

# Outline 4D

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# Outline 4D

## An Outliner on Steroids with a Timeline and Element Tracking

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*by Write Brothers Inc.*

*Outline 4D is a remarkable outliner that lets you brainstorm, create, structure, and organize your ideas. Outline 4D has a familiar, vertical outline format, and a unique horizontal timeline format to outline projects visually that is superior to index cards, post-it notes, and traditional outlining systems.*

*A Product of Write Brothers Inc., the premier producer of software for writers since 1982.*

## Outline 4D

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**Part**



# 1 Introduction

## Welcome to the Outline 4D Help

Outline 4D is a remarkable outliner that lets you brainstorm, create, structure, and organize your ideas. Outline 4D has a familiar, vertical outline format, and a unique horizontal timeline format to outline projects visually that is superior to index cards, post-it notes, and traditional outlining systems. Click on any of the following links to learn more about the program:

- **Contact and Miscellaneous Information**
- Who needs Outline 4D?
- What kinds of projects or stories can I write?
- What is the Outline Window?
- What is a timeline format?
- **Outline Window vs. Timeline Window**
- Why did you pick the term “event?”
- Why do story events have a “duration?”
- How do the pieces of my story look with different durations?
- What if I don't care about the length of the pieces of my story?
- I see you use the terms “levels” and “hierarchies.” What are those?
- That's not how I write. Can I use my own structuring methodology?
- How hard is it to create my own hierarchies?
- Once I've created a story hierarchy I like, can I reuse it as a template?
- I noticed you mentioned the word “tracks.” What are tracks?
- How do I use the track feature?
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- So now that I have these tracks and connections, what can I do with them?
- How do the terms “parent,” “child,” and “sibling” relate to my story?
- Some of the events look tiny on-screen. How do I work in them?
- What type of output do I get from Outline 4D?
- Can I write in Outline 4D, then transfer to another program?
- How does Dramatica connect to Outline 4D?
- What's the best way to get to know the program?
- **Outline 4D Tutorials**
- Video Tutorials

*(NOTE: Video tutorials require an Internet connection to run. All videos may be found at <http://www.youtube.com/screenplaydotcom>.)*

## 1.1 Contact and Misc. Information

### CONTACT INFORMATION

**Sales and Customer Service** (non-technical support):

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- Email: [service@screenplay.com](mailto:service@screenplay.com)
- Fax: +1 818-843-8364

**Technical Support:**

- 24-hour Online Web Support:
- Phone: +1 818-843-7819

<http://support.screenplay.com/contact/>

*[Monday-Friday, 9:00 AM to 12 Noon PST and 1:30 PM to 5:00 PM PST]*

- Fax: +1 818-843-8364

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## **1.2 Who needs Outline 4D?**

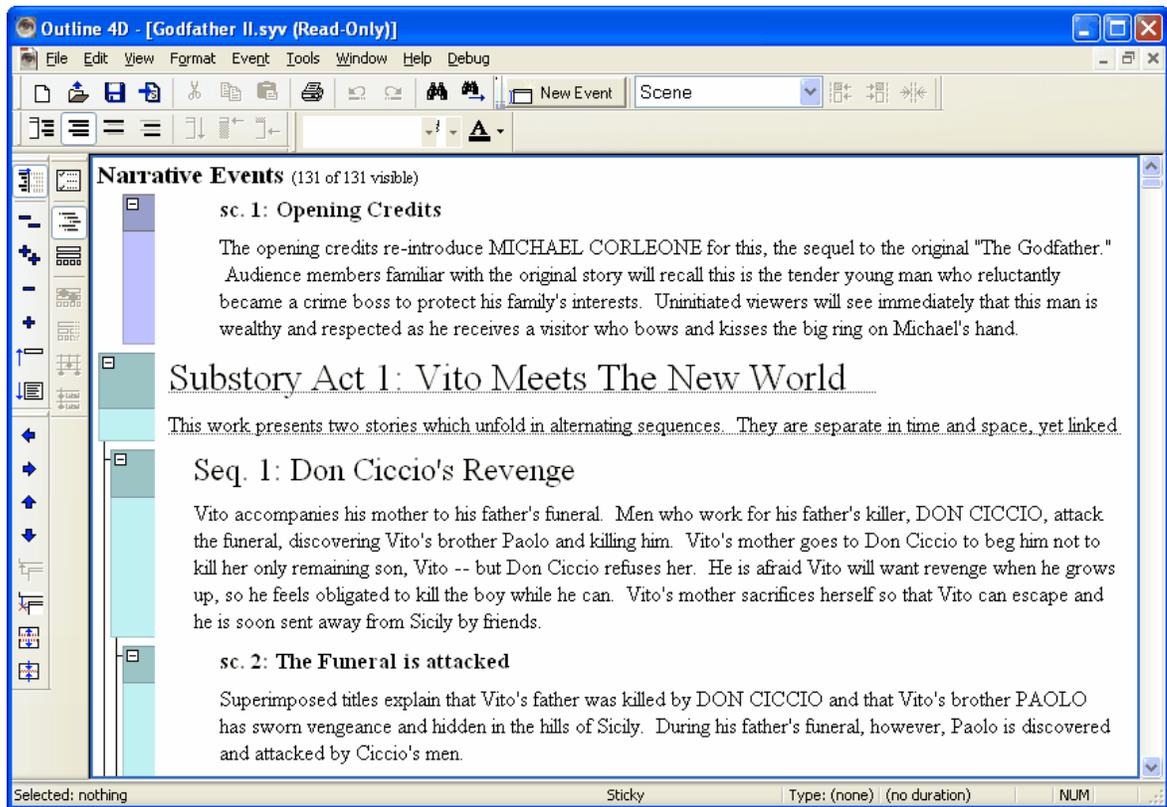
Outline 4D is for everyone who want to plot or chart their project or story in a visual manner, and want to create printouts that help them present their projects or stories to others. Outline 4D is especially useful for outlining and developing complex projects and stories, and tracking elements throughout the project. Also, anyone who works with projects that have specific time limits (i.e., commercials, television, live events) can use Outline 4D to lay out the pieces of their work and see how much time remains.

## **1.3 What kinds of projects or stories can I write with Outline 4D?**

You can create detailed outlines for novels, novellas, short stories, live events, presentations, business plans, historical timelines, screenplays, episodic television, sitcoms, mini-series, commercials, stage plays, and a lot of other stuff we've yet to discover.

## 1.4 What is the Outline Window?

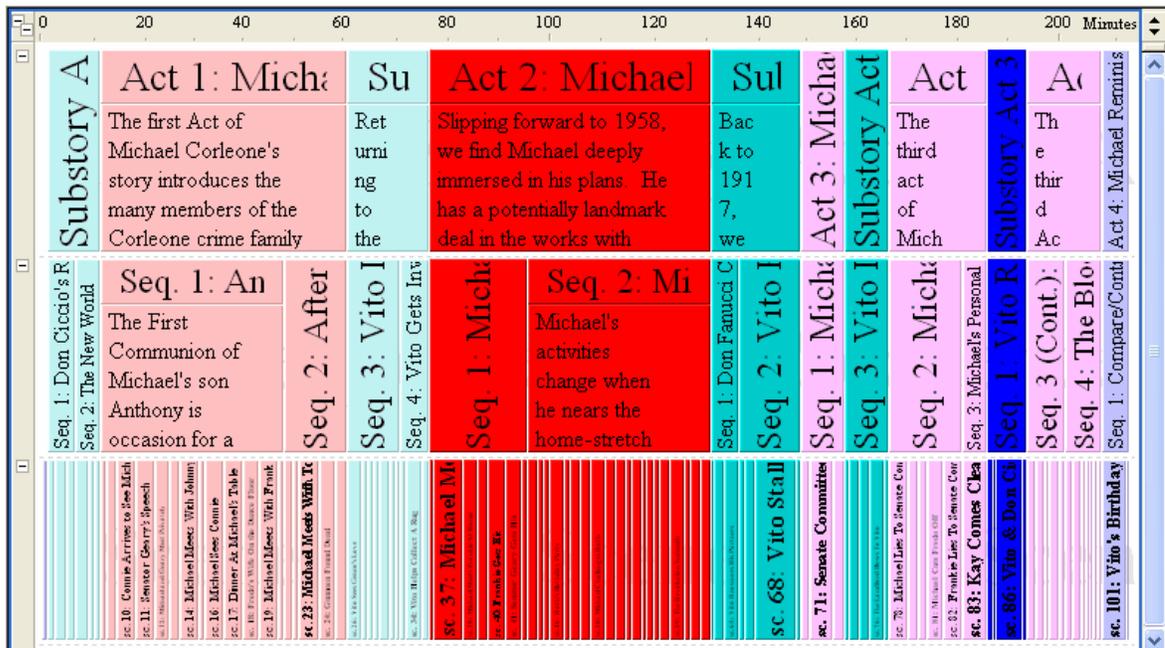
The Outline window provides a familiar word processor interface which lets you work with text in a familiar vertical (top-to-bottom) manner, similar to other outliners.



## 1.5 What is a timeline format?

Outline 4D is the first writing tool that lets you create the pieces of your story on a timeline. For example, you might be writing a two-hour movie and have an idea for the ending or for a scene in the middle of your story. Outline 4D lets you position those ideas visually along the timeline. Story structuring and development is greatly enhanced by allowing you to zoom back and see how all the pieces of your story fit together.

The program uses the generic term "events" to describe the different types of story pieces. When you write, you'll put your text into events of different types. For example, a screenwriter might write in act events, sequence events, and scene events. This is similar to the different levels of indentation found in an outline.

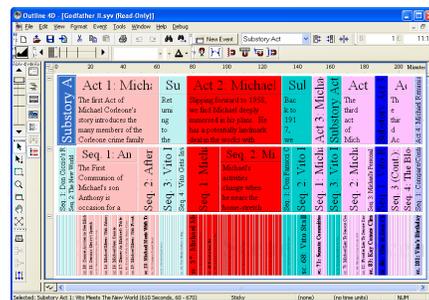
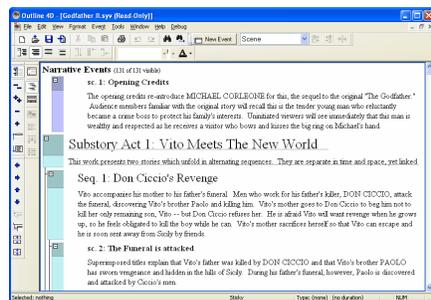


Outline 4D Timeline view of "The Godfather" example file.

In Outline 4D, you can also view or work with your story in an Outline format.

## 1.6 Outline Window vs. Timeline Window

The Outline window offers features and options that are different than the Timeline window. You may find it easier to work in one window over the other, or to view and work with specific hierarchies in one type of window. Here's some basics to help you decide which to use:



- Events you create in the Outline window appear in the Timeline window, and vice-versa. Same with deleting events and making edits: changes appear in both windows.
- In both the Timeline and Outline windows, the pieces of your story are broken up into story "events". Each event has an optional title area and a content area.
- In the Timeline window, the amount of text that is visible depends on the scale you are viewing the Timeline. This means that you may or may not see all of the text in an event. In the Outline window, you can easily see the entire text.
- You can optionally select unique combinations of events and hierarchies to be visible on a per-Outline or per-Timeline window basis. Why would you want them to be different? For example, you might want to display an outline with notes, and a timeline with the actual body of your work.
- You can switch back and forth between the Timeline and Outline windows by pressing F9. The window you switch to will try to select the same events you were working on when you pressed F9.

- In the Timeline window is a ruler, and the width of the events are proportional to the number of pages or minutes (duration) of those events. In the Outline window, there is no ruler, and the event durations are not visible on-screen (although there is an option to display those durations in titles, using the <duration> autotext).
- Because of its unique layout, the Timeline window has many features that let you make and view connections to tracks. The Outline window doesn't have any track-related features.
- The Timeline window lets you hide the content of an entire level of events, but not for individual events. The Outline window permits you to turn on and off the title or content for specific events of your choosing.
- In the Timeline window, event titles are limited by either the width or height of the event. In the Outline window, event titles are wrapped so you can see their entire text (unless the event is collapsed or the title is summarized).
- In the Timeline window, when you edit an event's title area, the automatic text (numbering, for example) disappears, leaving only the actual title text. In the Outline window, automatic text remains while you edit titles, though it will optionally dim so you can tell that it's not editable.
- There are subtle differences in the way events are created and positioned in the Outline window: all newly created events are assumed to be positioned as left as possible, when viewed in the Timeline. This helps eliminate undesired gaps. To introduce gaps between events, use the Timeline window to move events.
- In the Timeline window, you can collapse or hide entire levels or entire event types. In the Outline window, you can selectively collapse or expand parts of an event's hierarchy. This allows you to work selectively on only those areas of the outline that interest you, with less extraneous clutter.
- In the Timeline window you can select events that are not adjacent to each other by holding down the Control key, and perform formatting operations (for example, select several events at different areas of the timeline and set their color). In the Outline window, you can only select events and text that is adjacent, as you would in a normal word processor. Use the Shift key to extend selection in the Outline window. NOTE: the use of these two different modifier keys for selection is consistent with accepted Microsoft standards for object and text selection.
- The Timeline window lets you set constraints (see below) on the positions of events, the Outline window does not.
- The Timeline window lets you dim events by type or by connections, the Outline window does not.
- You can have multiple windows open on-screen that display the same hierarchies and events. This can be helpful so you can utilize the best of both views. It helps to have a large monitor or have your display set to higher resolutions if you're going to have multiple windows open.

## 1.7 Why did you pick the term "event"?

We picked that name because there isn't any word that is used to describe the variety of story pieces found in different forms of writing. For example, the term "scene" may be appropriate for screenplays and stage plays, but not for novels. A chapter makes sense for a book, but not a television commercial. "Event" is a generic term that fits a timeline well, because an event starts at a specific point in the timeline and has a duration.

## 1.8 Why do story events have a "duration"?

One of the many useful features of Outline 4D is that you can see how much time or how many pages are taken up by specific areas of your story. This can help give you a general sense of the flow of the story, as well as spot pacing problems. The concept of laying a story across a timeline wouldn't really work well if you couldn't tell how much time (or space) the parts of your story used.

## 1.9 How do the pieces of my story look with different durations?

Think of each story event as an index card that has a width proportional to the time or pages it occupies in your story. That means that a scene that is a four-minute scene is four times wider than a one-minute scene. A chapter that is 20 pages long is twice as long as a ten-page chapter.

sc. 1: Oper	sc. 2: The Fune	sc. 3: Vito's Mama pleads for l	sc. 4: Don Ciccio hu	sc. 5: *
The opening credits re-introduce MICHAEL CORLEONE for this, the sequel	Superimposed titles explain that Vito's father was killed by DON CICCIO and that Vito's brother PAOLO has sworn	Vito's Mama (MRS. ANDOLINI) realizes that Don Ciccio will not stop hunting her sons unless she does something. So she takes Vito to Don Ciccio and begs the Don to spare her last son. Don Ciccio refuses because he knows Vito will one day want revenge. Then	Don Ciccio is the local crime boss who is practically the ruler of his city. So when he realizes Vito has escaped, he sends his men into the streets to shout warnings to all	Alone, young Vito sails across the ocean to

*Scene Durations Example from "The Godfather" example file. Notice that Scene 3 is about twice as wide as Scene 1. That means Scene 3 is about two times longer than Scene 1.*

## 1.10 What if I don't care about the length of the pieces of my story?

That's OK -- you can use Outline 4D without entering durations. In that case, each piece will be the same size. Used in this manner, Outline 4D acts like an advanced index card system. You can also enter the durations when you are finished writing. If you don't want to see durations, you can choose preferences that temporarily turn off the display of the durations.

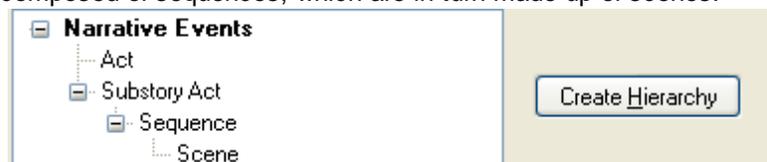
sc. 1: Opening Credits	sc. 2: The Funeral is attacked	sc. 3: Vito's Mama pleads for l *
The opening credits re-introduce MICHAEL CORLEONE for this, the sequel to the original "The Godfather." Audience members familiar with the original story will	Superimposed titles explain that Vito's father was killed by DON CICCIO and that Vito's brother PAOLO has sworn vengeance and hidden in the hills of Sicily. During	Vito's Mama (MRS. ANDOLINI) realizes that Don Ciccio will not stop hunting her sons unless she does something. So she takes Vito to Don Ciccio and begs the Don to

*An example from "The Godfather" example file where scene durations are ignored. This displays each scene at the same size despite their actual length.*

## 1.11 I see you use the terms "levels" and "hierarchies." What are those?

Levels are the areas where the events are placed in the timeline. You probably will have different levels for different story concepts. For example, a screenwriter might have an act level, a sequence level, and a scene level. A novelists might have a chapter level and a section level. A commercial writer might have an audio level and a video level.

Hierarchies are just groups of these levels. So a screenplay might be made up of acts, sequences, and scenes. Acts are composed of sequences, which are in turn made up of scenes.



*Example hierarchy of three levels (Act, Sequence, Scene) with two types of Act level events (Act and Substory Act).*

## 1.12 That's not how I write. Can I use my own structuring methodology?

Yes! You can either work from our pre-designed templates, or you can make your own hierarchy of levels and create your own event types to put in them. You can visualize structure using almost any writing system developed. Take the steps or methods of your favorite writing instructor or mentor and create empty story events in your timeline, then fill them out with your own story.

## 1.13 How hard is it to create my own hierarchies?

Not difficult, but it requires experience with many of the program's features. Before attempting to design your own story hierarchies, you should:

1. Work through the tutorials in the Outline 4D Tutorial Manual.
2. Play with the example stories and templates.
3. Read the chapter of the Outline 4D Users Manual that explains how to build a hierarchy.

## 1.14 Once I've created a story hierarchy I like, can I reuse it as a template?

Yes. An Outline 4D template is just an Outline 4D document. If you develop a custom set of hierarchies, event types, options, levels and tracks, you can just save that document and stick it into a folder called "templates." Then every time you create a new document, you will be asked if you want to work from any of the available templates. If you choose a template, your new document starts out as an exact copy of the template you selected.

## 1.15 I noticed you mentioned the word "tracks." What are tracks?

Tracks are another powerful feature of Outline 4D. Displayed below the timeline, they allow you to "track" any character, concept, throughline – virtually anything – and show all the events where that element is used in your story. For example, you may wish to track the growing relationship between two characters. Or you may want to track the development of a theme, such as "man vs. society." You might want to track all the scenes that are told in flashback. Or locations. Or specific props or special effects.

The screenshot shows the Timeline Window interface. On the left, there is a panel for 'All Event Types' with a list of event types and their counts: Narrative Events (88), Act (5), Scene (24), and Full Text (59). Below this is a 'Show Levels' button and a 'Major Characters' dropdown menu. The main timeline area displays text from 'Romeo and Juliet' with tracks for various characters. The tracks are represented by colored circles and lines connecting them to specific events in the text. The bottom panel shows a list of characters with their corresponding track icons.

An example of the Tracks feature in the Timeline Window using the "Romeo and Juliet" example file.

## 1.16 How do I use the track feature?

First, you create a track and give it a name. Once you have a track, you can make a "connection" to the track in a number of ways: you can click on one of your events and drag it to the track, or vice-versa: click on a track and drag it to an event. A connection line will appear between the track and the event. The track will also contain a dot which signifies the actual connection.

## 1.17 Can the program make connections automatically?

Yes! Each track can be set to look for specific words in your text. If you type those words, then a connection will be made automatically. If you delete those words, then the connection is removed automatically.

## 1.18 So now that I have these tracks and connections, what can I do with them?

Click on the button to the left of each track to display only those events that are connected to the track. You can even disable event hiding so that other events don't disappear – they become "dim" instead. This allows you to see where the connected events are in relationship to the rest of the timeline.

## 1.19 How do the terms "parent," "child" and "sibling" relate to my story?

These terms, which are used only in the documentation and not in the program, describe the relationship of one event to another in a hierarchy. Unlike a traditional outlining system, Outline 4D allows you to position events in relation to each other. We want to make sure you know which events we're talking about when we describe certain specialized operations.

A parent event is an event that is above another event (one level up). A child event is an event that is below an event (one level down). A sibling is an event that is on the same level.

## 1.20 Some of the events look tiny on-screen. How do I work in them?

Your monitor has only so much screen space. When you zoom back to see all the pieces of your story (a panorama), the events may be too small to work in. Have no fear – Outline 4D provides many tools for quickly changing scale so you can work comfortably. Some common scale tools are:

1. Fit to View
2. Fit to 2/3rds View
3. Zoom Tool
4. Panorama
5. Set Horizontal Scale
6. Set Vertical Scale

## 1.21 What type of output do I get from Outline 4D?

Outline 4D has two major types of printed reports: the timeline report and the outline report.

The Timeline report looks just like the timeline. It shows events similar to the way they look on-screen. You can select how many pieces of paper your timeline prints on. Typically, a large story needs to be printed across several pieces of paper. Multi-page printouts can have crop marks and edge lines that will help you tape the pages together to make a single multi-page timeline.

You can also print the timeline at any copy center that supports large format printout. This allows you to print a timeline on a single sheet of virtually any length.

The Outline report looks like a standard outline. It prints the full text of everything you've written, with different levels printed at different levels of indentation.

## 1.22 Can I write in Outline 4D, then transfer to another program?

Yes. There are three ways to get your written work out of Outline 4D and into another program: the first is simply to copy events and paste them into another program (i.e., Microsoft Word) that supports RTF. You can even select all the events, copy them, and paste the entire work.

The second method is using Outline 4D's export function to create an RTF file that can be opened by Microsoft Word and many other programs that support RTF.

The third method is of particular interest to screenwriters, TV writers and playwrights that own Movie Magic Screenwriter. You can write your script in Outline 4D using paragraph styles, then press a single

button to launch Movie Magic Screenwriter. Instantly, your story will be exported from Outline 4D to Screenwriter, and presented to you in perfect screenplay, teleplay or stage play format. All special screenplay formatting (page breaks, dialog breaks, continuations, scene numbering) will be done for you automatically – all you need to do is print the script!

NOTE: Though Outline 4D can export documents to Movie Magic Screenwriter 6, Outline 4D's outlining goes in as Scene information, not as part of Screenwriter 6's outlining feature.

## **1.23 How do other programs connect to Outline 4D?**

Outline 4D can import documents from Movie Magic Screenwriter, or any other program that can create RTF (Rich Text Format) files (see Import for more information).

Outline 4D can also import Dramatica story files. Events are automatically created for scenes you've entered. Tracks are created for characters you've created, and connections created for story points you've attached to scenes. Note that no events will be created if you haven't detailed scenes inside your Dramatica story. In that case, you'll import only the characters and story points, which is still an excellent starting point for writing from Dramatica.

## **1.24 What's the best way to get to know the program?**

The fact that you've read this far indicates that you're curious about learning more. The next step is to work through the Outline 4D Tutorial. Each tutorial walks you through basic operations of the program. Look at the Outline 4D Users Manual to find out more detailed information about Outline 4D and the features it has to offer. Refer to this Outline 4D Online Help system for useful information about the fields in windows and dialogs as you work in Outline 4D.

**Part**



## 2 Quick Tour

**OUTLINE WINDOW.** This feature-rich mode allows you to compose, edit and view your story in a familiar, vertical text view, yet switch effortlessly back to the Timeline window. In the Outline window, you see ALL your text — it's not placed into fixed-sized blocks. Text created in the Outline window is automatically placed in the Timeline window. This is the ultimate tool for creating a structured outline. You may prefer this mode for outline development. Press **F9** to switch between Timeline and Outline windows, or use the **View** menu. For more information on Outline window features:

**COOL OUTLINE FEATURES** include:

- Collapse and expand an event's children (the items hierarchically beneath an event).
- Hide / show any event type, level, or hierarchy.
- Intuitive user interface for selecting, moving, and manipulating outline topics.
- "Summarize" text, which reduces the title or content of events to a single line.
- Hide (or show) any specific event's title or content area.
- Create multiple outlines within a single document (using multiple event hierarchies).
- Split events into multiple topics.
- Merge multiple events into a single topic.
- Split paragraphs into multiple events.
- Reports that match your onscreen combinations of the various outline features.
- And much more!

### Other Cool Features:

- **IMPORT FROM OTHER PROGRAMS.** Outline 4D can import documents written in Movie Magic Screenwriter, Hollywood Screenwriter, Microsoft Word, or any program that supports Rich Text Format (including Final Draft).
- **INTERACTIVE SCALING OF PRINTED TIMELINE.** Allows you to quickly customize your timeline reports in order to maximize the amount of printed information, while creating a pleasing balance between font sizes and printed layout. Use the controls at the top of the Print Preview window to adjust font scaling.
- **ESTIMATE DURATIONS.** This will analyze the text in the story and will set the durations of events based on how many pages of text, words or characters were written. A special option performs calculations for the running time of a screenplay. If Enable Automatic Estimation is turned on then durations are recalculated automatically after an event is edited.
- **SPELL CHECKER.** Outline 4D has a new integrated spell checker, complete with a customizable user dictionary (as well as optional foreign dictionaries). You can spell check a word, a selection of text or events, or the entire document! F7 is the shortcut to bring up the spell checker.
- **IMPROVED OUTLINE REPORTS** match the power and flexibility of the Outline window. A new feature lets users place one event per page, making it possible to print stacks of index cards and placing a single event per card!

- **TIME CONSTRAINTS** allow Outline 4D to be both a superb outliner and a great time planning / management tool, by giving power users the tools they need to control positioning of events on the timeline with precision and reliability. With “Gravitate to Ruler” you can fix the position of an event to a location in the timeline. The new “Gravitate Left” and “Sticky” options prevent gaps from opening up in the timeline. Time Constraints is an advanced feature: read its documentation before using.
- **SCALE TOOL** lets you quickly scale the Timeline. Press and hold the “X” key, or select the Scale tool from the Timeline Tools toolbar (it looks like an “X”). As you click and drag, the timeline scales in both horizontal and vertical directions!
- **SEND MAIL TO RECIPIENT** will send an Outline 4D document to a user-selected e-mail address. Available in the File menu.
- **WORD COUNT** gives you a count of the paragraphs, words, and characters in your document, or in a selection of events.
- **NEW EVENT BUTTON.** For those of us who always like to have a button to press, you now have a clearly marked button in the toolbar area labeled “New Event”. Pressing this button adds a new event immediately after the event you have selected or are editing. Holding down the SHIFT key while clicking the button adds the event BEFORE the selected/edited event.
- **CREATE EVENT HIERARCHY** is a new Tools menu command that lets you create a new hierarchy right from the Timeline or Outline window. And now when a hierarchy is created, a default event type is automatically created, so you can begin using that hierarchy immediately.
- **VIEW NON-PRINTING CHARACTERS** is a new application option that lets you turn on the display of paragraph marks, tabs and spaces.
- **DUPLICATE EVENTS** creates duplicates of selected events and places them after the events you are duplicating.
- **HYPERLINK STYLE** converts a text URL (e.g. [www.screenplay.com](http://www.screenplay.com)) or an e-mail address (e.g. <mailto:Support@screenplay.com>) into a clickable hyperlink.
- **STRIKETHROUGH STYLE** applies the strikethrough attribute to text.
- **HIGHLIGHT STYLE** places a yellow background around text you select.
- **SPACE BEFORE, SPACE AFTER & LINE SPACING** are new options that allow users to set the line spacing to single, 1.5 or double spacing. You can also set the amount of space before or after a paragraph. To use this feature, select the Format Paragraph button in the Paragraph Styles document settings panel. NOTE: spacing features can be applied to paragraph styles, but not to individual paragraphs.
- **APPLYING FONTS, STYLES & ATTRIBUTES TO MULTIPLE EVENTS** in the Timeline is now supported. That means you can select multiple events and set their font or style.
- **SYMBOLS DISPLAYED IN TIMELINE EVENTS** indicate if events are having their durations estimated automatically. You may notice these in the lower right corner of the event. A tiny TRIANGLE means the event is being automatically estimated. You cannot manually resize an event which is being automatically estimated. A tiny SQUARE means the event has a manual duration set, and will not be automatically estimated. You may resize that event. No symbol means the event duration is not being automatically estimated.
- **MANUAL VS. AUTOMATIC ESTIMATION** lets you manually set the duration of any event so its duration is not calculated automatically. This is helpful for writers who want to make use of the

Estimate Durations features, but have specific events they want to set the duration of manually.

- **AUTOCONNECT BY WORD, NOT PARTIAL WORD.** Autoconnect now looks at the EXACT word you type, rather than partial words. This corrects a problem where you wanted to create automatic connections for Cat, but other words like “Catalog”, or “Catastrophe” would also make connections erroneously.
- **SPLIT EVENTS BY PARAGRAPH.** In the Outline View you can select a single event then select Event>Split Event By Paragraph. This will create separate events for each paragraph. Useful when taking long blocks of text from another program and breaking them up into events.
- **SELECT EVENTS & CHILDREN CHANGED TO ALT+CLICK.** Previously, holding down the SHIFT key and clicking on an event would select that event and all of the events beneath (its children). The modifier key has been changed to ALT+CLICK.
- **DURATION AUTOTEXT.** In the setup of event titles, you can now add the autotext <duration>, which will display the duration of the event in the event's title.
- **PRINT PREVIEW FROM REPORT OPTIONS.** You can press a button and go right into the PRINT PREVIEW mode from within Report Options — handy for immediately seeing the effect of a change in options.
- **REPORT OPTIONS FROM PRINT PREVIEW.** Once in Print Preview, you can press a button and return back to the REPORT OPTIONS dialog. Very handy for adjusting those options once you've seen how they look.
- **APPEARANCE OF EMPTY EVENT TITLES** (in the Tools > Document Settings, General Settings panel) adds a wonderful new preference that improves the way titles work. In addition to your previous choices of “Empty” and “Show preview of event contents”, you now have “Show preview only if event content is hidden”. This last option makes empty event titles show copies of the event's content only when the content isn't visible. That reduces confusing duplicate text on screen.
- **STARTING NUMBER** can now be set for the numbering of events. This is very helpful when numbering years in timeline events, because you can set the first number to be a year, like “1900”, versus the old way where the number would start at “1”.
- **CLEARING CONNECTIONS** is now a lot easier. Click on a track (or multiple tracks) and then select the Edit > Select Track Connections command, followed by Edit > Clear (or the Delete key). If you click anywhere in the Track area (where the connections are displayed) you can also press Ctrl+A to select all the connections at once.
- **TIMELINE TOOL SELECTION.** You have two options when selecting a Timeline Tool (e.g. Event creation, Scale Tool, Zoom Tool, etc.). If you tap one of the shortcut keys (for example, “Z” for the Zoom Tool) you'll change your current tool to that tool. If you press and hold down the shortcut key, you can temporarily use that tool until you release the key. Once you release the key, the cursor returns to the previous tool.
- **SETTING RULER TO DESIRED UNIT** makes it so the ruler doesn't change between different units when you scale the timeline. This is a welcome change for screenwriters using minutes and novelists using pages.
- **TOOLBARS REMEMBER THEIR POSITIONS**, and so do toolbars that have been pulled off as floating pallets. Toolbars will also wrap if the window is resized smaller, and will unwrap to their desired position when resizing larger. You can also independently select which toolbars you want for either Timeline or Outline windows. Right clicking in the toolbar area gives you a list of available

toolbars.

- **EXPORT TO RTF** controls if title, content or both are exported, and if there is to be a blank line between each event. This can be useful if you just want to export the titles, or only the content, to an RTF file. The preferences to control this are in the Document Options Export to RTF panel.
- **USER DEFINED.SYV.** Use the “User Defined.syv” template when you want to create your own hierarchy from scratch. Otherwise, use one of the other pre-defined templates.
- **OPTIONAL FIXED OUTLINE TEXT COLUMN WIDTH.** You can set a FIXED WIDTH for the text column in the Outline view, by using the preference in the Outline Settings panel (in Document Settings). For example, you could set the width to 6 inches, and the text would stay wrapped to that width, regardless of window size. This is helpful if you have text such as a screenplay that you wish to always appear with proper screenplay margins, so you do not want the text to wrap based on the width of the WINDOW.
- **OUTLINE AND TIMELINE VIEWS CAN BE VISIBLE AT THE SAME TIME.** You can display BOTH Timeline and Outline windows on-screen at the same time in separate windows, using the New Timeline window and New Outline Window menu items located in the WINDOW menu. Changes you make in one window will appear in the other window. Try it!
- **TEXT AND WINDOWS CAN OPTIONALLY USE WINDOWS SCHEME TEXT COLORS.** You can request that Outline 4D use the Windows text and background color schemes while viewing events. This preference is available in the “Text” panel of the Options Dialog.
- **ADJUSTING HIERARCHY POSITIONS.** You can move hierarchies up or down in the timeline, by using the up or down arrows now available in the Event Hierarchies panel in Document Settings. Also, in this panel the Delete button has been changed from an icon to a textual button (in case you’re wondering where it went).
- **CONTROL OVER THE ROTATION OF VERTICAL TITLES.** Several improvements have been made to give you more control over the automatic rotation of vertical titles. Titles become vertical automatically when there isn’t enough room to effectively display an event’s content. You now have a choice of “Always”, “Automatic” and “Never”. Plus, the program is smarter about trying to make the timeline more consistent when most of the titles are rotated. This means that it will be less likely for you to have a couple of events that aren’t rotating. Also, a new Outline 4D Option lets you set the minimum width required of an event before it will rotate.
- **DURATIONS ARE DISPLAYED / ENTERED IN MINUTES:SECONDS NOTATION.** You can set the durations of events using a minutes:seconds notation. The notation will display as 3:30 for three and a half minutes, and 3:10 for three minutes, ten seconds. You may enter durations in minutes:seconds notation in the Duration Properties toolbar. The alternative notation continues to function, so if you enter 3.5 it will be converted to 3:30 automatically.
- **PASTING OVER EVENTS.** In the timeline, if you select an event, then paste, the pasted event will appear IN FRONT OF the selected event. The selected event will NOT be replaced. Use Edit > Duplicate (Ctrl+Y) to quickly make copies of events.
- **CREATE DEFAULT TITLE FOR NEW EVENTS.** There is a preference in the Editing Options panel to enable / disable the automatic creation of event titles for new events. This is the text that says, “New Scene”, or “New Act”. If the option is turned off, the titles are created empty.
- **EVENTS RANGE REPORT OPTIONS NOW USE LEVEL SELECTOR.** In version 1.0 and 1.1, you could select a range of events by choosing from a radio button list that gave you “chosen level and down”, “chosen level only”, or “chosen level and up”. We have changed this to be both simpler and more powerful. You now click on the check marks of the Level Selector. This gives you complete

control over whatever levels you wish to display, across different hierarchies.

- **DOZENS OF ENHANCEMENTS, NEW FEATURES, AND EASE-OF-USE IMPROVEMENTS.**  
Outline 4D is packed with new commands, preferences and shortcuts, while focusing on a more enjoyable user experience.

**Part**



## 3 Outline 4DTutorials

The tutorials are broken into several sections:

- Outline Window Tutorials
- Timeline Window Tutorials
- Video Tutorials

Each tutorial is broken into separate steps for ease of use. Use the tutorials to learn how to get the most from Outline 4D quickly.

### 3.1 Outline Window Tutorials

There are five tutorials in this section:

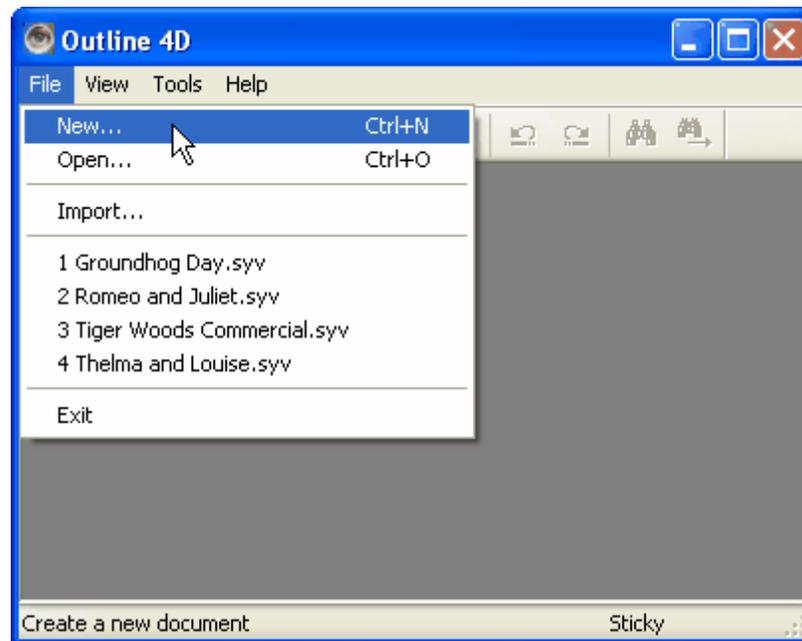
- Creating an Outline
- Modifying the Outline Appearance
- Manipulating Events in an Outline
- Customizing the Outline Settings
- Working with the Screenplay Template

#### 3.1.1 Creating an Outline

This tutorial is designed to give the user a better understanding of the Outline window and the usefulness of its functions. We will be adapting a popular children's story, Goldilocks, to use in Outline mode. In the tutorial, we will only be doing the part of the whole story.

##### 3.1.1.1 Creating an Outline (Step 1)

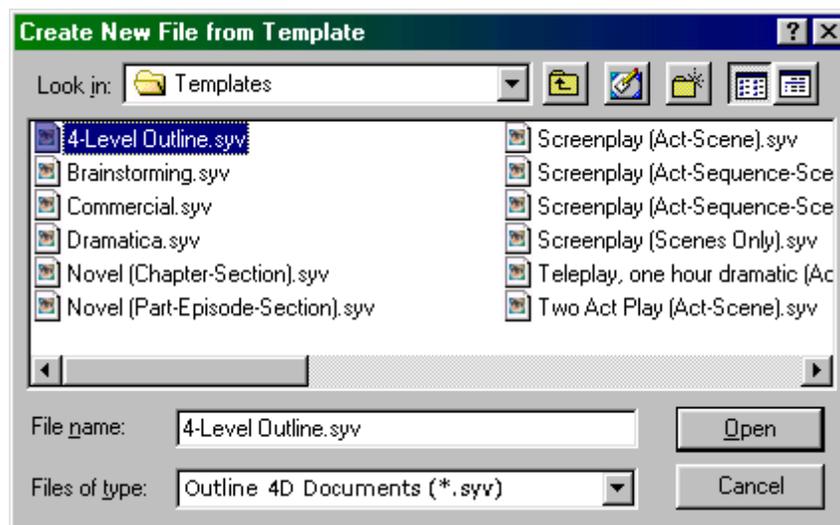
- Open Outline 4D and click **File > New**.



### 3.1.1.2 Creating an Outline (Step 2)

- Select the **4-Level Outline.syv** template and click **Open**.

Templates help start the organization from a variety of standard structures, which can be modified to suit your needs. You can also start from a completely blank document and create your own hierarchy, which allows limitless types of structures/hierarchies.

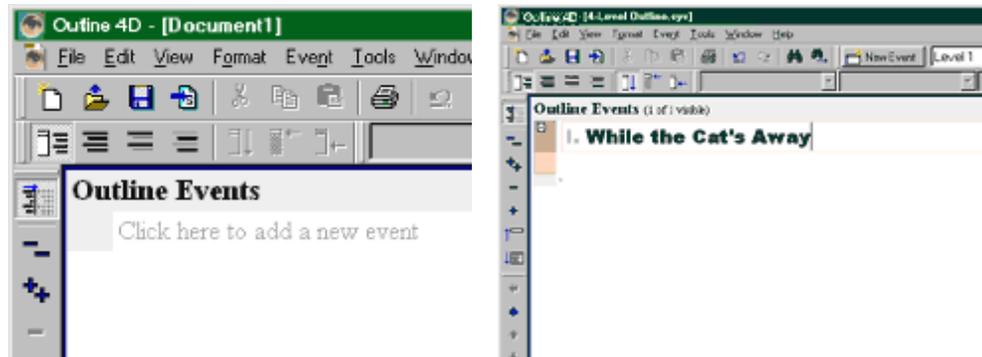


### 3.1.1.3 Creating an Outline (Step 3)

- Click where it says "Click here to add new event" so it changes to "Start typing to create a new Level 1, or paste" and type in **While the Cat's Away**.

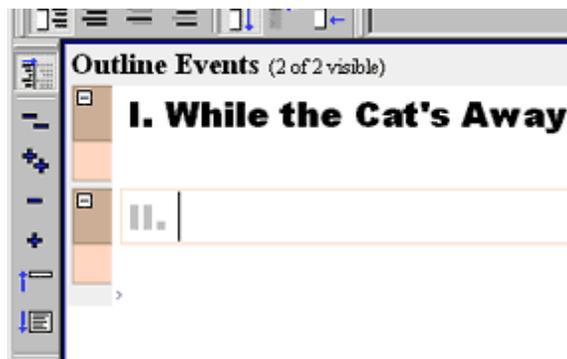
Titles contain *AutoText* to display the type of event you are editing (in this case Level 1). This gives immediate recognition of what level that event is on. You can enable/disable this feature per level. Titles are also consistent from Outline to Timeline mode, making

events easily recognizable.



#### 3.1.1.4 Creating an Outline (Step 4)

- Hit **Ctrl + Enter** to add a new event.
- Hit **Tab** on the keyboard to demote (more on promote/demote later in this tutorial) the event to the next level in the hierarchy (Level 2).



- Type in the title "**Set Up the Story**".

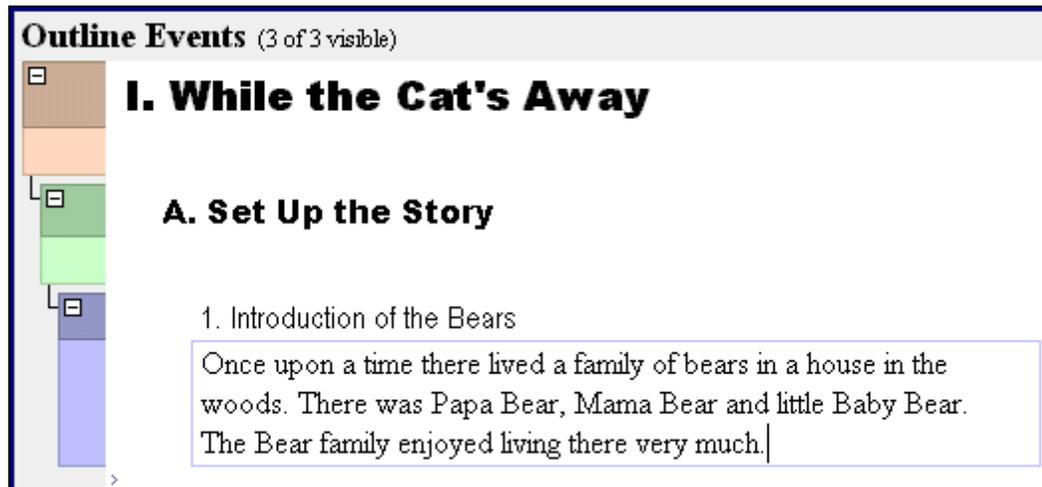


#### 3.1.1.5 Creating an Outline (Step 5)

- Hit **Ctrl + Alt + Enter** to add a new sub-topic event (Level 3).
- Type in the title "**Introduction of the Bears.**"

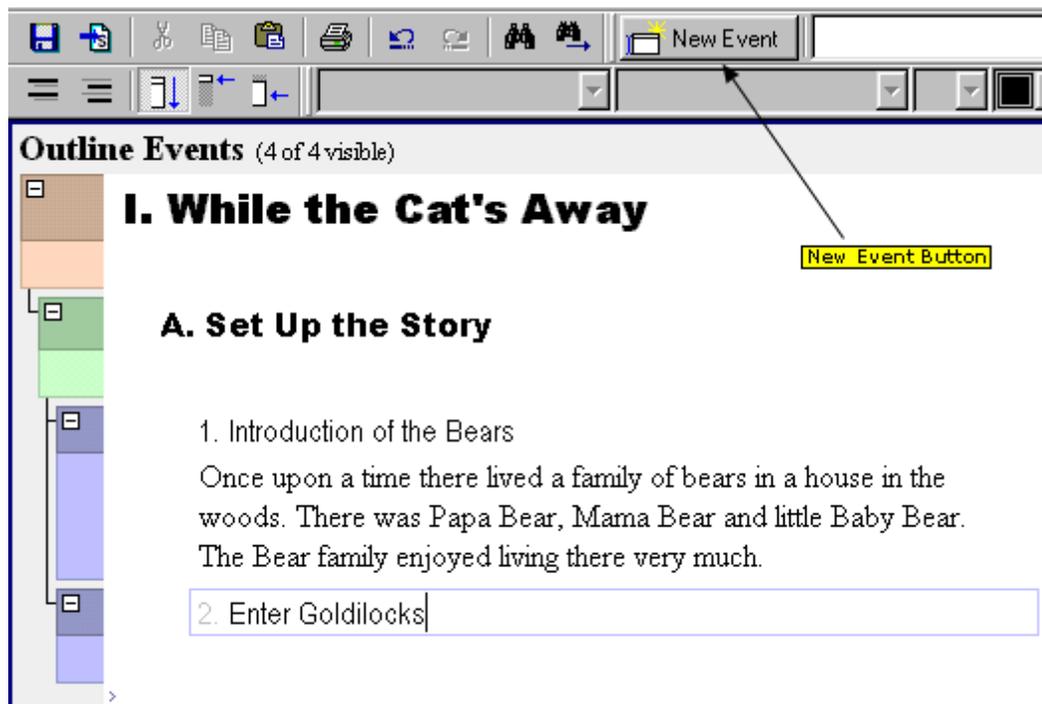
- Hit **Enter** to go to the Content Area and type in (or copy and paste from this screen):

**Once upon a time there lived a family of bears in a house in the woods. There was Papa Bear, Mama Bear and little Baby Bear. The Bear family enjoyed living there very much.**



#### 3.1.1.6 Creating an Outline (Step 6)

- Click the **New Event** button on the top toolbar to add a new event. If you do not see the button, click **View > Toolbars > Event** and Timeline.
- Click in the title area and type in "**Enter Goldilocks**".



### 3.1.1.7 Creating an Outline (Step 7)

Let's say you want to insert an event before the current one.

- Select the "Enter Goldilocks" event and hit **Ctrl + Shift + Enter**. This is the **Insert Before** command, which will insert an event before and on the same level as the currently selected event.
- Enter "**Bear family leaves to get some honey**" in the new heading.

**Outline Events** (5 of 5 visible)

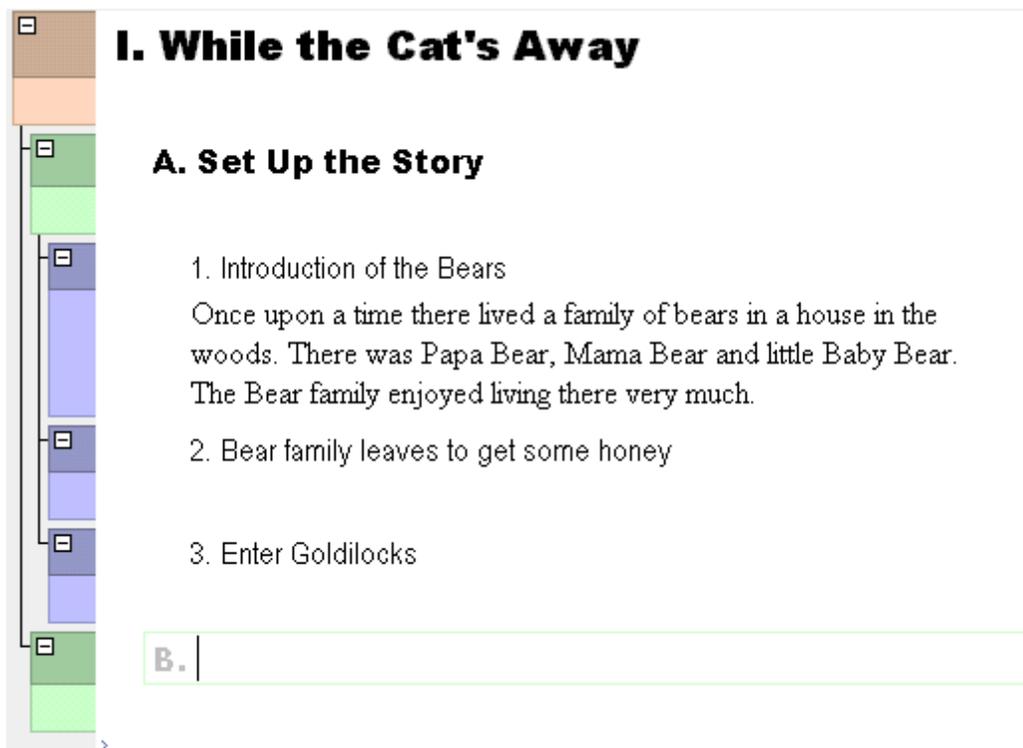
**I. While the Cat's Away**

**A. Set Up the Story**

1. Introduction of the Bears  
Once upon a time there lived a family of bears in a house in the woods. There was Papa Bear, Mama Bear and little Baby Bear. The Bear family enjoyed living there very much.
2. Bear family leaves to get some honey
3. Enter Goldilocks

### 3.1.1.8 Creating an Outline (Step 8)

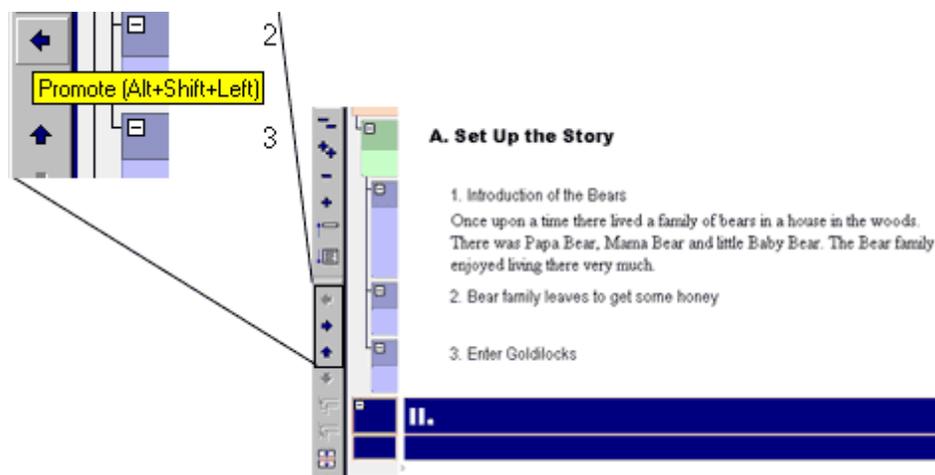
- Select the "Set up the Story" event.
- Hit **Ctrl + Alt + Shift + Enter** on the keyboard. This is the **Insert After** command, which will insert an event after and on the same level as the currently selected event.



### 3.1.1.9 Creating an Outline (Step 9)

Now we will show how to demote/promote events. The option of promoting and demoting events, makes it possible to move events to different levels of the hierarchy thereby dynamically restructuring your story.

- Select the new event (B.) and hit the **Promote** button on the left toolbar. Notice how easy it was to promote the event to a different level (II.)!



**Keyboard shortcut:** (Alt + Shift + Left or Shift + Tab, if set to do so under **Tools > Outline 4D Options**, F8)

### 3.1.1.10 Creating an Outline (Step 10)

- Select the event (II.) and hit the **Demote** button on the left toolbar three times. Notice how easy it was to demote the event to a different level (a.), which is now automatically a sub-topic of the previous event (3.)!

**A. Set Up the Story**

1. Introduction of the Bears  
Once upon a time there lived a family of bears in a house in the woods. There was Papa Bear, Mama Bear and little Baby Bear. The Bear family enjoyed living there very much.
2. Bear family leaves to get some honey

Enter Goldilocks

a.

**Keyboard shortcut:** (Alt + Shift + Right or Tab, if set to do so under Tools > Outline 4D Options, F8)

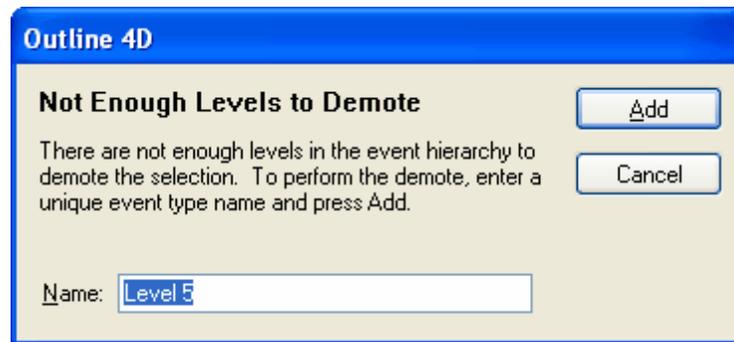
### 3.1.1.11 Creating an Outline (Step 11)

- Hit **Ctrl + Enter** to add a new event (b.). Let's say you want to make event (b.) a subtopic of (a.). Select event (b.) and hit **Tab** to demote the event.

What happened?

Since the template we started with only has four levels, Outline 4D will (by default) prompt to create a new level if an event is demoted past the last level in the hierarchy.

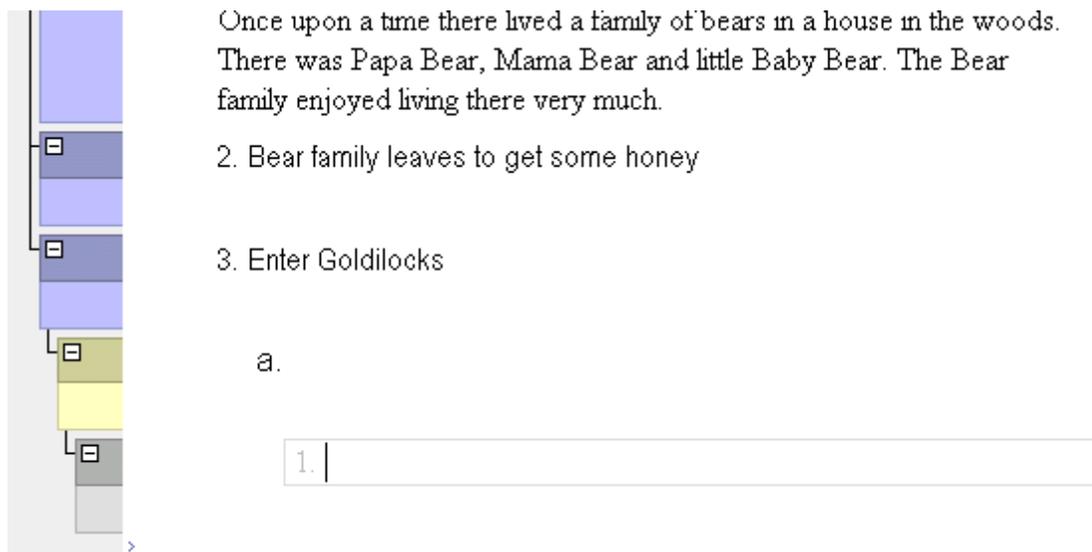
- Type in **Level 5** for the new level and click **Add**.



### 3.1.1.12 Creating an Outline (Step 12)

Outline 4D has now added a new level to the hierarchy on demand!

- Do a right click and Save As to download it to your hard drive. Save it in the C:\Program Files\Outline 4D\Examples folder.



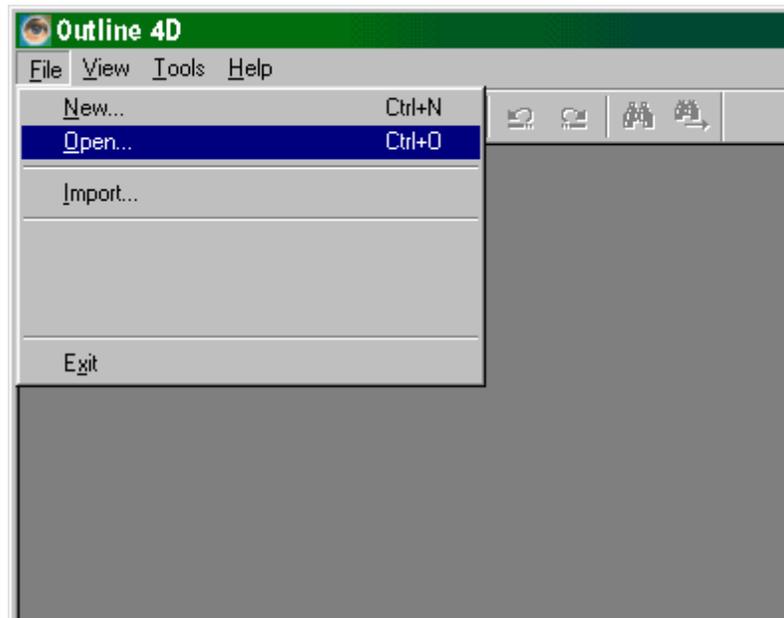
Once upon a time there lived a family of bears in a house in the woods. There was Papa Bear, Mama Bear and little Baby Bear. The Bear family enjoyed living there very much.

2. Bear family leaves to get some honey
3. Enter Goldilocks
  - a.

This concludes this section of the tutorial. Go to the next tutorial, Modying the Outline Appearance.

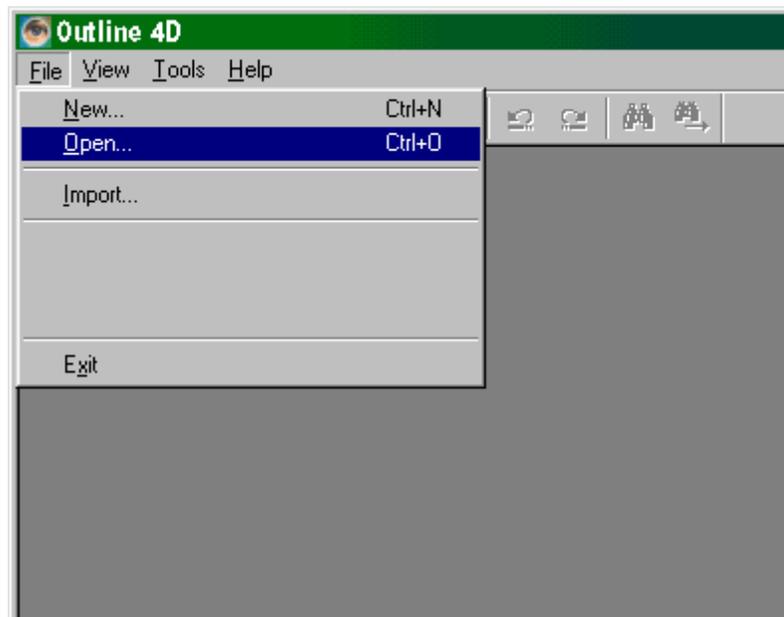
## 3.1.2 Modifying the Outline Appearance

This tutorial will show you how to modify the appearance of your Outline. We will use one of the pre-existing examples in Outline 4D for demonstration.



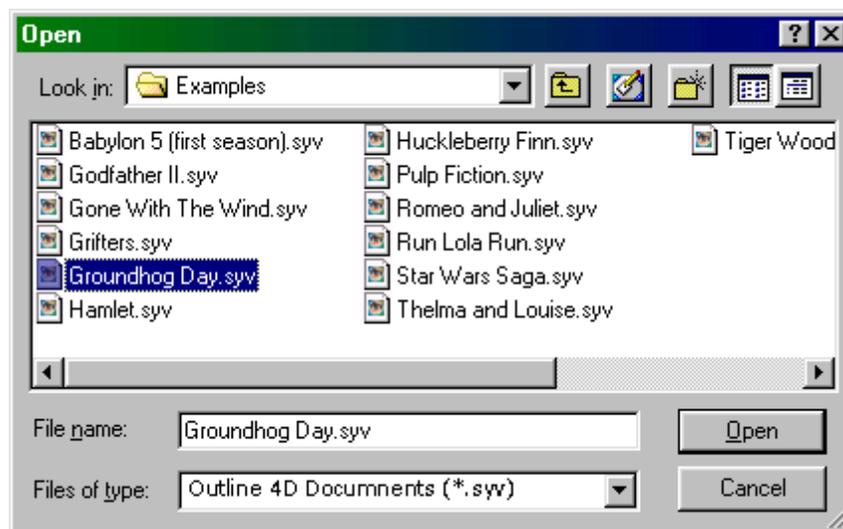
### 3.1.2.1 Modifying the Outline Appearance (Step 1)

- Click **File > Open**.



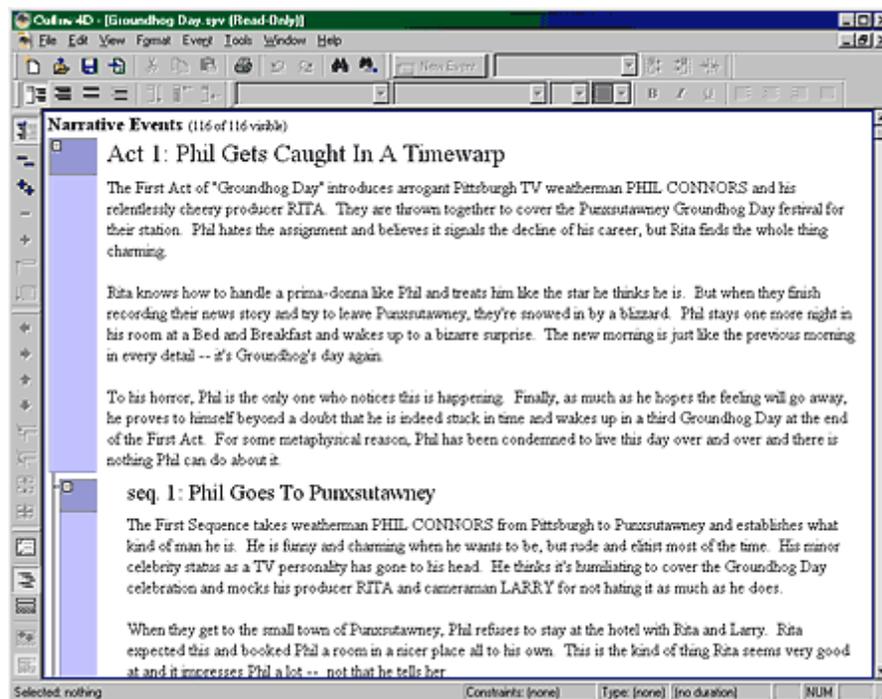
### 3.1.2.2 Modifying the Outline Appearance (Step 2)

- In the Examples folder, select **Groundhog Day.syv** and click **Open**.



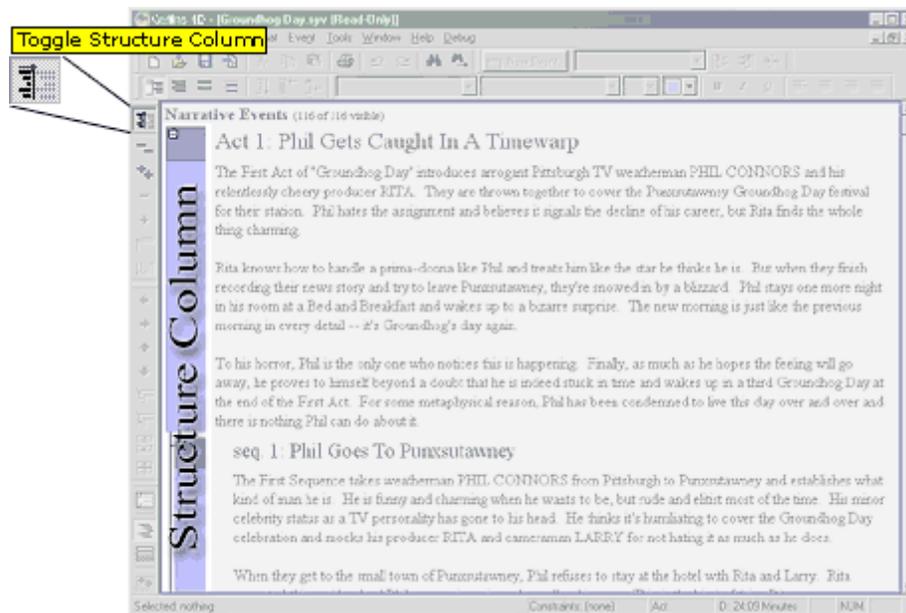
### 3.1.2.3 Modifying the Outline Appearance (Step 3)

- Hit **F9** on the keyboard to go into Outline mode.



### 3.1.2.4 Modifying the Outline Appearance (Step 4)

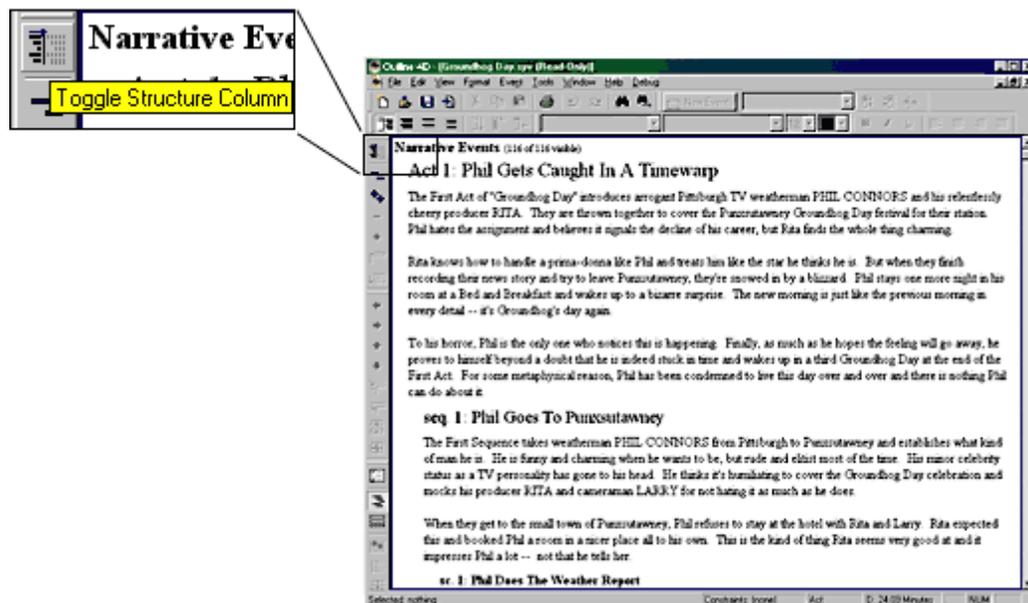
The first thing we are going to look at is the **Structure Column**, which appears on the left side of the Outline (purple). It provides a visual representation of the events and how they are connected in the hierarchy. In Act 1 of Groundhog's Day, you can clearly see the connection lines to its child events, and in turn, their child events. It also make it easier to select events with the Structure Column visible.



### 3.1.2.5 Modifying the Outline Appearance (Step 5)

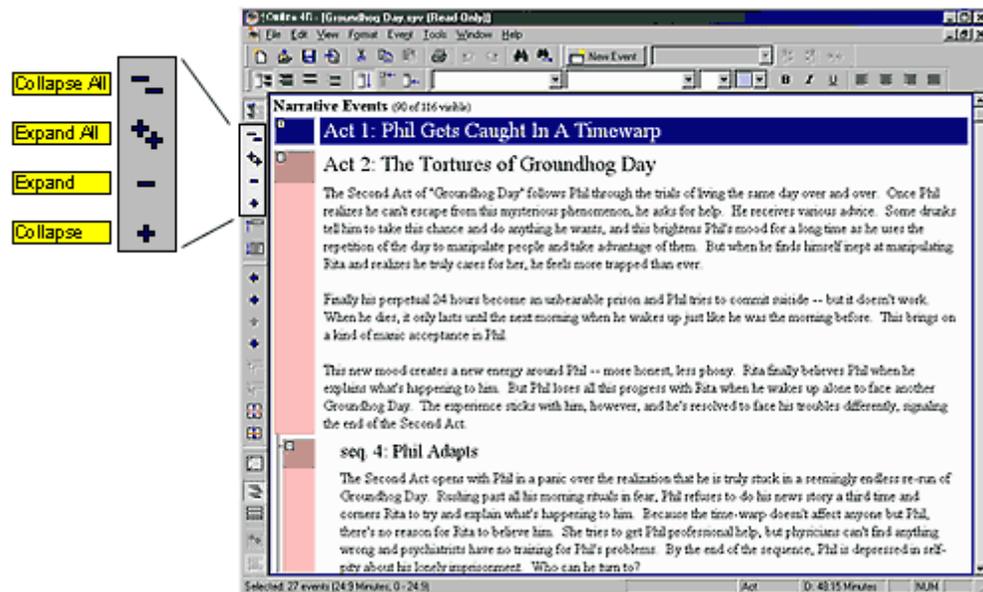
If you would prefer to view the outline as a word processing document, you can toggle the structure column on and off. If you do not see the toolbar on the left, click **View > Toolbars > Outline Appearance**.

- Click the **Toggle Structure Column** button on the left toolbar to turn it off and back on to see the difference.



### 3.1.2.6 Modifying the Outline Appearance (Step 6)

- **Collapse/Expand** buttons - allow events to be collapsed or expanded as in a standard Windows list. You can also use your **left/right arrow keys** to collapse/expand individual events that are selected (not in edit mode).
- Click the **Collapse All** button, then click the **Expand All** button to see what they do.
- Then, highlight Act 1 and hit the **left arrow** key to collapse it, then the **right arrow** key to expand it.

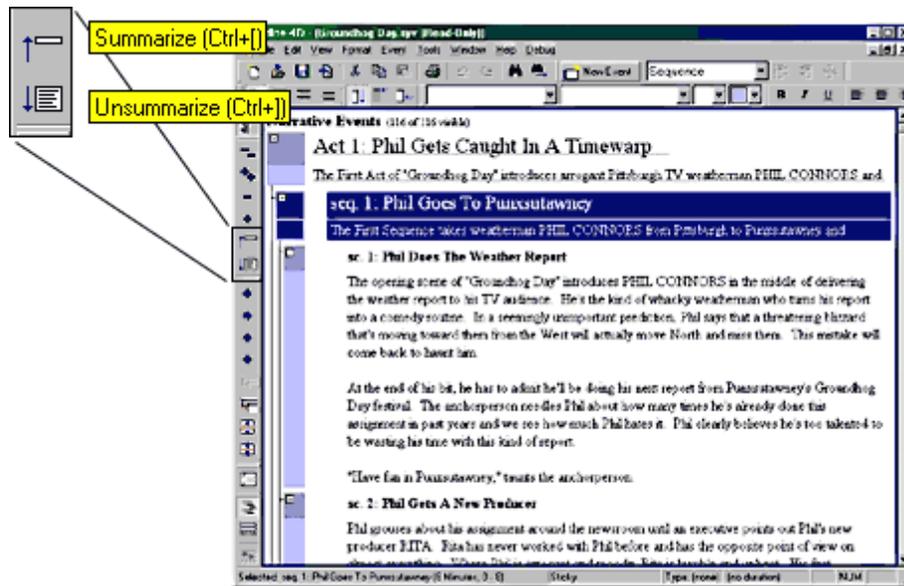


**Keyboard shortcuts:** Collapse/Expand All (Ctrl + 3, Ctrl + 4); Collapse/Expand single event (Ctrl + Minus, Ctrl + Equals or (left/right arrows).

### 3.1.2.7 Modifying the Outline Appearance (Step 7)

**Summarize/Unsummarize** - Sometimes, less is more. Summarizing an event shows an event's title and first line of content. The ability to summarize single or all events, gives even more control.

- **Select Act 1** and hit **Ctrl + 1** to **Summarize All**. Note how it underlines the text so you know it is summarized.
- Then, hit **Ctrl + 2** to **Unsummarize All**.
- Next, **Select Act 1** and click the **Summarize** button.
- Now, click the **Unsummarize** button and it restores the event to its original state.



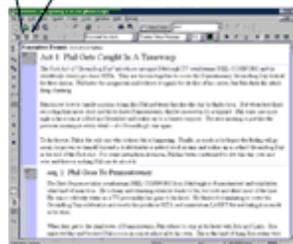
Menu commands

**Keyboard shortcuts:** All events (Ctrl + 1, Ctrl + 2); Single events (Ctrl + [, Ctrl + ])

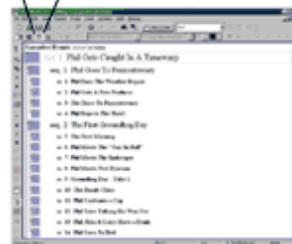
### 3.1.2.8 Modifying the Outline Appearance (Step 8)

The next feature we will look at are the **Titles & Content**, **Titles Only**, and **Content Only** display modes. These change how all events in the outline are displayed. The buttons are located on the top toolbar. If you do not see the buttons, click View > Toolbars > Titles/Content Visibility.

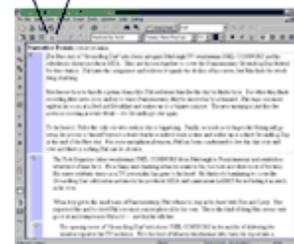
- Click the **Titles & Content** button and compare it with the screenshot. Do the same with **Titles Only** and **Content Only**.


 Titles & Content


Click for larger image


 Titles Only


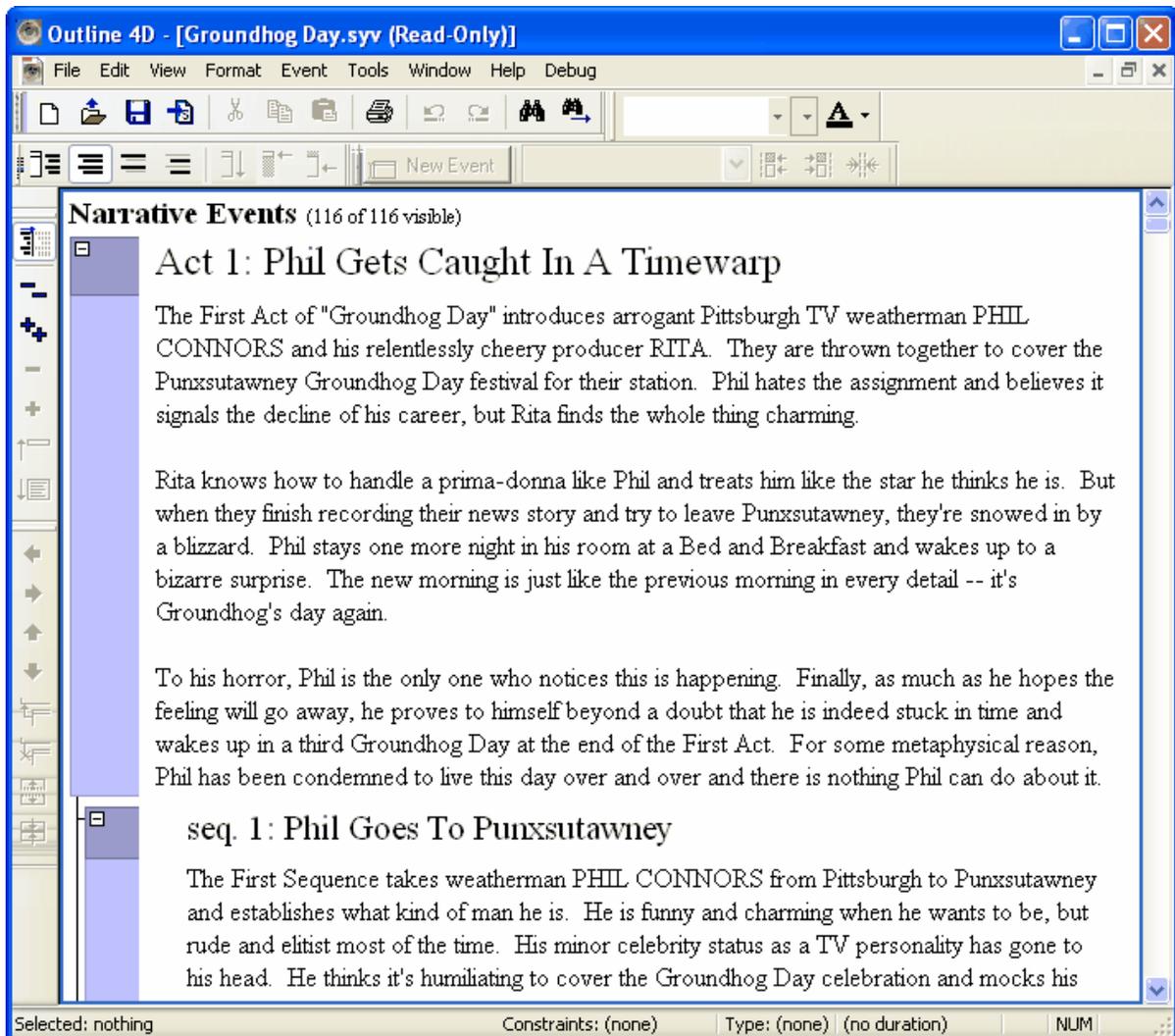
Click for larger image


 Content Only


Click for larger image

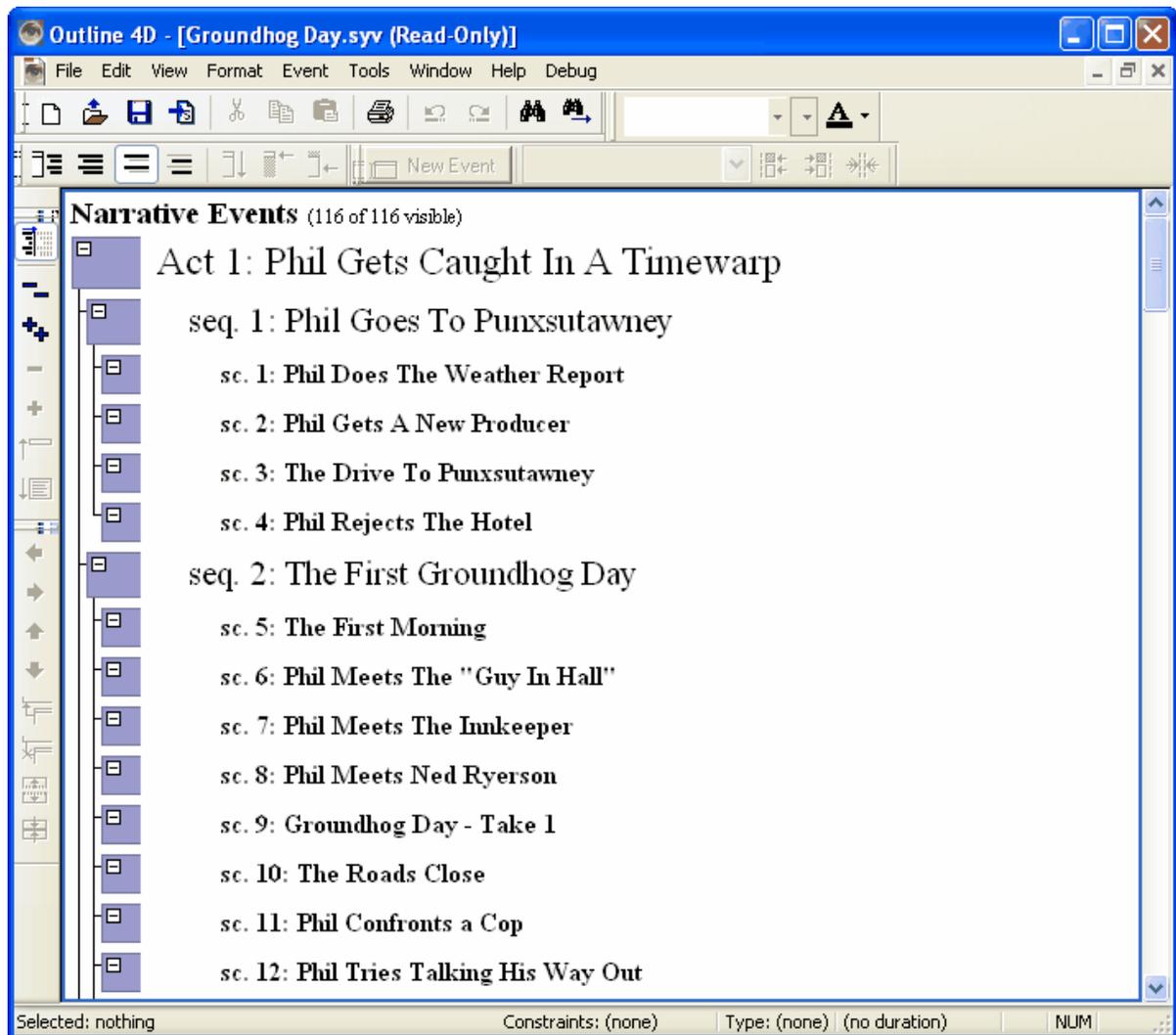
**Keyboard shortcuts:** Ctrl + Shift + 8, 9, and 0 respectively.

## 3.1.2.8.1 Example Titles and Content Window

**Outline showing event Titles and Content:**

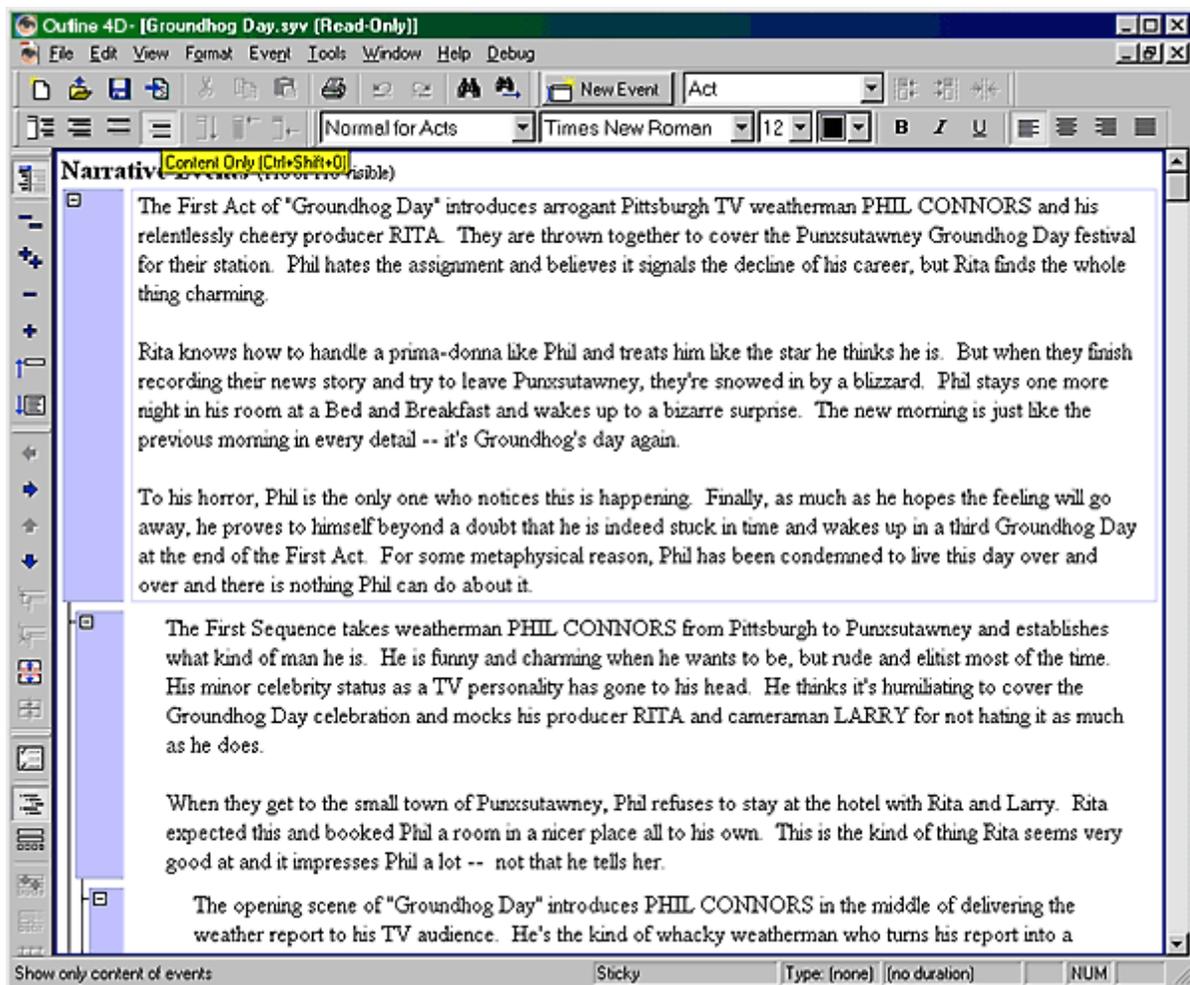
## 3.1.2.8.2 Example Titles Only

**Outline example displaying event Titles only:**



#### 3.1.2.8.3 Example Content Only

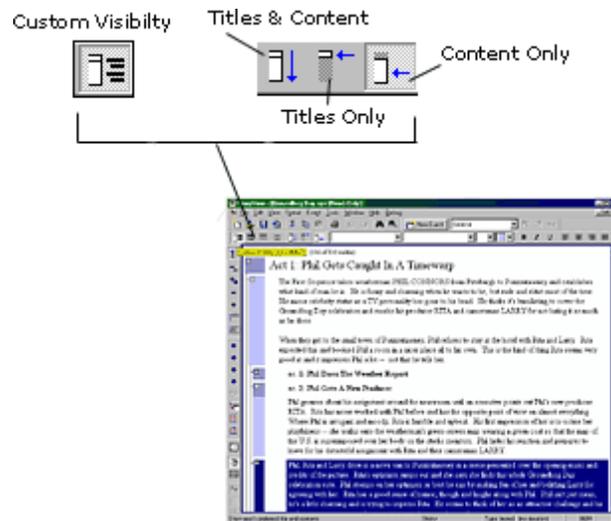
***Outline example showing event Contents only:***



### 3.1.2.9 Modifying the Outline Appearance (Step 9)

The custom display allows you to set any one of the three options (Titles & Content, Titles Only, and Content Only) to individual events, creating a totally user-customizable way to display each event.

- Select **Act 1** and click the **Custom Visibility** button.
- Set **Act 1** to **Titles Only**.
- Set **Sequence 1** to **Content Only**.
- Set **Scene 1** to **Titles Only** and **Scene 3** to **Content Only**. Compare your results with the screenshot.



**Keyboard shortcuts:** to set an event in custom mode Ctrl + Shift + 7; Titles & Content, Titles Only, and Content Only are Ctrl + 8, 9, 0, respectively.

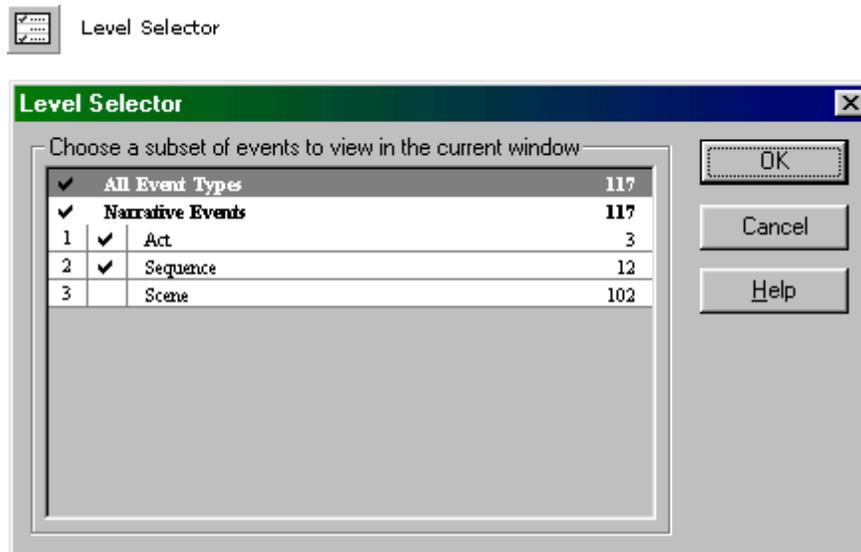
### 3.1.2.10 Modifying the Outline Appearance (Step 10)

If you want to hide a whole event level or an entire hierarchy (if you have more than one), you can use the **Level Selector**.

- Click on the the **Level Selector** button on the left toolbar.
- If you do not see it, click **View > Toolbars > View**.
- Uncheck the **Scene** level and click **OK**.

Notice, all the scenes are gone. They still exist, that level is just not being displayed.

- Hit **F9** to go to the Timeline to better see how the level selector affects the display.
- Bring up the **Level Selector** again, recheck **Scene** and click **OK**. The scene level is displayed again.
- Hit **F9** when you are done to return to the Outline.

