Cloning Topics

If you want to have two identical topics in two different places in your outline, create a clone. Select a topic, then choose *Clone* from the Topics menu.

The handles of the two clones change to . You can move the cloned topic anywhere in your outline. If you edit the text of one clone, the changes will be duplicated in the other.

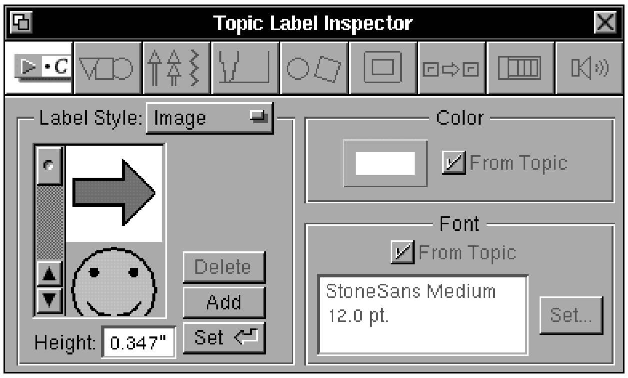
But if you make cosmetic formatting changes in one clone, those changes will **not** be propagated to the other.

Note *If you add children to one clone, the other clone will show the same children.*

Clones are expanded and collapsed independently of each other.

Image Labels

To use an image as a label style in your outline, choose *Image* from the *Label Style* pop-up list.



Use the scrolling list to find a graphical label you like. Then select it and choose *Set* or press Return to add it to your topic or master topic.

To use your own graphic label, click the *Add* button. This will open a *Set Attachment* panel, allowing you to select an image of your choosing. Once you find the image to add, click OK or press Return and it will automatically be added to the scrolling list in the Inspector.

Note that the *Delete* key will now be enabled, allowing you to delete any images that you have added to the panel.

Copying and Pasting Label Styles

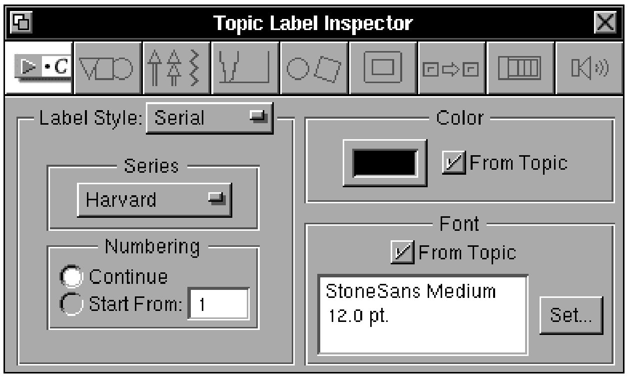
To copy a label style from one topic and apply it to another, select the topic with the desired label by clicking its handle. Then choose *Copy Topic Style* from the Format menu. Select the topic you want to label and then choose *Paste Topic Style* from the Format menu.

Promoting and Demoting Formatted Topics

When you promote or demote a topic (*Move Left* or *Move Right*) within an outline, you change its level within the document hierarchy. It adopts the formatting of the new level, except that any differences the individual topic had from its old master topic are preserved. To make it adopt the new master's format entirely, select the *Follow Master* command in the Topics menu.

