

thinktankTM

*the first
idea processor*

```
+ thinktank manual
+   learning about thinktank
+     + introduction
+     + thinktank on apple computers
+     + brief tour
+     + tutorial
+     + notes and suggestions
+     + appendices
+       + glossary
+       + pascal operating system
+       + disk management
+       + technical information
+   reference guide
+     + detailed list of commands
+     + error messages
+     + index
```

```
thinktank 1.000
  arrow keys move bar cursor
  use "/" for command menu
  (esc) to exit thinktank
```

Living Videotext
Palo Alto, California

APPLE II VERSION

4/180A2E

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Living Videotext, Inc.

ThinkTank Manual

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Operations, manufacturing, &
distribution by: COMPROMT
San Francisco, CA

Software:

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Manual:

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TABLE OF CONTENTS

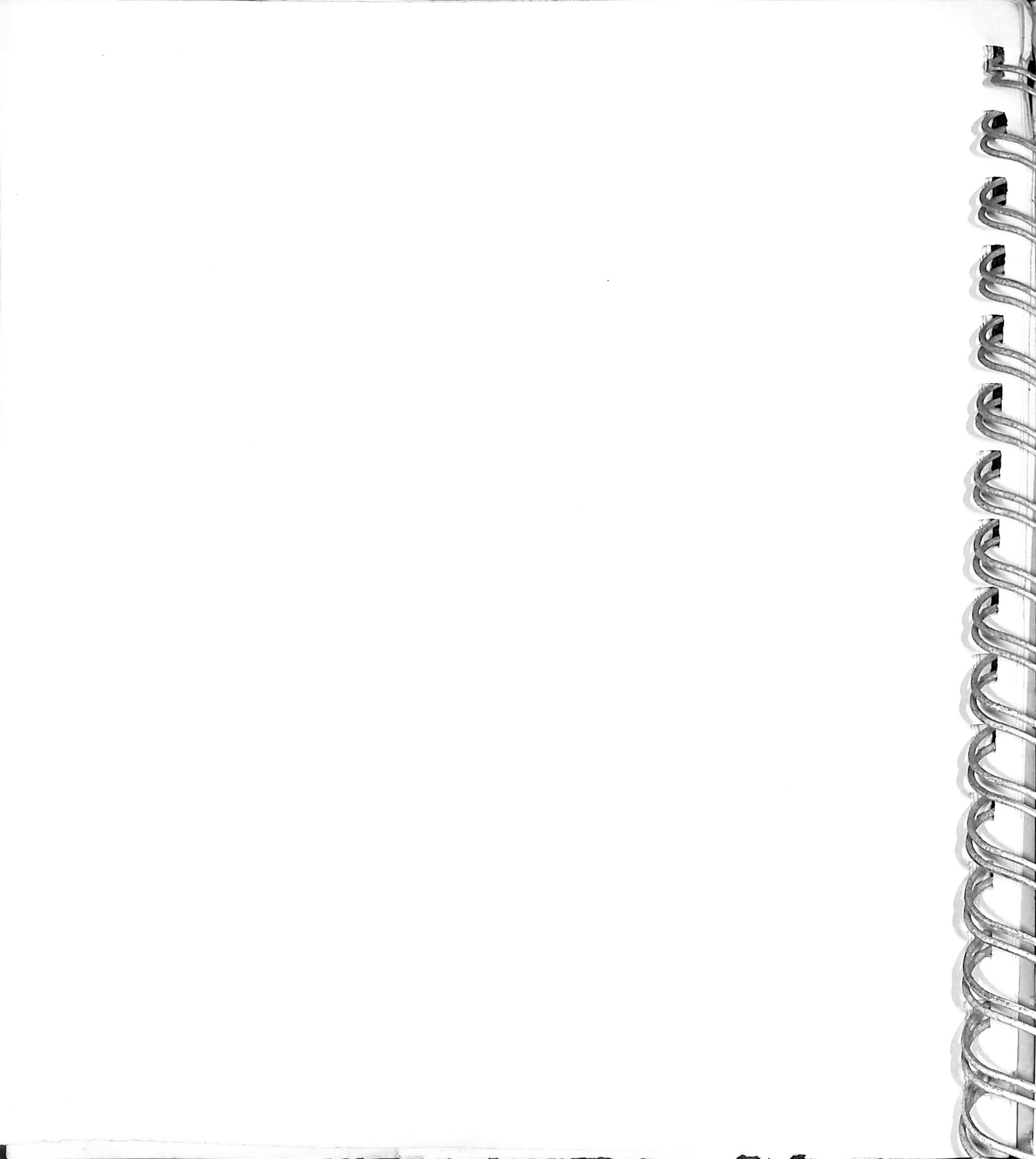
PART I: LEARNING ABOUT THINKTANK	1
Chapter 1: INTRODUCTION TO THINKTANK	1
Box 1-1: Sample Uses of ThinkTank	2
The Outline Approach	3
Overview of the ThinkTank Manual	5
Support	6
Copy Protection and Software Piracy	7
Chapter 2: THINKTANK ON APPLE PERSONAL COMPUTERS	9
System Requirements	9
Tour of the Apple Keyboards	11
Starting Up ThinkTank	14
Don't Write-Protect Your Working Disks	25
Exiting From ThinkTank	25
Special Considerations	26
Summary	28
Chapter 3: A BRIEF TOUR OF THINKTANK	29
Getting Synchronized	29
The ThinkTank Screen	30
The Text Area	31
Expanding a Headline	31
The Command Area	33
Command Menus	33
Adding a New Headline	36
Deleting a Headline	38
Correcting Mistakes	38
Leave Disks in Place	39
Backing Up	40
Summary	41
Chapter 4: USING THINKTANK: A TUTORIAL	43
Learning More About ThinkTank	43
The ThinkTank Reference Guide	44
The ThinkTank Reference Card	44
ThinkTank's Command System	47
Putting It All Together	51
A Comprehensive Example	53
Getting Around	54
Adding and Editing	57

ThinkTank Manual

Reorganizing an Outline	63
Printing an Outline	66
Creating a New Outline	66
Concluding Note	68
Box 4-1: Printing with 'Uppercase Computers'	69
 Chapter 5: USING THINKTANK: NOTES AND SUGGESTIONS	 71
General Advice	71
Getting Started	72
Getting Around	73
Adding Information	74
Reorganizing	76
Printing and Porting	77
Editing Text	80
Special Features	82
Summary	86
 Appendix A: GLOSSARY	 87
 Appendix B: INTRODUCTION TO THE PASCAL OPERATING SYSTEM	 93
What is an Operating System?	93
Files	93
Disks and Devices	94
PASCAL Commands and Programs	95
 Appendix C: DISK MANAGEMENT	 97
Disk Management Tasks	97
Apple II Series: Floppy Disk Systems	98
Apple II Series: Hard Disk Systems	104
Apple III Systems	104
 Appendix D: TECHNICAL INFORMATION	 107
Installing ThinkTank on a Hard Disk	107
ASCII Conversion Table	109
ThinkTank Technical Notes	110
 PART II: REFERENCE GUIDE	 113
 THINKTANK COMMANDS	 113
 ERROR MESSAGES	 197
 INDEX	 217

LIST OF FIGURES AND TABLES

Figure 1-1: Product Plan Outline	4
Figure 1-2: ThinkTank Product Plan Outline	6
Figure 2-1: Apple II Keyboard	11
Figure 2-2: Apple IIe Keyboard	12
Figure 2-3: Apple III Keyboard	13
Figure 2-4: ThinkTank Date Display	16
Figure 2-5: Setting the Date	17
Figure 2-6: ThinkTank Sample Outline	19
Figure 2-7: FILES Command Menu	20
Figure 2-8: EXISTING FILE Menu	21
Figure 2-9: Exit Screen	26
Figure 3-1: ThinkTank Screen	30
Figure 3-2: Expanding a Headline	32
Figure 3-3: Main Command Menu	34
Figure 3-4: Secondary Command Menu	35
Figure 3-5: NEW Command Menu	36
Figure 3-6: Adding a New Headline	37
Figure 4-1: NEW Command Menu After Selecting MODE	46
Figure 4-2: Reviewing the Port Format Settings	52
Figure 4-3: Expanding and Collapsing	55
Figure 4-4: Searching for a Keyword	56
Figure 4-5: Entering a New Paragraph	57
Figure 4-6: Top Level of the Paragraph Editor	58
Figure 4-7: EDIT Command Menu	59
Figure 4-8: Editing a Paragraph	61
Figure 4-9: Defining a Selection	61
Figure 4-10: Moving a Selection	62
Figure 4-11: New Headlines	63
Figure 4-12: Reorganizing an Outline	64
Figure 4-13: Merged Paragraphs	65
Figure 4-14: Creating a New Outline	67
Figure 5-1: Translating Your Commands	84
Figure C-1: SPECIALIST Command Menu	99
Figure C-2: DISK MANAGER Command Menu	100
Figure C-3: Listing a Disk Directory	103
Figure R-1: ThinkTank Screen	113
Table R-1: Minimal Port Format Settings	169



PART I

LEARNING ABOUT THINKTANK

Chapter 1

INTRODUCTION TO THINKTANK

ThinkTank (tm) is a visual tool for working with ideas and information on your personal computer. The ThinkTank program uses the familiar format of an **outline** to help you generate, organize, store, and retrieve ideas with remarkable ease and efficiency. It is the **first idea processor**.

ThinkTank is flexible; you can apply it in many ways. It can serve as your:

- * notebook
- * address book
- * appointment calendar
- * card file
- * file folder
- * file cabinet
- * secretary
- * administrative assistant
- * bulletin board

Because ThinkTank is electronic, you can examine, add, alter, reorganize, print, or delete your information in seconds.

ThinkTank's flexibility means that you can adapt it to **your** needs and applications. You can choose what kind of information to store in ThinkTank and how to organize it. You can use it to write a memo, store a customer list, look up a telephone number, organize a report, record a family tree, or catalogue a stamp collection. Box 1-1, which lists representative uses of ThinkTank, contains just a fraction of its many applications. ThinkTank is like having an administrative genie at your beck and call.

Box 1-1
Sample Uses of ThinkTank

The applications of ThinkTank are as unlimited as your imagination. Here are a few of its many uses:

Business and Professional

- * Action lists
- * Appointment calendars
- * Business plans
- * Catalogues
- * Checklists
- * Client records
- * Corporate reports
- * Correspondence
- * Customer lists
- * Instruction manuals
- * Inventory lists
- * Legal briefs
- * Marketing plans
- * Medical records
- * Memos
- * Minutes
- * Notices
- * Product analyses
- * Product plans
- * Project plans
- * Proposals
- * Personnel records
- * Presentations
- * Reports
- * Resumes
- * Schedules
- * Telephone directories
- * To do lists
- * Training manuals
- * Word processing

Scientific and Technical

- * Bibliographies
- * Computer programs
- * Curriculum vitae
- * Grant proposals
- * Journal articles
- * Monographs
- * Research notes
- * Research presentations
- * Research reports
- * Specifications

Educational

- * Bulletins
- * Class notes
- * Course catalogues
- * Course outlines
- * Courseware
- * Lesson plans
- * Reading lists
- * Student records
- * Test item files

Home

- * Address books
 - * Appointment calendars
 - * Catalogues of collections
 - * Correspondence
 - * Genealogies
 - * Household records
 - * Shopping lists
-

THE OUTLINE APPROACH

The key to the power and flexibility of ThinkTank is its **outline approach to organizing information**. The outline approach mirrors our natural way of processing information. Suppose this morning when you came to work you learned that:

There is snow on the ground
Your car needs gas
The price of gas is up again
The stock market is down
It is cold
The consumer price index is up
Your boss is absent

When you think about this information, you don't think of it as seven separate, independent items. Instead, you group related items together in **organized categories**:

Weather
 Snow
 Cold
Economy
 Stock market down
 Inflation
 Consumer price index up
 Price of gas up
Work
 Boss absent

In other words, you organize the items very much like an **outline**.

Let's take a more practical example. Suppose you are a corporate product manager developing a proposal for a new product line. You might start by writing down your thoughts as they occur to you, in random fashion:

Product type: alcoholic beverage
Primary market: young adults
Taste: sweet and fruity
Position: high status and sophisticated

But random thoughts do not make a product plan; they must be arranged into a coherent, persuasive document. So you might organize your thoughts into an outline as shown in Figure 1-1. With an outline it is easy to find information. For example, if you want to examine your ideas on product positioning, you can go straight to the section on marketing instead of searching through an unorganized list. You can see at a glance how your ideas fit together, which sections are solid and which need further thought. In addition, since the outline is organized just like the product plan will be, it makes the document much easier to write.

But it is difficult to work with an outline on paper. Some sections always seem to end up cluttered and hard to read, others sparse and empty. If you want to move an idea from one section of the outline to another, or eliminate it altogether, you have to do a lot of erasing, crossing out, or cutting and pasting. If you want to share the outline with a

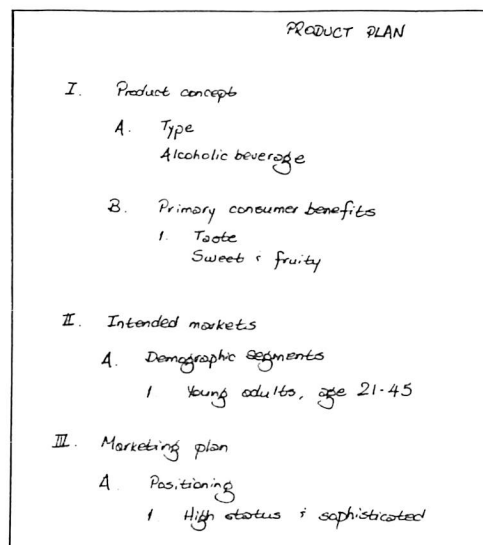


Figure 1-1: Product Plan Outline

colleague, you may have to decipher your handwriting or (worse) have it typed. Outlines on paper can be major hassles.

Figure 1-2 shows the same outline as ThinkTank might display it on your computer screen. (This is actually an excerpt from a larger outline included with the ThinkTank program and used as an example in this manual.) Unlike a paper outline, a ThinkTank outline is easy to work with because it is freeform, flexible, and controllable. You can readily:

- * examine any part of it
- * change any part of it
- * add as many headings as you wish
- * add as many levels of subheadings as you wish
- * add paragraphs as well as headings
- * copy any part of it
- * delete any part of it
- * move part of it from one section to another
- * reorganize it
- * search for specific information
- * replace specific information
- * print any part of the outline
- * edit it with a word processor
- * send it to other ThinkTank users

In other words, you have complete control over your outline. You can **personalize** it to your own needs. And you can perform all of these operations with commands that are easy to learn and easy to use.

As you can see, ThinkTank is an organizing tool that can help you be more productive and efficient. There seems to be no limit to its usefulness; the more you use it, the more uses you'll find.

OVERVIEW OF THE THINKTANK MANUAL

The ThinkTank manual is divided into two parts, the first devoted to helping you **learn** ThinkTank, the second to helping you **use** it.

```

+ product plan
+ product concept
+ product type
- alcoholic beverage
+ primary consumer benefits
+ taste
- sweet and fruity
+ intended markets
+ demographic segments
- young adults, age 21-45
+ marketing plan
+ positioning
- high status & sophisticated

thinktank 1.000
arrow keys move bar cursor
use "/" for command menu
(esc) to exit thinktank

```

Figure 1-2: ThinkTank Product Plan Outline

The first part is called **Learning About ThinkTank**. Following this introduction, Chapter 2 describes how to start up and begin to operate ThinkTank on your computer. Chapter 3 gives you a brief tour of ThinkTank and contains essential information about using it. Chapter 4 is a tutorial which shows you how to learn about ThinkTank and introduces you to its most important commands. Once you have learned the basics, Chapter 5 contains notes and suggestions to help you get the most out of ThinkTank. At the end of Part I is a set of appendices including a glossary, an introduction to the PASCAL operating system, instructions for disk management, and technical information.

The second part of the manual is the **Reference Guide**, which contains a comprehensive alphabetical summary of all ThinkTank commands. The manual concludes with an index.

SUPPORT

The ThinkTank program and manual have been extensively tested and refined to minimize problems. If a problem occurs, ThinkTank generally displays an **error message** to help you diagnose it. There is a list of error messages and suggested solutions in the **reference guide**.

If you have questions or problems that the manual does not resolve, check with your dealer. ThinkTank dealers are trained to configure the program to your computer system, provide guidance and information, solve problems, and help you get the most out of ThinkTank.

Living Videotext, Inc., is committed to supporting ThinkTank. If you have a question that your dealer can't resolve, or if you purchased your copy of ThinkTank directly from Living Videotext, please feel free to call us for help. We also welcome your comments and suggestions for improving subsequent versions of ThinkTank.

In this package you will find the ThinkTank license agreement. Read it carefully, sign the attached card, and fill in all requested information including your ThinkTank serial number, which is displayed on your screen when you start up the program or change outlines. Mail the card back to Living Videotext (it is postage-free within the United States). It registers you as a ThinkTank user and entitles you to receive support and information about ThinkTank updates, applications, and new products.

Living Videotext maintains a library of ThinkTank **technical notes** which contain technical information not ordinarily required to operate the program. They are meant for specialized uses and include such topics as custom installation on a hard disk system and how to use ThinkTank with compatible word processing programs. You can order these notes from Living Videotext for a nominal cost of \$5.00. Appendix D of this manual contains a list of technical notes currently available; others may be offered periodically.

COPY PROTECTION AND SOFTWARE PIRACY

The ThinkTank license agreement entitles you to use the program personally or in your business. You **may not** give or sell this program, or copies of it, to anyone else. Violation of this agreement is sometimes called **software piracy** and it is illegal.

Some software companies have chosen to combat piracy by making their programs impossible to copy. We decided against such copy protection because it could prevent you from getting the full benefit of ThinkTank. There are legitimate reasons for you to make copies of ThinkTank -- to back up your program disk in case it becomes damaged, for example. Copy protection also increases the cost of a program.

We believe strongly in this open policy, but it's risky. We will reevaluate it when we release future versions of ThinkTank and other products. If experience shows that our trust was unwarranted, we will have to implement copy protection and other defensive measures to protect our software.

We ask that you help us keep ThinkTank flexible, open, and easy to use. **Don't pirate our software!**

Chapter 2

THINKTANK ON APPLE PERSONAL COMPUTERS

ThinkTank comes in three different versions for Apple computers: one for the Apple II and II Plus; one for the Apple IIe; and one for the Apple III. This chapter contains information and instructions for each version. It covers:

- * system requirements
- * the Apple keyboards
- * starting up ThinkTank
- * exiting from ThinkTank
- * special considerations for Apple computers

Make sure you have the right version of ThinkTank for your computer, and read the instructions below that apply to it.

SYSTEM REQUIREMENTS

Your equipment should be set up according to the manufacturer's instructions. Your dealer can provide any assistance you need.

Apple II and Apple II Plus

To use the Apple II version of ThinkTank, you will need:

- * an Apple II or Apple II Plus computer
- * 48K bytes or more of internal (random access) memory (RAM)
- * a 16K Apple language or memory card
- * two or more floppy disk drives; or one hard disk drive with the PASCAL operating system

- * a video monitor (preferable) or television set (and adapter)
- * a printer (recommended but not required)

On the Apple II, ThinkTank uses the simple 40-column, uppercase-only display. If you have an 80-column card, ThinkTank will automatically switch it off or ask you to do so.

The Apple II version of ThinkTank will also run on an Apple IIe computer in 40-column, uppercase mode. However, if you have an Apple 80-Column Text Card in your Apple IIe, you should obtain the version of ThinkTank specifically designed for the Apple IIe.

Apple IIe

To use the Apple IIe version of ThinkTank, you will need:

- * an Apple IIe computer
- * an Apple 80-Column Text Card or Extended 80-Column Text Card
- * two or more floppy disk drives; or one hard disk drive with the PASCAL operating system
- * a video monitor (preferable) or television set (and adapter)
- * a printer (recommended but not required)

Apple III

To use the Apple III version of ThinkTank, you will need:

- * an Apple III computer, which includes one floppy disk drive
- * one additional floppy disk drive, or a hard disk drive

- * the video monitor supplied with the Apple III
- * the System Utilities Disk supplied with the Apple III
- * a printer (recommended but not required)

TOUR OF THE APPLE KEYBOARDS

The keyboards of the Apple II, Apple IIe, and Apple III computers are illustrated in Figures 2-1, 2-2, and 2-3. They are very much like a typewriter -- with some important exceptions. Apple computers have several keys that are not found on a standard typewriter, and ThinkTank uses some standard keys in nonstandard ways. These special keys are highlighted in the figures. Moving roughly counter-clockwise from the upper left, they include:

- * **ESCAPE OR ESC:** The **ESCAPE** key, as its name implies, is an all-purpose **escape valve** which is used to cancel, terminate, or conclude a ThinkTank command or operation.
- * **CONTROL or CTRL:** The **CONTROL** key has no effect by

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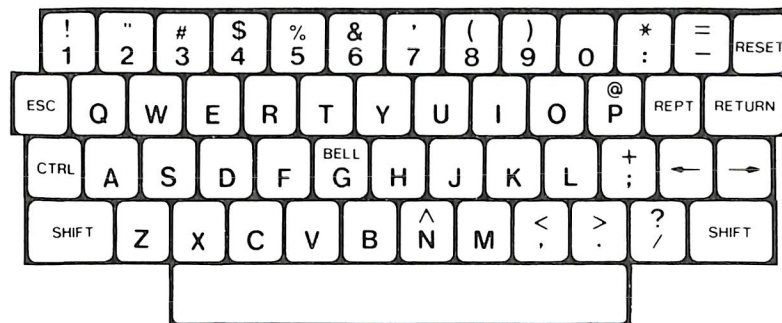


Figure 2-1: Apple II Keyboard

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Figure 2-2: Apple IIe Keyboard

itself, but it is often used with other keys to give ThinkTank commands. For example, you give the command **CTRL-D**, which is used to delete text in ThinkTank's text editor, by holding down the **CTRL** key and pressing **D**. You must press the **CTRL** key first and must not release it before pressing **D**. The **CTRL** key is sometimes abbreviated by the **caret** ("^") symbol, as in **^D**.

- * **SHIFT:** As on a typewriter, some Apple keys have two characters printed on them, like "," (comma) and "<" (less than) at the bottom right. You can enter the lower character (",") simply by pressing the key, or the upper character ("<") by pressing it while holding down either **SHIFT** key.

On the Apple IIe and Apple III, you can hold down the **SHIFT** key to capitalize letters that would otherwise be entered in lowercase. The Apple II **SHIFT** key has no effect on letters. All letters are entered and displayed in uppercase regardless of whether you press **SHIFT**.

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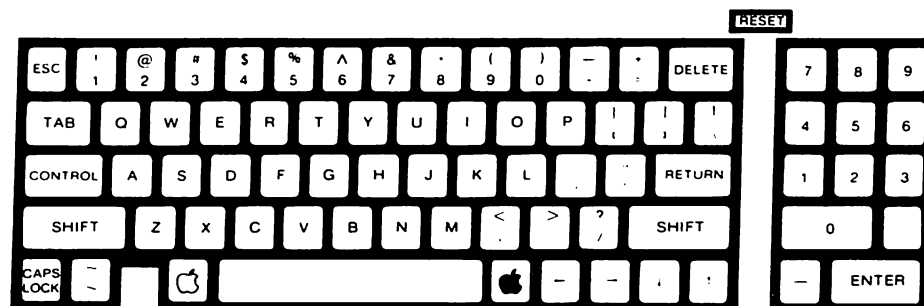


Figure 2-3: Apple III Keyboard

- * **CAPS LOCK or ALPHA LOCK:** [Apple IIe and III only] A shift lock key. Once you press it, all letters are capitalized until you press it again.
- * **OPEN-APPLE:** [Apple IIe and III only] Not used in ThinkTank.
- * **SOLID-APPLE:** [Apple IIe and III only] On the Apple III, accelerates the repeating effect of holding down a key. Not used in ThinkTank on the Apple IIe.
- * **SPACE BAR:** The space bar is used to enter spaces into your outline, to change lines in ThinkTank menus, and to enter the **SPACE** command.
- * **ARROW KEYS:** The left, right, up, and down arrow keys are used to move a pointer, or cursor, to different headlines, characters, or commands. The left arrow key is also used as a **backspace**. Since the Apple II has no up and down arrow keys, we have configured **CTRL-O** and **CTRL-K** to substitute for them.

- * **REPT:** [Apple II only] The **REPEAT** key, when held down simultaneously with another key, causes the other key to repeat. On the Apple IIe and III, you can repeat a key by simply holding it down.
- * **RETURN:** The **RETURN** key enters a headline into ThinkTank or selects a command. You use it to indicate that you are satisfied with your current entry or command and want the computer to accept it. Although it is sometimes called a **carriage return**, you will generally not use it to move from the end of one line to the beginning of the next, since ThinkTank does this automatically.
- * **DELETE:** [Apple IIe only] In ThinkTank's text editor, the **DELETE** key is used to erase characters or selected blocks of text.
- * **RESET:** The **RESET** key terminates whatever program is running and causes your computer to act like it had just been turned on. (Since this can be a rather drastic measure, some computers require you to press **CTRL-RESET** to minimize the chance of accidentally resetting your computer.) You may use **RESET** to start up ThinkTank (see below). However, **DO NOT PRESS THE RESET KEY** while running ThinkTank except in the rare case that your computer "hangs" and will not respond to your commands. Pressing **RESET** causes a premature exit from the program and you will lose any information that hasn't yet been recorded on your data disk.

In addition to these special keys, the Apple III has a **numeric keypad** on the right side of the keyboard. You can use all of its keys in ThinkTank. The **ENTER** key is equivalent to the **RETURN** key described above.

STARTING UP THINKTANK

This section is divided into two parts. If you have a hard disk drive on your computer system, skip to the section on "Hard Disk Systems" later in this chapter.

Floppy Disk Systems

If you are operating ThinkTank on a **floppy** disk system, you will need at least two disk drives. Drive 1 is considered your main disk drive and is used to load and hold the THINKTANK PROGRAM DISK. Drive 2 and other drives contain ThinkTank data disks. Your drives and their controller should be installed in standard fashion (Slot 6, Drives 1 and 2 on the Apple II and IIe). Your dealer will normally take care of this for you.

Step 1: INSERT PROGRAM AND DATA DISKS

Depending on your computer, the ThinkTank package may contain two or three disks. One is labelled **THINKTANK PROGRAM DISK** and it contains the instructions your computer uses to run ThinkTank. The second is labelled **THINKTANK DATA DISK** and it contains the sample outlines discussed in this manual. Once you learn how to use ThinkTank, you will create your own data disks to store your own outlines. If you have an Apple III, you have a third disk called the **THINKTANK BOOT DISK**; it contains the instructions your computer uses to start up ThinkTank.

(a) **Apple II and IIe.** Place the THINKTANK PROGRAM DISK in Drive 1 of your machine and your ThinkTank data disk in another drive. If this is your first time using ThinkTank, use the THINKTANK DATA DISK supplied with the program and insert it in Drive 2.

(b) **Apple III.** Place the THINKTANK BOOT DISK in the Apple III's built-in drive (Drive 1) and your ThinkTank data disk in another drive. If this is your first time using ThinkTank, use the THINKTANK DATA DISK supplied with the program and insert it in Drive 2.

Step 2: POWER UP OR RESET

(a) **If power is off, turn it on.** ThinkTank is designed to start up automatically when you turn on your computer. First turn on your monitor or television set if it has a separate switch. Now simply turn on the power switch, which is located on the back of your computer near the left-hand corner.

Your disk drives will whirl and their lights will turn on as your computer reads information from the disks. On the Apple II or IIe, you will soon see the ThinkTank date display shown in Figure 2-4, which means that the program has loaded successfully. Skip to Step 3.

Apple III. Before it loads the program, your computer will display the message:

PUT PASCAL SYSTEM DISK IN BUILT-IN DRIVE. PRESS RETURN.

Remove the THINKTANK BOOT DISK from your built-in disk drive (Drive 1) and replace it with the THINKTANK PROGRAM DISK. **Then** press **RETURN**. In a few seconds you will see the date display; skip to Step 3.

(b) If power is on, reset your computer. Make sure you have completed whatever program you were previously using. Now simply press the **RESET** key (on some computers you may have to press **CTRL-RESET**). The program will start as described in Step 2(a) above.

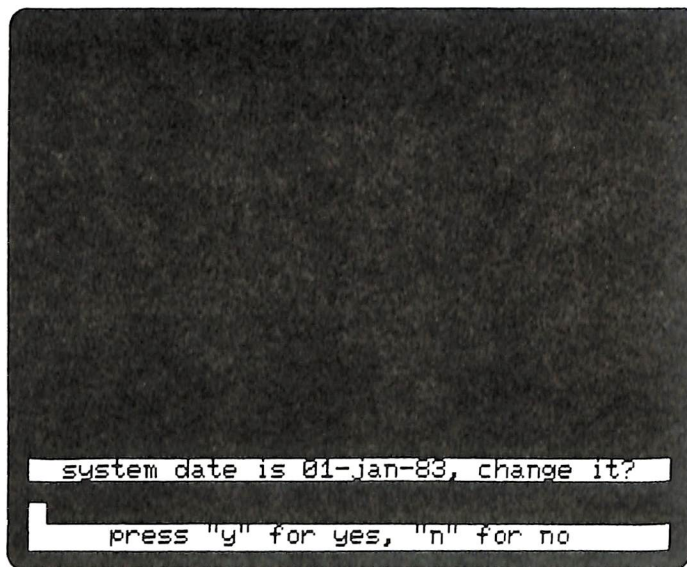


Figure 2-4: ThinkTank Date Display

Step 3: SET THE DATE

ThinkTank keeps a record of the current date, which it "stamps" on the outlines you create and print. Each time you start up the program, ThinkTank displays the last date entered and asks you if you want to change it, as shown in Figure 2-4.

Suppose the date shown is incorrect. Press **Y** (for **YES**) to tell ThinkTank that you want to change it. The program now displays the current date and your options as shown in Figure 2-5.

Look at the message:

<- MOVES BACK IN TIME, -> FORWARD

<- and -> represent the **left** and **right arrow** keys respectively. Press these keys and watch what happens to the date. The **right arrow** key advances it, while the **left arrow** key sets it back. Use the arrow keys to set the correct date.

Now look at the message:

PRESS "/" TO CHANGE MONTH

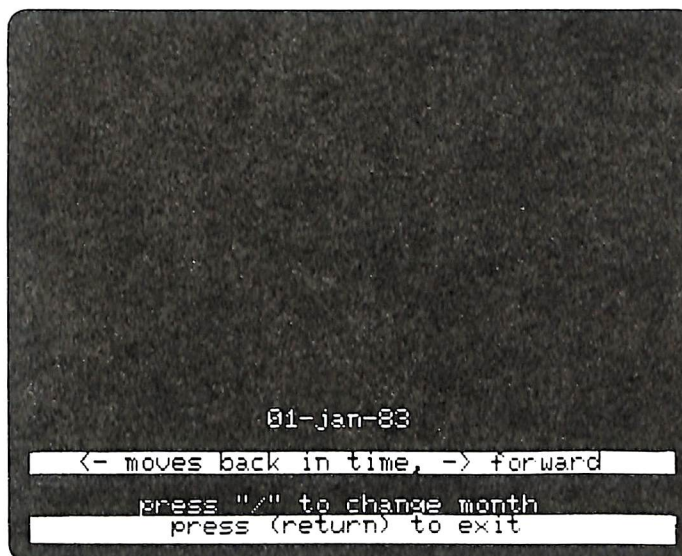


Figure 2-5: Setting the Date

Press the slash ("/") key and notice that the month begins to flash. You can now use the arrow keys to set the correct month. When you're finished, press the slash key again and set the year. If you make a mistake, press the slash key several times to cycle back to the incorrect component.

The message:

PRESS (RETURN) TO EXIT

tells you what to do when the date is correct: press the **RETURN** key. The program registers the new date and displays the ThinkTank title screen as it prepares to load in an outline.

The process of setting the date is representative of ThinkTank in general. The program always guides you through the steps and lets you know what your major options are.

If the date shown in Figure 2-4 is correct, or if you'd like to skip the date and go right into ThinkTank, just press **N** (for **NO**) or the **ESC** key -- ThinkTank's all-purpose escape valve. ThinkTank will assume that the original date was correct and go directly to the title screen. No damage will be done if the date is incorrect.

Step 4: LOAD YOUR THINKTANK OUTLINE

(a) Automatic Loading. If you are using ThinkTank for the first time, it is set to load the sample outline from the **THINKTANK DATA DISK**. As you continue to use ThinkTank, it keeps a record of the last outline you worked on. If you insert the same disk in the same drive next time, ThinkTank will automatically load it along with the program.

Thus, if you see the title of your outline at the top of your screen, you have successfully started up ThinkTank. (The title of the sample outline is **THINKTANK DEMONSTRATION**, as shown in Figure 2-6.) Skip the next section on "Operator Loading" (as well as the following one on "Hard Disk Systems") and continue with "Don't Write-Protect Your Working Disks."

```

+ thinktank demonstration
+ product plan
+ product concept
+ intended markets
+ competitive analysis
+ production plan
+ marketing plan
+ financial projections
- summary
+ personnel records
+ lesson plans
+ christmas letter

thinktank 1.000
arrow keys move bar cursor
use "/" for command menu
(esc) to exit thinktank

```

Figure 2-6: ThinkTank Sample Outline

(b) Operator Loading. If you are not loading the sample outline or the same one you used last time, you will see the **FILES Command Menu** at the bottom of your screen as shown in Figure 2-7. Press **E** to tell ThinkTank that you want to open an **existing** outline, as indicated at the bottom of the screen.

ThinkTank's response depends on how it has been **configured** to your disk drives. (For more information on configuring ThinkTank, see the **DISK** command in the reference guide.)

1. If ThinkTank displays the message:

PRESS (SPACEBAR)
AFTER INSERTING DISKETTE IN DRIVE 2

then it is configured for **two floppy disk drives**. Simply place your data disk in Drive 2 and press the **space bar**. You will see the title of the outline appear at the top of your screen.

2. If ThinkTank displays an **EXISTING FILE Menu** like the one shown in Figure 2-8, it is configured for **more than two floppy**

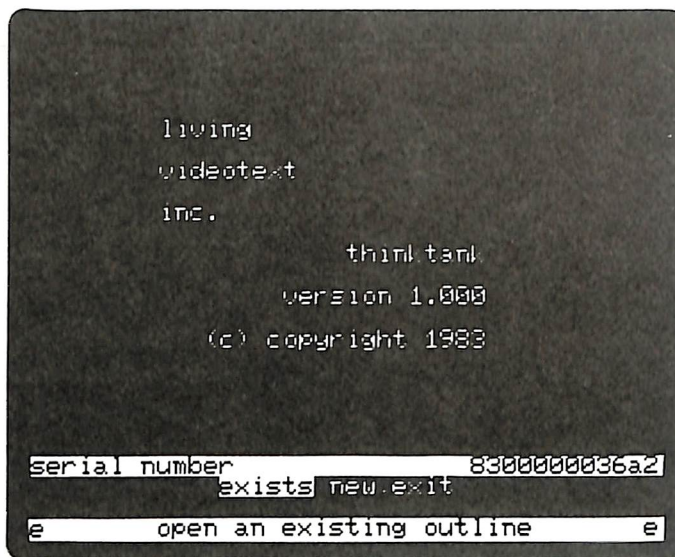


Figure 2-7: FILES Command Menu

drives or a hard disk drive. Press **B** and ThinkTank will give you a chance to **browse** through your outlines. It begins to display the names or titles of the outlines it finds on your disks. You can press **RETURN** to select an outline or the **right arrow** key to display the next name. If you want to load the sample outline, its title is THINKTANK DEMONSTRATION and the file is called **THINKTANK.DB**.

When you press **RETURN** to select the outline you want, ThinkTank will read it from your data disk and display its title at the top of your screen. Skip the following section on "Hard Disk Systems" and continue with "Don't Write-Protect Your Working Disks."

If your computer is set up correctly and you follow these steps, you should have no trouble starting up ThinkTank. In the rare case that a problem arises, ThinkTank will help to diagnose it by displaying an **error message** at the bottom of the screen. These messages are listed in the **reference guide** along with their most likely causes and recommended courses of action. If problems persist, consult your dealer or Living Videotext.

