

MORE™

*The fastest way to organize
and present your ideas*

LEARNING MORE 3.0

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NOTE: WHERE "W" IS GIVEN IN KEY COMMANDS,
IT MEANS THE COMMAND KEY.

INTRODUCING MORE 3.0

MORE 3.0 is the Macintosh program designed for people who need to write reports, prepare proposals, and make presentations. With a single program you can move rapidly from conceptualizing an idea to organizing, planning and communicating it—whether it is a full-blown color presentation or a one-page action list. In short, MORE is a program you can use every day to project a professional image in print and in person.

Have you ever had the experience of struggling to capture and organize your evolving thoughts on paper? By the time you have one concept pinned down on scribbled scraps of paper, have others escaped you? You can sometimes spend hours rewriting and reformatting the text rather than honing your content. With MORE you can rapidly turn your most complex ideas into clear and concise communications.

Simply type in your ideas then use the powerful word processing features in MORE to revise, rearrange, and refine them. You can develop your ideas to the most minute detail, then step back and see the big picture by collapsing the headlines. When you want a beautifully formatted document, just go to the MORE Library and apply one of the many pre-installed formats to your outline.

If it's a beautiful presentation you want, just type in your ideas and click one icon to get an instant bullet chart presentation. You can customize your presentation by applying a template which includes everything you need, from color to graphics to text formatting.

INTRODUCING MORE

MORE outlines can be transformed into slide transparencies, on-screen shows, tree charts, lists, and any other type of report or written document.



Why MORE Is for You!

Easily organizes your thinking:

Whether you're brainstorming new ideas, organizing complex information, or planning your next project, your task is simplified with MORE's advanced outlining capabilities. As you revise, edit, or refine an outline, you can move headlines, change their level within the outline, and expand or collapse them without having to erase or redo work the way you would with traditional pen-and-paper outlines.

Provides a powerful word processor:

Use MORE to produce professional quality proposals, memos, and reports. Its sophisticated word-processing features include a ruler to control indentation, tabs, and justification; page breaks; a search-and-replace function; and a 100,000-word spelling checker. Create a table of contents or customize headers and footers. Change text font, size, style, and color and include graphics in your work.

Creates impressive presentations from your outline:

After you've planned and organized your thoughts, MORE automatically transforms your outline into bullet charts. You can use the charts "as is" or customize them by creating or importing graphics; changing frame styles, backgrounds, fill patterns, and line styles; and adding text. And if you have a color printer, you can produce color overhead transparencies and color paper copies of your presentations. For large audiences, 35mm slide presentations can be particularly effective.

Produces on-screen slide shows:

You can use a Macintosh as your presentation screen. Make your presentation even more impressive by taking advantage of MORE's many special transition effects and text builds. You can control the presentation with the mouse or arrow keys, or you can let it run automatically. If you're using multiple monitors, you can display speaker's notes and controls on one screen while running the slide show on the other.

Automatically creates organization charts from outlines:

Because pictures and diagrams are often more powerful than straight text, MORE can turn outline points into organization charts, project flow charts, time lines, and other similar tree charts. Using styling tools and chart settings, you determine the most effective box styles, shapes, colors, shadows, and orientation. Tree charts add a highly effective graphic representation of your subject matter.

Whether you're tackling a new venture, planning next year's marketing strategy, or convincing someone to give you funding for your latest project, it's all under your control with MORE.

About This Manual

The next chapter, “Using MORE,” describes the contents of the MORE package, installing and starting MORE, and what you should do if you need assistance.

■ For an introduction to MORE

Start with Chapter 3, “A Quick Tour of MORE,” which uses an existing file to take you through many of the features of the Outline, Bullet Chart and Tree Chart views. It also shows you how color can enhance your presentations. To start your own outline, read the first section of Chapter 4 called “Starting from Scratch.”

■ To learn more about MORE

Review the remaining chapters. These include

Chapter 4 “Additional Outlining Basics”

Chapter 5 “Additional Bullet Chart Basics”

Chapter 6 “More about Tree Charts”

Chapter 7 “Advanced Outlining”

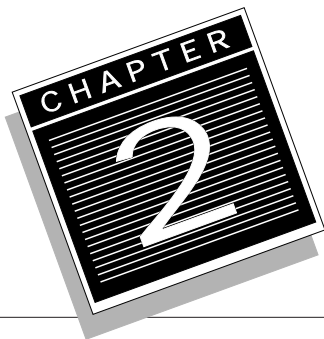
There’s an index at the back of this manual to help you locate information about specific tasks.

■ If you want additional information about performing a specific task

Read the appropriate section in the *MORE 3.0 Reference* manual.

■ If you want ideas for formatting outlines and creating effective presentations

Browse through the outline, bullet chart and tree chart templates in the MORE Libraries. You can use any of the templates for creating your own outlines and presentations. To find additional tips and techniques for using MORE to manage your business, create graphics, and design presentations, read *Making the Most of MORE*.



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USING MORE

This chapter describes system requirements, the contents of the MORE package, how to personalize your copy of MORE, how to use the MORE documentation, and what to do if you need assistance.

System Requirements

- Macintosh Plus, Macintosh SE, Macintosh SE/30, or Macintosh II family of computers (Macintosh II, Macintosh IIx, Macintosh IICx, Macintosh IIfx, and the Macintosh Portable)
- At least 1 MB (megabyte) of RAM (MORE automatically allocates one megabyte of RAM for the program)
- System 6.0 or later
- At least one 800K (kilobyte) floppy disk drive and a hard disk

Optional:

- A printer compatible with the Macintosh
- A film recorder compatible with the Macintosh

To take full advantage of color on the Macintosh, you need

- An Apple color monitor and video card (a video card expansion kit is recommended) or a similar third-party monitor and video card

Package Contents

Listed below are the contents of the MORE package. If any of these pieces are missing from your package, contact your Symantec dealer (the company from whom you purchased MORE).

- Five MORE disks
 - *MORE Program/Installer*
 - *MORE Utilities 1*
 - *MORE Utilities 2*
 - *MORE Tutorial/Samples*
 - *MORE Templates*
- MORE documentation
 - *Learning MORE 3.0*
 - *MORE 3.0 Reference*
 - *MORE 3.0 Quick Reference*
 - *Making the Most of MORE*
 - *Customer Service Plan*

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Before Proceeding

- **Make a working copy of your MORE disks**

The MORE disks are not copy protected to allow you to make the best possible use of MORE. It is recommended that you make two backups of each disk in the package. For information about making backup disks, see your Macintosh user's manuals.

After you've finished making all your backups, store the original MORE disks in a safe place. If you need to make more backup copies, use the first set of backups to generate the additional sets. From now on, you should work only with the backup disks. When the documentation refers to *the MORE disks*, it means the backup disks that you just created.

- Complete and mail in the registration card located in your *Customer Service Plan*

The registration card is the form with the return address printed on one side. It is very important not to lose the number printed on this form. It identifies your copy of MORE and will give you access to the Symantec Product Support department. Take a moment now to write down your MORE registration number, or use one of the provided stickers. We recommend that you write the number inside the *MORE 3.0 Reference* so that it's always handy should you need to call us.

After you mail the registration card to Symantec, you are entitled to free support. When Symantec receives your registration card you become a licensed owner of MORE with all the respective rights and privileges. You will be eligible for warranty coverage, special promotions, new update programs, and notice of future products and services from Symantec.

Installing MORE on Your Hard Disk

To install MORE

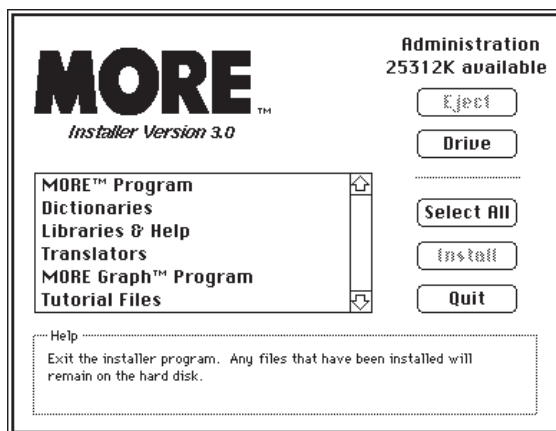
1. Insert the *MORE Program/Installer* disk in the disk drive on your Macintosh.
2. Double-click the MORE Program/Installer Disk icon.



A window opens displaying the MORE Program Seg.1 and MORE Installer icons.

3. Double-click the MORE Installer icon.

The Installer dialog box appears.



4. Click Drive to select the drive where you want to install MORE.

The name of the current drive appears in the upper right corner. Keep clicking Drive until you reach the drive you want.

5. Select the files you want to install.

You select a file by clicking it. You can select more than one file by Shift-clicking or dragging the desired files. As soon as you select the first file, the Install button becomes active. If you want to install all the files, simply click the Select All button.

6. Click Install.

7. Insert disks as prompted.

The Installer prompts you for disks by ejecting the current disk and displaying a dialog box requesting a specific disk. The disks you need will depend on the files selected for installation.

As each file is successfully installed, its name disappears from the file list in the Install dialog box. When the installation is finished, a dialog box informs you that the process is complete and returns you to the Finder.

8. Click Quit if necessary.

The dialog box disappears. The selected files have been installed on your hard disk. MORE creates a folder called *MORE 3.0* to store all the files.

Starting MORE

Once you've made backup disks, you're ready to start up the MORE program. The first time you use MORE, you will be asked to personalize the program. Once you do so, it will be easy to distinguish your copy from those that belong to other people.

To start MORE

1. Double-click the MORE Program icon.

MORE asks you to enter your name the first time you launch the program.

2. Type your name.

Check that you have typed it correctly. This is the only opportunity you will have to change it. If you need to make a correction, press Delete to erase the mistake and retype your name.

3. Press Tab to move the cursor to the second line, and type the name of your company.

You can leave this box blank if you wish. Again, if you make a mistake, press Delete to erase it and then retype it correctly.

4. Press Return or click OK.

MORE starts and opens a new, untitled outline. For more information, see Chapter 3, "A Quick Tour of MORE," and Chapter 4, "Additional Outlining Basics."



About Preferences

When you open a new MORE file, default settings determine how your outline will look when you first begin. It's simple to alter those settings. For instance, you may want to choose specific fonts, sizes, and styles to use in your documents. Choose Save Preferences from the File menu to make all of the current file settings the default settings for new files. For more information about saving preferences, see the *MORE 3.0 Reference*.

Know Your Macintosh

This manual assumes that you are familiar with your Macintosh computer and standard Macintosh operations such as using pull-down menus, windows, and the mouse; editing text; and opening and saving documents. If you need more information about these techniques, see your *Macintosh Owner's Guide*.

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Using the MORE 3.0 Manuals

The user manuals that accompany the MORE product are designed to serve people with different learning needs and computer experience. Please take a few moments to read this section to find out which learning path will best fit your needs.

All users

Completely read Chapter 1, "Introducing MORE." It gives an overview of the product and highlights some of MORE's important features.

Beginning users

Novice computer and MORE users should read Chapter 3, "A Quick Tour of MORE." It will take you about an hour to become familiar with the basic features of MORE. As you have more time and want to learn about other MORE features, you can read the remaining chapters.

Experienced ThinkTank 2.0 for Macintosh, MORE 1.x and MORE 2.x users

This latest version of MORE will be quite familiar to experienced users. However, there are many new commands available to you. For a summary of the enhancements to the product read the file, "Read Me (for 2.x Users)" on the MORE Program/Installer disk. Use the *MORE 3.0 Quick Reference* and the on-line help system to guide you through MORE.

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If You Want Assistance

Symantec has three ways to help you use MORE efficiently:

- on-line help
- a special bulletin board on CompuServe
- a telephone hotline

MORE Help System

MORE is designed to be easy to use. However, it does have some powerful commands you might need assistance with as you go along.

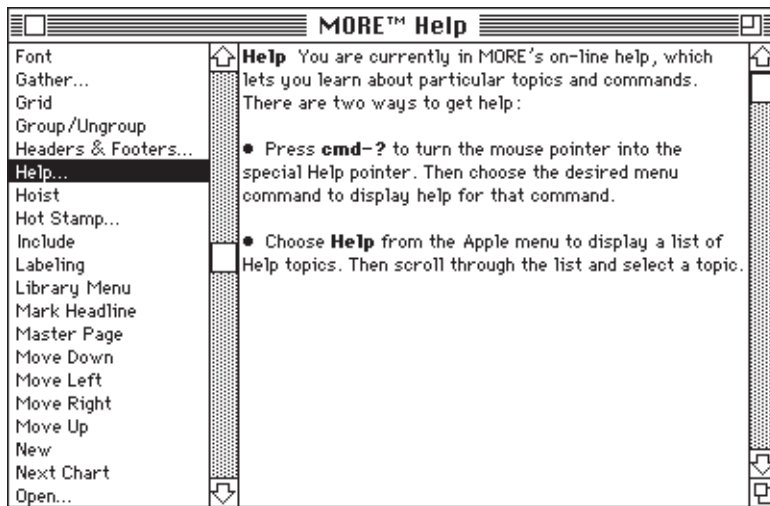
The MORE on-line help system provides these types of assistance: *On-line help* is available to explain each menu command. *Dialog help* provides information about various dialog boxes.

To use the on-line help system

1. Choose Help from the Apple menu.

A listing of topics appears.

2. The following illustration shows an example of the Help window. Click the topic you want help with.



Help dialog box

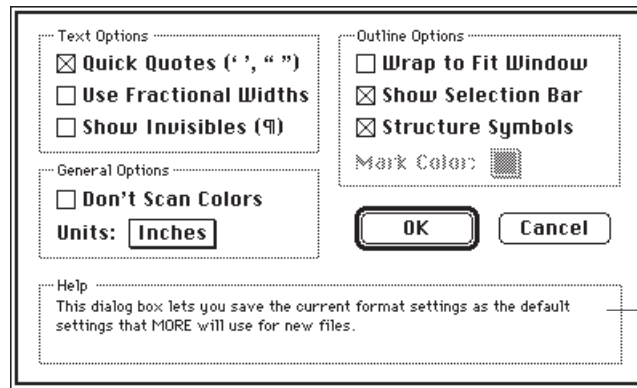
You can also press **w-?** and the arrow pointer turns into a “?” pointer, as shown in the margin. When you choose a menu command, the help information explaining that command appears.



USING MORE

Dialog help explains various commands and options in a supplementary space at the bottom of the dialog box.

A MORE dialog box with dialog help turned on



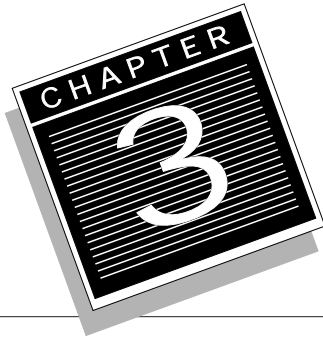
Dialog help text appears here

CompuServe On-Line Support

Support is available for all Symantec products in the Symantec Forum on CompuServe. For more information on this service, consult your copy of the *Customer Service Plan*.

Symantec Product Support

Should you encounter a situation where you need assistance, you can call or write Symantec Product Support directly—if you are a registered user. For the number to call in your country, consult your copy of the *Customer Service Plan*.



NOTE: WHERE "W" IS GIVEN IN KEY COMMANDS, IT MEANS THE COMMAND KEY.

A QUICK TOUR OF MORE

This Quick Tour is your guide to learning MORE. Set aside about an hour to become familiar with MORE. You don't have to start from scratch; the examples in this chapter explain MORE by showing you how to modify an existing file. The practice file, called *Edison*, is in the Tutorial Files folder on your hard disk if you installed the tutorial files when you installed MORE. If you did not install these files, you'll find them on your MORE Tutorial/Samples disk.

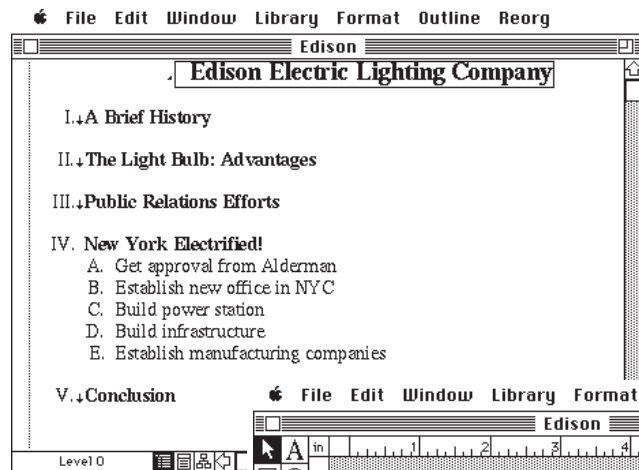
Here's what you'll learn how to do:

- Start MORE and open the Edison file
- Switch back and forth between the Outline, Bullet Chart, and Tree Chart views
- Expand, collapse, add, remove, and rearrange headlines
- Turn bullet charts into an on-screen slide show with special effects
- Reorient and restyle a tree chart
- Format text
- Use the Selection bar to change outline spacing
- Change outline labels
- Use Comment windows
- Make changes to bullet charts including applying a layout and changing a frame style
- Create a Master Chart
- Use the Library Browser
- Add a graphic from the Library to a bullet chart
- Use Chart Tutor
- Use MORE Graph
- Add color to a bullet chart presentation
- Close a file and quit MORE

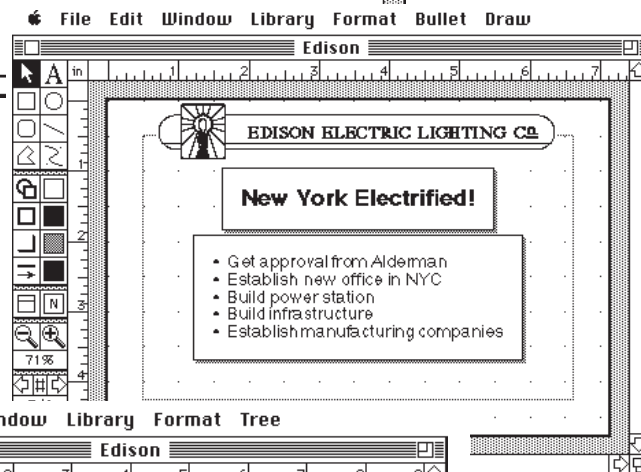
A QUICK TOUR OF MORE

The following examples show three different views of the *Edison* file.

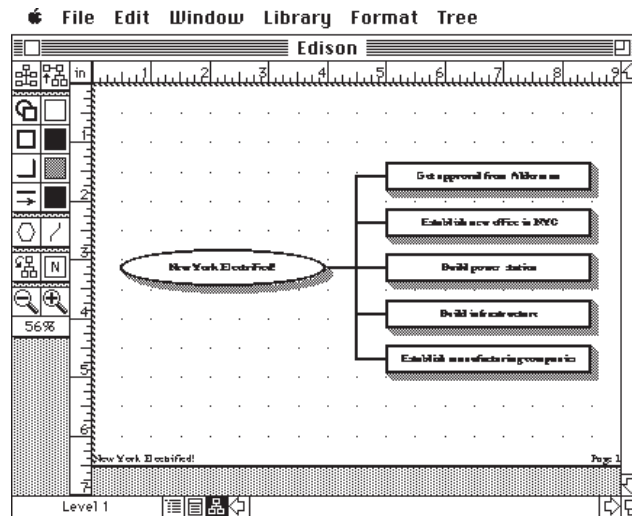
The Outline view



The Bullet Chart view



The Tree Chart view



The Practice Outline and Presentation

The Edison file contains an outline for creating bullet charts and tree charts. During this Quick Tour, you will modify the outline, create a bullet chart presentation, modify a tree chart, run an on-screen slide show, and add color to your presentation.

Before you start this Quick Tour, MORE should be installed on your system. If it's not, see "Installing MORE on Your Hard Disk" in Chapter 2.

To start MORE

1. Double-click the MORE icon.



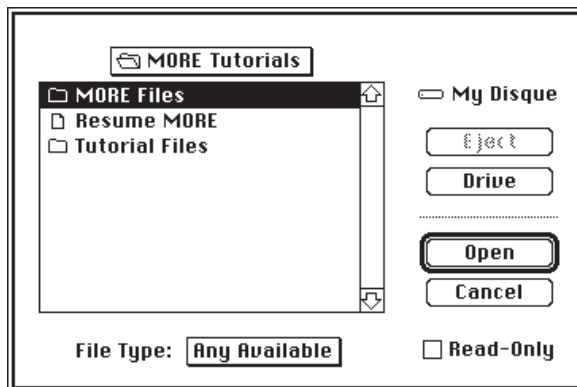
MORE starts and an empty outline appears. If you were going to create a new outline, you'd begin with this untitled outline. But since you'll be using the Edison file during the Quick Tour, close this outline and open the Edison file.

2. Choose Close from the File menu.

You can also close the outline by clicking the close box in the upper left corner of the window.

3. Choose Open from the File menu.

The Open dialog box appears.



The folders and files available to be opened are listed.

4. Select the *Tutorial Files* folder and click Open.

A listing of files appears.

5. Double-click the Edison file.

The outline titled *Edison Electric Lighting Company* appears.

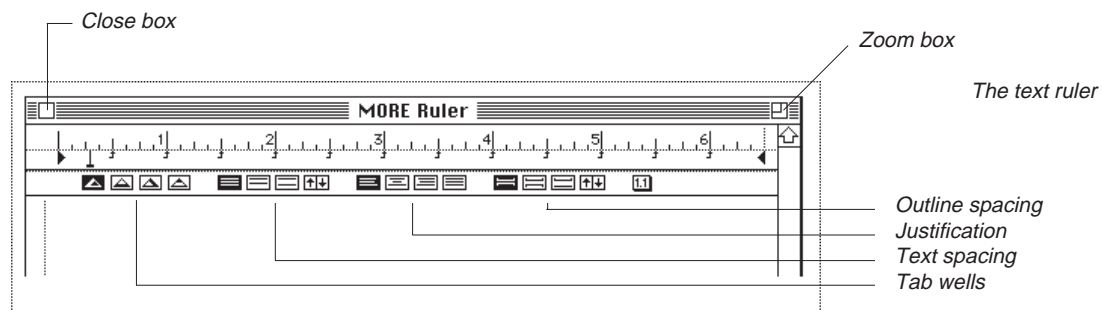
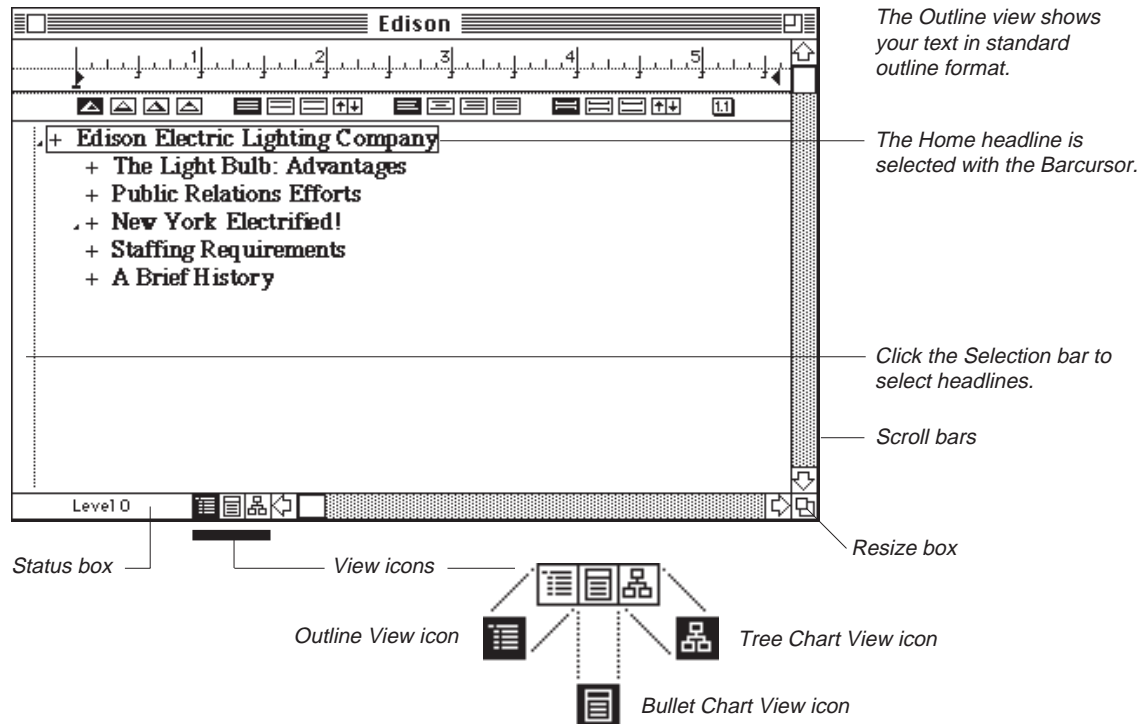
Getting Around in MORE

MORE has three separate ways to view the same information: Outline view, Bullet Chart view, and Tree Chart view. You begin putting your ideas together in Outline view. In Bullet Chart view, your outline is turned into a presentation. In Tree Chart view, your outline is turned into a tree chart or organization chart.

The Outline View

Whether you're writing down a flash of inventive inspiration, brainstorming a presentation to the board of directors, or determining your next steps on a project, you always begin working in MORE with an outline. The outline provides the means to organize your thoughts by writing, arranging, editing and reorganizing, and ultimately crystalizing complex issues into a concise summary.

The view you're looking at now is the *Outline* view.



NOTE: The rectangle around the Home headline is called the barcursor. It indicates that that headline is ready for you to work with it. To select something on the screen you click it. You'll be selecting a number of different items during this Quick Tour.

Expanding Headlines and the Entire Outline

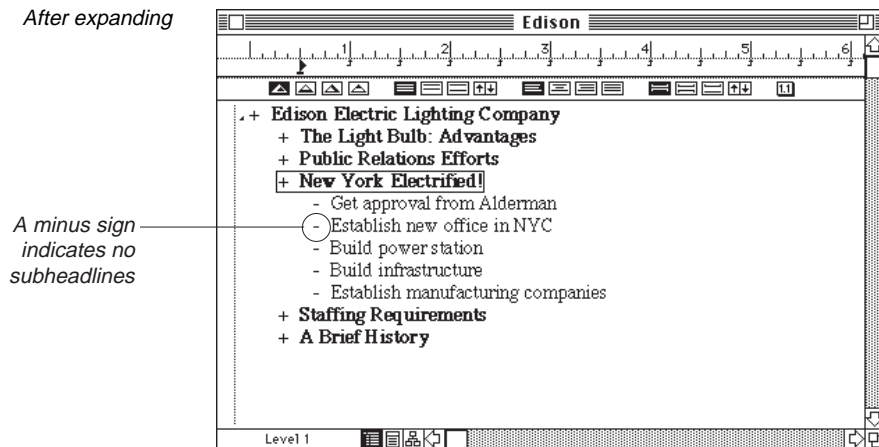
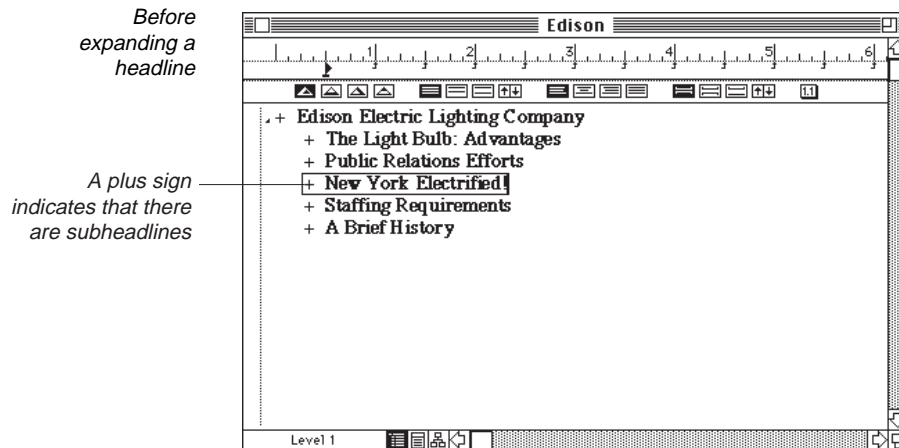
So far, you've seen only part of the Edison outline. There's a lot more detail available. With MORE you can expand and collapse outlines so that you can either see the big picture or work at a more detailed level.

To expand the "New York Electrified!" headline

- Double-click to the left or right of the headline.

NOTE: Be careful where you double-click. Double-clicking on the Selection bar selects the headline (or the suboutline if there is one) but does not expand it.

Double-clicking expands the next level of headlines. Five headlines appear. The "New York Electrified!" headline is selected. Notice the plus sign to the left of the headline. A plus sign (+) indicates that a headline has subheadlines; a minus sign (–) means there are no subheadlines.



To expand the entire outline

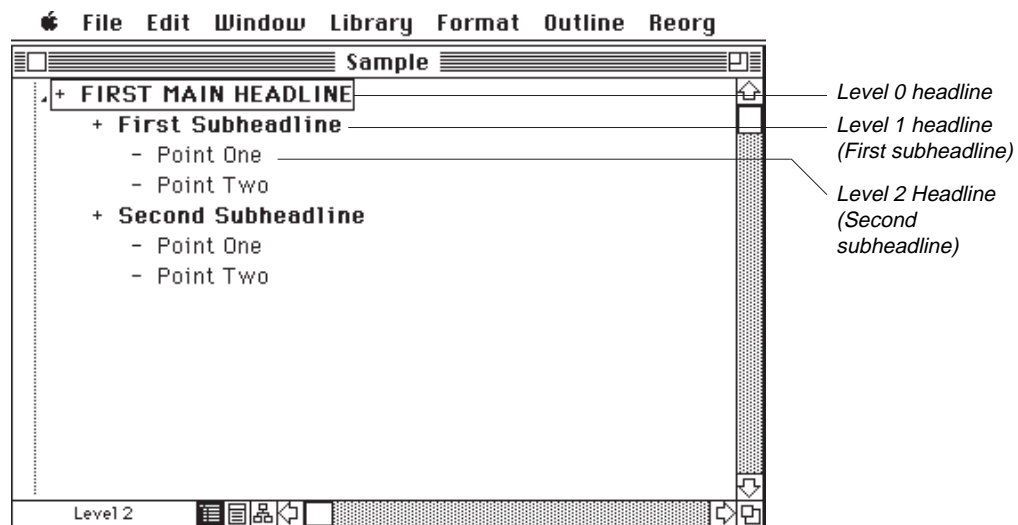
1. Click the “Edison Electric Lighting Company” headline to select it.

NOTE: *This is a Home headline, which can't be moved or deleted. You can, however, apply any format or other styling to it. You will see how to do this later in this Quick Tour.*

2. Choose Expand All Subheads from the Outline menu.

Because this is an action you will do frequently, you may want to use the command key equivalent: **w-E**. You can now see all the headlines in the outline. The Expand All Subheads command affects headlines at levels below the selected headline.

NOTE: *Outlines are organized hierarchically. Positions within an outline are specified by referencing levels. With MORE, levels are numbered relative to the selected headline and the selected headline is always level 0 (zero). For instance, in the outline below, when First Main Headline is selected, it is level 0, First Subheadline is level 1, and Point 1 is level 2. When Point 1 is the selected headline, it becomes level 0.*



Collapsing Headlines

Sometimes you need to work with the details of an outline; other times the top-level headlines will suffice. With MORE's expanding and collapsing functions, you can control the level of detail you work with. For example, at the detail level, you might want to see all the facts about your new invention; whereas at the top level, you are interested only in the major points.

To collapse the subheads under the headline "New York Electrified!"

1. Select the "New York Electrified!" headline.

A barcursor around the headline indicates that it is selected. If the headline isn't selected, click it.

2. Choose Collapse Subheads from the Outline menu.

The five "New York Electrified!" subheads disappear. A shortcut is to double-click to the left or right of the headline.

To return to the original view of the Edison outline

1. Double-click to the left or right of the Home headline Edison Electric Lighting Company.

All the headlines disappear except the Home headline.

2. Double-click to the left or right of the Edison Electric Lighting Company headline.

The Home headline and the five main topic headlines are in view.

The Bullet Chart View

Once you've created an outline, MORE can automatically produce a presentation from it as a series of bullet chart slides. You don't have to lay out the slides, align the text, or retype your thoughts. Instead, you can control the look and feel of the new presentation with the numerous tools and options available in the Bullet Chart view. For instance, if you're going to present your ideas to persuade the New York City aldermen to be the first in the nation to install electric street lights and home lighting, you'll want to have a captivating presentation. MORE's Bullet Chart view creates those slides for you automatically.

To display the Bullet Chart view

1. If the Home headline "Edison Electric Lighting Company" isn't already selected, select it.
2. Click the Bullet Chart icon.

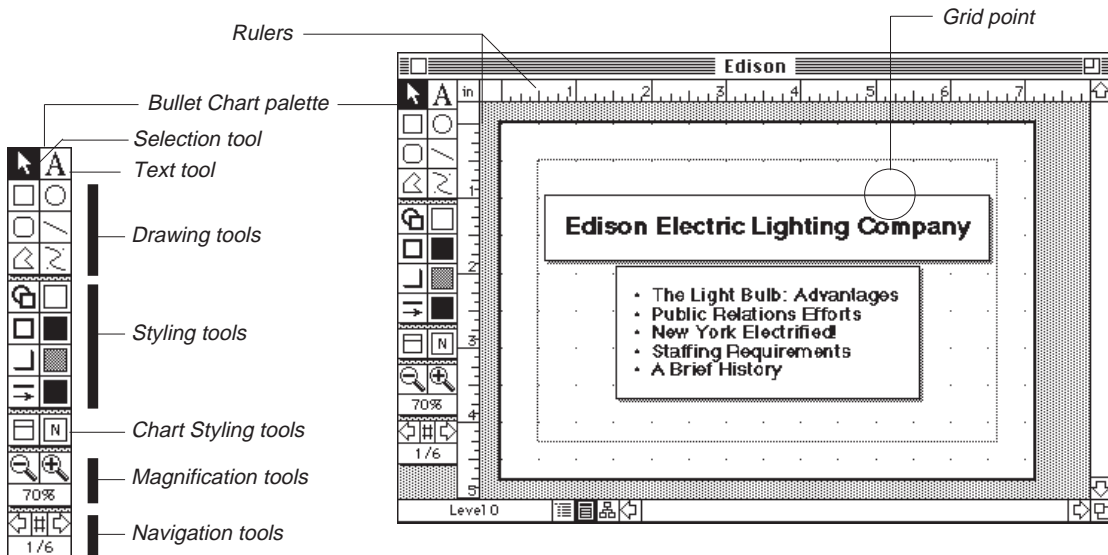
It's the middle of the three icons on the bottom left corner of the window, (as shown in the margin) next to the status box. You can also choose Bullet Chart from the Outline menu.



The Bullet Chart view appears. The title for the first bullet chart is *Edison Electric Lighting Company*, your first headline in the Outline view. You'll learn later in this Quick Tour how to enhance the look of the presentation to make it more impressive.

A QUICK TOUR OF MORE

The Bullet Chart view displays the presentation charts.



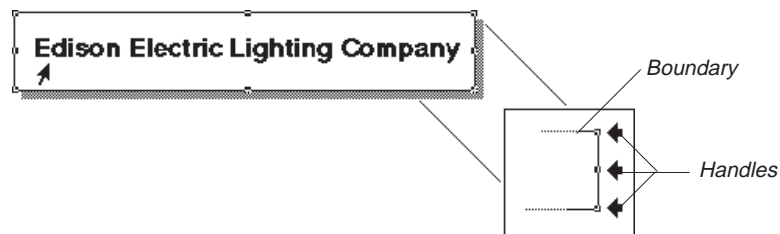
In MORE there are two basic kinds of items on the screen: text and objects. An object is anything that can be selected by itself, such as a graphic, the frame around text in a bullet chart, and so forth. However, sometimes blocks of text are also objects, such as the title of the Bullet Chart below. The reason for treating this type of text as an object is so that you can move and resize it as a single unit. Text by itself may not be an object. The headlines in the Outline view, for instance, are text, not objects. Think about it like this: if you can select something as an individual unit, it's an object. An object is selected when small black squares, called *handles*, appear on its boundaries.

