

IDEA ™

**TRAVELING
SOFTWARE**

"FOR PEOPLE WHO ARE GOING PLACES"



®

IDEA! Update:

What's New

on the Ultimate ROM II

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IDEA! on the Ultimate ROM II

SINCE 1984, IDEA! has been one of the best selling programs for portable laptop computers. The version contained on the Ultimate ROM II has been enhanced even more!

These are the most important changes:

- You can now easily select IDEA! data files from a menu.
- The operation of IDEA! is noticeably faster, particularly during such operations as the loading of files, the updating of the screen, and in many cursor movements.
- You can perform full text editing of notes, making use of all the T-Word and ROM-View 80 enhancements. (The Tandy 200 version does not now include ROM-View 80.)
- With the new brainstorming feature, you can quickly enter one idea after another.
- The new Quick Move and Quick Copy functions let you easily manipulate boilerplate and template forms.
- With the new multi-level Preview option you can get the "big picture" by viewing *all* levels of an outline at once.
- With another Traveling Software product, LAPDOS, you can exchange your IDEA! files with ThinkTank, SideKick, and most word processors.

The IDEA! Manual

Because of these improvements, some of the operations of IDEA! are now different from those described in the IDEA! manual.

Before reading the IDEA! manual, then, please note these differences in the current version:

- Disregard the instructions for loading IDEA! from cassette. Instead, follow the instructions in the Ultimate ROM II *Installation Guide and Quick Reference*, page 3.
- Follow instructions on page 4 of this update to create and enter IDEA! files.
- Follow instructions on page 6 of this update to enter and edit notes. Follow these instructions in place of those in your manual.
- When you start in an IDEA! file, the cursor appears at the first heading, not, as before, at the file heading. Similarly, the Top command returns you to the first heading, not the file heading.
- Any modifications to IDEA! are made using the CONFIG.DO file included with the Ultimate ROM II. See page 15 of the *Installation Guide and Quick Reference*.

The Ultimate ROM II Cassette

■ A cassette is included with the Ultimate ROM II. Whether you use the cassette is up to you. It is not required for the operation of IDEA! though you may find that it helps in learning the program.

If you are new to IDEA!, you may want to listen to a brief introduction to the program recorded by the Traveling

Professor. The introduction is the second on the side of the cassette labeled *The Traveling Professor*.

On the other side of the cassette tape are a variety of sample files whose purpose is to illustrate the operation of the programs. The file to be used with IDEA! is IDEAS.DO. If you want to use this sample file, you can load it from cassette, as explained in the manual.

The files are on the cassette in this order: MEMMGR.BA, CONFIG.DO, VEND*S.DO, CUST*S.DO, PROD*S.DO, ORDR*S.DO, and IDEAS.DO.

Using Old IDEA! Files

IDEA! files created using earlier versions of the program are usable with this version though you may have to modify the files slightly if you have created more than one screen of notes per heading.

Start IDEA!, open an old file, and look for spaces missing between words. Press < SPACE > to add each missing space.

Getting Started with IDEA!

Before using IDEA!, you must first install and initialize the Ultimate ROM II chip.

- With the chip installed, your main system menu will show this file name: **UR-2**. Place the cursor over **UR-2** and press < **ENTER** >.

The next screen is the Ultimate ROM II menu. Among them is **IDEA!**.

- To enter IDEA!, place the cursor over **IDEA!** and press < **ENTER** >.

The IDEA! File-Selection Screen

The first screen you see once you enter IDEA! is the IDEA! file-selection screen.

If you have any IDEA! files in your computer, they will be listed here. If there are none, you will see this message: **No Files**.

Note that *only* IDEA! files appear in this screen.

Creating IDEA! Files. To create an IDEA! file, respond to the **New** prompt and press < **f1** >. In answer to the question **File to edit?**, type a file name of up to six characters and press < **ENTER** >. (No need to type the **.DO** extension.) You are now ready to begin creating your outline.

Opening Existing Files. To open an existing file, place the cursor over its file name and press < **ENTER** >. You are now ready to edit that file.

■ Note that by pressing < f1 > or < ENTER > in this screen you no longer summon the default file, IDEAS.DO. If you have loaded the sample file and want to use it, place the cursor over **IDEAS** and press < ENTER >.

Killing Files. Notice the **Kill** prompt. To kill a file, move the cursor over its file name and press < f2 >. Press < Y > to kill the file, any other key to leave it intact.

Leaving the File-Selection Screen. To leave the file-selection screen and return to the Ultimate ROM II menu, press < f8 > on the Tandy 100/200; < SHIFT > < f5 > on the NEC PC-8201.

IDEA! Notes

Writing notes in IDEA! is now faster and more efficient.

All the features available in TEXT are now available while you are editing notes. In addition, you can use search and replace, switch between insert and overwrite, obtain a byte/word count, and on the Tandy 100 and NEC view notes in lines 10-80 characters long. For more information on these TEXT enhancements, see Section 6 of the T-Word manual.

Because of these improvements there are some differences in the operation of IDEA! while you are creating and editing headings and notes.

- After adding or creating a heading, press < f1 >. Press < ENTER > and start creating notes.
- Notes no longer are created by screens. You can continue typing a note without having to worry about moving from one screen to another. Simply continue typing as you do in TEXT, using the scrolling functions to move forward and backward in the file.

Because notes are no longer compiled as screens, disregard the instructions on pages 3-17 and 3-18 for the secondary commands that move through screens of notes.

Notes can be as short as a single character or as long as you want them. There is no limit.

- The only limit on any IDEA! file is that there must be no more than 250 ideas—that is, headings. Notes do not count toward this limit.
- **Note: Do not press < TAB >, < \ >, or any nonprintable control characters while in notes. Doing so may corrupt your file.**

Word Processing Features

With the new full word processing features, IDEA! becomes a powerful writing and organizational tool. After pressing < f1 > for Notes, you can use any of the function keys available in TEXT on your computer.

With these function keys, you can Select, Cut, and Copy blocks of text and move or copy them within a set of notes and *between* sets of notes. But you cannot perform these operations between different files. For more information about these function keys, see your computer manual.

