

# **THOUGHT**

## **Outline processor**

The creative thought generator

## **Manual**

The Thought manual is a combination tutorial/reference which will take you by the hand in a step-by-step fashion through the entire learning process. As you are introduced to new features you are given an example of how to execute them.

Use the Quick Reference Guide after you have learned the program. It is a complete program reference.

# THOUGHT

## Chapter one

### The creative thought generator

#### I. THOUGHTful idea processing

##### A. Tracking your THOUGHTs

THOUGHT was designed to be the central and cohesive unit in your totally integrated word and number tracking system.

We envision THOUGHT as the "creative thought generator", not merely tracking the myriad of words you or your company produce every single day but numbers, facts and concepts in every degree of complexity.

The simplicity, versatility, expandability, condensability, clone-ability, printability and integratability of THOUGHT are a few of its many features which let you keep on top of your word production as well as your number projections!

##### B. Organizing your THOUGHTs

Something happened during the development of THOUGHT.

Among the people who were testing this exciting new program, THOUGHT became known as "The Organizer." THOUGHT developed this reputation because it helps you to:

*1. Organize your thinking -*

Into an easily workable outline form.

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### *2. Organize notes -*

Into major and minor ideas, or into important and varying degrees of less important points.

### *3. Organize projects -*

Like a client job, where you can put such seemingly unrelated types of documents as correspondence, worksheets, budgets, bid specifications and quotes, and price lists into a single accessible format.

### *4. Organize information -*

By collecting the dozens of details involved in your brand new marketing plan, for example, in one place: from staff assignments to the phone numbers of your magazine and newspaper contacts to the exact copy for each ad.

### *5. Organize your correspondence -*

All in one file, whether this be a file of all the letters you write to one client, or all the letters you write about a single job, or all the letters you dictate on a given day, or even all the letters you currently have on file - in either disk or paper storage!

### *6. Organize a host of details -*

Such as in preparing a business plan, while adjusting it for presentation to your banker on one day and your investors on another.

### *7. Organize speeches, memos and reports -*

Including quotes, facts and ideas from other documents.

8. *And even organize lists -*

Be they inventory records, price changes or that all-time favorite - Your "TO DO" lists - in a wholly different and more practical form.

**Best of all:**

THOUGHT lets you organize all of these types of information into as much - or as little - detail as you need at any one time!

**C. Expanding your THOUGHTs**

Although THOUGHT could be called "The Organizer," and be aptly named, it can also be described as:

- "The Planner"**
- "The Manager"**
- "The Problem Solver"**
- "The Note Taker"**
- "The Delegator"**
- "The Strategizer"**
- "The Communicator"**

The one thing all of these applications have in common is the developing, arranging, ordering or processing of ideas. So we call THOUGHT the "creative thought" generator.

But we are just as happy to have you call it whatever you like. And we look forward to helping you find as many different uses for it as we can.

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## **II. In short**

The important point to consider is this:

**Are you - or your business - ready to be  
really organized?**

If so:

**Give it all some THOUGHT, and let's go!**

# THOUGHT

## Chapter two

### Definition

#### **I. It is an outline processor**

##### **A. In simplest terms**

1. Thought is in its simplest terms an outline processor or generator.
2. This kind of program has also been called an idea processor.

##### **B. Thought improves on an older concept.**

1. The concept of an outline program was originated with Think Tank by Living Vidcotext.
2. Think Tank runs on desktop computers.

##### **C. THOUGHT is more sophisticated than Think Tank.**

1. It brings to the laptop portable the power of Think Tank, but with easier use, and even greater functionality.
2. It has total integration with the other programs of Super ROM as well.

## **II. It's a creative thought generator**

### **A. What can it do?**

1. If you are not familiar with what an outliner does your first thought is "I can outline in any text file." But while THOUGHT is indeed a word processor of sorts, it does far more. It allows the thought process to unfold. It truly stimulates creative thought.

2. Any project that you want to do, whether it is as simple as organizing the activities of your day, or as complicated as doing a business plan can be generated better and faster with THOUGHT.

### **B. How does it create thoughts?**

1. It allows you to brainstorm. You can in a disjointed manner put down each idea that comes to mind.

2. It lets you move ideas around so that loose thoughts are organized into larger concepts.

3. When you recognize a subject as a broad or general topic you can designate it as such but without having to put it in the correct order or having to put any loose thoughts you may already have written immediately under this new big area.

4. As ideas begin to take shape and you start getting some main subjects arranged with subheadings you can collapse or "hide" your subtopics under the main topics so you have an uncluttered look at the primary points.

5. You can expand any collapsed heading to look at its subpoints or you can expand the entire outline.

6. You can create entire documents or text files under any heading or subheading. You can go into the text file in an instant and exit right back into your outline.

7. You can "clone" any entry so that it appears elsewhere in the outline as many times as you want. A clone only has to be changed once in the outline, its brother or brothers are automatically changed too.

8. You have select, cut, copy and PASTE with the same function keys as TEXT and you can copy in and out of different outlines, different documents, and different Lucid spreadsheets.

9. You have wonderful versatility in printing out your outlines expanded to any level, numbered and formatted to your taste. It can even be printed to a document file for fancy printer feature manipulation with Write ROM.



**C. How do you put an outline to work for you?**

1. The tutorial in the following chapters describes the mechanics of how to work the keys to make it perform to create the actual outline.

2. *But before you start we can show you an outline being created. At this point don't be concerned about how we are doing it just observe what you can do with the program once you learn how to put it to use.*

### III. Our example

#### A. Doing a project plan

1. For our example let's suppose that we want to produce a film that portrays the dangers of smoking. It is an ambitious project, especially for someone who has never made a film before, and who knows nothing more about smoking than what's been in the popular press and on television.

2. First we make up a title for the outline.

- **Short Film: The dangers of Smoking**

3. Then we start coming up with some ideas about getting this done.

+ **Short Film: The dangers of Smoking**

- **Writing the script**
- **Doing research**
- **Story outline**
- **Magazine articles**
- **Contact local university**
- **Arrange for sets**
- **Film crew**
- **Prepare budget**
- **Distribution**

a. Notice that the title line now has a + beside it showing that it has some things under it.

b. The others have a - (like our title did at first) to show they don't have any subs yet.

4. Now we look at this list and see that

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some of our thoughts can be grouped together more logically because they are sub thoughts for other more general main topics. So we move them around:

- + Short Film: The dangers of Smoking**
  - + Research**
    - Magazine articles
    - Contact local university
  - + Script**
    - Story outline
    - Writing the script
  - + Production**
    - Arrange for sets
    - Film crew
    - Prepare budget
    - Distribution

a. In the process of moving some headlines around in a more logical order, it was obvious that some were really the subs of other headings. We could also see that we could add some headings to help categorize some of the others.

b. New headings for previous thoughts.

(1) For example "story outline" and "writing the script" are under a new heading "script" and likewise we saw that arranging for sets and getting a film crew were both production items, so we put them under a new heading "production".

(2) On the other hand we noticed that studying magazine articles and contacting a local university were really part of the "doing research" heading we already had. So we shortened "doing research" to

"research" and put those two under it.

(3) We left the budget and distribution alone because those seemed like they were pretty major topics.

5. Now we start to see our outline shaping up.

a. Now of course there are a lot of other details that we would add as we continued to brainstorm our film project and the number of main headings would grow as the subtopics under them.

b. But for this example lets just play with what we've got to see some other things we can do with it.

6. You can certainly see that it looks a little cluttered.

a. It is hard to be able keep a good understanding of the main ideas of the the project. We've got all the subheadings and headings displayed all at once. It would be nice if we could have a view of just the main ideas.

b. Therefore we collapse it or "hide" the subheadings,

(1) First we collapse it to the root or title

#### **+ Short Film: The dangers of Smoking**

All the ideas are there but they are underneath hidden from view.

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(2) Now we expand it out to just the headings.

- + **Short Film: The dangers of Smoking**
  - + **Research**
  - + **Script**
  - + **Production**
  - **Prepare budget**
  - **Distribution**

(3) Now that is easier to look at. It lets us consider the project as an overall big picture. Now we can go into any main area individually. We decide we'll look at "Research" again to see how we can do more there.

7. So we "hoist " Research, or move it up to the top of our screen and expand it out:

- + **Research**
  - **Magazine articles**
  - **Contact local university**

a. We decide we'll write a letter to the university so we start a file under that subheading.

- + **Research**
  - **Magazine articles**
  - **Contact local university**
  - ? **UNIV.DO**

b. Suddenly we are in TEXT creating a file. We type a letter in its entirety with no restriction as to size:

Dean of the Biology College  
Braxton University  
1234 East Smith St.  
Saxony, Wyoming 78654

Nov. 16, 1989  
Dear Sir;

My company is launching a project to produce a film on the dangers of smoking. I read in the newspaper recently that you have done some studies regarding the health of smoking versus non smoking farm workers.

We would be extremely grateful if you could provide us with the data on these studies or direct this letter to the department at the University that would be able to help us. We are prepared to compensate the school for this assistance. If you or someone on your staff could contact me I would be most appreciative.

Sincerely,  
United Agribusiness of America

Bert Finster,  
Safety director

c. Now we exit right out of that document and we are immediately back in our outline:

**+ Research**

- Magazine articles
- Contact local university
  - . Dean of the Biology College Braxton

d. Now where we had typed the file name appears information from the beginning of our document so we can be reminded of what's there. Anytime we want we can go right back into that document.

**B. We include a spreadsheet:**

1. Next we decide to work on the budget. We exit and go into Lucid and prepare a budget worksheet.

2. We copy that budget (with select and copy) and then we come right back into our outline exactly where we left it.

*3. We then paste the budget right into a document SMOBDG.DO that we created under the "Budget" heading.*

**C. Our printed copy**

We can have our outline printed with an infinite number of choices.

1. We can print just the top levels as a table of contents followed by the entire outline including all its documents.

2. We can have it indented or not,

2. We can have it indented or not, numbered or not to any level we choose.

3. We can print single documents or parts of the outline for the specific purposes or persons that might be concerned with those parts.

#### **D. Endless possibilities**

1. Of course this limited example only serves to introduce you to the world of using the thought processor. The possibilities are endless.

2. With the following chapters you can learn how THOUGHT can be put to use for you.





# THOUGHT

## Chapter Three

### Getting Started with THOUGHT

#### I. Accessing SUPER ROM

A. You access SUPER ROM just by placing the wide bar cursor on the name SUPER and pressing ENTER.

B. If the name SUPER is not on the main menu you have not installed it correctly (review the Installation chapter), or you need to call it the first time by going into BASIC and typing

**Call 63012      then press ENTER.**

C. After a moment you should see the PCSG Copyright notice and the SUPER ROM menu with this screen:

**TRS-80 Model 100 Software  
Copr. 1985 PCSG (V000)**

**F1 == Lucid  
F2 == Write ROM  
F3 == Thought  
F4 == Lucid Data**

Simply pressing any of the function keys shown will take you into the program indicated.

## II. Accessing THOUGHT

A. Any of the four programs is accessed by pressing the function key for the one you want. In this case press F3 (Thought).

Screen says:

**New Filename:**

B. Type in the name of the outline file you are going to work with.

1. For our example we are going to create an outline that is a marketing plan for a new car wax. Therefore we will type in the name, CWAX.

2. If you have previously prepared a THOUGHT outline and the name you type is an existing outline file, you will go into it in exactly the position you were in when you last exited.

3. Since this is a brand new file, you will see a reverse video bar across the top of the screen, with a question mark (?) at the left.

Screen says:

?XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

(solid bar in place of X's)

4. Now you are ready to begin your outline. Go on to the next chapter to create your outline.

### **III. Accessing an outline from the Main Menu**

A. Press F8 to exit you from your new outline file.

B. You will now notice the filename CWAX.CT on the Main Menu. CT stands for Creative Thought.

C. Put the wide bar cursor on the filename CWAX.CT and press ENTER.

1. Immediately you are back into the SUPER ROM directly in the outline where you were before. Since we are just starting one we are on the beginning line.

2. Later you will see after you have added lines that when you exit and come back you will always come back in at the location you exited.

D. A word about exiting to the Main Menu.

1. Pressing F8 exits you from any of the four programs and takes you to the Main Menu.

2. We considered and rejected the concept of having the four programs exit you back to the SUPER ROM menu instead of to the Main Menu. The chapter in the SUPER ROM section on integration explains why.

Briefly, the logic was this. The reason you will primarily be exiting from a program is to use the select and copy function in order to paste from one application into another.

Therefore you will want to exit from an

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application and go immediately into another. Lucid worksheets and THOUGHT outlines when accessed from the Main Menu take you directly into SUPER ROM and the work area. This approach saved you keystrokes.

E. Now turn to chapter four to begin creating your outline.

# THOUGHT

## Chapter four

### Creating an outline

#### I. Creating the headline

A. From the previous chapter we started a new outline or ".CT" file and we were ready to begin typing in.

The screen says:

? XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

1. The question mark indicates that you are ready to create a new headline.

2. Start typing in your first headline. The headline is the title of your outline. Some like to call this the "root".

a. The example we have chosen to use as an illustration is a marketing plan for a new car wax.

Screen says:

? **Direct Marketing Plan:New Car wax, Super Glow**

b. You have full text editing ability. Remember your arrow key movements from the TEXT program and use those combinations here as well.

You can type up to 250 characters wide without wrapping. It is a virtual window.

**The virtual window explained:**

A virtual window means that THOUGHT lets you have a view on a huge work area. If you have worked with Lucid you know that this is the way a spreadsheet is displayed as well.

