

DeskMate Companion:

Outliner

*Organize Term Papers, Speeches, Reports,
Strategic Plans or Novels in Outline Format!*

**Star Software Systems, Inc.
363 Van Ness Way
Torrance, CA 90501
(213) 533-1190**

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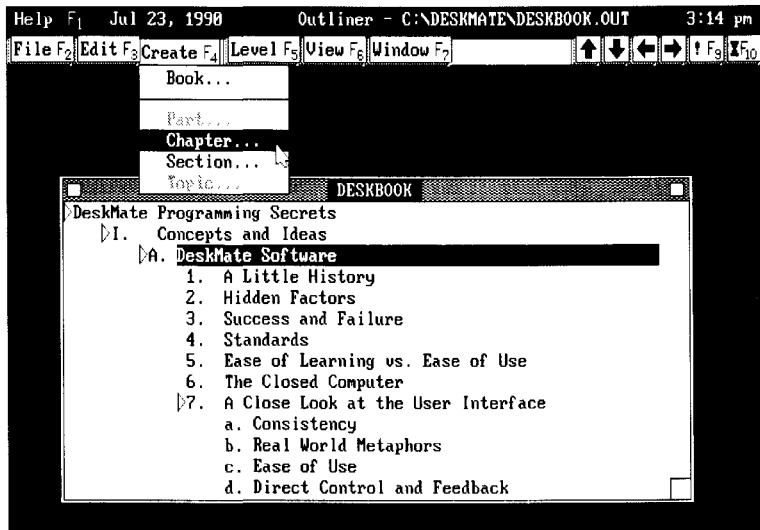
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Outliner Overview

DeskMate™ Companion: Outliner is an easy to use program designed to assist you in organizing any type of information into a practical and flexible form. *DeskMate Companion: Outliner* offers such flexibility as Overview or Detailed reporting, several options for heading labels, 10 levels of outline information with 99 lines of detail supporting every topic and heading. *DeskMate Companion: Outliner* is easy to use because it uses the same familiar DeskMate menu options that you are already accustomed to using.



Installing The Outliner

DeskMate Companion: Outliner must be installed from your DeskMate Desktop by using the Desktop(F7), Install command (see your DeskMate instruction manual for more information). If you choose to use a directory other than the default DeskMate directory, use Desktop(F7) Redefine to set the startup directory.

This program requires that you own a copy of DeskMate. DeskMate Companion: Outliner WILL NOT run as a stand-alone application.

How to Create an Outline

A new outline can be created through the "File(F2)" menu with the NEW option. When the NEW option is selected, the Outliner will prompt you for the Level 1 or Main heading. By pushing the OK button the heading will be saved and the main outline screen will be displayed. If you push the CANCEL button or press the ESC key the new outline will be erased. A new outline may also be created by creating a Level 1 heading through the "Create(F4)" menu.

How to Save an Outline

Outlines can be saved by using the CLOSE..., SAVE..., SAVE AS... or REVERT TO SAVED... options, all found in the File(F2) menu. The CLOSE... option will close the active outline and return you to the

next open outline or to the Outliner screen, if there are no open outlines. If you have made changes to the outline you will receive the prompt: "Close File. Save changes to 'FILENAME' before closing?". If you push the Yes button, the Outliner will close the outline and save any changes. If you push the No button, the Outliner will close the outline and ignore any changes made since the last time the outline was saved. If you push the Cancel button, the Outliner will return you to the outline without clearing or saving any changes.

The SAVE... option will save the changes and return you to the outline. The SAVE AS... option will save the outline to a specified filename. When you select the SAVE AS... option you will see the prompt: "Save as:". At this point you should enter the filename to which you want the outline saved. If you then push the Save button the outline will be saved to the specified filename. The Outliner uses .OUT as the default filename extension. Any filenames previously used for the same outline will not be affected by saving the outline to a different filename. If you push the Cancel button, the Outliner will return you to the outline without clearing or saving any changes.

The REVERT TO SAVED... option will clear any changes made since the last time the outline was saved. When you select the REVERT TO SAVED... option you will see the prompt: "Revert to last version saved?". If, at this point, you push the OK button the Outliner will clear any changes you have made since the last time the outline was saved and will return you to the outline. If you push the Cancel button the Outliner will return you to the outline without clearing or saving any changes.

How to Print an Outline

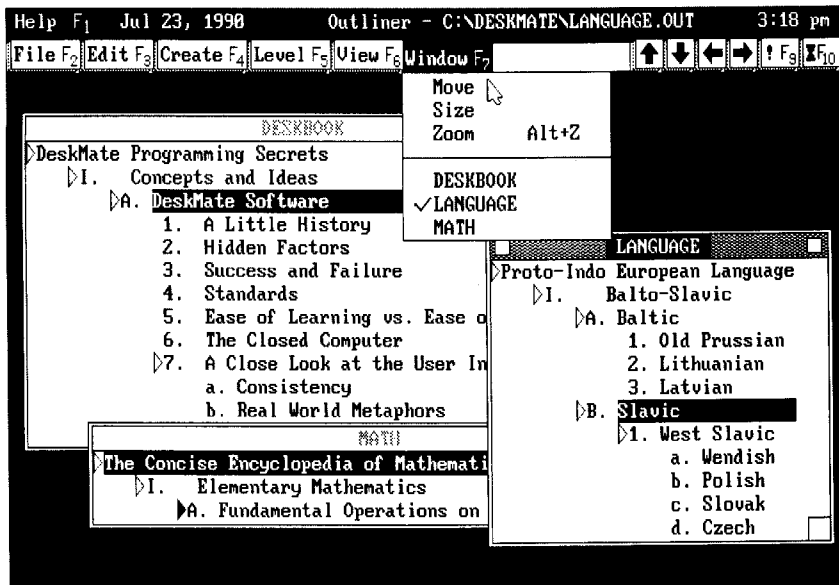
The PRINT option allows you to print the current outline to the printer, display it on the screen or export it to a DeskMate Text or ASCII file. When you select the File(F2) PRINT... option, the Print File Screen will display.