On the Tandy 200 you can also Load files from cassette (CAS) or from disk, using TS-DOS with the Tandy Portable Disk Drive, and you can Save them to cassette or disk. You may do the same thing on the Tandy 100 if you purchase TS-DOS separately.

These additional features are available in notes:

Keys to Press	Functions Performed
< CTRL > < O >	Insert/Overwrite: Alternates between insert and overwrite mode. Refer to page 6-4 of the T-Word manual.
< CTRL > < L >	Search and Replace: Searches for a specified string and replaces it with another. Refer to page 6-5 of the T-Word manual.
< CTRL > < J >	Byte/Word Count: Displays the number of bytes (characters) and words in a set of notes as far as the point marked by the cursor. Refer to page 6-8 of the T-Word manual.

Quick Select, Move, and Copy

In addition to the function key commands for Selecting, Moving, and Copying ideas (see Appendix A of the IDEA! manual), IDEA! now offers quick alternatives for performing these operations.

These quick operations, like the function keys, are available while you are in the outline.

Keys to Press	Functions Performed
< / >	Quick Select: In Outline mode, selects/deselects the idea marked by the cursor. For use with Copy and Move.
< ? > (< SHIFT > < / >)	Quick Copy: In Outline mode, copies Selected idea, placing it just ahead of idea marked by the cursor.
< ♦ > (< SHIFT > < . >)	Quick Move: In Outline mode, moves Selected idea, placing it just ahead of idea marked by the cursor.

Note: You can not move or copy a subidea anywhere within its "home" idea.

Preview Mode

Another new feature in IDEA! is the multi-level Preview mode, which allows the viewing of an outline in its entirety. Preview is especially useful for locating subideas buried deeply within an outline.

■ Preview is available anytime while in an IDEA! outline (except during the editing of headlines or notes) by just pressing < SPACE >.

This is how a portion of an outline may appear on the screen before Preview:

- 1. + Appointments
- 2. + Business Proposal

The same outline after pressing < SPACE > for Preview:

- Appointments
 - Monday
 - 6:00 Racquetball
 - John Clark
 - Meet at WAC downtown
 - Tuesday
- Business Proposal
 - Market

The Preview mode allows you to view all levels of your outline at once. If you have ROM-View 80 turned on, you can view an outline in lines up to 80 columns long.

While using the Preview option, you can easily scroll up or down using the < ▲ > or < ▼ > keys. Pressing these keys while pressing the < SHIFT > will move the outline up or down one screen at a time. Pressing them with < CTRL > will move to the very top or bottom of the outline.

To return to the outline mode from Preview, press either < SPACE > or < ESC >. You will be returned to the outline at the controlling level of the heading which appears on the top line of your Preview display.

Other New Commands

In addition to Preview and the Quick Select, Move, and Copy, several new key commands have been added to enhance the flexibility of moving around within an outline.

The following key commands have been added to IDEA! on the Ultimate ROM II:

Keys to Press	Functions Performed
< TAB > or < ◆ >	In Outline mode, expands idea marked by the cursor and moves to the first subidea.
< BKSP > or < ◆ >	In Outline mode, moves from subidea to "home" idea and compresses the idea.
< ESC >	Exit: Exits Preview and any function key option and returns you to the Outline mode (press twice while in Notes). In Outline, use to exit IDEA!.

Brainstorming with Fast Insert

The Ultimate ROM II version of IDEA! has been designed to always be in the Fast Insert mode whenever you press < **f2** > for Add.

This means that you can easily enter a series of IDEA! headings one after another, moving from one heading to the next by pressing < **ENTER** >.

You will remain in the Add mode until you press < **ESC** > or < **f8** > on the Tandy 100/200, < **SHIFT** > < **f5** > on the NEC.

Fast Insert is designed for the rapid entry of headings, which can be expanded later by adding notes.

Setting up Templates

Templates can be set up once, in one set of notes, and then duplicated whenever needed for use as a fill-in-the-blanks data collection system.

Templates allow for the creation of a customized blank form which can be stored as a separate idea and then quickly copied whenever a new form is needed. IDEA! template forms can also be easily duplicated using the cut and paste option in IDEA! notes.

A physician who uses IDEA! regularly to record patient information provides this example of an IDEA! template:

```

History and Physical Examination
Name :
Date :
History of Present Illness :
Medications Taken :
Allergies/Transfusions :
etc.
  
```

To create a template, enter notes and type the template items. Press < ENTER > at the end of each item. In this example, < ENTER > was pressed after **History and Physical Examination** and after each colon. (You might even want to leave a blank space between each colon and < ENTER >.)

There is no limit to the length of a template in the notes section of IDEA!.

When filling in a blank form, press < CTRL > < ⬆ > to move to the beginning of the first item to be filled in. After filling in the first item, press the < ⬆ > to move to the next line, and immediately start typing; your text will automatically fill in the blank.

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Keys to Press	Functions Performed
< ENTER >	Expand/Compress: As Expand, reveals subideas under idea marked by cursor. As Compress, hides those subideas.
< / >	Quick Select: In Outline mode, selects/deselects the idea marked by the cursor. For use with Copy and Move.
< ? > (< SHIFT > < / >)	Quick Copy: In Outline mode, copies Selected idea, placing it just ahead of idea marked by the cursor.
< > > (< SHIFT > < . >)	Quick Move: In Outline mode, moves Selected idea, placing it just ahead of idea marked by the cursor.
< TAB > or < ⬇ >	In Outline mode, expands idea marked by the cursor and moves to the first subidea.
< BKSP > or < ⬆ >	In Outline mode, moves from subidea to "home" idea and compresses the idea.
< SPACE >	Preview: Expands outline, revealing all levels. Used with cursor-control keys, lets you move quickly through outline and locate an idea. Press < SPACE > or < ESC > to leave Preview and return to outline at idea on top line of Preview screen.
< SHIFT > < ⬇ >	Page Down: In Outline or Preview mode, moves down one page at a time.
< SHIFT > < ⬆ >	Page Up: In Outline or Preview mode, moves up one page at a time.
< CTRL > < ⬆ >	Home: In Outline mode, returns to the "home" idea of a subidea if outline is expanded, to top of outline if outline is compressed. In Preview mode, returns to top of outline.
< CTRL > < ⬇ >	End: In Outline mode, moves to end of a list of subideas if outline is expanded, to end of outline if outline is compressed. In Preview mode, moves to end of outline.
< ESC >	Exit: Exits Preview and any function key option and returns you to the Outline mode (press twice while in Notes). In Outline, use to exit IDEA!.



