

This Version for  
IBM-PC and Compatibles



*Software*  
**Outline**  
MEMORY RESIDENT  
OUTLINE PROCESSOR

COPY-PROTECTED  
NOT  
TM

89<sup>95</sup>

- 9 Windows
- Autonumbering
- Margin Control
- Justification
- Block Move/Copy
- Memory Resident Option
- Pull-Down Menus
- Macros
- Autosave
- Sorting

**30 DAY SATISFACTION GUARANTEE!**



## Preface

### What Is Outline Processing?

Outline processing is the simple task of entering pieces of data (usually text) and arranging them in a hierarchical structure. The hierarchical structure gives you advantages that no non-outlining product can even come close to.

Instead of just a whole bunch of pieces of text all in one document (which is what you get if you enter this same information into a word processor), you have structure to your information. It makes sense! Each piece of information has a relationship to other pieces of information. The outliner maintains these relationships for you. When you move one piece of information, all the other pieces that are related to it maintain their relationship. Try that in a word processor.

### Why Do You Need An Outline Processor?

Absolutely no question about it! If you are planning or organizing anything WITH MORE THAN ONE PIECE TO IT, you would be better off planning it in an outliner than a word processor. In an outliner you enter data in pieces, the same pieces that you think of it in, and the same pieces that it naturally breaks down into. Then when you want to rearrange, prioritize, categorize, or just generally organize those pieces, the outliner already knows where they are divided and it makes all those tasks a whole lot easier. You save time and you get your work done a whole lot easier.

What if your outline has many parts and you just want to look at some of them. No problem! You just tell *Outline!* to hide the parts you don't want to look at now. Instantly, you have just the big picture, just the top levels of your outline. When you want to see the detail again, just tell *Outline!* and it brings them back as if they were never hidden. Never before has it been so easy to get the big picture of a detailed plan. Only an outliner can let you go back and forth from the big picture to the finest detail with a single keystroke.

### Why Should I Choose Brown Bag *Outline!* Over Other Products?

The critics rave! Brown Bag *Outline!* has the right set of features for making your work easier. Ask anyone who has tried *Outline!* and any of the competition. Then ask them which product they want. They want *Outline!*. Ask the competition about important features to help you do your work like fast and powerful word processing built right in, full screen editing, multiple windows and outlines open at once, macros for creating your own outlining commands or changing the word processor to match the one you already know, and using *Outline!* memory resident or as a regular DOS program. Not a one of them can lay claim to any of those features.



## What Can You Do With *Outline!*

The beauty of *Outline!* is that it is a very general purpose tool. A spreadsheet, for example, is not specifically designed to help you do your budget. Rather, it is designed as an extremely valuable tool that it would be difficult to do your budget without. Likewise for *Outline!*. Users across the country are using *Outline!*'s flexible structure for a wide variety of tasks, everything from planning personal todo lists, to brainstorming on new projects, to managing a project, to organizing phone lists, to just generally organizing your life. Once they get started in *Outline!*, they can't figure out how they did without it.

*Outline!* is an outlining and planning program. It allows you to randomly enter information of almost any type (thoughts, plans, ideas, etc.) and then organize it into a hierarchical structure. Once in the hierarchical structure, you can view the information in many powerful ways. For example, using the high/unhide feature, you can view just down to any level of detail in the outline that you want. With a single keystroke, you can go from viewing the lowest level of detail to a view that shows you only the highest, most important topics.

With another few keystrokes, you can print the outline, send it to a file compatible with your word processor, copy it into another outline, or paste it directly into your word processor.

*Outline!* is particularly appropriate for list making. Tasks like making todo lists or planning a project are ideally suited for *Outline!*.

For an example of how the hierarchical structure works and how you can hide and unhide parts of the outline, start *Outline!* and load the outline titled TUTOR1. The text in the outline will help show you what *Outline!* can do.

## *Outline!* Facts

For those of you who like statistics or lists, here are few about *Outline!*.

Standard *Outline!* outlining features include:

- hierarchical outline structure
- structured indenting
- hide/unhide (collapse/expand) any portion of the outline
- powerful outline rearrangement functions

Advanced *Outline!* features include:

- automatic numbering, including choice of numbering style (alphabetic, numeric, roman, bullets, or none)
- easy, pull-down menus
- multi-line outline entries
- automatic paragraph reformatting
- margin control
- centering, left and right justification
- hanging indents

## *Outline!* Facts (continued)

- search and replace
- on screen page break display
- conditional and hard page breaks
- block copies, moves, and deletes
- tab stop settings
- send printer control strings
- printer formatting: underline, boldface, italics, sub/superscript, double strike
- windowing: up to 9 outlines open/on screen at once in user-defined windows
- zoom any window to full screen with a single keystroke
- copy or move outline or text directly between windows
- customizable printer drivers
- sorting
- user defined macros/key redefinition
- live date and time stamps
- full support for DOS 2.0 and above
- read/write other file formats including: ASCII, Wordstar, ThinkTank/Ready!
- data transfer with other programs including cut and paste to other active programs while memory resident
- configuration file to set startup defaults
- compatible with other memory resident programs (like SideKick, ProKey, etc.)
- freely mix outlines and text: titles, skip numbering, start new numbering, move placement right and left
- return to DOS without leaving

## System Requirements

*Outline!* requires DOS 2.0 or greater, one floppy disk drive, 128K RAM, and an IBM PC/XT/AT or compatible, and can be configured to occupy as little as 80K when memory resident.

## Brown Bag BBS

If you have a modem, please call our Bulletin Board at 408-371-7654. It is available to 300-1200 baud users 24 hours a day, 7 days a week. Set parity at None, 8 data bits, 1 stop bit.

We will be publishing *Outline!* templates and posting them on this system. They will be available free of any charge to registered *Outline!* customers. If you develop a useful template, we encourage you to upload it and share it with our other customers.

Your comments on how YOU use *Outline!* will be most appreciated.



## License Agreement

This copy of *Outline!* is provided to you under the following license Agreement.

This program is licensed for use on a single computer at any one time. No two people may use this program at the same time. For networked applications, we provide a special license agreement. Please call us at 800-523-0764, or if you're calling from California, call 408-559-4545. You may not make copies of this program for distribution to others. No two users are permitted to use this program at the same time. This license is for 99 years from the date of your receipt of the program. It is not transferable. We must receive a signed copy of our License Agreement prior to providing support.

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## Getting Started

### For Floppy Use

Insert the *Outline!* disk into the default drive and type **BBO** to the DOS prompt.

### For Hard Disk Use

Create a directory where you would like to keep all of your outline files. Copy the file **BBO.EXE** from the floppy program disk to this directory. Set the current logged directory to your outline directory and type **BBO** to the DOS prompt.

To be able to use *Outline!* from any directory on your hard disk see the appendix on **USING *Outline!* ON A HARD DISK**.

### For Use As A Memory Resident Program

To use *Outline!* as a memory resident program (where it is always instantly available at the touch of a key), start the program with **BBO/r** instead of just **BBO**. This tells *Outline!* that you want to load the memory resident version instead. You will get a brief copyright message and *Outline!* will be permanently resident in memory. To start *Outline!* just press control-backslash. The invoke key can be changed to anything you like using the separate program **KEYSET.COM**.



You may want to place the command **BBO/r** in your autoexec.bat file so that *Outline!* is automatically loaded each time you boot your computer. See the following section on other command parameter startup options to adjust the amount of memory that *Outline!* will use. The default is about 128k but can be adjusted as low as 90k.

If you are using *Outline!* in the memory resident mode, you should regularly save your work. If one of the other programs that you are running should hang or cause your computer to crash, you will lose any un-saved outlines. It is a good practice to save your outlines before returning to your main application (the single keystroke ctrl-S will accomplish this).