To select an object

- Click on the "Edison Electric Lighting Company" title using the selection pointer.

Handles appear on the boundaries of the text object.

A selected object



The Bullet Chart Palette Tools

Here is a table identifying and explaining each of the tools you'll be using in the Bullet Chart view:



Selection tool: selects objects



Text tool: adds or modifies text

DRAWING TOOLS



Rectangle tool: draws rectangles or squares



Oval tool: draws circles or ovals



Rounded Rectangle tool: draws rectangles or squares with rounded corners



Line tool: draws lines



Polygon tool: draws shapes composed of angles and straight lines



Bezier tool: draws Bezier curves

STYLING TOOLS



Object Formats tool: changes more than one style attribute at a time



Fill tool: changes the fill color of selected objects



Edge Style tool: changes the edge style of chart frames and object edges

A QUICK TOUR OF MORE



Edge Pattern tool: creates patterns and colors for chart frames and object edges



Shadow Style tool: changes the shadow style for objects



Shadow Pattern tool: creates patterns and colors for shadowing objects



Line Style tool: changes line styles and line endings



Line Pattern tool: creates patterns and colors for lines

CHART STYLING TOOLS



Frame Style tool: provides various chart frame styles



Background Pattern tool: defines background colors, patterns, and gradient fills

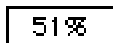
MAGNIFICATION TOOLS



Zoom Out tool: reduces the window view



Zoom In tool: enlarges the window view



Magnification indicator: changes the window view to preset magnification levels

NAVIGATION TOOLS



Previous Chart arrow: moves the window view back one chart



"Go To" Chart icon: chooses a specific numbered chart



Next Chart arrow: moves the window view forward one chart

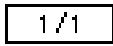


Chart Number indicator: chooses the Master Chart or a specific chart

Viewing Bullet Charts

With MORE you can navigate easily between the charts in a presentation. Use the navigation tools or arrow keys—whichever you like best.

To move through the charts using the navigation tools

1. Click the Next Chart arrow.

The second chart appears. It has the title *The Light Bulb: Advantages*, which is the second headline in the original outline. As you can see, MORE creates bullet charts using the headline as the chart title and the subheadlines as the bullet points on the bullet chart. Notice how the Chart Number display at the bottom of the navigation tools changes. It now says 2/6 to let you know you're seeing the second of the six charts.



2. Click the Next Chart arrow again.

The third chart appears, entitled *Public Relations Efforts*, the next headline in the original outline. The Chart Number display reads 3/6.

3. Skip ahead to the last chart by clicking the "Go To" Chart icon.

A dialog box appears that shows you are currently seeing the third of six charts.



4. Type **6** in the selected box and click OK or press Return.

You are now seeing the last chart of the presentation, called *A Brief History*.

If you want to go back and see any of the earlier charts, either click the Previous Chart arrow to go back one chart at a time or use the "Go To" Chart icon and type the number of the chart you want to see.

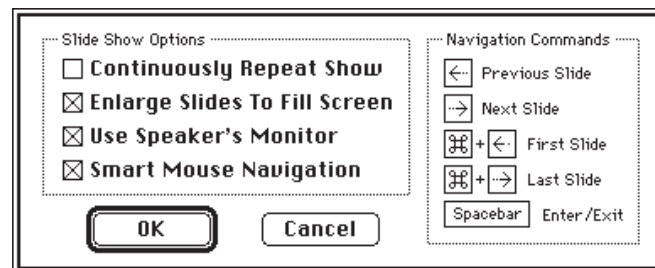
Seeing an On-Screen Slide Show

Now that you've reviewed the charts for accuracy and presentation effectiveness, you can show them as a slide show using the Macintosh as your presentation screen. For instance, you might want to make a presentation to convince some investment bankers to give you more money to expand your light bulb manufacturing plants.

To view an on-screen slide show

1. If the first bullet chart is not currently displayed, display it by using the "Go To" Chart icon, typing **1** in the box and clicking OK.
2. Choose Slide Show from the Bullet menu.

The Slide Show dialog box appears with four options for on-screen slide show presentations.



The following list briefly describes how each of the options functions when selected:

<i>Continuously Repeat Show</i>	Restarts the presentation from the beginning when it reaches the last slide.
<i>Enlarge Slides To Fill Screen</i>	Automatically scales slides to fit the monitor in use.
<i>Use Speaker's Monitor</i>	When checked, the slide show also appears on the speaker's monitor in a multiple monitor setup.
<i>Smart Mouse Navigation</i>	Double-clicking on a title or subhead navigates to that chart.

3. Click the desired options and click OK.

The bullet chart now fills the entire screen, and you're ready to proceed with the on-screen slide show.

TIP: For a shortcut to enter the Slide Show view, press Space bar to bypass the dialog box.

4. Click the mouse button outside the chart area to see the next chart.

You can also navigate through the bullet charts in the presentation using the following keystrokes:

<i>To see the next slide</i>	<i>> or Return</i>
<i>To see the previous slide</i>	<i>< or Shift-Return</i>
<i>To see the first slide</i>	<i>⌘ < or ⌘ Shift-Return</i>
<i>To see the last slide</i>	<i>⌘ > or ⌘-Return</i>

To end the on-screen slide show and return to the regular Bullet Chart view

- Press Space bar.

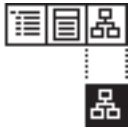
NOTE: You can also press Esc (the Escape key) to exit a Slide Show.

The Tree Chart View

Tree chart diagrams often give presentations even greater impact. With MORE you can turn outlines into tree charts for illustrating organizational hierarchies, project flows, decision trees, time lines, organization charts and other similar items. For instance, to illustrate the whole New York City lighting plan in one complete picture, the Tree Chart shows each major task to be accomplished. With it, any group can see in a flash what you're proposing.

Each box in a tree chart is called a *node*. The node from which the tree chart grows is called the *root node*. A *connecting line* is a line that connects one node to another.

To see the Edison outline in tree chart format



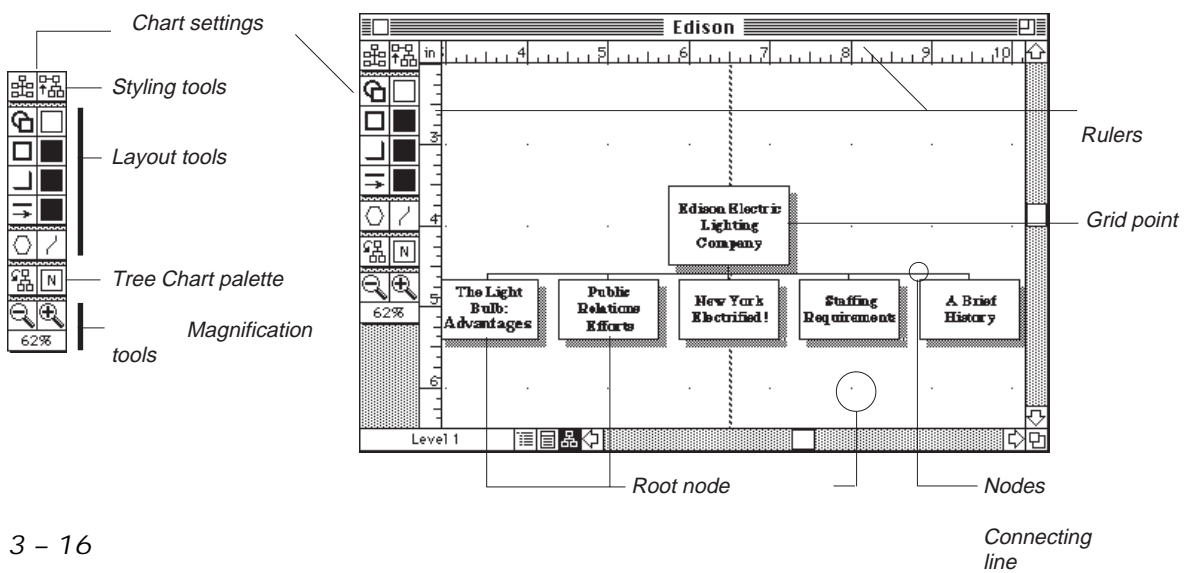
1. Click the Tree Chart icon.

This icon is next to the Bullet Chart icon at the bottom of the window. The tree chart comes into view in a reduced size so that you can see an overview of the full chart.

2. Click the Zoom In tool in the magnification tools.

You can now read the titles of the nodes. They correspond to the headings in your Edison outline. If the tree chart isn't centered in the window, use the scroll bars at the bottom of the window to adjust its position.

The Tree Chart view



The Tree Chart Palette Tools

Here is a table identifying and explaining each of the tools you will be using in the Tree Chart view:

LAYOUT TOOLS



Cluster tool: changes subordinate node layouts



Staff tool: determines the placing of staff position nodes

STYLING TOOLS



Object Formats tool: changes more than one style attribute at a time



Fill tool: changes the fill color of selected nodes



Edge Style tool: changes the edge style of nodes



Edge Pattern tool: defines patterns and colors for nodes



Shadow Style tool: changes the shadow style for nodes



Shadow Pattern tool: defines patterns and colors for shadowing nodes



Line Style tool: changes line styles and add shapes to the connecting line endings



Line Pattern tool: defines patterns and colors for connecting lines



Node Shape tool: changes the node shape



Line Shape tool: changes the angle at which connecting lines join nodes



Orientation tool: gives options for orienting tree charts



Background Pattern tool: defines background colors, patterns, and gradient fills

MAGNIFICATION TOOLS



Zoom Out tool: shrinks objects in the window view



Zoom In tool: enlarges objects in the window view



Magnification indicator: changes the window view to preset magnification levels

Changing the Tree Chart Orientation

Sometimes a tree chart can more effectively communicate your information if it is oriented in a certain direction. With MORE, you can show your tree chart starting from the top, bottom, left, or right side.

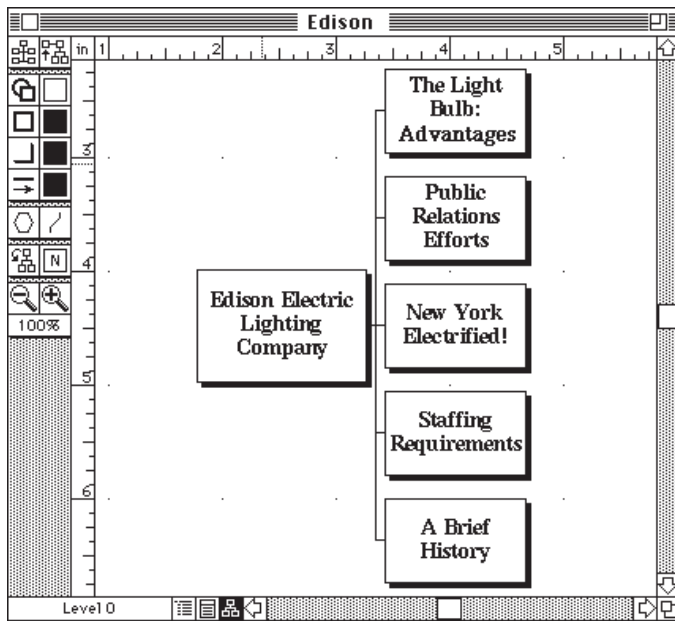
To change the orientation of the tree chart so that the root node is at the left

1. Click the Orientation tool and hold down the mouse button.

A pop-up menu with four choices appears.

2. Choose the upper right icon (it depicts a root node on the left side of a tree chart).

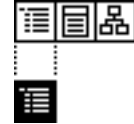
The tree chart has now changed its orientation so that the “Edison Electric Lighting Company” node is on the left side and the five subnodes are vertically aligned to the right.



*The reoriented
Tree Chart*

3. Click the Zoom Out tool to see more of the tree chart.

To see Outline view again, click the Outline View icon (shown in the margin) at the bottom of the window. The next part of the Quick Tour is about enhancing the Outline view.



Making Changes in the Outline View

The Outline view can be customized for your style of working. For example, in addition to expanding and collapsing headlines and subheadlines, you can rearrange their order, add extra text or pictures, and format and style text.

Moving Headlines

Plans and projects are constantly changing, and the flexibility of an outline can help you keep up with this state of flux. With an outline, you can easily rearrange the order of the information to reflect new ideas and concepts. For instance, in preparing the plan for bringing lighting to New York, it may make sense to start with the headline, “A Brief History” headline before proceeding to the “The Light Bulb: Advantages.”

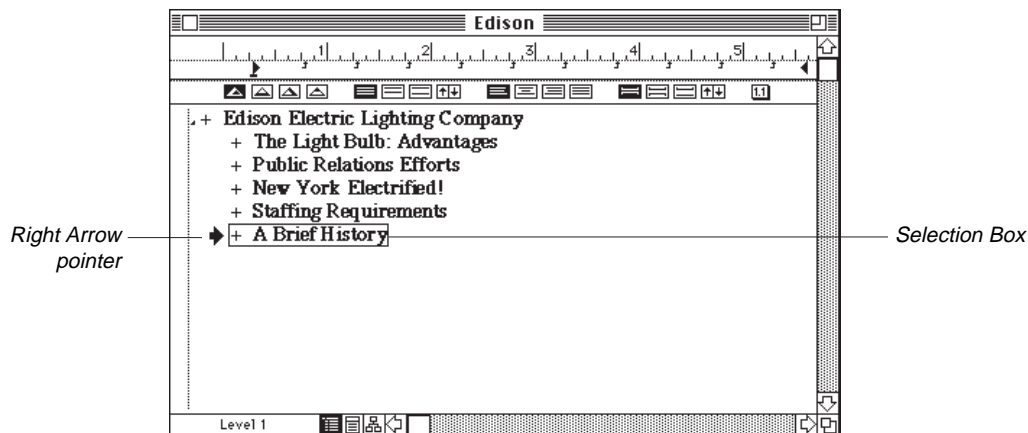
A QUICK TOUR OF MORE

Moving headlines is done by dragging. When you move a headline, all its subheads go with it.

To move the headline, “A Brief History” above the “The Light Bulb: Advantages” headline

1. Position the pointer to the left or right of the “A Brief History” headline, but not in the Selection bar. Click and hold the mouse button down.

The pointer changes shape to a solid right arrow located at the left of the headline. The selection box surrounds the headline. If the subheads were expanded, the selection box would also surround them.



2. Drag the pointer until it's directly above the plus sign before “The Light Bulb: Advantages” headline.

When you release the mouse button, the entire headline with its subheadlines is now moved to its new position.

NOTE: *The horizontal placement of text determines its outline level. The further to the right, the lower the outline level. Therefore, if you put the arrow too far to the right or left, the headline and its subheads may move to a higher or lower level than you had intended. You can undo the move by pressing **W-Z** and trying again. You can also press **Shift-Tab** to move a headline up a level or **Tab** to move it to a lower level.*

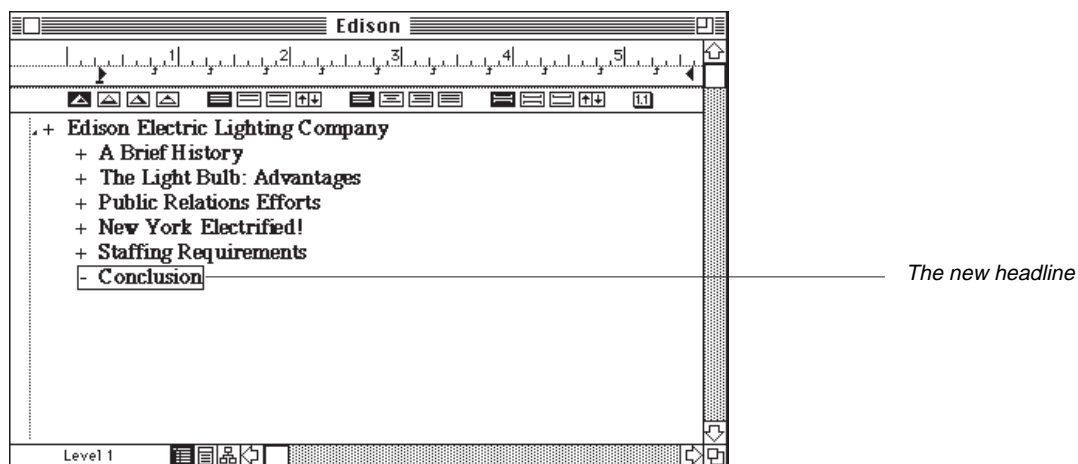
Adding Headlines

To add new information or topics to an outline, you simply add new headlines, just like you would with a traditional paper-and-pencil outline. With MORE, however, you can add headlines anywhere without having to erase or redo your work. Suppose that at the end of your presentation for municipal lighting you want a memorable conclusion. The additional point in this case can be an interesting quote.

To add the new headline after the Staffing Requirements headline

1. Select the “Staffing Requirements” headline and press Return.
2. Type **Conclusion**.

You now have the sixth and final main point in your outline.



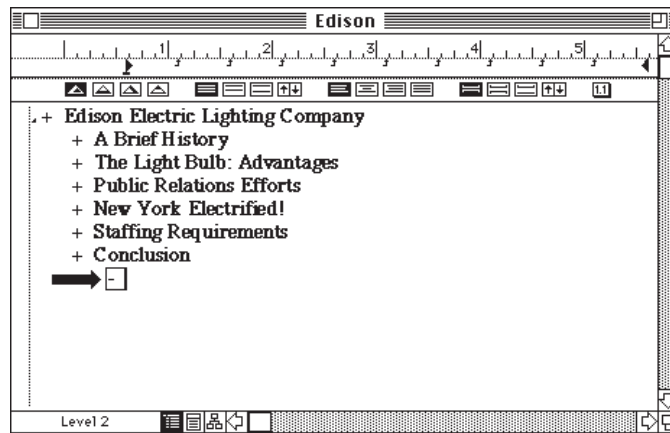
3. If it isn't already selected, select the “Conclusion” headline. Press Return.

MORE creates another headline at the same level as the previous headline. You need to move the headline to the right in order to make it a subheadline.

4. Select Move Right from the Reorg menu (or press **w-R**).

The barcursor that marks the new headline moves to the right. The minus sign in front of the “Conclusion” headline has now changed to a plus sign to show that the headline has a subheadline.

The headline
changes position
after the Move
Right command
is used.



5. Type the sentence:

“We will make electric light so cheap that only the rich will be able to burn candles!”

You have finished adding your subheadline.

Removing Headlines

Sometimes you will want to remove a topic you’ve included in your outline. For example, maybe you decide that the New York City aldermen don’t need to know about the Edison Electric Company’s staffing needs in order to approve the pilot lighting project.

To delete the Staffing Requirements headline

1. Select the “Staffing Requirements” headline.
2. Choose Clear from the Edit menu.

The headline disappears, along with all of its subheads.

TIP: Because this is an action you’ll do frequently, you may want to use the command key equivalent: **w-B**.

NOTE: *Cut, Copy, Paste, and Clear are standard Macintosh commands. Cut removes the selected material and places it on the Clipboard. Copy puts a copy of the selected material on the Clipboard and leaves the original in place. Paste puts a copy of the contents of the Clipboard at the insertion point. Clear removes the selected material without placing it on the Clipboard.*

In the Outline view, MORE applies Cut, Copy, and Clear to the selected text or graphics in a headline or comment window. If no text or graphics are selected, MORE cuts, copies, or clears the selected headline and its entire suboutline including Comment windows. Suboutlines which are on the Clipboard are pasted below a selected outline. Graphics and text blocks are pasted at the insertion point or replace any currently selected text or graphic. Multiple headlines cannot be cut or cleared; they can be copied.

Formatting Text

To change the appearance of text, you can modify its font, size, style, color, or justification. To make a modification, select the text you want to change by dragging through it so that the text is highlighted and choose a new format.

To increase the text size and to center the Edison Electric Lighting Company headline

1. Select the "Edison Electric Lighting Company" headline.
2. Select the text by dragging through it so that the text is highlighted.

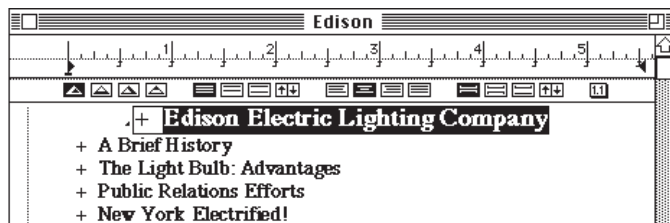
To select text, the pointer must be an I-beam shape. As soon as you put the pointer inside the barcursor it changes to an I-beam. Then, to select text, simply move the pointer into the box, hold down the mouse button, and drag.

3. Choose 18-point from the Size submenu in the Format menu.

The text changes to 18-point.

4. Choose Centered from the Text Format submenu in the Format menu.

Your headline should now be centered.



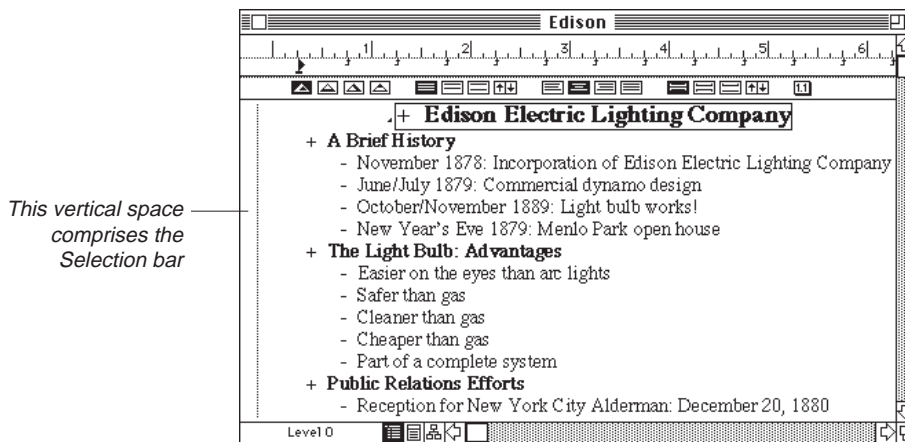
Using the Selection Bar

The Selection bar is for quickly formatting and styling one or more headlines. It is the area to the left of the vertical dotted line running down the left side of the window. Although you could make all the changes from the menus, the Selection bar does it in just one step.

To use the Selection bar to change the spacing between the outline headlines

1. If the “Edison Electric Lighting Company” headline isn’t already selected, select it.
2. Choose Expand All Subheads from the Outline menu.

The entire outline appears. You’ll be able to see how using the Selection bar affects several headlines at one time.

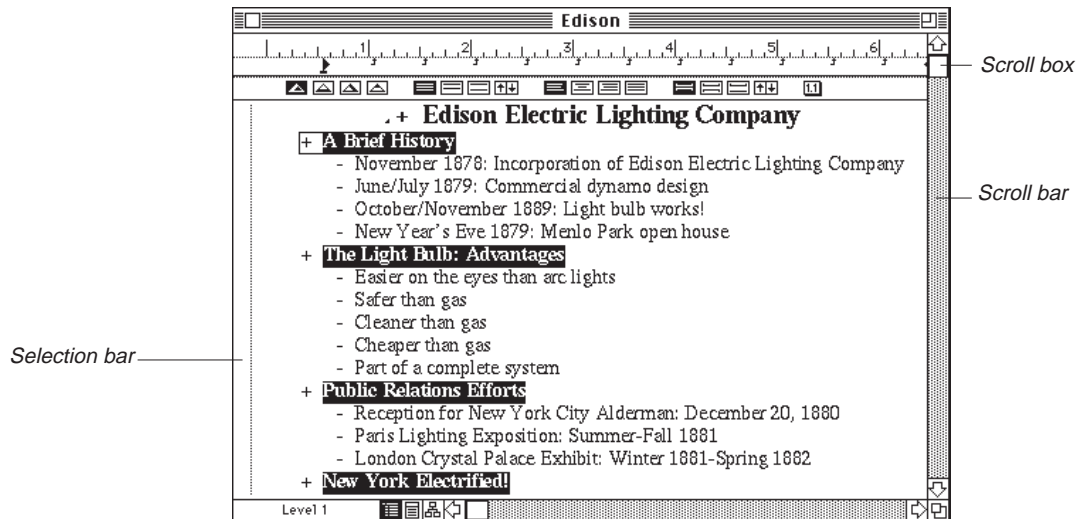


3. Click inside the Selection bar (the area to the *left* of the vertical dotted line) next to the first headline, “A Brief History.”

The headline is surrounded by a barcursor, and the text is highlighted.

4. Hold down the Option key and click in the Selection bar next to any level 1 headline.

All the level 1 headlines are selected with their text highlighted.



5. Choose Outline Layout from the Format menu.

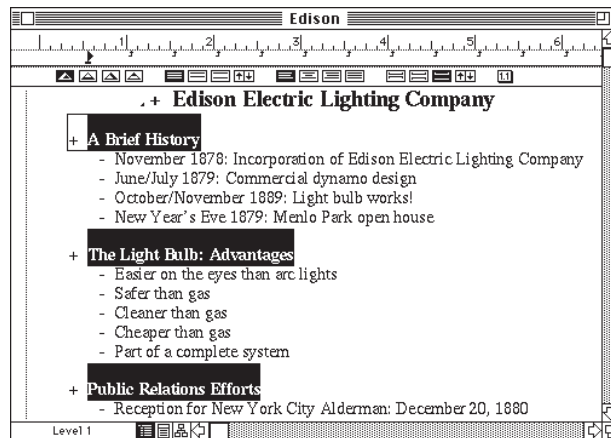
A submenu appears next to the Format menu. Note that main menus always mark the names of submenus with right arrow symbols.

6. Choose Double Space from the Outline Layout submenu.

A QUICK TOUR OF MORE

All the selected headlines in the outline are now preceded by an additional space. You've made the change on all the headlines in a single step.

*This screen shows
the headlines with
the new spacing*

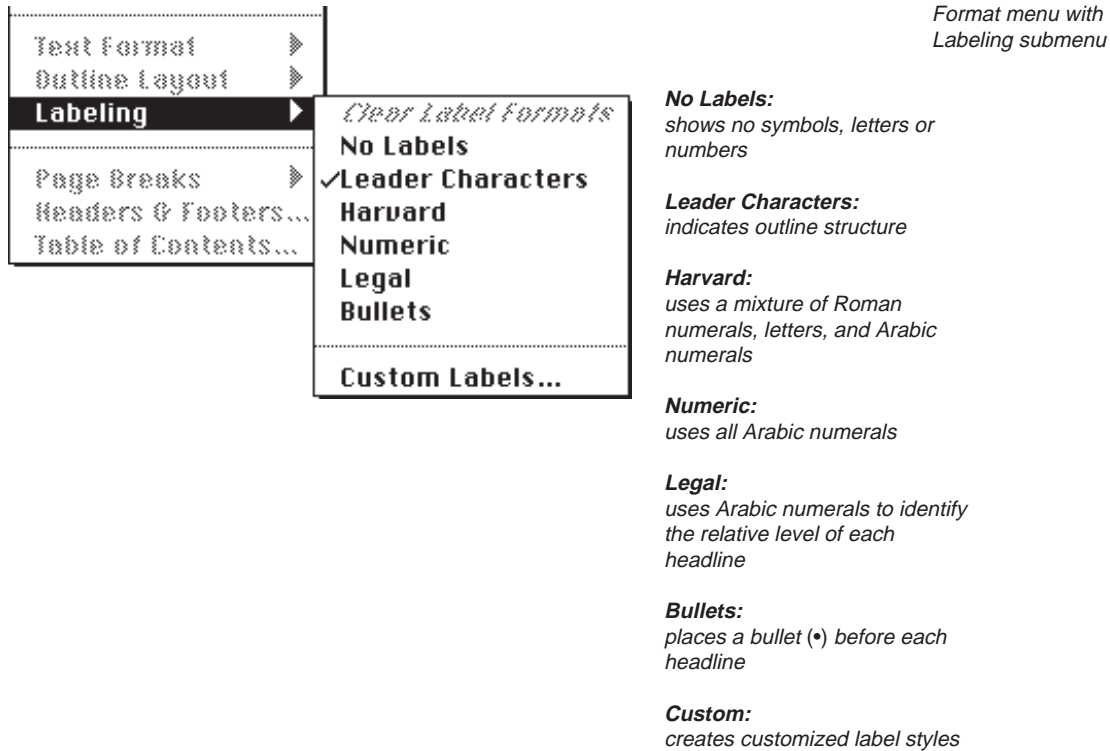


There are several shortcuts for selecting headlines using the Selection bar:

- Option-click next to a headline to select all headlines at the same level that have the same parent.
- Option-double-click next to a headline to select all headlines at the same level, regardless of their parent headline.
- Double-clicking next to a headline selects the suboutline for that headline.
- Triple-clicking next to a headline selects the headline and its suboutline.

Changing Outline Labels

Outlines get labeled in various ways. For instance, an outline by an inventor like Thomas Edison might use Roman numerals and letters while a legal document might have a numerical format. With MORE, you can choose one of the six preset formats or make one of your own.



Here are two samples of labeling formats:

Harvard Style Labeling

- I. First Main Headline
 - A. First Subheadline
 - B. Second Subheadline
 - 1. Point 1
 - 2. Point 2
- II. Second Main Headline
 - A. First Subheadline

Legal Style Labeling

- 1. First Main Headline
 - 1.1. First Subheadline
 - 1.2. Second Subheadline
 - 1.2.1. Point 1
 - 1.2.2. Point 2
- 2. Second Main Headline
 - 2.1. First Subheadline

To change the labeling to the Harvard style

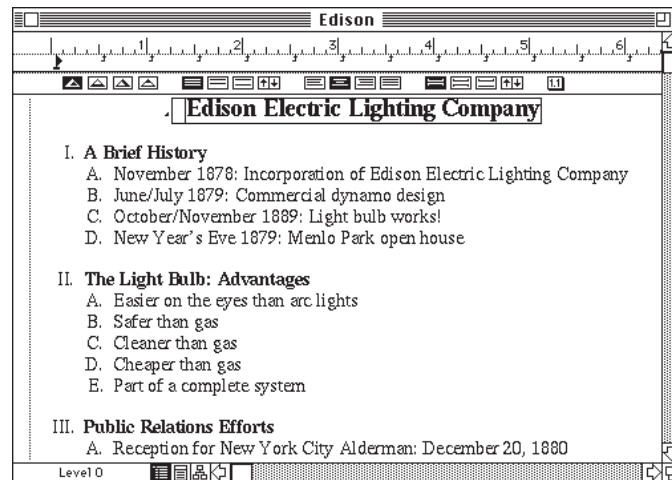
1. Triple-click in the Selection bar next to the “Edison Electric Lighting Company” headline.

The entire outline is selected.

2. Choose Labeling from the Format menu. Then, from the Labeling submenu choose Harvard.

All the outline labels are now in the Harvard style.

*Edison Outline
with Harvard
Labeling Style*



Using Comment Windows

Sometimes you need to add small comments to your outline, such as a reminder about one of the points or a quick explanation for your eyes only. Another use of comments might be to get review feedback from your colleagues. MORE uses a comment window as the place to record your additional remarks. For instance, if Thomas Edison asked for feedback on his outline, you might want to remind him to invite some additional people to the aldermen's reception.

To use the comment window under the "Reception for New York City Aldermen" headline

1. Select the "Reception for New York City Aldermen" headline under the "Public Relations Efforts" headline.
2. Choose Expand Comment from the Outline menu.

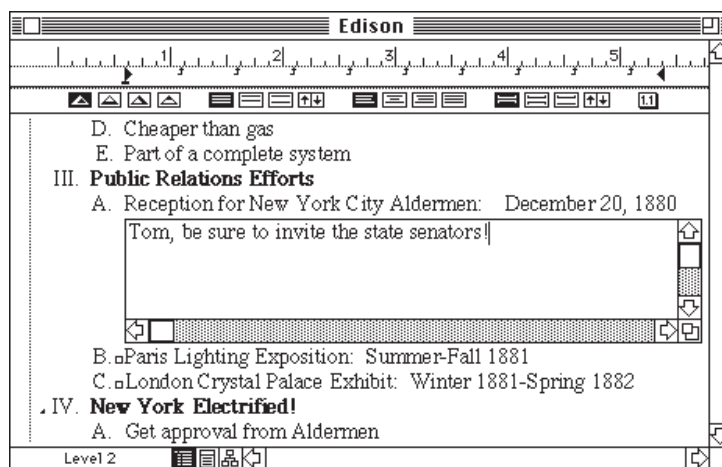
A comment window appears with a blinking insertion point in the upper left corner.

To add text to the comment window

- Type the following text in the window:

Tom, be sure to invite the state senators!

Your advice is now part of the comment window.



To close the comment window

- Choose Collapse Comment from the Outline menu.

The comment window is hidden from view. You can preview or print the outline without the comments interfering with its appearance. There's a comment window symbol (☐) to the left of the headline to indicate the presence of a collapsed comment window.

To use the mouse to quickly expand and collapse the comment window

1. Place the pointer on the comment window symbol.



The pointer now looks like an arrow over a box, as shown in the margin.

2. Double-click to expand the comment window.

The comment window appears.

3. Double-click the comment window symbol again to collapse the comment window.

TIP: Double-clicking the comment window symbol is a shortcut for the Expand Comment and Collapse Comment menu commands. Another shortcut is to press Enter when the headline is selected.

Making Changes in the Bullet Chart View

You can customize the look and feel of your MORE bullet charts by taking advantage of the many styling and formatting options available to you. For instance, you might add a logo; include or delete titles, comments, or subheads; change the frame style; or even add a beautiful layout from your MORE library. With MORE you can change all the charts at once, by using the master chart, or change each chart individually.

Creating a Master Chart

A *Master Chart* is like the background scenery for a play—it's the backdrop behind each of your charts. Whatever you establish on the Master Chart will be on all the bullet charts unless you specifically exclude the Master Chart items on an individual chart. Choices you make on the Master Chart affect all the bullet charts, while choices made on an individual chart affect only that chart.

To return to the Bullet Chart view and create a Master Chart

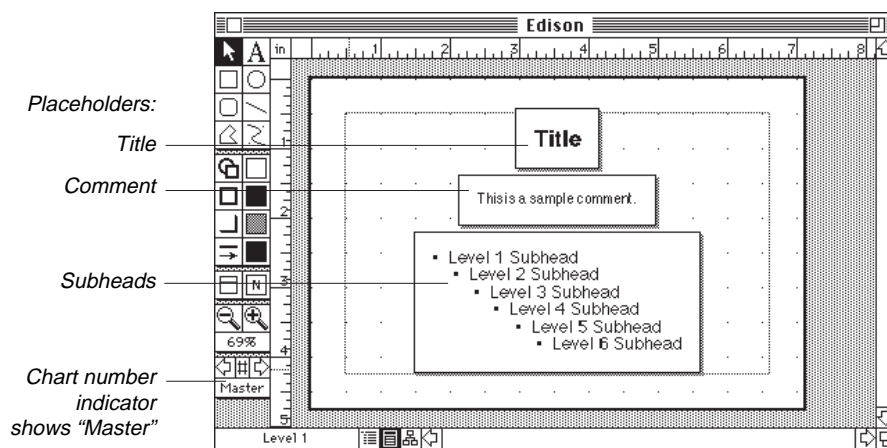
1. Click the Bullet Chart icon.

This icon is to the right of the Outline icon at the bottom of the window. Chart 4 comes into view.

