Note, also, that it is possible to instruct Concurrence to begin a new page with a given topic level—that selecting a master topic and choosing Start New Page (or pressing the Start New Page button on the button ribbon) will cause all topics at that level in the outline hierarchy to begin a new page.

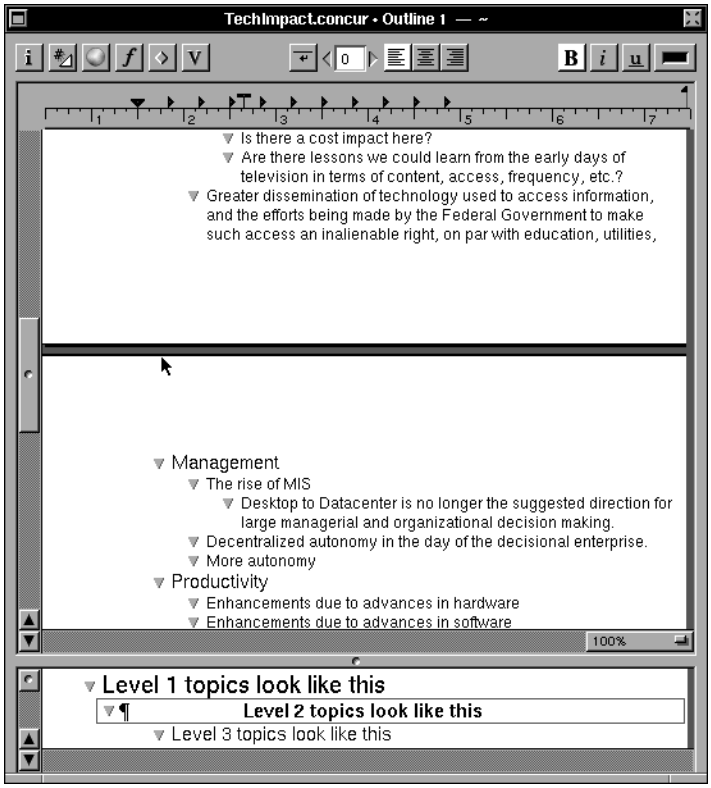
Conclusion

In this chapter of the tutorial, you've learned the basics of using Concurrence's outline editor. You can now create an outline, format topics and master topics, use the ruler and add page breaks. Note that the basic principles of formatting you've learned here can be applied to slide shows as well (which we'll look at next).

Additional features can be found by exploring the menu items and button ribbon, and by reading the Concepts and Command Reference sections of this manual. We encourage you to do all of the above.

Creating Page Breaks

Documents that run longer than a page will display a page break, which appears as follows.



1. **Scroll the current document until the page break comes into view.**

   You may wish to force your document to break at a particular point to cross pages. To do so, select the topic you wish to begin the new page.

2. **Select the topic "On Business".**

   (It's the second Level 2 topic in the outline.)

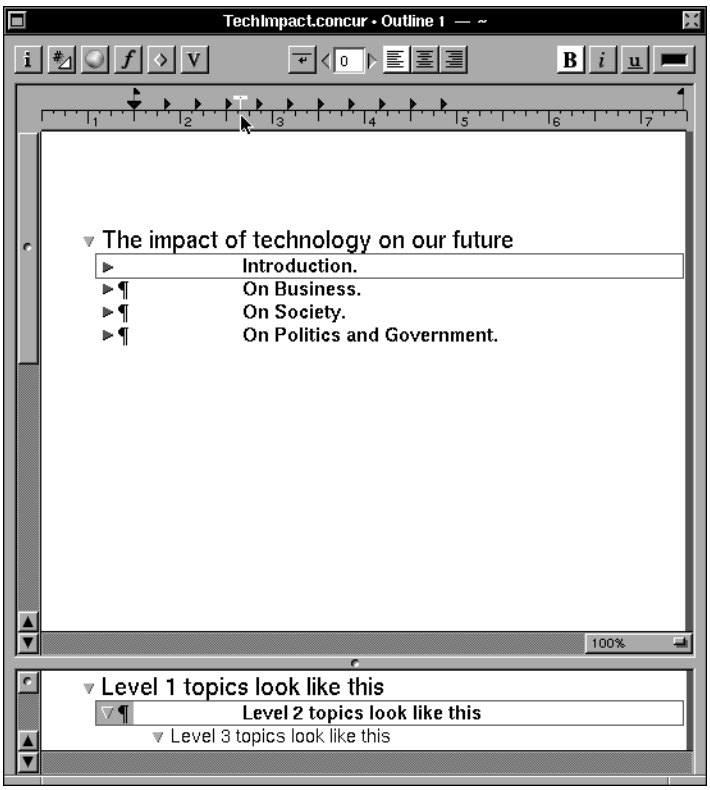
3. **Next, either choose Start New Page from the Topics menu, or press the corresponding page break button on the button ribbon.**

   Note the resulting page break.

be reflected throughout the outline's topics—allowing you, for example, to create a tab layout for tables in a master topic.