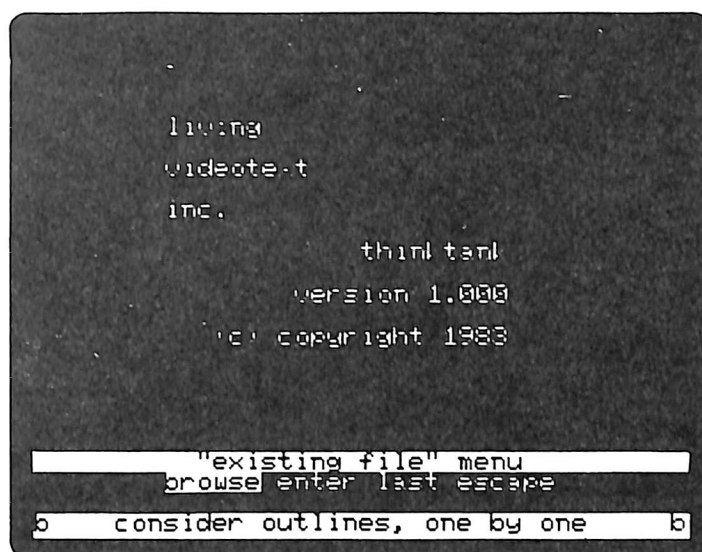


Figure 2-8: EXISTING FILE Menu

Hard Disk Systems

If you have a hard disk drive, its increased capacity and rapid access will make ThinkTank especially powerful and convenient. To use a hard disk with an Apple II or IIe, you will need access to the PASCAL operating system (p-System) under which ThinkTank runs, and you must format at least part of your hard disk for this system. (For an introduction to the PASCAL operating system, see Appendix B).

You will also need to install ThinkTank on your hard disk. Your dealer can take care of this, or you can follow the instructions in Appendix D. The instructions in this section assume that you have already installed ThinkTank on your hard disk.

If you have floppy disk drives as well as a hard disk, you may load the ThinkTank program and outlines from either type of disk.

Step 1: ENTER THE PASCAL OPERATING SYSTEM

There are several ways to do this, depending on your system. You may simply have to turn on your computer or press the **RESET** key (**CTRL-RESET** on some machines). If you are running a PASCAL program, simply exit from it. If you are using another operating system, you may have to execute a program which loads PASCAL. Your dealer can help you determine which method to use.

When you enter the PASCAL system you will see the system command prompt:

```
Command: E(dit, R(un, F(ile, C(omp,  
         L(ink, X(ecute, A(ssem, D(ebug, ?
```

(If you see only half of this prompt line, press **CTRL-A** to switch from one half to the other.)

Step 2: SET "SWAPPING" OPTION (APPLE II and IIe ONLY)

Once the command prompt is displayed, turn on PASCAL's "swapping" option if you have an Apple II or IIe. Type **S** and PASCAL will tell you whether swapping is on or off and ask you whether you want to "toggle" (change) it. Assuming it's currently off, type **Y** (for **YES**). PASCAL will activate swapping mode and display the command prompt again. (If swapping is currently on -- as it would be if you had already run ThinkTank in the current PASCAL session -- type **N** for **NO** instead of **Y**.)

Step 3: EXECUTE THINKTANK

When PASCAL displays the command prompt again, press **X** (for **execute**). The computer will respond:

EXECUTE WHAT FILE?

Enter the program name **TANK**, preceded by its volume or device number. Suppose you have installed the program on Drive 1 (PASCAL device #4) in a volume called **TANK:**. Then you could enter either of the following:

#4:TANK
TANK:TANK

and press RETURN. In a moment you will see the ThinkTank date display (Figure 2-4 above), which indicates that you have successfully loaded ThinkTank. If you have any trouble, check the installation information in Appendix D.

Step 4: SET THE DATE

Setting the date on a hard disk system is identical to doing so on a floppy disk system. Follow the instructions for Step 3 under "Floppy Disk Systems" above. Then return here for Step 5.

Step 5: LOAD YOUR THINKTANK OUTLINE

(a) **Automatic Loading.** If you are using ThinkTank for the first time, it is set to load the sample outline from Drive 2 (PASCAL device #5). As you continue to use ThinkTank, it keeps a record of the last outline you worked on. If it's available in the same drive next time, ThinkTank will automatically load it along with the program.

Thus, if you see the title of your outline at the top of your screen, you have successfully started up ThinkTank. (The title of the sample outline is THINKTANK DEMONSTRATION, as shown in Figure 2-6 above.) Skip the next section on "Operator Loading."

(b) **Operator Loading.** If you are not loading the sample outline or the same one you used last time, you will see the **FILES Command Menu** at the bottom of your screen as shown in Figure 2-7 above. Press **E** to tell ThinkTank that you want to open an **existing** outline, as indicated at the bottom of the screen.

ThinkTank's response depends on how it has been **configured** to your disk drives. (For more information on configuring ThinkTank, see the **DISK** command in the reference guide.)

1. If ThinkTank displays an **EXISTING FILE Menu** like the one

shown in Figure 2-8 above, it is correctly configured for a **hard disk drive** (or possibly for **more than two floppy drives**). Press **B** and ThinkTank will give you a chance to **browse** through your outlines. It begins to display the names or titles of the outlines it finds on your disks. You can press **RETURN** to select an outline or the **right arrow** key to display the next name. If you want to load the sample outline, its title is THINKTANK DEMONSTRATION and the file is called **THINKTANK.DB**.

When you press **RETURN** to select the outline you want, ThinkTank will read it from your data disk and display its title at the top of your screen.

2. If ThinkTank displays the message:

PRESS (SPACEBAR)
AFTER INSERTING DISKETTE IN DRIVE 2

then it is configured for **two floppy disk drives**. If Drive 2 (PASCAL device #5) on your system is a floppy disk drive, simply place your data disk in Drive 2 and press the **space bar**. If not, you (or your dealer) will have to reconfigure ThinkTank as a hard disk system as described in Appendix D under "Installing ThinkTank on a Hard Disk."

If your computer is set up correctly and you follow these steps, you should have no trouble starting up ThinkTank. In the rare case that a problem arises, ThinkTank will help to diagnose it by displaying an **error message** at the bottom of the screen. These messages are listed in the **reference guide** along with their most likely causes and recommended courses of action. You should also recheck the instructions for installing ThinkTank on a hard disk in Appendix D. If problems persist, consult your dealer or Living Videotext.

You may want to configure your hard disk system to start up ThinkTank automatically when you turn on your computer, or at least to set the swapping option when you enter PASCAL or execute ThinkTank. Your dealer can help you do this or you can do it yourself. Detailed technical information on this topic is available from Living Videotext in a ThinkTank **technical note** described in Appendix D of this manual.

DON'T WRITE-PROTECT YOUR WORKING DISKS

Most disks have a small notch on one edge called a **write-enable** or **write-protect notch**. Only if your computer senses that this notch is present will it record new information on the disk. Many programs suggest that you protect them from inadvertent erasure by covering this notch with a small "write-protect tab." **DON'T** do this with your ThinkTank working disks! ThinkTank is designed so that information must often be stored on both the THINKTANK PROGRAM DISK and your data disks. They must **not** be write-protected.

For extra security, you may want to write-protect your **backup** copies of these disks -- the ones you don't use from day to day. You may cover the notch with one of the tabs supplied with most disks or with a piece of adhesive tape. Remember to remove it if you ever have to use one of your backup disks in your computer.

EXITING FROM THINKTANK

Once you've loaded an outline, the ThinkTank screen looks like Figure 2-6. Notice the message:

(ESC) TO EXIT THINKTANK

at the bottom of the screen. To exit from the program, you simply press the **ESC (ESCAPE)** key -- ThinkTank's all-purpose escape valve.

Try it. ThinkTank asks you to confirm your intention as shown in Figure 2-9. If you respond **Y** (for **YES**), ThinkTank will close your files and return you to the PASCAL operating system. (If you respond **N** for **NO**, ThinkTank will return you to your outline.) When you see the PASCAL command prompt:

Command: E(dit, R(un, F(ile, C(omp,
L(ink, X(ecute, A(ssem, D(ebug, ?

(or at least part of it), you can run another program or turn off your computer.

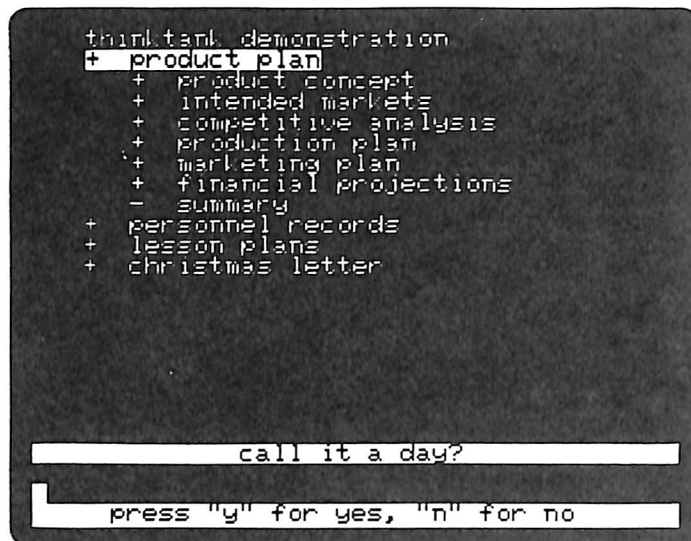


Figure 2-9: Exit Screen

Always use this procedure to exit from the ThinkTank program. DO NOT simply shut off or reset your computer; although doing so will terminate the program without damage, you always risk losing information that has not yet been recorded on your data disk. The **ESC** procedure is the only method of making sure your files are closed and all your information is saved.

SPECIAL CONSIDERATIONS

Except for this chapter, the ThinkTank manual is designed to be used with many different computers. Because of this, the screen illustrations may not look quite like your computer screen when you operate ThinkTank.

Here are several points to keep in mind about Apple computers as you read the rest of this manual:

Apple II and Apple II Plus

- * A few keys found on many computers are missing on the Apple II. ThinkTank allows you to substitute other keystrokes for them as follows:

Character	Description	Keystroke
↑	Up arrow	CTRL-O
↓	Down arrow	CTRL-K
\	Backslash	CTRL-Y
_	Underscore	CTRL-Z
[Left square bracket	CTRL-J
]	Right square bracket	SHIFT-M

For example, if you want to insert a **backslash** into your outline, press **CTRL-Y** instead.

- * The Apple II can only display 40 characters on a line and all letters are shown in uppercase. The Apple II version of ThinkTank does not support special cards designed to circumvent these limits and will turn them off (or ask you to do so) when you start up the program. The limits are significant because ThinkTank headlines and patterns must fit on one line.

Apple IIe

- * The Apple IIe version of ThinkTank requires an Apple 80-Column Text Card or Extended 80-Column Text Card. If you don't have one, use the Apple II version instead.
- * In the upper-right corner of the keyboard, the Apple IIe has a special key called **DELETE**. You can use it in ThinkTank's **text editor** to erase characters or selected blocks of text. See the **EDIT** listing in the **reference guide** for further information.

Apple III

- * You will need the System Utilities Disk supplied with the Apple III to format, copy, and list ThinkTank disks.

SUMMARY

This chapter has discussed the use of ThinkTank on Apple computers. After reading it, you should know:

- * what equipment is needed to run ThinkTank on the Apple II, Apple IIe, and Apple III
- * how the Apple's special keys are used
- * how to start up the ThinkTank program
- * how to exit from ThinkTank
- * what features of your computer to keep in mind as you read this manual

In Chapter 3 we will complete our discussion of the fundamentals of ThinkTank by taking you on a brief tour of its features.

Chapter 3

A BRIEF TOUR OF THINKTANK

This chapter contains a brief tour of the ThinkTank program. Like a ten-day, seven-country European tour, it hits only a few of the highlights. But it also introduces you to the way ThinkTank works and presents essential information about operating it. After reading it, you can readily master the program by experimentation, guided by the **ThinkTank tutorial** in Chapter 4.

This chapter includes material on:

- * the ThinkTank screen
- * examining an outline
- * using menus
- * command keys
- * adding and deleting headlines
- * correcting mistakes
- * inserting and removing disks
- * backing up

GETTING SYNCHRONIZED

Start up the ThinkTank program, set the date, and load in the sample outline from the THINKTANK DATA DISK, as described in Chapter 2 of this manual. Your screen should look approximately like Figure 3-1; it may look slightly different depending on your computer system. If you have any trouble, review the startup instructions in Chapter 2.

If you've loaded in the sample outline but your screen doesn't look like Figure 3-1, someone may already have examined it. To restore it to its original condition, follow these three instructions:

1. Type the number 1000 and press the **left arrow** key.
2. Type "." (period).
3. Press the **RETURN** key. When ThinkTank finishes **expanding**, press it again.

Take note of this procedure; you'll need it again later. By the end of the tutorial you'll know why it works.

There are actually four sample outlines on the THINKTANK DATA DISK. You can see their titles -- PRODUCT PLAN, PERSONNEL RECORDS, LESSON PLANS, and CHRISTMAS LETTER -- in the top part of your screen. Each represents a typical application of ThinkTank. For example, the PRODUCT PLAN outline is a hypothetical product plan for a fictional distiller of alcoholic beverages called Stoned Soul, Inc.

THE THINKTANK SCREEN

While you operate the ThinkTank program, your computer screen is divided into two parts. The upper part, which occupies most of the screen, is the **Text Area**. The lower four lines comprise the **Command Area**. These areas are labelled in Figure 3-1.

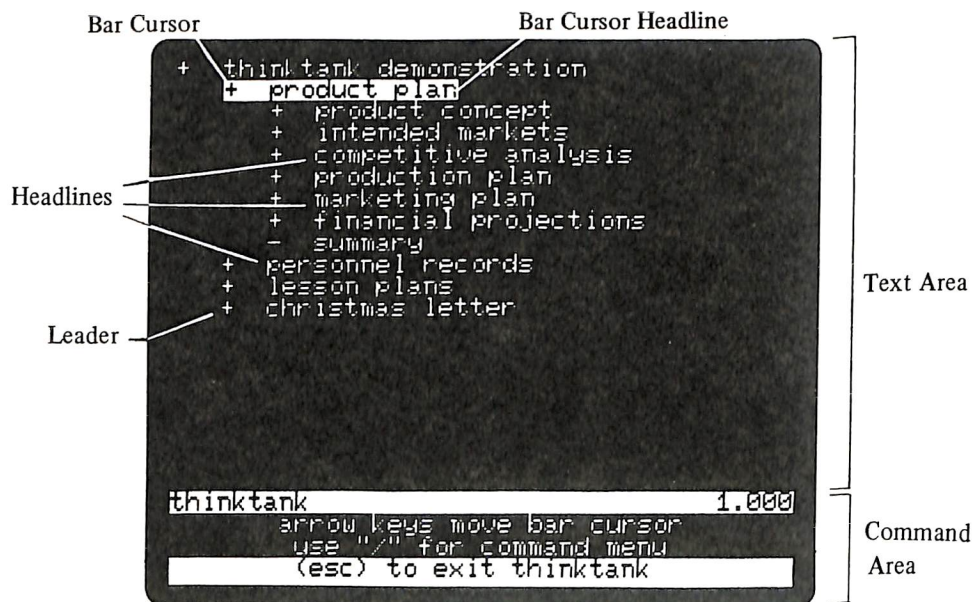


Figure 3-1: ThinkTank Screen

THE TEXT AREA

The Text Area is where ThinkTank displays the outline you're working on, or as much of it as fits on the screen. The entries you see are **headlines** and they are arranged in outline form, with some indented under others. These headlines may represent the "surface" of a larger outline, with more information hidden "beneath" them, at lower levels of the outline. You can tell whether a headline contains additional information by its **leader** or leading character. A "+" leader means that there is more material beneath the headline, a "-" leader means there is none.

One line in the Text Area, **PRODUCT PLAN**, is **highlighted**. The highlight is called the **bar cursor**, and the highlighted headline is called the **bar cursor headline**. A cursor is a pointer; you can move the bar cursor around your outline to point to different headlines. Notice the message **ARROW KEYS MOVE BAR CURSOR** near the bottom of the screen. Experiment with the **up** and **down** (or **left** and **right**) **arrow keys** to see how to move the bar cursor from one headline to another. When you've finished experimenting, **move the bar cursor to PRODUCT CONCEPT**, just below **PRODUCT PLAN**.

Moving the bar cursor is important because of a key Think-Tank operating principle:

**THE POSITION OF THE BAR CURSOR DETERMINES
WHERE YOUR COMMANDS WILL TAKE EFFECT.**

Get in the habit of moving it before selecting commands.

EXPANDING A HEADLINE

You can see the information under a headline by **expanding** it. If you press "<" (or, without shifting, ","), ThinkTank displays the next lower level of the outline under the headline you expanded, as shown in Figure 3-2. You can see a new **paragraph** and four new headlines under **PRODUCT CONCEPT**.

A **paragraph** is simply a **block of text** under a headline. It need not literally be a paragraph; it may consist of several phrases, sentences, or paragraphs up to a maximum of 2048 characters.

```

nktank demonstration
product plan
+ product concept
  stoned soul, inc., has provided
  quality alcoholic beverages to a
  demanding public for more than half
  a century. recently, however,
  public tastes in liquor have
  changed. current tastes favor
  lighter, sweeter, fruitier drinks
  like "irish cream" and various
  brandies and liqueurs. we propose
  that stoned soul respond to this
  transition with a complete line of
  after-dinner drinks.

+ brand name
+ primary consumer benefits
+ occasions
+ product ideas
thinktank 1.000
  arrow keys move bar cursor
  use "/" for command menu
  (esc) to exit thinktank

```

Figure 3-2: Expanding a Headline

We've chosen the "<" key to **expand** a headline because it represents the command visually, going from small to large. In addition to pressing "<" or ",", you can also expand a headline by pressing **RETURN**. Do so several times. Each time, ThinkTank expands the next headline. We call **RETURN** a "reading" key because you can use it to "read through" an outline.

On most computers, expanding these headlines makes the visible outline too big to fit on the screen, so ThinkTank pushes part of it off. Don't worry about that; it's still there, just not visible. You can think of the screen as a **window** on your outline, displaying as much of it as fits. For information about adjusting this window, see the **SPACE** and **WINDOW** commands in the ThinkTank reference guide.

The outline is now fairly cluttered and it's hard to see exactly where you are. Press the **left arrow** key several times to move the bar cursor back to **PRODUCT CONCEPT**. Now type ">" (or, without shifting, "."). ThinkTank **collapses** (hides) the material that you expanded, and the outline is very nearly as it was when you began.

THE COMMAND AREA

The Command Area occupies the bottom four lines of the screen, the first and last of which are highlighted. This area contains information about ThinkTank commands and about the status of the program. When you first load an outline into ThinkTank, the top line of the Command Area contains the name and version number of the program. The remaining lines suggest actions you can take at this point. As shown in Figure 3-1, they say that you can use the arrow keys to move the bar cursor, you can press the slash ("/") key to display the "Command Menu"; and you can press **ESC** to exit from the program. This represents the **Top Level** of the program, where ThinkTank is simply waiting for you to tell it what to do.

COMMAND MENUS

The Main Command Menu

Press the slash ("/") key. The initial instructions in the Command Area are replaced by the **Main Command Menu** shown in Figure 3-3. This display is called a **menu** because, like a menu in a restaurant, it contains a list of choices: **EXPAND**, **COLLAPSE**, **NEW**, and so on. The menu itself is displayed in the middle two lines of the Command Area, and one item (in this case, **EXPAND**) is highlighted by a pointer -- the **menu cursor**. The top line of the Command Area identifies the menu, while the bottom line (the **explanation line**) contains a brief explanation of the highlighted option. In this case, it says that the **EXPAND** option will REVEAL HIDDEN TEXT under the bar cursor headline.

When a command menu is displayed, the **right** and **left arrow** keys no longer move the bar cursor; they move the menu cursor. As you try this, notice how the explanation line changes to describe each new command. You can use this feature of ThinkTank to teach yourself about almost all of its commands. (These brief explanations are also included on the ThinkTank **reference card**.) The **space bar** moves the menu cursor from one line of the menu to the other. Once you have moved the cursor to the command you want, you can press its **command key** to execute it.

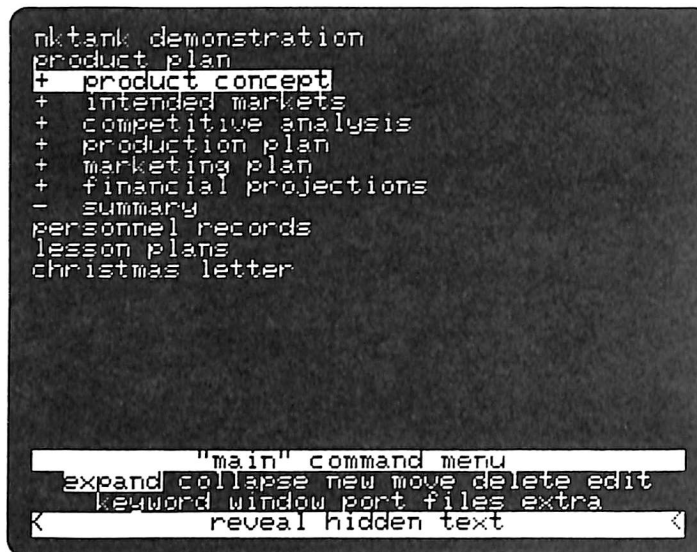


Figure 3-3: Main Command Menu

Command Keys

Notice that there is a single character displayed at either end of the explanation line. This character is the **command key** for the highlighted option. For example, the command key for **EXPAND** (as shown in Figure 3-3) is "<". That's why you could give the **EXPAND** command earlier by pressing "<". You don't have to display the Main Command Menu to select the commands on it; you can press their command keys at Top Level.

Command keys allow you to speed through commands once you know them. Since ThinkTank's command keys may be changed, remember that:

THE CORRECT COMMAND KEY FOR AN OPTION IS ALWAYS DISPLAYED ON THE BOTTOM LINE OF THE COMMAND AREA WHEN THE OPTION IS HIGHLIGHTED.

The Secondary Command Menu

Use the arrow keys to move the cursor to the last selection on the Main Command Menu, **EXTRA**. The explanation line reads **MORE THINKTANK COMMANDS**. Press the slash key, its command key, and the **Secondary Command Menu** appears as shown in Figure 3-4. The options include **COPY**, **ALPHA**, **REVERSE**, and so on. These "secondary" commands are used less often than those on the Main Command Menu.

The last option on the Secondary Command Menu reads **ESCAPE**. Its explanation line reads **CANCEL THIS COMMAND** and its command key is **ESC**. When you press **ESC**, the menu disappears and ThinkTank returns to the Top Level.

It's important to understand how menus work because most ThinkTank commands appear on them. Many commands have options which you can select from **submenus**. ThinkTank doesn't actually execute these commands until you've progressed down a "command tree" of options, telling it exactly what you want it to do. The ThinkTank **reference card** shows the top levels of these command trees, and the **reference guide** contains a complete list of ThinkTank commands in alphabetical order.



```

nlrtank demonstration
product plan
+ product concept
- intended markets
- competitive analysis
- production plan
- marketing plan
- financial projections
- summary
personnel records
lesson plans
christmas letter

"secondary" command menu
copy alpha promote merge date utilities
special escape
c duplicate an outline c
  
```

Figure 3-4: Secondary Command Menu

ADDING A NEW HEADLINE

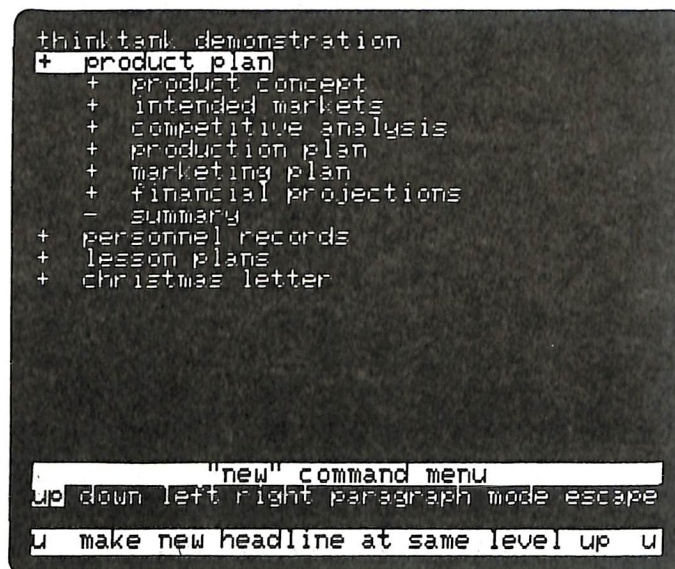
To see how this menu system works, let's enter a new headline. You can't just move the bar cursor where you want a new headline and start typing. That's because:

UNLESS YOU TELL IT OTHERWISE, THINKTANK INTERPRETS YOUR KEYSTROKES AS COMMANDS, NOT TEXT.

You tell it otherwise by giving the **NEW** command.

First move the bar cursor to **PRODUCT PLAN** and then press **N** to select **NEW**. ThinkTank now displays a submenu called the **NEW Command Menu** shown in Figure 3-5. From it you can choose what kind of material to add and where. This menu is described fully in the **reference guide**; for now simply move the menu cursor to **RIGHT**. The explanation line reads **MAKE NEW HEADLINE AT DEEPER LEVEL**.

Press **R** (its command key) to select this option. ThinkTank opens up a space for the new headline just below **PRODUCT PLAN** and to the right, as shown in Figure 3-6. It displays a "?" in the leader position indicating that it is ready for your new headline. In addition, ThinkTank displays a new



```
thinktank demonstration
+ product plan
+ product concept
+ intended markets
+ competitive analysis
+ production plan
+ marketing plan
+ financial projections
- summary
+ personnel records
+ lesson plans
+ christmas letter

"new" command menu
up down left right paragraph mode escape
u make new headline at same level up u
```

Figure 3-5: NEW Command Menu

pointer called the **flashing cursor** at the place where the new headline will start. In the Command Area it tells you to:

TYPE NEW HEADLINE, THEN (RETURN)
(LEFTARROW) ERASES LAST CHARACTER

Type the words:

This is a new headline

and watch them appear on the empty line. If you make a mistake, use the **left arrow** key to backspace over it. Press **RETURN** to tell ThinkTank that you're finished. ThinkTank changes the leader to "-" and returns to the Top Level where no menu is displayed. The bar cursor points to your new headline.

What you've just done -- adding a new headline -- is typical of the way you do most things with ThinkTank. In general, using ThinkTank is a matter of selecting options from menus until you specify exactly what you want to do. ThinkTank always guides you through its menus with prompts and explanations.

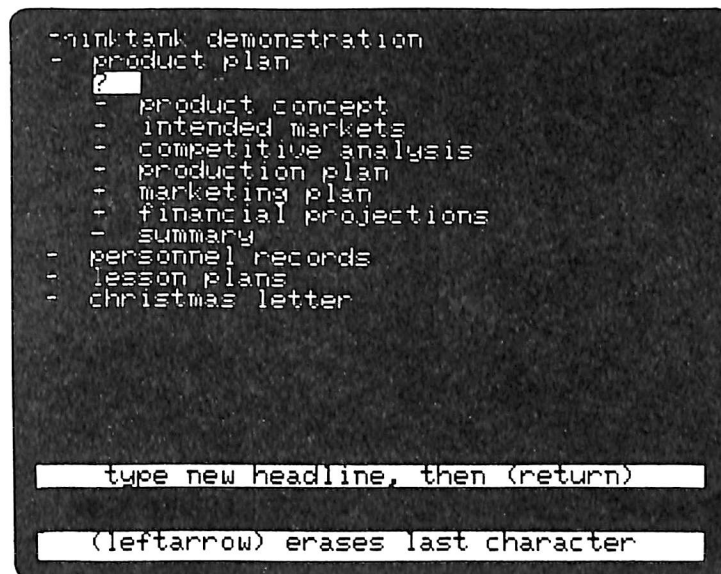


Figure 3-6: Adding a New Headline

DELETING A HEADLINE

You've just added a headline that doesn't belong in this outline; let's delete it. First make sure the bar cursor points to (is highlighting) the headline you want to delete. Then press **"/D"** to select the **DELETE** command from the Main Command Menu. (Note that **D**, the **DELETE** command key, works only within the Main Command Menu, not from Top Level.)

ThinkTank responds by displaying the **DELETE Command Menu**. The option you want is **OUTLINE** and its command key is **O**. When you press **"O"**, ThinkTank removes the new headline from your screen and returns again to Top Level.

CORRECTING MISTAKES

Errors in Commands: ThinkTank's Escape Valve

Earlier in this chapter you used the **ESC (ESCAPE)** key to exit from the Secondary Command Menu and return to Top Level. This illustrates an important ThinkTank operating principle:

**WHENEVER YOU WANT TO STOP WHAT YOU'RE DOING,
USE THINKTANK'S "ESCAPE VALVE."**

For all practical purposes, you can **always** use the **ESC (ESCAPE)** key to stop your current operation, even when this option isn't specifically listed in the Command Area.

As you saw in the last chapter, ThinkTank's **escape valve** also functions to leave the program when you're finished using it. To exit from the Top Level of ThinkTank, simply press **ESC**. If you are deeper within the program, you may need to press **ESC** more than once. For example, from the Main Command Menu, press **ESC** once to return to Top Level and once more to exit from the program.

Errors in Text

There are two basic ways of correcting or revising the text that makes up the headlines and paragraphs of an outline. First, you can use the **left arrow** key to backspace to your mistake, and then retype. This is probably the best way to correct errors made as you're typing in new material.

ThinkTank also has two powerful text editors built into it, which you can reach through the **EDIT** option on the Main Command Menu. These editors, which are described fully in the **reference guide**, enable you to insert, append, or delete sections of text; copy them or move them around; and search for or replace key phrases. They are the best way to revise the text of an outline once it's been entered.

LEAVE DISKS IN PLACE

Most personal computers don't have enough memory to hold both the ThinkTank program and a typical outline. So ThinkTank uses your program and data disks as ongoing storage units. Besides increasing the size of the outlines you can create, this minimizes data loss in the event of a power failure or other error.

However, if one of the disks isn't where the program expects it to be, an error will result. The error will not damage your computer or your disks, but you may have to reload the program and reenter some of your outline. Therefore, as a general rule,

LEAVE BOTH YOUR PROGRAM DISK AND YOUR DATA
DISK IN THEIR DRIVES WHILE USING THINKTANK,
UNLESS THE PROGRAM SPECIFICALLY ALLOWS YOU TO
REMOVE THEM.

There are two times when you may need to take a disk out of its drive. First, when you're switching from one outline to another or creating a new one, you may need to change data disks. You can't just replace one data disk with another. Instead you should use the **FILES** command to "close" the current outline and "open" the next. ThinkTank will tell you when it's OK to switch data disks. Be careful not to remove the THINKTANK PROGRAM DISK at this time.

The second instance in which you may need to remove a disk is when you're **porting** (transferring) outline material into or out of a **text** file. To do this you may temporarily have to replace the THINKTANK PROGRAM DISK with a disk to contain the ported material. Again, ThinkTank will tell you when to remove the program disk and when to replace it.

BACKING UP

Since computer disks are fragile, you should always have more than one copy of them. The basic rule of thumb for backing up your disks is:

NEVER GET CAUGHT WITHOUT A BACKUP COPY OF ANY
INFORMATION YOU COULD NOT, OR WOULD NOT WANT
TO, RE-ENTER IF IT WERE LOST.

Backing Up Your ThinkTank Disks

You should make backup copies of your THINKTANK PROGRAM DISK and THINKTANK DATA DISK as soon as you receive them. If you haven't done so already, **back them up now**. The simple procedure is described in Appendix C under "Copying Disks." Depending on your computer, you may be able to back up your disks without exiting from ThinkTank; or you may have to exit and use your system disks.

Since backup procedures themselves occasionally fail, we recommend that you use your **copies** of the THINKTANK PROGRAM DISK and THINKTANK DATA DISK from day to day, storing the originals in a secure place. That way, if you ever discover an error in your working disk, you'll be sure of having an intact copy available.

Both the original and backup copies of the THINKTANK PROGRAM DISK are restricted to your own personal or business use. According to the license agreement that you signed when you purchased ThinkTank, you may not give copies of the program to anyone else, and you may not resell the program to anyone else.

Backing Up Your Outlines

Once you create your own outlines, you should back them up whenever you make a substantial change to the material on a disk. This may mean each day an outline is used, or even more often if it contains critical information. You may also want to write-protect your backup disks for extra protection.

One way to back up a ThinkTank outline is to copy the entire disk, just as you backed up your ThinkTank disks. A better way is to use ThinkTank's **PORT** command to transfer your outline to a text file. The process is described in the reference guide under **PORT**. Backing up your program and data disks is a brief and convenient process, but you must do it conscientiously. A few minutes spent today can save hours tomorrow.

SUMMARY

You've just finished your brief tour of ThinkTank. It covered the ThinkTank screen; moving the bar cursor; expanding, adding, and deleting a headline; command menus and command keys; correcting mistakes; and backing up. If you wish, you can exit from ThinkTank now by pressing **ESC** at Top Level. Or you may leave the program running and go on to the ThinkTank tutorial in Chapter 4.

This chapter has emphasized several ThinkTank operating rules, including:

1. The position of the bar cursor determines where your commands will take effect.
2. The correct command key is always displayed on the bottom line of the Command Area.
3. Unless you are entering text, ThinkTank interprets your keystrokes as commands.
4. Whenever you want to stop what you're doing, use ThinkTank's **escape valve** (the **ESC** key).
5. Leave both your program disk and your data disk in their drives while using ThinkTank, unless the program specifically allows you to remove them.
6. Never get caught without a backup copy of any information you could not, or would not want to, re-enter if it were lost.

With the material in this chapter, you should be ready to experiment with ThinkTank. The next chapter, the tutorial, describes your primary resources for learning about ThinkTank and introduces you to each of the major things you can do with it.

Chapter 4

USING THINKTANK: A TUTORIAL

ThinkTank's extensive prompts, menus, and explanations on the screen make it virtually self-teaching. This tutorial will help you begin mastering the program.

We assume you have already spent some time browsing through command menus, reading explanations of the options, and selecting options with their command keys. If not, please look over "Starting Up ThinkTank" and "Exiting from ThinkTank" in Chapter 2, and the "Brief Tour of ThinkTank" in Chapter 3, before plunging into this chapter.

This tutorial is meant to be read while sitting at your computer, trying out the examples. If you are not already operating ThinkTank, start it up and load in the sample outline according to the instructions in Chapter 2. Then restore it to its original condition as shown in Figure 3-1 and described under "Getting Synchronized" in Chapter 3.

At the end of this tutorial you will create a new outline. You will need a **formatted** disk to store it; prepare one now if you don't have one. Instructions for formatting disks are contained in Appendix C.

LEARNING MORE ABOUT THINKTANK

There are three important tools for learning about ThinkTank. First, the **reference guide** provides a full description of each command, arranged alphabetically. Second, the **reference card** provides a concise summary of the entire ThinkTank command structure, organized functionally. Third, ThinkTank's system of screen prompts, menus, explanations, cursors, highlights, and keystrokes -- the **command system** -- allows you to explore ThinkTank's command structure directly. Let's take a closer look at each of these resources.

THE THINKTANK REFERENCE GUIDE

Part II of this manual, the **reference guide**, contains a full description of each ThinkTank command, including how it works, where to find it, its command key(s), whether it takes a command prefix, and cross-references to related entries.

Keep the reference guide handy as you begin to use ThinkTank. When you want more information about an option than the brief explanation on the screen provides, the reference guide is the place to turn. The entries of this "dictionary" are arranged alphabetically.

The reference guide is the only place you will find information about five Top-Level commands that don't appear on command menus (and whose functions, therefore, are never explained on the screen). These commands are PERCENT, RE-ENTER, BACKGROUND, SPACE, and READ.

At the end of the reference guide is a list of **error messages** that ThinkTank displays to help you when something goes wrong.

THE THINKTANK REFERENCE CARD

The **reference card** provides a concise summary of ThinkTank's entire command structure, organized by function into seven broad categories. The brief explanation for each command on the reference card is the same one you see on the screen when the command is highlighted by the menu cursor.

If the reference guide is like a dictionary of ThinkTank commands, the reference card is like a map of them. To see this, press the slash ("/") key from the Top Level of ThinkTank to display the Main Command Menu, which is shown in Figure 3-3. Now look at the reference card and compare the two.

The **NEW** command under "Adding Information" on the reference card corresponds to the **NEW** command on the Main Command Menu. Note that **NEW** appears at the leftmost edge of its panel on the reference card. So do all commands on the Main Command Menu.

There are six commands on the reference card indented one level under **NEW**: **UP**, **DOWN**, **LEFT**, **RIGHT**, **PARAGRAPH**, and **MODE**. They correspond to six of the options on ThinkTank's **NEW Command Menu** and they allow you to specify what kind of new material to add and where. Press **N** (the command key for **NEW**) to display this menu, which is shown in Figure 3-5.

There is a seventh option on the **NEW Command Menu** -- **ESCAPE** -- that's not listed under **NEW** on your reference card. That's because ThinkTank's **escape valve**, which stops whatever you're doing, is **always** an option. It's listed separately on the reference card under "Notes."

You can reach these **NEW** options only by selecting the **NEW** command first. In ThinkTank terminology, these options are **beneath** or **under NEW**; they are one level deeper or **subordinate** to **NEW** in ThinkTank's command structure. On the reference card, and in ThinkTank in general, this relationship is expressed by levels of indentation from left to right.

The reference card is a map of ThinkTank in which one level of indentation corresponds to one level deeper in the command structure.