Serial Labels

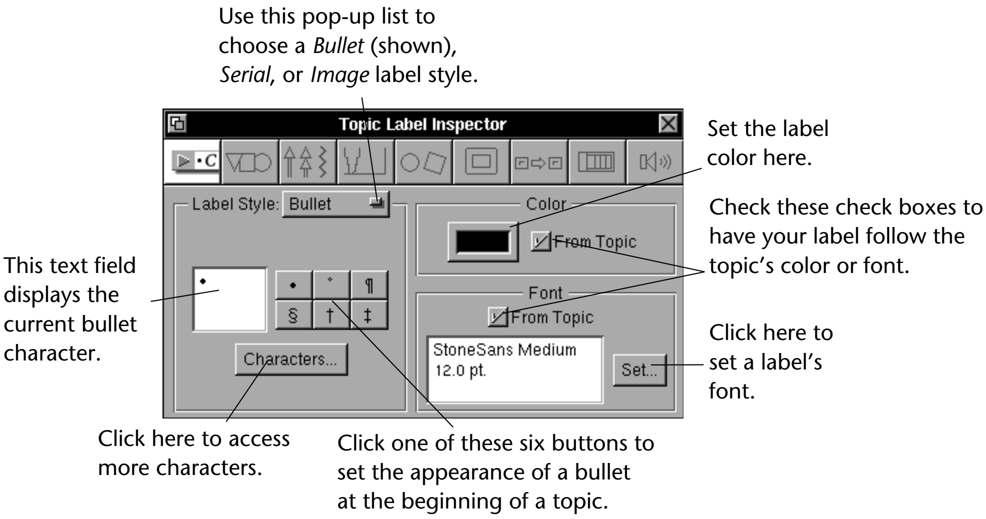
To number your outline, choose *Serial* from the *Label Style* pop-up list.



Serial labels can be *Harvard* (I,A,1,a,i, etc.) or *Legal* (1,1.1,1.1.1, etc.). Set the serial label style for an individual topic or an entire level within an outline, by selecting either a topic or a master topic and then choosing a *Series* style.

Select where the numbering (or lettering) should begin in the *Numbering* section of the Inspector. Select *Continue* to start at the beginning of a series (e.g., 1, I, A, a, etc.) or *Start From* to start from a different place in the series. Enter where you want to start directly into the text field at the right.

As with bullets, the color or font of serial labels are editable.



To choose a label style, select one from the *Label Style* pop-up list. The default label is *None* (the *Bullet* style is shown in the example above).

Adding a label style to a topic means that the style you choose will appear at the beginning of that topic. Adding one to a master topic means that the style you choose will appear at the beginning of every topic at that level of your outline.

Bullets

A bullet can be any character from any font. Six default characters are displayed to the right of the bullet text field. Press one of these to select a bullet character. Click the *Characters* button to raise a panel displaying all characters for the current font. Choose any character to be the bullet at the beginning of the selected topic or master topic.

To change the font of a bullet, click the *Set* button, which raises the *Font Panel*. A font selected in the panel will automatically become the bullet's font.

Change the color of bullets by clicking the rim of the color well to raise the *Colors* panel. Choosing a new color will automatically appear in the color well and become the new color for the bullet.

Rulers also assist with the placement of graphics on slides. For more information, see Chapter 12.

Wrapping Text

If you have text in a topic that spills over to more than one line, you can set the text to wrap or not, as you choose. Select the topic by clicking its handle, then choose *Don’t Wrap Text* from the Topics menu. Only one line of text will be displayed, and ellipses “…” at the end of the line indicate that there is more text in the topic.

When you click anywhere within the text of the topic, the complete text will appear.

To display the entire topic again, choose *Wrap Text* from the Topics menu.

Adding Bullets and Other Labels

To customize the way your outline looks, add label styles such as bullets, numbers or graphical characters to the topics or master topics within your outline.

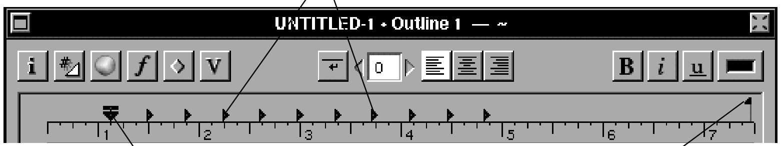
First raise the Inspector by clicking the  button on the button ribbon, or by choosing *Inspector* from the Tools menu. By default, the Topic Label inspector will be showing.

Remember that changing the spacing of a master topic will effect all topics at that level of your outline.

