus the bottom margin.
- **Left Print Margin** Sets the number of blank columns at the left side of each page. Although the default value is 5, setting this to 0 allows you full access to the whole page.
- **Printer Feed** You have two choices based on the type of printer you have: (1) *Continuous* prints the entire document on continuous feed paper without interruption, and (2) *Pause after each page* pauses at the end of each printed page for inserting a new sheet.
- **Page Numbering** You have five options for page numbering: left, right, centered, manually specify the column number for the page number, and off (don't print any page numbers).
- **Page Column for Numbering** If page numbering is set to Manually Specified, this option controls the starting column of the page number.
- **Start Page Numbering With** Starts page numbering with this value. Typically this is set to 1.
- **Page Breaks** Determines whether you produce a document with page breaks or a continuous document with no top or bottom margins and no page breaks.

Set Printer Font

This function sends a code sequence directly to your printer to set it to a certain type characteristic. The built-in options are as follows:

- Boldfaced
- Italics
- Double strike
- Condensed
- Elite

Note: This function immediately sends your printer a printer code and changes the mode of the printer for all subsequent printing. You can use it for printing an entire document in a particular font or for changing your printer so that some other program will print in the desired font. Don't confuse this function with **Printer Format** in the Edit Menu which is used for actually embedding print commands within a document.

See Appendix B, "Additional Printer Information," to customize these options for your printer.

Advance Printer One Line

This function sends a line feed to the printer.

Advance Printer Page

This function sends a form feed to the printer.

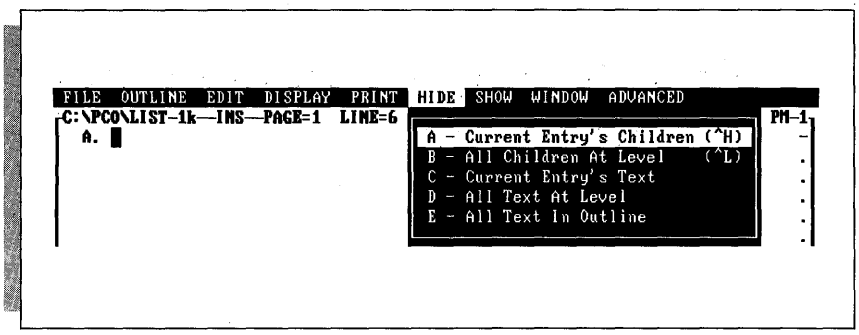
Printer Code Display

Use this function to display or hide (toggle with **Alt-F1**) the embedded printer codes on the screen. These are the Printer Format codes available from the Edit Menu.

Note: This option distorts the onscreen location of certain parts of your outline, since the codes take up space onscreen that they don't take up in printing.

Using the Hide Menu

The Hide Menu contains the following functions:



Current Entry's Children (^H)

Use this function to hide all the children of the current element. You can also use the gray + key as a toggle to hide and show the children.

EXAMPLE

Before hiding the children of First Child:

```
A.  First Parent
    1.  First Child
        a)  First Grandchild
        b)  Second Grandchild
    2.  Second Child
        a)  First Grandchild
        b)  Second Grandchild
```

After hiding the children of First Child:

```
A.  First Parent
    1.  First Child
    2.  Second Child
        a)  First Grandchild
        b)  Second Grandchild
```

All Children at Level (^L)

Use this function to hide all the children of all the outline elements at the same level within the same family as the current element.

EXAMPLE

Before hiding all children at level:

```
A.  First Parent
    1.  First Child
        a)  First Grandchild
        b)  Second Grandchild
    2.  Second Child
        a)  First Grandchild
        b)  Second Grandchild
B.  Second Parent
    1.  First Child
        a)  First Grandchild
        b)  Second Grandchild
    2.  Second Child
```

After hiding all children at level:

```
A.  First Parent
    1.  First Child <---------- Children hidden
    2.  Second Child <---------- Children hidden
B.  Second Parent
    1.  First Child
        a)  First Grandchild
        b)  Second Grandchild
    2.  Second Child
```

Note: This function can be reversed using **All Children at Level** on the Show Menu.

Current Entry's Text

Use this function to hide all text following the first line of the current element. You can also use **^PgDn** as a toggle to hide and show all text following the first line of the current element.

All Text at Level

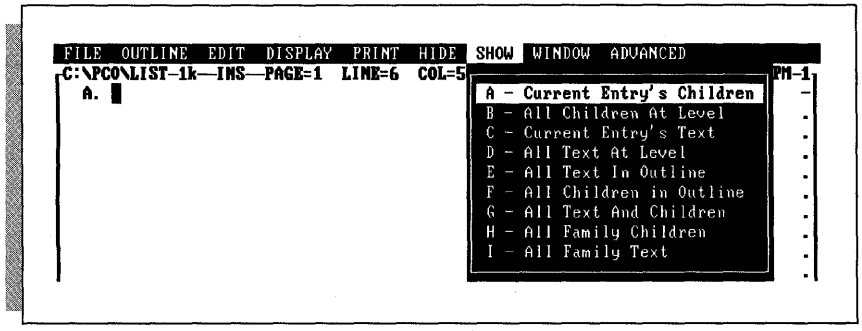
Use this function to hide all text at the current level. This function operates on the same outline entries as **All Children at Level** except that text is hidden instead of children.

All Text in Outline

Use this function to hide all text in the outline.

Using the Show Menu

The Show Menu contains the following functions:



Current Entry's Children

Use this function to show all the children of the current element. You can also use the gray + key as a toggle to show and hide the children.

All Children at Level

Use this function to show all the children of all the outline elements at the same level within the same family as the current element. This function is the reverse of **All Children at Level** on the Hide Menu.

Current Entry's Text

Use this function to show all text following the first line of the current element. You can also use **^PgDn** as a toggle to show and hide all text following the first line of the current element.

All Text at Level

Use this function to show all text at the current level. This function operates on the same outline entries as **All Children at Level** except that text is shown instead of children.