Now press **M** to select the **MODE** option from the **NEW Command Menu**. **MODE** disappears from the menu but a new option, **EDIT**, replaces it as shown in Figure 4-1. The explanation line reads **TEXT EDITOR FOR HEADLINES**. On the reference card, **EDIT** is indented one level under **MODE** (which is indented one level under **NEW**). In other words, to reach the "headline editor" from the **NEW Command Menu**, you must go through **MODE** first.

Notice that **EDIT** appears twice under "Adding Information" on the reference card, once under **MODE** and once under **PARAGRAPH**. As you can see from the two entries, each **EDIT** has a different meaning; **EDIT** under **PARAGRAPH** gets you to the **TEXT EDITOR FOR PARAGRAPHS**. Some other commands (such as **DELETE** and **COPY**) also have more than one meaning in ThinkTank, depending on the context in which they appear. In all cases, the appropriate meaning will be clear from the screen, the reference card, and the reference guide.

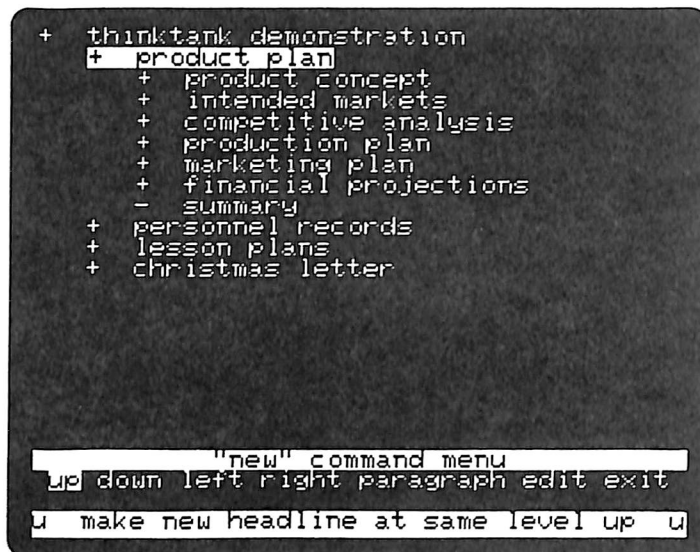


Figure 4-1: NEW Command Menu After Selecting MODE

As a general rule, there is only one "path" to each ThinkTank command. The **EDIT** commands, however, are exceptions. If you look under "Editing Text" on the reference card, you'll see that you can also get to either text editor by selecting **EDIT** from the Main Command Menu. Then you can choose **HEADLINE** or **PARAGRAPH** depending on which editor you want. Thus, each editor is accessible in two different contexts: you may select **EDIT** directly from the Main Command Menu or as an option under **NEW**.

On the back, the reference card includes a "Keystroke Configuration Chart." Many ThinkTank command keys are **configurable** (changeable); this chart shows you how they are configured in your version of ThinkTank. (See **KEYS** in the reference guide for information on reconfiguring command keys.) This panel also reminds you of several commands you might otherwise overlook because they do not appear on ThinkTank menus; they can all be found in the reference guide.

Like most maps, the reference card does not aim to be exhaustive. It is designed to orient you and head you in the right direction. The **reference guide** is the place to look for all the commands.

THINKTANK'S COMMAND SYSTEM

ThinkTank's command system gives you "the best of both worlds"; you can always choose to be prompted and guided or to take a "fast path" to action. Let's review the two different ways to select a command, using **NEW** (again) for illustration. We will contrast the most deliberate and the quickest way to create a new headline.

The position of the bar cursor always determines where the selected command will take effect. Press the **ESC** key to return to Top Level (if necessary) and use the arrow keys to move the bar cursor to **PERSONNEL RECORDS**.

The Deliberate Method

From Top Level, press "/" to display the Main Command Menu and use the **right arrow** key to move the menu cursor to **NEW**. On the bottom line of the Command Area you can see:

- * the command key for **NEW**, **N**, on either end; and
- * its brief explanation, **ADD A HEADLINE OR PARAGRAPH**, in the middle

While a menu is displayed, pressing **RETURN** selects the highlighted option, in this case **NEW**. Do so; ThinkTank displays the **NEW Command Menu**.

Suppose we want to create a new headline below the existing ones. Move the menu cursor to **DOWN**. Now, since we want the new headline to be three lines down (rather than immediately below the bar cursor headline), type the **command prefix "3"** before selecting the **DOWN** option. A "3" appears on the right side of the top line of the Command Area. The command prefix tells ThinkTank how far away it should create the new headline. (You must enter it just before selecting **DOWN**; if you enter it before selecting **NEW** or moving the menu cursor, ThinkTank will "forget" it before creating the new headline.)

Press **RETURN** to select **DOWN**, the highlighted option. As it did in Chapter 3, ThinkTank opens up space for a new headline below **CHRISTMAS LETTER** and waits for you to enter one. **Instead of typing a new headline at this point, press the ESC key to cancel this command.**

The deliberate way to select a ThinkTank command is to (1) select a menu, (2) move the menu cursor to the desired command, and (3) press **RETURN** to select the highlighted option.

With this method, you can see a full range of information about the command, including its command key, its brief explanation, and any command prefix you enter.

This is the best method to use while you are still learning about commands (or whenever you want to examine your options for any reason). You can also use it to study ThinkTank's command structure. You can always use the **escape valve** (the **ESC** key) to interrupt or cancel a command, right up to the last moment.


The Fast Path

Now let's repeat this process as efficiently as possible. First move the bar cursor back to **PERSONNEL RECORDS** and then type "**N3D**" (**N** for **NEW**, **3** for the command prefix, and **D** for **DOWN**). Voila! ThinkTank is waiting for your new headline. Use **ESC** again to cancel the command.

The "fast path" to a ThinkTank command is to bypass the menus and use its command keys.

Here is some general advice about selecting commands:

- * Command keys **always** work "inside" menus. For example, if the Main Command Menu is displayed, you can **always** press **N** to select **NEW** and display the **NEW** Command Menu. The menu cursor doesn't have to be on **NEW**.

- 
- * If a command is on the Main Command Menu, its command key will also work "outside" the menu -- from the Top Level of ThinkTank. (Exceptions are **DELETE** and **EXTRA**.) For commands on other menus, you must display the menu before you use their command keys. However, you can use command keys to get to the menu.

For example, from Top Level, the "fast path" to the **COPY** command is **//C**. The first slash displays the Main Command Menu, the second slash displays the Secondary Command Menu (**EXTRA** command), and **C** is the command key for **COPY**. You can press the keys as quickly as you wish; you don't have to wait for each menu to appear before pressing the next command key.

- * Command prefixes are helpful but never necessary. If you don't enter one, ThinkTank assumes its most likely value (usually one). For example, if you don't precede a **NEW** option with a command prefix, ThinkTank will create the new headline **one** position away.
- * The **RETURN** key works differently "inside" and "outside" command menus. While a menu is displayed, the **RETURN** key selects the highlighted option. From Top Level, you can use it as a "reading" key (see **READ** in the reference guide). At other times, you may be prompted to use the **RETURN** key to tell ThinkTank that an entry is satisfactory.
- * Executing **EXPAND** or **COLLAPSE** from Top Level bypasses the command menu which is displayed when you select either of these commands from the Main Command Menu. The menu lets you choose whether to expand or collapse headlines, paragraphs, or both. If you don't want both, which is what you get from Top Level, you must go through the menu.

The Escape Valve

ThinkTank's command keys let you speed down a "command tree"; the escape valve lets you speed back up. To illustrate, look at **KEYWORD/SEARCH** under "Getting Around" on the reference card. You can use this command to search for a word, phrase, or pattern of characters. Suppose you want to find the word "salary" in the PERSONNEL RECORDS outline. First move the bar cursor to PERSONNEL RECORDS and then type **KS** for **KEYWORD/SEARCH** (or proceed deliberately if you prefer). ThinkTank asks for a:

PATTERN TO SEARCH FOR?

Respond by typing:

salary

but then press **ESC**. (If you press **RETURN** before **ESC**, ThinkTank will execute the **SEARCH** command.) This example illustrates two general rules:

- * you can **ESCAPE** any time before the final keystroke; and
- * when you cancel a command, ThinkTank normally returns you to Top Level.

ThinkTank departs from the second rule, however, when you might reasonably prefer to back up less than all the way to Top Level. For example, type **KX** (for **KEYWORD/XCHANGE**) from Top Level. This command allows you to replace one word or phrase with another. Respond to the prompt for a search pattern with:

salary

and press **RETURN**. Now ThinkTank asks:

PATTERN TO REPLACE WITH?

but press **ESC** rather than entering a replacement pattern. Instead of returning to Top Level, ThinkTank returns to the

first prompt; presumably you've changed your mind about the pattern you wanted to **SEARCH** for. If that's not the case, it takes only one more **ESC** to get back to Top Level.

PUTTING IT ALL TOGETHER

Let's see how ThinkTank's reference tools can help you explore its most complex command, **PORT**. **PORT** is a facility for transferring information into and out of a ThinkTank outline. Like a shipping port, the **PORT** command is a way station; like a telephone, it is a communication device. You can use **PORT** to **print** an outline, or to transfer it to a **PASCAL text file** where you can edit it with a word processor, send it to another user, store it as a backup, or incorporate it into another outline. Since you can't transfer information directly from one outline into another, ThinkTank uses text files as intermediaries.

To **PORT** an outline, you choose a series of options that specify where, how, and what you want to transfer. You can see the major options under "Printing & Porting" on your **reference card**. Porting does not disturb the original outline; ThinkTank always ports a **copy** of the outline.

The material ported depends on the position of the bar cursor when you select **PORT**. Suppose we want to port the **LESSON PLANS** outline to a text file. Move the bar cursor to **LESSON PLANS** and press **P** for **PORT** from Top Level. ThinkTank displays the **PORT DEVICE Menu** which asks you to select a device.

Press **T** (for **TEXTFILE**) and ThinkTank displays the **PORT DIRECTION Menu**. You can either **SEND** a ThinkTank outline to a text file or **RECEIVE** a text file into an outline.

Press **S** (for **SEND**) and ThinkTank displays the **PORT STYLE Menu**. You can choose among three standard styles, each suitable for different purposes. The **reference guide** describes these styles -- and all the **PORT** options -- in detail, while Chapter 5 contains suggestions for porting as well as capsule instructions for porting with two floppy disk drives.

Press **F** (for **FORMATTED**) and then **Y** (for **YES**) to take a look at ThinkTank's formatting options. Although ThinkTank is not a word processor, it allows you substantial control over the appearance of your ported outlines. The instructions on the screen, which are shown in Figure 4-2, tell you how to move around the 16 format settings and change them if you wish. You can control your document's spacing, margins, page titles -- even tell ThinkTank to construct a table of contents. The format settings are described in detail under **FORMATTED** in the reference guide.

Feel free to play around. Even if you press the **RETURN** key to indicate that you want to change a setting, you can always leave it as it is, or change it back later.

When you finish exploring, press **ESC** to stop. If you made any changes, ThinkTank displays the **EXIT SETTINGS Command Menu**. You can now choose whether to **SAVE** your changes for the future, use them this time only, or go back and review them again. Press **N** (for **NOSAVE**) this time.

Now ThinkTank asks you to name your text file. The reference guide tells you how to enter a name, and Appendix B contains detailed information about PASCAL file names. For

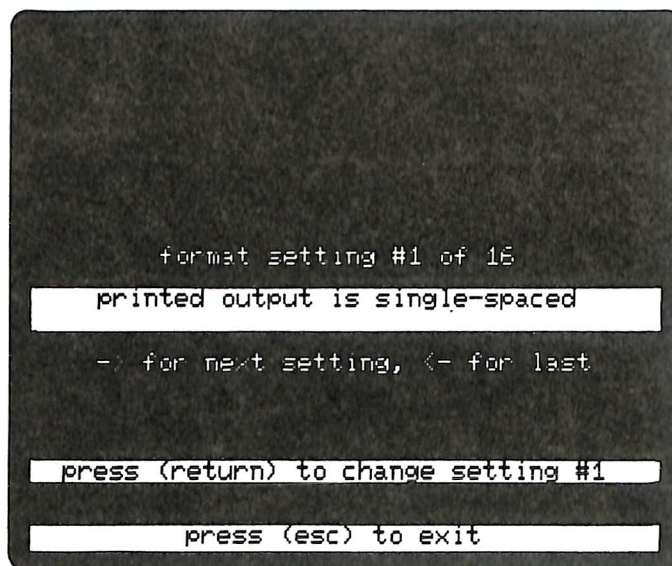


Figure 4-2: Reviewing the Port Format Settings

now, the time has come to **ESCAPE** out of this exploration.

Pressing **ESC** when prompted for a text file name returns you to Top Level. Had you pressed **ESC** earlier in the **PORT** process, however, ThinkTank would have returned you to the previous menu, not Top Level. To see this, type "PTSF" from Top Level (the fast path to the format settings). When ThinkTank asks LOOK AT THE FORMAT SETTINGS? pressing **ESC** returns you to the DIRECTION Menu. (So does **ESC** in response to the STYLE Menu.) Pressing **ESC** in response to the DIRECTION Menu returns you to the DEVICE Menu. And pressing **ESC** in response to the DEVICE Menu returns you to Top Level.

You should now be able to explore the rest of ThinkTank's command structure on your own. The remainder of this tutorial is a comprehensive example which touches upon each of the major things you can do with ThinkTank.

A COMPREHENSIVE EXAMPLE

So far we've explored a great deal of ThinkTank's command structure -- but we've always **ESCAPED** back to Top Level before actually doing anything. In this section, we'll follow through and add to, delete from, edit, reorganize, print, and create a ThinkTank outline.

This part of the tutorial will illustrate how the major pieces of ThinkTank fit together. It follows the command groupings on the ThinkTank reference card. Not all the commands are covered, however.

You will find details about all the commands in the reference guide. We suggest keeping it handy as you follow this example. In addition, we have collected notes and suggestions about using ThinkTank in Chapter 5, to be digested after you become familiar with the basic commands.

GETTING AROUND

Arrow Keys and Direction Commands

Begin at Top Level with the THINKTANK DEMONSTRATION outline restored to its initial condition (Figure 3-1). Use the **arrow keys**, as discussed in Chapter 3, to move the bar cursor up and down the outline. If your keyboard has all four arrow keys, note that the **up** and **left arrows** are identical and the **down** and **right arrows** are identical. ThinkTank "squawks" when you attempt to move the bar cursor past the last headline.

Now try the four **direction commands**. The command keys are **U** for **UP**, **D** for **DOWN**, **L** for **LEFT**, and **R** for **RIGHT**. Unlike the arrow keys, the direction commands follow the **structure** of the outline. The "squawks" will help you learn how these commands operate.

Both the arrow keys and the direction commands accept **command prefixes** as discussed in the reference guide. Also, both the arrow keys and the direction commands ignore headlines that are "hidden" (not expanded at the time). If you want to move the bar cursor to a headline that is hidden, you must **expand** it first.

Now move the bar cursor to PRODUCT CONCEPT and press "," (comma) to **EXPAND** it as described in Chapter 3. Try the arrow keys and direction commands again. Note how they skip over the paragraph; **the bar cursor points only to headlines**, not to paragraphs. Move the bar cursor back to PRODUCT CONCEPT and press "." (period) to **COLLAPSE** it again.

What is an Outline?

EXPAND the following series of headlines: INTENDED MARKETS, DEMOGRAPHIC SEGMENTS, PSYCHOGRAPHIC SEGMENTS, and DRINKING HABITS. The screen should look like Figure 4-3. Now follow this sequence of **COLLAPSES** and **EXPANDS** to see how the position of the bar cursor affects the "scope" of a command:

1. **COLLAPSE** DRINKING HABITS and **EXPAND** it again;

```

thinktank demonstration
product plan
+ product concept
+ intended markets
  + demographic segments
    - young adults, age 21-45
    - affluent professionals
    - well educated
  + psychographic segments
    - sophisticated life style
    - status conscious
    - health conscious
    - willing to experiment
  + drinking habits
    - raised on sweet soft drinks
    - light to moderate drinkers,
    - drink socially, not to get d
    - favor wine, beer, & mixed dr
    - disfavor hard & straight dri
+ competitive analysis
thinktank 1.000
arrow keys move bar cursor
use "/" for command menu
(esc) to exit thinktank

```

Figure 4-3: Expanding and Collapsing

2. **COLLAPSE** PSYCHOGRAPHIC SEGMENTS and **EXPAND** it again;
3. **COLLAPSE** DEMOGRAPHIC SEGMENTS and **EXPAND** it again;
and
4. **COLLAPSE** INTENDED MARKETS and **EXPAND** it again.

Notice how **COLLAPSE** hides **everything** under the bar cursor headline, while **EXPAND** reveals only the first level under it. You can set a command prefix to make **EXPAND** reveal more levels.

This exercise also shows that each ThinkTank headline represents an outline in its own right. The entire THINKTANK DEMONSTRATION is an outline; each of its first subheadings is the title of an outline; indeed DRINKING HABITS is an outline of its own. Each outline (except the **summit**, THINKTANK DEMONSTRATION) is a part of a larger whole.

The bar cursor headline and the outline it represents is called the **bar cursor outline**. Since the commands you select generally affect either the bar cursor headline or the bar cursor outline, you should develop the habit of moving the bar cursor to where you want your action to take effect before giving a command.

Searching for a Keyword

Suppose you want to find information on **salaries** in the PERSONNEL RECORDS outline. Collapse PRODUCT PLAN, move the bar cursor to PERSONNEL RECORDS, and type "**KS**" for **KEYWORD/SEARCH**. When ThinkTank prompts you for a search pattern, type:

salary

and press **RETURN**. Watch the screen (Figure 4-4) as ThinkTank finds the pattern, expands the outline to show you its location, highlights it, and asks whether you want to continue the search. Press **Y** (for **YES**) and ThinkTank repeats the process. When you finally answer **N** (for **NO**) to discontinue, ThinkTank returns you to Top Level with the bar cursor on the headline where the last match was found. Details on keyword searches are covered in the **reference guide**, and Chapter 5 includes notes and suggestions to make best use of them.

```

thinktank demonstration
- product plan
- personnel records
  + administration
    + bligh, william
      - captain
      + residence
      + dependents
      + date of birth
      + salary
      + comments
    + fryer, john
    + christian, fletcher
  + midshipmen
  + seamen
  + maintenance & security
  + support staff
  + form
  + procedures
+ lesson plans
  match #1... continue search?

press "y" for yes, "n" for no

```

Figure 4-4: Searching for a Keyword

```

+ product plan
+   product concept
+   intended markets
+   competitive analysis
+   production plan
+   marketing plan
+   financial projections
- summary
+ personnel records
+ lesson plans
+ christmas letter
- adding and editing
-----
adding new material to a thinktank
outline is easy. you never have to
type a carriage return.
-----

enter new paragraph, (esc) when finished

(leftarrow) erases last keystroke

```

Figure 4-5: Entering a New Paragraph

ADDING AND EDITINGAdding New Material

Restore the sample outline to its original condition (Figure 3-1) again. Suppose you want to add some new material below what's already there. Move the bar cursor to the last headline on the screen and type **ND** for **NEW/DOWN**. When ThinkTank opens up a space for a new headline, type:

Adding and Editing

If you make a mistake, use the **left arrow** key to backspace to it. When you're finished, press **RETURN**.

Now type **NP** for **NEW/PARAGRAPH**. Note the instructions on the screen as ThinkTank opens up space. Type the following sentences **without typing RETURN when you reach the end of a line**. Watch how ThinkTank "wraps" your text to the next line automatically:

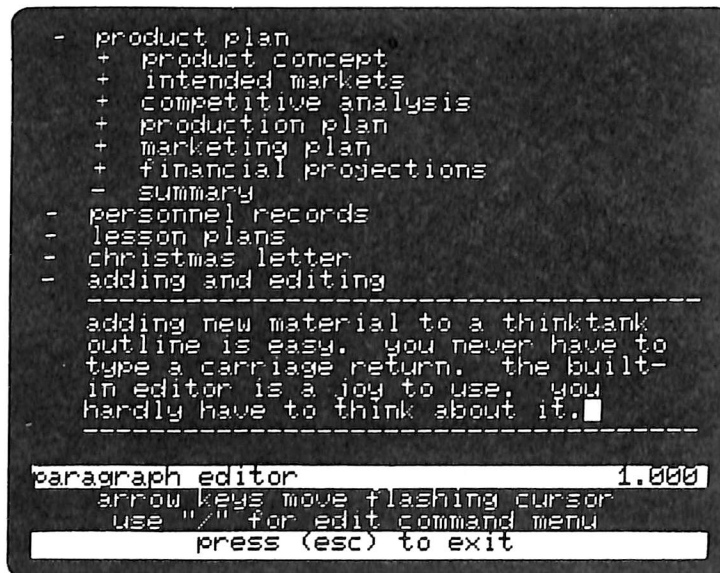
Adding new material to a ThinkTank outline is easy. You never have to type a carriage return.

The screen should look like Figure 4-5. (If your computer can display only capital letters, Box 4-1 at the end of this chapter explains how to use special symbols to tell ThinkTank to print your paragraphs correctly in both upper- and lowercase letters.)

Continue with the following two sentences:

The built-in editor is a joy to use. You hardly have to think about it.

Then press **ESC** to end the paragraph. ThinkTank asks if you want to edit it. Type **Y** (for **YES**) and ThinkTank places you at the "Top Level" of the paragraph editor (Figure 4-6). This is the **EDIT** option under **NEW/PARAGRAPH** on your reference card; you can also reach the paragraph editor by selecting **EDIT** from the Main Command Menu.



```
- product plan
+ product concept
+ intended markets
+ competitive analysis
+ production plan
+ marketing plan
+ financial projections
- summary
- personnel records
- lesson plans
- christmas letter
- adding and editing
-----
adding new material to a thinktank
outline is easy. you never have to
type a carriage return. the built-
in editor is a joy to use. you
hardly have to think about it.
-----
paragraph editor 1.000
arrow keys move flashing cursor
use "/" for edit command menu
press (esc) to exit
```

Figure 4-6: Top Level of the Paragraph Editor

Editing a Paragraph

The Top Level of the paragraph editor strongly resembles the Top Level of ThinkTank. As the Command Area suggests, you can press the arrow keys to move the flashing cursor, type "/" to see the **EDIT Command Menu**, or press **ESC** to exit. All of the editing command keys work from the Top Level of the editor as well as from their own menus. As a result, once you learn the editing commands, you can use the "fast path" method to edit your paragraphs. The editing commands are described in detail in the **reference guide**.

Type "/" to see the EDIT Command Menu (Figure 4-7) and browse through the brief explanations and command keys. All the editor command keys are preceded by a **CTRL** character, like **CTRL-D** (abbreviated **^D**) for **DELETE**. (You give this command by holding down the **CTRL** key and pressing **D**.) You can refer to the "Editing Text" section of the **reference card** for the brief explanations and the "Keystroke Configuration Chart" for the command keys. This allows you to edit without looking at the EDIT Command Menu.

ESCAPE from the EDIT Command Menu and try out the arrow keys to move the flashing cursor. (If your keyboard has no **up**

```
+ product plan
+ product concept
+ intended markets
+ competitive analysis
+ production plan
+ marketing plan
+ financial projections
- summary
+ personnel records
+ lesson plans
+ christmas letter
- adding and editing

-----
adding new material to a thinktank
outline is easy. you never have to
type a carriage return. the built-
in editor is a joy to use. you
hardly have to think about it.█
-----

"edit" command menu
insert delete backspace typeover find
xchange page goto select
^i add new text at cursor position ^i
```

Figure 4-7: EDIT Command Menu

and **down arrow** keys, use **CTRL-O**, and **CTRL-K** instead.) The position of the flashing cursor, like that of the bar cursor, determines where your commands will take effect. You can hold the keys down (or hold down your **REPT** key if you have one) to move the flashing cursor more quickly.

Now let's use some editing commands. First let's change the structure of the first sentence. Type **CTRL-G** and press the **left arrow** key to **GOTO** the beginning of your paragraph. With the cursor on the first "A", begin typing:

It is easy to

and press the **space bar**. This illustrates that you are always ready to insert text unless you are specifically executing another editor command.

Now move the flashing cursor forward to the "i" in "adding" and press **CTRL-D** three times (to **DELETE** the "ing"). Move to the **space** after the word "outline" and press **CTRL-D** eight times. Deleting the phrase "is easy" completes your revision of the first sentence. Press the **right arrow** key once and watch ThinkTank adjust your text for you (Figure 4-8). (If your computer displays both upper- and lowercase characters, you may want to delete the "A" in "Adding" and insert an "a" in its place.)

Suppose you want to move "The built-in editor is a joy to use" to the end of the paragraph. You could **DELETE** it and retype it, but it's easier to use the **SELECT** command, which allows you to work with a whole block of text at a time. First you have to identify the block by **selecting** it. Move the flashing cursor to the "T" at the beginning of this sentence. Then type **CTRL-S** to **START** the selection. In the Command Area, ThinkTank announces that you're in **SELECT mode**.

Once you've started a selection, you move the flashing cursor to define it. Press the **right arrow** key to move it forward and watch how ThinkTank highlights your selection. Stop when the cursor is flashing on the **space** before the "Y" in "You hardly", the first character you do not want to select (Figure 4-9). Now press **CTRL-S** to **FINISH** the selection. It will no longer follow the flashing cursor.

```

+ product concept
+ intended markets
+ competitive analysis
+ production plan
+ marketing plan
+ financial projections
- summary
- personnel records
- lesson plans
- christmas letter
- adding and editing
-----
it is easy to add new material to a
thinktank outline. you
never have to type a carriage
return. the built-in editor is a
joy to use. you hardly have to
think about it.
-----
paragraph editor 1.000
arrow keys move flashing cursor
use "/" for edit command menu
press (esc) to exit

```

Figure 4-8: Editing a Paragraph

Next press **CTRL-G** and the **right arrow** key to **GOTO** the end of the paragraph. Press the **right arrow** key twice more to insert two spaces, then press **CTRL-C** and watch ThinkTank **COPY** the selection at the cursor position. Finally, **before typing**

```

+ product concept
+ intended markets
+ competitive analysis
+ production plan
+ marketing plan
+ financial projections
- summary
+ personnel records
+ lesson plans
+ christmas letter
- adding and editing
-----
it is easy to add new material to a
thinktank outline. you never have
to type a carriage return. the
built-in editor is a joy to use.
you hardly have to think about it.
-----
select mode 1.000
arrow keys stretch the selection
use "/" for edit command menu
press (esc) to cancel selection

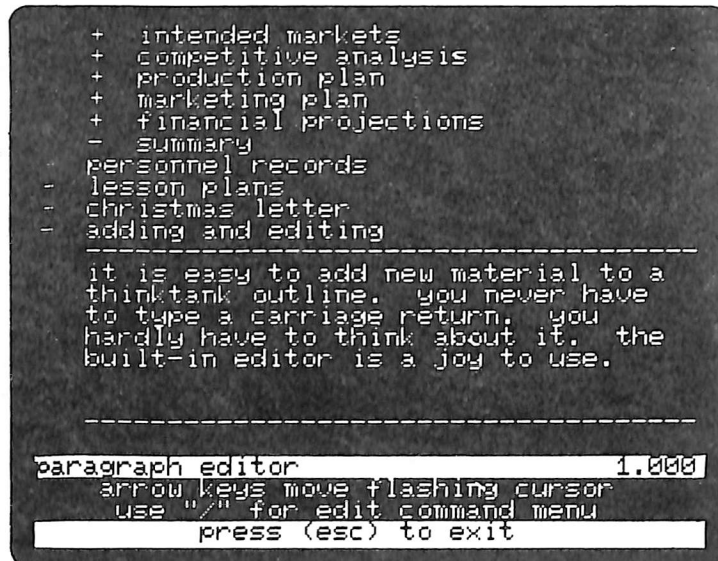
```

Figure 4-9: Defining a Selection

anything else, type **CTRL-D** to **DELETE** the original selection. ThinkTank gives you a chance to reconsider; type **Y** for **YES**. As Figure 4-10 shows, you've just seen how to move a block of text quickly: select it, copy it, and delete the selection.

A ThinkTank "paragraph" is **any** block of text up to 2048 characters; you can arrange it into as many literal paragraphs as you like. For a complete picture of ThinkTank's powerful text editors, start with **EDIT** in the **reference guide**. Consult the notes and suggestions in Chapter 5 for further information.

For now, press **ESC** to exit from the paragraph editor and press **S** to **SAVE** your paragraph. We will use it in the next part of the tutorial. When ThinkTank asks if you're finished editing this paragraph, press **Y**. ThinkTank returns to Top Level with the bar cursor on the headline from which you created the paragraph. The paragraph is **subordinate** to this headline.



```
+ intended markets
+ competitive analysis
+ production plan
+ marketing plan
+ financial projections
- summary
- personnel records
- lesson plans
- christmas letter
- adding and editing
-----
it is easy to add new material to a
thinktank outline. you never have
to type a carriage return. you
hardly have to think about it. the
built-in editor is a joy to use.
-----
paragraph editor 1.000
arrow keys move flashing cursor
use "/" for edit command menu
press (esc) to exit
```

Figure 4-10: Moving a Selection

REORGANIZING AN OUTLINECopying

Suppose the boss wants you to reorganize the PRODUCT PLAN. Let's make a copy of it first, in case we decide later that we don't like it. Collapse your new outline, type "4U" to move the bar cursor **UP** to PRODUCT PLAN, and then collapse it. Now type "//C", the fast path to **COPY**, to make a copy of the PRODUCT PLAN outline. After ThinkTank has copied all 110 headlines, the copy will appear immediately **DOWN** from the original. Now type "M4D" and watch as ThinkTank **MOVES** the copy **four** positions **DOWN**, below the outline you created.

New Headlines

Let's start reorganizing by entering some new headlines. Type **NR** for **NEW/RIGHT** and enter the headline, "**One Step Ahead**". Remember to press **RETURN** when you're finished. Now type **ND** (**NEW/DOWN**) and enter "**Marketing Department**". Type **ND** again and enter "**Making a Killing**". The screen will look like Figure 4-11.

```

thinktank demonstration
+ product plan
+ personnel records
+ lesson plans
+ christmas letter
+ adding and editing
+ product plan
- one step ahead
- marketing department
- making a killing
+ product concept
+ intended markets
+ competitive analysis
+ production plan
+ marketing plan
+ financial projections
- summary

```

```

thinktank 1.0000
arrow keys move bar cursor
use "/" for command menu
(esc) to exit thinktank

```

Figure 4-11: New Headlines

Moving

Now let's move the parts of the PRODUCT PLAN under the new headlines:

- * Move the bar cursor to PRODUCT CONCEPT and type **M2U** (**MOVE/2 UP**) and **MR** (**MOVE/RIGHT**) to move it under ONE STEP AHEAD.
- * Move the bar cursor to COMPETITIVE ANALYSIS and type **M3U** (**MOVE/3 UP**) and **MR** (**MOVE/RIGHT**) to move it there also.
- * Use the same kinds of keystrokes to move INTENDED MARKETS and MARKETING PLAN under MARKETING DEPARTMENT.
- * Finally, move PRODUCTION PLAN and FINANCIAL PROJECTIONS under MAKING A KILLING.

Your screen should look like Figure 4-12. You've used **MOVE** to completely reorganize your outline.

```
thinktank demonstration
- product plan
- personnel records
- lesson plans
- christmas letter
- adding and editing
- product plan
  + one step ahead
    + product concept
    + competitive analysis
  + marketing department
    + intended markets
    + marketing plan
  + making a killing
    + production plan
    + financial projections
- summary

thinktank 1.0000
arrow keys move bar cursor
use "/" for command menu
(esc) to exit thinktank
```

Figure 4-12: Reorganizing an Outline

Deleting

Suppose the boss doesn't like the reorganized PRODUCT PLAN. Move the bar cursor up to the **copy** of PRODUCT PLAN and type **"/DO"** (slash for the Main Command Menu, **D** for **DELETE**, and **O** for **OUTLINE**). The reorganized outline disappears. If the boss changes his mind again, you can restore it with the **DELETE/RESTORE** command -- at least until you delete another outline.

Merging

Let's try out one more feature -- **merging** paragraphs. You can combine the paragraphs under two distinct headlines if the second is adjacent to the first and at the same level (directly **DOWN**). First move the bar cursor to **ADDING AND EDITING** and type **"/C"** to make a copy of it. Now move the bar cursor back to the first copy and then type **"/M"**, the fast path to the **MERGE** command. On the **MERGE Command Menu**, press **D** to **DELETE** the copy after merging it, and watch as ThinkTank merges the second paragraph into the first. The leader of the second headline changes from **"+"** to **"-"** as the paragraph under it is deleted, as shown in Figure 4-13.

```

thinktank demonstration
+ product plan
+ personnel records
+ lesson plans
+ christmas letter
+ adding and editing
  it is easy to add new material to a
  thinktank outline. you never have
  to type a carriage return. you
  hardly have to think about it. the
  built-in editor is a joy to use. it
  is easy to add new material to a
  thinktank outline. you never have
  to type a carriage return. you
  hardly have to think about it. the
  built-in editor is a joy to use.
- adding and editing

thinktank 1.000
  arrow keys move bar cursor
  use "/" for command menu
  (esc) to exit thinktank

```

Figure 4-13: Merged Paragraphs

PRINTING AN OUTLINE

Next let's try printing an outline. As you recall, printing is one of the functions of ThinkTank's **PORT** command. Before you start the process, there are two preliminaries:

1. The position of the bar cursor determines what part of an outline will be ported. To print the whole outline, move the bar cursor to the summit. In this case, move it to **PRODUCT CONCEPT** in the **PRODUCT PLAN**.
2. Your printer **must** be ready -- connected and turned on -- when ThinkTank sends the outline to it. There's no way for ThinkTank to warn you or continue if it's not ready.

Now you are ready to print your outline. Press "**PPFN**" for **PORT/PRINTER/FORMATTED** (don't review the format settings this time). Then press the **space bar** to begin printing. You will see your outline "scroll" through a window on the screen as ThinkTank prints it. If you have any trouble, you can **ESCAPE** at any time during printing. You may wish to look at the **formatting options**, which are listed under **FORMATTED** in the reference guide, to see how they are reflected in the printed outline. ThinkTank will signal you when the job is done.

CREATING A NEW OUTLINE

The last task of this tutorial is to create a new outline on a new disk. Before doing so, restore this one to its original condition (Figure 3-1) again. First, with the bar cursor on the (now empty) copy of **ADDING AND EDITING**, type **"/DO"** to **DELETE** it; it will take quite a while. Then **DELETE** the original **ADDING AND EDITING**. Finish the process of restoring the outline as described in Chapter 3.

You will need a **formatted** disk to store your new outline (see Appendix C for instructions).

You can't just replace the THINKTANK DATA DISK with your new one; you have to use the **FILES** command. It allows you to **close** your current outline (the THINKTANK DEMONSTRATION) before switching outlines or creating a new one. Examine the **FILES** command options under "Getting Started" on the **reference card**. The options differ depending on your disk configuration.

Press **FC** to select **FILES/CLOSE**. ThinkTank closes the sample outline and displays the **FILES Command Menu** which lets you choose whether to open an existing outline or create a new one. Press **N** to create a **NEW** outline. If your system is configured for two floppy disk drives, ThinkTank tells you to insert your formatted disk in drive 2 and press the **space bar**. (For other configurations, consult **NEW** in the **reference guide** for details.)

In a few seconds your new outline appears on the screen as shown in Figure 4-14. It consists of a single "generic" headline, **SUMMIT**. If you wish, you can start your first "real" outline now. Your first step is to replace this headline with your own. To do so, press the **;** (semicolon) key to give the **RE-ENTER** command. Enter whatever you wish; if you press **ESC** during **RE-ENTER**, **SUMMIT** will reappear. You can now

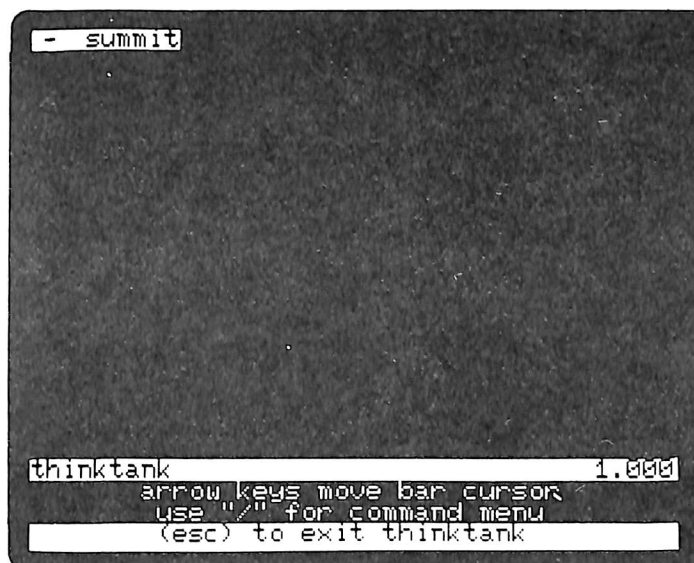


Figure 4-14: Creating a New Outline

use the **NEW** command to begin adding headlines and paragraphs to your outline.