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SECTION 1

GETTING STARTED



IDEA!

MEET THE TRAVELING PROFESSOR

I could introduce myself as the guru of portable software, as many have called me. This reputation may be exaggerated--but only slightly. In my computer wisdom, I have created a series of tapes explaining Traveling Software's programs. The cassette you purchased for this software program has the program on one side of the tape and my lucid explanation on the other. I suggest you listen to the "The Traveling Professor" side of the tape before you start using the program. If I do say so, it will give you a head start on learning the program, and it's altogether painless. Then I suggest that you go on to read this instruction book and follow its suggestions very closely.



I enjoy mail. If you want to ask a question about any Traveling Software product (including this program), just zip off a note to:

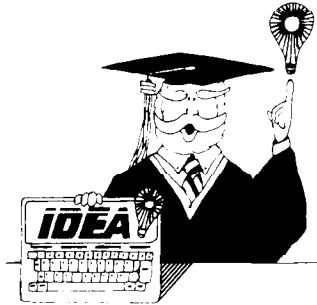
The Traveling Professor
Traveling Software, Inc.
11050 Fifth Ave. N.E.
Seattle, WA 98125

IDEA!

WELCOME TO IDEA!

You'll find that Traveling Software's IDEA! is a powerful and flexible means of handling information in an outline form.

IDEA! outlines can contain a virtually endless variety of things, from journalists' notes to appointment and address lists to business data on clients. IDEA! even makes a great notepad for saving and expanding on ideas and projects in



the making. In Sections 2 and 3, I will describe a few of the many uses of this versatile program.

There are two versions of IDEA! on your program cassette. With the smaller version, you can use all but two of the IDEA! commands, and you will leave more of your computer's precious memory free for your IDEA! files. With the larger version, you can use the program to its limit.



ABOUT THIS BOOK

Getting Started, Section 1, explains things you should know before you actually begin to use Traveling Software products. Included in this section and throughout this book are some important explanations, which are set off from the rest of the book like this:

Even if you don't want to go through the whole book and follow all the steps, you will probably want to read these important explanations.

The Basics, Section 2, is a step-by-step guide to using your program, whether it's the complete IDEA! program or the shorter form, IDEA!2. There you will discover what an IDEA! file looks like, how to move through it, and how to add, delete, move, and copy ideas. You can learn about IDEA! by practicing with a sample IDEA! file included on the program cassette and following exercises in this section and in Section 3.

Advanced Uses, Section 3, goes over more complex applications, including printing, sorting, finding, and performing other operations to reorganize outlines. It also describes how to develop outlines into full-blown papers.

Memory Management, Section 4, describes strategies for managing the information stored in your computer. We have provided an additional program called the Traveling Memory Manager to help you with computer memory "housekeeping" tasks. Since

IDEA!

your computer's memory is limited and we want you to be able to use our software to best advantage, we have provided explanations of how and when to move files and programs from your computer to cassette and back again.

Troubleshooting, Section 5, covers any problems you may have. We hope you don't have any problems with your computer or software, but when you're doing something for the first time, things can happen.

Key List, Appendix A, summarizes IDEA! commands and the function keys that activate them. If you are adventurous, you may use this as a guide to starting up the program, referring to the manual only when you have questions.

Modifying the Program, Appendix B, describes modifications you can easily make to the IDEA! program itself. By modifying the program, you can change margins, page length, and the linefeed setting; accommodate serial printers and video monitors; and cause the printer to pause between pages.



TERMS AND CONVENTIONS

I have tried my best to write this book without resorting to a lot of technical jargon, but there are a few special terms and conventions that may need explanation.

Ideas and Subideas. Throughout this book I refer to the building blocks of an outline as ideas. Ideas in this sense may be anything from appointments to general concepts.

Organizing ideas of whatever sort is the thing IDEA! does best.

In using IDEA! to organize ideas, you must decide which ideas come before others and which should be grouped within others.

I refer to those ideas that you subordinate under a more general idea as subideas.

The terms are relative: An idea in one context may be a subidea in another, and vice versa. When I refer to an item in an outline as a subidea, I am considering it in its role as a subdivision of a larger idea.

For more information, see "A Word About Outlines" in Section 2.

Files. Each outline you create using IDEA! is stored in a file. Within each file you may outline just one set of ideas or many.

IDEA!

On the main system menu the names of your outline files show up with the suffix .DO attached; a file called "File" would appear as FILE.DO.

Use of the Angle Brackets. To show the keys on your keyboard, I use these symbols: < and >.

When you read a sentence like this

Press <SHIFT> and <down arrow> to move to the bottom of the screen . . .

press the keys on your keyboard labeled with "SHIFT" and the key marked with the downward arrow.

ENTER Key. The key on your keyboard you will use most frequently with IDEA! is the key I refer to as <ENTER>.

On the TRS-80 100/200 and the Olivetti M10, this key is actually labeled "ENTER", but on the NEC PC-8201, it is marked with a bent arrow, as shown here.



NEC users: Remember to press this key wherever in this book I say to press <ENTER>.



PROMPTS AND FUNCTION KEYS

Prompts are messages from IDEA! that appear on the bottom line of the screen, listing the commands you can select. You activate these commands by pressing the appropriate function key.

Here is a line of IDEA! prompts that appears on Radio Shack and Olivetti computers:

```
Exp Add Edit Del Key2 Find Top Quit
```

Notice that some of the prompts are abbreviations of the commands. The prompt "Exp", for example, stands for Expand, "Del" for Delete, and so on.

