Outline 4D

version 2.3 for Windows

Quick Reference Card

Child Event. Any Event that belongs to (is below) another Event. For example, a *Scene* is a Child of an *Act*.

Collapse / Expand. In the Timeline window, to hide or show the Content Area. In the Outline window, to hide or show both Content and Child Events.

Connection. An association you can make between an Event and a Track. Connections can be used to selectively hide / show portions of your story.

Connection Line. An optionally displayed line which shows the connection between Events and Tracks.

Content Area. The lower part of an Event which may contain unlimited text.

Constraint. An Event setting which affects the positioning of the Event after editing operations. Gravitate Left, for example, keeps the Event shifted as far left as possible.

Duration. The amount of *time* (e.g. minutes, seconds) or *paper* (e.g. pages, lines, character, words) an Event takes up in the story. Duration shows up in the Timeline view as the *width* of an Event. Durations are usually set manually, though they may be calculated automatically. Durations can also be ignored.

Event. Basic building block for your outline. An Event generally has two parts: a Title Area, and a Content Area.

Hierarchy. A collection of Event Types (e.g. Act, Sequence, Scene) that make up the organization of your outline.

Level. All Events at the same horizontal level in the Timeline, or at the same indentation in the Outline (e.g. *Scene Level*).

Parent Event. Any Event to which other Events belong. For example, an *Act* is the Parent of its *Scenes*.

Summarize. In the Outline Window, the reduction of an Event Title or Content Area to a single line for display.

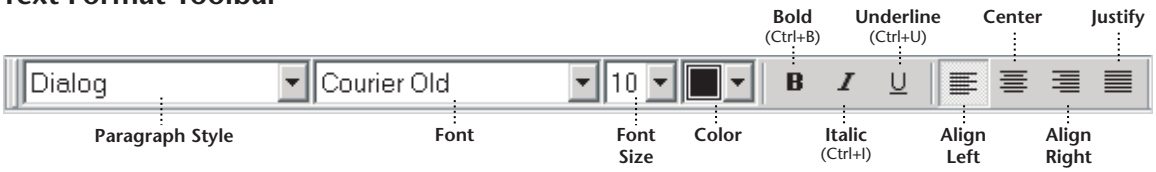
Template. Any StoryView document which has a defined set of Hierarchies, Levels and Events. StoryView ships with several common outlining Templates.

Title Area. The top part of an Event, which is typically a one-line description of the Event Content.

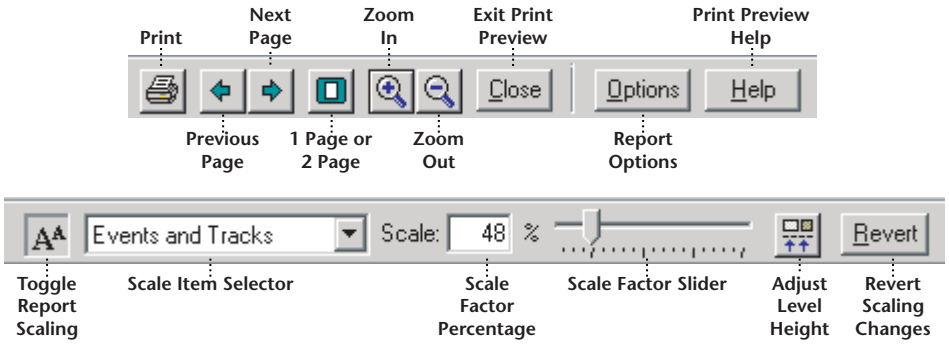
Track. Viewed in an area below the Timeline, Tracks show the Connections between your Events and concepts you define.