CONCLUDING NOTE

Now that you've completed the tutorial, you are well on your way to mastering ThinkTank. We encourage you to make good use of the **reference guide** and **reference card** and, when you are familiar with the basic commands, to take a look at our notes and suggestions in Chapter 5.

ThinkTank is above all a flexible, adaptable program. Its powerful commands allow you to customize your outlines and work easily with your ideas. If our experience is any indication, you will develop your own style of using it, and continue to discover and invent new ways to use it as you get to know it better. We hope you will enjoy using ThinkTank as well, and experience the satisfaction of working with a fine tool.

Box 4-1
Printing with 'Uppercase Computers'

ThinkTank prints outlines pretty much as they appear on your screen. However, if your computer (like the Apple II) can only display uppercase (capital) letters, ThinkTank will automatically enhance your paragraphs by printing them in both upper- and lowercase characters. It follows these rules:

1. The first alphabetic character of a paragraph is printed uppercase.
2. If a period, question mark, or exclamation mark is followed by two spaces, the next character is printed uppercase.
3. If a period, question mark, or exclamation mark is followed by a carriage return, the next character is printed uppercase.
4. All other characters are printed lowercase.

These rules normally assure that the first letter of each sentence is capitalized.

You may want other letters to be capitalized as well. When entering or editing a paragraph, you can tell ThinkTank to capitalize a letter by preceding it with a backslash ("\"). If your computer has no backslash key, you can enter one by pressing **CTRL-Y**.

If you have an "uppercase computer," take a look at the LESSON PLANS outline on the THINKTANK DATA DISK. Notice how we have used backslashes to capitalize the names Alpha Centauri, Homer, Shakespeare, Dickens, Blurf, and the Tonight Show.

If you have a series of letters to capitalize, like the acronym UNICEF, it can be tedious to precede each letter with a backslash (\U\N\I\C\E\F). You can use the caret ("^") symbol as a shift-lock mechanism to capitalize a series of

letters. Enter a "^" just before and after the word or phrase to be capitalized, as in ^UNICEF^. (On the Apple II, you enter a caret by pressing **SHIFT-N**.) Neither caret is printed; the first is a signal to begin capitalizing and the second is a signal to end capitalizing. The "^" symbol is called an **alternating** (or **toggle**) command because it works in two directions: it turns capitalization **on** if it's **off** and **off** if it's **on**.

If you want ThinkTank to **print** a backslash, without recognizing it as a "shift" symbol, enter **two** ("\\"). Unfortunately there is no way you can get ThinkTank to print a caret on a computer that can't display lowercase letters.

These special symbols are applicable only to "uppercase computers." If your computer can display both upper- and lowercase letters, they have no special significance and ThinkTank will print them like any other character.

Chapter 5

USING THINKTANK: NOTES AND SUGGESTIONS

We (Living Videotext, Inc.) didn't just **create** ThinkTank; we use it . . . a lot. This chapter contains notes and suggestions we've accumulated through extensive experience with the program. They will streamline your use of ThinkTank and help you get the most out of the program.

This chapter doesn't explain any of ThinkTank's basic commands; it assumes you are already familiar with them. Instead it suggests how to best apply them to your own ideas and information. The suggestions will be most valuable to you if you've gained some experience with ThinkTank. Following a brief section on general advice, the topics are organized along the same functional lines as the ThinkTank **reference card**.

GENERAL ADVICE

Command Prefixes

You can precede many ThinkTank commands with a **command prefix** to specify how many times the command will be executed or how many levels of the outline it applies to. The commands that accept prefixes are noted in the **reference guide**.

There is a special command prefix, the **number** or **pound sign** (#), that tells ThinkTank to execute a command **as many times** as it can or to apply it to **all levels of the outline**. When you press this key before a command, ThinkTank displays the word **INFINITY** on the first line of the Command Area, signifying that it will perform the next command repeatedly. For example, pressing # and the **right arrow** key tells ThinkTank to move down as far as it can -- to the last visible headline of your outline.

A command prefix only affects the command that follows it immediately. For example, if you want to **MOVE** an outline three positions **UP**, type **3** before selecting **UP**: "**M3U**." If you type **3** ("**3MU**") or move the menu cursor before selecting

MOVE, ThinkTank will forget about it by the time it actually moves the outline.

GETTING STARTED

Configuring ThinkTank to Your Computer System

You use ThinkTank's **FILES** command to create a new outline or examine an existing one. The procedures, which are described under **FILES**, **NEW**, and **EXISTS** in the reference guide, depend on the number and type of disk drives you have. If ThinkTank is incorrectly configured to your computer system, you can reconfigure it with the **UTILITIES/DISK** command.

But you aren't required to be configured correctly. You may choose a different configuration so long as you don't tell ThinkTank to do something impossible -- like open an outline on a nonexistent disk drive. For example, suppose you are configured for three floppy disk drives but have to take one in for service. There's no need to reconfigure, so long as you avoid selecting the missing drive.

Choosing the Size of Your Floppy-Disk Outlines

You can also use a fictitious configuration to choose the size of your floppy disk outlines.

If you have a floppy disk computer system, you know that you can only store one outline on a floppy disk. ThinkTank won't let you store a second outline on a disk without erasing the first. But what if you have two (or more) small outlines that you'd like to put on a single disk? You know they'd fit -- if only ThinkTank would let you do it!

Actually, it will. ThinkTank allows users with hard disk systems to choose the size of their outline files; it doesn't limit the number of outlines they can store on a disk. If you "fool" ThinkTank into thinking you have a hard disk, you can choose where to store each outline and how big the file should be.

To do this, simply use the **UTILITIES/DISK** command to tell ThinkTank that you have a hard disk system. It doesn't matter if you don't have a hard disk -- ThinkTank can't tell the difference. Now, when you create a new outline, you are free to set the size of the file and store it wherever you have enough space.

Of course, there's a cost to this added power. You will have to use the more complex hard disk version of the **FILES** command, as described in the reference guide.

GETTING AROUND

The Bar Cursor Express

Command prefixes are especially helpful in moving quickly around an outline. Suppose you're deep within an outline and want to move to the summit. If you prefix the **up** (or **left**) **arrow** key with some large number, like **1000**, ThinkTank will try to move the bar cursor 1000 lines up. Of course it can't, but it will move as far as it can -- to the summit. Similarly, typing **1000** and the **down** (or **right**) **arrow** key will move the bar cursor to the last headline of your outline. You can also use the **infinity prefix** (**#**) to move the bar cursor as far as it can go.

The **direction commands** (**UP**, **DOWN**, **LEFT**, and **RIGHT**) are also ideal for moving quickly since they follow the structure of your outline. For example, no matter how many headlines intervene, the **DOWN** command will get you to the next headline at the **same level of the outline**. Similarly, the **LEFT** command, which moves the bar cursor to a **higher level of the outline**, makes it easy to get to the summit.

Searching and Replacing

You can use **KEYWORD/SEARCH** to search for key words, phrases, and patterns of characters in an outline, and **KEYWORD/XCHANGE** to replace one pattern with another. Here are some tips on keyword searches and exchanges:

1. ThinkTank will only search material beneath (subordinate to) the bar cursor headline. Before you begin a search, make sure the bar cursor is at the top of the outline you wish to search.
2. Be as specific as possible when entering a keyword. The more specific your keyword, the fewer matches it will take to find the one you want.
3. It's important to specify the spelling and usage of your keyword correctly. Remember that **KEYWORD/SEARCH** disregards the case of the letters in your search pattern, but **KEYWORD/XCHANGE** requires an exact match by character and case. If you're not sure of the spelling or usage of your keyword, use a general pattern that will match all of the possibilities.
4. ThinkTank will match a keyword even if it's embedded inside another word. Suppose that for some reason you want to change every instance of the word "and" in an outline to the word "or." If you enter "and" as your search pattern and "or" as your replacement pattern, ThinkTank will make the change -- but it will also change the word **England** to **Englor** because it, too, contains the search pattern. In such cases it is best to use " and " and " or " as your search and replacement patterns. The extra spaces ensure that patterns embedded in larger words will not be changed.

Even experienced users can make mistakes like this. At one stage in the development of ThinkTank, the program's working title was "FYI" (For Your Information). When we changed the name to ThinkTank, we used **KEYWORD/XCHANGE** to substitute "ThinkTank" for "FYI" in the outline of the manual. It did so, all right -- but it also changed the word "signifying" to "signiThinkTankng!" And you thought computers were smart?

ADDING INFORMATION

Use NEW Mode

Whenever you select the **NEW** command, ThinkTank takes a brief moment to read instructions from the THINKTANK PROGRAM DISK. Then, when you've finished adding, it takes another

moment as it returns to Top Level. If you're adding a lot of new material, the disk access mounts up and becomes tedious.

You can streamline this process by consistently using the **MODE** option on the NEW Command Menu. In NEW mode, you return to the NEW Command Menu, not Top Level, when each command is completed. If you are executing a series of **NEW** commands, you'll save the time and effort of reading from the disk and selecting **NEW** each time. NEW mode is especially helpful when you have just created a new outline and want to add a lot of new headlines and paragraphs. We suggest selecting the **MODE** option routinely **whenever** you give the **NEW** command, even when you don't plan to execute it more than once. It takes little extra time and comes in handy when you decide to add more than one entry.

Use EDIT

You can use ThinkTank's text editors for more than just editing. In fact, the more you use ThinkTank, the more we suspect you'll rely on the editors for other tasks.

Suppose you're in NEW mode, adding numerous headlines to an outline, and the next headline you want to add is not directly up, down, left, or right from the bar cursor. There's no need to exit from NEW mode and move the bar cursor closer to the new headline. Instead, select the **EDIT** option which appears on the NEW Command Menu when you're in NEW mode. Don't use it to edit the headline; just use the up and down arrow keys (or **CTRL-O** and **CTRL-K**) to move the bar cursor to the new headline position. Then press **ESC** to exit from the editor and return to the NEW Command Menu, where you're ready to select the location of your new headline.

In addition to using the headline editor when entering new headlines, we suggest that you use the paragraph editor when entering new paragraphs. From Top Level, give the command "**EP**" (**EDIT/PARAGRAPH**) instead of "**NP**" (**NEW/PARAGRAPH**). Then you'll be able to use all the editing commands when you first enter the new text.

Constraints on Headlines

There are two constraints on ThinkTank headlines. First, they can't be blank. To create the effect of a blank headline, select a **NEW** option and type a space before you press **RETURN**.

Second, a headline can't exceed the width of your screen. If you want to add a longer headline, put the information in a paragraph instead. Or create a series of new headlines, each continuing to the next, and treat them as a unit.

Constraints on Paragraphs

There are three constraints on ThinkTank paragraphs. First, like headlines, they can't be blank. Type a space to create the effect of a blank paragraph.

Second, each paragraph is limited to 2048 characters. If you want to create a longer one, split it into two or more paragraphs and place them under adjacent headlines. When you print the outline, **suppress** the headlines so that the paragraphs appear to be consecutive, or enter a "blank" headline as described above.

Third, ThinkTank won't let you enter more than one "paragraph" for any headline. You can place several literal paragraphs in a single ThinkTank paragraph by ending each with a carriage return. Your text will appear as several separate paragraphs, although ThinkTank will treat them as a single entity.

REORGANIZING

Speeding Up MOVES

If you are moving material around an outline, there are three ways to speed up the process:

- * Use a **command prefix** to move several positions at once.

- * Use the **MOVE/MODE** option, which allows you to connect a series of **MOVE** commands without returning to Top Level each time. In **MOVE** mode, ThinkTank displays the **MOVE** Command Menu after each **MOVE**, ready for another **MOVE** command. If you are executing a series of **MOVES**, you'll save the time and effort of reading from the disk and selecting **MOVE** each time.
- * Delete the material with the **DELETE/OUTLINE** command. Then move the bar cursor just above where you want to move the material and restore it with the **DELETE/RESTORE** command.

Moving Paragraphs

You can **MERGE** one paragraph into another even if the receiving paragraph is "empty" (nonexistent). This allows you to move a paragraph around an outline without disturbing its headline structure.

Alphabetizing Subheadings

ThinkTank's **ALPHA** command sorts the subheadings of the bar cursor headline in alphabetical order. Sorting is a complicated process to a computer. It may take several moments, depending on the number of subheadings to be sorted.

ALPHA will sort numbers as well as letters, but ThinkTank may not order them correctly unless each number contains the same number of digits. For example, it will place the headline **OPTION 14** before the headline **OPTION 7**. You can assure a correct sort by prefixing your numbers with "leading zeros" so that all have the same number of digits. ThinkTank will correctly place **OPTION 07** before **OPTION 14**.

PRINTING AND PORTING

Use PORT to Back Up Your Outlines

Chapter 3 discussed the importance of backing up your outlines. One method is to make copies of your outline disks as described in Appendix C. ThinkTank's **PORT** command provides

an easier, more efficient way -- backing up your outlines in text files.

You will need one or more disks, formatted for the PASCAL operating system, to store the backup files. The files should be arranged in **STRUCTURED** style, which is more compact than ThinkTank's regular file format. You will be able to back up more than one outline on each backup disk, generally between two and six depending on the size of your outlines.

Remember the rule discussed in Chapter 3:

Never get caught without a backup copy of any information you could not, or would not want to, re-enter if it were lost.

You should back up an outline whenever you make substantial changes to it. Before you close the file, move the bar cursor to the top of the outline and press "**PTSS**" to select **PORT/TEXTFILE/SEND/STRUCTURED**. When ThinkTank asks you for the name of your text file, enter the device number or volume name of your backup disk and a name describing the outline.

The next time you back up the outline, you can port it to the same backup disk if you wish. If you use the same file name, ThinkTank will replace the old copy with the new one. However, since backups themselves sometimes fail, we recommend that you keep copies of each outline on two different backup disks, alternating between them. Don't take a chance on destroying an old backup copy until you have successfully created a new one.

If you conscientiously follow this procedure, you will be sure of having a recent backup copy if your outline disk becomes damaged. If you ever need the backup copy, use **PORT/TEXTFILE/RECEIVE** to port the file back into ThinkTank.

Use RECALL When Porting Between Outlines

When ThinkTank prompts you for a pattern or file name, it remembers the last one you entered. You can use the **RECALL** command to redisplay it. If you've just ported an outline to a text file and want to port it back into another outline,

RECALL can help you enter the correct file name. When ThinkTank asks, NAME OF PASCAL TEXTFILE?, press **CTRL-E** to **RECALL** the last entry.

Text File Ports with Two Floppy Drives

Here are concise instructions for porting between an outline and a text file for a computer system with two floppy disk drives. See **PORT** in the reference guide for other configurations.

(a) **Porting from an outline to a text file.** You will need a disk formatted for the PASCAL operating system to store the file (see Appendix C).

1. Move the bar cursor to the top of the outline you wish to port.
2. From Top Level, press "**PTSS**" to select **PORT/TEXTFILE/SEND/STRUCTURED**.
3. When ThinkTank asks:

NAME OF PASCAL TEXTFILE?

type **#4**: followed by a file name of up to 10 characters.

4. When ThinkTank asks:

REMOVING THE THINKTANK DISK?

first replace the THINKTANK PROGRAM DISK in Drive 1 with your formatted disk; **then** press **Y**.

5. ThinkTank will port your outline to the text file. When it's finished, it will tell you to:

REPLACE THINKTANK PROGRAM DISK, THEN
PRESS (SPACEBAR)

Remove the disk that now contains the text file from Drive 1 and replace it with the THINKTANK PROGRAM

DISK. Then press the space bar to return to Top Level.

(b) Porting from a text file to an outline.

1. Move the bar cursor to the headline below which you want the text to appear.
2. From Top Level, press "PTR" to select **PORT/TEXTFILE/RECEIVE**.
3. When ThinkTank asks:

NAME OF PASCAL TEXTFILE?

type #4: followed by the file name.

4. When ThinkTank asks:

REMOVING THE THINKTANK DISK?

first replace the THINKTANK PROGRAM DISK in Drive 1 with the disk containing your text file; then press Y.

5. ThinkTank will port the text file into your outline. When it's finished, it will tell you to:

REPLACE THINKTANK PROGRAM DISK, THEN
PRESS (SPACEBAR)

Remove the disk containing the text file from Drive 1 and replace it with the THINKTANK PROGRAM DISK. Then press the space bar to return to Top Level.

EDITING TEXT

Carriage Returns

ThinkTank automatically adjusts your paragraphs to fit within the margins of your screen. You never need to type a carriage return to move to the next line.

You should type a **carriage return**, however, if you want to end a line before the right margin. Suppose you want to indent a block of text (like the return address and date in a letter) 20 spaces. At the beginning of each line, type 20 spaces for the indentation. Then type the line and press **RETURN** at the end to prevent ThinkTank from readjusting it when it displays or prints the paragraph. (Note that when ThinkTank prints a paragraph, it disregards your screen margins and readjusts the text to fit within your printing margins.)

BACKSPACE and DELETE

There are two deletion commands in the paragraph editor. When should you use **BACKSPACE** and when should you use **DELETE**? **BACKSPACE** erases the character directly in front of the flashing cursor, while **DELETE** erases the character that the flashing cursor **points to**. Use **BACKSPACE** to correct typing errors that you notice immediately. If you recognize an error within a few characters of typing it, it is most convenient to backspace over it, correct the error, and retype any correct characters that you erased in the process. On the other hand, if the error is more than a few characters back, move the flashing cursor directly to the error and erase it with **DELETE**.

Selecting Text

An analogy may help you visualize the process of selecting text in the paragraph editor. When you **START** a selection, you set an **anchor point** at the flashing cursor. As you move the cursor away from the anchor, the selection expands. As long as you remain in **SELECT** mode, the selection is always defined as the area between the anchor point and the flashing cursor.

If you move the flashing cursor back toward the anchor point, the selection contracts. If you continue to move in that direction, the selection eventually contracts to contain a single character, then expands again as you move the cursor away in the other direction.

Imagine the selection as an extremely flexible rubber band. When you start the selection, you tack down one end of the band at the anchor point. The other end is attached to the flashing cursor. When you move the cursor, the band stretches or relaxes depending on your direction of movement.

Save Paragraphs Frequently

The changes you make with the paragraph editor are not saved on your data disk until you say so. If you are making extensive changes to a paragraph, **save them frequently while editing**. To do this, press the **ESC** key from the Top Level of the paragraph editor and select **SAVE** from the EDIT EXIT Menu.

When it has finished saving, ThinkTank asks if you are finished editing the paragraph. If you respond **N (NO)**, ThinkTank returns to the Top Level of the text editor where you can continue to edit the paragraph. In other words, **you can save your changes without leaving the paragraph editor**. This makes it easy to save your changes often. Periodic saving will minimize your losses in case of a power failure or computer breakdown.

Editing Headlines

In addition to **EDIT/HEADLINE**, you can also use the **RE-ENTER (";")** command to retype a headline. In some cases this is even easier than using the headline editor.

SPECIAL FEATURES

Monitoring Memory and Disk Space

Your computer has two places to store your outlines: in its own internal memory and on your data disk. These two storage areas have the capacity to record large amounts of information, but they are finite. You may eventually run out of room.

If you run out of internal memory, ThinkTank will display the message **MEMORY FULL!** Use the **COLLAPSE** command to compress part of your outline so that it consumes less internal memory.

If you run out of disk space, ThinkTank will display the message DISK FULL! See the **error messages** section for suggested courses of action.

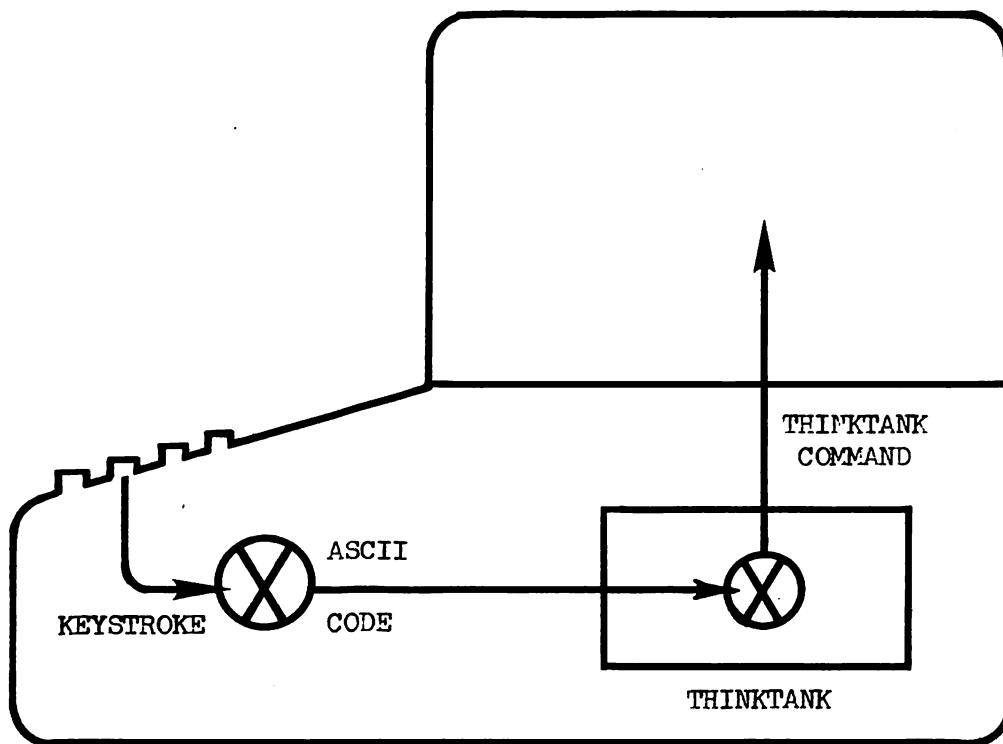
You can avoid these conditions by using the **PERCENT** command to monitor your use of internal memory and disk space. You give this command by pressing the percent ("**%**") key at the Top Level of ThinkTank. ThinkTank responds by displaying the percentages of memory and disk space still available. If you are running short, you can take corrective action before it's absolutely necessary.

Changing ThinkTank's Command Keys

When you press a key to give a ThinkTank command, it seems to trigger the command directly. Actually this is an oversimplification; there's a great deal of translation going on, as illustrated in Figure 5-1. For example, suppose you press **CTRL-D** to invoke the paragraph editor's **DELETE** command. First your computer translates your keystroke into an electronic code, in this case **004**, which is defined by the American Standard Code for Information Interchange (**ASCII**, pronounced **ask-key**). When ThinkTank receives this code, it translates it again into the **DELETE** command that performs the function you want.

There is nothing magical about either of these translations. Many of the keystroke-to-ASCII conversions are standardized, but some are not. For example, pressing the left **arrow** key might generate ASCII code **008** on one computer and **164** on another. Similarly, there is substantial flexibility in the way ThinkTank translates ASCII codes into commands.

You can't ordinarily do much about the way your computer translates keystrokes into ASCII codes. But ThinkTank gives you quite a bit of control over its ASCII-to-command translations, which allows you to customize ThinkTank's command keys to your needs, preferences, and computer system. Although we have preconfigured ThinkTank's command keys to fit most people's requirements, there are several reasons why you might want to modify them. For example, you may be using an alternate keyboard that contains special keys you want to assign to ThinkTank commands. There may be special characters




 Signifies a translation

Figure 5-1: Translating Your Commands

you want to generate for which your keyboard has no keys. Or you may want ThinkTank's text editing commands to be consistent with a word processor you're accustomed to.

You can reconfigure ThinkTank's command keys with the **UTILITIES/KEYS** command. The procedure is described in the reference guide.

However, we recommend caution in reconfiguring ThinkTank's command keys. When we preconfigured ThinkTank to your computer, we carefully considered its special features and characteristics. If you reconfigure them, use the same care.

For example, suppose you have an Apple II computer, which has no up and down arrow keys. We have configured **CTRL-O** and **CTRL-K** to invoke these commands. You may think: "That doesn't make sense; why don't I reconfigure them to **CTRL-U** (for up) and **CTRL-D** (for down)?" There are problems with this solution. First, on the Apple II, pressing the right arrow key also generates the code **CTRL-U**; thus you would have two command keys generating the same ASCII code for two different commands! Second, **CTRL-D** is already in use for the editor's **DELETE** command. If you use it for down arrow, you will have to find some other keystroke for **DELETE**.

This example illustrates that reconfiguring keystrokes is more complicated than it may seem. Consider the special features of your computer as well as the other uses of each keystroke. In particular, never reconfigure **CARRIAGE RETURN** or **ESCAPE** to a keystroke you can't generate on your keyboard. (If you do, you won't be able to load an outline, exit from ThinkTank, or restore the original configuration.)

To avoid potential problems, we recommend reconfiguring only your copy of the THINKTANK PROGRAM DISK. Leave the original, with its preconfigured command keys, intact so that you'll always be certain of having a working copy.

Reconfiguring SHOW-MENU in the Paragraph Editor

In the paragraph editor, pressing the slash ("/") key displays the **EDIT Command Menu**. If you want to insert a slash in your text, you must enter **INSERT** mode first. This can be

cumbersome, and if you type slashes frequently, we recommend that you change the command key that displays the command menu. Use the **UTILITIES/KEYS/EDITOR** command to reconfigure **SHOW-MENU** to **CTRL-W** or some other unused, uncommon keystroke. Then you can enter a slash without entering INSERT mode first.

Adding Options to the SPECIALIST Command Menu

Suppose you've connected a telephone to your computer and you've got a PASCAL program called **DIAL** that will dial a telephone number for you. Also, suppose you've stored your personal address book in a ThinkTank outline. Wouldn't it be great if you could execute the **DIAL** program from within ThinkTank and have it dial the numbers in your address book automatically?

Well, you can. The process involves extending your **DIAL** program to read telephone numbers from ThinkTank and adding it to the **SPECIALIST Command Menu**. Once you've done this, you can make a phone call by simply moving ThinkTank's bar cursor to the number and selecting **DIAL** from the **SPECIALIST Command Menu**.

Adding a command to the **SPECIALIST Command Menu** is fairly easy; you use the **UTILITIES/MENU** command as described in the **reference guide**. Extending a program to "hook into" ThinkTank may be more complex; details are provided in a ThinkTank **technical note** described in Appendix D. The program must run under the PASCAL operating system, and you must have a hard disk drive or at least three floppy drives. We recommend that you add **SPECIALIST** commands only if you're an advanced user, with technical knowledge about PASCAL and your computer.

SUMMARY

This chapter has presented notes and suggestions for experienced ThinkTank users. As you gain experience with ThinkTank, you will undoubtedly develop your own techniques and strategies for getting the most out of it. We welcome your comments and suggestions.

Appendix A

GLOSSARY

ASCII: The American Standard Code for Information Interchange; a standard method for translating keystrokes into an electronic code.

Backup: A copy you can use in case the original fails.

Bar Cursor; Bar Cursor Headline; Bar Cursor Outline: The bar cursor is a pointer that highlights one headline, the bar cursor headline, on the screen, and indicates where your next command will take effect. The bar cursor outline encompasses the bar cursor headline and all information (subheadings and paragraphs) organized beneath it.

Beneath: Subordinate to; at a lower or deeper level in the outline structure; to the right of.

Close a File: The process of assuring that all your outline material is properly stored on your disk before you change to another outline or exit from ThinkTank.

Collapse: To hide the information beneath a headline from view.

Command; Command Area: A command is an instruction you give to ThinkTank by selecting it from a menu or pressing its command key. The Command Area is the lower portion of your computer screen, where ThinkTank normally displays prompts, messages, and menus.

Command Key: A key you can press to give a command without selecting it directly from a menu. The correct command key for a command on a menu is always displayed on the explanation line when the command is highlighted.

Command Prefix: A number entered before a command specifying how many times the command should be executed or how many levels of the outline it should apply to.

Configure: To adapt ThinkTank to your computer system, needs, and preferences. You can configure ThinkTank's disk setup, command keys, and SPECIALIST commands.

Data Disk: A disk which holds a ThinkTank outline. The THINK-TANK DATA DISK is the sample data disk supplied with the ThinkTank program.

Deeper Level: Same as **beneath**.

Depth: Number of outline (indentation) levels.

Default: Value of an option that is assumed, by default, unless you enter another.

Device: In the PASCAL operating system, an all-purpose term that refers to your computer console (screen and keyboard), disk drives, printers, and other "peripherals."

Directly Subordinate: Immediately (one level) **beneath**.

Down: Below, but at the same level in the outline structure.

Error Message: Displayed to tell you that something happened unexpectedly.

Escape Valve: Pressing the **ESCAPE** key. A consistent way to stop whatever you're doing and return to where you started.

Exit: To leave, conclude, or terminate a process; to exit from ThinkTank is to return control of your computer to its operating system.

Expand: To reveal the information hidden beneath a headline.

Explanation Line: When a menu is displayed, the bottom line of the Command Area contains an explanation of the highlighted option.

File: Programs, outlines, and text are stored on your disk in files. Each file is identified by a unique name.

Flashing Cursor: When entering or editing a headline or paragraph, a pointer that indicates where your next action will take effect.

Format: To draw a map on a disk so that your computer can accurately record and retrieve each piece of information.

Format Setting: The way in which a printed or ported outline is arranged.

Heading: Same as headline.

Headline: Main point or subpoint of an outline, expressed in a single line. Headlines may have **subheadings**, other headlines which contain more detailed information, arranged beneath them.

Higher Level: Closer to the top (summit) of the outline; logically superordinate; to the left of.

Immediately Subordinate: Same as directly subordinate.

Keyword: A word, phrase, or series of characters that you want ThinkTank to search for or replace.

Leader: The leading character of a headline, which tells you whether there is more outline material beneath it (+) or not (-).

Level: Relative position in an outline. Indentation is used to indicate the level of a headline or paragraph in an outline; lower levels are indented to the right of higher levels.

Main Command Menu: The menu, displayed by pressing the slash ("/") key from Top Level, that contains ThinkTank's most important commands.

Menu; Menu Cursor: A **menu** is a list of commands or options from which you can select. The **menu cursor** is a pointer that highlights one option on a menu.

Mode: A temporary state devoted to a certain class of operations. For example, "NEW mode" is designed for adding a series of entries to an outline.

Operating System: A program that performs the functions of an "executive director" for your computer. It receives your commands, communicates between your computer and your program, and manages your files. See PASCAL.

Option: A choice that appears on a menu.

Outline: A headline with related information underneath it.

Paragraph: In ThinkTank, a block of text under a headline. A ThinkTank "paragraph" may contain any number of literal paragraphs up to a maximum of 2048 characters.

PASCAL: The programming language in which ThinkTank is written, and the operating system (also called the p-code or p-System) under which it runs.

Port: A place to transfer information into and out of ThinkTank; also, to transfer such information.

Program Disk: The disk that holds the ThinkTank program.

Promote: To move a headline or outline to a higher level.

Prompt: An instruction or message on the screen designed to catch your attention or draw your response.

Replacement Pattern: A word, phrase, or series of characters that you want substituted for a search pattern.

Reset: A key, set of keys, or button found on many computers which terminates a program and starts again from the beginning. Do not reset your computer while operating ThinkTank except in the rare case that your computer "hangs" and will not respond to your commands.

Search Pattern: A word, phrase, or series of characters that you want ThinkTank to find or replace.

Secondary Command Menu: The menu, displayed by selecting **EXTRA** from the Main Command Menu, that contains additional ThinkTank commands.

Selection: A block of text in a paragraph that you want to copy, delete, or move.

Serial Number: Each copy of ThinkTank bears a unique number designed to identify its registered owner. It appears on the screen each time you start up ThinkTank or change outlines.

Specialist Command Menu: The menu, displayed by selecting **SPECIAL** from the Main Command Menu, that connects ThinkTank to other programs and commands.

Subheading: A headline which is subordinate to another.

Subordinate: At a lower level; to the right; deeper; beneath.

Summit: The title of an outline; its highest-level headline.

Superordinate: At a higher level; to the left.

Text Area: The upper portion of your computer screen, where ThinkTank normally displays the text of your outline.

Text File: Outline material in a standard format which can be ported into or out of ThinkTank, or created or processed by other programs.

Top Level: The state of ThinkTank when no menu is displayed and no command is being executed, as when you first start up the program and load in an outline. ThinkTank's paragraph editor also has a **Top Level**.

Under: Subordinate to; same as **beneath**.

Underneath: Same as **under**.

Up: Above, but at the same level in the outline structure.

Volume: In the PASCAL operating system, the name by which a floppy disk or section of a hard disk is identified.

Window: A metaphor for the way an outline is displayed on your screen. Unless an outline is very short, you will not be able to see all of it at once; you can think of your screen as a "window" through which you can view part of it.

Write-protect: To protect a floppy disk from inadvertent erasure by placing a tab over its notch. Since ThinkTank frequently records information on both your program and data disks, **don't write-protect your working ThinkTank disks.** However, you may want to write-protect your backup copies.

Appendix B

INTRODUCTION TO THE PASCAL OPERATING SYSTEM

The ThinkTank program is written in a language called **PASCAL** and runs under the **PASCAL** (or **p-code**) operating system (**p-System**). We have tried to eliminate the need for specialized technical knowledge about the PASCAL system, but in using ThinkTank you will sometimes encounter it. This appendix tells you what to expect.

WHAT IS AN OPERATING SYSTEM?

Think of an operating system as the executive director of your computer. It receives your commands, communicates between your computer and your program, and manages the files in which your information is stored. When ThinkTank stores an outline on a disk, it is actually the operating system that does the work; ThinkTank merely tells it what to do.

FILES

When you want to store information in your office or home for a long period of time, you probably put it in a file and put the file in a file cabinet. The same is true of a computer, only the files are magnetically encoded and the cabinet is called a disk. Like a file cabinet, the capacity of a disk is large but not unlimited. **ThinkTank only allows you to store one ThinkTank outline file on a floppy disk.** That way the outline can expand to fill the whole disk if necessary, much as a paper file might expand to fill an entire cabinet. On a hard disk you can store as many outline files as will fit.

Every PASCAL file has a name by which you can refer to it. If you have a floppy-disk system, you will find that you don't have to bother with the names of your **outline files**; ThinkTank takes care of them for you. However, you will have to provide names for your **text files** (see below). Hard disk users will be concerned with the names of both outline and text files.

PASCAL file names can be up to 15 characters (letters, numbers, or other symbols) in length. Since PASCAL systems differ in allowing special characters (like punctuation marks) in file names, it is usually best to use only letters, numbers, and periods. Select names that describe the contents of your files so you can tell what they are at a glance. A name like **TASKPLAN** is more expressive than **FILE14**.

Most PASCAL file names have a suffix that describes their type. As a ThinkTank user you will be concerned with two types of files. ThinkTank outlines are generally stored in **outline files** which have the suffix **.DB** (for data base), as in **TASKPLAN.DB**. However, outline files cannot be read by most other programs or incorporated directly in another ThinkTank outline. For these purposes you can store outline material in a **text file** which has the suffix **.TEXT**, as in **TASKPLAN.TEXT**.

ThinkTank generally knows what type of file you're referring to, so you rarely need to enter the suffix. But since the suffix is part of a file name, your file names are effectively limited to fewer than 15 characters. To leave room for the suffix, **limit your outline file names to 12 characters, text file names to 10.**

Depending on your computer system, files may be arranged on your disk in **directories** which have a separate name. If so, you may have to precede the name of the file by the name of its directory when you refer to it.

DISKS AND DEVICES

Files are stored on **disks** which may be **floppy** (flexible plastic disks encased in paper covers) or **hard** (rigid rings contained inside your computer or enclosed in a separate case). PASCAL distinguishes disks by their **volume names**, like **PROJECT:**, which always end in a **colon (":")**. When you refer to a particular file on a particular disk, you precede the file name with the volume name, as in **PROJECT:TASKPLAN**.

Before you use a disk with ThinkTank you must **format** it for the PASCAL operating system. Essentially, this means drawing a map on the disk so that it can accurately record and find each piece of information. You will find instructions

for formatting disks in Appendix C of this manual. Unless you supply a different volume name, the formatting program will name it **BLANK:**.

If you have a hard disk, you should know that files are stored on disks in segments called **blocks**. Each block can hold about 500 characters, or about eight typed lines. Hard disk users can reserve a certain number of blocks for each ThinkTank outline they create.

Disks are read by **disk drives** which are either built into your computer or connected to it. PASCAL thinks of your disk drives, as it thinks of your console (screen and keyboard) and printer, as **devices**. PASCAL assigns a **device number**, which also ends in a colon, to each device. It assigns the device numbers **#4:**, **#5:**, **#9:**, **#10:**, **#11:**, and **#12:** to as many disk drives as you have.

Which drive gets which number? It depends on how they are connected or configured. There is generally a "pecking order" of your disk drives, and device numbers are assigned in this order. Drive 1 is device **#4:**, Drive 2 is device **#5:**, and so on. If you aren't sure what the order is for your system, consult your dealer.