2. Choose Master Chart from the Bullet menu.

The Master Chart appears. It has placeholders, showing where titles, comment windows and subheads will be positioned in the bullet charts. The Chart Number indicator now says *Master*.

NOTE: Any changes to the Master Chart placeholders will affect all bullet charts in the presentation. For example, you can increase the title text size for title text objects on every bullet chart by making the formatting changes to the title text object on the Master Chart.



The Master Chart

Choosing How Much of the Outline Is Included in the Presentation

You control how much of the underlying outline appears on the bullet charts by deciding which levels of the outline should be shown and whether to include or leave out titles, subheads, and comments. For instance, if you were giving a presentation with the Edison file, you would want to exclude the comments in the Comment windows.

To remove comments from all the bullet charts in the presentation

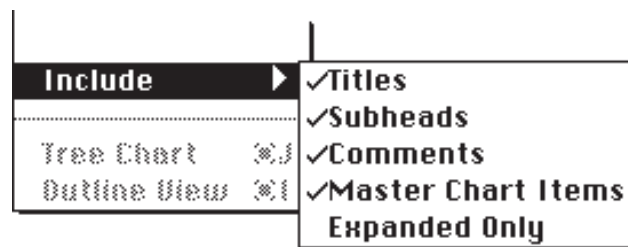
1. Choose Master Chart on the Bullet menu.

The Master Chart appears.

2. Choose Include on the Bullet menu.

The pop-up menu controls what is seen on the bullet charts. A check mark by a topic means it will be included.

The Include submenu



3. Choose Comments on the Include submenu.

The check mark to the left of Comments indicates it is selected. By choosing Comments you deselect it as an option to be included in the bullet charts. The sample comment placeholder disappears from the Master Chart. If you look at the Include submenu again, you'll notice that the check mark by Comments is gone. You can also delete comments by selecting the comment placeholder and pressing Delete.

Using the Browser to Apply a Layout to the Master Chart

A *layout* is the collection of all the formatting features of your bullet chart. For instance, the text font, size, style, color and the edge and shadow styles are all part of the layout. With MORE you can create your own personalized layouts or use the ones already in the *Library*. A Library is simply a set of layouts, graphics, and other items you want to save. If you develop a layout that will be reused frequently you should store it in the Library.

NOTE: *When you're ready to use a Library item, all you have to do is choose it from the Library menu. The contents of a library are stored in different categories. For this Quick Tour, you'll be using only the Pictures and Layouts categories.*

Several libraries are included with MORE. You can open and close any of the libraries, add, rename or delete items, or create entirely new libraries.

To open a Library

1. Choose Open Library from the Library menu.
2. Click on the Directory Title pop-up and go to the MORE 3.0 folder.
3. Double-click MORE Tutorial files folder.
4. Double-click MORE Tutorial Library.

The MORE Tutorial Library is now the current Library.

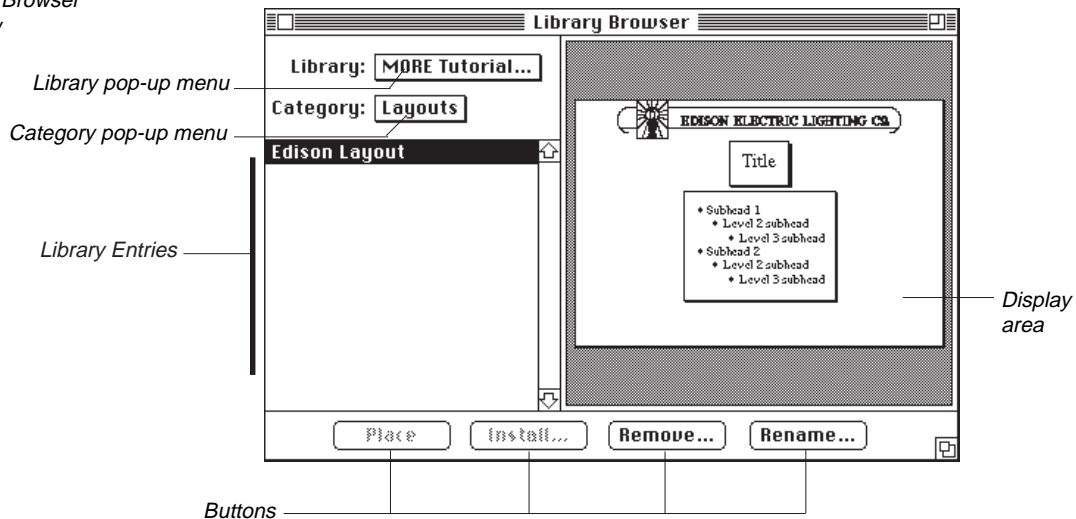
To use the Library Browser to select a layout from the Layouts submenu and place it on the Master Chart

1. Choose Browser from the Library menu.

The Library Browser window appears. It contains a Library pop-up menu for opening, closing and creating new libraries; a Category pop-up menu for selecting which type of entries to view; a window for viewing entry names; a display area that shows the entries in reduced view; and buttons to place, install, remove, and rename entries.

A QUICK TOUR OF MORE

Library Browser
window



2. Choose Layouts from the Category pop-up menu.

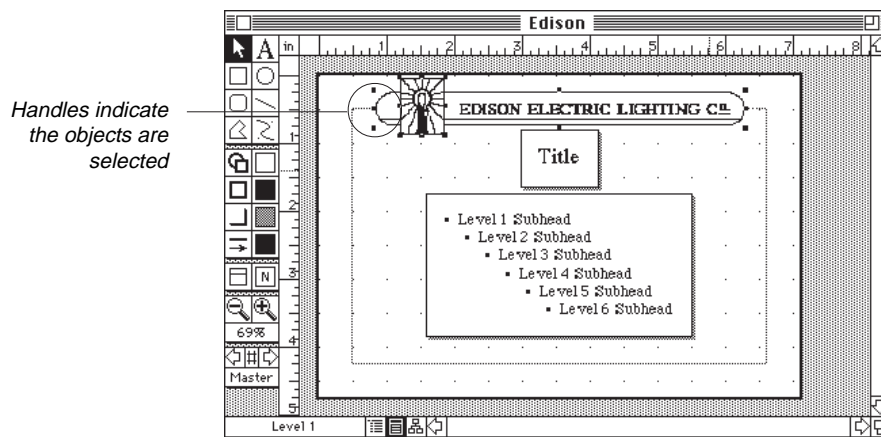
If an option is underlined in the Category pop-up menu, it means there are entries in that category in the Library. Entries for the category are listed in the window on the left. The first item in the Layouts category is Edison Layout. It is shown in reduced view in the display area to the right.

To look closely at a section of the layout, move the pointer into the display area. Notice how the arrow changes to a magnifying glass with a plus sign in it. This means you can zoom the view. Place the magnifying glass over the light bulb and click. The plus sign in the magnifying glass changes to a minus sign to indicate you can return to the reduced view by clicking. Click to return to the original view.

3. If the Edison Layout isn't already selected, select it and click the Place button at the bottom left corner of the Browser window.

The Edison layout is pasted onto your Master Chart. To see the Master Chart with the layout, click the close box in the upper left corner of the Browser window.

Notice that there are two separate objects in the logo. The handles around the objects indicate they are selected. Click anywhere in the window to deselect the objects.



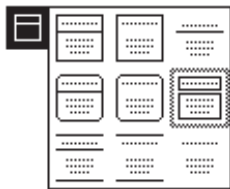
Changing the Frame Style

You have several options for customizing the look of your charts. One of the most effective is choosing an appropriate frame style.

To change the Master Chart frame style

1. Click either the title or subheads placeholder.
2. Click the Frame Style tool in the Bullet Chart palette.

The submenu has nine different styles to choose from. A gray box around a style indicates it is selected.



3. Select the icon in the upper left corner of the submenu.

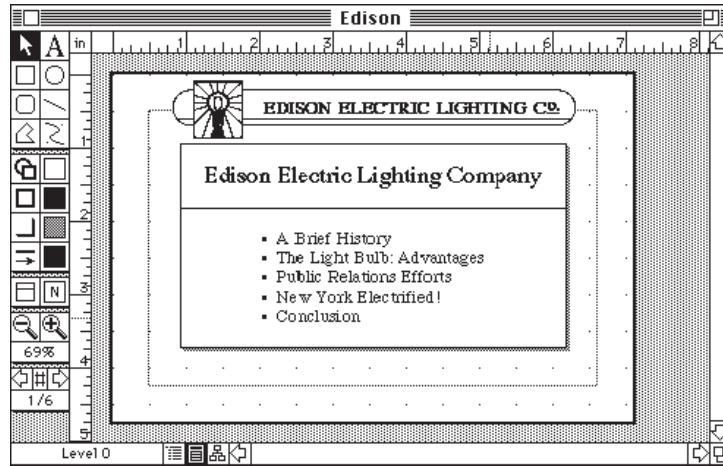
The frame changes style to become one large rectangle with a line separating the title from the key points.

4. Click the "Go To" Chart icon, type **1** in the box and click OK.

You now see what the charts look like with the new frame style.

A QUICK TOUR OF MORE

The chart with a new frame style



Changing an Individual Chart

So far the changes you've made have applied to all the charts in the presentation. You can also alter individual charts. In this section of the Quick Tour you'll delete a title, remove a frame from around the text, and reformat text.

To remove the title block from the chart

1. Click the "Go To" Chart icon, type **6** in the box and click OK.

Chart 6 appears on the screen.

2. Select the title Conclusion and press Delete.

You could also deselect Titles on the Include submenu of the Bullet menu.

To remove a frame

1. Select the text block.
2. Click the Frame Style tool on the Bullet Chart palette.
The pop-up menu with nine frame style options appears.
3. Choose the bottom right frame style option.
This removes the frame from the chart. A shadow remains.

To remove a shadow

1. Select the text block.
2. Click the Shadow Style tool on the Bullet Chart palette.

The pop-up menu appears.

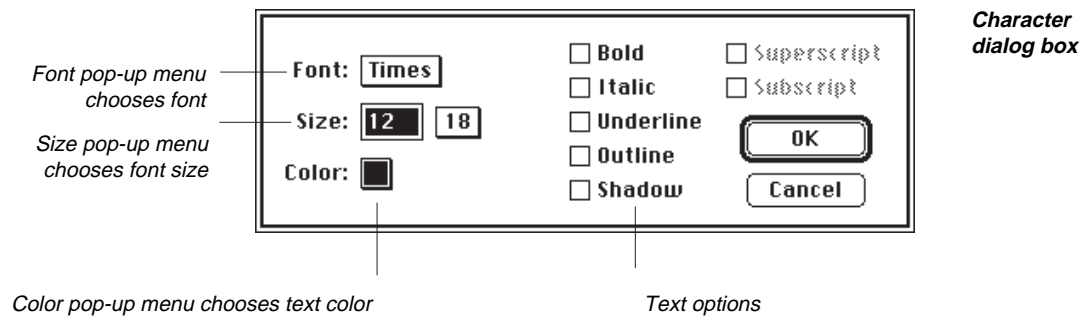
3. Choose None from the pop-up menu.

The shadow disappears.

To reformat text

1. Select the remaining text and choose Character in the Format menu.

The Character dialog box gives you a shortcut for formatting text. Instead of making changes one at a time from the menus, enter all the changes at the same time in the dialog box.



NOTE: If you are using a monochrome monitor, the color pop-up will show the eight basic Macintosh colors by name.

2. Select 18 in the Size pop-up menu. Click the boxes in front of Bold and Italic. Click OK.

If the Font pop-up menu doesn't currently show Times, select the Times option.

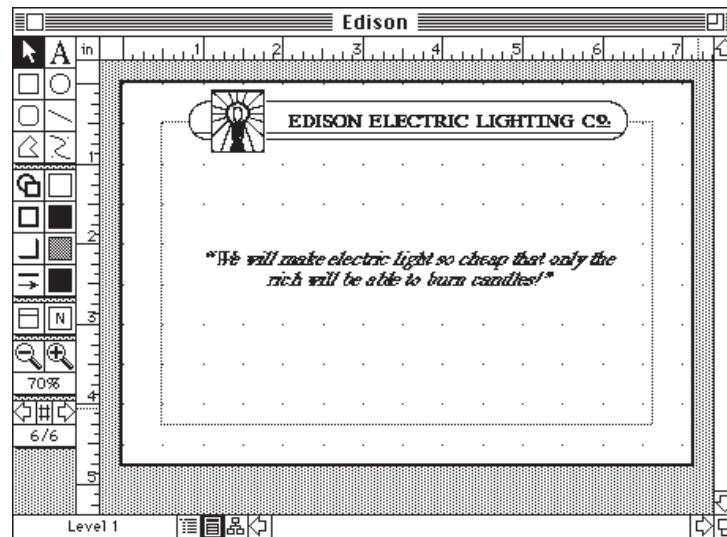
NOTE: If you do not have a Times screen font installed in the 18 point size your text will have jagged edges. Consult your **Macintosh Utilities User's Guide** for information on installing fonts.

3. Choose Text Format in the Format menu and choose Centered.

The quote is now centered.

4. Choose No Labels from the Labeling submenu of the Format menu.

The bullet before the quote disappears.



Including Graphics

Graphics add interest and emphasis to outlines and presentations. With MORE, you can put graphics from a MORE Library or various drawing applications into your outlines or bullet charts. A typical graphic for proposing municipal lighting would be a schematic of the technology. This Quick Tour includes some of the original graphics from Edison's original presentation.

To include a graphic from the MORE Tutorial Library on a bullet chart

1. If your screen is not currently displaying Chart 6, display it.
Use any navigation method you prefer.
2. Choose Light Bulb Schematic from the Pictures submenu of the Library menu.

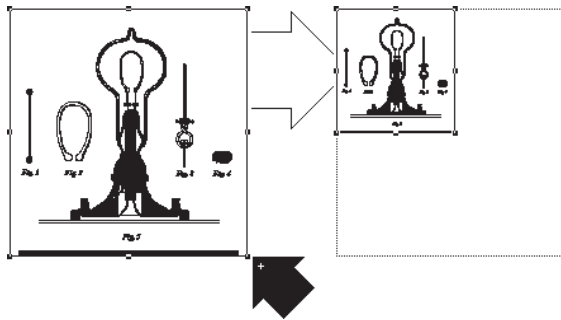
A picture of a light bulb is pasted into the bullet chart. However, it's far too large for the chart, so you'll need to resize it.

To proportionally resize a graphic

1. Position the pointer over the handle at the bottom right corner of the graphic.

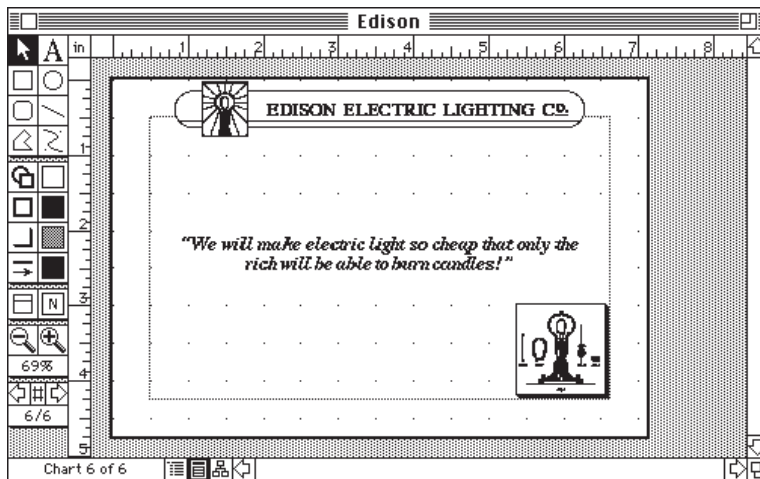
If no handles are showing, you need to select the graphic. The pointer turns into a crosshair when it's positioned correctly.

2. Hold down the Shift key, press the mouse button, and drag toward the upper left corner.



Resizing a graphic

The light bulb shrinks while retaining its length-to-width ratio. Notice how the percentage reduction is shown in the status box. Adjust its position by placing the pointer within the object and dragging it to where you want it.



The final screen

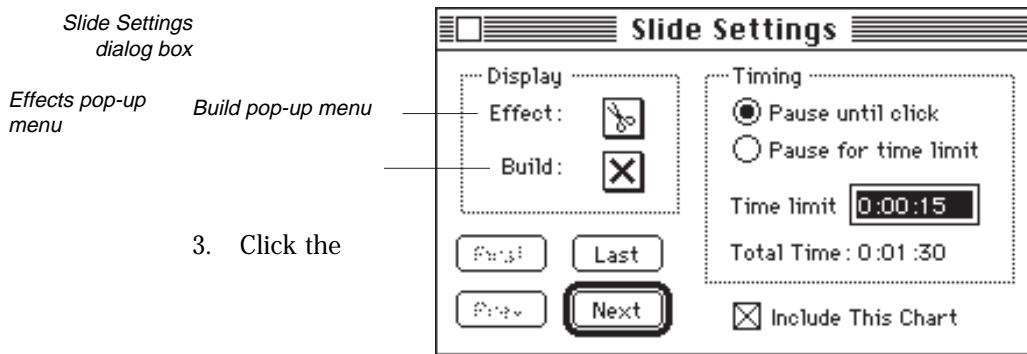
Adding Special Effects to the Presentation

If you were meeting with the New York City aldermen, you might want to gradually introduce them to your presentation topics with a slide that progressively shows more information. This effect is known as a *text build*. You might also want a special transition effect at the conclusion of your presentation to make it more enlightening. In this section you'll create a build slide for the introduction and add a special effect at the end.

To make a build slide for the introduction

1. Click the "Go To" Chart icon, type **1**, and click OK to return to the first chart.
2. Choose Slide Settings on the Bullet menu.

The Slide Settings dialog box appears.



3. Click the

Build pop-up menu and select the first item.

When you first click the Build pop-up menu, the None setting is selected. When you select the first build type, a box will surround the icon. After you release the mouse button, the selected icon is visible in the Build pop-up menu.

To see a build slide in an on-screen slide presentation

1. Close the Slide Settings dialog box.
2. Press Space bar.

The first build slide fills the screen.

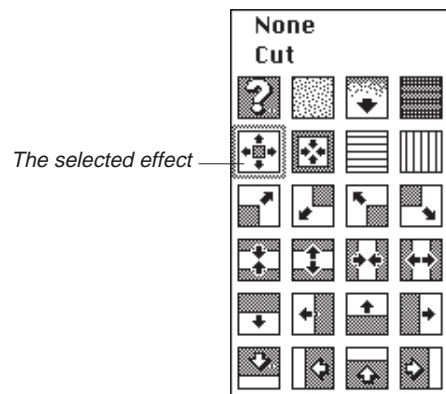
3. Press the > key four times.

The introductory slide gradually builds until all five points are on screen.

4. Quit the slide show view by pressing Space bar.

To add a special effect to the conclusion

1. Click the “Go To” Chart icon, type **6** and click OK to return to the last chart.
2. Choose Slide Settings on the Bullet menu.
3. Click the Effect pop-up menu and select the first icon in the second row, right below the question mark icon.



Effects pop-up menu

The icon in the Effect pop-up menu changes to indicate your choice.

4. View the on-screen slide show by closing the Slide Settings dialog box and pressing Space bar.

This should get the aldermen's attention!

5. Quit the slide show by pressing Space bar.

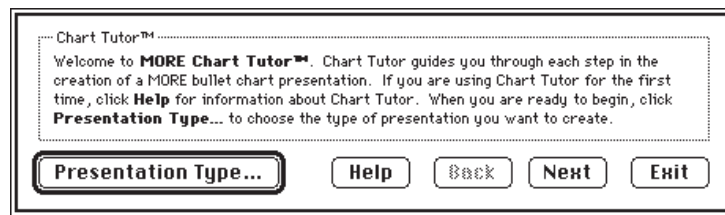
Using Chart Tutor

Chart Tutor is a step-by-step guide for creating a MORE bullet chart presentation. If you're an experienced MORE user, it's a quick process to follow to make sure all the necessary steps are covered in the correct order. And if you're a novice user, not only does Chart Tutor prompt you through the process, it also provides Help buttons at each step.

To begin Chart Tutor

- Select Chart Tutor from the Bullet menu.

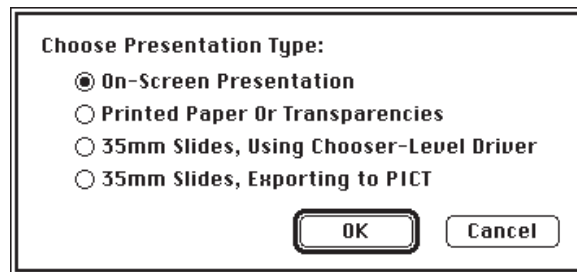
The Chart Tutor dialog box appears. It's the first of several that will guide you through creating a presentation. The first step is to choose a presentation type.



To select a presentation type

1. Click Presentation Type.

A dialog box appears with four presentation options. MORE will prompt you with different dialog boxes depending on which you choose.



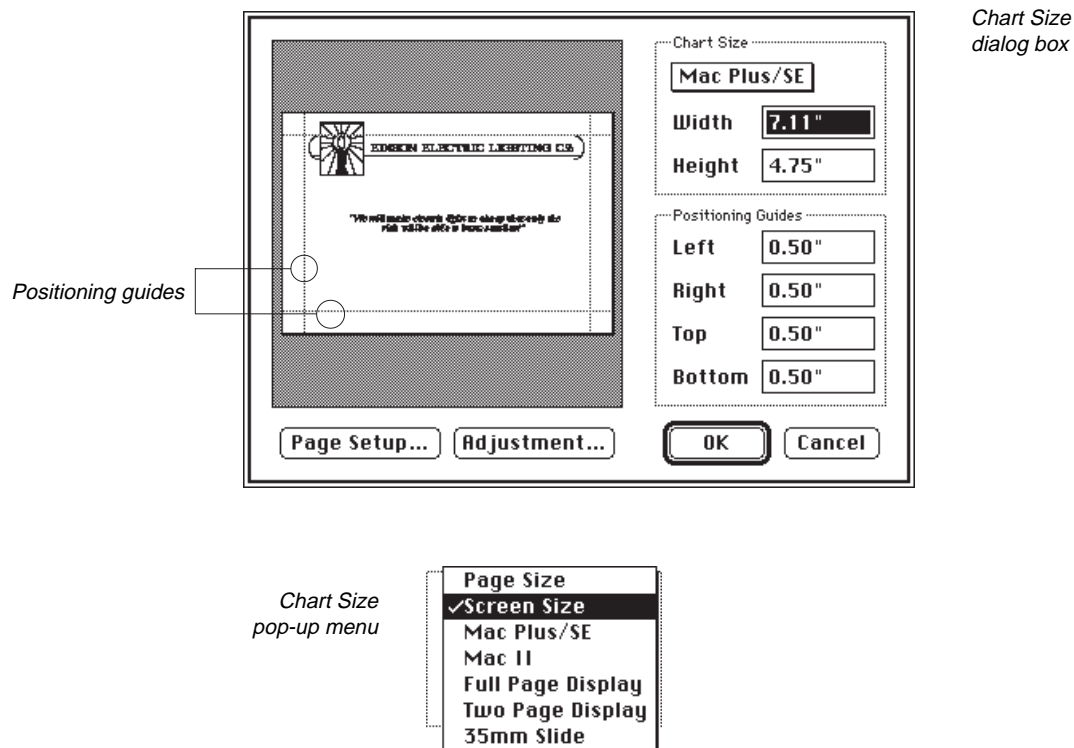
2. Select On-Screen Presentation.
3. Click OK.

The next step is to set the chart dimensions.

To determine chart size

- Click Set Chart Size.

The Chart Size dialog box appears. In addition to showing a reduced view of the chart itself, it also shows numbers for the size of the screen on your computer. You can design presentations for delivery on various screen sizes. For example, if you're creating your presentation on a Macintosh SE but plan to deliver the presentation on a Macintosh II, you can set the screen size for Mac II Screen with the Chart Size pop-up menu. If the screen you're working on and the menu selection are the same, the menu will show "Screen Size" to let you know they match.



The positioning guides determine the size of the drawing area on the chart. You can change them either by typing the new dimensions in the text entry boxes labeled *Left*, *Right*, *Top*, and *Bottom* or by dragging the positioning guides.

To change a positioning guide by dragging



1. Position the pointer over the right positioning guide you want to change.

The pointer changes shape, as shown in the margin

2. Drag the right positioning guide slightly to the right.

When you release the mouse button, the new positioning guide dimension is reflected in the corresponding text entry box and the preview window readjusts to show the bullet chart with its new drawing size.

To move to the next step

- Click OK.

You're now ready for the Master Chart. However, since you've already seen how to set up a Master Chart, you can exit Chart Tutor at this point. There are several more steps in the process. Try Chart Tutor on your own later to see how easily you can set up a bullet chart presentation.

To leave Chart Tutor

- Click Exit.

To return to Outline view, click the outline icon at the bottom of the window.

The next part of the Quick Tour is about making changes in Tree Chart view.

NOTE: *The nodes displayed in the Tree Chart view correspond to the points that are currently expanded in the Outline view. Thus, if you've been working with a fully expanded outline in Outline view, you will see all the headlines and subheadlines when switching to Tree Chart view. The reverse is also true—if you collapse or expand the tree chart, you'll see those same changes reflected in the Outline view.*

1. Select the “New York Electrified!” headline.

2. Hold down Option and click the Tree Chart icon.

The screenshot displays the Edison software interface for creating a floor plan. The top toolbar includes icons for selection, drawing, and editing. The left vertical toolbar contains icons for various shapes and tools. The main workspace shows a grid with a floor plan layout. A central area is labeled "New York Electrical". To its right, a vertical list of notes is displayed: "Get assigned from A/V room", "Establish new office in NYC", "Build power rooms", "Build infrastructure", and "Establish main office building and connect to main building". The bottom status bar shows "Level 1" and "Plan 1".

3 - 45

Collapsing and Expanding a Tree Chart

Sometimes you want to work with the big picture. You can decide what parts of the tree chart are visible by collapsing and expanding subheadlines. For instance, in the “New York Electrified!” example, you might want to see just the first level of detail.

To collapse the tree chart

1. Select the root node “New York Electrified!” by clicking it.

Handles appear around the node to show that it is selected.

2. Choose Collapse Subnodes from the Tree menu.

All the nodes are now hidden except the root node.

3. Choose Expand Subnodes from the Tree menu.

The menu item toggles back and forth depending on whether the view is already expanded or collapsed. The five main points are now visible. A shortcut to expand or collapse sections of the tree chart is to press the Option key and double-click a specific node.

Spacing Nodes on the Tree Chart

You can change the style of the tree chart. For instance, you might want to change the shape and spacing of the nodes to use the tree chart in a presentation.

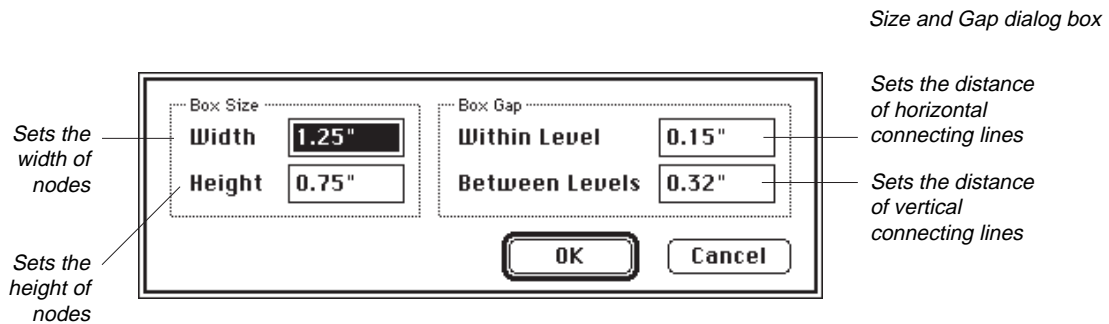
To change the node spacing

1. Choose Select All from the Edit menu.

Handles appear on all the nodes and connecting lines.

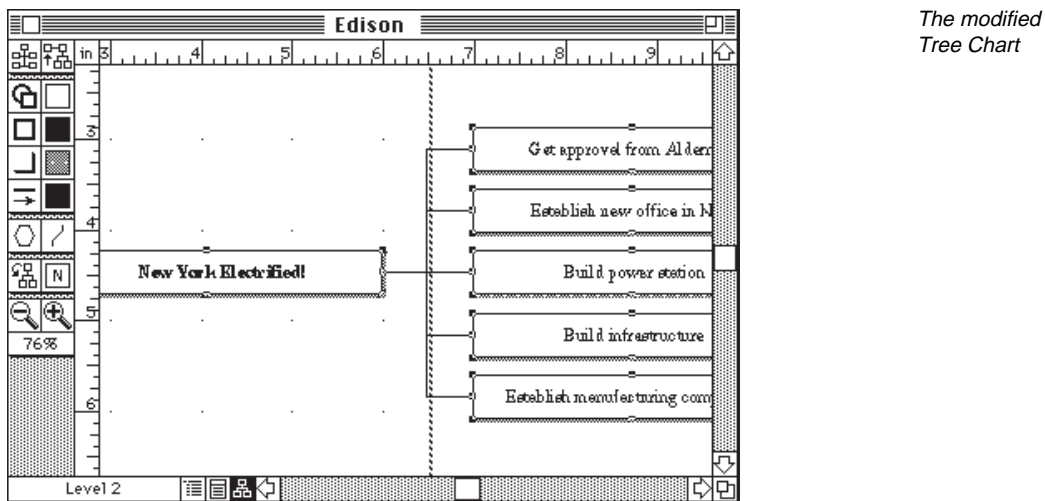
2. Choose Size and Gap from the Tree menu.

The dialog box gives you choices for the size and spacing of the nodes.



3. Type **3.5** for Width, **.5** for Height, and **1.0** for Between Levels. Leave the Within Level setting the same. Click OK.

The tree chart is now flatter and wider.



4. If you want to see the titles more clearly, click the Zoom In tool.

Click the Zoom Out tool to return to the original view.

The tree chart currently covers two pages. Choosing the appropriate page orientation is important in working with tree charts. By changing to a horizontal orientation, the tree chart will fit on one page.

To change the page orientation

1. Choose Page Setup from the File menu.

Orientation



The Page Setup dialog box appears.

2. Click the Landscape (Horizontal) Orientation icon.
3. Click OK.

The tree chart now fits on one page. Use the scroll arrows, if necessary, to center it in the window.

.....

Changing Edge, Line, Shadow, and Text Styles

You can make the nodes more dramatic by thickening the edges and lines, making the shadow style more prominent, and bolding the text. If all the nodes and lines are not selected, choose Select All from the Edit menu before proceeding.

To change the edge style



- Click the Edge tool and choose the third line width on the top row. All the edges thicken.

To change the shadow style



- Click the Shadow Style tool and choose the third shadow style on the top row. All the nodes show the new shadow style.

To change the line style



- Click the Line Style tool and choose the third line width in the center column. All the connecting lines thicken.

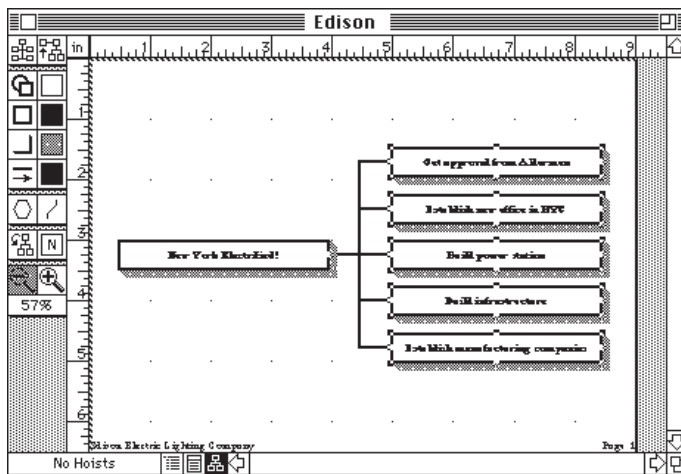
To make the text bold

1. Deselect the root node by holding down Shift and clicking the node.

The handles disappear. Since the text in the root node is already bold, you must deselect it before changing the other text.

2. Choose Bold on the Style submenu of the Format menu.

The text in the nodes changes to bold styling.



*The styled
Tree Chart
with new style
changes*

Changing Node Shape

Another way to make a node stand out more effectively is to change its shape.

To change node shape

1. Select the “New York Electrified!” node.

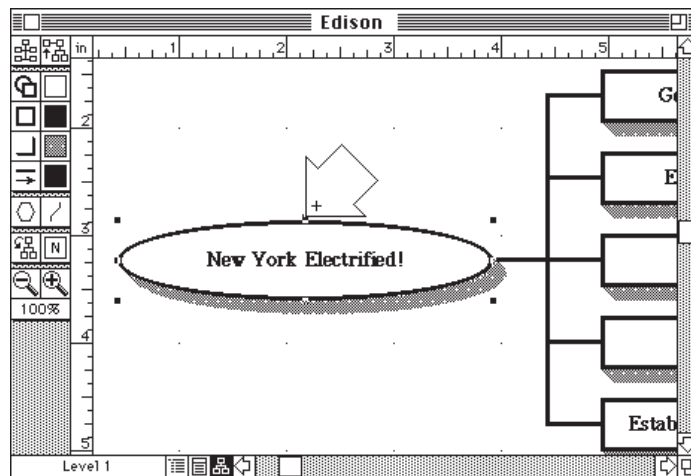


2. Click the Node Shape tool and choose the third style on the top row.

The node becomes oval. If the text does not fit in the new shape, you may need to enlarge the oval.

3. Position the pointer over the handle at the top of the oval. Hold down the Shift key and drag upwards until the oval is large enough to include all the text.

The pointer turns into a crosshair when it's positioned correctly.



4. Deselect the “New York Electrified!” node by clicking on the chart background.

Using a Tree Chart in a Bullet Chart

To give more visibility to the five steps needed to make the New York City lighting project a success, you might want to show the “New York Electrified!” branch as a tree chart diagram in your presentation.

To copy the tree chart to the Clipboard

1. Choose Select All from the Edit menu.
2. Choose Copy from the Edit menu.

Copying places the tree chart in the Clipboard, ready to be pasted wherever you want.

To return to the Bullet Chart view

1. Click the Bullet Chart icon at the bottom of the window.
2. If your screen does not already display Chart 5, go there by clicking the “Go To” Chart icon, typing **5** in the box and clicking OK.

You need to remove all the objects already in the bullet chart.

To delete the objects

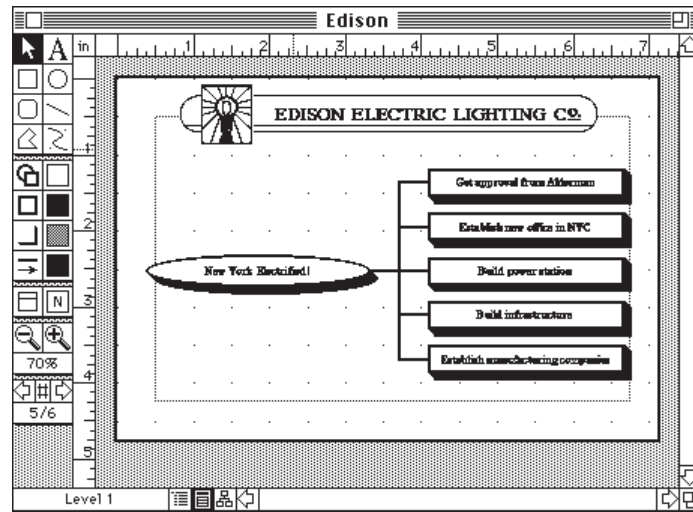
- Choose Select All from the Edit menu and then press Delete.