All Text in Outline

Use this function to show all text in the outline.

All Children in Outline

Use this function to show all children in the outline.

All Text and Children

Use this function to show everything in the outline.

All Family Children

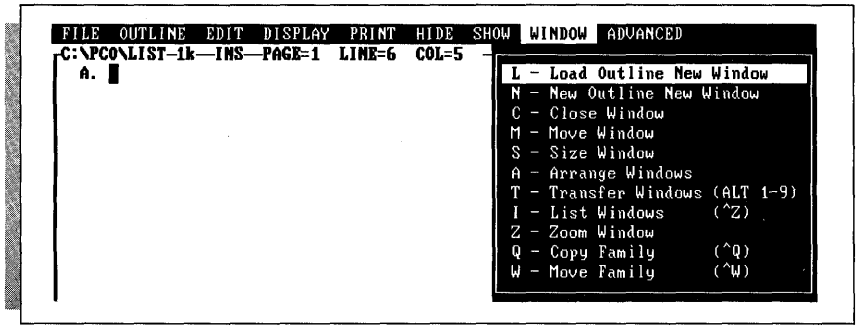
Use this function to show all children, grandchildren, etc., of the current element.

All Family Text

Use this function to show all text in each of the children, grandchildren, etc., of the current element.

Using the Window Menu

The Window Menu contains the following functions:



Load Outline New Window

This function works exactly like **Load Existing Outline** on the File Menu except that the outline is loaded into a new window. Both the current outline and any other outlines already open are all open at once. You can have up to nine windows/outlines open at one time.

The window number appears in the upper right corner of the window. You can switch directly between windows by either pressing the **Alt** key and the number of the window you want or by using the **Transfer Windows** function on the Window Menu.

New Outline New Window

This function works exactly like the **Start New Outline** function on the File Menu except that the outline is started in a new window.

Close Window

Use this function to close the current window and release its memory for use by other windows. If you have made any unsaved changes to the current window, PC-Outline will prompt you to save these changes.

Note: You cannot close the last remaining window because there must always be at least one window open.

Move Window

This function allows you to reposition the currently active window on your screen using the cursor keys. Since the window can't be moved off the screen, you must first reduce its size before you have any room to move it. Use the **Size Window** function or the **Zoom Window** function to reduce the window size.

Size Window

Use this function to change the size of the currently active window. Use the cursor keys to move the lower right corner to the new size.

Note: You cannot make a window smaller than 4 lines high by 7 columns wide.

Arrange Windows

Use this function to return all windows to their default size and position. When windows are in their default position, they line up neatly in overlapping fashion showing you the top line of every open window.

Transfer Windows (Alt 1–9)

Use this function to switch directly to the specified window.

List Windows (^Z)

Use this function to list all the open windows, their window number, their memory size, and whether any unsaved changes have been made to the window.

Zoom Window

Use this function to shrink (or expand) the currently active window from full screen size to partial screen size (or vice versa). You can use the gray – (minus) key to toggle the screen sizes.

T I P *The best way to use the* ***Zoom Window*** *function is to use the* ***Arrange Windows*** *function to unzoom all the windows, switch to the window you want, and then zoom it to full size for working. When you want to go to another window, unzoom the current one, switch to the window you want, and zoom again.*

Copy Family (^Q)

Use this function to copy the entire family (the element, all children, all grandchildren, etc.) of the current element and make it a child of the location you specify. Follow these steps to use this function:

1. Position the cursor at the top of the family you want to copy.
2. Choose this function.
3. Move the cursor to the new location for the family. You can even switch windows (press **Alt** and the window number to switch to).
4. Press ↵ to start the copy.

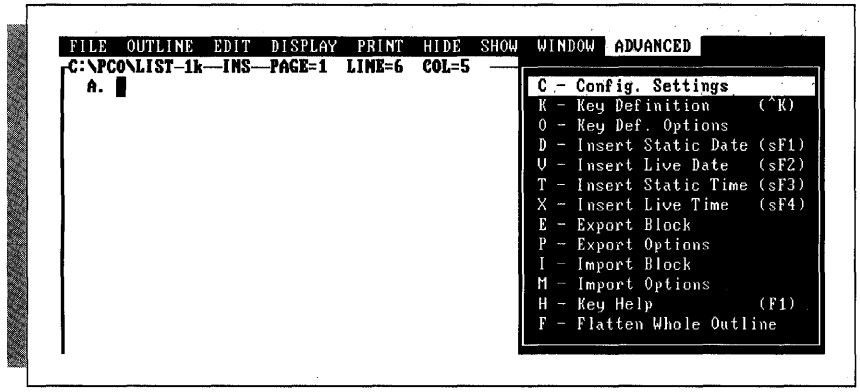
Note: This function is primarily designed for copying families of outline structure between windows. The Mark functions on the Outline Menu are usually easier to use for copying within the same outline.

Move Family (^W)

This Function works exactly like the **Copy Family** function except the family is moved instead of copied.

Using the Advanced Menu

The Advanced Menu contains the following functions:



Configuration Settings

This function allows you to change 13 of PC-Outline's default settings. To permanently save the settings to the configuration file, press the **F10** key from within the Configuration Settings option box.

The configuration settings are:

- **Cursor Delay** Specify "Yes" if you want to change the cursor delay, or "No" if you don't want to change it.
- **Speed of Cursor 1–240** You can type a number between 1 and 240 to change the speed of the cursor movement in PC-Outline. The fastest speed is 1 and the slowest speed is 240.
- **Starting Directory Path** Sets the starting directory for PC-Outline files. If this field is blank, the DOS current directory will be used as the starting directory. If you always keep your outlines in the same directory, enter that directory here. The name entered in this field must be a complete DOS directory name (including optional path).
- **Macros File/Path** Sets the path/filename for macro files. This defaults to PCOMAC.CFG (in the current directory). If you want to keep your macro files in a directory other than the current directory, enter that name here. The name entered in this field must be a complete DOS directory name (including optional path).