By its position in this line, a prompt indicates which function key activates that command. In the above example, function key 1 activates the Expand command; function key 2, the Add command; etc.

In this manual, I refer to function keys as <F1> or <f1>, <F2> or <f2>, <F3> or <f3>, and so on.

I refer to prompts by including their function keys: F1/Exp, F2/Add, F3/Edit, and so on.

The correspondence between prompts and function keys varies somewhat between the NEC PC-8201 and the TRS-80 100/200 and Olivetti M10.

TRS-80 Models 100 and 200 and Olivetti M10

Each prompt appears on your screen above one of

IDEA!

the bracketed numbers 1 through 8. These numbers correspond to the eight function keys. To activate a command, press the function key corresponding to the bracketed number under the prompt for that command.

For example, the Edit prompt appears on the screen over the bracketed number 3. To edit, press <F3>.

Appendix A lists all of the IDEA! commands with their prompts and function keys and summarizes what the commands accomplish.

NEC PC-8201

On the NEC PC-8201 the prompt line consists of no more than five prompts at once. Another set of IDEA! prompts appears for function keys 1, 2, and 5 when you press <SHIFT>.

To activate commands for the unshifted prompts, press the function key indicated by the position of the prompt on the screen. To activate commands for the shifted prompts, simultaneously press <SHIFT> and the corresponding function key.

To activate commands in the sample prompt line on the previous page, press <f1> for Expand, <f2> for Add, <SHIFT> <f5> for Quit, and so on.

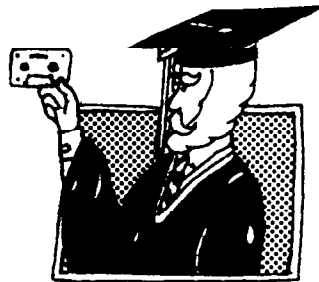
Appendix A lists all of the IDEA! commands with their prompts and function keys and summarizes what they accomplish.



THE SOFTWARE ON THE IDEA! CASSETTE

There are three programs and a sample outline file on your IDEA! cassette. They are stored in this order: IDEA!.BA, IDEA!2.BA, MEMMGR.BA, IDEAS.DO.

IDEA!.BA--the complete IDEA! program. Gives you all the capabilities you need to enter, revise, and print outlines and notes. About 9.5K.



IDEA!2.BA--The shorter IDEA! program. Includes all IDEA! features except the Print and Advance commands and the use of <SHIFT> with the arrow keys to speed movement through outlines. Use this smaller program to leave more memory space for larger IDEA! files and to keep the program on your notebook computer with other programs. IDEA!2 can be run effectively on a notebook computer with 16K. About 7.9K.

MEMMGR.BA--The Memory Manager program. Helps you manage your computer's limited memory space more efficiently. About 1.8K.

IDEAS.DO--The sample outline file to be used in exercises in this book. About 5.6K.

Note: Versions of these programs for the NEC computer are slightly larger than the sizes above.

IDEA!

**WHAT YOU NEED
TO USE THIS PROGRAM**

To use IDEA! you need this equipment:

- a notebook-sized computer with at least 16K memory in RAM although 24K memory would be more desirable to accommodate large IDEA! files
- a cassette recorder to load the program and store IDEA! files

To use the print feature of IDEA! you must have a printer, either serial or parallel.

Listed below are the approximate minimum amounts of free memory you must have in your computer when you use IDEA! or the Memory Manager. (These requirements are about 5% higher for NEC computers.)

To load IDEA!.BA	9.5K
To load IDEA!2.BA	8K
To run IDEA!.BA	2-3K
To run IDEA!2.BA	2-3K
To load and use sample file with IDEA!.BA	18K
To load and run MEMMGR.BA	2.5K



NO MORE .CO FILE WORRIES

The programs on your IDEA! cassette are going to make your life easier when it comes to loading them onto your computer.

If you have purchased programs from vendors other than Traveling Software, you probably have had to load a separate machine code (.CO) file in addition to the program itself.

Traveling Software has developed a proprietary technique that makes loading a separate machine code file unnecessary. You need load only the program. While it is running, the program creates its own machine code routines, which are removed from your computer's memory when you leave the program.

A further advantage: You may have more than one of Traveling Software's programs on your computer at a time. You may also have our programs on your computer with one of your programs requiring a .CO file.

Because they do without .CO files, Traveling Software programs may be used with external disk-drive software and hardware.

IDEA!

LOADING IDEA!
INTO YOUR NOTEBOOK COMPUTER

Your Traveling Software program is packaged on a cassette. On one side of the cassette you'll hear my introduction to the program. On the other side is your software. Before using your software, you must load it into your computer from the cassette.

Here is a step-by-step guide to loading either IDEA!.BA or IDEA!2.BA:

1. Make sure the cassette player and the computer are connected correctly. Turn on the cassette player and the computer.
2. Put the cassette in the cassette player, program side up.
3. Rewind the cassette to the beginning.
4. Press the <PLAY> button on the cassette player.
5. Look at the main system menu of your computer. Use the <arrow> keys to move the cursor (the dark area) over the word BASIC. Press <ENTER>.
6. To load IDEA!, type

CLOAD "IDEA!"

or

CLOAD "IDEA!2"



Then press <ENTER>. The cassette player should start running and you'll hear a high-pitched sound. Two messages will be displayed:

FOUND:IDEA! or FOUND:IDEA!2

and then

OK

7. Now type either

SAVE "IDEA!"

or

SAVE "IDEA!2"

and press <ENTER>. The computer will display another OK message.

8. Press <F8> on the TRS-80 100/200 or Olivetti M10, or simultaneously press <SHIFT> and <f5> on the NEC PC-8201. The computer's main system menu should appear.

To load the Memory Manager, follow the steps above, but type "MEMMGR" instead of "IDEA!" or "IDEA!2".

See the next page for instructions on loading the sample outline file.

IDEA!