*Outline!* is designed to be compatible with as many other memory-resident programs as possible. Because all memory resident programs have their own way of being memory resident, some conflicts are bound to exist. When you have problems, experiment with the order the programs are loaded. Although we cannot tell you how *Outline!* will interact with all other memory-resident programs, we do know that *Outline!* itself will be the most reliable when it is loaded last. If another program also says that it wants to be loaded last, then you may need to experiment with the correct loading order for the two programs to work with one another. In general, you should load *Outline!* after keyboard enhancers like Prokey. If you load *Outline!* after SideKick, both programs will function fine except that you will not be able to invoke *Outline!* from within SideKick.

Leading space (from paragraph indents) = nothing  
Begin line character = nothing

#### Line By Line Mode

Hard carriage return = hard carriage return  
Soft carriage return = hard carriage return  
Soft space = space  
Leading space = space  
Begin line character = nothing

#### Spreadsheet Mode

Hard carriage return = down arrow  
Soft carriage return = down arrow  
Soft space = nothing  
Leading space = nothing  
Begin line character = apostrophe (1-2-3 text entry)

## The First Screen

Once the program starts, the first screen is a message explaining the shareware distribution concept, how it works, how you can most benefit from it, and how you can help support it. To continue past this screen, press any key.

In the future, you may start the program by typing **BBO/q** to the dos prompt instead of just **BBO** and you will bypass the opening screen. It may be helpful to create a batch file that types the **BBO/q** for you each time. We do ask, however, that if you copy the program for someone, please do not supply them with the batch file that bypasses the shareware screen. It is to both our and your advantage to help as many users as possible both learn about and support the shareware concept.

## The Opening Menu

The opening menu offers you four choices. To choose one of the four options, either use the up and down arrow keys to select the option you want and press RET or just press the first letter of the desired option (i.e. press "o" to choose Open a New Outline). Pressing the ESC key will always abort the current operation.

### Open A New Outline

Enter any legal dos path or path and filename except do not use an extension on the eight character name. *Outline!* will automatically add the extension **.BBO**. If you do not type a filename, then the file will be created in the directory listed on the bottom line of the screen (known as the current directory). If you type the name of an outline that already exists, then it will be loaded rather than creating a new one with the same name.

### Load An Existing Outline

Choose one of the existing outlines to load by pointing to it with the arrows and pressing RET. If no outlines exist in the current directory, then *Outline!* will assume that you must want to create a new outline and will prompt you accordingly. If you realize that you are logged into the wrong directory or you change your mind for some other reason, you can always press ESC to back up a step.

### Change Drive/Directory

Enter the new current directory. This command obeys most of the same rules as dos. If you enter a full path name, then that becomes your new



current directory. If you enter just a sub-directory name, then that is appended onto the existing directory path. To just change logged drives, just type "d." where d is the desired drive.

## Quit

Choose this option to exit *Outline!* and return to DOS.

## Other Command Parameter Startup Options

A command parameter option is a sequence of special characters typed after the program name when starting a program from dos. In the sections above we already introduced the command parameters "/r" and "/q". There are a number of other command parameters:

/b - forces the display to black and white

/s - makes screen activity faster on most non-IBM screens

/m = xxx specifies how much memory to reserve for outline data in the memory resident version. For example /m=22 would reserve 22k for outline data. Since the program itself will occupy about 60k, this would be a grand total of 82k. The default is /m=64.

/l = configuration path/filename tells *Outline!* where to find the configuration file that is used to control many of the program default options. This parameter allows you to start *Outline!* from anywhere on your hard disk by simply pathing to a batch file that contains **BBO/l**=setup filename. The configuration file can even automatically set the current directory to the directory where you keep your outlines. See the section on **SAVING OPTION BOX** settings and the appendix on **USING *Outline!* ON A HARD DISK** for further descriptions of controlling startup settings.

## The Working Screen

There are a number of parts to the normal working screen.

The bottom line usually contains a message indicating some of your current options. The end of the bottom row tells you how much free memory you have.

The 2nd line from the bottom show the current ruler with left and right margins, tab stops and the current cursor position.

The next to last column is a status column that tells you information about the current line.



A blank means this line ends in wordwrap.

A period means this line is past the end of the outline.

A dash means this line is the last line in an outline entry and there are no sub-entries.

A down arrow means this line is the last line in an outline entry and there are sub-entries.

A chevron means that this line ends in a hard carriage return.

Reverse video means that this outline entry has either its children or its text hidden.

The second column is a page break indication column. The last line of each page will show a square block.

The second row is a status line that lists the following:

- The current path/filename (only the last 20 characters are show here). The full filename can always be seen with the **WINDOW LIST** command.
- The amount of memory the outline occupies so far in K-bytes.
- The status of Insert/Overwrite for editing.
- Page, line, and column information.
- The current system time.
- The window number.

The top line shows the top level menu options.

## How to Use the Menus

The menu system is designed to be both easy to learn for the novice and quick to use for the experienced user. Because of this, there are several ways to invoke and use the menus - each method varies in speed and ease of use.

### The Easy Way

The easiest way to use the menus is to press the INS key. This will start up the **FILE** menu. To choose one of the other menus, use the right and left arrow keys to position the menu along the menu bar. Within any one of the menus you may make a selection by either pointing to the desired option and pressing RET or by pressing the first letter of the desired option. Pressing the ESC key will always exit the current menu.

### The Quick Way #1

To start directly in one of the menus, press the "/" key (forward slash) and then the first letter of the desired menu. Thus, to go immediately to the **DISPLAY** menu you would type /d or to go immediately to the **OUTLINE** menu would be /o. In order to actually use the / key in your text, just type



it twice. Note that this key can be changed to whatever you like using the setup program called **KEYSET.COM**.

## The Quick Way #2

An alternate way to start directly in one of the menus is to press Alt and the first letter of the desired menu. For example Alt-d would start the **DISPLAY** menu and Alt-o would start the **OUTLINE** menu.

## Shortcut Keystrokes

In addition to choosing items through menus, many of the more common functions have single key shortcuts. If a menu item can also be accomplished with a shortcut keystroke, then that keystroke will be listed in parentheses in the menu. For example, in the **OUTLINE** menu, the option **CREATE NEW OUTLINE ENTRY** can also be done by just typing a control-n. In addition to the pre-defined shortcut keystrokes, you can create your own by using keyboard macros. See the section on macros in the description of the **ADVANCED** menu for more information.

## How to Use Option Boxes

Some menu selections will lead you to an option box where you will be presented with a number of different options to choose from. For example, selecting **PARAGRAPH STYLE** from the display menu, brings up an option box with the choices left margin, right margin, paragraph alignment, and first line alignment. To change one of the options, use the up and down arrow keys to position the cursor in the desired option. The bottom line of the screen should indicate what to do next depending upon what type of option it is.

When you have correctly specified one of the options, you can press RET to enter that new option and leave the option box or you can use the up and down arrow keys to set another option. If you use the up or down arrow keys to move to another option, the option you just changed will be updated and set and a mark will indicate you have changed that item. The item is already changed, pressing ESC will still leave that item changed.

If you are in the middle of changing an option and you decide you don't want to change it after all, you can press the ESC key. If that item has not yet been marked as changed, that particular option will remain unchanged and you will exit the option box.

The startup values for most of the parameters in the option boxes are contained in a special configuration file called **BBO.CFG**. Each time *Outline!* is started it reads this file and loads the startup values from it. To set new default parameters, press the F10 key while in an option box

and those parameters will be saved to the configuration file as they are listed in the option box.

Note that, when saving new values to the configuration file, *Outline!* will look for the **BBO.CFG** file in the current directory from when you started *Outline!*. If it is not there, then it will create one. If the current directory is not where you want the configuration file to normally be then you can enter a file/path name in the **CONFIGURATION** option box in the **ADVANCED** menu to direct where it will go.

There are basically three types of options:

### Numbers

An option like a left margin requires a number. To change the left margin, simply enter a new number.