- **Printer Description File** Sets the path/filename for the printer description file. The name entered in this field must be a complete DOS directory name (including optional path). See Appendix B, "Additional Printer Information," for more information.
- **Configuration File/Path** Sets the path/filename for the configuration file PCO.CFG. Use this option if you want to keep your configuration file in a location other than the current directory. When PC-Outline starts up, it looks for its configuration file in three places:

  1. In the current directory.
  2. In the directory and filename specified in the environment with the "SET PCO=<path/filename>" command.
  3. In the directory and filename specified as a command parameter with the "/L=<path/filename>" command.

  If a valid configuration file isn't found in any of these places, PC-Outline starts up with built-in default values for all configuration settings.

- **Automatic Timed File Saving** If this is set to "Yes," the current outline will be saved at regular intervals as determined by the value entered in Time Between Automatic Saves. The outline will not be saved if no changes have been made. Only the current window is saved; other changed windows are not saved.
- **Time Between Automatic Saves** If Automatic Timed File Saving is set to "Yes," this value determines how long a time interval passes between automatic saves.
- **Create Automatic Backup Files** If this is set to "Yes," each time you save an outline, the previous version becomes the backup file.
- **Prompt Before Overwriting** If this is set to "Yes," you are prompted for confirmation before an existing file is overwritten during a save operation. If this setting is set to "No," no warning will be given.
- **Video Retrace** This setting is provided to speed up screen performance on some computers. If you have a monitor capable of displaying graphics, experiment with setting this on "No." If you see snow on the screen every time you type, you cannot use this setting and should set it back to "Yes." If you don't see any snow on the screen, you can use this setting and should leave it set to "No." You can also set video retrace to "No" by using the command parameter "/S."
- **Printer Port** Sets the printer port for all printing in PC-Outline. The possibilities are LPT1, LPT2, LPT3, COM1, COM2, and COM3.
- **Force Black and White** If you have a graphics monitor that isn't color, PC-Outline will try to use color attributes on it. If you would prefer to only use black and white attributes, set this option to "Yes." You can also set this to "Yes" by using the command parameter "/B."

Key Definition (^K)

This function allows you to redefine keys on the keyboard by assigning from one to several thousand keystrokes to a single key. This function is useful for either changing the meaning of PC-Outline's keys or for recording frequently used phrases and attaching them to a single key.

Follow these steps to reassign a key:

1. Choose **Key Definition** from the Advanced Menu or press **^K**.
2. Respond to the prompt by pressing the exact keystroke that you want to redefine. For example, if you want **Alt-N** to type your name, press **Alt-N** here. The cursor changes in size.
3. Now type the exact keystrokes that you want to be assigned to **Alt-N**. Using the previous example, type your name.
4. When you finish typing the keystrokes to assign, press **^Break**. The cursor returns to normal size.
5. To save the key definition permanently, press **Alt-A**, then press **O** (Key Definition Options), and **S** (Save All Key Definitions). (Otherwise this key definition would be in effect only during the current PC-Outline session.)

Now whenever you press **Alt-N** (or whatever key you reassigned), PC-Outline repeats the keystrokes you recorded and types your name (or whatever keystrokes you assigned to it).

Note: While you are defining a key, no other key definitions are in effect (you must use the original meanings of all redefined keys). This permits you to swap the definitions of two keys, which otherwise would be impossible.

Key Definition Options

This function presents a submenu with the following four options:

- **Clear a Key Definition** Prompts you for a key definition to clear if you want to unassign a definition to a key.
- **Save All Key Definitions** Saves all currently defined keys to a disk file called PCOMAC.CFG (unless you have changed the name in the Configuration Settings option box). These definitions will be loaded automatically the next time you start PC-Outline. You must save the definitions in order for PC-Outline to remember them.
- **Inhibit All Key Definitions** Temporarily suspends all key definitions.
- **Restart All Key Definitions** Reverses the **Inhibit All Key Definitions** function.

Insert Static Date (Shift-F1)

This function inserts the current DOS system date.

Insert Live Date (Shift-F2)

This function inserts and continuously updates the current DOS system date. The screen and printing always represent the current system date.

Insert Static Time (Shift-F3)

This function inserts the current DOS system time.

Insert Live Time (Shift-F4)

This function inserts and continuously updates the current DOS system time. The screen is updated every time it is redrawn (almost every time you press a key), and printing is always updated.

Export Block

This function exports a block of an outline directly into another program. You can use this function only if you've loaded the memory-resident version of PC-Outline.

CAUTION *Make sure you have set the export options correctly before you start the exporting process. See "Export Options" below for more information.*

Follow these steps to export a block from an outline:

1. Position the cursor where you want the exported text to go in the other program.
2. Invoke PC-Outline and load or create the text to export.
3. Position the cursor at the beginning of the block of text you want to export.
4. Choose this function.
5. Move cursor to end of text you want to export.
6. Press ↵ to signify you have completely marked the block (**Esc** cancels the command), and exporting begins.

Export Options

When exporting files, you have to determine how the text is to be exported. You can pick a predefined mode containing certain settings or you can manually create your own.

After you choose **Export Options** at the Advanced Menu, you'll see an option box where you choose the export mode. If you pick any mode other than "Manual," the rest of the settings in the option box are automatically set when you press **F10** to save the options. In Manual mode, you have to pick each setting yourself.

Once you save your settings with **F10**, they remain the same until you change them again. All exported files will use these same settings. The modes available and their default settings are listed below.