File and Editing Toolbar

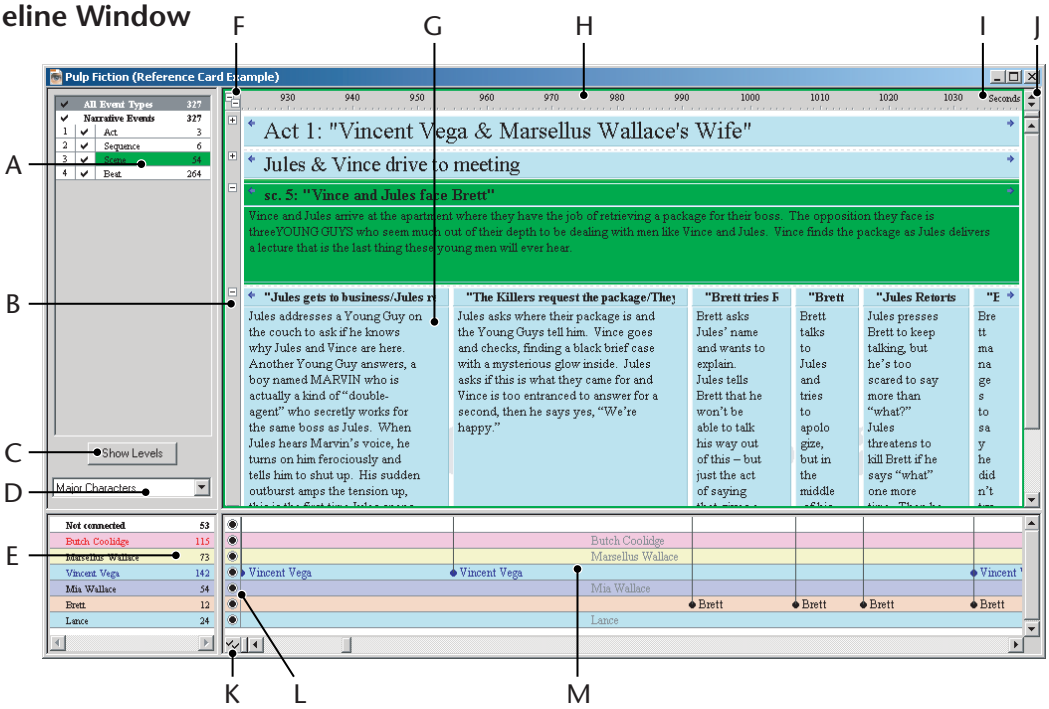
Text Format Toolbar



Print Preview Toolbar



Timeline Window



A. **Level Selector** shows hierarchies, Event types, and count of Events. Check marks let you hide or dim entire hierarchies or individual Event types.

B. **Collapse or expand level:** click on the ⊞ or ⊟ icon to hide or show that level's content area. Hiding content shows the title only.

C. **Show Levels:** press button to bring levels selected in Level Selector into a centered and magnified view.

D. **Select Track Set** combo box lets you choose which Track Set is being viewed in the Track Area below.

E. **Track List** shows the names of the Tracks in the active Track Set, and the number of Events connected to that Track.

F. **Collapse / Expand All button:** click to hide or show the content of all Event levels.

G. **Event Area:** use this area to create, edit, resize and move Events. Drag Events to the Track Area below to make connections.

H. **Ruler** shows increments of time or paper.

I. **Current unit of measure** for the ruler is shown here.

J. **Ruler Options Menu:** click here to set various ruler options, including desired unit of measure.

K. **Show All Tracks:** click here to show all connected Events after hiding Events with buttons above.

L. **Track Status Area:** press button next to Track and only Events connected to that Track will be displayed.

M. **Track Connection Area:** shows which Events are connected to which Tracks. Drag from Track to Event or Event to Track to make connections.

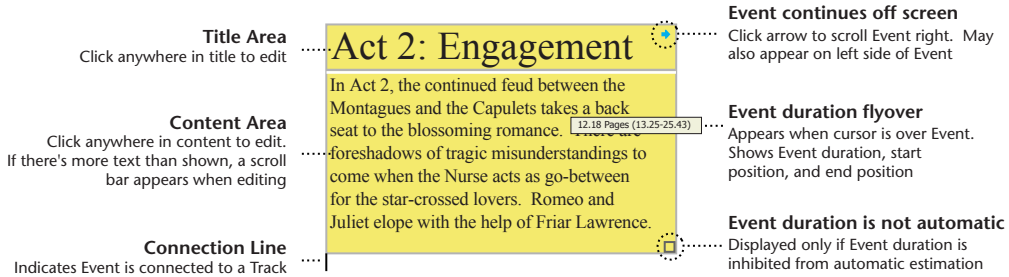
Creating Timeline Events

Insert Event After	Press Ctrl+Enter, New Event, or select Event > Insert After menu
Insert Event Before	Press Ctrl+Shift+Enter or Shift + New Event or Event > Insert Before menu
Insert Event with mouse	+ click in Timeline and drag
Insert Event with right-click	Right-click anywhere in Timeline space and select Insert Before or Insert After
Insert with no Event	Click in empty Timeline space and press Enter

