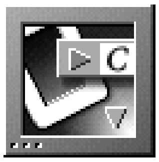
Chapter 5

Getting Started

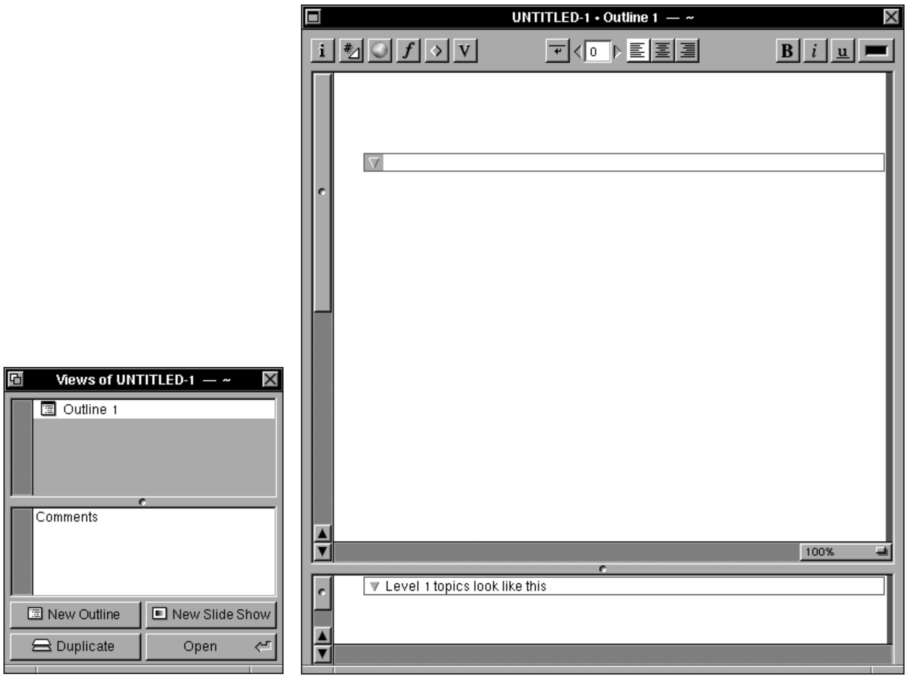
This chapter will explain how to get started, what to expect when you first open Concurrence and how to customize it to your own work habits. Subsequent chapters will guide you through creating outlines and slide shows that work together.

Starting Up Concurrence

Find and double-click the Concurrence application icon:



The first time you start the application, you will see two windows appear:



- A two-paned blank Outline view, named *UNTITLED-1•Outline 1*. Near the top of this window, you will see a rectangle outlined in gray, the first *topic* in the outline.
- A smaller, two-paned *View Browser,* named *Views of UNTITLED-1*. The top portion of this window displays the name of the outline.

You'll see this arrangement any time you start Concurrence by double-clicking its icon, unless you customize the program as described in the next section.

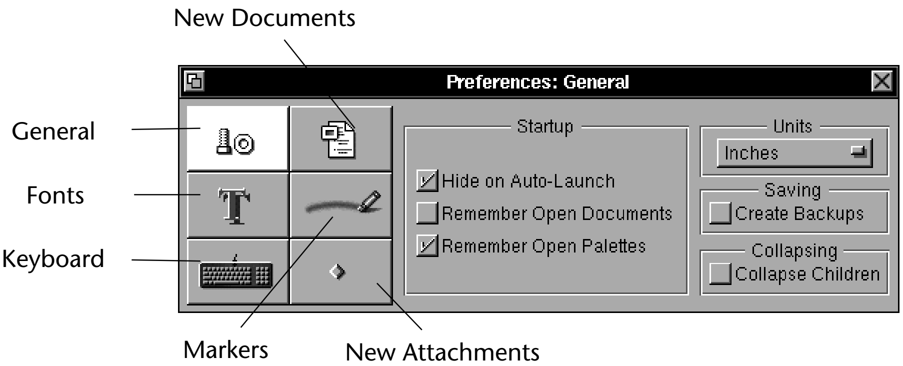
Customizing Concurrence

It's easy to customize Concurrence to your own work habits, so that when you start the application, you control how documents are displayed.

For example, if you want to see a new slide show when Concurrence is opened, rather than a new outline, you can change the way the program opens by changing the *Preferences*.

(The concepts of outlines and slide shows are described in Chapters 6 and 9, respectively.)