Picture it this way: it is as though the Model 100 screen is a looking glass on a giant piece of paper many feet wide. (There is actually no limit to the size except the amount of RAM you take up with your entries. When you run out of RAM you run out of room.)

You can write a headline followed by headings and subheadings "ad infinitum", each one indented to the right and lower than the ones above it, if you like. Each heading can be up to 250 characters each one stretching outward to the right of the screen.

The virtual window means that you can move all over this giant piece of paper with your Model 100 window with cursor movement control. As you can see this is much like what you can do in Lucid.

When you print out your outline, the headlines will wrap to the page. The sections of your outline that would have extended out to the right of a conventional page size are formatted so that they print out in a readable fashion.

2. Press ENTER or F8 when headline is complete.

Screen now says:

- **Direct Marketing Plan:New Car wax, Super Glow**  
? XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

3. Minus sign: This is automatically inserted followed by a space. This means that this is a headline with nothing yet under it. Later after a subheading is created and you EXIT from the Create mode, this will change to a plus sign.

4. Indentation: Notice that the new Create or "type in" window (with the ? in front) is indented so the question mark is under the first letter of your beginning headline.

a. A subheading is always indented to the right of the heading it is a part of. Therefore all headings under the beginning (or title) headline will be automatically indented one level as shown.

b. Later you'll see how to indent a subheading under another heading.

## **II. Understanding insert or "Create" mode**

A. When a question mark appears at the beginning of a line, it indicates that you are in "Create mode".

As you have seen, this is for typing in new headings.

B. Later you'll see how to get into "Review/Revise mode" to go back and work with previously created headings.

## **III. Typing another heading**

A. Since the headline was actually your title line, this new one will actually be your first heading.



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Screen will show:

- **Direct Marketing Plan:New Car wax, Super Glow**  
**? Product description**

1. Press ENTER or F8

Screen now shows:

- **Direct Marketing Plan:New Car wax, Super Glow**  
**- Product description**  
**? XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX**

*(Notice in the next step when you exit from Create mode that the minus sign "-" on the title headline will change to a + to indicate there is something under it.)*

## IV. Exiting from Create mode to Review/Revise mode

A. **THOUGHT** will continue to allow you to create new headings until you either:

1. Press F8 on an empty line, or
2. Press ENTER on an empty line (one with a question mark in front).

B. As you learned earlier, pressing F8 or ENTER on a line where you have just typed in text merely removes you from that line and creates a new blank one with a question mark in front.

1. Another way to look at it is: After typing a heading, pressing F8 twice or ENTER twice exits to "Review/Revise".
2. The "+" sign: Notice the sign on the "title" headline changed when you exited from Create mode to Review/Revise mode.

The screen now shows:

**+ Direct Marketing Plan:New Car wax, Super Glow  
- Product description**

C. Review/Revise mode allows you to view and change (edit) previous headings.

1. Remember: When the empty line with the question mark at the left vanishes from the screen, and the wide bar cursor settles on the previous line, this indicates that you are no longer in Create mode, but are browsing through already created headings. You can make any corrections or changes.

2. Browsing and editing are covered in detail in the next chapter. You'll learn many things that you can do in Review/Revise mode. For now all you need to understand is that it is different from Create mode.

## **V. Back into Create mode**

A. Just press ENTER.

B. You are now back into the insert or Create mode.

## **VI. Creating additional headings**

The screen again shows:

```
- Direct Marketing Plan:New Car wax, Super Glow
- Product description
? XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
```

A. Type in several additional headings.

Screen shows:

```
- Direct Marketing Plan:New Car wax, Super Glow
- Product description
- Packaging
- Shipping
? XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
```

B. Just press ENTER or F8 after completing each one to see a new "Create window" each time.

## VII. Moving the Create window

A. Occasionally you will want to go back and "Create" a heading in between headings you have already typed. Just press the up arrow or down arrow to move the Create window freely through your outline. Example:

- **Direct Marketing Plan:New Car wax, Super Glow**
  - **Product description**  
? XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
  - **Packaging**
  - **Shipping arrangements**

B. Now just type in the heading you are inserting just as when you are creating one at the end of your outline. Example:

- **Direct Marketing Plan:New Car wax, Super Glow**
  - **Product description**  
? SupplyXXXXXXXXXXXXXXXXXXXXXXXXXXXX
  - **Packaging**
  - **Shipping arrangements**

C. Anytime after you type in a heading, when you press F8 or ENTER, the new blank Create window will appear immediately below the heading you just typed. Just move it with the up and down arrow keys to where you would like the next heading to appear.

## VIII. Indenting or creating subheadings

A.. To create a subsidiary heading to one that you have already typed simply,

1. Position the Create window under the heading you will be subsidiary to.
2. Press the TAB key or the right arrow key to move the Create window one position to the right.
3. Type in the subheading. Press F8 or ENTER.

Example:

**Direct Marketing Plan:New Car wax, Super Glow**

- **Product description**
- **Supply**
  - **Use contract chemical manufacturer**  
? XXXXXXXXXXXXXXXXXXXXXXXXXXXXX
- **Packaging**
- **Shipping arrangements**

*Note: The heading above the one we just typed still shows a minus sign behind it even though it now has a subheading. This is because we haven't exited from the Create mode yet. Do that now and it will change to a + to show it has something under it.*

Then press ENTER again to return to Create mode.

B. Press the right arrow key again and observe that you are in position to create yet another sublevel down and to the right

from the previous subheading. Notice that you can't move but one indentation to the right at a time. This makes sense because you would have subheadings dangling out in space without being in orderly sequence or hierarchy.

Example:

- **Direct Marketing Plan:New Car wax, Super Glow**
- **Product description**
- **Supply**
  - **Use contract chemical manufacturer**
  - **XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX**
- **Packaging**
- **Shipping arrangements**

C. With the blank Create window in the position as shown in the example above use the right then the left arrow keys and observe how you can change the indent position for the next heading to the left and the right.

## **IX. Keys in Create mode**

A. In "THOUGHT" the use of keys for movement has been kept very consistent with what you learned in the TEXT program.

B. This means you can move through the line of heading text and move the Create window about the outline with key combinations that are exactly like or very similar to what you learned before.

The following is a summary of those key combinations.

### **C. Movement keys available in Create Mode:**

1. Left arrow: move through text one space to the left. If at extreme left of line, reduce current indent by one level.

2. Right arrow: move through text one space to the right. If at extreme right of line, increase current indent by one level.

3. Up arrow: move Create window up one line.

4. Down arrow: move Create window down one line

5. Shift left arrow: move through text one word to the left.

6. Shift right arrow: move through text one word to the right.

7. Shift up arrow: move Create window up to immediately above nearest heading of

previous level (varies depending on indentation of previous line).

8. Shift down arrow: move Create window down to immediately above nearest heading of previous level (varies depending on indentation of next line).

9. Control left arrow: move to left of heading text.

10. Control right arrow: move to end of heading text.

11. Control up arrow: move Create window to top of outline.

12. Control down arrow: move Create window to end of outline.

13. Tab: move Create window one position to the right. Used to create a subsidiary heading to the one above.

#### **D. Other keys in Create mode:**

1. BKSP: Erases character to the left.

2. SHIFT DEL: Erases character cursor is on.

3. CTRL DEL BKSP: Erases entire line of text you have just typed in.

4. ENTER: Has two actions in Create mode.

a. On a blank create window: Settles cursor on previous line and switches to Review/Revise mode.



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- b. After typing characters: Creates heading from what was typed and causes new create window.
5. F2 (Load): Loads Thought outline file from tape. See discussion on the page following.
6. F8 (Exit): Acts like ENTER key, i.e. has two functions in Create mode.
- a. On blank create window: Settles cursor on previous line and switches to Review/Revise mode.
  - b. After typing characters: Creates heading from what was typed and causes new create window.

## **X. F2 (Load) Loads outlines from cassette**

### **A. For previously saved outlines**

1. When a cassette recorder is connected you can load in a previously saved outline file.

*When a ".CT" file is saved using the cassette save function of THOUGHT (described in Chapter eight) it is recorded on the tape as a ".DO" file. It reloads, however, recreated as a ".CT" file.*

2. We must note here that any discussion of loading a file from cassette is somewhat silly until you have saved one to cassette. You save by using the F7 F3 (Save) function in the Review/Revise mode. This is discussed in Section VII of Chapter eight.

3. The reason the two functions are separated is because of the way THOUGHT works. THOUGHT's Create mode is where an outline is entered and therefore loaded. By the same token you must be out of create mode (in other words in Review/Revise mode) to save.

### **B. Steps**

1. Be sure the cassette player is connected properly. Consult your Model 100 manual to make sure.
2. Access THOUGHT from the SUPER ROM menu.

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3. Screen says:

New Filename: XXXXXX (solid bar in place of X's)

4. Type in the filename you wish to load from cassette. The extension is not needed (such as .CT or .DO).

Screen says:

New Filename: TEST

5. Press ENTER. You are in Create mode ready to start a new outline. You will see a create window at the top of the screen with a ? in front.

Screen shows:

? XXXXXXXXXXXXXXXXXXXXXXXXXXXX

6. Although it is not necessary for operation, if you press the LABEL key you will see these function key labels:

	Load							Exit
1	2	3	4	5	6	7		8

7. Press F2 (Load)

Screen says:

Load from: TEST

(or whatever filename you typed in step 4 above)

8. Press ENTER to load the file "TEST.DO" from cassette. (When you save a ".CT" file on cassette it is recorded as a ".DO" file. When you load it back as in these

steps it is recreated as a ".CT" file again)

9. You will observe the outline then created as though being typed in rapidly from the keyboard.

# **THOUGHT**

## **Chapter five**

### **Creating TEXT files**

#### **inside the outline**

You can create entire documents under any heading or subheading in your outline.

#### **I. Creating a text file in Create mode**

##### **A. Just type in a filename.**

1. On a fresh Create window line, type a text file name (eg TEST.DO), and press ENTER.
2. You will go into TEXT and can edit that file. If it doesn't already exist, it will be created. You will see a blank screen ready to type in text as though you had entered it from the the Main Menu.

##### **B. Example:**

In our example you might wish to have a general letter that you will send out to all local manufacturers inviting them to bid.

1. First we move the Create window to just below the heading we want the document under.
2. Then press the right arrow key to indent it (in other words make it a sub to the one above, not equal).

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3. Type in a document name. We used BID.DO  
(for chemical bid).

Screen shows:

- + **Direct Marketing Plan:**New Car wax, Super Glow
- **Product description**
- + **Supply**
  - **Use contract chemical manufacturer**  
**? BID.DOXXXXXXXXXXXXXXXXXXXXXXXXXXXX**
- **Packaging**
- **Shipping arrangements**

4. Now just press F8 or ENTER. Presto you  
are typing in a text file. We will type  
in this letter:

Bid request:

Subject: Car wax manufacture

To: Local Chemical Suppliers

Enclosed is a specification sheet for a  
new car wax compound. This includes not  
only the physical description but complete  
formulation and manufacturing instructions  
as well.

We would like for you to provide price  
quotations assuming an order quantity of  
one million pounds per year packaged in  
one pound containers which we will  
supply.

Sincerely,  
Ajax Marketing Corp.

Max Finster, Sales Manager

5. When you have completed your text preparation simply press F8 to return you to your THOUGHT outline.

**D. How the text file is displayed.**

Now the screen shows:

- + **Direct Marketing Plan:New car wax, Super Glow**
- **Product description**
- + **Supply**
- **Use contract chemical manufacturer**
  - . **Bid request: Subject: Car wax**
- **Packaging**
- **Shipping arrangements**

Observe that:

1. There is a dot or "." at the beginning of the line. This tells you that this is a document and not a heading.
2. You can read the first words of the document, displayed right on the line where you had typed the file name.
3. These first words of the file are not just the first line because the carriage returns are ignored so that you can see more information from the document as a reference.
4. *This means that you can purposefully put in words or phrases at the beginning of the document to serve as a reminder of its contents as you glance at the outline.*



## **II. Accessing the document in Review/Revise mode**

A. Go into Review/Revise. Simply press F8 or ENTER again to get out of Create mode and go into Review/Revise mode.

1. As you move the cursor with the arrow keys over the headings bring it to rest on the document line (the one with the dot in front).

2. Notice that the cursor appears wide covering entire headings, but on the document line it only covers the first letter.

*3. Observe that unlike the headings where you can scan across a virtual window of 250 characters, you have no cursor movement on the document first line. This is because you can instantly access the document directly.*

B. With the cursor resting on the document line press F6 (Text).

1. You immediately go in to the document with full editing and creating capabilities.

2. Press F8 from inside the document to exit immediately back to the outline. Notice that you are still in the "Review/Revise" mode.

### III. Deleting a document outline entry

A. What happens when you delete the entry from the outline?

*B. Answer: The entry is removed from the outline, but the document is left intact in RAM (on your Main Menu).*

C. Exercise:

1. Still in Review/Revise mode move the cursor to the document line and press CTRL DEL BKSP (hold down the CTRL key and tap the DEL BKSP at the same time).

Screen says:

Delete 1 line(s)?

2. Type Y

a. Immediately the document line disappears.

b. Now the screen shows:

- + **Direct Marketing Plan:New car wax, Super Glow**
- **Product description**
- + **Supply**
- **Use contract chemical manufacturer**
- **Packaging**
- **Shipping arrangements**

c. Now with F8 exit the outline and go either to WRITE ROM or the Main Menu to look at your document files, notice that BID.DO is still there.