Scaling Events in the Timeline

Panorama (fit all Events in view)	Ctrl+1, Ctrl+Numpad-5, or click
Fit to 2/3rds View	Select Events, then Ctrl+2 or Numpad-5
Center Event	Select Events, then Ctrl+4
Zoom In	Ctrl+Numpad-3, or + click in Timeline
Zoom In on selected area	+ click in Timeline and drag a rectangle to magnify
Zoom Out	Ctrl+Numpad-7, or + Ctrl+click in Timeline, or + Right click in Timeline
Horizontal Scale	Ctrl+Numpad-6 (expand) Ctrl+Numpad-4 (shrink), or click on:
Vertical	Ctrl+Numpad-2 (expand) Ctrl+Numpad-8 (shrink), or click on:
Scale Tool	+ click on Timeline and drag in any direction to change both vertical and horizontal scaling at the same time

Parts of a Timeline Event



Title Area
Click anywhere in title to edit

Content Area
Click anywhere in content to edit. If there's more text than shown, a scroll bar appears when editing

Connection Line
Indicates Event is connected to a Track

Event continues off screen
Click arrow to scroll Event right. May also appear on left side of Event

Event duration flyover
Appears when cursor is over Event. Shows Event duration, start position, and end position

Event duration is not automatic
Displayed only if Event duration is inhibited from automatic estimation

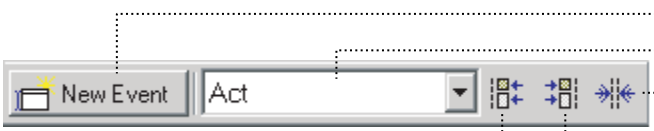
Timeline Tools Toolbar

- **Selection** (A)
- **Track Connection** (T)
- **Group Selection** (S)
- **Zoom Timeline Scale** (Z)
- **Event Creation** (C)
- **Scroll Timeline** (H or spacebar)
- **Scale Timeline** (X)

View Toolbar

- **Display Level Selector** (Ctrl+L)
- **Change to Outline Window** (F9)
- **Change to Timeline Window** (F9)
- **Show All Events**
- **Enable Event Hiding** (Ctrl+6)
- **Toggle Connection Lines** (Ctrl+7)
- **Toggle Connection Labels** (Ctrl+8)

Event and Timeline Toolbar



- **Create New Event**
- **Choose Event Type (if multiple types on a level)**
- **Close Gaps between selected Events** (Ctrl+NumPad *)
- **Align Ends / Compact Right** (Ctrl+])
- **Align Starts / Compact Left** (Ctrl+[)

Duration Properties Toolbar

- **Starting point on Timeline for selected Event**
- **Ending point on Timeline for selected Event**
- **Displays or selects unit of measure**
- **Total duration of selected Events** (Ctrl+D)

Constraints Toolbar

Gravitate Left
Event moves as far left as possible, eliminating gaps

No Constraint
Event may be moved freely around Timeline

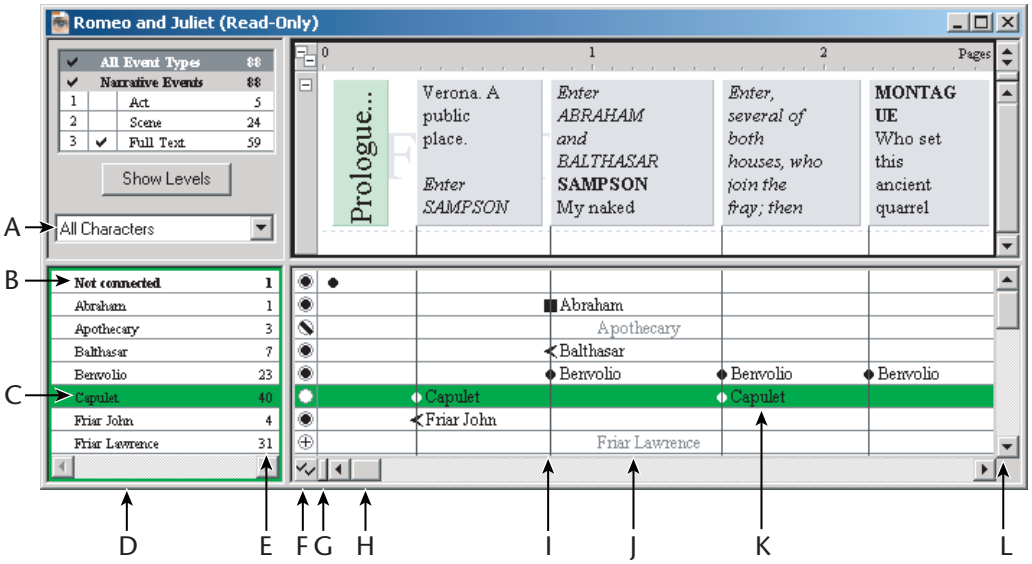
Sticky
Event may be moved freely unless left edge touches the right edge of another Event

