If you select *Indents Topics*, then even when you are within a topic, editing its text, pressing Tab will indent the topic.

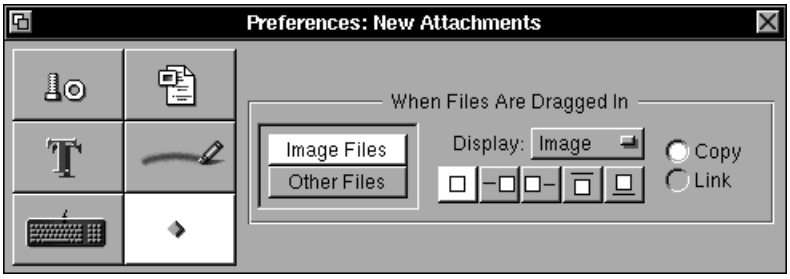
See Chapter 6 for more on indenting topics.

Emacs is a popular text editor used by programmers. *Use Emacs Key Bindings* lets those familiar with Emacs use a number of its standard control-key functions for navigating Concurrence documents.

A summary of these bindings may be found in Appendix B, Shortcuts.

New Attachments

Use the *New Attachments* preferences to customize how you want new attachments to appear when they are dragged into your document.



To set preferences for dragged in image files, choose the *Image Files* button, and then select your preferences. To set preferences for non-image files, select *Other Files*.

Use the *Display* pop-up list to select whether you want new images or files to be displayed as *Images* (if they are imageable), *Icons* or *Buttons*.

When dragging in a file or image you can control where its file name is placed by clicking one of the five buttons below the *Display* pop-up list.

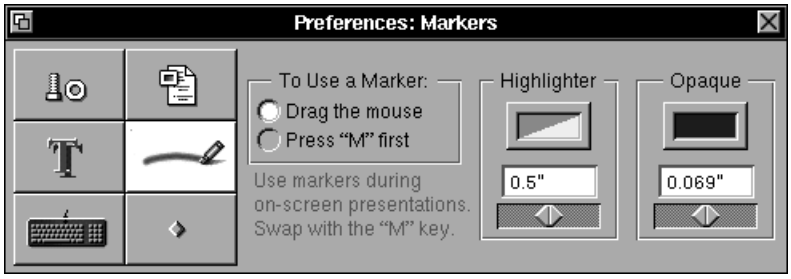
To choose whether you want files to be dragged in as copies or as file links, select either the *Copy* or *Link* buttons. By default, *Image Files* are brought in as copies, and *Other Files* are brought in as links.

For more information on working with attachments, refer to Chapter 13.

Click one of the *Set* buttons to raise the *Font* panel, and select the font you prefer. Click the rim of the color well to the right, to raise the *Color*s panel and set the text color.

Markers

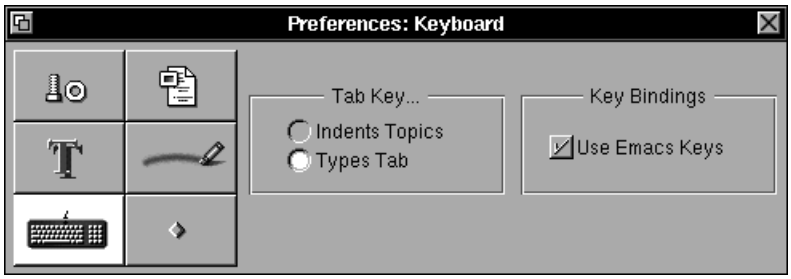
Markers let you highlight text or scribble notes on the screen during a slide presentation. The *Markers* preferences allow you to specify the color and stroke width of your markers, as well as how to invoke them during a presentation.



For more information on working with markers during presentation delivery, refer to Chapter 14.

Keyboard

Use the *Keyboard* preferences to dictate how you want the tab key to behave and to invoke Emacs key bindings.

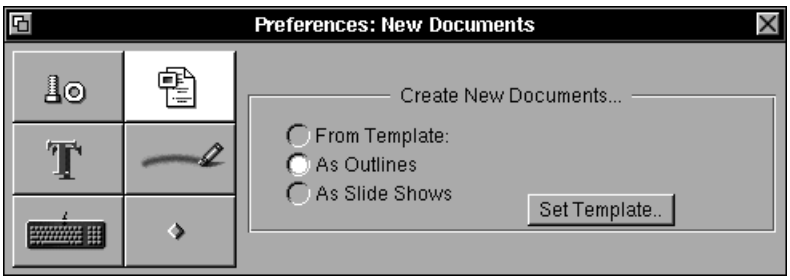


The *Tab* key always indents a topic (moves it to the right and down one level in the hierarchy of an outline) when the topic itself is selected. If the Tab key is set as *Types Tab* that means that when you are entering or editing text *within* a topic, pressing Tab does just that, types a tab character.