LOADING .DO FILES FROM CASSETTE

Your IDEA! program cassette includes a sample file for your practice. To load this file, follow the steps below. To load the files you create with IDEA!, follow these instructions, substituting the appropriate file name.

TRS-80 100/200 and Olivetti M10 owners follow these steps:

1. Connect your cassette player, rewind the cassette tape, and press the <PLAY> button.
2. Enter your computer's TEXT program from the main system menu by moving the cursor over the word TEXT and pressing <ENTER>.
3. Type the file name you would like to appear on your computer's display. Press <ENTER>.
4. Now press <F2>, and respond to the question "Load from:" by typing

CAS:IDEAS.DO

Press <ENTER> to start the recorder.

5. After the file has been loaded and is displayed, press <F8> to return to the main system menu.



NEC PC-8201 owners follow these steps:

1. Connect the cassette player, rewind the cassette tape, and press the <PLAY> button.
2. At the main system menu of your computer, press <f1> to load. This message appears:

Load From:

3. Type the file name

IDEAS.DO

and press <ENTER>.

4. The computer will then ask

Save as?

Type the file name again, including the .DO suffix, and press <ENTER>.

5. The computer will then ask

Ready?

Press <Y> to start the loading process.

That's all there is to it! If you still have questions about loading files from cassette tape, see the owner's or user's guide for your notebook computer.

For saving .DO files to cassette, see Section 4.

IDEA!

SETTING THE DATE

After loading IDEA! into your notebook computer, take a close look at the date displayed in the main system menu.

It will benefit you to have the right date since IDEA! files and reports are dated according to when they were created and redated when edited.

To set the date, start in the main system menu. Position the cursor over BASIC. Press <ENTER>.

The computer will display OK, and the blinking cursor will appear directly underneath. Follow the directions below for your make of computer.

TRS-80 100/200 or Olivetti M10

To set the date on the TRS-80 100/200 or the Olivetti M10, type

```
DATE$="mm/dd/yy"
```

(for the current month, day, and year) and press <ENTER>.

The computer will display an OK if you have entered this information correctly. If you have not entered the date in exactly the same format as above, you'll see an error message.

Press <F8> to return to the main system menu.



NEC PC-8201

To set the date on the NEC PC-8201, type

```
DATE$="yy/mm/dd"
```

(for the current year, month, and day) and press <ENTER>. The computer displays an **OK** message when the date is entered correctly. You'll see an error message if you haven't entered the information in exactly the same format as above.

Press <SHIFT> <f5> to return to the main system menu.

IDEA!

THE CURSOR

The cursor is a mobile indicator on your computer screen. Its location tells you where the on-screen action is taking place. You move the cursor around by pressing the four <arrow> keys on the top right of your keyboard.

While using IDEA!, you'll see two different styles of the cursor. The pointer style, at right, moves vertically in the left margin of the screen.



Use <up arrow> and <down arrow> to move this cursor and select ideas and subideas for editing, moving, adding, and other purposes.

The second cursor style appears as a rectangle with either white type on a black background or black type on a white background. Sometimes it appears as a flashing black box.

The rectangular cursor appears as you type or edit heading or notes. Select the place you'd like to work on by moving the cursor to that location.

For more information about moving the cursor, see "What an IDEA! File Looks Like" in Section 2 and "From Notes to Paragraphs" in Section 3.

SECTION 2

THE BASICS



INTRODUCTION

You are about to discover how easy it is to use IDEA! The program is eminently logical--no need to memorize complicated lists of commands or procedures. By reading the prompts that appear on your computer's screen--and knowing the general principles behind those prompts--you will soon find IDEA! a natural to use.



I have written this section to get you up and running on your own.

Having read its pages and followed its exercises, you should be ready to begin setting up your own IDEA! files.

Among other matters, this section covers:

- what an IDEA! file looks like
- adding and deleting ideas
- moving and copying ideas
- starting your own IDEA! files

Everything covered in this section applies to both the complete program, IDEA!.BA, and the shorter version of the program, IDEA!2.BA.

IDEA!

For more advanced uses of IDEA!, see Section 3. There you will learn how to find items in your outlines, print outlines, develop outlines into complete papers, and perform a variety of maneuvers in which you vary the structure of outlines.

Read Section 3 from beginning to end, or use it as a reference whenever you need help.

In Appendix A, near the end of this book, you will find a complete list of the prompts in IDEA! along with explanations of what they accomplish. You may use this as a reference, either to refresh your memory or to get started using the program without further reading.



PUTTING IDEA! TO WORK FOR YOU

You are limited in your use of IDEA! only by your imagination and the memory of your computer.

You may use IDEA! as anything from a list-keeper to an organizer of complex thoughts.

Here are a few examples:

- keeping a current list of alphabetized and categorized telephone numbers and addresses
- maintaining an appointment calendar and a prioritized list of things to do
- keeping a list of business contacts that anyone can easily call up
- outlining articles, papers, presentations, business proposals, textbook chapters
- developing outlines into full-blown articles, papers, presentations, business proposals
- logging sales calls
- keeping current résumés
- setting up a flashcard system to learn foreign languages or technical terminology
- maintaining annotated bibliographies from which you can locate articles on particular subjects

IDEA!

Some of these applications are demonstrated in the sample outline included on the cassette with your program. Others are explained more completely here in Section 2 as well as in Section 3.



A WORD ABOUT OUTLINES

Organizing through outlining is the key to the successful use of IDEA!

Early experience with outlines has set many of us against them, but day in, day out, we find ourselves making outlines in one form or another.

When you fill out an appointment book, you are, in effect, making an outline of your commitments--some commitments under one date, others under another.

Often simple lists become outlines. Planning a day off, you may start a list of things you want to accomplish. You may include in that list the errands you must run downtown, the fish you must buy from the fish market, the clothes you must get from the cleaners, the calls you must make. Already the list is a simple form of outline.

Outlines are ways of organizing matters--whether they be activities or abstract thoughts. By outlining, you give order to ideas and place the more particular ones under the more general ones.