### Choices

Some options offer you a series of choices. To change the option, you must pick a new choice. For example, paragraph alignment can be one of four choices: left aligned, right aligned, justified, centered. To toggle through the different choices, press the space bar. The left and right arrows also work for toggling. The right arrow works just like the space bar and the left arrow goes the reverse order through the choices. If you already know which choice you want, you can just press the first letter of the desired choice. For example, pressing the letter "j" would select justified in the above example. Note that this can be useful when defining a macro because you can select a specific option without knowing what it was previously set to.

### Strings

Some options require you to input some series of characters. One such example would be a filename. In this case, you are free to edit the name as you type. The following keys are active: Home, End, INS, DEL, Backspace, Left Arrow, and Right Arrow.

## Creating Your First Outline

### Entering Information Into The First Outline Element

Once you have loaded *Outline!* and started an outline file from the opening menu, you are ready to create an outline. The screen will show an "A." and then the cursor. The "A." indicates you are in the first outline element. To enter information into this first outline element, just type. The information in an outline element can be anything from a single word to a multi-page document. If you type



enough words to get to the right margin, the cursor will automatically wrap around and start the next line.

## Creating the Second Outline Element

When you are ready to start a second outline element, press the **INS** key. This starts the **FILE** menu. Press the right arrow key to enter the **OUTLINE** menu. Now choose **CREATE NEW OUTLINE ENTRY** (note that you can also do this with the shortcut keystroke **ctrl-n** or **ctrl-RET**).

This will present you with a reverse video "B" positioned one line after the last piece of text in "A.". Notice that the bottom line of the screen now contains the message: **"ENTER TEXT OR PRESS ARROWS TO MOVE THIS NEW ENTRY."**

## Positioning the Second Outline Element

Before typing any other characters, you can make this new entry a sub-entry of "A." by pressing the right arrow. If it was already a sub-entry, you could promote it up a level by pressing the left arrow. You could also switch places with "A." by pressing the up arrow. The down arrow will switch back again. As soon as you type any characters, the "B" will change back to normal video and you can no longer move the entry in this manner and the message at the bottom of the screen will change back to the message about menus. There are other commands for moving the entry once you have typed characters.

By repeating this process of typing text and choosing **CREATE NEW OUTLINE ENTRY**, you can create as simple or complex an outline structure as you want.

## Hiding Outline Elements

A major advantage of organizing information in an outline structure is that you can hide levels of detail. Suppose we had the example outline listed below. If we position the cursor in element B. and select **CURRENT ENTRY'S CHILDREN** from the **HIDE** menu, the sub-entries (from now on referred to as children) of B. will disappear. Select **CURRENT ENTRY'S CHILDREN** from the **SHOW** menu and they will reappear. The **GRAY PLUS** key on the right side of the keyboard can be used as a shortcut to toggle the hide/unhide status of children.

Before hiding the children of B.

- A. —
- B. —
  - 1. —
  - 2. —
  - 3. —
- C. —

Cursor position in this entry.



After hiding the children of B.

- A. —
- B. —
- C. —

After showing the children of B. again:

- A. —
- B. —
  - 1. —
  - 2. —
  - 3. —
- C. —

## Hiding Text

Within any given outline element, you have three viewing choices. You may either see the entire entry (the default case), you may see either just the first line of the entry (we say the text is hidden), or the entire entry might be hidden as in the above section. To see just the first line of a multi-line entry, choose **CURRENT ENTRY'S TEXT** from the **HIDE** menu. To see the rest of the lines again, choose **CURRENT ENTRY'S TEXT** from the **SHOW** menu. The **ctrl-PgDn** key works as a shortcut toggle to alternately hide and show the multiple lines. Note also that typing any character (including a right arrow) in an entry automatically shows the multiple lines.

Before hiding the text of B.

- A. —
- B. —
  - 1. —
  - 2. —
  - 3. —
- C. —

After hiding the text of B.

- A. —
- B. —
  - 1. —
  - 2. —
  - 3. —
- C. —



## Help Screen

While in the main editing mode (not in any menus), pressing the F1 key will bring up a series of help screens that list many of the keystrokes for outline editing.

## Outline! Commands

### File Menu Commands

#### Saving an Outline

Saves the current outline to the filename listed in the upper left corner of the window border. The previous version of the outline is renamed to have an extension .BAK (unless you have specifically turned this feature off in the *ADVANCED CONFIGURATION* menu).

#### Loading an Existing Outline

You will be prompted with a list of the outlines in the current directory. Point to one of these and press RET. The contents of the current window will be overwritten by the new outline.

#### Starting a New Outline

Enter the name for the new outline. If the entered name already exists, then it will be loaded. Otherwise, a new outline will be created.

#### Renaming the Current Outline

Change the name of the current outline. This is handy for saving multiple versions of the same basic outline. You also should use this command to save the outline to another disk drive.

#### Changing the Current Drive/Directory

Enter the new drive or directory name. This new drive and directory is used for all outline file searches whenever you are presented with a list of outlines to choose from. To enter just a drive type d: where d is the letter of the drive. To change the current directory, enter the complete path name such as *C:\OUTLINE\PLANS*.

### File Options

#### Picking A Sub-Directory

Instead of typing in the full path name of a new directory, you can choose from a list of the sub-directories in the current directory.

#### Setting To The Parent Directory

This changes the current directory to the parent directory. For example, if the current directory is *C:\OUTLINE\PLANS*, selecting this option will change the current directory to *C:\OUTLINE*.



### Creating A New Sub-Directory

Enter any valid filename (without a path) and a new sub-directory with that name will be created in the current directory.

### Erasing An Outline

This option will prompt you with a list of all the outline files in the current directory. Select the outline you wish to erase. This is useful when your disk fills up and for general housekeeping.

## Running Another Program

It is possible to temporarily suspend *Outline!* and return back to dos where you can do anything you can normally do from dos including run another program. To return back to *Outline!*, just type **EXIT** to the dos prompt. This can be particularly useful for doing dos disk housekeeping chores from within an outlining session (like formatting a new disk).

## Reading Other File Types

This option is used to read information from other file types into an outline. Select the type of file format: ascii, wordstar, or structured (a ThinkTank compatible format) and then enter the filename. The information will be inserted in the current outline element. To read in ThinkTank outlines, save them in ThinkTank to a compact backup file (ThinkTank calls them structured text files).

## Outline Menu Options

### Moving an Outline Entry

The easiest way to move an outline entry is to position the cursor in the entry, choose **MOVE OUTLINE ENTRIES** (also ctrl-m) and then use the four arrow keys to position this entry where you would like it. Press the RET or ESC keys to return to regular editing and leave the movement mode.

Note that when an entry is moved, all of its children are automatically moved along with it even if they are hidden. To facilitate the move process, when you select the move command, all of the current entry's children are temporarily hidden and all the multi-line text in the outline is also hidden. When you finish the move command with RET or ESC, the hide status of multiple line entries and children of the current entry will return to its previous status.

### Deleting An Outline Entry

To delete an outline entry, position the cursor in the entry and select **DELETE OUTLINE ENTRIES**. The current entry and ALL OF ITS CHILDREN will be deleted. Note that you cannot delete just an entry (without children) because then the children would not have a parent entry.

Note that because deleting an outline entry will also delete all of its children, you should use this command with care. It is possible to delete a lot of information with this single command.

### Creating A New Outline Entry

Creates a new outline entry at the same level as the entry that the cursor is currently located in. Before typing any text you can change the level or location of this entry with the arrow keys. As soon as you type the first non-arrow key, you can no longer move this entry this way. Instead, you must use the **MOVING AN OUTLINE ENTRY** command or one of the other move commands.

### Marking An Outline Entry

In order to allow move and copy functions on many outline elements at once, we introduce the **MARK** function. To **MARK** an outline element, position the cursor anywhere in the element and select **MARK**, either from the outline menu or by pressing F2. When an element is marked, its numbers will be shown in reverse video. Any children of the marked entry will also be shown as marked, since they will automatically move along with the marked entry.