You can refer to disks either by their **volume name** or by the **device number** of the drive that contains them. For example, suppose the file **TASKPLAN.DB** is stored on a disk called **PROJECT:** which is inserted in Drive 2 (device **#5:**). You can refer to this file as either **PROJECT:TASKPLAN** or **#5:TASKPLAN**; the two names are equivalent.

If you have a hard disk drive, the list of files stored on it can get very long. You can avoid having to wade through it by partitioning the disk into several volumes or devices. Once partitioned, you can treat these segments as separate drives or disks.

PASCAL COMMANDS AND PROGRAMS

The PASCAL operating system is supplied on a set of floppy disks. Part of it is also included on the THINKTANK PROGRAM DISK so that you won't need to use the system disks while running ThinkTank.

When the PASCAL operating system is operating but no program or command is being executed, you will see the PASCAL command prompt on the screen:

Command: E(dit, R(un, F(ile, C(omp,
L(ink, X(ecute, A(ssem, D(ebug, ?

(If your computer screen can display only 40 characters on a line, you may see only half of this prompt. To switch from one half to the other, press **CTRL-A**.)

You will not normally see the PASCAL command prompt while you are using ThinkTank. It will appear, however, when you exit from the program and ThinkTank hands control of your computer back to the operating system. At that point, if you are through using your computer for the moment, you may simply shut it off.

But you do have other choices. You may execute another PASCAL program or select a PASCAL command. The PASCAL command prompt tells you that you may choose among the options listed. To select one, insert the disk containing the command or program you want to execute in one of your disk drives, and press the first letter of the option. For example, suppose you want to edit a ThinkTank text file with the PASCAL text editor. Insert the system disk that contains the PASCAL editor in one of your disk drives and the disk that contains your text file in another. When you press **E (Edit)**, PASCAL will load the editor and display the editor command prompt. You can load in your text file and edit it.

This brief introduction to the PASCAL operating system should be sufficient to use ThinkTank. If you have questions or would like to know more about PASCAL, see the PASCAL system manual.

Appendix C

DISK MANAGEMENT

All ThinkTank information -- the program, your outlines, and text files -- must be stored on disks. This appendix contains instructions for preparing, examining, and backing up your ThinkTank disks.

DISK MANAGEMENT TASKS

There are really three things you need to do to manage your disks: format them, copy them, and list them.

Formatting Disks

Before using a disk with ThinkTank, you must first **format** it for the PASCAL operating system. Essentially, this means drawing a map on the disk so that ThinkTank can accurately record and retrieve each piece of information.

(a) Formatting floppy disks. If you are using floppy disks, it's a good idea to format several data disks at once; then you'll always have one when you need it. The disks need not be blank before you format them, but any information on them should be dispensable since they will be erased when they are formatted. Once formatted, you can use them with any PASCAL program, not just ThinkTank, and you can use them over and over again. However, if a disk becomes damaged, or if you erase it or format it for another operating system, you will have to reformat it to reuse with ThinkTank.

(b) Formatting hard disks. The formatting commands covered in this appendix will only format floppy disks, not hard disks. If you have a hard disk, your dealer can help you format it for the PASCAL operating system to store ThinkTank files. See the information on "Installing ThinkTank on a Hard Disk" in Appendix D.

Copying Disks

The most important reason to copy a ThinkTank disk is to make a backup copy of the THINKTANK PROGRAM DISK, as described in Chapter 3. Do this as soon as possible. You may also want to copy your ThinkTank data disks to back them up. However, a more efficient way of backing up your outlines is described under "Using PORT to Back Up Your Outlines" in Chapter 5.

If you are copy onto a floppy disk, it need not be blank. However, any information on it should be dispensable since it will be erased when the copy is made. When the copy is complete, we recommend keeping the original disk in a safe place and using the copy for everyday operation.

Listing Disks

Listing a disk means finding out what files are on it. It is useful for checking which outlines and text files are stored on a disk, how large they are, when they were last recorded, and how much free space is left.

Procedures

The procedures for formatting, copying, and listing disks depend on your computer and disk configuration. There are separate instructions below for (1) Apple II series computers with floppy disk systems; (2) Apple II series computers with hard disk systems; and (3) Apple III computers. Read the section that applies to your configuration.

APPLE II SERIES: FLOPPY DISK SYSTEMS

If you have an Apple II, II Plus, or IIe computer without a hard disk, we have provided special disk management programs for you. You can reach them from ThinkTank's **SPECIALIST Command Menu** (see the reference guide listing under **SPECIAL**).

If you have the Apple PASCAL operating system, you can also use its filer and **FORMATTER** programs to manage your disks. However, ThinkTank's disk management programs will almost certainly be more convenient.

Selecting DISK-MANAGER from the SPECIALIST Command Menu

You can display the SPECIALIST Command Menu by pressing the slash ("/") key **three times** from the Top Level of ThinkTank. This menu is illustrated in Figure C-1; it may contain additional options if you, your dealer, or a system developer has added them. The option we're interested in is called **DISK-MANAGER**. Its explanation line reads **FORMAT, COPY OR LIST A FLOPPY DISK** and its command key is **D**.

Select the **DISK-MANAGER** command by pressing **D**. ThinkTank activates your disk drives and closes your outline. Since the disk management program is stored on the THINKTANK DATA DISK (the one supplied with the ThinkTank program), ThinkTank asks you to:

INSERT THINKTANK DATA DISK IN DRIVE2
THEN PRESS (SPACEBAR)
OR PRESS (ESC) TO RETURN TO THINKTANK

First insert the THINKTANK DATA DISK in Drive 2; **then** press the **space bar**. ThinkTank loads in the disk management program and displays the **DISK MANAGER Command Menu** shown in Figure C-2.

```
+ thinktank demonstration
+ product plan
+   product concept
+   intended markets
+   competitive analysis
+   production plan
+   marketing plan
+   financial projections
- summary
+ personnel records
+ lesson plans
+ christmas letter

"specialist" command menu
disk-manager

d format, copy or list a floppy disk d
```

Figure C-1: SPECIALIST Command Menu

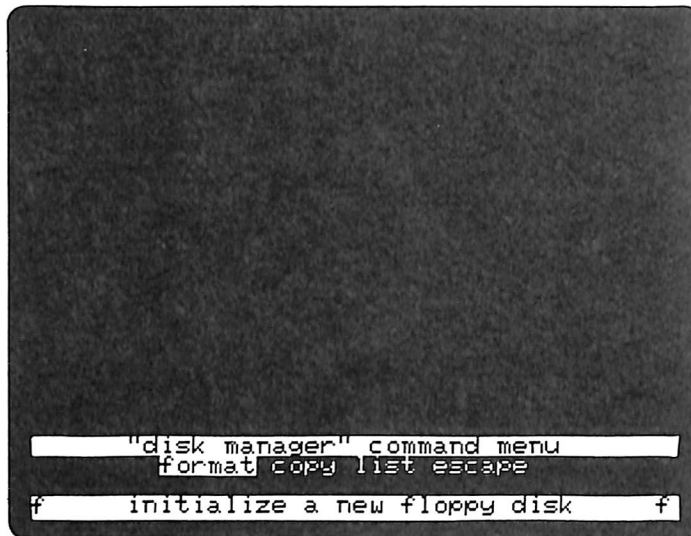


Figure C-2: DISK MANAGER Command Menu

The DISK MANAGER Command Menu has four options:

- * **FORMAT:** Formats a floppy disk for the PASCAL operating system. (Command key F)
- * **COPY:** Copies the contents of one floppy disk onto another. (Command key C)
- * **LIST:** Lists a directory of the files on a floppy disk. (Command key L)
- * **ESCAPE:** Cancels or concludes the **DISK-MANAGER** command and returns to ThinkTank. (Command key ESC)

Formatting Floppy Disks

Select **FORMAT** from the DISK MANAGER Command Menu. ThinkTank asks you to:

```
INSERT BLANK DISK INTO DRIVE2
THEN PRESS (SPACEBAR) TO FORMAT DISK
OR PRESS (ESC) TO CANCEL
```

Insert the disk you want to format in Drive 2 and press the **space bar**. ThinkTank will begin to format the disk.

If the disk to format is not blank, ThinkTank gives you one last chance to change your mind:

THE DISK IN DRIVE2 HOLDS SOME DATA
FORMAT THE DISK ANYWAY?
PRESS "Y" FOR YES, "N" FOR NO

The formatting process will erase any information on the disk. If you still want to format the disk, press **Y** (for **YES**) to confirm it and ThinkTank will complete the formatting operation. Otherwise press **N** (for **NO**) and ThinkTank will return to the **DISK MANAGER Command Menu**.

When ThinkTank has finished formatting, it redisplayes the **DISK MANAGER Command Menu**. You can repeat the process and format other disks if you wish.

By the way, if you have the Apple DOS operating system, you can also use its **INIT** command to format floppy disks. At the map level, **PASCAL** and **DOS** formats are identical, but each system works with the map differently.

Copying Floppy Disks

Select **COPY** from the **DISK MANAGER Command Menu**. ThinkTank asks you to:

INSERT DISK TO BE COPIED IN DRIVE1
INSERT BLANK DISK IN DRIVE2
THEN PRESS (SPACEBAR) TO START COPYING
OR PRESS (ESC) TO CANCEL

Suppose you want to make a backup copy of the **THINKTANK PROGRAM DISK**. Insert it in Drive 1 and place the disk to contain the copy in Drive 2; then press the **space bar**. ThinkTank will begin to copy the disk in Drive 1 onto the disk in Drive 2. If the disk in Drive 2 has not been formatted, ThinkTank will format it first.

If the disk in Drive 2 is not blank, ThinkTank gives you one last chance to change your mind:

THE DISK IN DRIVE2 HOLDS SOME DATA
COPY ONTO THE DISK ANYWAY?
PRESS "Y" FOR YES, "N" FOR NO

The copying process will erase any information on the disk. If you still want to copy to the disk, press Y (for YES) to confirm it and ThinkTank will complete the copying operation. (You can press ESC to interrupt it if you wish.) Otherwise press N (for NO) and ThinkTank will return to the DISK MANAGER Command Menu.

When ThinkTank has finished copying, it redisplayes the DISK MANAGER Command Menu. You can repeat the process and copy other disks if you wish.

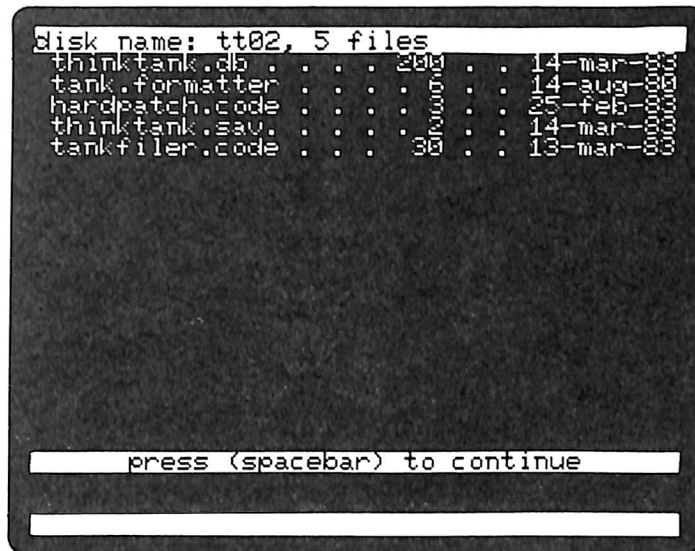
Listing Floppy Disks

Select LIST from the DISK MANAGER Command Menu. ThinkTank asks you to:

INSERT DISK TO BE LISTED IN DRIVE2
THEN PRESS (SPACEBAR) TO LIST DISK
OR PRESS (ESC) TO CANCEL

Insert the disk you want to list in Drive 2 and press the space bar. ThinkTank will list its directory in the Text Area as shown in Figure C-3.

At the top of the directory listing is the volume name of the disk and the number of files it contains. Then, each file is listed by name, followed by its size in blocks of 512 characters, and the date on which it was last recorded. If the entire directory won't fit on the screen, press the space bar to see the rest of it. When the listing is complete, press the space bar to return to the DISK MANAGER Command Menu.



```

disk name: tt02, 5 files
thinktank.db . . . . 2000 . . . 14-mar-83
tank.formatter . . . . 000 . . . 14-aug-80
hardpatch.code . . . . 000 . . . 25-feb-80
thinktank.sav. . . . . 000 . . . 14-mar-83
tankfiler.code . . . . 300 . . . 13-mar-83

press (spacebar) to continue

```

Figure C-3: Listing a Disk Directory

Returning to ThinkTank

When you've finished formatting, copying, and listing disks, press **ESC**, ThinkTank's all-purpose **escape valve**, to exit from the DISK MANAGER Command Menu. ThinkTank asks you to verify that you want to return to the main program; press **Y** (for **YES**). If your program disk is not in place, ThinkTank then prompts you to:

```

INSERT THINKTANK PROGRAM DISK
      IN DRIVE1
      THEN PRESS (SPACEBAR)
      PRESS (ESC) TO CANCEL

```

Insert the THINKTANK PROGRAM DISK in Drive 1 and press the **space bar**. You can also press **ESC** to return to the DISK MANAGER Command Menu.

Since ThinkTank closed your current outline when it loaded in the disk management program, it now returns you to the date display at the beginning of the program (Figure 2-4). You can set the date and reload your outline as if you were just starting up ThinkTank.

APPLE II SERIES: HARD DISK SYSTEMS

If you have an Apple II, II Plus, or IIe computer with a hard disk, you can use the **DISK-MANAGER** commands described above in certain specialized situations, but we do not recommend using it. For most disk management you will need to use the PASCAL operating system utility programs.

Formatting Floppy Disks

Use the **FORMATTER** program on your PASCAL system disks to format floppy disks. Follow the instructions in the PASCAL operating system manual.

Copying Disks

To copy files from one disk to another, use the **T(ransfer)** command that's part of the PASCAL filer. Follow the instructions in your operating system manual.

Listing Disks

You can use the **LIST** command on the DISK MANAGER Command Menu to list the files on Drive 2. Follow the instructions under "Apple II Series: Floppy Disk Systems" above. For other drives, use the **L(ist directory)** or **E(xtended directory)** command that's part of the PASCAL filer. Follow the instructions in your operating system manual.

APPLE III SYSTEMS

If you have an Apple III computer, you can use your System Utilities Disk to format, copy, and list disks. To begin, insert this disk in your built-in drive (Drive 1) and power up or press **CTRL-RESET**. Your computer will display the Apple III Utilities Menu on your screen.

If you have a hard disk, your System Utilities Disk must be configured for it. Check with your dealer to make sure that the "drivers" are properly installed.

Formatting Floppy Disks

Press **D** to select **device handling commands** from the Apple III Utilities Menu. Your computer will display the Device Handling Menu. Press **F** to **format a volume**. Insert the disk you want to format in Drive 2 and press **RETURN** twice. Your computer will begin to format the disk. You can choose a different drive by entering its **drive number** (e.g. ".d1") before pressing **RETURN** the first time.

If the disk to format is not blank, the computer gives you one last chance to change your mind. The formatting process will erase any information on the disk. If you still want to format the disk, press **Y** (for **YES**) to confirm it and the computer will complete the formatting operation.

When the disk is formatted, you can repeat the process and format other disks if you wish. Or you can press **ESC** once to return to the Device Handling Menu or twice to return to the Apple III Utilities Menu. You can also start up ThinkTank by resetting your computer as described in Chapter 2.

Copying Disks

Press **D** to select **device handling commands** from the Apple III Utilities Menu. Your computer will display the Device Handling Menu. Press **C** to **copy one volume onto another**. Suppose you want to copy the files on the THINKTANK PROGRAM DISK onto Drive 2 (either to back them up or to transfer them to your hard disk). Insert the program disk (the disk to be copied) in your built-in drive (Drive 1) and the disk to contain the copy in Drive 2. Then type ".d1" and press **RETURN** three times. Your computer will begin to copy the disk in Drive 1 onto the disk in Drive 2. If the disk in Drive 2 has not been formatted, the computer will format it first.

You can copy from a different drive by entering its **drive number** (e.g. ".d2") before pressing **RETURN** the first time. You can copy to a different drive by entering its **drive number** (e.g. ".d3") before pressing **RETURN** the second time.

If the disk in Drive 2 is not blank, the computer gives you one last chance to change your mind. The copying process will erase any information on the disk. If you still want to copy to the disk, press **Y** (for **YES**) to confirm it and the computer will complete the formatting operation.

When the copy is complete, you can repeat the process and copy other disks if you wish. Or you can press **ESC** once to return to the Device Handling Menu or twice to return to the Apple III Utilities Menu. You can also start up ThinkTank by resetting your computer as described in Chapter 2.

Listing Disks

Press **F** to select file handling commands from the Apple III Utilities Menu. Your computer will display the File Handling Menu. Press **L** to list files. Insert the disk you want to list in one of your drives and enter its drive number (e.g. ".d1"). Then press **RETURN** three times. Your computer will list its directory on the screen.

The listing begins with the volume name of the disk. The information includes each file's name, its size in blocks of 512 characters, and the date on which it was last recorded.

When the directory is displayed, you can repeat the process and list other disks if you wish. Or you can press **ESC** once to return to the File Handling Menu or twice to return to the Apple III Utilities Menu. You can also start up ThinkTank by resetting your computer as described in Chapter 2.

Appendix D

TECHNICAL INFORMATION

INSTALLING THINKTANK ON A HARD DISK

If you have a hard disk drive, its increased capacity and rapid access will make ThinkTank especially powerful and convenient. If your disk is not configured for the PASCAL operating system, contact your dealer for instructions. See Appendix B for an introduction to the PASCAL operating system.

Be sure the file **SYSTEM.LIBRARY** is available on your the disk or volume from which you start or load PASCAL (the "boot disk" or "boot volume"). If ThinkTank can't find this file on your boot volume, the message **CAN'T LOAD REQUIRED INTRINSICS** will appear.

Create a PASCAL volume on your hard disk to hold ThinkTank files. We recommend making this volume relatively large, perhaps 750-2500 blocks, to leave enough room for your ThinkTank outlines to grow. A good name for this volume is **TANK:.**

Use the PASCAL filer's **T(ransfer)** command to copy two files from the THINKTANK PROGRAM DISK onto **TANK:**

TANK.CODE
TANKOPTIONS

You may also find it useful to copy the files on the THINKTANK DATA DISK (the one supplied with the ThinkTank program) at this time.

Finally you must reconfigure ThinkTank as a hard disk system. To do this, insert the THINKTANK DATA DISK in your floppy disk drive and execute the program called **HARDPATCH** that's on this disk.

If you wish, you can configure your hard disk system to start up ThinkTank automatically when you turn on your computer, or (on some computers) at least to set the swapping

option when you enter PASCAL or execute ThinkTank. Your dealer can help you set this up, or you can obtain detailed technical information and instructions from Living Videotext in a **technical note** described later in this appendix.

You should now be ready to start up and run ThinkTank as described in Chapter 2.

ASCII CONVERSION TABLE

Code	Char	Key	Code	Char	Code	Char	Code	Char
00	NUL		32	SP*	64	@	96	`
01	SOH	CTRL-A	33	!	65	A	97	a
02	STX	CTRL-B	34	"	66	B	98	b
03	ETX	CTRL-C	35	#	67	C	99	c
04	EOT	CTRL-D	36	\$	68	D	100	d
05	ENQ	CTRL-E	37	%	69	E	101	e
06	ACK	CTRL-F	38	&	70	F	102	f
07	BEL	CTRL-G	39	'	71	G	103	g
08	BS	CTRL-H	40	(72	H	104	h
09	HT	CTRL-I	41)	73	I	105	i
10	LF	CTRL-J	42	*	74	J	106	j
11	VT	CTRL-K	43	+	75	K	107	k
12	FF	CTRL-L	44	,	76	L	108	l
13	CR*	CTRL-M	45	-	77	M	109	m
14	SO	CTRL-N	46	.	78	N	110	n
15	SIE	CTRL-O	47	/	79	O	111	o
16	DLE	CTRL-P	48	0	80	P	112	p
17	DC1	CTRL-Q	49	1	81	Q	113	q
18	DC2	CTRL-R	50	2	82	R	114	r
19	DC3	CTRL-S	51	3	83	S	115	s
20	DC4	CTRL-T	52	4	84	T	116	t
21	NAK	CTRL-U	53	5	85	U	117	u
22	SYN	CTRL-V	54	6	86	V	118	v
23	ETB	CTRL-W	55	7	87	W	119	w
24	CAN	CTRL-X	56	8	88	X	120	x
25	EM	CTRL-Y	57	9	89	Y	121	y
26	SUB	CTRL-Z	58	:	90	Z	122	z
27	ESC*		59	;	91	[123	{
28	FS		60	<	92	\	124	
29	GS		61	=	93]	125	}
30	RS		62	>	94	^	126	.
31	US		63	?	95	_	127	DEL*

* CR=RETURN key; ESC=ESCAPE key; SP=space bar; DEL=DELETE key

THINKTANK TECHNICAL NOTES

This manual contains all you need to know for normal operation and installation of ThinkTank. But we've designed ThinkTank as an open system and you may want to put it to specialized use. To support such efforts, Living Videotext maintains a library of ThinkTank **technical notes** that address certain issues in more detail than would be appropriate in this manual.

The technical notes available at this time include:

1. **Special Information for Hard Disk Users**

Earlier in this appendix we presented standard instructions for installing ThinkTank on a hard disk system. But you may prefer a custom installation that allows you to start up ThinkTank automatically when you turn on your computer, or (on some computers) at least to set the swapping option when you enter PASCAL or execute ThinkTank. This technical note includes detailed instructions and information to help you customize ThinkTank to your hard disk system.

2. **Using ThinkTank with a Word Processor**

You can **PORT** a ThinkTank outline to a text file and edit it with a PASCAL-based word processor. But what if you want to reverse the process -- create a document with a word processor and port it into a ThinkTank outline? This technical note describes the rules for creating **STRUCTURED** text files with your PASCAL-compatible word processor. It also discusses how you can port text files into ThinkTank that aren't organized in **STRUCTURED** style. Finally, it contains a list of word processing programs that are known to be compatible with ThinkTank.

3. **Information for Programmers**

ThinkTank outlines are stored on your disks in a special outline file format. This format is not

normally consistent with the file formats used by other programs. This technical note describes the format of a ThinkTank outline file. It is designed for users who want to write programs that create or use ThinkTank outline files.

Also, ThinkTank can be connected directly to other programs and commands through its SPECIALIST Command Menu. You can link a PASCAL program to ThinkTank if you have a hard disk drive or at least three floppy drives. The general procedure for adding options to the SPECIALIST Command Menu is described under **MENU** in the **reference guide**. This technical note contains specific information about extending programs to "hook" into ThinkTank.

To receive one or more of these notes, send your name and address, the name(s) of the note(s) you want, and \$5.00 for each note to:

Living Videotext, Inc.
450 San Antonio Road
Suite 56
Palo Alto, California 93046

We will send your note(s) by return mail along with a current list of notes available.



PART II

REFERENCE GUIDE

This part of the ThinkTank manual contains a general description of ThinkTank's screen and command structure, a detailed description of each command, and a list of ThinkTank error messages.

THINKTANK COMMANDS

The ThinkTank screen is divided into two sections, a **Text Area** and a **Command Area**, as shown in Figure R-1. ThinkTank outlines are displayed in the Text Area, where one headline is highlighted by a pointer called the **bar cursor**. You can move the bar cursor with the **arrow keys** and **direction commands**. Command menus and prompts are displayed in the Command Area.

The condition of ThinkTank in Figure R-1, when no menu is displayed and no command is being executed, is called **Top**

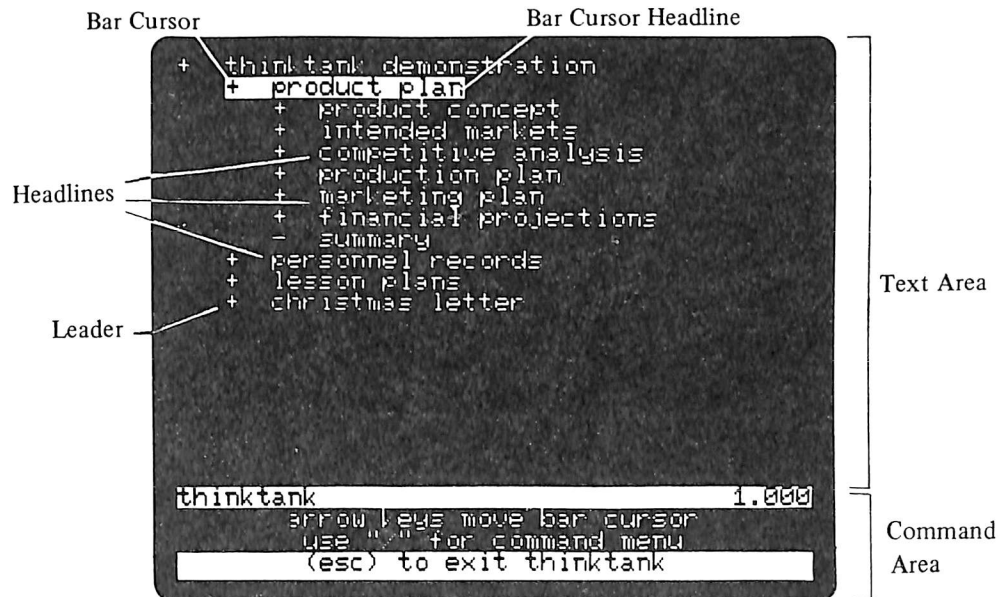


Figure R-1: ThinkTank Screen

ThinkTank Manual

Level. You can give many ThinkTank commands at this level. After executing a command, ThinkTank typically returns you to the Top Level of the program.

You can precede many commands with a **command prefix** which determines how many times the command will be executed or how many levels of the outline it applies to. The prefix affects only the command or option that follows it immediately.

Most commands are listed on **menus**. When a menu is displayed you can use the **arrow keys** and **space bar** to move a pointer called the **menu cursor** from one option to another. You can press **RETURN** to select the option highlighted by the menu cursor. In addition, all menu options have **command keys** which you can press to select the option without moving the menu cursor to it.

ThinkTank's major commands are listed on two primary command menus. The most important ThinkTank commands are on the **Main Command Menu**, which you can display by pressing the slash ("/") key at the Top Level of ThinkTank. The commands on this menu include:

- * EXPAND
- * COLLAPSE
- * NEW
- * MOVE
- * DELETE
- * EDIT
- * KEYWORD
- * WINDOW
- * PORT
- * FILES
- * EXTRA

Except for **DELETE** and **EXTRA**, you can execute all of these commands from Top Level simply by pressing their command keys, without displaying the Main Command Menu.

Additional ThinkTank commands are listed on the **Secondary Command Menu**, which you can display by selecting **EXTRA** from the Main Command Menu or by pressing the slash key twice from Top Level. These commands include:

- * COPY
- * ALPHA
- * PROMOTE
- * MERGE
- * DATE
- * UTILITIES
- * SPECIAL

The command keys for the options on the Secondary Command Menu operate only from within this menu, not from Top Level.

Special features and programs that can be used in conjunction with ThinkTank are listed on the **SPECIALIST Command Menu**. You can display this menu by selecting **SPECIAL** from the Secondary Command Menu, or by pressing the slash key three times from Top Level.

Many commands also have submenus that offer additional options. For example, when you select **NEW** from the Main Command Menu, ThinkTank displays the **NEW Command Menu** which allows you to select what kind of material to add and where. In this manual, subcommands are separated from main commands by a slash; you give the **NEW/PARAGRAPH** command by first selecting **NEW** from the Main Command Menu and then selecting **PARAGRAPH** from the NEW Command Menu.

In the rest of this section, all ThinkTank commands are listed and described in alphabetical order. The entry includes the command's standard **command key(s)** and whether it accepts a **command prefix**. (See your **reference card** for specific information about command keys on your computer, and the **KEYS** command for information on reconfiguring them.) The **location** listing tells you the menu or level where you can find the command, while the **see also** listing refers you to other related commands.

ALL	Replace all instances of search pattern
------------	--

Command key:	CTRL-A
Command prefix:	No
Location:	XCHANGE Command Menu (Paragraph Editor)
See also:	XCHANGE; BROWSE

When you select **XCHANGE/ALL** in the paragraph editor, ThinkTank prompts you for a search pattern and a replacement pattern, then replaces all occurrences from the flashing cursor to the end of the paragraph. Occurrences must match the search pattern by character and case. If you want to replace **absolutely all** of the instances of the search pattern, move the flashing cursor to the beginning of the paragraph before selecting **XCHANGE/ALL**. You can also press **CTRL-A** to give the **XCHANGE/ALL** command from the Top Level of the paragraph editor, or while executing **XCHANGE/BROWSE**.

ALPHA	Sort subheadings in alphabetical order
--------------	---

Command key:	A
Command prefix:	No
Location:	Secondary Command Menu

Alphabetizes the first level subheadings of the bar cursor headline.

ARROW KEYS**Move bar, menu, or flashing cursor**

Command keys:	Arrow keys, CTRL-O, and CTRL-K
Command prefix:	At Top Level only
Location:	Varies
See also:	DIRECTION COMMANDS

At Top Level, the arrow keys move the bar cursor from one visible headline to another, disregarding the structure of the outline. The **down** and **right arrow** keys move the bar cursor to the next headline **down**, while the **up** and **left arrow** keys move the bar cursor to the next headline **up**. To move the bar cursor to an **unexpanded** (hidden) headline, you must expand it first. The command prefix tells ThinkTank how many headlines to move in the indicated direction.

When any menu is displayed, the **left** and **right arrow** keys move the menu cursor from one option to another. Pressed repeatedly they cycle the menu cursor through the options; you can also use the **space bar** to switch from one menu line to another.

Within the text editor, the **right** and **left arrow** keys move the flashing cursor to the next and previous characters respectively. The **up arrow** key (or **CTRL-O**) moves the flashing cursor one line up, and the **down arrow** key (or **CTRL-K**) moves it one line **down**.

The arrow keys have additional functions at various points throughout ThinkTank. For example, while entering a new headline or paragraph, you can use the **left arrow** as a backspace key. The program will generally prompt you about these additional functions.

BACKGROUND	<u>Change background display</u>
-------------------	---

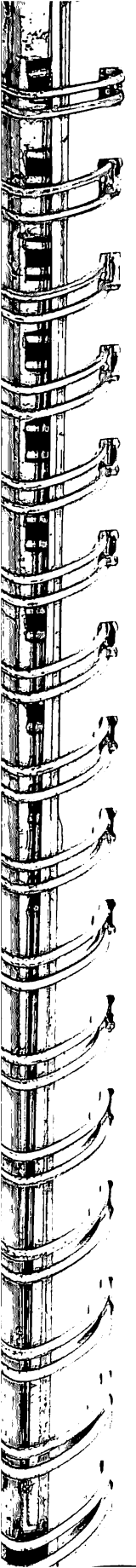
Command key:	*
Command prefix:	No
Location:	Top Level

ThinkTank normally fills in the background of an outline on the screen with (invisible) blank spaces. The **BACKGROUND** command changes them to periods (.). To restore the blank background, give the command again.

BACKSPACE	<u>Delete character before flashing cursor</u>
------------------	---

Command key:	CTRL-B
Command prefix:	No
Locations:	EDIT Command Menu (Paragraph Editor) Headline Editor
See also:	EDIT

Deletes the character just to the left of the flashing cursor. You can also give this command while entering a new headline or paragraph by pressing **CTRL-B**.



BROWSE	Browse for an outline or search pattern
Command keys:	B or CTRL-X
Command prefix:	No
Locations:	EXISTING FILE Menu (FILES/EXISTS) XCHANGE Command Menu (Paragraph Editor)
See also:	FILES; EXISTS; XCHANGE

If you give the **FILES/EXISTS** command (or start up ThinkTank and choose **EXISTS**) and you have a hard disk or more than two floppy disk drives, ThinkTank displays the EXISTING FILE Menu. If you select **BROWSE** (command key **B**), ThinkTank checks your disk drives and displays, one by one, the names or titles of the outlines it finds. Press the **left** and **right arrow** keys to move from one outline to another, or **ESC** to return to the EXISTING FILE Menu. When you reach the outline you want, select it by pressing **RETURN**. You may change data disks at any time during this process.

When you select **XCHANGE/BROWSE** (command key **CTRL-X**) in the paragraph editor, ThinkTank prompts you for a search pattern and a replacement pattern, then lets you move to each occurrence and decide whether to replace it. Occurrences must match the search pattern by character and case. Press the **left** and **right arrow** keys to move from one occurrence to another, **RETURN** to make the replacement, or **ESC** to cancel or conclude the search. You can also give the **XCHANGE/BROWSE** command by pressing **CTRL-X** from the Top Level of the paragraph editor.

<u>CAPITALIZE</u>	<u>Capitalize when printing</u>
--------------------------	--

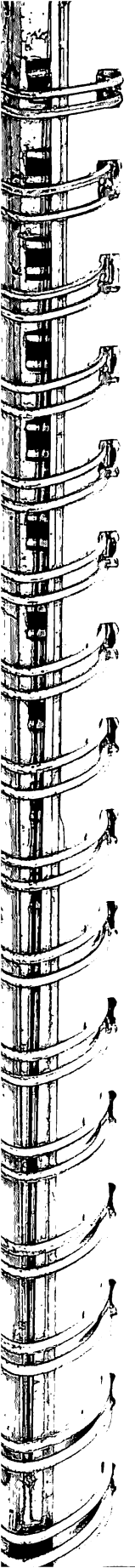
Command key:	\ or ^
Command prefix:	No
Location:	Paragraphs (uppercase computers only)
See also:	PORT; EDIT

ThinkTank **prints** paragraphs pretty much as they appear on your **screen**. However, if your computer can only display uppercase (capital) letters, ThinkTank will automatically enhance your paragraphs by printing them lowercase and capitalizing the first letter of each sentence. You can use the backslash ("\") and caret ("^") symbols as **shift indicators** to tell ThinkTank to capitalize other letters when it prints the paragraph. See Box 4-1 for a more complete description.

<u>CLOSE</u>	<u>Close current outline</u>
---------------------	-------------------------------------

Command key:	C
Command prefix:	No
Location:	CLOSE Command Menu (FILES command)
See also:	FILES

ThinkTank displays the CLOSE Command Menu when you select the **FILES** command. The **CLOSE** option closes the current outline and makes sure it is properly stored on your disk before you go on to work with another outline. Don't switch data disks until ThinkTank closes your current outline.



COLLAPSE	Hide text from view
Command keys:	> and . (period)
Command prefix:	No
Location:	Main Command Menu
See also:	EXPAND

Hides material beneath the bar cursor headline. Options are given on the **COLLAPSE Command Menu**:

- * **BOTH:** Both paragraphs and subheadings hidden under the bar cursor headline will be collapsed. (Command key B)
- * **SUBHEADS:** Only subheadings, not paragraphs, will be collapsed. (Command key H)
- * **PARAGRAPH:** Only paragraphs, not subheadings, will be collapsed. (Command key P)
- * **ESCAPE:** This option cancels the **COLLAPSE** command and returns to Top Level. (Command key ESC)

If you select **COLLAPSE** by giving one of its command keys from Top Level, ThinkTank collapses both subheadings and paragraphs **without** displaying the **COLLAPSE Command Menu**.

COPY	<u>Copy bar cursor outline, selection, merged paragraph, or floppy disk</u>
Command keys:	C or CTRL-C
Command prefix:	Varies
Locations:	Secondary Command Menu SELECTION Command Menu (Paragraph Editor) MERGE Command Menu DISK MANAGER Command Menu (some versions)
See also:	SELECT; MERGE; DISK-MANAGER

When you select **COPY** (command key **C**) from the Secondary Command Menu, ThinkTank makes a duplicate copy of the bar cursor outline and places it just below the original, at the same level of the outline (directly **DOWN**). The command prefix limits copying to a specified number of levels beneath the bar cursor headline.

When you select **COPY** (command key **CTRL-C**) from the **SELECTION** Command Menu in the paragraph editor, ThinkTank makes a duplicate copy of the current selection and places it at the flashing cursor. If the cursor is positioned outside of the selection, **COPY** concludes **SELECT** mode and maintains the selection. If it is within the current selection, **COPY** expands the selection to include the copy and maintains **SELECT** mode. You can also give the **COPY** command by pressing **CTRL-C** from the Top Level of the paragraph editor.

When you select **COPY** (command key **C**) from the **MERGE** Command Menu, ThinkTank maintains a copy of the paragraph under the second headline after merging it into the first.

If **DISK-MANAGER** appears on your **SPECIALIST** Command Menu, you can use the **COPY** option (command key **C**) to copy the contents of one floppy disk onto another. See Appendix C for instructions.