The first option on the Print File Screen is "Subtitle". The Subtitle will print, centered, below the Title defined in the "View(F6)" menu. If you push the Print Book button, the Outliner will print the detail screens left justified with the headings indented. By pushing the Print Outline button, the Outliner will print, indented headings (the outline) only, and no detail. The Display Page Numbers and Display Hidden Levels are Check Box options. If you place a check in the Display Page Numbers box the Outliner will print a page number at the bottom center of every page. By placing a check in the Display Hidden Levels box the Outliner will print information from within any closed levels, if this box is not checked, only the displayed levels will print. The Setup Permanent option will permanently save the print options you define. If you select the Setup Temporary option, the Outliner will reset the print options to the previous print setup, after you exit the print menu.

The Select Document option selects all levels for printing while the Selected Levels option will print only the levels that are highlighted. You may select to print the report Title on none of the pages, only the first page or on every page of your outline.

Windows

DeskMate Companion: Outliner has a unique windowing capability which will allow you to open multiple outlines on the screen. These windows may be sized and positioned for convenient access.



Using the File(F2) menu, you may either create New files or Open existing files. When more than one file is open you will find a list of all the open files in the Windows(F7) pulldown menu. Highlight the filename of the desired outline and press ENTER and that file will become active.

By using the Windows(F7) menu you may select to size a window or move a window on the screen. These window attributes will be saved with the outline and can be changed at any time. If you have a mouse, click anywhere on the title bar of the active window and drag the window to your desired location. If you click on the small box in the lower right hand corner of the window, you may drag the window into any size.

If you wish to temporarily expand the active window to the full size of the screen you may use the Window(F7), Zoom function. When you wish to return the window to its original size, the Window(F7), UnZoom..will be the appropriate command.

If you wish to remain in the Outliner system but wish to Close an active window, use the File(F2), Close.. command. If there have been any changes made to the outline you will be given an opportunity to save the changes before the window is removed from the screen.

Note to mouse users: If your mouse is installed you will see two small boxes displayed on the title bar of the active window. The small box on the left side of the title bar is a "hot-spot" on which you can click to Close a window. The box on the right is a "hot-spot" which will either Zoom or UnZoom your window.

Levels of an Outline

As you work with the outliner you will quickly discover that an understanding of outline levels will be necessary. If you picture an outline as a group of line items categorized by Roman Numerals, Capital Letters, Numbers, lower case letters, etc., each of these groups is considered a level in *DeskMate Companion: Outliner*.

Your first task will be to determine the titles and number of levels you wish the outline to contain. By accessing Level(F5), Definitions... you will be presented with the default levels. You may create outlines with up to ten distinct levels and name them anything you feel appropriate. If, for example, you are creating a strategic plan for your company, perhaps your levels might be; Missions, Goals, Objectives, Plans, etc.

Position the highlight bar on any level of the outline (if this is a new outline there will only be one level displayed). Use the Create(F4) menu and you will be allowed to create another item at your current level or the next level immediately below your current level.

To change the descriptions of the outline labels, use the View(F6) menu and choose the desired format. Note that this menu will also let you enter or edit the outline title. The View(F6), Lock... command, allows you to vertically scroll the highlight bar on the current level only. The up and down arrows will jump from Roman Numeral to Roman Numeral and skip all of the detail below. The right and left arrows will allow you to change levels or Unlock the highlight bar.

Similar to locking levels is the ability to Close levels. With the highlight bar positioned at a level where there is detail below, use the Close command to display only the current level data. Note that the hollow triangle next to the level description has now become solid to indicate that there is data below this level but it is not being displayed. **Note to mouse users:** You may click on the triangles located next to the Level descriptions to Open and Close levels.

Level Detail

DeskMate Companion: Outliner is unique in that in addition to creating a traditional outline it will also carry detailed descriptions of the outline level. For instance you may be writing a book and set up a level called Introduction. If you wish, by pressing ENTER with the highlight positioned on the Introduction line (or double clicking on the line for mouse users) you may actually type the introduction paragraphs of your book. The detail screen will accept up to 99 lines of detail (about two pages). When you convert this outline to your word processor via the File(F2), Print, Export... command, all of this detailed data will be included with your outline.

Cut and Paste

The Cut & Paste functions in the Outliner are unique to traditional DeskMate applications. By using the Shift+arrow keys or dragging the mouse, you may highlight levels of the outline. Entire levels, along with the detail, will be cut or copied to the Clipboard. Reposition the highlight bar and then paste these levels back into the outline. Via this technique you can easily move data from level to level.

Note: Outliner headings are incompatible with other DeskMate applications. You may not use the DeskMate Clipboard to cut or paste heading information. You may use the Clipboard for importing or exporting data to/from the detail screens

Help

DeskMate Companion: Outliner uses extensive on-line help. At any position within the program you may press the F1 key and you will be presented with a context sensitive solution. You may sometimes request additional help, and the system overview help menu will appear.

DeskMate 3.00...3.02 vs. DeskMate 3.03+: *DeskMate Companion: Outliner* uses many of the advanced help features found only in DeskMate 3.03, 3.04 and 3.05. If you are using DeskMate 3.02 (or earlier versions), only the system overview help menus will appear.

Sample Files

DeskMate Companion: Outliner comes with two sample files called DESKBOOK.OUT and LANGUAGE.OUT. DESKBOOK is the outline for a book on DeskMate Programming Techniques. The sample file is provided as a learning tool and should supply sufficient data for you to experiment with the system functions.