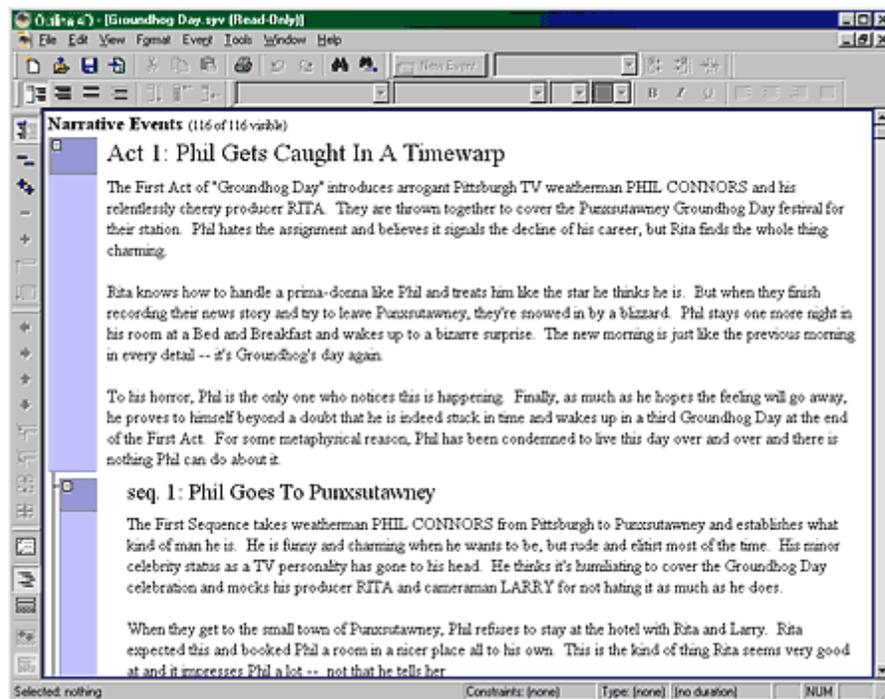


**Keyboard Shortcut:** Ctrl + L.

This concludes this section of the tutorial. Please go to the next tutorial, Manipulating Events.

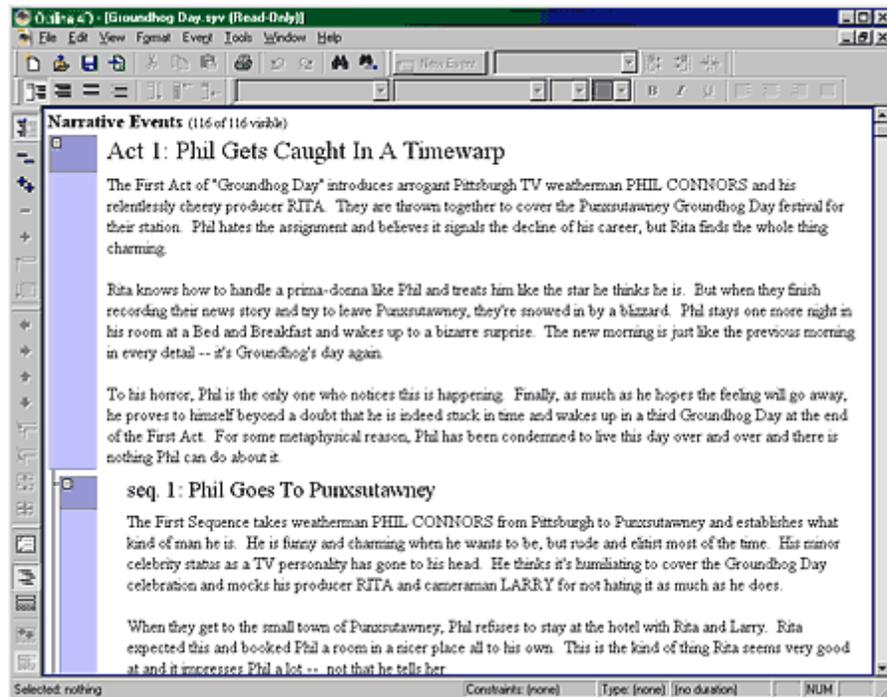
### 3.1.3 Manipulating Events in an Outline

This section of the tutorial uses the example file of **Groundhog's Day** (continued from Modifying the Outline Appearance).



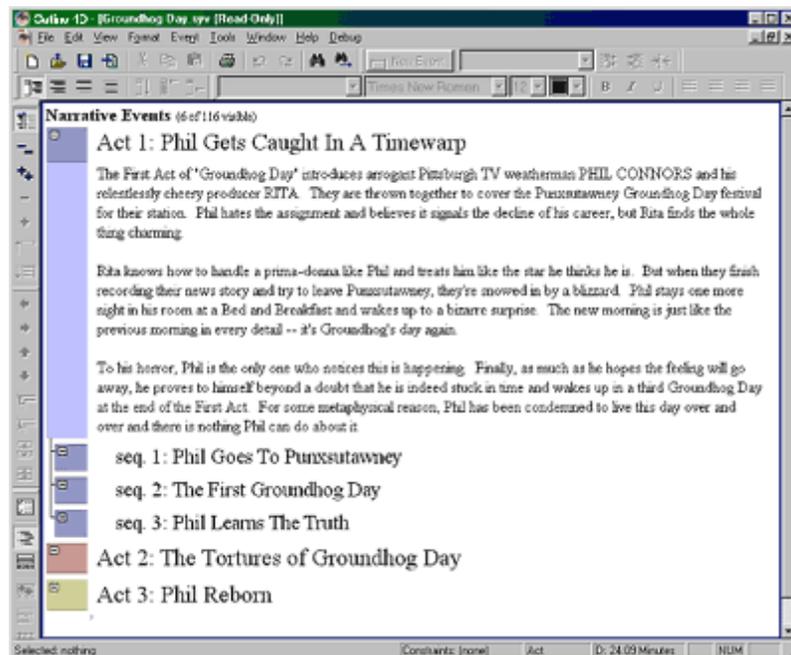
### 3.1.3.1 Manipulating Events in an Outline (Step 1)

- If you do not have it open, please open it now and hit **F9** to go to the Outline window.



### 3.1.3.2 Manipulating Events in an Outline (Step 2)

- To set up the screen for easier viewing hit the **Collapse All** button or **Ctrl + 3** on the keyboard. Then, expand Act 1 only.



### 3.1.3.3 Manipulating Events in an Outline (Step 3)

**Move Events** - Being able to move events (i.e., sections of your outline) on the fly is invaluable in the structuring process. Let's say you decide that Sequence 2 (First Groundhog Day) would work better as the first sequence.

- Drag and drop Sequence 2 above Sequence 1. Notice it renumbers it for you automatically!

**Keyboard shortcuts:** Alt + Shift + Up, Alt + Shift + Down



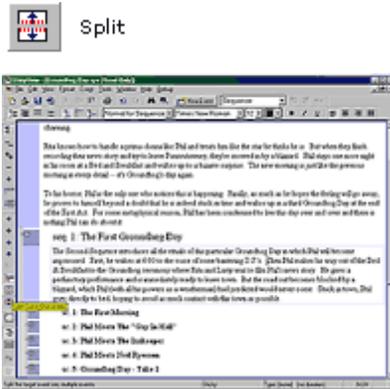
### 3.1.3.4 Manipulating Events in an Outline (Step 4)

**Split/Merge** - Being able to split events enables you to take a block of text (an idea/concept) and split it off in its own event. You can also merge two events, to combine ideas.

- **Expand Sequence 1** (First Groundhog Day).
- Place your cursor at the beginning of "**Then Phil makes his way...**" and click the **Split** button on the left toolbar. Notice, it is now in it's own event! You can also merge them back together.
- **Select Sequence 2** and click the **Merge** button.

**Keyboard shortcuts:** Split at cursor (must be editing an event), Shift + Enter; Merge, Alt + Shift + Backspace. Note: if your cursor is at the beginning of the title of an event, hitting Backspace will merge with the previous event.

Split Elements

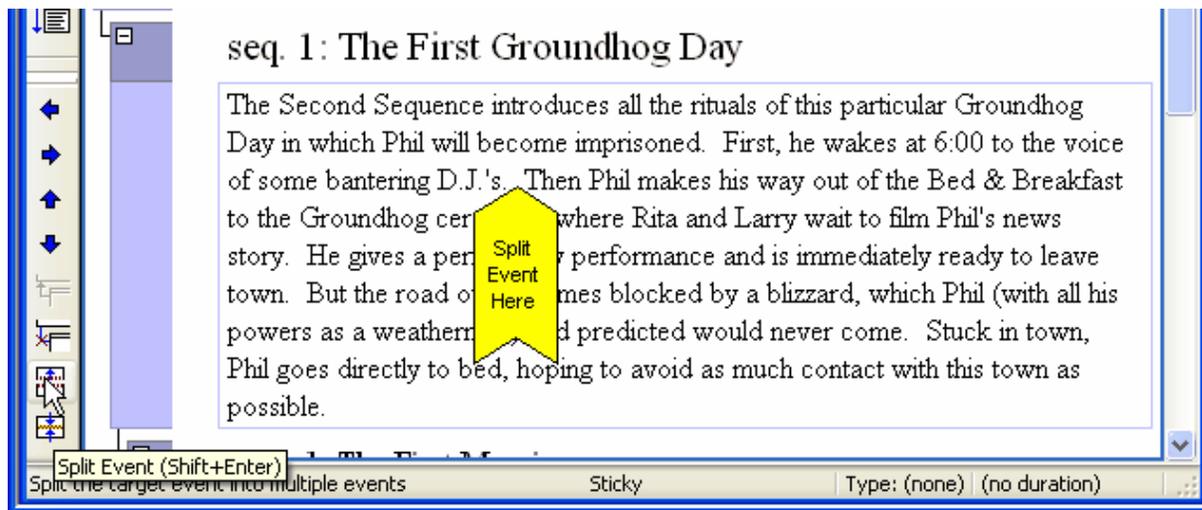


Merge Elements

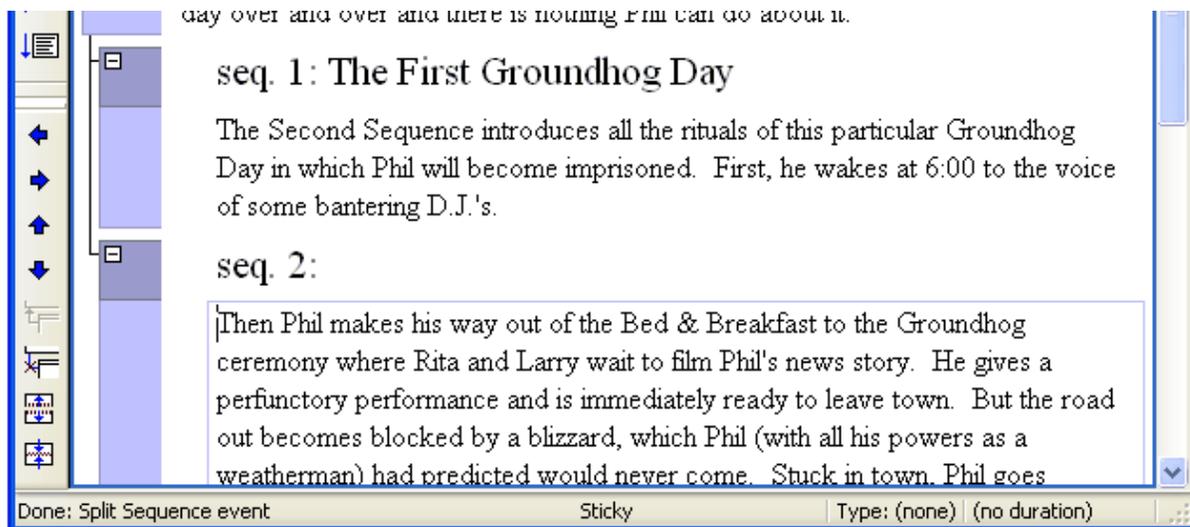


3.1.3.4.1 Split Example

**Example of splitting a Sequence:**

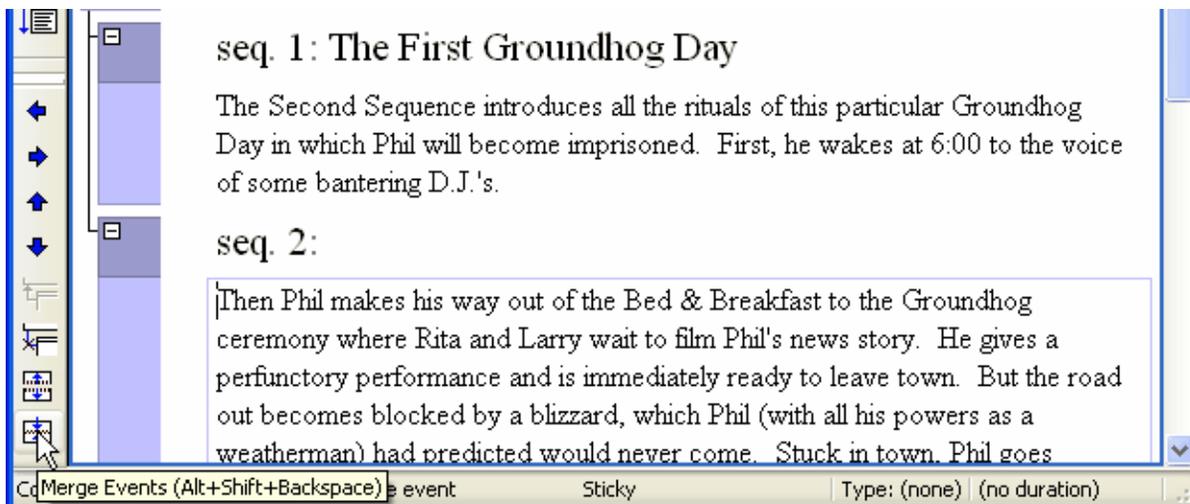


After the split:

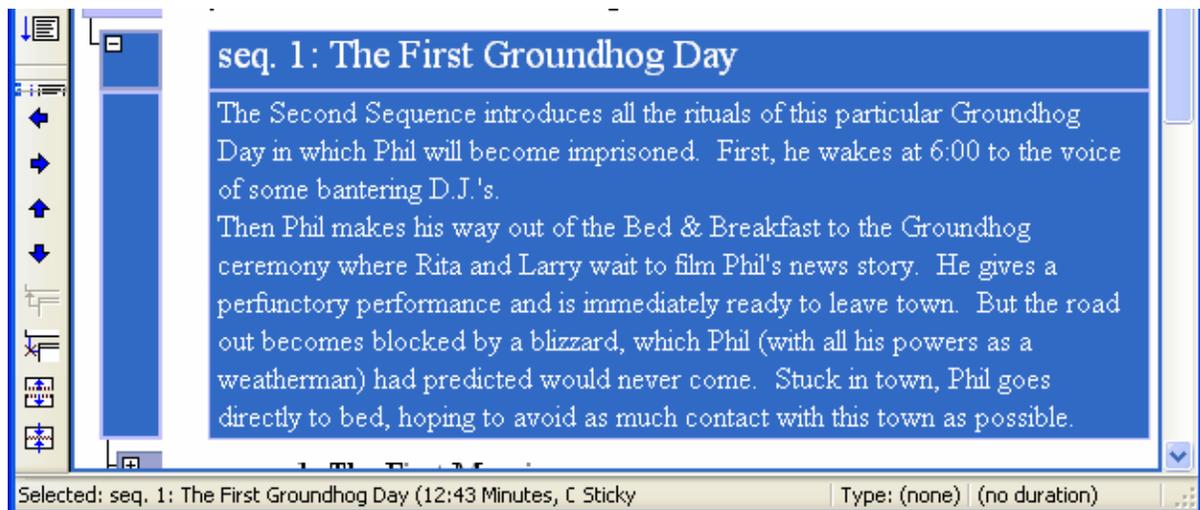


#### 3.1.3.4.2 Merge Example

##### **Example of merging two Sequences:**



After the merge:

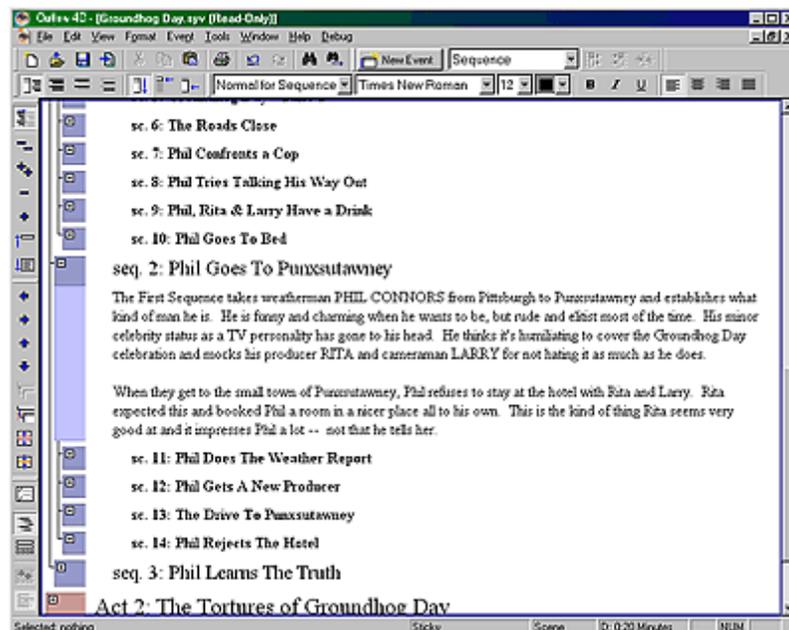


### 3.1.3.5 Manipulating Events in an Outline (Step 5)

**Adopt/Orphan** - While it sounds like a scene from Annie, adopting/orphaning events allows you to disconnect a child from a parent event and reconnect it with a different parent event. Like moving a scene from Act 1 to Act 2. Again, this shows the flexibility and power in being able to structure and organize dynamically WITH A VISUAL REFERENCE!

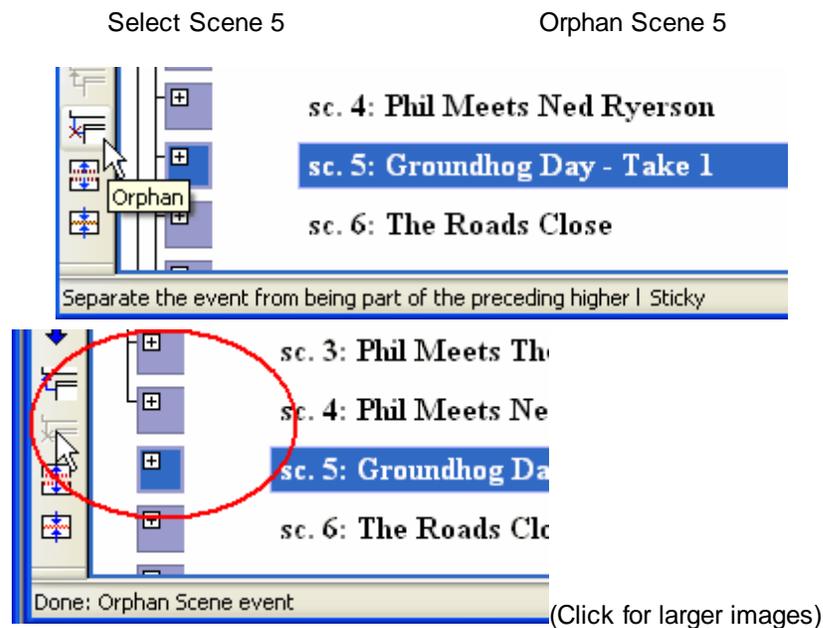
- Sequence 1 (First Groundhog Day) should already be expanded, but do so if it is not. **Expand Sequence 2** (Phil Goes to Punxsutawney).

**Keyboard shortcuts:** none.



### 3.1.3.6 Manipulating Events in an Outline (Step 6)

- **Select Scene 5** in Sequence 1.
- Click the **Orphan** button on the left toolbar. What happened? It orphaned 6, 7, 8, 9 and 10! Not to worry. Any siblings under the orphaned event will be temporarily disconnected until the orphaned event is moved or deleted.



### 3.1.3.7 Manipulating Events in an Outline (Step 7)

- **Drag and drop scene 5 (Groundhog Day - Take 1)** into Sequence 2 under scene 11.

Oh no! Now, it orphaned the other scenes in Sequence 2! Same rules apply. Any siblings under the orphaned event will be temporarily disconnected from the parent until the orphaned event is adopted.

## Drag and Drop Scene 5



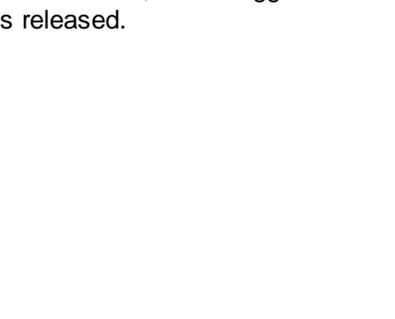
## Orphaned Events

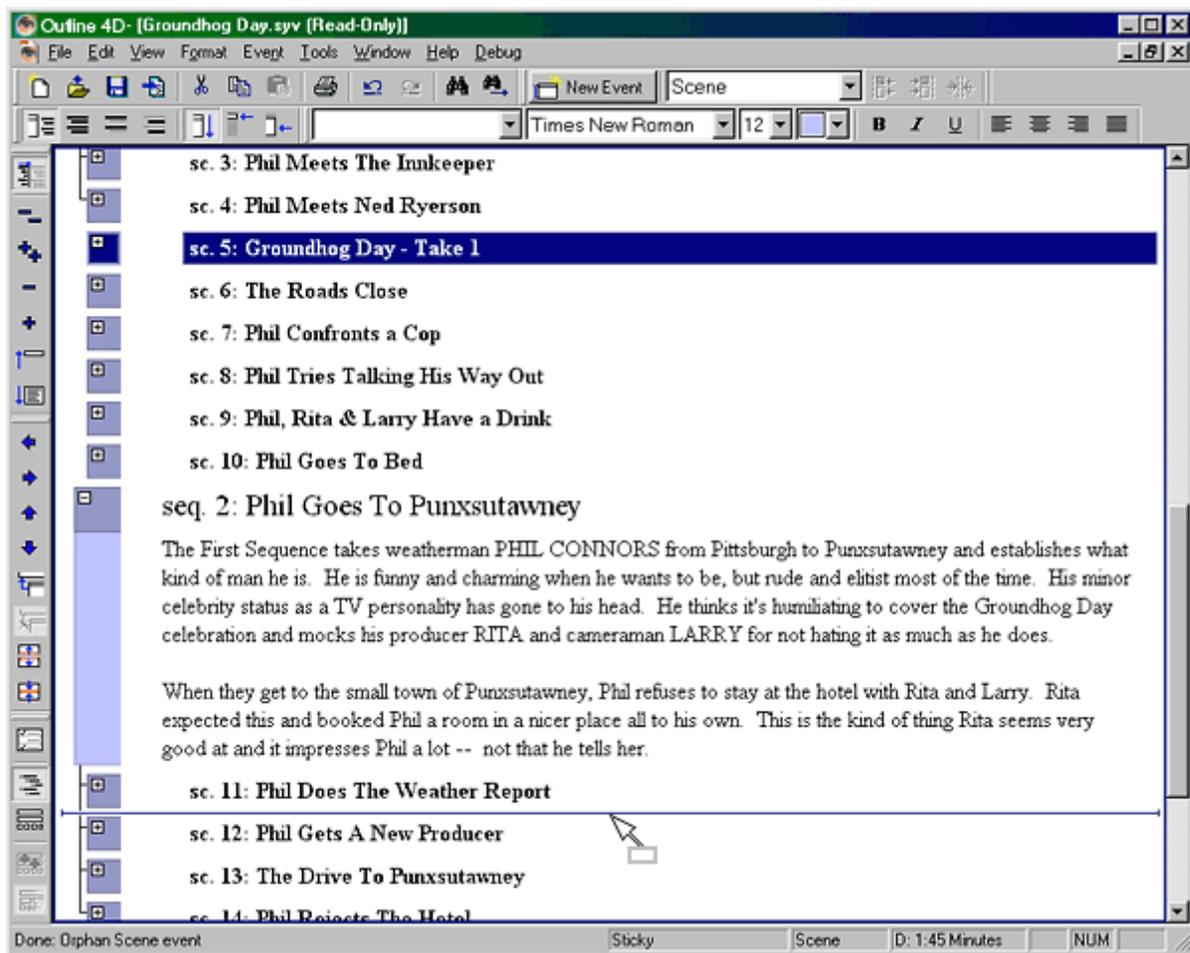


## 3.1.3.7.1 Drag and Drop Example

**Drag-and-Drop**

Scene 5 has been selected, then dragged down below Scene 11 where it will be dropped once the mouse button is released.

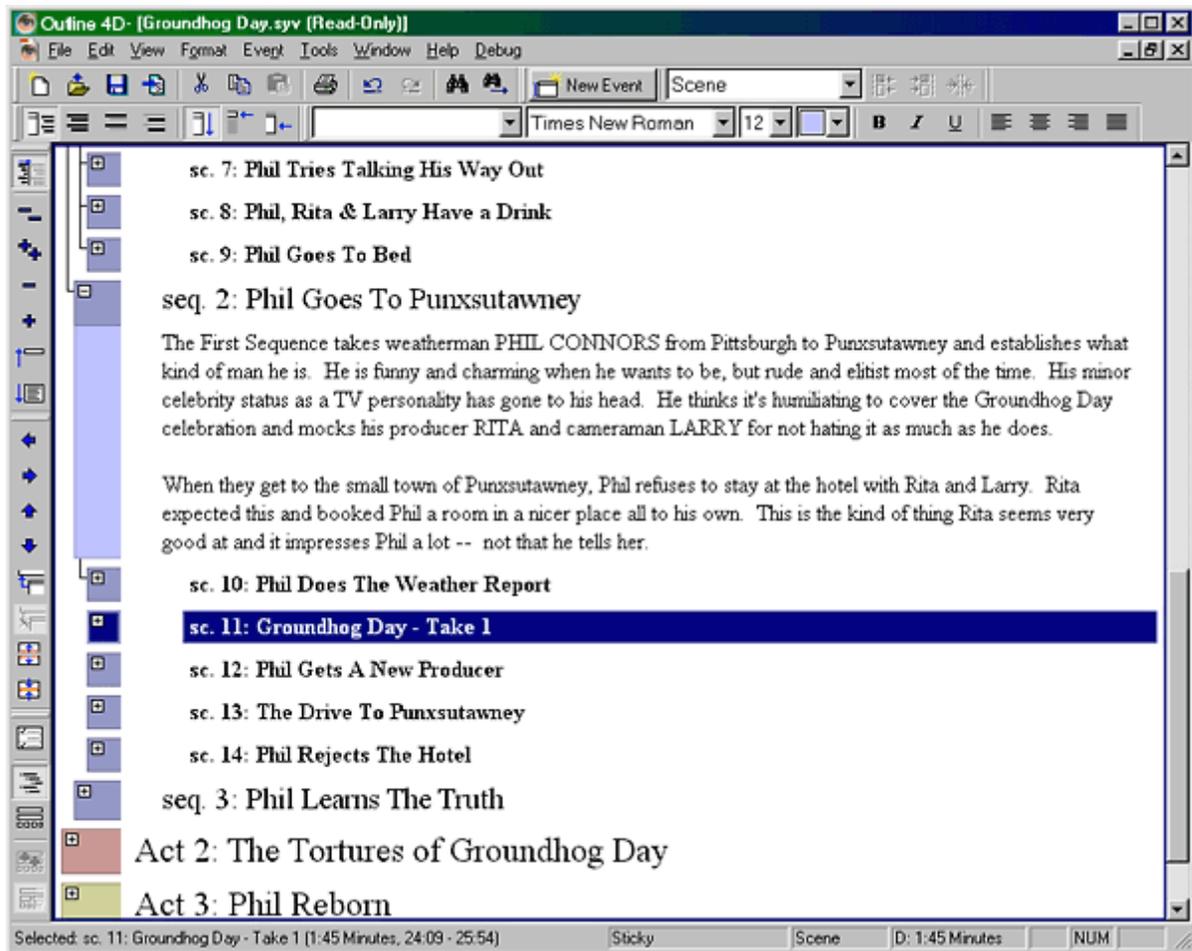




### 3.1.3.7.2 Orphan Example

#### Orphan

Scenes 11-14 have been orphaned (separated) from Sequence 2. Notice the line on the left no longer "attaches" them to the parent sequence.

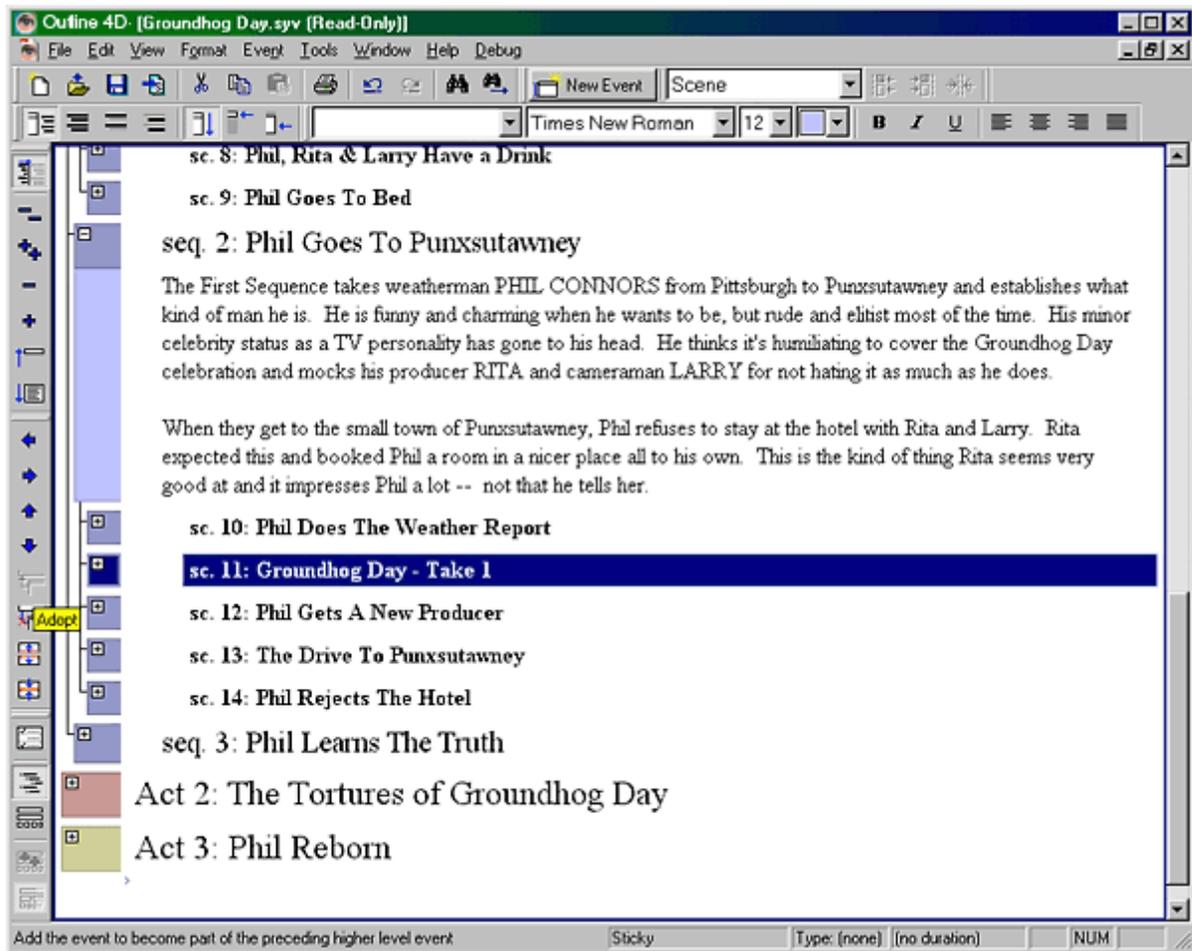


### 3.1.3.8 Manipulating Events in an Outline (Step 8)

- Click the **Adopt** button on the left toolbar.

There! It will automatically reconnect the current orphaned siblings, as well as the moved orphaned event to its new parent. This concludes this part of the tutorial.



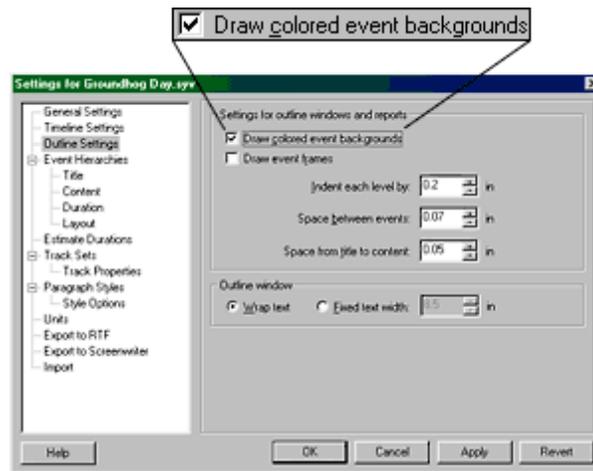


### 3.1.4 Customizing the Outline Settings

This tutorial explains the different options for customizing the outline.

#### 3.1.4.1 Customizing the Outline Settings (Step 1)

- The first group of options are under **Tools > Document Settings (F2) > Outline Settings**.



### Settings Windows

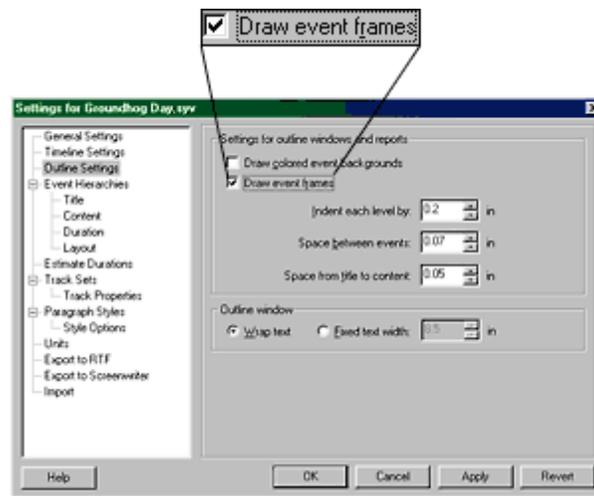
The first option is **Draw colored event backgrounds**. The example below shows what it looks like with the option turned on or off.



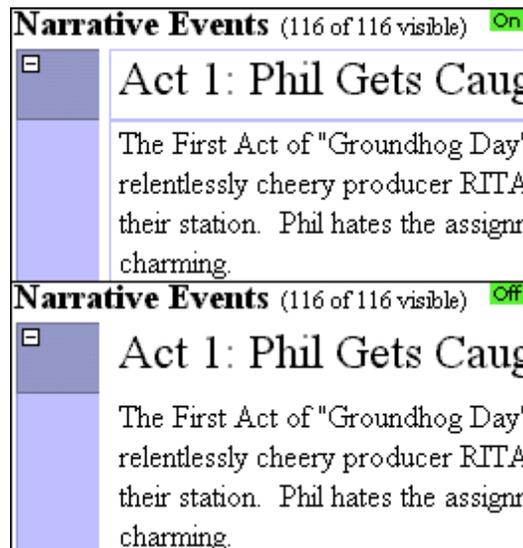
### Example

#### 3.1.4.2 Customizing the Outline Settings (Step 2)

**Draw event frames** - this option outlines the different parts of the event frame for easier distinction.

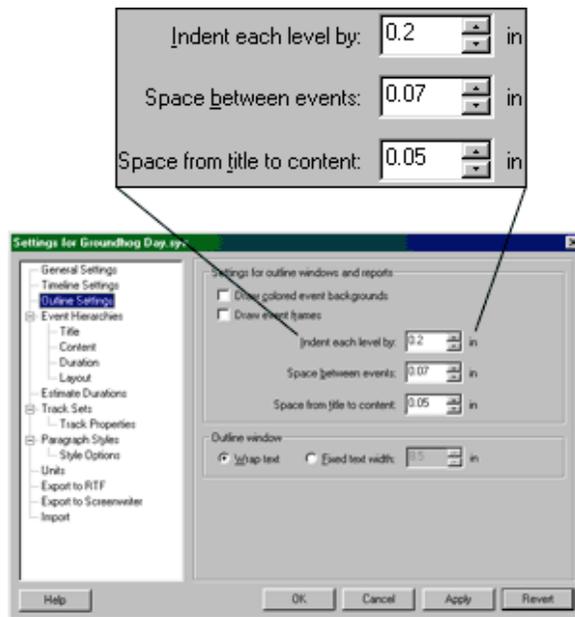


*Example below...*



### 3.1.4.3 Customizing the Outline Settings (Step 3)

**Indent/Spacing** - gives control on how much space and indentation are between events and titles (see diagram).



Settings Window

Controls indentation between levels.

Controls space between events.

Controls space from the title to the content.



Diagram

### 3.1.4.3.1 Diagram

#### ***Examples of Spacing.***

## Narrative Events (116 of 116 visible)

**Act 1: Phil Gets Caught In A Timewarp**

Space from title to content

The First Act of "Groundhog Day" introduces arrogant Pittsburgh TV weatherman PHIL C relentlessly cheery producer RITA. They are thrown together to cover the Punxsutawney ( their station. Phil hates the assignment and believes it signals the decline of his career, but R charming.

Rita knows how to handle a prima-donna like Phil and treats him like the star he thinks he is: recording their news story and try to leave Punxsutawney, they're snowed in by a blizzard. in his room at a Bed and Breakfast and wakes up to a bizarre surprise. The new morning is: morning in every detail -- it's Groundhog's day again.

To his horror, Phil is the only one who notices this is happening. Finally, as much as he hop he proves to himself beyond a doubt that he is indeed stuck in time and wakes up in a third of the First Act. For some metaphysical reason, Phil has been condemned to live this day ( nothing Phil can do about it.

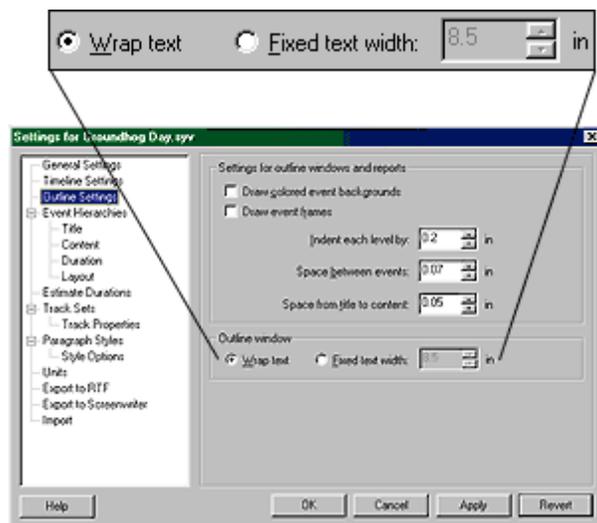
Space Between Events

seq. 1: Phil Goes To Punxsutawney

indent each level by

### 3.1.4.4 Customizing the Outline Settings (Step 4)

**Wrap text/Fixed width** - text can be set to wrap based on window size, or set to wrap at a fixed width.



Settings Window



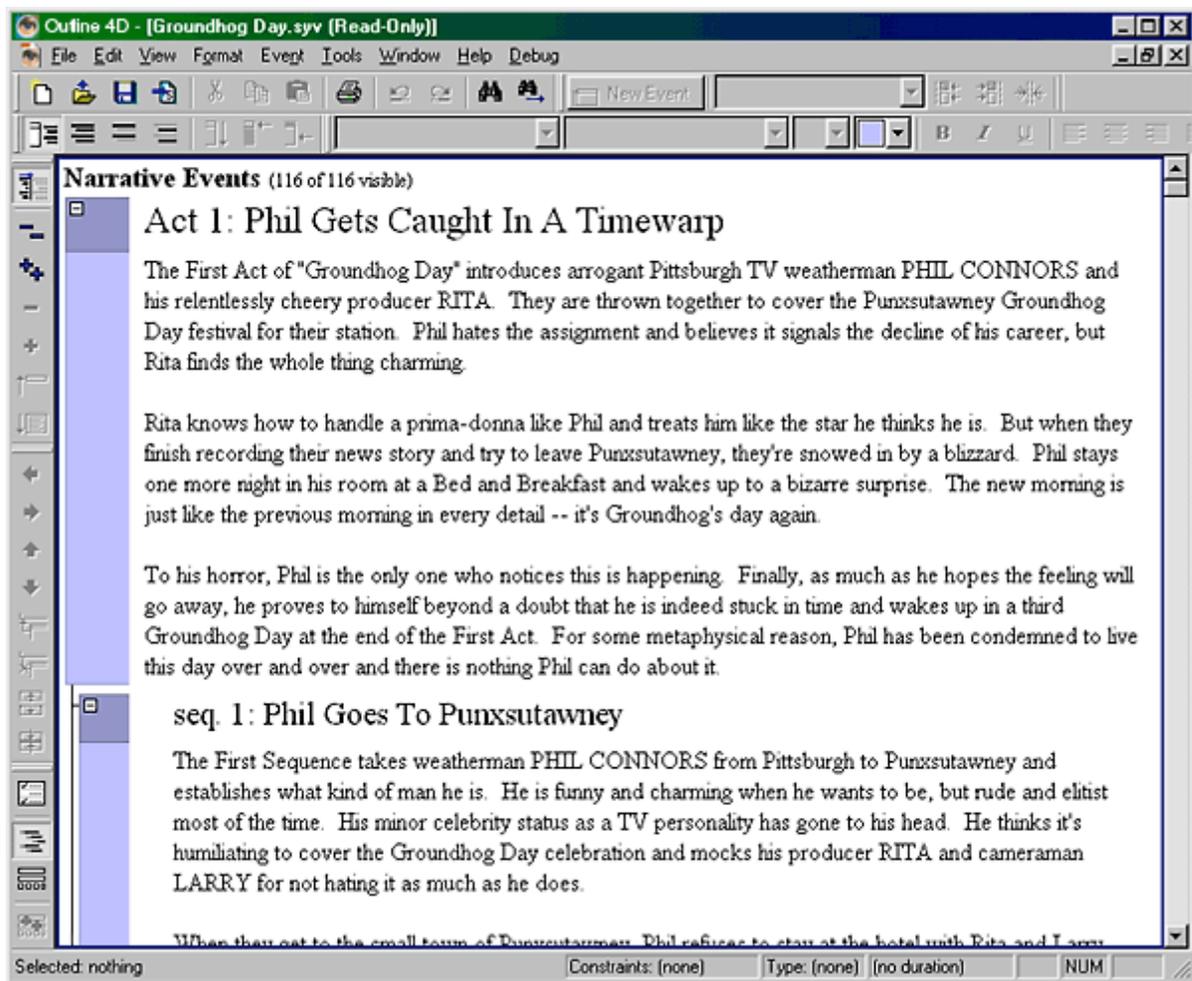
Wrap



Fixed width at 3.5"

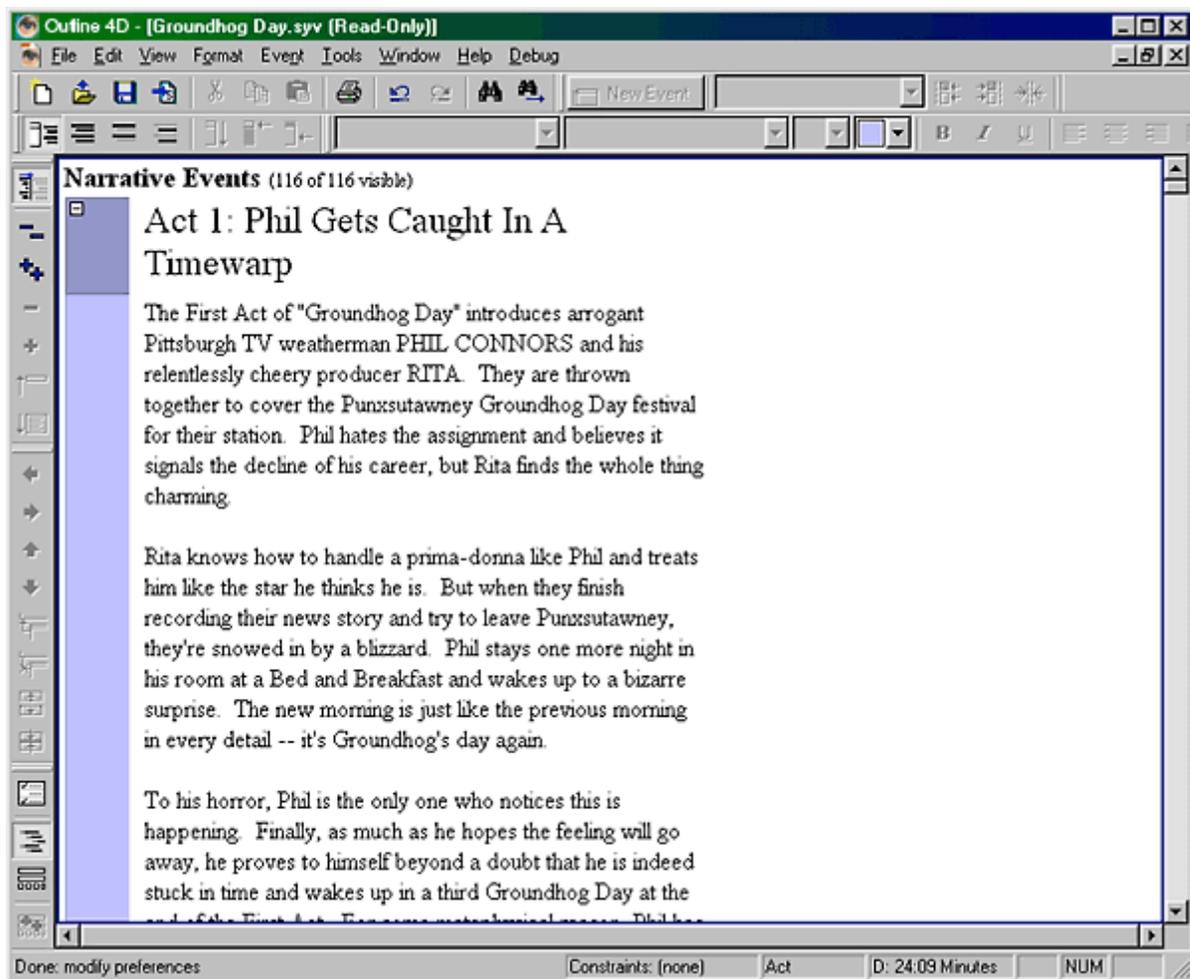
## 3.1.4.4.1 Example Word Wrap

**Wrap** flows to the right edge of the window and re-wraps as the window is re-sized.



#### 3.1.4.4.2 Example Fixed Width Word Wrap

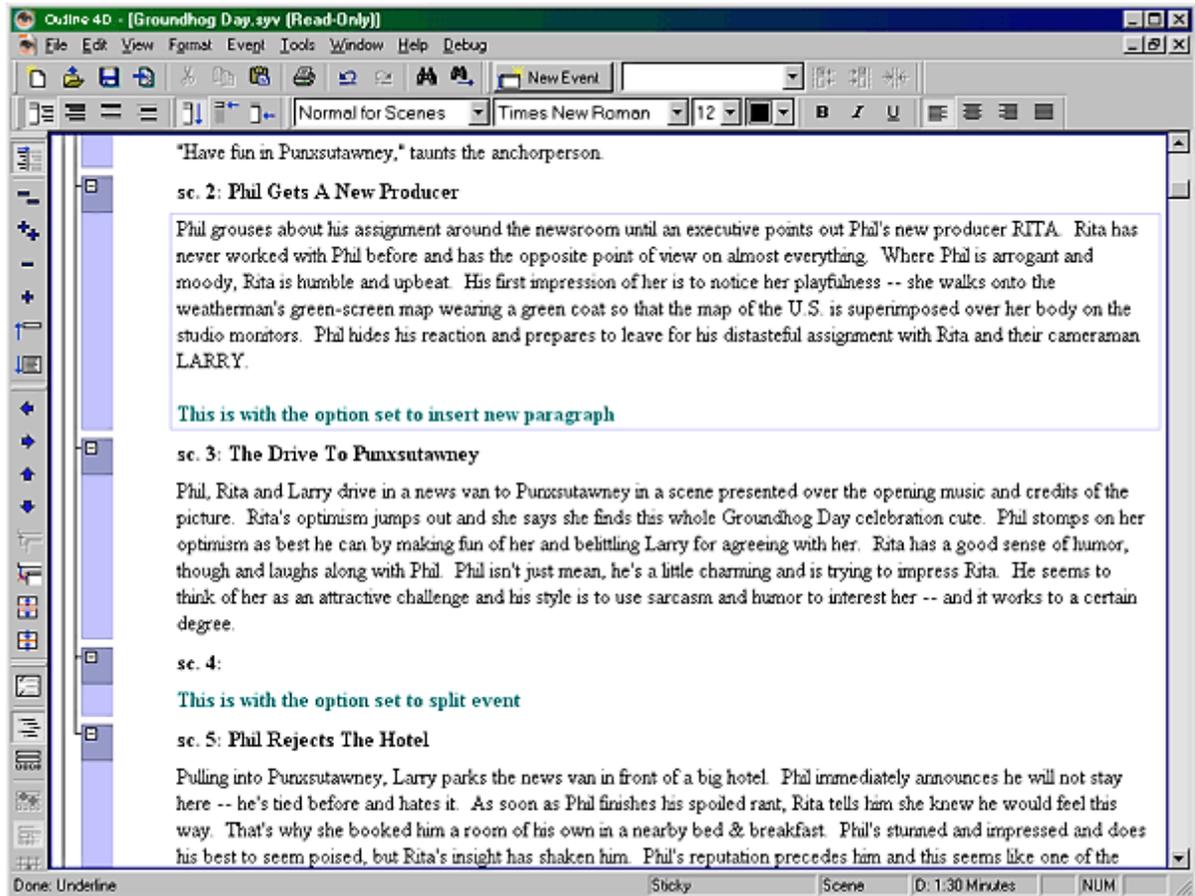
**Fixed Width** wrap at a fixed point independently of the right side of the window. It does not re-wrap as the window is re-sized.



#### 3.1.4.5 Customizing the Outline Settings (Step 5)

The next set of options are under **Tools > Outline 4D Options (F8) > Outline Window**.

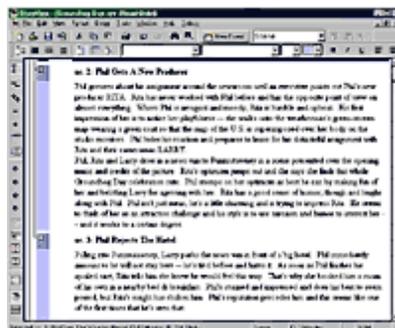
- **Pressing Enter in content: Insert a new paragraph/Split the Event.** In the example below (Groundhog's Day), the program was set to insert a paragraph in Scene 2. Then, the program was set to split the event for scene 3 (hence the new scene 4).
- **Enter at beginning of event insert before** - adds a new event if cursor is at beginning of event title and Enter is pressed. (not shown)
- **Enter at end of event creates new event** - adds a new event if cursor is at end of event content and Enter is pressed. (not shown)



### 3.1.4.6 Customizing the Outline Settings (Step 6)

**Merge titles into content** - when enabled, the title(s) of the event(s) being merged will be placed into the content area.

Option disabled



Option enabled



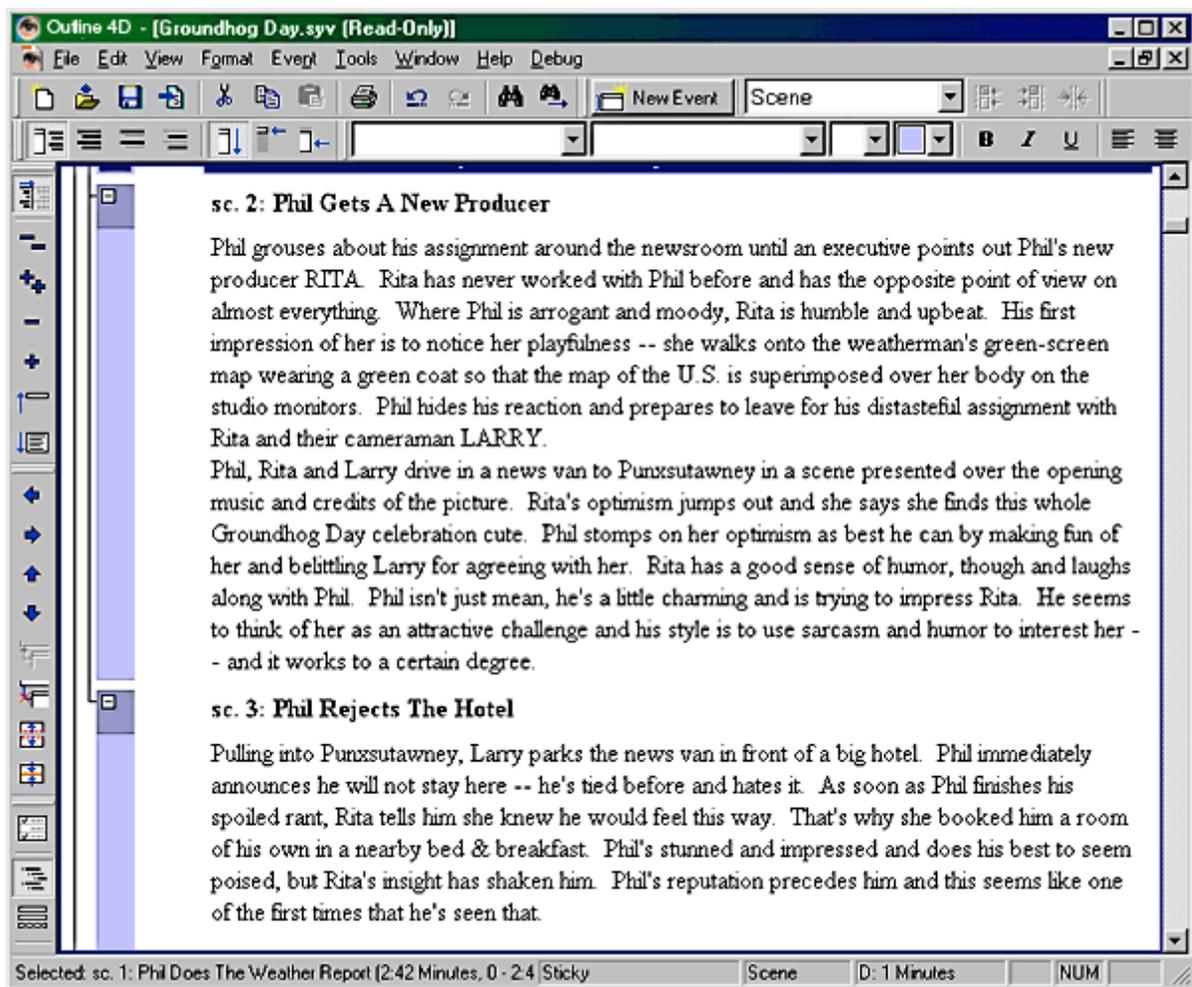
As in the example above (Groundhog's Day)...

- Select and **Merge scene 2** with scene 1, and you will see that the title for scene 2 is not kept (Option disabled).
- Hit **Edit > Undo**.
- Enable the option (F8 > Outline window) and merge scene 2 again. Notice, the title of scene 2 is merged into the content.

**Merge empty events** - when merging multiple events that include empty events, this option tells Outline 4D whether or not to include the blank events in the merge, i.e., adding a blank space. (not shown)

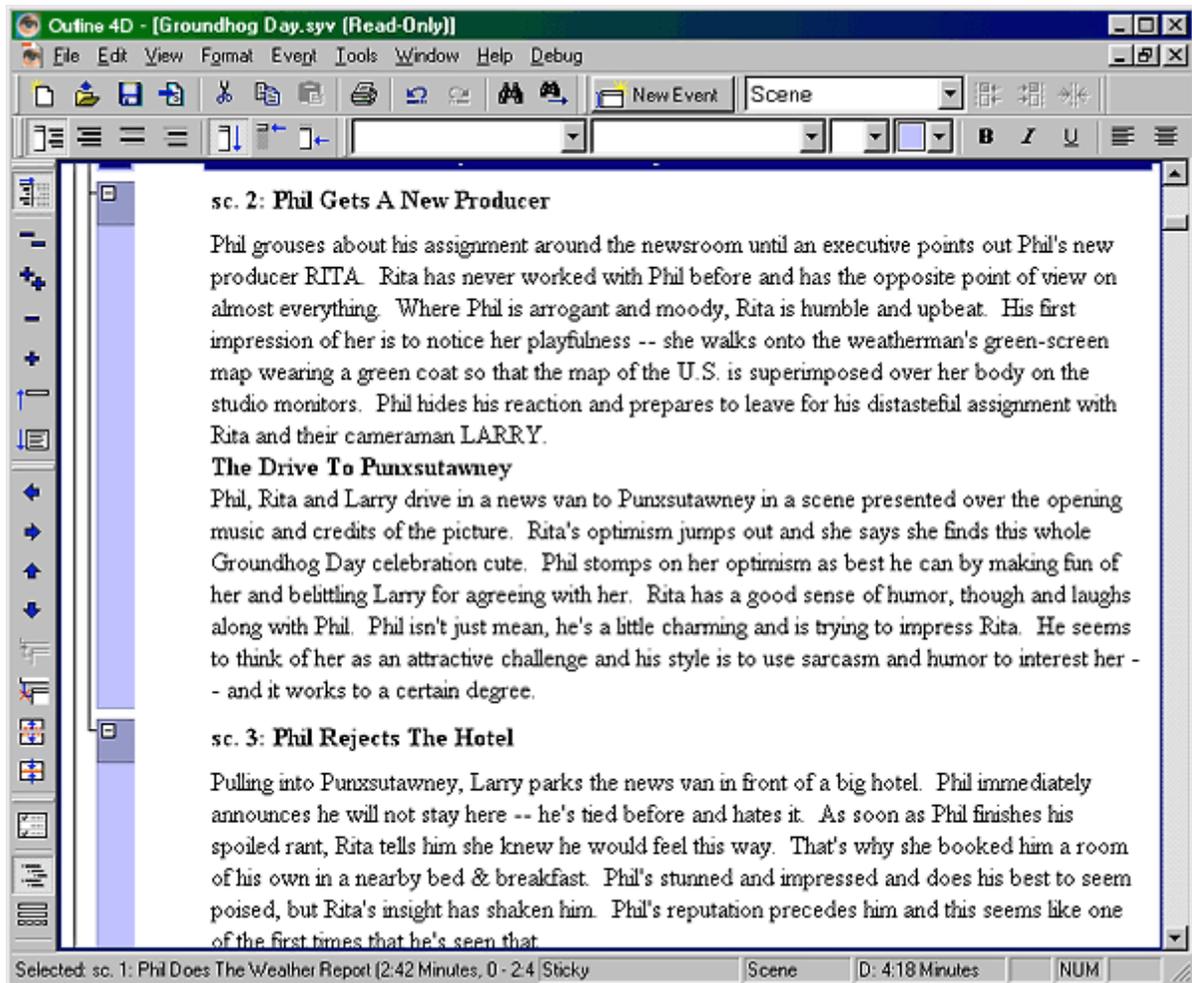
#### 3.1.4.6.1 Example Merge Titles Disabled

Merge Title Into Text Option **disabled**. Notice that the title, "The Drive To Punxsatawney," is NOT merged into the scene 2 text.



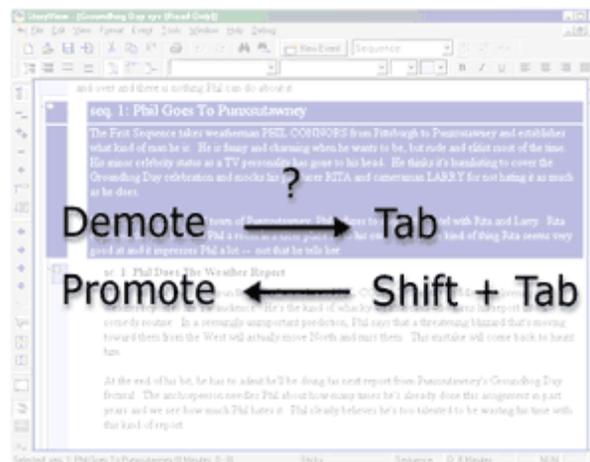
#### 3.1.4.6.2 Example Merge Titles Enabled

Merge Title Into Text Option **enabled**. Notice that the title, "**The Drive To Punxsatawney**," is merged into the scene 2 text.



### 3.1.4.7 Customizing the Outline Settings (Step 7)

**Tab and Shift+Tab demote/promote when:** - tells Outline 4D under what conditions Tab/Shift+Tab will demote/promote events.



**Events are selected** - selected event(s) can be demoted/promoted using Tab/

Shift+Tab.

**Editing Event Titles** - if an event is in edit mode, and the cursor is in the title area, the event can be demoted/promoted using Tab/Shift+Tab.

**Editing Event Content : Always** - the event can be demoted/promoted using Tab/Shift+Tab with cursor anywhere inside the event content.

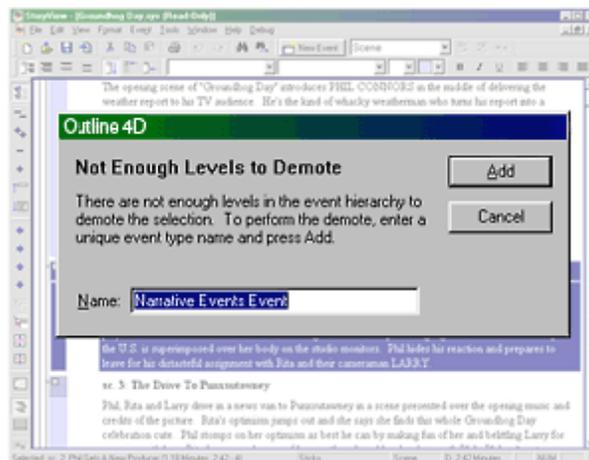
**Editing Event Content : At the beginning of content** - the event can be demoted/promoted using Tab/Shift+Tab only if cursor is at the very beginning of the content area. If the cursor is not at the beginning of the content, hitting Tab or Shift+Tab will cycle through any available paragraph styles for that event type.

#### 3.1.4.8 Customizing the Outline Settings (Step 8)

**Prompt to create new events** - when enabled, demoting an event past the last level in the hierarchy will bring up a prompt asking for a name to create a new event level.

In the example file **Groundhog's Day.syv**:

- **Select Scene 2** and hit **Tab** on the keyboard. The prompt states that there are not enough levels to demote the event.
- Type in a new level name and click **Add** to create a new level and demote the event.



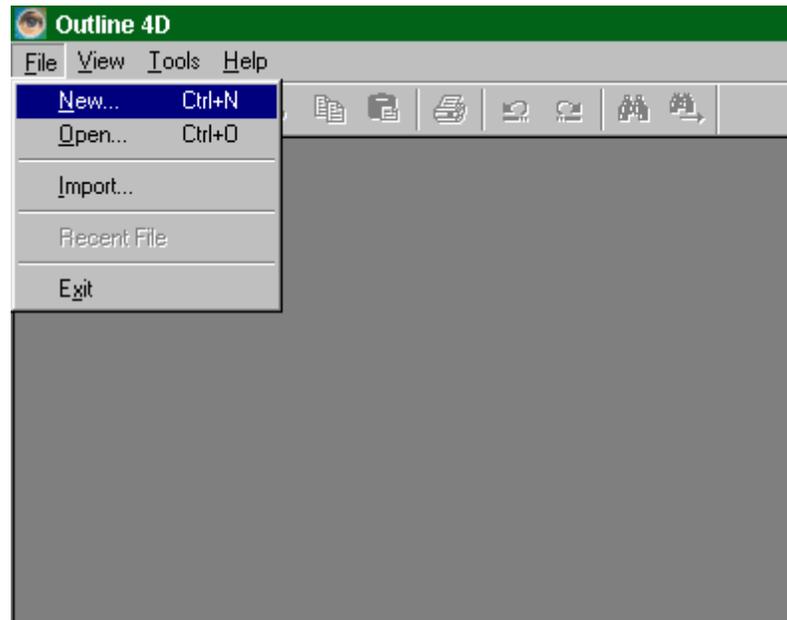
This concludes the Outline Window tutorial!

### 3.1.5 Screenplay Template

This tutorial is designed to give the user a better understanding of the Outline window and the usefulness of its functions. We will be adapting a popular children's story, Goldilocks, to use in Outline mode. In the tutorial, we will only be doing the first act.

#### 3.1.5.1 Screenplay Template (Step 1)

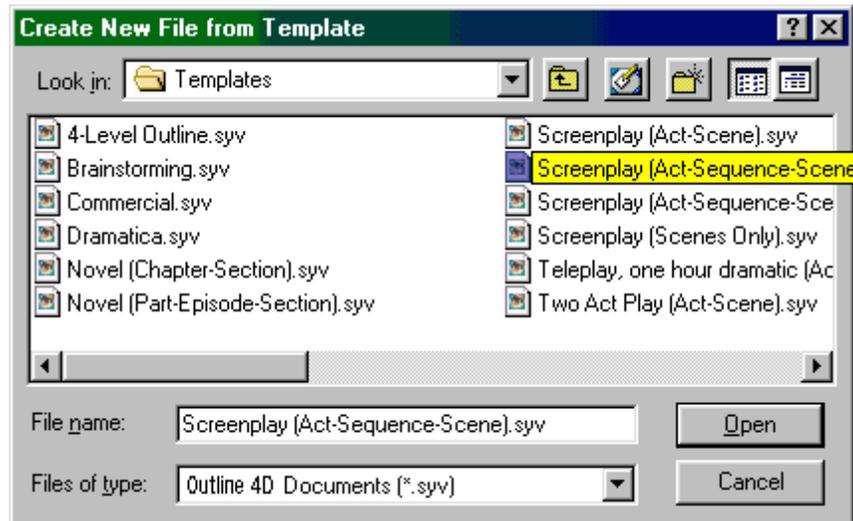
- Open Outline 4D and click **File > New**.



### 3.1.5.2 Screenplay Template (Step 2)

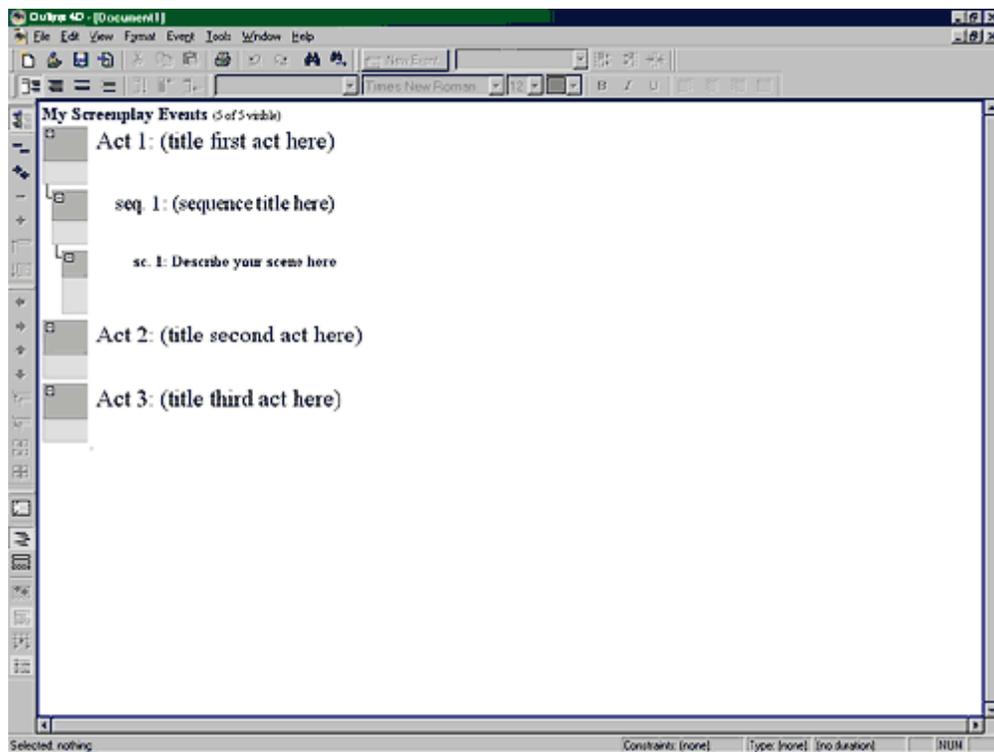
- Select the **Act-Sequence-Scene.syv** template and click **Open**.

Templates help start the organization from a variety of standard structures, which can be modified to suit your needs. You can also start from a completely blank document and create your own hierarchy, which allows limitless types of structures/hierarchies.



### 3.1.5.3 Screenplay Template (Step 3)

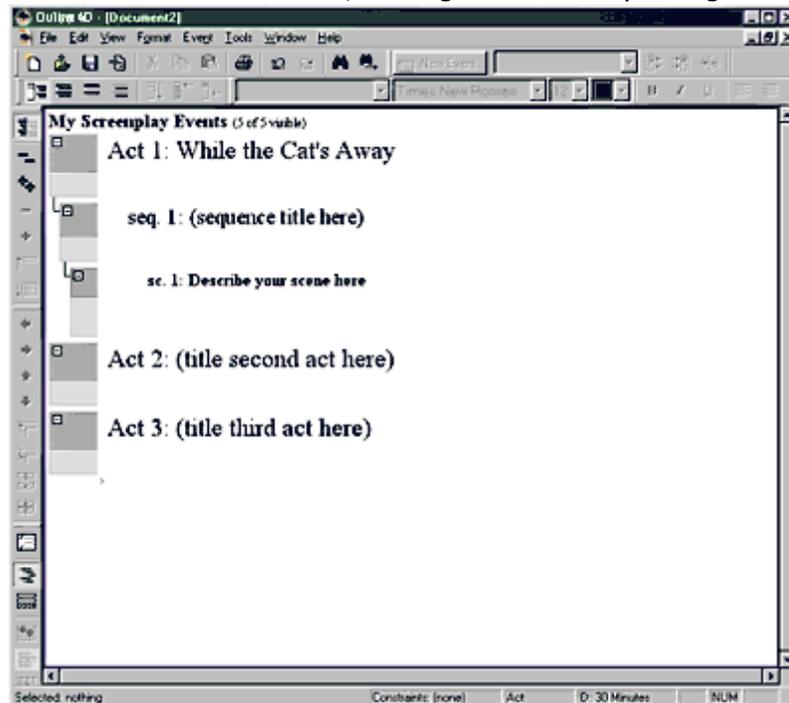
- Hit **F9** on the keyboard to go into Outline mode.



#### 3.1.5.4 Screenplay Template (Step 4)

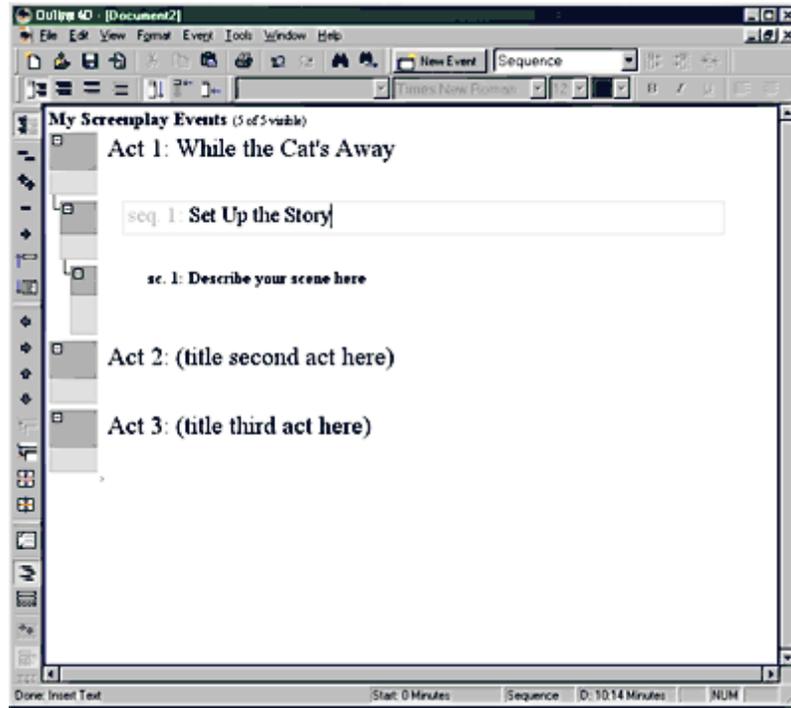
- Place your cursor in the Act I title area and type in **While the Cat's Away**.

Titles contain AutoText to display the type of event you are editing. This gives immediate recognition of what level that event is on. You can enable/disable this feature. Titles are consistent from Outline to Timeline mode, making events easily recognizable



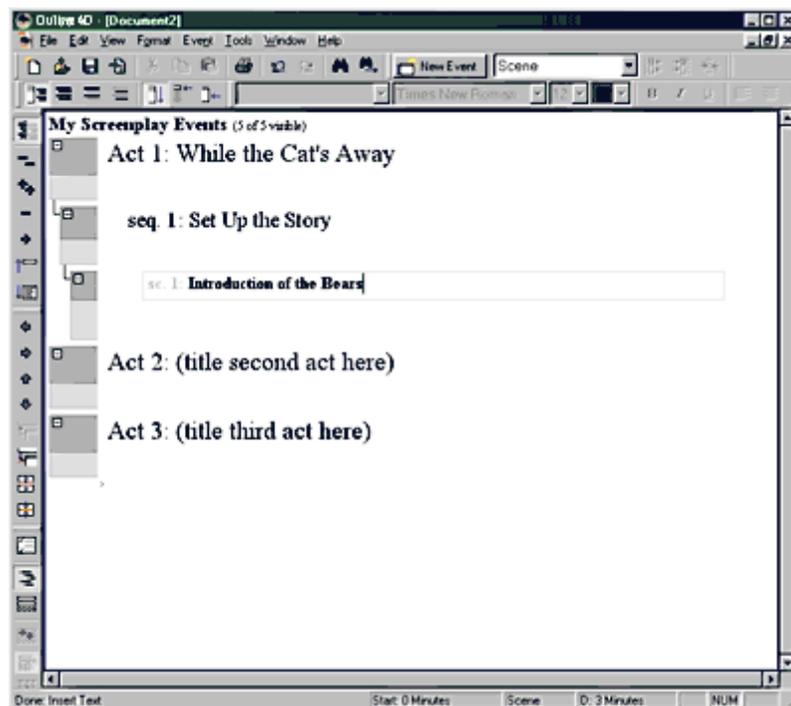
### 3.1.5.5 Screenplay Template (Step 5)

- Click into the title area for Sequence 1 and type in **Set up the Story**.



### 3.1.5.6 Screenplay Template (Step 6)

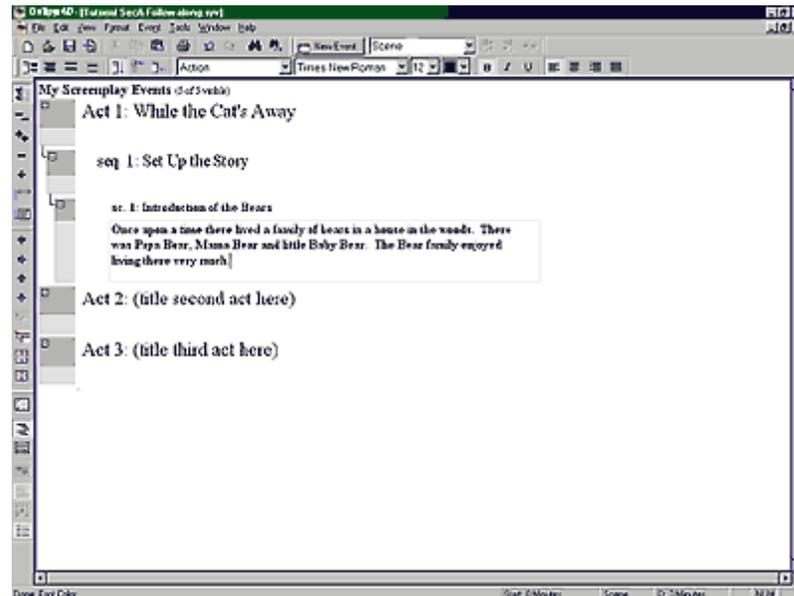
- Click into the title area for Scene 1 and type in **Introduction of the Bears**.



### 3.1.5.7 Screenplay Template (Step 7)

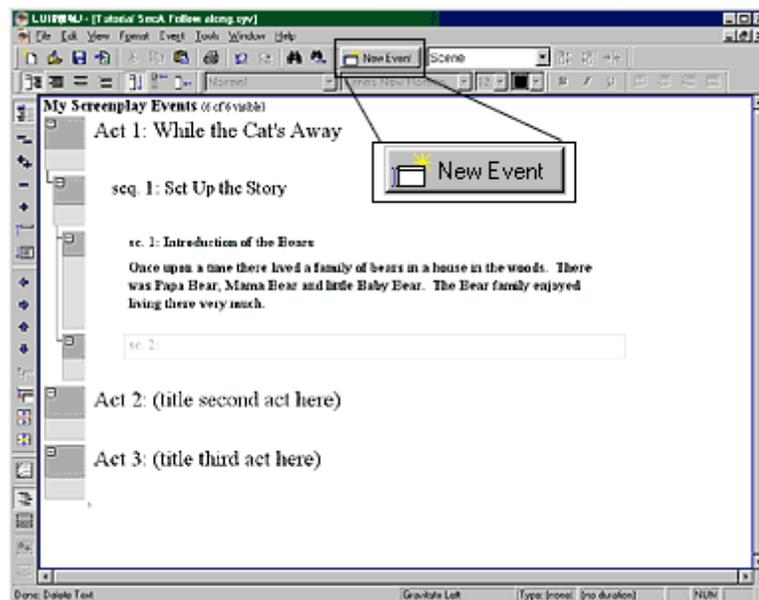
- Click in the content area for Scene 1 and type (or copy and paste from this screen)

**Once upon a time there lived a family of bears in a house in the woods. There was Papa Bear, Mama Bear and little Baby Bear. The Bear family enjoyed living there very much.**



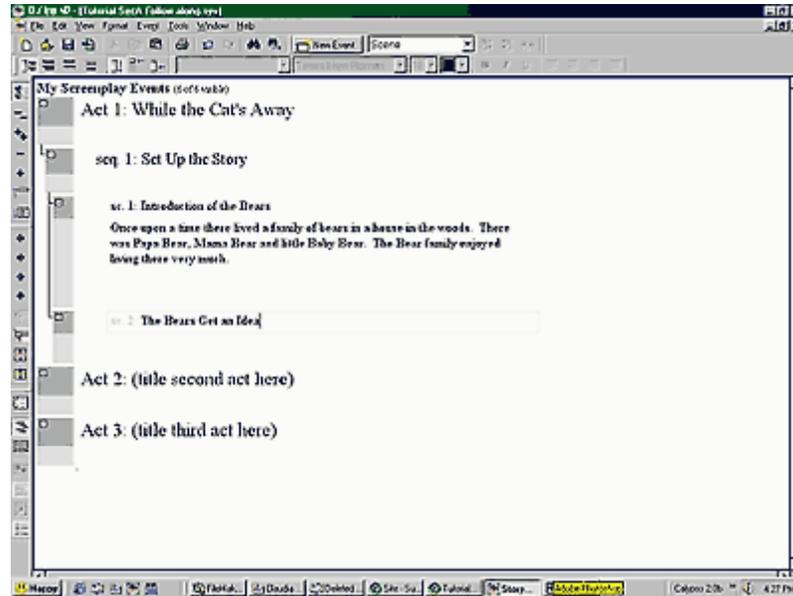
### 3.1.5.8 Screenplay Template (Step 8)

- Click the **New Event** button on the top toolbar to add a new scene.
- If you do not see the button, click **View > Toolbars > Event and Timeline**.



### 3.1.5.9 Screenplay Template (Step 9)

- Click in the title area for Scene 2 and type in **The Bears Get an Idea**



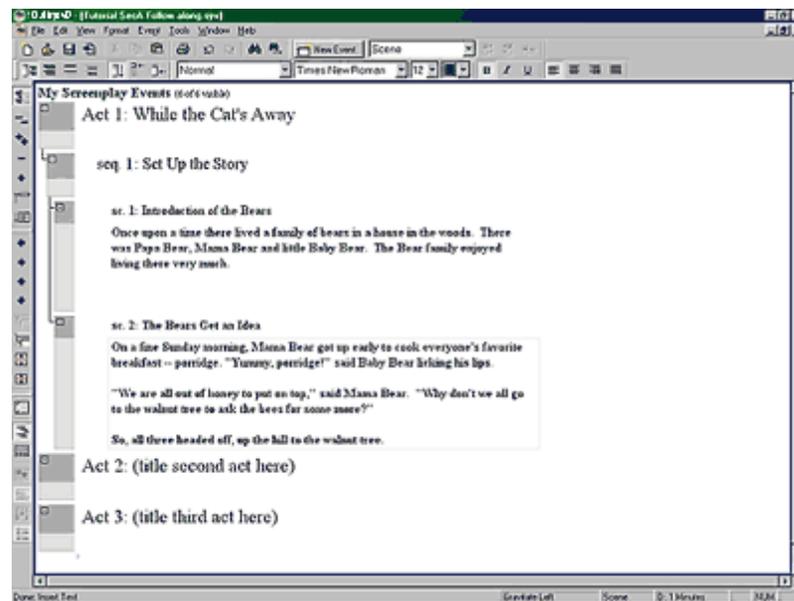
### 3.1.5.10 Screenplay Template (Step 10)

- Hit Enter to go to the content area for Scene 2 and type (or copy and paste from this screen)...

**On a fine Sunday morning, Mama Bear got up early to cook everyone's favorite breakfast -- porridge. "Yummy, porridge!" said Baby Bear licking his lips.**

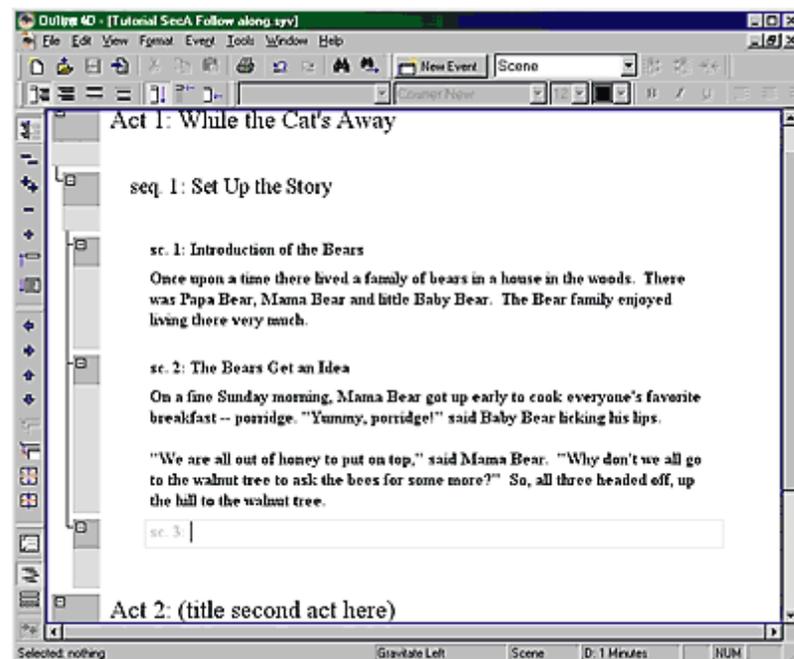
**"We are all out of honey to put on top," said Mama Bear. "Why don't we all go to the walnut tree to ask the bees for some more?"**

**So, all three headed off, up the hill to the walnut tree.**



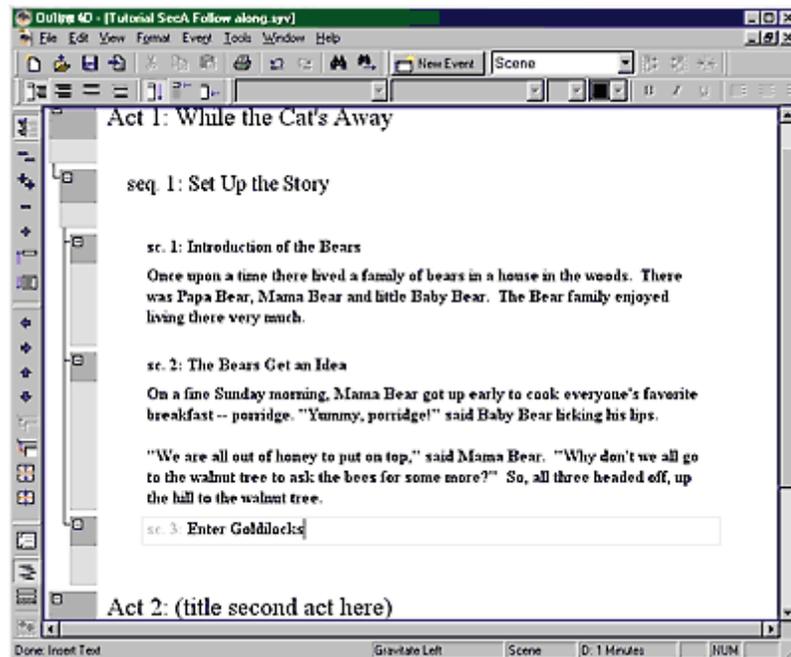
### 3.1.5.11 Screenplay Template (Step 11)

- Hit **Ctrl + Enter** to add a new scene using the keyboard.



### 3.1.5.12 Screenplay Template (Step 12)

- Click in the title area for Scene 3 and type in **Enter Goldilocks**.

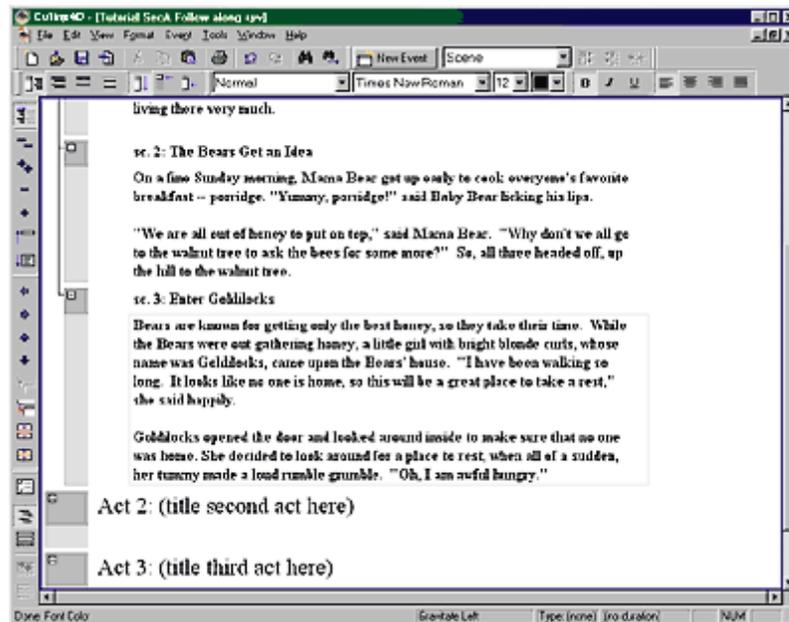


### 3.1.5.13 Screenplay Template (Step 13)

- Hit **Enter** to go to the content area for Scene 3 and type (or copy and paste from this screen).

**Bears are known for getting only the best honey, so they take their time. While the Bears were out gathering honey, a little girl with bright blonde curls, whose name was Goldilocks, came upon the Bears' house. "I have been walking so long. It looks like no one is home, so this will be a great place to take a rest," she said happily.**

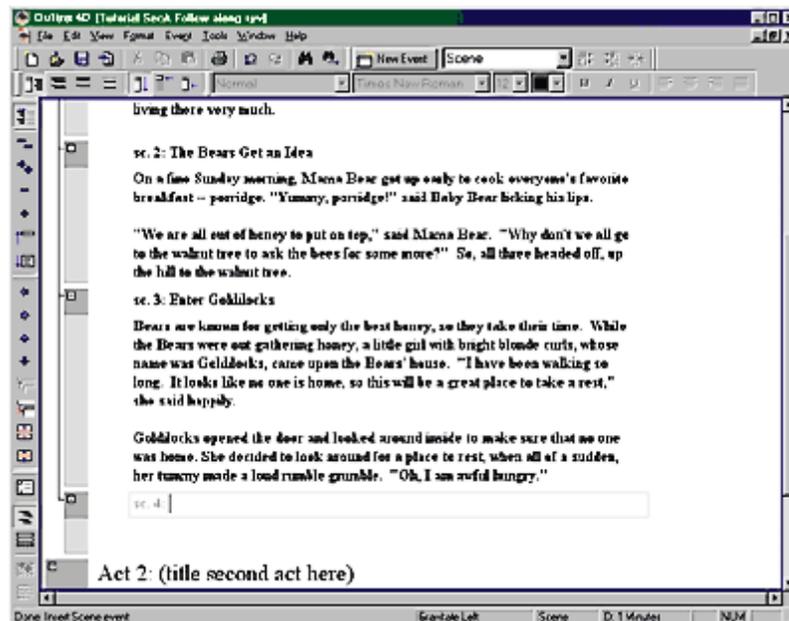
**Goldilocks opened the door and looked around inside to make sure that no one was home. She decided to look around for a place to rest, when all of a sudden, her tummy made a loud rumble grumble. "Oh, I am awful hungry."**



### 3.1.5.14 Screenplay Template (Step 14)

Now we will show how to demote/promote events. The option of promoting and demoting events, making it possible to move events to different levels of the hierarchy thereby dynamically restructuring your story.