The chart is now empty except for the Edison logo. The Edison logo remains because it is part of the Master Chart and can be removed only by deleting it from there or by turning off Master Chart Items in the Include submenu.

To paste the tree chart into the bullet chart

- Choose Paste from the Edit menu to paste the “New York Electrified!” tree chart into the bullet chart.

If the tree chart placement isn't exactly right, select it and drag it to a new position. If it's too large, resize it proportionally. Hold down the Shift key and then put the pointer on one of the resize handles and drag toward the center of the chart.



Closing and Saving Files

MORE uses the standard Macintosh commands for closing and saving files. If you're familiar with other Macintosh applications, you already know how to use those commands.

Using Save As to Save a File

Normally you'd save a file when finishing a session, but for this Quick Tour you will use *Save As* to save the Edison file under another name. That way, any changes are not saved to the original file, and the next person who wants to take the Quick Tour can start from scratch like you did.

To save the Edison file under another name

1. Choose Save As from the File menu.

The Save As dialog appears and Edison is automatically entered in the title area.

2. Insert the I-beam cursor just after Edison and type in **Presentation**.
3. Click Save.

The contents of the file will be saved as Edison Presentation.

To close the Edison Presentation file

1. Choose Close from the File menu or click the close box.

MORE is still active, except only the File, Edit and Window menus are ready to accept commands. The others are dimmed. If you want to continue working with MORE, choose New or Open from the File menu.

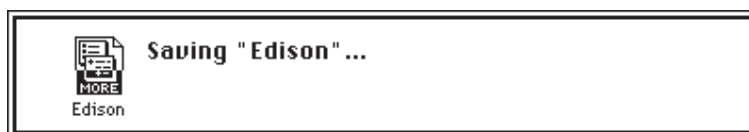
Saving a File

When you begin to work with MORE on your own, you will need to know how to save a file.

To save a file

- Choose Save from the File menu.

The first time you save a file, a dialog box appears with the Home headline as the default file name in the Save As box. The name is already selected and you can change it by simply typing any title you want. Click the Save button and a progress dialog box appears to let you know that the procedure is in progress.



Quitting MORE

The next section of this Quick Tour shows you how to use MORE Graph. If you are not using MultiFinder, quit MORE first.

To end your MORE session:

- Choose Quit from the File menu.

The Finder desktop appears on the screen.

If an unsaved file is open when you choose Quit, you'll see a dialog box that asks whether you want to save the file.

Using MORE Graph

Graphs and charts can be a powerful way to communicate numerical data. For instance, if you want to discuss sales projections with the investment bankers (from whom you hope to get funding for future expansion of the lighting company), you'll probably want to use a variety of charts and graphs to get your points across in a powerful, visual way.

MORE Graph is a separate application for creating effective charts and graphs. To use MORE Graph with MORE, you can use the cut-and-paste commands or you can import graphics directly using the Receive From command.

TIP:

You have a number of options to use when you work with both MORE and MORE Graph. One efficient way to use them together is with MultiFinder, Apple's system for working with more than one application at a time. With MORE Graph open at the same time as MORE you can cut and paste between them easily. For more information, refer to the MultiFinder manual.

Starting MORE Graph

Before you start, MORE Graph should be installed on your system. If it's not, see "Installing MORE on Your Hard Disk," in Chapter 2 of this manual.

To start MORE Graph

1. Double-click the MORE Graph icon.

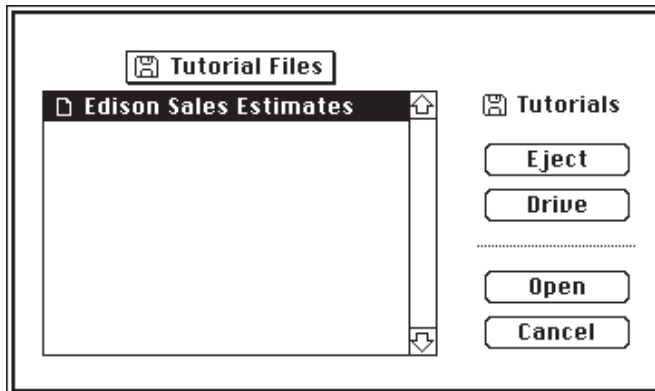
MORE Graph starts and an empty spreadsheet appears. In this Quick Tour you'll be using the Edison Sales Estimates file, so close the empty spreadsheet.

2. Choose Close from the File menu.

You can also close the worksheet by clicking the close box in the upper left corner of the window.

3. Choose Open from the File menu.

A dialog box appears.



4. Select the Edison Sales Estimates file and click Open.

The worksheet opens. The columns represent the years 1881 to 1884, and the rows are the four Edison subsidiary companies.









Edison Sales Estimates/Worksheet						
	A	B	C	D	E	
1						
2						
3						
4		1881	1882	1883	1884	
5	Edison Lamp Company	9000	11000	14000	19000	
6	Bergman & Company	19000	22000	26000	29000	
7	Edison Machine Works	45000	53000	62000	72000	
8	Edison Tube Company	21000	24000	28000	33000	
9						
10						
11						
12						
13						
14						
15						

Creating Charts

The following illustration shows nine choices for charts and graphs. For example, you can create a pie chart to show each product's percentage of overall sales or a line graph to show sales increases over the past five years.

Chart

D	E
A	742
B	611
C	82



COLUMN 1:

Table icon

Column Chart icon

Bar Chart icon

COLUMN 2:

Pie Chart icon

Stacked Column Chart icon

Stacked Bar Chart icon

COLUMN 3:

Area Chart icon

Line Chart icon

Scatter Chart icon

To create a stacked column chart

1. Drag to select the column headings 1881 through 1884 (cells B4 through E4).

With MORE Graph you can plot a range of data anywhere in the Worksheet window. The first step is to identify, or mark, the row and column headings as title cells.

2. Choose Title Cell from the Format menu.

The four cells are now one larger cell surrounded by a solid line. There is a check mark next to the Title Cell command.

3. Select row headings "Edison Lamp Company" to "Edison Tube Company" by dragging from cell A5 through cell A8. Choose Title Cell from the Format menu

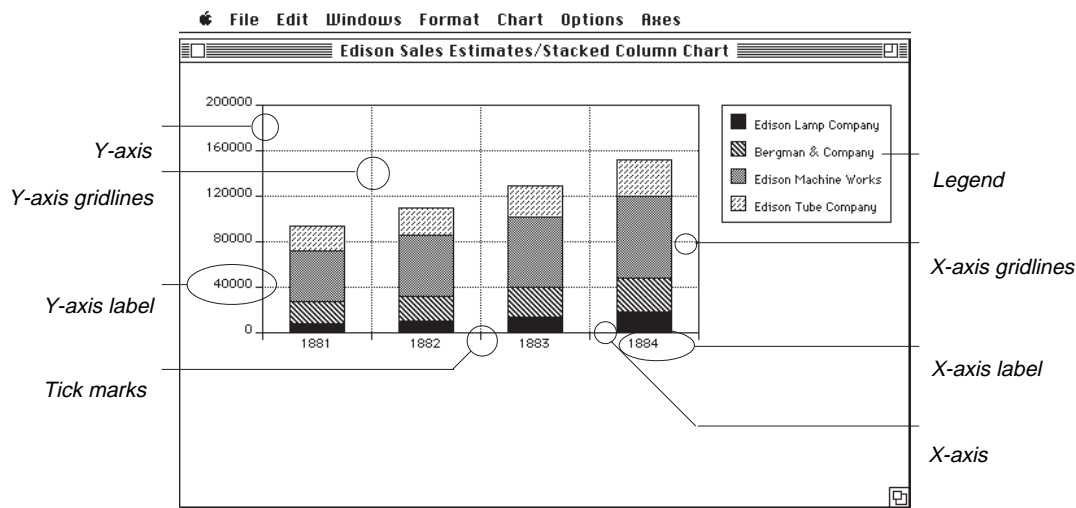
The row headings become one title cell.

4. Select the data to include in the chart by placing the pointer on cell B5 and dragging to E8.

The area is highlighted.

5. Choose the symbol representing the stacked column chart from the Chart menu. It's the second icon in the second row.

MORE Graph organizes the worksheet data into a stacked column chart. If you're using a black and white monitor, the information for each subsidiary is represented by a different pattern. Or if you're working on a color monitor, this information is represented by a different color.



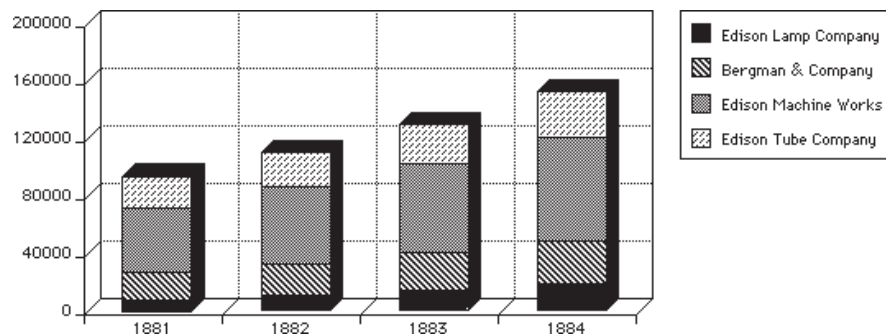
Customizing Charts

MORE Graph creates a variety of chart types. You can choose from the preset chart types or create your own combination charts. Charts may be customized for your needs. For example, you could give a stacked column chart a three-dimensional look, remove the legend frame, delete gridlines, or reformat the text. You can also add your own title to the chart.

To create a three dimensional look

- Choose Depth Perspective from the Options menu.

The columns appear in three dimensional perspective. A check mark appears next to the Depth Perspective command. If at some future time you want to return a MORE Graph chart to its original two-dimensional perspective, just choose Depth Perspective again. The check mark next to the Depth Perspective command will disappear.



To remove the legend frame

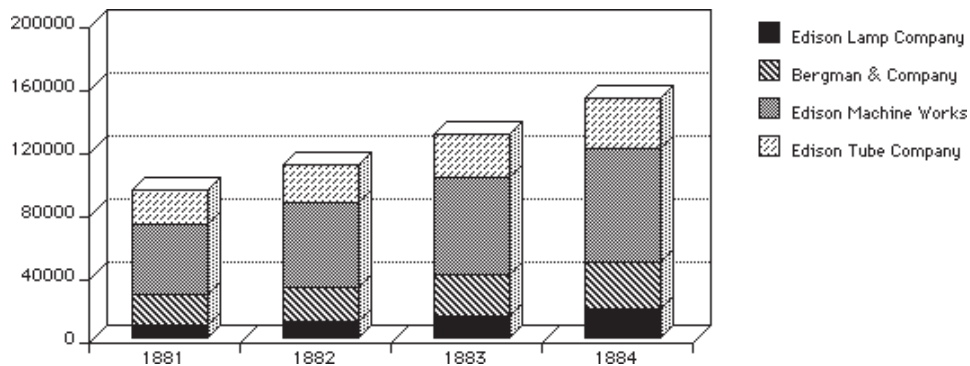
- Choose Legend Frame from the Options menu. The legend frame disappears and the command is no longer checked.

The command switches between showing and hiding the legend frame. The default setting is to show the frame.

To remove the x-axis gridlines

- Choose X-Axis Grid Lines from the Axes menu.

Choosing X-Axis Grid Lines removes the x-axis gridlines, and the check mark disappears. The y-axis gridlines remain. The command switches between showing and hiding the vertical, or x-axis, grid lines.



Number formats can be in different forms. The number formats are decimal, scientific, currency, and percent. You can also specify the placement of commas and decimal places.

To display numbers in currency format

1. Double-click any y-axis label.

A single click on a number selects that number; a double-click selects all the numbers.

2. Choose Currency from the Numeric Format submenu on the Format menu.

The numbers now appear as dollars and cents. A check mark is next to Currency. Because the numbers in this particular graph represent thousands of dollars, you need to remove the cents.

3. Choose Decimal Places from the Numeric Format submenu. A dialog box appears.

*Decimal Places
dialog box*



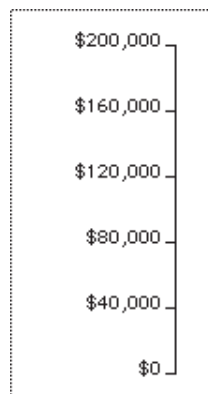
4. Type **0** in the text entry box and click OK.

The cents place disappears.

5. Choose Commas from the Numeric Format submenu.

Commas are added to the numbers. A check mark appears next to Commas.

*Commas added to
the Y-axis labels*



You can change the appearance of the text on a graph by modifying the font, size, style, alignment, or color.

To reformat text font, size, and style

1. Double-click one of the company names in the graph legend.

Double-clicking selects all the names in the legend.

2. Choose the following from the Format menu:
 - Times from the Font submenu
 - 12 point from the Size submenu
 - Bold from the Style submenu

All the company names change to 12-point bold Times.

■ Edison Lamp Company
▨ Bergman & Company
▩ Edison Machine Works
▧ Edison Tube Company

To add a title and format its text

1. Move the pointer immediately above the chart and click.

A blinking insertion point appears.

2. Type **Edison Companies Estimated Sales**

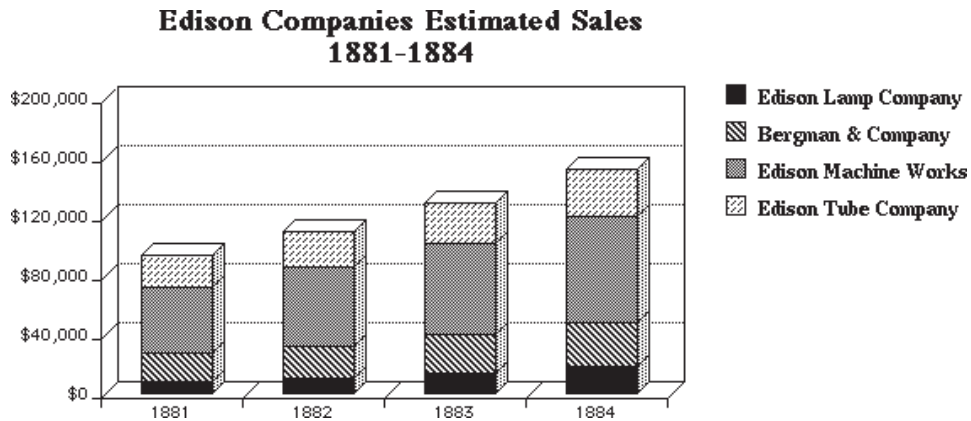
Press Return and type **1881-1884**

The text appears in the default format.

3. Select the text by dragging through it so that the text is highlighted.

4. Choose the following from the Format menu:
 - Times from the Font submenu
 - 18 Point from the Size submenu
 - Bold from the Style submenu

The title is now 18-point bold Times as shown below.



Using MORE Graph in Bullet Charts

Once you've created a graph, you can cut-and-paste the graph to either the Bullet Chart view or the Outline view. You can also import the graph into MORE by using the Receive From command on the File menu.

To copy a graph and return to MORE

1. Choose Copy from the Edit menu.

This places a copy of the graph on the Clipboard, ready to be pasted wherever you want it.

2. Choose Quit from the File menu and click No in the dialog box that appears.

Ordinarily you would save a file before quitting. However, for this Quick Tour, quit the application without saving the file.

3. Double-click the Edison Presentation file.

MORE starts and you're ready to create a new slide for the stacked column chart.

To paste the graph into a new slide in the Edison Bullet Chart view

1. Click the Bullet Chart icon.

The Bullet Chart view appears.

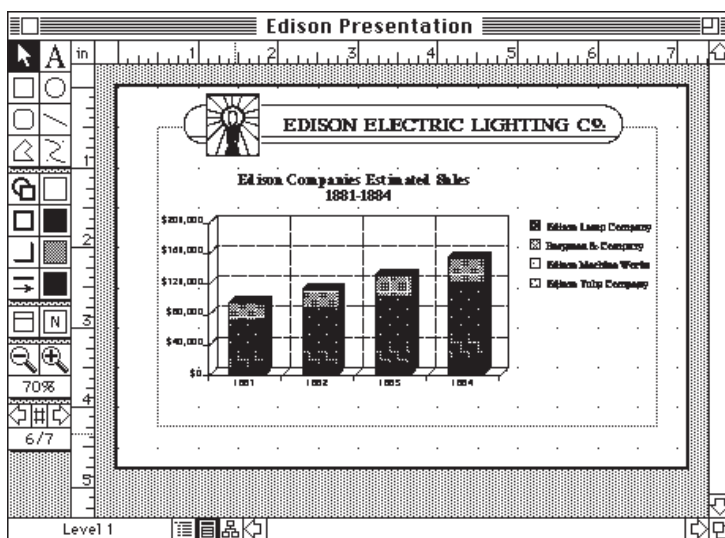
2. Click the “Go To” Chart icon, type **5** in the box and click OK.
3. Choose Add New Chart from the Bullet menu.

A new chart appears with title and subhead placeholders. You’ll need to delete these before pasting in the stacked column chart.

NOTE: *The Bullet Chart and Outline views are connected. This means that additions to the Bullet Chart view will be reflected in the Outline view and vice versa. So when you add a new chart, a new headline is added to the outline. Ordinarily the new headline is the title for the new chart. In this example, since there is no text title, MORE adds a headline called “Untitled Slide” in the Outline view.*

4. Choose Select All and then choose Clear from the Edit menu.
5. Choose Paste from the Edit menu.

The stacked column chart appears. If it’s not the right size, select it and resize it proportionally by holding down the Shift key and dragging. Change its position on the chart by placing the pointer anywhere in the object and dragging.



Bullet chart with stacked column chart

You have now finished your Quick Tour of MORE's Outline, Bullet Chart, and Tree Chart views. If you're working on a Macintosh with color capabilities, continue on to the next section to learn how to add color to your presentation.

If you are working in black and white, return to Chart 1 and add a few final touches.

Since you added a new slide your placeholder name will appear on Chart 1. This should be renamed to reflect the contents of the chart.

To name the untitled slide

1. Select the subheads on Chart 1.
2. Click the Text tool. The text ruler appears above the subheads text block.
3. Select the "Untitled Slide" text by highlighting it with the I-beam cursor.
4. Type **Estimated Sales**
5. Click the Selection tool when you are finished.

To adjust the chart objects

1. Choose Select All in the Edit menu.
2. Use the Selection tool to drag the chart text and frame down slightly.

When you are satisfied with the chart's appearance, press Space Bar to view your presentation as an on-screen slide show.

Adding Color to Your Presentation

Virtually all of the features of the different views can have colors assigned to them. Text can be one color, objects another, and the background to your bullet charts a third color. In addition, the backgrounds can have special patterns. For example, when explaining about light bulbs a bright yellow light will illuminate the topic. And when discussing financing, perhaps a text in a deep green or even a gold might be appropriate. This section of the Quick Tour shows some color additions.

Coloring an Object

In the Edison Presentation file example, the light bulb in the logo is clearly an important element for receiving color.

To add color to an object

1. Press w-M to go to the Master Chart.

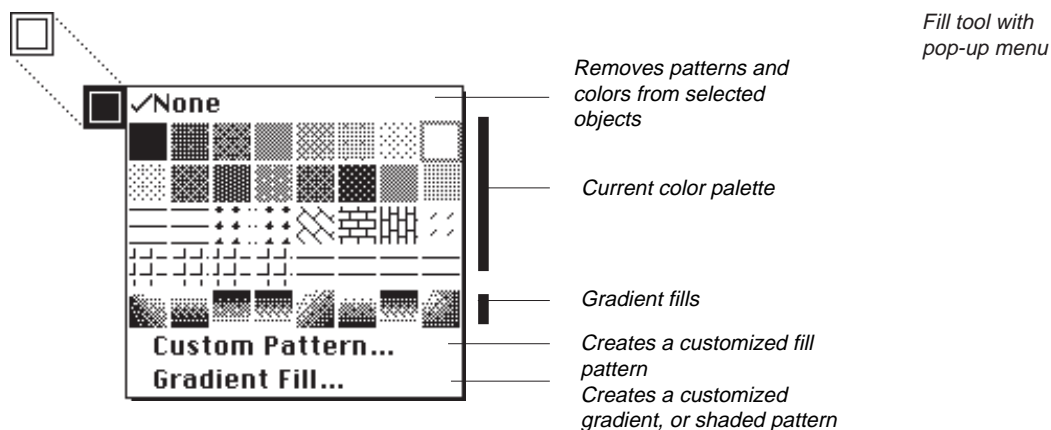
The Master Chart appears.

2. Select the light bulb in the logo.

Handles surround the object.

3. Select the Fill tool.

The Fill pop-up menu appears. It displays a palette of 32 color fill patterns and 8 gradients, or shaded fill patterns.



A QUICK TOUR OF MORE

4. Choose yellow by dragging the pointer to a yellow pattern. Release the mouse button.

The background of the light bulb is now yellow.

NOTE: If the Fill pop-up menu doesn't offer a yellow or if you'd like to use a different color, you can change any color in the palette by using the Pattern editor.

5. Choose the Edison Electric Light Company part of the logo and select any fill color you like.

To edit a pattern

1. Choose Custom Pattern from the Fill pop-up menu.

The Pattern editor appears.

The Custom Pattern editor dialog box

The 32 color patterns displayed in the current color palette

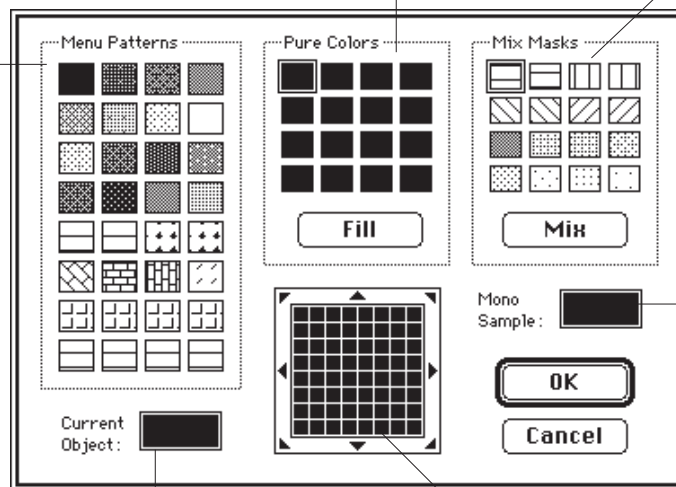
Displays the current selection of colors available for creating and editing a pattern

Displays a collection of masks to use in building a pattern

Shows how a pattern will appear on a non-color printer

Displays the pattern and color of the currently selected object

The Fat Bits area shows a magnified view of the pattern being modified.



2. Click an existing menu pattern in the Menu Patterns area, and drag it to the Current Object box.

The new pattern you're creating will appear in this position.

3. Click a color in the Pure Colors area and click Fill.

The new color fills the Fat Bits area. If you don't see a color you want, you can double-click any color in the Pure Colors area to access the Apple Color Picker.

4. Click OK.

The new pattern replaces the selected pattern in the Menu Patterns area and is applied to the selected object. For more information about using the Pattern editor, see the *MORE 3.0 Reference*.

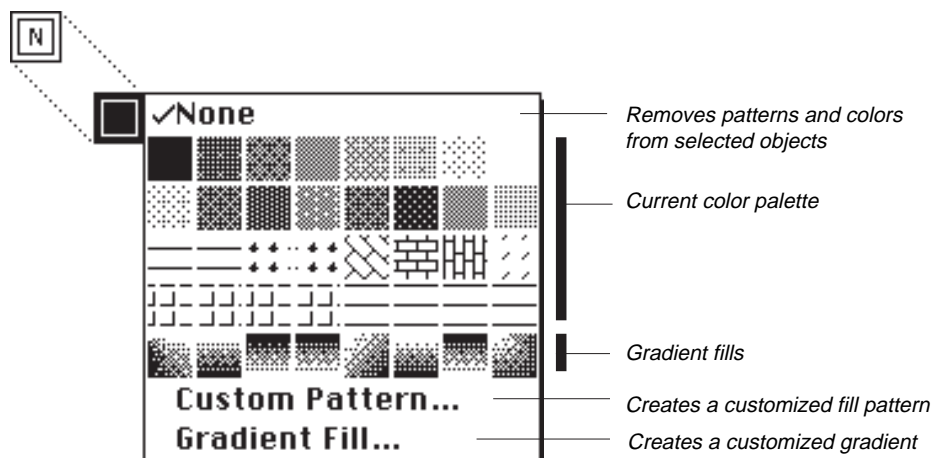
Adding a Background

To make your presentations more dramatic, you can add a colorful background to the Master Chart.

To add a background to the Master Chart

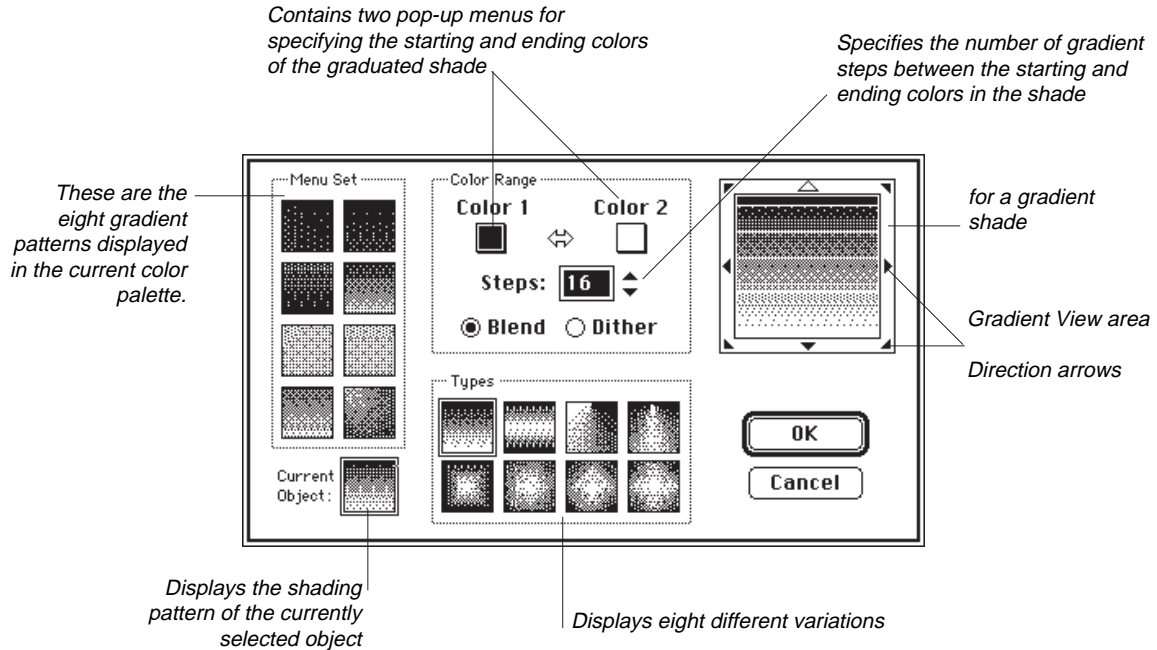
1. Select the Background Pattern tool.

The Background pop-up menu appears.



2. Choose Gradient Fill from the pop-up menu.

The Custom Gradient dialog box appears.



3. Choose the fourth shading type on the top row of the Types area.

The gradient shown in the Gradient View area displays the new choice each time you make a change.

4. Choose a deep blue color in the Color 1 pop-up menu and a white in the Color 2 pop-up menu.

If the pop-up menu doesn't have a good blue, choose Custom Color to access the Color editor. The Color editor functions similarly to the Pattern editor shown earlier.

5. Enter **30** in the Steps area.

The greater the number of steps, the smoother the gradient. You can have a maximum of 128 steps.

6. Click the direction arrow in the top left corner of the Gradient View area.

The gradient fill pattern shifts to give the effect that a light source is shining from the upper left corner.

7. Click the Current box and drag it on top of one of the Menu Set patterns.

The current gradient pattern replaces the prior pattern. It's now part of the Background Pattern pop-up menu.

8. Click OK.

The gradient fills the background of the Master Chart.

Styling A Presentation

The presentation could be brightened by changing the frame style and frame fill and adding color and shadowing to the text.

To change the frame fill

1. Make sure you are on the Master Chart.
2. Select the frame.
3. Click the Fill tool and select None.

To change the frame style

1. Select either the title or subheads placeholder.
2. Click the Frame Style tool and choose the style in the lower right corner.
3. Click Yes to override conflicting formatting on each chart.

To change the text color

1. Make sure the title and subheads are selected.
2. Choose color from the Format menu.
3. Choose the same yellow you used for the light bulb.

The text on all charts changes to yellow. Notice that the text in the tree chart and in the financial chart is unchanged. If you want to style these you can either regenerate them with color text and paste them back into your charts or ungroup them in Bullet Chart view and style the text with the Format menu commands.

To change the text shadow

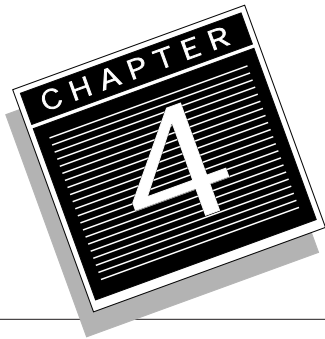
1. Make sure the title and subheads are selected.
2. Click the Shadow Pattern tool.
3. Choose Black.

You're finished. To see the difference color makes in an on-screen slide show, return to Chart 1 and press the Space bar.

.....
Ending the Quick Tour

This is the end of the MORE Quick Tour. You've seen many of the things you can do with MORE and have learned enough to get started with your own projects. However, MORE has many other features that you will find useful in your everyday business.

If you want to keep working with MORE right now, choose Close and click No to not save the file. Then choose New from the File menu to begin working with a new outline.



NOTE: WHERE "W" IS USED IN KEY COMMANDS,
IT MEANS COMMAND KEY.

ADDITIONAL OUTLINING BASICS

The Quick Tour introduced you to many of the basic techniques you need to create your own outlines. This chapter explains some additional basic techniques you should know.

Here's what you'll learn how to do:

- Start an outline from scratch
- Use the text ruler to set tabs, change spacing for headlines and text, adjust spacing between outline sections, and change the label format
- Create custom labels
- Use time, date, and hot stamps
- Add headers and footers
- Create a table of contents
- Use Print Options to adjust margins and add page breaks
- Print an outline

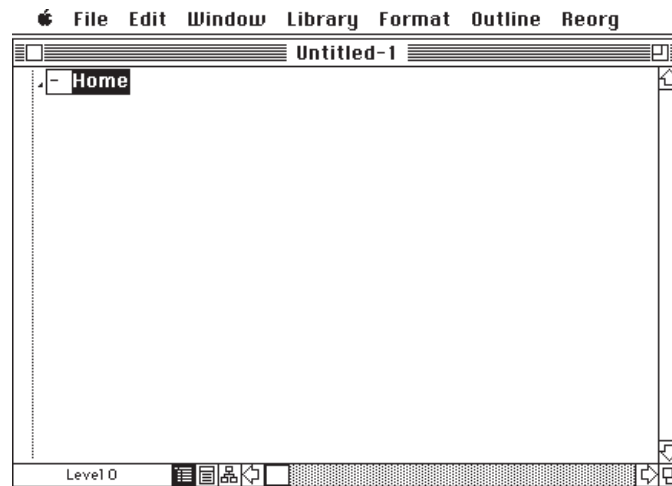
Starting from Scratch

In the Quick Tour you worked with an already existing file.

To start with a new, untitled outline

- Double-click the MORE icon.

The application opens in the Outline view with an untitled file. Only the *Home* headline is in view. Both the headline and its text are selected.



To title the outline

- Type a title.

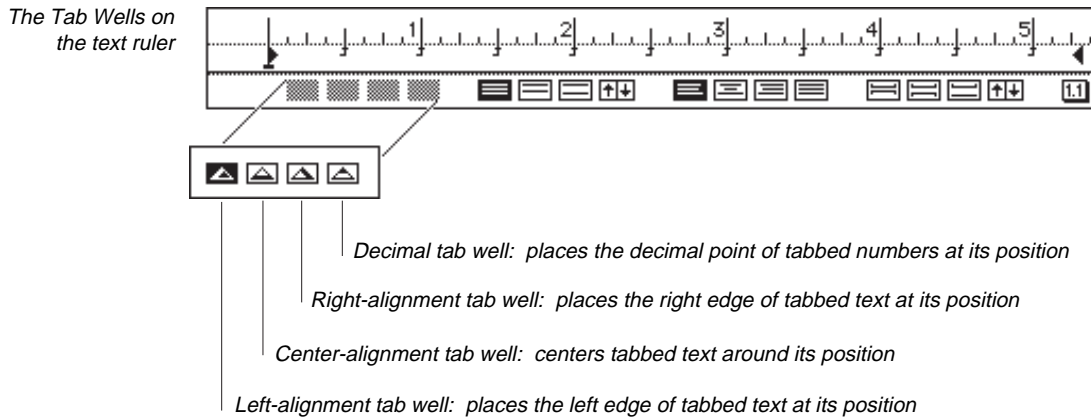
Your typing replaces the word *Home*. Since this is the Home headline, no other headline can exist at this level, and you can't move or delete it.

NOTE: *The first time you open MORE, you see the full menus which list the full range of MORE commands. You'll probably find it easier to work with fewer commands when you first begin using MORE. You can change to short menus, which are a reduced set of the menu commands, by choosing Short Menus on the Edit menu. As you become more familiar with MORE and start using advanced commands, change to full menus. You can toggle back and forth between short menus and full menus to use whichever set you like best.*

Using the Text Ruler Icons

Tab Wells

Automatic tabs are the default setting on the text ruler. When you first open a new file, tabs are already positioned at half-inch intervals. You change tab settings by placing tabs from the tab wells on the ruler.



To place a tab

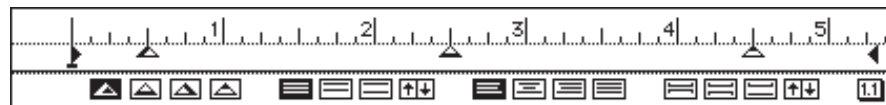
1. Position the pointer on the appropriate tab well and hold down the mouse button.

The tab well is highlighted.

2. Drag the tab into position in the upper half of the text ruler.

Any automatic tabs to the left of the newly placed tab disappear. To delete a tab, put the pointer on the tab and drag it off the bottom of the ruler.

