Chapter 6

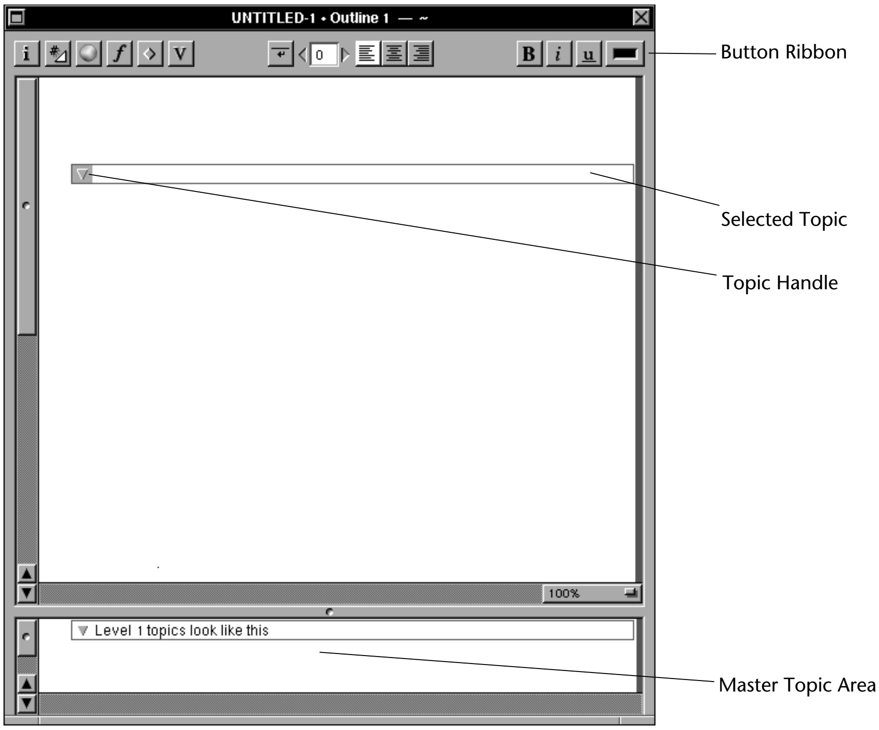
Basics Of Outlines

An outline is a means of capturing ideas on paper, imposing order on a related set of thoughts, tasks or goals. Concurrence gives you the tools and freedom to organize your thoughts and then rearrange them. This chapter explains how to get started; later you'll learn how to turn your outline into slides.

Creating An Outline

Creating an outline is easy. If an outline window is already open on your screen, just start typing. If one isn't open, choose *New* from the Document menu or click the *New Outline* button on the View Browser.

You will see a window like this one appear on your screen.



When you start typing, the text appears at the top of the window, just to the right of the gray triangular topic *handle*.

An outline can be made up of ideas, sentences, or paragraphs. What makes a Concurrence outline different from other types of textual documents is that these ideas, or *topics*, are arranged in a hierarchical format.

After entering the first topic, press Return to go on to the next. When you press Return, a new topic appears, and you can enter text into it. (Pressing Return is the same as choosing *New Topic* from the Topics menu.)

To end editing without adding a new topic, press Enter.

What is a Topic?

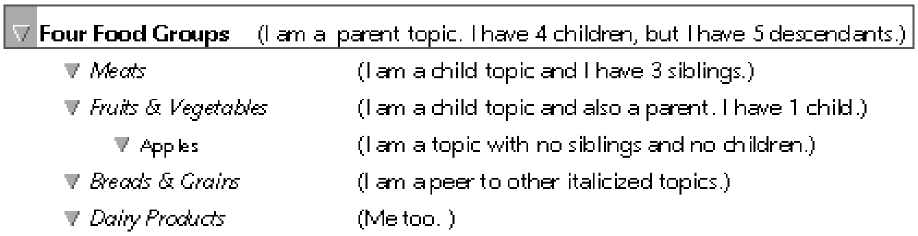
A Concurrence document is at heart a hierarchical collection of text blocks, called *topics*. Each topic can be an idea, a sentence, a bullet point, a paragraph, or even a picture or a whole document. (For information about attaching documents or graphics within a Concurrence outline, see Chapters 12 and 13.)

In an outline, each separate topic has its own *handle* ▽. A topic can be manipulated by its handle.

In Concurrence, the relationships between topics are described in terms of families—parents and children, siblings, peers and descendants.