- Hit **Ctrl + Enter** to create a new event.



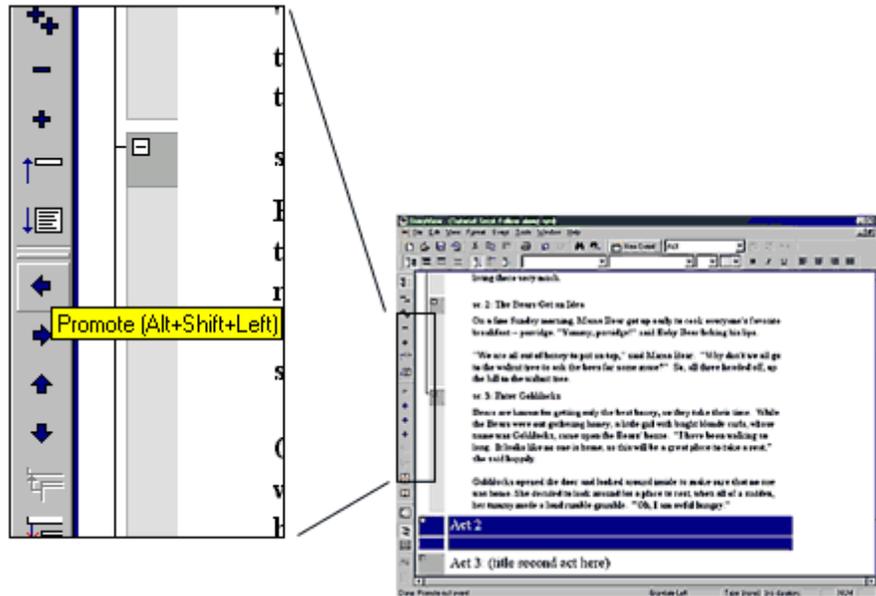
### 3.1.5.15 Screenplay Template (Step 15)

Let's say we wanted to make scene 4 actually be Act 2. Is there an easy way? Yes.

- Select the event and hit the **Promote** button twice on the toolbar (left).

Notice how easy it is to promote events to different levels!

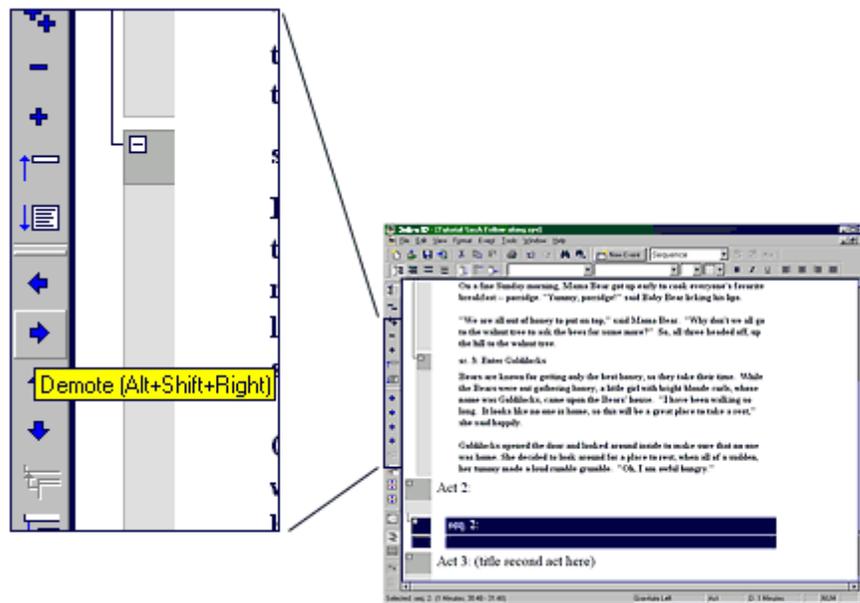
**Keyboard shortcut:** Alt + Shift + (Left Arrow) or Shift + Tab (if set to do so under Tools > Outline 4D Options, F8)



### 3.1.5.16 Screenplay Template (Step 16)

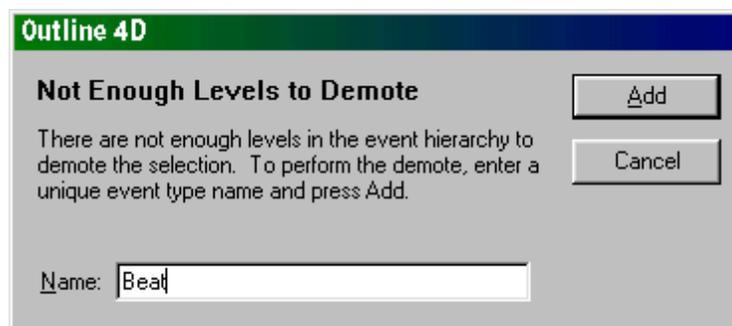
- Hit **Ctrl + Enter** to add an event. Let's say we want this to be Sequence 2. It's just as easy to demote events as well.
- Click the **Demote** button on the toolbar.

**Keyboard shortcut:** Alt + Shift + (Right Arrow) or Tab (if set to do so under Tools > Outline 4D Options, F8)



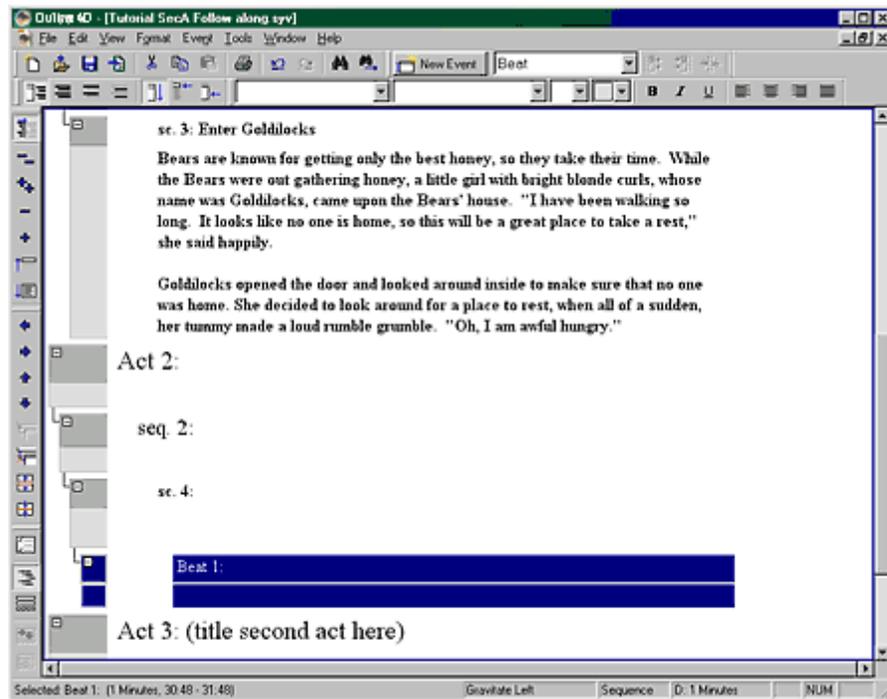
### 3.1.5.17 Screenplay Template (Step 17)

- Hit **Ctrl + Enter** to add an event. Let's say we want this to be Scene 4. **Demote** the event.
- Hit **Ctrl + Enter** to add another event (Scene 5). What if we want to make this a beat instead?
- **Demote** scene 5. Notice since there are only three levels (Act-Sequence-Scene), it will prompt to create levels for you automatically. Simply type in a name for the new level (e.g., **Beat**) and click **Add**.



### 3.1.5.18 Screenplay Template (Step 18)

This concludes this portion of the Screenplay Template tutorial.



## 3.2 Timeline Window Tutorials

There are five Timeline-related tutorials in this section:

- Exploring the Time Line using the Pulp Fiction example
- A Screenplay Tutorial
- Adjusting Timeline Settings
- Importing from Dramatica
- Exporting to Movie Magic Screenwriter

### 3.2.1 Pulp Fiction Example

#### Overview

This tutorial shows you how use Outline 4D tools to move around in a timeline. You will use the Pulp Fiction.syv example file for all the tasks described in this section. After completing this tutorial, you will know how to:

- Select and open a Outline 4D example file.
- Display a panorama of a timeline on-screen.
- Change the horizontal and vertical display of a timeline.
- Zoom in on a selected area of the timeline.
- Scroll through a timeline to display different areas on-screen.
- Select an event and place it in edit mode.
- Select a parent event and all its connected child events.
- Adjust the display height of an event level.
- Hide and display the content area of events on a selected event level.
- Display the Track area of a timeline.

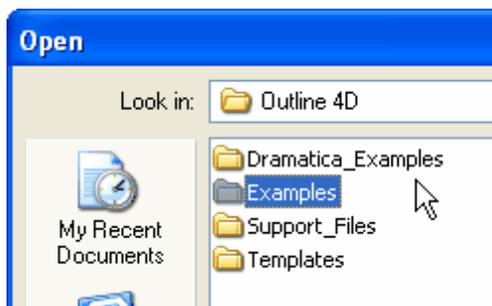
- Display and hide connection lines and connection labels for tracks.
- Print a timeline in the timeline and outline report formats.

**NOTE:** There is no "correct" way to build a timeline. The Pulp Fiction example file demonstrates just one of many possible approaches to building a timeline.

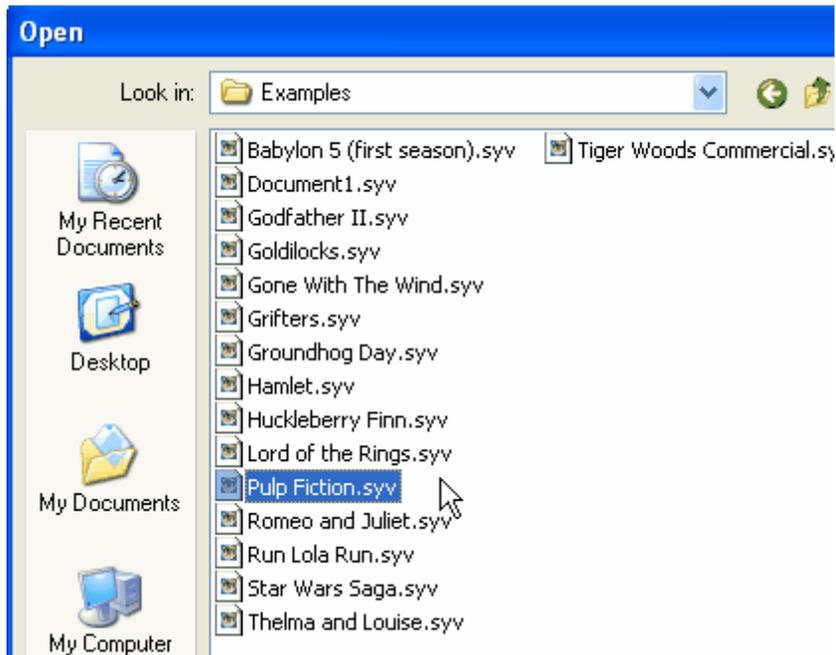
### 3.2.1.1 Opening the Pulp Fiction Example File

Outline 4D includes several example timelines that show you how a completed timeline should look. By exploring an example timeline, you can get a better idea how the pieces of a timeline fit together. Each example timeline includes a complete set of events and tracks, along with customized document and program settings.

1. Click the **Open**  toolbar button to display the **Open** dialog.
2. Double-click on the **Examples** folder to view the contents of this folder.



3. Click on the **Pulp Fiction.syv** example file.

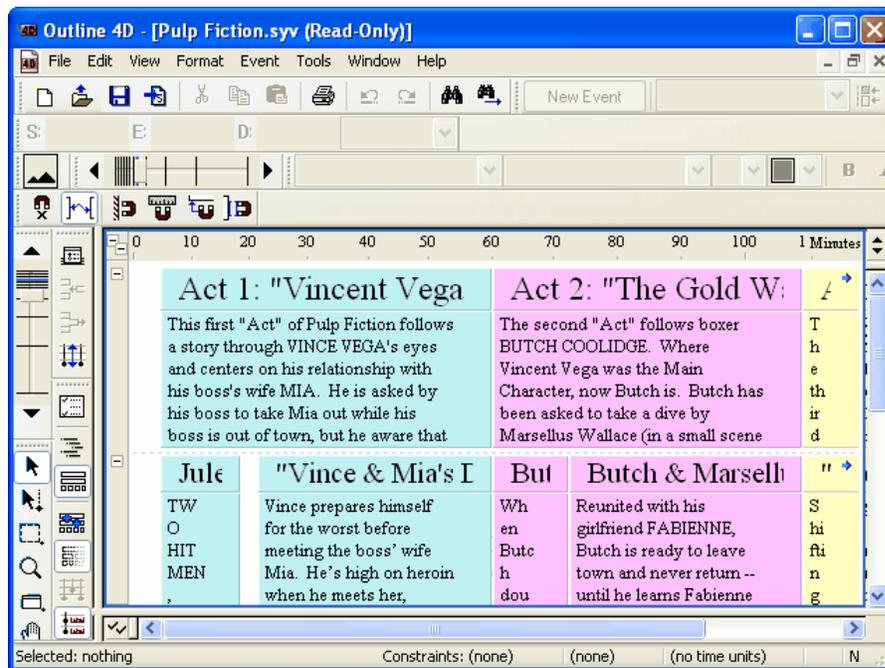


4. Click the **Open** button to display the *Pulp Fiction.syv* example file.

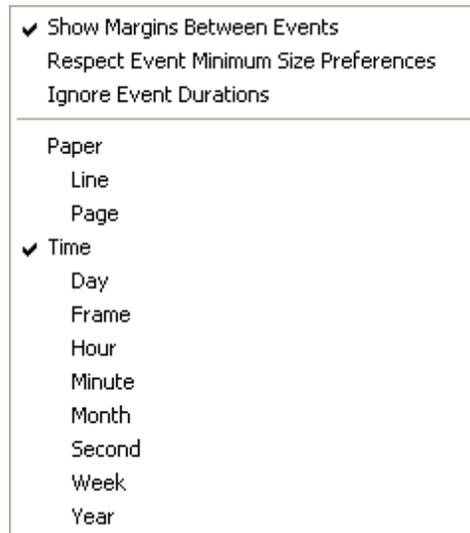
### 3.2.1.2 Viewing a Panorama of the Timeline

The *Pulp Fiction* timeline includes three acts and has a total length, or duration, of 150 minutes. However, you will not be able to see all three acts when you first open this timeline, since the timeline is focused on *Act 1*. This section teaches you how to use the **Panoramic** command to display the entire timeline on-screen at the same time.

1. Make sure that the *Pulp Fiction.syv* example timeline file is open (as described in the previous section).

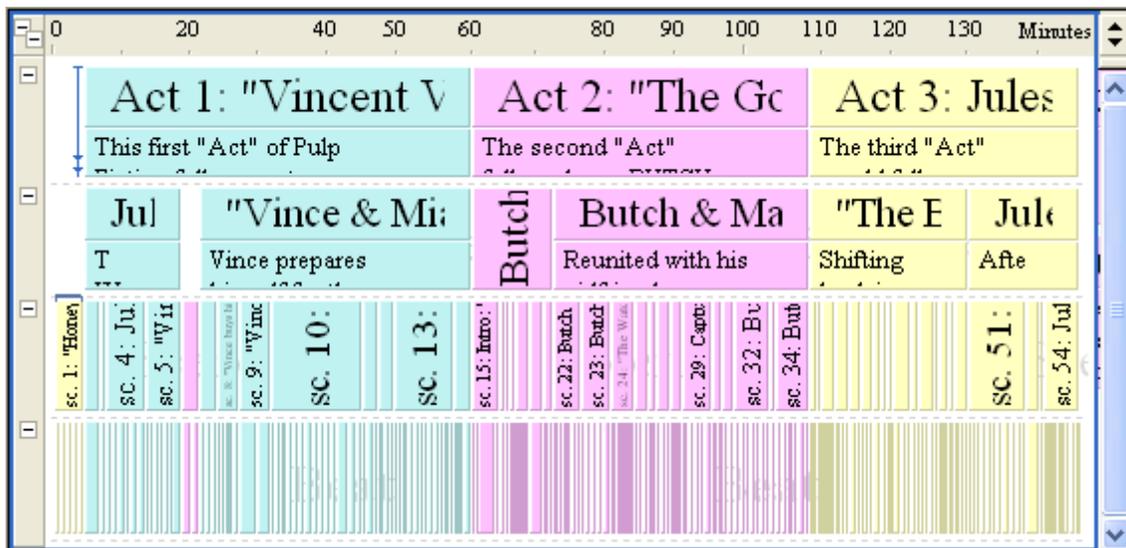


2. Click the **Set Ruler Type**  button (located in the upper-right corner of the **Timeline** window) to display the **Ruler** context menu.

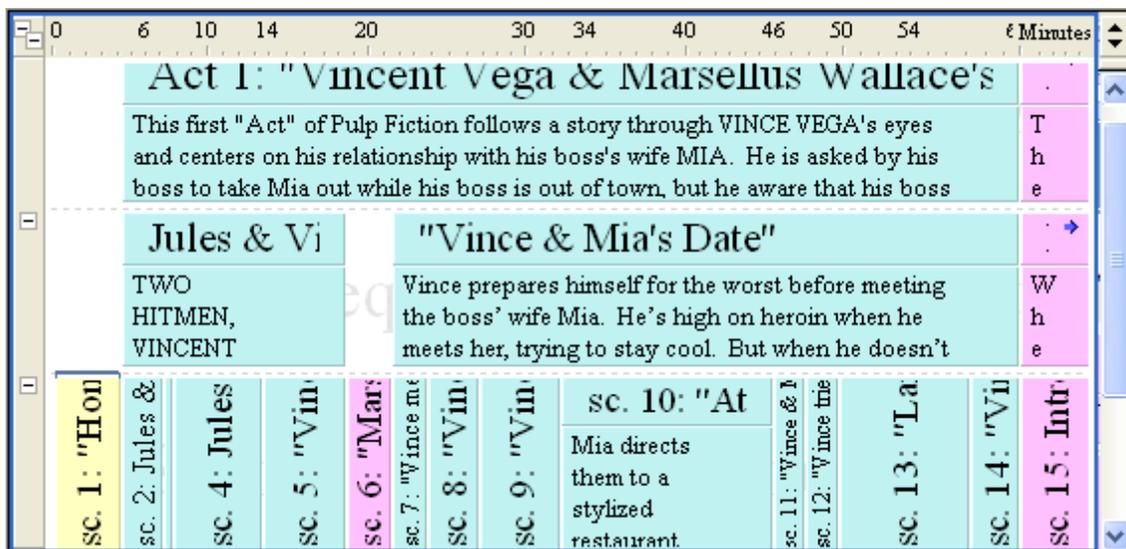


3. Click on **Show Margins Between Events** to deactivate this option and display a thin line between events (instead of gaps). A little more of the *Pulp Fiction* timeline displays on-screen with this option turned off.

4. Click the **Panoramic**  toolbar button to display the entire *Pulp Fiction* timeline on-screen.



5. Click the **Panoramic**  toolbar button a second time to return to the original zoom level.



### 3.2.1.3 Adjusting the Horizontal Scale

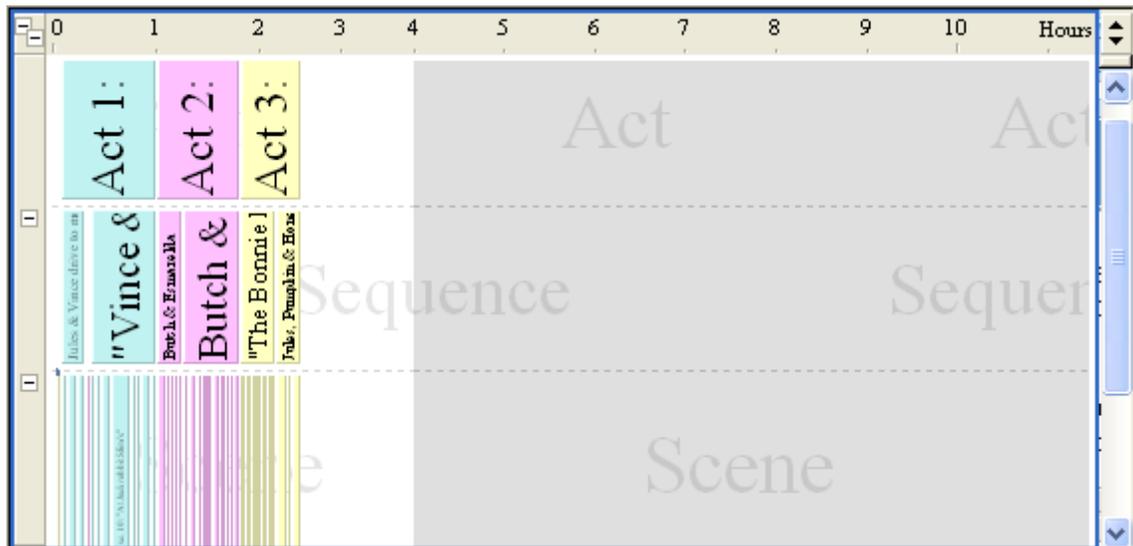
The **Set Horizontal Scale** toolbar provides you with another way to control how a timeline displays on-screen. This tool can quickly adjust the amount of horizontal real estate that displays on-screen without changing the vertical scale.

1. Locate the **Set Horizontal Scale** toolbar and drag the **Scale Bar** to the left, or click on the left end of the scale, to reduce the width of the *Pulp Fiction* timeline.



Notice that the horizontal scale of the timeline decreased without any change to the

vertical scale shown in the screen shot at the end of the last section.



**NOTE:** You can also click the **Left** or **Right Arrow** to shrink or expand the horizontal scale by one "click."

#### 3.2.1.4 Adjusting the Vertical Scale

The **Set Vertical Scale** toolbar works the same way as the **Set Horizontal Scale** toolbar. The only difference is that it adjusts the *vertical scale* of a timeline without changing the horizontal scale.

1. Locate the **Set Vertical Scale** toolbar and drag the **Scale Bar** all the way down, or click on the bottom of the scale, to increase the height of the *Pulp Fiction* timeline.



Notice that the vertical scale of the timeline increased without any change to the horizontal scale shown in the screen shot at the end of the previous section.

Act 1: "Vincent V	Act 2: "The Gc	Act 3: Jules
This first "Act" of Pulp Fiction follows a story through VINCE VEGA's eyes and centers on his relationship with his boss's wife MIA. He is asked by his boss to take Mia out while his boss is out of town, but he aware that his boss almost killed another man for rubbing Mia's feet. Obviously this is a touchy situation, but it only gets worse when Vince meets	The second "Act" follows boxer BUTCH COOLIDGE. Where Vincent Vega was the Main Character, now Butch is. Butch has been asked to take a dive by Marsellus Wallace (in a small scene played out between the two sequences of "Act 1"). Faced with this humiliating request,	The third "Act" would fall chronologically (in terms of the events described in this work) within the first act, between Brett's execution and Vincent's date with Marsellus Wallace's wife. For thematic reasons, however, this

**NOTE:** You can also click the **UP** and **Down Arrow** to shrink or expand the vertical scale by one "click."

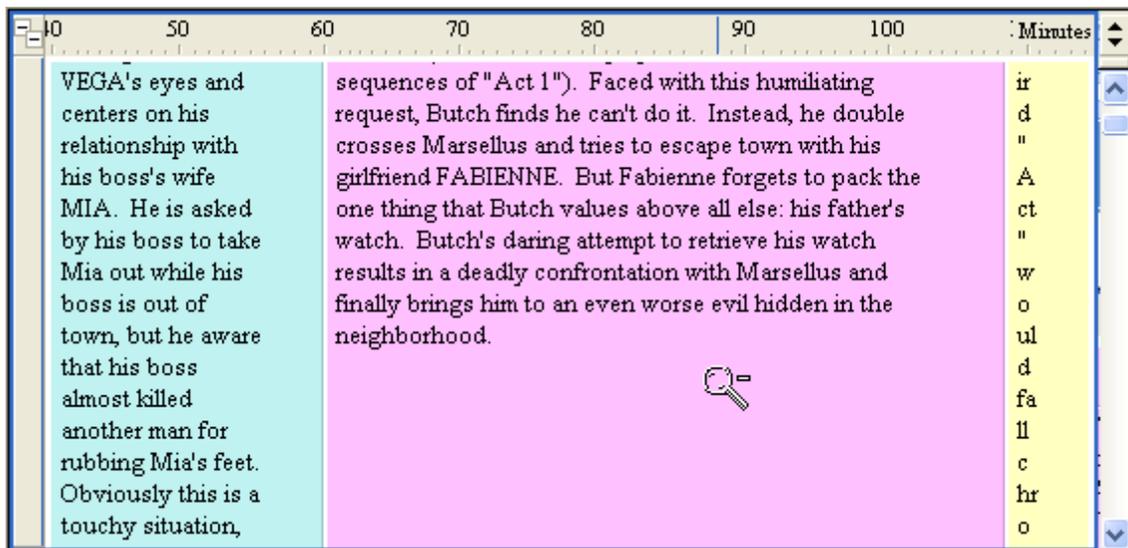
### 3.2.1.5 Zooming in on an Event

The **Zoom Tool** toolbar button lets you click and drag over any part of a timeline to focus on that part of the timeline.

1. Click the **Zoom Tool**  toolbar button to activate the zoom tool.
2. Move this tool over the *Act 2: The Gold Watch* event.

Act 1: "Vincent V	Act 2: "The Gc	Act 3: Jules
This first "Act" of Pulp Fiction follows a story through VINCE VEGA's eyes and centers on his relationship with his boss's wife MIA. He is asked by his boss to take Mia out while his boss is out of town, but he aware that his boss almost killed another man for rubbing Mia's feet. Obviously this is a touchy situation, but it only gets worse when Vince meets	The second "Act" follows boxer BUTCH COOLIDGE. Where Vincent Vega was the Main Character, now Butch is. Butch has been asked to take a dive by Marsellus Wallace (in a small scene played out between the two sequences of "Act 1"). Faced with this humiliating request,	The third "Act" would fall chronologically (in terms of the events described in this work) within the first act, between Brett's execution and Vincent's date with Marsellus Wallace's wife. For thematic reasons, however, this

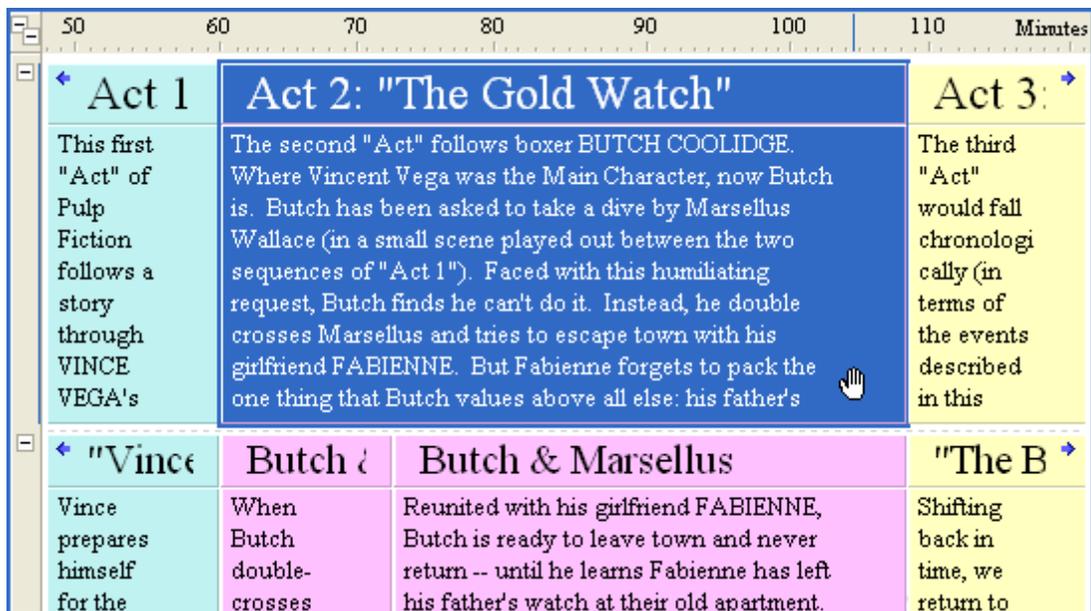
3. Click twice to increase the screen magnification and focus on *Act 2: The Gold Watch*.



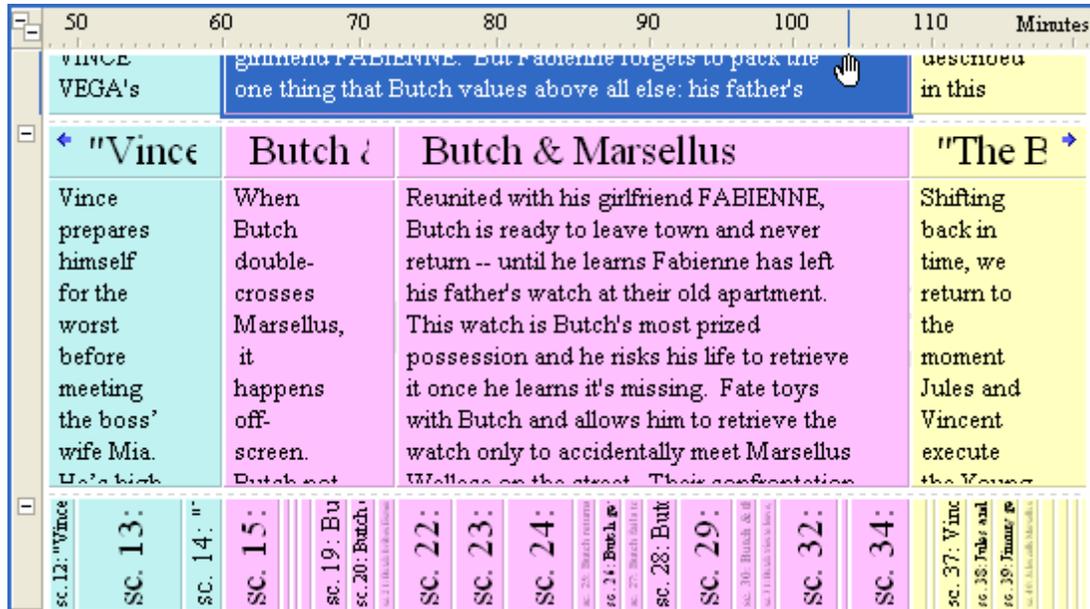
### 3.2.1.6 Using the Scroll Bar

The **Scroll Tool** toolbar button allows you to click anywhere in the timeline and drag it to scroll the timeline in that direction.

1. Click on **Act2:TheGoldWatch** to select this event.
2. Press 5 on the numerical keypad (with the Num Lock button in the locked position) to focus two-thirds of the screen on the event.
3. Click the **Scroll Tool**  toolbar button to activate the scroll tool.
4. Click the lower-right corner of *Act 2* to “grab” it with the hand icon.



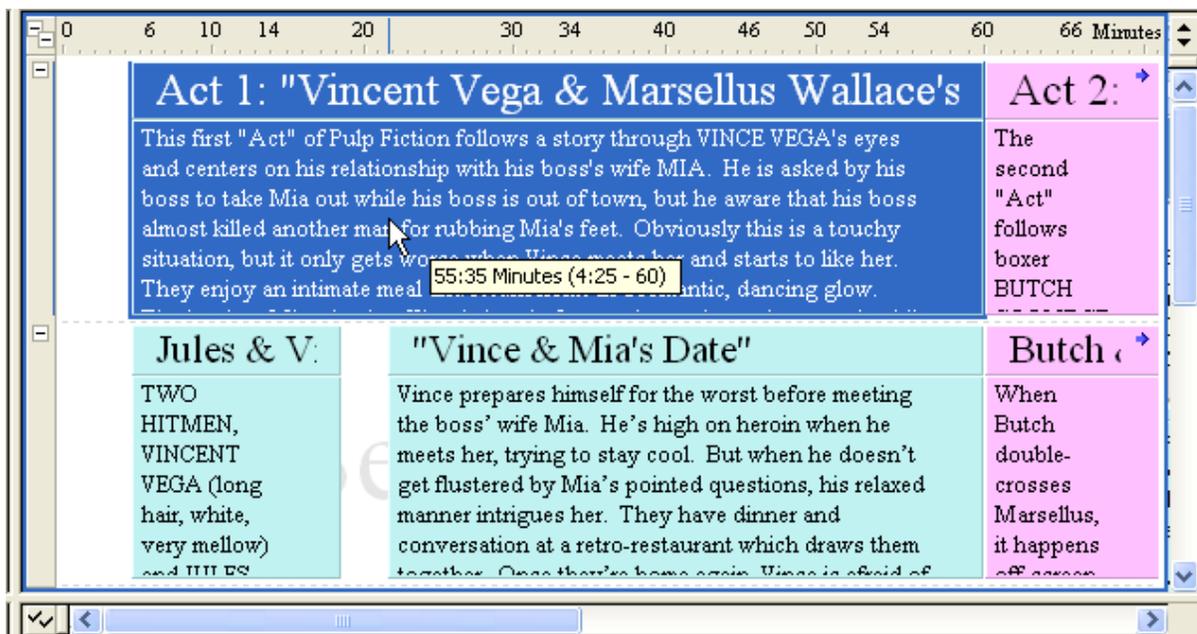
5. Move the cursor up to display the *Sequences* underneath *Act 2* on-screen.



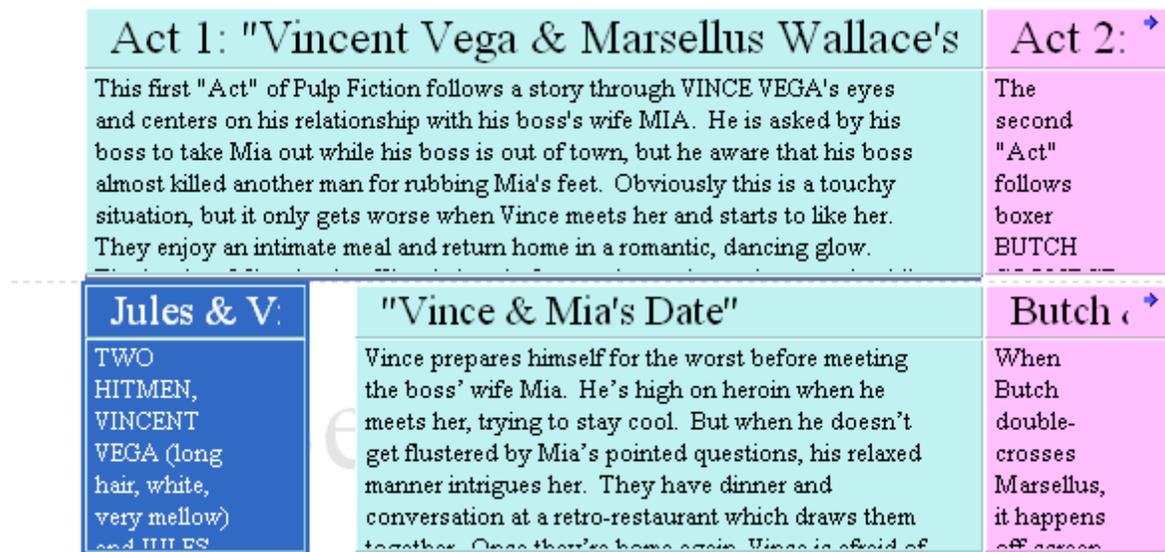
### 3.2.1.7 Selecting and Editing an Event

The Up, Down, Left, and Right Arrow keys on your keyboard let you quickly move between neighboring events. Once you have selected the event you want to edit, you can use the **Center and Edit** command to center the event on-screen and put it in edit mode. These commands combine to make selecting and editing events in different parts of a timeline an easy task.

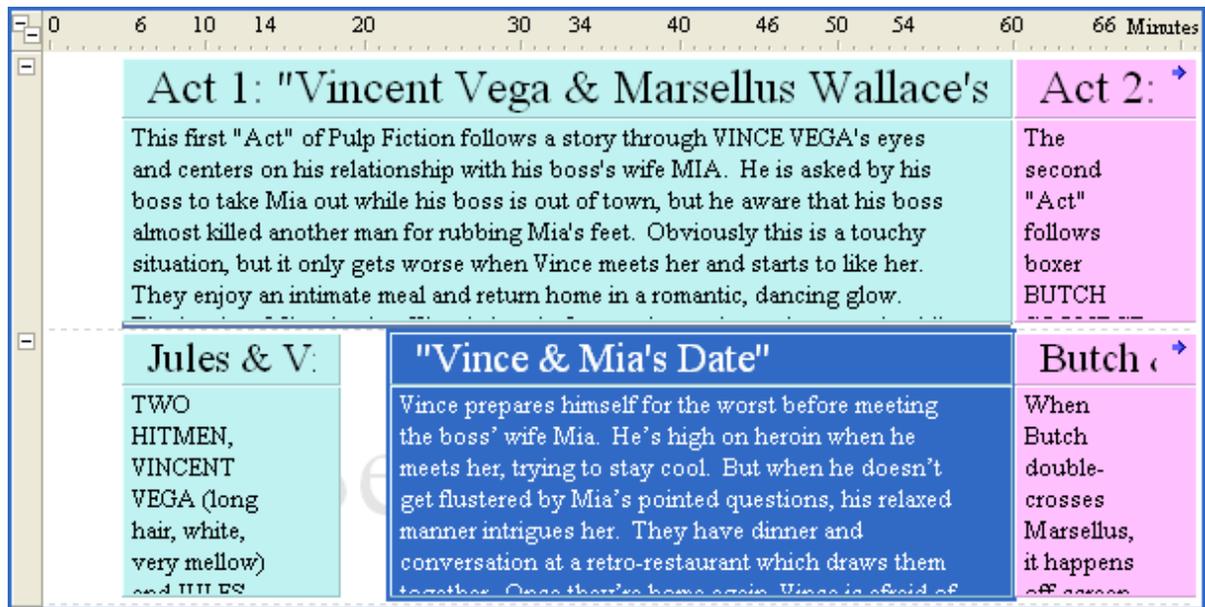
1. Click the **Selection Tool**  toolbar button to turn the cursor back into the default cursor icon.
2. Click on **Vincent Vega and Marsellus Wallace's Wife** to select this event.



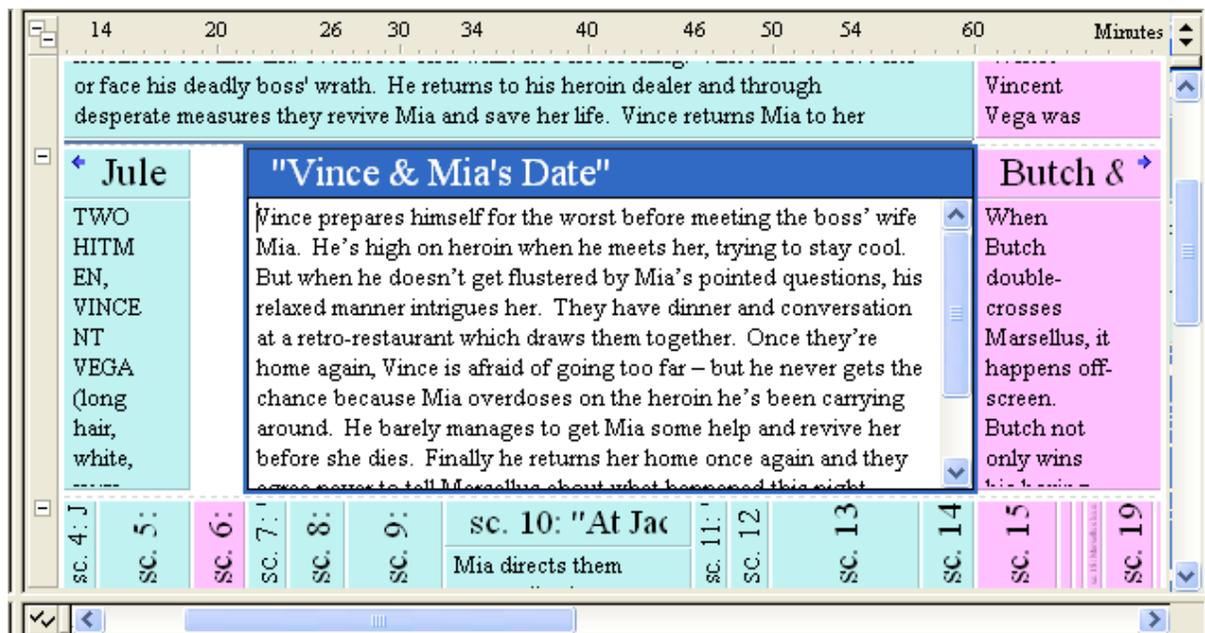
3. Press the Down Arrow key to select the **Jules & Vincent Drive to Meeting** event



4. Press the Right Arrow key to select the **Vince & Mia's Date** sequence.



5. Press Ctrl+M to center this event on-screen and put it into edit mode.



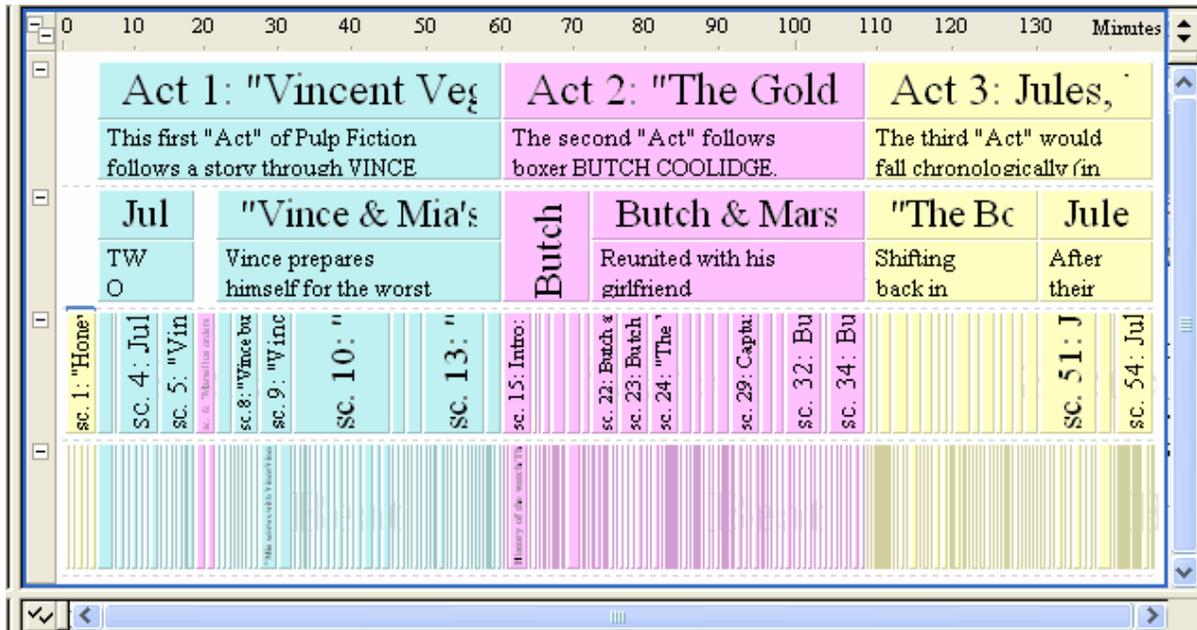
6. At this point you could add more information about this event, modify existing text, or delete text.

### 3.2.1.8 Selecting a Parent and All Child Events

You can hold down the Shift key and click on an event to select that event and all the events below it. Selecting events with the Shift key is useful when you want to work with a specific group of events.

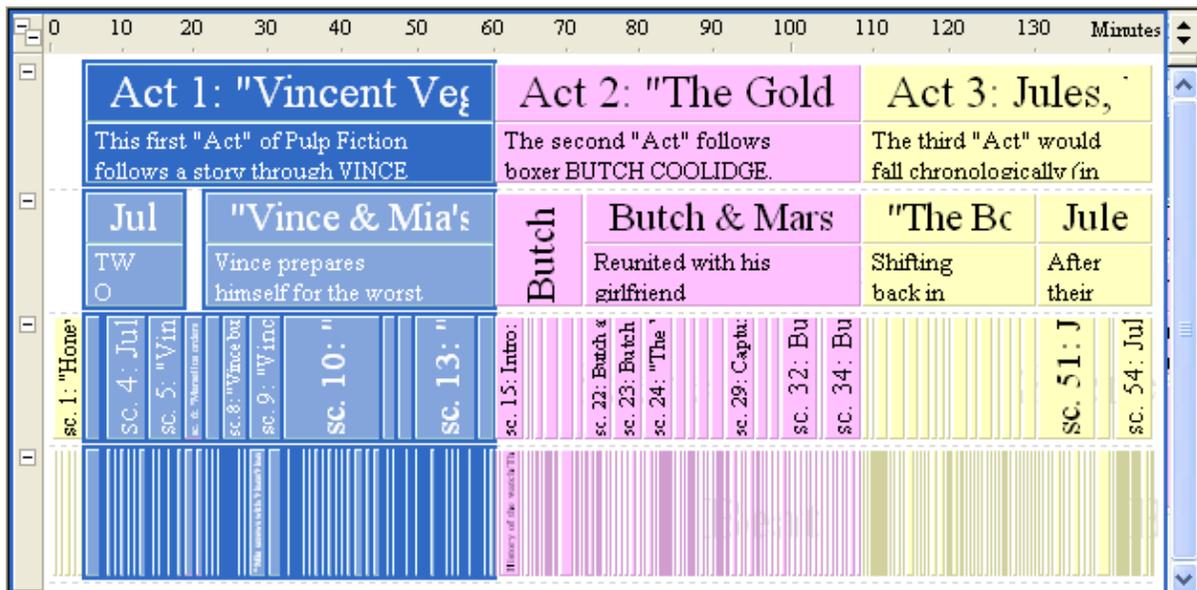
In Outline 4D, an event is the “parent” of all the events directly beneath it. Likewise, the events directly below another event are the “children” of that event.

1. Click the Panoramic  toolbar button to return to a panoramic view of the Pulp Fiction timeline.



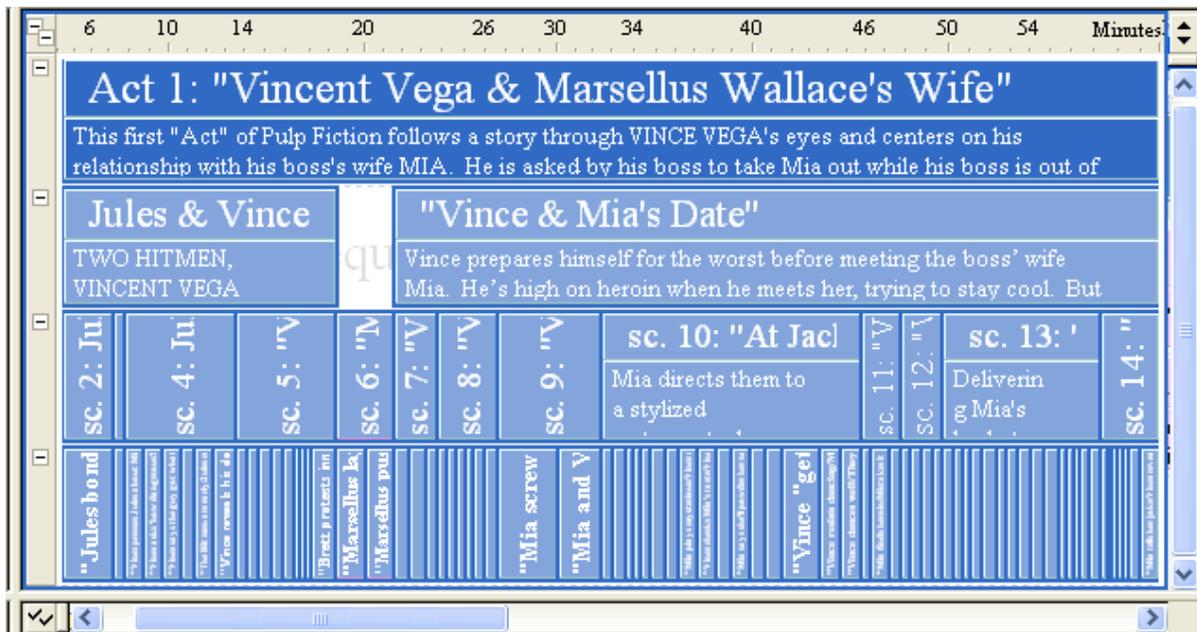
The screenshot shows a panoramic view of the Pulp Fiction timeline. The timeline is divided into three acts: Act 1: "Vincent Vega", Act 2: "The Gold", and Act 3: "Jules". Below the acts, there are event blocks for "Jul", "Vince & Mia's", "Butch", "Butch & Mars", "The Bc", and "Jule". The timeline is further divided into scenes, with a detailed view of the first 15 minutes.

2. Hold down the Alt key and click on the **Vincent Vega and Marsellus Wallace's Wife** event to select all the children of this event.



The screenshot shows the same panoramic view of the Pulp Fiction timeline as the previous screenshot. The event blocks for "Jul", "Vince & Mia's", "Butch", "Butch & Mars", "The Bc", and "Jule" are now highlighted in blue, indicating they have been selected.

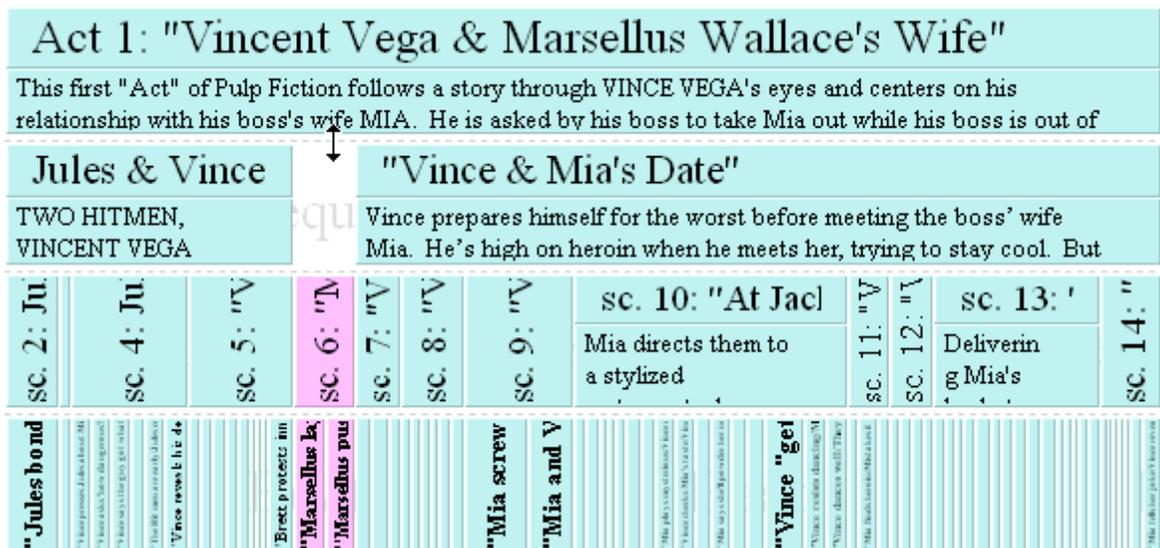
3. Press Ctrl+3 to fit the selected events to view on-screen.



### 3.2.1.9 Resizing an Event Level

With a large timeline like Pulp Fiction, on-screen display space is a valuable commodity. To help you save display room, Outline 4D includes the option to adjust the height of event levels. This function changes the ratio of one level to another, independent of the overall scale of the timeline. Resizing an event level has no effect on the duration of the timeline.

1. Place the cursor over the dashed line that divides the *Act* and *Sequence* event levels. The cursor turns into a double-ended arrow.



2. Click and drag the mouse down to increase the display height of the Act level.

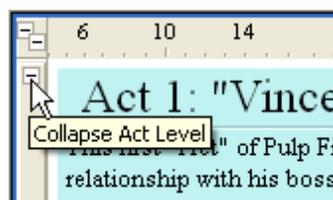
## Act 1: "Vincent Vega & Marsellus Wallace's Wife"

This first "Act" of Pulp Fiction follows a story through VINCE VEGA's eyes and centers on his relationship with his boss's wife MIA. He is asked by his boss to take Mia out while his boss is out of town, but he aware that his boss almost killed another man for rubbing Mia's feet. Obviously this is a touchy situation, but it only gets worse when Vince meets her and starts to like her. They enjoy an intimate meal and return home in a romantic, dancing glow. That's when Mia mistakes Vince's heroin for cocaine and overdoses on it while he's not looking. Vince has to save her or face his deadly boss' wrath. He returns to his heroin dealer and through desperate measures they revive Mia and save her life. Vince returns Mia to her house and blows her a kiss goodnight, feeling affection for her that he will never reveal.

<b>Jules &amp; Vince</b>	<b>"Vince &amp; Mia's Date"</b>
TWO HITMEN, VINCENT VEGA	Vince prepares himself for the worst before meeting the boss' wife Mia. He's high on heroin when he meets her, trying to stay cool. But
sc. 2: "Jules & Vincent"	sc. 3: "Jules & Vincent"
sc. 4: "Jules & Vincent"	sc. 5: "Vince & Mia's Date"
sc. 6: "Vince & Mia's Date"	sc. 7: "Vince & Mia's Date"
sc. 8: "Vince & Mia's Date"	sc. 9: "Vince & Mia's Date"
sc. 10: "At Jack's"	sc. 11: "Vince & Mia's Date"
sc. 12: "Vince & Mia's Date"	sc. 13: "Vince & Mia's Date"
sc. 14: "Vince & Mia's Date"	

### 3.2.1.10 Collapsing an Event Level

1. Click the **Collapse Level (-)** button to hide the content area of the Act event level.

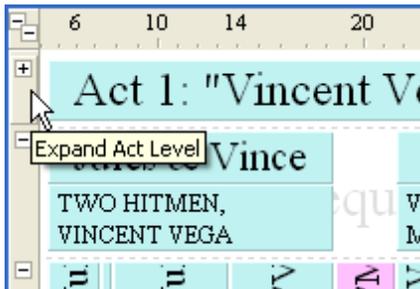


2. Only the title area of the Act level remains visible.

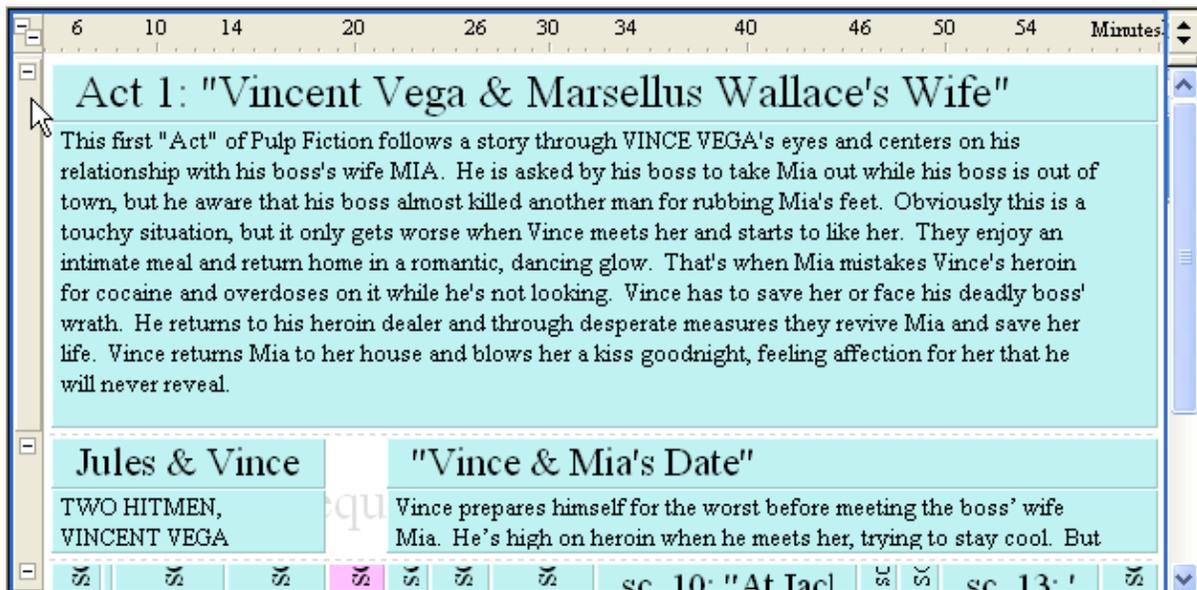
6 10 14 20 26 30 34 40 46 50 54 Minutes													
<b>Act 1: "Vincent Vega &amp; Marsellus Wallace's Wife"</b>													
<b>Jules &amp; Vince</b>				<b>"Vince &amp; Mia's Date"</b>									
TWO HITMEN, VINCENT VEGA				Vince prepares himself for the worst before meeting the boss' wife Mia. He's high on heroin when he meets her, trying to stay cool. But									
sc. 2: "Jules & Vincent"	sc. 4: "Jules & Vincent"	sc. 5: "Vince & Mia's Date"	sc. 6: "Vince & Mia's Date"	sc. 7: "Vince & Mia's Date"	sc. 8: "Vince & Mia's Date"	sc. 9: "Vince & Mia's Date"	sc. 10: "At Jack's"	sc. 11: "Vince & Mia's Date"	sc. 12: "Vince & Mia's Date"	sc. 13: "Vince & Mia's Date"	sc. 14: "Vince & Mia's Date"		
"Jules bond"				"Marsellus la"				"Mia screw"		"Vince 'get"			
"Jules bond"				"Marsellus la"				"Mia screw"		"Vince 'get"			

### 3.2.1.11 Expanding an Event Level

1. Click the **Expand Level (+)** button to display the content area for each event on an event level.



2. Here's what it looks like after the level has been expanded:



### 3.2.1.12 Viewing an Event Level

The *Track* area shows all the existing tracks in a timeline. This feature is very useful for identifying where a story element, such as a character or location, occurs in a timeline. This section describes how to display the *Track* area.

1. Hold down the Alt key and click on *Scene 9* in the *Pulp Fiction* timeline to select this event and all its child events.
2. Press Ctrl+3 to fit these events to view on-screen.
3. Click the **Toggle Track Area**  toolbar button to display the *Track Status* and *Track Display* portions of the Track area.

The screenshot displays a software interface for scene description and track management. At the top, a timeline shows time in seconds from 1660 to 1900. Below the timeline, a large text area contains the following scene description:

**sc. 9: "Vince Picks up Mia"**  
 High on heroin, Vince meets MIA WALLACE, a beautiful young woman who likes to manipulate men. Vince's "cool" demeanor makes him a tough nut for Mia to crack though.

Below the main text area, there are two columns of text:

**"Mia screws with Vince/Vince doesn't care"**  
 When Vince arrives to meet Mia, she's hidden behind the walls of her home-security office, where she watches Vince on video monitors. She hopes to throw Vince off balance by talking over the intercom and keeping him waiting, but Vince is too cool or too high to really care.

**"Mia and Vince get higher, independently/"**  
 Through cross-cutting we see Mia has her own drug habit, getting high on cocaine, while Vince has a drink waiting for her. Finally Mia reveals herself to Vince, striking him with her beauty. Continuing to try to get under Vince's skin, she shuffles them out the door without much ceremony.

At the bottom of the interface is a track area with a list of track names on the left and a corresponding list of track names on the right. The tracks are:

- Butch Coolidge
- Marsellus Wallace
- Vincent Vega
- Mia Wallace
- Brett
- Lance

Vertical lines connect the track names to the scene description text above them.

**NOTE:** The dimmed list of track names that runs down the center of the *Track* area lists all the tracks that are available but not connected to any of the displayed events. This list helps you see the name of an otherwise empty track.

### 3.2.1.13 Displaying Connection Lines

A connection line is a vertical line that connects events to tracks. If you see a connection line, it means that the event is connected to one or more tracks. This section describes how to display connection lines.

1. Select **View > Toolbars > View** to display the View toolbar.

2. Click the **Toggle Connection Lines**  toolbar button to display connection lines between events and track in the *Pulp Fiction* timeline.

sc. 9: "Vince Picks up Mia"

High on heroin, Vince meets MIA WALLACE, a beautiful young woman who likes to manipulate men. Vince's "cool" demeanor makes him a tough nut for Mia to crack though.

**"Mia screws with Vince/Vince doesn't care"**  
When Vince arrives to meet Mia, she's hidden behind the walls of her home-security office, where she watches Vince on video monitors. She hopes to throw Vince off balance by talking over the intercom and keeping him waiting, but Vince is too cool or too high to really care.

**"Mia and Vince get higher, independently/"**  
Through cross-cutting we see Mia has her own drug habit, getting high on cocaine, while Vince has a drink waiting for her. Finally Mia reveals herself to Vince, striking him with her beauty. Continuing to try to get under Vince's skin, she shuffles them out the door without much ceremony.

Character Timeline:

- Butch Coolidge
- Marsellus Wallace
- Vincent Vega
- Mia Wallace
- Brett
- Lance

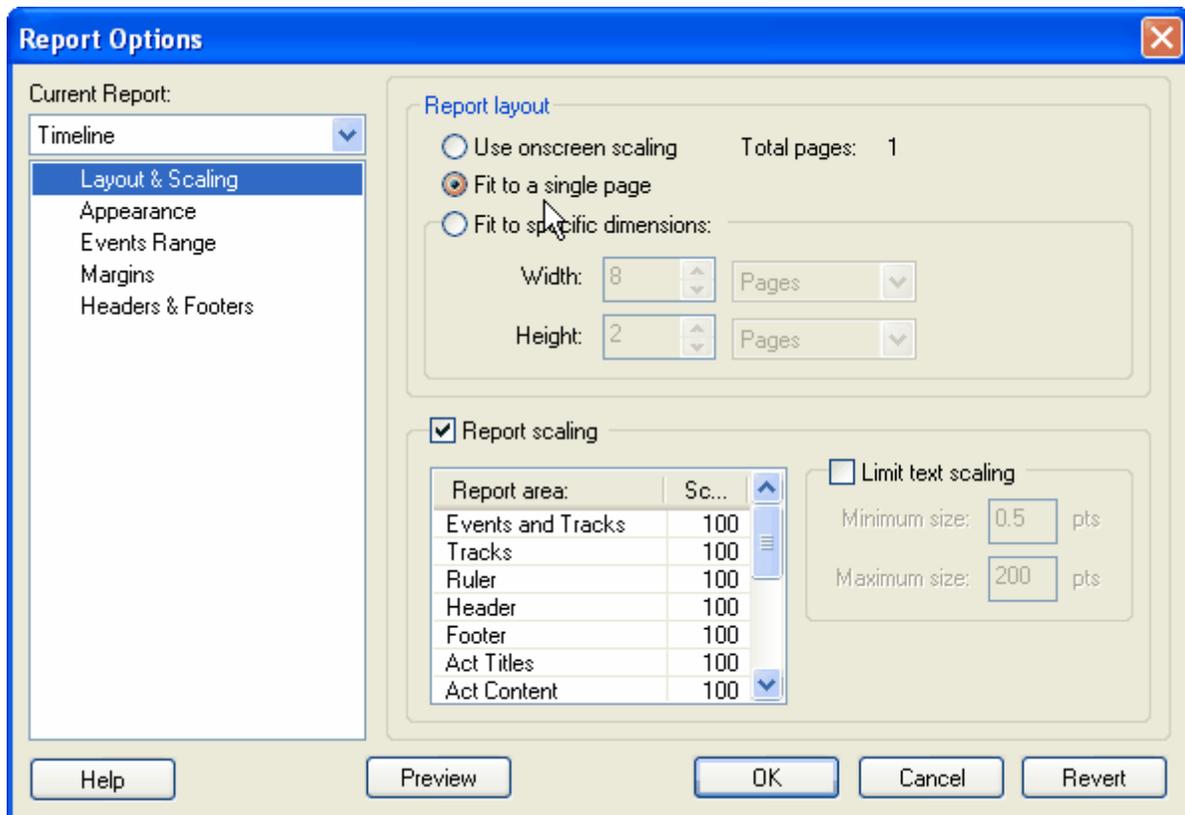
3. Click the Toggle Connection Lines  toolbar button a second time to hide the connection lines.

**NOTE:** Click the **Toggle Connections Labels**  toolbar button to hide connection labels (which are displayed by default).

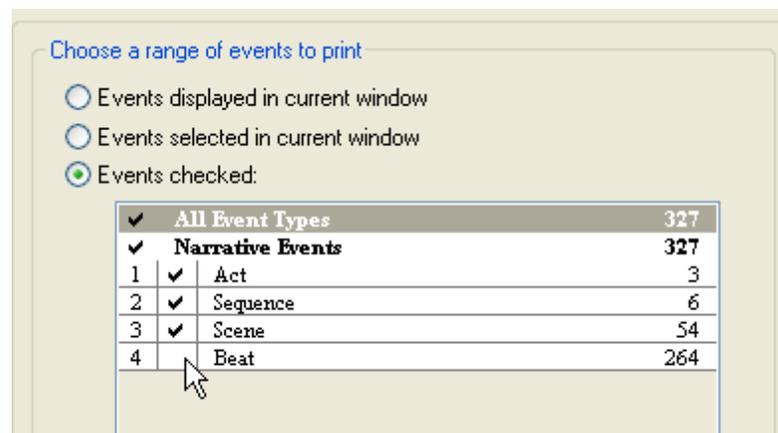
### 3.2.1.14 Printing a Timeline Report

The timeline report format prints the timeline in a format similar to what you see displayed on-screen. This format is good to use when you want to create a single or multi-page printout to help you visualize the flow of a story. This section explains how to print the *Pulp Fiction* timeline in the timeline format.

1. Select **File > Report Options** to display the *Report Options* dialog.
2. Select **Timeline** from the **Current Report** drop-down list to view this panel of the *Options* dialog.
3. Click on the **Fit to a Single Page** radio button in the *Scaling* area so that the entire *Pulp Fiction* timeline will fit onto one page.

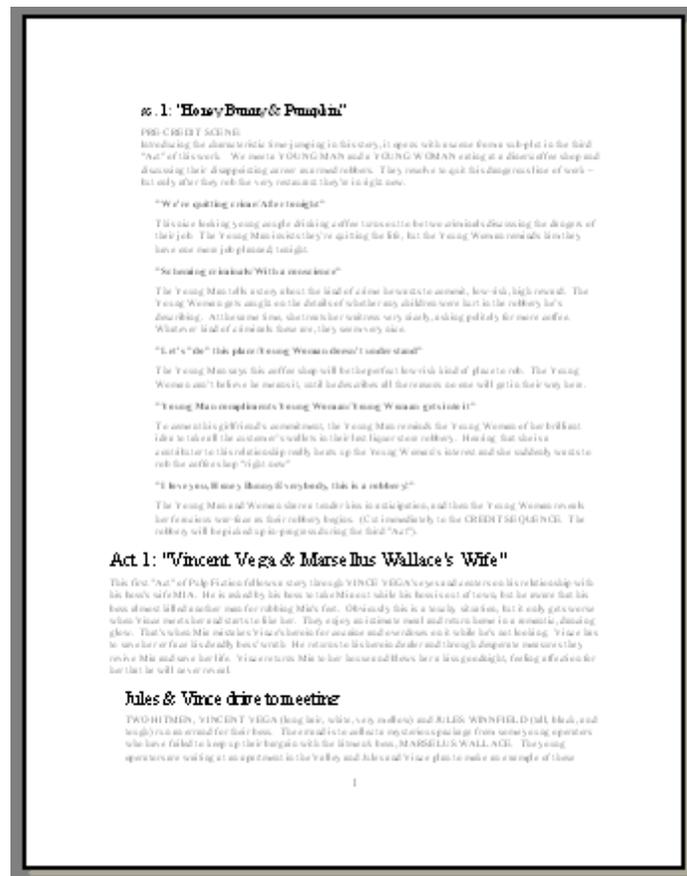


- Click on **Events Range** in the *Panel Selector* area to display this panel of the **Options** dialog.
- Click on the **Events Checked** radio button and unselect *Beat* from the list of event types. This will keep the *Beat* level from printing.



- Click the **OK** button to save your changes and close this dialog.
- Select **File > Print Preview** to display the **Print Preview** window and see how the timeline report format would look if printed.





5. Press the **Close** button to exit from the **Print Preview** window.

6. Press Ctrl+W to close the *Pulp Fiction* example file.

**Congratulations!** You have successfully completed the *Pulp Fiction* tutorial. By now you should feel more comfortable moving around in Outline 4D. See the *Screenplay Tutorial* to learn how to create your own timeline.

## 3.2.2 Screenplay Tutorial

### Overview

This tutorial will help you to create your own timeline. You will use the *Screenplay (Act-Sequence-Scene).syv* example file for all the tasks described in this section. By the time you finish this tutorial, you will understand how to:

- Select, open, and make a copy of a Outline 4D template file.
- Add events to a timeline.
- Remove an event from a timeline and get rid of any gap created by deleting the event.
- Apply a new color to selected events.
- Move an event to a new location in a timeline.
- Create a track and connect it to an event.
- Use the Track Properties panel of the Document Settings dialog to automate the track connection

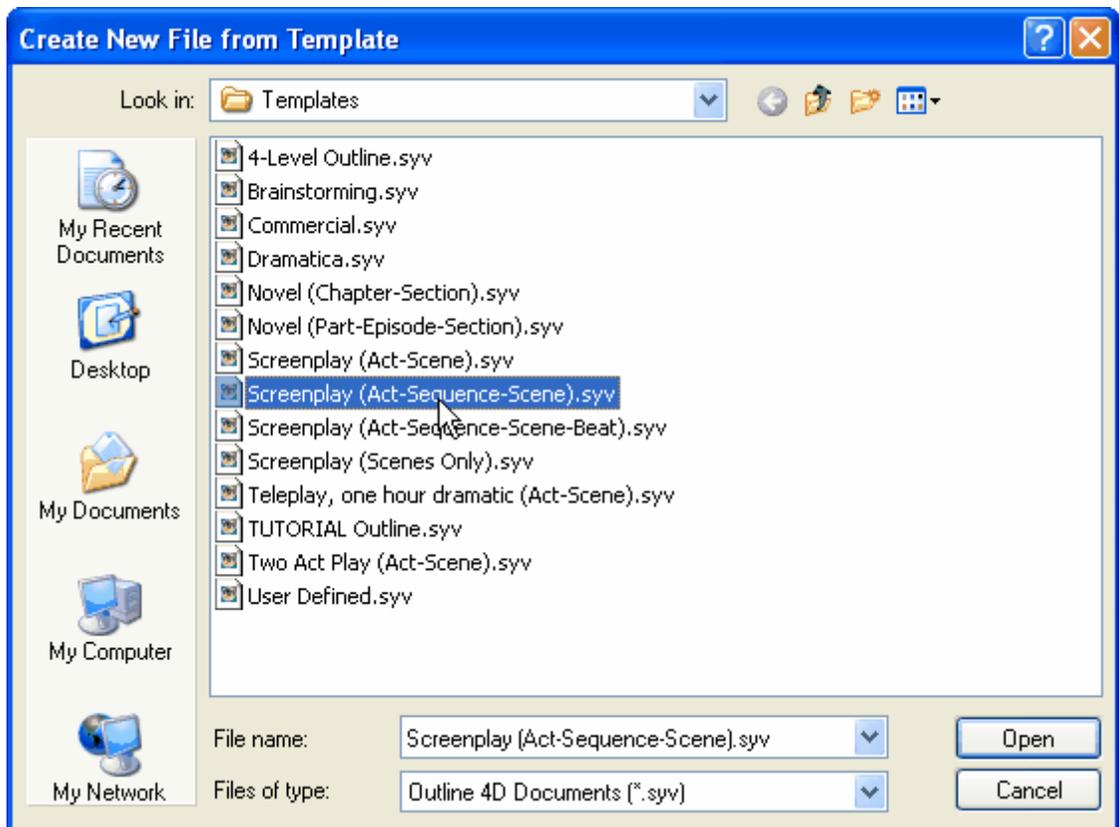
process.

- o Remove a track connection from an event.
- o Use the Print dialogs to print a timeline.

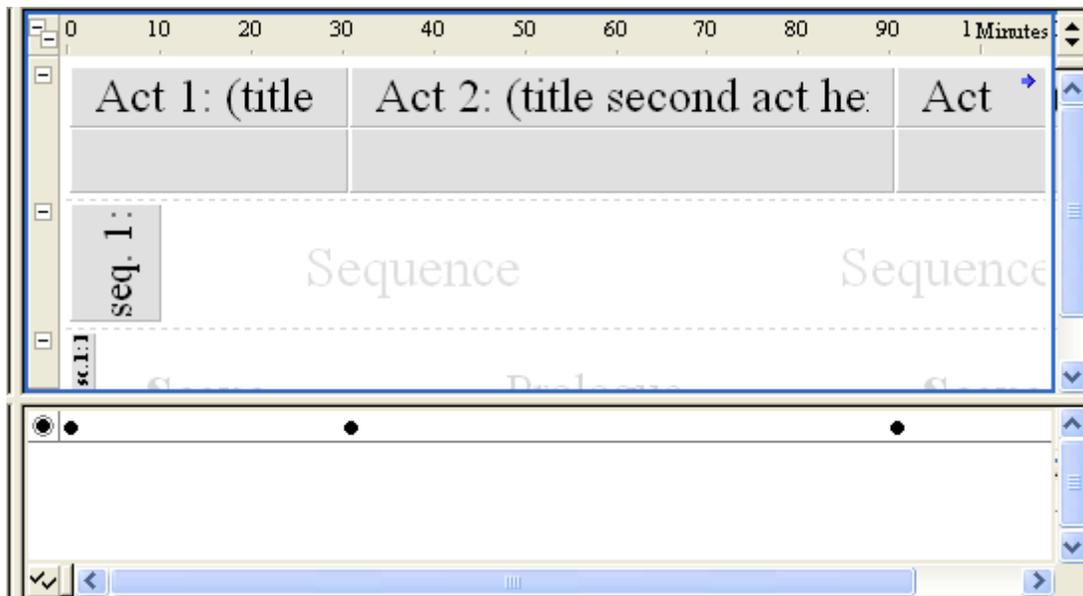
### 3.2.2.1 Working with the Screenplay Template File

A template is a file with predefined structure for writing. A typical template includes predefined event types, tracks, paragraph styles, and document settings.

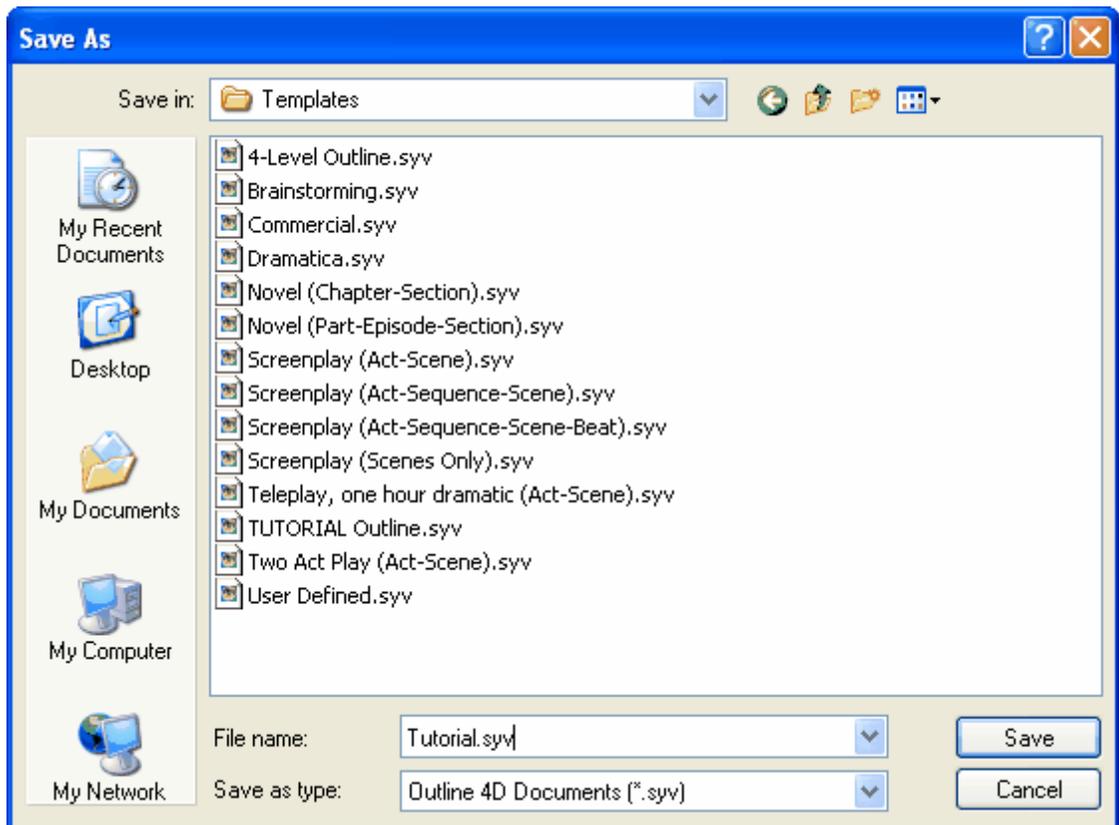
1. Click the **New**  toolbar button to display the Open From Template dialog.
2. Select the **Screenplay(Act-Sequence-Scene).syv** template file.



3. Click the **Open** button to create a new file from this template.



4. Select **File > Save As** to display the *Save As* dialog.
5. Enter **Tutorial.syv** in the **File Name** field as the name of the new file.

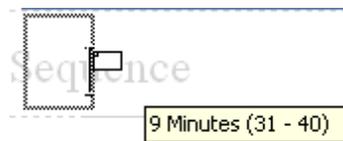


6. Click the **Save** button to save the template file with the new *Tutorial.syv* file name.

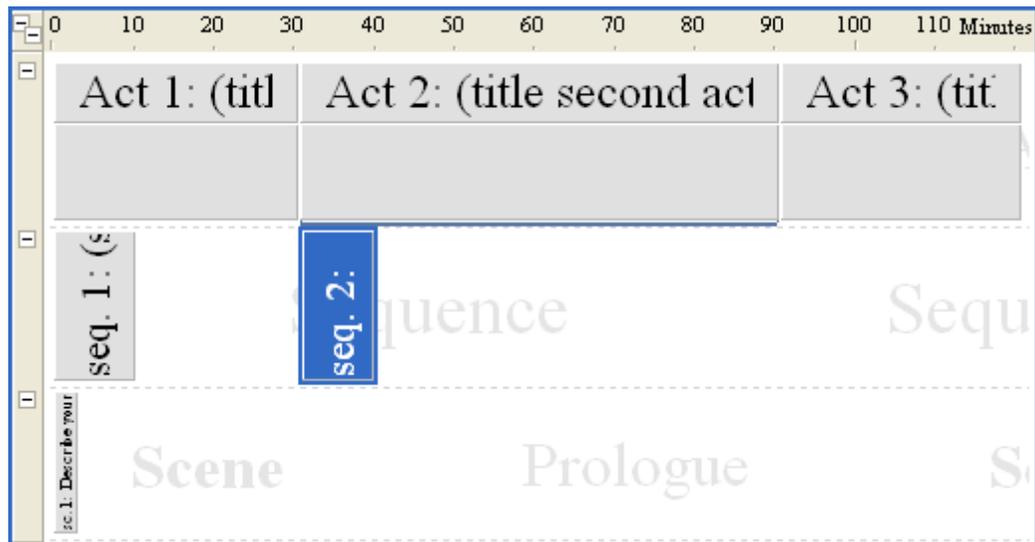
### 3.2.2.2 Developing Timeline Content

In Outline 4D, the content of a story is placed into events, with each event containing your ideas for a unique part (act, sequence, scene, etc.) of the story. The ruler that runs across the top of the timeline measures the duration of individual events as well as the entire story. Use this ruler as a guide for adding events to the timeline. This section describes how to add several new events to the *Tutorial* timeline.

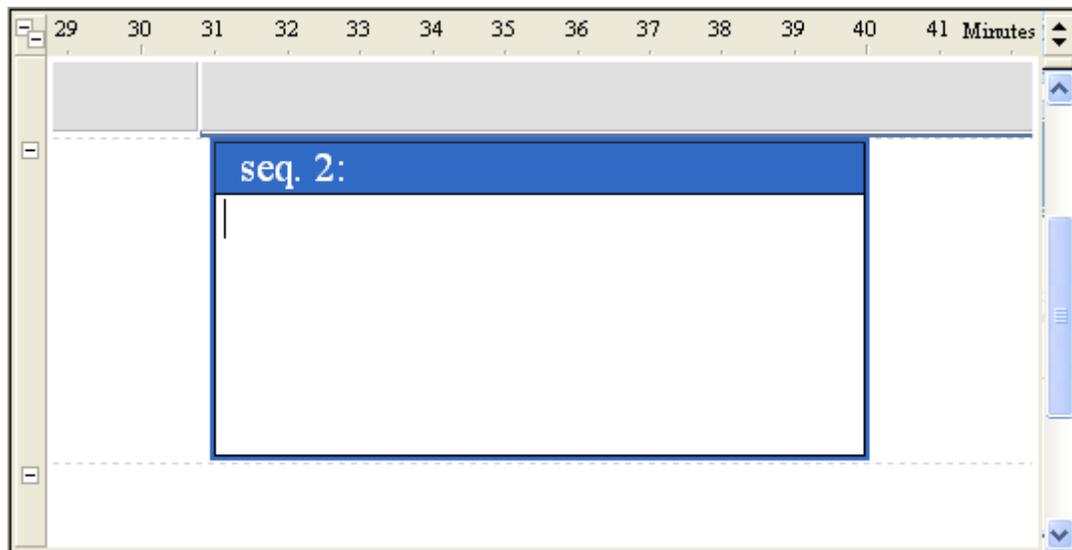
1. Click the **Toggle Track Area**  toolbar button to hide the Track area.
2. Click the **Creation Tool**  toolbar button to turn the cursor into an event creation tool.
3. Click on a level and horizontal position in the timeline to insert the first event. For example, click on the *Sequence* level at the 31 minute mark on the ruler and drag the box to the 40 minute mark.



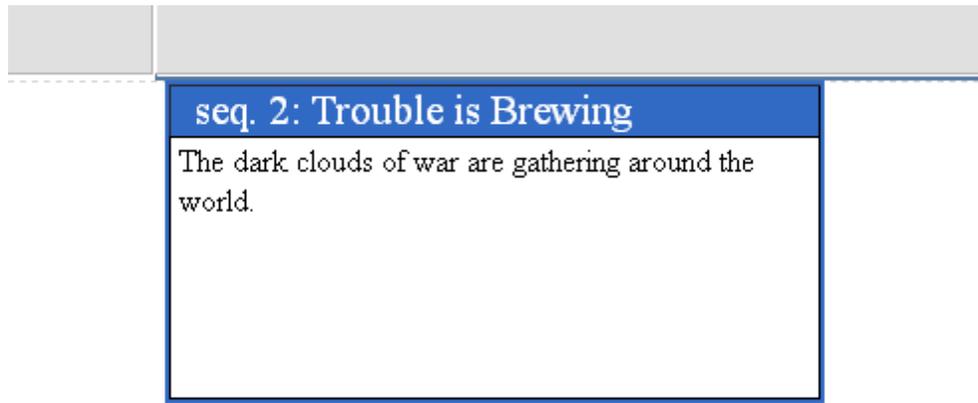
4. Release the mouse button to add the new event to the timeline.



5. Double-click on the event and to put the event in edit mode.



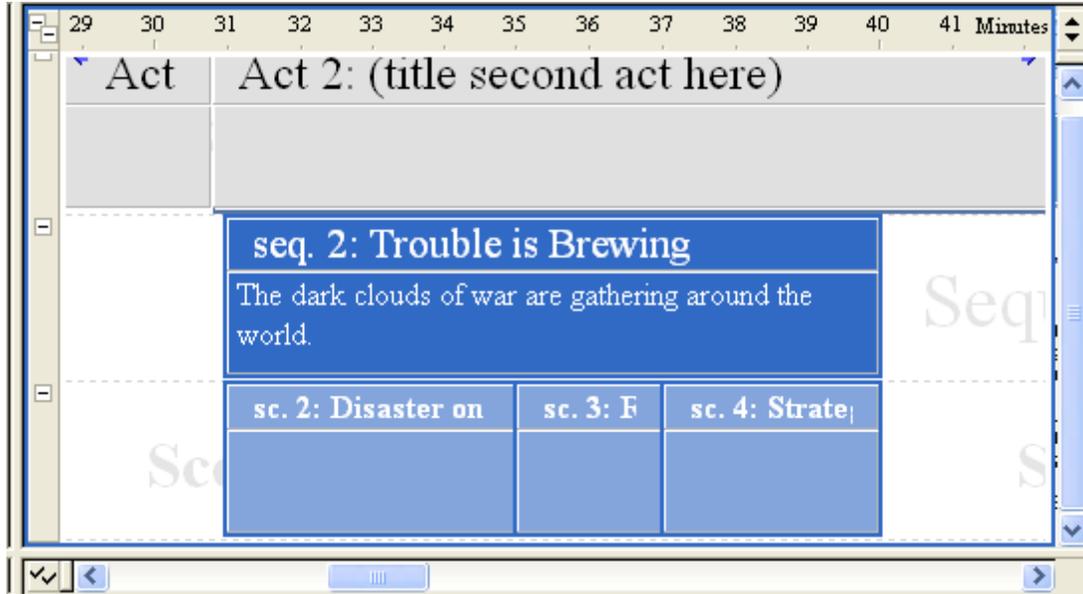
6. Enter **Trouble is Brewing** as the title for the new event, then press the Enter key to move back to the Event Content area.
7. Enter **The dark clouds of war are gathering around the world.** as the body text for this event.



8. Repeat the preceding steps to add the following events. Use the text in bold as the event titles and leave the content area blank.
  - **Disaster on Europa** - Click on the *Scene* level at the 31 minute mark on the ruler and drag the box to the 35 minute mark to create a four minute Scene event.
  - **Reaction on Earth** - Click on the *Scene* level at the 35 minute mark on the ruler and drag the box to the 37 minute mark to create a two minute Scene event.
  - **Strategy Meeting** - Click on the *Scene* level at the 37 minute mark on the ruler and drag the box to the 40 minute mark to create a three minute Scene event.
9. Hold down the **Alt** key and click on the *Trouble is Brewing* sequence to select this event and the three

scenes directly beneath the event.

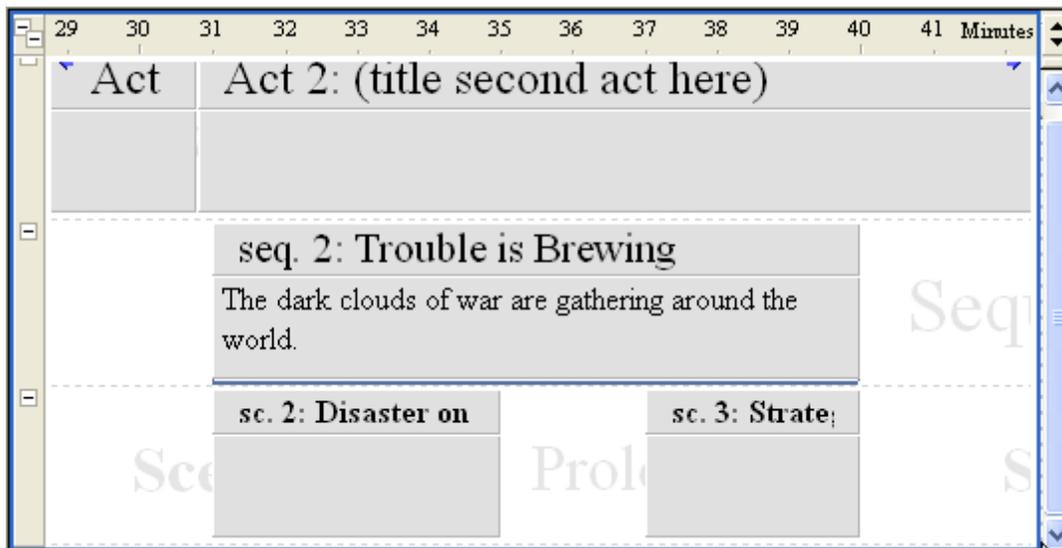
10. Press the **5** key on the numerical keypad (with the Num Lock key in the locked position) to fit these events on-screen in two-thirds view.