Throughout this manual the matters arranged by IDEA! are referred to as **ideas**. When an idea is subdivided into smaller ideas, those smaller ideas are called **subideas**.

In an outline of any depth, an idea may itself be a subidea of another idea, which may be a subidea of yet another idea, and so on.

IDEA!

IDEA! sets virtually no limits on the number of levels of subideas you may have under a single idea. You may divide and subdivide your outlines to the extent necessary.

The advantage of using IDEA! for outlines is that your outlines can grow and change as your thinking progresses.

Using IDEA!, you can insert and delete ideas wherever you want and move entire blocks of ideas in a few keystrokes.



LOADING THE SAMPLE IDEA! FILE

Learning to use IDEA! will be easier if you load the sample IDEA! file included on the cassette with your IDEA! program. Refer to Section 1 if you need help in loading either the sample file or the program itself.

It will also be to your advantage to load the complete version of the program--IDEA!.BA. With it in your computer, you can perform all of the exercises in this section and in Section 3. Even with the smaller version--IDEA!2, you will be able to perform all of the exercises in this section and most of those in Section 3.

Before loading either the program or the sample file, however, check "What You Need to Use This Program," in Section 1, to ensure that you have enough free memory in your computer.

With the sample file and one or the other versions of the program in your computer, move the cursor in the main system screen of your computer over IDEA!.BA or IDEA!2.BA, and press <ENTER>.

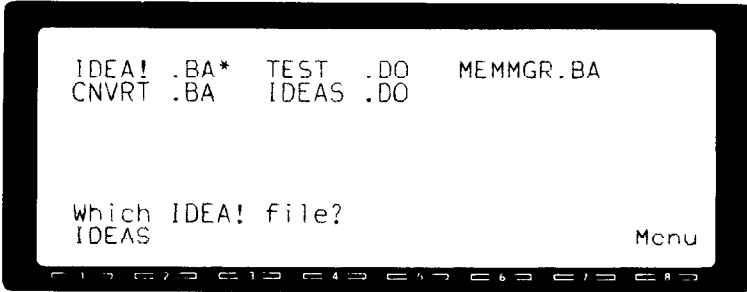
Remember: Instead of <ENTER>, users of the NEC PC-8201 must press the key marked this way:



File-Selection Screen

After the IDEA! title screen, you see the file-selection screen:

IDEA!



Notice among the file names at the top of this screen the file names of the program--IDEA!.BA or IDEA!2.BA--and the sample outline file--IDEAS.DO.

Near the bottom of the screen, the cursor blinks at a question asking which IDEA! file you want.

You may call up the sample outline file simply by pressing <ENTER>. Or you could type its file name in capitals or lowercase, without the ".DO" at the end, and then press <ENTER>.

Before selecting the sample outline, however, find this prompt in the bottom right corner of your screen: **F8/Menu** on Radio Shack and Olivetti computers and <SHIFT> **f5/Menu** on NEC computers.

The Menu command takes you out of IDEA! and returns to the main system menu, where you started.

For more on the file-selection screen, see "Starting Your Own IDEA! File," at the end of this section.

Now go ahead and press <ENTER>.



WHAT AN IDEA! FILE LOOKS LIKE

As soon as you tell IDEA! which file you want to work on, you see this message:

Working...!

The flashing exclamation point assures you that the program is busy loading that file.

Then this screen appears:

```
>IDEAS  IDEA! file as of 01/22/85(125)
  1+ TELEPHONE LIST
  2+ WEEKLY CALENDAR*
  3+ SCRATCH PAD
  4+ CONTACT LIST
  5+ ESSAY OUTLINE*

      Add  Edit  Del  Key2  Find  Top  Quit
```

Now you see how an IDEA! outline looks when you call it up on your screen. Don't be fooled by its simplicity, however. As you are about to learn, there is more here than meets the eye.

There are two main parts to this screen: the file heading, at the top of the screen; and the top-level ideas in the outline, below it.

File Heading

The file heading, at the top, tells you the name of the file you are working on and the last date

IDEA!

when anything in the file was changed.

The file heading on your sample outline looks like this:

IDEAS IDEA! file as of 01/22/85 (125)

As you become familiar with IDEA!, you will notice that the file heading often acts like a master heading under which the other headings in the file are included.

The cursor waits at the beginning of the file heading; at the end you see a number: 125.

This is the **file heading number**. It keeps you posted on the size of the IDEA! file--not in bytes but in the number of ideas and how much text you have typed for those ideas.

When using IDEA!, you should never let the file heading number exceed 250. The program will cease to function properly if you do.

Even with this limitation, IDEA! leaves considerable room for your files. The sample file on your computer--with a file heading number of 125--contains well over 100 ideas in addition to a seven-paragraph essay!

For more information on the file heading number, see "From Notes to Paragraphs" in Section 3.



Headings

Look at the numbered items appearing below the file heading:

- 1+ TELEPHONE LIST
- 2+ WEEKLY CALENDAR*
- 3+ SCRATCH PAD
- 4+ CONTACT LIST
- 5+ ESSAY OUTLINE

These are the **headings** of the top-level ideas in the file. The rest of the ideas in this file are all included under these five headings.

The **plus sign (+)** you see after each number confirms that lower-level ideas--or subideas--are included under each of these headings. Those subideas are currently invisible.

The <up arrow> and <down arrow> keys move the cursor up and down, from heading to heading. Using <up arrow> and <down arrow>, you can move from one part of your outline to another. As you will soon discover, too, you will use these keys to mark ideas you want IDEA! to move, delete, or otherwise act on.

Notes

Not visible on your screen right now are the **notes** included under some of the headings.

Notes may consist of anything you want, usually something that expands on the one-line heading.

IDEA!

You may write a few words, a few lines, or several screens of notes. Or you may write nothing at all. To turn the notes into full-fledged text, see "From Notes to Paragraphs" in Section 3.

Ideas and their notes are inextricably linked. Move a heading, and its notes go with it. Delete a heading, and say goodbye to its notes.

Notice the **asterisk (*)** after idea 2. The asterisk tells you that this heading has notes.