Gravitate to Ruler
Event tries to maintain a position relative to the ruler

Fixed Lead Time
The empty space to the left of the Event is maintained

Gravitate to Parent
The Event tries to maintain a position relative to the Event above (its parent)

Tracks and Connections



A. **Select Track Set** combo box lets you choose which Track Set is being viewed in the Track Area below. Track Sets are an arbitrary collection of Tracks.

B. **Not Connected Track** shows which Events have no connections.

C. **Example of a Selected Track.**

D. **Track List** shows Tracks in current Track Set.

E. **Number of connections** made to each Track.

F. **Track Status Area.** Allows you to show or hide Events based on their connections to specific Tracks (see below).

G. **Vertical Split.** Grab and drag to create a vertical split in the window. Double-click split to remove.

H. **Horizontal Scrollbar.** Scrolls the Timeline and Track Area left or right.

I. **A Connection Line** with connections to multiple Tracks. See *Connection Symbols*, below.

J. **Dimmed Track names** for Tracks without Connection Labels.

K. **Connection Labels.** Indicates which Track the connection appears on.

L. **Vertical Scrollbar for Track Area.** Scrolls the Track Area up and down if there are more Tracks than can fit on-screen.

Manually Making Connections

Three ways to manually connect Events and Tracks:

- Select an Event (or multiple Events) and drag down to the desired Track in the Track Area.
- Select a Track (or multiple Tracks) and drag up to a single Event.
- Using the Track Connection Tool select the Events you wish to connect to, then click on the desired Tracks (no dragging required). Clicking twice will *remove* connections.

Connection Symbols

- ■ The *only* connection to this Track.
- ➤ The *first* connection to this Track.
- ● A connection to this Track (but not the first or last).
- ➤ The *last* connection to this Track.

Track Options Toolbar

Show Track Sets Settings .....

Insert Track .....

Remove Track .....

(Ctrl+5, Ctrl+T) **Show / Hide Track Area** .....

Showing & Hiding Connected Events

The Track Status Area lets you selectively hide or show Events that are connected to a desired Track. *Clicking* a button shows only the Events connected to that button's Track. *Shift-clicking* or *right-clicking* lets you add or subtract Tracks, as well as select the advanced functions (see table, below).

To reset the visibility of all connected Events, click on the icon.

To allow Events to be hidden as well as dimmed, be sure to select the Enable Event Hiding (Ctrl+6) option (or press)

◉ **Show Connected Events**	Show Events connected to Track.
◔ **Hide Connected Events**	Hide Events connected to Track.
◉ **Dim Connected Events**	Dim Events connected to Track.
○ **Don't Affect Visibility**	Hide unless some other option causes visibility.
⊕ **Show Events connected to all "+"**	Click on multiple Track buttons to show only Events that have those Tracks in common.
☑ **Show Connected Events**	Square appears temporarily when Shift key is held down, lets you cycle through the options with each click.

Outline Window

A. **Hierarchy Name.** Name of Hierarchy, plus a count of visible Events.

B. **Event Box for Title Area.** Click to select Event, or click and drag to move Event.

C. **Event Title (expanded).** An Event Title is usually a short (one line) description of the Event Content. This Event (Act 1) is expanded to show its Content Area and the Events it contains (its *Children*).

