

## INTRODUCTION

What +Outliner can do for you.

+Outliner will read a file created by you with your word processor and allow you to display its headings and sub-headings in collapsed

or expanded formats. It will also allow you to delete, insert, copy, move, and even change the "level" of a heading (promote or demote it). It will also allow you to edit a particular heading: insert, delete, or overtype. Your changes can be saved to disk, and headings sent to your printer. A simple notation system will let you know whether a particular heading has sub-headings, and whether they are presently displayed or not. Each mode, main, edit, and buffer has its own menu to select from. This is probably the only time you will need to refer to this documentation.

### Hardware requirements

#### Minimum:

+Outliner will run on a one drive 64K Radio Shack Model 4.

#### Recommended:

+Outliner will be most useful on a two drive 128K Radio Shack Model 4.

### Software requirements

#### Minimum:

A word processor (+Outliner reads pure ASCII files only) and TRSDOS 6.2 or LS-DOS 6.3

#### Recommended:

A word processor and DoubleDuty (Tandy/Radio Shack catalog number TX 76102).

While +Outliner will run with less than the recommended hardware and software it will not be nearly as useful to you.

## STARTING +OUTLINER

From DOS simply type OUTLINER "Filename" where filename is the name of either a previously created ASCII file or one you wish to create. Do not type the quotation marks. If you do not follow OUTLINER with a filename you will be prompted for one. If you are creating a new file you will be asked to confirm your choice, type in a new filename, or return to DOS. You can also switch disks, key in <@> and search the new disk for your file. In all cases press the <ENTER> after your choice.

## COMMAND CONVENTIONS

The keys displayed on the last line of the video screen and enclosed with "<" and ">" symbols or displayed in reverse video are your command choices. <shifted arrow> means you may hold down the shift key and simultaneously press an arrow key. Numbered keys preceded by an F (<F1>) refer to the function keys above the separate numbers key pad of your key board.

Some keys not listed in the menu line will also be active. In the main mode, the arrow keys will move the line cursor up and down. The shifted up or down arrow will move the cursor up or down a video screenful. The space bar will be treated as a <down arrow> key.

While in edit mode, the <enter>, the <up arrow> or <down arrow>, and the <F3> key will all exit the edit mode and return you to the main

menu.

While in the buffer mode, any key not displayed on the menu will return you to the main menu.

Headings displayed by +Outliner will be preceded by either a "+" or a "--" symbol. Headings preceded by a "+" have subheadings (whether currently displayed or not). Headings preceded by a "--" have no sub-headings.

## CREATING THE OUTLINE FILE

The first step in using the +Outliner program is to create a file for it to read. There are two ways to do this. The first, and best, is to create it with a word processor, save it to disk in ASCII format, then read it with +Outliner. The +Outliner file will have each heading on a separate line. Each heading may not be more than 80 characters long. Lines longer than 80 characters (this includes leading spaces) will generate an error. Sub-headings will be indented two spaces right of their headings. An example file will look like this:

## INTRODUCTION

- History of the wombat

- Early history

- Recent history

- Future of the wombat

## CURRENT WOMBAT TECHNOLOGY

- Laser technology

- Maglift technology

## FUTURE WOMBAT TECHNOLOGY

- Russian advances

- Canadian advances

- American advances

- Government projects

- Private projects

## RECOMMENDATIONS

Once read by +Outliner this file will be displayed in the following manner:

### + INTRODUCTION

- + History of the wombat

- Early history

- Recent history

- Future of the wombat

### + CURRENT WOMBAT TECHNOLOGY

- Laser technology

- Maglift technology

### + FUTURE WOMBAT TECHNOLOGY

- Russian advances

- Canadian advances

- + American advances

- Government projects

- Private projects

### - RECOMMENDATIONS

The second way to create an +Outliner file is to select a new filename (from DOS, e.g. OUTLINER "FILENAME/TAN:1" or when prompted by +Outliner). When +Outliner doesn't find the file on any of your available drives, select the "E" (new file) option. You will be presented with ten lines of exclamation marks. You can then edit each line (overtyping, delete, insert, etc.). Save this new file to disk when prompted.

No matter how you create your initial file, the following menu will also be displayed on the bottom line of your screen:

Collapse GCollapse Expand Delete Insert F3Edit Buffer Print TOF Load  
Save Quit

The key that activates the particular function will be in reverse video.

Remember that headings will be preceded by either a "+" or a "-". Headings preceded by a "+" have sub-headings. Headings preceded by a "-" have no sub-headings.

#### +OUTLINER COMMANDS

The <arrow> and <shifted arrow> keys.