## **IV. Making an existing document part of the outline**

A. Go into Create mode.

1. Just press ENTER.

2. You'll see the ? on the screen.

B. Position the Create window under the heading where you want the text file to be.

C. Type BID.DO

Now the screen shows:

```
+ Direct Marketing Plan:New car wax, Super Glow
- Product description
+ Supply
  - Use contract chemical manufacturer
    ? BID.DOXXXXXXXXXXXXXXXXXXXXXXX
- Packaging
- Shipping arrangements
```

D. Press ENTER.

1. Immediately you are into the document.

2. When you press F8 from the document you go back to the outline and the first words of the document are shown as before:

. Bid request: Subject: Car wax

## **V. Removing an outline document file from RAM**

A. What happens when you kill or remove a document file from RAM that is part of the outline?

*B. Answer: The filename remains as part of the outline. This will serve to remind you to load it in from disk or cassette or merely to act as a directory to refer to that filename if you choose not to load it in.*

C. When would you just leave a text file name on the outline?

1. The choice to load it or not would depend on the nature of the outline you have prepared.
2. One example described later in the manual is that of an outline merely to provide organization of correspondence, containing far more document references than could be in RAM at once, so most are shown as filenames only.

D. Removing a text file:

1. Exit to the Main Menu and save the file BID.DO to disk (using the DISK+ program or the Chipmunk disk drive) or cassette then kill it from RAM.
2. Go back into our WAX.CT outline.

Now the screen shows:

- + **Direct Marketing Plan:New car wax, Super Glow**
- **Product description**

- + **Supply**

- **Use contract chemical manufacturer**
  - . **BID.DO**
- **Packaging**
- **Shipping arrangements**

3. Now put the cursor on the filename and press ENTER. Notice that nothing happens. You do not create a new file, because "Thought" regards this filename as existing already, hopefully stored away on a diskette or cassette.

## **VI. Loading a previous outline document back into RAM:**

A. From your disk drive or cassette load the BID.DO file into RAM.

B. Now go back into the CWAX.CT outline.

C. In place of the filename on the outline you will again see the first words of the document displayed.

# THOUGHT

## Chapter six

### Editing in the Review/Revise mode

As you recall you exited from Create mode by simply pressing F8 or ENTER on an empty line. This puts you into Review/Revise mode.

#### I. What you can do in Review/Revise

A. The Review/Revise or edit mode allows you versatile review capabilities of what you have created, lets you make changes and access text files that are part of your outline.

##### 1. Review

a. Move about through your outline with a variety of movement controls.

b. Examine everything that you previously created when you used your create window.

c. Collapse subheadings under headings so that you have an uncluttered view of the main points.

d. Expand collapsed subheadings for a specific heading, groups of headings or the entire outline.

##### 2. Make changes

a. Full text editing on any heading or subheading.

b. Excellent deletion capability. A

character at a time, an entire line, or a heading and all its children.

c. One button drag feature lets you move any subheading or a heading with all its children to a new location.

d. Clone any subheading or heading and its subs. This creates a twin (or twins). Only change one, either clones or original to change all.

e. Cut or copy using the same function keys as text. PASTE anywhere in the same outline, other outline, text file, or Lucid worksheet. (and vice versa).

e. Sort headings or subheadings alphabetically.

f. Save an entire outline or merely a selected portion to cassette.

### 3. Access text files

a. One button access to any text file that you created in create mode or made a part of the outline.

b. Edit that file just like TEXT and exit right back into your outline.



## **II. Movement in Review/Revise**

### **A. The edit window.**

1. Notice that when you go into the Review/Revise mode that instead of having a question mark at the beginning of a blank line you have a wide bar cursor that settles on the previous heading.

2. This reverse video line is called the "edit window". You have full text editing capability inside that window on a previously created heading.

### **B. The small cursor,**

1. Notice that you also have a small blinking cursor inside the edit window.

2. Consider the line of heading text that you are editing just like that in a text file. You have similar controls over it.

### **III. Studying movement**

#### **A. Our example**

1. In order to obtain a good understanding of the things that you can do in Review/Revise you will need to expand your outline some.

2. As we left the last chapter our sample outline looked like this:

**+ Direct Marketing Plan:New car wax, Super Glow**

**- Product description**

**+ Supply**

**- Use contract chemical manufacturer**

**. Bid request: Subject: Car wax**

**- Packaging**

**- Shipping arrangements**

3. Lets quickly go back into create mode and add some more to our outline so that we can better examine the things we can do with Review/Revise.

4. Just press ENTER. you now see the create window with a ? in front.

5. With the movement controls you learned in the Create chapter add to your outline as follows.

## **Sample outline for study:**

- + Direct marketing Plan: New car wax, Super Glow**
    - + Product description**
      - + New formulation**
        - Polymer/carnauba wax combination**
        - applies with special applicator**
        - instantly creates glass like finish**
    - + Supply**
      - + Use contract chemical supplier**
        - . Bid request    Subject: Car Wax**
  - + Advertisement**
    - + Strategy**
      - + Direct to users**
      - + Mail order**
        - \$19.95 is minimum feasible price point**
        - + Create \$19.95 package**
          - special applicator**
          - four eight ounce tubs**
            - customers don't feel over stocked**
  - + Copy preparation**
    - Agency**
  - + Automotive magazines**
    - + Peterson publishing**
      - Hot Rod**
      - Car craft**
      - Motor trend**
      - Classic auto monthly**
      - Car and Driver**
  - + Television**
    - Postpone until after magazines hit**
- + Order processing**
  - 800 number**
    - 24 hours**
  - Mail**
  - Credit cards**
    - Master card and Visa**
    - use computer authorization**
- Packaging**
- Shipping arrangements**

**B. Studying the movement control keys available in Review/Revise mode.**

1. Move through the outline using each of these key and key combinations to carry you quickly to where you want to be.

a. Left arrow: move through text one space to the left. If at extreme left of line, scroll screen left one indent level.

b. Right arrow: move through text one space to the right.

c. Up arrow: move edit window up one line.

d. Down arrow: move edit window down one line.

e. Shift left arrow: move through text one word to the left. If at extreme left of line, scrolls screen left so this headline is at left margin.

f. Shift right arrow: move through text one word to the right.

g. Shift up arrow: moves edit window up two different ways:

(1) If the next heading up that is equal to your current level has children showing you will go to that heading.

(2) If the next heading up on your current level has no children showing you will go to the parent of

that heading (and the one you are on).

h. Shift down arrow: moves edit window two different ways:

(1) If the heading you are on has children showing you will go to the next heading down on your current level.

(2) If the heading you are on has no children showing, you will go to the next superior level down.

i. Control left arrow: move to left of headline text. If at extreme left, 'hoist' this headline to top left of screen.

j. Control right arrow: move to end of headline text.

k. Control up arrow: move edit window to top of outline.

l. Control down arrow: move edit window to end of outline.

2. Some deserve special attention:

a. Most of the movement key combinations are very straight forward. They are for the most part what you are use to when using the built-in TEXT program.

b. Some are a little different than you are used to. Here they are described in terms of the unusual feature each represents.

c. With the cursor at the extreme left

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of the heading:

- (1) To scroll screen left one indent- left arrow.
- (2) To scroll screen so current headline is flush left -SHIFT left arrow
- (3) To "hoist" current headline to top left of screen - CTRL left arrow.

### C. Exercises in special movement features

1. Using the example which you have typed in do a CTRL up arrow to move you to the top of the outline.
2. Now for our exercise move the edit window down to the "Advertisement" section. Put the cursor on the heading "customer's don't feel over stocked"

The screen shows:

- \$19.95 is minimum feasible price point
- + Create \$19.95 package
  - special applicator
  - four eight ounce tubs
    - customers don't feel over st
- + Copy preparation
  - Agency
- + Automotive magazines

### D. Moving one indentation.

1. Move the cursor to the far left of the heading, press left arrow.
2. Notice that the entire outline moved over one indentation. Please realize that

nothing changed in relation to other headings. This movement was merely the screen display for you to improve your vantage point on a part of the outline.

Screen now shows:

- **\$19.95 is minimum feasible price poi**
- + **Create \$19.95 package**
  - **special applicator**
  - **four eight ounce tubs**
  - **customers don't feel over stoc**
- + **Copy preparation**
  - **Agency**
- + **Automotive magazines**

3. Press the left arrow two more times and you can see the entire heading, because it moved two more indentions.

E. Moving flush left.

1. Now press SHIFT left arrow. It goes flush left.

Screen now shows:

- **\$19.95 is minimum feasible price p**
- ate \$19.95 package**
- special applicator**
- four eight ounce tubs**
- **customers don't feel over stocked.**
- preparation**
- ency**
- motive magazines**

2. The purpose of the screen shifts are so you can position a particular heading or group of headings where you can work on them comfortably.

F. Hoisting

1. With the cursor still on the "customers don't feel over stocked" heading press CTRL left arrow.
2. This will hoist that heading to the top left of the screen where you can work on that one as though it is the start of a new outline.

Screen shows:

- customers don't feel over stocked.  
preparation  
ency  
omotive magazines  
terson publishing  
Hot Rod  
-reaches younger

3. You need to practice with your cursor and screen movement key combinations so that they become second nature to you.
4. Your best approach is to work with the outline we have given you or one of your own creation and to go through the key combinations until you are familiar with all of them.

#### G. SHIFT up arrow and SHIFT down arrow

1. Although you should be able to come to an understanding experimenting for yourself, you may find that at first the SHIFT up arrow and SHIFT down arrow are not clear. Following is an illustration of those combinations working.
2. Following this example in paragraph 3 you will see some "from" and "to" examples. Move on your outline to the



origin (from) points as shown, and do a SHIFT up arrow. Then do the SHIFT down arrow exercises as indicated.

- + **Product description**
- + **New formulation**
  - **Polymer/carnauba wax combination**
  - **applies with special applicator**
  - **instantly creates glass like finish**
- **No EPA problems**
- **Out performs the competition**
- + **Supply**

3. SHIFT up arrow produces these movements:

- a. From "Supply" you go to "Product description"
- b. From "Out performs ..." to "Product description"
- c. From "No EPA..." to "New formulation"

4. Review these SHIFT up arrow rules in light of what you have just experienced:

- a. If the next heading up that is equal to your current level has children showing you will go to that heading.
- b. If the next heading up on your current level has no children showing you will go to the parent of that heading (and the one you are on).

5. SHIFT down arrow produces these movements:

- a. From "New formulation" you go to "No EPA..."

b. From "No EPA..." to "Supply"

6. Review these SHIFT down arrow rules in light of what you have just experienced:

a. If the heading you are on has children showing you will go to the next heading down on your current level.

b. If the heading you are on has no children showing, you will go to the next superior level down.

## IV. Deletion keys in Review/Revise mode

A. These are the deletion key combinations:

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 that headline entry position and all subsidiary headlines to it.

Screen says:

**Delete 4 lines?**

*(This would be for a headline and three subsidiary headlines)*

B. Using CTRL DEL BKSP

1. As with the movement keys the DEL BKSP and the SHIFT DEL BKSP actions are like TEXT. You should be quite familiar with their use.
2. The other two are unique and might require illustration.
3. Look at this section of our outline:

- + **Product description**
- + **New formulation**
  - **Polymer/carnauba wax combination**
  - **applies with special applicator**

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- instantly creates glass like finish
  - No EPA problems
  - Out performs the competition
- + Supply

4. Move the wide bar cursor to the "Out performs ..." line.

5. Press CTRL DEL BKSP.

screen says

-

6. Notice the heading is blank but the minus sign still remains. This is because this is still an active heading. It merely has no text. THOUGHT leaves the blank heading waiting for you to type new text in if you like.

7. The ECS (escape) key.

Pressing the ESC key will cancel action and bring it back.

8. Move away from that heading with your down or up arrow keys. Notice it remains as a blank heading with the minus sign still in place.

C. Pressing CTRL DEL BKSP a second time.

1. Now move back to the blank heading and press CTRL DEL BKSP again.

Screen says:

**Delete 1 line(s)**

2. Type y for yes (n for no to cancel).

- a. Now the minus disappears and
- b. The outline closes up to fill the void.

#### D. Deleting a heading and its children.

1. The rule is, if you completely void a heading with children you take them with it.

2. If this is not what you want you will need to move them (called dragging). We learn about dragging later in this chapter.

3. Exercise in deleting a heading with children.

- a. Move the wide bar cursor to the "New formulation" heading.

- b. Press CTRL DEL BKSP. Heading is blanked out and only

+

remains.

- c. Now press CTRL DEL BKSP again:

Screen says:

**Delete 4 lines?**

- d. If you were to press y the heading and children would be gone and the outline will fill in to take up the void.

4. Canceling

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- a. Repeat the exercise above but press n or ESC to cancel.
  
- b. Note that even the blanked out heading "New formulation" comes back.

## V. The function keys of Review/Revise

If you are not in Review/Revise get there by just pressing ENTER .

### A. An overview of the function keys:

1. Pressing the LABEL key shows:

<b>Find</b>	<b>Hide</b>	<b>Show</b>	<b>Cline</b>	<b>Drag</b>	<b>Txt</b>	<b>Sel</b>	<b>Exit</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>

2. The functions are quite remarkable. They give you some excellent review and editing control over your outline. A discussion of each function follows a brief description chart.

3. The function keys give you these capabilities:

a. F1 - Find: Finds a piece of text anywhere in the headline after the current line.

b. F2 - Hide: Conceals all headlines subsidiary to the one which the wide bar cursor is resting on.

c. F3 - Show: Expands out previously collapsed or hidden headline.

(1) SHIFT F3 - Expands all collapsed headings from the location of the wide bar cursor down to the end of the outline.