Setting Indents and Tabs

To indent a topic or tabulate text within them, select *Show Ruler* from the Text submenu of the Format menu, or press Command-r.

Drag these tab markers to choose where you want the Tab key to indent.



Drag this marker to select where a topic begins.

Drag this marker to set where text will wrap to the next line.

With the ruler showing, select a topic and drag the margin marker to the preferred location on the ruler. This determines where all lines of text within the selected topic will now begin. Note that you cannot move where a topic handle is placed, but can change where text begins within a topic.

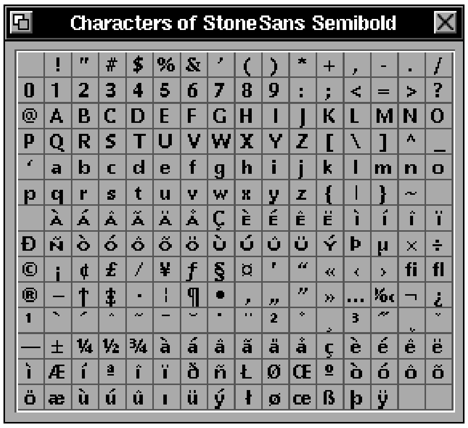
If you would like to change where a topic's handle is placed, or set a new margin for all topics at the same level in your outline, you will want to make changes at the *master topic* level.

With the ruler showing, select a master topic. Note that the marker which appears is different from the one in the main outline window. Drag the top flag on this marker to change where a topic handle is placed for all topics at this level in your outline. To change where text begins within the selected master topic, drag the other markers, as described above.

If you want to copy and paste a ruler from one topic in your document to another, or reuse a ruler in another Concurrence document, use the *Copy/ Paste Ruler* commands in the Text submenu of the Format menu.

To change the units of measure displayed in your ruler (from inches to centimeters, for example), use the *Units* pop-up list in the *General* preferences panel. See Chapter 16 for more on setting preferences.

To view all the characters of the current font, choose the *Characters* command from the Tools menu.



Clicking a character in the *Characters* panel is the same as typing from the keyboard.

Adding Color

To add color to text or topics in your outline, choose *Colors* from the Tools menu to raise the *Colors* Panel. Select the text, topic or master topic where you want to change the color. Simply drag a color tile from the color window and drop it on the selected text or topic. For more information on working with color, consult your NEXTSTEP User's Guide.

Shortcut

You can also raise the Colors panel by clicking the button or by clicking the rim of the color well on the Outline button ribbon.

Note

As you drag a color to your document, it will appear in the color well. You can also drag a color tile from the color well to other text or topics in your outline.

Changing the Spacing

To change the spacing between topics, select a topic or master topic by clicking its handle and then click the arrows on the Outline button ribbon. This will increase or decrease the spacing between the selected topic and the topic above it.

With Concurrence, topics and master topics are cut, copied and pasted in the same way. Select the topic by clicking its handle and then choose the appropriate command from the Edit menu.

Shortcut

To copy all of your master topics and apply them to another document or view, use the Copy/Paste All Masters commands from the Format menu.

Justifying Text

To change the justification of text from left-justified to centered or right-justified, select a topic by clicking its handle and then choose the *Align Left, Center,* or *Align Right* commands of the Text submenu of the Format menu.

Shortcut

You can also set text justification by clicking the buttons on the Outline button ribbon.

Changing Text Styles and Fonts

To change the text of a topic to *italics*, **bold** or underline, select the topic, or text within it, and choose the *Italic*, *Bold* or *Underline* commands from the Font submenu of the Format menu.

Shortcut

You can also make text bold, italicized or underlined by clicking the buttons on the Outline button ribbon.

To have more control over the fonts and styles of text, raise the Font Panel by choosing *Font Panel* from the Font submenu of the Format menu. For more information about working with the *Font Panel,* see the NEXTSTEP User's Guide.