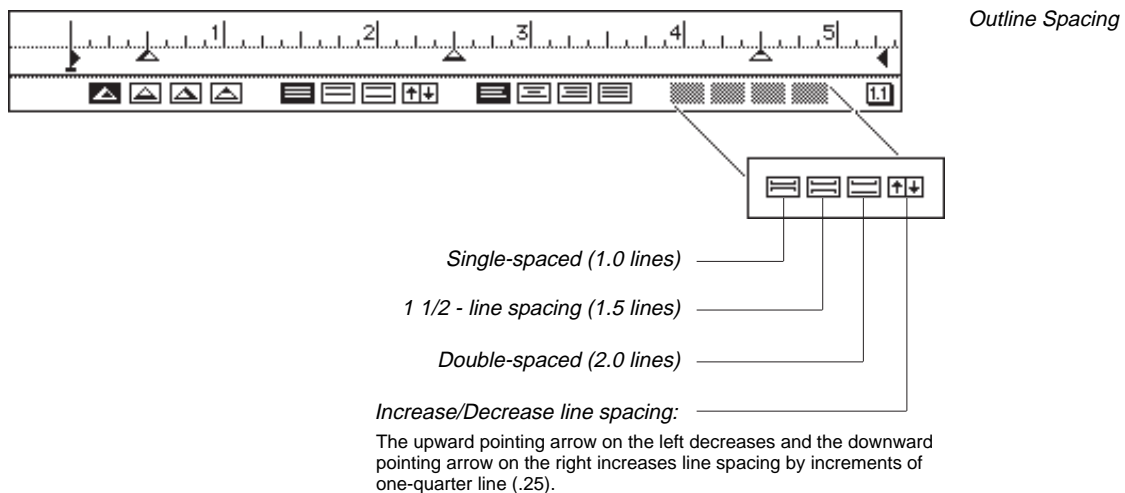
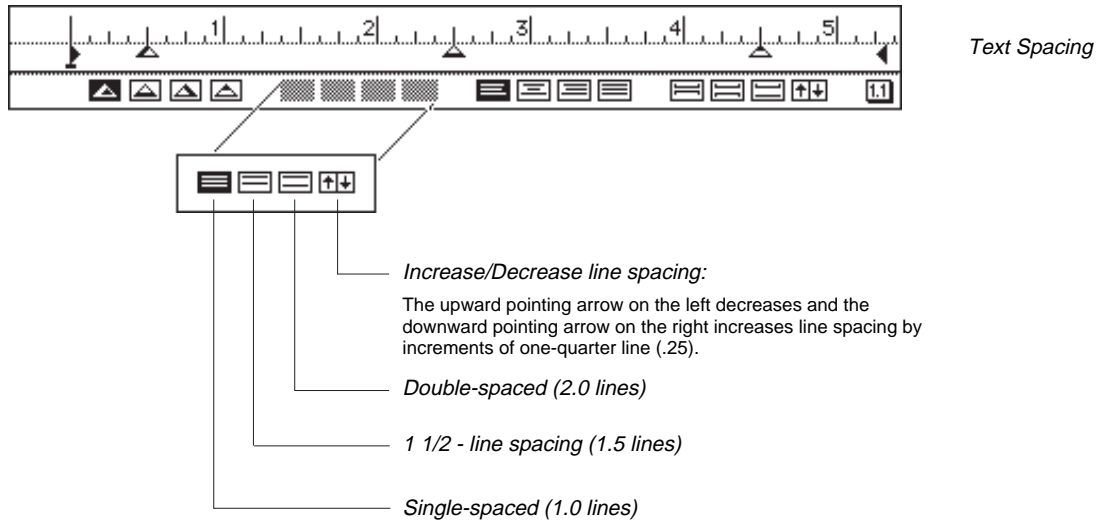
After manual placement of a left, center and decimal tab



NOTE: If you wish to Tab a headline hold down the Option key and then press Tab. If you want to change the default so that the Tab key always tabs a headline, select Program Options on the File menu and make sure the box next to "Insert CR & Tab in Outline" is checked.

Spacing Icons

With the text ruler you can change text and outline spacing. Text spacing affects the spacing between lines of text within headlines and comment windows. Outline spacing controls the line spacing between headlines. The Spacing icons for both text and outline spacing function similarly.



To change text or outline spacing

1. Select the headline you want to change.

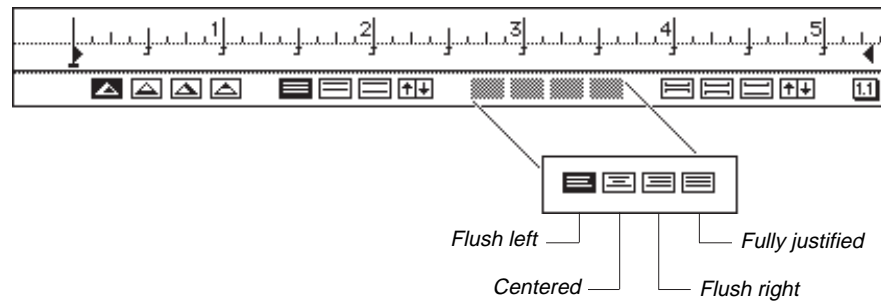
To select a headline, click it. A barcursor appears around a headline.

2. Click the desired Spacing icon.

The icon is highlighted and the spacing in the selected item changes.

Text Justification

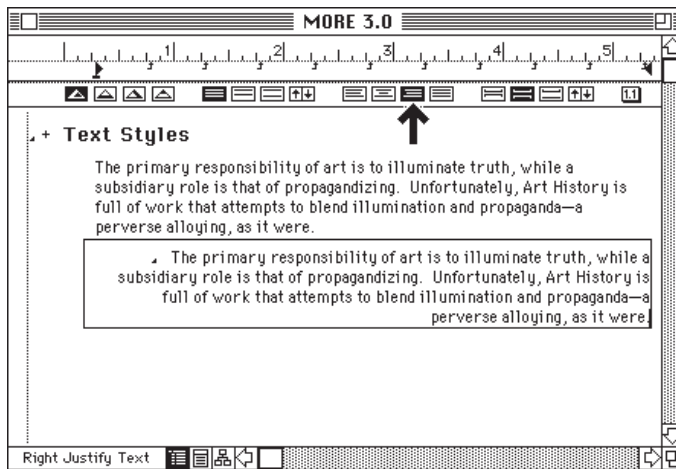
The four choices for justifying text are illustrated below:



To change the text justification

1. Select the headline you want to change.
2. Click the Text Justification icon that represents your choice.

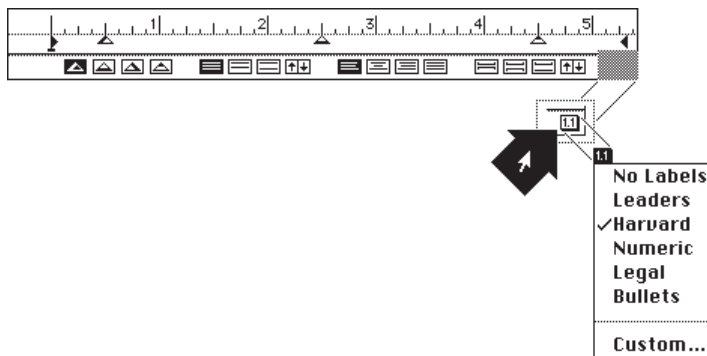
The icon is highlighted and the text rejustifies.



The selected text takes on Flush Right Justification when the appropriate icon is clicked

Labeling Headlines

You can also change outline labels from the text ruler rather than from menu commands.



Label Styles pop-up menu

To change the outline labels

1. Select the portions of the outline you want to relabel.

Change individual parts of the outline by selecting them or the entire outline by triple-clicking in the Selection bar next to the Home headline.

2. Click the Label Styles pop-up menu and hold down the mouse button.

A pop-up menu similar to the Labeling submenu in the Format menu appears.

3. Choose a new labeling style.

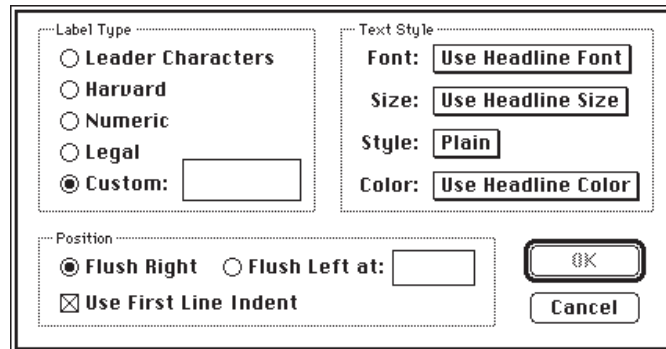
Creating Custom Labels

Sometimes you may want to use a symbol like a check box or arrow as labels on an outline or perhaps even a date or phrase. With MORE, you can design your own labels with up to twelve characters in any font, size, style, or text color.

To create a custom label

1. Select the portion of the outline you want to label.
2. Click the Label Styles pop-up menu.
3. Choose Custom.

The Custom Labels dialog box appears. The Custom button is selected and there's a blinking insertion point in the text box, ready to accept your input. At this point you can either modify one of the preset label types or create a new label style.

The image shows the 'Custom Labels' dialog box. It is divided into three main sections. The top-left section, titled 'Label Type', contains five radio buttons: 'Leader Characters', 'Harvard', 'Numeric', 'Legal', and 'Custom:'. The 'Custom:' option is selected, and there is an empty text box next to it. The top-right section, titled 'Text Style', contains four labels with corresponding pop-up menus: 'Font:' with 'Use Headline Font', 'Size:' with 'Use Headline Size', 'Style:' with 'Plain', and 'Color:' with 'Use Headline Color'. The bottom section, titled 'Position', contains two radio buttons: 'Flush Right' (which is selected) and 'Flush Left at:' (with an empty text box next to it), and a checked checkbox labeled 'Use First Line Indent'. At the bottom right of the dialog box are 'OK' and 'Cancel' buttons.

To change a preset label type

1. Select the button for the label type you want to modify.

The OK button is activated. You can now make any font, size, style, and color changes you want by using the pop-up menus on the right side of the dialog box.

The default settings for font, size, and color are the settings associated with the headline next to the label. For example, if the level 3 headlines in the outline are red, 36-point Times, then their labels will be the same. The default setting for style is Plain.

2. Click the pop-up menus for the text attributes you want to change, and select new settings.
3. Click OK.

The dialog box disappears and the outline displays the new labels.

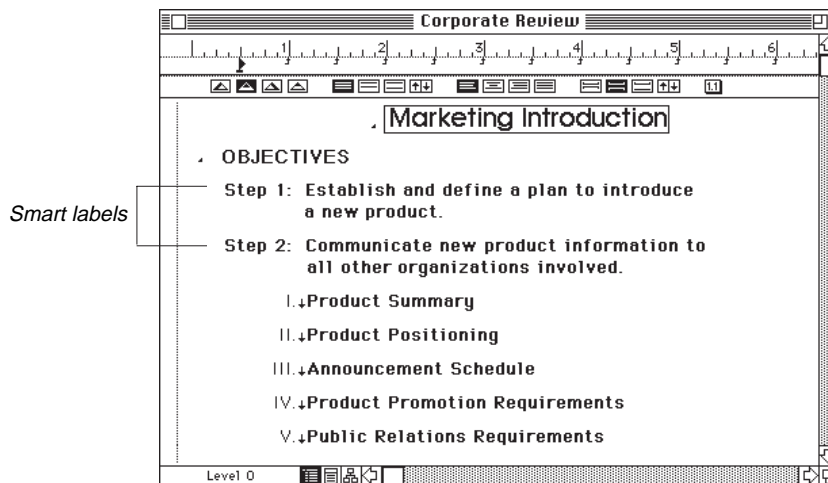
To create a new label

1. Click the Custom button.
2. Type whatever you want up to 12 characters.

You can use special characters called *smart characters* that indicate a style of leader text rather than static characters. For instance, if you type **Step** followed by the smart character **1**, MORE will number the selected headlines sequentially. (For example, Step 1, Step 2, Step 3).

3. Choose the pop-up menus for the text attributes you want to change, and select new settings.
4. Click OK.

The new label is now part of the outline.



Use of the Custom Labels command to create smart labels that denote sequentially numbered "steps"

Using Time, Date, and Hot Stamps

You may find it useful to keep track of multiple versions of a report, log phone calls from a client, or record project completion times. The Time and Date Stamp commands place the current time and date anywhere in a headline or comment window. Hot stamps are information such as the date or time an outline was printed or modified, which can be pasted into an outline. When the outline is printed or previewed, the information is updated and the current value for the hot stamp is shown. Hot stamps also work in bullet charts, headers, and footers.

NOTE: Full Menus must be turned on to select the Time, Date, and Hot Stamps from the Edit menu

To add the current time

1. Place the insertion point where you want to add the current time.
2. Select Time Stamp on the Edit menu.

The Time Stamp dialog box appears.

3. Select the desired format.

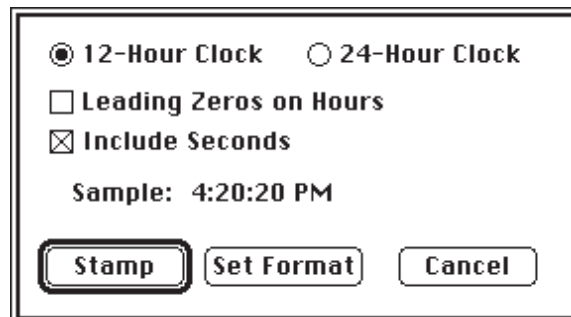
Verify the format by checking the Sample display.

4. Click Stamp.

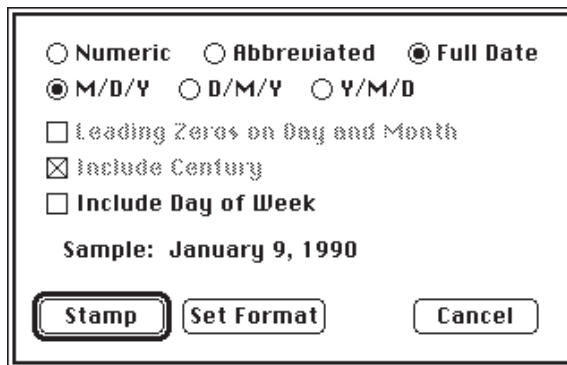
The current time appears with the same text format as the text immediately preceding the insertion point.

NOTE: The command key equivalent for Time Stamp command is `w-;` (semicolon). If you want to use the currently set format, press `Option-w-;` (semicolon) as a shortcut to bypass the dialog box.

Time Stamp
dialog box

The image shows a 'Time Stamp' dialog box with a double border. At the top, there are two radio buttons: '12-Hour Clock' (which is selected) and '24-Hour Clock'. Below these are two checkboxes: 'Leading Zeros on Hours' (unchecked) and 'Include Seconds' (checked). A 'Sample:' label is followed by the text '4:20:20 PM'. At the bottom, there are three buttons: 'Stamp' (which is highlighted with a thick border), 'Set Format', and 'Cancel'.

You can enter today's date by following a similar process with the Date Stamp command on the Edit menu. Select the formats you want from the Date Stamp dialog box and click Stamp. The command key equivalent is **w-'** (apostrophe). The shortcut to bypass the dialog box and use the current format is **Option-w-'** (apostrophe).



*Date Stamp
dialog box*

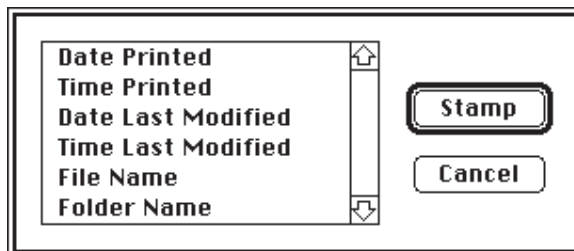
To add the date that a file is printed

1. Place the insertion point where you want to add the printing date.
2. Select Hot Stamp on the Edit menu.

The Hot Stamp dialog box appears.

3. Select Date Printed.
4. Click Stamp.

The phrase **<<Date Printed>>** appears at the insertion point and acts as a placeholder. The value for the hot stamp changes each time the outline is printed or previewed. Set the format in the time and date dialog boxes.



*Hot Stamp
dialog box*

Adding Headers and Footers

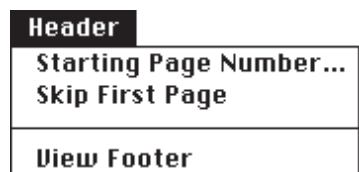
Headers and footers add a finishing touch to your written communications. You can include text, graphics, or even time, date, and hot stamps.

To create a footer

1. Choose Headers & Footers from the Format menu.

When the Header & Footer window first appears, it shows the Header view. The Reorg menu is replaced by the Header menu.

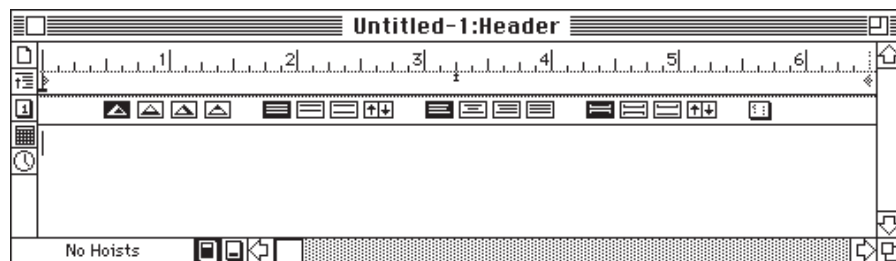
Header menu



2. Click the footer icon at the bottom of the window.

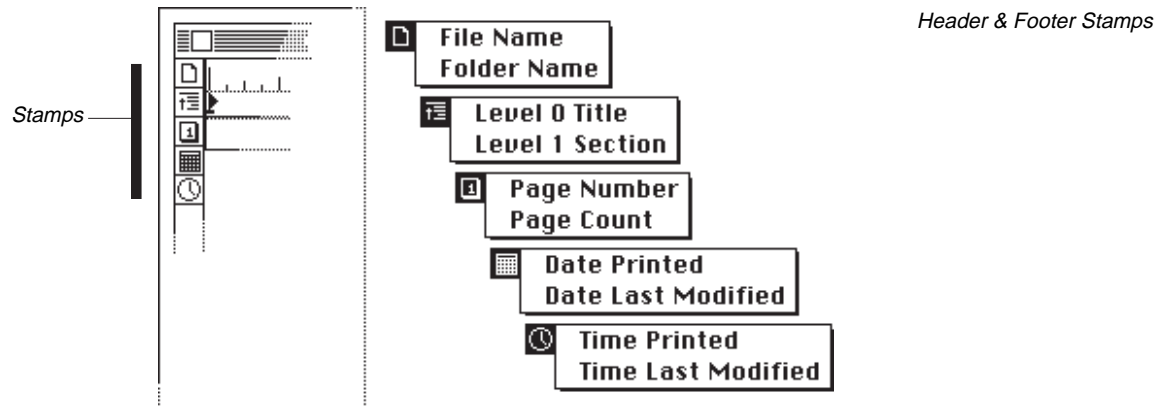
Notice that the title of the window changes to the outline name followed by *Footer*. The Header menu is now labeled *Footer*.

Header/Footer window



Header icon Footer icon

Icons located on the left of the *Header/Footer* window can automatically add file names, titles, page numbers, and time and date stamps to your headers and footers. The five header/footer icons are:



To create a footer using the header/footer stamps

1. Position the blinking insertion point where you want to add something.

The default tab settings (left-center-right) are visible on the text ruler. Either use the established settings or set your own tabs with the text ruler tab wells.

2. Click the stamp you want to work with and choose an item from the pop-up menu.

The selected item is now part of the footer window. You could also combine text with stamp input. For instance, you could type the word **Page** before clicking the Page Number stamp.

3. Add anything else you want to complete the footer.
4. Click the close box to close the footer.

You'll see in a moment how to preview the footer to make sure everything is just right.

Creating a Table of Contents

Remember how tedious it used to be to put together a table of contents for reports? With MORE, you can automatically create a table of contents from the headlines of your outline. You can either include all headlines or limit the table of contents to only the topmost headlines. You can also control the format of the table of contents by using the options available in the Table of Contents dialog box.

To create a table of contents

1. Choose Table of Contents from the Format menu.

The Table of Contents dialog box appears.

The Table of Contents dialog box

Table of Contents List Headlines: Levels <input type="text" value="1"/> To <input type="text" value="2"/>	Page Numbers Sections: <input type="text" value="Text #"/> Subheads: <input type="text" value="Text, #"/>
Text Format Font: <input type="text" value="Use Headline Font"/> Size: <input type="text" value="Use Headline Size"/> <input checked="" type="checkbox"/> Use Headline Style <input checked="" type="checkbox"/> Use Headline Color	Headline Layout <input checked="" type="checkbox"/> Fold Headline Text <input type="checkbox"/> Include Headline Labels <input checked="" type="checkbox"/> Use Text Justification <input type="checkbox"/> Use Outline Spacing <input checked="" type="checkbox"/> Use Outline Indent
<input type="button" value="OK"/>	<input type="button" value="Cancel"/>

2. In the Table of Contents area type the number of levels you want included in the table of contents.

In the Table of Contents dialog box, Level 0 refers to the highest level of the section of the outline you are printing. For instance, if you are printing the entire outline, level 0 is the Home headline. If you are printing a subset, the highest level headline of the subset is the level 0 headline. Choose the level of detail you want included in the table of contents. If you want to create a table of contents limited to the first two headline levels after the level 0 headline, type levels **1** to **2**.

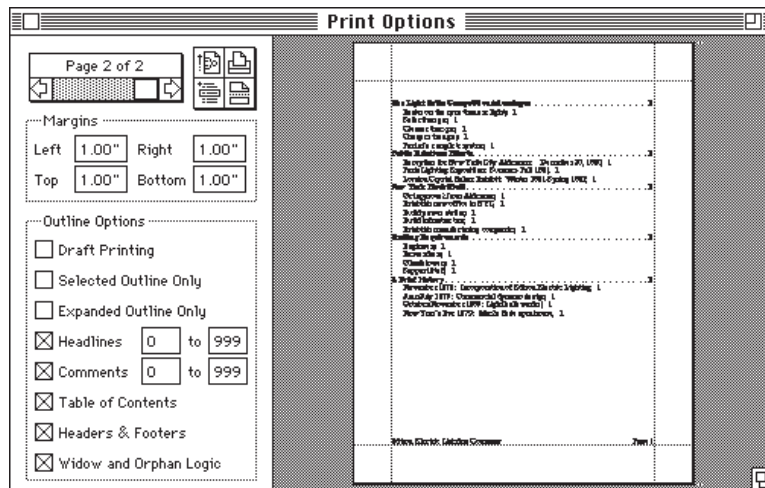
NOTE: When printing an outline, you can choose whether to print the entire outline or choose a subset by selecting the *Selected Outline Only* option in the *Print Options* dialog box. For more information, see "Previewing and Printing Outlines" at the end of this chapter.

3. Make any changes you want to the text and page number formats and select the appropriate headline layout boxes.

The default settings for text font and size are the font and size associated with the corresponding headline in the Outline view. For example, a 36-point Times companion headline in the Outline view will print as 36-point Times in the table of contents unless another option is selected from the pop-up menus. The default settings for style and color are plain style and black color. If the boxes are checked, the table of contents prints with the style and color of the text in the companion headlines.

4. Click OK.

The following illustration shows an example of the table of contents for the Edison outline (in the Print Options dialog box) formatted with the default settings. In the next section, you'll learn how to preview and print an outline.



Previewing the Edison table of contents with Print Options

Previewing and Printing Outlines

With MORE, you can check and modify your documents before you actually print them. You save time by adjusting margins, changing page breaks, and printing directly from the Print Options window.

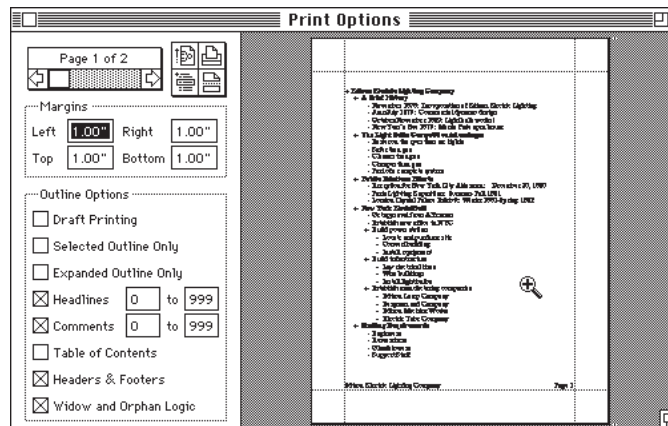
Previewing an Outline

To preview an outline

1. Choose Print Options from the File menu.

The Print Options window appears, showing a reduced view of the first page of the outline.

The Print Options window



Print Options tool palette



Page Setup icon



Print icon



Insert Page Break icon



Go To Headline icon

2. Select the options you want.

For example, if you were working on a subset of a complex report and wanted to see the big picture, you could review the Home headline and the first level of subheadlines by selecting the Headlines option, typing **0** to **1** in the text entry boxes and pressing the Tab key. Only the level 0 and level 1 headlines would be visible in the Print Options window.

The Print Options window options are different in the Outline, Bullet Chart and Tree Chart views. The following list briefly describes how each print option in Outline View functions when selected:

<i>Draft Printing</i>	Prints the outline in black and white.
<i>Selected Outline Only</i>	Limits printing to the selected headline and its suboutline. When this option is selected, the highest level headline of the selected outline is the level 0 headline. Level 0 always refers to the highest level of the section of the outline you are printing. If this option is not selected, the entire outline will be printed, and Level 0 is the Home headline.
<i>Expanded Outline Only</i>	Limits printing to those headlines and comment windows that are currently expanded.
<i>Headlines</i>	Determines which headlines in the outline hierarchy should be previewed and printed. Level 0 is the Home headline.
<i>Comments</i>	Determines which comment levels will be previewed and printed.
<i>Table of Contents</i>	Previews and prints a table of contents, which is seen as the last pages of the preview outline.
<i>Headers & Footers</i>	Previews and prints whatever was included with the Headers & Footers command.
<i>Widow and Orphan Logic</i>	Prevents a single line of a multiline headline from being separated from the rest of the headline by a page break.

3. Click the page scroll arrows to review each page in the document.

You can also move through the pages by dragging the scroll box.

Magnifying the Preview Outline

To view the preview outline more closely

1. Move the pointer over the section of the document you want to examine.



The pointer changes to a magnifying glass with a plus sign.

2. Click the Preview area.



The document is magnified and the pointer changes to a magnifying glass with a minus sign. You can now move the the document in the preview area by holding down `w` and dragging the grabber, shown in the margin.

Adjusting Margins

There are two ways to set margins. You can either type text in the margin text boxes in the Preview window or drag the dotted margin lines. The margin default settings are one inch on each side of the page.

To change a margin using the margin lines

1. Position the pointer over the margin line you want to change.



Depending on which margin line you selected, the pointer changes to one of shapes, shown in the margin.

2. Drag the margin line to its new position.

When you release the mouse button, the new margin dimension is reflected in the corresponding margin text entry box and the Preview window readjusts to show the document with its new margin.

Adding Page Breaks

With MORE, you can control where page breaks occur in your documents using either the Page Breaks submenu on the Format menu or the Insert Page Break icon in the preview window.

To use the Insert Page Break icon

1. Click the Insert Page Break icon.



The words *Insert Page Break* appear at the top of the Page scroll box. The pointer becomes a bold arrow. You are now in Page Break mode and can add a page break wherever you want.



2. Click the headline where you want to begin a new page.

A page break is inserted at this point, and the reduced view of the outline adjusts to show the new pagination. The Insert Page Break icon is no longer selected. If you decide that you don't want to insert a page break after clicking the Insert Page Break icon, you can exit Page Break mode by clicking the Insert Page Break icon again or clicking anywhere outside the page display area. If you've already clicked a headline, return Outline view and remove the page break by selecting the headline after the page break marker and selecting Clear Page Break from the Page Break submenu on the Format menu.

Printing the Outline

The outline options selected in the Print Options window control what portion of an outline is printed. With MORE, you can choose to print an entire outline or a subset, include headers and footers, or produce a table of contents.

To print a file from the Print Options window

1. Choose the options you want.

For instance, if you want a table of contents to be printed, be sure there is a check mark in the box. Otherwise, MORE will not print one.

2. Preview the file by scrolling through the pages.

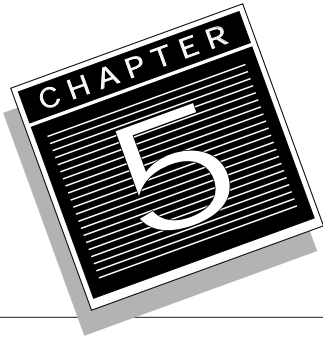
It's a good idea to preview your file so that you can spot any problems and make adjustments before you actually print. To check out details more closely, use the magnifying glass.



3. Click the Printer icon.

The Print dialog box for your specific printer appears.

4. Click OK to start printing.



NOTE: WHERE "W" IS USED IN KEY COMMANDS,
IT MEANS COMMAND KEY.

MORE ABOUT BULLET CHARTS

The Quick Tour introduced you to many of the basic techniques you need in order to create your own bullet charts. This chapter explains some additional techniques.

Here's what you'll learn to do:

- Position and align objects on bullet charts
- Move, resize, arrange, rotate, and flip objects
- Change object styling
- Add chart numbers to bullet charts
- Create speaker's notes and audience handouts
- Specify subhead levels and break subheads into separate charts
- Time a presentation using Show Settings and the control panel
- Preview bullet charts and adjust their margins
- Print bullet charts

Using the Draw Rulers and Grid

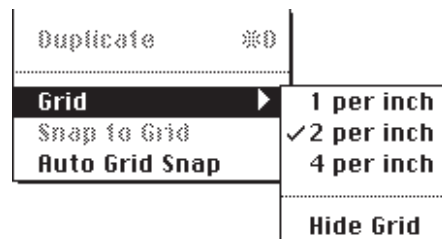
To design bullet charts with precision, use MORE's *draw rulers* and *grid*. The draw rulers indicate horizontal and vertical positions on a chart and help determine object sizes as well as distance between objects. The grid is a network of evenly spaced points to help align and position objects. The Auto Grid Snap command automatically aligns objects to the invisible grid lines between the points.

If you want to try the following examples, use an existing outline or create a new one. Go to the Bullet Chart view by clicking the Bullet Chart icon at the bottom of the window.

To change the spacing between grid points

1. Choose Grid from the Draw menu.

The Grid submenu appears. There are three spacing options. A check mark indicates the currently selected option. The units of measurement for the grid are determined by Document Options on the Window menu. For instance, if Inches is selected, the submenu looks like the one in the following illustration. If pixels or centimeters are chosen, the submenu displays these units of measurement instead.



NOTE: Double-click on the intersection of the vertical and horizontal rulers to bring up the Document Options dialog box. To change the unit of measurement, use the Units pop-up menu.

2. Choose the option you want.

Notice how the distance between the grid points either increases or decreases depending on the option selected. You can align objects automatically and size them precisely using MORE's Auto Grid Snap feature. When it's active, edges or endpoints of objects "snap" to the grid.

To use Auto Grid Snap

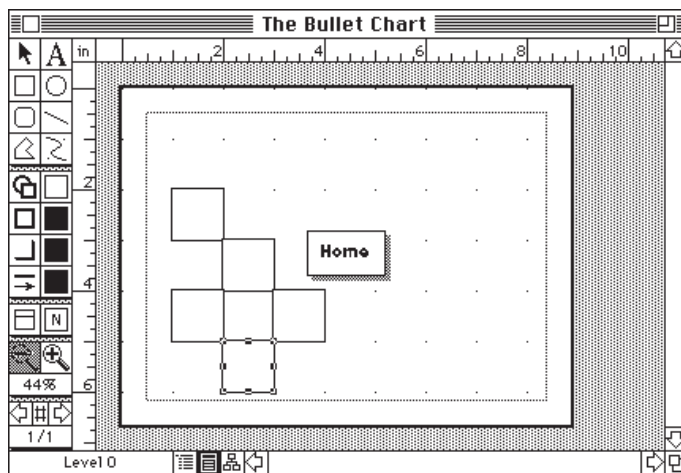
1. Choose Auto Grid Snap from the Draw menu.

A check mark next to Auto Grid Snap indicates it is selected. You won't notice any immediate changes on a chart since Auto Grid Snap works only on newly drawn objects or currently existing objects when you move or resize them.

2. Select a drawing tool from the palette and draw an object.

Notice how the object snaps to the grid points.

Having Auto Grid Snap active also affects the size of a new object. Objects can be only in increments of the grid point intervals. Thus, as you draw an object, its smallest unit is the distance between two grid points. If you want to draw an object that is not limited by the grid, turn Auto Grid Snap off first. The following illustration shows objects created by the rectangle tool with Auto Grid Snap active.



*Rectangular objects—
with Auto Grid Snap
turned on*

You can also use the grid snap capabilities of MORE to align already existing objects.

To use Snap to Grid

1. Select an object.
2. Choose Snap to Grid from the Draw menu.

The object automatically moves to the nearest grid points. Auto Grid Snap does not need to be active for Snap to Grid to operate.

.....

More About Objects

Objects can be items such as graphics, blocks of text, or bullet chart frames. In this section, you'll learn how to manipulate objects by moving, resizing, arranging, rotating, flipping, aligning, and positioning them.

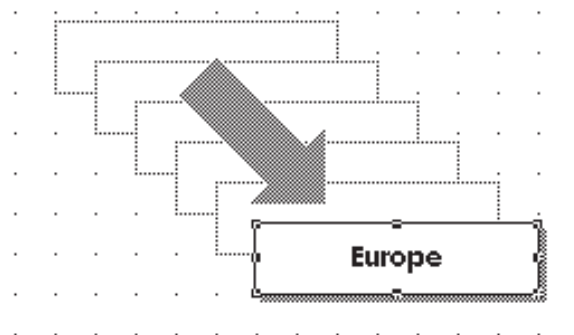
Moving Objects

You can draw an object anywhere on a chart without worrying about its position, because any object can be easily moved to fit into the overall chart design.

To move an object

1. Select an object.
2. Position the pointer inside the selected object and drag it to a new position.

Be sure to position the pointer within the object. Dragging the handles will resize the object. If Auto Grid Snap is active, the object will automatically align on grid points.



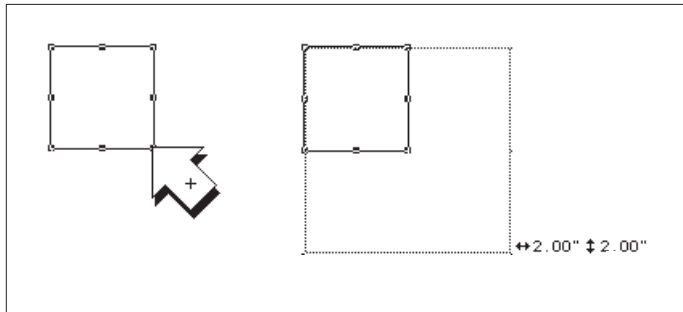
Resizing Objects

Just as you can draw and move an object, you can resize it to fit the overall layout.

To resize an object

1. Select an object.
2. Drag a handle in the direction you want to resize the object.

Notice how the pointer turns into a crosshair when you position it over a handle. This new pointer shape indicates you can now resize the object. If you want to resize the object proportionally (keeping the height-to-width ratio the same), hold down the Shift key, then drag a handle. Holding down the Option key resizes an object from the center.



*Selecting and
resizing an object –
the dotted line shows
resized dimensions*

Arranging Objects

In addition to moving objects horizontally and vertically, you can also stack them one on top of the other. This is known as the *stacking order* of objects. For instance, if you want one object to partially overlap another, you could place it on top of the other. To change how objects overlap, you change their stacking order. If you want objects to retain their exact arrangement you can group them as a single object. Then that single object can be moved, resized, or copied and the original objects are treated as a single unit.

To change the stacking order of an object

1. Select an object.

Objects are stacked in the order they are created. For instance, if you draw a circle first and then a rectangle in the same area, the rectangle will be stacked on top of the circle.

2. To bring an object to the top of the stack (or to the front of the objects), choose “Bring to Front” from the Draw menu.

The object will move to the top. If the command is inactive on the menu, it means that the object is already at the front.

3. To place an object behind other objects, choose “Send to Back” from the Draw menu.

The object moves to the bottom of the stack. If the command is inactive on the menu, it means that the object is already at the back.

TIP: If you have several objects on screen, select one, then use the Tab key to move from object to object.

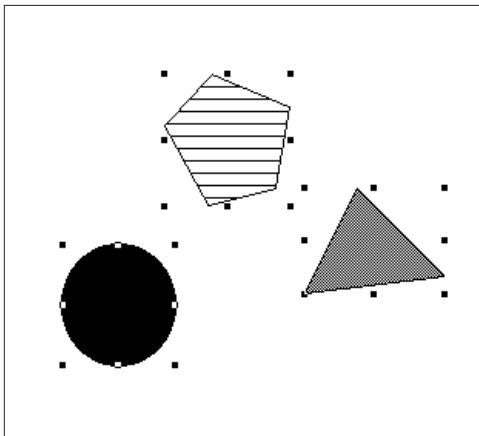
To group several objects to be a single object

1. Select the objects you want to combine into one new object.

To select an object, click the object using the selection pointer. An object is selected when small black squares, called *handles*, appear on the boundary. To select more than one object, Shift-click on the objects you want to select.