Word Wrap Mode

Use word wrap mode for programs that support word wrap. Soft carriage returns (where word wrap occurred) are typed as a space in order to let the receiving program format the word wrap itself. Text is exported as follows:

- Hard carriage return = hard carriage return
- Soft carriage return = space
- Soft space = nothing
- Leading space = nothing
- Start each line with = nothing

Line-By-Line Mode

Use line-by-line mode for programs that require a hard carriage return at the end of each line. Text is exported as follows:

- Hard carriage return = hard carriage return
- Soft carriage return = hard carriage return
- Soft space = space
- Leading space = space
- Start each line with = nothing

Spreadsheet Mode

Use spreadsheet mode for a spreadsheet that requires a ↓ at the end of each line. Text is exported as follows:

- Hard carriage return = ↓
- Soft carriage return = ↓
- Soft space = nothing
- Leading space = nothing
- Start each line with = apostrophe

Manual Mode

Use manual mode if you want to individually set each of the five settings. Any time you change one of the settings, it will automatically switch into manual mode. These are the options for each setting:

- Hard carriage return = hard carriage return or ↓
- Soft carriage return = hard carriage return, ↓, or space (simulate word wrap)
- Soft space (from justification) = nothing or space
- Leading space (from paragraph indents) = nothing or space
- Start each line with = nothing, apostrophe ('), quotation mark ("), caret (^), or plus sign (+)

Export Speed

Use this option with any of the four modes described above to set the speed of exporting keystrokes to slow, medium, or fast. The default is medium because some programs can't handle very fast typing. Most applications can handle the fast speed, so it's probably worth your while to try it.

Import Block

Use this function to copy information from another program's screen into PC-Outline. This function works only with the memory-resident version of PC-Outline and does not work properly with applications running in any graphics modes.

CAUTION Make sure you have set the import options correctly before you start the importing process. See "Import Options" below for more information.

Follow these steps to import information from another program:

1. In your other program, display the information that you want to copy into PC-Outline.
2. Invoke PC-Outline.
3. Position the cursor in PC-Outline where you want the text to be inserted.
4. Choose the **Import Block** function.
5. You will be shown your previous program's screen. Position the cursor in the upper left corner of the text you want to import and press ↵.
6. Position the cursor in the lower right corner of the text you want to import and press ↵.

Import Options

When importing files, you have to choose whether each line of imported text should be ended with a hard carriage return or with word wrap.

After you choose **Import Options** at the Advanced Menu, you'll see an option box where you choose the import mode. Once you save your import mode with **F10**, it will remain the same until you change it again. All imported files will use this same setting.

Key Help (F1)

This function displays a help screen containing the function of most of the special keys used in PC-Outline.

Flatten Whole Outline

Use this function to flatten the entire outline, promoting all elements up to the top level.

CAUTION *This function is not reversible and should be used with great caution.*

Applying PC-Outline to Your Needs

Now that you're familiar with the basics of outlining, it's time to learn some of PC-Outline's many features. These features are designed to provide a complete, efficient program for you to use to develop your ideas and organize your thoughts.

This chapter is divided into five applications. Each application demonstrates several of PC-Outline's features while introducing a new way of using PC-Outline to accomplish your daily tasks.

Note that each application starts by listing the features introduced in that section. The text is designed to allow you to learn the features by reading or by following along in PC-Outline.

The five applications are

- **To-Do Lists** How to organize your daily activities.
- **Sorted Lists** How to use PC-Outline as a simple database to keep track of contacts, phone numbers, and other information.
- **Templates and Macros** How to create frequently used pieces of outline structure and store them for repeated use. Also shows you how to customize shortcut keystrokes.
- **Project Management** How to use PC-Outline as a simple project manager.
- **Using Windows** How to use several windows to your advantage in all your other applications.

Application 1: To-Do Lists

Features covered in this section include

- Using the Title Toggle function
- Creating outline elements
- Moving outline elements
- Marking/unmarking outline elements
- Moving marked outline elements

One of the most valuable uses of PC-Outline is management of your daily tasks. By taking just a few minutes every morning to add new items to your list and to generate a list of today's activities, you can control even the most hectic jobs. Try the following method to get your day under control.

List Making

On the first level of the outline, keep your list of tasks to do. Whenever you think of a new task, just add it using **Create New Outline Entry** from the Outline Menu (or **^N** or ^↵). As children of each of these tasks, keep the subtasks or the little tidbits of knowledge that you'll need to remember.

If you're using PC-Outline in the memory-resident mode, just press ^\ from within your other software, and PC-Outline will pop up instantly. In this mode, you'll be able to jump in and out of your to-do list whenever a new idea strikes.

By just jotting down tasks as you think of them, you might end up with a to-do list like the one shown below. Try putting together your own to-do list in this format.

TIP *If you want the title of your list, "MY TO-DO LIST," to be unnumbered, use* ***Title Toggle*** *on the Display Menu to turn numbering off for the first element.*

```
MY TO-DO LIST
A.   Finish the Johnson Company contract
     1.   Deliver to post office by 5 p.m. !!!
B.   Talk to the boss about a raise
     1.   How about a 10% increase?
     2.   Maybe a stock option?
C.   Roses for our anniversary
     1.   DON'T FORGET !! 26 Feb
     2.   Get pearl earrings wrapped at jewelers
```

Prioritizing Your List

Now you can prioritize your tasks using **Move Outline Entries** (**^M**) from the Outline Menu. Don't worry about the subtasks; PC-Outline will automatically move them with the task. In fact, to help you move an element quickly around a complicated outline, PC-Outline will hide all the text and subtasks while you manipulate the position of the main level task.

Prioritizing could help make your outline more orderly like this:

```
MY TO-DO LIST (ranked in order of importance)
A.  Roses for our anniversary
    1.  DON'T FORGET !! 26 Feb
    2.  Get pearl earrings wrapped at jewelers
B.  Finish the Johnson Company contract
    1.  Deliver to post office by 5 p.m. !!!
C.  Talk to the boss about a raise
    1.  How about a 10% increase?
    2.  Maybe a stock option?
```

Remembering Today's Tasks

If you use a to-do list frequently, you may find that certain items become important each day and have to be done that day. Every morning after you enter any new tasks, just browse through the outline and use **Mark/Unmark Outline Entry** from the Outline Menu (or the **F2** key) to mark any items that require attention today. PC-Outline uses the concept of marks to allow for faster editing of multiple elements. Note that a marked element's number will appear in reverse video.