Raise the Info menu by clicking *Info* under Concurrence's main menu. Then choose *Preferences*. You'll see a window like this one appear:

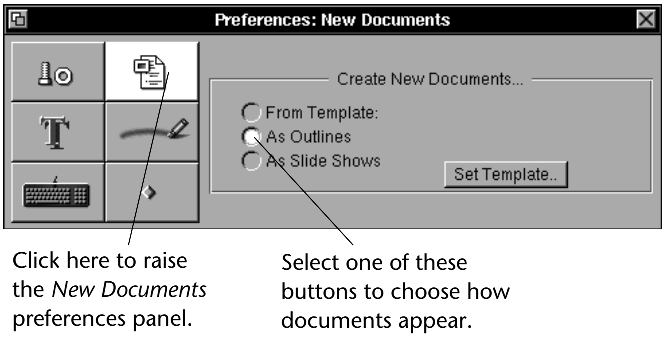


The six buttons displayed on the left side of this panel allow you to customize Concurrence’s general start-up behavior; the way it creates new documents; the fonts you prefer to use; the way the slide marker works; the way the keyboard operates; and, how new attachments will appear.

The *Preferences* panel is fully described in Chapter 16.

New Documents

To change how documents appear, click the  button on the *Preferences* panel to raise the *New Documents* preferences. You'll see a window like this one appear.

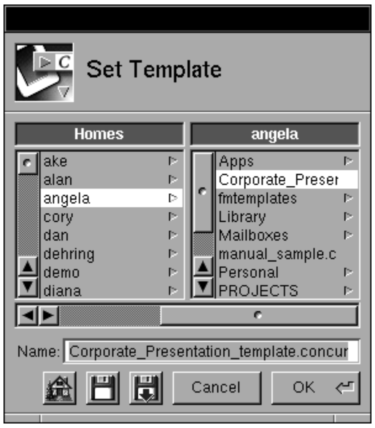


Click one of the *Create New Documents* buttons to choose how you want your documents to appear when you start up Concurrence.

Set Template

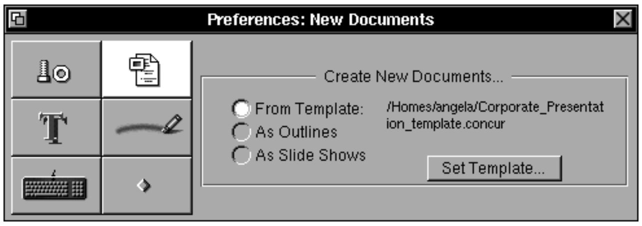
After you begin working with Concurrence, you may find that you start with the same outline or slide show template. You can tell Concurrence to open the same template document every time you start the program, simply by setting the preferences described above.

To open documents from a template, select the *Create New Documents... From Template* button. This will automatically depress the *Set Template* button and raise a panel showing the files in your home directory or on your network. From here you can select your template.



After selecting the template, its title will appear in the Name field, as shown here. Press Return (or click OK) to select it.

The template name and path will now appear to the right of the *From Template* button in the *New Documents* panel, and will be opened the next time you start Concurrence.

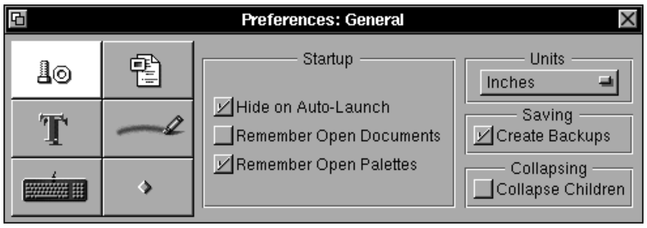


To change the selected template, click the *Set Template* button and choose a new one.

Note *Concurrence comes bundled with several sample templates to choose from. They are located under the "New From Template" submenu of the Document menu.*

Remembering Open Documents

If you find yourself working with the same document over a number of sessions, you can set Concurrence to remember which files were open the last time you quit, and open them again when you next launch the program. To do this, raise the *Preferences* panel as described above.



By default, this panel displays the *General* preferences when raised. Select the *Remember Open Documents* check box. The next time you launch Concurrence, it will automatically display the documents you had open when you last quit the application. This is especially helpful if you have Concurrence set to automatically launch on your dock when you log in.

For more on the *General* preferences panel, see Chapter 16.

Closing and Saving Documents

Once you've created a document, you'll want to save it. Just choose the *Save* command from the *Document* menu or press Command-s. The first time you save a document, you'll be prompted to give it a name. Whatever name you choose will have ".concur" appended to it.

To close a document, choose the *Close* command from the *Document* menu, or press Command-W. If you've made any changes to the document since the last time you saved, you'll be asked if you want to save them before closing.

To close just the window (or *view*) you're working in, without necessarily closing the whole document, press Command-W or click the close box  at the top right-hand corner of the window. A window with unsaved changes will display a broken close box .

The concept of a *view* and how to create multiple views of a document, is explained in Chapter 8.