Edit. To reveal notes, move the cursor to a heading, and activate the Edit command. Notice this prompt on the bottom line of your screen: **F3/Edit**. Pressing <F3> beside any heading marked by an asterisk shows the notes for that heading.

Exit. The Exit command takes you out of the notes and returns you to the outline. Notice this prompt at the bottom of the screen: **F8/Exit** on Radio Shack or Olivetti computers or <SHIFT> **f5/Exit** on NEC computers.

The Many Uses of <ENTER>

The <ENTER> key serves many useful and time-saving purposes in IDEA!

For any commands activated by pressing <F1>, you may press <ENTER> instead. To Expand or Compress an idea, for example, you may press <ENTER> instead of <F1>.

Owners of NEC computers, notice this exception:



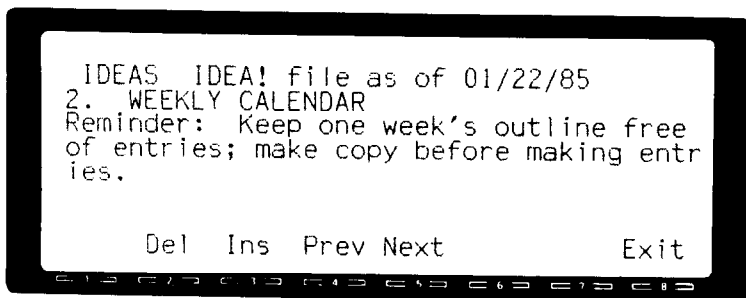
You cannot substitute <ENTER> for <f1> whenever <f1> must be used in combination with <SHIFT>. For commands you must activate by <SHIFT> <f1>, you may press only <SHIFT> <f1>.

Also, to move from a heading to notes while in Edit, you may press <down arrow> or <ENTER>. For other uses of <ENTER>, see "From Notes to Paragraphs" in Section 3.



Moving into a heading and notes in the sample outline

1. Begin by pressing <down arrow> until the cursor rests beside idea 2, WEEKLY CALENDAR.
2. To uncover the notes for idea 2, use the Edit command: Press <F3>. This screen now appears:



Once again you see the heading of idea 2; and for the first time you see the accompanying notes.

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The Edit command is one of just two commands that give you access to the notes in an IDEA! outline. (The other is Find; see Section 3 for details.)

3. The cursor is blinking at the beginning of the heading. Use <right arrow> and <left arrow> to move forward and backward in the heading. To move faster, use the <CTRL> key in combination with <right arrow> and <left arrow>:

<CTRL> <right arrow> moves you to the end of a heading or of a line of notes

<CTRL> <left arrow> moves you to the beginning of a heading or of a line of notes

Note: On NEC computers, use <SHIFT> with <right arrow> and <left arrow> to make these moves.

You may use <right arrow> or <left arrow> only when the cursor is in a heading or notes or when you are using the Find command.

4. To move from the heading to the notes, press <down arrow> or <ENTER>.

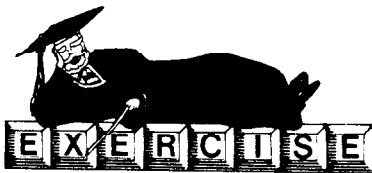
5. Try moving about in the notes; use <right arrow> and <left arrow> by themselves and in combination with <CTRL>. Notice that <up arrow> and <down arrow> move you from line to line, even from the notes to the heading and back again.

6. To leave the notes and return to the outline, use the Exit command. Press <F8> on Radio Shack or Olivetti computers or <SHIFT> <f5> on NEC computers.



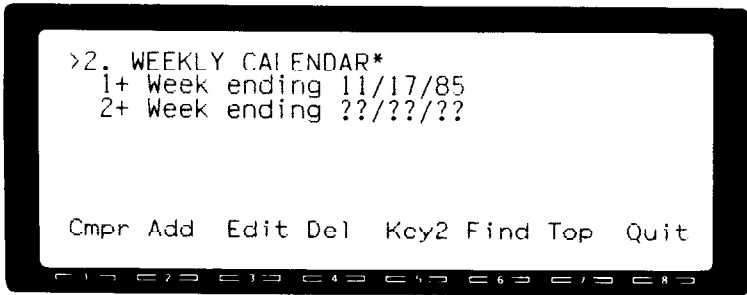
Revealing Subideas

Once back in the outline, notice this prompt: **F1/Exp**, short for **Expand**. Press <F1> or <ENTER> to open up your outline and reveal subideas.



Moving deeper into the sample outline by revealing two levels of subideas

1. With the cursor beside idea 2, WEEKLY CALENDAR, press <F1> or <ENTER> to Expand. This screen appears:



Notice how IDEA! shows the relative levels of Expanded ideas: the higher-level idea--WEEKLY CALENDAR--appears on the top line. Below it and indented from the left side of the screen are subideas one level deeper in the outline: Week ending 11/17/85 and Week ending ??/??/??.

To help you further, IDEA! provides **level-indicators**--numbers identifying where ideas fit in with

IDEA!

others on the same level and with the idea under which they are included.

You may read the level-indicators in the above screen like this:

- 2. WEEKLY CALENDAR
 - 2.1 Week ending 11/17/85
 - 2.2 Week ending ??/??/??

2. Now let's go still another level deeper into the outline. Move the cursor down to

1+ Week ending 11/17/85

As it did in an earlier screen, the plus sign here indicates that there are subideas hidden under this idea.

3. To see the first level of those subideas, use the Expand command: Press <F1> or <ENTER>.

Once you have used Expand, this screen appears:

```
>2.1. Week ending 11/17/85
  1+ Appointments
  2+ Things to Do

Cmpr Add Edit Del Key2 Find Top Quit
```



You may read these level-indicators as

- 2.1 Week ending 11/17/85
- 2.1.1 Appointments
- 2.1.2 Things to Do

Hiding Subideas

Notice that a new prompt has replaced Exp: **F1/Cmpr**, short for **Compress**. To Compress, press <F1> or <ENTER>.