Let's proceed by changing the paragraph indentation for all Level 2 paragraphs.

3. **With the ruler visible, click drag the paragraph indent marker to the right approximately one inch:**



Note that all Level 2 topics are now indented on their first line. Again, formatting applied to a master topic is applied to all topics at that level. You can, of course, select an individual topic and modify its ruler individually.

To learn more about rulers and their components, please refer to the Concepts sections in this manual.

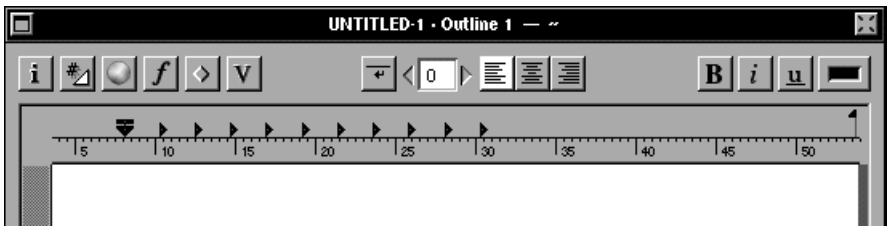
Lastly, we'll turn to learning about page breaks.

For example, making a ruler change to a master topic allows you to create a standard set of tabs for a given topic level.

1. **Select the Level 2 master topic in your sample outline by clicking its handle in the Master Topic Area.**

2. **Choose Show Ruler from the Text sub-menu of the Format menu, or press Command-r, to make the ruler for Level 2 topics visible.**

   Your ruler should look like this:



The ruler is comprised of the following elements:

The Left Margin Marker shows the left margin position of a master topic, and thus all the topics of the corresponding level in the outline. This marker is visible only when a master topic is selected, and can be moved by clicking, and dragging.

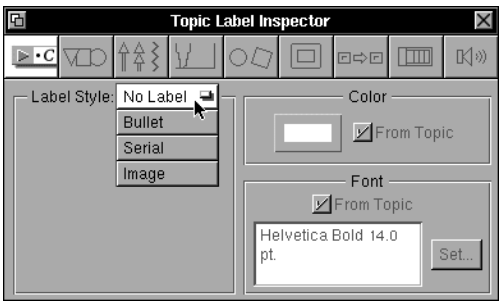
The Right Margin Marker, visible at the far right of the ruler, shows the right margin position of a topic or master topic, and can be moved by clicking and dragging.

The Paragraph Indent Marker shows the paragraph indent (left edge of the first line in a paragraph), and is visible and editable for both master topics and topics.

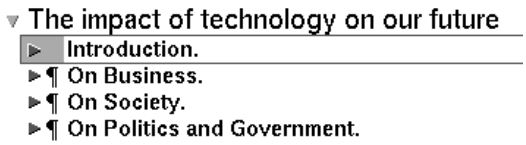
The Indent Marker shows the body indent of the selected topic, or the left edge of all lines that follow the first line in a paragraph. It is visible and editable for topics and master topics.

Finally, Tab Markers control tab position for both topics and master topics. Again, note that changes made to the master topic will

9. **Choose "No Label" from the Label Style pop-up list on the Inspector panel.**



In this instance, note how a change to an individual topic can override the formats applied to a master topics—all level 2 topics are shown with a ¶ bullet, except for the Introduction, which, given the change we just made, appears without a bullet. Here's what your outline should look like (with all but the level 2 topics collapsed away by double-clicking their parents).



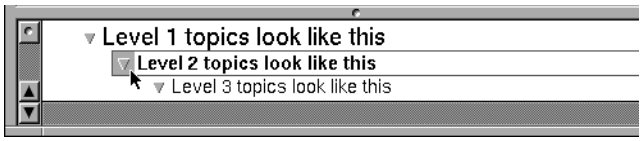
New topics added after the "On Politics..." topic will, by default, show a ¶ bullet because we've added one to the master topic in the master topic area. We can make exceptions to these default formats by selecting individual topics and modifying them through the Inspector.