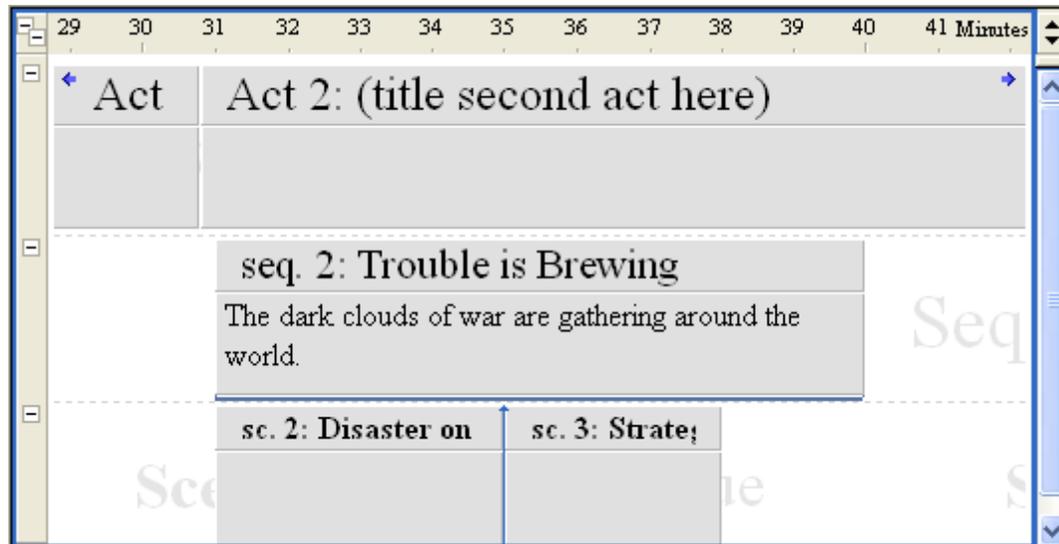
### 3.2.2.3 Deleting an Event

As you build a timeline, you will sometimes need to delete an event. This section explains how to remove the *Reaction on Earth* event from your timeline.

1. Click on the *Reaction on Earth* event to select it.
2. Press the **Delete** key to remove this event from the timeline.



3. Click the **Close Gaps**  toolbar button (with the cursor still placed between the *Disaster on Europa* and *Strategy Meeting* events) to eliminate the gap created when you deleted the *Reaction on Earth* event.



#### 3.2.2.4 Changing the Color of an Event

Use the **Color** drop-down list to change the background color of any event. This feature allows you to create your own color code system for a timeline and, if you have access to a color printer, print the timeline in color.

1. Hold down the **Alt** key and click on the *Trouble is Brewing* event to select this sequence and the two scenes directly beneath the event.
2. Click on the **Color** drop-down list (on the **Text Format** toolbar) to display a list of available colors.

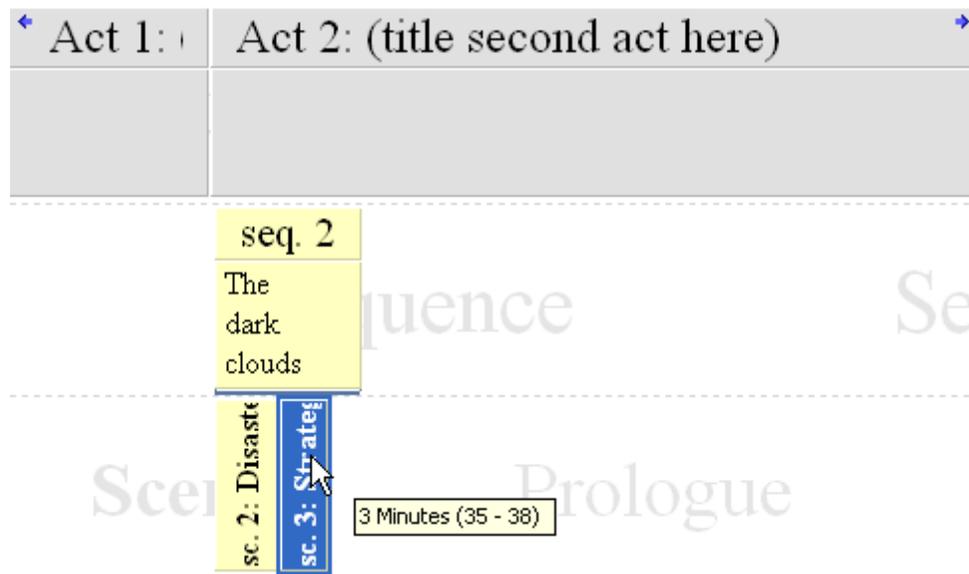


3. Click on the **Light Yellow** color on this list to apply it to the selected event.

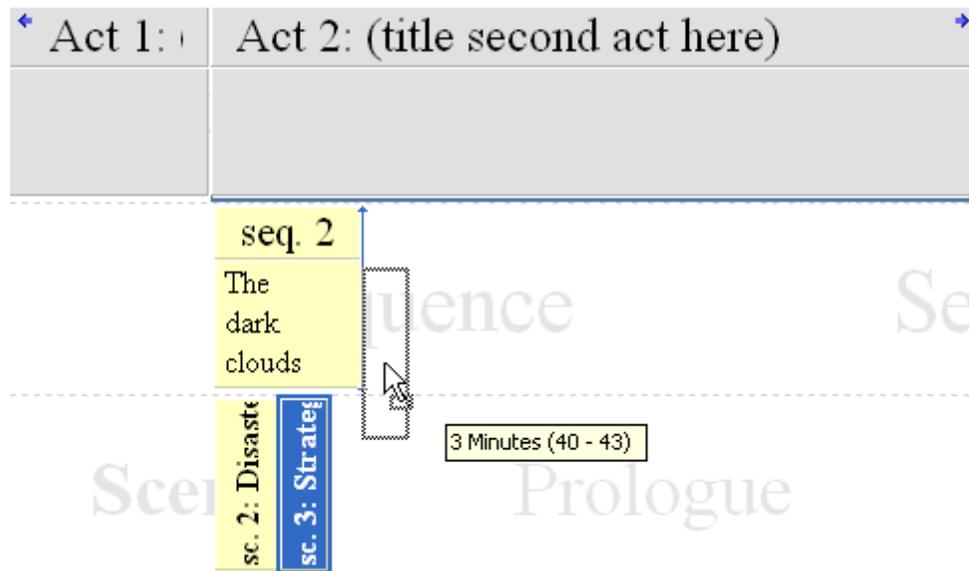
### 3.2.2.5 Organizing a Timeline

Outline 4D allows you to move events around as much (or little) as necessary. When you move an event, you change its relationship with surrounding events. For example, an *Act* event is the parent of all the *Sequence* events located directly beneath it. If you move one of these *Sequence* event to another level, you change its event type.

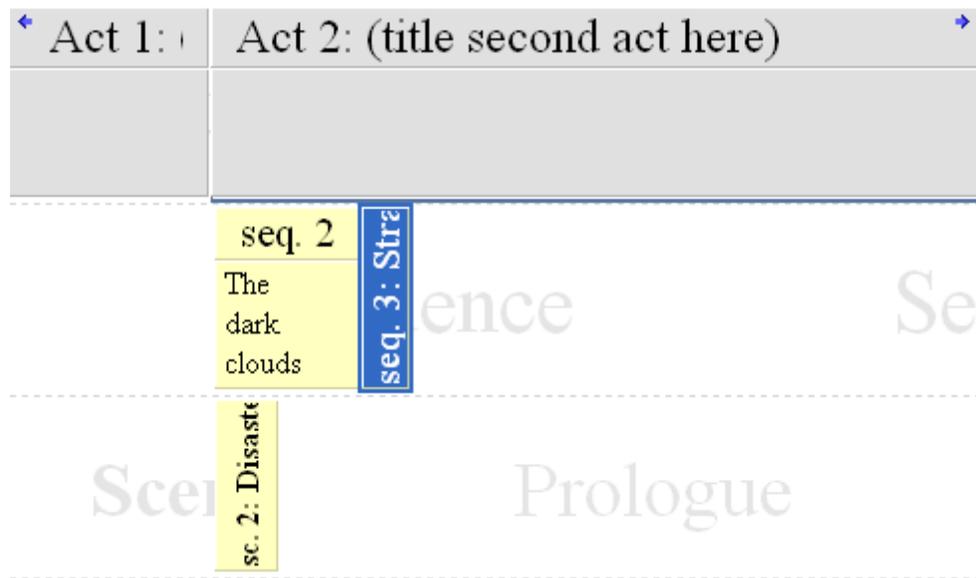
1. Click on the **Strategy Meeting** event.



2. Drag *Strategy Meeting* to the 40 minute mark on the ruler, placing it directly beneath Act 2 on the Sequence level. This changes the event from a scene to a sequence.



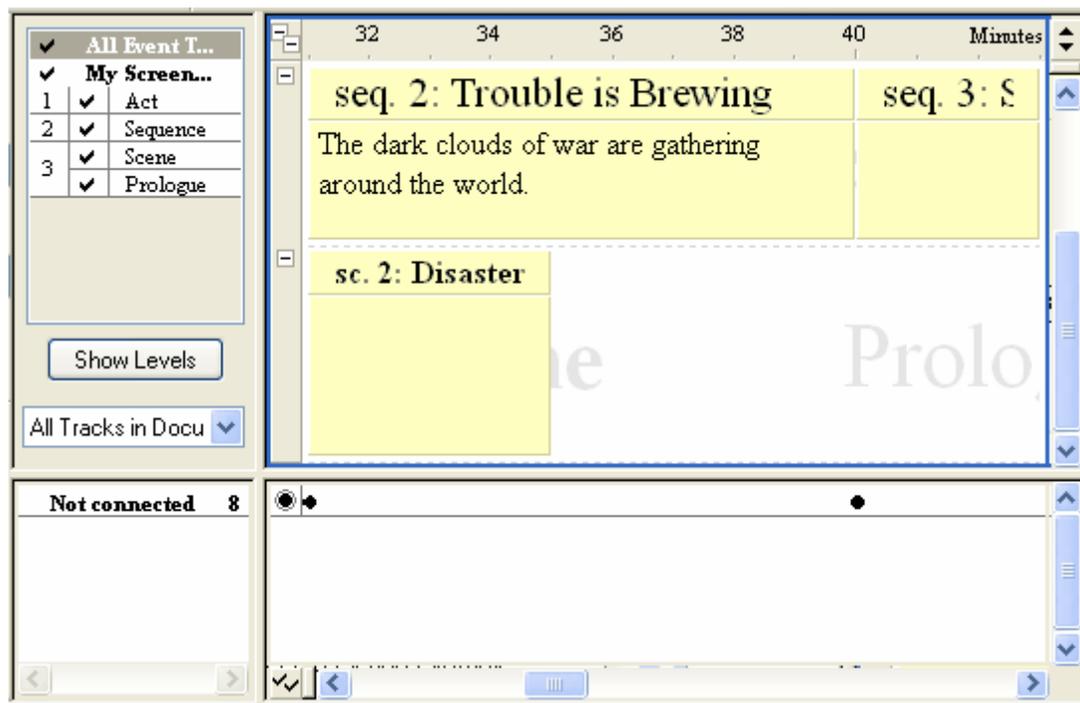
3. Release the mouse button and the Strategy Meeting event has now moved from the Scene level to the Sequence level.



### 3.2.2.6 Tracking Timeline Content

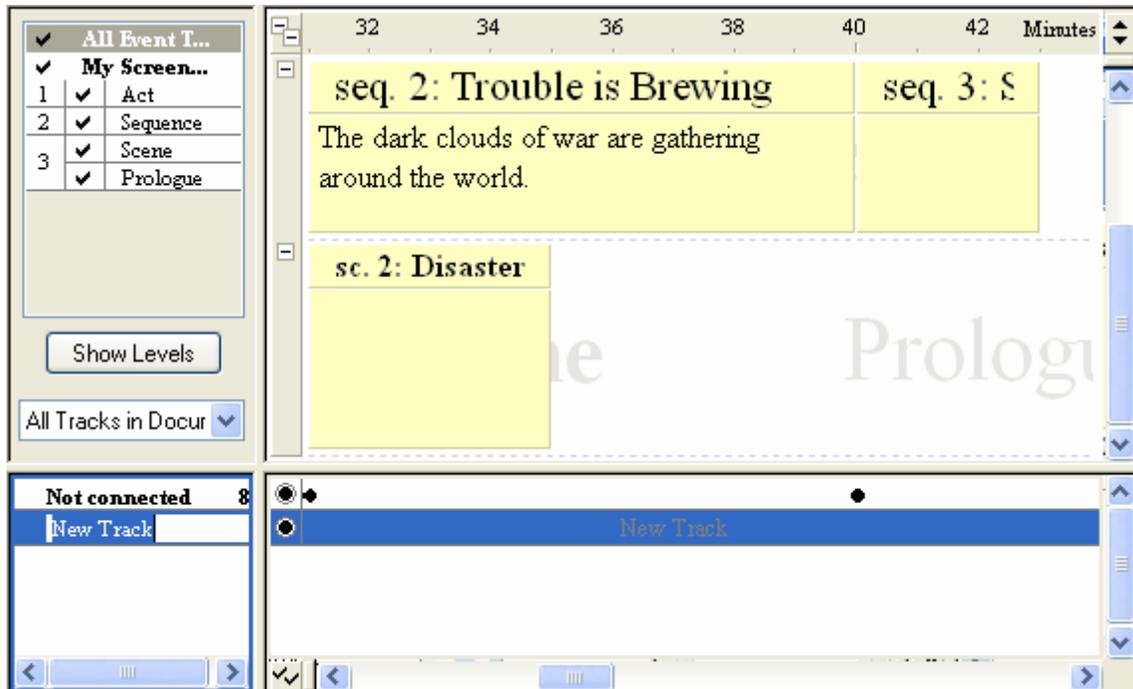
Outline 4D gives you the ability to track any type of information (characters, locations, concepts) included in a timeline. Tracks help you to spot, and correct, problems with the flow of your story. You create tracks in the Track area of the timeline and link them to all the events they appear in. It takes a little time to build a group of tracks, but the effort is well worth it.

1. Press **Ctrl+5** to display the Track and Control areas.

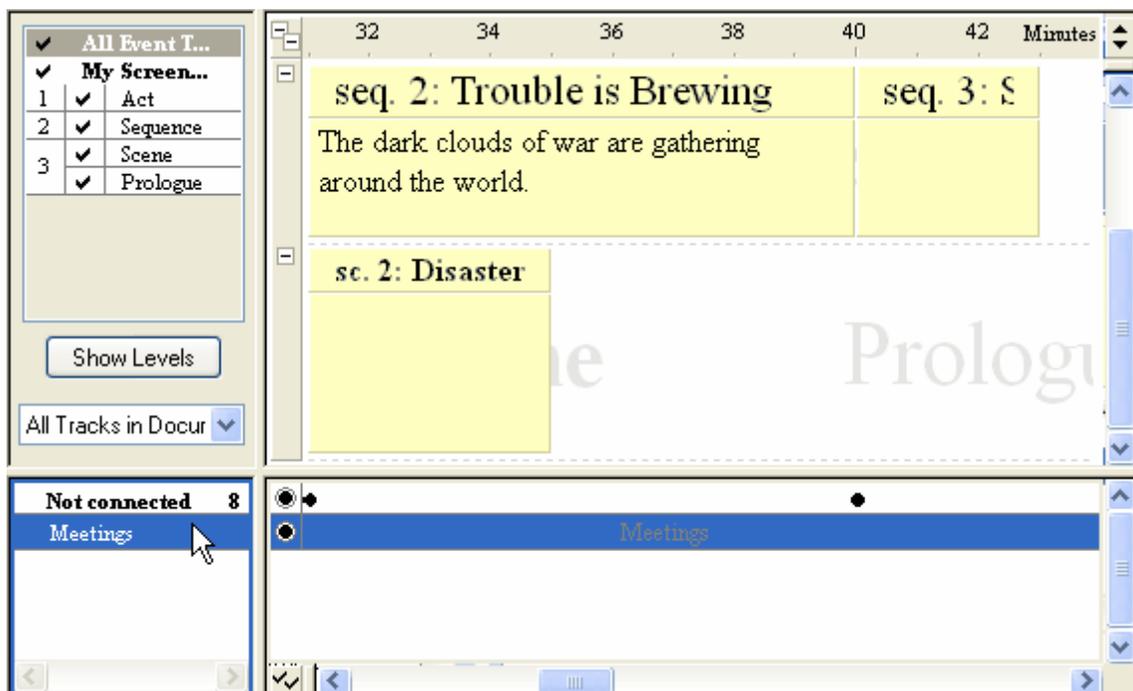


2. Click on the **Not Connected** row to select it.

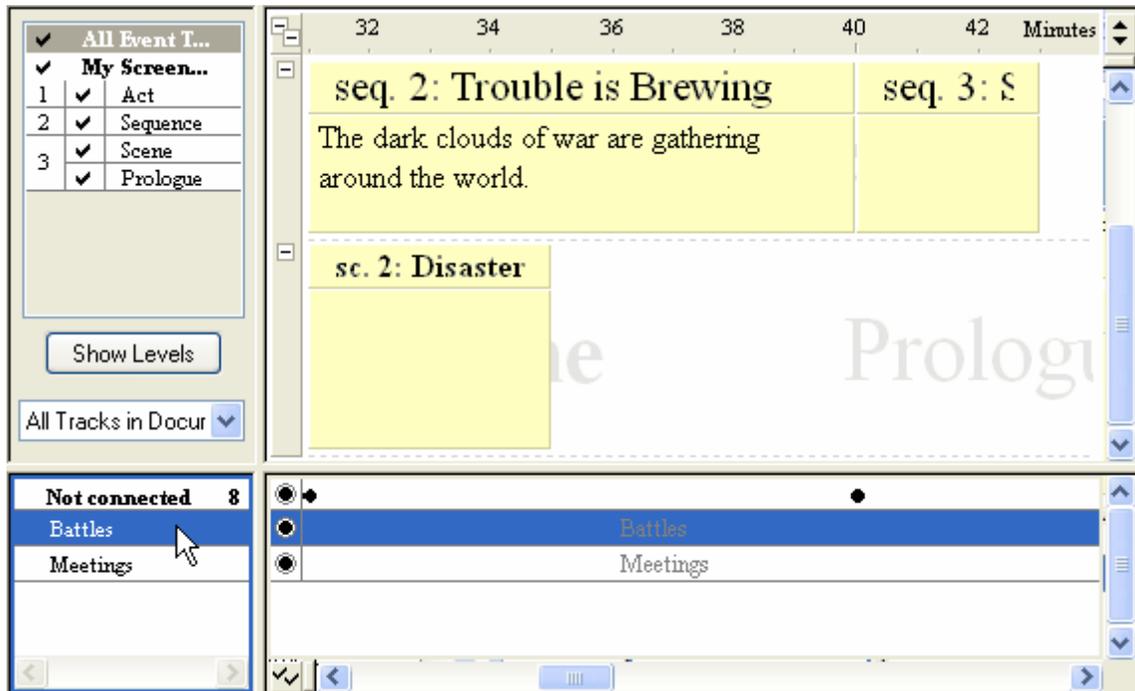
- Click the **Insert Track**  toolbar button, or right-click and select **Insert Track** from the displayed context menu, to create a new track.



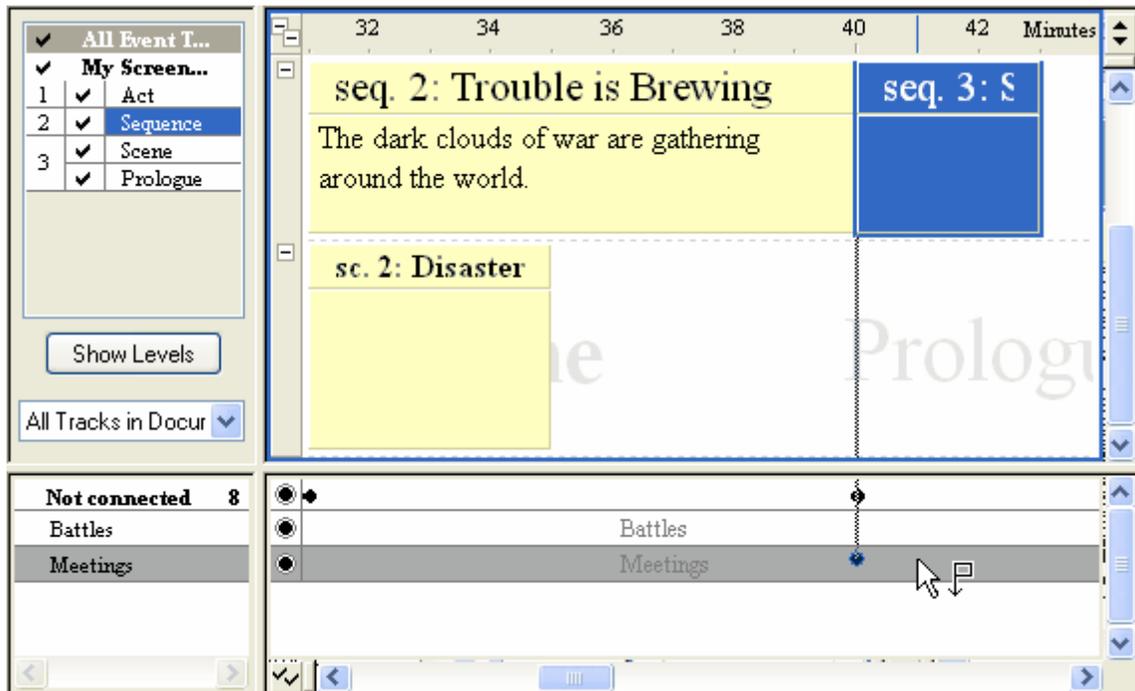
- Enter **Meetings** as the name of the new track and press the **Enter** key to add this track to the list in the *Track Selector* area.



5. Repeat Steps 2 through 4 to create a **Battles** track. Outline 4D automatically places new tracks in alphabetical order in the *Track Selector* area.

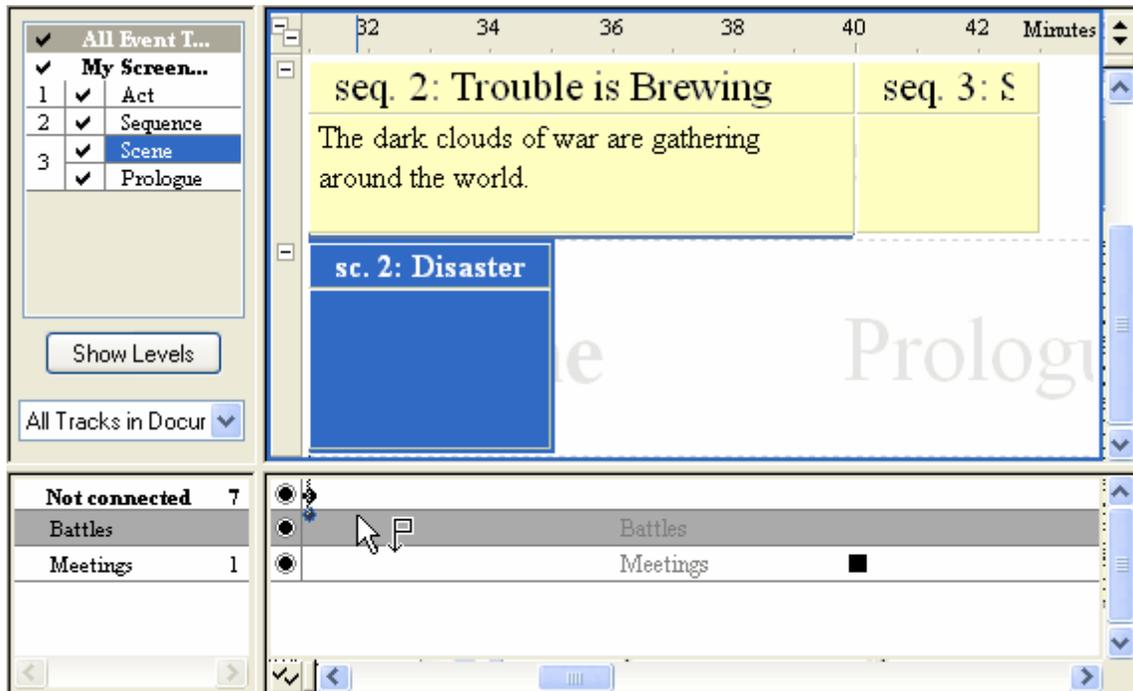


6. Click on the *Strategy Meeting* event and drag it down to the *Meetings* track.



7. Release the mouse button to connect the event with the track.

- Repeat Steps 7 and 8 to connect the *Disaster on Europa* event with the *Battles* track.

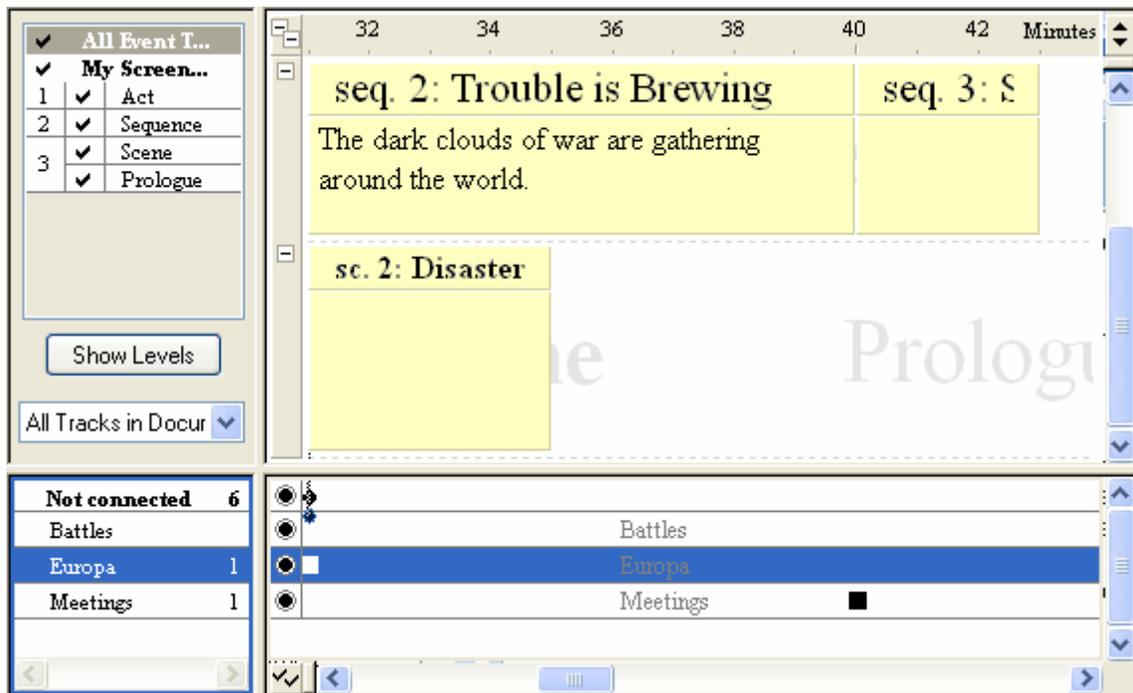


**TIP:** Press **Ctrl+7** to display connection lines between events and tracks.

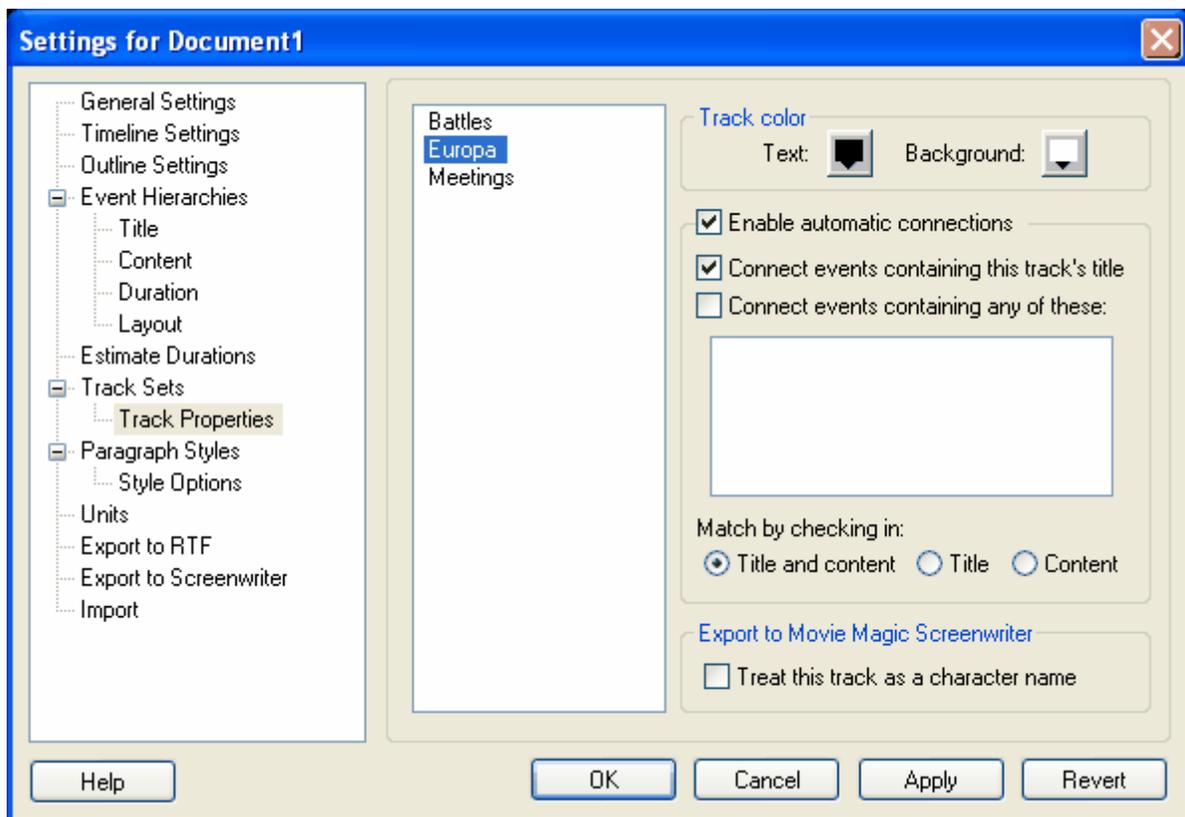
### 3.2.2.7 Automating Track Connections

Use the *Track Properties* panel of the **Document Settings** dialog to instruct Outline 4D to automatically make connections for a track.

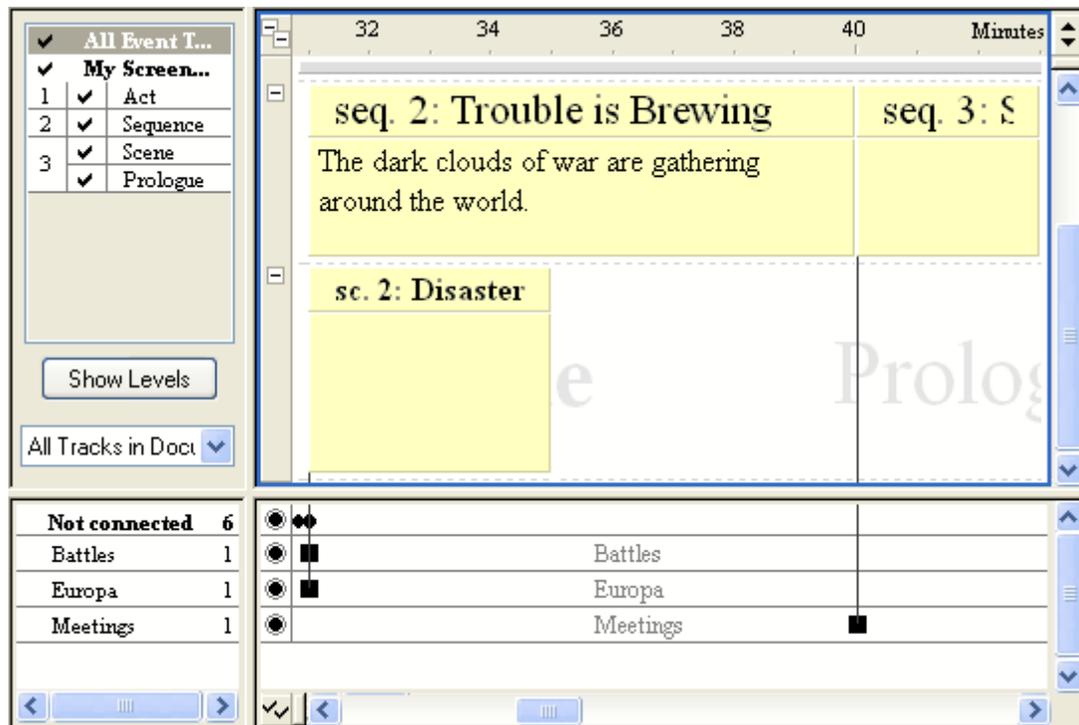
- Use the procedure in the last section to create an *Europa* track.



2. Press the **F2** key to display the **Document Settings** dialog.
3. Click on **Track Properties** to view this panel of the dialog.
4. Click on the **Europa** track in the *Select Track* area.



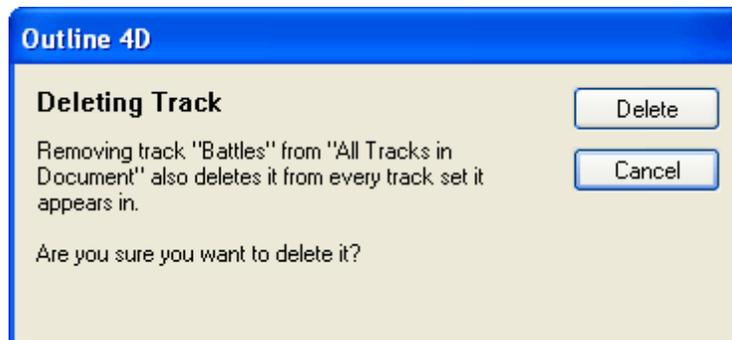
5. If not already set, mark the **Enable Automatic Connections** and **Connect Events Containing this Track's Title** check boxes
6. Click the **OK** button to save your changes and close this dialog. Outline 4D will automatically connect all events that contain the word *Europa* to this track.
7. Press **Ctrl+7** to display connection lines between events and tracks



### 3.2.2.8 Deleting a Track

Outline 4D allows you to delete tracks that you are not using or no longer need in your timeline.

1. Select the Battletrack.
2. Click the **Remove Track**  toolbar button, or right-click and select **Remove Track** from the displayed context menu to delete this track. An **Outline 4D** warning dialog displays.



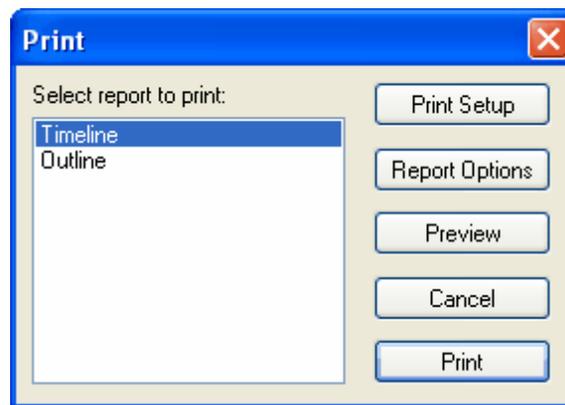
3. Click the **Delete** button to remove this track from the timeline.

### 3.2.2.9 Printing the Timeline

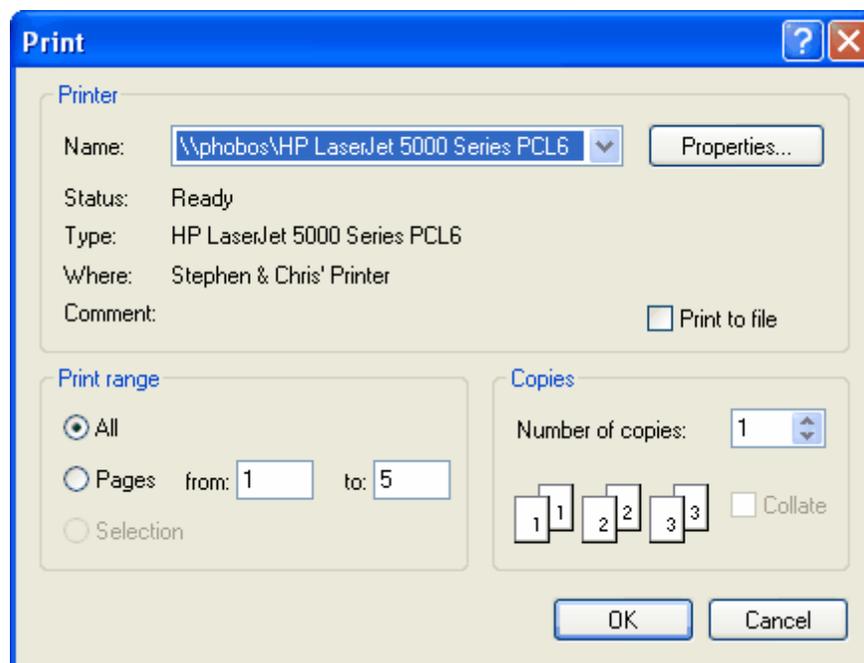
Printing the Timeline

You can print a copy of your timeline at any point in the development process. If you have access to a large format printer, you can also print your timeline on a large, continuous sheet of paper.

1. Click the **Print**  toolbar button to display the **Print** dialog.



2. Select a report format in the *Select Report to Print* area.
3. Click the **Print** button to open a second **Print** dialog.



4. Adjust the settings in this dialog as needed.

**Congratulations!** You have successfully completed the *Screenplay* tutorial. By now you should have a better idea of how to create your own timeline from scratch. See the *Timeline Settings Tutorial* to learn how to customize the duration, structure, and appearance of your Tutorial timeline..

### 3.2.3 Adjusting Timeline Settings Tutorial

#### Overview

This tutorial shows you how use the **Document Settings** dialog to customize the appearance of a

timeline for a novel. Outline 4D ships with a template for writing a novel. However, for the purposes of this tutorial, pretend that the *Novel.syv* template doesn't exist. You will use the *User Defined.syv* file for all the tasks described in this section. After completing this tutorial, you will be able to:

- Add a new hierarchy and event type to a timeline.
- Change the default formatting for event title text.
- Design a paragraph style.
- Assign a paragraph style to event content text.
- Change the measurement type from time to pages.
- Set the default duration of an event type.

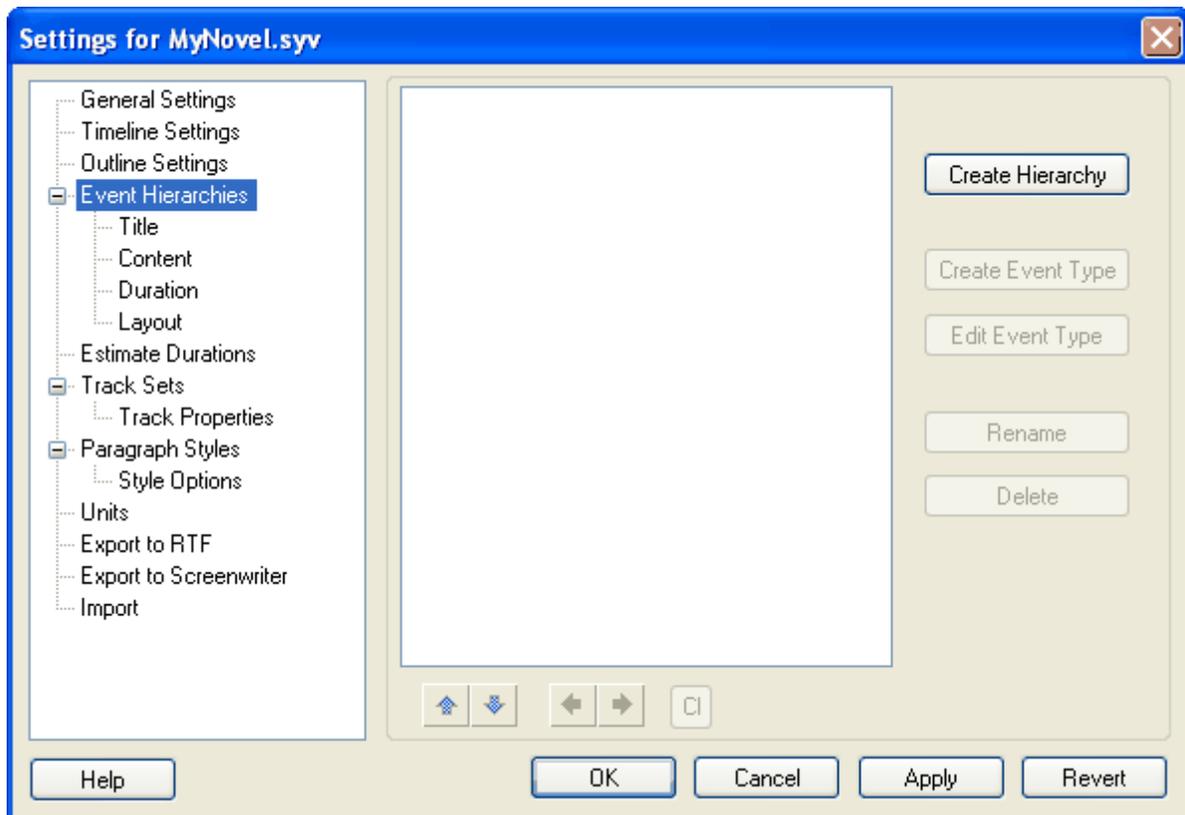
**NOTE**

If there is an existing Outline 4D template for your type of writing, it is easier to modify that template to suit your needs. The only time you would want to create a new template as described in this tutorial is if there is not a template available for your type of writing.

### 3.2.3.1 Viewing the Timeline Hierarchy

The *Event Hierarchies* panel defines what event types are included in a timeline and where each event type is placed on a timeline. This section describes how to use this panel to add a hierarchy to a new timeline.

1. Open the *User Defined.syv* timeline template and save it as *MyNovel.syv*.
2. Press the **F2** key to display the **Document Settings** dialog.
3. Select the **View > Timeline** menu command to switch to the Timeline view.
4. Click on **Event Hierarchies** to view this panel of the dialog.



5. Click the **Create Hierarchy** button to insert a **New Type Hierarchy** box.
6. Enter a name for the new event hierarchy. For example, enter **Novel**. Notice that it creates a sub-event type automatically.



7. Click on the *Story Structure Event* type and enter a new name for the new event type. For example, enter **Parts**.



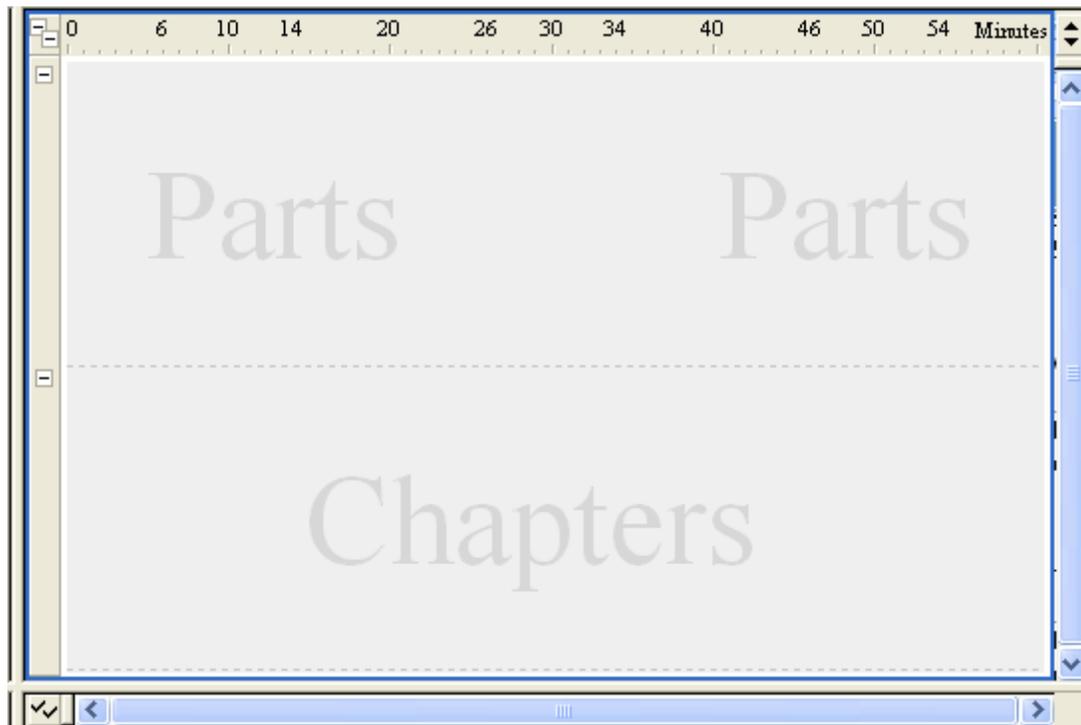
8. Select the **Parts** event type and click on the **Create Event Type** button to create a new event type.



8. Enter a name for the new event type, for example, enter **Chapters**.



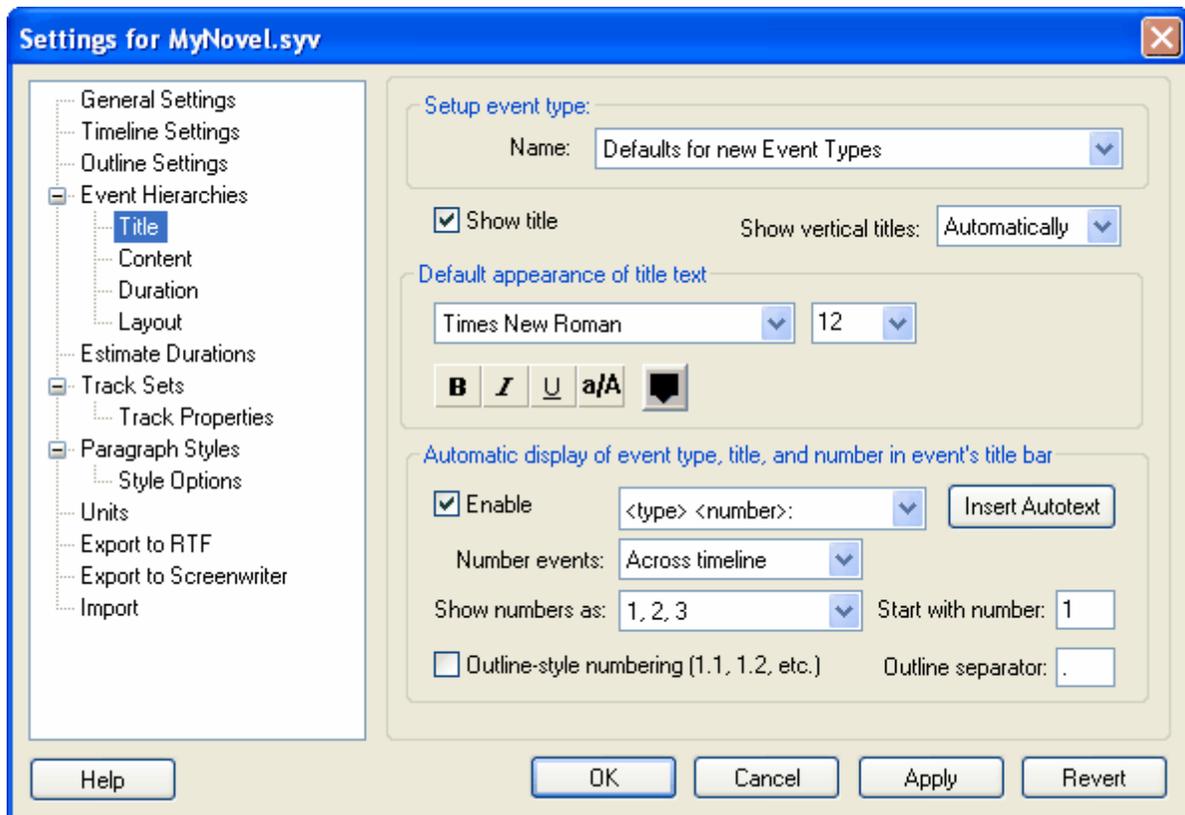
9. Click the **Apply** button to save your changes to the hierarchy. Notice that the title of each level of the new hierarchy automatically displays in the background of the timeline:



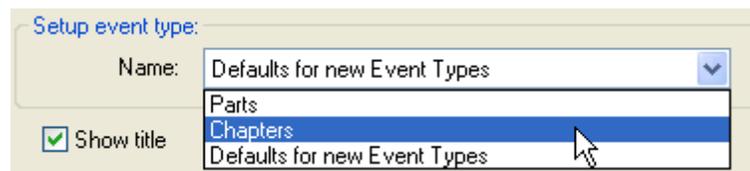
### 3.2.3.2 Reformatting an Event Type Title

The *Title* panel sets the appearance of text for the titles of event types.

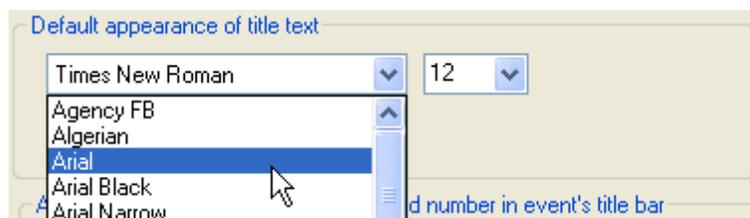
1. Click on **Title** to view this panel of the *Document Settings* dialog.



2. Select the **Chapters** event type from the **Name** drop-down list.



3. Select **Arial** as a new font for the event title from the **Font** drop-down list.



4. Select **18** as a new font size for the event title from the **Text Size** drop-down list.
5. Click the **B** button to add **bold** formatting to the event title.



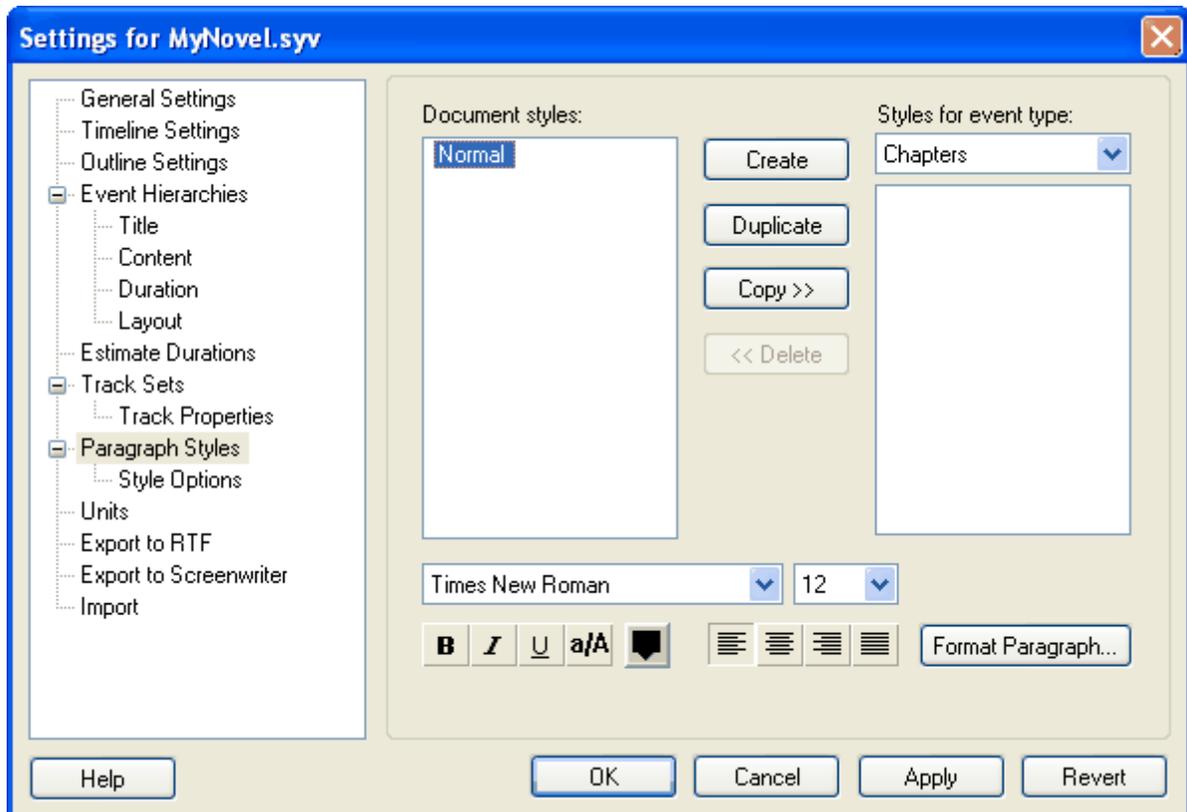
6. Click the **Apply** button to save your changes to the event type. All titles for the Chapter event type will now display in Arial, 18 point, bold text:



### 3.2.3.3 Creating a Paragraph Style

The *Paragraph Styles* panel is where you create custom text styles to apply to the content portion of event types.

1. Click on **Paragraph Styles** to view this panel of the *Document Settings* dialog.
2. Click on the **Normal** paragraph style to select it.



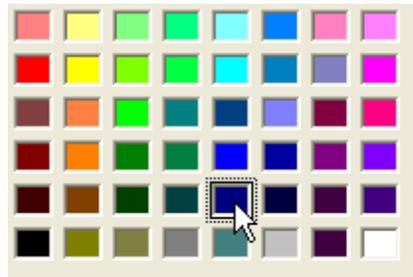
3. Click the **Duplicate** button to make a copy of the default *Normal* paragraph style.
4. Enter **Chapter Style** as the name for this paragraph style.



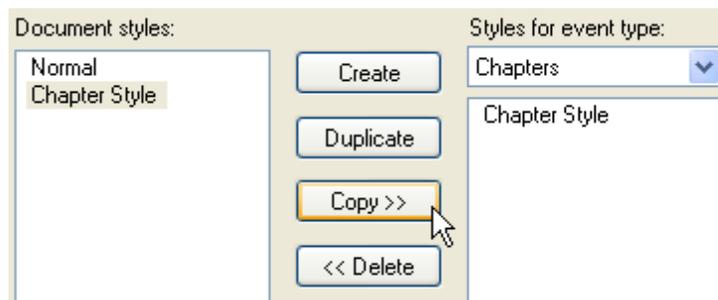
5. Select **Times New Roman** as the font for the new paragraph style from the **Font** drop-down list.
6. Select **11** as the font size for new paragraph style from the **Text Size** drop-down list.



7. Click the **Color**  button to display the Color dialog.
8. Select **Navy Blue** from the *Basic Colors* area.



9. Click the **OK** button to return to the *Paragraph Styles* panel.
10. Click the **Copy** button to make this paragraph style available to the *Chapter* event type.

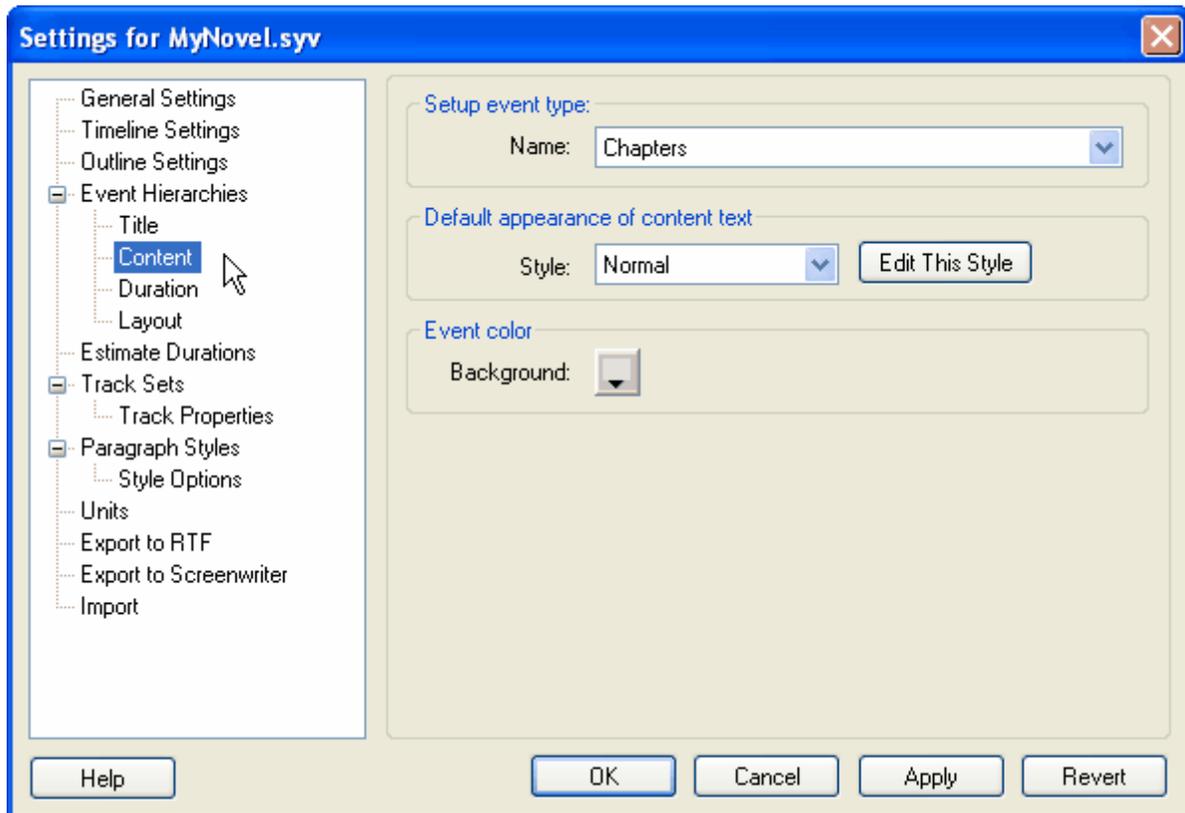


11. Click the **Apply** button to save your new paragraph style.

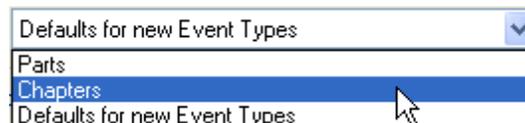
#### 3.2.3.4 Reformatting Event Type Content

The Content panel assigns a default paragraph style to an event type. Each new event of that type subsequently defaults to the assigned paragraph style.

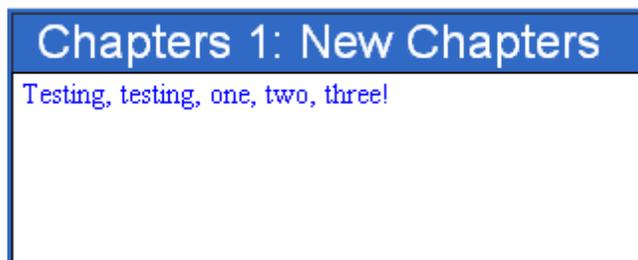
1. Click on *Content* to view this panel of the **Document Settings** dialog.



2. Select the **Chapters** event type from the **Name** drop-down list (if not already selected).



3. Select **Chapter Style** from the **Styles** drop-down list. All content for the *Chapter* event type will now display in Times New Roman, 11 point, navy blue text:

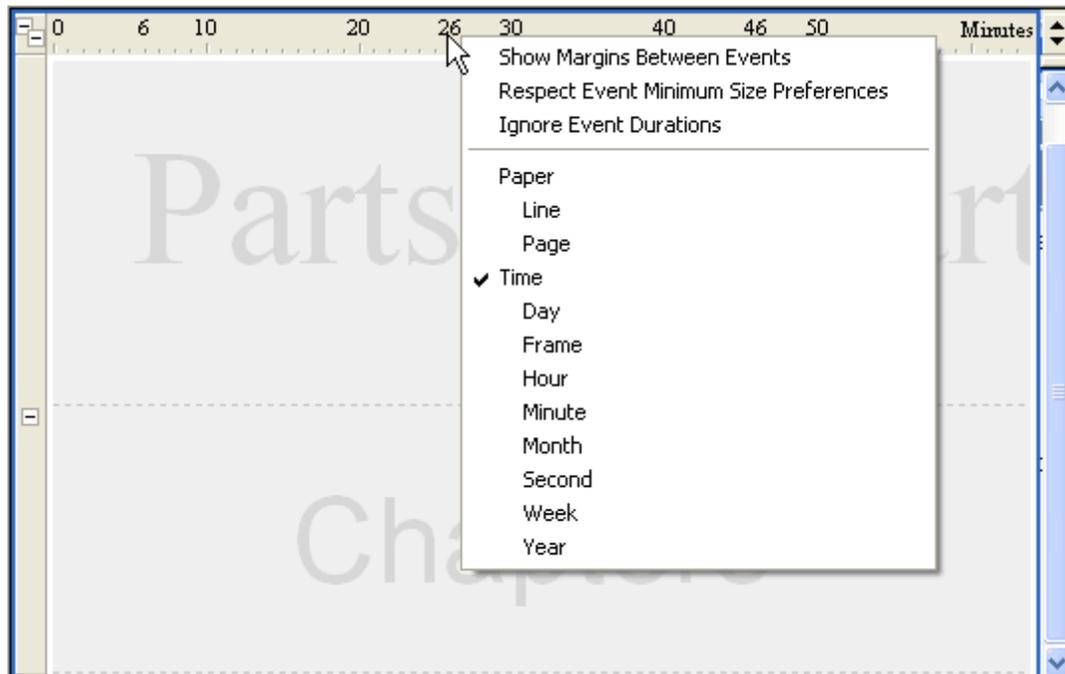


4. Click the OK button to save your changes and close this dialog.

### 3.2.3.5 Changing the Measurement Type

The correct type of measurement for a novel is paper. Since the default measurement type is time, you will need to change it to paper.

1. Right-click on the ruler to display the **Ruler** context menu.



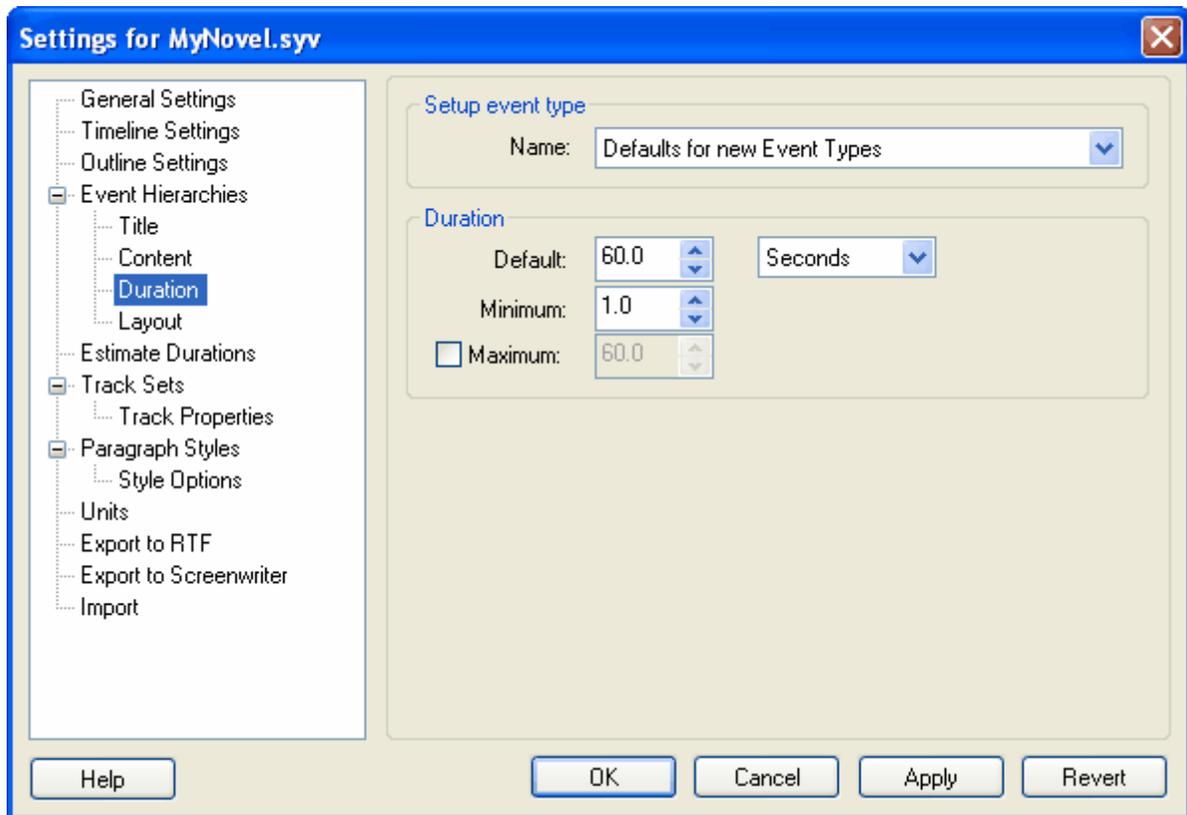
2. Select **Paper** to change the measurement type from *Time* to *Pages*. Notice that the measurement type displayed in the upper-right corner of the **Timeline** window changed from *Time* to *Pages*.



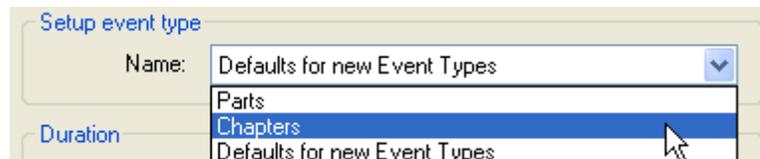
### 3.2.3.6 Setting the Default Durations for an Event Type

The *Duration* panel sets the default size for an event type. This section describes how to use this panel to change the default duration of the *Chapters* event type.

1. Press **F2** to display the **Document Settings** dialog.
2. Click on **Duration** to view this panel of the the **Document Settings** dialog.



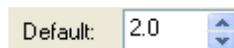
3. Select the **Chapters** event type from the **Name** drop-down list (if not already selected).



4. Select **Pages** as the unit of measurement from the drop-down list.



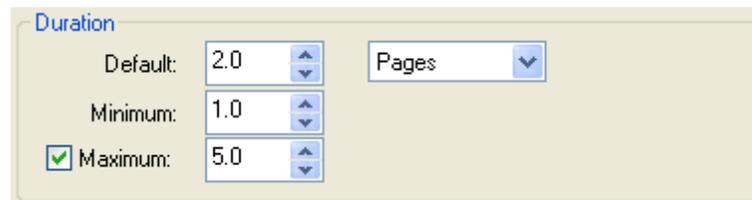
5. Enter **2** as the standard duration in the **Default** field. All new *Chapters* events will start out with a duration of two pages on your timeline.



6. Enter **1** as the minimum duration in the Minimum field. This is the minimum number of pages a *Chapters* event can occupy on your timeline.



7. Mark the check box and enter **5** as the maximum duration in the **Maximum** field. This is the maximum number of pages a *Chapters* event can occupy on your timeline.



8. Click the **OK** button to save your changes and close this dialog.

**Congratulations!** You have successfully completed the Adjusting Timeline Settings tutorial. At this point you should be able to create your own hierarchy and change the default text formats for events. See the Dramatica Import Tutorial on the next page to learn how to import a Dramatica file to Outline 4D.

### 3.2.4 Importing from Dramatica Tutorial

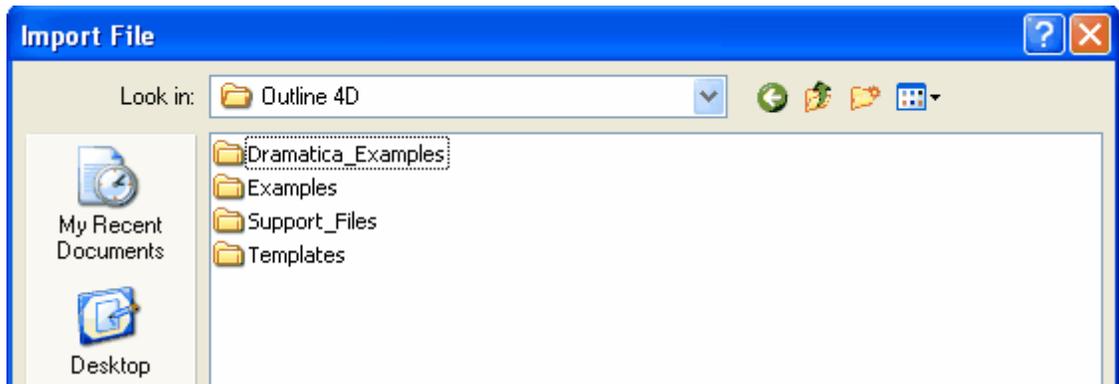
#### Overview

This tutorial explains how to import a Dramatica file into Outline 4D. You will use the *Romeo and Juliet.dsf* (Dramatica) example file for all of the tasks described in this section. After completing this tutorial, you will know how to:

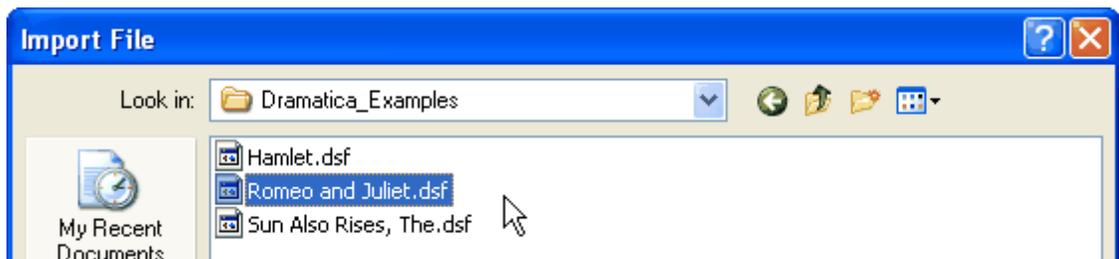
- Import a Dramatica file into Outline 4D.
- Save the Dramatica file in an Outline 4D format.
- Look through the file to see exactly how the imported data is formatted in Outline 4D.

### 3.2.4.1 Importing a Dramatica File to Outline 4D

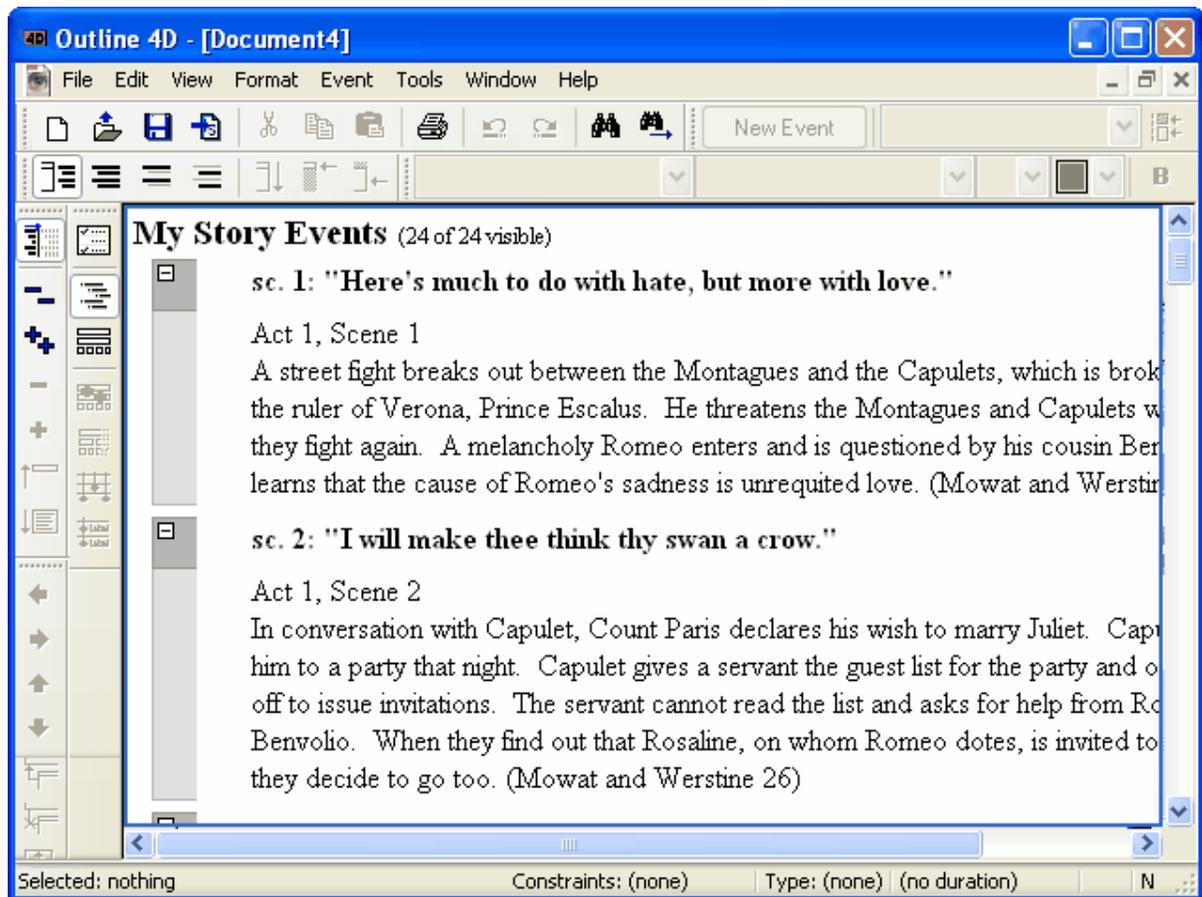
1. Select **File > Import** to display the *Import* dialog.
2. Click the **Up One Level**  button to display the *Dramatica\_Examples* folder.



3. Double-click on the *Dramatica\_Examples* folder.
4. Select the *Romeo and Juliet.dsf* file.



5. Click the Open button to display *Romeo and Juliet.dsf* in Outline 4D.



### 3.2.4.2 Saving the Dramatica File in Outline 4D

The file name changes from *Romeo and Juliet* to *Document1* when you import it from Dramatica. You must save the file as *Romeo and Juliet.syv* in Outline 4D to use this file name.

1. Select **Ctrl+Shift+S** to display the **Save As** dialog.
2. Click the **Up One Level** button once to display the Outline 4D program folder.



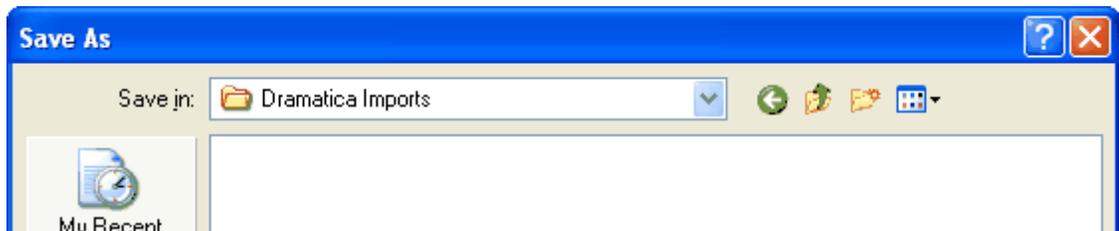
3. Click on the **Create New Folder** button.



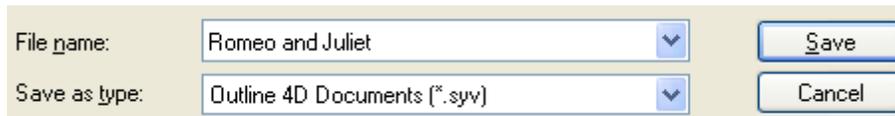
4. Enter **Dramatica Imports** as the name of the new folder and press **Enter**.



5. Press **Enter** again to open the *Dramatica Imports* folder.



6. Enter **Romeo and Juliet** as the name of the Outline 4D file.

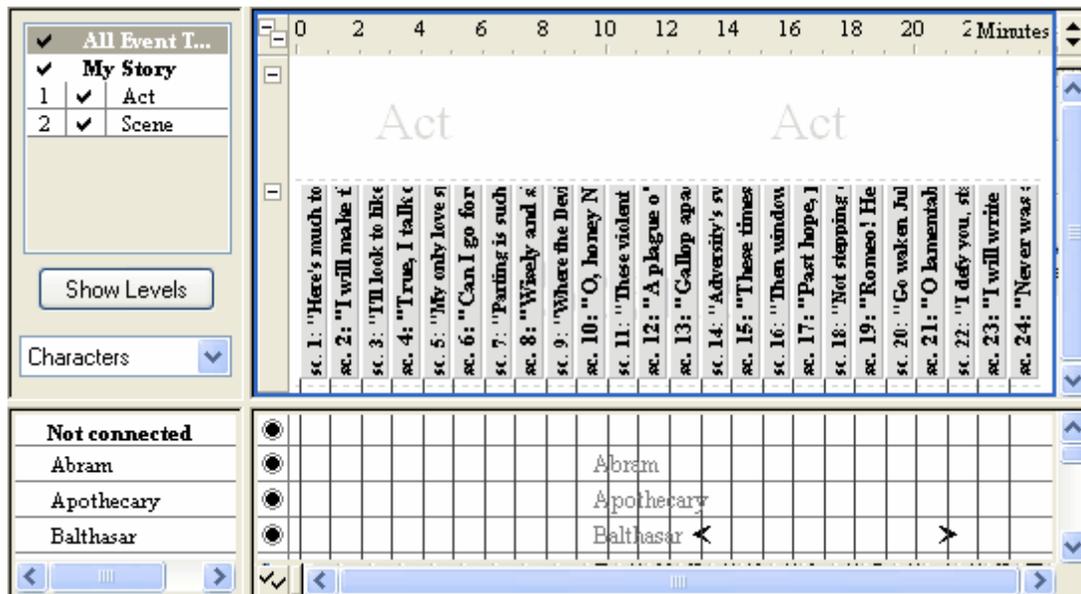


7. Select the **Outline 4D Documents(\*.syv)** file format (if not already selected).
8. Click the **Save** button to save the file with the new file name.

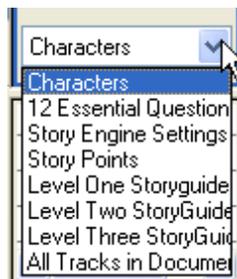
### 3.2.4.3 Exploring the Dramatica File

Now that you have the Dramatica file imported and saved in an Outline 4D format, let's take a look at it to see what you have imported.

1. Press **F9** to switch to the Timeline view.
2. Press **Ctrl+5** to display all areas of the Romeo and Juliet timeline.
3. Press **Ctrl+1** to expand to panorama view.



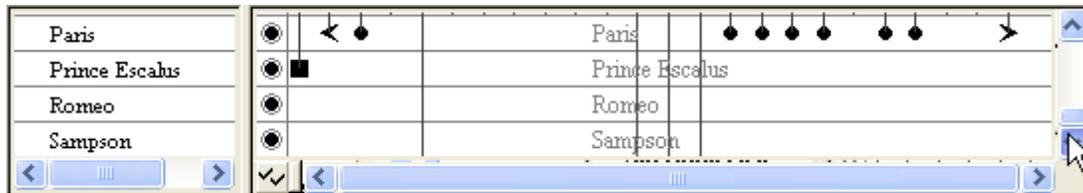
4. Look at the *Level Selector* area (in the upper-left portion of the window). Two event levels, Act and Scene, were created by Outline 4D when you imported this file from Dramatica. The Scene events were imported. However, no Act events were created. You must add individual Act events yourself.
5. Click on the **Track Set** drop-down list to see what track sets were created during the import process. As you can see, Outline 4D creates detailed sets of tracks using data from the Dramatica file.



6. Select the **Characters** track set (if not already selected).
7. Look at the *Track* area (in the lower portion of the window). Many character tracks (Abram, Apothecary, Balthazar, etc.) were created during the import process.



8. Use the scroll bar on the far right of the *Track* area to scroll down to Romeo's track.



**Congratulations!** You have successfully completed the *Importing from Dramatica* tutorial. By now you should be able to import any Dramatica file to Outline 4D. See the *Screenwriter Export Tutorial* to learn how to export a timeline to Movie Magic Screenwriter.

## 3.2.5 Exporting to Screenwriter Tutorial

### Overview

This tutorial explains how to export a timeline to Movie Magic Screenwriter. You will use the *Romeo and Juliet.syv* example file for all of the tasks described in this section. After completing this tutorial, you will be able to:

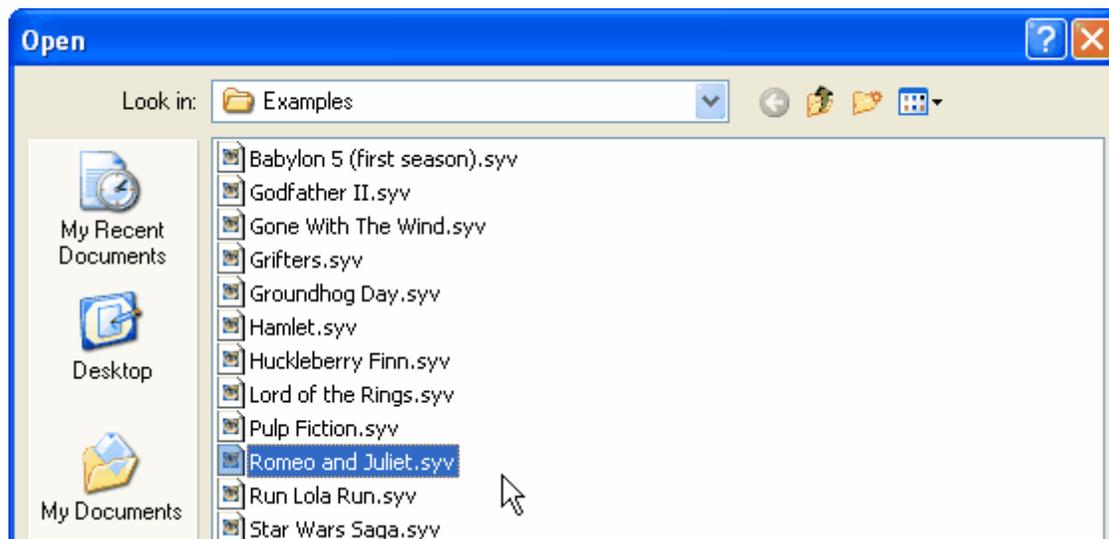
- Indicate which tracks, if any, should be treated as character names by Screenwriter.
- Determine how paragraph styles and event types are formatted in Screenwriter.
- Export a timeline from Outline 4D to Screenwriter.

**Note:** You must have Movie Magic Screenwriter installed on your computer to export an Outline 4D file to Screenwriter.

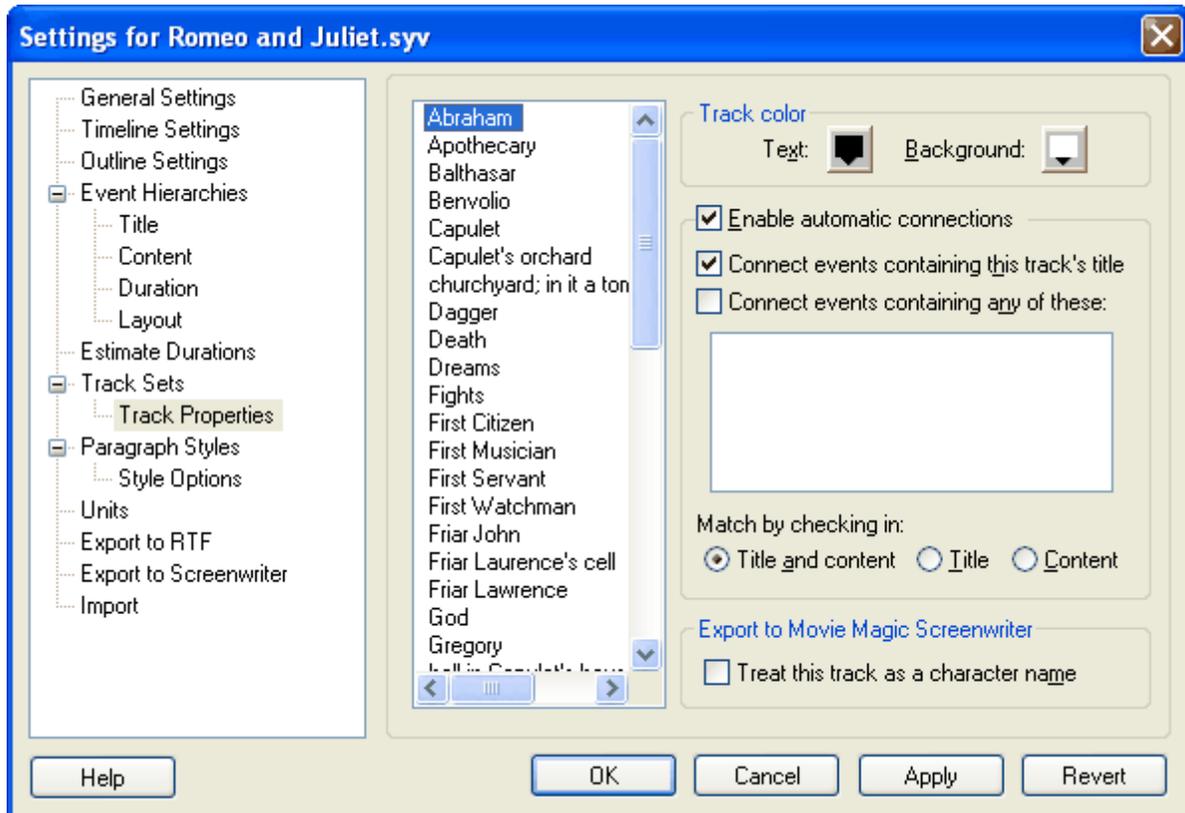
#### 3.2.5.1 Setting Treatment of Tracks for Export to Screenwriter

Before exporting the *Romeo and Juliet.syv* file to Movie Magic Screenwriter, you need to tell Outline 4D which tracks Screenwriter should treat as character names. This should be automatically set up during the import from Dramatica process, but you still need to check it before exporting to Screenwriter.

1. Use **File > Open** and select the *Romeo and Juliet.syv* example file located in the Examples folder.



2. Click on the **Open** button to open the file.
3. Press **F2** to display the **Document Settings** dialog.
4. Click on **Track Properties** to view this panel of the dialog.



5. Select **Abraham** from the Select Track list.
6. Mark the **Treat this Track as a Character Name** check box (if not already selected).

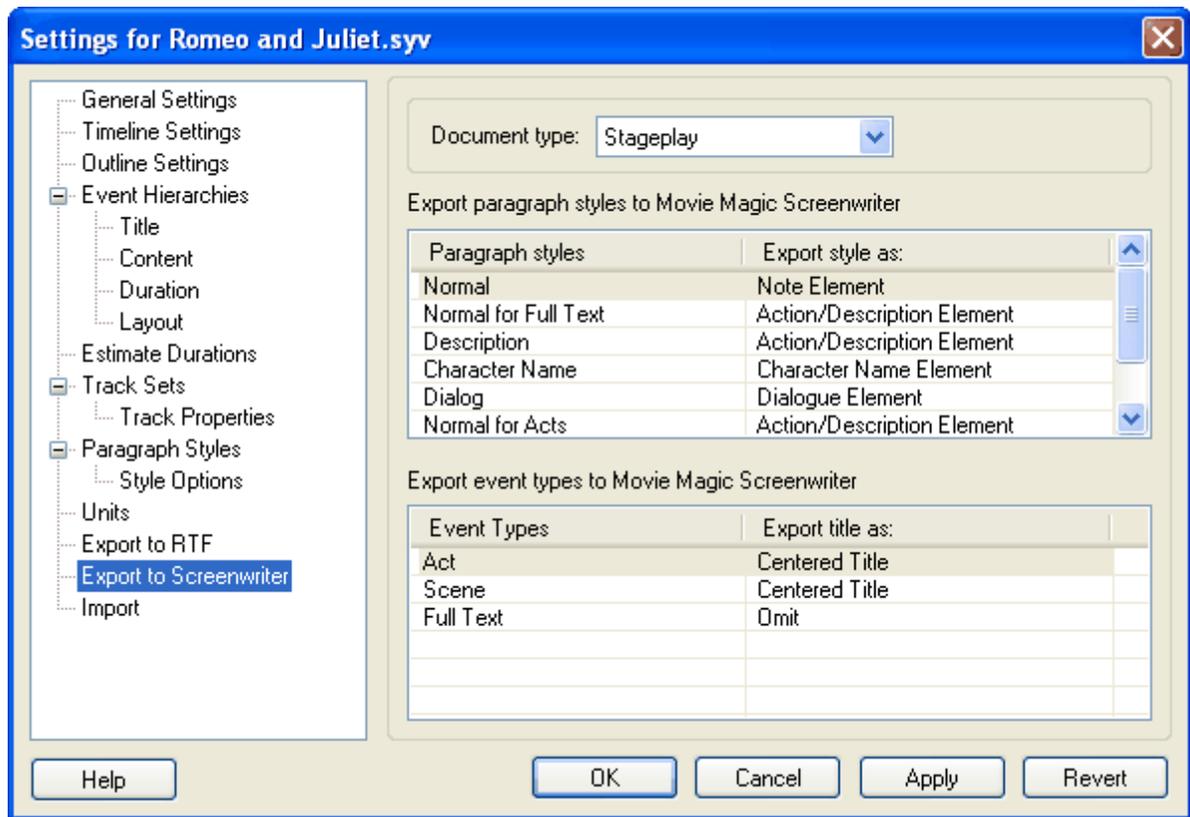


7. Repeat steps 5 and 6 for the Juliet, Romeo, and as many other character tracks as you wish.
8. Click the **Apply** button to save your changes.