To **UNMARK** an entry that is already marked, position the cursor in that element and choose **MARK** again. Note that this will not work if you position yourself in a child of a marked entry. You must be at the top level that is marked. You can also erase all marks in the outline with the command Alt-F2.

### Promoting Marks

To **PROMOTE** an outline entry is to move it one level to the left. This command tries to **PROMOTE** all marked entries. Note that only the last element on a level or a number of elements at the end of a level can be promoted. In the sample outline immediately below, it would be legal to promote element 3, or both 2, and 3, but not just 1, or 2.. This is because, if an element in the middle of a level was promoted, then the other elements on the same level after it would have an element on a previous level intervening between them and their parent (an illegal condition).



For example, before promoting element 3 the outline would look like this:

- A. —
- B. —
  - 1. —
  - 2. —
  - 3. —
- C. —

After promoting element 3 (it becomes element C, and the element that was C, is renumbered to D.) it would look like this:

- A. —
- B. —
  - 1. —
  - 2. —
- C. —
- D. —

This element promoted.

You need not worry, PC-OUTLINE will simply ignore any illegal requests and preserve the integrity of your outline.

## Indenting Marks

To **INDENT** an outline entry is to make it a sub-entry of the element above it (move it in one level to the right). This is just the opposite of **PROMOTE** and promote and indent are reversible, one will undo the other.

This command tries to **INDENT** all marked entries. Unlike **PROMOTE**, the only illegal entry that you cannot indent is the first entry in a level (element 1. in the example immediately below) because its parent is already the entry above it. Like the promote command, illegal indents will simply be ignored.

Before indenting element 2., the outline would look like this:

- A. —
- B. —
  - 1. —
  - 2. —
  - 3. —
- C. —

After indenting element 2., the outline would look like this:

- A. —
- B. —
  - 1. —
    - a. —
  - 2. —
- C. —

This element indented.

## Copying Marks

**COPY** marks is useful for duplicating parts of your outline. Simply mark the outline entries you want to duplicate, position the cursor in the entry before the location where you want the elements to be copied (at the same level as where you want them to be) and choose **COPY MARKS**.

One possible use for **COPY** marks is to browse through a long todo list, and mark the items that require attention today. Then go to the end of the outline to an entry marked **TODAY'S LIST** and choose **COPY MARKS**. All of the marked items would immediately appear in today's list.

## Moving Marks

**MOVE MARKS** is useful for collecting a number of entries and moving them all to a common location. It works exactly the same as the **COPY MARKS** command except that the marks are moved instead of copied.

## Joining Outline Entries

The **JOIN** command is used to combine the contents of two sequential outline elements into one new outline element. Any children of the second element are reassigned to the new common element.

*Outline!* will not let you join two elements at different levels in the outline or two elements with intervening children.

Before joining elements A. and B. we would have:

- A. —
- B. —
  - 1. —
  - 2. —
  - 3. —
- C. —

After joining elements A. and B. (cursor positioned in A. when **JOIN** was selected) we would have:

- A. —
  - 1. —
  - 2. —
  - 3. —
- B. —

This element joined with A., children reassigned.



# Dividing Outline Entries

The *DIVIDE* command is used to split an outline element at the cursor position. The rest of the text in an outline element is split off into a new outline element. Any children of the split element are assigned to the newly created second element.

*DIVIDE* and *JOIN* are reversible commands, one will undo the effect of the other.

Before dividing element B, we would have:

- A. —
- B. —
  - 1. —
  - 2. —
  - 3. —
- C. —

After dividing element B, we would have:

- A. —
- B. —
- C. —
  - 1. —
  - 2. —
  - 3. —
- D. —

This element is the part of B that was after the cursor.

# Sorting Outline Entries

The *SORT* command allows you to sort all the outline elements on one particular level in the outline. This can be very useful for lists of names or numbers. Note that when the elements on a level are sorted, their children will move along with them.

## Sort Options:

### Sort Direction

Sorts can be in either increasing or decreasing order.

### Type Of Sort

Sorts can use either pure *ASCII* order or *DICTIONARY* order. Pure *ASCII* order sorts in the following order from lowest to highest: blanks, punctuation, numbers, upper case letters, lower case letters.

*DICTIONARY* order sorts in the following order from lowest to highest: punctuation, numbers, no difference between upper and lower case letters, blanks.

## Field Number

The field number allows you to sort by simple data fields. Each field begins after a colon (":"). For example field #0 starts at the beginning of the entry. Field #1 starts immediately after the first colon in the entry. Field #2 starts immediately after the second colon and so on.

Neat Trick: Sorting by field #9 when no entries in the sort have that many fields will simply reverse the order of the entries. Doing it again will reverse it back again.

# Edit Menu Options

## Finding A Character String

This option allows you to search through the outline for any character string. To do the search, enter the string to search for, choose the correct options and press RET. Searches are circular. If you start the search near the end of the outline and no matches are found before the end of the outline, then the search starts back at the beginning of the outline and the first match is reported.

If no matches are found on a complete pass thru the whole outline, then the cursor will not move and you will here a beep.

## Search Options:

### Search For What ?

Enter the string to be searched for. A "?" can be used as a wildcard that will match any letter. For example, "a?d" would match the words "and", "add", and "alder". Note that if a question mark is the first character of a search string, then it is not treated as a wildcard, but just as a question mark.

Neat Trick: To search for only whole word occurrences, put a blank after the search string.

### Case Match ?

*NO* means that capitalization is not important in the match. All matching text regardless of capitalization will be reported as a match.

*YES* means that only text that matches the capitalization of the string you typed in exactly will be counted as a match.

For example, if case match was set to *NO*, the string " Outline! " would match the string " Outline! "; but if case match was set to *YES*, they would not match because they are not exactly the same.



### Search Scope

This setting tells *Outline!* whether to search only the entries that are unhidden or whether to search everything. If a match is found in a hidden entry, then that entry is unhidden. This is useful for finding something that got hidden somewhere and you can't remember where.

## Finding And Replacing A Character String

Find and Replace is used to find a matching string and replace it with another string. The find and replace prompt contains all the same options as the above find command, plus three additional options.

### Additional Options For Find And Replace

#### Replace With What ?

Enter the string to insert on all matches. Note that if you leave this string blank, you can delete all the occurrences of a string by replacing it with nothing.

#### Replace All Occurrences ?

This tells *Outline!* whether you want to replace just the next match or all matches. A **YES** means to replace all occurrences. A **NO** means to just replace the next match.

#### Ask Before Replacing ?

This tells *Outline!* whether you want to be prompted before replacing each match. A **YES** means *Outline!* will ask you if it should replace each match. A **NO** means *Outline!* will replace it without asking.

## Finding A Character String Again

This option repeats the previous find string command and finds the next match. If you have not yet searched for a string in this outlining session, then *Outline!* will beep at you.

## Copying A Block Of Text

**COPY BLOCK** is used to copy blocks of text (not outline structure) from one portion of the outline to another or to another outline. To use this function, position the cursor at the start or end of the desired block and select **COPY BLOCK**. Then, using the following movement keys: Home, ctrl-Home, End, ctrl-End, Up, Down, Left, and Right, move to the other end of the desired block. When situated press RET.

The prompt at the bottom of the screen will change indicating you now need to point to where you want the text to be copied to. Position the cursor there and press RET again and the text will be copied. To cancel the copy at any time press ESC. To copy the text to another outline, simply switch to another window when prompted for the destination by pressing Alt-#

where # is the number of the window you wish to switch to. For example Alt-2 would switch to window number 2.

Both **COPY BLOCK** and **MOVE BLOCK** functions work on text only, not outline structure. They will just combine all the text from all the elements in the marked range and put it in the entry pointed to as the destination.