- A *child* is a topic that is subordinate to another topic
- A *parent* is a topic with one or more children
- A topic's *descendants* are the successive generations below it, e.g., its children and their children, and so on
- *Siblings* are topics with the same parent
- *Peers* are topics which are at the same level within the hierarchy of the outline—note that all siblings are peers, but not all peers are siblings

Below is an sample outline containing an example of each of the above designations:



Note *The principles of topics and their hierarchy described in this chapter also apply to slides in slide shows, which are described in Chapter 9.*

Master Topics

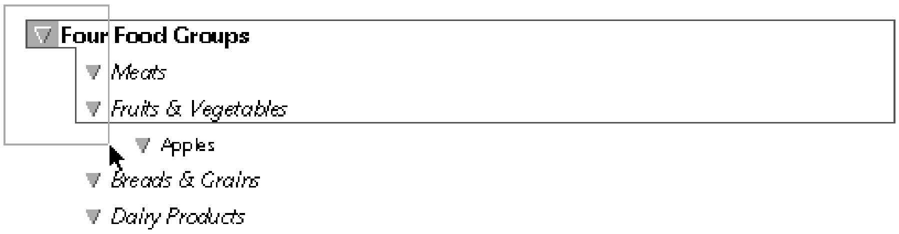
At the bottom of the outline window is a pane that displays one topic for every level in your outline. These are *master topics*, which are used to centralize the formatting of topic levels. Refer to Chapter 7 for more information about master topics and how to work with them.

Selecting Topics

To select a topic, click the topic's triangular gray handle. When a topic is selected, its handle is highlighted and a gray outline box appears around the text. A topic’s handle is what you’ll use to select and manipulate it.

There are three ways to select more than one topic at the same time (a process called *multiple selection*):

- Hold down the Shift key and click the handle of each topic you want to select;
- Click the “white space” to the left of topics you want to select and then drag. A box is drawn by the mouse cursor, and selects any topic it touches



- Use the commands *Select All, Select Siblings, Select Peers, Select Children,* or *Select Descendants*. These can all be chosen from the Select submenu of the Edit menu.

Once you have selected several topics, you can perform a variety of operations on them. The command you execute—formatting the text, for example—will affect every selected topic, providing an easy way to make a change to a group of topics.

Be aware that some operations can only be performed on one topic at a time. When this happens, the operation will be performed only on the first selected, or *target* topic, whose handle is highlighted in gray.

For more on selecting topics, refer Chapter 21 in the Command Reference section.

Editing Text in Topics

Once you have selected a topic, you may begin to enter and edit text.

When you start typing, text will appear in the first selected topic. Pressing Return is the easiest way to finish entering text into one topic and to create a new topic below it.

Note *If you want to get a Return character within your text instead of a new topic, press Alternate-Return.*

To edit text within topics, click between two characters to place the insertion marker. Double-click a word to select it, or click and drag to select a range of text to be replaced or modified. Note that when you place the insertion marker anywhere within a topic and then press Return, a new topic is created.

For more information on formatting your text, see Chapter 7.

Promoting And Demoting Topics

With a topic selected, press the Tab key to indent, or *demote* a selected topic. Demoting a topic makes it the child of the topic above it, moving it down a level in the topic hierarchy.

Press Shift-Tab to *promote* a topic. Promoting a topic makes it the sibling of its former parent, moving it up one level in the outline hierarchy.

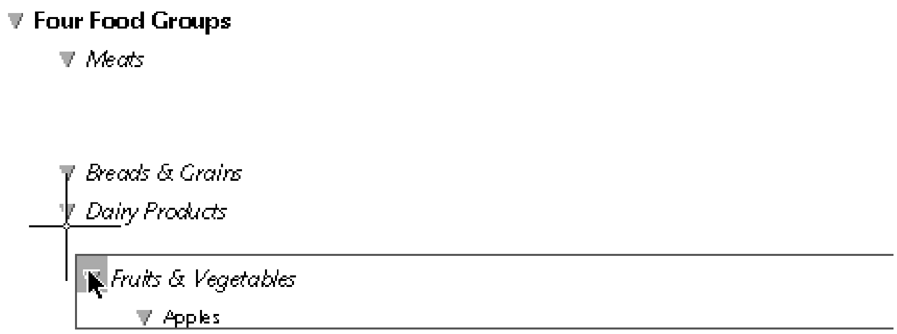
In the example above, the “Dairy Products” topic has been selected and promoted, moving it up in the hierarchy to become a peer of its former parent, the “Four Food Groups” topic.

Pressing Tab or Shift-Tab is the same as choosing *Move Right* or *Move Left,* respectively, from the Topics menu. Note that promoting or demoting a topic moves its descendants with it.

Once within a topic, pressing Tab will type a normal Tab, unless you have changed the *Keyboard* preferences for the Tab key. (For information on setting preferences, see Chapter 16.)

Moving Topics

To move a topic within an outline simply drag its handle. To do this, position the cursor over a topic handle. Click and, without releasing the mouse button, begin dragging. The topic and its descendants will be "torn out" of the outline. As you drag, you'll see the destination marker jump from place to place, showing where the topic you are dragging will be placed when you release the mouse button.



Select a new location for the topic by positioning the destination marker. Release the mouse button to "drop" the topic in its new location.

Note that topics can be moved both left and right as well as up and down in the outline hierarchy, in this fashion.

You can also use the keyboard commands *Move Up* or *Move Down*, and *Move Right* or *Move Left,* from the Topics menu. *Move Up* or *Move Down* moves a selected topic—and its descendants, if any—above or below its immediate sibling.