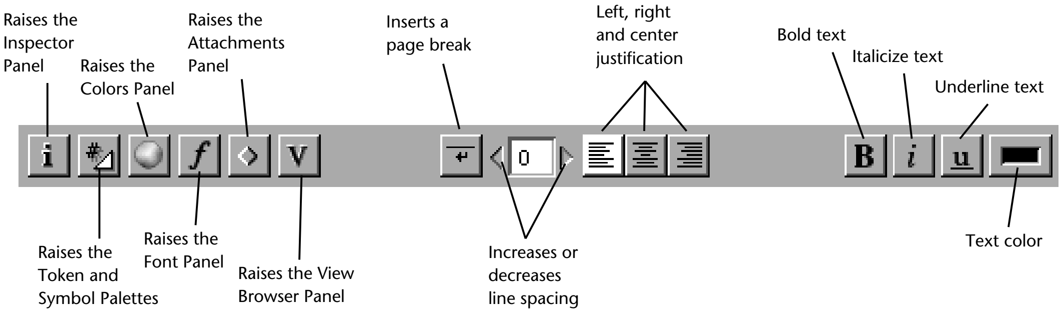
Shortcut

You can also raise the Font Panel, by clicking the button on the Outline button ribbon.

These buttons are especially helpful once you become familiar with Concurrence and want to access certain features more quickly.

Use the *Show/Hide Buttons* commands under the Tools menu to show or hide the button ribbon.

When the button ribbon is showing it will look like this:



Clicking the buttons on the button ribbon is the same as choosing the commands in Concurrence’s menus.

Selecting Text and Topics

Selecting text within a topic works the same way as other NEXTSTEP applications. Click within text to position the insertion marker. Click and drag to select multiple letters. Double-click a word to select it, or double-click and drag to select multiple words. Triple-click to select an entire paragraph. For more information, refer to your NEXTSTEP User’s Guide.

To select a topic or master topic, click its handle. Multiple selections are explained in the previous chapter.

Cutting, Copying and Pasting

Text can be cut, copied or pasted just as in other NEXTSTEP applications. Select the text and then choose *Cut* or *Copy* from the Edit menu. Place the insertion marker where you want the text to go and then choose *Paste* from the Edit menu.

Master topics are displayed in the bottom portion of the outline window.

Format master topics when you want the same formatting rules to apply not just to an individual topic, but to all of its peers (or topics at the same level) throughout your outline.

To select the master topic, click its handle in the bottom portion of the outline window. Then, apply a formatting change. Note in the example above, that each of the master topics contains a different font style. Setting the formatting this way, would have the following effect on an outline:

The *Level 1* topic (Four Food Groups) is displayed in the same bold font as our *Level 1* master topic above, while the four *Level 2* topics (Meats, Fruits & Vegetables, etc.) are italicized, and the *Level 3* topic (Apples), is shown in a smaller font.

A topic can always be changed individually, causing it to stray from the master topic rules. To return it again to the master topic format, select the topics and choose *Follow Master* from the Topics menu.

Note *The formatting commands described throughout this chapter apply to topics on slides as well. See Chapters 9 and 10 for more on working with slides.*

The Button Ribbon

At the top of the outline window is a *button ribbon* that offers quick access to many of the commands involving the formatting of text in topics.

Chapter 7

Formatting Topics

This chapter explains how to format the topics in your outline—from font style and tabulation to adding bullets and other labels. All of the formatting commands described can be applied to individual topics, multiple selections of topics, or to all of the topics at the same level in an outline—through Master Topics. Be sure to read Chapter 6 before proceeding.

Individual and Master Topics

There are two ways to format topics in your outline: individually, or to all topics at a given level through *master topics*.

If you want to change the formatting of an *individual* topic, just click its handle in the outline window (or place your cursor within its text) and select one of the formatting commands described throughout this chapter. Any changes made will apply only to that topic.

The other way to format your topics is through master topics. Master topics allow you to set the formatting rules once, for all topics at the same level in an outline.