To move or copy outline structure, use the **MARK**, **MOVE MARKS**, or **COPY MARKS** commands in the **OUTLINE** menu.

## Moving A Block Of Text

**MOVE BLOCK** works exactly the same as copy block except that the text is moved to the new location instead of copied there.

## Deleting A Block of Text

**DELETE BLOCK** works the same as copy and move block except that the text is deleted. Any empty outline elements left completely empty with no children are automatically deleted.

## Printer Formatting

Printer format allows you to selectively print portions of text in different printer fonts. For example to underline a word, you would position at the beginning of the word and select **UNDERLINE BEGIN** and then position after the end of the word and select **UNDERLINE END**.

Characters that contains special print font instructions by them are shown in a lighter intensity than the normal characters. Normally the codes are invisible. To see where all the codes are placed, you may want to turn on the code display by selecting **PRINTER CODE DISPLAY** from the **PRINT** menu.

The best way to delete codes is to turn them on as indicated above and delete them as normal characters. When codes are displayed, each code will be indicated by a special character. Special characters that point to the right indicate a printer code that turn some special format **ON** and characters that point to the left indicate a printer code that turns some special format **OFF**.

When the cursor is positioned on a special code or on a character that has a hidden special code, the bottom line of the screen will show a description of the special code. For example, if you underlined a word as described above, when you position the cursor on the beginning of the word, the bottom line of the screen will say "Underline ON" and when you position after that word, the bottom line of the screen will say "Underline OFF".



The following codes are currently supported for the Epson MX, RX, FX series and compatibles. Additional printers are supported through the use of printer drivers. See the appendix on printer drivers for additional information.

#### CODES SUPPORTED:

Underline ON/OFF  
Boldface ON/OFF  
Superscript ON/OFF  
Subscript ON/OFF  
Italics ON/OFF  
Double Strike ON/OFF

### Indenting A Paragraph

This command is a shortcut to *INDENT* a paragraph by moving the left margin to the next tab stop. It can be undone with the *CLEAR INDENT* command.

### Indenting And Hanging A Paragraph

Indent and Hang is used to achieve a paragraph format where the first line is not indented but the rest of the paragraph is. We call this a hanging paragraph indent. An indented and hung paragraph can be un-hung through the *DISPLAY - PARAGRAPH STYLE* for the first line alignment.

### Clearing A Paragraph Indent

*CLEAR INDENT* is a quick way to reset the left margin back to one and undo a *PARAGRAPH INDENT* command.

### Controlling Page Breaks

*Outline!* allows you to define both *HARD* and *CONDITIONAL PAGE BREAKS*. A *HARD* page break forces a new page to start with the next line. A *CONDITIONAL* page break always has a number associated with it. A *CONDITIONAL* page break of value 3 will only force a new page to start if the next 3 lines will not always fit on the same page together. This can be used to keep tables together, prevent orphans and widows, and generally control the page formatting.

#### Hard Page Breaks

To insert a hard page break, position the cursor on the line you desire to end a page, and select *PAGE BREAKS* from the *EDIT* menu. Enter the code .p and press RET. The left column page indicators should indicate that there is now a hard page break after this line.

#### Conditional Page Breaks

To insert a conditional page break, position the cursor at the beginning of the block of text to keep together and select *PAGE BREAKS* from the *EDIT* menu. Enter the code .c n where n is a number from 1-99. The number n should be equal to the number of following lines that you want to keep together on the same page.

Both types of page breaks will show on the bottom of the screen when the cursor is anywhere in the line where the page break is located. Except for a page break at the end of a line, the page break will also show up in reverse video at the location where you inserted it. To delete either kind of page break, position the cursor in the same location that it was inserted and select *PAGE BREAKS* from the *EDIT* menu again. Delete the page break characters and press RET.

### Setting Tab Stops

To change the tab stop settings, select *TAB STOPS* from the *EDIT* menu. Move the cursor along the ruler and set and clear tabs as desired. To keep your changes, press RET. To cancel the changes press ESC.

There is just one ruler per outline.

### Display Menu Options

#### Setting The Current Paragraph Style

*CURRENT PARAGRAPH STYLE* controls the format of the current paragraph. Note that all paragraph parameters are always relative to the start of the outline entry, not relative to the left edge of the page. This keeps *Outline!* from having to totally reformat your text every time you move something to another level in the outline. There are four main paragraph format options:

#### Paragraph Alignment

There are four types of paragraph alignment: left aligned is standard even left margin, ragged right margin; right aligned is an even right margin, ragged left margin; centered is both margins ragged by the same amount, and justified is both edges even.

#### First Line Alignment

There are two choices for first line alignment: same as the rest of the paragraph or always start in column 1. This is used for hanging indents. The example below shows a paragraph with a hanging indent.



This paragraph is set up with a hanging indent. The first line is not indented and the rest of the paragraph is. You can get this type of paragraph by selecting *FLUSH LEFT* for first line alignment.

### Left Margin

This can be any number from 1 to 117 as long as it is at least 10 less than the right margin.

### Right Margin

This can be any number from 10 to 128 as long as it is at least 10 greater than the left margin.

### Changing The Default Also

If desired, you can change the default paragraph settings to match the current paragraph settings by selecting yes to this option.

## Setting The Style Of Many Paragraphs

*RANGE PARAGRAPH STYLE* is used to change the paragraph format on several paragraphs at once. After selecting this option you will be asked to mark the range of paragraphs that you want to change. Press RET when it is marked. An option box will appear. Change the options that you want to apply to the range of paragraphs. When the black triangle appears by an option, that means that that option has already been set on the range.

## Setting The Default Paragraph Style

Every time you press the RET key during normal editing, a new paragraph is created. The format of that new paragraph is determined by what the *DEFAULT PARAGRAPH STYLE* is set to. This option box contains exactly the same choices as the *CURRENT PARAGRAPH STYLE* except that they apply only to new paragraphs.

## Setting The Global Outline Style

The *GLOBAL OUTLINE STYLE* option box allows you to control the type of numbering to use for each outline level and the indent per outline level. Although you can have as many levels in an outline as you like, you can control the type of numbering of only the first six. Succeeding levels just repeat the same sequence over again. You have the following choices:

### Indent Per Outline Level

The *INDENT PER OUTLINE LEVEL* is the number of spaces that each level of the outline is indented. Any number between 0 and 20 is valid. Note that setting this to 0 and turning numbering off will completely hide

all outline numbering and indenting. The outline structure will be invisible, but it will still be there.

### Spaces For Numbering

This option controls the numbering of leading spaces that are allocated for numbering on the top level. For uppercase, lowercase, or bullet numbering, three spaces is enough to view all of the numbering. For roman and procedural numbering, you will need at least six spaces depending upon how high the numbers in your outline go. If you set the first level to Roman numbering, the spaces for numbering will automatically get set to at least six. If your Roman numbering goes very high, you may need to increase it in order to not lose the left edge of the Roman number off the page.

### First Entry Number

From time to time, it may be desirable to link the outlines in several files sequentially so that one outline continues numbering where the first one left off. To do this, set the first entry number to the number where the first outline left off. If the first outline contains elements A, B, C, and D, then set the first entry number of the second outline to 5 and it will start with E. Note that this only affects the top level numbering.

### Numbering Type

For the whole outline, there are several possible numbering types.

*SEQUENTIAL NUMBERING* allows you to individually choose the style for each of the first six outline levels. Alpha or numeric indicators at each level followed by some type of punctuation.