This distinction, between formatting a topic and a master topic, is at the heart of Concurrence—through experimenting with the application or reviewing this section, please make sure to understand this concept before proceeding.

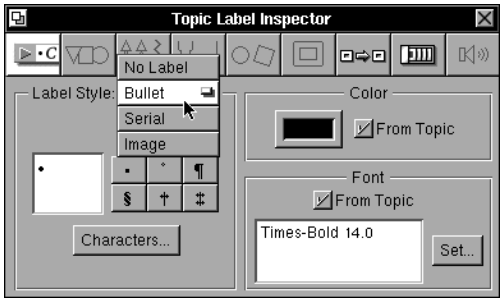
Using The Ruler

Concurrence uses rulers to control tabs and indentation, among other things. Similar to the previous exercise in applying bullets and label styles to topics and master topics, ruler changes can be applied to an individual topic or to all topics at a given level in the outline hierarchy, depending upon what is currently selected

5. **Select the master topic for level 2 topics (the second master topic).**



6. **This time, choose "Bullet" from the Label Style pop-up list on the inspector.**



Note the text field on the left portion of the Topic Label Inspector, and the six default options available with the buttons to its right. Characters entered into this text field are used as bullets in the outline. (Pressing the "Characters" button raises a panel showing the complete selection of characters available with the current font.)

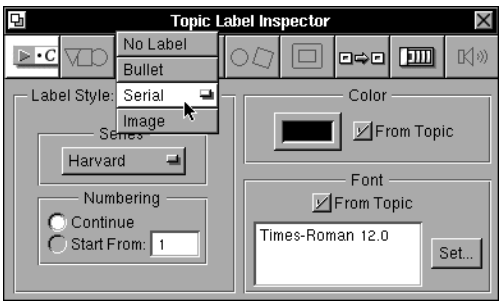
7. **Press the paragraph marker bullet "¶" on the inspector, one of the six default options.**

Note the change in your outline—because the master topic was selected when this change was made, the ¶ bullet applies to all topics at the same level as the master topic.

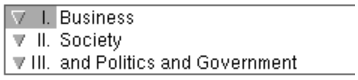
Lastly, let's exempt one of our topics from the master topic formatting.

8. **Select the topic marked "Introduction" in the outline, and again, raise the Inspector.**

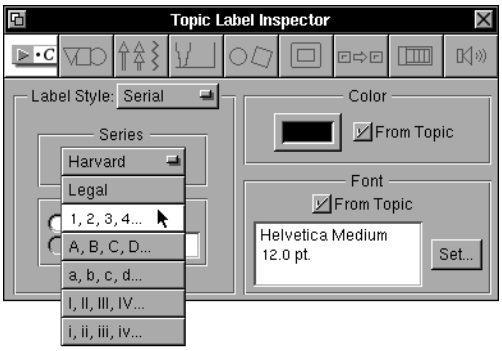
3. **On the Topic Label Inspector panel, select Serial from the Label Style list.**



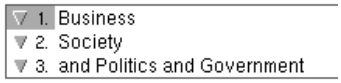
A variety of new controls is now available to us. Note, also, that our selection in the outline has been modified—the three topics now appear with the roman numbering characteristic of Harvard labels.



4. **On the Series pop-up list, choose the "1,2,3,4..." option from those presented.**

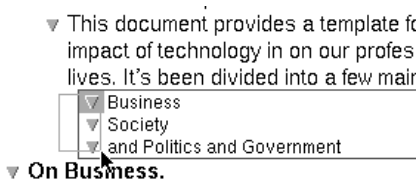


Note the change on the selected topics—they should now appear with numbers before them.



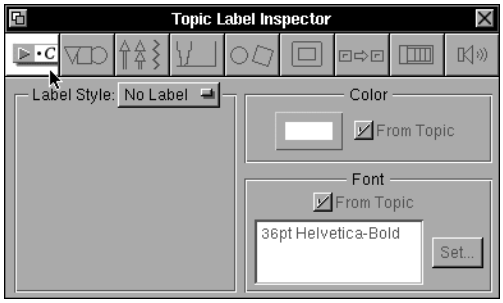
Now let's try a subtle change—rather than selecting topics in the outline, let's select a master topic from the Master Topic Area, and apply a label style there.