### 3.2.5.2 Modifying Export Settings

This section describes how to enter conversion data for paragraph styles and event types you want to export to Screenwriter.

1. Click on **Export to Screenwriter** to view this panel of the **Document Settings** dialog.



2. Select **Screenplay** or **Stageplay** from the **Document Type** drop-down list.

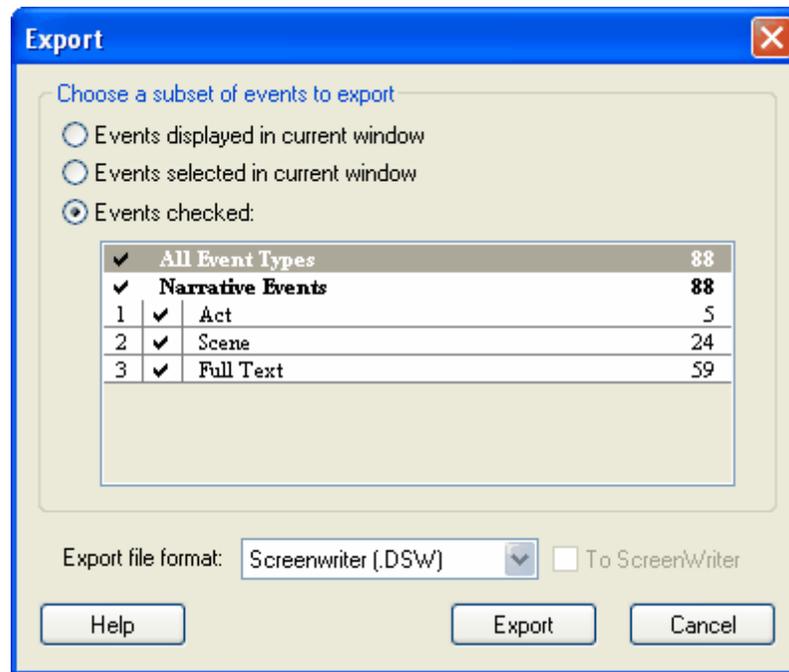


3. Click the **OK** button to save your changes and close this dialog.

### 3.2.5.3 Exporting a Timeline to Screenwriter

This section describes how to export a Outline 4D file to Movie Magic Screenwriter.

1. Select **File > Export** to display the **Export** dialog.
2. Click on the **Events Checked** radio button in the *Choose a Subset of Events to Export* area. Make sure *Act*, *Scene*, and *Full Text* are all checked.



3. Click on the **Export File Format** drop-down list and select the **Screenwriter(.DSW)** format.
4. Click the **Export** button to export the Romeo and Juliet timeline to Movie Magic Screenwriter. You may now *Import* the file while in Movie Magic Screenwriter 6, or *Open* the file in Movie Magic 4.x.

**Congratulations!** You have successfully completed the Screenwriter Export tutorial. At this point you should know how to export an Outline 4D file to Movie Magic Screenwriter.

**Part**



## 4 File Menu

New...	Ctrl+N
Open...	Ctrl+O
Close Window	Ctrl+W
Close Document	Ctrl+Shift+W
<hr/>	
Save	Ctrl+S
Save As...	Ctrl+Shift+S
Save a Copy...	
Import...	
Export...	
Send to Mail Recipient...	
<hr/>	
Report Options...	
Print Setup...	
Print Preview...	
Print...	Ctrl+P
<hr/>	
1 Romeo and Juliet.syv	
2 Star Wars Saga.syv	
3 Godfather II.syv	
4 Romeo and Juliet.syv	
<hr/>	
Exit	Ctrl+Q

### 4.1 New...

This command displays the Open From Template dialog. Use this dialog to create a new document from one of the listed templates. Use any of the following methods to display this dialog:

1. File Menu - Select **File > New**
2. File and Editing Toolbar - Click the **New** toolbar button
3. File Keyboard Shortcut - Press **Ctrl+N**

### 4.2 Open...

This command displays the Open dialog. Use this dialog to create a new document from one of the listed templates. You can use any of the following methods to display this dialog:

1. File Menu - Select **File > Open**
2. File and Editing Toolbar - Click the **Open** toolbar button
3. File Keyboard Shortcut - Press **Ctrl+O**

### 4.3 Close Window

This command closes the active window after asking if you want to save any changes to the document. You can use either of the following methods to execute this command:

1. File Menu - Select **File > Close Window**
2. File Keyboard Shortcut - Press **Ctrl+W**

## 4.4 Close Document

This command closes all windows associated with the active document after asking if you want to save any changes to the document. You can use either of the following methods to execute this command:

1. File Menu - Select **File > Close Document**
2. File Keyboard Shortcut - Press **Ctrl+Shift+W**

## 4.5 Save

This command saves any changes made to the active window without closing it. You can use any of the following methods to execute this command:

1. File Menu - Select **File > Save**
2. File and Editing Toolbar - Click the **Save** toolbar button
3. File Keyboard Shortcut - Press **Ctrl+S**

## 4.6 Save As...

This command displays the Save As dialog. Use this dialog to create and display a copy of the active document and close the original document. You can use either of the following methods to display this dialog:

1. File Menu - Select **File > Save As**
2. File Keyboard Shortcut - Press **Ctrl+Shift+S**

## 4.7 Save a Copy...

This command displays the Save A Copy dialog. Use this dialog to create a backup copy of the active document without closing the original document. The backup copy does not display. You must use the following method to display this dialog:

1. File Menu - Select **File > Save A Copy**

## 4.8 Import...

This command lets you import documents from another program into Outline 4D.

1. File Menu - Select **File > Import**

Outline 4D gives you the ability to import your work from a variety of other programs. Each of Outline 4D's predefined templates are set up with specific "rules" for importing. Most users need only select an appropriate template and the file they wish to import — everything else is handled automatically.

Advanced users may wish to customize import rules if the existing templates are not sufficient.

### **What Formats can Outline 4D Import?**

The import command can read files created in Movie Magic Screenwriter (2000 4.x, and 6), Hollywood Screenwriter,

Dramatica Pro, Writer's DreamKit, and Rich Text Format (.rtf) files created by Microsoft Word as well as virtually any other program that follows the Rich Text Format standard, such as Final Draft.

**Movie Magic Screenwriter** - Outline 4D can import a script written in Movie Magic Screenwriter 2000, 4.x and 6.x. The script can be a document created on either the Macintosh or Windows version of Screenwriter. You select the template you wish to import into.

**Hollywood Screenwriter** - Outline 4D can also import scripts created by Hollywood Screenwriter. Note that Outline 4D does not directly export to Hollywood Screenwriter, however.

**Import from MS-Word (and other programs) using Rich Text Format (.rtf)** - Most programs that process or edit text support a standard file format called Rich Text Format (.rtf filename extension). If you save your document as an .rtf file, Outline 4D can read that file and generate an initial outline/timeline.

Different programs may have different ways of creating an .rtf file, but usually there are two standard commands: Save As or Export. For example, in Microsoft Word you open the file you wish to export, then use Word's File > Save As command. When you see the Save As dialog, there will be a combo box for selecting the file type you wish to save as. Select Rich Text Format. A Rich Text Format version of your file will be created, and it will have an .rtf extension. It is this .RTF file that can be imported into Outline 4D.

**RTF Outlines** - Some outlining programs, including Microsoft Word, will use special features of the Rich Text Format to export as much information about the outline structure as possible. Outline 4D automatically senses if this additional information is available, and uses it to help import a more faithful representation of your outline.

**Dramatica Pro / Dramatica Writer's DreamKit** - Importing a Dramatica Pro or Dramatica Writer's DreamKit file is not new to Outline 4D, but there have been some minor adjustments that correct import defects.

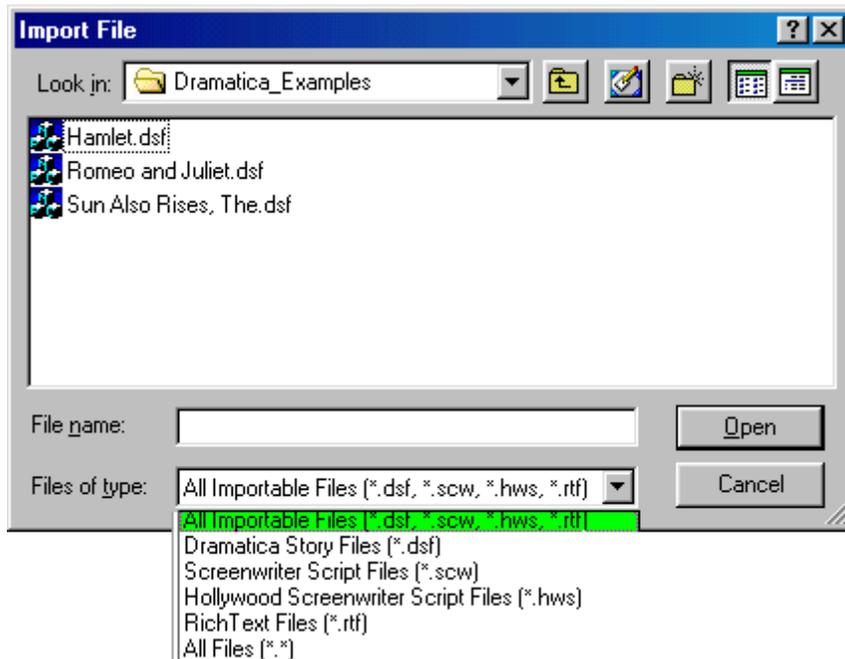
Importing a Dramatica Pro story file (.dsf) file will take the characters and settings of your storyform and build tracks, so you can make connections to the story events you'll create.

Importing from Dramatica/Writer's DreamKit will only create events in your Outline 4D Outline/Timeline if you've first created scenes in your Dramatica storyform. If you haven't, the characters and settings will still be imported, but no events will be created.

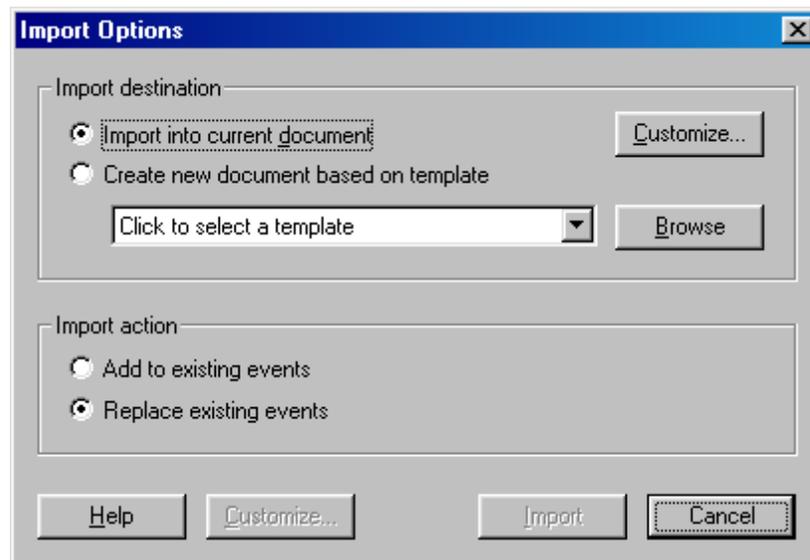
**.RTF files created by Final Draft** - Outline 4D has some special definitions to handle importing from an .rtf file generated by Final Draft. Although import and export is stronger and more automatic between Outline 4D and Movie Magic Screenwriter, if you own Final Draft, you can move your work into Outline 4D.

## The Import Process

1. Start the import process by selecting the **File > Import** command:
2. You'll be asked to select the file you wish to import. Normally, the file chooser dialog will show you files of all the possible file types you can import: Screenwriter (.scw), Rich Text Format (.rtf), Dramatica Story Files (.dsf), and Hollywood Screenwriter (.hws). Files that you can import will normally have the proper three letter extension, but if they don't, you can still see them if you select the "All File (\*.\*)" file type from the combo box at the bottom of the dialog.



3. Select the file you wish to import. If you don't see your file, it may not be located in the folder that's shown when the file selection dialog is first displayed. Use the standard Windows folder navigation icons to find your file, then select it.
4. Now you'll be presented with the Import Options dialog. In this dialog you select the template or document to import into:



Selecting the proper template is important, because each template contains a set of import options that tell it how to translate the text from another program into Outline 4D's hierarchies. You must select one of two Import Destinations:

**Import into current document:** Use the currently open document as the destination for the import. Advanced users will find this option useful for testing changes to a particular template's import rules.

Start by using **File > New** to create a new document from the desired template, or use this option if you wish to import directly into a document that you've already been working on. If your document has events you wish to retain, make sure to use the "Add to existing events option" (see below).

When you select Import into current document, you can press the Customize button to bring up the appropriate import customization dialog (see "Customizing the Import Process", below). This allows you to change settings before the import process begins.

**Create new document based on template:** This is the default option. When this radio button is selected, you will select the desired template from the drop down list of available templates. Pick a template that matches the type of document you're trying to import. You may also use the Browse button to search for templates not located in the Templates folder.

**NOTE** The Import button will not be enabled until you select a template.

**You also have two Import Actions you can choose from:**

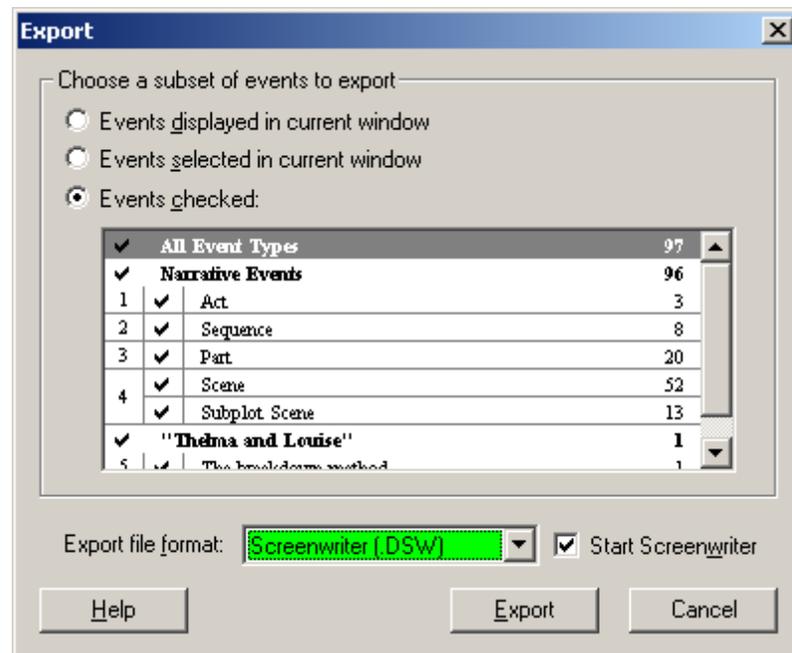
**Add to existing events:** The imported document is broken up into events that are added to whatever events are present in the template or document into which you are importing.

**Replace existing events:** This is the default setting. The imported document will overwrite all existing events in the template or document you selected to import into. This option is usually desirable because some templates contain prototype events.

## 4.9 Export...

This command displays the Export dialog. Use this dialog to export a Outline 4D file to Screenwriter or save it as an .rtf file::

1. File Menu - Select **File > Export**



Listed below are definitions for each option on the **Export** dialog.

The **Choose a subset of events to export** area includes the following options for selecting events to include in the report:

**Events displayed in current window** - Export all the events currently displayed in the Timeline or Outline window. This is the default selection.

**Events selected in current window** - Prints only the *selected* events in the current Timeline or Outline window.

**Events checked** - Prints event types which have check marks in the Level Selector control.

Export file format:

Click the **Export File Format** drop-down list to display a list of the available file formats:

**Screenwriter (.dsw)** - Select this format to export a Outline 4D file to Movie Magic Screenwriter (2000, 4.x, or 6.x).

**Rich Text Format (.rtf)** - Select this format to export a Outline 4D export file in a rich text format (.RTF) file. You can open this file in any program that supports RTF, such as Microsoft Word.

Start Screenwriter

Mark the **Start Screenwriter** check box if you want Screenwriter to start automatically when you export the Outline 4D file. You must select the *Screenwriter (.dsw)* format from the **Export File Format** drop-down list to activate this check box.

Help

Click the **Help** button to display this online help topic.

Export

Click the **Export** button to export your Outline 4D document to Screenwriter or as a *.rtf* file.

Cancel

Click the **Cancel** button to close the **Export** dialog *without exporting* your Outline 4D document.

## 4.10 Send to Mail Recipient...

Sends your Outline 4D document via email. You must have an email client already installed on your system.

1. Select the **File > Send To Mail Recipient** command.

Your default email client will be started, and the currently open Outline 4D document will be saved and placed into an attachment. Add any comments to your message and send the message!

**NOTE:** Sometimes it can take a while (10 to 30 seconds) from the time you activate this command until the time the mail message appears on your screen, ready to send.

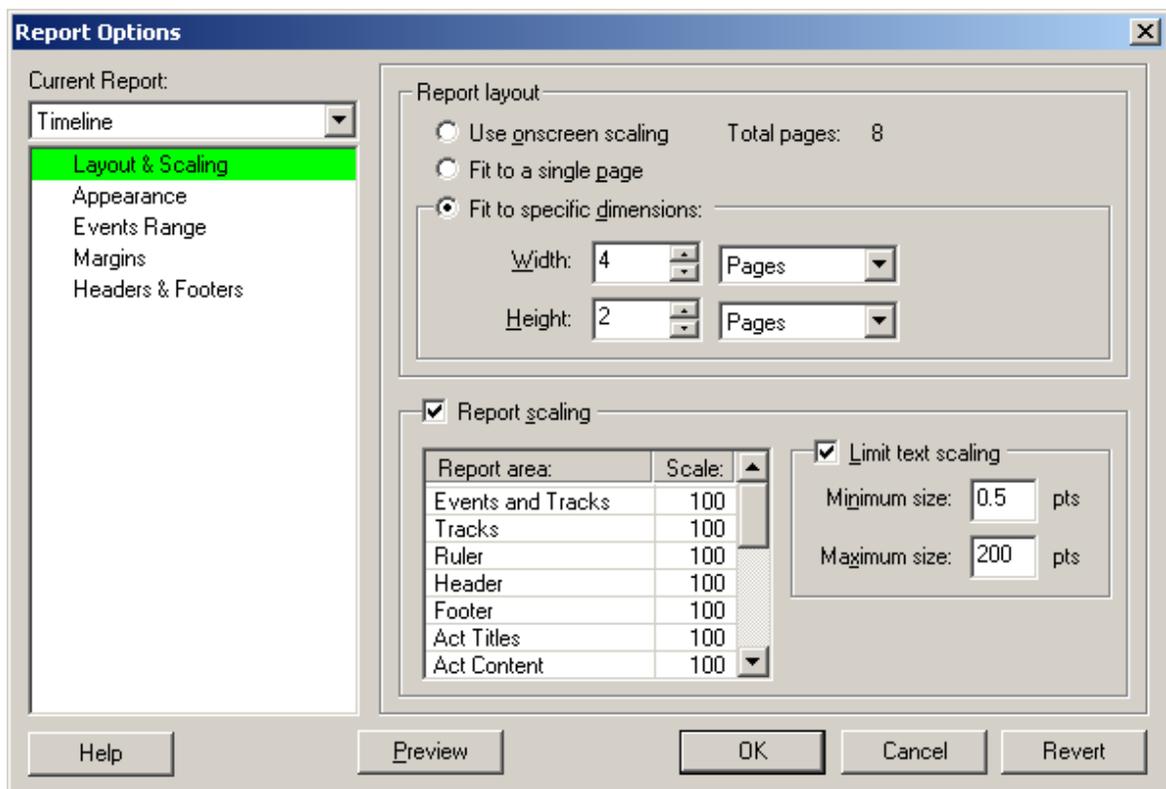
## 4.11 Report Options...

### 4.11.1 Timeline Report Options

#### 4.11.1.1 Layout and Scaling

This command displays the **Report Options** dialog. Use this dialog to determine how a timeline appears when it is printed. You must use the following methods to display this dialog:

1. **File Menu** - Select **File > Report Options**
2. **Press** the **Report Options** button in the **Print Dialog**.
3. **Press** the **Options** button in the **Print Preview** window.



This panel prints your timeline in a format similar to what displays in the **Timeline** window. It includes options for setting the scale and appearance of a timeline. Click here to return to the **Report Options Dialog** topic.

#### NOTE

: Depending on your options for scaling used with a *Timeline* report, you may not be able to see the text in events. Use the *Outline* report format if you want to see all the text in events.

There are also Report Options for the Outline Report, which you can access if you change the Current Report from Timeline to Outline:

Current Report:  
 Timeline

The combo box above lets you select which report options you're interested in: the Timeline report or the Outline report.

Report layout

Use onscreen scaling      Total pages: 8  
 Fit to a single page  
 Fit to specific dimensions:

Width: 4      Pages  
 Height: 2      Pages

The **Report Layout** area includes the following options:

**Use Onscreen Scaling** - Click this radio button to use Outline 4D's automatic scaling. This scaling option maintains the vertical and horizontal scale so that the printed report looks similar to the on-screen display.

**Fit to a Single Page** - Click this radio button to fit the entire timeline onto one page. This is the default setting.

**Fit to Specific Dimensions** - Click this radio button to activate a series of drop-down lists and fields that allow you to designate the total number of pages to print. This first part of this area sets the *width* of your timeline. Enter a number in the **Width** field and select a unit of measurement from the **Width** drop-down list. The second part of this area sets the *height* of your timeline. Enter a number in the **Height** field and select a unit of measurement from the **Height** drop-down list.

Report scaling

Report area:	Scale:
Events and Tracks	100
Tracks	100
Ruler	100
Header	100
Footer	100
Act Titles	100
Act Content	100

These settings show you how different areas of the Timeline report are being scaled. You can enter your own scale values (5% to 500%), or use the Interactive Scaling features while previewing the report.

Limit text scaling

Minimum size: 0.5 pts

Maximum size: 200 pts

Report scaling makes the text in events larger or smaller than the size of the font you've selected. While this is generally useful, you may wish to set limits on how small or large the fonts can get. Setting a minimum size and maximum font size (in points) insures that you don't have text that is so small that it cannot be read.

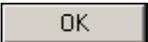
**NOTE:** readability of scaled fonts depends on the resolution of your printer. For example, a font printed on a laser printed at 1200dpi resolution is going to be more readable than the same font printed on a 300dpik ink jet printer.

A rectangular button with a light gray background and a thin black border, containing the word "Help" in a standard sans-serif font.

Click the **Help** button to display the online help topic for this panel.

A rectangular button with a light gray background and a thin black border, containing the word "Preview" in a standard sans-serif font.

Click the **Preview** button to display the Print Preview window.

A rectangular button with a light gray background and a thin black border, containing the letters "OK" in a standard sans-serif font.

Click the **OK** button to save all changes and close the *Report Options* dialog.

A rectangular button with a light gray background and a thin black border, containing the word "Cancel" in a standard sans-serif font.

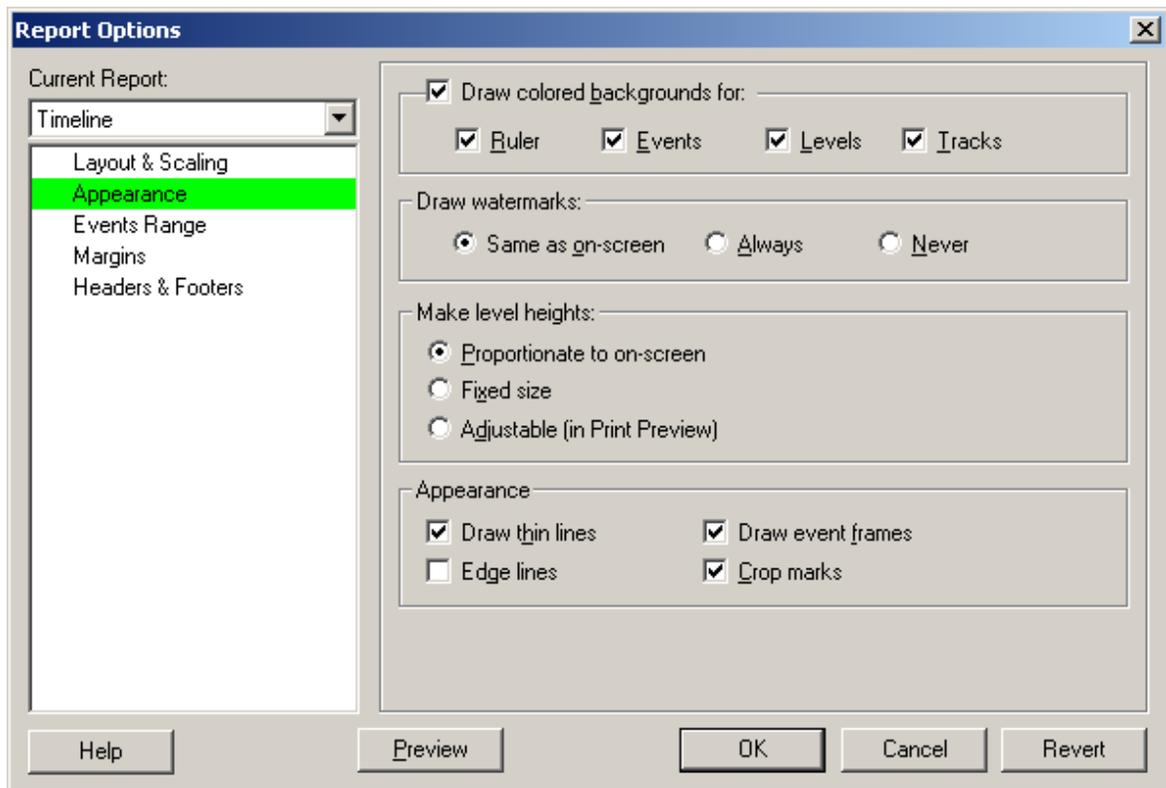
Click the **Cancel** button to close the *Report Options* dialog without saving changes.

A rectangular button with a light gray background and a thin black border, containing the word "Revert" in a standard sans-serif font.

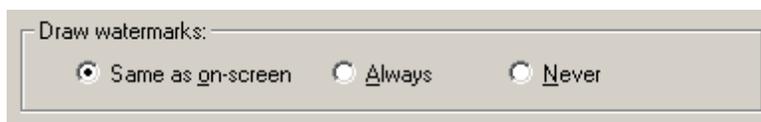
Click the **Revert** button to cancel all changes made to the *Report Options* dialog.

#### 4.11.1.2 Appearance

The Appearance options for the Timeline report let you control various aspects of the way the Timeline is printed:



The **Draw colored backgrounds for** options add a background color to the items you check. The options are *Ruler*, *Levels*, *Events*, and *Tracks*. This check box is marked by default. Unchecking these options results in a plain white background.

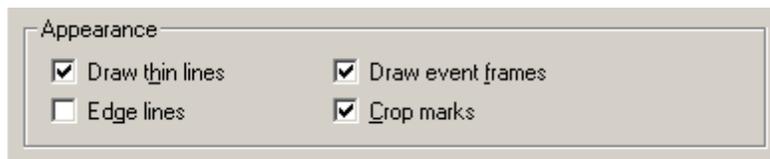


**Draw Watermarks** - Click a radio button to determine if and how watermarks appear on the printed timeline. Watermarks are the ghosted display of event type names that print behind the levels. The **Same As On-Screen** radio button is marked by default.



**Make level heights** - Controls the height of each level on the printed report. There are three choices:

1. **Proportionate to on-screen** - prints levels equivalent to their on-screen height. For example, if one level equals 25% of the total height of the timeline on-screen, the level will also occupy 25% of the total height of the printed timeline. This check box is marked by default.
2. **Fixed size** - The height of the levels are divided up equally by the amount of available space on the printed area.
3. **Adjustable (in Print Preview)** - the levels have been dynamically resized in Print Preview. You don't need to select this option to make level adjustments in Print Preview: the moment you make any level adjustments this option becomes automatically selected. Select one of the other two options if you wish to revert any custom level changes you've made.



**Appearance** - Turns on or off the drawing of special lines on the Timeline report:

1. **Draw Thin Lines** - Prints event lines and connections using thin "high resolution" lines. If not selected, you may find that some lines are too thick depending on the DPI (dot-per-inch) resolution of your printer. This check box is marked by default.
2. **Draw Event Frames** - Draws a box around each event. This check box is marked by default.
3. **Edge lines** - Draws a line around the edge of the page, showing where the paper should be cut in order to join a multi-page report.
4. **Crop Marks** - Draws marks in the corner of the page showing where the paper should be cut in order to join a multi-page report.



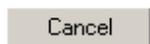
Click the **Help** button to display the online help topic for this panel.



Click the **Preview** button to display the Print Preview window.



Click the **OK** button to save all changes and close the *Report Options* dialog.



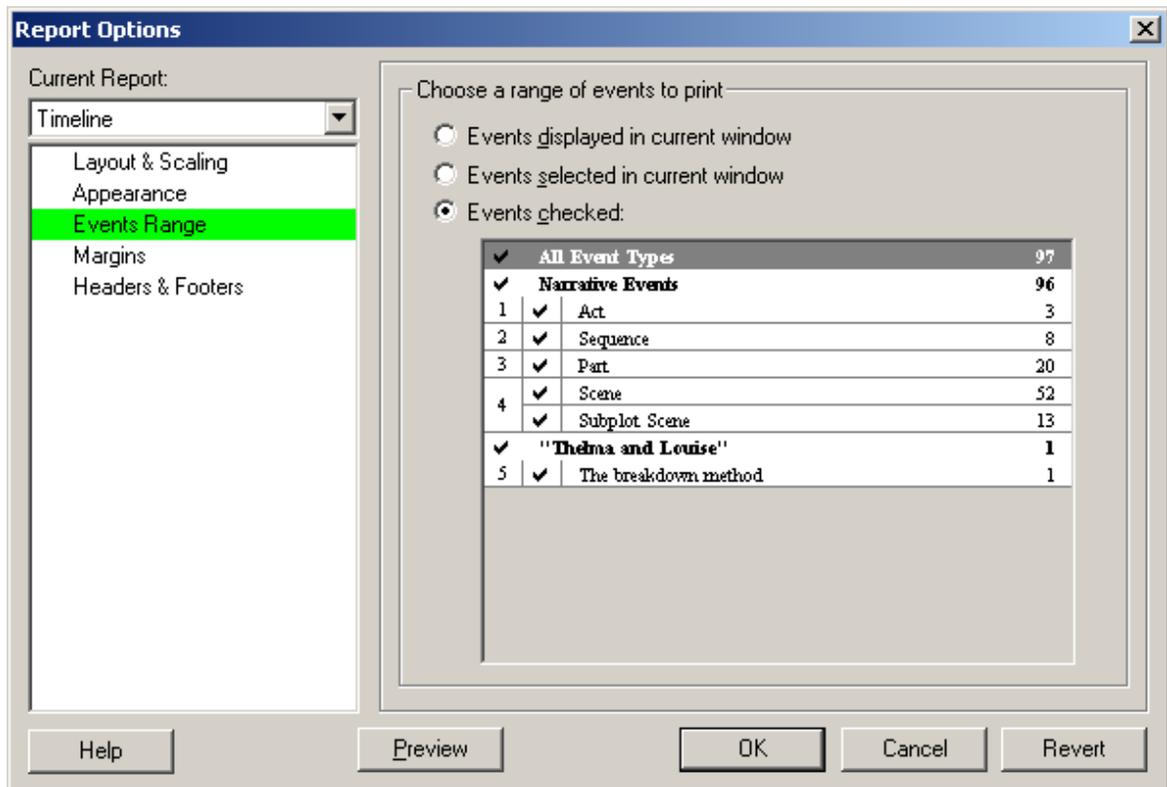
Click the **Cancel** button to close the *Report Options* dialog without saving changes.



Click the **Revert** button to cancel all changes made to the *Report Options* dialog.

### 4.11.1.3 Report Events Range Options

This panel determines which event types are included in a report. Timeline and Outline reports have their own copy of these settings, even though the dialog is exactly the same.



The **Choose a range of events to print** area includes the following options for selecting events to include in the report:

**Events displayed in current window** - Prints all the events currently displayed in the Timeline or Outline window. This is the default selection.

**Events selected in current window** - Prints only the *selected* events in the current Timeline or Outline window.

**Events checked** - Prints event types which have check marks in the Level Selector control.

Help

Click the **Help** button to display the online help topic for this panel.

Preview

Click the **Preview** button to display the Print Preview window.

OK

Click the **OK** button to save all changes and close the *Report Options* dialog.



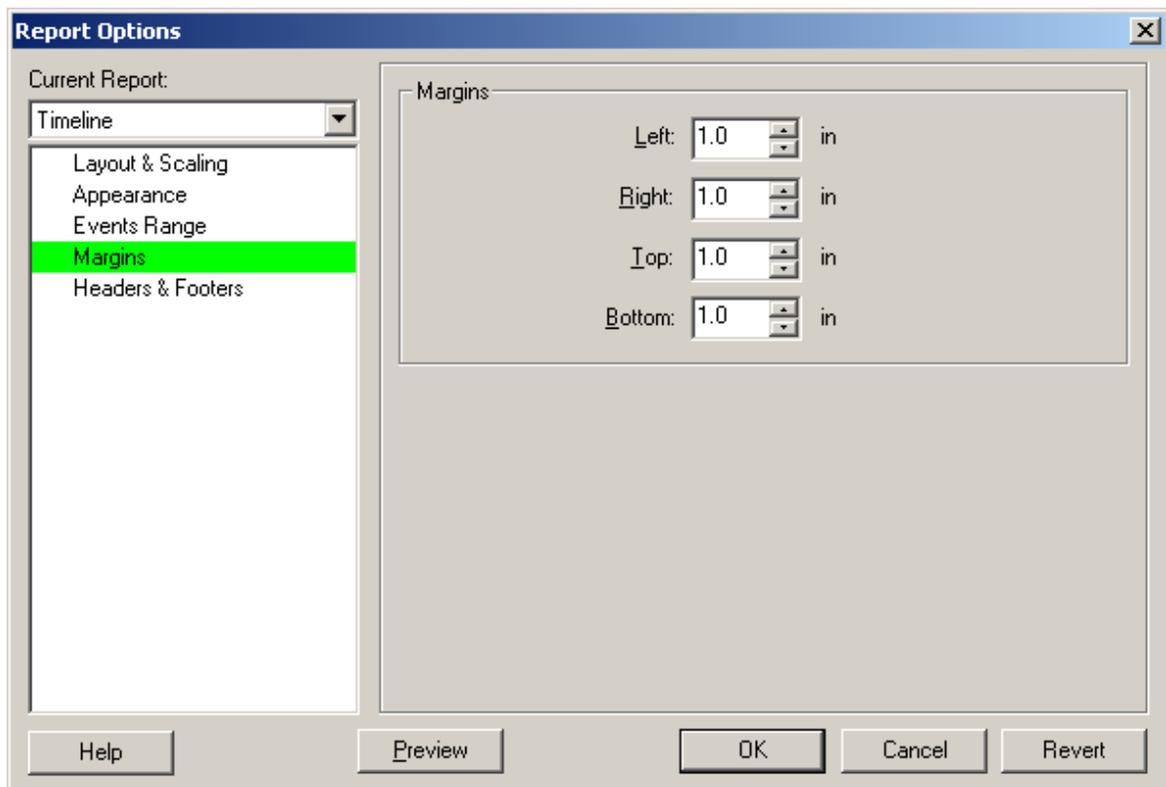
Click the **Cancel** button to close the *Report Options* dialog without saving changes.



Click the **Revert** button to cancel all changes made to the *Report Options* dialog.

#### 4.11.1.4 Report Margins Options

This panel sets page margins for the report. You must enter these settings separately for the *Timeline* and *Outline* report formats..



The **Margins** area includes the following options:

- Left** - Enter a new amount for the left margin of your report.
- Right** - Enter a new amount for the right margin of your report.
- Top** - Enter a new amount for the top margin of your report.
- Bottom** - Enter a new amount for the bottom margin of your report.

**NOTE:** The default is **1.0** for all four margins.



Click the **Help** button to display the online help topic for this panel.

Preview

Click the **Preview** button to display the Print Preview window.

OK

Click the **OK** button to save all changes and close the *Report Options* dialog.

Cancel

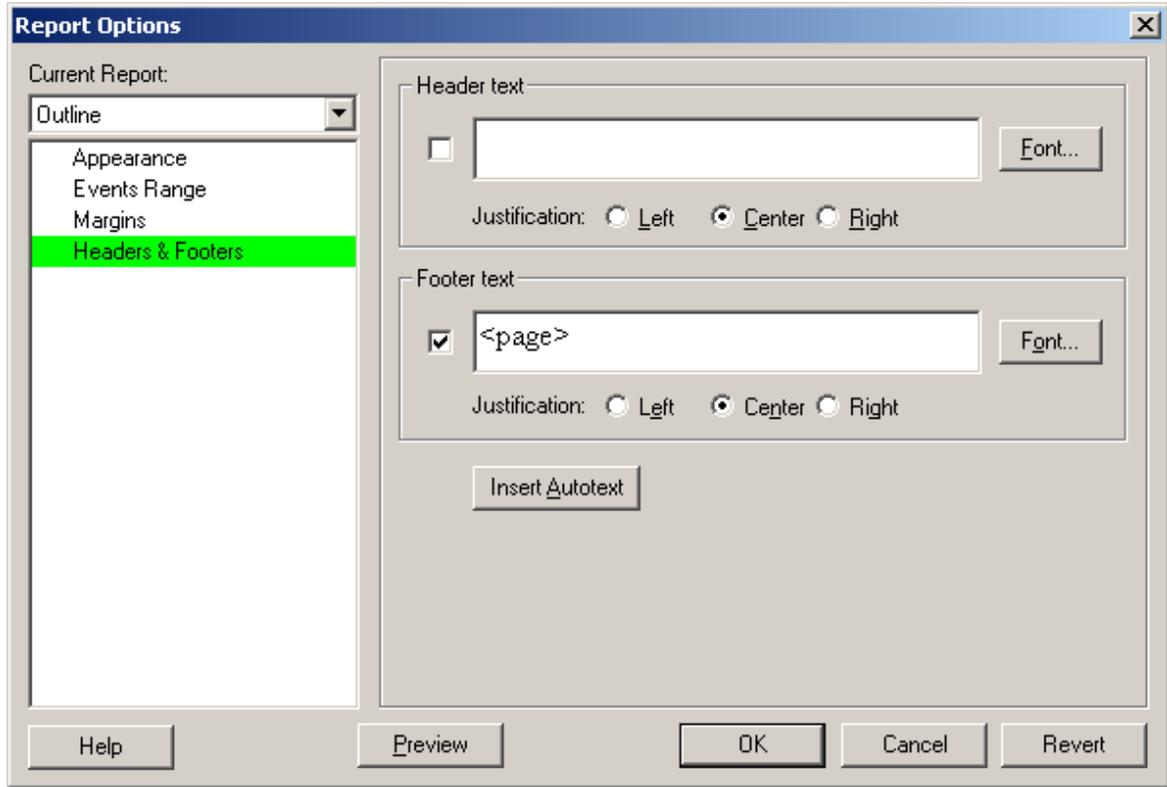
Click the **Cancel** button to close the *Report Options* dialog without saving changes.

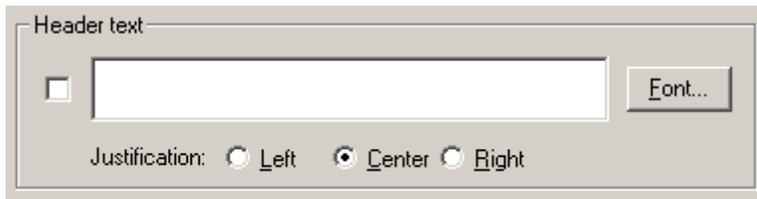
Revert

Click the **Revert** button to cancel all changes made to the *Report Options* dialog.

#### 4.11.1.5 Report Headers & Footers Options

This panel defines the use and placement of headers and footers in a report. You must enter these settings separately for the *Timeline* and *Outline* report formats..





The **Header Text** area includes the following options:

**Check Box** - Mark if you want a header to print with your timeline or outline report.

**Text Field** - Enter the header text for the header exactly as you want it to appear on the printed timeline or outline.

**Font Button** - Click to open the *Font* dialog. Use this dialog to select a font, font style, size, color, and script for the header. The default font is Times New Roman, Regular, 12 point.

**Justification** - Click on a radio button to justify your header text. The default is **Center** justified.



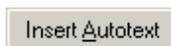
The **Footer Text** area includes the following options:

**Check Box** - Mark if you want a footer to print with your timeline. This check box is marked by default, which means your report will print with the default footer text "**<page>**", which will print the appropriate page number at the bottom of the page.

**Text Field** - Enter the text for the footer exactly as you want it to appear on the printed timeline or outline.

**Font Button** - Click to open the *Font* dialog. Use this dialog to select a font, font style, size, color, and script for the footer. The default font is Times New Roman, Regular, 12 point.

**Justification** - Click on a radio button to justify your footer text. The default is **Center** justified.



Click the **Insert Autotext** button to display a list of options you can add to a header or footer:

**Report Name** - Displays the name of the selected report format. For example, **Outline**.

**Page** - Displays the number of each page of the report. For example, **1**.

**Page X of Y** - Displays the number of each page of the report. For example, **Page 1 of 3**.

**Page as (Row, Column)** - Displays the number of each page when the report is printed on multiple rows and/or columns. This format should only be used with timeline reports. For example, if a timeline is printed onto 2 by 2 pages, they would be numbered as **1,1; 1,2; 2,1; and 2,2**.

**Current Time** - Displays the current time when the report prints. For example, **10:47**.

**Current Date** - Displays the current date when the report prints. For example, **August 1, 2000**.

**File Name** - Displays the complete file name of your timeline on the report. For example, **Pulp Fiction.syv**.

**File Name and Path** - Displays the complete file path and name of your timeline on the report. For example, **C:/Outline 4/Examples/Pulp Fiction.syv**.

A rectangular button with a light gray background and a thin black border, containing the word "Help" in a standard sans-serif font.

Click the **Help** button to display the online help topic for this panel.

A rectangular button with a light gray background and a thin black border, containing the word "Preview" in a standard sans-serif font.

Click the **Preview** button to display the Print Preview window.

A rectangular button with a light gray background and a thin black border, containing the letters "OK" in a standard sans-serif font.

Click the **OK** button to save all changes and close the *Report Options* dialog.

A rectangular button with a light gray background and a thin black border, containing the word "Cancel" in a standard sans-serif font.

Click the **Cancel** button to close the *Report Options* dialog without saving changes.

A rectangular button with a light gray background and a thin black border, containing the word "Revert" in a standard sans-serif font.

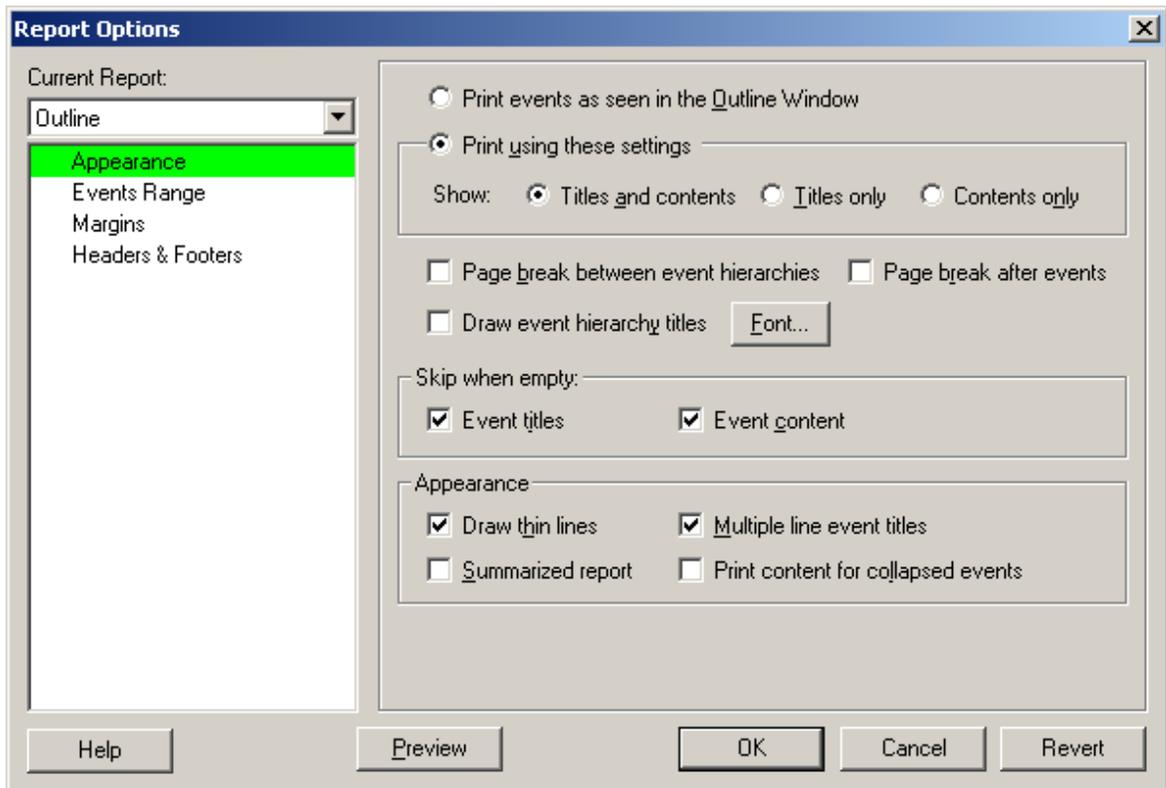
Click the **Revert** button to cancel all changes made to the *Report Options* dialog.

## 4.11.2 Outline Report Options

### 4.11.2.1 Outline Report Appearance Options

When you display the *Report Options* dialog, you can select either the *Timeline* or *Outline* report. These specific panels control how the outline appears when it is printed. Use the following methods to display this dialog:

1. **File Menu** - Select **File > Report Options**
2. **Press** the **Report Options** button in the **Print Dialog**.
3. **Press** the **Options button** in the **Print Preview** window.



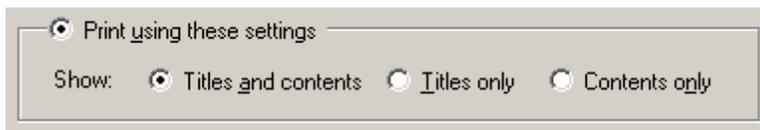
There are also Timeline Options for the Outline Report, which you can access if you change the Current Report from Outline to Timeline.



Click the **Current Report** drop-down list and select the **Outline** report format.



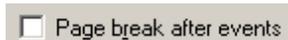
Print the Outline report showing titles and content as they appear in the Outline Window.



When **Print using these settings** is selected, you can choose to print the titles and content of events in the outline window, or just titles, or just content.



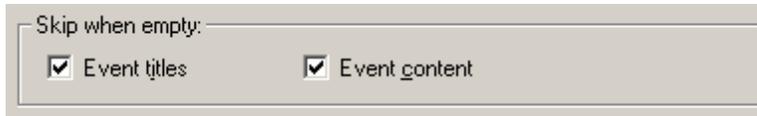
Causes each event hierarchy to begin printing at the top of a new page.



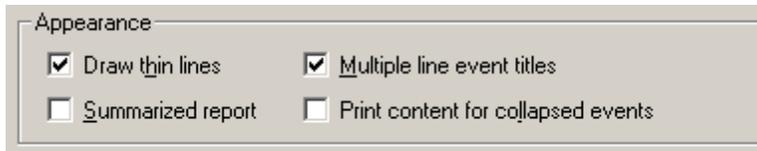
Causes each event to appear on its own separate page. This can be useful for treating events like "index cards", where the individual pieces could be shuffled around on a wall or table. For printers that can print actual index cards, this option would be essential if you wanted to put one event per card.



Event Hierarchies have names, and this option controls if that name will be printed in the Outline report, and if so, what font will it be printed in.



When checked, these options allow you to eliminate empty event titles and empty event content from the Outline report.



**Appearance** - additional options which control the printed Outline report:

**Draw Thin Lines** - Prints event lines and connections using thin "high resolution" lines. If not selected, you may find that some lines are too thick depending on the DPI (dot-per-inch) resolution of your printer. This check box is marked by default.

**Multiple line event titles** - Allow long event titles to wrap and print as more than one line.

**Summarized Report** - Print the Outline report "summarized" (one line for each title, one line for each event content)

**Print content for collapsed events** - If an event is visible but its content and children are collapsed, print its content. The content of the hidden children are NOT printed.



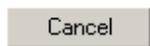
Click the **Help** button to display the online help topic for this panel.



Click the **Preview** button to display the Print Preview window.



Click the **OK** button to save all changes and close the *Report Options* dialog.



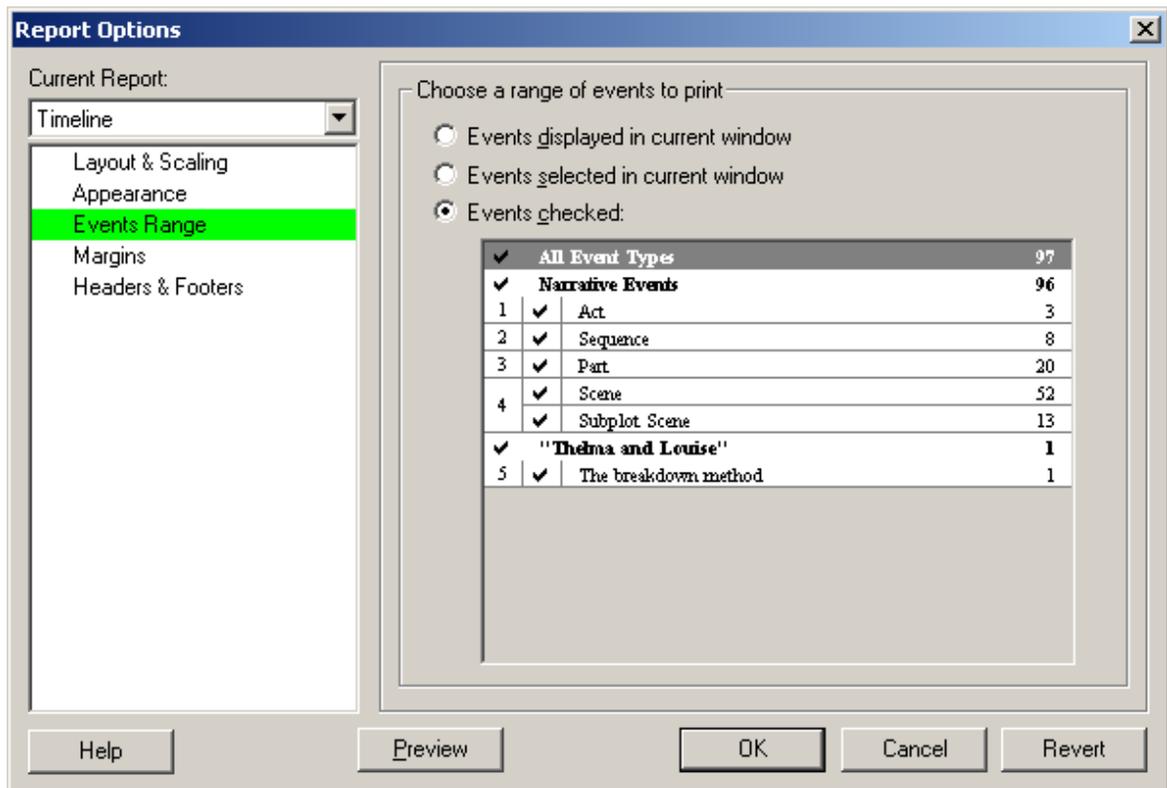
Click the **Cancel** button to close the *Report Options* dialog without saving changes.



Click the **Revert** button to cancel all changes made to the *Report Options* dialog.

#### 4.11.2.2 Report Events Range Options

This panel determines which event types are included in a report. Timeline and Outline reports have their own copy of these settings, even though the dialog is exactly the same.



The **Choose a range of events to print** area includes the following options for selecting events to include in the report:

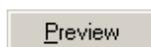
**Events displayed in current window** - Prints all the events currently displayed in the Timeline or Outline window. This is the default selection.

**Events selected in current window** - Prints only the *selected* events in the current Timeline or Outline window.

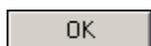
**Events checked** - Prints event types which have check marks in the Level Selector control.



Click the **Help** button to display the online help topic for this panel.



Click the **Preview** button to display the Print Preview window.



Click the **OK** button to save all changes and close the *Report Options* dialog.



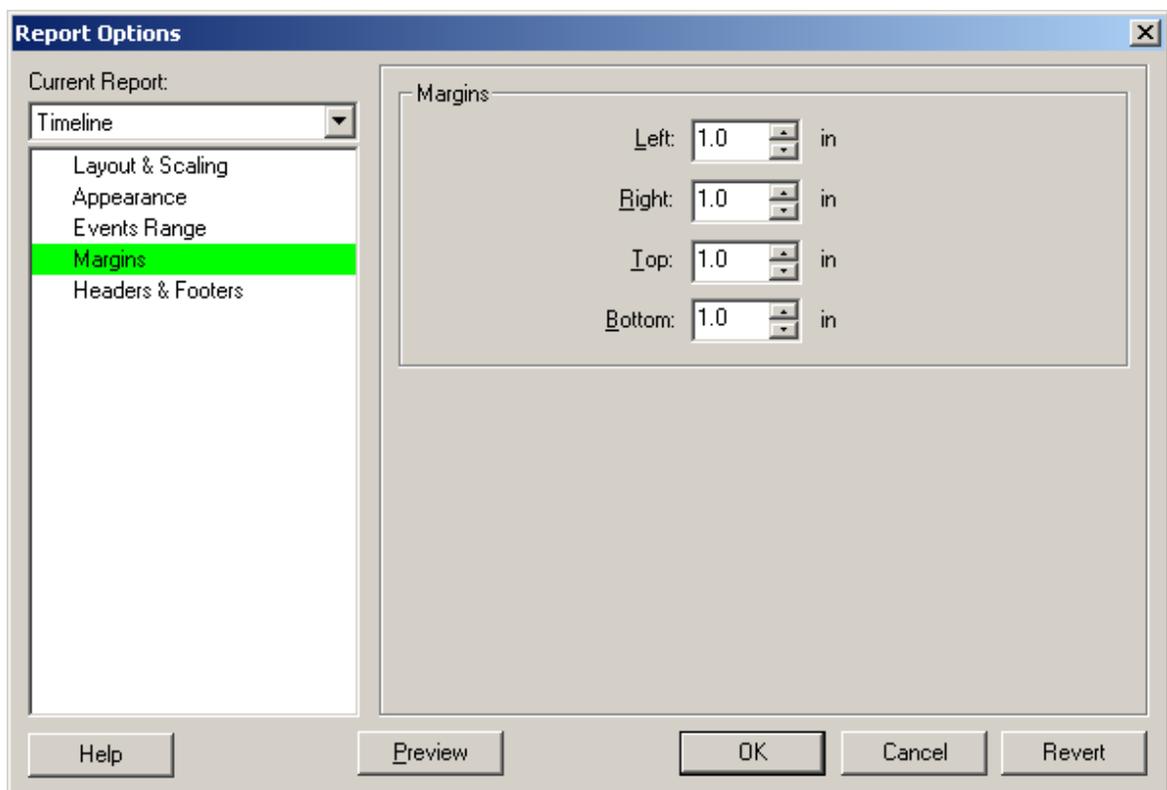
Click the **Cancel** button to close the **Report Options** dialog without saving changes.



Click the **Revert** button to cancel all changes made to the **Report Options** dialog.

### 4.11.2.3 Report Margins Options

This panel sets page margins for the report. You must enter these settings separately for the *Timeline* and *Outline* report formats..



The **Margins** area includes the following options:

**Left** - Enter a new amount for the left margin of your report.

**Right** - Enter a new amount for the right margin of your report.

**Top** - Enter a new amount for the top margin of your report.

**Bottom** - Enter a new amount for the bottom margin of your report.

**NOTE:** The default is **1.0** for all four margins.



Click the **Help** button to display the online help topic for this panel.

Preview

Click the **Preview** button to display the Print Preview window .

OK

Click the **OK** button to save all changes and close the *Report Options* dialog.

Cancel

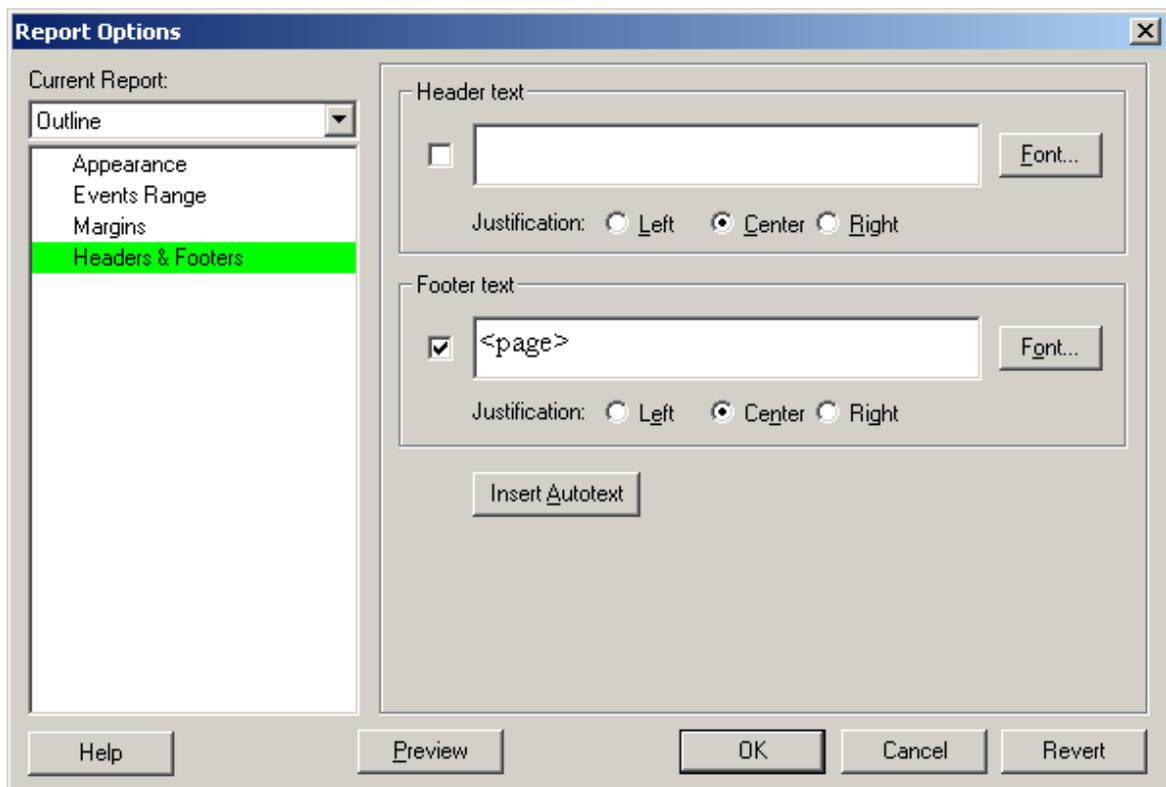
Click the **Cancel** button to close the *Report Options* dialog without saving changes.

Revert

Click the **Revert** button to cancel all changes made to the *Report Options* dialog.

#### 4.11.2.4 Report Headers & Footers Options

This panel defines the use and placement of headers and footers in a report. You must enter these settings separately for the *Timeline* and *Outline* report formats..



The **Header Text** area includes the following options:

**Check Box** - Mark if you want a header to print with your timeline or outline report.

**Text Field** - Enter the header text for the header exactly as you want it to appear on the printed timeline or outline.

**Font Button** - Click to open the *Font* dialog. Use this dialog to select a font, font style, size, color, and script for the header. The default font is Times New Roman, Regular, 12 point.

**Justification** - Click on a radio button to justify your header text. The default is **Center** justified.

The **Footer Text** area includes the following options:

**Check Box** - Mark if you want a footer to print with your timeline. This check box is marked by default, which means your report will print with the default footer text "**<page>**", which will print the appropriate page number at the bottom of the page.

**Text Field** - Enter the text for the footer exactly as you want it to appear on the printed timeline or outline.

**Font Button** - Click to open the *Font* dialog. Use this dialog to select a font, font style, size, color, and script for the footer. The default font is Times New Roman, Regular, 12 point.

**Justification** - Click on a radio button to justify your footer text. The default is **Center** justified.



Click the **Insert Autotext** button to display a list of options you can add to a header or footer:

**Report Name** - Displays the name of the selected report format. For example, **Outline**.

**Page** - Displays the number of each page of the report. For example, **1**.

**Page X of Y** - Displays the number of each page of the report. For example, **Page 1 of 3**.

**Page as (Row, Column)** - Displays the number of each page when the report is printed on multiple rows and/or columns. This format should only be used with timeline reports. For example, if a timeline is printed onto 2 by 2 pages, they would be numbered as **1,1; 1,2; 2,1; and 2,2**.

**Current Time** - Displays the current time when the report prints. For example, **10:47**.

**Current Date** - Displays the current date when the report prints. For example, **August 1, 2000**.

**File Name** - Displays the complete file name of your timeline on the report. For example, **Pulp Fiction.syv**.

**File Name and Path** - Displays the complete file path and name of your timeline on the report. For example, **C:/Outline 4D/Examples/Pulp Fiction.syv**.



Click the **Help** button to display the online help topic for this panel.



Click the **Preview** button to display the Print Preview window.



Click the **OK** button to save all changes and close the *Report Options* dialog.



Click the **Cancel** button to close the *Report Options* dialog without saving changes.



Click the **Revert** button to cancel all changes made to the *Report Options* dialog.

## 4.12 Print Setup...

This command displays the Print Setup dialog. Use this dialog to set the printer, paper size, and print orientation for your printed reports. Use the following method to display this dialog:

1. File Menu - Select **File > Print Setup**

## 4.13 Print Preview...

This command displays the Print Preview window. Use this window to see how your report (Timeline or Outline) would look if you printed it.

There are two different Print Preview windows: Print Preview for Outline reports and Print Preview for Timeline reports. Previewing Timeline reports offers unique and powerful options for Interactively Scaling your Timeline printouts.

1. File Menu - Select **File > Print Preview**
2. Click on the **Preview** button, available in Report Options and the first Print Dialog.

## 4.14 Print...

This command displays the Print dialog. Use this dialog to print your report. Use any of the following methods to display this dialog:

1. File Menu - Select **File > Print**
2. File and Editing Toolbar - Click the **Print** toolbar button
3. File Keyboard Shortcut - Press **Ctrl+P**

## 4.15 Exit

This command asks if you want to save changes to any modified windows and then closes the program. You can use either of the following methods to execute this command:

1. File Menu - Select **File > Exit**
2. File Keyboard Shortcut - Press **Ctrl+Q**

**Part**



## 5 Edit Menu

Undo Insert Text	Ctrl+Z
Redo Insert Text	Ctrl+Shift+Z
<hr/>	
Cut	Ctrl+X
Copy	Ctrl+C
Paste	Ctrl+V
Duplicate	Ctrl+Y
Clear	Delete
Select All	Ctrl+A
Select Current Level	Ctrl+Shift+A
<hr/>	
Find...	Ctrl+F
Find Previous	Ctrl+Shift+G
Find Next	Ctrl+G
Replace...	Ctrl+H
Replace Previous	Ctrl+Shift+J
Replace Next	Ctrl+J

### 5.1 Undo

This command cancels the last change made in the active Timeline or Outline window. Use any of the following methods to execute this command:

1. Edit Menu - Select **Edit > Undo**
2. File and Editing Toolbar - Click the **Undo** toolbar button
3. Edit Keyboard Shortcut - Press **Ctrl+Z**

### 5.2 Redo

This command restores the last action you canceled with the Undo command. Use any of the following methods to execute this command:

1. Edit Menu - Select **Edit > Redo**
2. File and Editing Toolbar - Click the **Redo** toolbar button
3. Edit Keyboard Shortcut - Press **Ctrl+Shift+Z**

### 5.3 Cut

This command deletes the selected text or event and places it on the clipboard. Use any of the following methods to execute this command:

1. Edit Menu - Select **Edit > Cut**
2. File and Editing Toolbar - Click the **Cut** toolbar button
3. Edit Keyboard Shortcut - Press **Ctrl+X**
4. Text Context Menu - **Right-click** and select **Cut**

### 5.4 Copy

This command duplicates the selected text or event and places it on the clipboard. Use any of the following methods to execute this command:

1. Edit Menu - Select **Edit > Copy**
2. File and Editing Toolbar - Click the **Copy** toolbar button
3. Edit Keyboard Shortcut - Press **Ctrl+C**
4. Text Context Menu - Right-click and select **Copy**

## 5.5 Paste

This command moves the cut/copied text or event from the clipboard to the designated new location in the document. This command replaces any selected text or events that already exist in the designated new location. Use any of the following methods to execute this command:

1. Edit Menu - Select **Edit > Paste**
2. File and Editing Toolbar - Click the **Paste** toolbar button
3. Edit Keyboard Shortcut - Press **Ctrl+V**
4. Text Context Menu - Right-click and select **Paste**

## 5.6 Duplicate

This command makes an exact copy of selected events in either the Timeline or Outline windows, then pastes them into a position following the last selected item. Use any of the following methods to execute this command:

1. Edit Menu - Select **Edit > Duplicate**
2. Keyboard Shortcut - Press **Ctrl+Y**
3. Event Context Menu - Right-click and select **Duplicate**

### Duplicate vs. Copy & Paste

Unlike using Copy and Paste, Duplicate places the new copies of the selected events *after* the selected events. Paste places the newly pasted events *before* the selected events.

In many programs, a copy operation followed by two paste operations is the same as duplicating the selection, because the first paste typically overwrites the selection, and the second paste places another copy after the first.

However, Outline 4D does not let you paste over selected events. Instead, it pastes in front of the selected events. Doing a copy-paste-paste of events in Outline 4D will simply insert two new copies of the selected events in front of the original selection. Use Duplicate instead.

NOTE: Duplicate will not work while editing text.

## 5.7 Clear

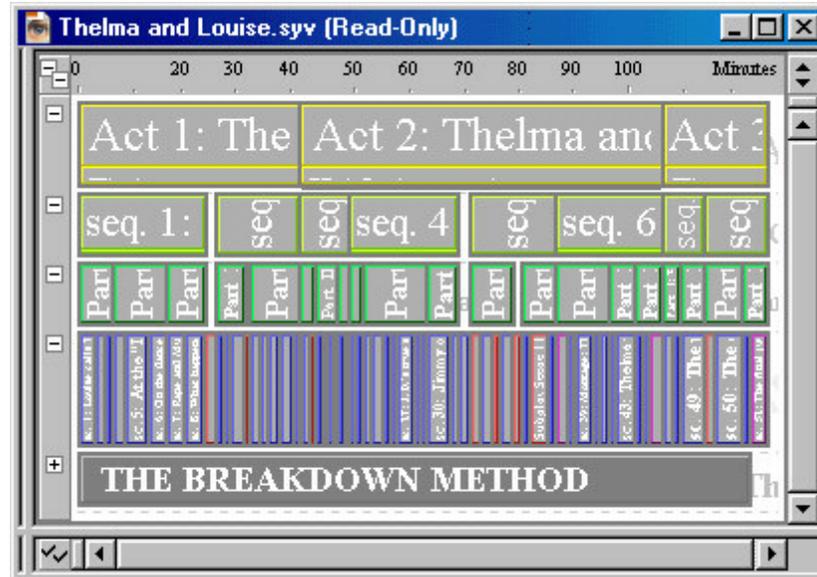
This command deletes the selected text or event. If no text is selected, this command deletes the character immediately to the right of the cursor. Use either of the following methods to execute this command:

1. Edit Menu - Select **Edit > Clear**
2. Edit Keyboard Shortcut - Press **Delete**

## 5.8 Select All

This command selects all the visible events in the timeline or Outline. When editing, all the text within an event. This command does not select hidden events. Use either of the following methods to execute this command:

1. Edit Menu - Select **Edit > Select All**
2. Edit Keyboard Shortcut - Press **Ctrl+A**
3. Event Level, Event, and Text Context Menus - Right-click and select **Select All**



## 5.9 Select Current Level / Hierarchy

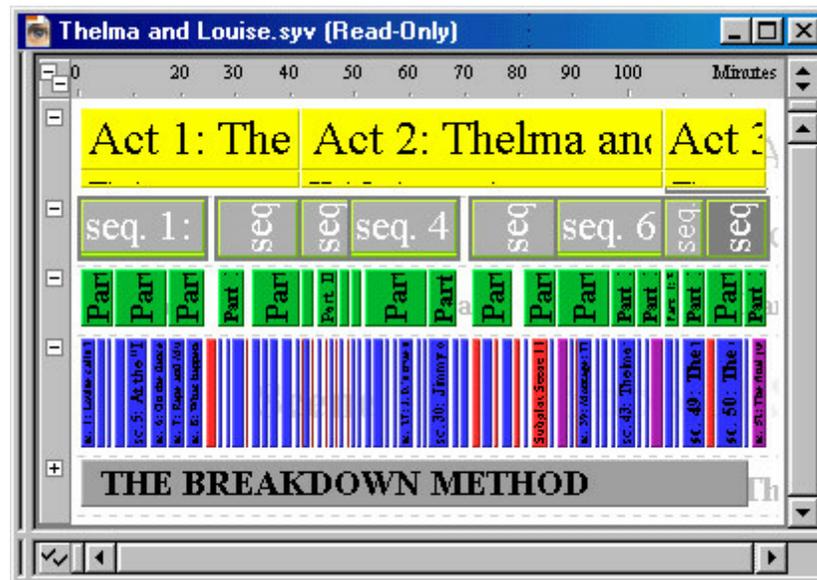
Timeline window only: Select Current Level selects the level in the Timeline where the cursor is currently placed, where an event is selected, or on the last point of keyboard focus.

Outline window only:

Select Current Hierarchy selects the current hierarchy. For documents with one hierarchy, this is the same as Select All (Ctrl+A).

Use either of the following methods to execute this command:

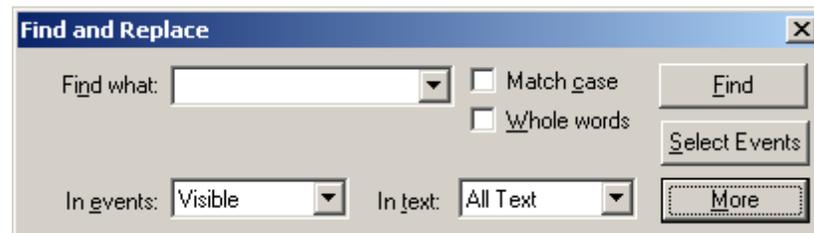
1. Edit Menu - Select **Edit > Select Current Level**
2. Keyboard Shortcut - Press **Ctrl+Shift+A**
3. Timeline Event Context Menu - Right-click and select **Select Current Level**



## 5.10 Find...

This command displays the Find dialog. Use this dialog to enter a string of characters to search for in an event, group of events, or entire timeline. You can use any of the following methods to display this dialog:

1. Edit Menu - Select **Edit > Find**
2. File and Editing Toolbar - Click the **Find** toolbar button
3. Keyboard Shortcut - Press **Ctrl+F**



NOTE: Pressing the **More** button changes the Find Dialog into the Find and Replace dialog. Click here for more information on Find and Replace.



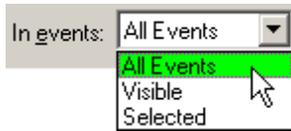
Enter the text you wish to search for in the **Find What** combo box, or select a previous search string from the dropdown list.



**Match Case** - Looks only for exact matches to the case (upper and lower) used in the search string.

Whole words

**Whole Words** - Looks only for exact word matches to the search string.

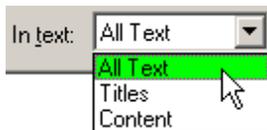


Select an option from the **In events** combo box to specify which events to search in:

**All Events** - Looks for the string in all events.

**Visible** - Looks for the string in visible events only.

**Selected** - Looks for the string in selected events only.



Select an option from the **In text** combo box if you want to specify which parts of an event to search:

**All Text** - Looks for the string in both event title and event content.

**Titles**

- Looks for the string in event titles only.

**Content** - Looks for the string in event content only.

**Find**

Click the **Find** button to initiate a search. You also click this button each time you want to search for the next occurrence of the string.

**Select Events**

Click the **Select Events** button to select any events that contain the search string. NOTE: this feature is disabled in the Outline window, because noncontiguous selection of events is not permitted.

**More**

Click the **More** button to change the **Find** dialog into the Find and Replace dialog.

## 5.11 Find Previous

Searches backwards (towards the beginning of the document) for the last string you entered in the Find command.

1. Edit Menu - Select **Edit > Find Previous**
2. Keyboard Shortcut - Press **Ctrl+Shift+G**

Click here for more information on the Find command.

## 5.12 Find Next

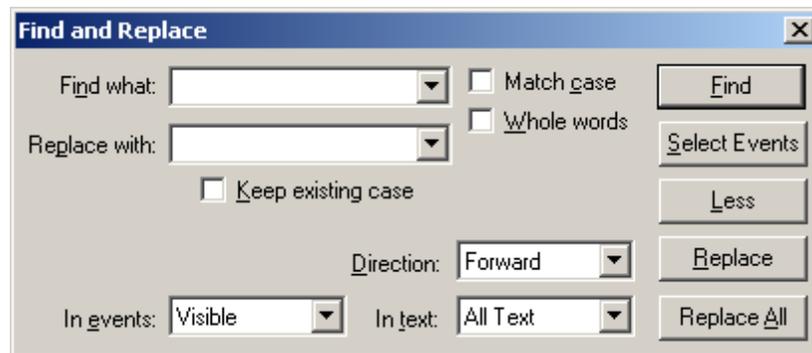
Searches forwards (towards the end of the document) for the last string you entered in the Find command.

1. Edit Menu - Select **Edit > Find Next**
2. Keyboard Shortcut - Press **Ctrl+G**
3. Toolbar - click on the **Find Next** icon 

## 5.13 Replace...

This command displays the Find and Replace dialog. Use this dialog to enter a string of characters to replace in an event, group of events, or entire timeline. You can use the following methods to display this dialog:

1. Edit Menu - Select **Edit > Replace**
2. Keyboard Shortcut - Press **Ctrl+H**



Enter the text you wish to search for in the **Find What** combo box, or select a previous search string from the drop-down list.



Enter a replacement string in the **Replace with** combo box, or select a previous replacement string from the drop-down list. This string will replace occurrences of the string entered in the **Find What** combo box.



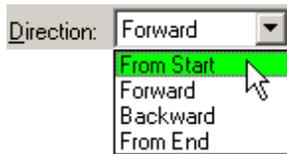
**Match Case** - Looks only for exact matches to the case (upper and lower) used in the search string.

**Whole words**

**Whole Words** - Looks only for exact word matches to the search string.

**Keep existing case**

Mark the **Keep Existing Case** check box to use the same case for replaced text, regardless of what case you enter in the **Replace With** field.



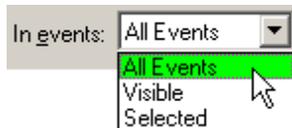
Select an option from the **Direction** combo box to select the direction to search:

**From Start** - Search from the beginning of the document to the end.

**Forward** - Search from the current event or insertion point to the end of the document.

**Backward** - Search from the current event or insertion point to the start of the document.

**From End** - Search from the end of the document to the beginning.

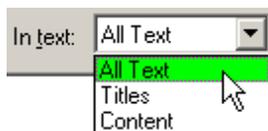


Select an option from the **In events** combo box to specify which events to search in:

**All Events** - Looks for the string in all events.

**Visible** - Looks for the string in visible events only.

**Selected** - Looks for the string in selected events only.



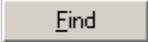
Select an option from the **In text** combo box if you want to specify which parts of an event to search:

**All Text** - Looks for the string in both event title and event content.

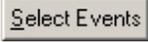
**Titles**

- Looks for the string in event titles only.

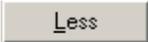
**Content** - Looks for the string in event content only.

A rectangular button with a light gray background and a thin border. The text "Find" is centered in a dark gray font.

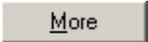
Click the **Find** button to initiate a search. You also click this button each time you want to search for the next occurrence of the string.

A rectangular button with a light gray background and a thin border. The text "Select Events" is centered in a dark gray font.

Click the **Select Events** button to select any events that contain the search string. NOTE: this feature is disabled in the Outline window, because noncontiguous selection of events is not permitted.

A rectangular button with a light gray background and a thin border. The text "Less" is centered in a dark gray font.

Click the **Less** button to transform the **Find and Replace** dialog into the *Find* dialog.

A rectangular button with a light gray background and a thin border. The text "More" is centered in a dark gray font.

Click the **More** button to change the **Find** dialog into the Find and Replace dialog.

A rectangular button with a light gray background and a thin border. The text "Replace" is centered in a dark gray font.

Click the **Replace** button to begin the find and replace process, or to replace the currently selected word and find the next occurrence of the search string.

A rectangular button with a light gray background and a thin border. The text "Replace All" is centered in a dark gray font.

Click the **Replace All** button to replace all occurrences of the search string (but only within the search range you've specified).

## 5.14 Replace Previous

Searches backwards (towards the beginning of the document) for the last string you entered in the Find command, and replaces it with the last text you entered in the Replace With field.

1. Edit Menu - Select **Edit > Replace Previous**
2. Keyboard Shortcut - Press **Ctrl+Shift+J**

## 5.15 Replace Next

Searches forwards (towards the end of the document) for the last string you entered in the Find command, and replaces it with the last text you entered in the Replace With field.

1. Edit Menu - Select **Edit > Replace Next**
2. Keyboard Shortcut - Press **Ctrl+J**

**Part**



## 6 View Menu

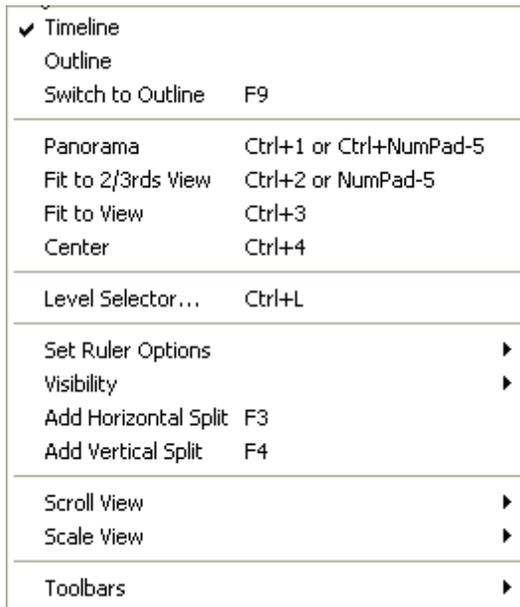
Outline View Menu:

Timeline	
✓ Outline	
Switch to Timeline	F9
<hr/>	
✓ Show Structure Column	
Visibility	▶
<hr/>	
Level Selector...	Ctrl+L
<hr/>	
Toolbars	▶

Timeline View Menu:

✓ Timeline	
Outline	
Switch to Outline	F9
<hr/>	
Panorama	Ctrl+1 or Ctrl+NumPad-5
Fit to 2/3rds View	Ctrl+2 or NumPad-5
Fit to View	Ctrl+3
Center	Ctrl+4
<hr/>	
Level Selector...	Ctrl+L
<hr/>	
Set Ruler Options	▶
Visibility	▶
Add Horizontal Split	F3
Add Vertical Split	F4
<hr/>	
Scroll View	▶
Scale View	▶
<hr/>	
Toolbars	▶

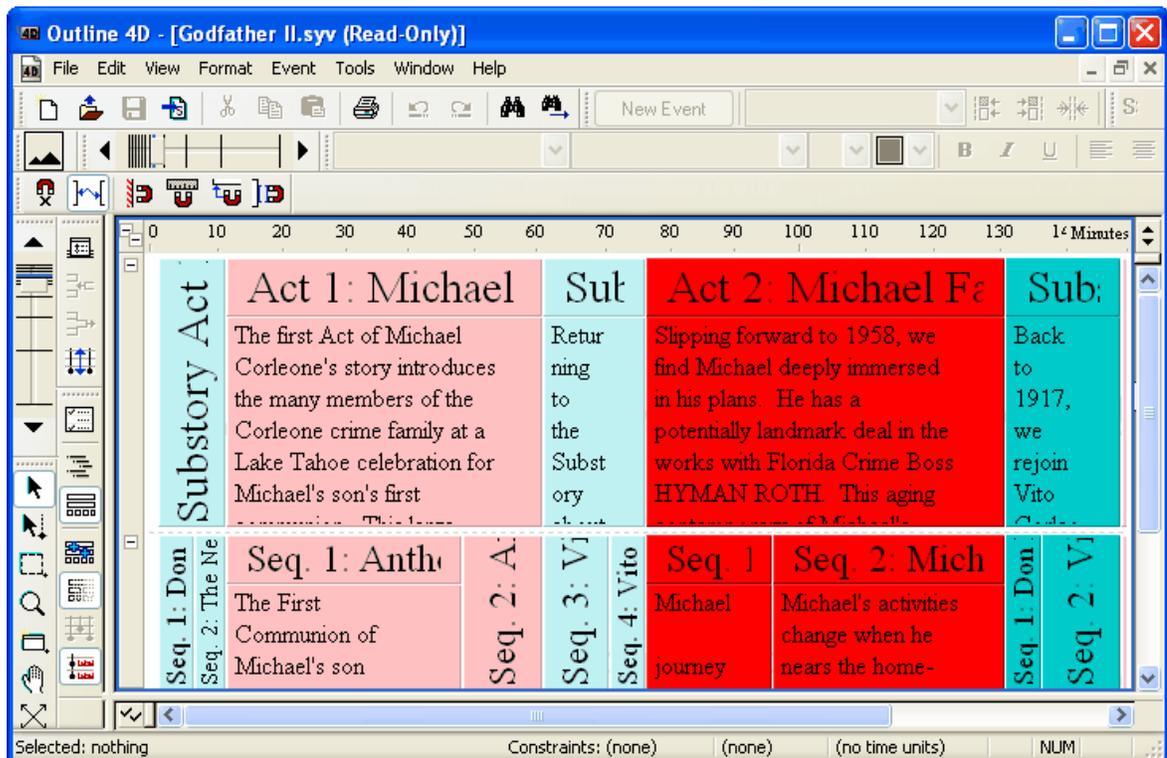
## 6.1 View Menu (Timeline window)



### 6.1.1 Timeline

Switches the view to the Timeline window. If the view is already a Timeline window, then this command does nothing.

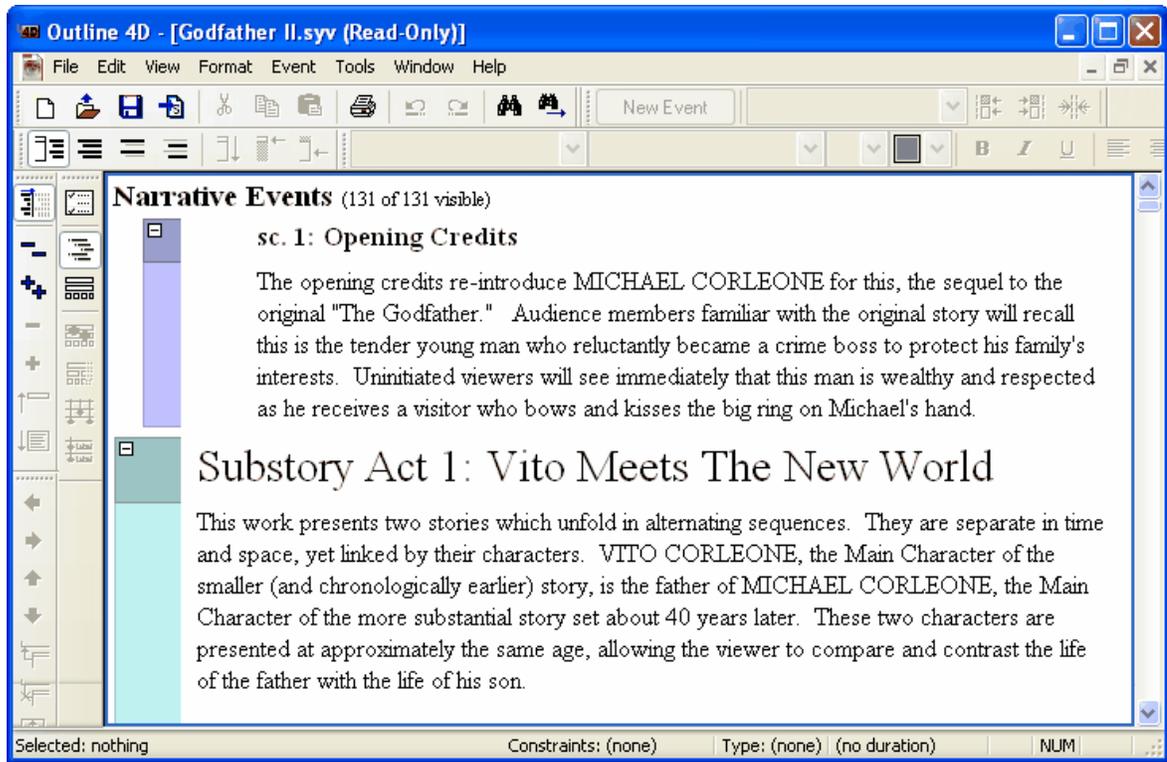
A checkmark in front of this command indicates your current window is a Timeline window.



## 6.1.2 Outline

Switches the view to the Outline window. If the view is already an Outline window, then this command does nothing.

A checkmark in front of this command indicates your current window is an Outline window.



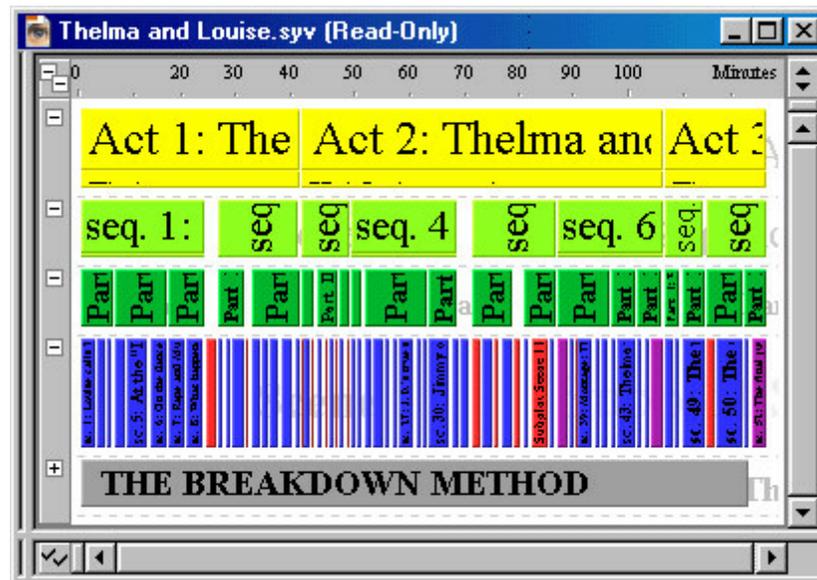
## 6.1.3 Switch to Outline

Switches the view to the Outline window. This command has a command key, **F9**, and in the Outline window this command does the opposite: it switches you to the Timeline window.