Then, at the top of the outline, create a new element called "TODAY'S LIST." Remember to use **Title Toggle** to turn off numbering for this line. You can then use **Move Marks** from the Outline Menu to gather all of today's high priority items in one place. Notice that these elements are on the same level as the element they were copied to. To make them children of "TODAY'S LIST," mark these same two again and choose **Indent Marks** (**F8**) from the Outline Menu.

```
MY TO-DO LIST
A.   TODAY'S LIST
     1.   Roses for our anniversary
          a)   DON'T FORGET !! 26 Feb
          b)   Get pearl earrings wrapped at jewelers
     2.   Finish the Johnson Company contract
          a)   Deliver to post office by 5 p.m. !!!
B.   ITEMS FOR LATER CONSIDERATION
     1.   Talk to the boss about a raise
          a)   How about a 10% increase?
          b)   Maybe a stock option?
```

Application 2: Sorted Lists

Features covered in this section include

- Sorting an outline level
- Hiding and showing children and text

You can use PC-Outline like a simple database to keep track of categories of data. For example, the sample file shown below keeps track of prospective customers and some pertinent data pertaining to each of them. The colons (:) indicate the start of a new field of information.

```
PROSPECTIVE CUSTOMERS

                                Talked to    Ordered
Name              Phone#        Last Week    Last Month
A. Sue Smith      :555-9316     :Yes         :Yes
B. Jim Johnson    :555-6133     :Yes         :No
C. Pam Miller     :555-0456     :No          :No
```

Now, when you get ready to make your weekly sales calls, you can quickly sort through all your prospective customers and call those you haven't talked to in the last week. Or, using **Sort Outline Level** from the Outline Menu, you can sort the last field to see who hasn't ordered for over a month. This would leave the outline looking like this:

```
PROSPECTIVE CUSTOMERS (Organized by important contacts to make)
                                Talked to    Ordered
Name Phone#       Last Week     Last Month
A. Pam Miller     :555-0456     :No          :No
B. Jim Johnson    :555-6133     :Yes         :No
C. Sue Smith      :555-9316     :Yes         :Yes
```

As you get ready to call each person on your list, just use **Current Entry's Text** from the Show Menu to display any information you recorded about this individual. These hidden notes could help you be a better salesperson.

In the expanded form for a specific customer, your outline might look something like this:

```
PROSPECTIVE CUSTOMERS (with some notes to help you make the
sale to Pam Miller)
                                Talked to    Ordered
Name              Phone#        Last Week    Last Month
A. Pam Miller     :555-0456     :No          :No
   During our previous phone call, Pam preferred XYZ Company's
   lower prices. Be sure to tell her about our new quantity
   discounts that make our prices lower than XYZ!
B. Jim Johnson    :555-6133     :Yes         :No
C. Sue Smith      :555-9316     :Yes         :Yes
```

Application 3: Templates and Macros

Features covered in this section include

- Copy marks
- Writing and reading structured files
- Creating and using redefined keys

Some of your uses of PC-Outline may call for a repetitive pattern of keystrokes. These patterns usually fall into one of two categories: (1) a form (called a "template") that allows you to just fill in the blanks, or (2) a set of keys that either form a series of commands or a text string (called a "macro"). In this section, you'll learn how to create both templates and macros.

Using Templates Repetitively in an Outline

Some outlines may call for the repetitive use of certain groups of elements. If so, try organizing your outline so that all elements in a series are members of the same family. For a simple project management exercise, you might organize elements like this:

```
A.  TASK NAME:
    1.  Leader:
    2.  Team Members:
        a)
        b)
        c)
    3.  Date Next Action Due:
    4.  Description:
```

To use this family as a template, choose **Mark/Unmark** (**F2** key) from the Outline Menu to mark this entire family. Then move up to the title element (since you can't copy an element onto itself) and choose **Copy Marks** (**F9** key) from the Outline Menu to reproduce this simple template. By repeating this several times, you can generate plenty of templates, each ready for you to enter only the pertinent new information without having to retype the pattern each time.

TIP *Don't forget to keep an extra blank copy of the template at the bottom of your document so you'll still have a blank template left to copy.*

Using Templates to Form an Entire Outline

If you use a general purpose outline like the weekly form memo shown below, you can create an outline template to be used each week. To build the outline template, use **Set Device for Output** from the Print Menu and **Input Other File Types** from the File Menu.

To begin typing this memo, choose **Title Toggle** on the Display Menu. Type the top part of the memo, pressing ↵ at the end of every line. When you're ready to turn outline numbering back on, press ^↵, and finish the memo.

```
MEMO
To:        Distribution
From:      Joe Team Leader
Date:
Subject:   Weekly Project Meeting Notice
The next meeting will be held _____________________
in the _____________________conference room.
A.   Old Business
     1.
     2.
     3.
B.   New Business
     1.
     2.
     3.
C.   Distribution:
     1.   Manufacturing Manager
     2.   Q.A. Manager
     3.   Engineering Manager
```

After typing the memo, save it to disk by choosing **Set Device for Output** from the Print Menu. Since you want the structure of the outline to be maintained for future use, choose the **Structured File** option from the submenu. When you choose **Go Start Printing**, you'll be prompted for a filename for the outline.

Now the next time you have another meeting and want to use the template, choose **Input Other File Types** from the File Menu. Choose **Structured File** again, and when you are prompted for a filename, type the name you used to file the outline originally.

Creating Macros by Redefining Keys

PC-Outline provides a Key Redefinition function you can use to assign any series of keystrokes to a single key. For example, you could create the same outline family that is shown in "Using Templates Repetitively in an Outline," and assign it to a single keystroke.

To redefine a key, choose **Key Definition** (**^K**) from the Advanced Menu. Then choose a key to define. You can choose any single keystroke to define or any key together with Shift, Alt, or Ctrl. For this example, the **F3** key will do.