1. **Click drag your mouse just to the left of the Business, Society and Politics and Government section of the outline to select those three topics (as an aside, this is known as Multiple Selection).**



Next, let's raise the Inspector.

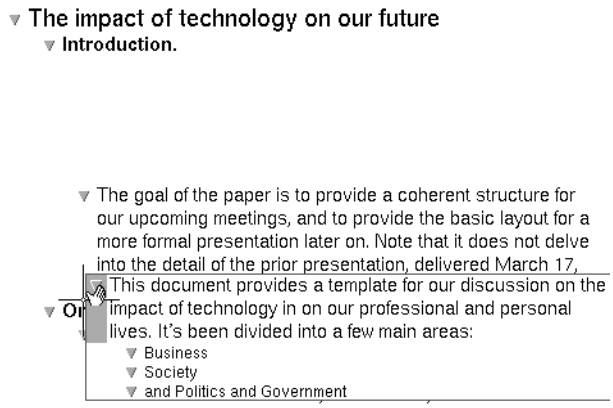
2. **Choose Inspector from the Tools menu, or press the button on the button ribbon to raise the Inspector Panel.**



Note that by default, the Topic Label Inspector panel has been raised. Note also that most of the buttons running along the top of the Inspector are inactive, and appear dimmed. Concurrence's Inspector presents only those panels available for use on the current selection—with a topic in the outline selected, the panel for modifying topic labels (such as bullets) is the only panel available.

The remaining panels are used (and made available) in the Slide Show portion of Concurrence, about which you'll be learning more in the next tutorial.

2. **When the destination marker is positioned below the topic which begins "The goal of this paper..." but above the "On Business" topic, release the mouse button.**



Notice that the topics have reordered themselves—that the second topic has now moved up to take the place of the first, and the second, along with its descendants, has been moved down.

That's all there is to moving topics—just a drag and drop.

Using the Inspector

Tools for controlling topic labelling, such as bullets, Harvard and legal labelling and much more, are found on Concurrence's Inspector panel.

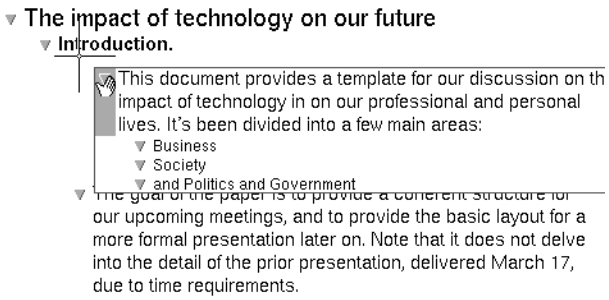
Changes made to the inspector apply only to current selections. So let's start out first by making a selection.

Moving topics

Moving the topics of an outline is easy—you just grab their handles with the mouse, and reposition them anywhere in the outline. To do so, click a topic's handle, and, without releasing the cursor, drag the topic to a different place in the outline. When you release the mouse button, the topic will relocate itself and all its descendants to where you dropped it.

When you move a topic, its descendants (its children and their children and so forth) move with it. For example, follow these instructions to move the Introduction's first paragraph and its descendants below the second paragraph:

1. **Click the triangular handle of the topic which begins "This document provides..." and, without releasing the mouse button, drag it downward**