## 6.1.4 Panorama

This command reduces the size of a timeline so that all events display on-screen. Selecting this command again returns the timeline to its original size. Use any of the following methods to execute this command:

1. **View Menu** - Select **View > Panorama**
2. **Panoramic Toolbar** - Click the **Panoramic** toolbar button
3. **View Keyboard Shortcut** - Press **Ctrl+1** or **Ctrl+NumPad 5**
4. **Event Level and Timeline Context Menus** - Right-click and select **Panorama**

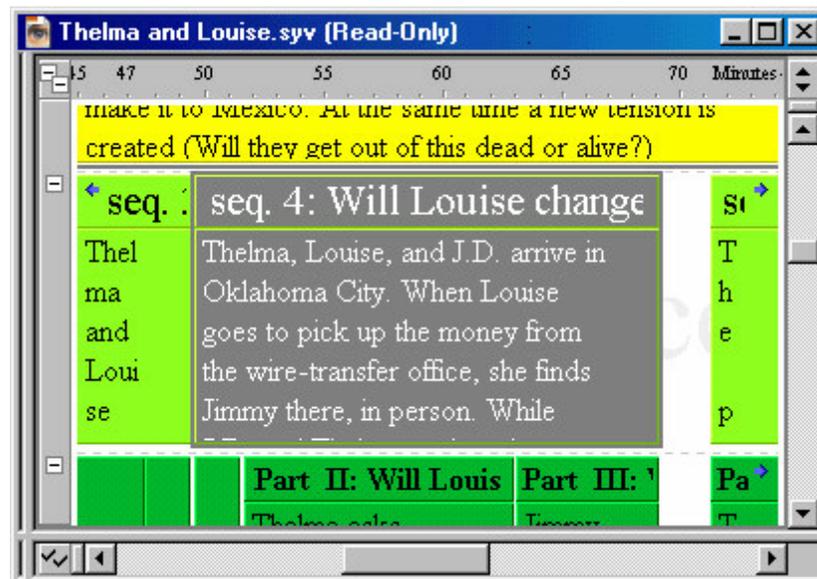


TIP: Select the **Panorama** command again to return to the original zoom level.

### 6.1.5 Fit to 2/3rds View

This command scales a selected event or group of events to fit in two-thirds of the screen. Use either of the following methods to execute this command:

1. **View Menu** - Select **View > Fit to 2/3rds View**
2. **View Keyboard Shortcut** - Press **NumPad 5**
3. **Event Context Menu** - Right-click and select **Fit to 2/3rds View**

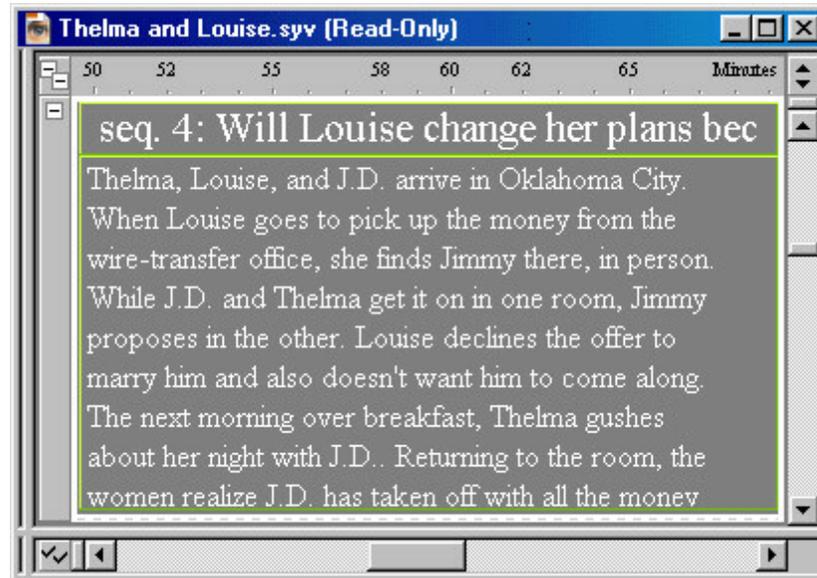


TIP: Select the **Fit to 2/3rds View** command again to return to the original zoom level.

### 6.1.6 Fit to View

This command scales a selected event or group of events to fit on-screen. Use either of the following methods to execute this command:

1. **View Menu** - Select **View > Fit to View**
2. **View Keyboard Shortcut** - Press **Ctrl+2**
3. **Event Context Menu** - Right-click and select **Fit to View**

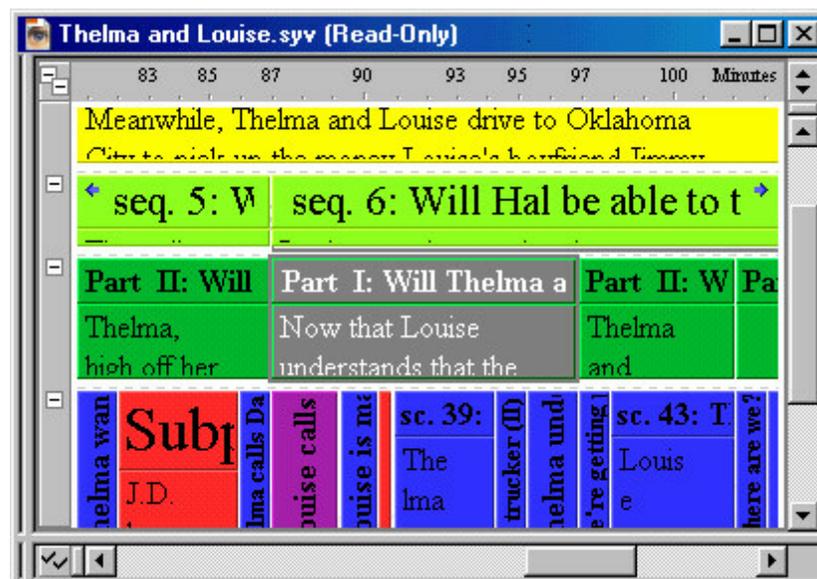


**TIP:** Select the **Fit to View** command again to return to the original zoom level.

### 6.1.7 Center

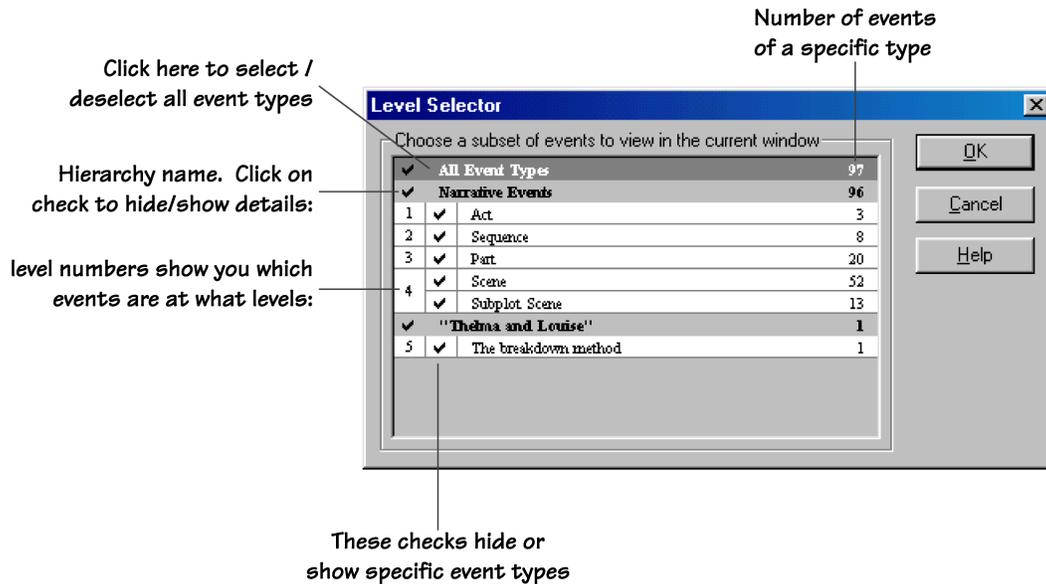
This command centers a selected event or group of events in the timeline. Use either of the following methods to execute this command:

1. **View Menu** - Select **View > Center**
2. **View Keyboard Shortcut** - Press **Ctrl+3**



### 6.1.8 Level Selector...

The Level Selector is a list of the hierarchies, levels and event types in your document. Using the Level Selector, you can optionally hide or show hierarchies, levels, or events in the Timeline and Outline Windows:



- Press **Ctrl+L**, or select **View > Level Selector**.
- Click on the Level Selector icon  in the View Toolbar.

Level Selectors appear as part of the Timeline Window, the Outline Window, and in some preference dialogs.

NOTE The Level Selector for the Timeline Window has an additional feature not available for the Outline Window: an additional check option to let you dim events.

### 6.1.9 Set Ruler Options

This command opens a sub-menu that allows you to adjust the appearance of your timeline in relation to the ruler. You select **View > Set Ruler Options** to execute this command. Listed below are definitions for each item on the **Set Ruler Options** sub-menu.

#### Show Margins Between Events

Select this command to display the timeline with small gaps between events instead of just a thin line. This option, unlike the other two, is selected by default, so you have to go into the **Ruler** sub-menu to turn it off.

#### Respect Event Minimum Size Preferences

Select this command to keep the duration of event types from being reduced past the minimum size set in the *Document Settings* dialog.

#### Ignore Event Durations

Select this command to display all events with the minimum sizes designated in the *Document Settings* dialog, regardless of the actual duration of each event. When this option is selected, you cannot adjust the horizontal scale of your timeline.

#### Paper

Select this command to use **Paper** as the unit of measurement for the ruler.

#### Time

Select this command to use **Time** as the unit of measurement for the ruler.

## 6.1.10 Visibility

This command opens a sub-menu that allows you to adjust track, control, and event display options. You select **View > Visibility** to execute this command. Listed below are definitions for each item on the *Visibility* sub-menu.

#### Show Track Area

Select this command to display the *Track* area of the window .

#### Show Control Area

Select this command to activate controls for the *Event* area and, if active, the *Track* area.

#### Show Tracks and Controls

Select this command to display the *Track* area and activates controls for the *Timeline* and *Track* areas.

#### Show All Events

Select this command to display any hidden event levels and expands any collapsed event levels.

#### Show Events Hidden by Type

Select this command to display any hidden event types and, if all event types on a level are hidden, displays the hidden event level.

#### Show Events Hidden by Track

Select this command to display any events hidden based on their track status.

#### Enable Event Hiding

Select this command to activate the hide function. This function allows you to use the *Control* area to hide event levels. This command also allows the **Track Status** buttons to hide events based on their connection to tracks.

#### Show Connection Lines

Select this command to display connecting lines between events and tracks.

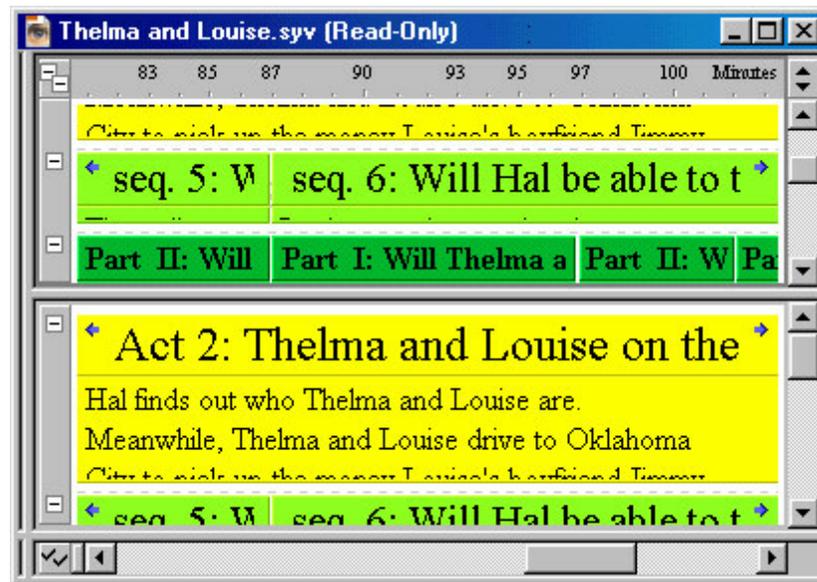
#### Show Connection Labels

Select this command to display identification labels for tracks.

### 6.1.11 Add Horizontal Split

This command divides your timeline horizontally into two separate views. This option allows you to view different portions of the same timeline. Select this command again to restore the timeline to one view. Use any of the following methods to execute this command:

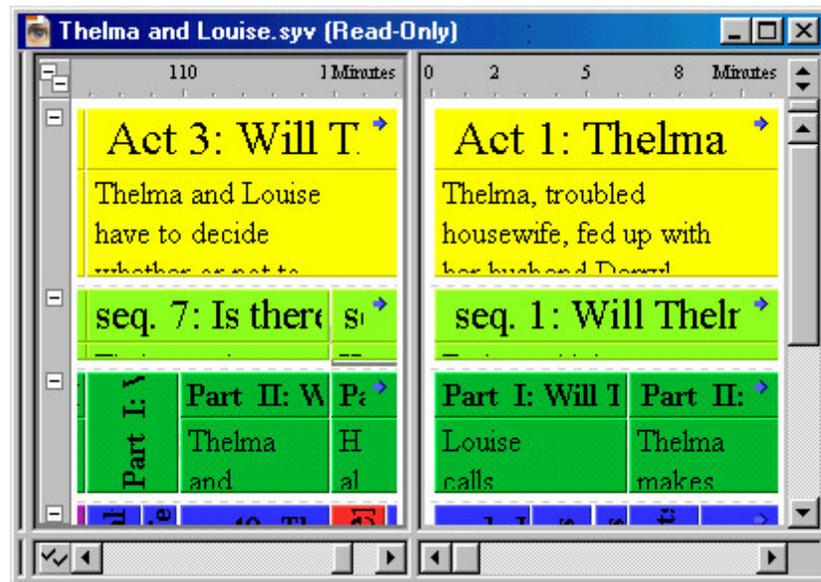
1. **View Menu** - Select **View > Add/Remove Horizontal Split**
2. **View Keyboard Shortcut** - Press **F3**
3. **Window** - Drag the **Horizontal Splitter** down from the upper-right corner of the *Timeline* window



### 6.1.12 Add Vertical Split

This command divides your timeline vertically into two separate views. This option allows you to view different portions of the same timeline. Select this command again to restore the timeline to one view. Use any of the following methods to execute this command:

1. **View Menu** - Select **View > Add/Remove Vertical Split**
2. **View Keyboard Shortcut** - Press **F4**
3. **Window** - Drag the **Vertical Splitter** over from the lower-left corner of the *Timeline* window



### 6.1.13 Scroll View

This command opens a sub-menu that allows you to scroll left, right, up, and down in the timeline. You select **View > Scroll View** to execute this command. Listed below are definitions for each item on the **Scroll View** sub-menu.

#### Scroll Left

Select this command to scroll one “click” left.

#### Scroll Right

Select this command to scroll one “click” right.

#### Scroll Up

Select this command to scroll one “click” up.

#### Scroll Down

Select this command to scroll one “click” down.

### 6.1.14 Scale View

This command opens a sub-menu that allows you to adjust the horizontal/vertical scale and zoom level in your timeline. You select **View > Scale View** to execute this command. Listed below are definitions for each item on the **Scale View** sub-menu.

#### Zoom In

Select this command to zoom one “click” in.

#### Zoom Out

Select this command to zoom one “click” out.

#### Expand Horizontal

Select this command to increase the horizontal scale by one “click.”

#### Shrink Horizontal

Select this command to reduce the horizontal scale by one “click.”

#### Expand Vertical

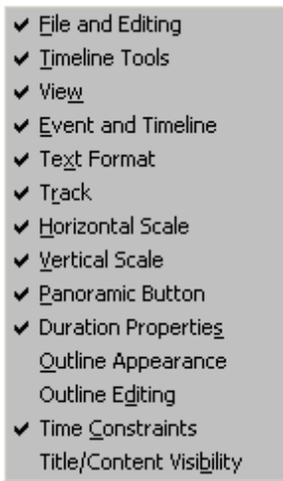
Select this command to increase the vertical scale by one “click.”

#### Shrink Vertical

Select this command to increase the vertical scale by one “click.”

## 6.1.15 Toolbars

This command opens a sub-menu that allows you to designate which toolbars appear in the Main window. You select **View > Toolbars** to execute this command. Listed below are definitions for each item on the **Toolbars** sub-menu.



**File and Editing** - Select this command to display/hide the *File and Editing* toolbar.

**Timeline Tools** - Select this command to display/hide the *Timeline Tools* toolbar.

**View** - Select this command to display/hide the *View* toolbar.

**Event and Timeline** - Select this command to display/hide the *Event and Timeline* toolbar.

**Text Format** - Select this command to display/hide the *Text Format* toolbar.

**Track** - Select this command to display/hide the *Track* toolbar.

**Horizontal Scale** - Select this command to display/hide the *Horizontal Scale* toolbar.

**Vertical Scale** - Select this command to display/hide the *Vertical Scale* toolbar.

**Panoramic Button** - Select this command to display/hide the *Panoramic* button.

**Duration Properties** - Select this command to display/hide the *Selection Properties* toolbar.

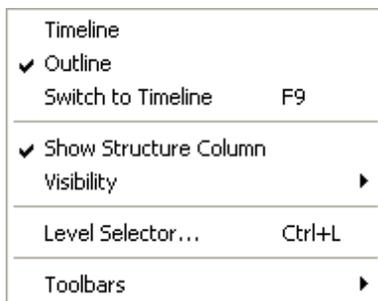
**Outline Appearance** - Select this command to display/hide the *Outline Appearance* toolbar.

**Outline Editing** - Select this command to display/hide the *Outline Editing* toolbar.

**Time Constraints** - Select this command to display/hide the *Time Constraints* toolbar.

**Title / Content Visibility** - Select this command to display/hide the *Title / Content Visibility* toolbar.

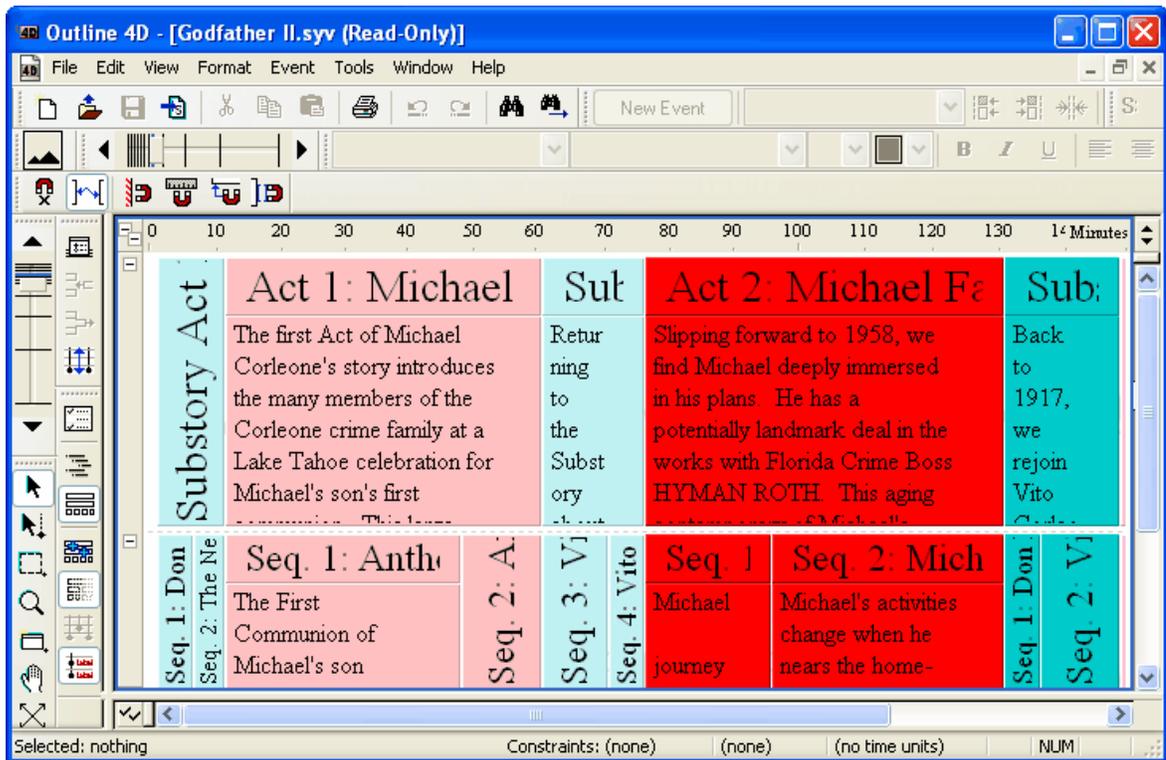
## 6.2 View Menu (Outline window)



### 6.2.1 Timeline

Switches the view to the Timeline window. If the view is already a Timeline window, then this command does nothing.

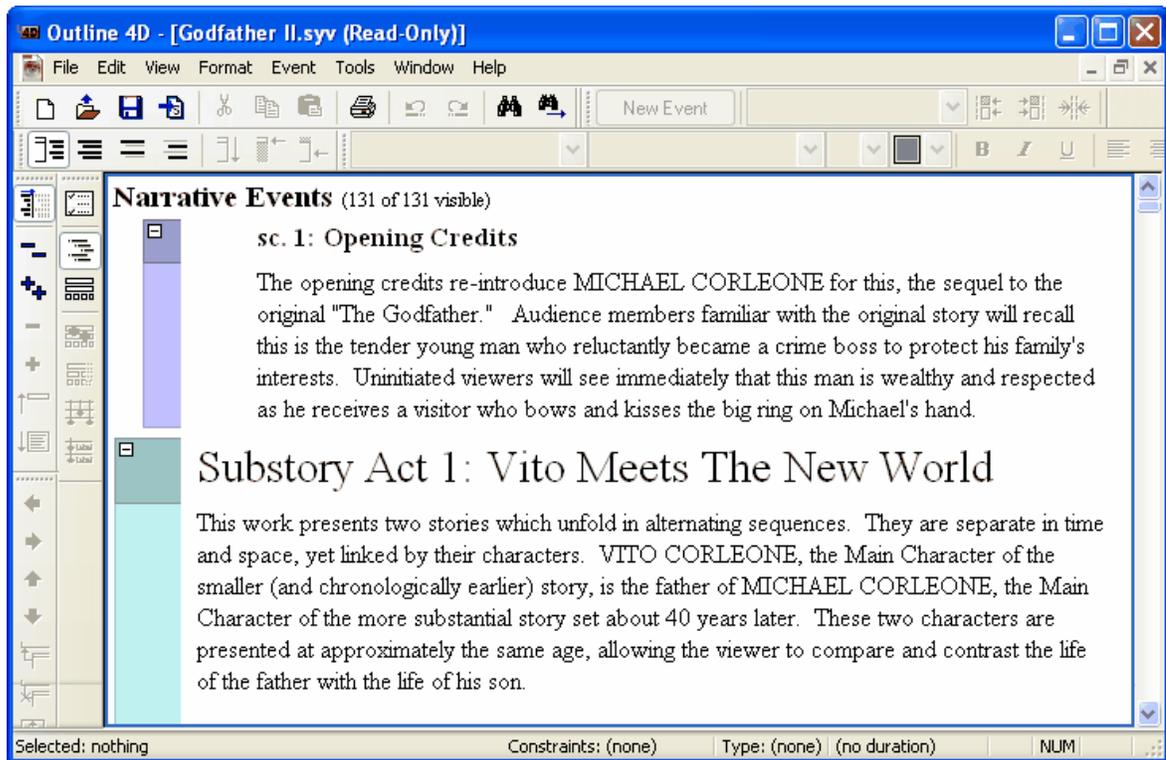
A checkmark in front of this command indicates your current window is a Timeline window.



## 6.2.2 Outline

Switches the view to the Outline window. If the view is already an Outline window, then this command does nothing.

A checkmark in front of this command indicates your current window is an Outline window.



### 6.2.3 Switch to Timeline

Switches the view to the Timeline window. This command has a command key, **F9**, and in the Timeline window this command does the opposite: it switches you to the Outline window.

### 6.2.4 Show Structure Column

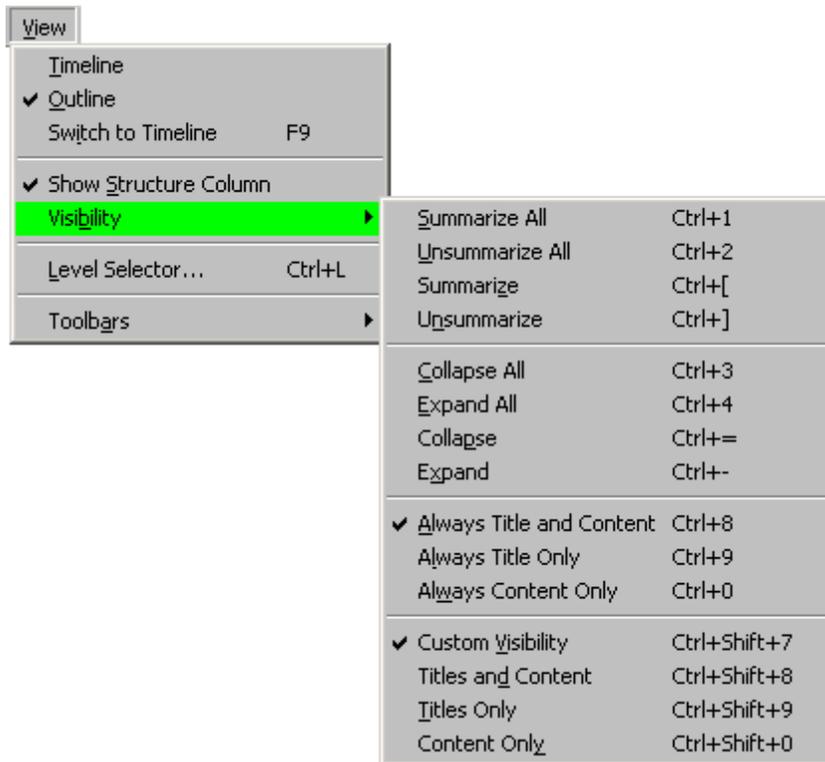
Hides or shows the Outline window's Structure Column. The Structure Column shows you the boundaries of the events, where event titles and event content begin and end. Clicking anywhere in the event box will select the entire event.

You can also hide or show the Structured Column by clicking on the **Hide/Show Structure Column**

toolbar icon: 

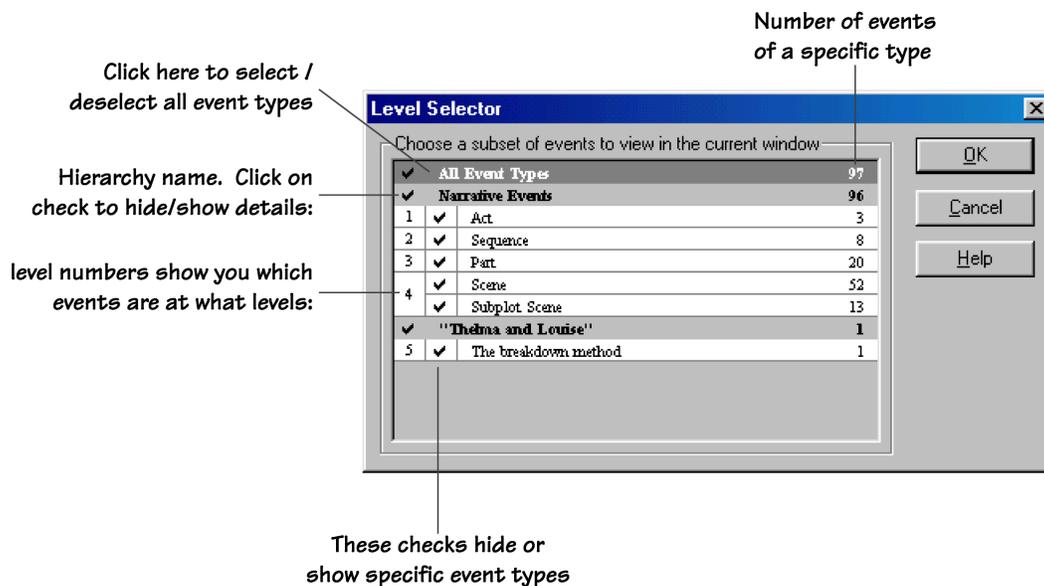
### 6.2.5 Visibility

The Visibility hierarchical menu lets you turn on and off various visibility preferences appropriate to the Outline window:



## 6.2.6 Level Selector...

The Level Selector is a list of the hierarchies, levels and event types in your document. Using the Level Selector, you can optionally hide or show hierarchies, levels, or events in the Timeline and Outline Windows:



- Press **Ctrl+L**, or select **View > Level Selector**.

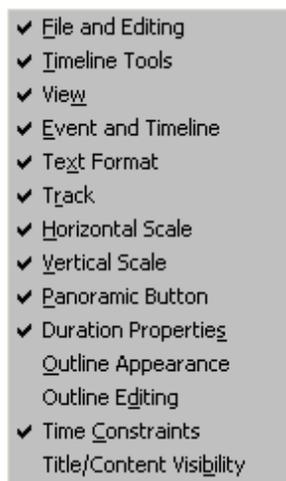
- Click on the Level Selector icon  in the View Toolbar.

Level Selectors appear as part of the Timeline Window , the Outline Window , and in some preference dialogs.

NOTE The Level Selector for the Timeline Window has an additional feature not available for the Outline Window : an additional check option to let you dim events.

## 6.2.7 Toolbars

This command opens a sub-menu that allows you to designate which toolbars appear in the Main window. You select **View > Toolbars** to execute this command. Listed below are definitions for each item on the **Toolbars** sub-menu.



**File and Editing** - Select this command to display/hide the *File and Editing* toolbar.

**Timeline Tools** - Select this command to display/hide the *Timeline Tools* toolbar.

**View** - Select this command to display/hide the *View* toolbar.

**Event and Timeline** - Select this command to display/hide the *Event and Timeline* toolbar.

**Text Format** - Select this command to display/hide the *Text Format* toolbar.

**Track** - Select this command to display/hide the *Track* toolbar.

**Horizontal Scale** - Select this command to display/hide the *Horizontal Scale* toolbar.

**Vertical Scale** - Select this command to display/hide the *Vertical Scale* toolbar.

**Panoramic Button** - Select this command to display/hide the *Panoramic* button.

**Duration Properties** - Select this command to display/hide the *Selection Properties* toolbar.

**Outline Appearance** - Select this command to display/hide the *Outline Appearance* toolbar.

**Outline Editing** - Select this command to display/hide the *Outline Editing* toolbar.

**Time Constraints** - Select this command to display/hide the *Time Constraints* toolbar.

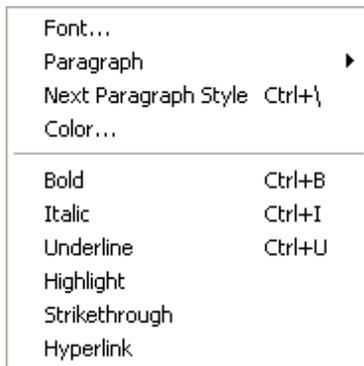
**Title / Content Visibility** - Select this command to display/hide the *Title / Content Visibility* toolbar.



**Part**



## 7 Format Menu

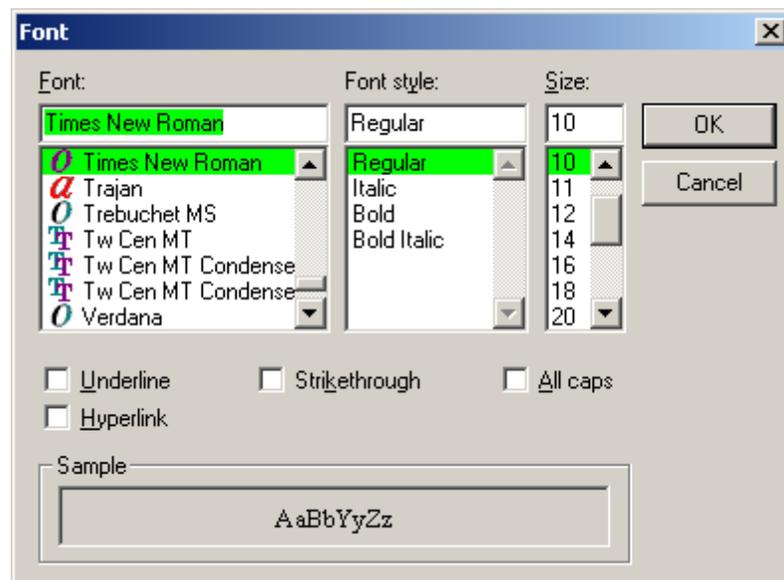


### 7.1 Font...

This command displays the Font dialog. Use this dialog to apply a new font, font style, and font size to selected text. You may also apply the font attributes Underline, Strikethrough, All Caps and Hyperlink.

Use either of the following methods to execute this command:

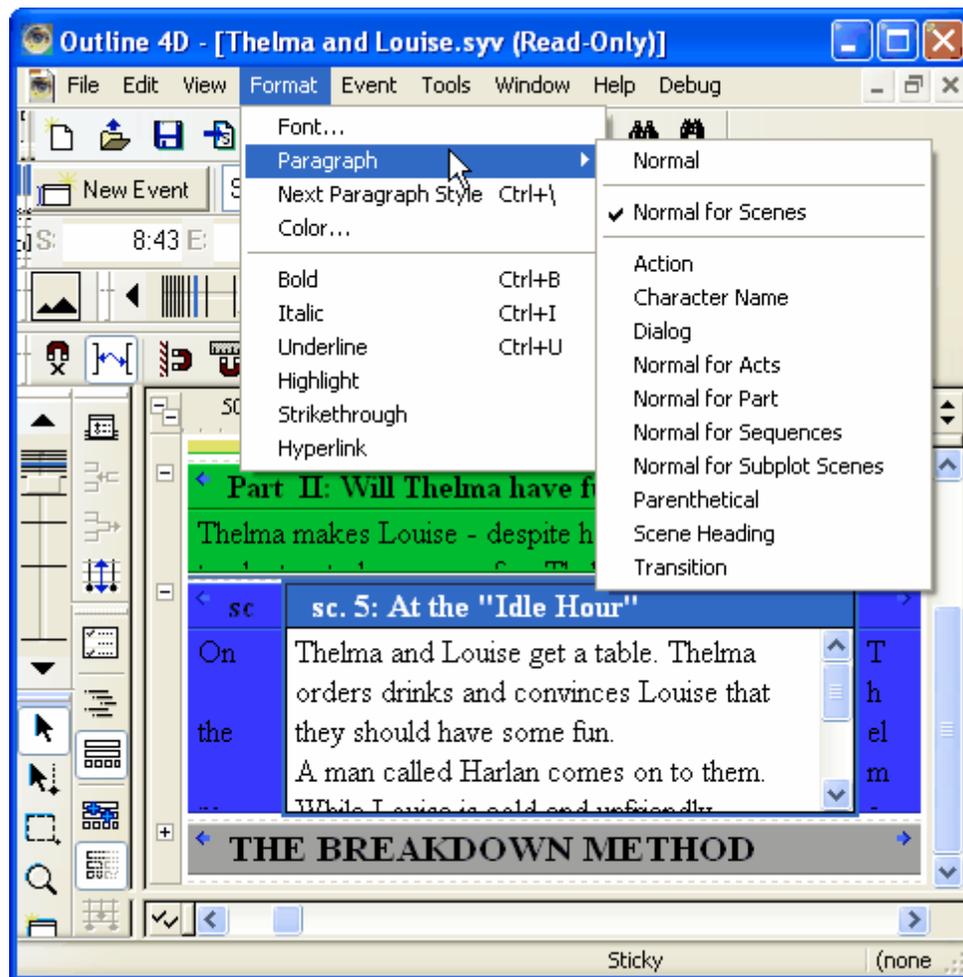
1. Format Menu - Select **Format > Font**
2. Text Context Menu - Right-click on text while editing and select **Font...**



### 7.2 Paragraph

This command a sub-menu that allows you to select a paragraph style to apply to all the text in an event . There must be more than one paragraph style assigned to the event type in the Paragraph Styles panel of the Document Settings dialog to use this command. Use either of the following methods to execute this command:

1. Format Menu - Select **Format > Paragraph**
2. Text Format Toolbar - Select a style from the **Paragraph Style** drop-down list



### 7.3 Next Paragraph Style

This command applies the next available paragraph style to all text in an event. There must be more than one paragraph style assigned to the event type in the Paragraph Styles panel of the Document Settings dialog to use this command. Use either of the following methods to execute this command:

1. Format Menu - Select **Format > Next Paragraph Style**
2. Format Keyboard Shortcut - Press **Ctrl+I**

### 7.4 Color...

This command displays the Color dialog. Use this dialog to select a color to apply to the selected text. Use either of the following methods to execute this command:

1. Format Menu - Select **Format > Color**
2. Text Context Menu - Right-click and select **Color**

The words “melancholy Romeo” are colored purple in the following example:

“A melancholy Romeo enters and is questioned by his cousin Benvolio, who learns that the cause of Romeo’s sadness is unrequited love.”

## 7.5 Bold

This command adds/removes bold formatting for text selected in an event. You can use any of the following methods to execute this command:

1. Format Menu - Select **Format > Bold**
2. Text Format Toolbar - Click the **Bold** toolbar button.
3. Format Keyboard Shortcut - Press **Ctrl+B**
4. Text Context Menu - Right-click and select **Bold**

The words “melancholy Romeo” are bolded in the following example:

“A **melancholy Romeo** enters and is questioned by his cousin Benvolio, who learns that the cause of Romeo's sadness is unrequited love.”

## 7.6 Italic

This command adds/removes italic formatting for text selected in an event. You can use any of the following methods to execute this command:

1. Format Menu - Select **Format > Italic**
2. Text Format Toolbar - Click the **Italic** toolbar button.
3. Format Keyboard Shortcut - Press **Ctrl+I**
4. Text Context Menu - Right-click and select **Italic**

The words “melancholy Romeo” are italicized in **the** following example:

“A *melancholy Romeo* enters and is questioned by his cousin Benvolio, who learns that the cause of Romeo's sadness is unrequited love.”

## 7.7 Underline

This command adds/removes underline formatting for text selected in an event. You can use any of the following methods to execute this command:

1. Format Menu - Select **Format > Underline**
2. Text Format Toolbar - Click the **Underline** toolbar button.
3. Format Keyboard Shortcut - Press **Ctrl+U**
4. Text Context Menu - Right-click and select **Underline**
5. Font Dialog - Select **Format > Font** and click on the **Underline** checkbox.

The words “melancholy Romeo” are underlined in the following example:

“A melancholy Romeo enters and is questioned by his cousin Benvolio, who learns that the cause of Romeo's sadness is unrequited love.”

## 7.8 Highlight

This command adds/removes yellow highlight formatting for text selected in an event. You can use any of the following methods to execute this command:

1. Format Menu - Select **Format > Highlight**
2. Text Context Menu - Right-click and select **Highlight**

The words “melancholy Romeo” are highlighted in the following example:

“A melancholy Romeo enters and is questioned by his cousin Benvolio, w ho learns that the cause of Romeo's sadness is unrequited love.

**NOTE:** Currently, the highlight color is set to yellow, and cannot be changed.

## 7.9 Strikethrough

This command adds/removes Strikethrough formatting for text selected in an event. You can use any of the following methods to execute this command:

1. Format Menu - Select **Format > Strikethrough**
2. Text Context Menu - Right-click and select **Strikethrough**
3. Font Dialog - Select **Format > Font** and click on the **Strikethrough** checkbox.

The words “melancholy Romeo” are formatted with Strikethrough in the following example:

“A ~~melancholy Romeo~~ enters and is questioned by his cousin Benvolio, w ho learns that the cause of Romeo's sadness is unrequited love.

## 7.10 Hyperlink

This command adds/removes Hyperlink formatting for text selected in an event. When text has this attribute, clicking on the text will launch your Internet browser and attempt to go to the address contained in the text. If the text is an email address prefixed with "mailto:" then your mail client will be launched, and a new mail message created addressed to the text you specified. No attempt is made to verify the text as legitimate Internet URLs or email addresses. Hyperlinked text displays with blue text and an underline.

You can use any of the following methods to execute this command:

1. Format Menu - Select **Format > Hyperlink**
2. Text Context Menu - Right-click and select **Hyperlink**
3. Font Dialog - Select **Format > Font** and click on the **Hyperlink** checkbox.

For example: [www.screenplay.com](http://www.screenplay.com) and <mailto:support@screenplay.com> are examples of hyperlinked text.

**Part**



## 8 Event Menu

Event Menu in the Outline Window:

Edit Selection	Ctrl+E
Insert Scene Before	Ctrl+Shift+Enter
Insert Full Text Next	Ctrl+Enter
Insert Full Text Subtopic	Ctrl+Alt+Enter
Insert Scene After	Ctrl+Alt+Shift+Enter
Split Event by Paragraph	
Merge Events	Alt+Shift+Backspace
Promote	Alt+Shift+Left
Demote	Alt+Shift+Right
Move Up	Alt+Shift+Up
Move Down	Alt+Shift+Down
Adopt	
Orphan	

Event Menu in the Timeline Window:

Set Event Duration	Ctrl+D
Edit Selection	Ctrl+E
Center and Edit	Ctrl+M
Insert Scene Before	Ctrl+Shift+Enter
Insert Scene After	Ctrl+Enter
Time Constraints	▶
✓ Allow Estimated Durations	
Manually Set Durations	
Shorten	NumPad -
Lengthen	NumPad +
Move Left	Ctrl+[
Move Right	Ctrl+]
Close Gaps	Ctrl+NumPad *

## 8.1 Event Menu (Outline window)

Edit Selection	Ctrl+E
Insert Scene Before	Ctrl+Shift+Enter
Insert Full Text Next	Ctrl+Enter
Insert Full Text Subtopic	Ctrl+Alt+Enter
Insert Scene After	Ctrl+Alt+Shift+Enter
Split Event by Paragraph	
Merge Events	Alt+Shift+Backspace
Promote	Alt+Shift+Left
Demote	Alt+Shift+Right
Move Up	Alt+Shift+Up
Move Down	Alt+Shift+Down
Adopt	
Orphan	

### 8.1.1 Edit Selection

*(In Outline Window)*

If an event is selected, Edit Selection (Ctrl+E) will edit the content of the selected event. If the content of the event isn't visible, then Edit Selection will edit the title.

**NOTE:** Pressing Enter for a selected Outline event will edit the title of the event.

### 8.1.2 Insert Before

*(in Outline window)*

Inserts a new event of the same type as the current event, in a location before the current event.

1. Toolbar: **Shift +**  New Event
2. Menu: **Event > Insert Before**
3. Keyboard: **Ctrl+Shift+Enter**
4. Numeric Keypad: **Shift+Numpad Enter**

### 8.1.3 Insert Next

*(in Outline window)*

Inserts a new event, intelligently choosing the event type to insert based on the type of the next event. The new event is inserted after the current event.

1. Toolbar:  New Event
2. Menu: **Event > Insert Next**
3. Keyboard: **Ctrl+Enter**
4. Numeric Keypad: **Numpad Enter**

### 8.1.4 Insert Subtopic

*(in Outline window)*

Inserts a new event one level down (indented) from the current event. The new event is inserted after the current event.

1. Toolbar: **Alt +**  New Event
2. Menu: **Event > Insert Subtopic**
3. Keyboard: **Ctrl+Alt+Enter**
4. Numeric Keypad: **Alt+Numpad Enter**

### 8.1.5 Insert After

*(in Outline window)*

Inserts a new event of the same type as the current event, after the current event and any of that event's children. Equivalent to the Timeline command for creating a new event immediately to the right.

1. Toolbar: **Alt + Shift +**  New Event
2. Menu: **Event > Insert After**
3. Keyboard: **Ctrl+Alt+Shift+Enter**
4. Numeric Keypad: **Alt+Shift+Numpad Enter**

### 8.1.6 Split Event

Splits all the paragraphs in an event into separate events. This can be a huge time saver when you have a lot of text in one event.

1. Selecting an entire event.
2. Select **Event > Split Event**, or press the toolbar icon: 

### 8.1.7 Merge Events

Merge Events lets you combine two or more events into a single event.

**To Merge an Event:**

1. While editing an event, press the Backspace key from the beginning of the first line of an event.

Merging combines the content from both events into one content area. The second event's title may be:

1. Merged into the first event's title
2. Merged into the content
3. Deleted, depending on the visibility of the title and content areas of the events being merged

If you are editing an event, or have a single event selected:

1. Click on the Merge Events icon 
2. Or Press **Alt+Shift+Backspace**
3. Or select **Event > Merge Events**

This joins the event with the previous event and combine the content. A Outline 4D Option for the Outline window, “Merge Titles in the Content”, determines if titles will be included in the merged content.

## Merging Multiple Events

If you have multiple events selected, merging them will create a single event with all their content. The “Merge Titles in the Content” option determines if titles will be included in the merged content.

### 8.1.8 Promote

Promoting and Demoting are the terms used to describe changing an event’s level in the outline. Promoting moves an event to a higher level (less indented to the left) and Demoting moves an event to a lower level (more indented to the right).

#### To Promote an event:

1. For selected events, press **Shift+Tab**. [Click here](#) for additional options which control how the Tab and Shift+Tab keys Demote and Promote Outline events.
2. Or for selected events and while editing events, press **Alt+Shift+Left Arrow**
3. Click on the Promote Icon in the toolbar: 
4. Or right click on an event and select **Promote** from the context menu.

### 8.1.9 Demote

Promoting and Demoting are the terms used to describe changing an event’s level in the outline. Promoting moves an event to a higher level (less indented to the left) and Demoting moves an event to a lower level (more indented to the right).

#### To Demote an event:

1. For selected events, press **Tab**. [Click here](#) for additional options which control how the Tab and Shift+Tab keys Demote and Promote Outline events.
2. Or for selected events and while editing events, press **Alt+Shift+Right Arrow**
3. Click on the **Demote Icon** in the toolbar: 
4. Or right click on an event and select **Demote** from the context menu.

### 8.1.10 Move Up

Move Up lets you change an event's order in the Outline window. The Move Up command is the same as clicking on an event and dragged it up before the previous event. Changing the order in the Outline window will also change the event's position in the Timeline window.

First, select the event or events you wish to move, then do one of the following:

1. Click on the **Move Up** icon in the toolbar: 
2. Click on the selected events and drag them to the desired position.
3. Press **Alt+Shift+Up Arrow**. The selected events will be moved up in front of the previous event.

### 8.1.11 Move Down

Move Down lets you change an event's order in the Outline window. The Move Up command is the same as clicking on an event and dragged it down below the next event. Changing the order in the Outline window will also change the event's position in the Timeline window.

First, select the event or events you wish to move, then do one of the following:

1. Click on the **Move Down** icon in the toolbar: 
2. Click on the selected events and drag them to the desired position.
3. Press **Alt+Shift+Down Arrow**. The selected events will be moved down below the next event.

### 8.1.12 Adopt

Adopt is a special command that lets you take an Orphaned event (one that has no parent events about it) and return it to normal.

To understand the Adopt and Orphan commands, and under what circumstances you might use them, please read "Understanding Adopting and Orphaning Outline Events."

To Adopt an event, select the event you wish to be adopted, then do one of the following:

1. Click on the Adopt icon in the toolbar: 
2. Select **Event > Adopt**.

**NOTE:** if the event is not an Orphan, the Adopt icon will not be enabled, nor will the Adopt command be available in the Event menu.

### 8.1.13 Orphan

Orphan is a special command that lets you take an event that has parents and make it so that it does not belong to the events immediately above it.

To understand the Adopt and Orphan commands, and under what circumstances you might use them, please read "Understanding Adopting and Orphaning Outline Events."

To Orphan an event, select the event you wish to orphan, then do one of the following:

1. Click on the Orphan icon in the toolbar: 
2. Select **Event > Orphan**.

**NOTE:** if the event has no parent, the Orphan icon will not be enabled, nor will the Orphan command be available in the Event menu.

## 8.2 Event Menu (Timeline window)

Set Event Duration	Ctrl+D
Edit Selection	Ctrl+E
Center and Edit	Ctrl+M
<hr/>	
Insert Scene Before	Ctrl+Shift+Enter
Insert Scene After	Ctrl+Enter
<hr/>	
Time Constraints	▶
✓ Allow Estimated Durations	
Manually Set Durations	
<hr/>	
Shorten	NumPad -
Lengthen	NumPad +
Move Left	Ctrl+[
Move Right	Ctrl+]
Close Gaps	Ctrl+NumPad *

### 8.2.1 Set Event Duration

This command displays the Selection Properties toolbar with the Duration field selected. Select an event, then use either of the following methods to execute this command:

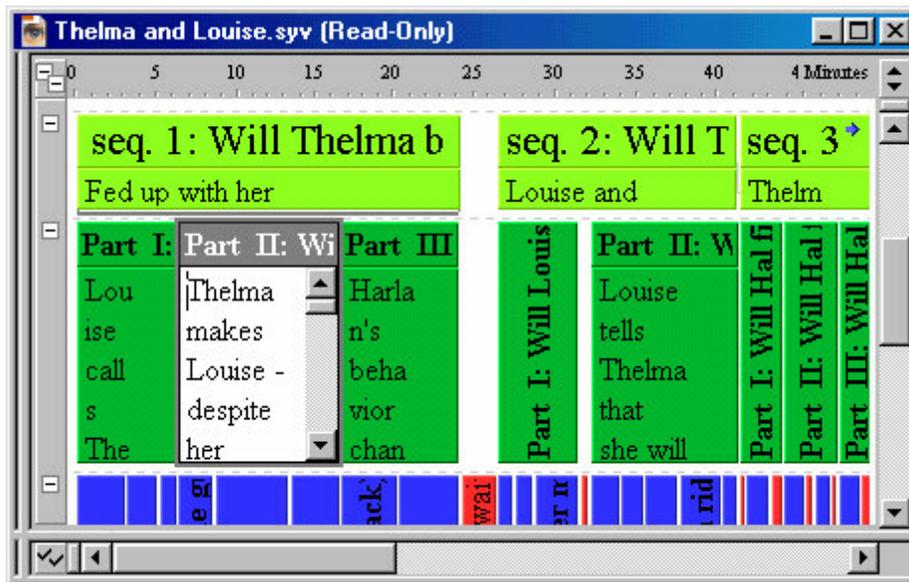
- Menu - Select **Event > Set Event Duration**
- Keyboard - Press **Ctrl+D**



### 8.2.2 Edit Selection

This command puts the selected event into edit mode. Select an event, then use either of the following methods to execute this command:

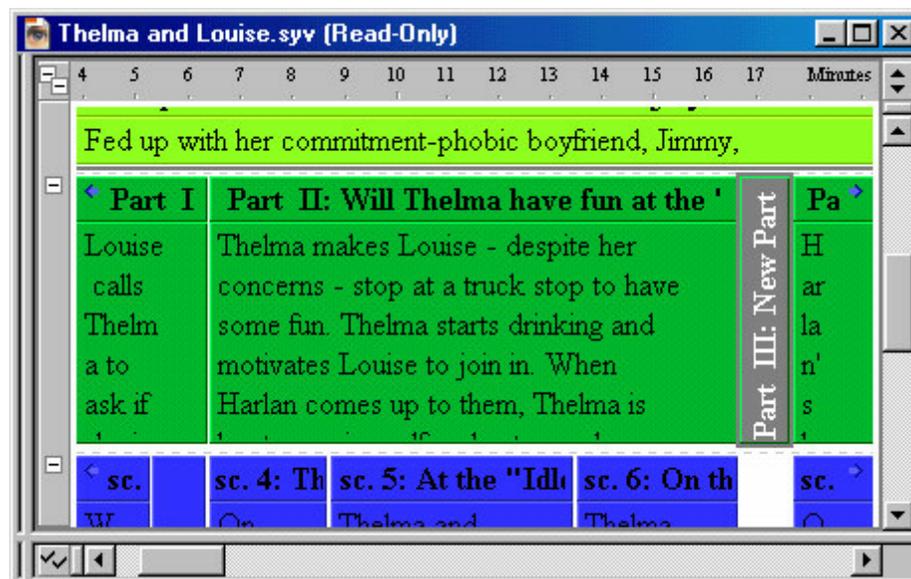
- Menu - Select **Event > Edit Selection**
- Keyboard - Press **Ctrl+E**
- Mouse - Click on the selected event



### 8.2.2.1 Insert After

This command adds a new event to the immediate right of the selected event. The Event menu always displays the name of the event type currently selected in the document. Select an event or click on the timeline, then use any of the following methods to execute this command:

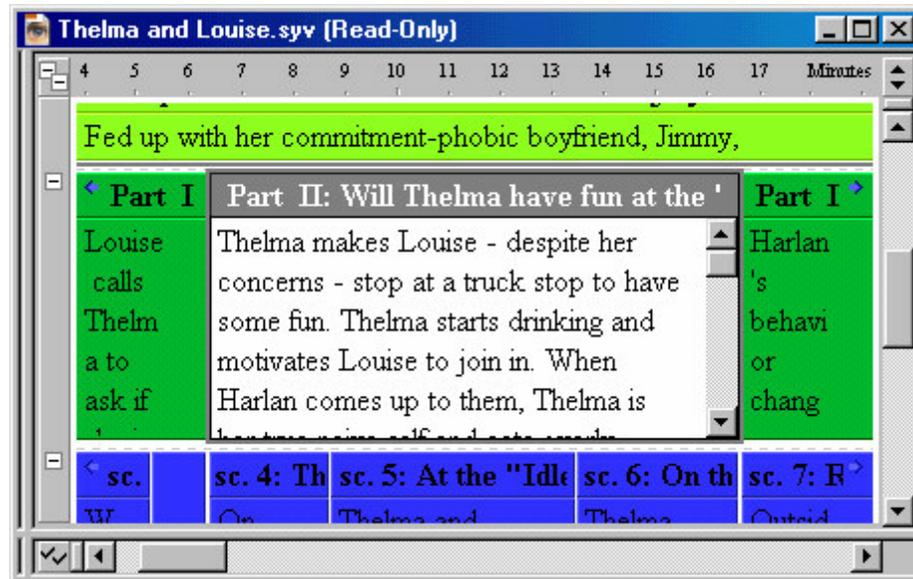
1. Event Menu - Select **Event > Insert Event After**
2. Event and Timeline Toolbar - Click the **Insert After** toolbar button
3. Event Keyboard Shortcut - Press **Ctrl+Enter**
4. Event Context Menu - Right-click and select **Insert Event After**



### 8.2.3 Center and Edit

This command puts the selected event into edit mode and fits the event on-screen in two-thirds view. Select an event, then use any of the following methods to execute this command:

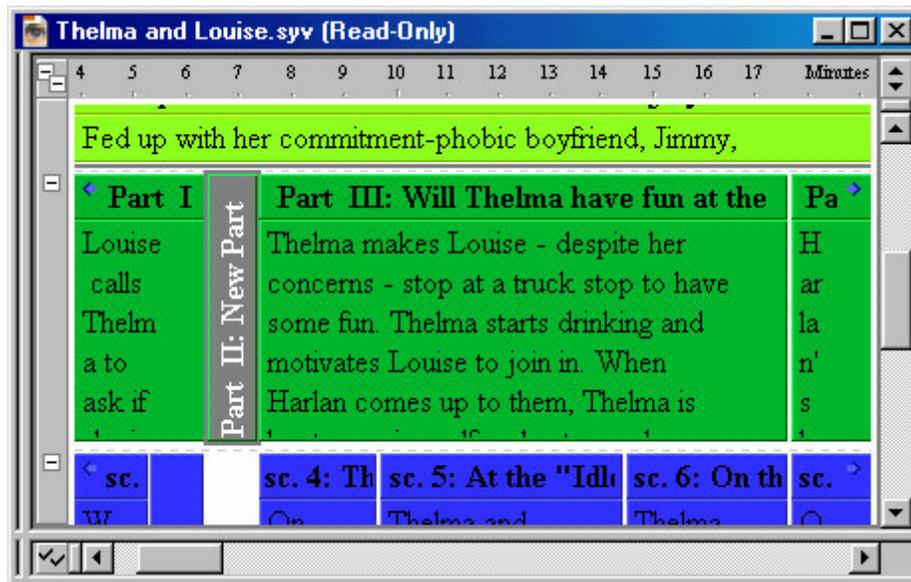
1. Event Menu - Select **Event > Center and Edit**
2. Event and Timeline Toolbar - Click the **Center and Edit** toolbar button
3. Event Keyboard Shortcut - Press **Ctrl+M**
4. Event Context Menu - Right-click and select **Center and Edit**



### 8.2.4 Insert Before

This command adds a new event to the immediate left of the selected event. The Event menu always displays the name of the event type currently selected in the document. Select an event or click on the timeline, then use any of the following methods to execute this command:

1. Event Menu - Select **Event > Insert Event Before**
2. Event and Timeline Toolbar - Click the **Insert Before** toolbar button
3. Event Keyboard Shortcut - Press **Ctrl+Shift+Enter**
4. Event Context Menu - Right-click and select **Insert Event Before**



## 8.2.5 Time Constraints

Outline 4D introduces Time Constraints, a new concept that improves ease of use and event positioning in the Timeline window. Constraints are preferences that may be applied to selected events which limit or affect the way those events move themselves after various editing operations.

**NOTE** If you just read the following section and still have no idea why you would use Constraints, that's OK. Constraints are an advanced feature of Outline 4D. Beginning users don't need to be concerned about Constraints, as your templates are already set to use the most typical Constraint options.

### Types of Constraints

There are six types of Time Constraints: No Constraint, Sticky, Gravitare Left, Fixed Lead Time, Gravitare to Parent, and Gravitare to Ruler. Sticky (described below) is the most commonly used constraint, and is the default in most of our templates.

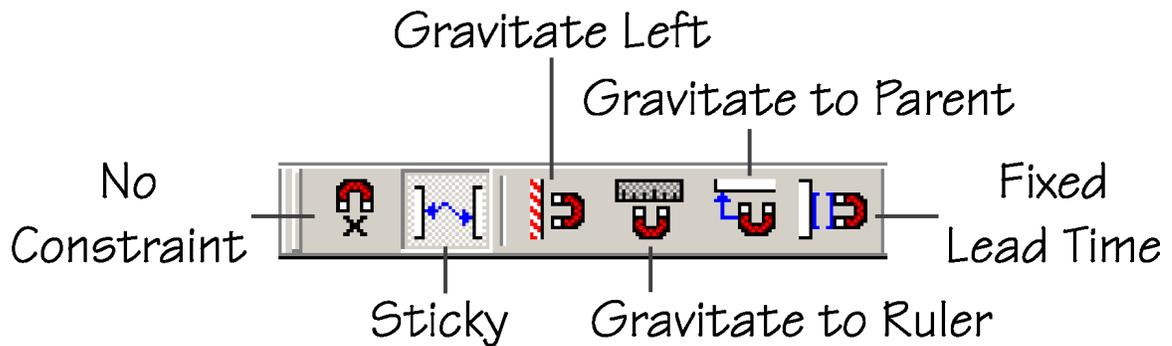
We use the term "gravitate" because an event with Gravitare Left, Gravitare to Parent, or Gravitare to Ruler will try to remain close to its position in the timeline when the constraint was applied. However, other events or constraints may block that desired positioning, as explained below.

Constraint	Icon	What It Does	Benefits	Side Effects
No Constraint		Events with No Constraint may be moved freely around the timeline. Events try to stay where they are placed.	Events in the timeline generally stay where they are placed.	After editing in the Outline window, events in the timeline will generally move back to their desired start time (this is a good thing!) However, outline editing can sometimes open up gaps.

Sticky		Events with the Sticky Constraint may be moved around the timeline freely. However, if the left edge of an event touches the right edge of another event, then that event will gravitate left (i.e. stick together) for operations in the Outline window.	Permits the greatest freedom for moving events and creating deliberate gaps in the Timeline, while preventing operations in the Outline window from introducing accidental gaps.	Events that are positioned in the Timeline window against other events (i.e. no gaps between them) will remain together when working in the Outline window.
Gravitate Left		Events with Gravitate Left always try to move as far left as possible, until they either bump into another event or get moved to the start of their enclosing event (i.e. parent).	Gaps in the timeline are automatically eliminated, leading to a compact, gap-free timeline.	Events with Gravitate Left can't be moved to create empty space before them.
Fixed Lead Time		The empty space to the left of an event (its lead time) is maintained.	Useful when using the timeline as a "scheduling" tool, to insure that no other events are placed in that empty space.	Gaps in timeline are persistent. When in locked mode, user cannot reset those gaps by moving events.
Gravitate to Parent		The event tries to maintain a position relative to the start of the event above it (its parent)	Useful for Events that must start at a specific time relative to their parent.	When promoting or demoting an event, the offset from the original parent is maintained.
Gravitate to Ruler		The event tries to maintain a position relative to the ruler.	This is the closest method Outline 4D offers for locking the position of an event. Very useful when using the software as a scheduling / planning tool.	Can't move events with Gravitate to Ruler in locked mode.

## Applying Constraints

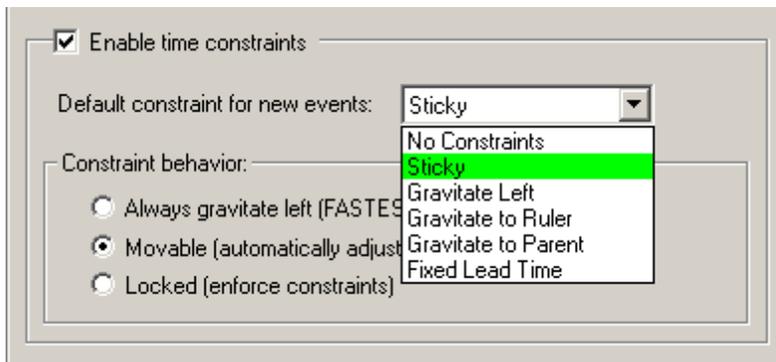
You apply Time Constraints by selecting events, then clicking on the desired constraint in the Time Constraints toolbar:



You may also apply Time Constraints by selecting the Event > Time Constraints menu item.

### Default Constraint

When new events are created, they can be created with a default constraint. This can be any of the six constraint choices described above. You select your choice from the Timeline Settings panel in Document Settings:



You can also see and change your default constraint setting by using the Time Constraints toolbar:



When no events are selected, the depressed button shows the default constraint for new events

Most templates are set with the Sticky Constraint as the default, because this constraint gives you the

most flexibility when creating and moving events in both the Timeline and Outline windows.

### 8.2.6 Allow Estimated Durations

This option is the default for new events: it allows event duration to be estimated when you select Estimate Selected Durations, Estimate Timeline Durations, or enable automatic duration estimation.

Normally, you won't need to select this command, since it's set for each event. This command would be useful if you applied Manually Set Durations on some or all your events, and wanted to change some event back to being eligible for duration estimation.

**NOTE:** Allow Estimated Durations doesn't cause any duration to be calculated, it simply turns off the option that inhibits an event from being estimated. If you've never used Manually Set Durations, then you will not need to use this command. You can tell if an event has been set to Manually Set Durations if there's a small square in the lower right corner of the event.

To turn this option on for events:

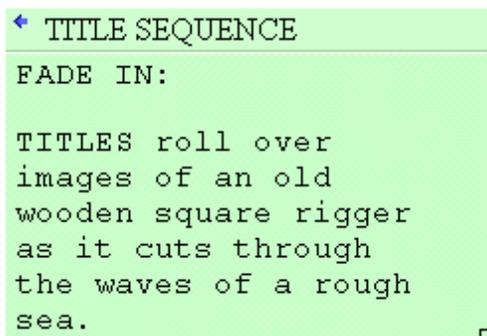
1. In the Timeline window, select the events you wish to wish to be eligible for duration calculation.
2. Select **Event > Allow Estimated Durations**

### 8.2.7 Manually Set Durations

Manually Set Durations overrides Allow Estimated Durations, and permits you to manually set the duration of an event that would otherwise be calculated automatically.

What do you do when you know the specific durations of some events, yet you want others to have their durations calculated automatically? Is there a way to override automatic duration estimation for specific events?

Yes. For any selection of events, choose the **Event > Manually Set Durations** menu item. When you do this, you will see a special symbol, a small square, appear in the lower right of the event(s):

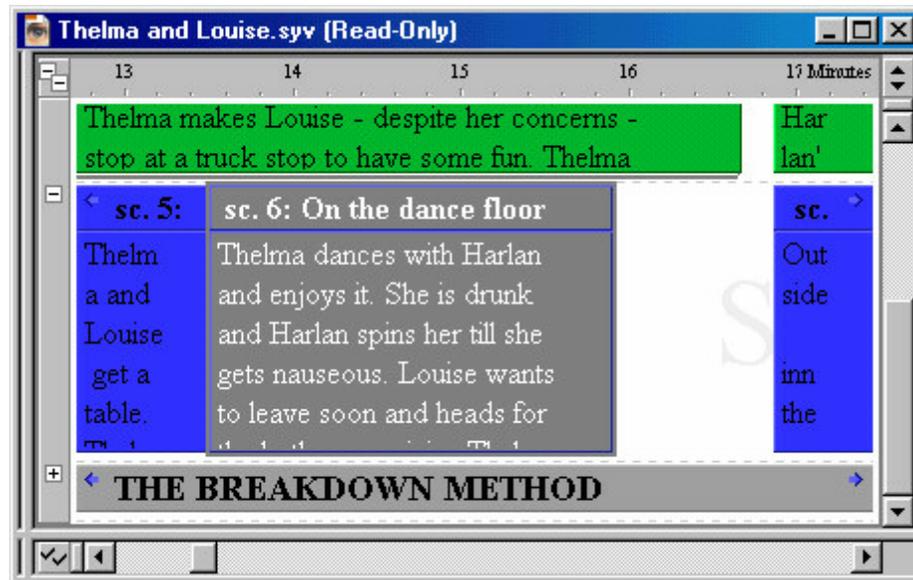


In the above example, a title sequence is described with a single sentence. As the writer, you might plan a sequence like this to be a two-minute montage. But if we allowed standard screenplay rules to estimate its duration, it would come up with an inappropriately short time, such as 5-10 seconds. By manually setting the duration to two minutes, you can allow Outline 4D to automatically estimate the rest of your script and leave the title sequence alone.

## 8.2.8 Shorten

This command reduces the duration of selected events. Select an event, then use either of the following methods to execute this command:

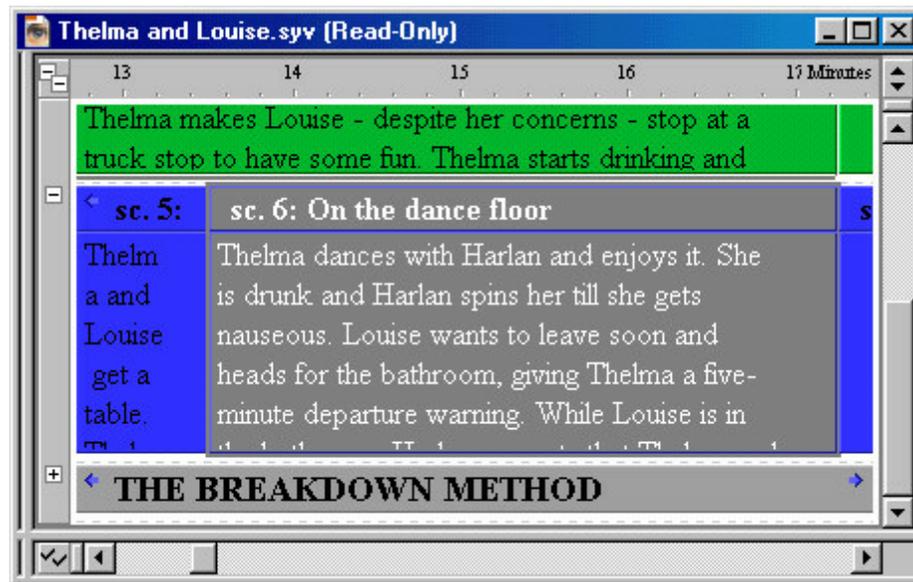
1. Event Menu - Select **Event > Shorten**
2. Event Keyboard Shortcut - Press **NumPad -**



## 8.2.9 Lengthen

This command increases the duration of selected events. Select an event, then use either of the following methods to execute this command:

1. Event Menu - Select **Event > Lengthen**
2. Event Keyboard Shortcut - Press **NumPad +**



**NOTE:** The duration of the parent event also increases when you execute this command.

### 8.2.10 Align Starts/Compact/Move Left

This command appears in the following three states:

1. Align Starts
2. Compact Left
3. Move Left

### 8.2.11 Align Ends/Compact/Move Right

This command appears in the following three states:

1. Align Ends
2. Compact Right
3. Move Right

### 8.2.12 Close Gaps

This command provides a manual method for closing gaps between and around selected events. To explore automatic methods of keeping gaps from ever appearing, read about the Gravitare Left constraint and Always Gravitare Left Document Option. Use any of the following methods to execute this command:

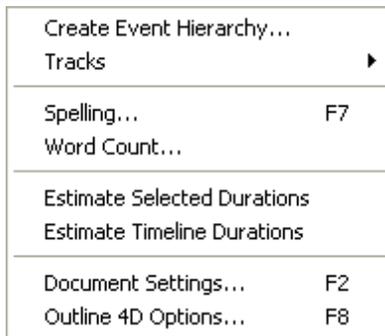
1. Event Menu - Select **Event > Close Gaps**
2. Event and Timeline Toolbar - Click the **Close Gaps** toolbar button
3. Event Keyboard Shortcut - Press **Ctrl+NumPad \***
4. Event Context Menu - Right-click and select **Close Gaps**



**Part**

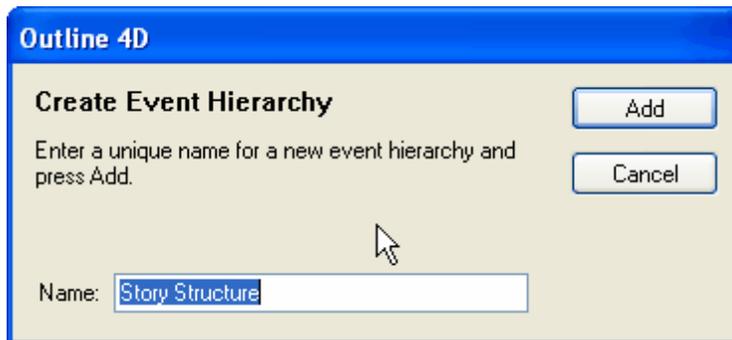


## 9 Tools Menu



### 9.1 Create Event Hierarchy...

Create Event Hierarchy lets you quickly create a new event hierarchy (the collection of levels that contain events). Start by selecting the **Tools > Create Event Hierarchy** command"



Enter a name for the hierarchy. You can always change the name later.

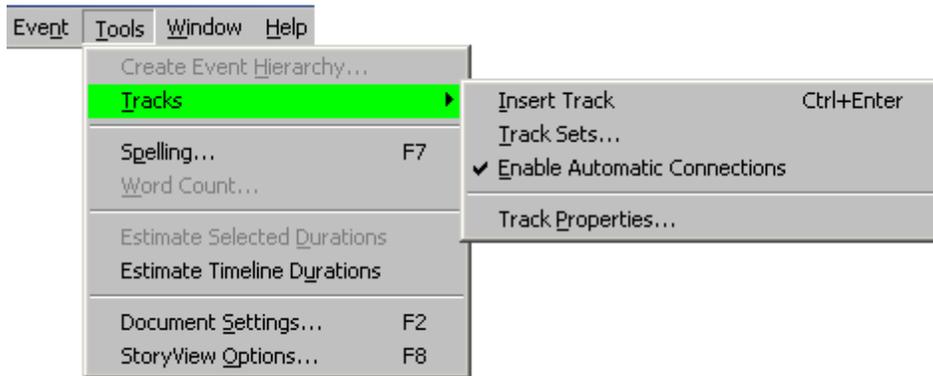
Your new hierarchy will be added to the bottom of your Timeline and Outline windows. You can move hierarchy positions in the Event Hierarchies panel of the Document Settings dialog.

A new event type will be automatically created, so you can immediately begin entering events in your Outline or Timeline.

**NOTE:** you can also create events in the Event Hierarchies panel in Document Settings, where there are more options for naming, arranging, and setting the color of hierarchies.

### 9.2 Tracks

This command opens a sub-menu that allows you to insert and delete tracks. You select **Tools > Tracks** to execute this command. Listed below are definitions for each item on the **Tracks** sub-menu.



**Insert Track** - Select this command to add a new track to the *Track* area. You must have a track selected in the *Track* area to enable this command. The keyboard shortcut for this command is **Ctrl+Enter**.

**Enable Automatic Connections** - Turns on or off the feature that makes automatic connections to tracks. Turning off automatic connections can help you determine what manual connections you've made.

**Track Sets** - Select this command to display the *Track Sets* panel of the *Document Settings* dialog. You must have a track selected in the *Track* area to enable this command.

**Track Properties** - Select this command to display the *Track Properties* panel of the **Document Settings** dialog. You must have a track selected in the *Track* area to enable this command.

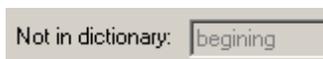
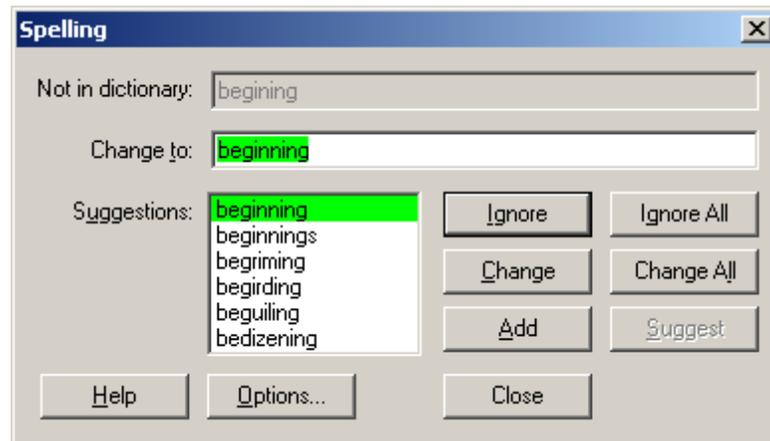
## 9.3 Spell Checker

Outline 4D introduces an integrated spell checker similar those found in other word processors (in fact, it's almost identical to the spell checker used in *Movie Magic Screenwriter*).

To start the spell checking process, choose what you want to spell, then selecting **Tools > Spelling** (F7):

- **No events or text selected.** Outline 4D spell checks the entire document.
- **From any point forward.** Click anywhere inside the text of an event, and Outline 4D will check from that point to the end of the document, then check everything up to that point.
- **Selected text.** While editing an event in either Timeline or outline mode, select the text you wish to check. When the selected text has been checked, you will be given the option to continue checking the rest of the document.
- **Selected events.** Select any number of events, either in the Timeline or Outline window, and Outline 4D will spell check the text of those events. When the selected events have been checked, you will be given the option to continue checking the rest of the document.

When a misspelled word is found, it is presented in the Spelling Dialog:



**Not in dictionary** Shows you the word that the spell checker can't locate. The word may be correctly spelled but just not in the dictionary.



**Change to** A text field that shows what the unknown word would be changed to if you pressed the Change button. You can also edit this field to enter your own corrections.



**Suggestions** List of suggested words. The words at the top are usually the most likely candidate for being the correct word.



**Ignore** Pressing the Ignore button tells the spell checker to ignore this one occurrence of the unknown word and to go on to the next word. If the same word is encountered later, you will be asked about it again, unless you press Ignore All.



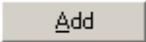
**Ignore All** Pressing Ignore All tells the spell checker to ignore all occurrences of the unknown word in the document. However, you will be asked about the word the next time you run the spell checker. If the word is truly permissible, use the Add button.

A rectangular button with a light gray background and a thin black border. The text "Change" is centered in a dark gray font, with a small underline under the letter 'h'.

**Change** Replace the unknown word with the suggestion or edited word in the Change To field.

A rectangular button with a light gray background and a thin black border. The text "Change All" is centered in a dark gray font, with a small underline under the letter 'h'.

**Change All** Replace the unknown word and any future occurrences of the unknown word with the suggestion or edited word currently in the Change To field.

A rectangular button with a light gray background and a thin black border. The text "Add" is centered in a dark gray font, with a small underline under the letter 'A'.

**Add** Add the unknown word to your custom dictionary. You will no longer be asked about this word.

A rectangular button with a light gray background and a thin black border. The text "Suggest" is centered in a dark gray font, with a small underline under the letter 'S'.

**Suggest** Show a list of suggestions based on the current edited text in the Change To field.

A rectangular button with a light gray background and a thin black border. The text "Help" is centered in a dark gray font, with a small underline under the letter 'H'.

**Help** Get online help on using the spell checker.

A rectangular button with a light gray background and a thin black border. The text "Options..." is centered in a dark gray font, with a small underline under the letter 'O'.

**Options** Bring up the Spell Checker Options Panel.

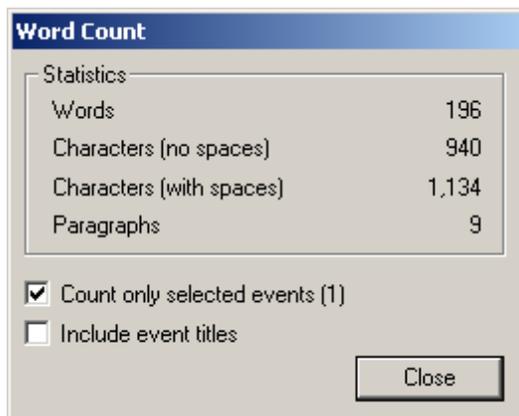
A rectangular button with a light gray background and a thin black border. The text "Close" is centered in a dark gray font.

**Close** Stop checking spelling and close the spell checker window. You can always start the spell checker at any point if you wish to continue checking spelling.

See Spell Checker Options for information on setting spell check preferences.

## 9.4 Word Count

Outline 4D provides a new Word Count feature that gives you a count of the words, paragraphs, and characters (with and without spaces). You can count the text in the entire document, in selected events, or in the event you're editing:



**Count only selected events** - when checked, Word Count will only give you counts for selected events.

**Include event titles** - Titles may be optionally included in the count, too.

## 9.5 Estimate Selected Durations

The estimation of durations can either operate automatically as you write, or you can cause durations to be estimated when you select either of these commands: **Tools > Estimate Selected Durations**, or **Tools > Estimate Timeline Durations**:

Why not always estimate durations automatically?

Some writers prefer not to have event durations changing as they're editing. Also, the menu commands give you the ability to test your duration estimation settings with selected events.

If **Automatic Durations** are enabled, then Estimate Selected Durations will be grayed out, and not available.

## 9.6 Estimate Timeline Durations

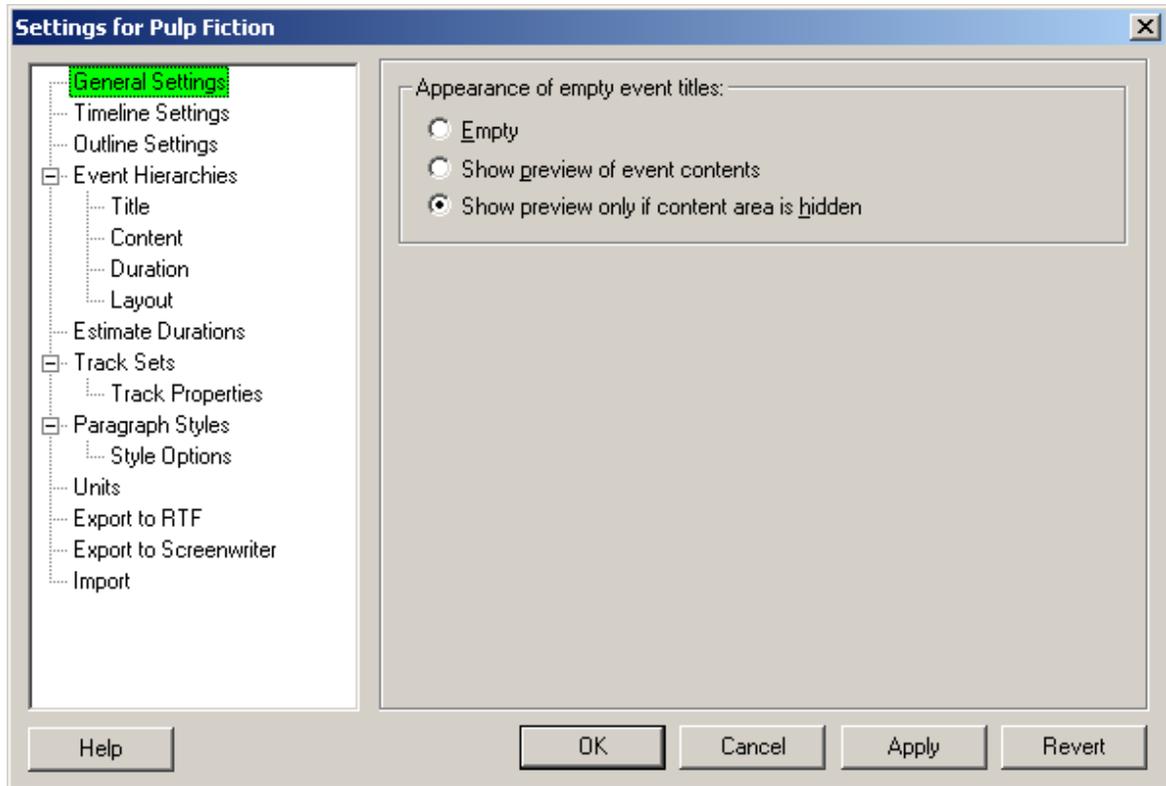
Estimate Timeline Durations causes the durations of all the eligible events in entire Timeline to be estimated. What makes events eligible are the preferences in the Estimate Durations panel of the Document Settings dialog.

The estimation of durations can also operate automatically as you write.

Why not always estimate durations automatically? Some writers prefer not to have event durations changing as they're editing. Also, the menu commands **Tools > Estimate Selected Durations**, and **Tools > Estimate Timeline Durations** give you the ability to test your duration estimation settings with selected events.

If Automatic Durations are enabled, then Estimate Timeline Durations will be grayed out, and not available.

## 9.7 Document Settings...

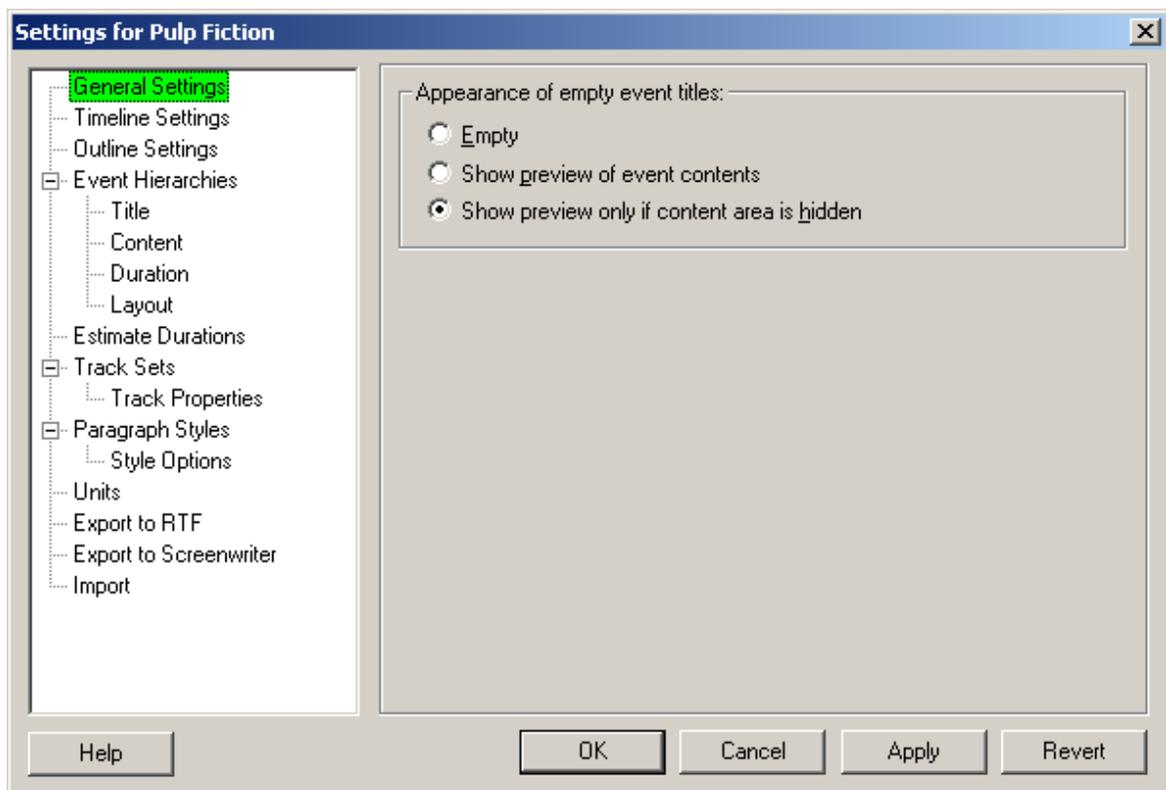


### 9.7.1 Document Settings Dialog

Document Settings (**Tools > Document Settings**) are user preferences that apply to the *specific* Outline 4D document you're working on. You can use either of the following methods to display this dialog:

1. **Tools Menu** - Select **Tools > Document Settings**
2. **Keyboard Shortcut** - Press **F2**

Here's an example of one of the Document Settings Dialog's many panels of preferences (you can click on the headings to go to help for that panel):

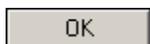


The document Settings Dialog lists panels which group the different types of settings.

1. General Settings
2. Timeline Settings
3. Outline Settings
4. Event Hierarchies
5. Title
6. Content
7. Duration
8. Layout
9. Estimate Durations
10. Track Sets
11. Track Properties
12. Paragraph Styles
13. Style Options
14. Units
15. Export to RTF
16. Export to Screenwriter
17. Import



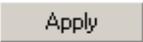
Click the **Help** button to display the online help topic for this panel.



Click the **OK** button to save all changes and close the *Document Settings* dialog.



Click the **Cancel** button to close the *Document Settings* dialog without saving changes.

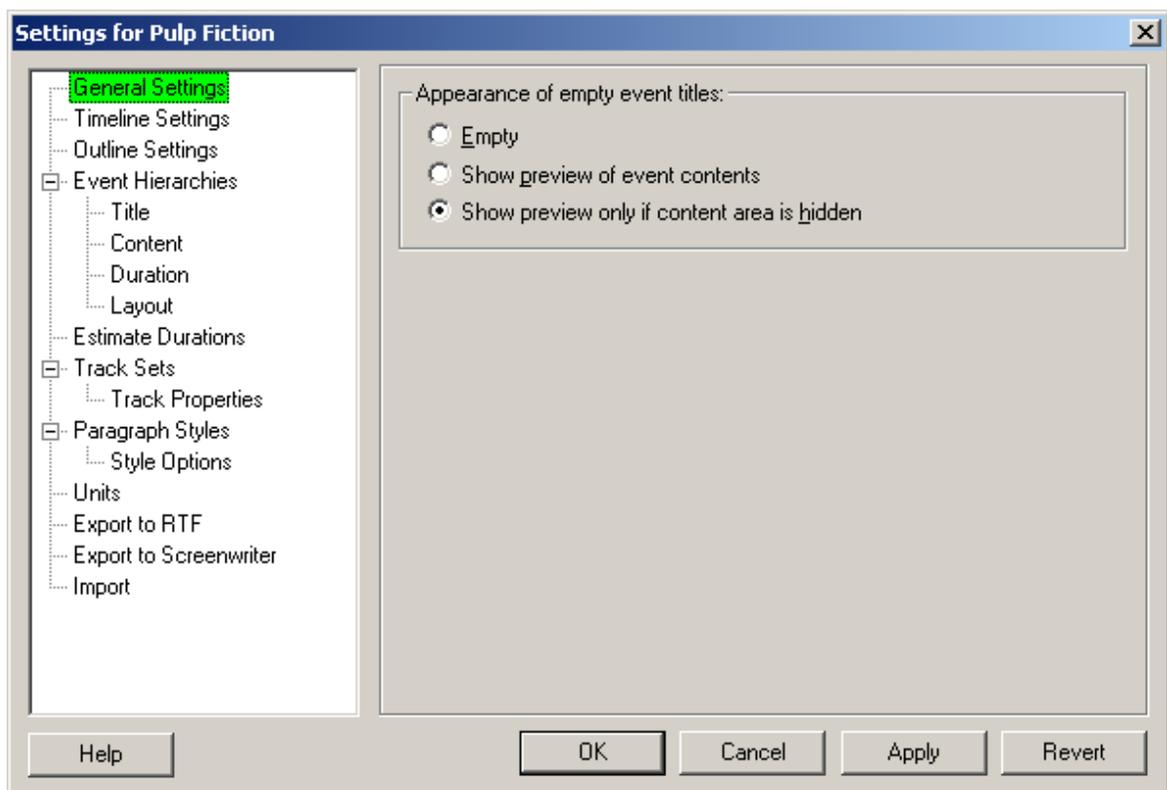


Click the **Apply** button to save changes *without* closing the *Document Settings* dialog.