For example:

```
A. ---  
B. ---  
    1. ---  
    2. ---  
        a. ---  
        b. ---  
    3. ---  
C. ---
```

*PROCEDURAL NUMBERING* lists the exact outline path to each element. For example:

```
1.0 ---  
2.0 ---  
    2.1 ---  
    2.2 ---  
        2.2.1 ---  
        2.2.2 ---  
    2.3 ---  
3.0 ---
```



**BULLET NUMBERING** is just a single bullet.

**NO NUMBERING** turns all numbering off.

### Numbering Of Each Level

For each level, you can specify several types of numbering. They are:

- Uppercase (A, B, C, D, ....)
- Lowercase (a, b, c, d, ....)
- Numbers (1, 2, 3, 4, ....)
- Roman Numbers (I, II, III, IV, ...)
- Bullets (•)

### Placing An Outline Entry

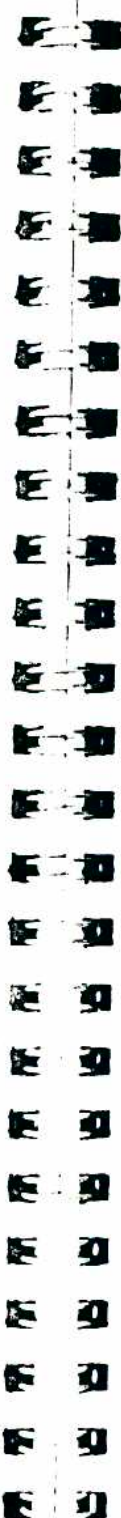
**PLACE OUTLINE ENTRY** allows you to have the ultimate control over where a given outline element will be located. To place an outline entry, select **PLACE OUTLINE ENTRY** from the **DISPLAY** menu. The prompt on the bottom line of the screen asks you to use the left and right arrows to position this entry and press RET when done. For example, the following outline shows outline entry 3. placed three spaces to the left:

- A. ---
- B. ---
  - 1. ---
  - 2. ---
- 3. ---
  - 4. ---
- C. ---

It is important to note that the amount that you move this outline entry is relative to its default position in the outline hierarchy. Thus if you move it 10 spaces to the left to put it even with the left edge of the page and then you move that outline entry to another level, its left/right location will have changed and you may have to reset it.

It is also important to note that moving a lot of outline entries around in this manner can severely complicate the issue of which outline elements are children of which other elements. It is possible to completely erase all visual clues of outline structure.

This command can be combined with skip numbering on an element in order to intersperse non-outline formatted normal text in the middle of an outline structure. For example, if we skipped the numbering of element three in the above example, our outline would look like this:



- A. ---
- B. ---
  - 1. ---
  - 2. ---
- 3. ---
- C. ---

This is a good way to insert non-outline formatted text in the middle of an outline. Because the non-outline formatted entry is in reality still a sub-entry of element B., it will always be treated as such. If you move B somewhere else, the non-outline formatted text will still go along with it.

### Resetting The Current Place

**RESET** the placed position of the current outline entry back to its normal outline structure default position.

### Resetting All Places

**RESET ALL PLACES** resets all place settings back to the default outline structure position. This command undoes the previous command **PLACE OUTLINE ENTRY**.

### Starting New Numbering

**START NEW NUMBERING** allows you to start the numbering on an outline level completely over again so that this element is numbered as the first element. To start a whole new outline, insert a new outline element at the top level at the end of an existing outline and choose **START NEW NUMBERING**. For example before starting new numbering we might have:

- A. ---
- B. ---
  - 1. ---
  - 2. ---
  - 3. ---
- C. ---
- D. ---
  - 1. ---
  - 2. ---
- E. ---



After starting new numbering in element C, we get:

```
A. —
B. —
  1. —
  2. —
  3. —
A. —
B. —
  1. —
  2. —
C. —
```

Start new numbering here.

Combining this with a *SKIP NUMBERING* (see the section on *SKIP NUMBERING*) and a *PLACE* we could get an entirely new outline with a new title:

```
A. —
B. —
  1. —
  2. —
  3. —
—
A. —
  1. —
  2. —
B. —
```

Skip numbering here and place it to the left.

Note that the start new numbering command only affects the way the numbering appears on the screen and in printed output. It does not affect the boundaries of outline levels. All commands such as sort or hide that operate on an entire level will not pay any attention to any numbering boundaries set up.

This command can be reversed with the *RESET NUMBERING* command.

## Skipping Numbering

*SKIP NUMBERING* allows you to not number an outline element. This can be combined with the *PLACE OUTLINE ENTRY* command in order to intersperse normal un-outline formatted text right in the middle of an outline.

For example, before skip numbering, we have:

```
A. —
B. —
  1. —
  2. —
  3. —
C. —
```

After skip numbering on element 2., we have:

```
A. —
B. —
  1. —
  2. —
C. —
```

This command can be reversed with the *RESET NUMBERING* command.

## Resetting Current Numbering

*RESET NUMBERING* is a command to reset both *START NEW NUMBERING* and *SKIP NUMBERING* on the current element.

## Resetting All Numbering

*RESET ALL NUMBERING* resets all numbering in the outline back to the default condition of no skip and no start new numbering.

## Putting A Title On Your Outline

To add a non-numbered title to your outline, set *TITLE* to on. All that a title does is skip numbering the first outline element and place the entry four spaces to the left.

This command works as a toggle. If *TITLE* is on, then it is turned off and vice versa.

Before a title we have:

```
A. —
B. —
  1. —
  2. —
  3. —
C. —
```

After a title, we have:

```
—
A. —
  1. —
  2. —
  3. —
B. —
```



## Evening The Right Margins On An OutLine

Because right margins are originally set to be relative to the start of each outline entry, a multi-level outline will have a series of increasing right margins depending upon how deeply indented into the outline an element is located. When it comes time to print out a deeply indented outline, you may want to even up all the right margins so that they are all in the same column.

The **EVEN RIGHT MARGINS** command is designed to do just that. You mark the range that you want to be evened and then enter in the new right margin. As long as the resulting line will not end up shorter than 10 spaces, all the right margins in the marked block will be corrected to be in the same absolute column.

## Print Menu Options

### Go - Start Printing

This option starts the printing process. If all other options are set as desired, then you can just choose **GO** and printing will start.

### Setting A Range To Be Printed

To print just a part of the outline, select **SET RANGE TO BE PRINTED**. The bottom line on the screen will prompt you to mark the region to be printed. Note that only whole lines are printed even though the reverse video will show partial lines.

When the correct region is marked, press **RET**. To start printing, select **GO**.

### Setting The Print Device

This option allows you to choose where you would like your printed output to go. The destination is automatically reset back to the printer each time you enter the **PRINT** menu. The options are:

#### Send To Printer

Send the printed output to the printer as normally done.

#### Send To File

Send the exact same information that would have gone to the printer to a file. The output will go to a file with the same name as the outline, but with an extension **.PRN**.

#### Send To ASCII File

Strip out all printer formatting and other non-ascii characters, such as page breaks, page numbering, etc. and send the output to an ascii file. When you select **GO**, you will be prompted for a file name. This can be useful for transferring outline formatted material to your word processor.

#### Send To Wordstar File

This is the same as an ascii file, except the paragraphs are formatted for WordStar. This can be used to directly send things to WordStar or can be used as an intermediate format that some other program may be able to read.

#### Send To Structured File

This type of file is a special ascii file that has ascii codes embedded in it describing the outline structure. You can use this type of file to send information to ThinkTank, another outlining package.

### Setting The Page Format

This leads to an option box that contains most of the page formatting choices. The choices are:

#### Top Margin

Set 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 (there have to be some lines left to print on).

#### Bottom Margin

Set 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

Set the total number of lines per page, including the top and bottom margins. A standard printed page is 66 lines long with 53-55 actual printed lines. The number of lines per page must be greater than the top margin plus the bottom margin.

#### Left Print Margin

The left print margin is the number of blank spaces that column 1 should be from the left edge of the paper. Setting this to zero allows you full access to the whole page. An offset of five is normal.

#### Printer Feed

There are two possibilities for printer feed, continuous and single sheet pause. Use continuous feed for continuous paper (like tractor feed paper) and use single sheet pause for inserting each sheet individually. When set to single sheet pause, *Outline!* will pause after each printed sheet and wait for you to press a key before continuing.