You may move the "bar" cursor by using the <up arrow>, the <down arrow> or the <shifted arrows>. Arrow keys will move the bar cursor one heading up or down. The keys repeat. Shifted arrows work this way: if the cursor is not at the top or bottom of the display then it will be moved there. If the cursor is already at the top or bottom of the display when the <shift arrow> is pressed, then the display will shift an entire screenful in the appropriate direction, or to the very top or end of the file, whichever would occur first. If the <arrows> or the <shifted arrows> are pressed and the cursor cannot move in that direction then a warning will momentarily replace the menu line at the bottom of the screen. It will read "Nothing Above" or "Nothing Below."

<C>ollapse.

The <C> key will collapse the heading indicated by the cursor. Using the above example, placing the cursor on the heading "+ INTRODUCTION" and pressing the <C> key would result in the following screen display:

```
+ INTRODUCTION
+ CURRENT WOMBAT TECHNOLOGY
- Laser technology
- Maglift technology
+ FUTURE WOMBAT TECHNOLOGY
- Russian advances
- Canadian advances
+ American advances
- Government projects
- Private projects
- RECOMMENDATIONS
```

The headings under "+ INTRODUCTION" have been made invisible.

<G>lobalCollapse key.

The <G> key will collapse the entire outline file. The cursor will return to the topmost item.

<E>xpand key.

The <E> key will expand the heading and display subheadings.

<D>elete key.

The <D> key will delete the heading highlighted by the cursor, provided it or the heading on the line above are not collapsed. Collapsed headings and headings on a line following a collapsed heading cannot be deleted. You must expand them first. In the following example, "+ INTRODUCTION" could not be deleted because it is a collapsed heading. Neither could "+ CURRENT WOMBAT TECHNOLOGY" since it is on a line immediately below a collapsed heading. You must expand the "+ INTRODUCTION" heading before deleting either. An appropriate message will momentarily replace the main menu line should you attempt to delete one of these headings.

```
jcpl1
+ INTRODUCTION
+ CURRENT WOMBAT TECHNOLOGY
- Laser technology
- Maglift technology
+ FUTURE WOMBAT TECHNOLOGY
- Russian advances
- Canadian advances
+ American advances
- Government projects
- Private projects
- RECOMMENDATIONS
```

<I>nsert key.

Pressing the <I> key will allow you to insert a new heading above the present cursor position. If the heading above is collapsed you will be asked to expand it before being allowed to insert. In the following example, you would not be permitted to insert a heading between the first and second heading. You would have to expand the "+INTRODUCTION" heading first. A warning message will temporarily replace the main menu line should you attempt to do this.

```
+ INTRODUCTION
+ CURRENT WOMBAT TECHNOLOGY
- Laser technology
- Maglift technology
+ FUTURE WOMBAT TECHNOLOGY
- Russian advances
- Canadian advances
+ American advances
- Government projects
- Private projects
```

#### - RECOMMENDATIONS

You would be able to insert a line between "- Russian advances" and "- Canadian advances." Place the cursor over the heading "- Canadian Advances" and press the <I> key. A "- !!!!!" will appear above the cursor position and you will be placed in edit mode. The screen should now look like this:

```
+ INTRODUCTION
+ CURRENT WOMBAT TECHNOLOGY
  - Laser technology
  - Maglift technology
+ FUTURE WOMBAT TECHNOLOGY
  - Russian advances
  - !!!!!
  - Canadian advances
  + American advances
    - Government projects
    - Private projects
- RECOMMENDATIONS
```

The edit menu would also replace the main menu at the bottom of your screen. The edit menu looks like this:

```
#EDIT# <arrow> <shifted arrow> <F1>Insert is ON <F2>Delete <F3>Quit
Edit #EDIT#
```

Parts of the edit menu will be in reverse video.

Type in your new heading, overstriking the four exclamation marks.

To exit edit, press <F3>, <ENTER> or either the <up> or <down arrow>.

See the following section of this documentation for more information on the edit mode.

#### <F3>Edit mode.

As mentioned above, inserting a new heading into the outline automatically places you in edit mode. You can also enter edit mode by pressing the <F3> key while in the main menu mode. You will then be able to edit the heading you have highlighted with the bar cursor. The edit menu will replace the main menu at the bottom of your screen. The edit menu looks like this:

```
#EDIT# <arrow> <shifted arrow> <F1>Overstrike is ON <F2>Delete
<F3>Quit Edit #EDIT#
```

Parts of the edit menu will be in reverse video.

The bar cursor will disappear and a small underline cursor will flash under the first character of the heading being edited. While in the edit mode the following keys are active:

The <right> or <left arrow> will move this cursor.

The <shifted arrows> will "promote" or "demote" the heading--indent it to the left or to the right. (The "+" or "-" status of the surrounding headings will be adjusted when you leave edit mode.)

<F1>Insert. The <F1> key acts as a toggle. Press it once and any character you key in will be inserted just ahead of the cursor. Press it again and any key you type will overwrite characters on the screen. You will know whether you are in insert or overstrike mode by looking at the edit menu on the last line of the video. The words "Insert is ON" or "Overstrike is ON" will appear after the "<F1>" menu choice, depending on the state of the insert toggle.

<F2>Delete. Pressing the <F2> key will delete the character under the cursor.

<F3>Quit. Pressing the <F3> key will return you to main menu mode. You can also press <ENTER> or either the <up> or <down arrow> to leave edit mode. If you promoted or demoted the heading while in edit mode, the "+" or "-" status of the surrounding headings will be adjusted when you re-enter main menu mode.

<B>uffer.

Pressing the <B> key while in the main menu mode will display the following menu on the last line of the video screen:

```
<Copy Move Here Show Buffer>
```

Parts of the buffer menu will be in reverse video.

Pressing the <C>opy key will copy the current cursor line into the "buffer" and return you to the main menu.

Pressing the <M>ove key will copy the current cursor line into the buffer, erase that line from the screen, and then return you to the main menu.

Pressing the <H>ere key will insert the current contents of the buffer on the line just above the current cursor line, then return you to the main menu. All lines below the inserted line will be shifted down a line.

Pressing the <S>how Buffer key will display the current contents of the buffer for a few seconds then return you to the main menu.

Copying and moving lines requires two-key combinations. The first key is always the <B> or the Buffer key. For example, if you wish to move a line from one location to another you would place the bar cursor on the line you wish to move then press <B> followed by <M>. This copies the line into the buffer and erases it from its screen location. You will be returned to the main menu. Now move the cursor to the line just below where you wish the line to go. Now press <B> followed by <H> (for Here) and the line will be copied to the space just above the cursor. Copying lines works the same way except that the original line is not erased.

You can copy the contents of the buffer as many times as you wish. The buffer does not change until you press either the <B><C> or the <B><M> combination again, after which the buffer contents will contain a new line. You can always press <B><S> to see the current contents of the buffer.

You cannot move a collapsed heading. You cannot "<H>ere" the buffer contents to a collapsed heading. If you attempt to, a warning message will flash on the bottom line. Simply expand the heading in question first.

<P>rint.

Pressing the <P> key while in the main menu mode will print the outline as displayed. Headings under collapsed headings will not be printed. No special formatting is permitted. There are no "skip perforations" or special printer widths supported. If you need a special printed version of your outline, use your word processor on the file.

<T>OF

Pressing the <T> key will send a Top Of Form character to your printer. See your TRSDOS manual for more details. If your printer is not on line, a message saying so will appear on the last line of your screen.

<L>oad.

Pressing the <L> key will allow you to load a new file. If you have made changes (if you used the Insert, Delete, or Edit options of the main menu) you will be asked if you wish to save the file currently in memory. Then you will be asked for the filename you wish to load.

<S>ave.

The <S> key will allow you to save the file currently in memory. You can save the outline in memory using the original filename (this is the default) or select a new name. You can also return to the main menu at this point by giving the single letter "M" at the filename prompt.

<Q>uit.

<Q>uit allows you to exit the program. You will be asked if you wish to save changes.

#### LIMITATIONS OF +OUTLINER

Filesize is limited to 25,000 characters. This should still take care of most people's needs.

The screen reprinting routines (after a screen scroll, a delete or an edit) are relatively slow.

As already mentioned, printing to your printer is not formatted in any way.

Again, any fancy formatting can always be done with your wordprocessor.

There is no "print to file" feature yet.

#### TYPICAL SESSION

I have borrowed heavily from the following two books for this section. The first is The Scholar's Personal Computing Handbook: A Practical Guide by Bryan Pfaffenberger. Boston: Little, Brown and Co., 1986. The second is The Whole Earth Software Catalog for 1986 edited by Stewart Brand. Garden City, NY: Quantum Press/Doubleday, 1985.

With a new writing project to begin, I load DoubleDuty. I then load my text editor in BOTH partitions. (I use Allwrite by ProSoft). I use partition 1 to store what will become my outline and partition 2 for what will be the actual text. I "brainstorm" in partition 1. I think of headings or topics, and type, type, type. I limit the typing in this section to 80 characters per line. Gradually a pattern takes place. I promote headings, shift them about, move some ideas under others. If a certain idea or heading gets my juices flowing I transfer to partition 2 and type away there. Again, neither partition is very structured. The idea is to keep the thoughts flowing. I do, however, keep headings in one partition (partition 1) and supporting text, or "flesh for the bones of the outline" in the other partition.