(2) Move cursor to top of outline and do SHIFT F3 to expand the entire outline.

d. F4 - Clone: Makes an exact copy of the headline that the wide bar cursor is resting on, including all subsidiary headlines. These two copies remain linked together so that a change to one (or any of it's subsidiaries) is reflected in the other also.

e. F5 - Drag: Attaches the current headline to the cursor, so it can be moved to any location in the outline.

Drag motion control keys are the same as for Create mode.

f. F6 - Text: Accesses a text file when the cursor is on the document line. (first line of the document appears on the outline)

g. F7 -Select: Enables you to stretch the cursor over a block of headlines in reverse video for cutting or copying or sorting.

Gives new function keys.

(1). F4 -Sort: Sorts the headings in the block alphabetically. Only effective if the defined block is all the headings or subheadings of a group.

(2). F5 -Copy: Makes a copy of the block for pasting in the same outline, another outline, a Lucid spread sheet or a TEXT file. Original is left intact.

(3.) F6 -Cut: Removes the blocked area from the outline. Cut material



remains in an invisible "buffer" area for pasting in the same outline, another outline, a Lucid spread sheet or a TEXT file.

h. F8 - Exit: Returns to the Model 100 Main Menu.

i. LABEL: Switches on or off the function key label line.

j. PRINT: Accesses the print functions

k. PASTE: First press puts Thought into Create mode. Move to where you want your paste text to go, then press a second time. Paste text is inserted in your headline.

**B. Detail of each function key in the Review/Revise mode.**

The following chapter is a detailed explanation and tutorial for each of the function keys of Review/Revise or edit mode.

## **Notes:**

Exiting from Review/Revise mode:

ENTER or PASTE once - to Create mode.

Symbols at the left of a headline:

? indicates that Thought is in Create mode.

- indicates that a headline has no subsidiary headlines.

+ indicates that a headline has one or more subsidiaries.

& indicates that a headline has a clone elsewhere.

. indicates that a headline is a TEXT (.DO) file.

^ indicates that a headline is being dragged.

TAB moves the Create window one position to the right in Create mode

TAB moves the edit window one position to the right when dragging in Revise/Review mode (discussed in next chapter).

# THOUGHT

## Chapter Seven

### Using the function keys

This chapter details the use of each function key in the Review/Revise Mode. The next chapter pays special attention to function key F7 (and its subfunctions) in combination with the PASTE command key.

Where the movement control keys (arrow combinations) offer you short cuts for moving throughout your outline, the function keys open a whole new world of options (and speed). The more you know about using these keys, the more you can do with your outlines.

We suggest that you run through each of the exercises in as much detail as you need. Then keep these pages handy as a reference when you are revising your first few outlines.

Press the label key.

Screen shows:

<b>Find</b>	<b>Hide</b>	<b>Show</b>	<b>Cln</b>	<b>Drag</b>	<b>Text</b>	<b>Sel</b>	<b>Exit</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>

These keys are fun to use!

## **I. F1 (Find) Searches for any text in an outline and its documents**

### **A. What you can do:**

1. Search for any word, phrases or any combination of letters, numbers and spaces in your outline and its documents.
2. This function operates exactly like the F1 (Find) function in TEXT.

### **B. Steps:**

1. Go into the CWAX.CT outline that we have been using for our examples.
2. Press CTRL/up arrow.

*Note: Wherever you were when you last exited the outline is where your cursor will be when you return to the outline. This is an excellent feature when you have exited to bring back copy from another file.*

*But, unless you are certain that what you want to "find" is below your cursor location, it's good practice to press CTRL/up arrow (to take you to the top of your outline) before you do a "find".*

3. Press F1 (Find).

Screen says:

**Find: XXXXXXXXXXXXXXX**

4. Whether your screen is blank or shows some letters after the word "Find": Type in:

**auto**

5. Press ENTER

Notice that:

a. The wide-bar cursor goes to:

**+ Automotive magazines**

b. The small cursor is blinking on the "m" just past the letters "Auto" in Automotive.

**B. Find the next occurrence.**

1. Press F1 (Find) again.

Screen says:

**Find: auto**

2. Press ENTER.

Notice that:

a. The wide-bar cursor now goes to:

**- Classic auto monthly**

b. The small cursor is blinking on the space past "auto."

**C. No match**

1. Press F1 (Find) again.

2. Notice that:

Screen says:

**Find: Auto**

Press enter.

Find: No match

This tells you that there are no (or no more) occurrences of this exact combination of letters, digits and spaces.

**D. Uses:**

1. You may want to use this function merely to review something in your text. Or you may want to quickly locate a place where you want to make corrections.

2. Since you must be in the Revise/Review Mode to operate the "Find" (or "search") function, after you "find" your place you are ready to make any deletions or corrections.

## **II. F2 (Hide) Conceals subheadings**

### **A. What you can do:**

1. F2 (Hide) lets you cause all subheadings under the heading the cursor is resting on to disappear from view.
2. If you do F2 (Hide) from the root or title headline it causes the entire outline to be collapsed and hidden from view under the title.
3. The two function keys, F2 (Hide) and F3 (Show), are as linked as the game "Hide and Seek." Always keep in mind that you cannot "seek" something with F3 (Show) until you have "hidden it" with F2 (Hide).

### **B. The purpose of collapsing and expanding:**

1. The purpose of F2 (Hide) is to allow you to view your outline from time to time in a less complicated form. It enables you to see only the headings or main topics without the subsidiary subjects.
2. You "collapse" your outline by "hiding" families of subheadings at whatever levels you choose. This allows you to review (and revise, if you wish) your main headings, without the distraction of the subheadings.
3. Then F3 (Show) allows you to "expand out" or "show" these subheadings just like they were before you "hid" them.

### **C. How F2 (Hide) works:**



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1. Go into your CWAX.CT file.
2. "Find" (F1) the line: Credit cards.

Bottom of your screen shows:

- + Credit cards
  - + MasterCard & VISA
    - Use computer authorization
- Packaging

3. With wide-bar cursor on the line "Credit cards" press F2 (Hide).

Now the bottom of your screen shows:

- + Credit cards
- Packaging
- Shipping arrangements

4. Notice that ALL (both levels) of subheadings are now "hidden." (The next section shows you two different ways to "find" them again.)

### **D. When F2 (Hide) does not work**

1. Place your wide-bar cursor on the line "Packaging."
2. Press F2 (Hide).
3. Notice that nothing happens. Since the heading "Packaging" has no subheadings (shown by the minus instead of a plus symbol at the start of the line)

- Packaging

has nothing to "hide"!

## **E. Collapsing the entire outline**

1. Move to the top of the file (use CTRL up arrow).
2. Press F2 (Hide)
3. You now see only the root or title displayed.

Screen says,

**+Direct Marketing Plan: New Car Wax, Super Glow**

4. In the next section we learn about F3 (Show) to expand out headings after they have been hidden.

### III. F3 (Show) Expands hidden subheadings

#### A. What you can do:

1. F3 ( Show) will reveal or expand any hidden subheading under any heading the cursor is on.
2. SHIFT F3 (Show) will expand all subheadings from the location of the cursor to the end of the outline.
3. Global expand (entire outline). SHIFT F3 (Show) from the top of the file.
4. "Hide" and "Show" relationship

In the previous section you learned that you can't "show" subheadings unless

- a. subheadings exist (as indicated by the plus symbol) and
- b. the subheadings have first been "hidden" so that you have something to find!

#### B. Showing one hidden subheading

1. Put your wide-bar cursor back on the heading "Credit cards." (If the subheadings are not hidden press F2 (Hide).

Screen shows:

- + **Credit cards**
- **Packaging**
- **Shipping arrangements**

2. Now press F3 (Show).

2. Now press F3 (Show).

Screen shows:

- + Credit cards**
- + MasterCard & VISA**
- Packaging**
- Shipping arrangements**

3. Notice that only the first (more important) subheading appeared. But you know there is another (lower level) subheading still "hidden", because you see the plus symbol in front of MasterCard.

4. Now place your wide-bar cursor on the MasterCard line.

5. Press F3 (Show).

Now your screen shows both levels of subheading, like this:

- + Credit cards**
- + MasterCard & VISA**
- use computer authorization**
- Packaging**
- Shipping arrangements**

### **C. Showing ALL "hidden" subheadings (SHIFT/F3)**

1. Recall that you can "hide" subheading in families [by pressing F2 (Hide) on any line with a plus symbol in front of it], or you can hide an entire outline by pressing F2 (Hide) at the title or root headline.

2. F3 (Show) offers an option called "global show" or "global expand" that gives you two capabilities:

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- a. You can expand the entire outline by going to the root or title headline (do a CTRL up arrow) and then pressing SHIFT F3.
  - b. You can expand everything from the cursor location to the end of the outline by pressing SHIFT F3.
3. Example:

- a. Place your wide-bar cursor on the line "Credit cards" again.
- b. Hide all of its subheadings by pressing F2 (Hide).

Screen shows:

- + Credit cards**
- Packaging**
- Shipping arrangements**

- c. Now press SHIFT/F3.

Screen now shows:

- + Credit cards**
  - + Master card and Visa**
    - use computer authorization**
- Packaging**
- Shipping arrangements**

- d. Notice that BOTH levels of subheadings expanded at the same time. SHIFT/F3 or "global show" expands out ALL levels in your outline.
- e. Practice "hiding" and both ways of "showing" different subheadings in the

the procedure.

#### **D. Using Hide and Show:**

1. Use CTRL up arrow to take you to the top of the file. The cursor is resting on the title or root headline.

2. Press F2 (Hide)

Screen now shows only:

**Direct marketing plan: New car wax, Super Glow**

Recall that this is the ultimate "hide," when everything is hidden except your title or root.

3. Now press F3 (Show)

Now you see the major headings.

Screen shows:

**+ Direct marketing Plan: New car wax, Super Glow**

- + Product description**
- + Supply**
- + Advertisement**
- + Order processing**
- Packaging**
- Shipping arrangements**

4. Now with the cursor still on the title line press SHIFT F3 (Show).

5. Now you see your original outline fully expanded.

## **IV. F4 (Clone) Makes clones of any heading or subheading**

### **A. Clone vs Copy**

1. A clone is an exact duplicate or twin of a heading or subheading. A clone differs from a copy. As you know you can use the F7 (Sel) and the F5 (Copy) keys to make a duplicate of any heading or subheading. A copy is the same as the original at the time the copy is made, but when you edit or revise either one the other is unaffected. A clone is a duplicate that changes when its match is changed.

2. You might refer to a clone as a twin, but this is really not descriptive-enough because you can make as many clones as you wish (triplets, quadruplets, etc.) and all of them are as one.

3. Definition to remember: If you change or add to a clone, automatically those same changes are effected in the mate (or mates) as well.

### **B. The purpose of cloning.**

1. Many times in a plan or report you will have the same item listed more than once. Often facts about that item need to be revised or updated. If you have cloned those duplications, you avoid searching through to find all the occurrences. You just change one entry and all the others are updated automatically.

2. Typical items you might clone:

a. Master list of catalog items then cloned under various categories. Each item has prices to be updated.

b. Master list of staff members which are then cloned under various assignments. Each name might have a project completion date to be changed.

c. Master list of project tasks cloned under a budget heading with dollars spent to be revised as time passes.

Each of these would be easier managed if any updating of any item would only have to be done once and its look alike were automatically changed simultaneously.

### **C. Cloning Instructions:**

1. With the widebar cursor on the heading or subheading to clone just press F4 (Cln).

2. Instantly you see a duplicate of the original.

3. Both original and clone now show a & sign in place of either a + or a -.

4. Now you are free to move the clone (or the original for that matter) to any location. You can use F5 (Drag), discussed later in this chapter, or cut and PASTE, discussed in the next chapter. Drag makes the most sense because it is a lot faster for a heading and its subs or a single subheading.

5. One negative-



The one negative about clones is that you can no longer tell by looking if a cloned heading has any subs under it. The + and - are both replaced by the same & sign.

**D. Catalog items:**

1. The first example is an excerpt from a seed store stocking plan.

a. We want to list all the seeds and bulbs that we carry in our store with the price of each.

b. We want to list all manufacturers of seeds that our store carries, and under each manufacturer a list of the varieties of seeds he supplies along with the current price.

This way we can,

(1) look up the seeds two ways, by manufacturer and by variety.

(2) we can delete an item or update a price in one list and automatically accomplish the same effect in the other.

(3). We could have the clones extend to other groupings as well. For example we could also group the seeds by suggested planting times like Late Winter, Early Spring, Late Spring and Early Summer. Then you could look up a type of seed three different ways, and update all entries of that seed by merely revising the one entry.

2. Example:

a. The main topics:

- + The New Hope Seed Company
- + Varieties
- + Seed and bulb companies

b. The seed and bulb companies are added:

- + The New Hope Seed Company
- + Varieties
- + Seed and bulb companies
  - + Burpee
  - + Ferris
  - + Jones and Smith
  - + Fremont

c. The seeds and bulb varieties are added and cloned under the manufacturer who supplies them. Notice that sorting was used to get each listing alphabetical.