Notice that the cursor is now a blinking half cursor. This is to remind you that you are in the Key Definition mode and that every key you press is being remembered by PC-Outline.

You can type just about anything into a macro that you could normally type. The only restriction is that you can't redefine another key. For this example, create the same outline family that is shown in "Using Templates Repetitively in an Outline."

```
A.  TASK NAME:
    1.  Leader:
    2.  Team Members:
        a)
        b)
        c)
    3.  Date Next Action Due:
    4.  Description:
```

Note: If you make a mistake, press ^**Break** and start over.

When you're done, press ^**Break** to tell PC-Outline to stop remembering keys. Press **Alt-A**, **O**, and **S** to save the new key definition permanently. Now whenever you press the **F3** key, all the keys that you typed will be inserted into PC-Outline. You don't even have to keep a copy of the template around. Just press the **F3** key and you'll have a new copy.

T I P *You may want to reassign the cursor diamond keys—^E, ^S, ^X, and ^D—to work as they do in WordStar. Follow the steps above, pressing the appropriate arrow key. Remember, however, that once you've created macros for these keys, you can no longer use the original functions for these commands. Disregard the "shortcut" references to these keystrokes on the menus.*

Application 4: Project Management

Features covered in this section include

- Creating outline elements
- Moving outline elements
- Sorting outline levels
- Finding strings

In the early stages of a project, many people find that the most difficult task is getting the jumble of ideas, tasks, resources, and time durations organized into a legible and sensible order. As the project progresses, it becomes necessary to track progress and figure out how things are going on a regular basis. You may find that PC-Outline offers a very simple and convenient solution to both of these problems.

Start your project by letting your ideas flow into PC-Outline. Just create a new element for each idea using **Create New Outline Entry** (^↵) from the Outline Menu. Once you have all or most of your ideas out of your head, you can think about organizing them. You can use the straightforward method of moving individual elements around with **Move Outline Entry** (^**M**) from the Outline Menu, or you can try using a more efficient method like sorting.

Take a look at a couple of methods of organizing a project. Your projects might require different formats for organization, but these examples will help you think of just what you need to track and how best to track it.

Tracking Solutions to Problems

For tracking the solution of several problems, try this format:

```
A.  PROBLEM: Next Action Due: Stage of Completeness...
    (Use the text region to fully describe the problem)
    1.  Symptom
        (Use text to describe fully)
        a)  Observer -
        b)  Date Found -
    2.  Cause
        (Use text to describe fully)
        a)  Researcher -
        b)  Next Action Due_Date Found -
    3.  Solution
        (Use text to describe fully)
        a)  Solver -
        b)  Next Action Due_Date Found -
```

Note: Save this file on filename PROJECT. You'll need it to complete the next application.

Tracking and Sorting Tasks

For tracking tasks, try this format:

```
A.  TASK        :Date Due   :Person Responsible
    (Use text to describe task fully)
1.  Subtask A   :Date Due   :Person Responsible
    (Use text to describe subtask fully)
2.  Subtask B   :Date Due   :Person Responsible
3.  Subtask C   :Date Due   :Person Responsible
4.  Subtask D   :Date Due   :Person Responsible
```

As your project list gets longer, you can become more efficient by using the sort function. In the above example, you can use **Sort Outline Level** from the Outline Menu to sort by any of the fields preceded by a colon (:).

To quickly find all the tasks that involve a specific item, use **Find String** (^**F**) from the Edit Menu to locate the first mention of that item. Just follow the instructions and answer the questions that appear on your screen, and PC-Outline will start the search and find the first occurrence of the string you specify.

To find the next occurrence, use **Find Again** (^**A**) from the Edit Menu. This will repeat **Find String** using the same settings.

Application 5: Using Windows

Features covered in this section include

- Opening new windows
- Switching between windows
- Using multiple windows
- Transferring text and elements
- Closing windows

In this application, you'll open two windows containing two different outlines and share information between them. This application uses the file you created in Application 4 in addition to the new file you'll create in this application.

Opening New Windows

To get started, load the file PROJECT into PC-Outline. Then choose **New Outline New Window** from the Window Menu. When you're prompted for a filename, type **list**.

You'll then see the familiar working screen with the "A." that indicates the start of a new outline document. Although it appears that you've just replaced the PROJECT outline with a new blank outline, notice the "2" in the upper-right corner of the screen. This indicates that you've opened up a second window in PC-Outline.

Each window contains a separate outline file. By repeating the above process, you can load up to nine windows into PC-Outline at one time, provided your computer has sufficient memory. Note that by using **Load Outline New Window** from the Window Menu, you could also load an existing file into a new window.

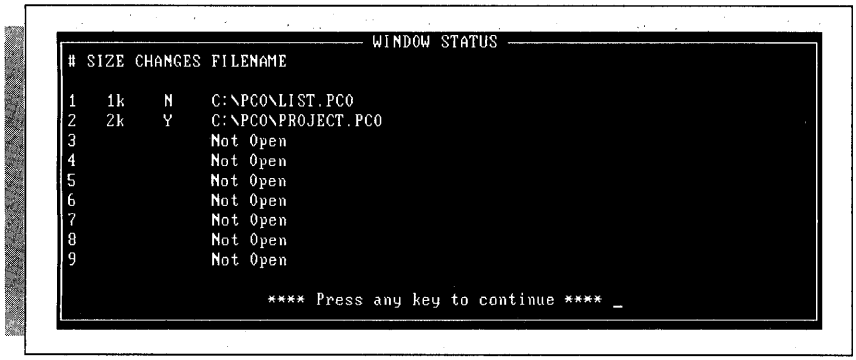
Switching between Windows

Multiple windows allow you to switch between outline files and exchange material between them. Use **Transfer Windows** from the Window Menu (or **Alt-1**) to switch back to the first window, where the PROJECT file is located. Your screen reverts to the outline from the previous application. Use **Transfer Windows** again (or **AH-2**) to return to the LIST window.

