

# THOUGHT outline processor

## Quick Reference Guide

### Creating an Outline

1. Access - Super from Main Menu. Press F3 for THOUGHT. At New **filename:** Type name of new outline file (Creates a ".CT" file).
2. **Question mark** - Type in first headline at the question mark (Create Mode window). Press ENTER. Minus sign indicates no subs.
3. **ENTER** - shows new create window. Type in headings at each new Create window. Press ENTER.
4. **Up arrow or down arrow** - moves the Create window through the outline for inserting a heading between two others.
5. **TAB key or right arrow** - on blank line below a heading to indent for a subheading. Type subheading. Press ENTER.
6. **Left arrow** - reduces current indent by one level.
7. **Shift arrows** - move through text one word at a time, or up or down one heading at a time.
8. **Control arrows** - moves to beginning or end of heading text, or to the top or bottom of the outline.
9. **BKSP** - Erases character to the left.
10. **Shift DEL** - Erases character cursor is on.
11. **CTRL DEL BKSP** - Erases entire line of text just typed in.
12. F2 (Load) - Loads outlines from cassette
  - a. Properly connect cassette player
  - b. Access Thought
  - c. Type in desired file name to load. Press ENTER.
  - d. Press F2 (Load), then ENTER
13. F8 or ENTER - on an empty line ONCE accesses Review/Revise Mode.
14. Review/Revise mode - No question mark on edit window. For corrections or changes.
15. F8 or ENTER - on an empty line TWICE exits from outline file to the main menu.

### Creating TEXT files inside the outline:

1. Move Create window to beneath the heading where the document is desired.
2. Press right arrow key to indent.
3. Type a document file name. Press F8 or ENTER to access TEXT file.
4. F8 (Exit) returns directly to Thought outline.

#### To edit any outline documents :

- a. Press F8 or ENTER for Review/Revise mode
- b. move cursor to document name
- c. press F6 (Text)
- d. F8 exits back to outline (still in Review/Revise)

#### To delete a document:

- a. While in Review/Revise, move cursor to document filename. Press CTRL DEL BKSP
- b. type "y" to answer prompt
- c. file is no longer in the outline, but remains in RAM.

### **To make RAM document part of outline:**

- a. Go to Create mode.
- b. Position Create window under the heading where text file desired.
- c. Type in filename. Press ENTER.

### **Editing in Review/Revise mode:**

1. Left arrow - move through text one space to the left. If at extreme left, scroll screen left one indent level.
2. Right arrow - move through text one space to the right.
3. Up and Down arrows - move edit window up or down one line.
4. Shift arrows - move right or left through text one word at a time, or up or down one heading at a time.
5. Control arrows - move to right or left of headline text, or to top or bottom of outline.

### **Deletion keys**

#### **in Review/Revise mode:**

1. **DEL BKSP** - erases the character to the left of the cursor.
2. **Shift DEL BKSP** - erases the character the cursor is on.
3. **CTRL DEL BKSP** - erases the entire headline text at the wide bar cursor location.
4. **CTRL DEL BKSP (a second time)**  
will erase the headline entry position and all subsidiary headlines to it.
5. **ESC** (escape) - cancels action and brings it back.

### **Function keys :**

#### **of Review/Revise mode:**

1. **F1 (Find)** - Finds a piece of text anywhere in any headline below the current line.
2. **F2 (Hide)** - Conceals all headlines subsidiary to the one which the wide bar cursor is resting on.
3. **F3 (Show)** - Expands out previously collapsed or hidden headline. Shift F3 expands all collapsed headings.
4. **F4 (Clone)** - Makes an exact copy of the headline that the wide bar cursor is resting on, including all subsidiary headlines.
5. **F5 (Drag)** - Attaches the current headline to the cursor so it can be moved to any location in the outline. You can not drag a clone under its mate or you'll get the "tangle error" message.
6. **F6 (Text)** - Accesses a text file when the cursor is on the document line.
7. **F7 (Sel) select** - Enables you to stretch the cursor over a block of headlines in reverse video for cutting or copying or sorting.
  - a. **F4 (Sort)** - Sorts the headings in the block alphabetically.
  - b. **F5 (Copy)** - Makes a copy of the block for pasting in the same outline, another outline, a Lucid spreadsheet or a text file.
  - c. **F6 (Cut)** - Removes the blocked area from the outline,
  - d. **F3 (Save)** - Saves a selected block to cassette. First, connect your cassette player. Then access your outline from the main menu, and go into Review/Revise mode. Press F7-Set. Using the cursor movement keys "stretch" the cursor over the block you want to save. Press F3- Save, then ENTER.
8. **LABEL** - Switches on or off the function key label line.
9. **PRINT** - Accesses the print functions.
10. **PASTE** - First press puts Thought into Create mode. Move to where you want your paste text to go, then press a second time.

## Printing your outlines:

### 1. Automatic settings ("defaults")

- a. press the PRINT key.
- b. press F1 (Go) to initiate printing.
- c. pre-programmed defaults are as follows:
  - single-spacing
  - no pause between pages
  - carriage return line feed OFF
  - left margin set at 8 spaces from left edge of page
  - right margin 74 spaces from the left edge of the page
  - pages numbered automatically at the foot of each page
  - indented 4 spaces at each level
  - no automatic numbering on the
  - headings completely expanded
  - no extra line of space between any levels

### 2. Other Options (Press PRINT)

- a. **F3 (Outp)** - for various output choices ("LPT:" for parallel printer, "COM:" for serial port, "MDM:" for the modem, "CAS:" for a cassette recorder),
- b. **F4 (LnsP)** - changes your line spacing. Backspace out the default and type in any number from 1 to 4.
- c. **F5 (Paus)** - pause between pages.
- d. **F6 (CRLF)** - Carriage Return Line Feed. Eliminates need to set dip switches.
- e. **F7 (Set)** - yields new function keys as follows:
  - F1 (Left) and F2 (Rt)** - changes margins
  - F3 (Ftr)** - gives a page number footer
  - F4 (Indt)** - controls heading indentation
  - F5 (Nbrs)** - numbers your headings
  - F6 (Last)** - print to whatever level you desire
  - F7 (Xtra)** - extra line between levels
- f. **Break/Pause** key - cancels the printing function.

### Function Key Tree