- + The New Hope Seed Company
- + Varieties
  - & Azalea .89/lb
  - & Bachelor Button .42/lb
  - & Blue bells .29/lb
  - & Bluebonnet .19/lb
  - & Buttercups .32/lb
  - & Carnation .45/lb
  - & Chicory .38/lb
  - & Clover .36/lb
  - & Daisy .16/lb
  - & Gladiola 2.10/doz
  - & Jonquils 1.57/doz
  - & Nastursiums .19/lb
  - & Pansy .49/lb
  - & Poppy .34/lb
  - & Primrose .14/lb

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- & Roses .56/ea
- & Sunflower .45/lb
- & Sweet William .76/lb
- & Tulips 1.20/doz
- & Zinnia .13/lb
- + Seed and bulb companies
- + Burpee
  - & Azalea .89/lb
  - & Bachelor Button .42/lb
  - & Poppy .34/lb
  - & Tulips 1.20/doz
  - & Zinnia .13/lb
- + Ferris
  - & Blue bells .29/lb
  - & Gladiola 2.10/doz
  - & Nastursiums .19/lb
  - & Pansy .49/lb
  - & Primrose .14/lb
- + Jones and Smith
  - & Bluebonnet .19/lb
  - & Carnation .45/lb
  - & Chicory .38/lb
  - & Clover .36/lb
  - & Roses .56/ea
  - & Sweet William .76/lb
- + Fremont
  - & Buttercups .32/lb
  - & Daisy .16/lb
  - & Jonquils 1.57/doz
  - & Sunflower .45/lb

**E. Staff Assignments**

1. The second example that illustrates cloning is for a staff listing and assignment chart. In your business you will want to have a list of all your employees and you will have various projects or duties that you want completed.

2. The following example shows how cloning can be used for staff assignments. Observe that each person's name has subsidiary to it, a listing of the duties that are assigned. This is a strictly optional technique that lets you keep yourself better organized. The purpose of this is that when you clone someone's name to assign him to a new task you will be able to see what you have already made him responsible for. You could make this duty roster as a subheading to each name if you like, but remember that you will have to type in these job reminders by or under the persons name each time you clone him and give him a new task.

Here's what it looks like:

a. The main topics:

- + **Staff Assignments**
- + **Personnel**
- + **Assignments**

b. The people and the job categories:

- + **Staff Assignments**
- + **Personnel**
- + **Bill Smith**
- + **Mary Johnson**
- + **Tim Meriweather**
- + **Willie B. Jones**
- + **Assignments**
- + **Order Processing**
- + **Correspondence**
- + **Filing**
- + **Shipping**
- + **Bookkeeping**
- + **Maintenance**

c. The cloned names along with the subsidiary listing of cumulative tasks described earlier:

- + **Staff Assignments**
  - + **Personnel**
    - & **Bill Smith**
    - & **Mary Johnson**
    - & **Tim Meriweather**
    - & **Willie B. Jones**
  - + **Assignments**
    - + **Order Processing**
      - & **Mary Johnson**
    - + **Correspondence**
      - & **Willie B. Jones**
    - + **Filing**
      - & **Mary Johnson**
    - + **Shipping**
      - & **Tim Meriweather**
    - + **Bookkeeping**
      - & **Willie B. Jones**
    - + **Maintenance**
      - & **Bill Smith**

d. Here are some examples of what the subnotes that we mentioned earlier would look like.

(1) First under the personnel section:

- + **Bill Smith**
  - **Tasks/maintenance**
- + **Mary Johnson**
  - **Tasks/order processing/filing**

(2) Next the clones under the assignments section:

- + **Order Processing**

& Mary Johnson

- **Tasks/order processing/filing**
- + Correspondence**
- & Willie B. Jones**
- **Tasks/correspondence/bookeeping**

## **F. Tangle errors**

1. Sometimes when you are dragging around your cloned headings and sub headings you will get a message:

### **Tangle error**

2. This means you won't be able to place the cloned item at that location. You will have to move it elsewhere.

3. You will get a tangle error if you:

a. Move a clone under its mate.

b. Move a heading that has a cloned subheading under the other clone. This is because when you "drag" a heading the subs go with it automatically and you would produce condition number 1.

## **V. F5 (Drag) Lets you rapidly rearrange**

### **A. You can see where you are going.**

1. With Drag you just put the Edit Window on the heading or subheading you want to move and press F5 (Drag).

a. This locks in a tractor mechanism that ties that heading to the cursor movement keys.

b. Then just use the cursor movement keys to put it wherever you want.

c. You will see a --(double arrow) sign at the beginning of the heading you are dragging. When you get it where you want it just press ENTER.

2. Drag is like Cut and PASTE in many ways, but Drag is different in that it allows you some creative versatility in that you can move a heading (and its subs) to different locations and actually see it in place before depositing it in its final location.

3. When you Drag a heading you always take its subheadings with you. This is because you can't take a parent and leave orphans behind.

4. To move a heading, but not its subs:

a. First, you drag each of the subs to become a heading that is equal to that parent.

b. Then you can move the parent without affecting the former children.

5. You can use drag to promote a subheading or demote a heading to a lower level.



**B. Steps:**

1. Go into Review/Revise mode. (Just press ENTER--remember RR has no ? at the beginning. The edit window settles on a heading or subheading).

2. Using the cursor movement keys put the wide bar cursor on the heading or subheading you want to drag.

3. Press F5 (Drag)

4. Immediately you see the + and - to the left of the heading or subheading change to a -- (double arrow). This sign denotes that this heading is being dragged.

5. Now use the arrow keys or any of the cursor movement key combinations described earlier in Chapter 6 to move the heading or subheading to a new location.

6. Notice that if you are dragging a parent heading you will move its children (subs) along with it. You can however move any subs without affecting its brothers or its parent.

**C. Practice:**

1. Move a heading with its subs to a new location.

2. Promote a subheading to a higher level.

3. Move a heading without its subs by first promoting the subs to the same level as their parent.

## **VI. F6 (Text) Accesses outline Text files**

### **A. What you can do:**

1. You can go immediately into any Text file (document) that is part of the outline (and is in your Model 100) by simply placing the cursor on the documents first line (it has a . in front of it) and pressing F6 (Text).
2. You are then in the document ready to make corrections or type additions.
3. When you press F8 (Exit) you go immediately back from the document into your outline.

### **B. Steps:**

1. Be sure you are in Review/Revise mode (just press ENTER). Edit window will be settled on a heading or subheading without a ? in front.
2. Move the cursor to a document heading or subheading. It will have a . in front.
3. Press F6 (Text).
4. You are inside the document with full editing capability.
5. Press F8 to go back into the outline.

# THOUGHT

## Chapter eight

### F7 Select

then Sort, or Copy, or Cut and PASTE,

or save to cassette

#### I. What you can do

##### A. It's like TEXT.

Thought allows you the same easy cut, copy and PASTE that you are used to in the TEXT program. Lucid as you recall also uses these same keys to effect not only cutting and copying, but adds other features and functions as well.

##### B. Sorting.

In addition to cutting and copying Thought allows you to sort any group of subheadings that you define in your outline.

##### C. Cutting differs from copying in two ways:

1. Copying leaves the original intact. Cutting removes the original from the outline.
2. Copying does not duplicate any subheadings that are currently hidden or collapsed. Cutting gets everything expanded or not.

#### **D. About documents**

1. Whenever you copy or cut, any documents that are part of the outline are not taken into the paste buffer. Later when you PASTE, only the document filename is shown in the proper location.
2. However, when you access the document in its second location with F6 (Text) it will be there as well.

#### **E. Copying in the same outline differs from cloning.**

1. Any copied material is its own as though it was typed in from the keyboard. If you make a change in the mate of a copied heading the original won't change.
2. Any change to a cloned heading whether the original or duplicate will be effected exactly in the other.

#### **F. Saving to cassette**

This function is a very nice a feature of the F7 (Select) mechanism. Whatever block of the outline you select, whether the entire composition or merely a part, you can save to cassette with a function key.

## II. F7 (Sel) Selects a block of the outline

### A. Selects or defines any block.

1. The F7 (Sel) key in conjunction with the arrow and other movement key combinations which you learned earlier, allows you to define any block of your outline in reverse video.
2. The cursor stretches.
  - a. An easy way to understand block definition is that it allows the widebar cursor to stretch until it covers whatever amount of the outline you want to cut or copy.
  - b. With sorting (explained later) as you will learn you just press F7, but don't stretch the cursor.

### B. Steps:

1. Go into Review/Revise mode. (Just press ENTER.)
2. If you now press the LABEL key you will see these function keys:

Find	Hide	Show	Cln	Drag	Txt	Sel	Exit
1	2	3	4	5	6	7	8

3. Place the wide bar cursor on any heading where you wish your block definition (or stretching of the cursor) to start.
4. Press Function key F7 (Sel) to select. You will notice that you see a new set of function key labels:

		Save	Sort	Copy	Cut		Exit
1	2	3	4	5	6	7	8

5. Using your arrow keys or any of the cursor movement key combinations discussed in Chapter 6 go to the end of the area you are defining.

6. Notice that as you move you are blocking out an area in reverse video.

7. The unbalanced selection message:

a. You can't just pick any group of headings however. Later when you try to do something with the block like cut, copy or sort you will get a screen message:

#### **Unbalanced selection**

b. To avoid an "Unbalanced selection" message:

Here are some rules for proper block selection.

(1) You can never select any headings that are indented back to the left of where you started the block.

(2) For cutting only- you can't cut a parent without all its children. (You'd leave orphans behind)

(3) For sorting only- You only select a single heading or subheading. Thought will sort all the subs (or children) under that single heading.

c. If you have made an "Unbalanced selection" the screen message won't appear until after you have pressed one of the appropriate function keys F4 (Sort), F5 (Copy) or F6 (Cut).

d. The same rules apply for saving to cassette as for cutting. Generally you will be saving an entire outline. If you do choose to save only a part of an outline, you can't save a parent without all its children.

The last section (VII) of this chapter discusses saving a selected block to cassette.

### **III. F4 (Sort) Sorts any children under a heading**

**A. All subsidiary headings under a single heading are sorted alphabetically or numerically instantly.**

1. The selection of the block is different from cutting or copying in that you do not stretch the cursor over the area to be sorted.
2. Only press F7 (Sel) with the cursor on the parent heading of the subs to be sorted.

**B. Steps:**

- 1.. Move the cursor to the parent heading of a group of subheadings you want to sort. No stretching the cursor here, just put it on the single heading.
2. Press F7 (Sel). You will see the wide bar cursor blink.
3. Press F4 (Sort)
4. Momentarily you will see the screen area of the subheadings clear. Then they appear in sorted order.
  - a. Alphabetical- if the subheadings begin with letters they will be sorted in alphabetic order.
  - b. Numbers- if the subheadings begin with numerals then they will be sorted in numerical order.



c. Mixed- If you have both numbers and letters the numbers will be sorted at the beginning of the list followed by the remainder sorted alphabetically.

## **IV. F5 (Copy) Copies the block for pasting later**

### **A. You only get what you can see.**

1. When you copy you will only get what is currently expanded or visible if you scroll past it on the screen.
2. If you want to copy subheadings that are currently hidden, expand them before selecting and copying.
3. Cutting (explained later) gets hidden subheadings.

### **B. Into the PASTE buffer.**

1. As you learned when you became familiar with the built-in TEXT program, whenever you copy or cut some text it goes into a paste buffer. That is exactly what happens in THOUGHT.
2. Whatever you have selected for copying will be ready for you to paste into this outline, another outline, a text file or a Lucid worksheet.

### **C. Steps:**

1. Be sure you have expanded or collapsed the section you wish to copy to your satisfaction before proceeding.
2. Define (select) the block of outline you want to copy as described earlier in this chapter using F7 (Sel) and the cursor movement keys.

3. The only rule to remember when defining a block for copying is this one:

a. Never select any heading that is indented to the left of where you start the block.

If you do you will get a message:

**Unbalanced selection**

b. If you ever get this message just press ENTER. The reverse video block will return to normal. Then you can proceed to make your selection correctly.

4. After you have the area you want to copy shown in reverse video just press F5 (Copy).

5. The reverse area will immediately return to normal. You have stored that selection in the PASTE buffer and are ready to go paste it wherever you like. Read section VI on pasting later in this chapter.

## **V. F6 (Cut) Removes selected text**

### **A. You get it all**

1. Unlike copying, when you cut a section of the outline you get any collapsed subheadings as well. Like copying, all cut material is stored immediately in the buffer so that you can deposit it wherever you like.

2. When you paste it will all be there ready to expand out just like the original.

### **B. You can't leave orphans**

1. When you make your selection for cutting you have to be sure that you don't try to cut a parent heading away from its subs or a parent and only some of its children. If you get a parent you have to get all of the kids.

2. You can of course cut subheadings without getting all its brothers just as long as a parent is not involved.

### **C. Consider "dragging"**

1. Be sure you are familiar with the dragging function described in chapter 6.

2. With the F5 (Drag) function you can quickly move a single subheading or a parent and all its children anywhere in your outline.

3. You can do exactly the same as "drag" with "cut". "Cut" is indicated when you wish to move larger blocks.

#### **D. Steps:**

1. Define (select) the block of outline you want to Cut using F7 (Sel) and the cursor movement keys.

2. The two rules to remember when selecting a block for cutting are these:

a. Never include in the block any heading that is indented to the left of where you start the block.

b. Never select for cutting any parent heading without including all of that headings subsidiary headings.

(1) If you do either of these you will get a message:

#### **Unbalanced selection**

(2) If you ever get this message just press ENTER. The reverse video block will return to normal. Then you can proceed to make your selection correctly.

3. Once you have made the area you want to cut show in reverse video just press F6 (Cut).

4. The reverse area will immediately return to normal. You have stored that selection in the PASTE buffer and are ready to go paste it wherever you like. The next section of this chapter describes the PASTE function.

## **VI. PASTE Lets you place cut or copied material anywhere.**

### **A. PASTE is the compatibility link.**

1. The PASTE function is the most interesting of all the functions, not only in regard to the THOUGHT program but in relation to SUPER ROM as a whole.