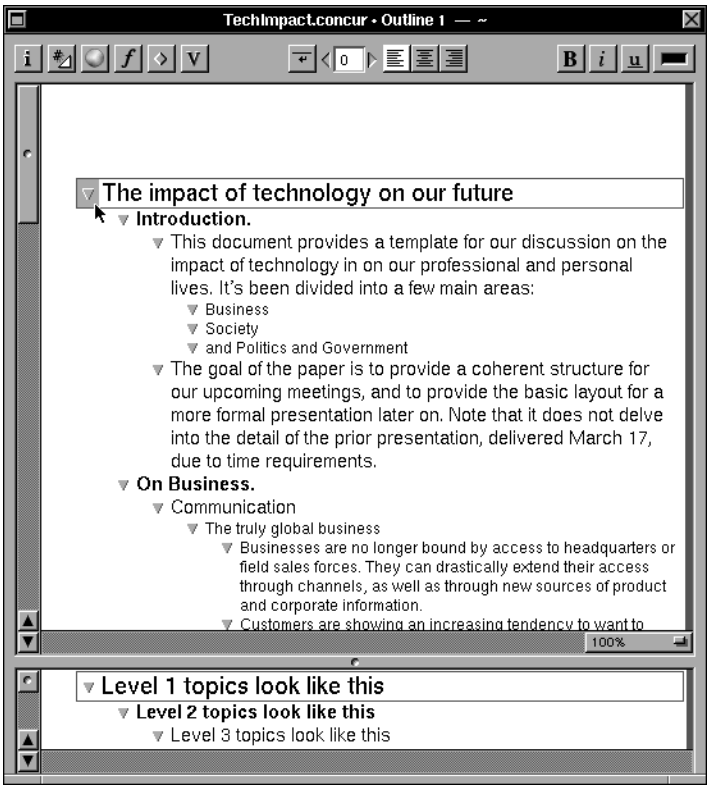


   The introductory paragraph and its three descendants will be torn from the outline and begin moving with the mouse. As you drag the topics, the *destination marker* appears, showing where the topics will be placed if you release the mouse button.

1. **Choose the Samples command from the Info menu.**

   This will open a window in the Workspace that contains the Samples folder.

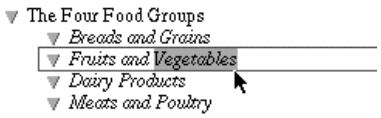
2. **Select the document "TechImpact.concur" and either choose Open from the Workspace's File menu, or double-click it.**



You should see a new window with the full "Impact of technology" outline. Take a moment to study the outline. Notice that each level of topics has been formatted consistently, and these formats are apparent from looking at the master topics in the Master Topic Area.

Try also collapsing and expanding the topics, as we've seen in the previous sections, and placing the insertion marker in a topic to edit the text.

1. **Select a word in the "Fruits and Vegetables" topic—make sure not to select the whole topic, just a word.**



2. **Choose Bold from the Font submenu of the Format menu (or type Command-b, or press the "B" button all the way on the right side of the button ribbon).**

The word that you selected is now bold. If you promote and demote the topic (by typing Shift-Tab and Tab with the topic selected), you'll see that while the formatting of the topic follows the format of the master topic, the individual word stays bold.

This is an important distinction to understand—if the Master Topic is selected, stylistic changes made to it will apply to all topics of the corresponding level of indentation in the outline above.

If, instead, just a topic in the outline is selected, stylistic changes made to it will apply to all of the text in that topic only.

Lastly, if only a portion of the text is selected inside a topic, formatting changes will apply to the currently selected text.

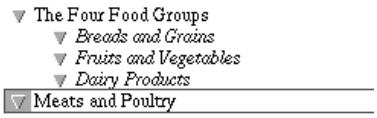
Editing Outlines

You've covered the basics of creating and formatting an outline. In this section, you'll learn how to edit outlines.

Opening Samples

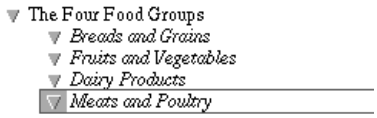
Rather than go through the tedium of transcribing an outline printed here, open the tutorial document shipped with Concurrence.

6. **Now type Shift-Tab to promote the new topic to the first level of indentation in the outline.**



Its text is no longer italicized, matching the default font for the master topic at the leftmost level of indentation in the outline.

7. **Press the Tab key.**

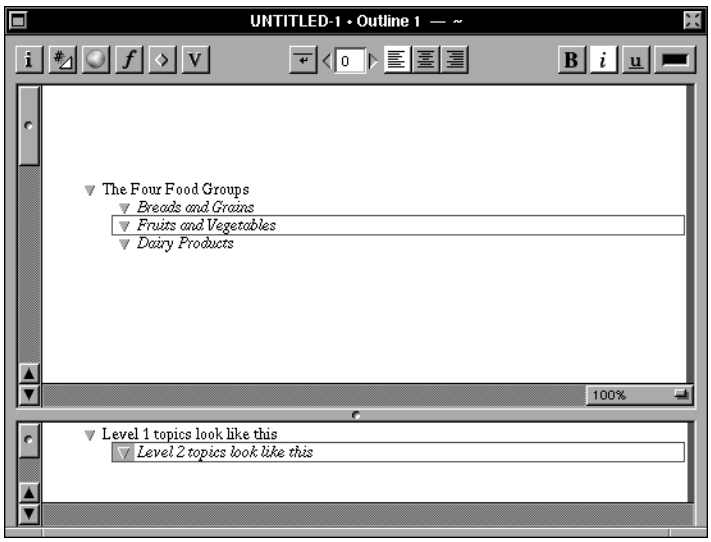


The "Meats and Poultry" topic has been moved back down a level in the outline hierarchy. And because its master topic is set to be italic, the topic is italicized once again.