Click the **Revert** button to cancel all changes made to the *Document Settings* dialog.

## 9.7.2 General Settings



Event titles serve as summaries for event content. Sometime you have clear ideas for what those titles should be, but if you don't, it is still useful to be able to display titles (or only titles) to get a quick overview of your project.

If you don't put your own text into a title, you can have Outline 4D automatically display the first line of text from the event's content. The **Appearance of empty event titles** setting controls whether to do this or not, and under what conditions:



**Empty** - If the title is empty (you haven't typed in any or your own text), then display nothing.

**Show preview of event contents** - If the title is empty then display a preview of the first line of the event's content. In the Outline window, clicking in the title with previewed content causes the preview to be dimmed, so you know that it's not text that you typed. The moment you start typing your own title text, the dimmed preview disappears.

**Show preview only if content area is hidden** - This is the default, and quite useful: if the title is empty, it is displayed empty, unless the content area is hidden. In that case, the first line of content is previewed. This gives you the flexibility to hide content (especially in the Outline window) and see meaningful titles -- even if you've never filled in title text for all your events.

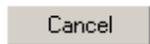
Mark the **Preview Content in Empty Event Titles** check box if you want the first line of event content text to display in blank event titles. This check box is marked by default.



Click the **Help** button to display the online help topic for this panel.



Click the **OK** button to save all changes and close the *Document Settings* dialog.



Click the **Cancel** button to close the *Document Settings* dialog without saving changes.

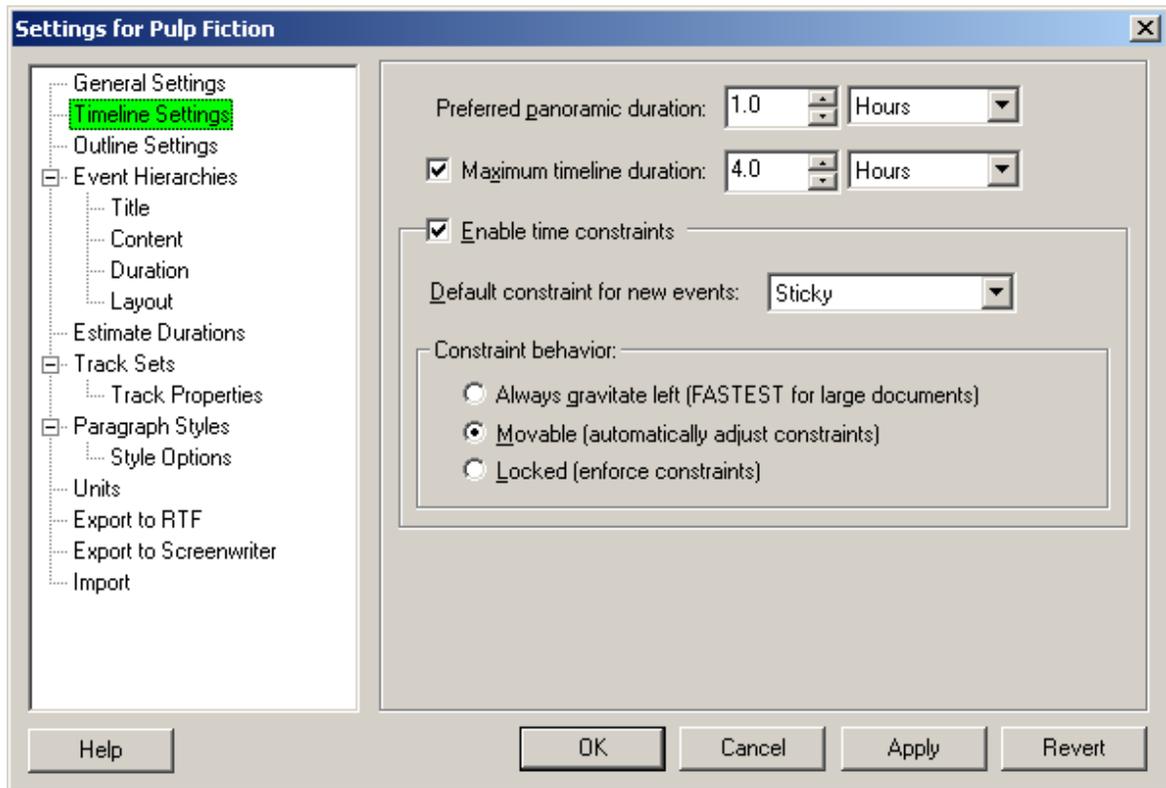


Click the **Apply** button to save changes *without* closing the *Document Settings* dialog.



Click the **Revert** button to cancel all changes made to the *Document Settings* dialog.

### 9.7.3 Timeline Settings



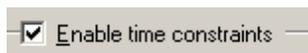
This panel sets the maximum duration of a timeline and determines the unit (days, hours, pages, etc.) used to measure the duration. For example, if you're writing a screenplay, you might set the maximum length to 120 minutes. The area of the Timeline window beyond the maximum will be shown in gray. Each option on this panel is described below:



Enter a number and select a unit of measurement from the **Preferred Panoramic Duration** dropdown list. The default is **1 Hour**.



Mark the checkbox, enter a number, and select a unit of measurement from the **Maximum Timeline Duration** dropdown list. The unit of measurement must be the same as the one selected in the **Minimum Timeline Duration** field.



If you uncheck the Enable Time Constraints checkbox you turn off all time constraint features in Outline 4D (the default is for Time Constraints to be on).

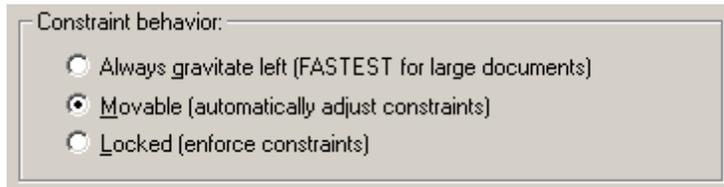
Why would you want to do this? Disabling Time Constraints turns off the Desired Start Time behavior (described below), which may make positioning of events simpler if you're not using the Outline window.

NOTE Turning off all Time Constraints makes Timeline event positioning in Outline 4D behave more like Outline 4D 1.0, but this is *not* recommended if you plan to switch back and forth between the Timeline and Outline windows.



When new events are created, they can be created with a default constraint. Select your default constraint from the combo box (dropdown list).

Not sure what to make the default constraint? If you're going to be going back and forth between the Outline window and the Timeline window, the "Sticky" constraint is a good place to begin. If you're not using the Outline window, and just creating and moving events around in the Timeline window, and you want to create gaps between events, then try "No Constraints".

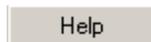


**Always Gravitate Left:** All events gravitate to the left of the timeline. This eliminates any gaps (empty spaces) between events. If you're working primarily in the Outline window, and you don't want any gaps between events in the Timeline (printed or on-screen), then Always Gravitate Left is an excellent choice, because it keeps events in the Timeline together. Always Gravitate Left is also faster than Movable or Locked for very large documents on slow machines.

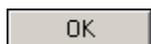
**Movable:** This is the default behavior, which allows you to position events wherever you wish on the timeline. Depending on any constraints you apply, events may be pushed around. Events with Gravitate to Ruler and Gravitate to Parent can also be moved when this preference is selected. Movable is the best option for users who want to work in both Timeline and Outline windows, and still position events anywhere in Timeline.

**Locked:** Outline 4D makes the strictest interpretation of the constraints you've selected. You may not move events that have been set to Gravitate to Ruler.

Use Locked if you are positioning events in the Timeline that absolutely must be constrained to specific start times.



Click the **Help** button to display the online help topic for this panel.



Click the **OK** button to save all changes and close the *Document Settings* dialog.



Click the **Cancel** button to close the *Document Settings* dialog without saving changes.

Apply

Click the **Apply** button to save changes *without* closing the **Document Settings** dialog.

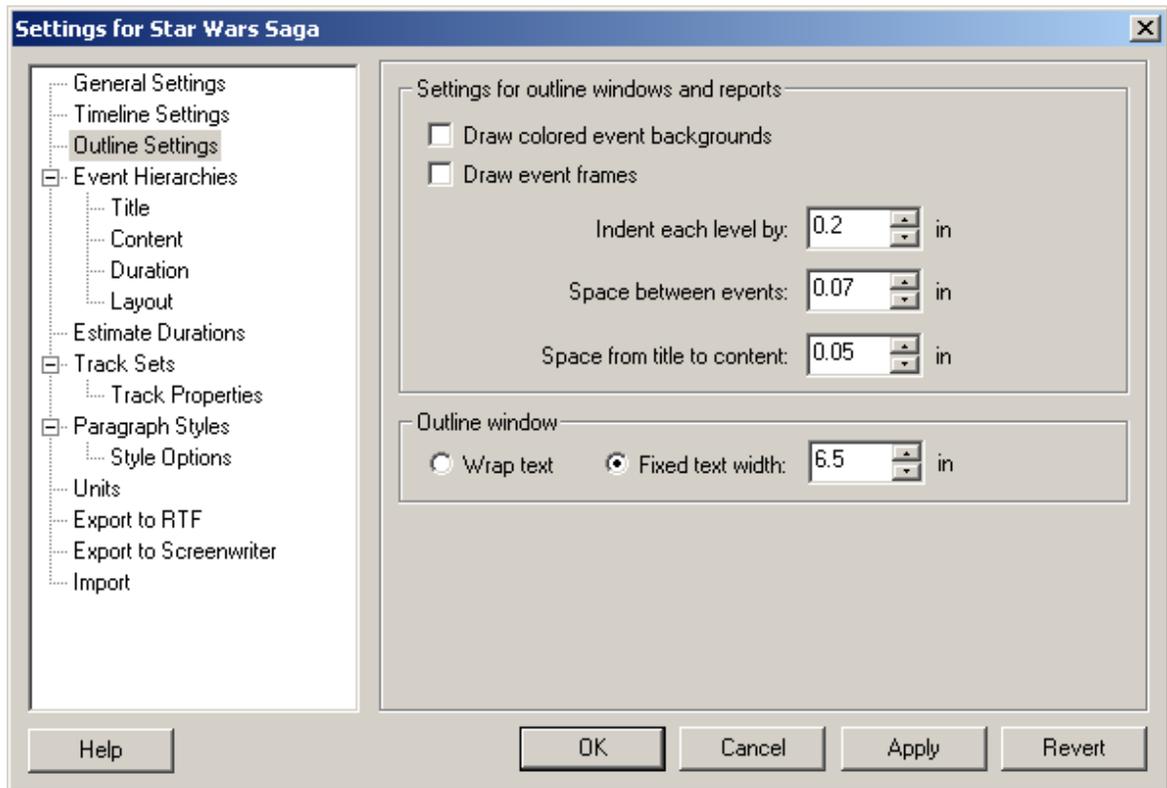
Revert

Click the **Revert** button to cancel all changes made to the **Document Settings** dialog.

## 9.7.4 Outline Settings

The Outline Settings are your preferences for controlling the appearance of the Outline window for each document.

Position your mouse pointer over areas of the dialog below to discover what they do:



Draw colored event backgrounds

Check this option if you want the event's color to be drawn as the text background. This is helpful if 1) you're coloring events and want to see those colors in the Outline windows, or 2) you just want to see where the boundaries of the events are

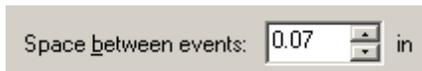
Draw event frames

Draws a frame around the boundaries of the event, using the event's color. If the event background color is off and frames are on, the effect is subtle.

NOTE: If you like the appearance that all the events flow together as if there were no individual events, leave both of the "draw" preferences unchecked.



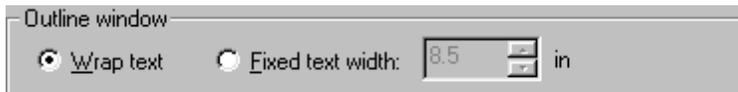
Sets how much indent to apply to each level of your outline.



Sets how much blank space to place between events. Zero means no space, and about 1 inch is the maximum useful value. The more you space the events apart, the more separate they'll appear.



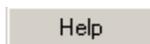
Sets how much space to place between the title of an event and its content.



The Outline window can be viewed in one of two modes: Wrap Text or Fixed Text Width.

**Wrap Text.** With the Wrap Text setting selected, the text extends to the width of the Outline window, regardless if the window is wide or narrow:

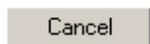
**Fixed Text Width.** With the Fixed Text Width option selected, you set a fixed width and the outline text wraps to that size, regardless of the width of the Outline window. If necessary, a horizontal scroll bar appears to allow you to scroll right and left: The Fixed Text Width has an advantage for structured documents, such as screenplays. These documents have specific fixed margins that view and print more naturally with the Fixed Text Width option selected:



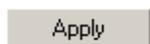
Click the **Help** button to display the online help topic for this panel.



Click the **OK** button to save all changes and close the *Document Settings* dialog.



Click the **Cancel** button to close the *Document Settings* dialog without saving changes.



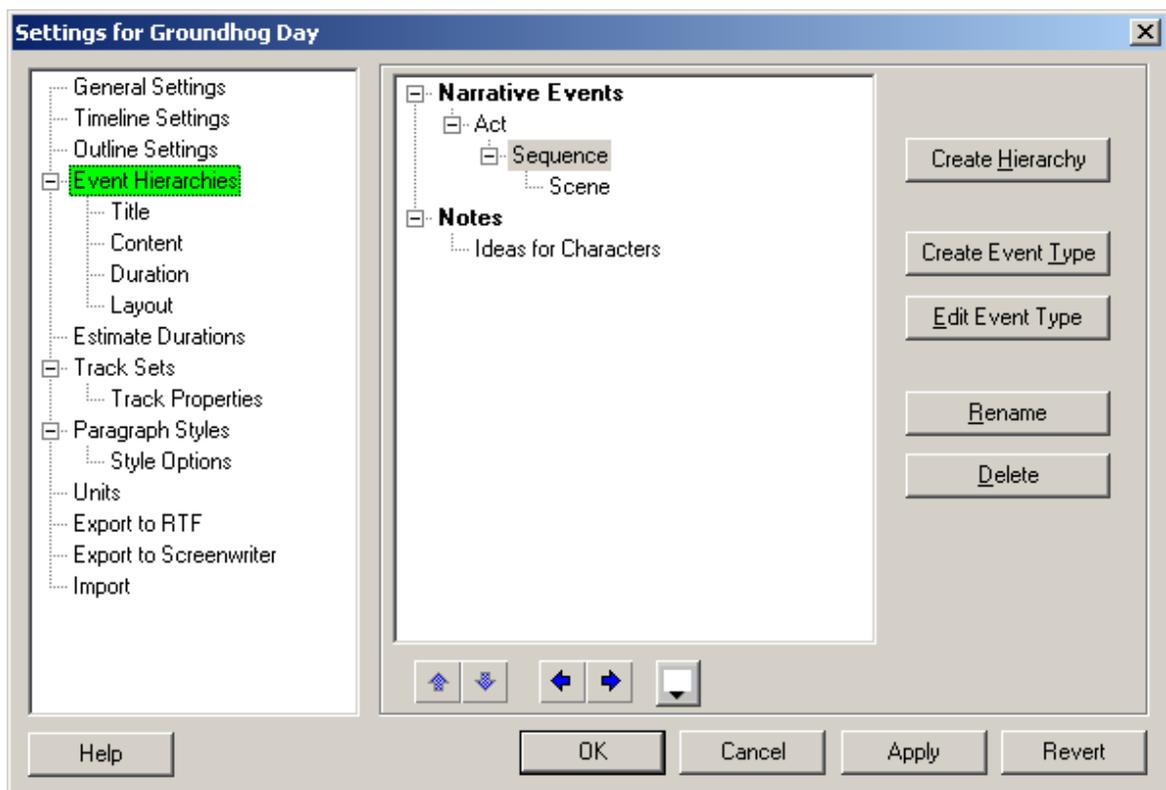
Click the **Apply** button to save changes *without* closing the *Document Settings* dialog.

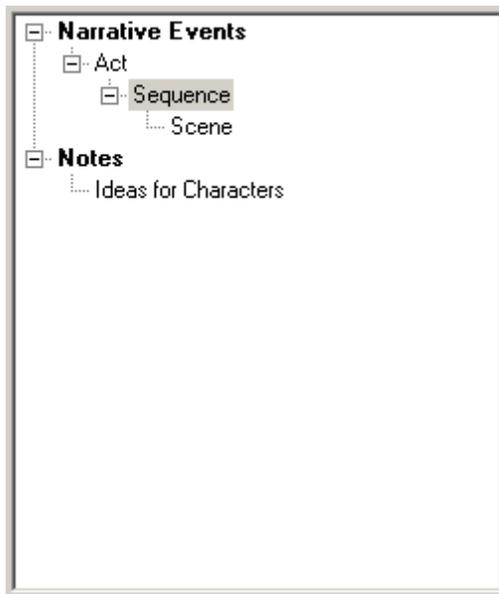
Revert

Click the **Revert** button to cancel all changes made to the *Document Settings* dialog.

## 9.7.5 Event Hierarchies Settings

This panel is used to add events to the default tree, create a new tree, and remove events from an existing tree. The structure you set in this panel defines the relationships between different event types. Each option on this panel is described below :





This is a view of all your hierarchies and the events they contain. Events that are indented to the same level appear on the same level in the Timeline window ..

Create Hierarchy

Click the **Create Hierarchy** button to insert a new event hierarchy tree.

Create Hierarchy

Click the **Create Event Type** button to insert a new event type onto the selected hierarchy tree.

Edit Event Type

Click the **Edit Event Type** button to go to the *Event Title* panel.

Rename

Click the **Rename** button to go into edit mode on an event name or hierarchy name (same as clicking twice on the name).

Delete

Click the **Delete** button to delete an event type or entire hierarchy tree.



Click the **Move Hierarchy Up** button to move an entire hierarchy up the tree..



Click the **Move Hierarchy Down** button to move an entire hierarchy down the tree..



Click the **Promote** button to promote a selected event type.



Click the **Demote** button to demote a selected event type.



Click the **Color** button to display the *Color* dialog. Select a background color on this dialog to apply to the selected hierarchy tree. This button is disabled when an event type is selected.



Click the **Help** button to display the online help topic for this panel.



Click the **OK** button to save all changes and close the *Document Settings* dialog.



Click the **Cancel** button to close the *Document Settings* dialog without saving changes.



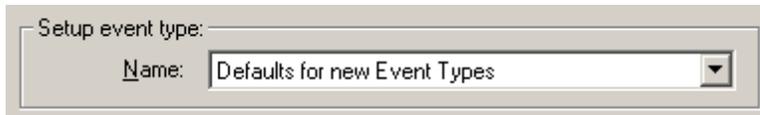
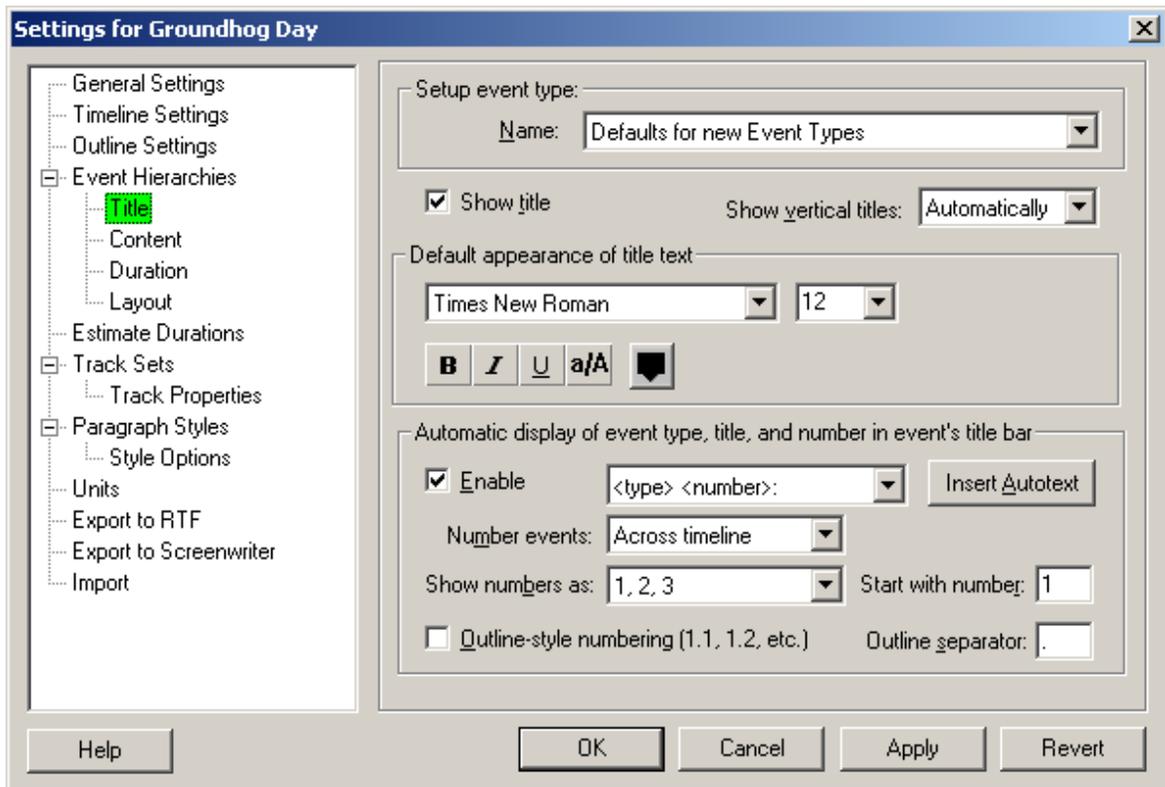
Click the **Apply** button to save changes *without* closing the *Document Settings* dialog.



Click the **Revert** button to cancel all changes made to the *Document Settings* dialog.

### 9.7.5.1 Title

This panel sets the font type, size, color, and display settings for event title portion of an event type. Each option on this panel is described below :



Click the **Name** drop-down list to select an event type.



Mark the **Show Title** check box if you want the event title area of the selected event type. This check box is marked by default. If you unmark this check box, the title area for this event type will not display in the timeline and the rest of this panel is disabled.



The **Default Appearance of Title Text** area includes the following options:

- Font** - Select a new font for the event title from the drop-down list.
- Text Size** - Select a new font size for the event title from the drop-down list.
- Text Color** - Click this button to display the *Color* dialog. Click on a color to use for the event title text, then click the **OK** button to return to the *Document Settings* dialog.
- Bold** - Click this button to add/remove **bold** formatting from the event title.

**Italics** - Click this button to add/remove *italics* from the event title.

**Underline** - Click this button to add/remove underlining from the event title.

**All Caps** - Click this button to add/remove CAPITAL LETTERS from the event title.

The **Automatic Display of Event Type, Title, and Number in Event's Title Bar** area includes the following options:

**Enable** - Mark this check box to activate the **Automatic Display...** area. This check box is marked by default.

**Insert Autotext (Drop-down List)** - Select a format from the drop-down list to use for all event titles.

**Insert Autotext** - Click this button to display a list of autotext strings. Select the **<type>**, **<title>**, or **<number>** string to add it to an existing autotext format. Use these strings (or your own text) to customize one of the default autotext formats.

**Number Events** - Select a numbering system from the drop-down list to use for all event titles. Select **Within Parents** if you want numbering to restart for each group of events. Select **Across Timeline** if you want events to number continuously on each level.

**Show Numbers As** - Select a numeric format to use with event titles from the drop-down list. For example, select Roman Numerals if you want to use roman numerals for numbering in event titles.

**Start with number** - This option lets you start your numbering at any point. Very useful if you have events with numbers that represent years. For example, you could set the starting number to 1960 and create ten events to cover the decade of the sixties.

**Outline-Style Numbering** - Mark this check box to use an outline format for event numbering. This check box is unmarked by default.

**Outline Separator** - If you marked the **Outline-Style Numbering** check box, enter the type of number separator to use. The default separator is a (.) period.

Help

Click the **Help** button to display the online help topic for this panel.

OK

Click the **OK** button to save all changes and close the *Document Settings* dialog.

Cancel

Click the **Cancel** button to close the *Document Settings* dialog without saving changes.

Apply

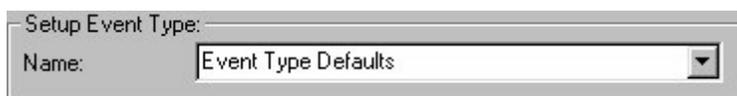
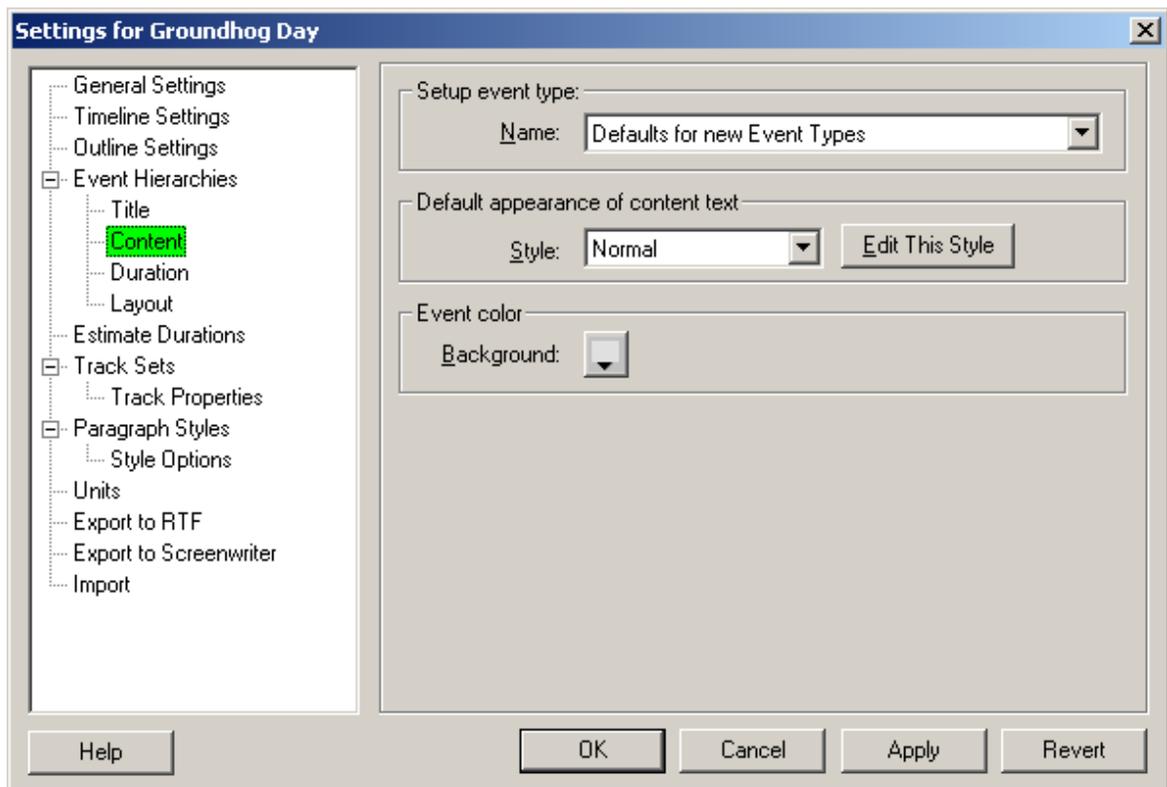
Click the **Apply** button to save changes *without* closing the *Document Settings* dialog.



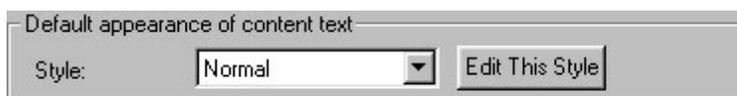
Click the **Revert** button to cancel all changes made to the *Document Settings* dialog.

## 9.7.6 Content

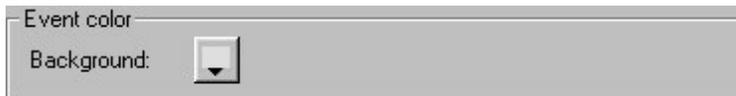
This panel sets the paragraph styles available for an event type. Each option on this panel is described below :



Click the **Name** drop-down list and select an event type.



Click the **Style** drop-down list and select a new text style to apply to the event. Click the **Edit This Style** button if you want to modify this style in the *Paragraph Styles* panel.



Click the **Background** button to display the *Color* dialog. Click on the color to display in the background for this event type, then click the **OK** button to return to the *Document Settings* dialog.



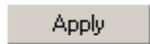
Click the **Help** button to display the online help topic for this panel.



Click the **OK** button to save all changes and close the *Document Settings* dialog.



Click the **Cancel** button to close the *Document Settings* dialog without saving changes.



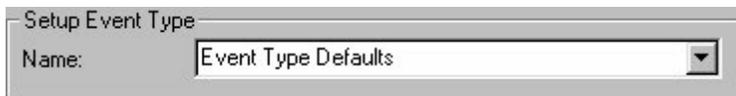
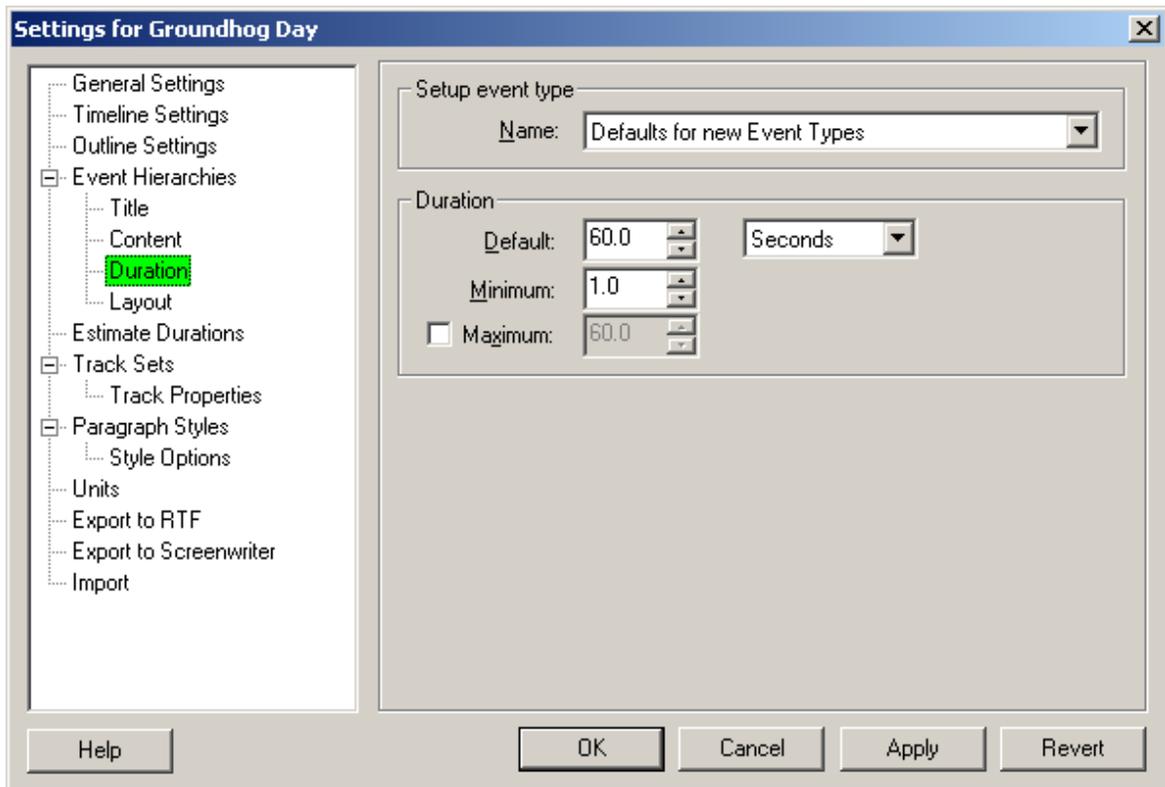
Click the **Apply** button to save changes *without* closing the *Document Settings* dialog.



Click the **Revert** button to cancel all changes made to the *Document Settings* dialog.

### 9.7.7 Duration

This panel sets the minimum and maximum duration of an event type. Each option on this panel is described below :



Click the **Name** drop-down list and select an event type.



The **Duration** area includes the following options:

**Default** - Enter the standard duration to use for the event type and select a unit of measurement from the drop-down list.

**Minimum** - Enter the minimum allowable duration for this event type. You cannot resize events of this type below the duration entered in this field.

**Maximum** - Mark the check box to activate this field, then enter the maximum allowable duration to this event type. You cannot resize events of this type above the duration entered in this field, *unless* it contains child events that cause it to exceed the maximum duration. This check box is unmarked by default.



Click the **Help** button to display the online help topic for this panel.

OK

Click the **OK** button to save all changes and close the *Document Settings* dialog.

Cancel

Click the **Cancel** button to close the *Document Settings* dialog without saving changes.

Apply

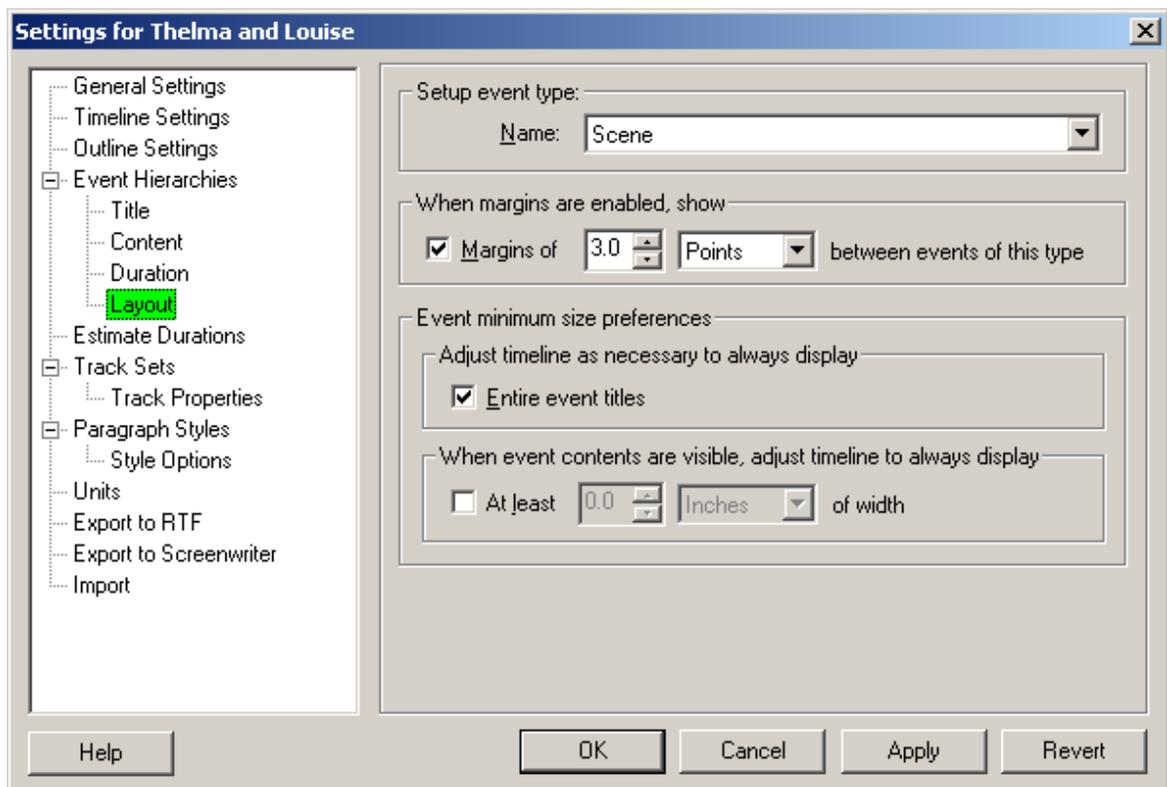
Click the **Apply** button to save changes *without* closing the *Document Settings* dialog.

Revert

Click the **Revert** button to cancel all changes made to the *Document Settings* dialog.

## 9.7.8 Layout

This panel sets the default display settings for an event type. Each option on this panel is described below :



Setup event type:

Name:

Click the **Name** drop-down list and select an event type.

When margins are enabled, show

Margins of   between events of this type

Mark the **When Margins are Enabled, Show** check box to activate this area. This check box is marked by default. Then enter a number to designate the amount of space required between events. Then you should select a unit of measurement from the drop-down list. The default selection is **Points**.

Event minimum size preferences

Adjust timeline as necessary to always display

Entire event titles

When event contents are visible, adjust timeline to always display

At least   of width

The **Adjust Timeline as Necessary to Always Display** area includes the following options:

**Entire Event Titles** - Mark this check box if you want to display the entire title of each event. This check box is marked by default. If you mark this check box, you do not need to mark the **At Least... Characters of the Event Title** check box.

The **When event contents are visible, adjust timeline to always display** area includes the following options:

**At Least... of Width** - Mark this check box to activate this field. Next you should select a unit of measurement from the drop-down list. Then enter a number to designate the minimum width for events. This check box is unmarked by default, the default unit of measurement is **Inches**, and the default width is **0.0**.

Help

Click the **Help** button to display the online help topic for this panel.

OK

Click the **OK** button to save all changes and close the *Document Settings* dialog.

Cancel

Click the **Cancel** button to close the *Document Settings* dialog without saving changes.

Apply

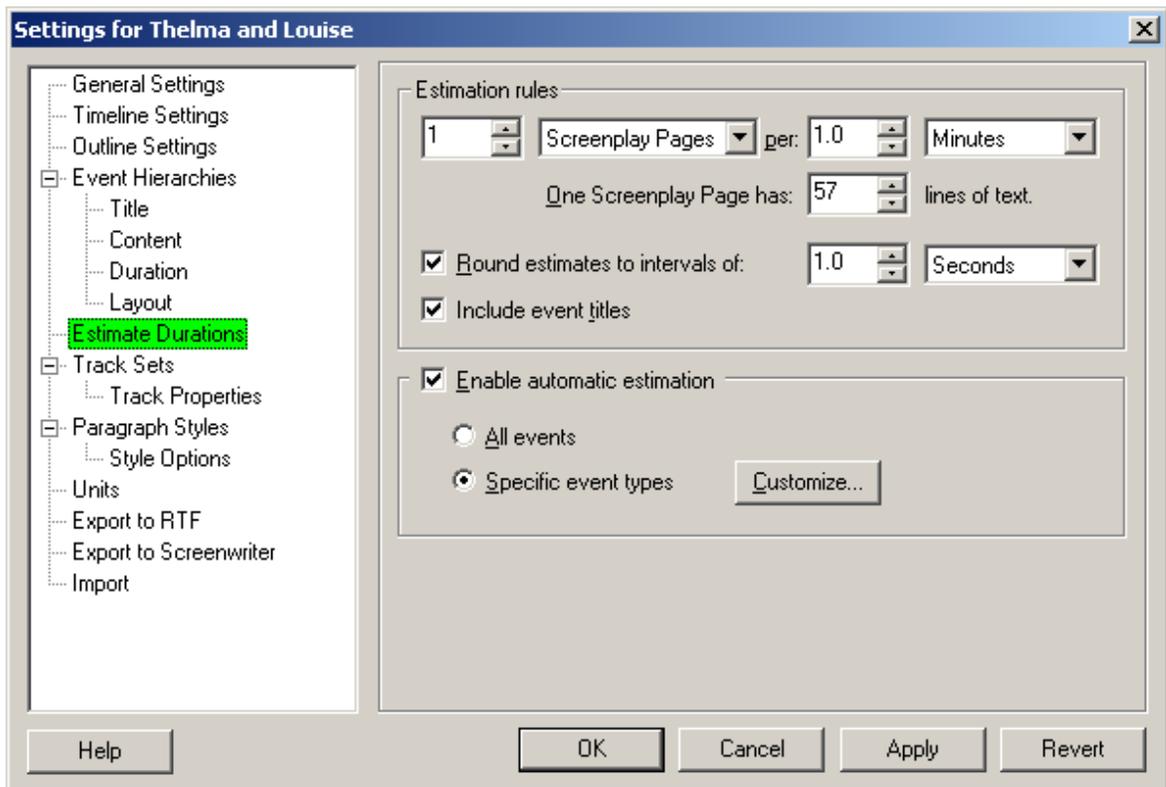
Click the **Apply** button to save changes *without* closing the *Document Settings* dialog.

Revert

Click the **Revert** button to cancel all changes made to the *Document Settings* dialog.

## 9.7.9 Estimate Durations

Estimate Durations is a feature that allows Outline 4D to calculate the durations of events. Durations affect the displayed width of an event in the Timeline window and Timeline report. Durations may be calculated manually (**Tools > Estimate Timeline Durations** or **Tools > Estimate Selected Durations**) or automatically (see below):



The Estimation Rules preferences tell Outline 4D what to count and what duration it's worth. Each document has only one estimation rule, but you may change the settings that make up that rule.

There are four parts to an estimation rule:

1. **NUMBER OF UNITS** This is the amount of whatever unit you've selected in the next field.
2. **UNIT** The unit type you wish to be counted.
3. **PER** A factor for the Duration field.
4. **DURATION** What duration you want the estimation converted to (see examples below)

For example, you may want to estimate that a single page is made up of 1800 words. That would look like this:



Another common estimation rule is one used for estimating screenplay pages:

These settings mean that “one page screenplay text equals a duration of one minute”, and that a screenplay page is composed of 57 lines of text. These numbers are the accepted standards for feature motion picture scripts. You can change the number of lines for a standard screenplay page, if you wish to tweak the estimation. A generally acceptable range is 50 to 58 lines per page.

### TURNING ON AUTOMATIC ESTIMATION

Durations may be calculated manually ([Tools > Estimate Timeline Durations](#) or [Tools > Estimate Selected Durations](#)) or automatically. To enable automatic estimation of events, click on the [Enable automatic estimation](#) checkbox:

You also have the following two choices:

**ALL EVENTS** All event types in the document will have their durations estimated.

**SPECIFIC EVENT TYPES** You may select the event types and hierarchies you wish to have automatically estimated. Click the CUSTOMIZE button then select the desired event types from the standard Level Selector dialog.

### ADDITIONAL FEATURES

Sometimes it's best to limit the accuracy of the estimations. For example, it's not helpful if Outline 4D estimates a duration that is 30.55432 seconds long. By selecting the feature below, you can have durations rounded to whatever interval you select:

You have your choice if you wish to include Event titles in the calculation of durations. Generally, screenplays imported from a screenplay word processor such as Movie Magic Screenwriter will place the scene headings into the title area of each scene. In that case, it is essential to include titles in the estimation of events:

If you have placed scene headings in the titles of your scene events, then make sure to set the Include event titles

checkbox, so they will be counted as part of your scene's estimation. You can enable this setting for other document types, too, providing you want the event titles to be calculated as part of the event's duration.

A rectangular button with a light gray background and a thin black border, containing the word "Help" in a standard sans-serif font.

Click the **Help** button to display the online help topic for this panel.

A rectangular button with a light gray background and a thin black border, containing the letters "OK" in a standard sans-serif font.

Click the **OK** button to save all changes and close the *Document Settings* dialog.

A rectangular button with a light gray background and a thin black border, containing the word "Cancel" in a standard sans-serif font.

Click the **Cancel** button to close the *Document Settings* dialog without saving changes.

A rectangular button with a light gray background and a thin black border, containing the word "Apply" in a standard sans-serif font.

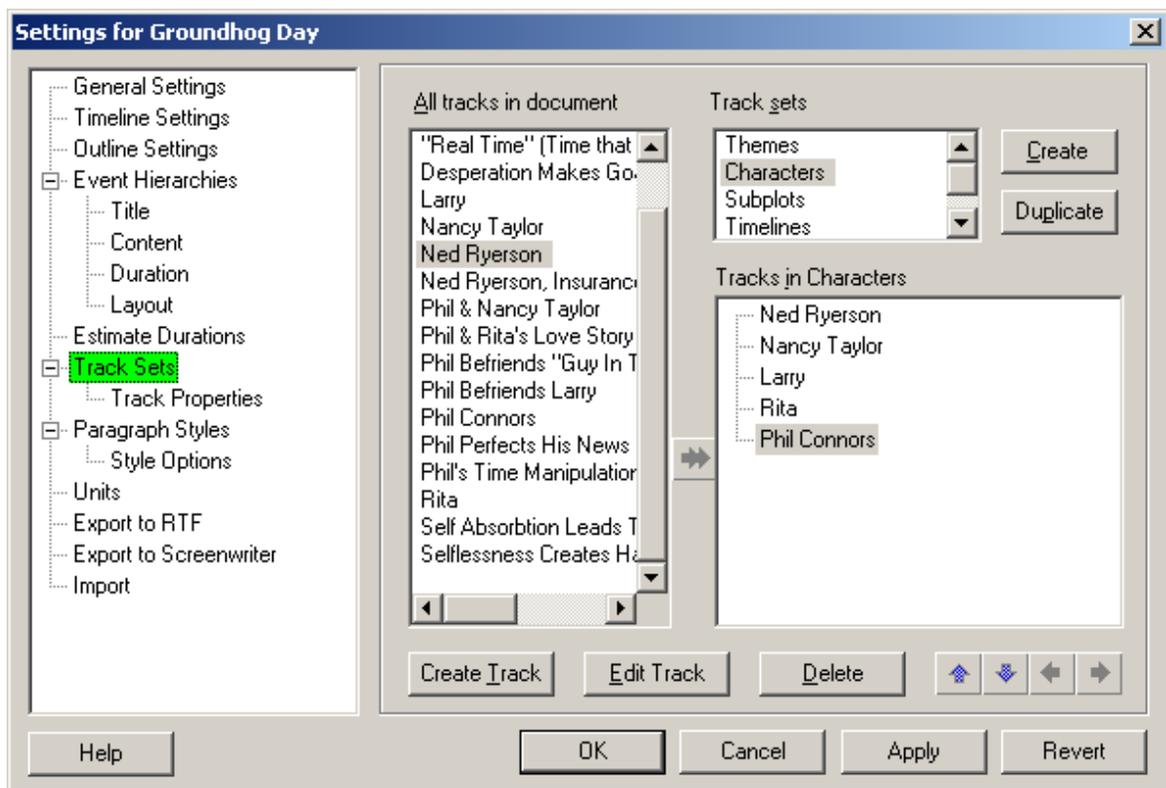
Click the **Apply** button to save changes *without* closing the *Document Settings* dialog.

A rectangular button with a light gray background and a thin black border, containing the word "Revert" in a standard sans-serif font.

Click the **Revert** button to cancel all changes made to the *Document Settings* dialog.

## 9.7.10 Track Sets

This panel is used to create a custom group of tracks from a list of existing tracks. Each option on this panel is described below :



Create

Click the **Create** button to create a new track set.

Duplicate

Click the **Duplicate** button to make a copy of an existing track set.



Click the **Add to Track Set** button to include a selected track in a track set.

Create Track

Click the **Create Track** button to add a new track to the *All Track in Documents* area.

Edit Track

Click the **Edit Track** button to display the *Track Properties* panel for a selected track.

Delete

Click the **Delete** button to delete a track or entire track set.



Click the **Up** button to move a track up one space.



Click the **Down** button to move a track down one space.



Click the **Promote** button to move a track up one level.



Click the **Demote** button to move a track down one level.



Click the **Help** button to display the online help topic for this panel.



Click the **OK** button to save all changes and close the *Document Settings* dialog.



Click the **Cancel** button to close the *Document Settings* dialog without saving changes.



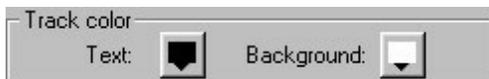
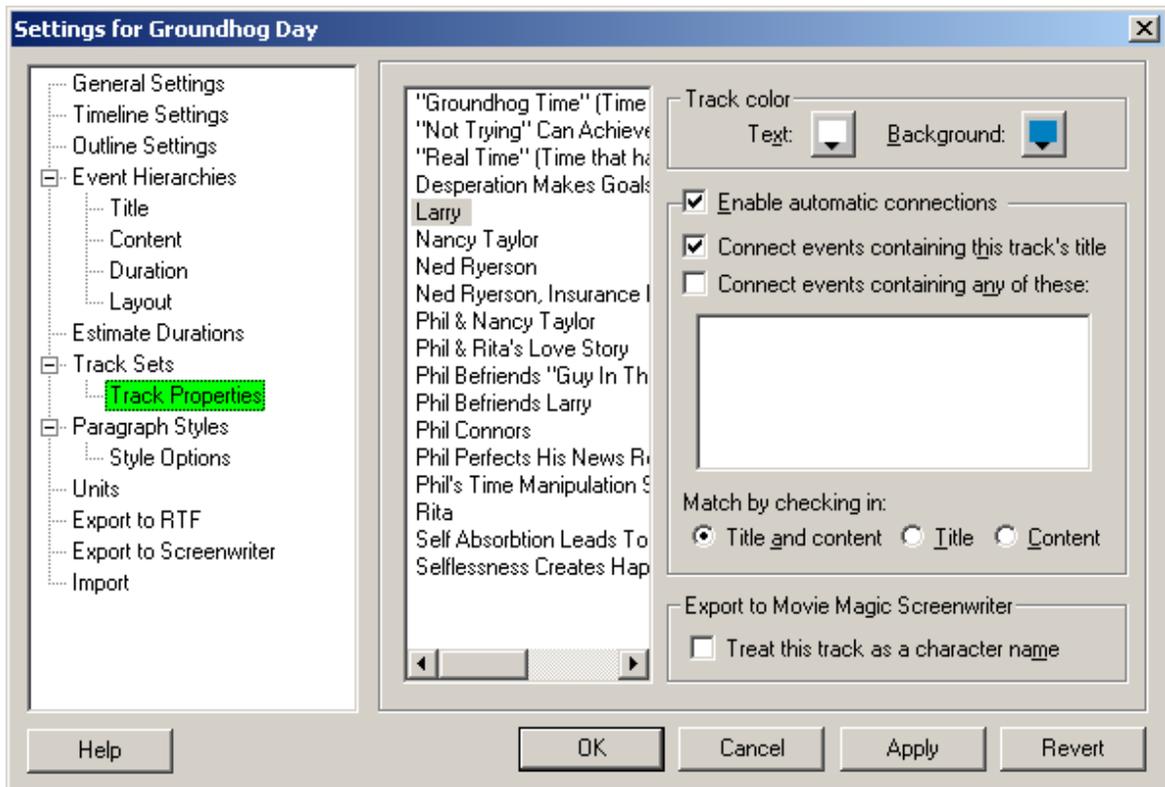
Click the **Apply** button to save changes *without* closing the *Document Settings* dialog.



Click the **Revert** button to cancel all changes made to the *Document Settings* dialog.

## 9.7.11 Track Properties

This panel sets the color, connection, and export settings for a track or group of tracks selected in the *Track* area. Each option on this panel is described below :



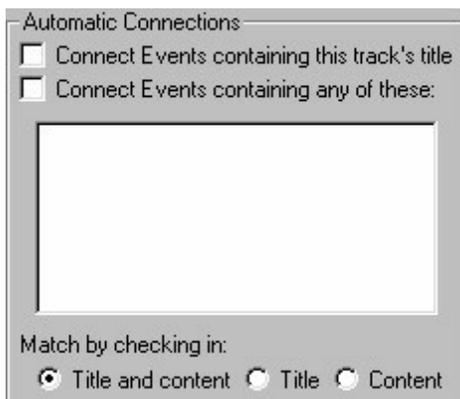
The **Track Color** area includes the following options:

**Text** - Click this button to select a new text color from the *Color* dialog. The default text color is black.

**Background** - Click this button to select a new text color from the *Color* dialog. For example, select the color red if you want the *Romeo* track to appear on-screen with a red background. This would make it easier to identify this track when you work in the *Track* area. The default background color is white.

**Enable automatic connections:**

Mark the **Enable Automatic Connections** check box to activate the automatic track connection feature. This check box is marked by default.

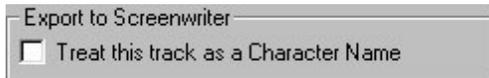


The **Automatic Connections** area includes the following options:

**Connect to Events Containing this Track's Title** - Mark this check box to have Outline 4D connect this track to all events that contain the title of the track. This check box is unmarked by default.

**Connect to Events Containing Any of These** - Mark this check box and enter keywords to use for connecting the track to events. This check box is unmarked by default.

**Match by Checking** - Mark a radio button to indicate what parts of events to search in for the track title and/or keywords. The **In Title and Content** radio button is marked by default.



Mark the **Treat this Track as a Character Name** check box if you want the track be converted as a character name if you export the timeline to Screenwriter. This check box is unmarked by default.



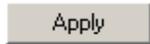
Click the **Help** button to display the online help topic for this panel.



Click the **OK** button to save all changes and close the *Document Settings* dialog.



Click the **Cancel** button to close the *Document Settings* dialog without saving changes.



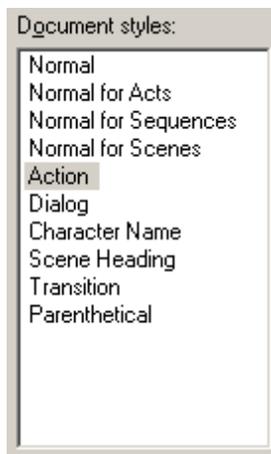
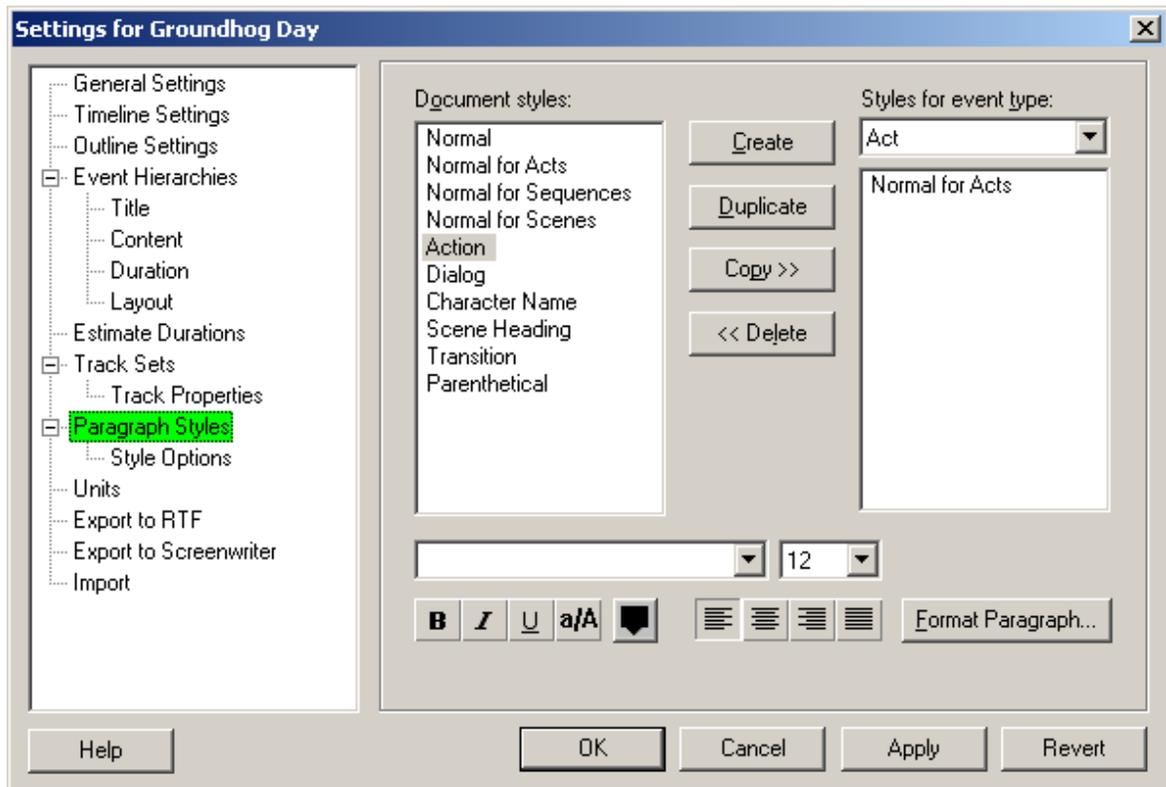
Click the **Apply** button to save changes *without* closing the *Document Settings* dialog.



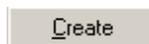
Click the **Revert** button to cancel all changes made to the *Document Settings* dialog.

## 9.7.12 Paragraph Styles

This panel is used to create and format a paragraph style and assign it to event types. Each option on this panel is described below :



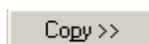
The **Document Styles** area displays all of the currently defined paragraph styles.



Click the **Create** button to create a new paragraph style.



Click the **Duplicate** button to make a copy of a selected paragraph style.



Click the **Copy** button to assign the selected paragraph style to the event type selected on the **Styles for Event Type** drop-down list.

<< Delete

Click the **Delete** button to delete a paragraph style from the **Document Styles** area.



The **Styles for Event Type** area lists the paragraph styles assigned to the event type selected from the drop-down list.

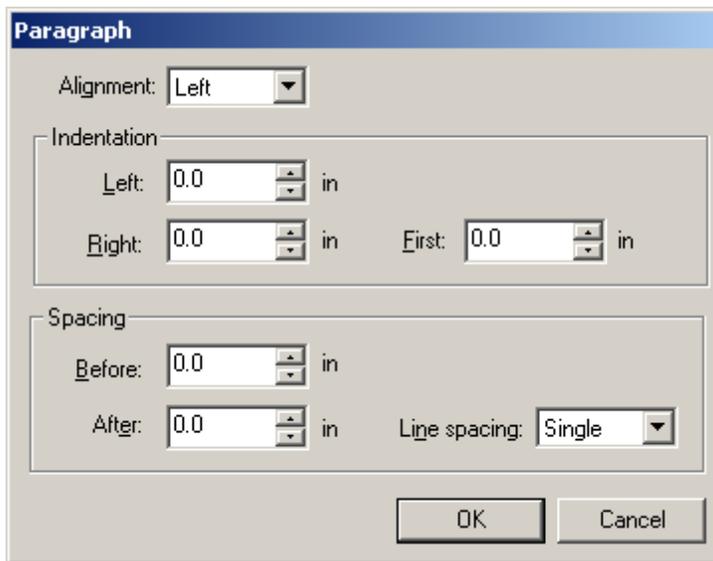


The **Character Format, Alignment, and Line Spacing** area includes the following options:

- Bold** - Click this button to add **bold** formatting to text in the paragraph style.
- Italics** - Click this button to add *italics* to text in the paragraph style.
- Underline** - Click this button to add underlining to text in the paragraph style.
- All Caps** - Click this button to add CAPITAL LETTERS to text in the paragraph style.
- Color** - Click this button to display the *Color* dialog and select the text color.
- Align Left** - Click this button to left justify text in the paragraph style.
- Center** - Click this button to center text in the paragraph style.
- Align Right** - Click this button to right justify text in the paragraph style.
- Justify** - Click this button to fully justify text in the paragraph style.

Format Paragraph...

Calls up the Format Paragraph Dialog. (see below):



**Alignment** - Also sets the paragraph alignment (Left, Center, Right, Justify).

**Indentation** - How much to indent the paragraph on the left side, the right side, and the first line.

**Spacing Before, After** - How much space to place before and after the paragraph.

**Line Spacing** - How much space to put between lines inside the paragraph: (Single, 1.5 Lines, Double)

Help

Click the **Help** button to display the online help topic for this panel.

OK

Click the **OK** button to save all changes and close the *Document Settings* dialog.

Cancel

Click the **Cancel** button to close the *Document Settings* dialog without saving changes.

Apply

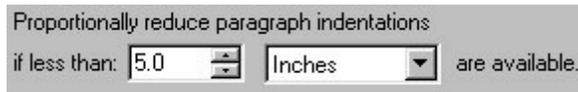
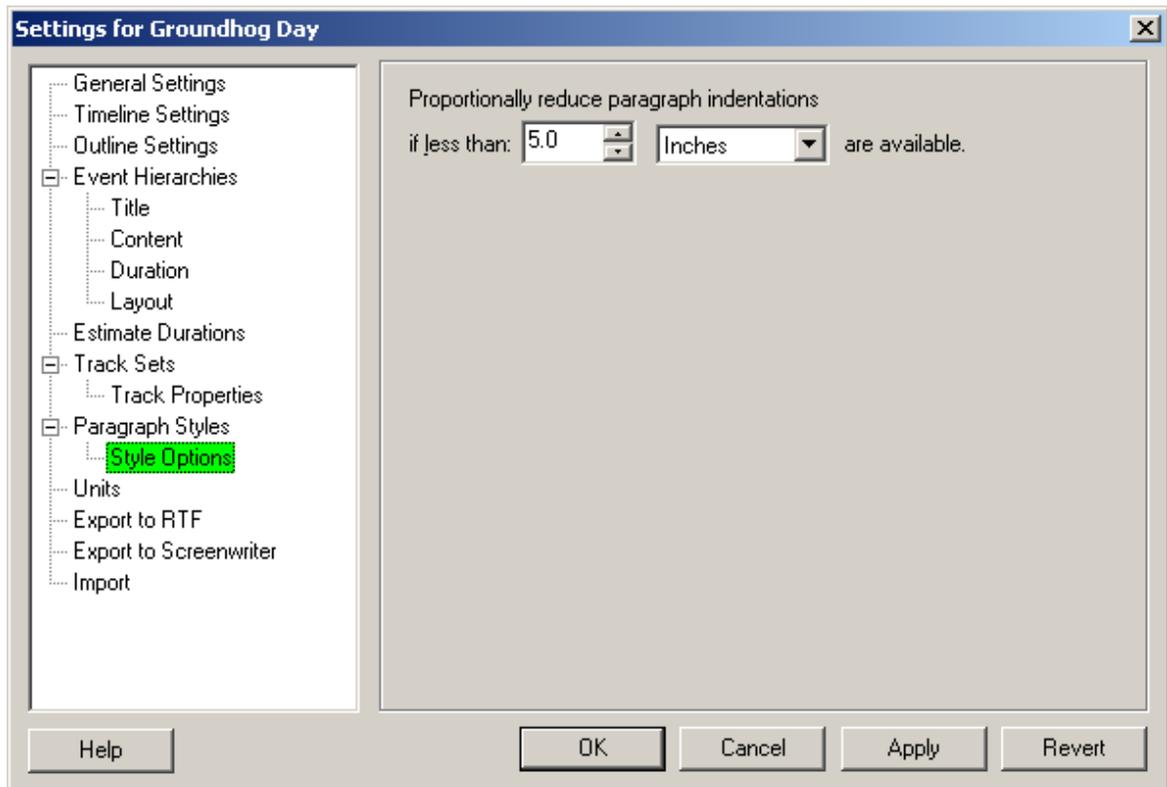
Click the **Apply** button to save changes *without* closing the *Document Settings* dialog.

Revert

Click the **Revert** button to cancel all changes made to the *Document Settings* dialog.

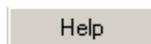
### 9.7.13 Style Options

This panel tells Outline 4D how to reduce indentations in events when there is not enough room to display all body text. Each option on this panel is described below :



The **Proportionately Reduce Paragraph Left, Right, and First Line Indentations** area includes the following options:

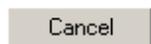
- If Less than - Enter a number to use for proportionately reducing indentations for events. The default is **5.0**.
- are available - Enter the unit of measurement to use when reducing indentations. The default is **Inches**.



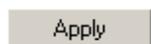
Click the **Help** button to display the online help topic for this panel.



Click the **OK** button to save all changes and close the *Document Settings* dialog.



Click the **Cancel** button to close the *Document Settings* dialog without saving changes.



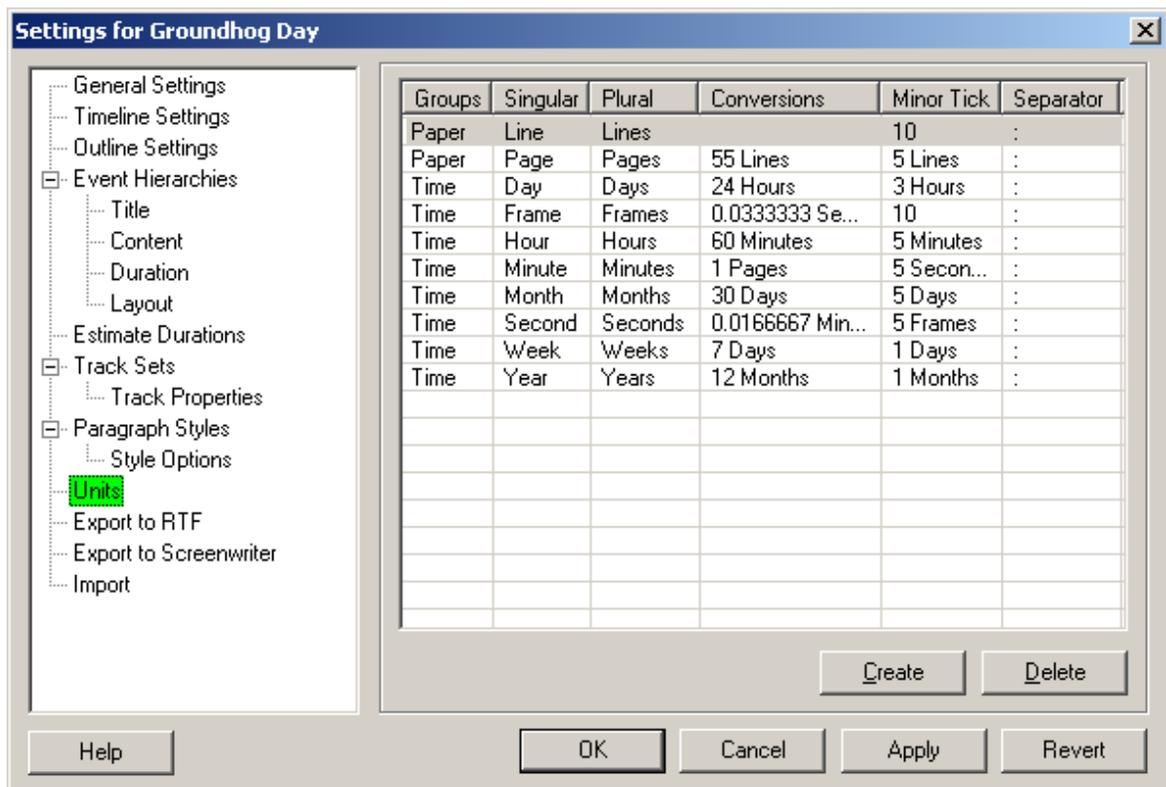
Click the **Apply** button to save changes *without* closing the *Document Settings* dialog.

Revert

Click the **Revert** button to cancel all changes made to the **Document Settings** dialog.

## 9.7.14 Units

This panel contains the formulas used by Outline 4D to calculate the duration of a timeline. Each option on this panel is described below :



The **Units** area includes the following options:

**Groups** - Lists units of measurement by group. The two groups are **Paper** and **Time**.

**Singular** - Lists units of measurement by name. For example, **Page**.

**Plural** - Lists units of measurement by name. For example, **Pages**.

**Conversions** - Displays the multiple of the most closely related unit of measurement required to equal the new unit of measurement.

**Minor Tick** - Displays the frequency that you want ticks to appear on the ruler in between the measurement marks.

**Separator** - Displays the character used as a separator in the unit of measurement. The default is a colon (:).

Create

Click the **Create** button to create a new unit of measurement.

A rectangular button with a light gray background and a thin black border. The text "Delete" is centered in a dark gray font.

Click the **Delete** button to delete the selected unit of measurement.

A rectangular button with a light gray background and a thin black border. The text "Help" is centered in a dark gray font.

Click the **Help** button to display the online help topic for this panel.

A rectangular button with a light gray background and a thin black border. The text "OK" is centered in a dark gray font.

Click the **OK** button to save all changes and close the *Document Settings* dialog.

A rectangular button with a light gray background and a thin black border. The text "Cancel" is centered in a dark gray font.

Click the **Cancel** button to close the *Document Settings* dialog without saving changes.

A rectangular button with a light gray background and a thin black border. The text "Apply" is centered in a dark gray font.

Click the **Apply** button to save changes *without* closing the *Document Settings* dialog.

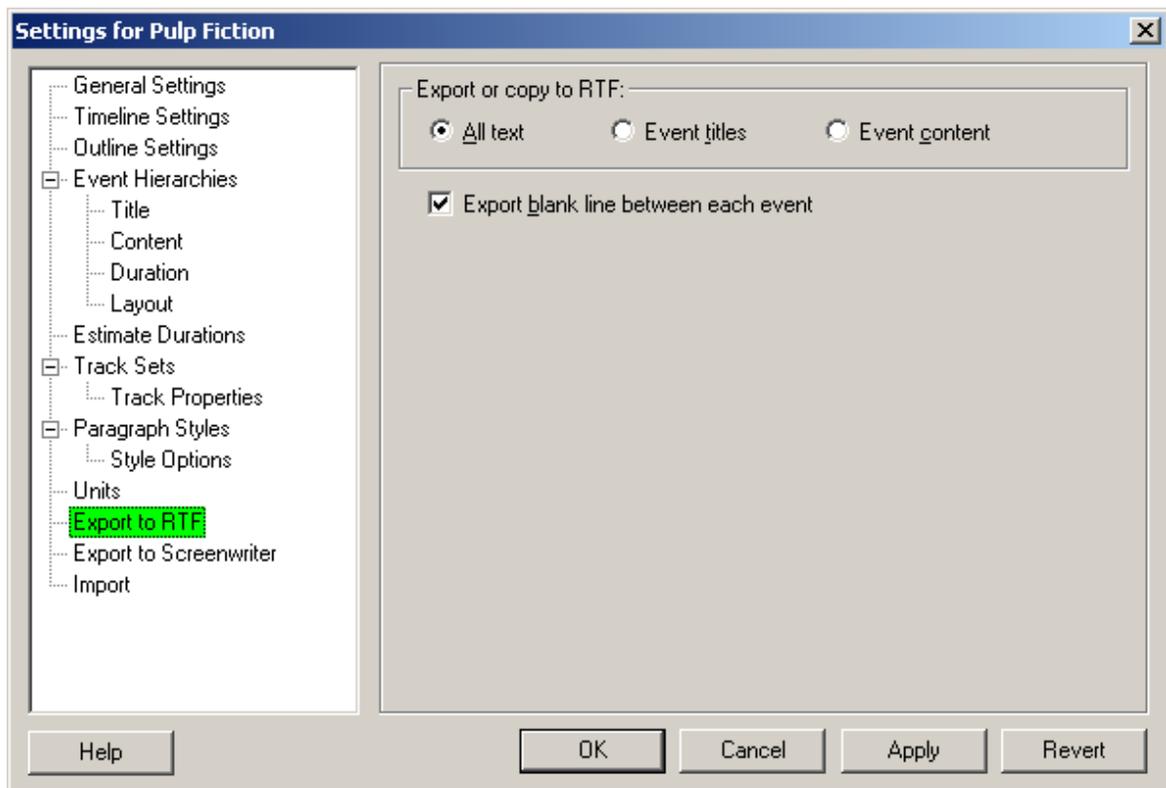
A rectangular button with a light gray background and a thin black border. The text "Revert" is centered in a dark gray font.

Click the **Revert** button to cancel all changes made to the *Document Settings* dialog.

## 9.7.15 Export to RTF

RTF is a standard file format that most word processing programs understand. Exporting to RTF provides one (of many) methods of transferring your work from Outline 4D into another program.

The settings below give you preferences to control some aspects of the RTF export:



When you export to RTF, you might want to include or exclude the title or content of events. For example, you might want to transfer into MS-Word a list of all your event's titles. Or, if you're writing a book, you might want only the content and none of the titles:



**ALL TEXT** Both event title and event content are exported.

**EVENT TITLES** Only event titles are exported.

**EVENT CONTENT** Only even content is exported.



You can choose to add blank lines between events during the RTF export. This can improve readability, especially when including titles.



Click the [Help](#) button to display the online help topic for this panel.

OK

Click the **OK** button to save all changes and close the *Document Settings* dialog.

Cancel

Click the **Cancel** button to close the *Document Settings* dialog without saving changes.

Apply

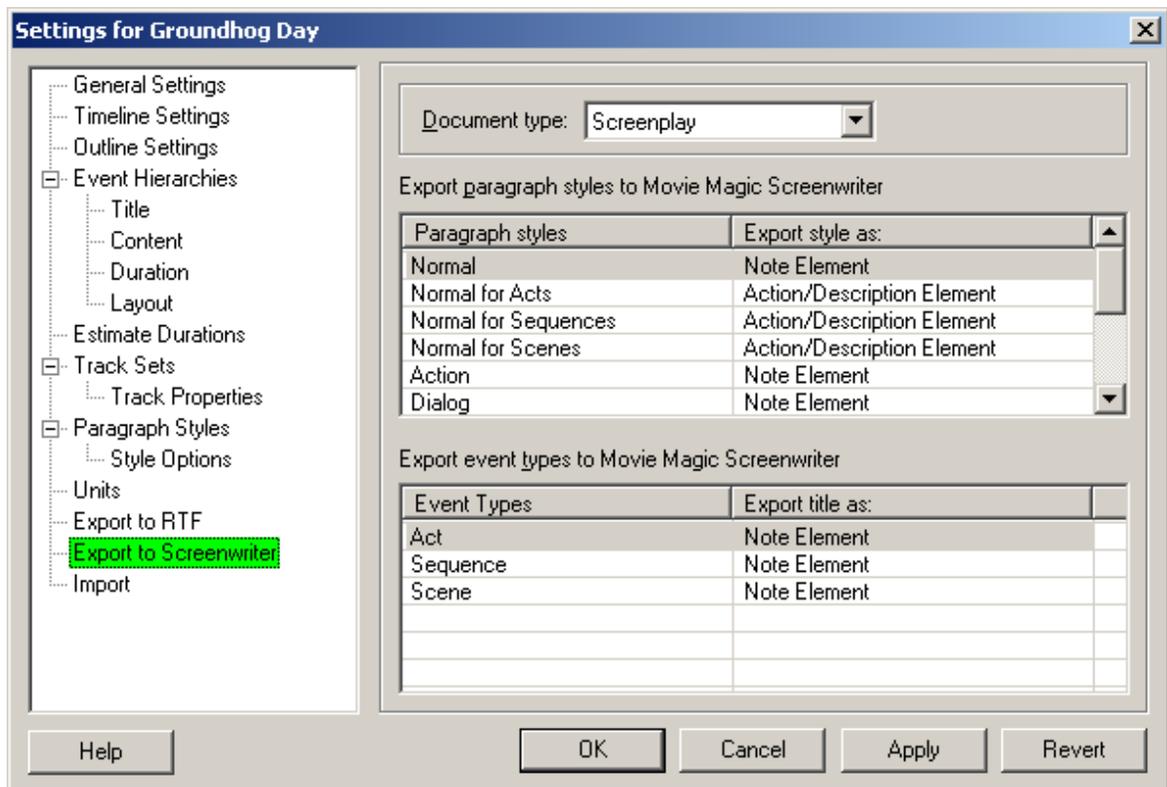
Click the **Apply** button to save changes *without* closing the *Document Settings* dialog.

Revert

Click the **Revert** button to cancel all changes made to the *Document Settings* dialog.

## 9.7.16 Export to Screenwriter

This panel lists the paragraph styles and event types that are ready for export to Screenwriter. Each option on this panel is described below :



Document type:

Select a writing format from the **Document Type** drop-down list.

Paragraph styles	Export style as:	
Normal	Note Element	
Copy of Normal	Note Element	

Select an export format from the **Export Paragraph Styles** list for each event type.

Event Types	Export title as:	
Act	Note Element	
Scene	Note Element	
Beat	Note Element	

Select an export format from the **Export Event Types** list for each event type.

Help

Click the **Help** button to display the online help topic for this panel.

OK

Click the **OK** button to save all changes and close the *Document Settings* dialog.

Cancel

Click the **Cancel** button to close the *Document Settings* dialog without saving changes.

Apply

Click the **Apply** button to save changes *without* closing the *Document Settings* dialog.

Revert

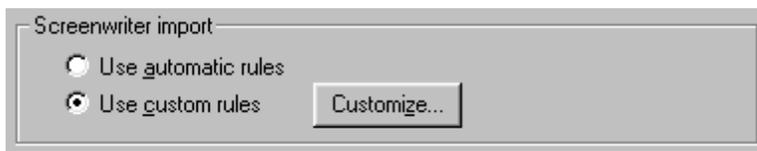
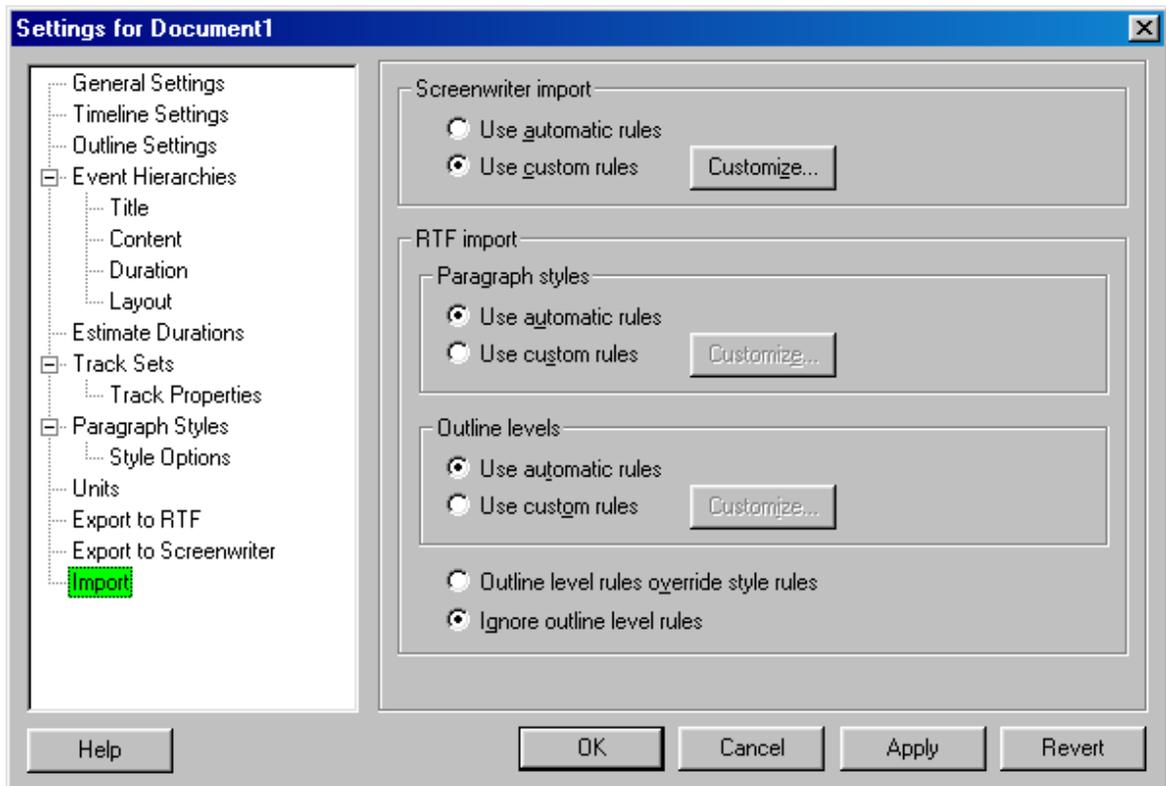
Click the **Revert** button to cancel all changes made to the *Document Settings* dialog.

## 9.7.17 Import

Most users will not need to customize the import process when importing from Movie Magic Screenwriter, Dramatica Pro, Writer's DreamKit, and most outliners that generate Rich Text Format files.

There may be times, however, when you have a very customized document you wish to import. The process of customizing the import settings is powerful and flexible, and not intended for the novice user.

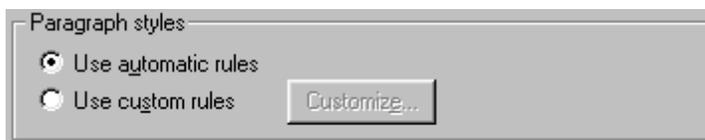
Import settings are accessed from the Import Document Settings panel. You only need to fiddle with these settings if you're customizing the import process. As you can see below, each section has two choices: Use Automatic Rules and Use Custom Rules. Click here for information on Custom Rules button.



**SCREENWRITER IMPORT** Controls settings for importing from Movie Magic Screenwriter (2000, 4.x, or 6.x).

If **Use Automatic Rules** is selected, then Outline 4D will use its defaults for importing.

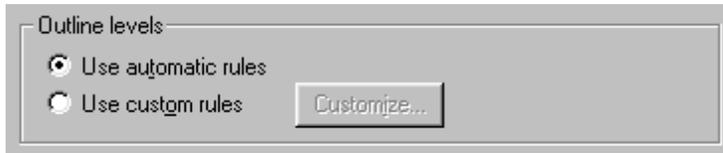
**Use Custom Rules** allows you to select specific actions for importing events. Click here for information on Custom button.



**RTF IMPORT: PARAGRAPH STYLES** Controls settings for importing from an RTF (Rich Text Format) document, using paragraph styles to control the import process.

If **Use Automatic Rules** is selected, then Outline 4D will use its defaults for importing.

**Use Custom Rules** allows you to press the CUSTOMIZE button to customize the specific actions for importing events. Click here for information on Customize button.



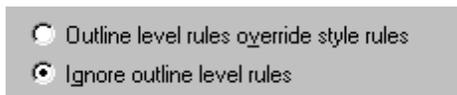
**RTF IMPORT: OUTLINE LEVELS** Controls settings for importing from an RTF (Rich Text Format) document using RTF Outline Levels to control the import process.

If **Use Automatic Rules** is selected, then Outline 4D will use its defaults for importing.

**Use Custom Rules** allows you to press the CUSTOMIZE button to customize the specific actions for importing events. Click here for information on Customize button.

The Rich Text Format (RTF) permits the assignment of both paragraph styles and levels simultaneously. You may notice this in MS-Word, because you can assign different paragraph styles despite the outline level that is seen in Word's Outline View.

Because of the possibility of this conflict, we provide a simple radio button option that tells Outline 4D which information takes precedence:

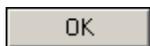


**Outline level rules override style rules:** If outline levels are present in the document you're importing, use them instead of paragraph styles.

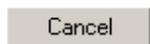
**Ignore outline level rules:** Use paragraph style rules, not outline level rules.



Click the **Help** button to display the online help topic for this panel.



Click the **OK** button to save all changes and close the *Document Settings* dialog.



Click the **Cancel** button to close the *Document Settings* dialog without saving changes.

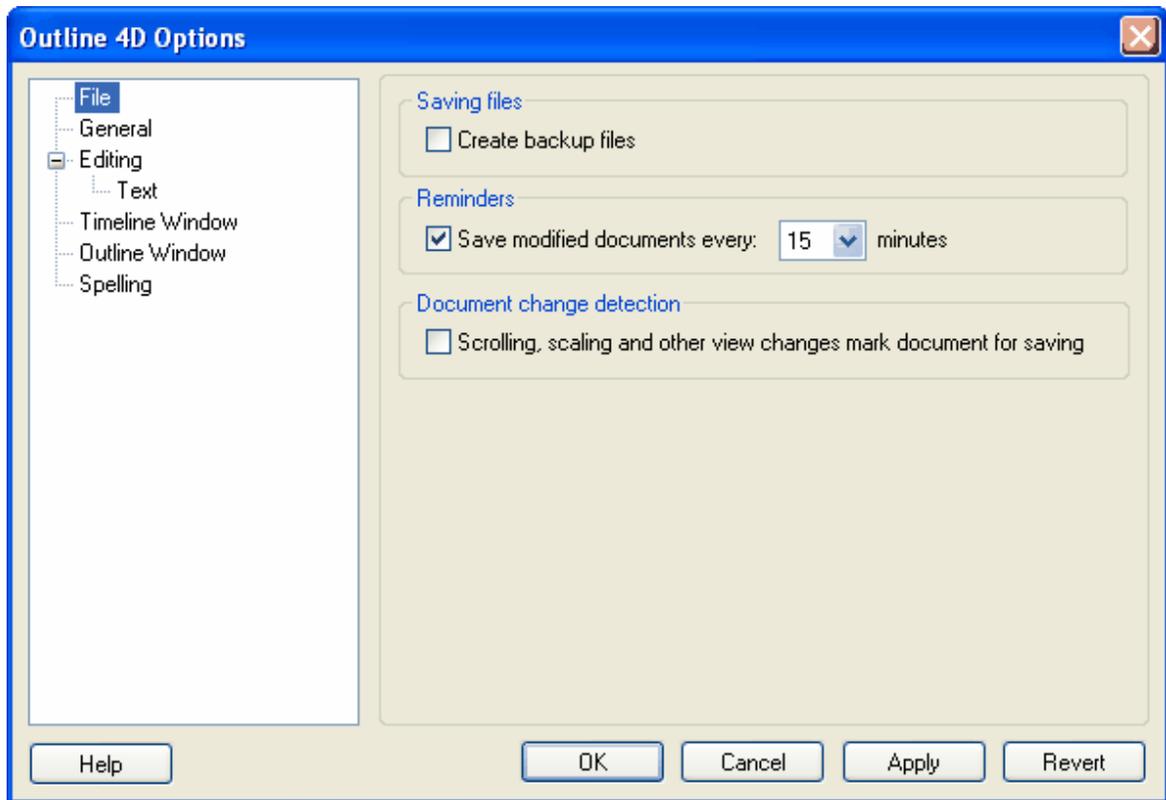


Click the **Apply** button to save changes *without* closing the *Document Settings* dialog.



Click the **Revert** button to cancel all changes made to the **Document Settings** dialog.