<u>DATE</u>	<u>Set date</u>
Command key:	D
Command prefix:	No
Locations:	Secondary Command Menu; Startup

ThinkTank "stamps" the date on your outlines when it prints or saves them. You tell the program what the date is when you start up ThinkTank or by using the **DATE** command. In the Command Area, ThinkTank displays the last date entered and asks you if you want to change it. If you press **Y** (for **YES**), ThinkTank allows you to reset the date, much like you would a digital watch. It displays the three components of the date -- date, month, and year -- in the Text Area. One is flashing. You can:

- * Press the **left arrow** key to set the flashing component forward by one unit, or the **right arrow** key to set it backward.
- * Press the slash ("/") key to move to the next component.
- * Press **RETURN** to accept the date as shown and return to Top Level.
- * Press **ESC** to cancel the command, restore the original date, and return to Top Level.

<u>DELETE</u>	<u>Delete or restore text</u>
Command keys:	D or CTRL-D
Command prefix:	No
Locations:	Main Command Menu EDIT Command Menu (Paragraph Editor) SELECTION Command Menu (Paragraph Editor) MERGE Command Menu
See also:	EDIT; SELECT, MERGE

You can use the **DELETE** command on the Main Command Menu (command key D) to delete the bar cursor outline or paragraph. But ThinkTank remembers the most recently deleted outline, and you can also use the **DELETE** command to restore it. Deleting an outline and restoring it somewhere else is a convenient way to move it. Options are given on the **DELETE Command Menu**:

- * **OUTLINE:** Deletes the bar cursor headline and all subheadings and paragraphs beneath it. (Command key O)
- * **PARAGRAPH:** Deletes only the paragraph beneath the bar cursor headline, not its subheadings. Displayed only if the bar cursor headline has a paragraph. (Command key P)
- * **RESTORE:** Redisplays the outline that was most recently deleted. Especially valuable if you deleted it accidentally, or if you want to restore it in a different place. (Command key R)
- * **ESCAPE:** Cancels the **DELETE** command and returns to Top Level. (Command key ESC)

The **DELETE** command key works only from within the Main Command Menu, not from Top Level. Since there is no **RESTORE/PARAGRAPH** option, use extra caution when deleting a paragraph.

When you select **DELETE** (command key **CTRL-D**) from the **EDIT** Command Menu in the paragraph editor, ThinkTank erases the character under the flashing cursor. When you select it from the **SELECTION** Command Menu, **DELETE** erases the selection (after giving you a chance to confirm). You can also give the **DELETE** command by pressing **CTRL-D** from the Top Level of the paragraph editor. Its referent depends on whether there is a selection or not.

When you select **DELETE** (command key **D**) from the **MERGE** Command Menu, ThinkTank deletes the paragraph from the second headline after merging it into the first.

<u>DIRECTION COMMANDS</u>	<u>Move bar cursor</u>
Command keys:	U, D, L, and R
Command prefix:	Yes
Location:	Top Level
See also:	ARROW KEYS

The **direction keys** move the bar cursor from one visible headline to another, according to the structure of the outline. **UP** and **DOWN** respectively move the bar cursor to the next headline **above** and **below** its current position at the same level of the outline. **LEFT** moves the bar cursor one level higher, to the headline that contains or subsumes the current headline; **RIGHT** moves it one level deeper, to the first headline subordinate to the current one. The command prefix tells ThinkTank how many headlines or levels to move in the indicated direction.

Neither **UP** nor **DOWN** will move the bar cursor past a higher-level headline to get to one at the same level. Similarly, **RIGHT** won't move the bar cursor past a higher- or same-level headline to get to one at a deeper level.

DISK	Configure ThinkTank to your disk drives
-------------	--

Command key:	D
Command prefix:	No
Location:	UTILITIES Command Menu
See also:	FILES; UTILITIES

You can use the **DISK** command to tell ThinkTank about your disk configuration. ThinkTank uses this information to tailor the **FILES** command procedure for creating or changing outlines.

When you select **UTILITIES/DISK**, ThinkTank displays your current disk configuration on the screen. If you confirm that it's incorrect, the program displays the **DISK CONFIGURATION Menu**. The options are:

- * **TWO:** Select this option if you have **two** floppy disk drives and do not have a hard disk drive. (Command key **T**)
- * **MORE:** Select this option if you have **more than two** floppy disk drives and do not have a hard disk drive. ThinkTank will continue by asking you the exact number of floppy drives you have. You may enter a number between 2 and 6. (Command key **M**)
- * **HARD:** Select this option if you have a **hard** disk drive, **regardless** of how many floppy drives you have. (Command key **H**)
- * **ESCAPE:** Cancels the **DISK** command and returns to Top Level. (Command key **ESC**)

When you make a selection, ThinkTank saves the new configuration on your **THINKTANK PROGRAM DISK** and returns to Top Level. The next time you give the **FILES** command, the program will follow the procedure for your new configuration.

DISK-MANAGER	Format, copy, or list a floppy disk
---------------------	--

Command key:	D
Command prefix:	No
Location:	SPECIALIST Command Menu (SPECIAL command — some versions only)
See also:	SPECIAL; Appendix C

If **DISK-MANAGER** appears on your **SPECIALIST** Command Menu, you can use it to format, copy, or list the files on a floppy disk. See Appendix C for instructions.

DOWN	Move bar cursor down
-------------	-----------------------------

Command key:	D
Command prefix:	Yes
Location:	Top Level
See also:	DIRECTION COMMANDS

Moves the bar cursor to the next visible headline below its current position at the same level of the outline. The command prefix tells ThinkTank how many headlines to move. **DOWN** won't move the bar cursor past a higher-level headline to get to one at the same level.

DOWN ARROW **Move bar or flashing cursor down**

Command keys: **Down arrow and CTRL-K**

Command prefix: **At Top Level only**

Locations: **Top Level; Paragraph Editor**

See also: **ARROW KEYS**

At Top Level, moves the bar cursor to the next visible headline. The command prefix tells ThinkTank how many headlines to move.

In the paragraph editor, moves the flashing cursor to the next line.

<u>EDIT</u>	(1) <u>Edit paragraph</u>
	(2) <u>Edit headline</u>

Command key: E

Command prefix: No

Locations: Main Command Menu
NEW Command Menu (NEW mode only)
NEW/PARAGRAPH

See also: NEW; RE-ENTER

ThinkTank has two powerful text editors, one for paragraphs and one for headlines, that make it easy to modify the text of your outlines. **EDIT** is less of a command than it is a process or environment for revising your outline. Start by moving the bar cursor to the headline (whose paragraph) you wish to edit.

When you select **EDIT** from the Main Command Menu, ThinkTank asks you which editor you want by displaying the **EDIT ENTRY Menu**. The options are:

- * **HEADLINE:** Select this option to edit the bar cursor headline. (Command key H)
- * **PARAGRAPH:** Select this option to edit the paragraph directly subordinate to the bar cursor headline. (Command key P)
- * **ESCAPE:** Cancels the **EDIT** command and returns to Top Level. (Command key ESC)

In addition to the **EDIT** command, there are other ways to reach ThinkTank's text editors. You can enter the headline editor by selecting the **EDIT** option from NEW mode. In addition, whenever you create a new paragraph, ThinkTank gives you a chance to use the paragraph editor to edit it.

(1) THE PARAGRAPH EDITOR

The structure of ThinkTank's paragraph editor is similar to the structure of ThinkTank itself. The editor displays the paragraph in the Text Area between dashed lines. The editor's pointer is a **flashing cursor** that you can move to any character position in the paragraph. At the **Top Level** of the paragraph editor, you can use the **arrow keys** to move the flashing cursor one **character** or **line** at a time. (If you have no **up** and **down arrow** keys, use **CTRL-O** and **CTRL-K** instead.) You can also use **CTRL-L** and **CTRL-R** to move the flashing cursor to the left and right, one **word** at a time.

To insert text, simply move the flashing cursor to the insertion point and start typing. ThinkTank automatically adjusts the words so that each line fits within the margins of your screen. Unless you want to end a line before the right margin, you never need to type a **carriage return** to move to the next line.

The main editing commands are contained on the **EDIT Command Menu**, which you can display by pressing the slash ("/") key at the **Top Level** of the paragraph editor. The command keys are all **control keys**, like **CTRL-I** (sometimes abbreviated **^I**) for **INSERT**. You give these commands by holding down the **CTRL** key and pressing the accompanying letter. **All of the command keys — and even all of their subcommand keys — operate from the Top Level of the paragraph editor.** (If your keyboard has special keys dedicated to some of these functions, you may be able to use them as command keys. See "Special Considerations in Chapter 2 for further information.)

The commands on the **EDIT Command Menu** include:

- * **INSERT:** Opens up a line for inserting a large block of text. (Command key **CTRL-I**)
- * **DELETE:** Deletes the character under the flashing cursor. (Command key **CTRL-D**)
- * **BACKSPACE:** Deletes the character just to the left of the flashing cursor. (Command key **CTRL-B**)

- * **TYPEOVER:** Allows you to type over (and replace) existing text. (Command key **CTRL-T**).
- * **FIND:** Searches the paragraph for a pattern that you enter. You use the **right** and **left arrow** keys to search forward and backward through the paragraph. (Command key **CTRL-F**)
- * **XCHANGE:** Searches the paragraph for a pattern that you enter, and replaces it with another pattern that you enter. The options on the EDIT XCHANGE Menu allow you to select whether to replace all occurrences of the search pattern or just some. (Command key **CTRL-X**)
- * **PAGE:** If your paragraph occupies more than one page (screen) of text, this option moves the flashing cursor to another page. You select the direction by pressing an arrow key following the **PAGE** command. (Command key **CTRL-P**)
- * **GOTO:** Moves the flashing cursor to the top or bottom of the paragraph, depending on whether you press the **left** or **right arrow** key next. (Command key **CTRL-G**)
- * **SELECT:** Allows you to select a block of text and copy, delete, or move it. The options on the SELECTION Command Menu allow you to define and manipulate your selection. (Command key **CTRL-S**)

See the reference guide listing under each command for further information.

Three characters have special significance in the paragraph editor. First, the slash ("/") key is used to display the EDIT Command Menu. To insert a slash into your text, you must enter INSERT mode first.

In addition, if your computer can only display uppercase (capital) letters on its screen, ThinkTank will automatically enhance paragraphs when you **print** them by using lowercase type and capitalizing the first letter of each sentence. You can

use the backslash ("\\") and caret ("^") symbols as **shift indicators** to tell ThinkTank to capitalize other letters when it prints the paragraph. See Box 4-1 for a more complete description.

ThinkTank has a limit of 2048 characters in a paragraph. The paragraph editor won't let you exceed this limit and will display the message NO ROOM FOR LAST KEYSTROKE! if you try. See the error messages section for suggested solutions.

To leave the paragraph editor, press **ESC** from Top Level. ThinkTank displays the **EDIT EXIT** Menu. The options are:

- * **SAVE:** If you select this option, ThinkTank saves the changes you have made on your data disk. It then gives you a choice of returning to ThinkTank or continuing to edit the paragraph. (Command key S)
- * **UNDO:** Returns you to the Top Level of ThinkTank without saving the changes you have made. (Command key U)
- * **RETURN:** Cancels the exit process and returns to the Top Level of the paragraph editor without saving your changes. (Command key R)

(If you exit from the paragraph editor without making any changes to the paragraph, the **EDIT EXIT** Menu is somewhat different. You can choose either to **EXIT** to the Top Level of ThinkTank or **RETURN** to the paragraph editor.)

(2) THE HEADLINE EDITOR

ThinkTank's headline editor is similar to the paragraph editor but simpler. Within the headline editor you can:

- * Enter (insert) new text at the flashing cursor position.
- * Press the **left** and **right arrow** keys to move the flashing cursor through the headline, one character at a time.

- * Press **CTRL-L** and **CTRL-R** to move the flashing cursor through the headline, one word at a time.
- * Press **CTRL-B** to erase the character just to the left of the flashing cursor.
- * Press **CTRL-D** to erase the character that the flashing cursor points to.
- * Press the up and down arrow keys (or **CTRL-O** and **CTRL-K**) to move up and down to other headlines in **your text**. The word (**CTRL-L** and **CTRL-R**) and cursor motion commands will also move to other headlines when you reach the bounds of the current one.
- * Press **RETURN** to accept the changes you've made and return to the Top Level of ThinkTank.
- * Press **ESC** to cancel the changes to the current headline, restore the original, and return to Top Level.

Since the headline editor allows you to move the flashing cursor from one headline to another, you can use it to edit several headlines at a time. If you are only editing one headline, consider using the **RE-ENTER** command.

ENTER	Enter name of outline to open
Command key:	E
Command prefix:	No
Locations:	EXISTING FILE Menu (FILES/EXISTS) FILES/NEW (hard disk systems only)
See also:	FILES; EXISTS; NEW

If you give the **FILES/EXISTS** command (or start up ThinkTank and choose **EXISTS**) and you have a hard disk system, ThinkTank displays the EXISTING FILE Menu. The **ENTER** option allows you to type in the name of your outline file. You must prefix the file name with the PASCAL device number or volume name of your data disk, but you need not include the outline suffix **.DB**. See Appendix B for a discussion of PASCAL device and volume names.

If you give the **FILES/NEW** command (or start up ThinkTank and choose **NEW**) and you have a hard disk system, ThinkTank will prompt you to enter the name of your new outline file. This is the equivalent of **FILES/EXISTS/ENTER** for **FILES/NEW**. Again, you must prefix the file name with a PASCAL device number or volume name, but you need not include the **.DB** suffix.

ESCAPE	Cancel or conclude the current command
Command key:	ESC
Command prefix:	No
Location:	Anywhere
See also:	Chapter 3; EXIT

For all practical purposes, ThinkTank's "escape valve" -- the **ESC** key -- always allows you to stop whatever you are doing. For example, at Top Level the **ESCAPE** command terminates the ThinkTank program (after you confirm your intent to do so).

<u>EXISTS</u>	<u>Open an existing outline</u>
Command key:	E
Command prefix:	No
Location:	FILES Command Menu
See also:	FILES

ThinkTank displays the FILES Command Menu after you have selected the FILES command and closed your current outline, or when you start up the program. Select EXISTS to tell ThinkTank that you want to examine an outline that already exists.

ThinkTank's response to the FILES/EXISTS command depends on your disk configuration. You can use the UTILITIES/DISK command to change your disk configuration.

1. TWO FLOPPY DISK DRIVES

If you have two floppy disk drives and no hard disk drive, the procedure is very simple. ThinkTank responds to the FILES/EXISTS command with the message:

PRESS (SPACEBAR)
AFTER INSERTING DISK IN DRIVE2

Simply insert the disk that contains your outline in Drive 2 and press the space bar. In a few seconds you will see your outline in the Text Area.

2. THREE OR MORE FLOPPY DISK DRIVES

3. HARD DISK SYSTEMS

If you have more than two floppy disk drives or a hard disk drive, ThinkTank responds to the FILES/EXISTS command by displaying the EXISTING FILE Menu. Among the options are:

- * **BROWSE:** ThinkTank checks your disk drives and displays, one by one, the names or titles of the outlines it finds. When it reaches the one you want, select it by pressing RETURN. You may change

data disks at any time during this process. (Command key B)

- * **SPECIFY** (floppy disk systems only): ThinkTank displays a menu of the drives that may contain your data disk. Select the drive that contains the outline you want. (Command key S)
- * **ENTER** (hard disk systems only): ThinkTank will ask you to enter the name of your outline file. You must prefix it with the PASCAL device number or volume name of your data disk, but you need not enter the ThinkTank outline suffix **.DB**. (Command key E)
- * **LAST**: ThinkTank loads in the last outline you worked with if it's in the same drive. (Command key L)
- * **ESCAPE**: Cancels the process of selecting an existing file and returns to the FILES Command Menu. (Command key ESC)

See the reference guide listing under each option for further information.

If the outline is not stored on a hard disk, insert your data disk in any free drive. Tell ThinkTank how to find it by selecting an option from the EXISTING FILE Menu. In a few seconds you will see the outline in the Text Area.

EXIT	Exit from current command or mode
Command key:	ESC
Command prefix:	No
Location:	Varies
See also:	Chapter 3; ESCAPE

Exits from the current command or mode and returns to the next higher level (this may be Top Level or the PASCAL operating system). **EXIT** is part of ThinkTank's "escape valve" system. It is similar to **ESCAPE** but is used in slightly different contexts.

EXPAND	Reveal hidden text
Command keys:	< and , (comma)
Command prefix:	Yes
Location:	Main Command Menu
See also:	COLLAPSE; READ

If material beneath the bar cursor headline is hidden from view (collapsed), the **EXPAND** command will make it visible. Options are given on the **EXPAND Command Menu**:

- * **BOTH:** Both paragraphs and subheadings hidden under the bar cursor headline will be expanded. (Command key B)
- * **SUBHEADS:** Only subheadings, not paragraphs, will be expanded. (Command key H)
- * **PARAGRAPH:** Only paragraphs, not subheadings, will be expanded. (Command key P)

- * **ESCAPE:** Cancels the **EXPAND** command and returns to Top Level. (Command key **ESC**)

The command prefix determines the number of levels expanded (one, if not given) and applies only to **SUBHEADS** and **BOTH**, not to **PARAGRAPH**. If you select **EXPAND** by giving one of its command keys from Top Level, ThinkTank expands both subheadings and paragraphs **without** displaying the **EXPAND** Command Menu.

You can also expand outline material with the **READ** command.

<u>EXTRA</u>	<u>Display Secondary Command Menu</u>
---------------------	--

Command key:	/
Command prefix:	No
Location:	Main Command Menu
See also:	Chapter 3

Note that the **EXTRA** command key works only from within the Main Command Menu, not from Top Level.

FILES	Switch or create outlines
--------------	----------------------------------

Command key:	F
Command prefix:	No
Locations:	Main Command Menu; Startup

ThinkTank outlines are stored in files on disks. You can use the **FILES** command to change outlines or create new ones. You can also use it to select an outline when you first load ThinkTank if the last one you worked with is not available.

An outline must fit on a single disk. You can store as many outlines on a hard disk as will fit, but only one on a floppy disk. (See Chapter 5 for a way of circumventing this limit.)

Before changing to a new or different outline, you must **close** the current outline from the **CLOSE Command Menu**. The options are:

- * **CLOSE:** Closes the current outline file and displays the **FILES Command Menu**, where you can select another file to work with. (Command key C)
- * **RETURN:** Cancels the **FILES** command and returns to the Top Level of ThinkTank, where you can continue to work with the current outline. (Command key R)

Don't switch data disks until ThinkTank closes your current outline. Once it's closed (or when you first load ThinkTank) the program displays the **FILES Command Menu**. The options are:

- * **EXISTS:** Tells ThinkTank that you want to examine an outline that already exists. (Command key E)
- * **NEW:** Tells ThinkTank that you want to create a new outline. (Command key N)

- * **EXIT:** Terminates ThinkTank and returns to the PASCAL operating system. Equivalent to quitting ThinkTank from Top Level by pressing **ESC**. (Command key **ESC**)

For a description of what happens when you select **EXISTS** or **NEW** from the FILES Command Menu, see the reference guide listings for these commands.

<u>FIND</u>	<u>Search for a pattern</u>
Command key:	CTRL-F
Command prefix:	No
Location:	EDIT Command Menu (Paragraph Editor)
See also:	EDIT; XCHANGE; SEARCH

When you select **FIND** in the paragraph editor, ThinkTank prompts you for a search pattern and searches through the paragraph for it. You can press the **left** and **right arrow** keys to move from one occurrence to another, or **ESC** or any cursor command to cancel or conclude the search. Occurrences must match the search pattern by character and case.

<u>FINISH</u>	<u>Accept selection as currently defined</u>
----------------------	---

Command key:	CTRL-S
Command prefix:	No
Location:	SELECTION Command Menu (Paragraph Editor)
See also:	SELECT

Concludes SELECT mode and defines the selection as currently displayed. **FINISH** only appears on the SELECTION Command Menu if you have begun a selection. You can also give the **FINISH** command by pressing CTRL-S from the Top Level of the paragraph editor.

<u>FORMAT</u>	<u>Format a floppy disk</u>
----------------------	------------------------------------

Command key:	F
Command prefix:	No
Location:	DISK MANAGER Command Menu (some versions only)
See also:	DISK-MANAGER

If **DISK-MANAGER** appears on your SPECIALIST Command Menu, you can use the **FORMAT** option to format a floppy disk for the PASCAL operating system. See Appendix C for instructions.

FORMATTED	Port according to format settings
Command key:	F
Command prefix:	No
Location:	PORT STYLE Menu (PORT command)
See also:	PORT

When you print an outline or port it to a text file, ThinkTank displays the PORT STYLE Menu which allows you to choose among three standard ways of organizing your ported material. Different output styles are suitable for different purposes. **FORMATTED** style, which is primarily used in printing, gives you substantial control over the appearance of your document. It arranges your outline according to a set of 16 port format settings. You can set the following formats or use the standard (default) settings, which are underlined. If you need more control over the form of your document, port it to a text file and edit it with a PASCAL-compatible word processor.

1. **Line Spacing**

Choices: SINGLE DOUBLE TRIPLE

Determines how many blank lines are left between text lines. (SINGLE)

2. **Left Margin**

Range: 0-40

Distance in characters (spaces) between the left edge of the page and the left edge of text. (3)

3. **Right Margin**

Range: 39-131

Distance in characters (spaces) between the left edge of the page and the right edge of text.

ThinkTank automatically cuts off headlines and adjusts paragraphs to remain within the right margin. The effective maximum line length, in characters, is

the right margin minus the left margin, plus 1.
(76)

4. **Page Length**

Range: 20-10000

Number of lines on a printed page. Since most printers print six lines per inch on 11-inch paper, page length is normally 66. ThinkTank leaves top and bottom margins on each page, so the number of lines actually printed on each page will be less than the specified page length. Setting page length to a large number like 10000 effectively suppresses page breaks, top and bottom margins, as though ThinkTank was printing on one **very** long sheet of paper.

5. **Indentation**

Choices: FLAT INDENTED

Determines how headlines and paragraphs will be indented. In a FLAT document, all headlines are printed at the left margin and all paragraphs are indented one level. In an INDENTED document, headlines and paragraphs are progressively indented, as they appear on the screen.

6. **Indentation Amount**

Range: 0-15

Controls the number of spaces each indented headline or paragraph will be positioned to the right. If the indentation amount is 3, then each level of sub-headings in an INDENTED document is printed three spaces to the right of the last. For INDENTED outlines with several levels, set a small indentation amount since any headlines that exceed the right margin will be cut off.

7. Headline Depth**Range:** 0-10000

Determines how many levels of headlines are printed. If the headline depth is set to 10000 or some other large number, all of the headlines are printed or ported. If set to 0, headlines are suppressed and only the paragraphs are printed or ported.

8. Paragraph Depth**Range:** 0-10000

Determines how many levels of paragraphs are printed. If the paragraph depth is set to 10000 or some other large number, all of the paragraphs are printed or ported. If set to 0, paragraphs are suppressed and only the headlines are printed or ported.

9. Section Numbers**Choices:** YES NO

Determines whether each headline is preceded by a section number. For example, the section number **3.5** indicates that the headline is the **fifth** subheading under the **third** subheading under the bar cursor headline. (YES)

10. Table of Contents**Choices:** YES NO

If set to YES, ThinkTank will generate a table of contents for your document. The table will list up to 100 headlines followed by the page number on which each appears. ThinkTank will paginate the table in lower-case Roman numerals and print it **after** the document.

11. **Table of Contents Depth**

Range: 0-10000

Determines how many levels of headlines are included in the table of contents. For example, if the contents depth is set to 2, the first- and second-level subheadings of the bar cursor headline are included. If set to some large number, all levels of headlines are included. Has no effect if **table of contents** (format #10) is set to NO.

A table of contents is limited to 100 headlines. If you have a long document with many headlines, set the contents depth fairly low (between 2 and 4) to keep from exceeding the limit. If you exceed it, ThinkTank will stop adding headlines to the table before it reaches the end of your document.

12. **Page Headers**

Choices: YES NO

If set to YES, ThinkTank prints a heading at the top of each page. ThinkTank assumes that the bar cursor headline is the title of the document and centers it on the header line. It also prints the current date on the left and the page number on the right.

13. **Page Footers**

Choices: YES NO

If set to YES, ThinkTank prints a "footer" line at the bottom of each page. ThinkTank uses the subheadings of the bar cursor headline as section titles and centers them on the footer line. The footer changes as the document moves from section to section. ThinkTank also prints the current date on the left and the page number on the right.

14. **Pause at New Page**
Choices: YES NO

Determines whether ThinkTank will pause before beginning a new page. Set this format to YES if you are using single sheets of paper that have to be fed individually into your printer. When the new sheet is ready, press the **space bar** to resume printing or press **ESC** to finish the document without pausing. If you are using continuous-form paper, set this format to NO and ThinkTank will print without pausing.

15. **Number of Copies**
Range: 1-10000

Determines how many copies of your outline are printed. (1)

16. **Printer Initialization Message**
Range: 0-40 characters

Some printers, or the adapters which connect them to your computer, require a setup or initialization message to print properly. For example, the message may tell the printer how to behave when it reaches the end of a line. Your printer manual or dealer can tell you whether such a message is necessary and what it should be. If your printer, like most, does not require an initialization message, leave this format empty. If in doubt, try printing without a message. If the results are unsatisfactory -- for example, if your printer tries to print the entire document on one line -- you will need to enter an initialization message.

Sometimes printers require an "unprintable" character like **CTRL-I**, **ESC**, or a carriage return in an initialization message. You can enter most of these characters directly into the message; to enter **CTRL-I**, for example, just press **CTRL-I**. But suppose you have to enter a carriage return. If you try to do so, ThinkTank will think you're ending the message and return to the instructions for reviewing

the formats. Instead you can enter the character's numeric equivalent (as defined by the American Standard Code for Information Interchange, or ASCII), preceded by a slash ("/"). For example, since the ASCII code for carriage return is 13, you would enter "/13". These characters will look strange on your screen, but ThinkTank will send them correctly if you enter them correctly. There is an ASCII conversion table in Appendix D of this manual.

If you choose to review the format settings, you have four choices for each:

- * Press the **right arrow** key to move to the next format setting, leaving the current setting as shown.
- * Press the **left arrow** key to move to the previous format setting, leaving the current setting as shown.
- * Press **RETURN** to indicate that you want to change the current format setting. ThinkTank will display another menu or prompt to find out what the new setting should be.
- * Press **ESC** to cancel or conclude the process of changing format settings and move to the next step in the **PORT** process.

If you change the format settings, ThinkTank displays the **EXIT SETTINGS Command Menu** where you can choose to replace the standard (default) format settings with your new ones. The options are:

- * **SAVE:** Saves your new format settings on your THINK-TANK PROGRAM DISK as the standard formats. (Command key S)
- * **NOSAVE:** Does not save your new formats; they will affect the current port only. The standard formats will remain unchanged. (Command key N)

- * **RETURN:** Cancels the save decision and returns to the port format settings.

Once you've finished choosing your format settings, you can go on to print or port the outline.

GOTO	<u>Move to beginning or end of paragraph</u>
Command key:	CTRL-G
Command prefix:	No
Location:	EDIT Command Menu (Paragraph Editor)
See also:	EDIT

Moves the flashing cursor directly to the beginning or end of the paragraph. After giving the **GOTO** command, you can press the **left arrow** key to move to the top (beginning), the **right arrow** key to move to the bottom (end), or **ESC** to cancel the command.

HEADLINE	<u>Edit a headline</u>
Command key:	H
Command prefix:	No
Location:	EDIT ENTRY Menu (EDIT command)
See also:	EDIT

When you give the **EDIT** command, ThinkTank displays the **EDIT ENTRY** Menu to ask whether you want to edit a headline or a paragraph. Select **HEADLINE** to edit the bar cursor headline or adjacent headlines.

INSERT	Insert a block of text
---------------	-------------------------------

Command key:	CTRL-I
---------------------	---------------

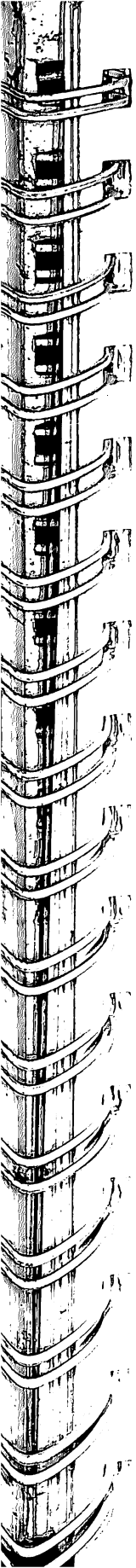
Command prefix:	No
------------------------	-----------

Location:	EDIT Command Menu (Paragraph Editor)
------------------	---

See also:	EDIT
------------------	-------------

Places you in INSERT mode and opens up a blank line at the flashing cursor for inserting a block of text. While in INSERT mode, use only **BACKSPACE** to correct mistakes, since any other command or cursor movement (or **ESC**) will terminate INSERT mode and close up the paragraph.

ThinkTank's paragraph editor also features a "modeless" insert. To insert short passages of text, simply move the flashing cursor to the insertion point and start typing.



KEYS	<u>Change ThinkTank's command keys</u>
Command key:	K
Command prefix:	No
Location:	UTILITIES Command Menu
See also:	UTILITIES; Chapter 5

As discussed in Chapter 5, there are several reasons why you might want to use the **UTILITIES/KEYS** command to reconfigure ThinkTank's command keys. When you choose this command, ThinkTank displays the **KEYSTROKE CONFIGURE Menu**, which gives you a choice of two kinds of keystrokes to reconfigure. The options are:

- * **ACTION:** Select this option to reconfigure ThinkTank's **action keys**, which operate throughout the ThinkTank program. They affect such functions as accepting and cancelling commands, moving the cursor, controlling special features, and entering certain special characters. (Command key A)
- * **EDITOR:** Select this option to reconfigure ThinkTank's **text editor command keys**. The text editor is fully configurable; you can redefine **any** of its command keys. (Command key E)
- * **ESCAPE:** Cancels or concludes the **KEYS** command. If you have made changes it allows you to save or undo them; otherwise it returns to Top Level. (Command key ESC)

Not all of ThinkTank's command keys are configurable. The ones you can redefine include:

Action Keys

- * LEFTARROW
- * RIGHTARROW
- * UPARROW
- * DOWNARROW
- * CARRIAGE RETURN
- * ESCAPE
- * BACKSLASH
- * UNDERSCORE
- * LEFT SQUARE BRACKET
- * EMPTY TYPEAHEAD BUFFER
- * SILENCE SPEAKER (QUIET)
- * RECALL LAST ENTRY

Editor Keys

- * DELETE
- * REVERSE-DELETE (BACKSPACE)
- * INSERT MODE
- * TYPEOVER MODE
- * WORDRIGHT
- * WORDLEFT
- * PAGE
- * GOTO
- * FIND
- * SHOW-MENU
- * XCHANGE
- * XCHANGE-ALL
- * START-SELECT
- * CANCEL-SELECT (UNDO)
- * COPY SELECTION

When you choose **ACTION** or **EDITOR** from the **KEYSTROKE CONFIGURE** Menu, ThinkTank displays each command's current configuration in the Text Area, one by one, and asks you if you want to change it. You have five choices:

- * Press the **right arrow** key to move to the next command key, leaving the current keystroke as shown.
- * Press the **left arrow** key to move to the previous command key, leaving the current keystroke as shown.
- * Press the **RETURN** key to indicate that you want to change the current command key. ThinkTank will prompt you to press the new key that you want to use.
- * Alternatively, press the slash ("/") key to indicate that you want to change the current command key. ThinkTank will prompt you for the ASCII code number of the new key that you want to use. Enter the number, then press **RETURN**. There is an ASCII conversion table in Appendix D of this manual.

- * Press **ESC** to cancel or conclude the process of changing the command keys and return to the **KEYSTROKE CONFIGURE** Menu. If you've changed any keys, ThinkTank will give you one last chance to save or undo the changes.

If you configure a command to a special key like **ESC**, **RETURN**, or **DEL**, ThinkTank may not be able to display the correct name of the new keystroke. In such cases it will display a printable character systematically related to the ASCII code for the key.

The new command key replaces the old one. Except for the commands we have preconfigured for more than one key, you can only have one command key for each command. The "Keystroke Configuration Chart" on your reference card shows the command keys as we have preset them. If you reconfigure them, enter your new command keys in the space provided.

We recommend caution in reconfiguring ThinkTank's command keys. See Chapter 5 for further information.

<u>KEYWORD</u>	<u>Search for a keyword</u>
Command key:	K
Command prefix:	Yes
Location:	Main Command Menu

Tells ThinkTank to look through your outline for a particular word, phrase, or pattern of characters. Start by moving the bar cursor to the top of the outline you want to search; then select **KEYWORD**. The **KEYWORD Command Menu** lets you choose what ThinkTank will do when it finds the pattern. The options are:

- * **SEARCH:** Prompts you for your keyword (**search pattern**) and searches through the bar cursor outline for it. At each match you may stop or keep searching. Instances must match your search pattern by character (not necessarily by case). (Command key **S**)
- * **XCHANGE:** Prompts you for a **search pattern** and **replacement pattern** and replaces it throughout the bar cursor outline. Instances must match your search pattern by character and case. (Command key **X**)
- * **ESCAPE:** Cancels the **KEYWORD** command and returns to Top Level. (Command key **ESC**)

The command prefix specifies how many levels under the bar cursor headline ThinkTank will search for your keyword. See the reference guide listings under **SEARCH** and **XCHANGE** for further information.

LAST **Open last outline you worked with****Command key:** L**Command prefix:** No**Location:** EXISTING FILE Menu (FILES command)**See also:** FILES; EXISTS

If you give the FILES/EXISTS command (or start up ThinkTank and choose EXISTS) and you have a hard disk or more than two floppy disk drives, ThinkTank displays the EXISTING FILE Menu. If you select LAST, ThinkTank loads in the last outline you worked with if it's in the same drive.

LEFT **Move bar cursor left****Command key:** L**Command prefix:** Yes**Location:** Top Level**See also:** DIRECTION COMMANDS

Moves the bar cursor one level higher, to the headline that contains or subsumes the current headline. The command prefix tells ThinkTank how many levels to move.

LEFT ARROW	Move bar, menu, or flashing cursor
-------------------	---

Command key:	<-
Command prefix:	At Top Level only
Location:	Varies
See also:	ARROW KEYS

At Top Level, moves the bar cursor to the previous visible headline. The command prefix tells ThinkTank how many headlines to move.

When a menu is displayed, moves the menu cursor to the previous option.

In the paragraph editor, moves the flashing cursor one character to the left.

LIST	List contents of a floppy disk
-------------	---------------------------------------

Command key:	F
Command prefix:	No
Location:	DISK MANAGER Command Menu (some versions only)
See also:	DISK-MANAGER

If **DISK-MANAGER** appears on your **SPECIALIST** Command Menu, you can use the **LIST** option to list the files on a floppy disk. See Appendix C for instructions.

MENU **Examine or modify the SPECIALIST Menu**

Command key: M

Command prefix: No

Location: UTILITIES Command Menu

See also: UTILITIES; Chapter 5

As discussed in Chapter 5, you can add your own PASCAL programs or commands to ThinkTank's SPECIALIST Command Menu. You will need a hard disk or at least three floppy disk drives. The technical issues involved in extending a program to "hook" into ThinkTank are discussed in a **technical note** described in Appendix D. Once you've resolved them, you can add your command to the SPECIALIST Command Menu with the **MENU** option on the UTILITIES Command Menu.

When you select **MENU**, ThinkTank displays the **MENU BUILDER Command Menu** which allows you to examine, modify, erase, or add to the commands on the SPECIALIST Command Menu. The options are:

- * **ADD:** Select this option to add a command to the SPECIALIST Command Menu. (Command key A)
- * **LOOK:** Select this option to examine or modify commands that currently appear on the SPECIALIST Command Menu. ThinkTank will display the LOOK Command Menu which allows you to choose which command to examine. (Command key L)
- * **CLEAR:** Select this option to erase all commands from the SPECIALIST Command Menu. To preserve the commands already there, avoid this option unless you really wish to build a new menu. (Command key C)
- * **ESCAPE:** Cancels or concludes the **MENU** command. If you have made changes it allows you to save or undo them; otherwise it returns to Top Level. (Command key ESC)

When you select **ADD** or **LOOK** to examine, modify, or add a **SPECIALIST** command, ThinkTank displays or prompts you for four items of information:

- * **Command Name:** The name of the command as it appears on the **SPECIALIST** Command Menu.
- * **Verbose Explanation:** The explanation that appears on the bottom line of the **SPECIALIST** Command Menu when the command is highlighted.
- * **Single Keystroke:** The command key which selects the command from the **SPECIALIST** Command Menu.
- * **Program Codefile Name:** The name of the executable file that contains the program, preceded by its PASCAL device number or volume name.

Adding a command to the **SPECIALIST** Command Menu is a complex matter that should normally be attempted by advanced users only. If you do so, you are responsible for making sure that the program is available to the system when you select it. ThinkTank will not give you a chance to change disks; that's why you need a hard disk or a spare floppy disk drive to make effective use of the **SPECIALIST** feature.

