Chapter 8

Documents And Views

An outline is just one way to look at your document. With Concurrence you can create a slide show from an outline or create another outline that shares the same text in the same order as the first, but looks different because of formatting changes or graphics you've added. Whether you create one or ten views of your document, Concurrence will keep them organized and updated.

What is a View?

A *view* is one way of displaying your document. A *document* is a hierarchical arrangement of topics and subtopics—the core text. One document can have many views, that is, it can have any number of outlines or slide shows that all share the same text arranged in the same order, but that may contain different formatting or graphical elements.

Creating a New View

The heart of a Concurrence document is the hierarchical arrangement of topics—ideas, sentences, or paragraphs. You can create a new view of a document that will follow that same text and hierarchy, but whose other characteristics can be modified independently. You can create any number of new outline or slide views for the same document.

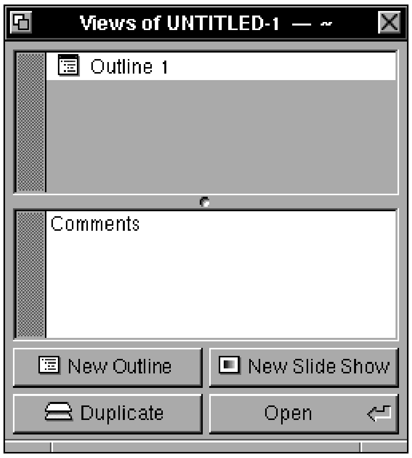
Having multiple views of one document is very useful. For example, if you have created an outline and now want to turn it into slides for an upcoming presentation, select your outline and then select *New Slide Show* from the Views menu. This will automatically turn your outline into slides. You will still have one document, but you will now have two separate ways of viewing it.

If you then make changes to the textual content or to the hierarchy of a topic in your outline, those changes will be propagated back to the slide show, and vice versa.

To create a new view of a document, choose *New Outline* or *New Slide Show* from the Views menu.

The View Browser

Concurrence keeps track of and displays all views of a document with the *View Browse*r. The View Browser appears when you start up Concurrence and can also be raised by selecting *View Browser* from the Views menu or by clicking the V button on the button ribbon.



The View Browser is also used to create new views of a document.

Clicking the *New Outline* and *New Slide Show* buttons will create a new outline or slide view of your document.

To open a view of your document, select it in the top pane of the View Browser and click *Open*, or simply double-click the selected view.

Clicking *Duplicate* will create an identical copy of a selected view. The words “Copy of” are automatically appended to the name in the View Browser.

To delete an existing view, select it in the View Browser and choose *Delete* from the Edit menu (or press the Backspace key).

How Views Differ

While changes to the textual content or hierarchy of a topic will be reflected in all of a document's views concurrently, cosmetic formatting changes—font, color, graphics on slides, bullets and labels—are independent in each view.

For example, imagine that you have taken an outline and turned it into a slide show presentation for your co-workers. The following week you have to give that presentation to your board of directors, but instead of giving the same one you just gave, you want to dress it up and add some graphics. Rather than creating a new slide show, use that same document to create another slide show view, and this time add in your graphical effects. You still have one document, but you now have three views.

Describing a View

If you have created several views of one document, you will want to be able to easily identify which view is which when you open the document. You can do this in two ways.

First, you can name each view by clicking on its name in the View Browser and entering a new name, as in the example above.

Second, you can add identifying notes in the Comments pane. Just select a view and then click in the Comments pane to enter your remarks. Each time you select that view, your notes will be visible, explaining what is contained in this view. Note in the previous example how the comments describe the selected slide show as the one having the graphical effects.

Closing Your Document

If have several views of your document open, you can close a view without closing the document itself. Only when all of the views of a document are closed, is the document itself closed. In this case, the View Browser displays *No Document*.

To create a new document, click the *New Document* button.

Note *Saving changes to your document from within any view will automatically save changes made to that and any other open view of your document. Remember that changes made to the textual content or topic hierarchy will automatically be updated in all views of a document.*