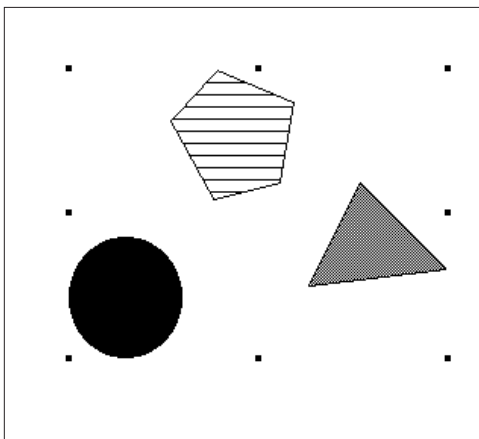
2. Choose Group from the Draw menu.

Notice the new boundary and handles that appear around the grouped objects. If you need to change an individual object within the grouped object, ungroup the new combined object by choosing Ungroup from the Draw menu, make the necessary changes, and then regroup the objects using the Group command.



Three separate sets of handles

Objects before and after use of the Group command



One set of handles

Rotating/Flipping Objects

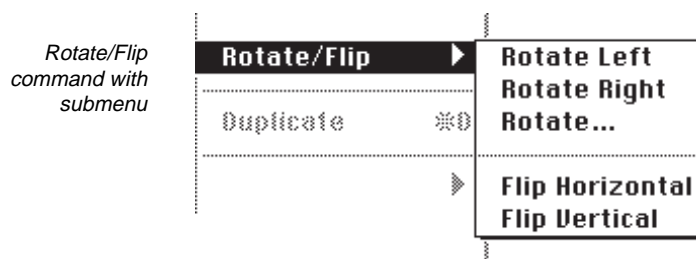
You can rotate objects clockwise or counterclockwise or flip them horizontally or vertically.

To rotate an object

1. Select the object.
2. Choose Rotate/Flip from the Draw menu.

The Rotate/Flip submenu appears with three choices for rotating objects.

NOTE: *Text objects cannot be rotated or flipped. If you select an object and the menu choice is dimmed, it means that option is not available for that particular object.*



3. Choose the rotation you want.

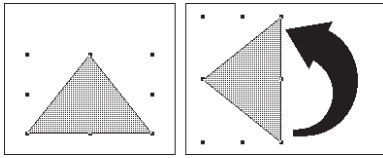
If you choose Rotate Left or Rotate Right, the object will immediately rotate 90 degrees counterclockwise or clockwise around a center point. If you choose Rotate, the Rotate dialog box appears. Type the desired degrees (between -360 and 360) in the Degrees box and click OK. Positive values rotate an object counter-clockwise.

Rotate dialog box

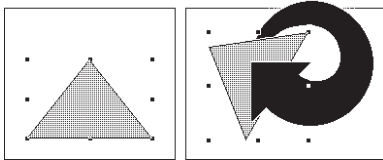


NOTE: *Using the Rotate dialog box to specify exact degrees of rotation works with lines, polygons, and Bezier curves, but not with rectangles, rounded rectangles, ovals, or outline components such as titles, subheads, and comments.*

The following illustration shows the effect of different rotation choices.



Rotating an object to the "left"



Free rotation to the right

To flip an object

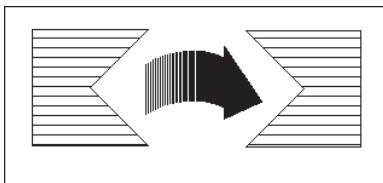
1. Select the object.
2. Choose Rotate/Flip from the Draw menu.

The Rotate/Flip submenu appears with choices for flipping objects horizontally or vertically.

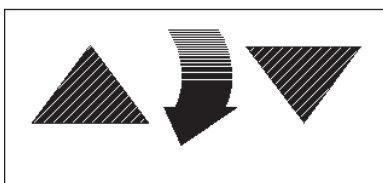
NOTE: Text blocks and imported graphics cannot be flipped.

3. Choose the direction you want the object to flip.

Flipping moves an object around a horizontal or vertical axis. For example, Flip Horizontal flips an object around a vertical axis. Flip Vertical turns an object upside down. You can use the Flip commands to create a symmetrical object by designing one half, then copying and flipping it.



Flipping an object



horizontally Flipping an object vertically

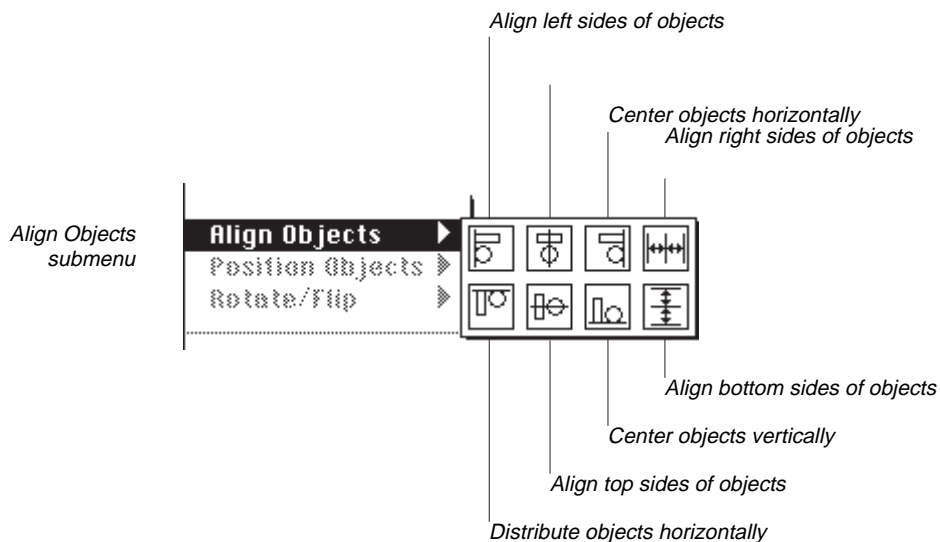
Aligning and Positioning Objects

With MORE, you can automatically align objects relative to each other or position them in relation to the bullet chart positioning guides.

To align objects

1. Select the objects you want to align.
2. Choose Align Objects from the Draw menu.

The Align Objects submenu appears with icons representing eight alignment options. Objects will be aligned relative to the other selected objects.



3. Select the option you want to use.

The objects automatically realign relative to each other. For instance, if you select Left Alignment, the leftmost object remains in position and the other selected objects move into alignment with it. Handles around all the objects show they are still selected.

4. Click outside the objects to deselect them.

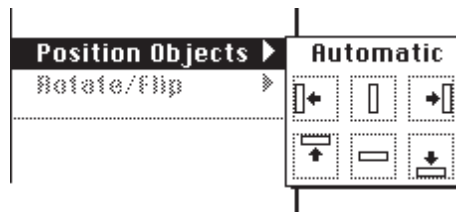
To position objects

1. Select the objects you want to position.

Objects position themselves relative to the positioning guides on the bullet chart. The positioning guides are the dotted lines that frame a bullet chart. You determine their placement in the dialog box that appears when you choose Chart Size from the Bullet menu.

2. Choose Position Objects from the Draw menu.

The Position Objects submenu appears with icons representing six positioning options.



*Position Objects
submenu*

3. Select the option you want to use.

The objects reposition themselves. Handles around all the objects show they are still selected.

4. Click outside the objects to deselect them.

Changing Object Styling

All the styling tools in the Bullet Chart palette can be applied to selected objects. You can add a fill pattern, change an object's edges, add shadows to an object, or change line size and endings.

Here is an example of restyling an object. It shows how to change the shadow style, shadow pattern, and fill pattern.

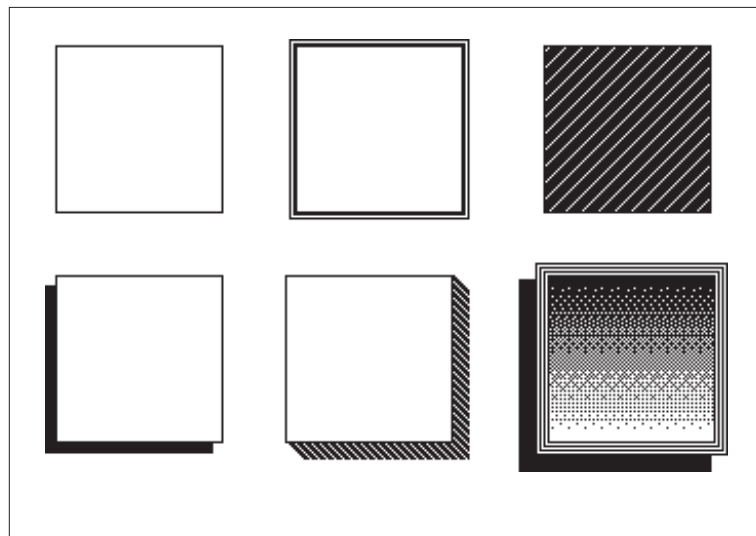
To restyle an object

1. Select the object to be changed.
2. Choose the Shadow Style tool and select a shadow style.
3. Choose the Shadow Pattern tool and select a shadow pattern.
4. Choose the Fill Pattern tool and select a fill pattern.

The object changes immediately.

These are only a few of the styling changes you can make to an object. You can also make multiple changes to the same object using the Object Formats tool. The following illustration shows the effect of different styling options on a rectangle.

*Variations in
edge styling, filling
and shadowing
of a bullet chart
frame*



Adding Time, Dates, and Chart Numbers

In Chapter 4, “Additional Outlining Basics,” time, date, and hot stamps were added to outlines. In this section hot stamps will be used with bullet charts to automatically number all the charts and to show the total number of charts in the presentation.

To add chart numbers to all the charts

1. Go to the Master Chart by choosing Master Chart from the Chart Number Indicator pop-up menu on the Bullet Chart palette.

You can also get to the Master Chart by using w-M.

2. Select the Text tool.

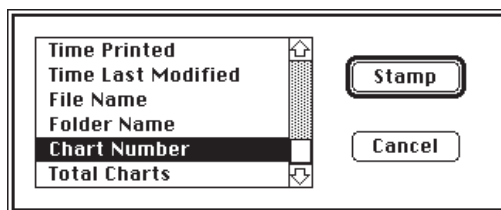
The pointer turns into an I-beam.

3. Place the pointer where you want to add the chart numbers and click.

When you click the desired location, a blinking insertion point appears.

4. Select Hot Stamp on the Edit menu.

The Hot Stamp dialog box appears.



The Hot Stamp dialog box

5. Select Chart Number and click Stamp.

A number appears. It's the number of the last chart you were using before turning to the Master Chart. The number on each individual chart will be the correct number for that chart. Leave the Master Chart and move from chart to chart to see the chart number change.

NOTE: In adding text to chart numbers, you may want to add text to go along with the chart number. For instance, if you type **Chart** at the blinking insertion point before choosing hot stamp, each chart will display the word **Chart** followed by the appropriate chart number.

Creating Speaker's Notes

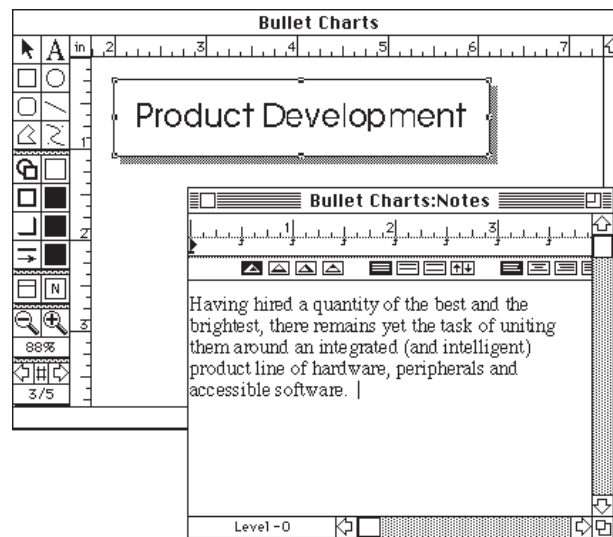
Speaker's notes are additional text that accompany the charts in your presentation. The notes can be your word-for-word speech or just reminders to help you give the talk. You can create speaker's notes whenever you want—while putting together an outline, creating bullet charts, or rehearsing the presentation. You can then automatically turn the notes into audience handouts.

To create speaker's notes

1. Choose Speaker's Notes from the Window menu.

The Speaker's Notes window appears. You'll probably use speaker's notes most frequently in the Bullet Chart view, but it's also available in the Outline and Tree Chart views. In the Outline view, an asterisk (*) structure symbol indicates there are notes available for that headline or chart.

A speaker's notes window overlaying the Bullet Chart it refers to



2. Begin typing your notes.

The Notes window has full word-processing capabilities. Once created, notes can be printed for your own reference or as audience handouts. For details about printing, see “Previewing and Printing Bullet Charts,” later in this chapter.

NOTE: *If you're making a slide show presentation using a multiple-monitor setup, display the speaker's notes on the speaker's monitor to remind yourself of the points to cover with each slide. For more details on setting up multiple-monitor slide shows, see the **MORE 3.0 Reference**.*

Specifying Subhead Levels and Continuation Charts

You control the amount of information shown on bullet charts. For instance, you can decide to display all subordinate headlines or restrict the information to level 1 subheads only. If there are too many bullet items on a chart, you can create continuation charts by limiting the number of subhead points per chart.

To specify which subhead levels to include

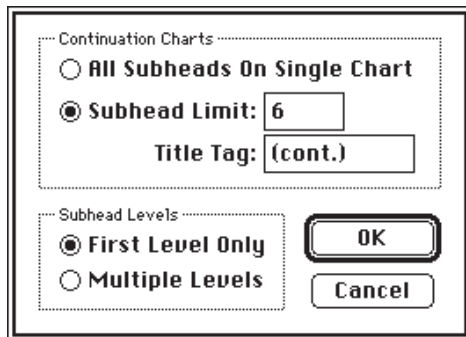
1. Display the chart you want to change.

You can change subhead levels for each individual chart or go to the Master Chart to change all the charts at the same time.

2. Choose Subheads from the Bullet menu.

The Subheads dialog box appears.

3. Select the Subhead Levels option you want.

The Subheads dialog box is a rectangular window with a double border. It is divided into two main sections. The top section, titled "Continuation Charts", contains three radio buttons: "All Subheads On Single Chart", "Subhead Limit: 6" (which is selected), and "Title Tag: (cont.)". The bottom section, titled "Subhead Levels", contains two radio buttons: "First Level Only" (which is selected) and "Multiple Levels". To the right of these sections are two buttons: "OK" and "Cancel".

Subheads dialog box

To create continuation charts

1. Display the chart you want to change.

You can determine the number of bullet items to be included in each individual chart or change all the charts at the same time at the Master Chart level.

2. Choose Subheads from the Bullet menu.

The Subheads dialog box appears.

3. Select Subhead Limit and enter the number of subheads you want to appear on this chart. Click OK.

The default setting is six bullet items per chart. The tag **(cont.)** is placed after the chart title on continuation charts. Change the tag by dragging through **(cont.)** and entering new text.

.....

Timing a Presentation

When delivering an on-screen slide show, you can manually cycle through the slides by clicking. Alternatively, you can preset the duration for each slide on the screen and then let MORE automatically cycle through the slides. You set the timing for the slides using the Show Settings command and then monitor the timing with the Control Panel. Note that this is not the Control Panel found under the Apple menu. The Control Panel is a special window that lets you keep track of your timing and navigate through the bullet charts when giving a live presentation with multiple monitors.

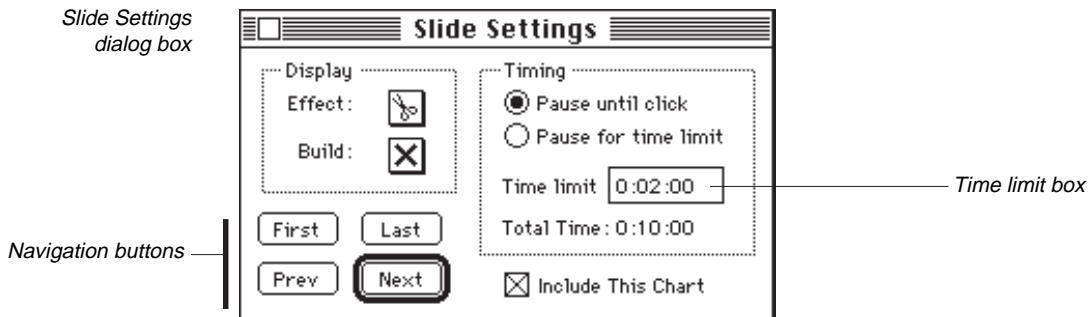
To set the on-screen duration

1. Go to the chart where you want to set the duration.

To set different times for each chart, you need to go to each individual chart and choose Slide Settings or navigate to each chart by using the navigation buttons in the Slide Settings dialog box. To set the same time limit for all the charts in the presentation, go to the Master Chart and choose Slide Settings.

2. Choose Slide Settings from the Bullet menu.

The Slide Settings dialog box appears.



3. Type the duration you want in the Time Limit box.

Total Time for the entire presentation is updated automatically.

4. Select the pause option you want.

NOTE: *You may want to create a continuously repeating presentation. For example, a self-running presentation is an ideal for use at a trade show or open house. After setting time limits for each individual chart, select Continuously Repeat Show in the Slide Show dialog box on the Bullet menu. Once you start the presentation by pressing Space bar, it will run automatically using the current Slide Show Options settings. Stop the slide show by pressing Space bar.*

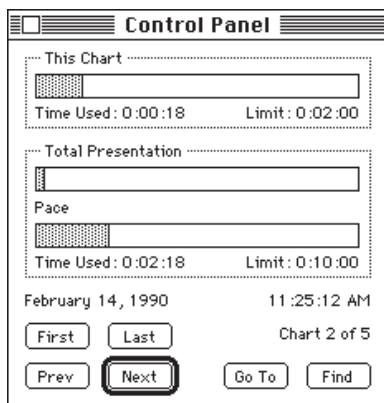
To use the control panel

1. Choose Control Panel from the Bullet menu.

The control panel appears. Notice how the three bar charts immediately begin advancing to track elapsed time and time remaining.

2. Click the first Navigation button to go to the first chart in the presentation.
3. Click the appropriate Navigation buttons to move through the presentation.

If you're practicing your presentation without using multiple monitors, you can drag the control panel to a convenient position on the screen as you run through the slides.



The Control Panel

NOTE: *If you're making a slide show presentation using a multiple-monitor setup, display the control panel on the speaker's monitor to keep track of your timing. When a chart has been displayed longer than its allotted time, all the timing bars turn red on a color monitor or turn black on a monochrome monitor. For more details on setting up multiple-monitor slide shows, see the **MORE 3.0 Reference**.*

Previewing and Printing Bullet Charts

MORE lets you preview your bullet charts so that you can check and modify them before actually printing. You also use the Print Options command to adjust margins, choose the number of charts per page, print notes for the bullet charts, and include headers and footers.

Previewing Bullet Charts

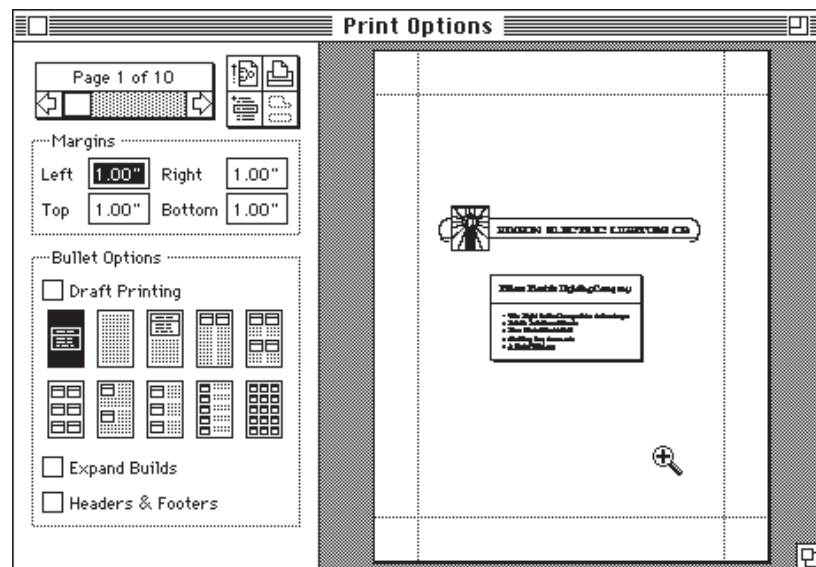
Normally you'll want to preview your bullet charts before printing them.

To preview bullet charts

1. Choose Print Options from the File menu.

The Print Options window appears, showing a reduced view of the first bullet chart.

The Print Options window



2. Select the options you want.

The following list briefly describes the Bullet Chart view Print Options:

<i>Draft Printing</i>	When selected, this function prints edges in black, shadows in gray, and turns off all backgrounds and fill patterns.
<i>Layout Options</i>	This function gives a choice of 10 different layout options for printing bullet charts either alone or with speaker's notes.
<i>Expand Builds</i>	When a bullet chart has a build effect turned on, this function prints each element of the build as a single chart. This option is available only when the first layout option—one chart per page—is selected.
<i>Headers & Footers</i>	This function previews and prints whatever was included in the Headers & Footers window.

3. Click the scroll arrows to review each page in the document.

You can also cycle through the charts by dragging the scroll bar.

Magnifying Preview Charts

If you want to inspect a section of a bullet chart more closely, you can use the magnifying glass feature.

To magnify a bullet chart

1. Move the pointer over the section of the chart you want to examine.

The pointer changes to a magnifying glass with a plus sign.



2. Click on the chart.

The chart is magnified and the pointer changes into a magnifying glass with a minus sign. You can now move the chart in the preview area by holding down **w** and dragging the grabber, shown in the margin.



Adjusting Margins

As with outlines, there are two ways to set margins. You can either type numbers in the Print Options window's margin text boxes labeled Left, Right, Top, or Bottom or drag the appropriate dotted margins. The default margin settings are one inch on each side of the page.

To drag a margin

1. Position the pointer over the margin you want to change.



Depending on which margin line you want to move, the pointer changes to one of the shapes shown in the margin.

2. Drag the margin to its new position.



When you release the mouse button, the new margin dimension is reflected in the corresponding margin text entry box and the Print Options window readjusts to show the chart with its new margin.

Printing Bullet Charts

Before printing your charts from the Print Options window, you should check the setup options in Page Setup. Make sure you've chosen the appropriate paper size, paper orientation, and any special printer effects you need.

To print charts from the Print Options window

1. Select the layout option you want to use.

You can choose to print a single chart per page or multiple charts on each page. You can also include notes with each chart. For instance, if you want to print four charts per page with notes, select the layout option on the right of the top row.

2. Preview the charts by scrolling through the pages.

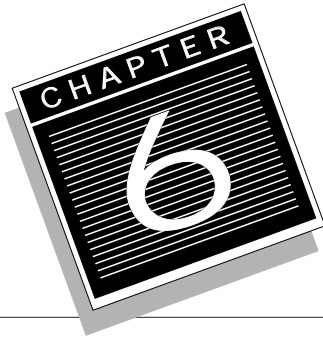
To examine details more closely, use the magnifying glass.



3. Click the printer icon.

The Print dialog box for your specific printer appears.

4. Click OK to start printing.



NOTE: WHERE "W" IS USED IN KEY COMMANDS,
IT MEANS COMMAND KEY.

MORE ABOUT TREE CHARTS

Although tree charts are often thought of as organization charts, they can be put to many other uses, such as time lines, project flow charts, decision trees, and genealogy trees. In Chapter 3, "A Quick Tour of MORE," you learned how to change tree chart size, adjust the shape and border style of a node, restyle branch lines, and reformat text. This chapter explains some additional techniques for customizing your tree charts.

Here's what you'll learn how to do:

- Use the draw rulers and grid to position and align objects on tree charts
- Arrange subnodes in different cluster styles
- Assign a staff position to a node
- Move nodes
- Align nodes
- Preview tree charts and adjust their margins
- Print tree charts

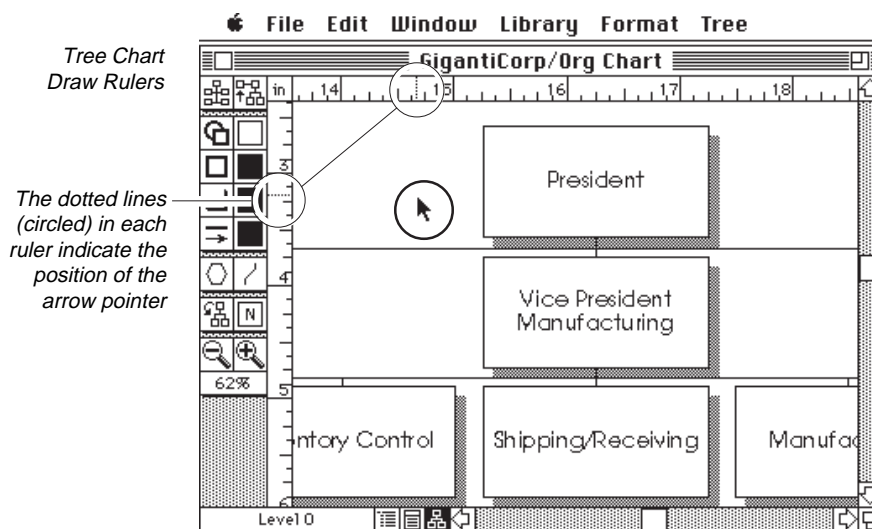
Using the Draw Rulers and Grid

You can customize a tree chart by resizing and repositioning nodes and connecting lines. The draw rulers are useful for determining distance as well as horizontal and vertical positioning. The network of evenly spaced points on the grid also helps in positioning and aligning nodes.

To display the draw rulers

1. Choose Show Draw Ruler from the Tree menu.

Two rulers appear—a horizontal ruler across the top and a vertical ruler down the left side of the window. The unit of measurement for the rulers is set by Document Options in the Window menu. Notice the dotted line in each draw ruler which indicates the position of the pointer on each axis.



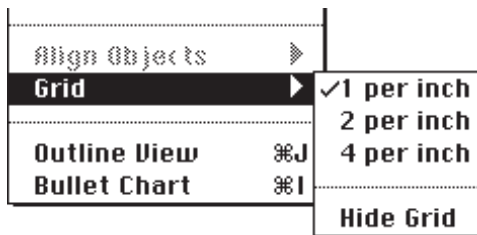
TIP:

Double-click on the intersection of the vertical and horizontal rulers to bring up the Document Options dialog box. To change the unit of measurement, use the Units pop-up menu.

To display the grid

- Choose Show Grid from the Tree menu.

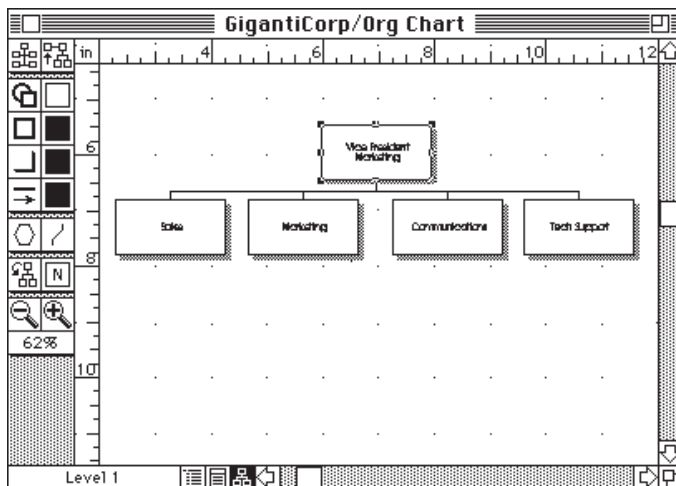
Grid points appear. You can now use these as guides for positioning nodes on the tree chart. The unit of measurement for the grid is determined by Document Options on the Window menu. If you check the Tree menu, you'll see that Show Grid has now changed to Hide Grid. Select this menu command to hide the grid.



Grid command with menu open

More About Nodes and Clusters

Nodes are the basic building blocks of tree charts. The *root node* is the node that contains the Home, or level 0 headline. A *parent node* is any node that has subnodes attached to it. *Clusters* are special groupings of nodes.



A tree chart

Creating Cluster Styles

The Cluster tool on the palette lets you organize subnodes into clusters. This capability can be particularly useful on a large tree chart when you need an efficient layout.

To change a cluster style

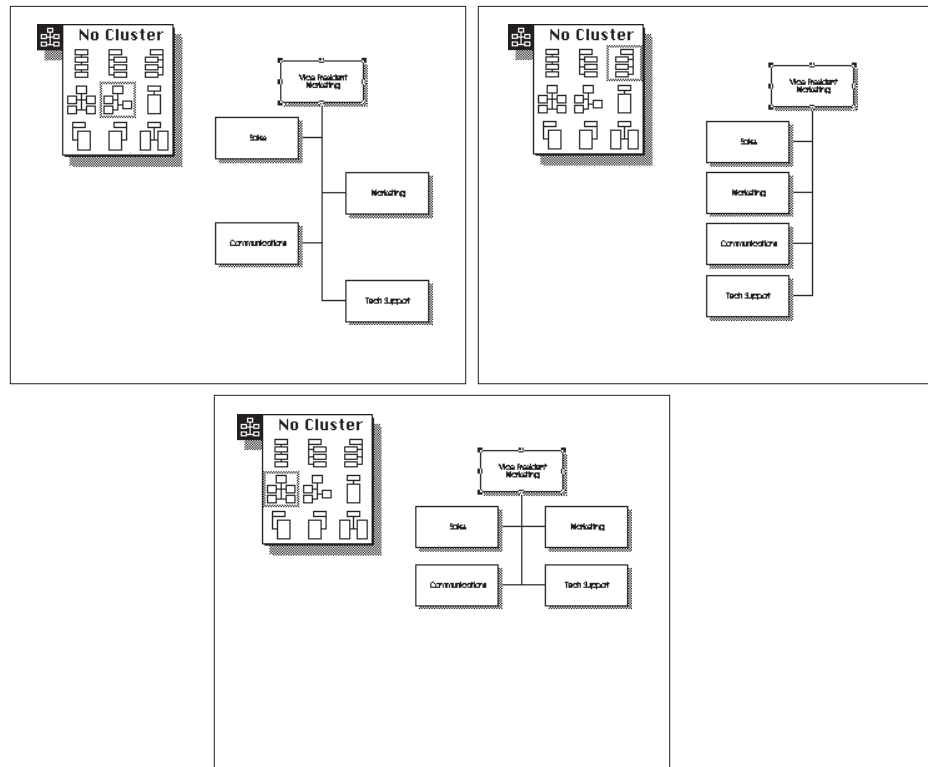
1. Select the parent node of the subnodes you want to rearrange.
2. Click the Cluster tool.

A pop-up menu with nine cluster style options appears. A gray box around an option indicates it is selected.

3. Select the desired option.

The parent node remains the same, and the subnodes are arranged into the new style.

Different cluster styles



Assigning Staff Positions

Sometimes you need to show a staff position in a hierarchical organization. For instance, administrative staff or a special task force probably have a different reporting relationship to a director than the line managers do. With MORE, you can move any node in a tree chart to a staff position.

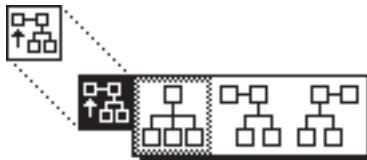
To assign a staff position

1. Select the node you want to move to a staff position.

You can move either a single node or a branch. A *branch* includes a parent node with its attached subnodes. To assign a branch to a staff position, select the top-level node. Its subnodes, if any, will move with it.

2. Put the pointer on the Staff Position tool and hold down the mouse button.

A pop-up menu appears with three options. The icon for the currently selected option has a gray box around it.



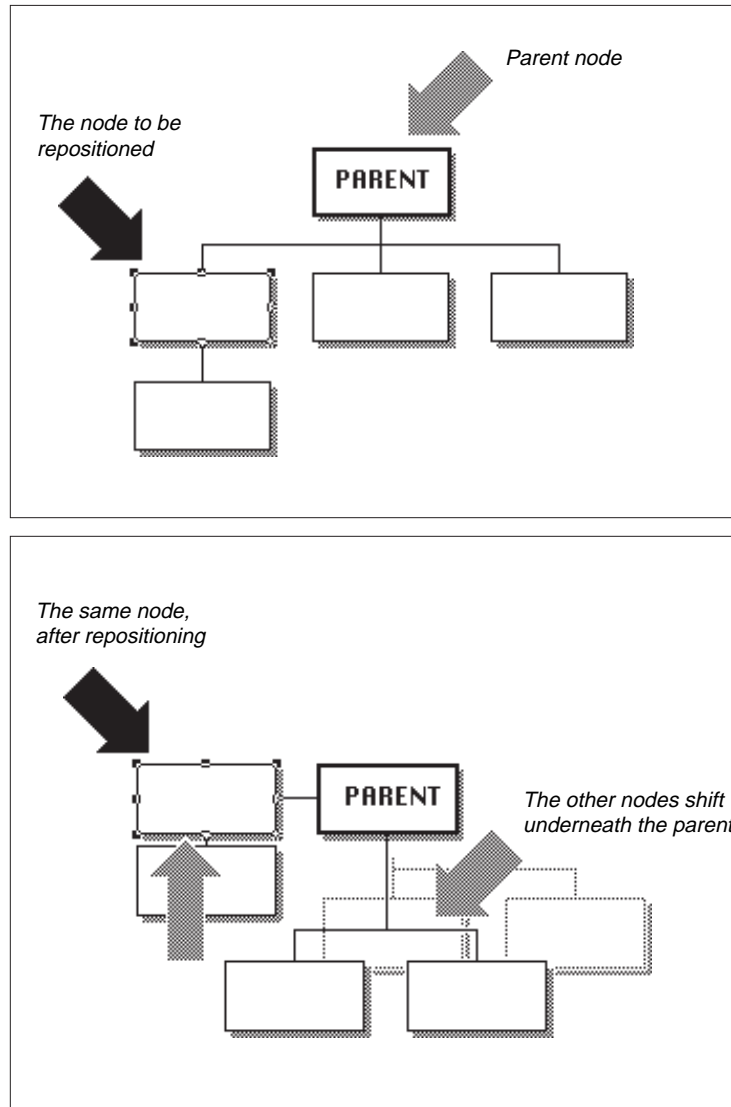
Staff Position tool

3. Choose a Staff Position icon.

MORE ABOUT TREE CHARTS

The node and all its subnodes move to the right or left of the parent node, depending on your choice.

*Changing the
Staff Position—
before and after*



Sizing and Moving Nodes

In the Quick Tour you learned how to use the Size and Gap command to adjust node size and spacing. A quick way to resize a node is to select it, grab a handle, and drag it to the size you want. Spacing can be changed by simply dragging a node into a new position.

To resize a node

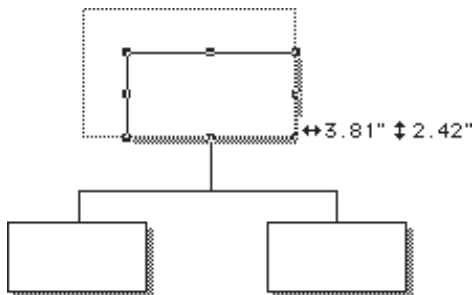
1. Select the node you want to resize.