Move Right or *Move Left* moves a topic down one level or up one level in the outline hierarchy, respectively.

To move multiple topics, select more than one topic by drag-selecting or shift-clicking, as described above, and drag the topics to their new destination.

Note that if you move a topic that has descendants, all of the descendants move too.

Adding and Deleting Topics

To add a topic, select its handle and press Return, or by selecting *New Topic* from the Topics menu.

To delete a topic, select its handle and press the Backspace key, or choose *Delete* from the Edit menu.

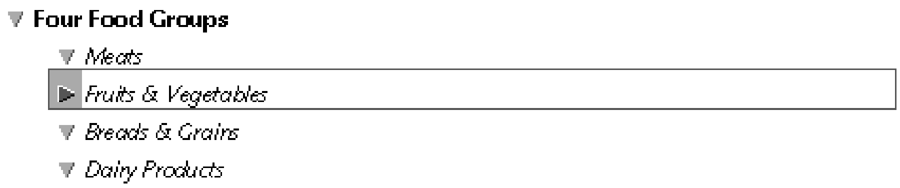
Warning! Be careful! When you delete a topic, its children and other descendants are deleted also. If you delete a topic by mistake, choose *Undo* from the Edit menu or press Command-z to resurrect it.

Note that once you undo something, you can either redo it (choose *Redo* from the Edit menu or press Command-Z) or undo the change you made before it. Refer to Chapter 18 for more information about infinite Undo/ Redo.

Collapsing And Expanding

Looking at all of the information in an outline can sometimes be overwhelming. By *collapsing* and *expanding* its topics, you can view an outline in as much or as little detail as you wish.

When an outline is fully expanded, all of its topics are visible. To collapse a selected topic, choose *Collapse* from the Topics menu. All of a collapsed topic's descendants disappear from view. Also, the collapsed topic's handle changes to indicate that it is now collapsed, from  to .



To make the children of a collapsed topic visible again, select it and choose *Expand* from the Topics menu.

Shortcut

Double-clicking the handle of an expanded topic will collapse it and vice versa.

Use the techniques described above for selecting topics to collapse and expand multiple selections. Choosing *Select All* from the Edit menu and then choosing *Expand* from the Topics menu will expand fully all of the topics in an outline.

Focusing

Another way to keep an outline from becoming overwhelming is to *focus* your attention on one topic, or area of your outline in particular. To do this, select a topic and choose *Focus* from the Views menu. All of the other topics in the outline will be hidden from view, and only the selected topic and its descendants will be visible.

A note will appear at the bottom of the outline window to tell you that you are working in a focused view.

Note that focusing does not apply to multiple selections.

To see the rest of the outline again, choose *Unfocus* from the Views menu, or double-click the word *focused* at the bottom of the outline window.

Starting a New Page

To add a page break in an outline, choose the *Start New Page* command from the Topics menu. To undo a page break, select the topic at the top of the page and choose the *Don't Start New Page* command.

Shortcut

Add a page break by clicking the button on the Outline button ribbon. Note that if you select a topic where a page break has been added, this button will appear white, as if depressed .

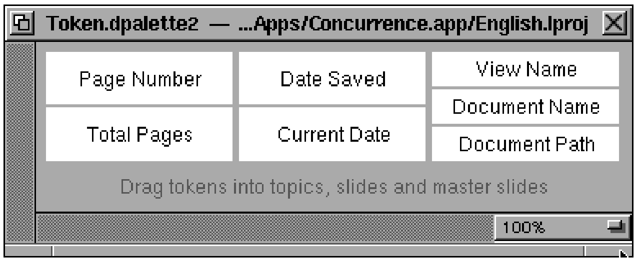
Choose the *Show/Don't Show Pages* commands from the Views menu to choose how you want your document to be displayed.

Adding Page Numbers and Dates

When a document is created over the course of several days or weeks, and totals many pages, it may become useful to add page numbers, or the date you last worked on the document. With Concurrence, you do this by adding *token*s to your document.

A *token* is a symbol that can represent today's date, the date you saved the document, the page number, the total number of pages in the document, the document name or path, or the view name.

To insert a token in your outline, use the commands found under the *Insert Token* submenu of the Edit menu, or click the  button on the Outline button ribbon to raise the *Token* palette.



Click the handle of the topic or master topic, or place your cursor within a topic's text where you wish to insert a token. Select the token from the *Insert Token* submenu, or drag its tile from the *Token* palette.

Tokens automatically update as you change your document, so that if you add pages, or rename your document, the corresponding tokens will be updated to reflect the new information.

Tokens can also be added to slides as footnotes or headers, or anywhere on the slide pane. For more on working with slides, see Chapter 9.

As with any other text, change a token's font by selecting its text and applying a change. You can even alter the format of how numbers and dates are displayed through the Page/Slides Layout panel. For more on working with tokens, refer to Chapter 19.

Attaching Documents and Graphics

With Concurrence, it's easy to attach sounds, documents, images and other graphics to your outline. See Chapters 12-14 for more information.