

# Outline Tools

**Version 1.0 - March 2004**

**A shareware plug-in for FrameMaker**

**Silicon**  **Prairie Software**

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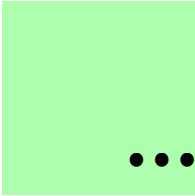
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# Introduction

Outlines are one of the best tools a writer has for organizing information. More writers would use outlines if they were easier to create. Special tools exist to create outlines, but they can be expensive. FrameMaker's autonumbering capabilities work well for outlines. The outline templates included with FrameMaker are also very good, but require you to apply paragraph tags to every individual paragraph to control the structure of the outline. What's needed is an easy way to move the data around in an outline. Outline Tools is a FrameMaker plug-in that provides this capability.

## Requirements

To use the Outline Tools plug-in, you must be using FrameMaker version 6.0 or later. The plug-in is available for the following platforms:

- Windows
- Macintosh

## Installation

To install the Outline Tools plug-in, perform the steps for the platform you are using.

### Windows

Perform the following steps to install Outline Tools for Windows:

- 1 Copy the appropriate version of the OutlineTools.dll into the \fminit\PlugIns directory that is located in the directory where FrameMaker is installed.**



*To install the plug-in, you will need to have file system permission to write to the PlugIns directory. For Windows XP and earlier, this means being logged into the system as a member of the Administrator or Power User groups. For Windows Vista with User Account Control (UAC) this means providing Administrator credentials when you copy the DLL file into the directory.*



# Chapter 1

## Using Outline Tools

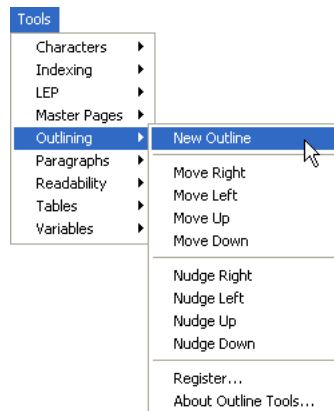


Outline Tools provides several basic functions for working with outlines in FrameMaker. This chapter is divided into the following sections:

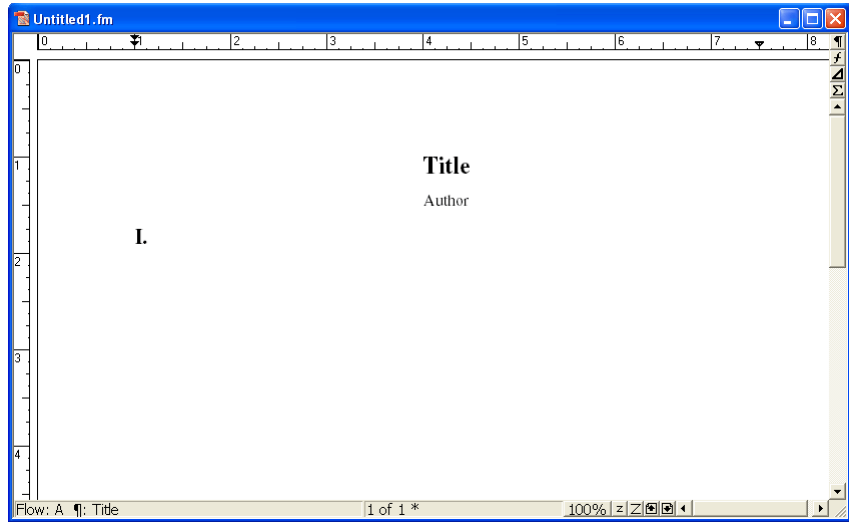
- Creating an Outline
- Adding Lines
- Moving Blocks
- Nudging Lines

### Creating an Outline

All of the functionality of Outline Tools is accessed from the Outlining submenu available from the Tools menu. To create a new outline, point to Outlining in the Tools menu, and choose New Outline.



A new outline will be created, based on the Online.fm template you installed with Outline Tools.



Specify a title and author for the outline, and then begin adding information.