Making exceptions

Text doesn't have to slavishly follow its master topic's format. You can set the font for particular topics or words to anything you like.

of the button ribbon—this button provides a shortcut for italicizing text.



Note that you've italicized not only the selected master topic, but also all of the topics at that same level of indentation in the outline. This is the fundamental concept behind Concurrence's master topics—they control the appearance of all topics at their level.

Changes made to master topics are reflected throughout the corresponding level in your Concurrence outline, whereas changes made to an individual topic in the outline (*not* a master topic) apply only to the currently selected topic.

4. **Select the "Dairy Products" topic in the outline, and press the Return key to create a new topic.**
5. **Type "Meats and Poultry" and press Enter.**

Note that this new topic is italicized, just like those above it.

Managing Master Topics

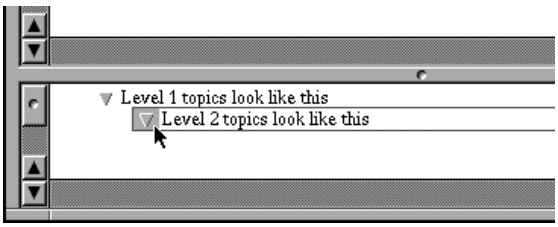
Outlines are structured documents—in both form and content. To that end, Concurrence provides centralized support for formatting styles across a document, and not simply on a word by word basis.

Master Topics, which appear in the *Master Topic Area* at the base of the outline view, control the appearance of topic levels.

1. **Select the topic "Fruits and Vegetables" by clicking its handle.**

   Note that the master topic for this level, which controls the formatting for this topic and all topics at its level of indentation, is highlighted in the Master Topic Area at the base of the outline.

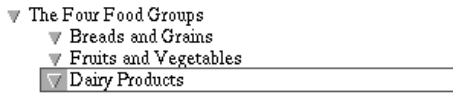
2. **In the Master Topic Area at the bottom of the window, click to select the currently outlined master topic.**



   This selects the current master topic, and highlights its handle to show you its selection status.

3. **Choose Italic from the Font submenu of the Format menu (or type Command-i). You can also press the "i" button all the way to the right**

6. Press Tab to demote it again.



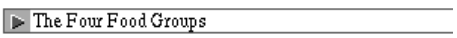
Learning how to use the Tab and Shift-Tab keys is an important part of creating and modifying outlines. You can use these keys during typing as well as when a topic is selected.

If you want to type a tab character while editing a topic, just press Tab. Only when a topic is highlighted will the topic be promoted or demoted.

If you'd like to be able to promote or demote a topic while you're typing in it, raise the Preferences Panel, select the Keyboard from among the buttons shown, and select the *Indents Topics* radio button from the Tab Key options. This will cause Concurrence to promote (or, with Shift-Tab, demote) a topic irrespective of the point at which the Tab key is pressed. With this preference selected, you'll have to use Alt-Tab to type a tab character.

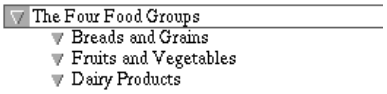
Expanding and collapsing

1. Position the cursor over the handle of the first topic, "The Four Food Groups." and double-click its triangular handle.



Double-clicking a topic handle *collapses* the selected topic, hiding its children (if it has no children, double-clicking has no effect). Also, note that the handle of the collapsed topic has changed its orientation—instead of pointing down, it now points to the right.