New Documents

Use the *New Documents* preferences to choose whether new documents are created as outlines, slide shows, or from a template when Concurrence is launched or when you choose *New* from the Document menu.

The default setting is *Create New Documents...As Outlines*.

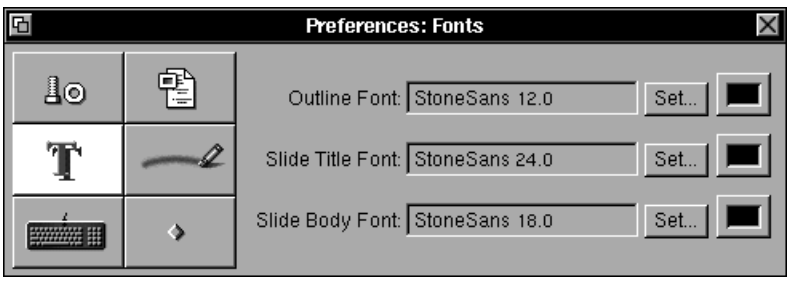


When *Create New Documents As Outlines* is selected, new documents will be created as outlines. If you choose *New* when *Create New Documents As Slide Shows* is selected, the new document will be opened in a Slide Show window.

Selecting *Create New Documents From Template* instructs Concurrence to make a copy of a specified file when *New* is chosen. Specify the file to be used as a template by clicking the *Set Template* button. For more on this command, refer to Chapter 5.

Fonts

Use this preference to select a default font for new documents.



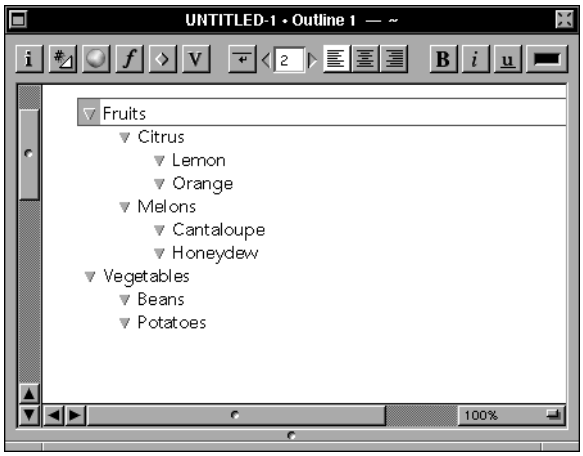
When you create new outlines and slide shows, their topics will default to the font you set in the *Preferences* panel.

Select *Remember Open Documents* or *Remember Open Palettes* to remember which documents or palettes you had open when you quit, and to have Concurrence reopen them when you run the program again.

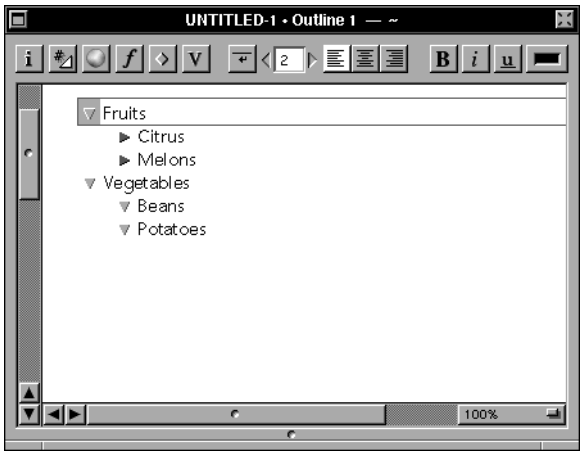
To customize your document ruler's unit of measurement, use the pop-up *Units* list and choose from inches, centimeters, points or picas. This list also controls the measurement for most other panels that use a ruler.

When *Create Backups* is selected, Concurrence will preserve a copy of a file before you save over it. Backup files have ~ appended to their names, so document FileName.concur will be preserved as FileName~.concur.

When *Collapse Children* is selected, collapsing a topic will also collapse its children, and their children, and so on.



Select topic Fruits, choose Collapse from the Topic menu, and then choose Expand. Normally you'd see the same layout you started with.

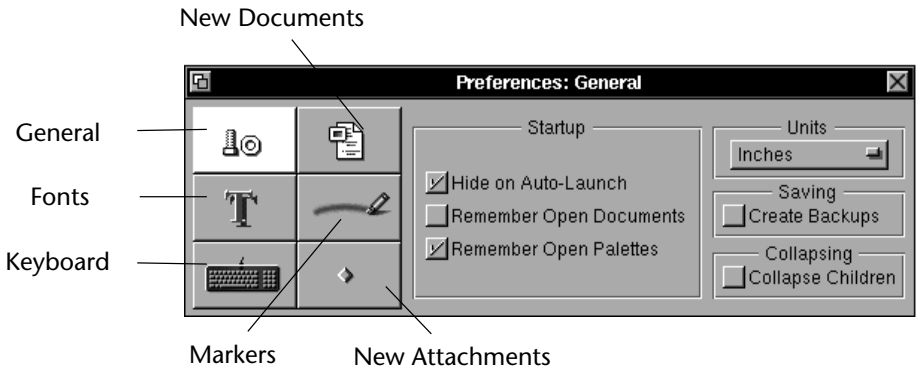


But with Collapse Children selected, you'll see this instead.