*If you're just learning about Outline Tools, you can open the SampleOutline.fm file to work with an existing outline.*

## Adding Lines

To add lines to the outline, simply use the ENTER or RETURN key. The outline template's settings for the next paragraph will typically use the correct paragraph tag for the new line.

To move a new line to a different level in the outline, use the "Move Right" or "Move Left" commands in the Outlining menu. These commands will move the new line to the next level in the outline. The remaining sections in this chapter provide more information about moving information around in the outline.

## Moving Blocks

The Move Right, Move Left, Move Up, and Move Down commands move blocks of text in the outline. A “block” is defined as the current line, plus all of the following lines that are lower within the outline hierarchy. The following illustration shows an example of a block in an outline:

When the insertion point is here, this is the current block in the outline.

The screenshot shows a window titled "C:\SampleOutline.fm" with a ruler at the top. The document content is as follows:

- Outlining
- Copyright 2002 by Steve Kubis
- I. What is an outline?
  - A. An outline is a tool for organizing information
  - B. Use it to control how information is organized, rather than a snapshot of information is organized
  - C. A writer's best friend
- II. Why outline?
  - A. Structure problems can be seen before writing begins
  - B. Acts as a single source of information about the topic
  - C. Allows you to gauge how much information needs to be conveyed
    - 1. Can tell how long a document will be
    - 2. Can tell you how long a document will take to produce
  - D. Allows you to gauge progress as you write

The status bar at the bottom shows "Flow: A", "Title", "1 of 2", and "100%".

Choosing Move Left or Move Right will shift all of the lines in the current block. Choosing Move Up or Move Down will move the entire block up or down, exchanging places with the adjacent block at the same level in the outline.

When moving a block up or down, you must stay within the current block. For example, assume you are moving a block that begins at level 2. The block can exchange places only with other blocks that begin at level 2. The block must remain inside the level 1 block that contains it.



*You can always use the Cut, Copy, and Paste commands to move blocks within an outline.*

Keyboard shortcuts can make moving blocks in the outline much more efficient. The following keyboard shortcuts move blocks in the outline:

Command	Windows	Macintosh
Move Right	ALT-Right Arrow	Option-Right Arrow
Move Left	ALT-Left Arrow	Option-Left Arrow
Move Up	ALT-Up Arrow	Option-Up Arrow
Move Down	ALT-Down Arrow	Option-Down Arrow

On Windows, hold down the ALT key and then press the arrow keys to move the current block. If you press and release only the ALT key, the menu in FrameMaker will be activated. Press ESC to deactivate the menu.

## Nudging Lines



In some cases you want to move a single line in the outline, independent of the block where it is located. To move a line independently, use the Nudge Right, Nudge Left, Nudge Up, or Nudge Down commands. The line will move independently, regardless of where it is located in the outline.

*The Nudge commands are especially useful when you want to move a line to a completely separate area of the outline.*

Keyboard shortcuts can make nudging lines in the outline much more efficient. The following keyboard shortcuts nudge lines in the outline:

Command	Windows	Macintosh
Nudge Right	Shift-ALT-Right Arrow	Shift-Option-Right Arrow
Nudge Left	Shift-ALT-Left Arrow	Shift-Option-Left Arrow
Nudge Up	Shift-ALT-Up Arrow	Shift-Option-Up Arrow
Nudge Down	Shift-ALT-Down Arrow	Shift-Option-Down Arrow

On Windows, hold down the ALT and SHIFT keys and then press the arrow keys to nudge the current line. If you press and release only the ALT key, the menu in FrameMaker will be activated. Press ESC to deactivate the menu.



## Chapter 2 Customizing Outline Tools



You can customize Outline Tools to meet your specific needs. This chapter is divided into the following sections:

- Outline Hierarchy
- Outline Template

### Outline Hierarchy

To properly work with the data in an outline, Outline Tools must know the hierarchy of paragraph tags used for the various levels of the outline. By default, Outline Tools uses the same hierarchy that is used in the sample outline templates shipped with the US English version of FrameMaker. These are listed in the following table.