2. Double-click the handle of the collapsed topic again.

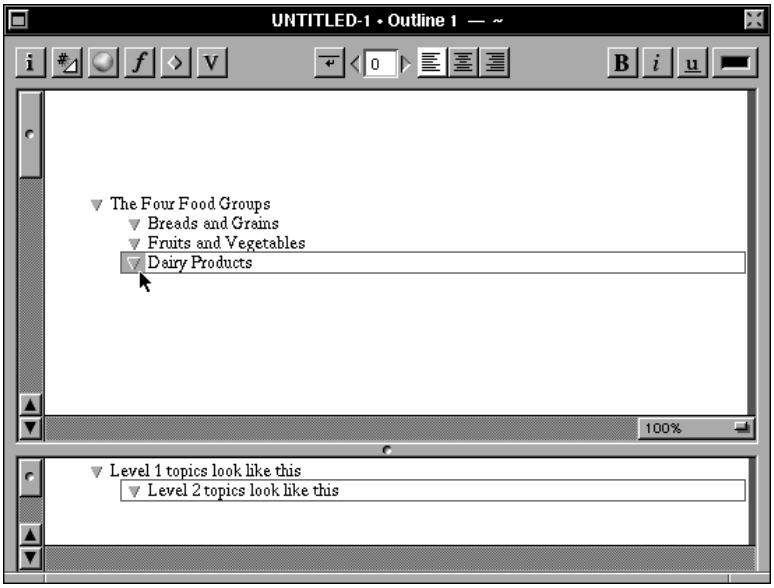


This *expands* the topic so that all of its children are visible again. You can also expand and collapse a topic by choosing the *Expand* and *Collapse* commands from the Topics menu.

4. In the third topic, type "Dairy Products" and press the Enter key.

Note that pressing Return creates a new topic, while pressing the Enter key merely ends text editing and selects the topic you were working on.

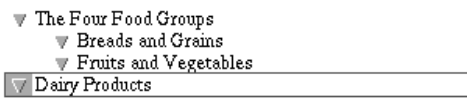
Your document should now look like this:



These three new topics are *children* of the first topic, "The Four Food Groups." The first topic is their *parent*. Each child is a *sibling* of the others. A parent can have as many children as you want, but a child can have only one parent.

If you have an extra topic, select it (by clicking its handle) and press the Delete key.

5. Click the handle of the topic "Dairy Products," and type Shift-Tab.



Note that this action *promotes* the topic, or causes it to move left in the outline.

1. **Click the handle of one of the topics, and press the ↑ and ↓ arrow keys.**

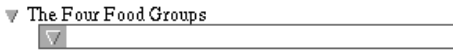
   Note that the selection moves.

2. **Now press the → arrow key.**

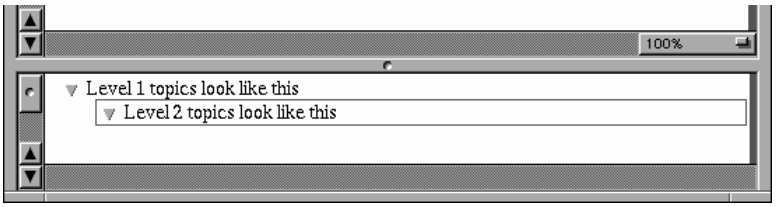
   The topic's handle is no longer highlighted, the insertion marker appears, and once again you're editing text.

Promoting and demoting

1. **Select the second topic by clicking its handle and press the Tab key.**



   Note that your topic marker has moved to the right, *demoting* it. Additionally, note that in the bottom portion of your window, known as the *Master Topic Area*, now displays two *master topics*:



   We'll learn more about master topics in a moment.

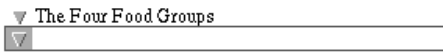
2. **With the second topic selected, type "Breads and Grains" then press the Return key.**

3. **In the new topic that appears, enter "Fruits and Vegetables" and press Return.**

Entering Text

At the top of the large white outline view window, you should see a gray rectangle with a triangle on its left side. This is a *topic*, and the triangle is its *handle* .

1. **Type the following text: "The Four Food Groups."**
2. **When you've finished typing, end your editing by pressing the Return key.**

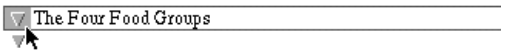


Note that pressing Return ends topic editing, and creates a new topic beneath the first one.

Selecting and navigating

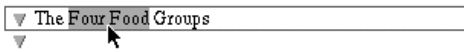
You can either select a topic, or the text within it.

1. **To select the first topic, click its triangular handle.**



Note that its handle is highlighted in gray, while the unselected topic remains unhighlighted.