2. It is the link that brings about the complete compatibility now built into all the programs in SUPER ROM.

### **B. You can paste five ways:**

1. Into a THOUGHT outline from the same outline.

2. Into a THOUGHT outline from another outline.

3. Into a THOUGHT outline from a document, or a Lucid worksheet.

4. Into a document, or a Lucid worksheet from a THOUGHT outline. (Or incidentally any origin/destination combination).

5. As many times as you wish in as many destinations as you wish.

### **C. Pasting into a THOUGHT outline.**

1. It does not matter where you cut or copied the material you are now pasting. Whether from a THOUGHT outline, a Lucid spreadsheet or a document the procedure is the same.

2. When you paste from a spreadsheet or a document however any part of an entry longer than 250 characters will be discarded and not be pasted in.

3. After the procedure discussion we will talk about the special nature of pastes into outlines from spreadsheets and documents.

#### **D. Steps:**

1. Move the cursor to the location where you would like to insert the material you are pasting.

2. Get into Create mode. If you don't have a Create window with a ? in front, just press PASTE once or the ENTER key.

3. Then press PASTE.

4. The text in the PASTE buffer will immediately appear starting at the Create window where you pressed the PASTE key.

#### **E. Pasting from a spreadsheet**

1. Most likely you won't PASTE from a Lucid worksheet into a THOUGHT outline in order to create headings and subheadings.

If you need a worksheet in your outline it really makes more sense to PASTE into a document which is part of the outline.

2. However since it can be done directly into the outline here are some characteristics.

a. When you paste from a Lucid worksheet you will form a single

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headline from all entries across a row.

b. The next row will become the next headline down.

c. Any information longer than 240 characters will be lost. Unless rows have an orderly placement of blank cells at their beginnings, the resulting indentation will not necessarily make the headings and subheadings line up. Therefore you should experiment with this kind of pasting and use it where it makes sense.

d. Guides to pasting from a Lucid worksheet:

(1) If you want a single row of labels or a final row of budget totals it might be appropriate to use them as a heading in an outline.

(2) If you want a section of a spreadsheet or an entire spreadsheet as part of an outline then it is best to PASTE into a document that is part of that outline.

### **F. PASTE from a document into an outline.**

1. This is really interesting because the purpose of doing this is to create an outline from a document. It works quite well as long as you don't have paragraphs over 240 characters long. As you learned earlier any longer than that will be truncated (chopped off) and the surplus discarded.



2. Great for transferring Think Tank to THOUGHT.

a. The occasion when pasting from a document into an outline makes sense is when you are porting (transferring) a Think Tank file into a THOUGHT outline. All you have to do is port it out of Think Tank as a formatted text file (use a left margin of 0 and a right margin of 131).

b. Then transfer it to your Model 100 using DISK+ (from PCSG on ROM for \$149.95). Then just simply use the select and copy or cut functions in TEXT and access THOUGHT. Create a new outline file and simply PASTE the Think Tank file into the outline.

c. You will see it automatically creating itself indenting just where it did on the Think Tank outline. It looks like it is being rapidly typed in from the keyboard by unseen hands.

d. Of course, a document that originated from a Think Tank file is not the only text that would be practical for pasting into an outline. You may have times when you will want to create an outline from a document.

3. Don't paste text if all you want is to include a document.

a. Remember that when you paste into an outline, you will be making that document into outline form. If you merely want a particular part of a text

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file to be a part of your outline then simply go into the outline and create an internal document.

b. Then paste the part you copied into the new file you created. If you want an entire text file in the outline, access that file by making it part of the outline as discussed in Chapter five.

4. If you really do want to turn an document into an outline,

a. Each paragraph (or whatever ends with a carriage return) will end up as a new heading or subheading. So be sure none exceed 240 characters in length.

b. You can use TABs to create a level of indention. This way, prior to pasting you make your document in outline form complete with its main topics and subheadings.

c. You wouldn't have to use TAB's. THOUGHT lets you substitute spaces, but keeping track can be confusing. TABs are so much easier. Each TAB just becomes one level of indention when you paste it in.

d. If you use spaces for indenting your text, it works like this:

(1) The first number of spaces you use to indent is regarded as your indent standard.

(2) From then on each multiple of that first number of spaces at the beginning of subsequent paragraphs

will result in further indentation. It makes sense if you think of say, indenting the first subheading two spaces and then a sub to that four.

## VII. F3 (Save) saves a selected block to cassette

### A. What you can do

1. This function enables you to quickly save to cassette. It will create a .DO file on cassette of any block that you select.
2. What it does is create a document file (.DO) from your outline merely for the purpose of storing it on tape. This is really transparent to you as you use the functions of cassette load and save with THOUGHT, because when you load from cassette as described in Chapter four the outline is loaded directly back into your outline which is a ".CT" file.
3. Saving with THOUGHT differs than saving a document file from TEXT because saving works in THOUGHT in conjunction with the F7 (Sel) function. Whatever block of the outline you select will be saved. Therefore you can save selected parts of your outline or the entire item.
4. Documents that are a part of the outline are not saved along with it. This is in the same manner as when you "cut". Instead where the document appears you will have the filename such as TEST.DO as a subheading. Documents that are part of the outline should be saved separately using the cassette save functions built into TEXT.
5. Any outline file saved using the F7 (Set), F3 (Save) function can be loaded

a. The easiest way is to use the F2 (Load) function in Create mode. File will be loaded directly off the tape creating a new ".CT" file as though it was typed in from the keyboard, (discussed in Chapter four). Also you can use this for any document file on cassette that you want to load in as an outline.

b. Another way is to load in the file as a document into RAM in the conventional manner, and then use the cut function of TEXT along with the PASTE function of THOUGHT, (discussed in this Chapter).

## **B. Steps**

1. Be sure the cassette player is connected properly. Consult your Model 100 manual to make sure.

2. If you are not already in the outline file you wish to save then access it from the Main Menu.

3. Go into Review/Revise mode. Simply press ENTER if you are in Create mode.

(Recall that if you see a ? in front of the wide bar cursor window you are in Create mode.)

4. Now follow the procedures described earlier in this chapter for Selecting a block.

a. Move the cursor to the beginning of the block you are selecting. If you will be saving the entire outline file do CTRL up arrow to take you to the top

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of the file.

b. Press F7 (Set).

c. Now using the cursor movement keys "stretch" the cursor over the block you are selecting. It will appear in reverse video.

d. If you wish to save the entire outline file just press CTRL down arrow to take you to the end of the file.

5. When the blocked area has been defined to your satisfaction just press F3 (Save). The seventh line will clear. For example if you are saving an outline file named test,

The screen says:

**Save to: TEST**

If you don't wish to save it as the same filename you have been using then just backspace out and type in a new name for the cassette copy.

6. Press ENTER. The cassette motor will start and the file will be saved.

# THOUGHT

## Chapter Nine

### Printing your outlines

THOUGHT gives you fantastic print capabilities!

These range all the way from instant two-button printing to a wide variety of options - so you can customize any printout to your own specifications.

This chapter gives you a sampling of your options, a list of the automatic settings (called "defaults"), directions for two-button printing, and detailed instructions for exercising the various options.

Try each of the features as you go along. By the time you near the end of the chapter, you will be finding it a breeze to print the sample outline many different ways.

## **I. A host of options**

### **A. Instant two-button printing**

If the automatic settings are acceptable to you - and to the type of printer you are using - all you need to do is:

1. Press the PRINT key.
2. Press F1 (Go).

It couldn't be much easier!

### **B. Multiple printing options**

Any of the automatic settings can be easily changed with just a press of a function key.

This means that you can:

1. Print your outline completely expanded, including the text of all documents.
2. Print just your main points - or print to whatever other level of headlines you want.
3. Have THOUGHT automatically number as many levels of headlines as you wish - or none at all.
4. Print with no indentations (flush left), so every new line starts flush with the left margin.
5. Print with each level indented - and also select the exact number of spaces for the indents, like TAB settings.
6. Decide whether or not you want



automatic numbering at the bottom of each page (called the page-number "footer").

7. Single, double, triple or quadruple space between headings.

8. Add an extra line of space between headings - to whatever number of levels you choose.

9. Specify whatever left or right margins you wish.

10. Enjoy the ease of "redirectable output," which lets you print not only to a parallel printer (the default), but also to a serial printer, to a RAM file or to another computer.

11. Have the printer stop (pause) between pages when separate sheets of paper need to be fed into the printer.

12. Eliminate the need for manual dip-switch manipulation on printers that otherwise would require it, thanks to the push-button "Carriage Return Line Feed" (CRLF).

### **C. A good memory**

An especially nice feature is that THOUGHT will remember your changes just like they were new defaults - and remember a separate set of variables for each separate outline. So, once you set your changes, you again have two- button printing, but to your own specifications! Anytime you save an outline and then bring it back into RAM again, those new settings will be there just like you last had them.

## II. Automatic settings: The defaults

### A. Why they are there

1. Printing in THOUGHT, as in other programs, requires that each variable be specified (or each question answered) in order for the computer to tell the printer how to print a file.

2. Since the computer must have some "answer" (specification) to each "question" (the variable), THOUGHT comes to you pre-programmed with the most commonly used specifications. These are your initial "automatic settings," which you can change at will.

### B. What they are

If you were to print a file without changing any of the function-key settings, you really would have specified - but "by default." The pre-programmed default settings mean that your outline would be printed:

1. To a PARALLEL PRINTER, through the M-100 printer port.

*The WRITE ROM manual explains the difference between parallel and serial printers.*

2. SINGLE spaced.

3. With NO PAUSE between pages.

*This is important for printing to RAM or to another computer, as well as to continuous-form paper.*

4. With carriage return line feed OFF.

*This "answer" assumes that your printer has its dip switches set so that the CRLF is not needed, as is the case with Radio Shack printers. (A later section of this chapter explains the workings of CRLF in more detail.)*

5. With a LEFT MARGIN set for 8 spaces from the left edge of the page.

6. With a RIGHT MARGIN set 74 spaces from the left edge of the page.

7. With PAGES NUMBERED automatically, at the foot of each page.

8. INDENTED (tabbed) FOUR SPACES at each level.

9. With NO AUTOMATIC NUMBERING on the headings, so you can use whatever combination of letters and numbers you wish - or none at all.

10. Completely EXPANDED, meaning that everything in the file (including documents) will be printed.

11. With NO EXTRA line of space between any levels.

### **III. Instant two-button printing**

#### **A. To the default settings**

If the default specifications which are automatically set in THOUGHT are satisfactory to you and to the type of printer you are using, then you can go ahead and print with just two key strokes.

#### **B. To your own specifications**

1. You will soon see how simple it is to create new defaults for any outline. It's as easy as pressing a function key!
2. Since any change becomes a "new default" for that file, once you have made your changes you just use the same two-button printing method until you want to make another change.

## IV. Directions for two-button printing

### A. PRINT key

1. Bring up on your screen the outline you wish to print.
2. Move your cursor to the top of the file.
3. Press the PRINT key.

*Screen shows these new function keys:*

Go	Outp	Lnspr	Paus	CRLF	Set	Exit
1	3	4	5	6	7	8

4. Check to be sure:
  - a. That your printer is on,
  - b. That there is paper in your printer,
  - c. That the paper is properly aligned, and
  - d. That the printer cable is connected correctly.

### B. F1 (Go)

1. Press F1 (Go).
2. If all conditions are OK as described in 4.a.-d. (above), and if the printing specifications are correct for your equipment, then the outline file will print out as the defaults specify.

### C. Error message

1. If conditions are not correct, you will see the message:

**Printer not ready**

2. In this event:

a. Press any key. This returns you to the main THOUGHT function keys.

b. Correct the problem.

(1) Check your printing equipment  
(4. a through d. above).

(2) Check to be sure the defaults  
("new" or "old") meet the  
requirements of your printer.

c. When you believe the problem is solved, start the printing sequence again by pressing the PRINT key.

## **V. THOUGHT remembers**

### **A. That good memory**

1. Keep in mind that THOUGHT automatically remembers whatever change you have made to any variable . You don't have to reset a change each time you go to the file.

a. When you exit from an outline then come back to it, the print settings will remain the same.

b. Also, when you save a CT file (your outline) to disk or cassette then bring it back to RAM, the print settings will be exactly as they were when you last worked with them.

2. Consequently, you will only need to reset any specifications when you want to make a change in whatever defaults you used for the previous printing.

### **B. Reasons for changes**

1. Some of them are because you have to - such as when your printing equipment requires a different setting.

In this case, how nice to be able to do this by just pushing a button, once! And know that THOUGHT will remember it every time you print the file.

2. Some of them are because you want to - when you need the information in a different way, or someone else needs only a certain part of it, or just because it's fun to see what you can do.

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The more you work with THOUGHT, the more different ways you are likely to find to use the enormous variety of printout possibilities.



## **VI. Exercising your printing options:**

Prior to pressing F1 (Go) you can change any setting so that instead of the default settings you can customize your print out to your satisfaction.

**The following pages have a detailed discussion of each function key option.**

## **VII. F3 (Outp) THOUGHT allows you flexible output.**

### **A. Steps:**

1. Press F3 (Outp).
2. The bottom line clears, and the screen says:

**Output to: LPT:**

3. THOUGHT has fully redirectable output. "LPT:" is the symbol for parallel line printer. This is the default setting.
4. If you wish another output than to the parallel printer, simply backspace out the "LPT:" and type in the appropriate output as detailed in the next section.

**B. You have the following output choices with THOUGHT:**

**1. LPT: (Colon must follow)**

For parallel printer. This is any printer that uses the printer cable port on the back of your Model 100. For this you don't need to press F3.