Handles appear around the node. Shift-click to select more than one node.

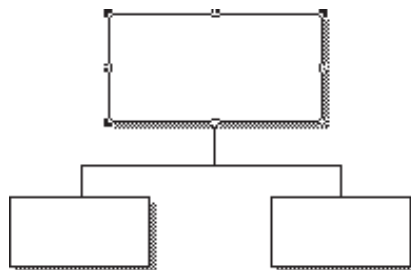
2. Drag a handle in the direction you want to resize the node.

Notice how the pointer turns into a crosshair pointer when you position it over a handle. The new pointer shape indicates that you can now resize the node. If several nodes are selected, dragging a handle of one node changes the size of all the selected nodes.

Text size does not change when a node is resized, but the amount of text visible in the node may adjust to the new node size. Holding down the Shift key while dragging a handle resizes the node proportionally—the height-to-width ratio remains the same.



*Resizing nodes—
Before and after*



MORE ABOUT TREE CHARTS

To move a node

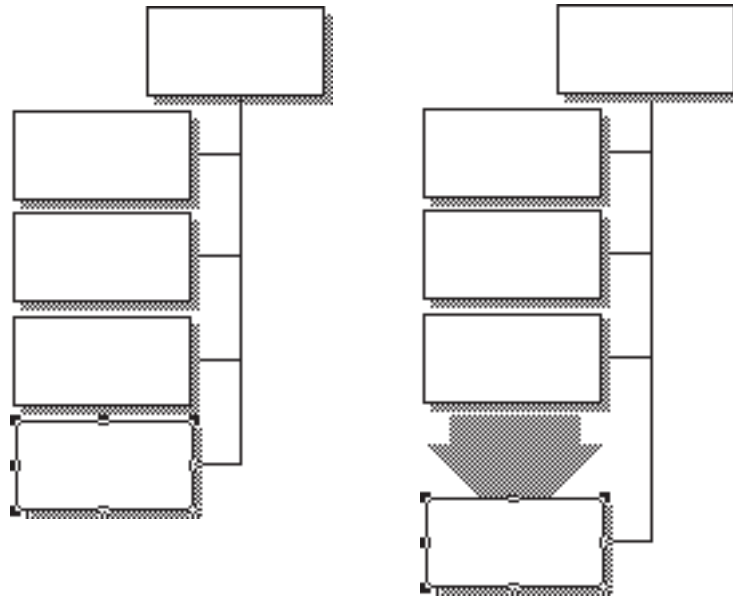
1. Select the node you want to move.

You can't drag a node from its logical structure in the tree. For example, it's not possible to move a level 3 node into a level 2 position. If you need to make those kinds of changes in the tree structure, return to the outline view and reorganize the headlines there.

2. Position the pointer inside the selected node and drag it to a new position.

MORE automatically adjusts the branch lines and any subnodes and then recenters the tree chart in the window. Holding down the Shift key as you drag limits node movement to a horizontal or vertical direction.

*A repositioned node—
before and after*



Aligning Nodes

Once you've dragged nodes into position on a tree, you can position them by using the Align Objects command.

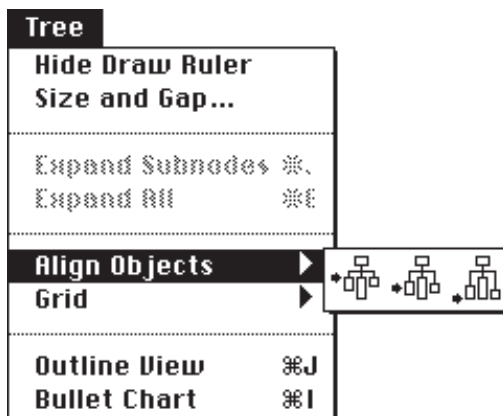
To align nodes

1. Shift-click to select the nodes you want to align.

The nodes you select must be on the same level of the tree.

2. Choose Align Objects on the Tree menu.

A pop-up menu with three alignment options appears.



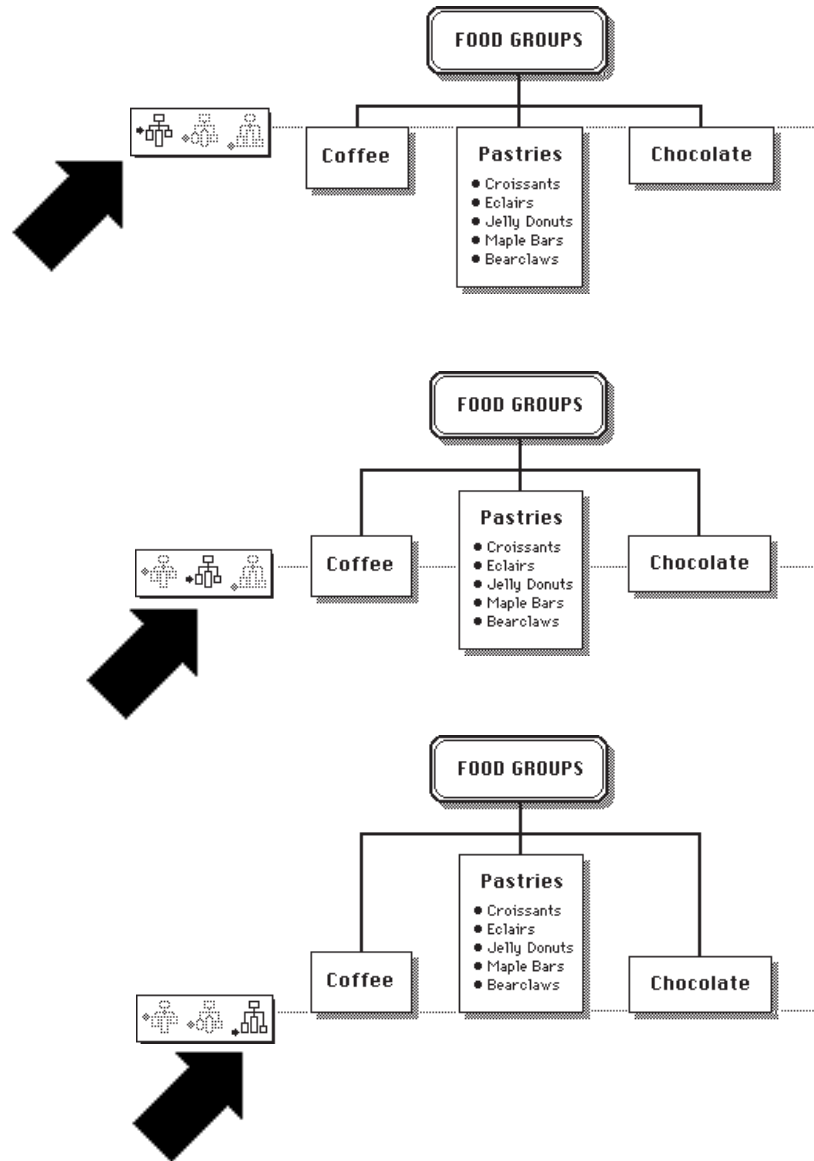
*Align Objects menu
command with pop-
up menu*

3. Choose the alignment you want.

MORE ABOUT TREE CHARTS

The following illustration shows the results of the three alignment options.

*The alignment options—
and their effects on a
tree chart*



Previewing and Printing Tree Charts

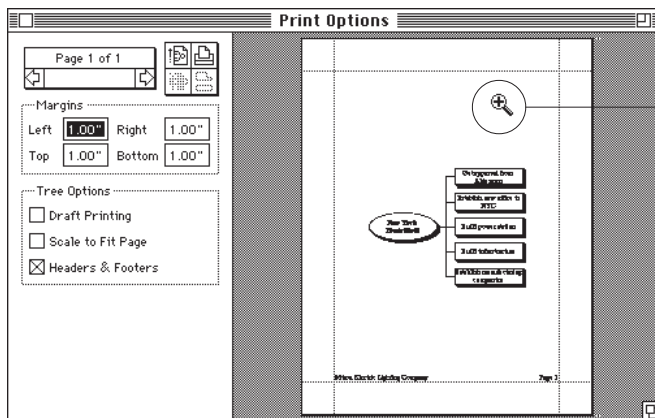
With MORE, you can check and modify your tree charts before you actually print them. Use the Print Options command to adjust margins, scale the tree to fit on one page, and include headers and footers.

Previewing Tree Charts

To preview tree charts

1. Choose Print Options from the File menu.

The Print Options window appears, showing a reduced view of the tree chart. Depending on the size of the tree chart, either the entire tree chart or only a segment is visible.



The Print Options window

Magnifying glass cursor

2. Select the options you want.

MORE ABOUT TREE CHARTS

The following list briefly describes how each of the tree options functions when selected:

<i>Draft Printing</i>	When selected, this option prints edges in black, shadows in gray, and turns off all backgrounds and fill patterns.
<i>Scale to Fit Page</i>	Reduces the tree chart so that it fits on one page
<i>Headers & Footers</i>	Previews and prints whatever was included in the Headers & Footers window

3. Click the scroll arrows to review each page.

If you want to see the entire tree chart at one time, select the “Scale to Fit Page” option.

Magnifying the Preview Tree Chart

To view the reduced view tree chart more closely

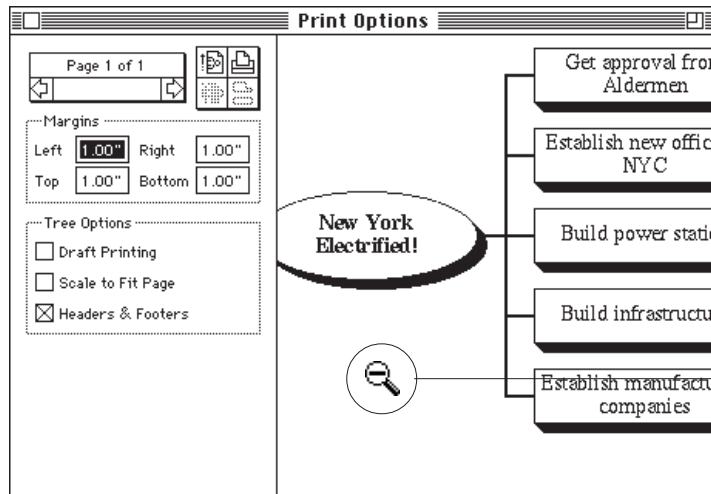
1. Move the pointer over the section of the chart you want to examine.



The pointer changes to a magnifying glass with a plus sign.

2. Click the chart.

The chart is magnified and the pointer changes into a magnifying glass with a minus sign. You can now move the chart in the preview area by holding down the w key and dragging the grabber, shown in the margin.



*The Tree Chart
Print Options
window*

*Magnifying glass pointer
(for zooming out)*

Adjusting Margins

A quick way to change margin settings is to drag the dotted margin guides. Or, for greater precision, you can type the exact specifications in the Print Options window margin boxes labeled Left, Right, Top, or Bottom.

To change a margin using the margin guides

1. Position the pointer over the margin guide you want to change.

Depending on the margin line you select, the pointer changes to one of the shapes shown in the margin.



2. Drag the margin guide to its new position.

When you release the mouse button, the new margin dimension is displayed in the appropriate margin box and the reduced view changes to reflect the new setting.



Printing the Tree Chart

Choosing the appropriate paper orientation is important in printing tree charts. Be sure to check all the setup options with the Page Setup command in the File menu before you begin to print.

To print a tree chart from the Print Options window

1. Select the options you want to use.

For instance, if you want to print a tree chart on one page with a header and footer, make sure the “Scale to Fit Page” and “Headers & Footers” options are selected.

2. Review the tree chart by scrolling through the pages.

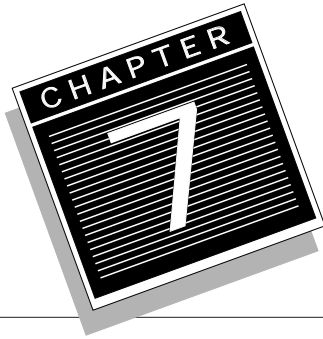
The magnifying glass lets you examine any part of the tree chart more closely. If you need to correct the tree chart, close the Print Options window by clicking the close box. Make changes as appropriate in either the Tree Chart view or the Outline view. You will need to make any text changes in Outline view.



3. Click the Printer icon.

The Print dialog box for your specific printer appears.

4. Click OK to start printing.



NOTE: WHERE "W" IS USED IN KEY COMMANDS,
IT MEANS COMMAND KEY.

ADVANCED OUTLINING

In Chapter 3, "A Quick Tour of MORE," and Chapter 4, "Additional Outlining Basics," you learned how to create your own outlines. This chapter describes some advanced techniques for working with headlines, reorganizing outline structures, spell checking, and finding and replacing text.

Here's what you'll learn how to do:

- Display only the first line of a multiline headline
- Split and join headlines
- Create clones of headlines
- Gather marked headlines together under a new headline
- Promote and demote outline sections
- Sort headlines in alphabetical and numerical order
- Calculate the sum of numbers included in the headlines
- Use the phone dialer
- Create a calendar customized to your schedule
- Save a section of an outline as a disk file of another application
- Use the Hoist command to focus on a single section of an outline
- Use the spell checker
- Search and replace text
- Change the overall appearance of an outline by replacing, adding, and deleting rules

Working With Headlines

Headlines are the building blocks of any outline. They can be as short as a single word or as long as you need. In fact, with MORE's word-processing capabilities, you can turn a headline into a complete letter or a fully formatted, multiparagraph report.

If you want to try the following examples, use an existing outline or create a new one.

Folding and Unfolding Headlines

Displaying all the information in a multiline headline can get in the way when you want to see the big picture. A "top line" approach is needed. With MORE, you can show just the first line by folding the rest of the headline.

To fold a multiline headline

1. Select the multiheadline you want to fold.

The barcursor surrounds the headline.

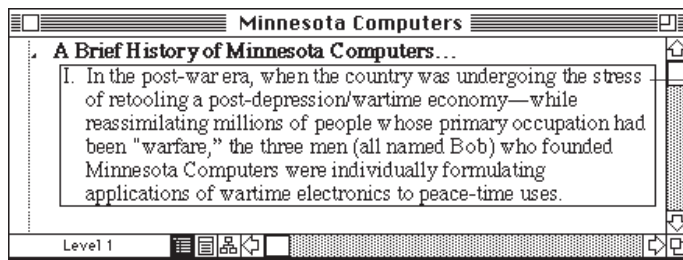
2. Choose Fold Text from the Outline menu.

Only the first line of the headline is visible on screen. The rest has been folded from view. The (⌵) at the end of the headline is a *structure symbol*, which indicates that text is hidden from view.

NOTE: *Structure symbols provide information about a specific headline. They can indicate that parts of an outline, such as folded text or comment windows, are hidden, or they may indicate that speaker's notes are attached. A table of the structure symbols and their meanings is found in the MORE 3.0 Reference.*



To use the keyboard shortcut for folding headlines, position the pointer to the left or right of the headline and hold down the Option key. The pointer turns into a Fold Headline cursor, as shown in the margin. Double-click to fold the headline.



An unfolded headline

Multiline headline



A Folded headline

Structure symbol
indicates text is
hidden from view

To unfold a headline

1. Select the headline you want to unfold.

The barcursor surrounds the headline. The (↓) structure symbol indicates that text is hidden.

2. Choose Unfold Text from the Outline menu.

The menu command toggles back and forth between Fold Text and Unfold Text. When text is unfolded, the entire headline becomes visible and the (↓) disappears.

For a shortcut, hold down the Option key while positioning the pointer to the left or right of the headline. The pointer changes to the form shown in the margin. Double-click to unfold the headline.



Splitting and Joining Headlines

While revising your outline you may decide that ideas in a headline should be split into two topics or that two headlines should be combined into one.

NOTE: *You may specify how the Return and Tab keys work. If you want Return to break a headline, be sure that "Insert CR & Tab in Outline" is selected in the program Options dialog box. The default setting is for Return to add a new headline.*

To split a headline into two headlines

1. Select the headline you want to split.
2. Position the blinking insertion point immediately before the word that will begin the new headline.
3. Press w-Return.

The headline splits in two. The new headline moves immediately below the original headline. If the split headline has no expanded subheads, MORE creates the new headline at the same level as the original headline. If the selected headline has expanded subheads, MORE creates a new headline below the selected headline. The outline labeling adjusts to accommodate the new headline.

To join two headlines together

1. Position the blinking insertion point at the beginning of the headline you want to join with the previous headline.

Both headlines must be at the same level, and only the top level headline can have subheads.

2. Press w-Delete.

The two headlines are combined and the labeling changes accordingly.

Cloning Headlines

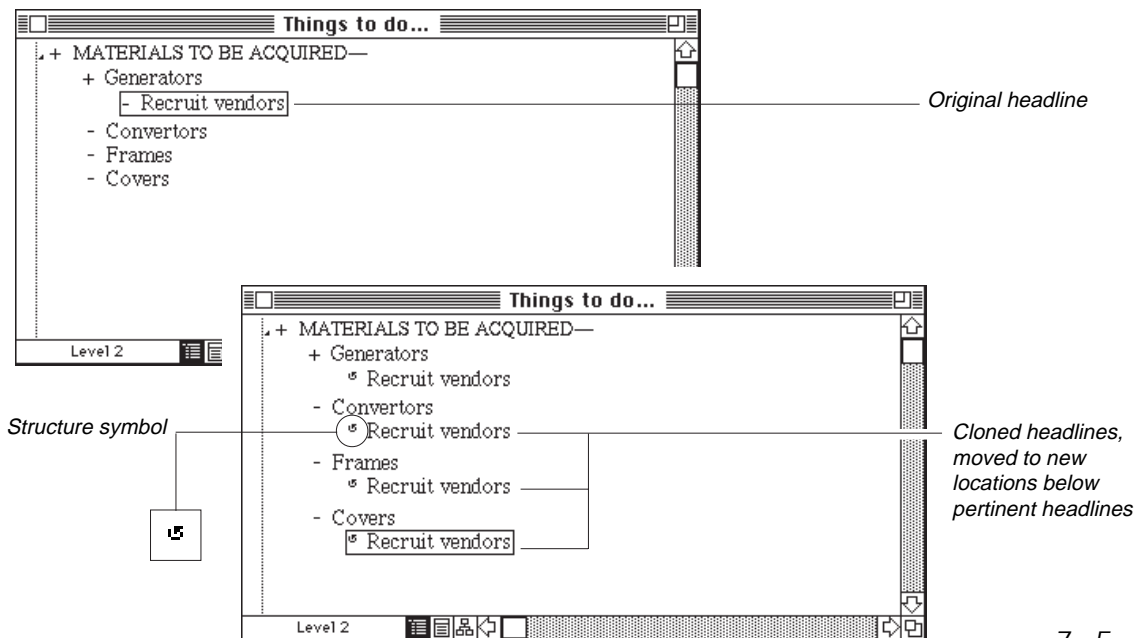
Sometimes you need the same information in several places in the same outline. For instance, a consultant's name and phone number might be recorded in a phone listing, associated with a specific project team, and included on a to-do list. With MORE, you can make dynamic copies, or *clones*, of a headline and place them anywhere within the outline. Any changes made to the original headline or its clones is exactly duplicated in the associated headlines. So, for example, if the information for the consultant was cloned, changes to the phone number in any of the three headlines automatically updates the phone number in the rest of them.

To clone a headline

1. Select the headline you want to clone.
2. Choose Clone from the Reorg menu.

A cloned copy appears below and at the same level as the selected headline. Both the original and cloned copy have the (⌘) structure symbol to the left of the headline. You can now move the cloned headline anywhere in the outline by dragging it with the mouse.

Delete a cloned headline the same way you would delete any headline—select the headline and choose Clear from the Edit menu. When only one of the cloned headlines remains, the structure symbol disappears.



Reorganizing Outline Structures

As you develop an outline, you can rearrange information by moving specific headlines together under a new headline, changing headlines to a higher or lower level, or resorting the information.

Gathering Headlines Under a New Headline

Gathering headlines is a way to reorganize information by a specific topic, idea, or project. For instance, you may be tracking expenses, personnel, schedules, and contracts on a major project. To collect the information on a specific subproject, you can *mark* the headlines related to that subproject and *gather* them under a new subproject headline.

To mark headlines to be gathered

1. Select the headlines you want to gather.

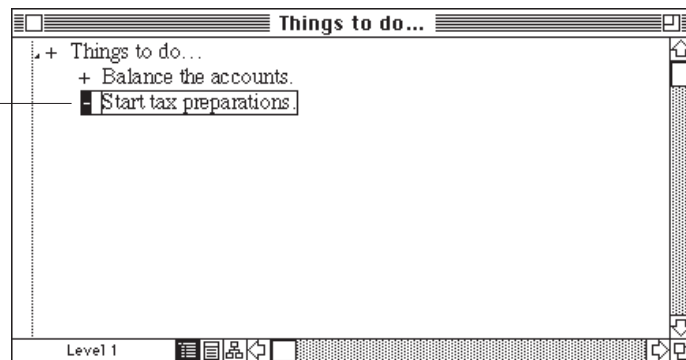
Shift-click in the Selection bar to select more than one headline at a time. The Home headline cannot be marked.

2. Choose Mark Headline from the Reorg menu.

MORE marks the selected headlines by highlighting their labels. If the headlines have the No Label style, MORE marks them with a vertical highlight where the label would be. The menu command changes to Unmark Headline. Choose this command to unmark a marked headline. A shortcut for toggling back and forth between marking and unmarking a headline is w-M. Headlines will remain marked if you close and later reopen the outline.

Marking a headline

A marked headline



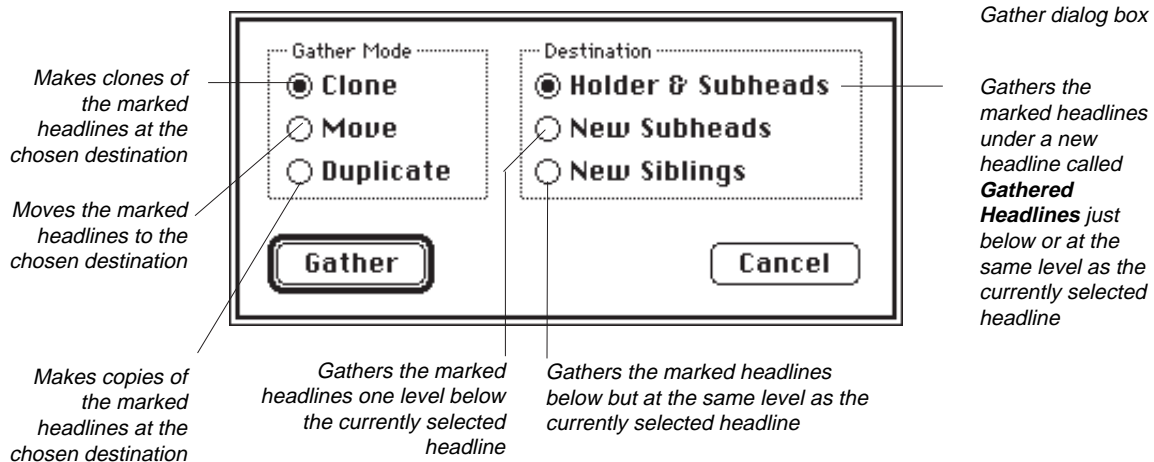
To gather the marked headlines

1. Select the headline where you want to place the marked headlines.

Marked headlines can be moved under a new headline called *Gathered Headlines* at the same level as the selected headline, be added as subheads to the selected headline, or become headlines below but at the same level as the selected headline.

2. Choose Gather from the Reorg menu.

The Gather dialog box appears. The Gather Mode section has three options for gathering the marked headlines. You can either move the original headlines or make copies or clones of them.



3. Select Gather Mode and Destination.

For instance, to move copies of the marked headlines under a new headline called *Gathered Headlines*, select *Duplicate* in the Gather mode and *Holder & Subheads* in the Destination mode.

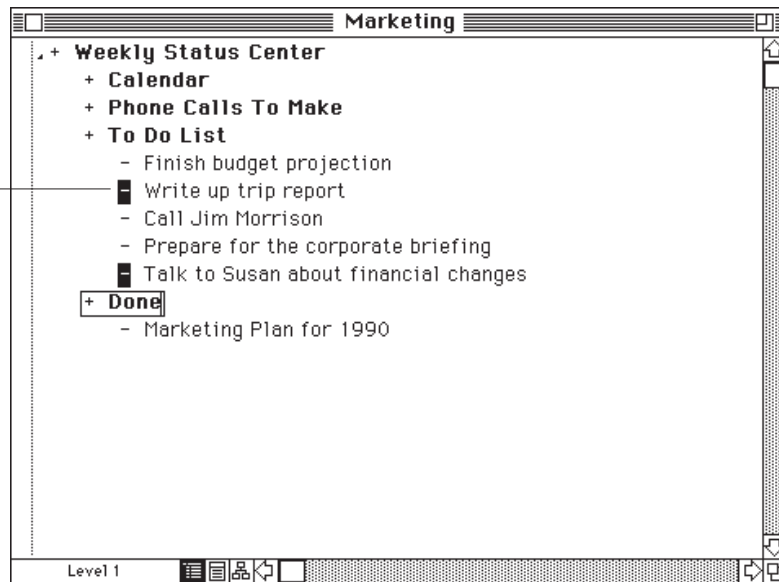
4. Click Gather.

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The marked headlines appear at their new destination. The headlines are no longer marked. The following illustration shows an example of gathered headlines.

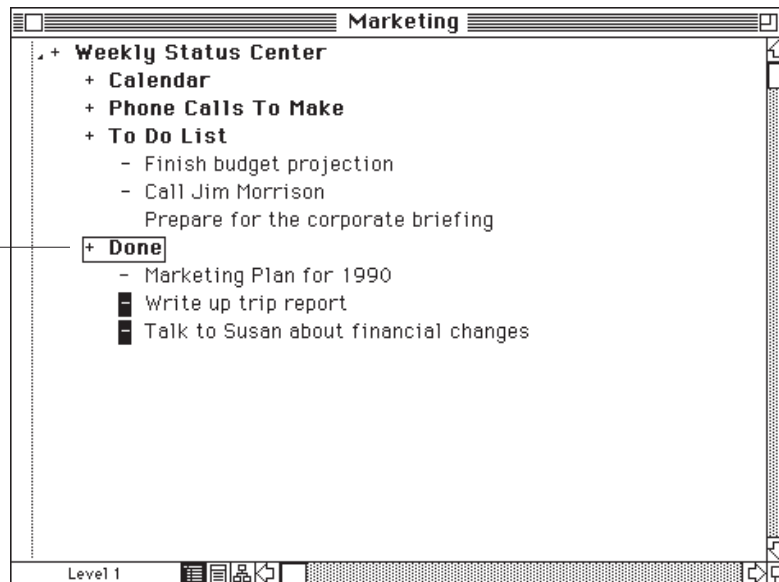
*Marked headlines
before gather*

Structure symbol



*Headlines gathered
using the Holder &
Subheads destination*

*Destination
subhead*



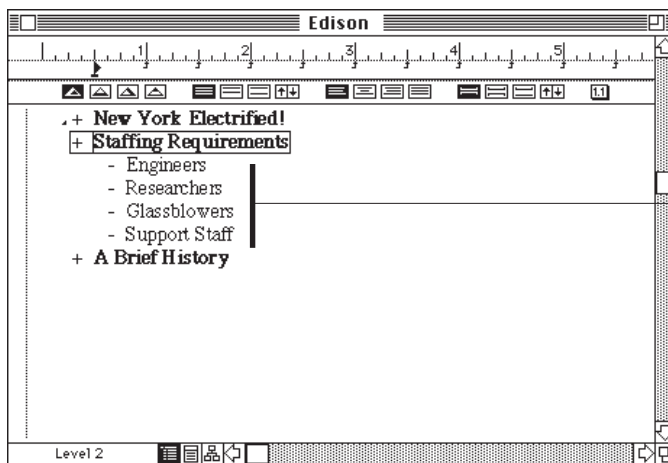
Promoting and Demoting Headlines

Another way to rearrange an outline is to *promote*, or move, headlines up one level. For instance, to delete a headline without losing its subheads, promote the subheads before deleting the headline. You can also demote headlines to a lower level.

To move all the subheads under a headline up one level

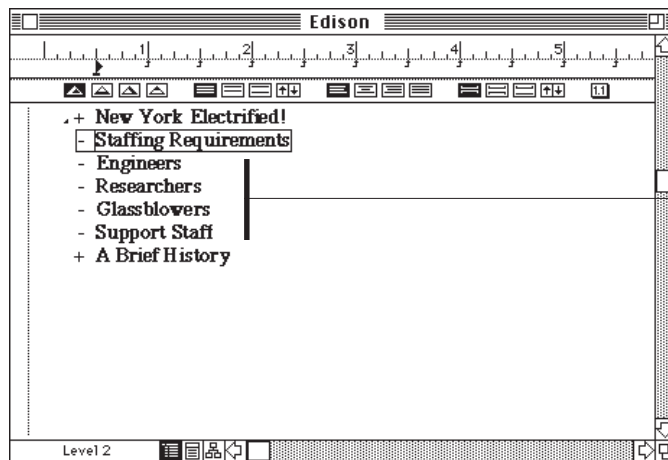
1. Select the headline whose subheads you want to promote.
2. Choose Promote from the Reorg menu.

The subheads move into the new position.



Before Promote

Headlines to be promoted are those beneath the selected headline.



After Promote

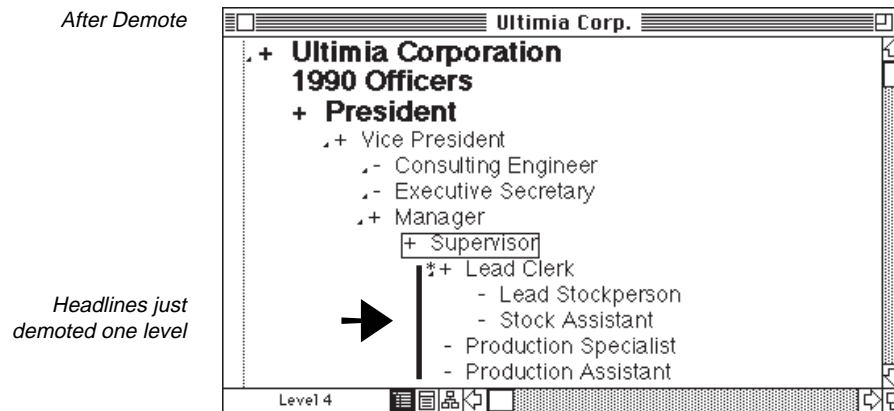
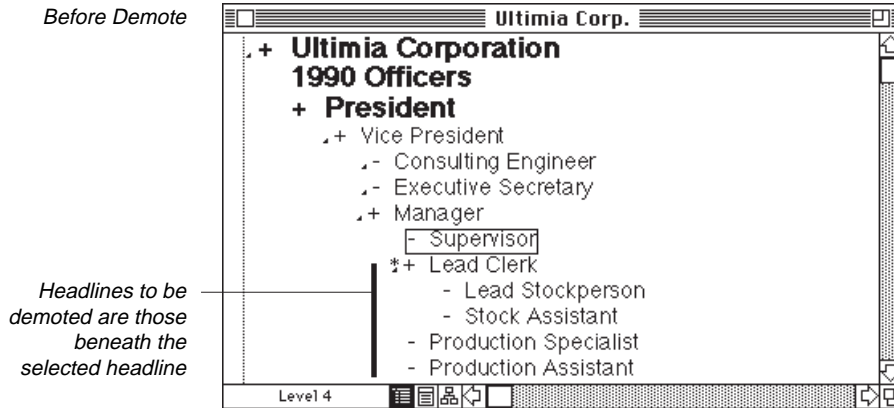
Headlines just promoted are now at the same level as the selected headline.

ADVANCED OUTLINING

To demote headlines

1. Select the headline above the headlines you want to demote.
2. Choose Demote from the Reorg menu.

All the same-level headlines below the selected headline become a suboutline and the labeling adjusts accordingly.



Sorting Headlines

Headlines can be sorted alphabetically or numerically. For instance, you could sort a phone list by name or a project list by due dates for action items.

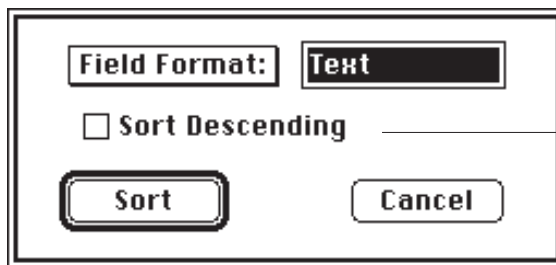
To sort a list of names alphabetically

1. Select the headline one level above the group of subheadlines you want to sort.

MORE sorts the next level of headlines below the selected headline.

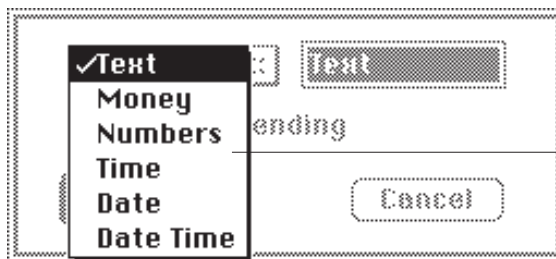
2. Choose Sort from the Reorg menu.

The Sort dialog box appears.



Sort dialog box

If unchecked, headlines are sorted in ascending order.



Field Format pop-up menu

ADVANCED OUTLINING

The Field Format pop-up menu has six options for sorting headlines either numerically or alphabetically. The following list shows some of the options available.

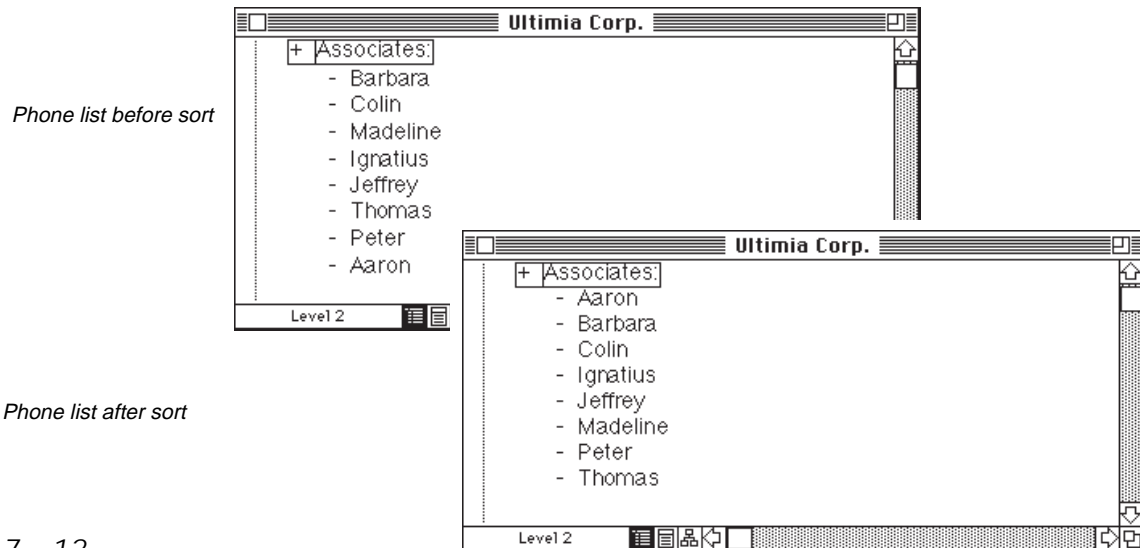
<i>Text</i>	Sorts alphanumeric characters, with numeric characters taking precedence over alphabetic characters
<i>Money</i>	Sorts headlines by monetary numbers [preceded by a dollar sign (\$)]
<i>Numbers</i>	Sorts headlines with plain numbers
<i>Time</i>	Sorts headlines with time numbers
<i>Date</i>	Sorts headlines with numeric dates
<i>Date Time</i>	Sorts headlines with both date and time numbers

3. Select Text from the Field Format pop-up menu.

The following illustration shows a list of names before and after a sort. Since such a list should start with *A* and end with *Z* (ascending order), Sort Descending is left unchecked in the Sort dialog box.