<u>MERGE</u>	<u>Combine two adjacent paragraphs</u>
Command key:	M
Command prefix:	No
Location:	Secondary Command Menu

The **MERGE** command combines two paragraphs into one. The headlines which include the two paragraphs must be adjacent at the same level of the outline, with the bar cursor pointing to the first headline; the second headline should be directly **DOWN**. ThinkTank will merge the second paragraph into the first. The **MERGE Command Menu** allows you to decide the fate of the second paragraph:

- * **DELETE:** After the second paragraph is merged into the first, ThinkTank deletes it from the second headline. (Command key **D**)
- * **COPY:** ThinkTank retains a copy of the second paragraph under the second headline. When the merge is complete, there will be two copies of the second paragraph in the outline. (Command key **C**)
- * **ESCAPE:** Cancels the **MERGE** command and returns to Top Level. (Command key **ESC**)

You can **MERGE** one paragraph into another even if the first (receiving) paragraph is "empty" (nonexistent). This allows you to move a paragraph around an outline without disturbing its headline structure.

ThinkTank won't let you use **MERGE** to create a paragraph that exceeds the 2048-character limit. If you try to do so it will display the message **PARAGRAPH TOO LARGE TO FIT IN MEMORY!** See the error messages section for suggested solutions.

<u>MODE</u>	<u>Prepare for several NEW or MOVE commands</u>
Command key:	M
Command prefix:	No
Locations:	NEW Command Menu; MOVE Command Menu
See also:	NEW; MOVE

Places you in **NEW** or **MOVE** mode (depending on which command you selected **MODE** from) and displays the (**NEW** or **MOVE**) Command Menu again. Until you exit from the mode, ThinkTank will return you to this menu, not to Top Level, when each **NEW** or **MOVE** command is completed. If you are executing a series of **NEW** or **MOVE** commands, this can save the time and effort of selecting **NEW** or **MOVE** each time.

MOVE	Move bar cursor outline
Command key:	M
Command prefix:	Yes
Location:	Main Command Menu

Moves the bar cursor outline in whatever direction you specify from the **MOVE Command Menu**. The options are:

- * **UP:** Moves the bar cursor outline one position up at the same level of the outline. In other words, the bar cursor outline will change places with the outline immediately **UP** from it. (Command key **U**)
- * **DOWN:** Moves the outline one position down at the same level of the outline. The bar cursor outline will change places with the outline immediately **DOWN** from it. (Command key **D**)
- * **LEFT:** Moves the outline to the left, one level higher (closer to the summit). (Command key **L**)
- * **RIGHT:** Moves the outline to the right, one level deeper. (Command key **R**)
- * **MODE:** Prepares for a series of **MOVE** commands. In **MOVE** mode, after each move is completed, ThinkTank displays the **MOVE Command Menu** again instead of returning to Top Level. (Command key **M**)
- * **ESCAPE:** Cancels or concludes the **MOVE** command and returns to Top Level. (Command key **ESC**)

The command prefix determines how far ThinkTank will move the outline in the direction you specify. Enter it just before selecting an option from the menu.

Command key:	N
Command prefix:	Varies
Locations:	Main Command Menu FILES Command Menu
See also:	EDIT; FILES; EXISTS

The **NEW** command on the Main Command Menu allows you to add material to an outline. You specify its type and location by selecting an option from the **NEW Command Menu**. The options are:

- 161-

- * **ESCAPE:** Cancels or concludes the **NEW** command and returns to Top Level. (Command key **ESC**)

The command prefix determines how far from the bar cursor headline the new headline will be in the specified direction. Enter it just before selecting an option from the menu. While you enter the new material, you can use the left arrow key to backspace and correct.

Headlines are limited to the width of the screen and are completed by pressing **RETURN**. Paragraphs are limited to 2048 characters and are automatically adjusted by ThinkTank so that you do not have to press **RETURN** at the end of each line. Paragraphs are completed by pressing **ESC**. If you exceed the limit, ThinkTank will display the message **NO ROOM FOR LAST KEYSTROKE!** See the error messages section for suggested courses of action.

You can use ThinkTank's text editors to edit new material as you enter it. When you press **ESC** to complete a paragraph, ThinkTank gives you a chance to revise it with the paragraph editor before saving it. You can edit headlines through an additional option that appears on the **NEW** Command Menu in **NEW** mode:

- * **EDIT:** Allows you to modify headlines with the headline editor. (Command key **E**)

The **NEW/MODE/EDIT** option lets you edit new headlines -- and even move around your outline -- without leaving **NEW** mode. See the **EDIT** listing for further information.

(2) CREATING A NEW OUTLINE

ThinkTank displays the **FILES** Command Menu after you have selected the **FILES** command and closed your current outline, or when you start up the program. Select **NEW** to tell ThinkTank that you want to create a new outline. If you plan to store the new outline on a floppy disk, you must format it first (see Appendix C).

An outline must fit on a single disk. You can store as many outlines on a hard disk as will fit, but only one on a floppy disk. (See Chapter 5 for a way of circumventing this limit.)

ThinkTank's response to the **FILES/NEW** command depends on your disk configuration. You can use the **UTILITIES/DISK** command to change your disk configuration.

1. Two Floppy Disk Drives

If you have two floppy disk drives and do not have a hard disk drive, the procedure is very simple. ThinkTank responds to the **FILES/NEW** command with the message:

PRESS (SPACEBAR)
AFTER INSERTING DISK IN DRIVE2

Insert your new data disk in Drive 2 and press the **space bar**. If the disk is not blank, ThinkTank gives you one last chance to save the information on it. It creates the new outline once you confirm that you want to do so.

2. Three or More Floppy Disk Drives

If you have more than two floppy disk drives but no hard disk drive, ThinkTank responds to the **FILES/NEW** command by displaying the NEW FILE Menu. The options correspond to the drives on which you can create the new outline. The procedure is similar to selecting **SPECIFY** from the EXISTING FILE Menu when opening an existing outline.

Insert your new data disk in the drive you choose and select the drive from the menu. If the disk is not blank, ThinkTank gives you one last chance to save the information on it. It creates the new outline once you confirm that you want to do so.

3. Hard Disk Systems

If your computer system has a hard disk, you may create the new outline on any disk drive on your system, hard or floppy. However, if you are running ThinkTank from a floppy disk,

you may not create the new outline on the drive that contains the THINKTANK PROGRAM DISK. The disk you choose must contain enough free space to store the new outline.

ThinkTank responds to the **FILES/NEW** command by asking for the name of the new outline file. The procedure is similar to selecting **ENTER** from the EXISTING FILE Menu when opening an existing outline. The file name consists of two parts:

1. the drive, which may be either a PASCAL device number or a volume name; and
2. the file name, which can be up to 12 characters long (not counting any required directory names). ThinkTank will append the suffix **.DB** to the name to distinguish it as an outline.

See Appendix B for a review of PASCAL devices, volumes, and file naming conventions.

Enter the drive and file name. If you plan to store the new outline on a floppy disk, insert it in the drive you specified.

ThinkTank now asks how many 512-character blocks to allocate to the file. The standard (default) file size is 250 blocks (about 20 typed pages), which is convenient for floppy disks and more than enough for most ThinkTank outlines. However, you may reserve any number of blocks between 2 (a few lines) and 4096 (a 300-page book) as long as you have enough room on your disk. When in doubt, overestimate the size of your file since it's better to have excess space than to run out. Once you select a file size, ThinkTank will create the new outline.

NOSAVE Port format settings are temporary**Command key:** N**Command prefix:** No**Location:** EXIT SETTINGS Command Menu (PORT command)**See also:** PORT; SAVE

When you PORT an outline in FORMATTED style, ThinkTank gives you a chance to review and change the 16 format settings that control the appearance of your ported outline. If you make changes, ThinkTank displays the EXIT SETTINGS Command Menu which allows you to save your new settings as the standard (default) format settings if you wish. If you select NOSAVE, however, ThinkTank will not save your new settings; they will affect the current port only.

OUTLINE Delete bar cursor outline**Command key:** O**Command prefix:** No**Location:** DELETE Command Menu**See also:** DELETE; RESTORE

The DELETE/OUTLINE command tells ThinkTank to delete the bar cursor outline -- the bar cursor headline and all sub-headings and paragraphs that are beneath it. You may restore the outline later with the DELETE/RESTORE command.

PAGE	Move to another page of text
-------------	-------------------------------------

Command key:	CTRL-P
Command prefix:	No
Location:	EDIT Command Menu (Paragraph Editor)
See also:	EDIT

If you are editing a paragraph that occupies more than one page (screen) of text, you can use the **PAGE** command to display another page and move the flashing cursor to it. When you select this command, ThinkTank displays a graphic representation of the location of the flashing cursor in the paragraph. The **down** or **right arrow** key moves to the next page of the paragraph, while the **up** or **left arrow** key moves to the previous page. You can press **ESC** or give any other editing command to return to the Top Level of the paragraph editor.

PARAGRAPH	Add, edit, expand, collapse, or delete a paragraph
------------------	---

Command key:	P
Command prefix:	No
Location:	Varies
See also:	NEW; EDIT; EXPAND; COLLAPSE; DELETE

The **PARAGRAPH** option, which appears on several ThinkTank menus, signifies that the command that is currently being executed should refer only to the paragraph or paragraphs under the bar cursor headline.

When you select **PARAGRAPH** from the **NEW** Command Menu, it means that you want to add a paragraph directly beneath the bar cursor headline. ThinkTank will give you a chance to edit the paragraph after you enter it.

When you select **PARAGRAPH** from the EDIT ENTRY Menu, it means that you want to edit the paragraph directly beneath the bar cursor headline.

When you select **PARAGRAPH** from the EXPAND or COLLAPSE Command Menu, it means that you want to expand or collapse only the paragraph under the bar cursor headline, not the sub-headings.

When you select **PARAGRAPH** from the DELETE Command Menu, it means that you want to delete only the paragraph directly under the bar cursor headline, not the subheadings. Use extra caution when deleting a paragraph, since a deleted **PARAGRAPH**, unlike a deleted **OUTLINE**, cannot be restored.

<u>PERCENT</u>	<u>Display percent of space available</u>
Command key:	%
Command prefix:	No
Location:	Top Level

Allows you to monitor your use of computer memory and disk space. If you approach the limits of internal memory you should collapse part of the outline that you don't currently need to see. If you approach the limits of your disk you may delete portions of your outline that are no longer needed, port the outline to a disk with more space, or split the outline into two or more parts.

<u>PLAIN</u>	<u>Port according to minimal format settings</u>
Command key:	P
Command prefix:	No
Location:	PORT STYLE Menu (PORT command)
See also:	PORT

When you print an outline or port it to a text file, ThinkTank displays the PORT STYLE Menu which allows you to choose among three standard ways of organizing your ported material. Different output styles are suitable for different purposes. **PLAIN** style is used primarily in porting the paragraphs of an outline to a text file that will subsequently be edited with a PASCAL-compatible word processor. It arranges your outline according to a set of minimal format settings which are listed in Table R-1 and described in detail under **FORMATTED**. The minimal formats suppress headlines, margins, table of contents, and page breaks. Once you've chosen **PLAIN** style, you can go on to print or port the outline.

Table R-1
Minimal Port Format Settings

#	Format	Minimal (PLAIN) Setting
1	Line Spacing	SINGLE
2	Left Margin	0
3	Right Margin	79
4	Page Length	10000
5	Indentation	FLAT
6	Indentation Amount	0
7	Headline Depth	0
8	Paragraph Depth	10000
9	Section Numbers	NO
10	Table of Contents	NO
11	Table of Contents Depth	0
12	Page Headers	NO
13	Page Footers	NO
14	Pause at New Page	NO
15	Number of Copies	1
16	Printer Initialization Message	---*

* If an initialization message has been entered as a default format setting, **PLAIN** style uses it.

PORT	Print or port a ThinkTank outline
-------------	--

Command key:	P
Command prefix:	No
Location:	Main Command Menu

You can use the **PORT** command to print an outline, transfer information from one outline to another, back up outlines, and send outlines to another ThinkTank user. **PORT** is more of a process than it is a command. ThinkTank leads you through the menus and prompts in which you specify **which** information is transferred **where** and in **what form**. This entry provides an overview of the process; see the listing under each option for further details.

PORT operates on the **bar cursor outline** -- the bar cursor headline and all material beneath it. The first step in porting is to move the bar cursor to the top of the outline you want to port.

When you select **PORT**, ThinkTank displays the **PORT DEVICE Menu**, from which you select where to port. The options are:

- * **PRINTER:** Select this option to print an outline.
(Command key **P**)
- * **TEXTFILE:** Select this option to transfer (copy) an outline to a text file or a text file into an outline. If you want to transfer part of one outline into another, you must use a text file as an intermediary. (Command key **T**)
- * **ESCAPE:** Cancels the **PORT** command and returns to Top Level. (Command key **ESC**)

If you select **PORT/TEXTFILE**, you can choose whether to port material into or out of your current outline with the **PORT DIRECTION Menu**. The options are:

- * **SEND:** Transfers (copies) the bar cursor outline to a PASCAL text file. The disk on which you store the file must be formatted for the PASCAL operating system (see Appendix C). (Command key S)
- * **RECEIVE:** Transfers (copies) a text file into a ThinkTank outline, directly below the bar cursor headline. (Command key R)
- * **ESCAPE:** Cancels the **TEXTFILE** selection and returns to the PORT DEVICE Menu, where you can select a different device. (Command key ESC)

If you are printing an outline or sending it to a text file, you can select the style of the ported material with the **PORT STYLE Menu**. Different styles are suitable for different purposes. The options are:

- * **STRUCTURED:** Used primarily in porting an outline to a text file; rarely printed. **STRUCTURED** style contains information about the organization of the outline. Hard to read, but ideal for backing up an outline, transferring material from one outline to another, and sending an outline to another ThinkTank user. With certain exceptions noted below, **STRUCTURED** is the only port style that ThinkTank itself can read. (Command key S)
- * **PLAIN:** Used primarily in porting the paragraphs of an outline to a text file that will subsequently be edited with a PASCAL-compatible word processor. **PLAIN** style arranges your outline material according to a set of **minimal format settings** (see listing under **PLAIN**). (Command key P)
- * **FORMATTED:** Used primarily in printing an outline because it lets you control the appearance of your document. **FORMATTED** style arranges your outline according to 16 format settings described in the listing under **FORMATTED**. You may choose the standard (default) settings or set them yourself. If you need even more control, port your outline to a text file and edit it with a word processor. (Command key F)

- * **ESCAPE:** Cancels the style selection process and returns to the previous menu (PORT DIRECTION or PORT DEVICE). (Command key ESC)

The last step is actually to print or port the document. If you are printing, make sure your printer is properly connected and the power is turned on. (There's no way for ThinkTank to warn you or continue if it's not.) Then press the space bar to begin printing. You can interrupt it by pressing ESC.

If your computer can display both upper- and lowercase letters, ThinkTank will print your outline pretty much as it appears on your screen. However, if it can only display uppercase (capital) letters, ThinkTank will enhance your paragraphs by capitalizing the first letter of each sentence, printing all other letters lowercase. You can capitalize any other letter by preceding it with a backslash ("\") and any series of letters by surrounding them with carets ("^"). See Box 4-1 for further information.

If you are porting material to or from a text file, ThinkTank will prompt you to enter the name of the file. The file name consists of two parts:

1. the drive, which may be either a PASCAL device number or a volume name; and
2. the file name, which can be up to 10 characters long (not counting any required directory names). ThinkTank will append the suffix **.TEXT** to the name to distinguish it as a text file.

See Appendix B for a review of PASCAL devices, volumes, and file naming conventions.

Enter the drive and file name. If your computer system consists of two floppy disk drives, you will probably need to temporarily replace the THINKTANK PROGRAM DISK with the disk for your text file. ThinkTank gives you a chance to change disks and asks you whether you have done so. It begins the port when you answer this prompt. See Chapter 5 for a summary of the text file porting process with two floppy disk drives.

Within certain constraints you can port a text file that's not organized in **STRUCTURED** style into a ThinkTank outline. This is especially useful for transferring a document created with a PASCAL-compatible word processor into ThinkTank. Details are provided in a ThinkTank **technical note** described in Appendix D.

PRINTER	<u>Print bar cursor outline</u>
Command key:	P
Command prefix:	No
Location:	PORT DEVICE Menu (PORT command)
See also:	PORT

When you give the **PORT** command, ThinkTank displays the **PORT DEVICE** Menu which allows you to choose whether to print the bar cursor outline or to transfer it to or from a text file. Choose **PRINTER** to print it. When you reach the end of the **PORT** options, make sure your printer is properly connected and the power is turned on. (There's no way for ThinkTank to warn you or continue if it's not.) Then press the **space bar** to begin printing. You can press **ESC** to stop at any time.

If your computer can display both upper- and lowercase letters, ThinkTank will print your outline pretty much as it appears on your screen. However, if it can only display uppercase (capital) letters, ThinkTank will enhance your paragraphs by capitalizing the first letter of each sentence, printing all other letters lowercase. You can capitalize any other letter by preceding it with a backslash ("\") and any series of letters by surrounding them with carets ("^"). See Box 4-1 for further information.

PROMOTE	<u>Promote subheadings of bar cursor headline</u>
----------------	--

Command key:	P
Command prefix:	Yes
Location:	Secondary Command Menu

Promotes subheadings to the same level as the bar cursor headline. The command prefix determines how many levels of subheadings are promoted (one if not given).

QUIET	<u>Quiet speaker</u>
--------------	-----------------------------

Command key:	CTRL-Q
Command prefix:	No
Location:	Anywhere

ThinkTank uses audible tones, clicks, and squawks to alert you to certain events or conditions. The **QUIET** command eliminates these sounds. To reactivate them, give the **QUIET** command again.

READ Read through an outline


Command key:	RETURN
Command prefix:	No
Location:	Top Level
See also:	EXPAND

When you press **RETURN** at Top Level, ThinkTank expands the first level of subheadings under the bar cursor headline. If there are none, or if they are already expanded, it expands the paragraph under the headline. If there is no paragraph, or if it is already expanded, ThinkTank moves to the next headline and tries again. You can use **RETURN** as a "reading key" to read progressively through an outline.

RECALL	Recall last pattern or file name
	entered

Command key:	CTRL-E
Command prefix:	No
Location:	File name or pattern prompt

ThinkTank always keeps a record of the most recent search pattern or file name you entered. When prompted for another pattern or name, you can redisplay it with the **RECALL** command.



RECEIVE	<u>Port a text file into an outline</u>
Command key:	R
Command prefix:	No
Location:	PORT DIRECTION Menu (PORT command)
See also:	PORT

When you give the **PORT/TEXTFILE** command, ThinkTank displays the PORT DIRECTION Menu which allow you to choose the direction in which information is to be transferred. Select **RECEIVE** to transfer (copy) a text file into a ThinkTank outline, directly below the bar cursor headline (or, if the bar cursor is at the summit, directly to the right).

The **RECEIVE** option ordinarily assumes that the text file is arranged in **STRUCTURED** style. However, within certain constraints you can port a text file not organized in **STRUCTURED** style into an outline. This is especially useful for transferring a document created with a PASCAL-compatible word processor into ThinkTank. Details are provided in a ThinkTank technical note described in Appendix D.

You can use **PORT/TEXTFILE** to transfer an outline between two different kinds of computers. However, certain incompatibilities may cause problems. For example, when transferring from a computer that can display 80 characters on a line to one that can only display 40, ThinkTank will truncate headlines to 40 characters when it **RECEIVES** the text file. The best way to avoid this problem is to restrict headlines to 40 characters when you anticipate porting the outline to a 40-character computer.

<u>RE-ENTER</u>	<u>Re-enter bar cursor headline</u>
------------------------	--

Command key:	;
Command prefix:	No
Location:	Top Level

Erases the text of the bar cursor headline and prompts you to enter a new one. Pressing **ESC** will restore the original headline.

<u>RESTORE</u>	<u>Restore last deleted outline</u>
-----------------------	--

Command key:	R
Command prefix:	No
Location:	DELETE Command Menu
See also:	DELETE

The **DELETE/RESTORE** command tells ThinkTank to redisplay the last outline you deleted, directly below the bar cursor headline. It is especially valuable if you accidentally deleted the outline or if you want to restore it in a different place.

RETURN	<u>Return to previous command, activity, or outline</u>
---------------	--

Command key:	R
Command prefix:	No
Location:	Varies
See also:	EXIT

If you have interrupted a command or activity, the **RETURN** command allows you to resume it. For example, suppose you give the **FILES** command to switch to a different outline. ThinkTank displays the **CLOSE** Command Menu which allows you to close the current outline. If you change your mind, however, you can choose **RETURN** and go back to the current outline. **RETURN** is essentially the opposite of **EXIT**.

Don't confuse the **RETURN** command with the **RETURN** key.

RIGHT	<u>Move bar cursor right</u>
--------------	-------------------------------------

Command key:	R
Command prefix:	Yes
Location:	Top Level
See also:	DIRECTION COMMANDS

If the current headline has been expanded, **RIGHT** moves the bar cursor to its first subheading, one level deeper. The command prefix tells ThinkTank how many levels to move.

RIGHT ARROW	<u>Move bar, menu, or flashing cursor</u>
--------------------	--

Command key:	->
Command prefix:	At Top Level only
Location:	Varies
See also:	ARROW KEYS

At Top Level, moves the bar cursor to the next visible headline. The command prefix tells ThinkTank how many headlines to move.

When a menu is displayed, moves the menu cursor to the next option.

In the paragraph editor, moves the flashing cursor one character to the right.

SAVE	<u>Save changes on disk</u>
-------------	------------------------------------

Command key:	S
Command prefix:	No
Location:	Varies
See also:	NOSAVE; UNDO

When you finish editing a paragraph or making changes to ThinkTank's port format settings, command keys, or SPECIALIST Command Menu, ThinkTank gives you a chance to change your mind before saving the changes on your disk. Select the **SAVE** option to tell ThinkTank that you want to go ahead and save the changes, erasing the old paragraph or settings. If you decide not to save them, you can select **UNDO** to restore the original version or (with the port format settings) **NOSAVE** to cause the changes to remain in effect for this port only.

SEARCH	Search for a pattern
Command key:	S
Command prefix:	Yes
Location:	KEYWORD Command Menu
See also:	KEYWORD

When you give the **KEYWORD/SEARCH** command, ThinkTank prompts you for a search pattern. It then examines the headlines and paragraphs beneath the bar cursor headline to find it, ignoring the case (upper or lower) of the letters that you entered. After each match you can stop looking or tell ThinkTank to continue the search. You can set a command prefix to limit the search to a certain number of levels beneath the bar cursor headline.

<u>SELECT</u>	<u>Work with a block of text</u>
Command key:	CTRL-S
Command prefix:	No
Location:	EDIT Command Menu (Paragraph Editor)
See also:	EDIT

Enables you to manipulate a whole block of text in a paragraph, as opposed to individual characters. The options on the SELECTION Command Menu, which is displayed when you choose **SELECT**, allow you to select the block (identify it for ThinkTank) and copy, delete, or move it. Among the possible options, only the ones that are currently available appear on the menu:

- * **START:** Begins a new selection at the flashing cursor and enters **SELECT** mode. Once you start a selection, you define it by moving the cursor to another position. (Command key **CTRL-S**)
- * **FINISH:** Concludes **SELECT** mode and defines the selection as currently shown. (Command key **CTRL-S**)
- * **UNDO:** Terminates **SELECT** mode and cancels the current selection, resulting in no selection. (Command key **CTRL-N**)
- * **DELETE:** Concludes **SELECT** mode and deletes the current selection. (Command key **CTRL-D**)
- * **COPY:** Makes a copy of the current selection at the flashing cursor. Maintains the current selection and (unless the cursor lies within it) concludes **SELECT** mode. (Command key **CTRL-C**)
- * **ESCAPE:** Maintains the current selection (if there is one) and returns to the Top Level of the text editor. (Command key **ESC**)

See the reference guide listing under each option for further information.

You can give all of the commands on the SELECTION Command Menu by pressing their command keys at the Top Level of the paragraph editor. Thus, if no text is currently selected, you can press **CTRL-S** from Top Level to **START** a selection. Once you have started a selection, you can press **CTRL-S** again to **FINISH** it, **CTRL-N** to **UNDO** it, **CTRL-D** to **DELETE** it, or **CTRL-C** to **COPY** it.

Once you've started a selection, any flashing cursor movement redefines it. You can move by character, by line, by word, by page, or to the top or bottom. Pressing **ESC**, or giving any command that changes the text, cancels the selection. In other words, once you've started a selection, **Think-Tank** wants you to do something with it before you do anything else. You should avoid inserting text or using **INSERT**, **BACKSPACE**, **TYPEOVER**, or **XCHANGE** while in **SELECT** mode.

Although the SELECTION Command Menu has no **MOVE** option, you can move blocks of text around a paragraph with three simple steps:

1. **SELECT** the text you want to move.
2. Move the flashing cursor to the position to which you want to move the selection and **COPY** it there.
3. **DELETE** the original selection.

SEND **Port bar cursor outline to a text file**

Command key: S

Command prefix: No

Location: PORT DIRECTION Menu (PORT command)

See also: PORT

When you give the **PORT/TEXTFILE** command, ThinkTank displays the PORT DIRECTION Menu which allows you to choose the direction in which information is to be transferred. Select **SEND** to transfer (copy) the bar cursor outline to a PASCAL text file. The disk on which you store the file must be formatted for the PASCAL operating system (see Appendix C).

SPACE **Reposition the screen window**

Command key: Space bar

Command prefix: Yes

Location: Top Level

See also: WINDOW

Adjusts the screen window to display as much of the bar cursor outline as possible. Successive **SPACE** commands continue to move the text horizontally across the screen, "bouncing" back when the bar cursor headline hits the edge of the screen. You can use a command prefix to give several **SPACE** commands at once; however ThinkTank will stop after one "bounce."

SPECIAL	Select special features
Command key:	/
Command prefix:	No
Location:	Secondary Command Menu
See also:	MENU

ThinkTank can be used in conjunction with a variety of other programs and commands which are listed on the **SPECIALIST Command Menu** and displayed with the **SPECIAL** command. For example, in some versions of ThinkTank the **SPECIALIST Command Menu** contains commands to format, copy, and list the contents of a floppy disk. When you select a **SPECIALIST** command, ThinkTank closes your outline and executes the command.

You can add commands to the **SPECIALIST Menu** with the **UTILITIES/MENU** command. However, this is a complex matter that should normally be attempted only by advanced users. See Chapter 5 and the **MENU** listing for further information.

SPECIFY	Enter drive number of outline to open
Command key:	S
Command prefix:	No
Locations:	EXISTING FILE Menu (FILES/EXISTS) FILES/NEW (floppy disk systems with more than two drives only)
See also:	FILES; EXISTS; NEW

If you give the **FILES/EXISTS** command (or start up ThinkTank and choose **EXISTS**) and you have a floppy disk system with three or more drives, ThinkTank displays the **EXISTING FILE Menu**. The **SPECIFY** option allows you to select the number of the drive that contains your outline.

If you give the **FILES/NEW** command (or start up ThinkTank and choose **NEW**) and you have a floppy disk system with three or more drives, ThinkTank displays the **NEW FILE** Menu which allows you to select the drive number for your new outline. This is the equivalent of **FILES/EXISTS/ENTER** for **FILES/NEW**.

If you have a hard disk system, see the parallel command **ENTER**.

START Begin new selection at flashing cursor

Command key: **CTRL-S**

Command prefix: **No**

Location: **SELECTION Command Menu (Paragraph Editor)**

See also: **SELECT**

Enters **SELECT** mode and begins a new selection at the flashing cursor. Once you start a selection, you define it by moving the cursor to another position. **START** does not appear on the **SELECTION Command Menu** if you have already started a selection. You can also give the **START** command by pressing **CTRL-S** from the Top Level of the paragraph editor.

Once you've started a selection, any flashing cursor movement redefines it. You can move by character, by line, by word, by page, or to the top or bottom. Pressing **ESC**, or giving any command that changes the text, cancels the selection. In other words, once you've started a selection, **ThinkTank** wants you to do something with it before you do anything else. You should avoid inserting text or using **INSERT**, **BACKSPACE**, **TYPEOVER**, or **XCHANGE** while in **SELECT** mode.

STRUCTURED	Port in a style that ThinkTank can read
Command key:	S
Command prefix:	No
Location:	PORT STYLE Menu (PORT command)
See also:	PORT

When you print an outline or port it to a text file, ThinkTank displays the PORT STYLE Menu which allows you to choose among three standard ways of organizing your ported material. Different output styles are suitable for different purposes. **STRUCTURED** style contains information about the organization of the outline. It is used primarily in porting to and from a text file, including backing up an outline, sending an outline to another ThinkTank user, and transferring material from one outline to another. (Since you can't transfer material directly from one ThinkTank outline to another, you can use a **STRUCTURED** text file as an intermediary.)

<u>TEXTFILE</u>	<u>Port to or from a text file</u>
Command key:	T
Command prefix:	Yes
Location:	PORT DEVICE Menu (PORT command)
See also:	PORT

When you give the **PORT** command, ThinkTank displays the PORT DEVICE Menu which allows you to choose whether to print the bar cursor outline or transfer (copy) it to or from a PASCAL text file. Choose **TEXTFILE** to port to or from a text file. ThinkTank will continue by asking you which direction to transfer the material.

Text files are useful because ThinkTank's special format for storing an outline cannot be read by most other programs or incorporated directly into another outline. Text files are not outline files; they have a standard format which can be read by ThinkTank as well as by other programs and computers that use the PASCAL operating system. Thus the **TEXTFILE** option is useful for making a backup copy of an outline, editing outline material with a PASCAL-compatible word processor, and sending an outline to another ThinkTank user. You can also use a text file as an intermediary when transferring information from one outline to another.

If you are porting a text file into an outline, ThinkTank normally assumes that it is arranged in **STRUCTURED** style. Within certain constraints, however, you can port a text file that's not organized in **STRUCTURED** style into a ThinkTank outline. This is especially useful for transferring a document created with a PASCAL-compatible word processor into ThinkTank. Details are provided in a ThinkTank **technical note** described in Appendix D.

You can use **PORT/TEXTFILE** to transfer an outline between two different kinds of computers. However, certain incompatibilities may cause problems. For example, when transferring from a computer that can display 80 characters on a line to one that can display only 40, ThinkTank will truncate head-

lines to 40 characters when it receives the text file. The best way to avoid this problem is to restrict headlines to 40 characters when you anticipate porting the outline to a 40-character computer.

<u>TYPEOVER</u>	<u>Type over existing text</u>
Command key:	CTRL-T
Command prefix:	No
Location:	EDIT Command Menu (Paragraph Editor)
See also:	EDIT

In ThinkTank's paragraph editor, typing a character normally inserts it in your text at the flashing cursor. Giving the **TYPEOVER** command puts you in TYPEOVER mode where each character you type **replaces** the character at the flashing cursor. If you are accustomed to working on a typewriter or on some kinds of word processors, you may find TYPEOVER mode to be more natural than standard insertion mode.

Except for **INSERT** and **SELECT**, which terminate TYPEOVER mode and enter other modes, all of the editing commands operate in TYPEOVER mode just as they do elsewhere. You can exit from TYPEOVER mode by pressing **ESC**.

<u>UNDO</u>	<u>Restore original or cancel selection</u>
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Command keys:	U or CTRL-N
Command prefix:	No
Location:	Varies
See also:	SAVE; SELECT

When you finish editing a paragraph or modifying ThinkTank's command keys or SPECIALIST Command Menu, ThinkTank gives you a chance to change your mind before saving the changes on your disk. Selecting the **UNDO** option (command key **U**) tells ThinkTank that you want to restore the original paragraph or settings **without** saving the changes.

In the paragraph editor, **UNDO** (command key **CTRL-N**) appears on the **SELECTION** Command Menu once you've begun a selection. The **UNDO** option terminates **SELECT** mode and cancels the current selection. You can also give the **UNDO** command by pressing **CTRL-N** from the Top Level of the paragraph editor.

<u>UP</u>	<u>Move bar cursor up</u>
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Command key:	U
Command prefix:	Yes
Location:	Top Level
See also:	DIRECTION COMMANDS

Moves the bar cursor to the next headline above its current position at the same level of the outline. The command prefix tells ThinkTank how many headlines to move.

UP ARROW **Move bar or flashing cursor up****Command keys:** **Up arrow and CTRL-O****Command prefix:** **At Top Level only****Locations:** **Top Level; Paragraph Editor****See also:** **ARROW KEYS**

At Top Level, moves the bar cursor to the previous visible headline. The command prefix tells ThinkTank how many headlines to move.

In the paragraph editor, moves the flashing cursor one line up.

UTILITIES **Reconfigure ThinkTank****Command key:** **U****Command prefix:** **No****Location:** **Secondary Command Menu**

The **UTILITIES** command allows you to change some of ThinkTank's command keys, tell ThinkTank about your disk drives, and change the **SPECIALIST** Command Menu. The **UTILITIES Command Menu** contains the following options:

- * **KEYS:** Select this option to reconfigure ThinkTank's action or editor command keys. Since this operation may override the command keys described in this manual, it should only be attempted by advanced users. (Command key K)
- * **DISK:** Select this option to tell ThinkTank about your disk drives. ThinkTank uses this information to tailor the **FILES** process to your disk configuration. (Command key D)

- * **MENU:** Select this option to revise the SPECIALIST Command Menu. This operation should only be attempted by advanced users. (Command key **M**)
- * **ESCAPE:** Cancels the UTILITIES command and returns to Top Level.

See the reference guide listing under each option for further information.

VISI	Scroll window to reveal bar cursor
Command key:	V
Command prefix:	No
Location:	WINDOW Command Menu
See also:	WINDOW

When you use the **WINDOW** command to fine-tune the window position, the bar cursor stays on its original headline. If you scroll the text far enough, the bar cursor may scroll off the screen. Use the **VISI** option to scroll back to it.

WINDOW	<u>Fine-tune the window position</u>
Command key:	W
Command prefix:	Yes
Location:	Main Command Menu
See also:	SPACE

Your computer screen serves as a "window" on your outline. You can adjust it with the **WINDOW** command, which displays the **WINDOW Command Menu**. The options are:

- * **UP:** Moves text up on the screen. (Command key **U**)
- * **DOWN:** Moves text down on the screen. (Command key **D**)
- * **LEFT:** Moves text to the left. (Command key **L**)
- * **RIGHT:** Moves text to the right. (Command key **R**)
- * **VISI:** If the bar cursor headline is not visible on the screen, moves the window to reveal it. (Command key **V**)
- * **EXIT:** Cancels or concludes the **WINDOW** command and returns to Top Level. (Command key **ESC**)

The command prefix determines the number of spaces or lines the text is moved on the screen (one if not given).

Since **WINDOW** commands are most often executed consecutively, ThinkTank redisplayes the **WINDOW Command Menu** after executing one instead of returning to Top Level. To return the Top Level, use the **EXIT (ESC)** option.

WORD LEFT	Move flashing cursor one word left
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Command key:	CTRL-L
Command prefix:	No
Location:	Paragraph Editor
See also:	EDIT; WORD RIGHT

Moves the flashing cursor to the last letter of the previous word.

WORD RIGHT	Move flashing cursor one word right
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Command key:	CTRL-R
Command prefix:	No
Location:	Paragraph Editor
See also:	EDIT; WORD LEFT

Moves the flashing cursor to the first letter of the next word.

XCHANGE	Replace one pattern with another
Command key:	X or CTRL-X
Command prefix:	Varies
Location:	KEYWORD Command Menu EDIT Command Menu (Paragraph Editor)
See also:	KEYWORD; EDIT

When you give the **KEYWORD/XCHANGE** command (command key **X**), ThinkTank prompts you for a **search pattern** and a **replacement pattern**. It then examines the headlines and paragraphs beneath the bar cursor headline and replaces all instances of the search pattern with the replacement pattern. **Instances must match the search pattern by character and case (upper and lower)**. You can set a command prefix to limit the replacement to a certain number of levels beneath the bar cursor headline.

When you select **XCHANGE** (command key **CTRL-X**) from the **EDIT Command Menu** in the paragraph editor, ThinkTank displays the **XCHANGE Command Menu** which gives you two ways of replacing patterns. The options are:

- * **BROWSE:** Stops at each occurrence of the search pattern and lets you choose whether to replace. (Command key **CTRL-X**)
- * **ALL:** Replaces all occurrences of the search pattern from the flashing cursor to the end of the paragraph. (Command key **CTRL-A**)
- * **ESCAPE:** Cancels or concludes the **XCHANGE** command and returns to the Top Level of the paragraph editor. (Command key **ESC**)

Occurrences must match the search pattern by character and case. See the reference guide listings under these options for further information.

You can also give the commands on the XCHANGE Command Menu by pressing their command keys at the Top Level of the paragraph editor. In effect, **XCHANGE** has two command keys at Top Level: **CTRL-X** for **XCHANGE/BROWSE** and **CTRL-A** for **XCHANGE/ALL**. In addition, you can press **CTRL-A** to give the **XCHANGE/ALL** command while browsing.