**2. COM: (Colon must follow)**

a. This is to the serial port. The serial port is also called the RS232. Type in, following the colon, the transmission configuration for the device you are sending to.

b. Refer to WRITE ROM, Chapter 11, PHONE which explains phone transmissions with WRITE ROM. In that chapter is a detailed discussion on parameter stats which makes the concept of transmission configurations much clearer.

c. If you will be printing to a serial printer, you need to consult the printer manual to get the proper transmission configuration. Typical ones are 97N1E or 87N1D.

If you are outputting to a serial printer with a configuration of 87N1D, it would be written in THOUGHT as:

**Output to: COM:87N1D**

d. The "COM:" designation also allows you to "print" or transmit files through THOUGHT directly to another

computer using an RS232 to RS232 connection. To do this, you would have to have some sort of terminal program in your other computer. These terminal programs require many steps of user protocol in order to make file transfers.

---

## **A Better Way**

**The DISK+ file transfer ROM from PCSG is a better way to transfer files. It lets you use your other computer's disk drive as a drive for the Model 100.**

**It uses the Main Menu approach, and you transfer files with the ENTER key. It even works over the phone.**

---

### **3. MDM: (Colon must follow)**

This is to the modem. It takes a transmission configuration like "COM:" above.

a. You simply do not ever need to use this "MDM:" output for the print function because WRITE ROM has built into it an automatic phone transmission mechanism that works with just function keys.

b. It is accessed through F6 (Phne) from the main level of function keys and is explained in detail in the WRITE ROM manual in Chapter 11. Simply print

your outline to a RAM file and then send it with WRITE ROM.

**4. CAS: (Colon must follow)**

This sends the formatted copy to a cassette recorder. Type in a filename up to 6 letters following the colon.

**5. XXXXXX (No colon required)**

a. Writes to a RAM file. The X's stand for a filename of up to six letters. This will create a new file or erase and write over an existing RAM file.

b. If you are writing to or creating a RAM file named TEST.DO, you would type it in as follows:

**Output to: TEST**

c. Press ENTER. You will print to this file until output is changed. Remember, if you print to a file again with just the filename, you will write over the previous copy. Change to a new filename.

## VIII. F4 (Lnspace) Changing your line spacing

### A. Steps:

1. Press function key F4 (Lnspace); the seventh line clears, and the screen says:

**Line spacing: 1**

2. Backspace out the default and type in any number from 1 to 4.

### B. What you can do:

1. This allows you to double, triple or quadruple space your outline printout. It is great to print out a double or triple spaced copy as a draft for you to make corrections or additions between the lines.

Then you can quickly change "Line spacing" back to 1 for your single spaced final copy.

2. Often printers will have double space switches, but you no longer need to use such a switch on your computer because you now have this simple mechanism in THOUGHT.

3. You have text editing capabilities to backspace and type in your new setting.

4. When you have completed your change,, press ENTER or any other function key to record it. Immediately the seventh line clears and you are ready to make other changes or proceed to print with F1 (Go).

5. Here is an example outline printed with a double spacing:

**Annual awards dinner**

**1. Scheduling**

**1.1. Date**

**Saturday preferred**

**Conflicts**

**Art's birthday**

**Ed's Ski trip**

**Super bowl weekend**

**1.2. Time**

**7:00 p.m. to 10:00 p.m.**

## **IX. F5 (Paus) Pause between pages**

### **A. Steps**

1. Press F5 (Paus).
2. This is an on/off switch. "Paus" is now shown in reverse video, which means it is on. Regular lettering means the feature is off.

### **B. What you can do**

1. Pause between pages allows you to use single sheets of paper in your printer. When F5 (Paus) is on, the printer will stop automatically between each printed page to allow you to handfeed in the next sheet.

2. The bottom line clears, and this message appears:

**Press spacebar to continue.**

3. This gives you time to roll another sheet of paper into your printer and see that it is properly aligned.
4. After your paper is ready, just press the spacebar (or any key), and the printer will begin again to print the next page.



## **X. F6 (CRLF) Carriage Return Line Feed.**

### **A. Steps:**

1. Press F6 (CRLF)
2. The CRLF label now shows in reverse video, indicating that the feature is ON.

### **B. What CRLF does**

1. A quirk of the Model 100 is that at the end of a line being sent to the printer, it sends only a carriage return or CR. This is great for all Radio Shack printers because they are designed to work this way, and they automatically cause a line feed or LF to occur.

Most other printers require both a CR plus an LF to be sent at the end of each line in order to work properly.

2. The way you know you need it is: if you start to print and you observe that all printing is just piled up on one line.

3. For the Model 100 to work with printers other than Radio Shack, you can set a DIP switch on the printer to produce the LF automatically--in other words, make it perform like a Radio Shack printer. Dip switches are often hard to reach and are so very tiny, they are inconvenient as on and off switches.

4. If you use another computer with your printer, other than one made by Radio Shack, you will find that after you use your Model 100, the DIP switch will have to be set back the way it was for that

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other computer to print properly.

With the THOUGHT CRLF switch, you can send the CR plus the LF to the printer by just pressing F6 (CRLF). No need to fool around any more with the dip switch.

## **XI. F1 (Go) Initiates printing.**

### **A. Steps**

1. If you are satisfied that all the conditions for printing are what you want, then press F1 (Go).
2. If the printer is not ready, then the bottom line will clear, and this message appears:

#### **Printer not ready**

Check to see if the cable is plugged in properly, that your paper is aligned and that the printer is on. Then press any key to reinitiate the printing process.

### **B. Thought remembers**

1. If you have changed any of the settings with your function keys those changes are recorded invisibly as part of the outline or CT file.
2. When you reaccess that file even if it has been saved on diskette or cassette those last settings will be there like defaults.

## **XII. The PAUSE key cancels the printing function**

### **A. Steps:**

1. To temporarily stop printing at any time, press the PAUSE command key.
2. To resume press PAUSE again.

### **B. This is the BREAK/PAUSE key.**

1. This is not the F5 (Paus) key but the BREAK PAUSE command key right beside the PRINT command key.
2. The printer will stop immediately.
3. You can then adjust your paper or study what has been printed. When you are ready to resume printing, press the PAUSE key again. The printer will continue exactly where it left off without any loss of characters.

### **C. To abort**

1. If you need to abort the printing, you can do that by doing SHIFT/BREAK. Hold down the SHIFT key and press the BREAK PAUSE command key at the same time.
2. The printer will stop, and you will be returned to the THOUGHT main level of function keys.

### **XIII. F7 (Set) Provides other printing options.**

When you press F7 (Set) you see these new function keys:

<b>Left</b>	<b>Rt</b>	<b>Ftr</b>	<b>Indt</b>	<b>Nbrs</b>	<b>Last</b>	<b>Xtra</b>	<b>Exit</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>

The following pages provide a detailed discussion of each of these printing functions.

## **XIV. F1 (Left), F2 (Rt) Changes margins**

Function keys 1 and 2 are very simple controls that allow you to type in the number of spaces you would like the margins to be. You have full editing capability to backspace and type in new values. The process is somewhat repetitive.

### **A. F1 (Left) sets left margin.**

1. At this time, press function key F1 (Left). The seventh line on the screen clears and the message appears:

**Left margin: 8**

2. Type in the number of spaces that you would like your outline to appear formatted from the left.

Keep in mind that sometimes your printer head alignment allows you to have the paper moved to the left, thereby creating an addition to the left margin. If this is the case, the number of spaces you enter here would be in addition to those to the left of the farthest travel of your printer head.

3. After making the change, simply press ENTER or any other function key to record it.

This change is effective until you change it again, it is recorded as part of this particular outline file.

4. When you press ENTER or any other function key the seventh line clears, and you can make other changes if you wish.

5. If you are ready to print simply press F8 (Exit) to return you to the main PRINT function key level, the press F1 (Go).

**B. F2 (Rt) sets right margin.**

1. Press F2 (Rt). The line next to the bottom of the screen clears and this message appears:

**Right margin: 74**

2. This is the number of spaces the right margin will appear from the left edge of your document. Standard 8 1/2 x 11 paper is 85 spaces wide. For most outline documents a right margin setting of 74 is good, but you can experiment to find what suits you best.

3. Often times you will want a larger or smaller margin depending on the situation. Margin control enables you to be able to fit your copy on a page and make it appear more attractive or achieve balance.

4. After you have made the change, press ENTER or any other function key to record. The seventh line clears and you are ready to make other changes.

5. If you are ready to print simply press F8 (Exit) to return you to the main PRINT function key level, the press F1 (Go).

## **XV. F3 (Ftr) Gives a page number footer.**

### **A. Turns on or off**

1. This is an on/off switch. When you first access the print function keys you will observe that "Ftr" is shown in reverse video, which means it is on. Regular lettering means the feature is off.

2. As explained earlier the default setting is for a page number footer to be automatically printed on each page of your outline.

### **B. Steps:**

1. Press F3 (Ftr).

Notice that "Ftr" is now shown in regular print meaning that it is off.

When this function is on, your page footer will appear like this:

Page 1

2. Each footer appears perfectly centered and automatically advances the number for each successive page.



## **XVI. F4 (Indt) Controls the indentation of your headings.**

### **A. Steps:**

#### **1. Press F4 (Indt)**

The seventh line of the screen clears and the screen says:

**Tab width: 4**

2. This means that when you print, each sublevel of headings will be indented 4 spaces from the one superior to it. When you are in your outline on the screen your headings are shown with an indentation of 2 spaces. The following example is an excerpt from an outline with four levels printed indented at 4 spaces.

3. Simply backspace and type in the number of spaces you would like to have your levels indented.

4. Remember that we call the title headline as level 0 and the first heading as level 1. A subheading to a level 1 heading is level 2 and a subheading to that is level 3.

**B. Examples:**

1. Example of a 4 space indentation (the default):

Annual awards dinner

Scheduling

Date

Saturday preferred

Conflicts

Memo to execs

Memo to executive staff:

From: Rupert Gumpkins

As you know our annual awards dinners is coming up in the month of January or February.

Traditionally we have found a Saturday date is best for the company.

This is because of a lower likelihood of employee absenteeism on the following day with minimized loss of productivity on the day of the event because it is not a work day.

Please let me know what Saturdays conflict for you and we will try to arrange a date satisfactory to all.

Reported conflicts

Art's birthday Feb 9

Ed's Ski trip Jan 12

Super bowl weekend Jan 19

Time

7:00 p.m. to 10:00 p.m.

Facility

Local hotel?

Company dining room?

## 2. Notes:

a. Notice that the levels that are equal are indented the same. In other words any headings on the same level as others will have the same left margin.

### b. Documents

(1) Notice in the previous example that the document is indented as well. Its left margin is the same as any subheading at the same level.

(2) This can make for some rather narrow documents so you may find an outline with documents will look best with a very small indentation or none at all.

## 3. Printing an indentation of your choice.

a. When the screen prompt appears:

**Tab width: 4**

b. No need to backsapce out the current setting, just type in the new indentation. You can type in any number from 0 to 10.

c. Press ENTER or any function key to record. The seventh line clears and you see the function key labels again:

Left	Rt	Ftr	Indt	Nbrs	Last	Xtra	Exit
1	2	3	4	5	6	7	8

## 4. Printing unindented:

a. Many fimes you will want to print

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unindented. This is especially true if you are printing an outline with many documents, on various sublevels or using an outline to prepare a large single document made up of many ".DO" files.

b. Just do a tab width setting of 0.

## **XVII. F5 (Nbrs) Numbers your headings**

### **A. How it works.**

#### **1. Press F5 (Nbrs)**

The seventh line clears and the screen says:

**Last level to number: 0**

2. THOUGHT will put in numbers for your headings and subheadings to whatever level you specify. Each heading is given a new numeral as:

- 1.
- 2.
3. etc.

3. The subheadings are decimal representations showing the relative degree of subordination.

a. The next levels under 1 are :

- 1.1.
- 1.2.
- 1.3. etc.

b. The levels under 1.1. are:

- 1.1.1.
- 1.1.2.
- 1.1.3. etc.

c. If you were on the fifth level under heading one it would be:

1.1.1.1.1.1.

4. It can get rather complicated down many

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levels so many people find 2 or 3 levels of numbering produces the best effect.

5. Simply type in the number of the last level you want numbered. No need to backspace out the current level shown. Press ENTER or any other function key to record. Press F8 to return to the main PRINT function keys if you are ready to print.

### **B. Example:**

Here is an example of numbering to level 3:

#### Annual awards dinner

##### 1. Scheduling

###### 1.1. Date

1.1.1. Saturday preferred

###### 1.1.2. Conflicts

Memo to execs

Reported conflicts

###### 1.2. Time

1.2.1. 7:00 p.m. to 10:00 p.m.

## **XVIII. F6 (Last) Print to whatever level you desire.**

### **A. From the cursor location**

1. Printing always occurs from the position of the cursor downward, and with F6 (Last) you can print to whatever level under the cursor position that you specify.

2. THOUGHT will print the all subsidiary headlines from the cursor location.

### **B. Steps:**

1. Move the cursor to where you wish printing to begin.

2. Press F6 (Last)

The seventh line on the screen clears and the screen says:

**Last level to print: 10**

3. Type in number of the last level you wish to print. No need to backspace, just type the new number. Then press ENTER or any function key to record.

4. After making any other changes on the "set" function key level press F8 to return to the PRINT function keys.

5. If conditions are OK, press F1 (Go) to print.

### **C. A word about levels:**

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1. The printing default is to the tenth level. As you recall there is no limit on the number of levels you can have in your outline, unless of course you run out of memory while creating them.