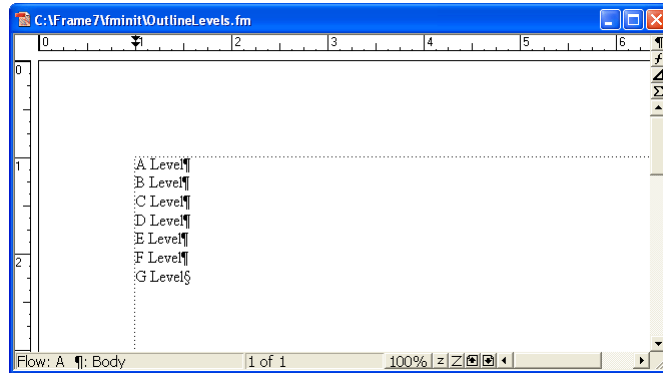
#### Default Paragraph Tag Hierarchy

1Level  
2Level  
3Level  
4Level  
5Level  
6Level  
7Level  
8Level  
9Level

---

If you are using a non-US English version of FrameMaker, or have a different outline template that uses other paragraph tag names, you need to provide an alternate hierarchy. To do this, create a standard FrameMaker document named “OutlineLevels.fm”. The first several paragraphs in this document should contain the paragraph tag names for the various levels of the outline. The first paragraph is for level 1, the second paragraph is for level 2, and so on. Be sure the names do not contain trailing spaces.

An OutlineLevels.fm document is shown in the following illustration:



To be used, you must place the OutlineLevels.fm document in the appropriate folder. On Windows, place it in the \fm\init directory of your FrameMaker installation. On the Macintosh, place it into the Modules folder. You must restart FrameMaker for the alternate hierarchy to be used.

## Outline Template

Each outline you create is based on the “Outline.fm” document that you installed during the installation of Outline Tools. If you want to use a different outline template, simply replace the template file that was installed with your own template.

Two outline templates are included with Outline Tools:

- Harvard Outline.fm
- Numeric Outline.fm

You can use these templates as they are, or make any modifications you would like to their format. The only thing that must remain unchanged is the hierarchy of paragraph tags for the various levels of the outline.



# Outline Tools Quick Reference

## Moving blocks

Command	Windows	Macintosh
Move Right	ALT-Right Arrow	Option-Right Arrow
Move Left	ALT-Left Arrow	Option-Left Arrow
Move Up	ALT-Up Arrow	Option-Up Arrow
Move Down	ALT-Down Arrow	Option-Down Arrow

## Nudging lines

Command	Windows	Macintosh
Nudge Right	Shift-ALT-Right Arrow	Shift-Option-Right Arrow
Nudge Left	Shift-ALT-Left Arrow	Shift-Option-Left Arrow
Nudge Up	Shift-ALT-Up Arrow	Shift-Option-Up Arrow
Nudge Down	Shift-ALT-Down Arrow	Shift-Option-Down Arrow



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### Direct purchase

If you don't want to purchase online, you can contact Silicon Prairie Software directly to arrange payment. Contact us via e-mail at [support@siliconprairiesoftware.com](mailto:support@siliconprairiesoftware.com).

## Registration code

When you register the software, you will receive your registration code through e-mail. **Save this e-mail! You will need it if you need to reinstall the software.** If you printed this documentation, write the registration code here:

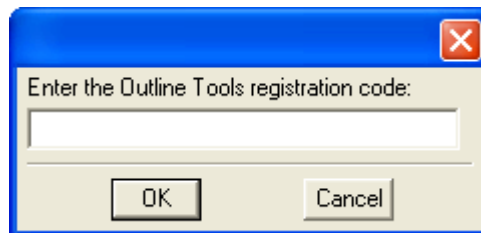
Registration Code: \_\_\_\_\_

To apply the code, choose the Register menu option via the Tools menu.



*To properly save the registration code, you must have privileges to write to the directories used for the FrameMaker installation. For Windows XP and earlier, this means being logged into the system as a member of the Administrator or Power User groups. For Windows Vista with User Account Control (UAC) this means running FrameMaker with Administrator credentials. You need to do this only for the session in which you register the plug-in.*

Enter the registration code you received in the dialog that's displayed.





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