ERROR MESSAGES

ThinkTank's menus and prompts guide you easily through the program and minimize the chance of error. Occasionally, however, you may misunderstand an option, press a key inadvertently, or tell ThinkTank to do something it can't. When this happens, ThinkTank generally displays an error message to help you identify and correct the problem. This section lists all ThinkTank error messages and suggests what to do if they occur. If you need further assistance, contact your dealer or Living Videotext.

Bad Disk in Drive n!

Where It May Occur: SPECIAL/DISK-MANAGER/COPY

Possible Causes: ThinkTank's disk manager (not provided on all versions of ThinkTank) had trouble copying your disk. The message tells you which disk was the problem. It may be defective.

Suggested Solutions: Make sure the problem disk is properly inserted in its drive. If it was in Drive 2, reformat it or try another disk. **Don't rely on the disk you copied to;** the copy is probably inaccurate.

Can't Create That Outline!

Where It May Occur: FILES/NEW

Possible Causes: ThinkTank can't create the outline you asked it to create. There are several reasons why this may occur. Problems 1-3 may occur on systems that include floppy disk drives, while problems 4-6 may occur on hard disk systems.

1. **Inaccessible disk.** There is no data disk in the drive, it is improperly inserted, or the door of the drive is open. **Suggested solutions:** Make sure your data disk is inserted properly in the correct drive.

2. **Unformatted disk.** Your data disk is not formatted for the PASCAL operating system. **Suggested solution:** Format the disk as described in Appendix C.
3. **Write-protected disk.** The write-protect notch on your data disk is covered by a tab, preventing ThinkTank from storing information on it. **Suggested solutions:** If it's OK for ThinkTank to erase any information on the disk, remove the tab. If it's not, use a different disk.
4. **Incorrect device.** The file name you entered was not correctly prefixed by the PASCAL device number or volume name of the data disk. **Suggested solution:** Identify the device on which the file will be created. For a review of PASCAL devices, see Appendix B.
5. **Insufficient space.** Your data disk does not have enough unused space to create the file. **Suggested solutions:** You may (a) allocate a smaller number of blocks to the file; (b) remove or transfer files from your data disk; or (c) use a disk with more free space.
6. **Duplicate name.** Your data disk already contains a file with the name you entered. In this case, ThinkTank displays the message:

FILE EXISTS, REMOVE IT?
PRESS "Y" FOR YES, "N" FOR NO

Suggested solutions: If you want ThinkTank to replace the existing file with the new one, type Y. If you want to retain the existing file, type N and give the new file a different name.

Can't Do a MOVE at Summit!

Where It May Occur: COPY; DELETE; MOVE; PROMOTE

Possible Causes: You must have one and only one headline at the highest level (summit) of an outline. ThinkTank will not let you delete this headline or create another.

Suggested Solutions: Organize your outline beneath the summit headline. If you wanted to create several headlines at this level, make them second-level headlines beneath the summit. If you wanted to copy the entire outline, copy all of its second-level headlines instead.

Can't Do a NEW at Summit!

Where It May Occur: NEW

Possible Causes: You must have one and only one headline at the highest level (summit) of an outline. ThinkTank will not let you delete this headline or create another.

Suggested Solutions: Organize your outline beneath the summit headline. Make the new headline a subheading of the summit, or use the RE-ENTER command to change the text of the summit headline.

Can't Format Disk!

Where It May Occur: SPECIAL/DISK-MANAGER/FORMAT or COPY

Possible Causes: ThinkTank's disk manager (not provided on all versions of ThinkTank) couldn't format the disk in Drive 2. It may be absent, write-protected, or defective.

Suggested Solutions: Check to make sure the disk is properly inserted. Remove the "write-protect tab" from the notch on the disk. Try a different disk.

Can't List This Disk!

Where It May Occur: SPECIAL/DISK-MANAGER/LIST

Possible Causes: ThinkTank's disk manager (not provided on all versions of ThinkTank) couldn't list the directory of the disk in Drive 2. It may be empty (formatted but without files), unformatted, formatted for a different operating system, defective, or absent.

Suggested Solutions: Make sure the disk is properly inserted in Drive 2. If you have another operating system, check whether it can read it. If you wish, you can use the **FORMAT** option to (re)format it.

Can't Load Required Intrinsic

Where It May Occur: Startup

Possible Causes: This message comes from PASCAL, not from ThinkTank. When you start up ThinkTank, the operating system looks for the file **SYSTEM.LIBRARY** on the disk or volume from which you started or loaded PASCAL (the "boot disk"). If it can't find the file or the volume, it displays this message.

Suggested Solutions: If you have a floppy disk system, you will see this message only if you have used a secondary method to start up ThinkTank. The simplest solution is to use an alternate method, preferably powering up or resetting your computer if those methods are available. If they aren't, the **SYSTEM.LIBRARY** file is included on the **THINKTANK PROGRAM DISK**. Either start up PASCAL from this disk, or put it on the disk from which you load PASCAL and make sure it is on your system when you start up ThinkTank.

If you have a hard disk system, make sure **SYSTEM.LIBRARY** is on your "boot disk." Copy it there from the **THINKTANK PROGRAM DISK**, or use the **SYSTEM.LIBRARY** file that comes with the PASCAL operating system.

Can't Move Cursor Up/Down/Left/Right!

Where It May Occur: Direction commands

Possible Causes: There's no visible headline to move the bar cursor to in the indicated direction.

Suggested Solutions: Check where you want to move; remember that the direction commands follow the structure of the expanded outline. You may have to use the **EXPAND** command to reveal the headline you want to move to.

Can't Open Textfile!

Where It May Occur: PORT/TEXTFILE/SEND

Possible Causes: ThinkTank couldn't create the text file you asked it to create.

Suggested Solutions: Make sure your disk is formatted and properly inserted in the drive. Check to see if it's defective or full. Try another disk.

Can't Open That Outline!

Where It May Occur: FILES/EXISTS

Possible Causes: ThinkTank can't open the outline you asked it to open. Perhaps you have not inserted the disk correctly, you have mistyped the name of the file, or the outline was created on an incompatible computer.

Suggested Solutions: Check to make sure the outline is available to your system and that you have properly told ThinkTank how to find it. If the outline was created on an incompatible computer, port it to a text file first.

Can't Open Last Outline

Where It May Occur: FILES/EXISTS/LAST

Possible Causes: You told ThinkTank to open the last outline you worked with, but it's not where you last used it.

Suggested Solutions: Use another option from the EXISTING FILE Menu to open the outline.

Can't Read from Options File!

Where It May Occur: Startup; FILES; PORT/FORMATTED; SPECIAL; UTILITIES

Possible Causes: The file TANKOPTIONS is stored on your THINKTANK PROGRAM DISK. It contains your disk and keystroke configurations, the standard port format settings, the options on the SPECIALIST Command Menu, and the name of the last outline you worked with. ThinkTank couldn't find this file.

Suggested Solutions: Depending on where you encounter this error, ThinkTank may resolve it by using a "contingency plan." For example, if it can't read your disk configuration, it assumes that your system consists of two floppy disk drives (you can change this as you wish). If it can't find the name of the last outline you worked with, you can use the FILES/EXISTS command to load it.

If you run ThinkTank from the THINKTANK PROGRAM DISK, make sure this disk is properly inserted. If you run from a hard disk, make sure the TANKOPTIONS file is available to your system. See the "Note on Disk Problems" at the end of this list.

Can't Save Translations to Disk!

Where It May Occur: UTILITIES/KEYS

Possible Causes: ThinkTank tried to save your new keystroke configurations on the disk but couldn't.

Suggested Solutions: Keystroke configurations are stored on the THINKTANK PROGRAM DISK in a file called TANKOPTIONS. Make sure the THINKTANK PROGRAM DISK is properly inserted and try saving them again. If you run ThinkTank from a hard disk, make sure the TANKOPTIONS file is available to your system. See the "Note on Disk Problems" at the end of this list.

Can't Write to Options File!

Where It May Occur: Exiting; FILES; PORT/FORMATTED; UTILITIES

Possible Causes: The file TANKOPTIONS is stored on your THINKTANK PROGRAM DISK. It contains your disk and keystroke configurations, the standard port format settings, the options on the SPECIALIST Command Menu, and the name of the last outline you worked with. When you exited from ThinkTank or changed some of this information, ThinkTank couldn't record it on your disk.

Suggested Solutions: If you were exiting from ThinkTank, use FILES/EXISTS to load in your outline the next time you use the program. If you were changing configurations or options, try again. Make sure the THINKTANK PROGRAM DISK is properly inserted. If you run ThinkTank from a hard disk, make sure the TANKOPTIONS file is available to your system. See the "Note on Disk Problems" at the end of this list.

Copy Requires a Selection

Where It May Occur: COPY (Paragraph Editor)

Possible Causes: You pressed **CTRL-C** to copy part of a paragraph, but no selection is defined. First you must identify the text you want to copy by selecting it.

Suggested Solutions: Press **CTRL-S** to **START** a selection, move the flashing cursor to define it, and press **CTRL-S** again to finish it. Then move the flashing cursor to the point at which you want to make the copy. Now press **CTRL-C**.

Disk Full!

Where It May Occur: Varies

Possible Causes: Your outline has filled all the allotted space on your disk.

Suggested Solutions: You have three choices:

1. Delete portions of your outline that are no longer needed.
2. Split the outline into two or more parts by using the **PORT** command to move some of it to another disk, or by copying the file to another disk and deleting duplicate portions.
3. If you have a hard disk drive, use the **PORT** command to move the outline to a disk with more space. (This technique will not work on a floppy disk system unless your drives have different capacities.)

We recommend using the **PERCENT** command to monitor your use of disk space.

Electronic Disk Failure!

Where It May Occur: Varies

Possible Causes: ThinkTank has found a problem with your disk drives. This is a hardware problem; it is not caused by program errors or defective disks.

Suggested Solutions: Ask your dealer to check out your computer system and service it if necessary.

Error Reading Menu!

Where It May Occur: SPECIAL

Possible Causes: ThinkTank had trouble reading the options on the SPECIALIST Command Menu from the THINKTANK PROGRAM DISK.

Suggested Solutions: The SPECIALIST options are stored on the THINKTANK PROGRAM DISK in a file called TANKOPTIONS. Make sure the THINKTANK PROGRAM DISK is properly inserted and try the SPECIAL command again. If you run ThinkTank from a hard disk, make sure the TANKOPTIONS file is available to your system. See the "Note on Disk Problems" at the end of this list.

Error Reading Menu from Disk!

Where It May Occur: UTILITIES/MENU

Possible Causes: ThinkTank had trouble reading the options on the SPECIALIST Command Menu from the THINKTANK PROGRAM DISK.

Suggested Solutions: The SPECIALIST options are stored on the THINKTANK PROGRAM DISK in a file called TANKOPTIONS. Make sure the THINKTANK PROGRAM DISK is properly inserted and try reading them again. If you run ThinkTank from a hard disk, make sure the TANKOPTIONS file is available to your system. See the "Note on Disk Problems" at the end of this list.

Error Writing Menu to Disk!

Where It May Occur: UTILITIES/MENU

Possible Causes: ThinkTank had trouble recording your new SPECIALIST Command Menu on the THINKTANK PROGRAM DISK.

Suggested Solutions: The SPECIALIST options are stored on the THINKTANK PROGRAM DISK in a file called TANKOPTIONS. Make sure the THINKTANK PROGRAM DISK is properly inserted and try saving them again. If you run ThinkTank from a hard disk, make sure the TANKOPTIONS file is available to your system. See the "Note on Disk Problems" at the end of this list.

Fully Expanded!

Where It May Occur: EXPAND

Possible Causes: You tried to expand a headline that had already been expanded.

Suggested Solutions: There may actually be information hidden beneath the expanded subheadings of the bar cursor headline. By default, the EXPAND command expands only one level of subheadings. To expand more levels, set a command prefix before selecting EXPAND.

Internal Error

Where It May Occur: Rare

Possible Causes: The ThinkTank program itself has made an error. ThinkTank identifies the error with a number following the message. It's possible that your disk is damaged, but you may also have found an obscure "bug" in the program.

Suggested Solutions: The most serious of these errors is "Internal Error #2" which indicates a damaged outline. Any further work with the outline is likely to do more damage. Do not add or delete text, but take the following steps to protect your outline:

1. Make a copy of the outline disk, following the instructions in Appendix C of this manual.
2. Port as much of the outline as possible to a text file.
3. Use the **FILES/NEW** command to create a new outline and port in the text file you created in Step 2.
4. Examine the outline to make sure it's intact. Reconstruct any missing pieces with your most recent backup.

If you have any trouble, contact Living Videotext for help. Note the state of the outline and what you were doing when the error occurred.

If the internal error is not #2, try the operation again. If ThinkTank had trouble reading from a disk, it may succeed the second time. You may have to reset your computer and start up the program again.

If the error recurs, write down the internal error number and note the state of the outline and what you were doing when the error occurred. Please report this information to Living Videotext as soon as possible.

Memory Full!

Where It May Occur: **EXPAND** and other commands

Possible Causes: The expanded parts of your outline have filled up the allotted space in your computer's internal memory.

Suggested Solutions: Use the **COLLAPSE** command to compress (hide) a portion of the outline that you don't currently need to see. You may re-expand the collapsed portion later if you wish -- provided you first make room in memory by collapsing some other part of the outline. We recommend using the **PERCENT** command to monitor your use of computer memory.

Menu is Empty!

Where It May Occur: SPECIAL; UTILITIES/MENU/LOOK

Possible Causes: You've tried to examine the options on the SPECIALIST command menu, but there aren't any.

Suggested Solutions: If you know that the menu should not be empty, try to read it in again by repeating the SPECIAL or LOOK command (see "Error Reading Menu!" and "Error Reading Menu from Disk!"). Make sure the THINKTANK PROGRAM DISK is properly inserted in its drive. If the menu really is empty and you want to add commands to it, use the ADD option on the MENU BUILDER Command Menu.

No Deleted Outline to Restore!

Where It May Occur: DELETE/RESTORE

Possible Causes: The RESTORE option is intended to resurrect the last material you deleted with the DELETE/OUTLINE command. Either you have not used this command with this outline, or you have already restored the last material you deleted; you can only do so once. Note that there is no RESTORE/PARAGRAPH option.

Suggested Solutions: If you have already restored the material, you may wish to copy it to another place in your outline.

No Outline in Drive n!

Where It May Occur: FILES/EXISTS

Possible Causes: You've asked ThinkTank to load an outline from a certain disk drive, but it can't find one in that drive.

Suggested Solutions: Make sure the disk containing your outline is properly inserted in the drive.

No Outlines Available on Disk!

Where It May Occur: FILES/EXISTS/BROWSE

Possible Causes: You've asked ThinkTank to display the names or titles of the outlines on your system, but it can't find any.

Suggested Solutions: Make sure the disks containing your outlines are properly inserted and available to the system.

No Paragraph DOWN from Cursor

Where It May Occur: MERGE

Possible Causes: ThinkTank couldn't find a paragraph to merge with the one under the bar cursor headline.

Suggested Solutions: Make sure the paragraph you want to transfer is in the right position. Its headline must be adjacent to the bar cursor headline at the same level of the outline -- directly DOWN.

No Room for Last Keystroke!

Where It May Occur: NEW/PARAGRAPH; Paragraph Editor

Possible Causes: You have exceeded the limit of 2048 characters in a paragraph.

Suggested Solutions: Use the paragraph editor to modify or delete text to fit within the boundary, or split the paragraph into two or more paragraphs and place them under adjacent headlines. When you print the outline, you can **suppress** the headlines if you wish so that the paragraphs appear to be consecutive.

No Room for Replace Pattern!

Where It May Occur: XCHANGE (Paragraph Editor)

Possible Causes: If ThinkTank carried out your XCHANGE command, it would exceed the limit of 2048 characters in a paragraph.

Suggested Solutions: Use the editor to modify or delete text to fit within the boundary, or split the paragraph into two or more paragraphs and place them under adjacent headlines.

No Room to Copy the Selection!

Where It May Occur: COPY (Paragraph Editor)

Possible Causes: If ThinkTank carried out your COPY command, it would exceed the limit of 2048 characters in a paragraph.

Suggested Solutions: Use the editor to modify or delete text to fit within the boundary, or split the paragraph into two or more paragraphs and place them under adjacent headlines.

Not Enough Room to Create File

Where It May Occur: FILES/NEW (hard disk systems only)

Possible Causes: You've asked ThinkTank to create an outline that is too large to fit on your disk.

Suggested Solutions: Reduce the size of the outline or create it on a different disk.

Outline Disk is Write-Protected!

Where It May Occur: Varies

Possible Causes: You've tried to open, add to, or change an outline on a "write-protected" disk. ThinkTank will let you examine the outline, but the commands for adding or changing information (e.g. NEW, COPY, DELETE) will not appear on menus.

Suggested Solutions: Remove the "write-protect tab" from the notch on the disk to enable ThinkTank to record information on it. If you want to assure that the information already on the disk will not be inadvertently erased, make a backup copy or use a different disk. You may have to close and reopen the outline to get the "writing" commands to reappear.

Outline File Disappeared!

Where It May Occur: Multi-user hard disk systems only

Possible Causes: While you were working on an outline, another user deleted your outline file!

Suggested Solutions: Restore your outline from a backup copy.

Outline Format is Not Compatible!

Where It May Occur: FILES/EXISTS

Possible Causes: You've tried to open an outline that was created on a different computer or with a different and incompatible version of ThinkTank.

Suggested Solutions: Use the other computer or version of ThinkTank to port the outline to a text file. Then port the file back into an outline on your current system.

Paragraph Too Large to Fit in Memory!

Where It May Occur: **KEYWORD/XCHANGE; MERGE; EDIT/PARAGRAPH**

Possible Causes: If ThinkTank carried out your command, it would exceed the limit of 2048 characters in a paragraph.

Suggested Solutions: If this message was a response to a **KEYWORD** or **MERGE** command, use the paragraph editor to modify or delete text to fit within the boundary, or split the paragraph into two or more paragraphs and place them under adjacent headlines.

If this message was a response to an **EDIT/PARAGRAPH** command, you are trying to edit a paragraph that is already too large to fit in the paragraph editor. You must have ported it into ThinkTank from a text file created with another program or another version of ThinkTank. You can store such paragraphs in a ThinkTank outline, but you can only edit the first 2048 characters with the paragraph editor. For more information see the technical note on using ThinkTank with a word processor, described in Appendix D.

Pattern Not Found!

Where It May Occur: **KEYWORD; FIND, XCHANGE** (Paragraph Editor)

Possible Causes: ThinkTank can't find the search pattern you entered.

Suggested Solutions: If you expected ThinkTank to find the search pattern, check the spelling and usage of your keyword. **KEYWORD/SEARCH** requires only that the letters match your search pattern, but **KEYWORD/XCHANGE**, as well as **FIND** and **XCHANGE** in the paragraph editor, demand an exact match of both letters and case. The **KEYWORD** commands search only beneath the bar cursor headline (to whatever depth you specify with a command prefix), while the paragraph editor commands search only within the paragraph you're editing.

Some Text Wouldn't Fit in Outline!

Where It May Occur: PORT/TEXTFILE/RECEIVE

Possible Causes: The text file you are porting into ThinkTank has overflowed the allotted space on your outline disk.

Suggested Solutions: Port the text file to a different outline or use one of the strategies described under "Disk Full!"

Some Text Wouldn't Fit in Output File!

Where It May Occur: PORT/TEXTFILE/SEND

Possible Causes: The outline material you are porting to a text file has overflowed the unused space on your disk.

Suggested Solutions: You have several choices. You may remove some of the files on your disk or (on some systems) "krunch" it to consolidate unused space. You may also choose the name of your text file so that it overwrites a file already on the disk, or (if all else fails) port the material to a different disk.

Stack Overflow

Where It May Occur: Startup and elsewhere

Possible Causes: This message comes from PASCAL, not from ThinkTank. The most likely cause is that PASCAL's "swapping" option has not been turned on. On some computers, this option must be on for ThinkTank to run properly.

Suggested Solutions: If you have a floppy disk system, you will see this message only if you have used an alternate method to start up ThinkTank. The simplest solution is to use another method, preferably powering up or resetting your computer if those methods are available.

If they aren't, or if you have a hard disk system, respond to the PASCAL command prompt by typing **S**. PASCAL will tell you whether swapping is on or off and ask you whether you want to "toggle" (change) it. Assuming that it's currently **off**, type **Y** (for **YES**) and press **RETURN**. PASCAL will activate swapping mode and display the command prompt again. You may also install a special **SYSTEM.STARTUP** program that turns swapping on when you start up PASCAL. See the ThinkTank **technical note** on hard disk systems, described in Appendix D.

Table of Contents is Too Long!

Where It May Occur: **PORT/FORMATTED**

Possible Causes: The table of contents for your ported outline has exceeded the limit of 100 headlines. The program won't add any more headlines to the table.

Suggested Solutions: Review the port format settings and reduce the **table of contents depth** to include fewer levels of headlines in the table.

That's the Beginning - Can't Delete!

Where It May Occur: **BACKSPACE** (Paragraph Editor)

Possible Causes: You tried to backspace over a (nonexistent) character before the beginning of the paragraph.

Suggested Solutions: If you want to delete the first character of the paragraph, use **DELETE** instead of **BACKSPACE**.

That's the End - Can't Delete!

Where It May Occur: **DELETE** (Paragraph Editor)

Possible Causes: You tried to delete a (nonexistent) character beyond the end of the paragraph.

Suggested Solutions: If you want to delete the last character of the paragraph, use **BACKSPACE** instead of **DELETE**.

Too Many Commands!

Where It May Occur: UTILITIES/MENU/ADD

Possible Causes: There's no room on the SPECIALIST Command Menu or in memory for any more SPECIALIST commands. You are limited to 24 SPECIALIST commands which must fit in the Command Area on your screen. The command names and their verbose explanations must not exceed 400 characters.

Suggested Solutions: Depending on which limit you've reached, you can abbreviate some of the commands on the menu or shorten some of their verbose explanations. Or you can remove some commands by clearing the menu and adding just the ones you want.

Unable to Load Formatter!

Where It May Occur: SPECIAL/DISK-MANAGER

Possible Causes: ThinkTank's disk manager (not provided on all versions of ThinkTank) couldn't read the formatting program on the THINKTANK DATA DISK. The program may be missing or the disk defective. The **FORMAT** option will be absent from the DISK MANAGER Command Menu.

Suggested Solutions: Make sure the THINKTANK DATA DISK -- the one supplied with the program or a backup copy -- is properly inserted in Drive 2. If the original doesn't work, try your backup copy.

Unable to Read or Write to Disk!

Where It May Occur: Varies

Possible Causes: ThinkTank tried to read (write) information from (on) your outline disk and couldn't.

Suggested Solutions: If your disk is "write-protected," remove the tab from the notch on the disk. Make sure the disk is properly inserted in your drive and try the command again. If it still doesn't work, your outline may be damaged, your data disk defective, or your disk drives out of alignment. We recommend following these steps:

1. Port as much of the outline as possible to a text file to back it up.
2. Continue to work with the outline. If the error recurs, the problem may be your disk. Create a new outline on another disk and reconstruct the old one as best you can using your backup copies.
3. If the error continues to occur, the problem may be in your disk drives. Ask your dealer to check out your computer system and service it if necessary.

Note on Disk Problems

If you repeatedly encounter errors with your program disk, the disk may be defective or your disk drives out of alignment. Try using your backup copy of the program, or contact your dealer or Living Videotext for a replacement (if you purchased ThinkTank within the last 90 days). If this doesn't work, ask your dealer to check out your computer system and service it if necessary.

INDEX

adding
 headlines 36, 57, 74, 149, 161
 paragraphs 57, 74, 161, 166
adjusting screen window 184, 192, 193
ALL command 116
ALPHA command 77, 116
alphabetizing headlines 77, 116
Apple II/II Plus computer 9, 26, 98, 104
Apple IIe computer 9, 27, 98, 104
Apple III computer 9, 27, 104
arrow keys 13, 31, 54, 59, 117
ASCII 83, 148, 152
 conversion table 109

BACKGROUND command 118
backing up 40
 disks 98, 101, 104, 105, 122
 outlines 77, 170
backslash, as shift mechanism 69, 120, 131
BACKSPACE command 118, 81
bar cursor 31, 27, 54, 113, 117, 125, 127, 128, 155, 156, 179,
 180, 190, 191
 headline 31
 outline 55
blocks, disk 95, 164
booting ThinkTank 14
BROWSE command 119
browsing
 for keywords 119
 for outlines 119

cancelling selections 182, 190
capitalization, in paragraphs 69, 120, 131, 172, 174
CAPITALIZE command 120
cards, 80-column 10, 27
caret, as shift-lock mechanism 69, 120, 131
carriage returns 80
characters, special 26, 131
CLOSE command 67, 120
CLOSE command menu 140

closing outlines 67, 120, 140

COLLAPSE command 49, 54, 121

COLLAPSE command menu 121

command

area 33, 113

keys 34, 46, 48, 114

reconfiguring 83, 151, 191

reviewing 152

prefixes 47, 49, 71, 73, 114

structure 45

system 47

trees 35, 50

commands 113

selecting 47

computers, 'uppercase' 69

configuration 191

command keys 83, 151, 191

disk drives 72, 126, 191

contents, table of 145

limits on 146

CONTROL key 11

COPY command 60, 63, 101, 122

copying

disks 98, 101, 104, 105, 122

merged paragraphs 122, 158

outlines 63, 122

selections 60, 122, 182

creating new outlines 66, 140, 162, 185

CTRL key 11

cursor

bar 31, 47, 54, 113, 117, 125, 127, 128, 155, 156, 179, 180,
190, 191

flashing 36, 59, 117, 125, 128, 130, 149, 156, 166, 180, 191,
194

menu 33, 114, 117, 125, 156, 180

DATE command 123

date, setting 17, 123

DELETE command 60, 61, 65, 77, 81, 124

DELETE command menu 124

DELETE key 14, 27

deleting

and restoring 65, 77, 124, 178

- headlines 38
- merged paragraphs 125, 158
- outlines 65, 124, 165
- paragraphs 124, 167
- selections 61, 124, 182
- text 60, 81, 118, 124
- deliberate method 47
- depth
 - of headlines 144
 - of paragraphs 145
- devices
 - PASCAL 95
 - porting 170
- direction commands 54, 73, 125
- directions, porting 170
- directories, listing 98, 102, 104, 106, 156
- DISK command 126
- disk drives 95
 - configuring ThinkTank to 72, 126, 191
- DISK-MANAGER command 99, 127
- DISK MANAGER command menu 99
- disk space, monitoring 82, 167
- disks 94
 - ThinkTank 15, 25, 39
 - backing up 40, 98, 101, 104, 105, 122
 - copying 98, 101, 104, 105, 122
 - formatting 94, 97, 100, 104, 105, 142
 - listing 98, 102, 104, 106, 156
 - managing 97, 127
- down arrow 128
- DOWN command 54, 127
- EDIT command 39, 45, 59, 75, 129, 162
- EDIT command menu 59, 85, 130
- editing
 - headlines 83, 132, 149, 162
 - paragraphs 59, 80, 130, 166
- EDIT ENTRY menu 129
- EDIT EXIT menu 132
- ENTER command 134
- ENTER key 14
- equipment, required 9
- erasing

ThinkTank Manual

- headlines 38
- outlines 65, 124, 165
- paragraphs 124, 167
- selections 61, 124, 182
- text 60, 81, 118, 124
- error messages 197
- errors, correcting 38
- ESC key 11, 38
- ESCAPE command 50, 135
- ESCAPE key 11
- escape valve 25, 38, 45, 50, 135, 138
- examining outlines 31, 138, 176
- exchanging, keywords 73, 116, 119, 154, 195
- EXISTS command 136
- EXIT command 138
- EXIT SETTINGS command menu 52, 148
- exiting from ThinkTank 25, 135
- EXPAND command 49, 54, 138
- expanding 31, 54, 138, 176
- EXTRA command 139

- fast path 48
- file format, outlines 111
- file names 164, 172
 - PASCAL 93
 - recalling 78, 176
- files 93
 - browsing 119
 - closing 67, 120, 140
 - size of 72, 164
- FILES command 66, 140
- FILES command menu 140
- FIND command 141
- finding, keywords 73, 141, 154, 181
- FINISH command 60, 142
- flashing cursor 36, 59, 117, 125, 128, 130, 149, 156, 166, 180, 191, 194
- floppy disk systems
 - managing 98, 104
 - starting up 15
 - text file ports 79
- footers, page 146
- format, outline files 111

FORMAT command 100, 142
format settings
 minimal 168, 169
 port 51, 143, 165
 reviewing 148
 standard 143, 148, 165
FORMATTED command 51, 143
formatting disks 97, 100, 104, 105, 142

glossary 87
GOTO command 60, 149

hard disk systems
 installation 107, 110
 managing 104
 special information 110
 starting up 21
hardware, required 9
headers, page 146
headline, bar cursor 31
HEADLINE command 149
headlines 31
 alphabetizing 76, 116
 blank 76
 collapsing 121
 deleting 38
 depth of 144
 editing 82, 132, 149, 162
 expanding 31, 138, 176
 limits on 76, 162
 long 76
 new 36, 57, 74, 161
 promoting 175
 re-entering 67, 82, 178
 sorting 116

indentation 45, 144
initialization messages, printer 147
initializing disks 97, 100, 104, 105, 142
INSERT command 150
INSERT mode 150
inserting text 60, 130, 150
installation, on a hard disk 107, 110

ThinkTank Manual

keyboards, Apple 11

keys

- action 151

- command 34, 46, 48, 114

 - reconfiguring 83, 151, 191

 - reviewing 152

- editor 151

- special 11, 26, 27

KEYS command 85, 151

KEYSTROKE CONFIGURE menu 151

KEYWORD command 50, 56, 73, 154

KEYWORD command menu 154

keywords

- recalling 176

- replacing 73, 116, 119, 154, 195

- searching for 56, 73, 141, 154, 181

LAST command 155

leaving ThinkTank 25

left arrow 156

LEFT command 54, 155

license agreement 7

LIST command 102, 156

listing disk directories 98, 102, 104, 106, 156

loading, ThinkTank 14

- automatic 18, 23

- operator 18, 23

- outlines 18, 23

main command menu 33, 114

manual, overview of 5

margins 143

memory, monitoring 82, 167

MENU BUILDER command menu 157

MENU command 86, 157

menu cursor 33, 114, 117, 125, 156, 180

menus 33, 114

- main 33, 114

- secondary 35, 114, 139

MERGE command 65, 77, 158

MERGE command menu 65, 158

merging paragraphs 65, 77, 158

- copying 122, 158

- deleting 125, 158
- messages, error 197
- mistakes, correcting 38
- mode
 - MOVE 76, 159, 160
 - NEW 74, 159, 162
- MODE command 159
- MOVE command 64, 160
- MOVE command menu 160
- MOVE mode 76, 159, 160
- moving
 - outlines 64, 76, 160
 - paragraphs 77
 - selections 62, 183
 - speeding up 76
 - text 62, 183
- new
 - headlines 36, 57, 74, 161
 - outlines 66, 140, 162, 185
 - paragraphs 57, 74, 161, 166
- NEW command 36, 44, 57, 67, 161
- NEW command menu 161, 162
- NEW mode 74, 159, 162
- NOSAVE command 52, 165
- notes, technical 110
- operating system 93
- OUTLINE command 165
- outlines 2
 - backing up 40, 77, 170
 - browsing 119
 - closing 67, 120, 140
 - creating 66, 140, 162, 185
 - defined 54
 - examining 31, 138, 176
 - limits on 72
 - loading 18, 23
 - printing 66, 170, 174
 - reorganizing 63
 - selecting 119, 134, 136, 140, 155, 185
- overstriking 189

PAGE command 166

paper, continuous 146

PARAGRAPH command 166

paragraphs 31

- blank 76

- collapsing 121, 167

- defined 62

- deleting 124, 167

- depth of 145

- editing 59, 80, 130, 166

- expanding 138, 167, 176

- limits on 76, 132, 162

- long 76

- merged

 - copying 122, 158

 - deleting 125, 158

- merging 65, 77, 158

- moving 77, 159

- multiple 76

- new 57, 74, 161, 166

- saving 82, 132, 180

PASCAL

- command prompt 22, 25, 95

- operating system 21, 93, 97

patterns

- replacing 73, 116, 119, 154, 195

- searching for 56, 73, 141, 154, 181

PERCENT command 83, 167

PLAIN command 168

PORT command 51, 66, 170

PORT DEVICE menu 51, 170

PORT DIRECTION menu 51, 170, 171

port format settings 51, 143, 165

- minimal 168, 169

- reviewing 148

- standard 143, 148, 165

PORT STYLE menu 51, 171

port styles 143, 168, 171, 187

porting 51

- and backing up outlines 77

- between computers 177, 188

- text files 51, 77, 110, 170, 177, 184, 187, 188

- with two floppy disk drives 79

prefixes, command 47, 49, 71, 73, 114
printer, preparing 66
PRINTER command 66, 174
printing
 initialization (setup) messages 147
 outlines 66, 170, 174
 with "uppercase computers" 69, 120, 131, 172, 174
programmers, information for 110
programs, hooking to ThinkTank 111
PROMOTE command 175
p-System 21, 93

QUIET command 175
quitting ThinkTank 25

READ command 31, 176
reading key 31, 176
RECALL command 78, 176
RECEIVE command 177
reconfiguring
 command keys 83, 151
 ThinkTank 191
RE-ENTER command 67, 82, 178
reference
 card 44
 guide 44, 113
reorganizing outlines 63, 76, 160, 175
replacing, keywords 73, 116, 119, 154, 195
required equipment 9
RESET key 14
RESTORE command 77, 178
restoring
 outlines 124, 178
 text, to move 77
RETURN command 179
RETURN key 14
right arrow 180
RIGHT command 54, 179
rules, of operation 41

SAVE command 180
saving paragraphs 82, 132, 180
screen

ThinkTank Manual

- adjusting 184, 192, 193
 - as a window 32, 193
 - ThinkTank 30, 113
- SEARCH command 50, 56, 73, 181
- searching, for keywords 56, 73, 141, 154, 181
- secondary command menu 35, 114, 139
- section numbers 145
- SELECT command 60, 182
- SELECT mode 60
- selecting
 - commands 47
 - outlines 119, 134, 136, 140, 155
 - text 81
- SELECTION command menu 182
- selections 182
 - cancelling 190
 - copying 60, 122, 60
 - defining 60, 81, 142, 186
 - deleting 61, 124
 - moving 62
- SEND command 184
- setup messages, printer 147
- shift mechanism, backslash 69, 120, 131
- shift-lock mechanism, caret 69, 120, 131
- size, of outline files 72, 164
- slash, inserting 131
- sorting
 - headlines 77, 116
 - numbers 77
- SPACE command 184
- spacing, line 143
- speaker, quieting 175
- special
 - characters 131
 - features 185
- SPECIAL command 185
- SPECIALIST command menu 99, 115, 185
 - adding options to 86, 111, 191, 157
- SPECIFY command 185
- START command 60, 186
- starting up, ThinkTank 14
 - floppy disk systems 15
 - hard disk systems 21

STRUCTURED command 187
styles, port 143, 168, 171, 187
subcommands 115
submenus 35, 115
support 6
swapping 22
system
 operating 93
 requirements 9
 utilities (Apple III) 27, 104

table of contents 145
 limits on 146
technical
 information 107
 notes 7, 110
terminating ThinkTank 25
terminology 87
text
 area 31, 113
 deleting 60, 81, 118
 editors 39, 45, 129
 inserting 60, 130
 moving 62
 selecting 81
text files
 backing up outlines 77
 naming 172
 porting 51, 110, 170, 177, 184, 187, 188
 two floppy disk drives 79
TEXTFILE command 51, 188
top level 33, 113
 paragraph editor 59, 130
troubleshooting 197
tutorial 43
TYPEOVER command 189
TYPEOVER mode 189

UNDO command 190
up arrow 191
UP command 54, 190
uses, of ThinkTank 1, 2
utilities, system (Apple III) 27, 104

ThinkTank Manual

UTILITIES command 191

UTILITIES command menu 191

VISI command 192

volumes, PASCAL 94

WINDOW command 193

WINDOW command menu 193

WORD LEFT command 194

word processors

and ThinkTank 110

editing outlines with 168, 170

WORD RIGHT command 194

write-protect notch 25

XCHANGE command 50, 73, 195

XCHANGE command menu 195



Hardware Requirements

Apple IIe version requires:

64K memory, two floppy disk drives or hard disk, Apple 80-Column Text Card, or Extended 80-Column Text Card, monitor, printer recommended.

Apple II+ version requires:

64K memory (48K plus 16K card), two floppy disk drives or hard disk, monitor, printer recommended. Display limited to 40-columns, uppercase only.

Apple III version requires:

96K memory, two floppy disk drives or hard disk, monitor, printer recommended.

Apple II+ or IIe Hard Disk Users:

Your system must include the Apple Pascal software package.

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