D. **Event Box for Content Area.** Click to select Event, or click and drag to move Event.

E. **Event Content Area.** The place where you do most of your writing.

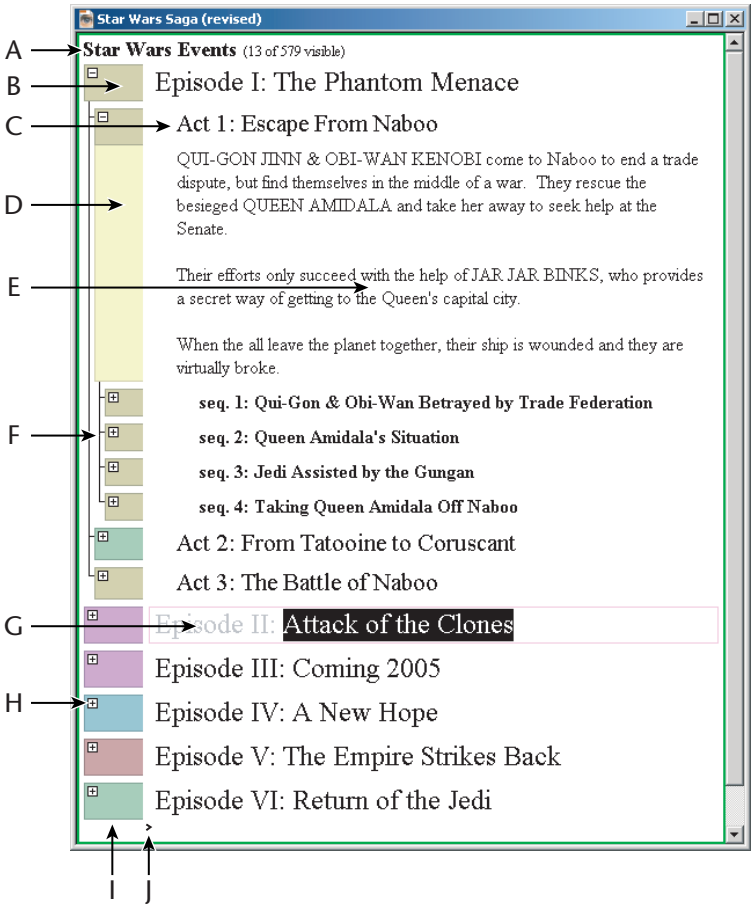
F. **Hierarchy Lines.** These lines show the ownership of Events: Events with lines running down are Parent Events, and Events with lines running up are Child Events (an Event may be both).

G. **Title being edited.** The editable portion is shown selected. The dimmed portion is generated automatically, and may not be edited directly.

H. **Collapse or expand Event.** Click on the ⊞ or ⊟ icon to hide or show that Event's content area and children.

I. **Structure Column.** Boxes show where individual Events begin and end.

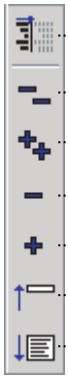
J. **End-of-Hierarchy Marker.** The > symbol denotes the end of the Hierarchy. You may click on the marker to Insert Events at the end of the Hierarchy.



Creating Outline Events

Insert Next Pick Event type based on type of next Event	• New Event • Ctrl+Enter • Numpad Enter • menu: Event > Insert After
Insert Subtopic Insert new Event one level down (indented) from current Event	• Alt+ New Event • Ctrl+Alt+Enter • Alt+Numpad Enter • menu: Event > Insert Subtopic
Insert Before Insert new Event before current Event, same type as current Event	• Shift+ New Event • Ctrl+Shift+Enter • Shift+Numpad Enter • menu: Event > Insert Before
Insert After Insert new Event (same type) after current Event and any of that Event's children.	• Alt+Shift+ New Event • Ctrl+Alt+Shift+Enter • Alt+Shift+Numpad Enter • menu: Event > Insert After
Insert Outline Event with context menu	Right-click anywhere on selected Outline Event or in Event's Structure Area

Outline Appearance Toolbar



Hide / Show Structure

Collapse All (Ctrl+3)

Expand All (Ctrl+4)

Collapse Selected Events (Ctrl+-)

Expand Selected Events (Ctrl+=)