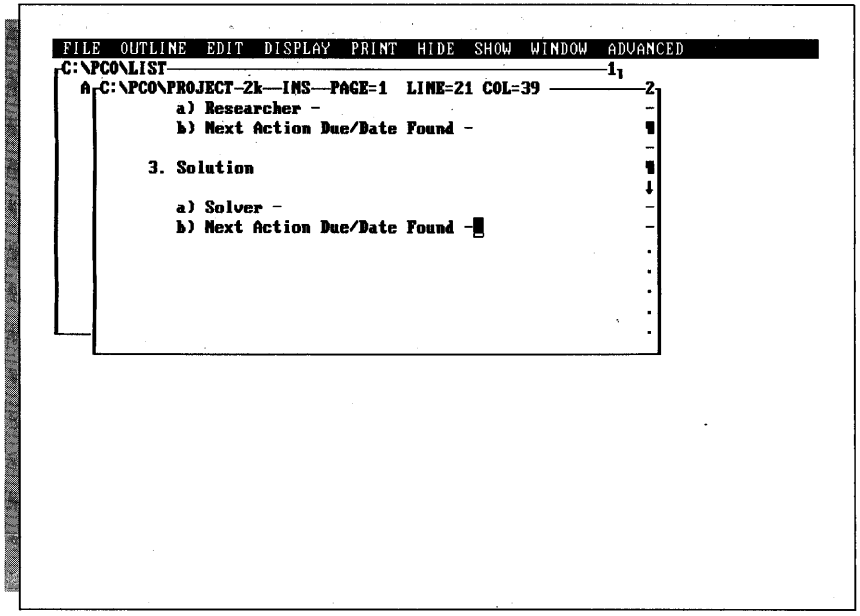
Listing and Arranging Windows

Before entering any information into this outline, briefly examine a few of the features that will help you use windows efficiently in PC-Outline.

To see a list of the windows in use, choose **List Windows** from the Window Menu. This list shows all windows and the files they contain, whether any unsaved changes have been made to them, and their current file size. The following example shows what **List Window** would show if you had two windows open.



To view all currently open windows, choose **Arrange Windows** from the Window Menu. The open windows will be displayed in an orderly fashion as shown below, with the window bar of each outline displayed.



Changing the Size of Windows

Although a window fills up the entire screen, you can use **Size Window** from the Window Menu to change a window's size. You can change the size of a window from full screen all the way down to just a very small rectangle. By using this feature, you can see the contents of one or more other windows while working in your current window.

Once you have a window adjusted to a smaller size, you may want to bring it back to full size, work in it, and then reduce it to its original size. To do this, choose **Zoom Window** from the Window Menu. You can also use the gray – (minus) key to toggle between the full screen and its reduced size.

Finally, to make this process of using multiple windows easier, you can move a window to any location on the screen as long as the window is always visible and is not full size. Just choose **Move Window** from the Window Menu, and use the cursor keys to move the window. Once you have it where you want it, you can lock it into place by pressing ↵.

Transferring Information between Windows

Now that you know how to use multiple windows, you can share material between them. First, create the following heading in LIST.

```
A.  TRACKING PROJECT XYZ
```

Now use **Transfer Windows** to move back to the PROJECT outline. Then copy the entire PROJECT outline to LIST as a child of this element. To do this, put the cursor on the top line and press **^Q (Copy Family)**. Then press **Alt-1**, position the cursor under the heading in LIST, and press ↵. The result should look like this:

```
A.  TRACKING PROJECT XYZ
    1.  PROBLEM: Next Action Due: State of Completeness...
    a)  Symptom
        1)  Observer -
        2)  Date Found -
    b)  Cause
        1)  Researcher -
        2)  Next Action Due/Date Found -
    c)  Solution
        1)  Solver -
        2)  Next Action Due_Date Found -
```

Closing Windows

In this application, you've learned how to create a window, how to manipulate information within a window, and how to exchange information between windows. There is only one other item to learn about windows: how to close them.

First, save the new outline by choosing **Save Current Outline** from the File Menu. Then choose **Close Window** from the Window Menu to close the currently active window. You cannot close the last open window. But if you want to get rid of an outline in the last open window, just use **Load Existing Outline** or **Start New Outline** from the File Menu to replace the existing outline with the new one.

APPENDIX **A**

Quick Key Reference

FUNCTION	KEY
Block, copy	**Alt-EC** or **^C**
Block, delete	**Alt-ED** or **^E**
Block, move	**Alt-EM** or **^B**
Boldface, begin	**^F3**
Boldface, end	**^F4**
Change current drive/directory	**Alt-FC**
Children hide/show toggle	**Gray +**
Clear all marks	**Alt-F2**
Code display toggle	**Alt-F1**
Configuration settings	**Alt-AC**
Copy block	**Alt-EC** or **^C**
Copy family	**Alt-WQ** or **^Q**
Copy marks	**Alt-OY** or **F9**
Cursor left one word	**^←**
Cursor right one word	**^→**
Cursor to beginning of line	**Home**
Cursor to bottom of screen	**End End**
Cursor to end of file	**^End** or **Shift-End**
Cursor to end of line	**End**
Cursor to end of paragraph	**Shift-PgDn**
Cursor to next element on same level	**Shift↓**
Cursor to parent	**^PgUp**
Cursor to previous element on same level	**Shift-↑**
Cursor to top of file	**^Home** or **Shift-Home**
Cursor to top of paragraph	**Shift-PgUp**
Cursor to top of screen	**Home Home**

(continued)