## Page Numbering

There are five page numbering options:

### LEFT

Put page numbers even with the left margin of the printed page.

### RIGHT

Put page numbers even with the right margin of the printed page.

### CENTERED

Center page numbers between the margins.

### MANUALLY SPECIFIED

Manually tell PC-OUTLINE what column to place the page number in.

### OFF

Don't print page numbers.

## Column For Page Numbering

If page numbering is chosen to be *MANUALLY SPECIFIED*, then this option will control what column it is located in.

## Starting Page Number

The first printed page will be numbered according to this setting. Normal printing always starts with page 1. Each time you enter the *PRINT* menu, this item is reset to 1.

## Page Breaks

If desired, outlines can be printed in a continuous manner with absolutely no top or bottom margins. To print in this manner, set *PAGE BREAKS* to off.

## Setting The Printer Font

To set your printer to a certain typestyle, i.e. condensed or boldface, choose the desired option from this menu.

## Advance Printer One Line

Send a line feed to the printer.

## Advance The Printer One Page

Send a form feed to the printer.

## Printer Code Display

Toggle the status of displaying embedded printer codes on the screen. This works like a toggle. If they are on they will be turned off and vice versa. See the description of *PRINTER FORMAT* in the *EDIT* menu for more information about embedded printer codes.

## Configuring The Printer

*Outline* stores the codes for various printer features in a printer driver. Each time *Outline* is loaded, it reads the codes in from the printer driver. The printer configuration option box allows you to change the contents of the printer driver, either to support a printer for which a driver does not already exist or to modify an existing driver. To do this, enter the desired code for each printer characteristic that you wish to change. To save the changes to the current printer driver, press F10 from the option box.

If you are not familiar with what a printer code is, refer to your printer manual. To enter a printer code, type in a decimal representation of the code separating the numbers with commas. For example, the Epson code for starting boldface is listed in the manual as ESC "E". This would be represented in decimal form as 27,69. The 27 is the decimal representation for ESC and the 69 is the decimal representation for "E".

## Hide Menu Option

### Current Entry's Children

Hide all the sub-entry's of this entry.

### All Children At Level

Hide all the sub-entry's of all the entries at the same level as the cursor. This is very handy for hiding a large amount of detail all at once.

### Current Entry's Text

Hide all but the first line of this entry.

### All Text At Level

Hide everything at this level but the first lines of each entry.

### All Text In Outline

Hide everything in the outline but the first lines of each entry.



## Show Menu Options

### Current Children

Show the children of the current entry.

### All Children At Level

Show the children of all entries at the current level.

### Current Entry's Text

Show all the text in the current entry.

### All Text At Level

Show all the text of all entries at the current level.

### All Text In Outline

Show all the text in the outline. Note that whole entries that are hidden will still not show.

### All Children In Outline

Show all the entries in the whole outline. Unhide all entries. Hidden text will remain hidden.

### All Text And Children

Show everything in the outline. This unhides everything.

### All Family Children

Show every child, grandchild, etc. of the current entry. This unhides an entire family from the cursor position all the way to the bottom of the structure so you can see the entire structure.

### All Family Text

Show all text in the entire family.

## Window Menu Options

In *Outline!*, you may have up to nine separate outlines open at once. Each outline occupies a window. Windows can be arranged however you like. They can be full screen, split screen, overlapped, or tiled, basically however you want them. The **WINDOW** commands are used for opening and closing windows, switching to a different one, transferring data between them, and arranging them on the screen.

### Load An Outline Into A New Window

This is one of the ways that you open a new window. This command works just like the **FILE** menu command **LOAD EXISTING OUTLINE** except that the new outline is placed in a new window and the current outline remains undisturbed.

### Starting A New Outline In A New Window

This is the second way to open a new window. This command works just like the **FILE** menu command **START NEW OUTLINE** except that the new outline is placed in a new window and the current outline remains undisturbed.

### Closing A Window

**CLOSE WINDOW** shuts down the current window, releasing its memory to be used by other windows. The only reasons to really close a window are to either release its memory for use by another window or to allow you to open another window.

### Moving A Window

**MOVE WINDOW** is used to change the location of the current window on screen. After selecting this command, use the arrow keys to position the window on screen. Note that the window must be less than full size in order to be movable. Press RET when the window is in its new position.

### Sizing A Window

**SIZE WINDOW** is used to change the size of the current window on screen. After selecting this command, use the arrow keys to move the lower right corner and set the size as desired. Press RET when the window is sized as desired.



## Arranging The Windows

**ARRANGE WINDOWS** is a quick way to overlay all the windows so that you can see part of all of them. All arrange does, is to unzoom each window. If you haven't changed the default location of the window, the result will be a nicely overlapping view in which you can see the top line of each window, indicating its contents, its memory size, and its window number.

To undo an **ARRANGE WINDOWS** command, switch to each window and zoom them back to full size with **WINDOW ZOOM** or the Gray Minus key on the keyboard.

## Switching Windows

This is one method for switching to a new window. Selecting this command will prompt you for which window to switch to. The alternate and quicker way is by pressing Alt-# where # is the number of the window you want to switch to.

## Listing Windows

**LIST WINDOWS** provides a quick synopsis of the status of all the open windows. It lists, the window size in memory, whether or not changes have been made to that window, and the full filename of the outline in the window. This can be very useful in preparing to exit *Outline!* to make sure you have saved all of your work in all the windows.

## Zooming Windows

The **ZOOM** command is very useful when working on a number of different windows at once. It is possible to set up your screen so you can see several windows at once. Then when you want to do some lengthy work in one of the windows, just **ZOOM** the window to full size and work in a full size window. To go back to the multi-windowed screen, just **ZOOM** again and the window will return to its former reduced size.

## Copying Outline Elements From One Window To Another

The main function of **COPY FAMILY** is for copying outline families from one outline to another. Position the cursor at the top of an outline family that you wish to transfer from one window to another and choose **COPY FAMILY**. The chosen family will be marked. Now, position the cursor in the outline element that you want the family to be copied after. You may switch windows by pressing Alt-# where # is the window number you want to switch to. Press RET when the cursor is located at the desired destination. Pressing ESC will cancel the copy command.

## Moving Outline Elements From One Window To Another

This command functions exactly the same as the above **COPY FAMILY** command except the marked family is moved instead of copied. Again, it is possible to move outline information from one outline window to another.

## Advanced Options

### Configuration Settings

#### Starting Directory Path

To have *Outline!* always start with the same current directory regardless of what the logged current directory was when the program was started, enter the desired directory path here. If you want the logged current directory to be the starting current directory, then leave this setting blank. Remember that you must save this new value to the configuration file by pressing F10 after entering the new path.

#### Macros File/Path

You may specify where *Outline!* should store and retrieve your macro file by entering a path/filename in this option box. This can be used to either tell *Outline!* where it can find your macro file (if it is not in the current directory when starting *Outline!*) or to save the current macros to a macro file other than the starting one.

#### Print Driver File/Path

The setting in this choice of the option box controls which print driver will be loaded when *Outline!* starts. You can use this either to tell *Outline!* where to find the print driver (if it is not in the current directory when starting *Outline!*) or to save a new and modified print driver to another name and then set *Outline!* up so the new one is automatically loaded instead of the original one.

#### Configuration File/Path

This setting is the name of the current configuration file. All changes to the configuration saved with the F10 key from an option box are saved to a configuration file with this name. You can change this name if you want to create a configuration file with a different name or in a different directory. If a configuration file does not exist with this path and name when you try to save the settings, then a new one is created. If for some reason, the path is invalid, you will just hear two beeps whenever you try to save to the configuration file with F10.



## Inserting A Live Date Stamp

Insert a live date at the current cursor position. This date will always represent the current system date.