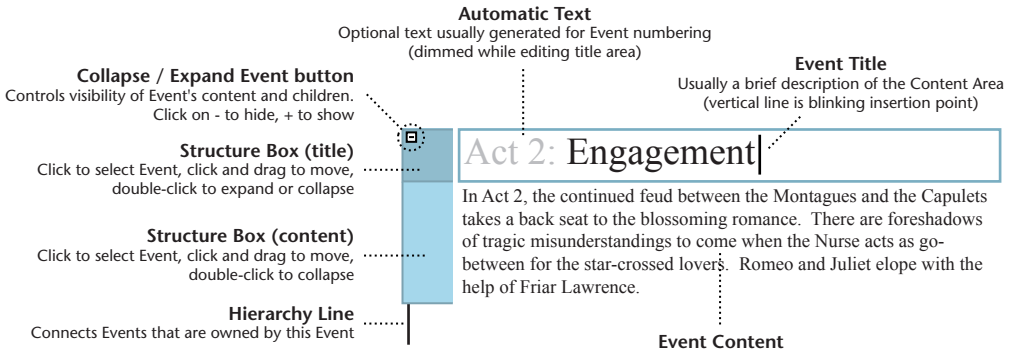
Summarize Selected Events (Ctrl+[)

Unsumarize Selected Events (Ctrl+])

Collapsing an Event hides its Content, and the Titles and Contents of all the Children below the collapsed Event.

Summarizing Events reduces the Title and/or Content to a single line of text.

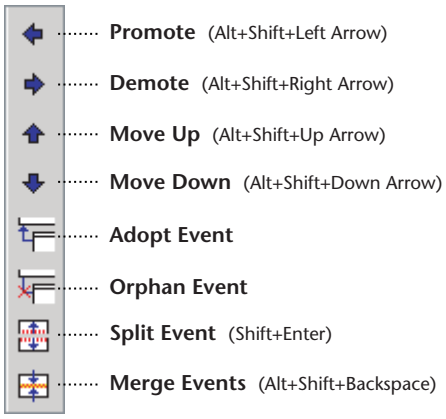
Parts of an Outline Event



Moving Around the Outline

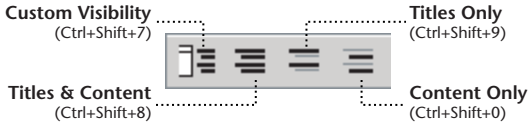
	While Editing Text	*With Events Selected*
Up Arrow	Move insertion point up one line of text	Select Previous Event
Down Arrow	Move insertion point down one line of text	Select Next Event
Left Arrow	Move insertion point left one character	Hide this Event's children
Right Arrow	Move insertion point right one character	Show this Event's children
Home	Move to the beginning of the current line	Move to the left-most Event in this branch
End	Move to the end of the current line	Move to the bottom-most Event in this branch
Page Up	Advance the view by one screen's worth of text	Advance the view by one screen's worth of text
Page Down	Move the view back by one screen's worth of text	Move the view back by one screen's worth of text
Ctrl+Left Arrow	Move to the beginning of the previous word	Nothing
Ctrl+Right Arrow	Move to the end of the next word	Nothing
Ctrl+Home	Move to start of current content or title	Move to first Event in document
Ctrl+End	Move to end of current content or title	Move to last Event in document
Tab, Shift-Tab	One of four results, depending on preferences: • Promote or demote Event • Rotate paragraph style • Beginning of next or previous title / content • Insert a Tab	One of two results, depending on preferences: • Promote or demote Event • Select Previous / Next Event
Alt+Left Arrow, Escape	Select entire Event	Nothing
Alt+Right Arrow, Return	Nothing	Edit the selected Event
Alt+Up Arrow	Move to the beginning of the previous Event or content	Nothing
Alt+Down Arrow	Move to the beginning of the next Event or content	Nothing

Outline Editing Toolbar

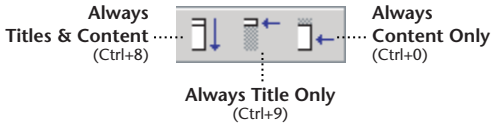


Title & Content Visibility Toolbar

The left four toolbar buttons control the visibility of the Title and Content Areas for *all* the Events in the *entire* Outline window:



The right three toolbar buttons control the visibility of Title and Content Areas for *specific* Events of your choosing. Select Events then click on an icon to apply that option. *Custom Visibility* (above) must be the overall visibility mode for the Outline window to reflect your specific choices.



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