FUNCTION	KEY
Date, insert live	**Alt-AV** or **Shift-F2**
Date, insert static	**Alt-AD** or **Shift-F1**
Delete block	**Alt-ED** or **^E**
Delete line	**^Y**
Delete outline family	**Alt-OD** or **^D**
Delete to end of line	**Shift-Del**
Delete word left	**Shift-←**
Delete word right	**Shift-→**
Directory/drive, change	**Alt-FC**
Display codes	**Alt-PI** or **Alt-F1**
Display menus	**F10** or **Alt-*menu letter***
Divide outline element	**Alt-OU** or **^U**
Double strike, begin	**Shift-F5**
Double strike, end	**Shift-F6**
End of file	**^End** or **Shift-End**
Export block	**Alt-AE**
Export options	**Alt-AP**
Family move	**Alt-WW** or **^W**
File options	**Alt-FF**
Find and replace	**Alt-ER** or **^R**
Find string	**Alt-EF** or **^F**
Find string again	**Alt-EA** or **^A**
Flatten outline	**Alt-AF**
Font select	**Alt-PS**
Format page	**Alt-PF**
Hanging indent	**Alt-EH** or **^O**
Help	**Alt-AH** or **F1**
Hide all text entries	**Alt-HE**
Hide children	**Alt-HA** or **^H**
Hide level children	**Alt-HB** or **^L**
Hide/show children toggle	**Gray +**
Hide text toggle	**^PgDn**
Hide this text entry	**Alt-HC**
Hide this text level	**Alt-HD**
Import block	**Alt-AI**
Import options	**Alt-AM**
Indent and hang	**Alt-EH** or **^O**
Indent, clear	**Alt-EX** or **^X**
Indent current entry	**F6**
Indent marks	**Alt-OI** or **F8**
Indent paragraph	**Alt-EI** or **^I**
Ins/overwrite toggle	**^G** or **Ins**
Insert deleted text	**Alt-U** or **Alt-EU**
Insert live date	**Alt-AV** or **Shift-F2**

FUNCTION	KEY
Insert live time	**Alt-AX** or **Shift-F4**
Insert non-break space	**^F10**
Insert static date	**Alt-AD** or **Shift-F1**
Insert static time	**Alt-AT** or **Shift-F3**
Italics, begin	**^F5**
Italics, end	**^F6**
Join outline elements	**Alt-OJ** or **^J**
Jump to parent	**^PgUp**
Key, define	**Alt-AK** or **^K**
Key definition options	**Alt-AO**
Line, delete	**^Y**
Line feed, printer	**Alt-PL**
List windows	**Alt-WI** or **^Z**
Load existing outline	**Alt-FL**
Load outline new window	**Alt-WL**
Mark/Unmark	**Alt-OO** or **F2**
Marks, clear all	**Alt-F2**
Marks, copy	**Alt-OY** or **F9**
Marks, indent	**Alt-OI** or **F8**
Marks, move	**Alt-OV** or **Shift-F10**
Marks, promote	**Alt-OP** or **F7**
Menu display	**F10** or **Alt-*menu letter***
Move block	**Alt-EM** or **^B**
Move family	**Alt-WW** or **^W**
Move marks	**Alt-OV** or **Shift-F10**
Move outline elements	**Alt-OM** or **^M**
Move cursor word left	**^←**
Move cursor word right	**^→**
New outline elements	**Alt-OC** or **^N**
New window new outline	**Alt-WN**
Numbering, reset	**Alt-DU**
Numbering, skip	**Alt-DS**
Numbering, start new	**Alt-DN**
Page advance, printer	**Alt-PP**
Page break control	**Alt-EP**
Paragraph down	**Shift-PgDn**
Paragraph indent	**Alt-EI** or **^I**
Paragraph style	**Alt-DC** or **^T**
Paragraph up	**Shift-PgUp**
Place outline entry	**Alt-DP**
Print	**Alt-PG** or **^P**
Print code display	**Alt-PI**
Print destination	**Alt-PD**
Print range	**Alt-PR**

(continued)

FUNCTION	KEY
Printer formatting	**Alt-EO**
Promote current entry	**F5**
Promote marks	**Alt-OP** or **F7**
Quit PC-Outline	**Alt-FQ**
Read other file types	**Alt-FI**
Rename current outline	**Alt-FR**
Replace	**Alt-ER** or **^R**
Reset outline places	**Alt-DA**
Right margins, even	**Alt-DE**
Save outline	**Alt-FS** or **^S**
Show all children	**Alt-SF**
Show all children at level	**Alt-SB**
Show all family text	**Alt-SI**
Show all offspring	**Alt-SH**
Show all text at level	**Alt-SD**
Show entry's children	**Alt-SA**
Show text, current entry	**Alt-SC**
Show text, whole outline	**Alt-SE**
Show whole outline	**Alt-SG**
Sort outline entries	**Alt-OS**
Space, insert non-break	**^F10**
Start new outline	**Alt-FN**
Style, default set	**Alt-DD**
Style, global set	**Alt-DG**
Style, range set	**Alt-DR**
Subscript on	**^F7**
Subscript off	**^F8**
Superscript on	**Shift-F7**
Superscript off	**Shift-F8**
Switch to window number	**Alt-WT** or **Alt-1-9**
Tab set	**Alt-ET**
Time, insert live	**Alt-AX** or **Shift-F4**
Time, insert static	**Alt-AT** or **Shift-F3**
Title, add	**Alt-DT**
Top of file	**^Home** or **Shift-Home**
Underline, begin	**^F1**
Underline, end	**^F2**
Undelete	**Alt-Eu** or **Alt-U**
Unindent paragraph	**Alt-EX** or **^X**
Up one entry same level	**Shift-↑**
Window arrange	**Alt-WA**
Window close	**Alt-WC**
Window family copy	**Alt-WQ** or **^Q**

FUNCTION	KEY
Window family move	**Alt-WW** or **^W**
Window list	**Alt-WI** or **^Z**
Window move	**Alt-WM**
Window number, switch to	**Alt-WT** or **Alt-1–9**
Window size	**Alt-WS**
Window zoom	**Alt-WZ**
Word left	**^-←**
Word right	**^-→**
Zoom/unzoom toggle	**Gray–**
Zoom window	**Alt-WZ**