2. **Now place the insertion point within the first topic, and select text by clicking and dragging within the topic.**

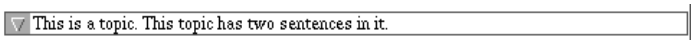


The topic is still surrounded by a gray box, but its handle is no longer highlighted—clicking a handle will select a topic, while clicking anywhere to the right of a handle will place an insertion point in a topic's text. With the insertion point placed within the text, you can now freely navigate within the text, and edit it.

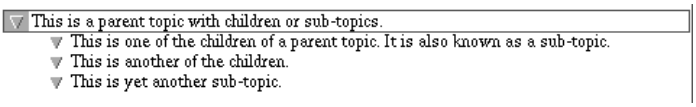
You can also use the arrow keys to change your selection, or navigate through the outline.

What Is An Outline?

An *outline* is a structured document, consisting of a hierarchical collection of *topics*. A topic is a piece of text, usually a few words, or a few sentences.



A topic can be have sub-topics, or *children*. In other words, some topics can be broken down into several *sub-topics* which provide greater detail about their parent topic.

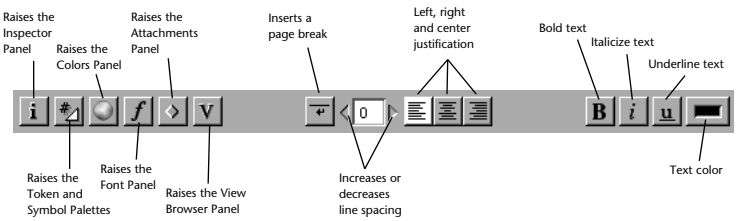


In a hierarchical outline, these relationships between topics are visually depicted by indentation—when a topic is indented, it is a sub-topic of the less-indented topic above it.

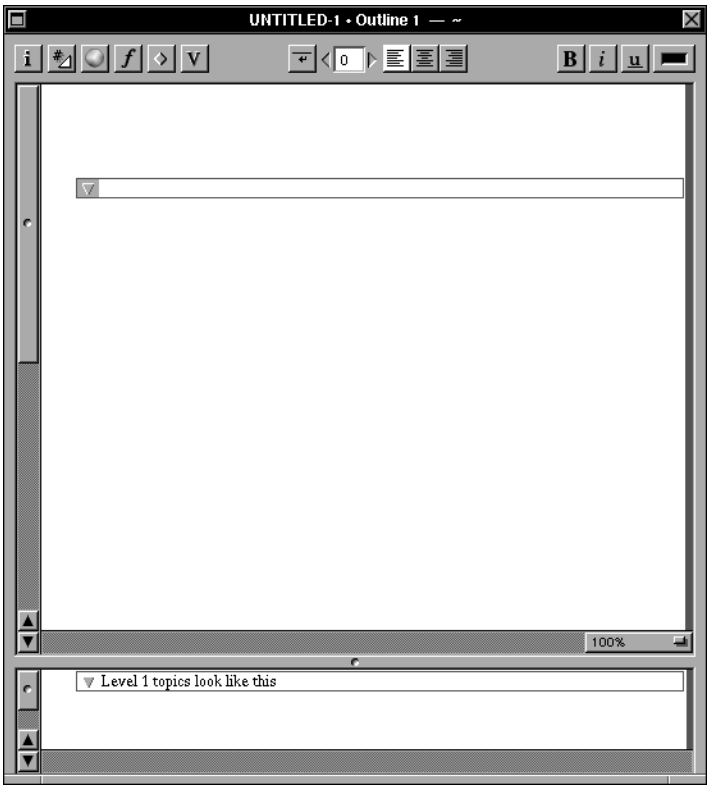
A topic and its children are treated as a unit—if you move a topic, its children (and their children, and so on) move with it. If you copy and paste a topic, its children are copied and pasted, too.

The Button Ribbon

At the very top of the outline window, you should see a row of buttons, referred to as the button ribbon. The button ribbon presents push-button shortcuts to menu commands also accessible through Concurrence's menu. The buttons are briefly explained below:



■ On the right, a large white window named “Untitled-1•Outline 1”



■ On the left, a smaller gray window named “Views of Untitled-1”

Chapter 2

Building An Outline

This chapter presents the basic skills you'll need to create and modify outlines, such as entering text, adding label styles and rearranging topics. You'll also learn how to manage master topics to eliminate formatting chores.

Starting Up Concurrence

To begin working with Concurrence, first you must launch the application. In the Workspace, find the Concurrence application icon and double-click it.

You should see: