

## Outline

- Enter or Return adds a new row *after* the current row.
- Shift-Enter (or Shift-Return) adds a new row *before* the current row.
- Option-Return or Shift-Return creates a return in the cell.
- Tab indents a row one level, Shift-Tab outdents the row.
- Command-arrow moves between rows and columns.



Drag a row to change the headline.

Click to expand or contract levels. Double-click and the row jumps to the headline.

Jobs in progress	Overview	Proj Head	Project Dates	Job Status
1. Grok Toy Company				
A. Design new company logo	Update the 10 year old logo for new direction of product line.	AMB	1/17,2/24	
B. Modernize product marketing strategies	Develop strategies to appeal to a broader audience.	PSK CAA	2/7,4/11,10 weeks 3/14	Don't have much time to produce a miracle. Let's do it!
a. Grok line	The flagstaff product line for the company. Mountain-climbing gear for the most serious climbers. Interconnected pieces of plastic that twist into meaningless shapes.	JAH	2/7	
b. Rocky Roads		JK	3/7,3/21	Start after we're well into the Grok effort. This product may not make it into the '92 line.
c. Twisty		Dave	Not scheduled	
2. The Post Gazette				
A. Increase circulation of the Sunday	The highest revenue of the weekly paper			

Double-click above the column title for Column Setup.

Press the pop-up menu to update the column's current cell.

Drag to change the size of the headline and column title area.

Select columns or rows and choose Hide in the View menu to turn-off the display.

Rulers indicate the **Design** mode. Drag Tabs to change the outline indents.

Draw with Chalk to change color and thickness of table grid lines.

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## Table

- Click the Add Column button on the Commands palette to add a new column.
- Drag columns to re-arrange.
- Drag column margins to change the size.
- Choose Column Setup to format columns. Double-click above a column title to see this dialog.
- Click above the column title to select the entire column.
- Click to the left of the symbol to select the entire row.

## List columns ☒

- Type a list in the list editor to create a text list. (Choose List in Column Setup dialog to access the list editor.)
- Row lists update columns using rows in the outline. The updated cell *displays* the row, but it cannot be edited in that cell. Change the row and the cell is automatically updated.
- Update the current cell by choosing a list item from the pop-up menu in the column title.

## Date columns

- Type a date in a cell for a single date.
- Separate start date, end date, duration with semi-colons.

2/7/94;2/20/94;2 weeks  
2/24/94

- Press Return to add more than one date in a cell for an item.

## Number columns

- Type a number to update the column. Numbers are formatted as indicated in the Column Setup dialog.
- Type a formula after the title of the column to hold the total. Press Return, type '=', type the formula.

**Tax Due**  
**=(Unit \* Cost) \*.06**

'Unit' and 'Cost' are column names, '.06' is a constant.

- Type a column formula in the cell for the higher level row to calculate sub-levels. (Or choose the formula from the Glossary!)

## Chalkboard

- Drag to place outline rows anywhere on the screen.
- Draw with the chalk to connect items.
- Add background pictures and colors in Design.
- Press 'Rows' and drag rows to the chalkboard to display them on the chalkboard.

## Timeline

- Timeline displays date columns that are currently showing.
- Drag markers to change dates.
- Choose Design to change the color of date markers.

## Layouts

- Choose Add... in the Layouts menu to add a layout. Check all of the options you want to include with the layout.
- Change a layout on the screen, then choose Modify... in the Layout menu. Click Update to globally update *all* characteristics. Or, check *individual* characteristics to update those selections.
- To base a layout on another layout, click the selection button in the Layout Setup dialog. Drag a layout to a sub-level to base it on the higher level layout.



## Style sheets

- Style sheets apply to the entire screen.
- Add styles to different outline levels by clicking more choices... in the Style Sheet dialog box. Type outline levels and choose formats for each.
- Overwrite a style sheet by explicitly changing the text format. Columns overwrite tables, rows overwrite columns, cells overwrite rows.
- To base one style on another style, click the selection button in the Style Sheet Setup dialog. Drag a style sheet to a sub-level to base it on the higher level style sheet.

# QUICK REFERENCE

## Form

- Choose Design to create a custom form. Press 'Columns' and drag the columns you want to display.
- Turn-off Design to use a form.
- Page to see all currently showing rows.
- Press the Go To button to jump to a particular row or expand or contract the outline rows you see on the form.

## Design

- When you see rulers, you are in Design. Choose the columns to display on the form and position them on the screen.
- Add color, draw with the chalk, paste a picture in the background. The things you can design depend on the item you are designing.
- Click the close box on the rulers to leave the design mode.

## Tablet

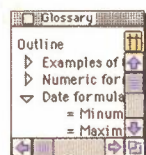
- Type to enter text.
- Draw with the chalk.
- Drag items to documents.

## Chalk

- Chalk has specific uses in different views.
- Draw lines and shapes while designing the background of forms, chalkboard, and categories.
- Draw on the Tablet, draw borders around cells in tables.
- Change the line thickness and color of table grids (in Design).
- Press Option-Shift and draw to erase Chalk

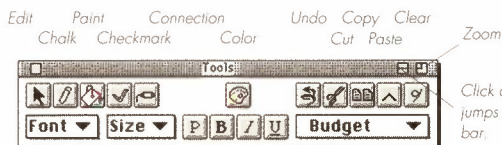
## The Palettes

Double-click to update the current cell with a glossary item.



Click to see the columns included on the glossary.

Drag a row or column from a document to add it to the glossary.



Click in free space to select a palette, then choose Design to design the palettes.



Click to go to another row or expand or contract the outline.

Click 'Columns' and drag columns to the form to display them on the form. Remove columns by dragging them back to the Columns button.

Tab to move from field to field. Tab order follows column order from the table.

Rulers indicate Design. Click the close button on the rulers to leave Design.



Select a column title and choose Hide—it does not display.

## Calendar

- Drag a date column to the calendar to display it. Each open document can display one date column at a time.
- Drag an item on the calendar to change the date.
- Choose Design to change the start of the week and the font of month and days.
- Double-click a date on the calendar to update the current cell.



## Selecting/sorting

- Add a new row in the select window to perform multi-criteria selections.
- Indicate selection criteria and choose Hide or Hide Unselected in the View menu to hide selected items or hide unselected items.
- Add a new row in the sort window to perform multi-level sorts.

## Scripts and stuff

- Forget syntax? Here's a sample that grabs a thumbnail of a picture file:

```
tell application "InfoDepot"
    copy row number of selection of window 1 to aRow
    copy column number of selection of window 1 to aColumn
    copy (choose preview) to aFile
    copy preview of file aFile to aThumbnail
    set value of row aRow of column aColumn to aThumbnail
    make connection in row aRow of column aColumn with properties
    (alias:aFile)
end tell
```

- Press Command and choose from the Additions menu to edit a script or to change the Apple events target application.
- Command-click to select a script or sound badge to delete it.

## Popular Badges

- Formula in the column
- Script attached. Click to run.
- Password protected column.
- This document is shared.
- Page to see more in the cell.
- Connection to another document.