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## **WinOutline**

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## **Introduction**

WinOutline is an outline editor for Microsoft Windows 3.0. It has several word processing features that help to create and maintain outlines easily. These are:

- a text editor with word-wrapping
- edit functions like Cut, Copy, Paste, Delete
- clipboard support
- menus and function keys for the creation and removal of outline sections
- automatic numeration of sections
- eight indent levels
- exportation of outline(s) to word processors
- printing of the outline(s)

## **WinOutline is Shareware**

WinOutline is distributed as Shareware. Please see the text file README.TXT for more information and ORDER.TXT for an order form.

The unregistered version of WinOutline asks you to enter the registration number at the beginning. If you have not registered the program yet, just press the Cancel-Button to try the program. WinOutline must be registered if you decide to keep it.

**Paragraph**

A paragraph is a block of text which starts in the first column of a line and ends when the ENTER key has been pressed. An empty line is considered an empty paragraph. The text within a paragraph is automatically wrapped at the end of each line.

**Section**

A section is a numbered block within an outline. (Unless it is not indented, in which case it will not be numbered.) It consists of one or more paragraphs.

## File Menu

New  
Open...  
Save  
Save As...  
Print  
Exit

## **New**

Erases the current outline and creates an empty outline. If you have changed anything, WinOutline asks if you want to save the current outline.

## **Open...**

Retrieves an outline from disk or hard disk. If you have changed anything, WinOutline asks if you want to save the current outline. Type a filename in the Open Dialog Box or choose a filename from the presented list.

## **Save**

Saves the current outline to disk or hard disk in the current directory under the name shown in the window title. If the document title is "Untitled" the program asks you to enter the name in a file select box. You can also press the "F3" key to save the outline.

## **Save As...**

Saves the current outline to disk or hard disk. If you have changed anything, WinOutline asks if you want to save the current outline. Type a filename in the Save Dialog Box or choose a filename from the presented list.

**Print**

Prints the outline on the default printer.

## **Exit**

Exits WinOutline after asking if you want to save the current outline in case you have changed anything.

**Edit Menu**

Cut

Copy

Paste

Delete

## **Cut**

Erases the marked block (see "Marking text with the keyboard" and "The Mouse") and stores the text in the clipboard from where it can be pasted in your outline or another application. You can also cut a marked block by holding down the Shift key and pressing the Delete key.

## **Copy**

Stores the marked block in the clipboard from where it can be pasted in your outline or another application. You can perform this function by pressing "Ctrl+Ins" on the keyboard.

## **Paste**

Inserts text from the clipboard in the outline at the text cursor position. The shortcut is "Shift+Ins".

## **Delete**

Erases the marked block. (The deleted text does not go into the clipboard.) The shortcut is "Ctrl+Del".

**Section Menu**

Create

Remove

Indent

Remove Indent

## **Create**

The first section of the outline is formed when the file is opened. When another section is needed, choose "Create" from the Section menu. The paragraph (or empty line) with the text cursor is changed to the beginning of a new section. All text up to the beginning of the next section or the end of the outline becomes part of the new section. The section has the same indentation as the paragraph. It is assigned a number and the following section numbers are changed automatically. The first section in an empty outline which you create does not have a number because it is not indented. Choose "Indent" from the menu to increase the level of indentation. The shortcut key for "Create" is "F5".

## **Remove**

The number is removed and the text of the section becomes part of the previous section. The numbers of the other sections are changed accordingly. The shortcut key is "F6".

## Indent

The Indent function indents and automatically letters or numbers each section. To increase the level of indentation, choose "Indent". Choose "Remove Indent" to decrease indentation. The shortcut keys are "F7" and "F8".

See also:

Create

Remove

## **Remove Indent**

The Indent function indents and automatically letters or numbers each section. To increase the level of indentation, choose "Indent". Choose "Remove Indent" to decrease indentation. The shortcut keys are "F7" and "F8".

See also

Create

Remove

## **Data Exchange Menu**

Export Text...

Exports the outline to other applications, e.g. word processors, in a text-only-format. Type a filename in the Export Dialog Box or choose a filename from the presented list.

## Options Menu

Layout...

Asks you to enter the number of characters per line. The value must be between 50 and 999. The outline is reformatted accordingly.

## Help menu

[Index...](#)

[Keys...](#)

[About...](#)

**Index...**

Shows the Index of WinOutline's help.

## **Keys...**

Shows help for the keyboard functions.

## **About...**

Shows information about WinOutline.

## **Mouse Functions**

You can use the mouse to place the cursor anywhere in the outline by clicking within the text or using the scrollbar on the right side of the window. (The scrollbar appears when your outline does not fit into the window.)

The mouse is also used to mark a block of text. Press the left mouse button at the beginning of the block, move the mouse to the end and release the button. Choose "Cut", "Copy", "Paste" or "Delete" from the Edit menu.

## Keys

Edit Keys

Command Keys

## Edit Keys

You can use the arrow-keys to move the text cursor through the outline.

Other keys:

<b>Key</b>	<b>Function</b>
Control + Arrow Right	Moves the cursor to the beginning of the next word.
Control + Arrow Left	Moves the cursor to the beginning of the previous word.
Home	Moves the cursor to the beginning of a line.
Control + Home	Moves the cursor to the beginning of the outline.
End	Moves the cursor to the end of the line.
Control + End	Moves the cursor to the end of the outline.
Page Up	Moves the cursor one window up.
Page Down	Moves the cursor one window down.
ENTER or RETURN	Ends a <u>paragraph</u> and moves the cursor to the beginning of the next line.
Delete	Deletes the character to the right side of the cursor.
Backspace	Deletes the character to the left of the cursor. (If the cursor is at the beginning of a line, the last character in the line above in the same <u>section</u> is deleted. If cursor is at the beginning of a <u>paragraph</u> , the paragraph is combined with the previous paragraph.)

## Marking text with the keyboard

You can mark text or extend a marked block of text by pressing down the Shift-Key in combination with any of the cursor movement keys described above. The text between the old cursor position and the new position is marked.

## Command Keys

Some of the menus have shortcut keys, which are shown on the right of an menu item.

<b>Key</b>	<b>Function</b>
F1	Shows the help index.
F3	<u>Saves</u> the outline.
F5	<u>Creates</u> a section.
F6	<u>Removes</u> a section.
F7	<u>Increases</u> the indentation level of a section.
F8	<u>Decreases</u> the indentation level of a section.