2. The title line is level 0. The first heading is level 1, the first subheading is level 2, etc.



#### **D. Print all or just part of your outline**

1. Example 1: Sometimes it is nice to only print the top levels or major points of an outline.

Steps:

- a. First you position your cursor at the location where you wish the printing to start. In this example we would want to print from the beginning, do a CTRL up arrow to move your cursor to the top of the file.
- b. Press PRINT
- c. Press F7 (Set) then F6 (Last)

Screen says:

**Last level to print: 10**

- c. Type in the number of the last level you want to print. If you put 0 you would only print the title line. For our example we want just the first level headings so we type 1.
- d. Press ENTER. If you wish more changes make them now. For our example we will also press F5 (Nmbrs) and type a 1 so that we number those main points as well.
- e. Then press F8, then F1 (Go).

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f. Example of top level printout:

### **Annual awards dinner**

- 1. Scheduling**
- 2. Entertainment**
- 3. Food**
- 4. Guest list**
- 5. Presentation**

**2. Example 2: printing your entire outline:**

**Steps:**

a. First you position your cursor at the location where you wish the printing to start. Since this example is to print an entire outline do a CTRL up arrow to move your cursor to the top of the file.

b. Press PRINT

c. If your outline is less than 10 levels, no need to change the "Last level to print" setting.

If it is more than 10 levels you can type in the exact number or better still type in some catch all number like 50 to be sure you get them all.

d. If all other conditions are OK then press F1 (Go).

**3. Example 3: Printing part of your outline.**

There are three different ways that you can print a part of your outline.

f. Example of top level printout:

**Annual awards dinner**

- 1. Scheduling**
- 2. Entertainment**
- 3. Food**
- 4. Guest list**
- 5. Presentation**

**2. Example 2: printing your entire outline:**

**Steps:**

a. First you position your cursor at the location where you wish the printing to start. Since this example is to print an entire outline do a CTRL up arrow to move your cursor to the top of the file.

b. Press PRINT

c. If your outline is less than 10 levels, no need to change the "Last level to print" setting.

If it is more than 10 levels you can type in the exact number or better still type in some catch all number like 50 to be sure you get them all.

d. If all other conditions are OK then press F1 (Go).

**3. Example 3: Printing part of your outline.**

There are three different ways that you can print a part of your outline.

a. Printing a particular segment

THOUGHT prints only from the cursor location; the heading it is on and its children (or subsidiary headlines).

The heading at the cursor location becomes the Title headline for the printout and ONLY the subs of that specific heading print as the entire outline.

b. Printing a portion all the way to the end of the outline.

Use copy and paste into new CT file after typing in a title line. Then print normally. Another option is to paste into a text file and print with Write ROM.

c. Printing a document by itself.

(1) Of course you could go over to Write ROM and print the document. But with THOUGHT you can print the document with its superior heading shown as a centered title.

If you put the cursor on the document line (one with a "." in front) and print you will get your document printed out with all lines centered.

(2) Therefore, when you print a document by itself. You need to include in the printout the heading above the document so it can become a centered title line.

d. Other children:

If there are other children (or subsidiary headings) of that heading on the same level as the document they will print also.

To only get the document and not those other subs you can:

a. Insert a new temporary headline on the same level as the document.

b. Then use the drag function-F5(Drag) - to temporarily move the document under that new heading.

c. Then just put the cursor on that temporary heading and print.

## **XIX. F7 (Xtra) Extra line between levels**

### **A. Steps:**

1. Press function key F7 (Xtra)

Notice that the screen now shows:

**Last level for extra line: 0**

2. With F7 (Xtra) activated, an extra blank line is automatically inserted between outline headlines to the level you specify. The extra line is inserted after the headline. This creates an attractive look, setting off headlines of higher rank from those under them.

### **B. Similar to Write Rom, however...**

1. This feature is similar to the extra blank line on paragraph function on WRITE ROM. The purpose is the same to automatically create a spacing that will improve the appearance of the printout.
2. The difference is that the extra line is inserted after the heading and not merely between paragraphs as with text. If you want to achieve a blank line prior to a heading you can create a blank heading by pressing the spacebar the ENTER at any Create window (with a ? in front).
3. Test the F7 (Xtra) feature, printing out your document with the Xtra feature for different levels starting with 1 and then maybe 2 or 3. You can have an extra blank line up to 10 levels.

**C. Example:**

The following example shows an extra blank line for two levels. Notice we have also numbered two levels:

**Annual awards dinner**

**1. Scheduling**

**1.1. Date**

**Saturday preferred  
Conflicts  
Memo to execs  
Reported conflicts**

**1.2. Time**

**7:00 p.m. to 10:00 p.m.**

## **XX. SPECIAL FONTS -**

### **Printing to a RAM file then using WRITE ROM.**

Often you will want to have your outline printed with special fonts or type styles. Printing the outline with WRITE ROM allows you to take advantage of the marvelous word processing power in your SUPER ROM.

#### **A. The example which follows was:**

1. Prepared totally with THOUGHT.
2. Printed to a RAM file using the F3 (Outp) feature in THOUGHT.
3. Printed on the Hewlett Packard LaserJet printer with WRITE ROM, using the Library feature of WRITE ROM to store the LaserJet's complicated printer control codes for fonts. (As was this entire manual.)
4. We did delete the page breaks because it was to be part of another document, but that wouldn't be necessary.



**B. The example:**

A complete outline to the last level, with numbers and extra blank line to two levels.:

**Annual awards dinner**

**1. Scheduling**

**1.1. Date**

Saturday preferred

Conflicts

Memo to execs

Memo to executive staff:

From:Rupert Gumpkins

As you know our annual awards dinner is coming up in the month of January or February. Traditionally we have found a Saturday date is best for the company.

This is because of a lower likelihood of employee absenteeism of the following day with minimized loss of productivity on the day of the event because it is not a work day.

Please let me know what Saturdays conflict for you and we will try to arrange a date satisfactory to all.

Reported conflicts

Art's birthday Feb 9

Ed's Ski trip Jan 12

Super bowl weekend Jan 19

**1.2. Time**

7:00 p.m. to 10:00 p.m.

**1.3. Facility**

Local hotel?  
Company dining room?

#### 1.4. Invitations

Award list from personel dept  
Artwork

We are pleased to invite you to the annual achievement awards banquet for the employcees of Amalgamated Industries.

January 27, 1988

Dress is Black tie.

Dinner will be served at 7:00 p.m.  
At the Parkmour Central Hotel, Main Ballroom.

Printing

Mailing

Guest list

Award recipients  
family members  
guests of recipients

Department heads

Use mail room

## 2. Entertainment

### 2.1. Speakers

Staff members

President

Award Speech

We are pleased to have in our company people of distinction. We are pleased to have as our friends these individuals who have contributed not only to the good of our business, but to the welfare of all mankind.

We gather here today to honor those

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people. The awards which we give are mere plaques of wood and metal, but they symbolize the respect and admiration of all of us here at Amalgamated Industries.

Director of Research

Guest speaker

Nobel prize winner: Timothy Fremont

### 2.2. Music

Live

String ensemble from the college

Before dinner

Selections from Mozart

Concertos

After the presentations

The ensemble's original compositions

Recorded

Easy listening

During dinner

### 3. Food

3.1. Fish, and Beef

3.2. Standard hotel combo

3.3. Use \$25 max per plate

### 4. Guest list

4.1. Award recipients

family members

guests of recipients

4.2. Department heads

### 5. Presentation

5.1. Master of ceremonies

# THOUGHT

## Chapter ten

### Application examples

#### A. Possibilities are endless.

In this manual we have given several different outline examples which represent various applications of the Thought program.

Although the possibilities are seemingly endless there are four general categories where the Thought program and the accompanying and integrated programs of Super Rom are given their finest expression. These are:

1. The business plan
2. Project plan
3. Document file management
4. Document creation

#### B. Project plan covered earlier

On the following pages we show examples of all but the project plan because it was illustrated quite aptly in the preceding chapters of the manual.

### I. The Business plan

#### A. We illustrate only a portion.

1. The example which follows is the "Objectives" portion of a business plan in its formative stages. This plan is still in the brain storming phase. There are some ideas shown here that demonstrate how

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outlining can be used for concept development.

2. Notice how some subheadings are really extensions of the thought presented directly above, but they are broken in such a way as to allow you to collapse the outline and understand the points being made.

### 3. Blank line

a. Notice the blank headline at the end of the first objective's subs. This is an easy way to produce an attractive space prior to the next heading when you print out. You achieve a blank heading by pressing the spacebar then ENTER at the create window.

b. To automatically produce a blank line after the heading use the F7 (Set) F7 (Xtra) function after pressing PRINT. See the previous chapter for a discussion of this feature.

## **B. Example:**

This could be a complete CT file or merely one heading in a much larger outline.

### **+ Objectives**

- + To establish a Scientific food systems company**
  - + Dedicated to principles**
    - Spiritual, mental and physical health**
    - Scientific products**
    - Scientific sales story**
    - Inspirational leadership**
    -
  - + To provide to the public the healthy diet of choice**
  - + Toxic elimination is essential for good health**
    - Drastically increase fluid intake**
    - + Correct balance of minerals solvated in fluid**
      - + Dilution of minerals critical**
        - Concentrated minerals not assimilated properly**
      - + Maintain proper electrolyte balance**
        - Like baby water currently on market**
        - Saves lives in diarrhea cases**
    - + Improved fiber and bulk intake**
      - Intestinal tone enhanced**
      - Proper assimilation of nutrients**
      - Lessened transit time vital**
      - Some vitamins improve elimination processes**
  - + Certain foods essential for good health**
    - Some improve elimination of toxins**
    - + Others are non toxic**
      - Fish as opposed to beef**
      - Some non-carcinogenic**
- + To conduct a thorough literature search**
  - Company seeking a state-of-the-art approach**
  - + Scientific writings abound advocating toxic elimination**
    - + Paul Bragg was pioneer- not mainstream**
      - Considered credible**
    - + Other non mainstream advocates**
      - Lack credibility in public eye**
    - + Burkett et al provide mainstream documentation**

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- Abundance of AMA credentialed literature
- + Most diseases of civilization cured or prevented
  - Some forms of cancer
- Dozens of others
- + To create toxic elimination diet food products
  - powdered juice concentrate
  - Fiber/protein bar
  - vitamin supplements
- + To establish a network of entrepreneurial distributors
- + To market the products through those distributors
- + To generate \$25,000,000 sales the first year
- + To realize \$5,000,000 in profit the first year
- + To be a \$100,000,000 sales company within three years

## **II. Document file management**

This is most suited for correspondence management, but could be used for other documents as well.

Anyone who has used a computer for very long comes to the realization it is a challenge to keep track of the document files that are generated.

What happens is that after you have created 100 or so 6 letter filenames, it is sometimes difficult to keep them organized or to remember what file went with what subject.

THOUGHT can provide a wonderful Master file handling mechanism for anyone's documents.

### **A. Here is how it is done:**

1. You create a Master outline for all your documents

If you like you could have several outlines each for a particular subject area, but that is really not necessary since each could be under a different heading in the same outline.

2. Arrange your headings or subheading by subjects or by recipients of documents.

3. Create documents right in the file management outline.

4. When they are completed save them to disk. You really need the Chipmunk disk drive to do this kind of file management. The ability to bring in the DOS in an



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instant just by pushing the little reset button on the back edge means you can use the disk drive as an active interface with your Model 100. You can kill files out of RAM or bring them in instantly.

5. Whenever you need to recall a particular file, load in the master document outline, study it to find the file name you are looking for then load it in from the disk drive (or cassette).

### **B. Example**

1. The main headings:

- + **Jim Johnson's Correspondence**
  - + **Personal**
  - + **Business**

2. The subheadings:

- + **Jim Johnson's Correspondence**
  - + **Personal**
    - + **Friends**
    - + **Relatives**
    - + **Home**
  - + **Business**
    - + **Employees**
    - + **Suppliers**
    - + **Customers**

3. Subheadings of the individual recipients of correspondence. Note how we show some filenames. You could literally have hundreds of files cataloged this way.

- + **Jim Johnson's Correspondence**
  - + **Personal**
    - + **Friends**
      - + **Ed Phillips**

- . ED1.DO
- . ED2.DO
- + Bill Thompson
- + Candy
- + Susie
- + Relatives
  - + Mom and Dad
  - + Uncle Ed
  - + Jim Jr. at college
- + Home
  - + Utility companies
    - + Gas
      - . GAS1.DO
      - . GAS2.DO
    - + Electricity
  - + Department stores
  - + House remodeling
- + Business
  - + Employees
  - + Suppliers
    - . AJAX1.DO
    - . ACME1.DO
    - . ACME2.DO
  - + Customers

### III. Preparing a paper using THOUGHT

#### A. Even an entire book

1. You can use THOUGHT to compose an essay, a thesis or an entire book. You can create the frame or outline of your work and then create individual files under the various headings.

2. This technique lets you write for a while on one subject and then exit back to the overview guide. Then you can compose for a time on another part of the document. Subjects that you don't wish to develop immediately can be postponed, but the continuity of what you are creating is preserved.

#### B. The example

1. If you were writing a novel you might have an outline something of this order for your first chapter:

- + **Murder, He Word Processed**
- + **Chapter I**
  - + **Description of countryside**
    - . **CHAP1A.DO**
  - + **Bill's thoughts**
    - . **CHAP1B.DO**
  - **Description of car**
  - **Scene of car approaching house**
  - **House description**
  - **Entry scene Bill meets Emma**
  - **Description of Emma**
  - **Parlor discussion**
  - **Murder scene**
  - **Bill's exit**
  - **Drive back to the city**

2. Under any of the subheadings you can create a document or many documents if you like. When you are ready to print you can print with an indentation of zero. (Refer to Chapter 9, Printing)

3. If you prefer you can then print a group of files together using Write ROM and the include command to link them as one document.