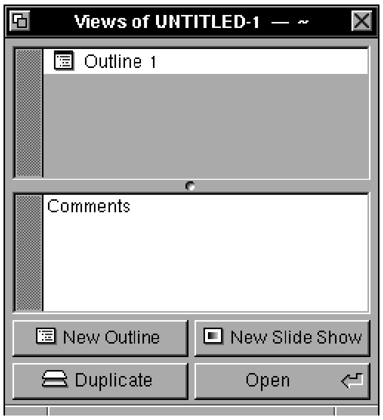
Chapter 27

Views

Use the commands in the Views menu to create and manage your outline and slide show views. As explained in Chapter 8, you can create multiple views of a document, each with individual characteristics. Views are accessed and maintained through the View Browser.

View Browser (B)

Choose this command to display the *View Browser* for the current document.



Shortcut *You can also raise the View Browser by clicking the* V *button on the button ribbon.*

A *View Browser* provides a list of all outline and slide views of a Concurrence document. The names of these views are visible in the top pane of a *View Browser,* and may be edited there.

Create new views of a document by clicking the *New Outline* and *New Slide Show* buttons. New views will have default formatting, which is based on the preferences you've set (see Chapter 16 for more on setting preferences).

To open an existing view, select it in the top pane and click *Open* (or simply double-click its icon in the top pane).

Click the *Duplicate* button if you wish to create an identical copy of a selected view. The words "Copy of" are automatically appended to the name in the View Browser.

Add and edit *Comments* about a view in the lower pane of the View Browser. Each view can have its own comments, which you can use to describe its formatting or purpose.

Delete a view from the View Browser by selecting it and choosing *Delete* from the Edit menu (or press Backspace).

When all the views of a document are closed, the document itself is closed, and the View Browser displays *No Document*. If you want to create a new document, click the *New Document* button in the center of the View Browser.

For more on the *View Browser,* refer to Chapter 8.

New Slide Show and New Outline

Choosing *New Slide Show* or *New Outline* from the View menu is the same as clicking the like-named buttons in the *View Browser,* described above.

New Outline Here (H)

Choose *New Outline Here* to create a new outline identical to the current one that focuses the new view at the selected topic. Read about focusing below. This command applies to outlines only.

Duplicate View

Choosing *Duplicate View* from the View menu is the same as clicking the like-named button in the *View Browser,* described above.

Focus (J) and Unfocus (K)

Choose *Focus* to hide all the topics in an outline except the selected (target) topic and its descendants. You may find this a useful way to concentrate, or focus, your attention on a particular topic, or area of your presentation.

When an outline is focused, the word *focused* appears in the lower right hand side of the window: 

Choose *Unfocus* to bring the hidden topics of a *focused* outline back into view.

Shortcut *Double-clicking the word "focused" is the same as choosing Unfocus.*

The *Focus* and *Unfocus* commands apply only to outlines.

Show/Don't Show Pages

Choose *Don't Show Pages* when you don't want page breaks in an outline to be displayed. Choose *Show Pages* when you want to see where page breaks occur. See Chapter 6 for more information about inserting page breaks in an outline.

These commands apply only to outlines.