Until the outline file becomes longer than 25 lines (a video screenful) there really isn't any need for an outlining program. Your wordprocessor can edit the outline much better than +Outliner could. Once your outline gets larger than that, however, you will appreciate the ability to collapse and expand headings. Collapsing will allow you to regain the sense of the overall structure of your writing, without getting lost in the detail of subheadings. You can expand any heading that you are curious about. When I get to this stage I quit the wordprocessor in partition 1 and load +Outliner instead. Now I can switch back and forth between the outline and the actual text. I print a hard copy of the outline with only the section I am currently working on expanded and the rest of the outline collapsed. This way, structure becomes very apparent and it becomes easier to stay on the topic. Although switching back and forth from one partition to the other is very fast, I find it so much easier to look at paper than a screen.

Actually writing the text inevitably causes me to alter the outline. If the outline change is minor, I switch to that 64K bank and use +Outliner to make the changes. If the changes are major (and they often are) I quit +Outliner and use my wordprocessor to make the changes. Experience will tell you when to use which method.

This "typical session" assumes that you have the recommended hardware and software. If you don't, I'm not sure the hassle of alternately loading your wordprocessor and the +Outliner program and their attendant files is worth it. You're welcome to try, however.

#### WHAT IS FREEMWARE?

You may copy this software at will. Pass it on to friends. Upload to

any bulletin board. If you find it useful send a donation to:

Kevin Kierans  
2343 Nechako Drive  
Kamloops, B.C.  
CANADA V2E 1T8

If you send more than \$7.49 US or \$9.99 Canadian I will place you on my mailing list and notify you of upgrades and bugs. You will receive upgrades free of charge. See the final section for proposed enhancements. Don't hesitate to suggest improvements or report bugs. If SOMEONE sends \$1.00 I will finally be able to answer "Yes!" to my wife's "Nice hobby, I'm sure. Any money yet?"

#### FUTURE ENHANCEMENTS

##### Display directory

Display OUTLINER data files one at a time and allow selection with a single keystroke. (Similar to <right arrow> in Visicalc (tm).)

##### Global Expand

Expand outline fully with one keystroke.

##### Tag headings for mass action

Tag headings (a ">" symbol would appear after the "+" or "-"). Tagged headings could then be "gathered" together and then either copied or moved to a new location.

##### Print to file

Print to file as well as to printer. Option to print headings with preceeding numbers or letters. i.e:

- I. Major Heading
  - A. Subheading
    - 1. Next level
      - a. Next level etc.

#### MESSAGES AND COMMANDS

Here is a list of valid +Outliner commands. Underlined commands operate in the edit or buffer modes only.

The <up/down arrow> and <shifted up/down arrow> keys.

Move the bar cursor.

<G>lobalCollapse

Display only major headings.

<C>ollapse.

Collapse a heading.

<E>xpand key.

Expand a heading.

page.

<D>elete key.

Delete a heading. Some collapsed headings, and some headings near collapsed headings may not be deleted until expanded.

<I>nsert key.

Insert a heading. You may be asked to expand certain headings before inserting. Insert places you in <F3>Edit mode.

<F3>Edit mode.

Edit a heading. See underlined commands.

<right> or <left arrow>

Move the edit cursor.

The <shifted arrows>

Promote or demote a heading.

<F1>Insert

Turns insert toggle on/off.

<F2>Delete

Deletes character under the edit cursor.

<F3>Quit

Quit edit mode. Adjust the "+" or "-" status of surrounding headings.

<Enter>

Quit edit mode. Adjust the "+" or "-" status of surrounding headings.

<up/down arrows>

Quit edit mode. Adjust the "+" or "-" status of surrounding headings.

<B>uffer

Buffer menu. See underlined commands below.

<C>opy

Copy the current line to the buffer.

<M>ove

Copy the current line to the buffer and then delete line from screen.

<H>ere

Copy the current buffer contents to the line above the cursor.

<S>how Buffer

Display the current buffer contents.

<P>rint

Send outline to printer with current collapsed/expanded format.

<L>oad.

Load another outline file.

<S>ave.

Save the file currently in memory.

<Q>uit.

Return to TRSDOS.

Here is a list of messages you might encounter while using +Outliner:

Nothing to collapse

The heading has no sub-headings.

Nothing to expand

The heading has no sub-headings.

Nothing above

You've reached the top of the file.

Nothing below

You've reached the bottom of the file.

Can't delete collapsed heading

You must expand before deleting.

Can't delete or move below collapsed heading

You must expand before deleting.

Can't insert above top of screen

You must scroll up first.

Expand upper heading first

You must expand before inserting or moving.

Expand before changing level

You must expand before "promoting" or "demoting" a heading.

Line too long

You must shorten this line before "promoting" or "demoting" it

Can't have an outline with one heading

You must have at least two headings for an outline.

File not found

You have the wrong disk in the drive or have made a filename error.

Disk full

Change disk and try again or delete an unused file.

Printer not ready

Make sure printer is on line.

File too small

You must have at least two headings for an outline.

(December 10th, 1986)

(January 20th, 1987)

(March 7th, 1987)