4. Click Sort.

The list is sorted alphabetically in ascending order.



Calculating

Because your outline can contain numbers as well as words, you may want to add the numbers to get the total amount. For instance, the MORE Calculate feature is useful for tracking costs, summing expense reports, and totaling sales figures.

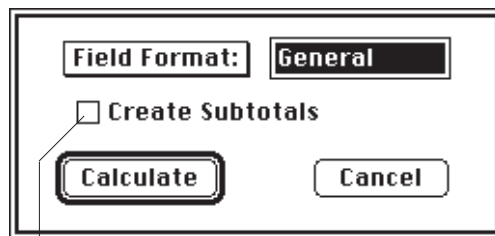
To sum numbers in a group of subheadlines

1. Select the headline with the suboutline that has numbers.

Only numbers in the first 127 characters of a headline will be calculated.

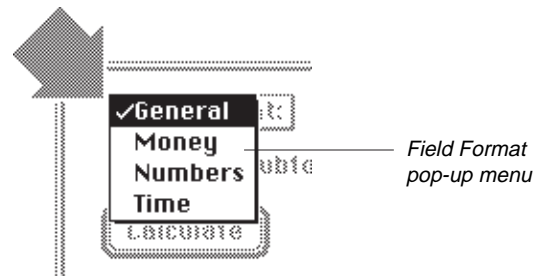
2. Choose Calculate from the Reorg menu.

The Calculate dialog box appears.



When checked, this inserts subtotals in headlines that have subheadlines with totals.

Calculate dialog box



3. Choose the format you want from the Field Format pop-up menu.

ADVANCED OUTLINING

There are four field format options:

<i>General</i>	Calculates any combination of numbers and dollar amounts. If the list contains dollars, the totals and subtotals will also be in dollars.
<i>Money</i>	Calculates only headlines with dollar amounts.
<i>Numbers</i>	Calculates only headlines with plain numbers (not dollar amounts), with or without a decimal point.
<i>Time</i>	Sums time when expressed in the form of <i>hh:mm:ss</i> or <i>mm:ss</i> , where <i>h</i> is <i>hours</i> , <i>m</i> is <i>minutes</i> , and <i>s</i> is <i>seconds</i> .

4. Click Calculate.

The sum is placed at the cursor position of the selected headline. If the Create Subtotals box is checked, subtotals are calculated and placed in headlines that have subheadlines with numbers.

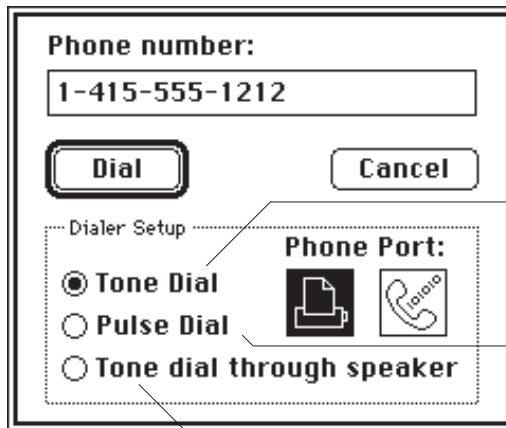
Using the Phone Dialer

You can use the MORE phone dialer to automatically place a call via your modem or by holding your telephone receiver up to the speaker in your Macintosh.

To dial a telephone number

1. Select a headline or text with the phone number you want to call.
2. Select Dial Phone from the Reorg menu.

The Dial Phone dialog box appears. The phone number in the selected headline appears in the text entry box. Use this number or type another.



Dial Phone dialog box

For use with a tone dial phone and modem

For use with a pulse dial phone and modem

For use when there is no modem

3. Select the correct tone and Dialer Setup options for your system.
4. Click Dial.

MORE will prompt you when to pick up the receiver. After the connection is established, the Dial Phone dialog box closes.

Creating a Calendar Outline

In addition to using outlines to capture your ideas, MORE has a calendar to help you plan your daily activities.

To create a calendar

1. Select the headline where you want to insert the calendar outline.

Calendars are inserted below a selected headline.

2. Choose Calendar from the Reorg menu.

The Calendar window appears.

Calendar window

The screenshot shows the 'Calendar' window with the following components and annotations:

- Dates Section:**
 - From: 12/24/90
 - To: 12/28/90
 - ☒ Include Weekends
- Time Section:**
 - From: 9:00 AM
 - To: 5:00 PM
 - Interval: 30 min
 - ☒ Include Time Slots
- Calendar Grids:**
 - December 1990:** A grid showing days from 1 to 31. Days 24, 25, 26, 27, and 28 are highlighted.
 - Year Navigation:** A grid showing months from Jan to Dec for years 89 and 91. 'Dec 91' is highlighted.
- Buttons:** A 'Make Calendar Outline' button at the bottom.

Annotations on the left side of the window:

- Points to the 'From' and 'To' date fields: *Displays the range of dates to be included in the calendar.*
- Points to the 'Include Weekends' checkbox: *Weekends are included when the box is selected.*
- Points to the 'From' and 'To' time fields: *Sets the beginning and ending time slots in the calendar*

3. Click the month you want to include.

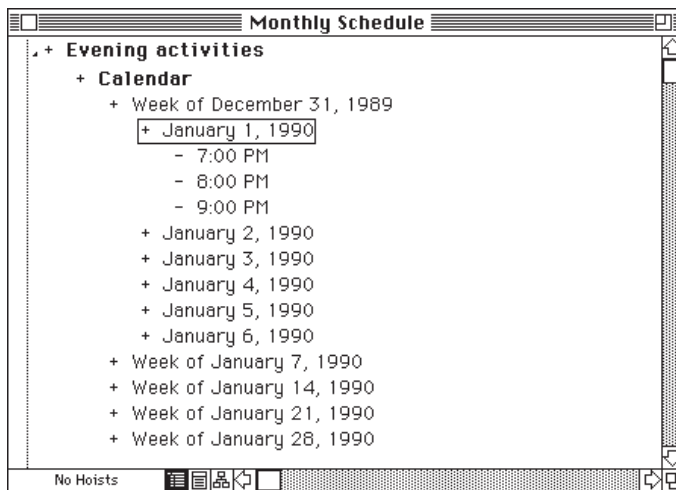
The current year is shown in the Calendar box. To select a different year, click the year in the bottom right corner of the Calendar window until it shows the correct year in the Calendar box.

4. Position the point on the first day of the week you want to include and drag through all the days of the week.

The dates are highlighted. The range of dates is shown in the Dates box. The calendar will include a five-day work week. If you want weekends in the calendar, select the Include Weekends box. To add time slots for daily appointments, select Include Time Slots and specify intervals and beginning and ending times in the Time box.

5. Click Make Calendar Outline and close the Calendar window.

The calendar is inserted in the outline below the selected headline. Each day and time slot is a separate headline. To view the entire calendar, expand the headlines. Type any information you want in the time slots.



A calendar inserted in an outline

Using Other File Formats

You can transfer a MORE outline to a wide variety of other applications or import information from other programs. For instance, to include a section of a MORE outline in a Microsoft Word document, use the Send To command to save the section as a Word file. And if you need information from another file type, you can use the Receive From command to insert the information directly into an already open outline.

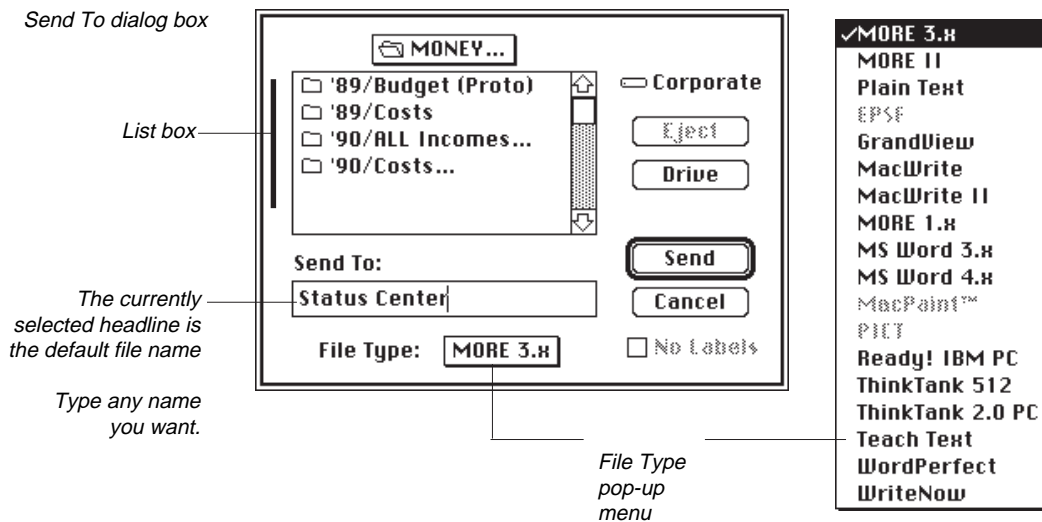
To use the Send To command to create a Microsoft Word 4.0 file

1. Select the headline you want to export.

MORE will export the headline and all its subheads.

2. Choose Send To from the File menu.

The Send To dialog box appears. Send To is similar to the Save command except that it creates a disk file of a selected segment of the outline rather than the entire outline. The new file includes the currently selected headline and its entire suboutline.



3. Choose MS Word 4.x from the File Type pop-up menu.

The new file has the name shown in the Send To text box. If you want a name different from the headline name, type the new name.

4. Click Send.

The currently selected headline and its suboutline are sent to a Word 4.0 file. You are now able to work with the file using Microsoft Word.

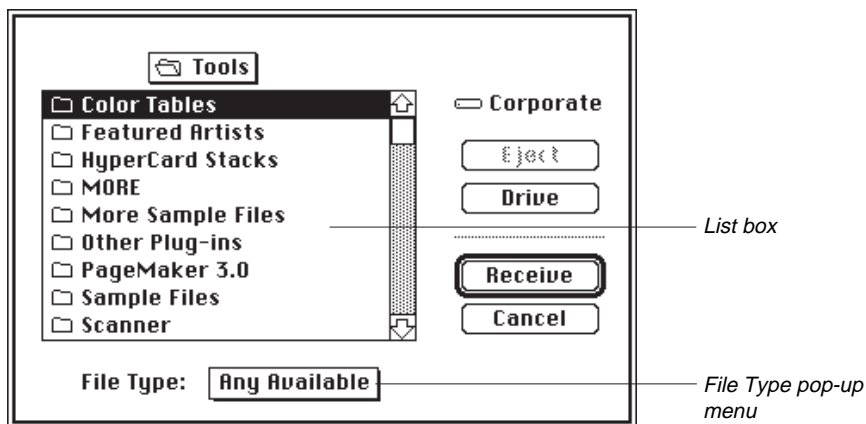
To place information from another file type into a MORE outline

1. Select the headline where you want to place the new information.

MORE recognizes imported text as a new suboutline and inserts the headlines beneath the selected headline.

2. Choose Receive From from the File menu.

The Receive From dialog box appears.



3. Choose the file format of the file you want to import from the File Type pop-up menu.
4. Find and select the file you want in the list box.
5. Click Receive.

The information from the originating file is inserted in the open MORE outline. The formatting of that information is determined by *Rules*. For details see the section “Using Rules,” later in this chapter.

Working With a Section of the Outline

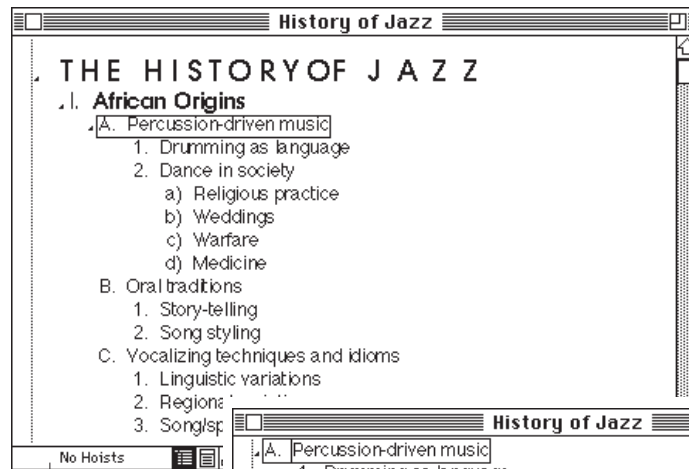
If you're working with a large, complex outline, it's sometimes easier to concentrate on just a section of the outline at a time. The Hoist command allows you to isolate a headline and its subheadlines from the rest of the outline from view. Comment windows can also be hoisted.

To hoist a headline

1. Select the headline you want to hoist.
2. Choose Hoist from the Outline menu.

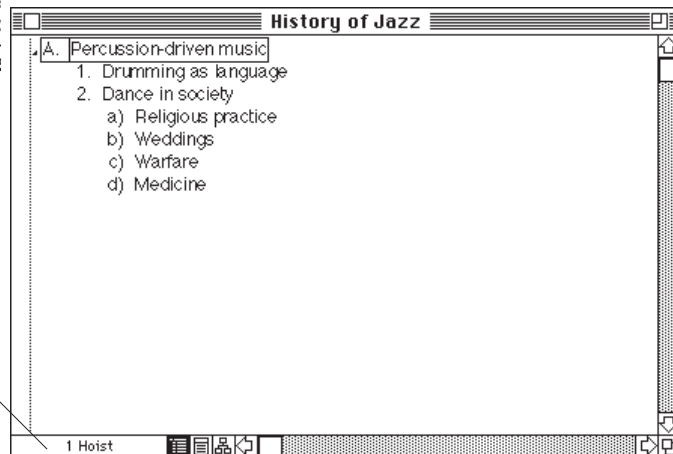
The selected headline and its subheadlines move to the top of the window. The rest of the outline is hidden from view. The status box in the lower left corner reads *1 Hoist*. You can have up to 10 headlines hoisted at one time.

*Before hoist
command*



*After hoist
command*

Status box



To return a hoisted headline to its former position

- Choose De-Hoist from the Outline menu.

If you've made only one hoist, the entire outline comes into view with the selected headline on screen. The status box changes to read *No hoists*. If you've made more than one hoist, you return to the view before the last hoist. The status box shows the number of hoists to that point.

.....

Spell Checking

One of MORE's word-processing features is a comprehensive spell checker. MORE has a main dictionary. Another file, called *User Dictionary*, is for your own personal set of terms, such as technical terms, and even the names of your clients.

To find and change a misspelled word

1. Place the insertion point where you want to start the spelling check.

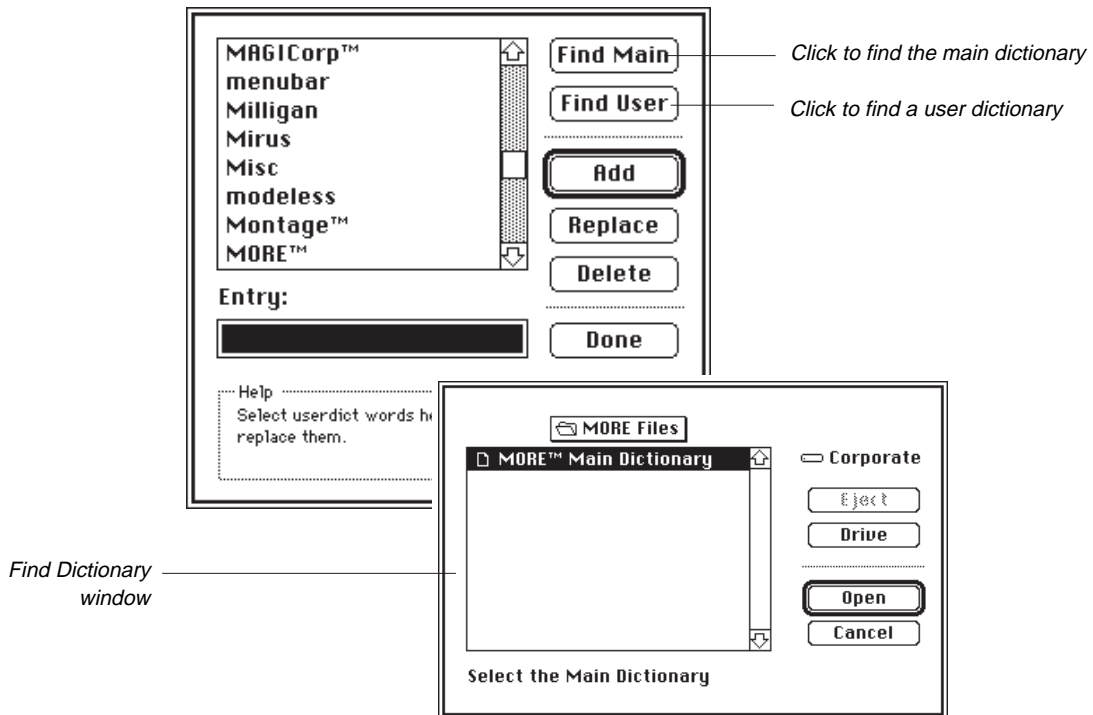
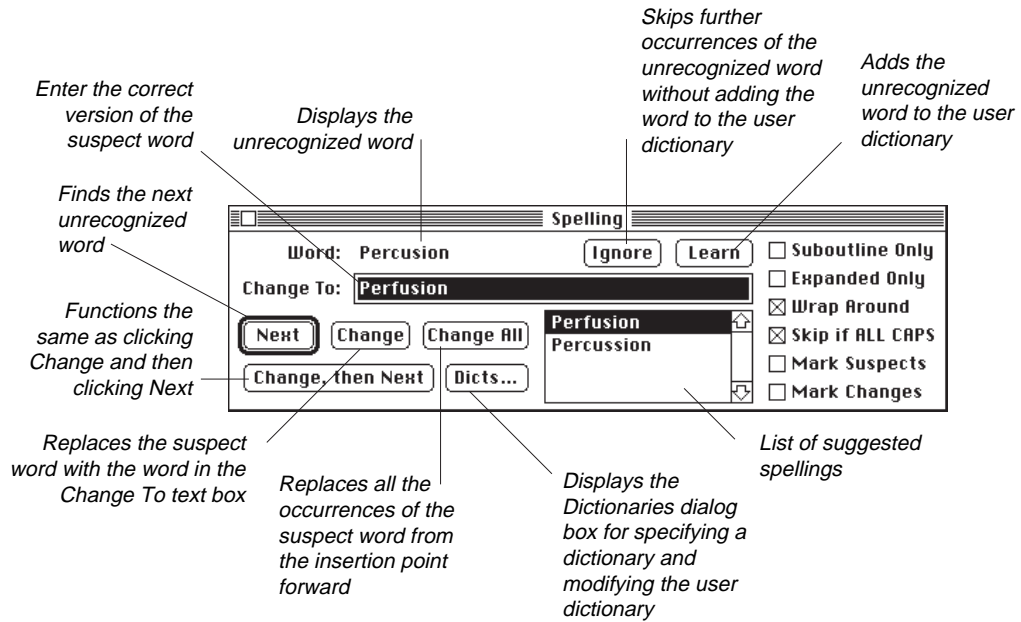
MORE checks spelling starting at the insertion point and goes forward through the outline.

2. Choose Check Spelling from the Edit menu.

If you have placed your main dictionary in a folder other than the MORE Files folder, a dialog box appears requesting the MORE Main Dictionary. Find the main dictionary, select it and click OK. A second dialog box appears asking for a user dictionary. Find the MORE User Dictionary or another user dictionary of your choice and open it. Click New to create a new user dictionary. You can have as many user dictionaries as you want, but only one can be open at a time. The Check Spelling window appears.

ADVANCED OUTLINING

Check Spelling window



3. Select the appropriate options.

The following list briefly describes each Check Spelling option:

<i>Suboutline Only</i>	Searches forward from the insertion point only within the selected suboutline.
<i>Expanded Only</i>	Searches forward from the insertion point only within the expanded headlines and comment windows to the end of the outline.
<i>Wrap Around</i>	After the search has reached the end of the outline, it goes to the top of the file and checks down to the insertion point.
<i>Skip if ALL CAPS</i>	Skips words with all uppercase letters.
<i>Mark Suspects</i>	Marks the headlines with unrecognized words that were not changed.
<i>Mark Changes</i>	Marks the headlines where words were replaced..

4. Click Start to find the first word not recognized by the dictionary.

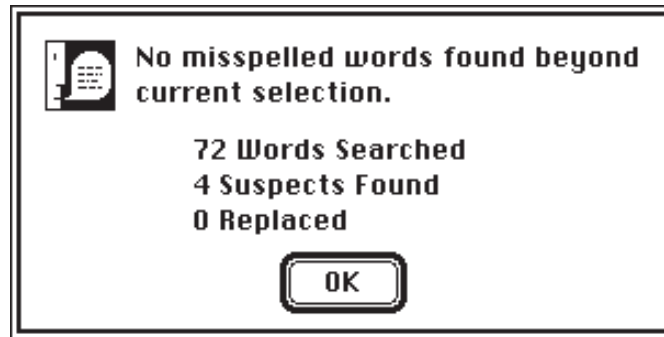
When an unrecognized word is found, it's highlighted in the outline and displayed in the window to the right of **Word:**. MORE will display any alternate spellings in the list box. The first word on the list appears in the Change To text box. If there are no alternate spellings, the unrecognized word appears in the text box.

5. Click the correct word in the list box or type the correct spelling in the Change To text box.
6. Click Change.

ADVANCED OUTLINING

The correctly spelled word in the Change To text box replaces the misspelled word. If you don't want to change the word, click Next to find the next unrecognized word. When the check is complete, a dialog box appears that summarizes the search results.

*Final Check
Spelling dialog box*



Finding and Replacing Text

MORE has a Search command that searches the entire outline to find a word or phrase and replace it with something new. For instance, if you changed the city where you wanted to implement a new project from New York to Chicago, you could find the words *New York* and replace them with *Chicago* throughout the outline.

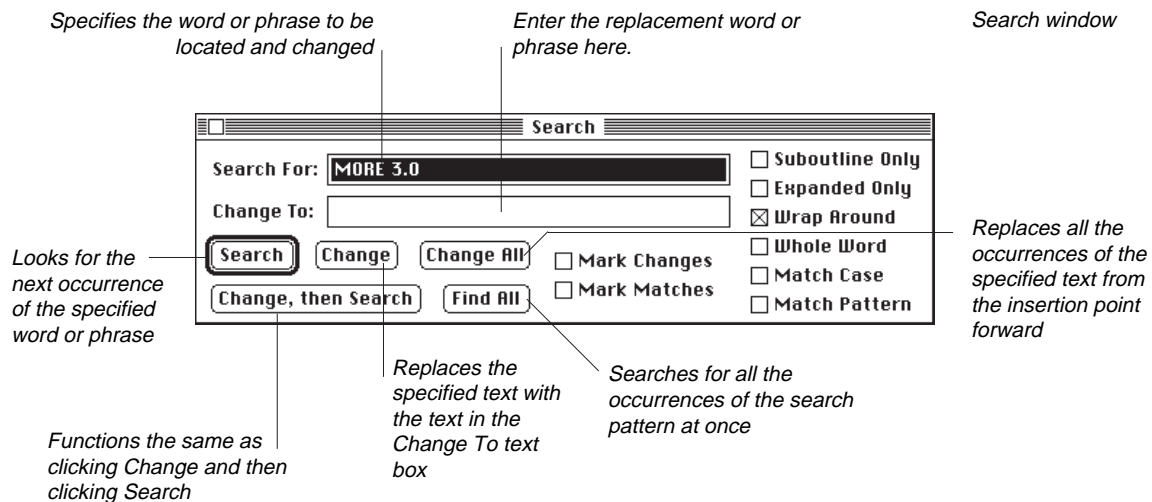
To locate and change text

1. Place the insertion point where you want to begin the search.

MORE starts its search at the insertion point.

2. Choose Search from the Edit menu.

The Search window appears.



3. Select the appropriate options.

ADVANCED OUTLINING

The following list briefly describes each Find/Change option:

<i>Mark Changes</i>	Marks the headlines where changes are made in the headline or comment window
<i>Mark Matches</i>	Marks the headlines where there was a match, but no change was made
<i>Suboutline Only</i>	Searches forward from the insertion point only within the selected suboutline
<i>Expanded Only</i>	Searches through only expanded headlines and comment windows
<i>Wrap Around</i>	After the search has reached the end of the outline, goes to the top of the file and checks down to the insertion point
<i>Whole Word</i>	Finds only patterns that are whole words.
<i>Match Case</i>	Finds only occurrences that have the same arrangement of uppercase and lowercase letters as the search pattern
<i>Match Pattern</i>	Uses special characters specified in the search string as wildcard characters, rather than as literal characters

4. Type the word, phrase, or pattern you want to find in the Search For box.

The Change All and Find All buttons become active.

5. Press Tab and type the replacement text in the Change To text box.
6. Click Search to find the first occurrence of the text you want to find.

If the text is found, the search stops and the text is highlighted. The Change and “Change, then Search” buttons become active.

7. Click Change.

The text in the Change To text box replaces the search pattern. If you don't want to change the text, click Search to find the next occurrence. When the search is complete, a dialog box appears.



The final Search dialog box

Using Rules

MORE automatically creates rules as you use menu commands and palette tools to format and style an outline, a bullet chart, or a tree chart. A rule is simply the specification of a single format feature. For instance, one rule specifies the font size while another specifies the text color. As you become increasingly familiar with MORE, you'll be able to customize documents by modifying existing rules or creating sets of your own. You'll frequently find working with rules faster and more efficient than using menu commands. Not only can you save time, but you can also save the rules themselves to use in other documents or to share with individuals in your work group. For instance, you could create a standard format for the status reports that everyone in your division might use.

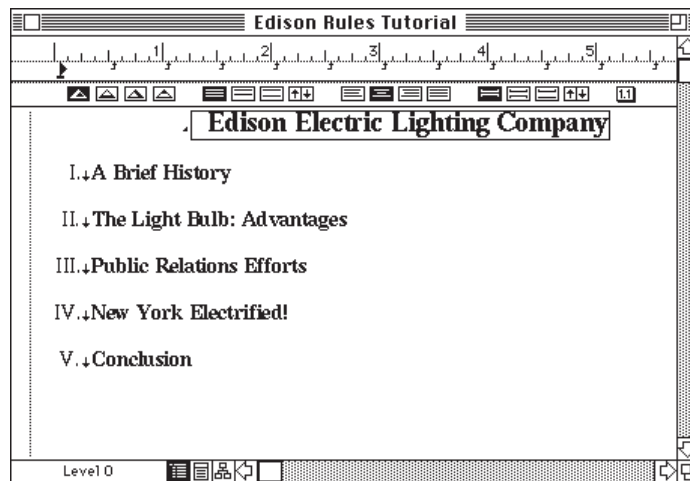
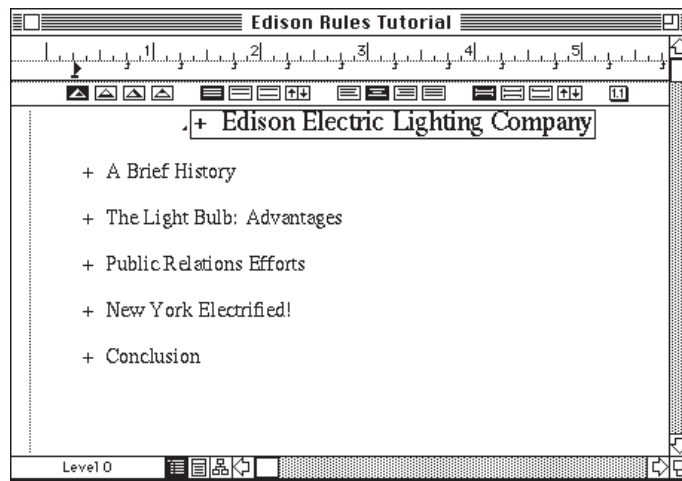
To review the rules attached to the Home headline

1. Open the Edison Rules Tutorial file.

If you're not already using the Outline view, click the Outline View icon at the bottom of the page. The structure symbol (↵) indicates that there are rules attached to the Home headline *Edison Electric Lighting Company*. The following illustration shows how the Edison Rules Tutorial outline should appear when you first open the file and how it will look when you've finished this section of the tutorial.

ADVANCED OUTLINING

An outline—
before and after a
rule change that
turns Level 0-1
headlines to bold
type style

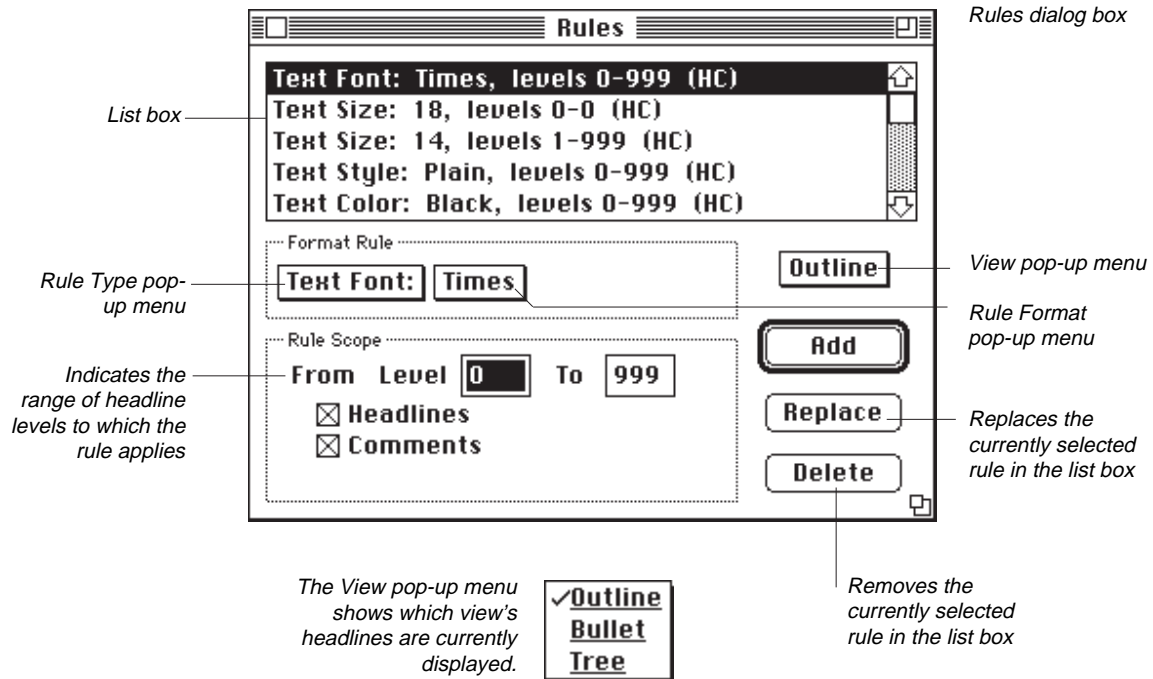


2. Select the *Edison Electric Lighting Company* headline and choose Expand All Subheads from the Outline menu.

Expanding the subheads is not necessary for using rules. But this way you'll be able to see how rule changes affect different outline levels.

3. Choose Rules from the Format menu.

The Rules dialog box appears. It shows the rules for the selected headline in the current view. For instance, the rules you now see are attached to the Home headline in the Outline view. The first rule in the list is selected.



4. Click the View pop-up menu.

All three views are underlined, which means there are rules attached to the Home headline in each of the views. If you want to review the rules in the other views, choose them from the pop-up menu. Return to the Outline view before continuing.

Here's an example of adding a rule. It shows how to add a rule for the text style. Use the same process for other options.

To add a text style rule

1. Select Text Style in the Rule Type pop-up menu.

The information in the Format Rule box and the Rule Scope box changes to show the current text style rules. Since this rule applies to both headlines and comments in the outline, both boxes are checked in the Rule Scope box. In the Rule list box, notice how the rule type is followed by a range of levels letters in parentheses. These represent the information in the Rule Scope box. Levels refer to the levels in an outline. They can range from 0 to 999, where 0 is always the level of the selected headline. The letters in parentheses indicate that **H**eadlines and/or **C**omment windows are affected by the rule.

2. Choose one of the text options, for example Bold from the Rule Format pop-up menu.
3. To apply this new rule (bold) to just the top two levels of the outline (levels 0 and 1), type **1** in the To text entry box in the Rule Scope box.
4. Click Add.

The new rule is placed higher on the list than the original rule. Rules higher on the list override rules lower on the list for levels that overlap. For example, the rule to bold headline levels 0 and 1 is higher on the list than the rule which specifies headline levels 0 to 999 should be plain. Notice how the headlines change when you add the new rule. If you add a rule and later change your mind, you can remove it by selecting the rule and clicking Delete.

The following example shows how to replace a rule.

To replace a rule

1. Select Labeling in the Rule Type pop-up menu.

The Rule Format and Rule Scope boxes change to reflect the new selection. The Comments option in the Rules Scope box is dimmed, since Labeling applies only to headlines.

2. Choose Harvard from the Rule Format pop-up menu.
3. Change the range in the Rule Scope box to 0 to 999.
4. Click Replace.

The new rule replaces the old one and the labeling style changes to Harvard.

5. Close the Rules dialog box to see the changes you have made.

The two previous examples have used global rules, or those that apply to an entire outline. There are also local rules that apply only to a section of an outline. Adding, deleting, changing, or creating rules use the same basic process for both global and local rules. The only difference is that global rules require you to select the Home headline first, while local rules require that you select the subordinate-level headline first. In other words selecting the Home headline is for global rules, selecting anything else is for local rules.

To create a new local rule

1. Select the quote under the *Conclusion* headline.
2. Choose Rules from the Format menu.

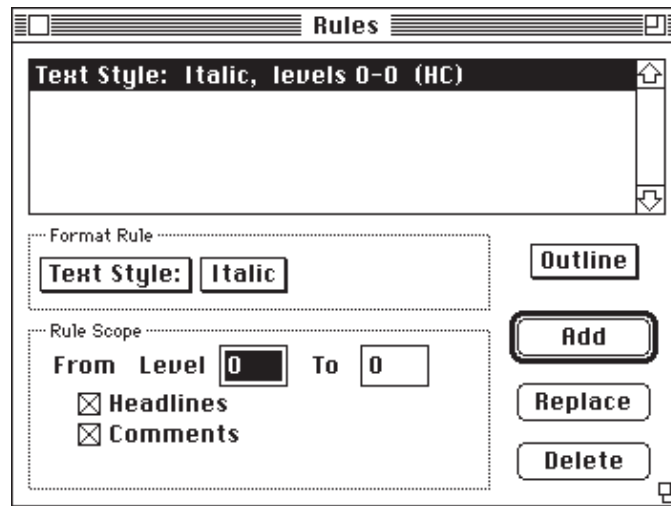
The Rules dialog box appears. The list box is empty. The list box shows rules only for the selected headline in the currently selected view. To determine which views have rules attached to this headline, click the View pop-up menu. Underlining indicates that rules are attached.

3. Select Text Style in the Rule Type pop-up menu.

The Plain option is visible in the pop-up menu.

4. Select Italic from the Rule Format pop-up menu.
5. Change the range in the Rule Scope box to 0 to 0.

Rules dialog box



6. Click Add and close the Rules dialog box.

The new rule appears selected in the list box and the headline text is italicized.

Although the rule examples in this section have been focused on Outline view, the same process works with Bullet Chart and Tree Chart views. Go to another view and try creating and modifying rules for a presentation or a tree chart.

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