## Inserting The Current Time

Insert the current system time at the cursor position.

## Inserting A Live Time Stamp

Insert a live time at the current cursor position. This time will always reflect the current system time. Note that the time is only updated whenever it is written to the screen or printed. In other words, it will not change if it is just sitting on the screen, but it will always be accurate when printed and when the screen has just been redisplayed.

## Exporting Text Into Another Program

**EXPORT BLOCK** is only active in the memory resident version of *Outline!*. Its main function is to allow you to export parts of the outline directly into another application as if you typed it in from the keyboard yourself.

To use this function, position the cursor where you want the outline information to go in your original program. Invoke *Outline!*, choose **EXPORT BLOCK** from the **ADVANCED** menu and mark the block that you want to export. Press RET when the block is marked. This will present you with an option box with several choices to make. Make the desired choices and press RET to proceed.

### Speed

Set the feed rate to slow, medium, or fast. The default is medium, because some programs will not accept keystrokes at the fast rate. You will just have to experiment to find out. MicroSoft Word, for example must be used on medium or slow settings.

### Mode

The mode determines how *Outline!* transfers special characters to your host program. There are several pre-defined modes or you can make up your own by using the manual setting.

### Word-Wrap Mode

This mode sets the options as follows:

Hard carriage return = hard carriage return  
Soft carriage return = space (simulate wordwrap)  
Soft space (from justification) = nothing

### Manual Mode

You set the parameters as desired.

In the manual mode these are the possibilities for each option

Hard carriage return = carriage return, down arrow

Soft carriage return = carriage return, down arrow, space

Soft space = space, nothing

Leading space = space, nothing

Begin line character = apostrophe, quotation mark, caret, plus sign

## Importing Text From Another Program

**IMPORT BLOCK** is also only active in the memory-resident version of *Outline!*. It is used for importing text from your main application's screen into *Outline!*. To use this function, position the cursor at the location where you want the new information to go in the outline and choose **IMPORT BLOCK**.

The screen will immediately change back to your main application's screen. Position the cursor at the upper left corner of the block to import and press RET. You can use the following keys: Home, End, PgUp, PgDn, Tab, and Shift-Tab. Similarly, mark the lower right corner of the block and press RET.

This will present you with a quick menu asking what kind of character to terminate each line with, either a hard carriage return to import the information line by line or a space to import it as word-wrapped text. Select the option you want and press RET. The chosen text will be inserted in your outline.

Note that this feature will not work if your main application was running in any non-text mode (i.e. graphics). No harm will be done. *Outline!* will just not let you use the function.



## Quick Key Reference

Ctrl A	- Find String Again
Ctrl B	- Move Block
Ctrl C	- Copy Block
Ctrl D	- Delete Outline Family
Ctrl E	- Delete Block
Ctrl F	- Find String
Ctrl G	- Insert/Overwrite Toggle
Ctrl H	- Hide Children
Ctrl I	- Indent Paragraph
Ctrl J	- Join Outline Elements
Ctrl K	- Key Define
Ctrl L	- Hide Level Children
Ctrl M	- Move Outline Elements
Ctrl N	- New Outline Element
Ctrl O	- Indent and Hang
Ctrl P	- Print
Ctrl Q	- Copy Family
Ctrl R	- Find and Replace
Ctrl S	- Save Outline
Ctrl T	- Paragraph Style
Ctrl U	- Divide Outline Element
Ctrl V	- Center a paragraph
Ctrl W	- Move Family
Ctrl X	- Unindent a paragraph
Ctrl Y	- Delete Line
Ctrl Z	- List Windows
F1	- Help Screen
F2	- Mark/Unmark
F3	-
F4	-
F5	- Promote current entry
F6	- Indent current entry
F7	- Promote marks
F8	- Indent marks
F9	- Copy marks to current location
F10	- Move marks to current location
Ctrl F1	- Begin Underline
Ctrl F2	- End Underline
Ctrl F3	- Begin Boldface
Ctrl F4	- End Boldface
Ctrl F5	- Begin Italics
Ctrl F6	- End Italics
Ctrl F7	- Superscript
Ctrl F8	- Subscript
Ctrl F9	- End Both Scripts
Ctrl F10	- Insert Non-Break Space

Alt F1	- Toggle Code Display
Alt F2	- Clear all marks
Alt F3	-
Alt F4	-
Alt F5	-
Alt F6	-
Alt F7	-
Alt F8	-
Alt F9	- Copy all marks to be children of the current entry
Alt F10	- Move all marks to be children of the current entry
Shift F1	- Insert Static Time
Shift F2	- Insert Live Time
Shift F3	- Insert Static Date
Shift F4	- Insert Live Date
Shift F5	- Begin Doublestrike
Shift F6	- End Doublestrike
Shift F7	-
Shift F8	-
Shift F9	-
Shift F10	-
Shift Right	- Word right
Shift Left	- Word left
Shift Up	- Up one outline entry on same level
Shift Down	- Down one outline entry on same level
Shift Home	- Top File
Shift End	- End File
Shift PgUp	- Paragraph Up
Shift PgDn	- Paragraph Down
Shift DEL	- Delete too end of line
Shift INS	- Ins/Overwrite toggle
Ctrl Right	- Delete word right
Ctrl Left	- Delete word left
Ctrl Home	- Top File
Ctrl End	- End File
Ctrl PgUp	- Jump to parent
Ctrl PgDn	- Text hide toggle
Gray Plus	- Children Hide/Unhide Toggle
Gray Minus	- Zoom
Alt 1-9	- Switch directly to Window #



## About Printers

*Outline!* uses a printer driver in order to have the capability of supporting a number of different printers. Each printer driver is a special file format containing the printer codes for the desired printer for the print features that *Outline!* uses. The disk that *Outline!* comes on has as many printer drivers as we currently have available. To find out if your printer is supported, run the program on the disk called **BBPRINT.COM** by typing **BBPRINT** to the dos prompt. If your printer is not specified in the list, then you have two choices:

- 1) You may choose to not use any special print features. Normal printing will most likely work even if your printer is not specifically supported.
- 2) You may create your own printer driver by entering the codes yourself in the **PRINT CONFIGURATION** menu in *Outline!* and saving them to a new printer driver file. Note you should change the printer driver name also to avoid conflicts with the already existing drivers.

## Using *Outline!* On A Hard Disk

It is possible to set up *Outline!* so that you can start it from anywhere on your hard disk by just typing a simple two letter name. You will never again need to worry about which directory you are in when you want to run *Outline!*. DOS will automatically find the program, run it, and *Outline!* will set the starting directory as desired. To accomplish this, follow these steps:

- 1) Set up a directory on your hard disk where you wish to keep your *Outline!* files. For purposes of explanation, we will refer to a directory called **C:\OUTLINE** (you can use any name you want).
- 2) Copy the files **BBO.EXE**, **BBO.CFG**, and the appropriate printer driver to the **C:\OUTLINE** directory.
- 3) Create a batch file in the directory **C:\OUTLINE** (which we will call **B.BAT**, but you can name anything you like) with the single instruction in it "**BBO /I=C:\OUTLINE\BBO.CFG**".
- 4) Set a path to the outline directory (preferably in your autoexec.bat file so it is always set). For example, use the command "**PATH C:\OUTLINE**".
- 5) Now, from anywhere on your hard disk, you can type **P**. The DOS path will find the batch file **B.BAT** and run it. Running **B.BAT** will run **BBO.EXE** with the **/I=C:\OUTLINE\BBO.CFG** command parameter. The **/I=C:\OUTLINE\BBO.CFG** will tell *Outline!* where to find the configuration file (because it won't be in the current directory). The configuration file will tell *Outline!* what directory to start off with for outline files (set in the **CONFIGURATION** option box in the **ADVANCED** menu. It sounds complicated, but once you have set it up, all you have to type is "**P**" and your batch file and the configuration file do all the rest.