Preferences

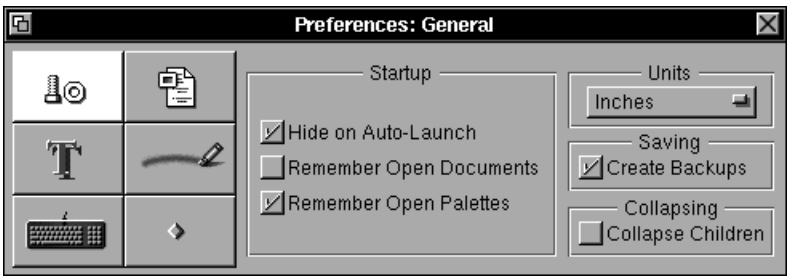
Preferences are settings that allow you to customize Concurrence's default behavior. The choices you make on the *Preferences* panel are retained from session to session, so you don't need to reconfigure things every time you run the program.

Choosing the *Preferences* command raises the *Preferences* panel, which displays six sets of parameters. Choose between these settings by clicking the buttons at the left side of the panel.



General

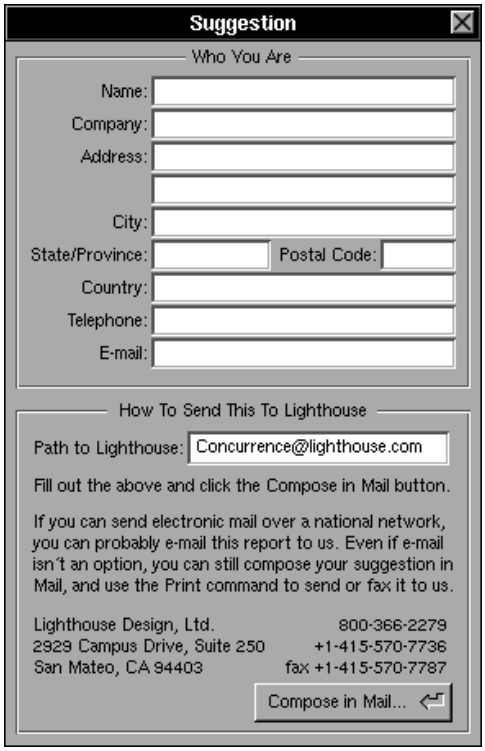
Use the *General* preferences panel to customize Concurrence's general start-up behavior. Their default values are pictured here.



If Concurrence is on your dock and you've set your Workspace preferences to launch it when you log in, *Hide on Auto-Launch* will cause Concurrence to hide itself after opening.

Suggestion

This command raises the *Suggestion* panel. Use it to provide Lighthouse Design with feature suggestions (or bug reports).



After entering some basic information about yourself and your company (which Concurrence will remember from session to session), click the *Compose in Mail* button. The information you provide will be automatically placed in a NeXTMail Send window, addressed to the Concurrence team at Lighthouse. Enter your suggestion there and click the Send window's *Deliver* button.

If you can't reach us with electronic mail, please print and mail your suggestion to us at the postal address written on the Suggestion panel. Or feel free to fax it to the number shown in the panel.

We look forward to hearing from you.

Guide explains how to use the *License* panel to register your copy of Concurrence.

Manual

The entire text of this manual is available on line with the *Manual* command.

Choosing *Manual* opens a folder in the Workspace Manager which contains Concurrence files with the text of this manual. To read one, select it and choose *Open* from the Workspace Manager's *File* menu.

You can also browse these files with the Digital Librarian application. Select a folder in the top left of the Workspace Manager window, and choose *Target* from the Librarian submenu of the Services menu.

Samples

Choosing the *Samples* command opens a folder in the Workspace Manager. This folder contains a number of sample Concurrence documents (including those used in the Tutorials at the beginning of this manual). To view one of these samples, select and double-click it or choose *Open* from the Workspace Manager's File menu.

Chapter 16

Info

The Info menu is the traditional location of information about a program. Standard commands here allow you to access the on-line manual, open the Info panel, and set preferences. Here you will also find commands to register your ownership of Concurrence and to send suggestions to Lighthouse Design.

Info Panel

The panel raised by this command provides a quick summary of Concurrence and its authors. Look to the *Info Panel* to see exactly what version of Concurrence you're running and how to get in touch with Lighthouse Design.

This panel contains much more than is at first visible to the naked eye.

License

The panel raised by the *License* command indicates whether your copy of Concurrence is registered, and to whom. If the top line of this panel reads "This program is Unregistered," you will be unable to save or print your work, or to paste it into other programs. The Concurrence Installation