## 9.8 Outline 4D Options...

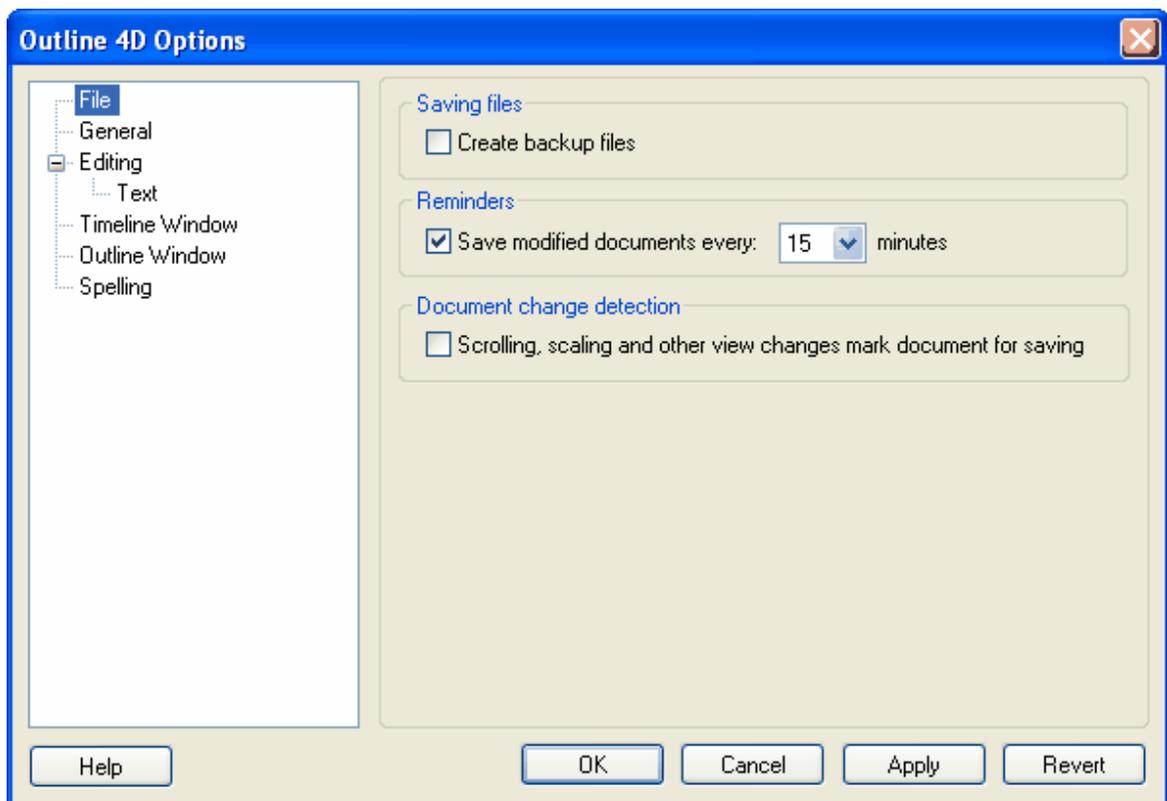


### 9.8.1 Outline 4D Options Dialog

This dialog is used to modify the default file save, display, and editing settings that apply to all timeline documents. You can use either of the following methods to display this dialog:

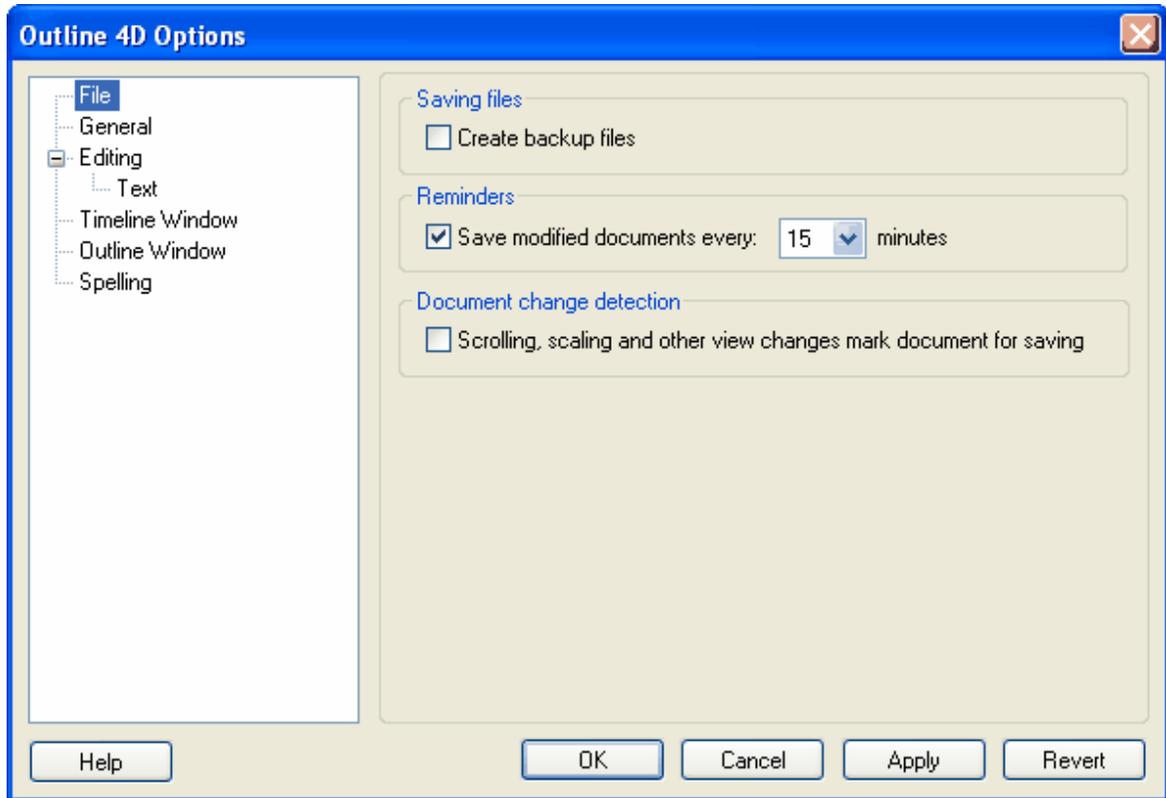
1. **Tools Menu** - Select **Tools > Outline 4D Options**
2. **Keyboard Shortcut** - Press **F8**

Here's an example of one of the Outline 4D Options Dialog's many panels of preferences (you can click on the headings to go to help for that panel):



## 9.8.2 File

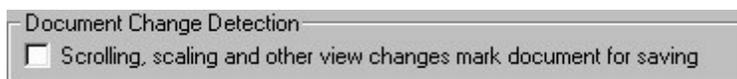
This panel sets the program defaults for saving files. Each option on this panel is described below :



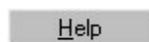
Mark the **Create Backup Files** check box if you want Outline 4D to automatically generate a backup file when you save a timeline. This check box is unmarked by default.



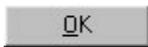
Mark the **Save Modified Document Every** check box to have Outline 4D remind you regularly to save your timeline. This check box is marked by default and set to an interval of **15** minutes. If you mark this check box, specify the “regular interval” by selecting the number of minutes from the **Minutes** drop-down list.



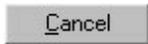
Mark the **Scrolling, Scaling, and Other View Changes...** check box if you want Outline 4D to save any changes you make to the display of a timeline using the scroll, scale, panoramic, and other view commands. This check box is unmarked by default.



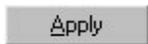
Click the **Help** button to display the online help topic for this panel.



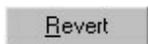
Click the **OK** button to save all changes and close the *Options* dialog.



Click the **Cancel** button to close the *Options* dialog without saving changes.



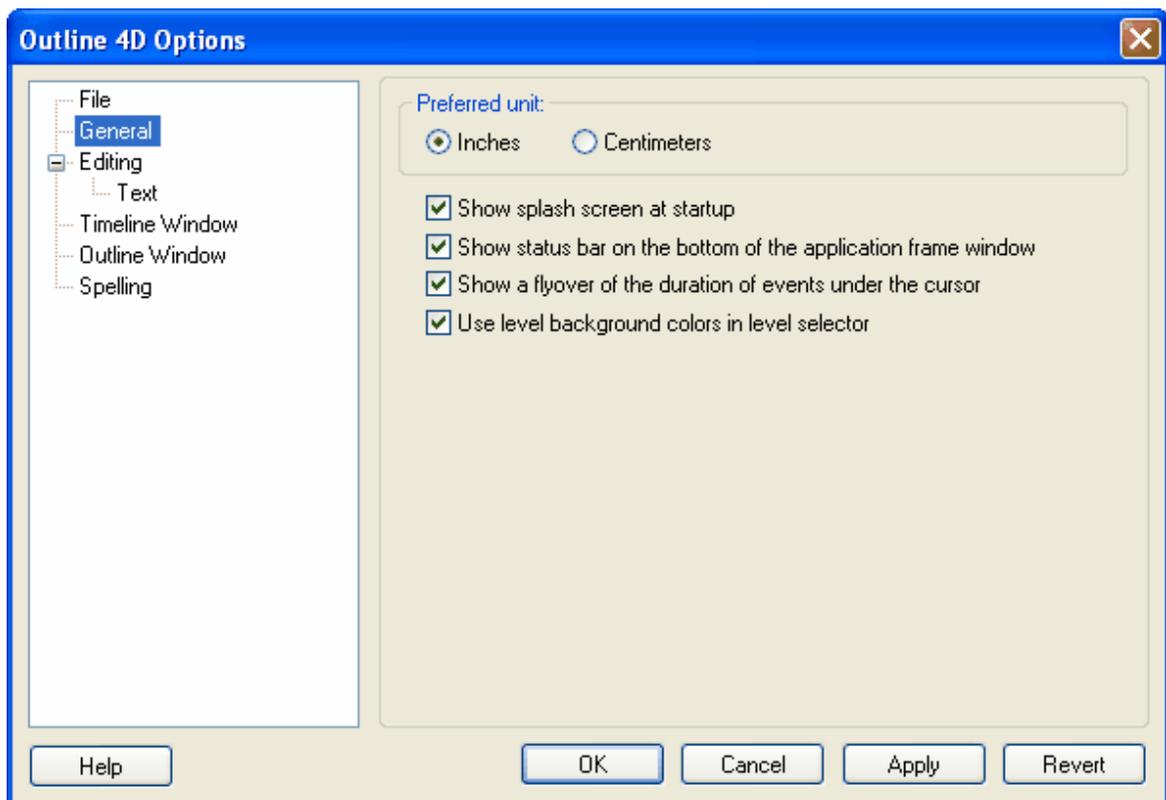
Click the **Apply** button to save changes *without* closing the *Options* dialog.



Click the **Revert** button to cancel all changes made to the *Options* dialog.

### 9.8.3 General

This panel sets the general defaults for the Outline 4D program. Each option on this panel is described below :

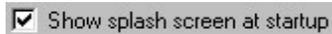




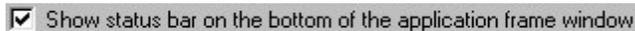
The **Preferred Units of Measurement** area includes the following options:

**Inches** - Click this radio button to enter and display measurements in inches. This is the default selection.

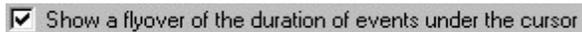
**Centimeters** - Click this radio button to enter and display measurements in centimeters.



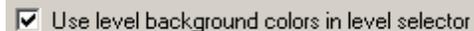
Mark the **Show Splash Screen at Startup** check box if you want the Outline 4D splash screen to display every time you launch the program. This check box is marked by default.



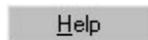
Mark the **Show Status Bar on the Bottom of the Application Frame Window** check box if you want to display the Status Bar on the bottom of the *Main* window. This check box is marked by default.



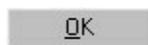
Mark the **Show a Flyover of the Duration of Events Under the Cursor** check box if you want to display a box that lists the duration and position of events as the cursor passes over them. This check box is marked by default.



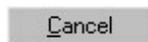
Levels can have a unique background color to show which levels belong to which hierarchies. When this option is selected, the background color of each level displayed in the Level Selector. If not selected, the level selector uses white.



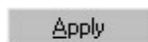
Click the **Help** button to display the online help topic for this panel.



Click the **OK** button to save all changes and close the *Options* dialog.



Click the **Cancel** button to close the *Options* dialog without saving changes.



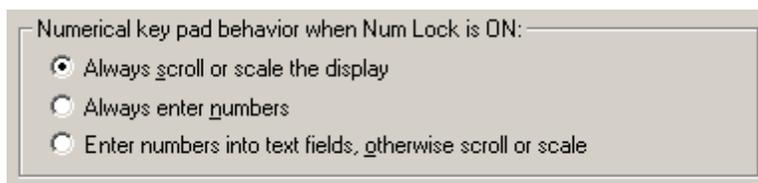
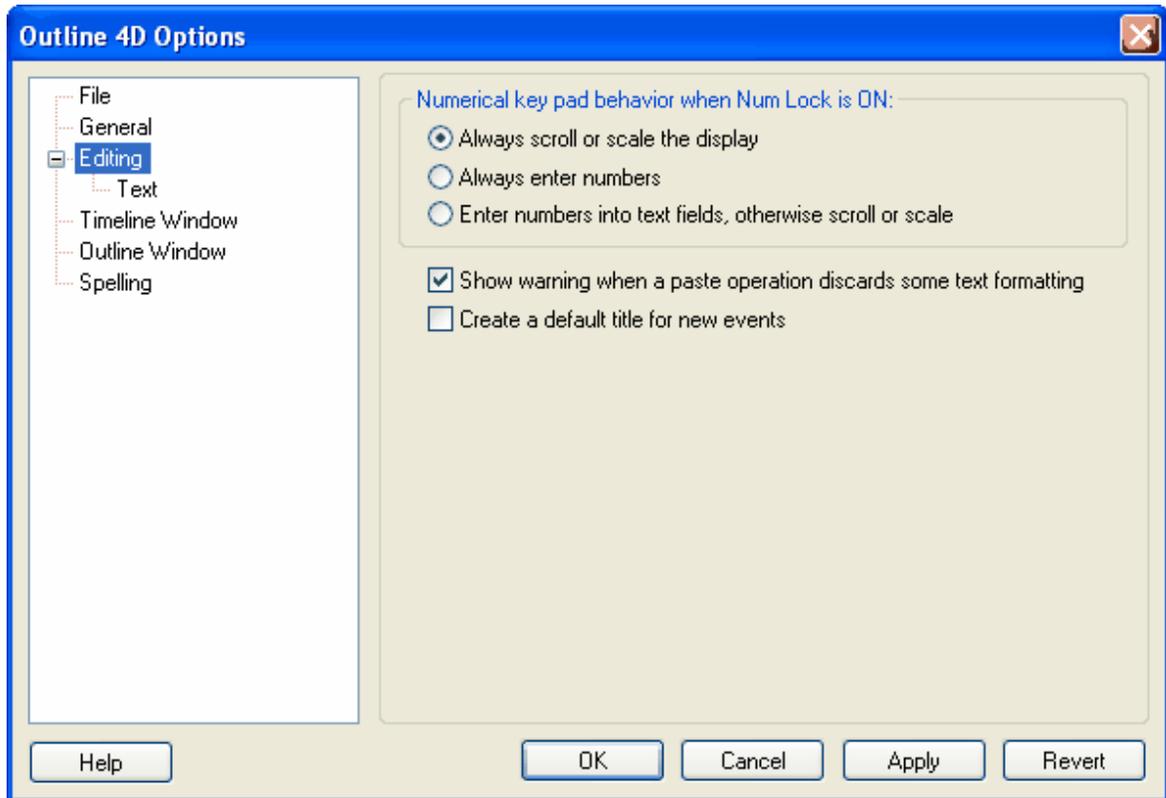
Click the **Apply** button to save changes *without* closing the *Options* dialog.



Click the **Revert** button to cancel all changes made to the *Options* dialog.

## 9.8.4 Editing

This panel sets the program defaults for using the NumPad and editing events. Each option on this panel is described below :



If Num Lock is ON, then the numerical key pad behaves in the following manner:

**Always scroll or scale the display** - Pressing the numbers on the numerical keypad will scale or scroll the display (see numeric keypad shortcuts)

**Always Enter Numbers** - Pressing the numbers on the numerical keypad will insert those numbers into events while editing text.

**Enter Numbers into Text Fields, Otherwise Scroll or Scale** - Adds numbers entered on the numerical keypad to events when editing text. If an event is not in edit mode, then pressing keys on the keypad will cause the Timeline window to scroll or scale.

Show warning when a paste operation discards some text formatting

Mark the **Show Warning When a Paste Operation Discards Some Text Formatting** check box if you want to have a **Outline 4D** confirmation dialog open whenever executing the paste command will result in the loss of some type of text formatting. This check box is marked by default.

Create a default title for new events

If selected, new events will have text inserted into the title that reads "new <event type>", where <event type> is the type of the event just created. For example, if this option is selected, and you create a new Scene event, the title text will read "New Scene".

Help

Click the **Help** button to display the online help topic for this panel.

OK

Click the **OK** button to save all changes and close the *Options* dialog.

Cancel

Click the **Cancel** button to close the *Options* dialog without saving changes.

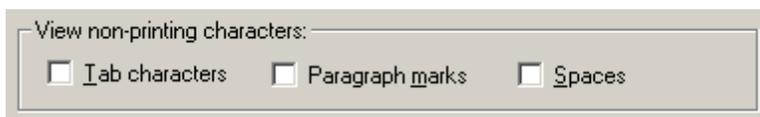
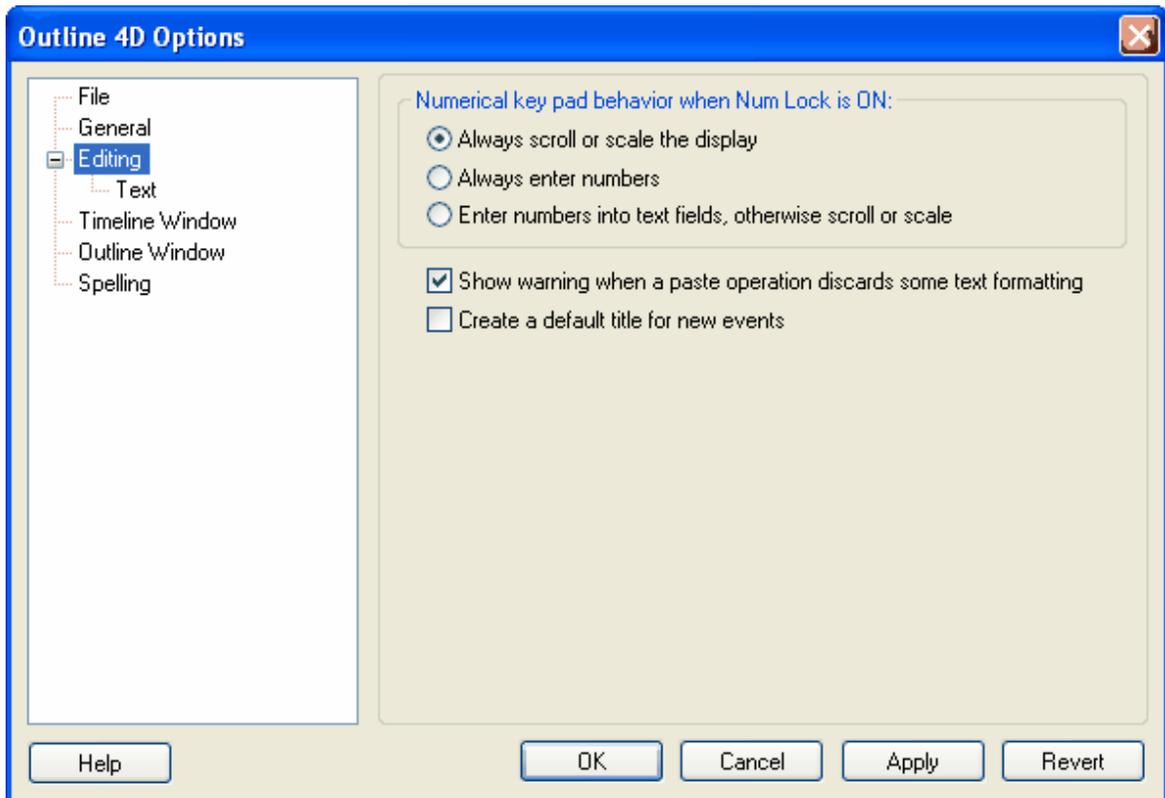
Apply

Click the **Apply** button to save changes *without* closing the *Options* dialog.

Revert

Click the **Revert** button to cancel all changes made to the *Options* dialog.

## 9.8.5 Text



Normally, non-printing characters (tabs, paragraph marks, and spaces) are not visible on-screen. This option lets you make some or all of those characters visible on-screen.

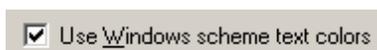


The **Tab Key while editing events** option gives you the following choices:

**Inserts a Tab Character** - Places a tab character into text when you press the **Tab** key.

**Rotates Between Paragraph Styles** - Switches to another paragraph style when you press the **Tab** key. This is the default selection.

**Advances to Next Field or Event** - Moves to the next event/text field when you press the **Tab** key.

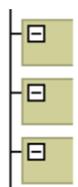


**Use Windows scheme text colors** will set the color of your text and text background to match whatever color scheme you've chosen in your Windows display options. NOTE that while you are in edit mode, text will always be black and selected text will always be inverted.

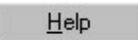
Dim automatic text when editing outline event titles

Some event titles may contain text which is automatically generated. Automatic Text can include the names of the event type, event numbering, and event duration, as well as other text.

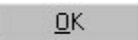
When you edit an event title in the Outline Window, any automatic text is dimmed. In the following example, the text "sc." followed by the numbers "90", "91" and "92" are all automatically generated. The text "Sc. 91" is dimmed while that title is being edited, to alert you to the fact that you cannot edit that text:

 **sc. 90: Phil Gives Best Newscast Of All Time**  
**sc. 91: Phil Catches Falling Boy**  
**sc. 92: Phil Helps Old Ladies Change a Flat Tire**

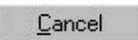
You'll notice the dimming of automatic text as you move in and out of editing event titles. If you find the dimming annoying, you can turn it off by unchecking this option.



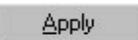
Click the **Help** button to display the online help topic for this panel.



Click the **OK** button to save all changes and close the *Options* dialog.



Click the **Cancel** button to close the *Options* dialog without saving changes.

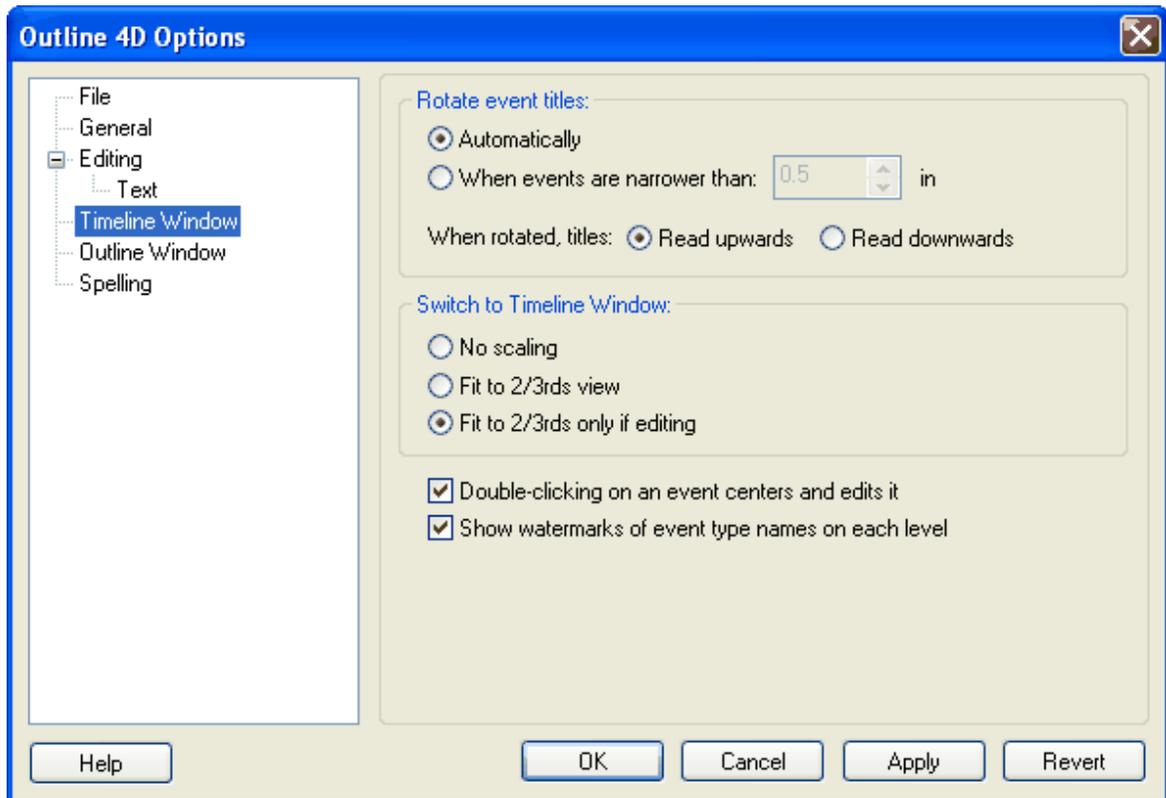


Click the **Apply** button to save changes *without* closing the *Options* dialog.

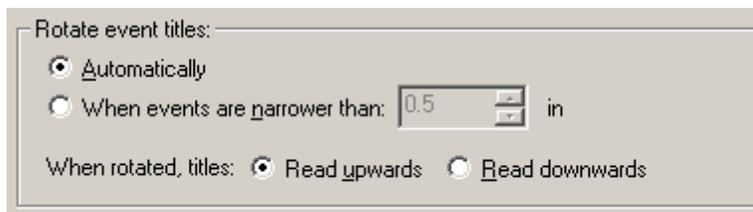


Click the **Revert** button to cancel all changes made to the *Options* dialog.

## 9.8.6 Timeline Window



In the Timeline window, event titles are rotated and displayed inside events when they are too narrow to display their content text. The following options control how titles are rotated:



The **Event Titles, When Rotated** area includes the following options:

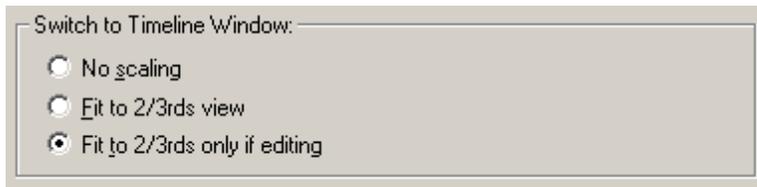
**Automatically** - Events are rotated based on Outline 4D's internal analysis of what looks best.

**When events are narrower than** - You select how narrow events need to be before their titles will rotate.

**Read Upwards** - Make rotated text run from the *bottom to the top* of the event when events are displayed vertically. This is the default selection.

**Read Downwards** - Make rotated text run from the *top to the bottom* of the event when events are displayed vertically.

**NOTE** you can force event titles to always be rotated, never be rotated, or to rotate automatically for any specific event types. See the Title panel of Document Settings for more information.



**Switch to Timeline Window** controls what happens to the Timeline window scaling when you switch from working on events in the Outline window.

**No scaling** - No changes to the previous Timeline scale.

**Fit to 2/3rds view** - The events you have selected or are editing are fit into 2/3rds of your Timeline window's view.

**Fit to 2/3rds only if editing** - The events you have selected or are editing are fit into 2/3rds of your Timeline window's view ONLY if you are editing the event.

Double-clicking on an event centers and edits it

Mark the **Double-Clicking on an Event Centers and Edits it** check box if you want to be able to place an event in edit mode by double-clicking on it. This check box is marked by default.

Show watermarks of Event Type names on each level

Mark the **Show Watermarks of Event Type Names on Each Level** check box if you want the name of each event type to display in the background of the applicable level in the *Event* area. This check box is marked by default.

Help

Click the

**Help** button to display the online help topic for this panel.

OK

Click the **OK** button to save all changes and close the *Options* dialog.

Cancel

Click the **Cancel** button to close the *Options* dialog without saving changes.

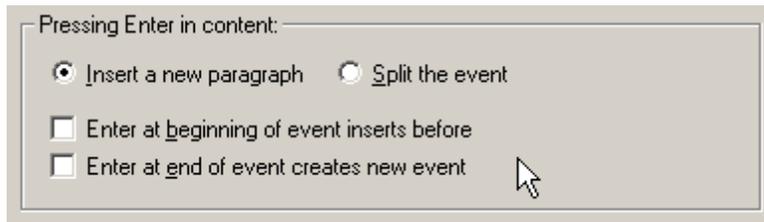
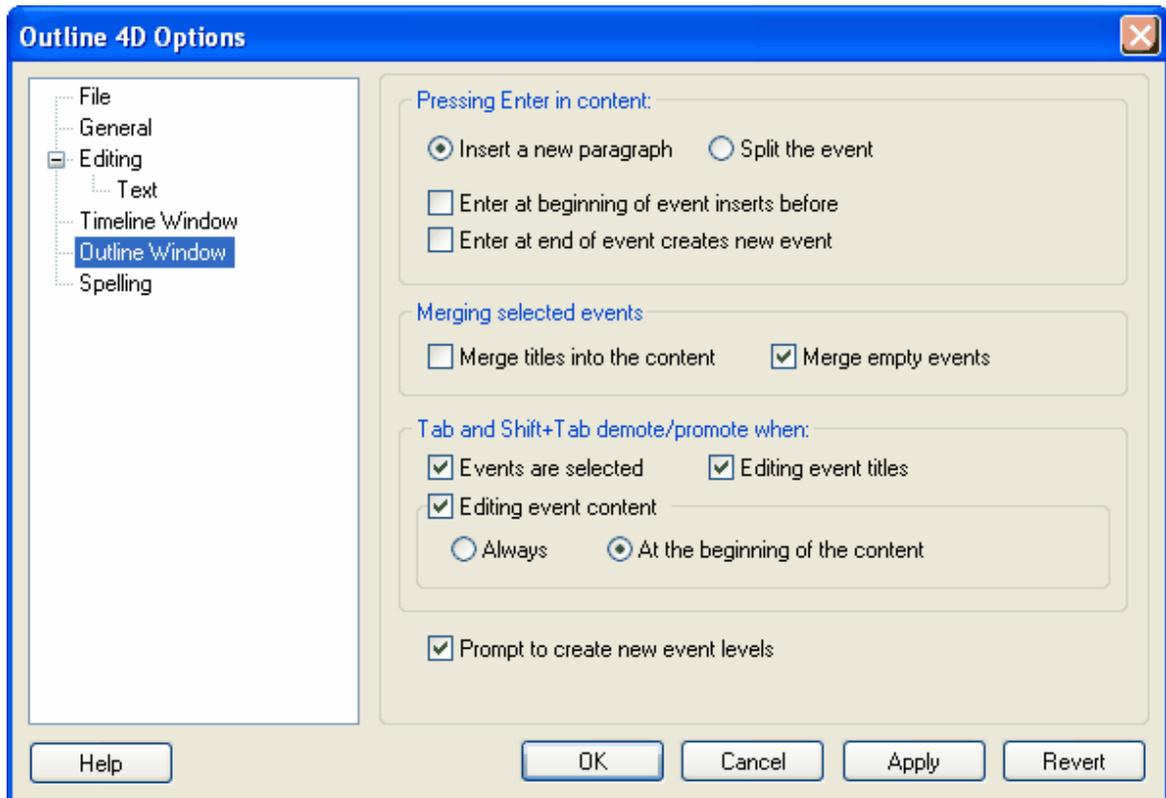
Apply

Click the **Apply** button to save changes *without* closing the *Options* dialog.

Revert

Click the **Revert** button to cancel all changes made to the *Options* dialog.

## 9.8.7 Outline Window

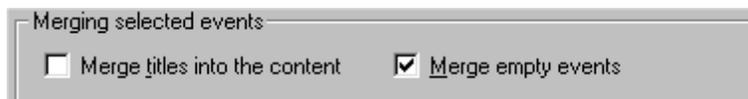


**Insert a new paragraph:** the default behavior. If you press the Enter key while editing Outline content, a new paragraph will be inserted.

**Split the event:** Pressing Enter anywhere in the content or title area of an Outline event will split the event at the insertion point, creating a new event.

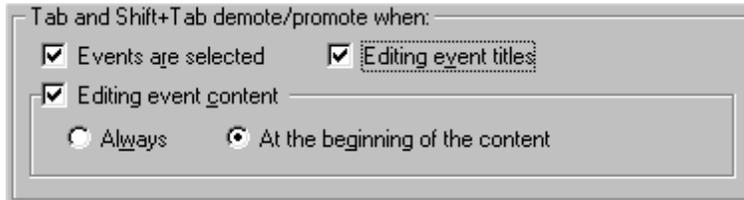
**Enter at beginning of event inserts before:** If you are positioned at the beginning of the event's content, and press Enter, a new event is created in front of the current event.

**Enter at end of content creates new event:** If you are positioned at the very end of an event and press Enter, a new event will be created following the event you are editing.



**Merge titles into the content.** With this option selected, titles are merged into the content of events. If this option is off, then titles are deleted and only the content is merged.

**Merge empty events.** If selected, this option causes empty events to be merged into content as blank lines. Helpful if you use empty events as placeholders for future pieces of your story. If this option is off, then empty events are ignored and effectively deleted.



**Events are selected.** If the event is selected (but not being edited) then pressing Tab will demote (move right) the event's outline level and Shift+Tab will Promote (move left) the event's outline level.

**Editing event titles.** If the event's title is being edited, then Tab will demote and Shift+Tab will Promote.

**Editing event content.** If you're editing the event's content, then pressing Tab will demote and Shift+Tab will Promote. The following two choices further refine this option:

**Always.** Tab and Shift+Tab will demote and promote, no matter where your insertion point is in the event's content.

**At the beginning of content.** Tab and Shift+Tab will demote and promote only when the insertion point is at the beginning of the event. This option is an excellent choice if you want Tab to be used for other purposes while editing content, but still want to be able to use the key to promote/demote when you've created new events (which of course have no content).

Prompt to create new event levels

**Prompt to create new event levels.** Every document has a user-defined number of event levels. In the Outline window, these are represented by different levels of indent.

Help

Click the **Help** button to display the online help topic for this panel.

OK

Click the **OK** button to save all changes and close the *Options* dialog.

Cancel

Click the **Cancel** button to close the *Options* dialog without saving changes.

Apply

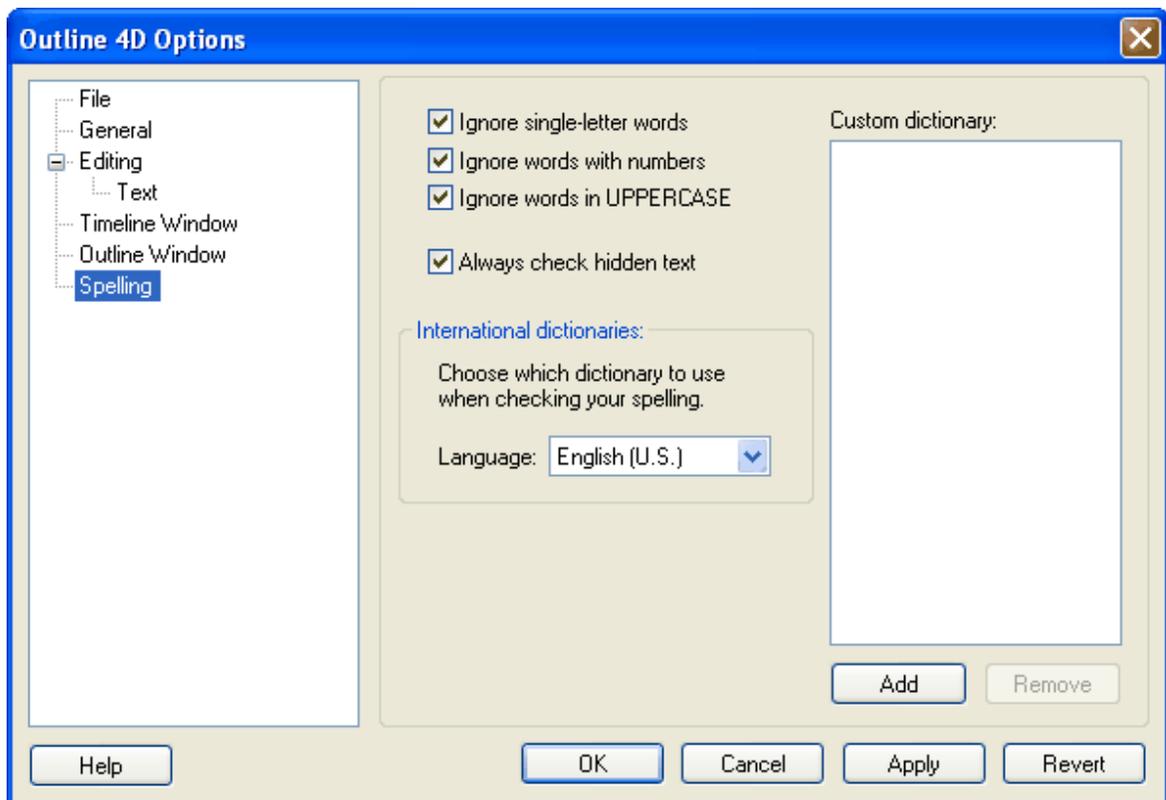
Click the **Apply** button to save changes *without* closing the *Options* dialog.

Revert

Click the **Revert** button to cancel all changes made to the **Options** dialog.

## 9.8.8 Spelling

The **Spell Checker Options** panel, located in **Tools > Outline 4D Options (F8)** lets you control some of the finer aspects of the spell checking process, as well as maintain your custom dictionary:



Ignore single-letter words

- **Ignore single letter words.** When selected, the spell checker ignores single letter words.

Ignore words with numbers

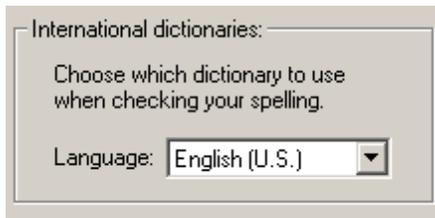
- **Ignore words with numbers.** When selected, the spell checker ignores words containing numbers, such as "Y2K."

Ignore words in UPPERCASE

- **Ignore words in UPPERCASE** When selected, the spell checker ignores words written in UPPERCASE.

Always check hidden text

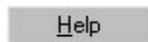
- **Always check hidden text.** When selected, text in non-visible events is spell checked.



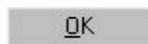
- **International Dictionaries.** This pop-up menu lets you select a foreign dictionary instead of the default U.S. English dictionary. (Foreign dictionaries must be purchased separately from Write Brothers. Call customer services at: (818) 843-6557 for purchasing information).



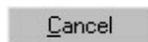
- **Custom Dictionary.** This is a list of all the words you've added to your custom dictionary while spell checking. You may also press the **Add** button to add words from within the options dialog. To delete words from the dictionary, select them in the list and press the **Remove** button.



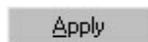
Click the **Help** button to display the online help topic for this panel.



Click the **OK** button to save all changes and close the *Options* dialog.



Click the **Cancel** button to close the *Options* dialog without saving changes.

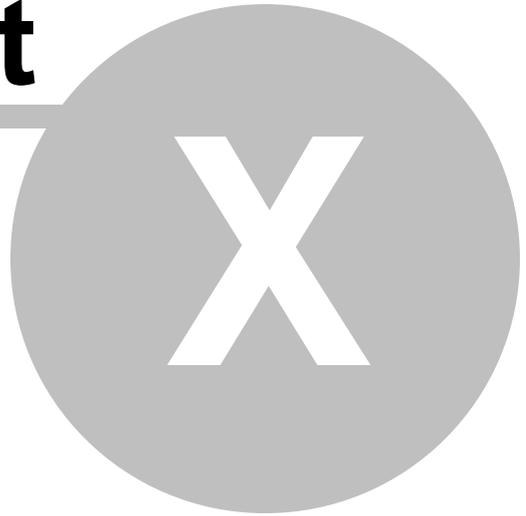


Click the **Apply** button to save changes *without* closing the *Options* dialog.

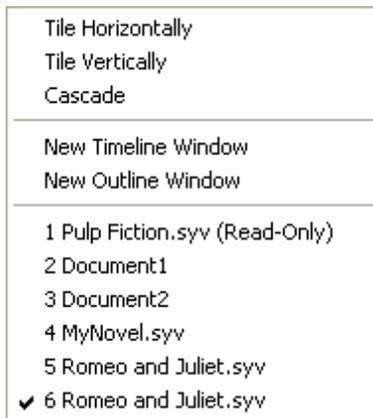
A rectangular button with a light gray background and a thin black border. The word "Revert" is centered on the button in a dark gray, sans-serif font. The letter 'R' has a small horizontal line underneath it, indicating a keyboard shortcut.

Click the **Revert** button to cancel all changes made to the **Options** dialog.

**Part**

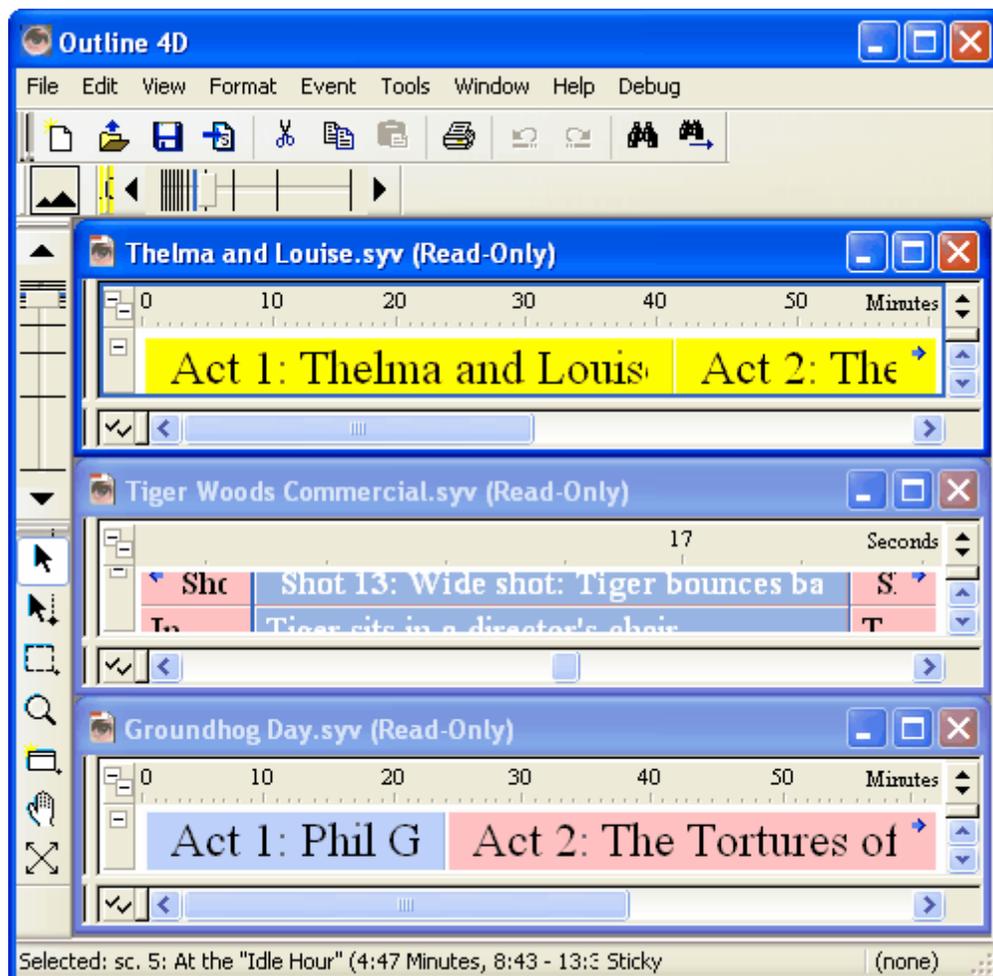


## 10 Window Menu



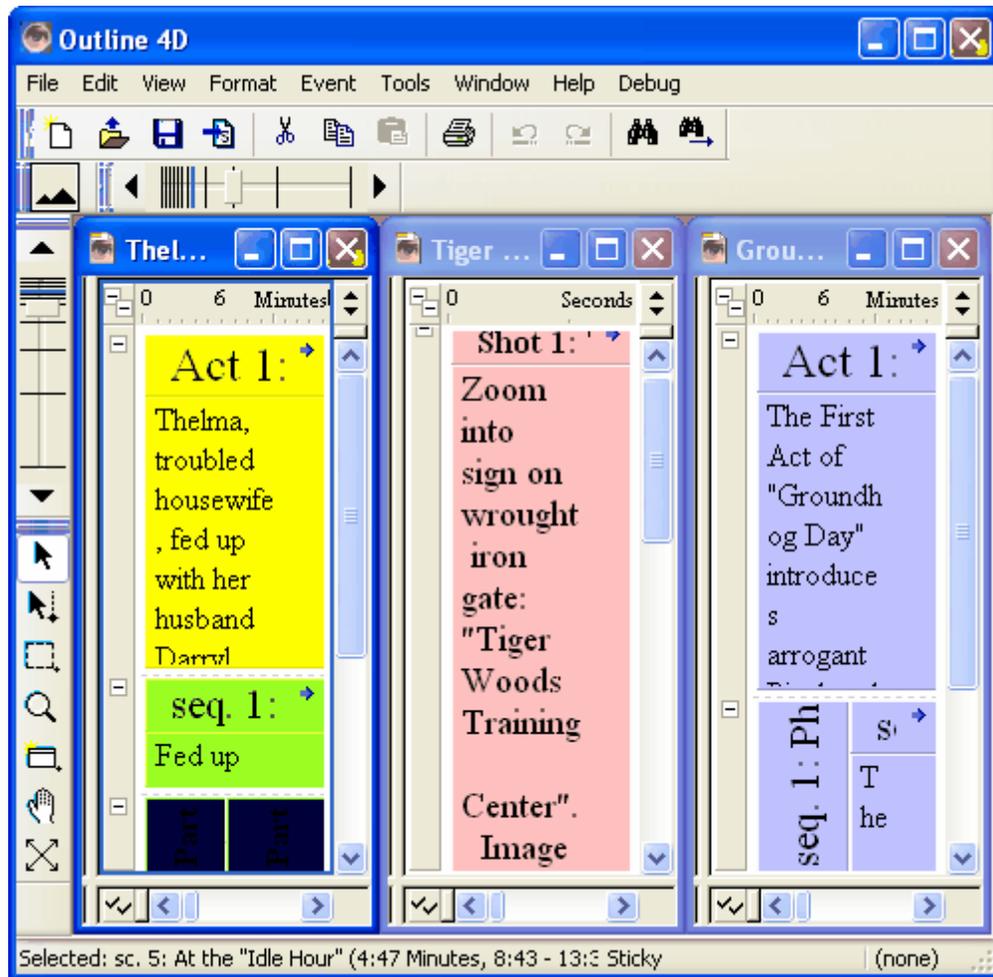
### 10.1 Tile Horizontally

This command aligns all open documents so that they display on-screen from top to bottom. **Select Window > Tile Horizontally** to execute this command.



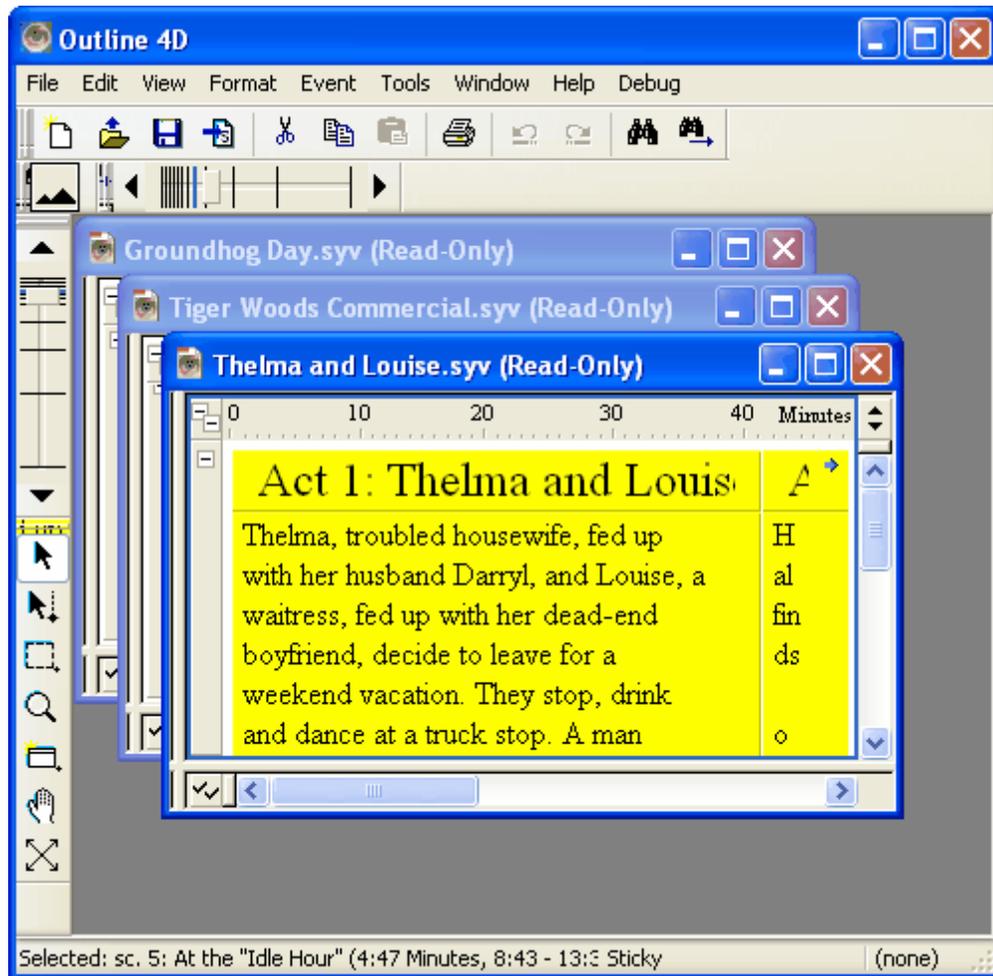
## 10.2 Tile Vertically

This command aligns all open documents so that they display on-screen from left to right. **Select Window > Tile Vertically** to execute this command.



## 10.3 Cascade

This command arranges all open documents so that they overlap each other diagonally. **Select Window > Cascade** to execute this command.



## 10.4 New Timeline Window

Opens a new Timeline window, which is a view into your open document. You may have multiple Timeline and Outline windows open at the same time, viewing the same or multiple documents.

## 10.5 New Outline Window

Opens a new Outline window, which is a view into your open document. You may have multiple Timeline and Outline windows open at the same time, viewing the same or multiple documents.

**Part**



**XI**

## 11 Help Menu

Help Topics	F1
About Outline 4D...	
Check for Updates	

### 11.1 Help Topics

Calls up on-line help (this document). If you press a HELP button, on-line help will move to the contextually correct help area.

### 11.2 About Outline 4D

Tells you the version and build of your copy of Outline 4D.

### 11.3 Check for Updates...

Connects to the World Wide Web and searches the Outline 4D site for any relevant updates which you can download for free.

**Part**



## 12 Program Commands

- Menu Commands
- Toolbar Commands
- Keyboard Commands
- Context Menu Commands

### 12.1 Menu Commands

- File Menu
- Edit Menu
- View Menu
- Format Menu
- Event Menu
- Tools Menu
- Window Menu

#### 12.1.1 File Menu

Use the commands on this menu to open, close, save, export, and print a timeline, and also to exit the program.

**N**ew...

This command displays the *Open From Template* dialog. The keyboard shortcut for this command is **Ctrl+N**.

**O**pen...

This command displays the *Open* dialog. The keyboard shortcut for this command is **Ctrl+O**.

**C**lose Window

This command closes the active window *after* asking if you want to save any changes to the timeline. The keyboard shortcut for this command is **Ctrl+W**.

**C**lose Document

This command closes all windows associated with the active document *after* asking if you want to save any changes to the timeline. The keyboard shortcut for this command is **Ctrl+Shift+W**.

**S**ave

This command saves any changes made to the active window without closing it. The keyboard shortcut for this command is **Ctrl+S**.

**S**ave **A**s...

This command displays the *Save As* dialog. The keyboard shortcut for this command is **Ctrl+Shift+S**.

**S**ave a Copy...

This command displays the *Save A Copy* dialog.

**I**mport

This command displays the *Import Dramatica Story File* dialog.

**E**xport...

This command displays the *Export* dialog.

**E**xport Options...

This command displays the *Report Options* dialog.

**P**rint Setup...

This command displays the *Print Setup* dialog.

**P**rint Preview...

This command displays the *Print Preview* window.

**P**rint...

This command displays the *Print* dialog. The keyboard shortcut for this command is **Ctrl+P**.

**E**xit

This command asks if you want to save changes to any modified windows and then closes the program. The keyboard shortcut for this command is **Ctrl+Q**.

## 12.1.2 Edit Menu

Use the commands on this menu to cut, copy, and paste text and events. You can also access the **Find** dialog from this menu.

**U**ndo

This command cancels the last change made in the active timeline window. The keyboard shortcut for this command is **Ctrl+Z**.

**R**edo

This command restores the last action canceled with the **Undo** command. The keyboard shortcut for this command is **Ctrl+Shift+Z**.

**C**ut

This command deletes the selected text or event and places it on the clipboard. The keyboard shortcut for this command is **Ctrl+X**.

**C**opy

This command duplicates the selected text or event and places it on the clipboard. The keyboard shortcut for this command is **Ctrl+C**.

**P**aste

This command moves the cut/copied text or event from the clipboard to the designated new location in the document. This command replaces any selected text or events that already exist in the designated new location. The keyboard shortcut for this command is **Ctrl+V**.

**C**lear

This command deletes the selected text or event. If no text is selected, this command deletes the character immediately to the right of the cursor. The keyboard shortcut for this command is **Delete**.

**S**elect All

This command selects *all* the visible events in the timeline or all the text within an event. This command does not select hidden events. The keyboard shortcut for this command is **Ctrl+A**

**Select Current Level**

This command selects the level in the timeline where the cursor is currently placed, where an event is selected, or on the last point of keyboard focus. The keyboard shortcut for this command is **Ctrl+Shift+A**.

**Find...**

This command displays the *Find* dialog. The keyboard shortcut for this command is **Ctrl+F**.

**Find Previous**

Locates the prior occurrence of the designated search string. The keyboard shortcut for this command is **Ctrl+Shift+G**.

**Find Next**

Locates the next occurrence of the designated search string. The keyboard shortcut for this command is **Ctrl+G**.

**Replace...**

This command displays the *Find and Replace* dialog. The keyboard shortcut for this command is **Ctrl+H**.

**Replace Previous**

Replaces the prior occurrence with the new string of characters. The keyboard shortcut for this command is **Ctrl+Shift+J**.

**Replace Next**

Replaces the next occurrence with the new string of characters. The keyboard shortcut for this command is **Ctrl+J**.

### 12.1.3 View Menu

Use the commands on this menu to adjust how a timeline displays and to select what toolbars display on the *Main* window.

**Panorama**

This command reduces the size of a timeline so that all events display on-screen. Selecting this command again returns the timeline to its original size. The keyboard shortcut for this command is **Ctrl+1** or **Ctrl+NumPad 5**.

**Fit to View**

This command scales a selected event or group of events to fit on-screen. The keyboard shortcut for this command is **Ctrl+2**.

**Fit to 2/3rds View**

This command scales a selected event or group of events to fit in two-thirds of the screen. The keyboard shortcut for this command is **NumPad 5**.

**Center**

This command centers a selected event or group of events in the timeline. The keyboard shortcut for this command is **Ctrl+3**.

**Scroll View**

This command opens a sub-menu that allows you to scroll left, right, up, and down in the timeline.

#### Scale View

This command opens a sub-menu that allows you to adjust the horizontal/vertical scale and zoom level in your timeline.

#### Set Ruler Options

This command opens a sub-menu that allows you to adjust the appearance of your timeline in relation to the ruler.

#### Visibility

This command opens a sub-menu that allows you to adjust tracking, control, and event display options.

#### Add Horizontal Split

This command divides your timeline horizontally into two separate views. This option allows you to view different portions of the same timeline. Select this command again to restore the timeline to one view. The keyboard shortcut for this command is **F3**.

#### Add Vertical Split

This command divides your timeline vertically into two separate views. This option allows you to view different portions of the same timeline. Select this command again to restore the timeline to one view. The keyboard shortcut for this command is **F4**.

#### Toolbars

This command opens a sub-menu that allows you to designate which toolbars appear in the **Main** window.

### 12.1.4 Format Menu

Use the commands on this menu to customize the appearance of text in an event.

#### Character...

This command displays the *Font* dialog. Use this dialog to apply a new font, font style, and font size to selected text.

#### Paragraph

This command displays a sub-menu that allows you to select a paragraph style to apply to *all* the text in an event. There must be more than one paragraph style assigned to the event type in the *Paragraph Styles* panel of the *Document Settings* dialog to use this command.

#### Next Paragraph Style

This command applies the next available paragraph style to *all* the text in an event. There must be more than one paragraph style assigned to the event type in the *Paragraph Styles* panel of the **Document Settings** dialog to use this command. The keyboard shortcut for this command is **Ctrl+\<**.

#### Color...

This command displays the *Color* dialog. Use this dialog to select a color to apply to the selected text.

#### Bold

This command adds/removes **bold** formatting for text selected in an event. The keyboard shortcut for this command is **Ctrl+B**.

**I**talic

This command adds/removes *italic* formatting for text selected in an event. The keyboard shortcut for this command is **Ctrl+I**.

**U**nderline

This command adds/removes underline formatting for text selected in an event. The keyboard shortcut for this command is **Ctrl+U**.

## 12.1.5 Event Menu

Use the commands on this menu to insert new events, edit existing events, and adjust the placement of events.

**S**et Event Duration

This command displays the *Selection Properties* toolbar with the **Duration** field selected. The keyboard shortcut for this command is **Ctrl+D**.

**E**dit Selection...

This command puts the selected event into edit mode. The keyboard shortcut for this command is **Ctrl+E**.

**C**enter and **E**dit

This command puts the selected event into edit mode *and* fits the event on-screen in two-thirds view. The keyboard shortcut for this command is **Ctrl+M**.

**I**nsert <Event> **B**efore

This command adds a new event to the *immediate left* of the selected event. The **Event** menu always displays the name of the event type currently selected in the document. The keyboard shortcut for this command is **Ctrl+Shift+Enter**.

**I**nsert <Event> **A**fter

This command adds a new event to the *immediate right* of the selected event. The **Event** menu always displays the name of the event type currently selected in the document. The keyboard shortcut for this command is **Ctrl+Enter**.

**S**horten

This command reduces the duration of selected events. The keyboard shortcut for this command is **NumPad -**.

**L**engthen

This command increases the duration of selected events. The keyboard shortcut for this command is **NumPad +**.

**M**ove **L**eft

This command appears in the following three states:

**Align Starts** - Closes any gap to the left of the selected parent and child.

**Compact Left** - Closes any gap to the left of the selected group of events.

**Move Left** - Closes any gap to the left of a selected event.

The keyboard shortcut for this command is **Ctrl+]**.

**M**ove **R**ight

This command appears in the following three states:

**Align Ends** - Closes any gap to the right of the selected parent and child.

**Compact Right** - Closes any gap to the right of the selected group of events.

**Move Right** - Closes any gap to the right of a selected event.

The keyboard shortcut for this command is **Ctrl+]**.

C**l**ose **G**aps

This command closes gaps between and around selected events. The keyboard shortcut for this command is **Ctrl+NumPad \***.

### 12.1.6 Tools Menu

Use the commands on this menu to insert, remove, and organize tracks, as well as to access the **Options** and **Document Settings** dialogs.

**T**racks

This command opens a sub-menu that allows you to insert/delete tracks, automate track connections, and access the *Track Sets* and *Track Properties* panels of the *Document Settings* dialog.

**S**ettings for Document1...

This command displays the **Document Settings** dialog. The keyboard shortcut for this command is **F2**.

**O**ptions...

This command displays the *Options* dialog. The keyboard shortcut for this command is **F8**.

### 12.1.7 Window Menu

Use the commands on this menu to organize multiple documents.

**T**ile Horizontally

This command aligns all open windows so that they display on-screen from top to bottom.

**T**ile Vertically

This command aligns all open windows so that they display on-screen from left to right.

**C**ascade

This command arranges all open windows so that they overlap each other diagonally.

## 12.2 Toolbar Commands

- File and Editing
- Timeline Tools
- View
- Event and Timeline
- Text Format
- Track

- Horizontal Scale
- Vertical Scale
- Panoramic Button
- Selection Properties

## 12.2.1 File and Editing

Use this toolbar to create, modify, save, export, and print documents. Click a button to display the applicable help topic.



The **New** button displays the *Open From Template* dialog. The keyboard shortcut for this command is **Ctrl+N**.



The **Open** button displays the *Open* dialog. The keyboard shortcut for this command is **Ctrl+O**.



The **Save** button saves any changes made to the active document without closing it. The keyboard shortcut for this command is **Ctrl+S**.



If you have *Movie Magic Screenwriter* installed on your computer, the **Export to Screenwriter** button converts the active file into a Screenwriter format and opens it in Screenwriter.

If you do not have *Movie Magic Screenwriter* installed on your computer, prompts for a file name and saves the active file in Screenwriter format.



The **Cut** button deletes the selected text or event and places it on the clipboard. The keyboard shortcut for this command is **Ctrl+X**.



The **Copy** button duplicates the selected text or event and places it on the clipboard. The keyboard shortcut for this command is **Ctrl+C**.



The **Paste** button moves the cut/copied text or event from the clipboard to the designated new location in the document. This command replaces any selected text or event that already exist in the designated new location. The keyboard shortcut for this command is **Ctrl+V**.



The **Print** button displays the *Print* dialog. The keyboard shortcut for this command is **Ctrl+P**.



The **Undo** button cancels the last change made in the active timeline document. The keyboard shortcut for this command is **Ctrl+Z**.



The **Redo** button restores the last action you canceled with the **Undo** button. The keyboard shortcut for this command is **Ctrl+Shift+Z**.



The **Find** button displays the *Find* dialog. The keyboard shortcut for this command is **Ctrl+F**.



The **Find Next** button locates the next occurrence of the designated search string. The keyboard shortcut for this command is **Ctrl+G**.



The **Help** button displays the Outline 4D online help. The keyboard shortcut for this command is **F1**.

## 12.2.2 Timeline Tools

Use this toolbar to select events, connect events to track elements, and adjust how the timeline displays. Click a button to display the applicable help topic.



The **Selection** tool selects events and text within events, moves events, and selects toolbar

and menu items. The keyboard shortcut for this command is **A**.



The **Connection** tool connects events with categories in the *Track* area and turns connections on and off. The keyboard shortcut for this command is **T**.



The **Group Selection** tool selects multiple events at the same time. This tool is used specifically for selecting event(s). You cannot move events or select toolbar or menu items with this tool. The keyboard shortcut for this command is **S**.



The **Zoom** tool adjusts the magnification (scale) of your timeline. Click the left mouse button to zoom in, the right mouse button to zoom out, or click and drag to create a box and release the left mouse button to zoom in on the box. The keyboard shortcut for this command is **Z**.



The **Creation** tool adds new events to your timeline. This tool allows you to quickly insert and create durations for new events. The keyboard shortcut for this command is **C**.



The **Scroll** tool “grabs” the timeline and scrolls in any direction. The keyboard shortcut for this command is **Space**.

### 12.2.3 View

Use this toolbar to adjust the display of events and track lines. Click a button to display the applicable help topic.



The **Show All Events** button expands any collapsed or hidden event levels in your timeline so that all levels display. This button also displays all the tracks so that any events dimmed or hidden due to their track connection become fully visible.



The **Enable Event Hiding** button enables or disables event hiding. Allows you to use the **Level Selector** to hide event levels and the **Track Status** buttons to hide events. The keyboard shortcut for this command is **Ctrl+6**.



The **Toggle Connection Lines** button displays connection lines between events and tracks in the *Track* area. The keyboard shortcut for this command is **Ctrl+7**.



The **Toggle Connection Labels** button displays connection labels for connection points in the *Track* area. The keyboard shortcut for this command is **Ctrl+8**.

## 12.2.4 Event and Timeline

Use this toolbar to adjust and organize events in the *Event* area. Click a button to display the applicable help topic.



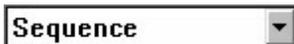
The **Center and Edit** button puts the selected event into edit mode and fits the event on-screen in two-thirds view. The keyboard shortcut for this command is **Ctrl+M**.



The **Insert Before** button adds a new event to the *immediate left* of the selected event. The keyboard shortcut for this command is **Ctrl+Shift+Enter**.



The **Insert After** button adds a new event to the *immediate right* of the selected event. The keyboard shortcut for this command is **Ctrl+Enter**.



The **Event Type** drop-down list displays the event type currently selected. If event(s) are selected on a level that allows multiple event types, choosing an event type changes all events on that level to the selected type. Use this drop-down list to see what kind of event will be inserted and to change an existing event. This drop-down list is disabled unless the event level supports more than one event type.



This button functions as follows:

**Align Starts** - Closes any gap to the left of the selected parent and child events.

**Compact Left** - Closes any gap to the left of the selected group of events.

**Move Left** - Closes any gap to the left of a selected event.

The keyboard shortcut for this command is **Ctrl+[**.



This button functions as follows:

**Align Ends** - Closes any gap to the right of the selected parent and child events.

**Compact Right** - Closes any gap to the right of the selected group of events.

**Move Right** - Closes any gap to the right of a selected event.

The keyboard shortcut for this command is **Ctrl+]**.



The **Close Gaps** button eliminates gaps between and around selected events. The keyboard shortcut for this command is **Ctrl+NumPad \***.

## 12.2.5 Text Format

Use this toolbar to customize the appearance and alignment of text. Click a button to display the applicable help topic.



The **Paragraph Style** drop-down list assigns a paragraph style to selected text.



The **Font** drop-down list assigns a font to selected text.



The **Font Size** drop-down list assigns a font size to selected text.



The **Color** drop-down list assigns a color to selected text.



The **Bold** button adds/removes bold formatting for text selected in an event. The words "melancholy Romeo" are bolded in the following example:

"A **melancholy Romeo** enters and is questioned by his cousin Benvolio, who learns that the cause of Romeo's sadness is unrequited love."

The keyboard shortcut for this command is **Ctrl+B**.



The **Italic** button adds/removes italic formatting for text selected in an event. The words "melancholy Romeo" are italicized in the following example:

"A *melancholy Romeo* enters and is questioned by his cousin Benvolio, who learns that the cause of Romeo's sadness is unrequited love."

The keyboard shortcut for this command is **Ctrl+I**.



The **Underline** button adds/removes underline formatting for text selected in an event. The words "melancholy Romeo" are underlined in the following example:

"A melancholy Romeo enters and is questioned by his cousin Benvolio, who learns that the cause of Romeo's sadness is unrequited love."

The keyboard shortcut for this command is **Ctrl+U**.



The **Align Left** button formats selected text so that it is left justified as shown in the following example:

"A melancholy Romeo enters and is questioned by his cousin Benvolio, who learns that the cause of Romeo's sadness is unrequited love."



The **Center** button formats selected text so that it is centered as shown in the following example:

"A melancholy Romeo enters and is questioned by his cousin Benvolio, who learns that the cause of Romeo's sadness is unrequited love."



The **Align Right** button formats selected text so that it is right justified as shown in the following example:

"A melancholy Romeo enters and is questioned by his cousin Benvolio, who learns that the cause of Romeo's sadness is unrequited love."



The **Justify** button formats selected text so that it is fully justified as shown in the following example:

"A melancholy Romeo enters and is questioned by his cousin Benvolio, who learns that the cause of Romeo's sadness is unrequited love."

## 12.2.6 Track

Use this toolbar to select icons on this toolbar to view and organize element tracking.



The **Track Sets** button displays the *Track Sets* panel of the *Document Settings* dialog. Use this panel to create track groupings to use with your timeline.



The **Insert Track** button adds tracks to the list in the *Track Selector* area. The keyboard shortcut for this command is **Ctrl+Enter**.



The **Remove Track** button removes the selected track from the *Track Selector* area. The keyboard shortcut for this command is **Delete**.



The **Toggle Track Area** button displays/hides the *Track* area.

## 12.2.7 Horizontal Scale



The **Set Horizontal Scale** toolbar adjusts the width of a timeline.

## 12.2.8 Vertical Scale



The **Set Vertical Scale** toolbar adjusts the height of a timeline.

## 12.2.9 Panoramic Button



The **Panoramic** button displays the entire timeline on-screen. The keyboard shortcut for this command is **Ctrl+1** or **Ctrl+NumPad 5**.

## 12.2.10 Selection Properties

Use this toolbar to adjust the position and duration of an event.



The **Starting Point** field lists the starting point on the timeline for the selected event. Enter a new number to change the starting point of the selected event.



The **Ending Point** field lists the ending point on the timeline for the selected event. Enter a new number to change the ending point of the selected event.



The **Duration** field lists the total duration on the timeline for the selected event. Enter a new number to change the duration of the selected event.



The **Unit of Measurement** field lists the unit of measurement being used to determine the duration of the selected event. You can select a new measurement unit from the drop-down list.

## 12.3 Keyboard Commands

- Edit Shortcuts
- Event Shortcuts
- File Shortcuts
- Format Shortcuts
- Text Shortcuts
- Timeline Tools Shortcuts
- View Shortcuts

### 12.3.1 Edit Shortcuts

#### Clear

Press **Delete** to remove the selected text or event. If no text is selected, this command deletes the character immediately to the right of the cursor.

#### Copy

Press **Ctrl+C** to duplicate the selected text or event and place it on the clipboard.

#### Cut

Press **Ctrl+X** to delete the selected text or event and place it on the clipboard.

#### Find

Press **Ctrl+F** to display the *Find* dialog.

#### Find Next

Press **Ctrl+G** to locate the next occurrence of the designated search string.

#### Find Previous

Press **Ctrl+Shift+G** to locate the prior occurrence of the designated search string.

#### Paste

Press **Ctrl+V** to move the cut/copied text or event from the clipboard to the designated new location in the document. This command replaces any selected text or events that already exist in the designated new location.

**TIP:** If you have multiple events selected, press **Ctrl+Shift+V** to eliminate spacing between the events when pasted from the clipboard to the new location in your document.

#### Redo

Press **Ctrl+Shift+Z** to restore the last action canceled with the **Undo** command.

#### Replace

Press **Ctrl+H** to display the *Find and Replace* dialog.

#### Replace Next

Press **Ctrl+J** to replace the next occurrence with the new string of characters.

#### Replace Previous

Press **Ctrl+Shift+J** to replace the previous occurrence with the new string of characters.

#### Select All

Press **Ctrl+A** to select *all* the visible events in the timeline or all the text within an event. This command does not select hidden events.

#### Select Current Level

Press **Ctrl+Shift+A** to select the level in the timeline where the cursor is currently placed, where an event is selected, or on the last point of keyboard focus.

#### Undo

Press **Ctrl+Z** to cancel the last change made in the active timeline window.

## 12.3.2 Event Shortcuts

### Center and Edit

Press **Ctrl+M** to put the selected event into edit mode *and* fit the event on-screen in two-thirds view.

### Close Gaps

Press **Ctrl+NumPad \*** to close gaps between and around selected events.

### Edit Selection

Press **Ctrl+E** to put the selected event into edit mode.

### Go to Beginning of Level

Press **Home** to display the first event on the selected event level.

### Go to End of Level

Press **End** to display the last event on the selected event level.

### Insert Event After

Press **Ctrl+Enter** to add a new event to the *immediate right* of the selected event.

### Insert Event Before

Press **Ctrl+Shift+Enter** to add a new event to the *immediate left* of the selected event.

### Lengthen

Press **NumPad +** to increase the duration of selected events.

### Move One Event Down

Press the **Down Arrow** to move one event down from the selected event.

### Move One Event Down and Switch to Edit Mode

Press **Alt+Down Arrow** to move one event down from the selected event and place the event in edit mode.

### Move One Event to the Left

Press the **Left Arrow** to move one event left from the selected event.

### Move One Event to the Left and Switch to Edit Mode

Press **Alt+Left Arrow** to move one event left from the selected event and place the event in edit mode.

### Move One Event Right

Press the **Right Arrow** to move one event right from the selected event.

### Move One Event to the Right and Switch to Edit Mode

Press **Alt+Right Arrow** to move one event right from the selected event and place the event in edit mode.

### Move One Event Up

Press the **Up Arrow** to move one event up from the selected event.

### Move One Event Up and Switch to Edit Mode

Press **Alt+Up Arrow** to move one event up from the selected event and place the event in edit mode.

**Move One Screen Left**

Press **Page Up** to display events to the left of the currently displayed events.

**Move One Screen Right**

Press **Page Down** to display events to the right of the currently displayed events.

**Select Parent and All Child Events**

Press **Shift** and click the **Mouse** to select a parent event and all its children.

**Set Event Duration**

Press **Ctrl+D** to display the *Selection Properties* toolbar with the **Duration** field selected.

**Shorten**

Press **NumPad -** to reduce the duration of selected events.

**Toggle Event Selection State**

Press **Ctrl** and click the **Mouse** to switch between selection states for an event.

**Toggle Parent and Child Event Selection State**

Press **Ctrl+Shift** and click the **Mouse** to switch between selection states for an event and all its children.

### 12.3.3 File Shortcuts

**Close Document**

Press **Ctrl+Shift+W** to close all windows associated with the active document *after* asking if you want to save any changes to the timeline.

**Close Window**

Press **Ctrl+W** to close the active window *after* asking if you want to save any changes to the timeline.

**Document Settings Dialog**

Press **F2** to display the *Document Settings* dialog.

**Exit**

Press **Ctrl+Q** to save changes to any modified windows and close the program.

**Help Topics**

Press **F1** to display the Outline 4D online help.

**New**

Press **Ctrl+N** to display the *Open From Template* dialog.

**Open**

Press **Ctrl+O** to display the *Open* dialog.

**Print**

Press **Ctrl+P** to display the *Print* dialog.

**Options**

Press **F8** to display the *Options* dialog.

**Save**

Press **Ctrl+S** to save any changes made to the active window without closing it.

#### **Save As**

Press **Ctrl+Shift+S** to display the Save As dialog.

### 12.3.4 Format Shortcuts

#### **Bold**

Press **Ctrl+B** to add/remove **bold** formatting for text selected in an event.

#### **Italic**

Press **Ctrl+I** to add/remove *italic* formatting for text selected in an event.

#### **Next Paragraph Style**

Press **Ctrl+\** to apply the next available paragraph style to *all* the text in an event. There must be more than one paragraph style assigned to the event type in the *Paragraph Styles* panel of the *Document Settings* dialog to use this command.

#### **Underline**

Press **Ctrl+U** to add/remove underline formatting for text selected in an event.

### 12.3.5 Text Shortcuts

#### **Beginning of Current Line**

Press **Home** to move the cursor to the beginning of the current row of text.

#### **Beginning of Current or Previous Line**

Press **Ctrl+Up Arrow** to move the cursor to the beginning of the current or previous row of text.

#### **Beginning of Event**

Press **Ctrl+Home** to move the cursor to the beginning of the first row of text.

#### **Beginning of Next Line**

Press **Ctrl+Down Arrow** to move the cursor to the beginning of the next row of text.

#### **Beginning of Next Word**

Press **Ctrl+Right Arrow** to move the cursor to the beginning of the next word.

#### **Beginning of Previous Word**

Press **Ctrl+Left Arrow** to move the cursor to the beginning of the current or previous word.

#### **Delete Next Character**

Press **Delete** to remove the character to the *immediate right* of the cursor.

#### **Delete Previous Character**

Press **Backspace** to remove the character to the *immediate left* of the cursor.

#### **End of Current Line**

Press **End** to move the cursor to the end of the current row of text.

#### **End of Event**

Press **Ctrl+End** to move the cursor to the end of the last row of text.

**Exit Edit Mode**

Press **Escape** to take a selected event out of edit mode.

**Insert Line**

Press **Enter** to start a new line.

**Insert Tab**

Press **Tab** to rotate between paragraph styles. The function of the **Tab** key can be changed in the *Editing Panel* of the *Options* dialog.

**Move One Character to the Left**

Press the **Left Arrow** to move the cursor one character to the left.

**Move One Character to the Right**

Press the **Right Arrow** to move the cursor one character to the right.

**Move Down One Line**

Press the **Down Arrow** to move the cursor down one row.

**Move Down One Screen**

Press **Page Down** to display the events below the displayed events.

**Move Up One Line**

Press the **Up Arrow** to move the cursor up one row.

**Move Up One Screen**

Press **Page Up** to display the events above the displayed events.

**Select All Text in Event**

Press **Ctrl+A** to select all the text in the selected event.

**Select to Beginning of Current Line**

Press **Shift+Home** to select all text on the current line to the left of the cursor.

**Select to Beginning of Event**

Press **Ctrl+Shift+Home** to select all text to the left of the cursor and all rows of text above the cursor.

**Select to Beginning of Next Word**

Press **Ctrl+Shift+Right Arrow** to select all the characters to the right of the cursor up to the start of the next word.

**Select to Beginning of Previous Word**

Press **Ctrl+Shift+Left Arrow** to select all the characters to the left of the cursor up to the first character of the word.

**Select to End of Current Line**

Press **Shift+End** to select all text on the current line to the right of the cursor.

**Select to End of Event**

Press **Ctrl+Shift+End** to select all text to the right of the cursor and all rows of text below the cursor.

### 12.3.6 Timeline Tools Shortcuts

#### Connection Tool

Press **T** to activate the event/track connection tool.

#### Creation Tool

Press **C** to activate the event creation tool.

#### Group Selection Tool

Press **S** to activate the multiple event selection tool.

#### Scroll Tool

Press the **Space Bar** to activate the timeline scrolling tool.

#### Selection Tool

Press **A** to activate the (default) event and text selection tool.

#### Zoom Tool

Press **Z** to activate the timeline scaling tool.

### 12.3.7 View Shortcuts

#### Add Horizontal Split

Press **F3** to split a timeline horizontally.

#### Add Vertical Split

Press **F4** to split a timeline vertically.

#### Center

Press **Ctrl+3** to center the selected event on-screen.

#### Enable Event Hiding

Press **Ctrl+6** to allow event levels to be hidden from view.

#### Expand Horizontal

Press **Ctrl+NumPad 6** to increase the horizontal scale of a timeline without affecting the vertical scale.

#### Expand Vertical

Press **Ctrl+NumPad 2** to increase the vertical scale of a timeline without affecting the horizontal scale.

#### Fit to 2/3rds View

Press **NumPad 5** to focus two-thirds of the screen on the selected event.

#### Fit to View

Press **Ctrl+2** to fit the selected event to view on-screen.

#### Panorama

Press **Ctrl+1** or **Ctrl+NumPad 5** to display the entire timeline on-screen.

#### Scroll Down

Press **NumPad 2** to scroll one "click" down.

#### Scroll Left

Press **NumPad 4** to scroll one “click” left.

**Scroll Right**

Press **NumPad 6** to scroll one “click” right.

**Scroll Up**

Press **NumPad 8** to scroll one “click” up.

**Show Connection Labels**

Press **Ctrl+8** to display labels next to track points in the *Track* area.

**Show Connection Lines**

Press **Ctrl+7** to display lines running between events and their track connections.

**Show Control Area**

Press **Ctrl+R** to display the *Level Selector* area of the **Timeline** window.

**Show Margins Between Events**

Press **Ctrl+0** to display small gaps between events instead of a thin line.

**Show Track Area**

Press **Ctrl+T** to display the *Track* area of the **Timeline** window.

**Show Tracks and Controls**

Press **Ctrl+5** to display *all areas* of the **Timeline** window.

**Shrink Horizontal**

Press **Ctrl+NumPad 4** to decrease the horizontal scale of a timeline without affecting the vertical scale.

**Shrink Vertical**

Press **Ctrl+NumPad 8** to decrease the vertical scale of a timeline without affecting the horizontal scale.

**Zoom In**

Press **Ctrl+NumPad 3** to increase the magnification of a timeline.

**Zoom Out**

Press **Ctrl+NumPad 7** to decrease the magnification of a timeline.

## 12.4 Context Menu Commands

- Event Context Menu
- Event Level Context Menu
- Level Display Context Menu
- Level Selector Context Menu
- Not Connected Context Menu
- Ruler Context Menu
- Text Context Menu
- Timeline Context Menu
- Track Display Context Menu
- Track Selector Context Menu
- Track Status Context Menu

### 12.4.1 Event Context Menu

Use the commands on this menu to modify display settings for a selected event. An event must be selected to right-click and display this context menu.

**C**ut

Deletes the selected event and places it on the clipboard.

**C**opy

Duplicates the selected event and places it on the clipboard.

**P**aste

Moves the cut/copied event from the clipboard to the designated new location.

**S**elect Current Level

Selects the level in the timeline where the cursor is currently placed.

**S**elect **A**ll

Selects *all* the visible events in the timeline. This command does not select hidden events.

**C**enter and **E**dit

Puts the selected event into edit mode *and* fits the event on-screen in two-thirds view.

**F**it to **V**iew

Scales a selected event or group of events to fit on-screen.

**F**it to 2/3rds **V**iew

Scales a selected event or group of events to fit in two-thirds of the screen.

**I**nsert <Event> **B**efore

Adds a new event to the *immediate left* of the insertion cursor. The **Event** context menu always displays the name of the event type currently selected in the document.

**I**nsert <Event> **A**fter

Adds a new event to the *immediate right* of the insertion cursor. The **Event** context menu always displays the name of the event type currently selected in the document.

**M**ove **L**eft

Closes gaps to the left of a selected event.

**M**ove **R**ight

Closes gaps to the right of a selected event.

**C**lose **G**aps

Closes gaps between and around selected events.

### 12.4.2 Event Level Context Menu

Use the options on this menu to adjust the layout of an event level. The cursor must be on an event type to right-click and display this context menu.

**P**aste

Moves the cut/copied event from the clipboard to the designated new location.

**S**elect Current Level

Selects the level in the timeline where the cursor is currently placed.

**S**elect **A**ll

Selects *all* the visible events in the timeline. This command does not select hidden events.

**I**nsert <Event> Before

Adds a new event to the *immediate left* of the insertion cursor. The **Event Level** context menu always displays the name of the event type currently selected in the document.

**I**nsert <Event> After

Adds a new event to the *immediate right* of the insertion cursor. The **Event Level** context menu always displays the name of the event type currently selected in the document.

**C**lose **G**aps

Closes gaps between and around selected events.

**P**anorama

Reduces the size of a timeline so that all events display on-screen. Selecting this command again returns the timeline to its original size.

**V**iew Settings...

Displays the *General* panel of the *Options* dialog. The items in this panel set the program defaults for displaying events, watermarks, the status bar, and flyovers.

**S**how All **E**vents

Displays any events hidden due to their track status.

**S**how Connection **L**ines

Displays connection lines between tracks and events. Selecting this command again hides connection lines. This option is only available when the *Track* area is displayed.

### 12.4.3 Level Display Context Menu

Use the commands on this menu to collapse and expand event levels. The cursor must be on the *Level Bar* to right-click and display this context menu.

**C**ollapse/Expand **L**evel

Hides or displays the event type level to the right of the cursor.

**C**ollapse **A**ll

Hides the content area of events on all levels.

**E**xpand **A**ll

Displays the content area of events on all levels.

### 12.4.4 Level Selector Context Menu

Use the options on this menu to display, dim, hide, collapse, expand, and select event levels. The cursor must be on an event level in the *Level Selector* to right-click and display this context menu.

**S**how Event Type

Displays the selected event level (if it is currently dimmed or hidden).

**Dim Event Type**

Dims the selected event level.

**Hide Event Type**

Hides the selected event level.

**Collapse/Expand Level**

Hides or displays the event type level to the right of the cursor.

**Select Level**

Selects the level in the timeline where the cursor is currently placed.

### 12.4.5 Not Connected Context Menu

Use the commands on this menu to add a new track and display the *Track Sets* panel of the **Document Settings** dialog. The cursor must be on the *Not Connected* row to right-click and display this context menu.

**Insert Track**

Adds a new track in the *Track* area.

**Track Sets...**

Displays the *Track Sets* panel of the *Document Settings* dialog. Use this panel to create and modify track sets.

### 12.4.6 Ruler Context Menu

Use the commands on this menu to adjust the display settings for a timeline. The cursor must be on the *Ruler* (or **Set Ruler Type** button) to right-click and display this context menu.

**Show Margins Between Events**

Displays the timeline with small gaps between events instead of the (default) thin line.

**Respect Event Minimum Size Preferences**

Keeps the duration of event types from being reduced past the minimum size set in the *Document Settings* dialog.

**Ignore Event Durations**

Displays all events with the minimum sizes designated in the **Document Settings** dialog, regardless of the actual duration of each event. When this option is selected, you cannot adjust the horizontal scale of your timeline.

**Paper**

Select to use *Paper* as the unit of measurement category for the ruler.

**Time**

Select to use *Time* as the unit of measurement category for the ruler.

### 12.4.7 Text Context Menu

Use this menu to edit the text in an event. An event must be selected and in edit mode to right-click and display this context menu.

#### Cut

Deletes the selected text and places it on the clipboard.

#### Copy

Duplicates the selected text and places it on the clipboard.

#### Paste

Moves the cut/copied text from the clipboard to the designated new location. This command replaces any selected text in the designated new location.

#### Select All

Selects *all* the text within an event.

#### Bold

Adds **bold** formatting to selected text.

#### Italic

Adds *italic* formatting to selected text.

#### Underline

Adds underlining to selected text.

#### Highlight

Adds **highlighting** to selected text.

#### HYPERLINK

Adds hyperlink to selected text.

#### STRIKETHROUGH

Adds strikethrough to selected text.

#### FONT

##### Character...

Displays the *Font* dialog. Use this dialog to select a font, font style, and font size for selected text.

##### Color...

Displays the *Color* dialog. Use this dialog to select a color for selected text.

### 12.4.8 Timeline Context Menu

Use the options on this menu to modify display settings in the *Event* area. The cursor must be over a blank part of the *Event* area (i.e., not over an event or event type) to right-click and display this context menu.

#### Panorama

Reduces the size of a timeline so that all events display on-screen. Selecting this command again returns the timeline to its original size.

**View Settings...**

Displays the *General* panel of the *Options* dialog. The items in this panel set the program defaults for displaying events, watermarks, the status bar, and flyovers.

**Show All Events**

Displays any events hidden due to their track status.

**Show Connection Lines**

Displays connection lines between tracks and events. Selecting this command again hides connection lines. This option is only available when the *Track* area is displayed.

## 12.4.9 Track Display Context Menu

Use this menu to edit tracks and adjust the display of tracks. A track must be selected in the *Track Display* area to right-click and display this context menu.

**Show Connected Events**

Displays all events connected to the track. This returns the **Show Connected Events** button to the normal position.

**Show Events Connected to All "+" Tracks**

Displays all events that contain the tracks marked with the **Show Events Connected to All "+" Tracks** button.

**Dim Connected Events**

Dims the track and all connected events. The **Show Connected Events** button turns into a **Dim Connected Events** button.

**Hide Connected Events**

Hides the track and all connected events. The **Show Connected Events** button turns into a **Hide Connected Events** button.

**Don't Affect Visibility**

Keeps the track and all connected events visible. The **Show Connected Events** button turns into a **Don't Affect Visibility** button.

**Show All Tracks**

Displays all tracks and connected events normally.

**Dim All Tracks**

Dims all tracks and connected events.

**Hide All Tracks**

Hides all tracks and connected events.

**Enable Event Hiding**

Activates the hide function. This option must be activated to use the **Hide** command.

**Show Connection Lines**

Displays connection lines between tracks and events.

Show Connection Labels

Adds a new track in the *Track* area.

Insert Track

Adds a new track in the *Track* area.

Remove Tracks

Removes the selected track from the *Track* area.

Track Sets...

Displays the *Track Sets* panel of the *Document Settings* dialog. Use this panel to create and modify track sets.

Enable Automatic Connections

Activates Outline 4D's automated track connection feature.

Autoconnect events containing title

Automatically connects all events containing the title of track to that track.

Enable Automatic Connections

Activates Outline 4D's automated track connection feature.

Autoconnect events containing title

Automatically connects all events containing the title of track to that track.

Properties...

Displays the *Track Properties* panel of the **Document Settings** dialog. Use this panel to edit the color, connection, and export settings of a track.

### 12.4.10 Track Selector Context Menu

Use this menu to insert and delete tracks and to display the *Track Sets* and *Track Properties* panels of the **Document Settings** dialog. A track must be selected in the *Track Selector* area to right-click and display this context menu.

Insert Track

Adds a new track in the *Track* area.

Remove Tracks

Removes the selected track from the *Track* area.

Track Sets...

Displays the *Track Sets* panel of the *Document Settings* dialog. Use this panel to create and modify track sets.

Enable Automatic Connections

Activates Outline 4D's automated track connection feature.

Autoconnect events containing title

Automatically connects all events containing the title of track to that track.

Enable Automatic Connections

Activates Outline 4D's automated track connection feature.

**Autoconnect events containing title**

Automatically connects all events containing the title of track to that track.

**Properties...**

Displays the *Track Properties* panel of the **Document Settings** dialog. Use this panel to edit the color, connection, and export settings of a track.

## 12.4.11 Track Status Context Menu

Use this menu to adjust the display of tracks. A track must be selected in the *Track Status* area to right-click and display this context menu.

**Show Connected Events**

Displays all events connected to the track. This returns the **Show Connected Events** button to the normal position.

**Show Events Connected to All "+" Tracks**

Displays all events that contain the tracks marked with the **Show Events Connected to All "+" Tracks** button.

**Dim Connected Events**

Dims the track and all connected events. The **Show Connected Events** button turns into a **Dim Connected Events** button.

**Hide Connected Events**

Hides the track and all connected events. The **Show Connected Events** button turns into a **Hide Connected Events** button.

**Don't Affect Visibility**

Keeps the track and all connected events visible. The **Show Connected Events** button turns into a **Don't Affect Visibility** button.

**Show All Tracks**

Displays all tracks and connected events normally.

**Dim All Tracks**

Dims all tracks and connected events.

**Hide All Tracks**

Hides all tracks and connected events.

**Enable Event Hiding**

Activates the hide function. This option must be activated to use the **Hide** command.

**Part**

**XIII**

## 13 Video Tutorials

- Video Tutorial Index
- Outline 4D Tutorial Movies
- File Menu Movies
- Timeline Event Menu Movies
- Outline Event Menu Movies

*(NOTE: Video tutorials require an Internet connection to run. All videos may be found at <http://www.youtube.com/screenplaydotcom>.)*

### 13.1 Video Tutorial Index

*(NOTE: Video tutorials require an Internet connection to run. All videos may be found at <http://www.youtube.com/screenplaydotcom>.)*

#### Outline 4D Tutorials

- Creating an Outline
- Modifying the Outline Appearance
- Manipulating the Events in an Outline
- Customizing the Outline Settings
- Screenplay Template

#### File Menu Commands

- Importing a File (*File > Import*)
- Exporting a File (*File > Export*)
- File > Send to Mail Recipient

#### Event Menu Commands--*Timeline View*

- Set Event Durations
- Edit Selection
- Center and Edit
- Insert Event Before
- Insert Event After
- Shorten
- Lengthen
- Move Left
- Move Right
- Close Gaps

#### Event Menu Commands--*Outline View*

- Edit Selection
- Insert Event Before
- Insert Event Next
- Insert Subtopic
- Insert Event After
- Split Events
- Merge Events
- Promote
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- Move Up

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- Orphan
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