Compress reverses Expand, hiding subideas and taking you one level higher in an outline.

The Expand and Compress prompts alternate with each other on the screen. If an idea marked by the cursor is Compressed, you will see Expand. If the idea is Expanded, you will see Compress. And if the cursor marks a blank line or the file heading, you will see neither.



Moving up in the sample outline by Compressing subideas

1. With the cursor at the top of the screen, press <F1> or <ENTER>. The subideas under idea 2 will disappear, and you will return to the previous screen.

IDEA!

2. To move back to the top level headings of our outline, move the cursor to the top of the screen, and press <F1> or <ENTER> to Compress that idea, too.

By Expanding ideas, you are able to concentrate on a particular part of an outline. By Compressing ideas, you can go on to select other areas to work in.

3. Now to make a complete roundtrip, notice this prompt: F7/Top on Radio Shack and Olivetti computers and <SHIFT> f2/Top on NEC computers.

The Top command takes you from any point within your outline to the file heading. Press <F7> or <SHIFT> <f2>.



IDEA! COMMANDS

You accomplish much of what you want to do with IDEA! by using function keys to activate commands. The commands are divided into two groups: primary and secondary. The commands you have dealt with so far--Expand/Compress, Edit, and Top--are all primary commands.

Primary Commands

In all, there are 13 primary commands in IDEA!.

These 13 primary commands are grouped into two sets: Key Set 1 and Key Set 2. Only one of these sets of commands is available to you at any time. To make the commands in the other set available, you must press a function key. All of the commands you have tried so far are in Key Set 1.

Key Set 1. Whenever you load IDEA!, it is the commands in Key Set 1 that are first available.

The commands in Key Set 1 are Expand/Compress, Add, Edit, Delete, Key Set 2, Find, Top, and Quit.

These commands are represented in the prompt line like this:

Exp/Cmpr Add Edit Del Key2 Find Top Quit

Note: On the NEC PC-8201, you must press <SHIFT> before you see these prompts: Find, Top, and Quit.

IDEA!

Remember that the Exp/Cmpr prompt does not appear while the cursor is in the file heading or at a blank line.

Quit takes you out of your current file and back to the file-selection screen. There you may choose another IDEA! file to work on, or you may use the Menu command to return to the main system menu.

For **Quit**, notice this prompt: **F8/Quit** on Radio Shack and Olivetti computers and **<SHIFT> f5/Quit** on NEC computers. To **Quit**, press **<F8>** or **<SHIFT> <f5>**.

Once you use **Quit**, you see this message:

Quit now (Y/N)?

In case you had pressed **Quit** by mistake, you may press **<N>** and stay in your file. Otherwise, press **<Y>**, and return to the file-selection screen.

Key Set 2 makes available to you the commands in Key Set 2. The prompt for this command is **F5/Key2**. To call up Key Set 2, press **<F5>**.

Key Set 2. These are the prompts that appear once you use the **Key2** command:

Exp/Cmpr Move Copy Advc Key1 Prnt Sort Quit

Note: On the NEC PC-8201, you must press **<SHIFT>** before you can see these prompts: **Prnt**, **Sort**, and **Quit**.



For your convenience, three of the commands appear in both sets: Exp/Cmpr, Quit, and Key Set (either Key1 or Key2).

Secondary Commands

Once you have chosen certain primary commands, you face one or more choices. Make those choices by selecting the secondary commands. You do not see prompts for secondary commands until you activate the primary commands.

Secondary commands help you carry out the task you began when you selected the primary commands.

Once you use the Delete command, for example, you face two secondary commands. One finishes the Delete process; the other allows you to go back to your outline without Deleting.

Let's now use the Add and Delete commands.

IDEA!

ADDING AND DELETING IDEAS

A general rule to remember when Adding, Deleting, or taking any other action with IDEA!: First move the cursor to where you want the action to occur. Then give the command.

The Add command places the new idea at the line marked by the cursor. If the line already had an idea, that idea will be moved down one line, along with any ideas below it.

The Delete command erases both the idea marked by the cursor and all of its subideas.

Both Add and Delete are in Key Set 1.

There are two general situations in which you will use Add:

- when you want to Add an idea to an existing list of ideas
- when you want to begin making a list of subideas

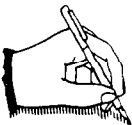
Adding Ideas to a List

To Add an idea, move the cursor to the line where you want the idea Added. Heed this prompt: **F2/Add**. Press <F2>, and type your heading with or without notes. Then return to your outline.



Adding an appointment
within a list of
appointments

From: 2.1.1.1 Monday



1. AM 09:15--Joan Brooks
 2. AM 09:45--Bruce Smith
 3. PM 03:15--staff meeting
- Noon - lunch with Mel*

To: 2.1.1.1 Monday

1. AM 09:15--Joan Brooks
2. AM 09:45--Bruce Smith
3. Noon--Lunch with Mel
4. PM 03:15--staff meeting

1. From the file heading, move the cursor to idea 2, WEEKLY CALENDAR, and Expand it.
2. Press <down arrow> to move the cursor to idea 2.1, Week ending 11/17/85, and Expand it.
3. Press <down arrow> to move the cursor to idea 2.1.1, Appointments, and Expand it.
4. Press <down arrow> to move the cursor to idea 2.1.1.1, Monday, and Expand it. This is the list to which we will Add an appointment.

Note: The four steps it took for you to arrive at this point can be shortened considerably by using the Find command. See Section 3 for details.

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5. Press <down arrow> to idea 2.1.1.1.3, the 3:15 p.m. appointment.

6. Make sure you are in Key Set 1 (press <F5> if you are not); then press <F2> to activate Add. You now see this:

2.1.1.1. Monday

3. ↓

The cursor is waiting for you to type a heading.

7. For the heading type

Noon--Lunch with Mel

and press <ENTER>.

8. For the notes type

Bring July sales figures.

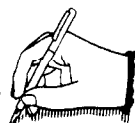
and use the Exit command. You may also leave these notes by pressing <ENTER> twice; see "From Notes to Paragraphs" in Section 3 for details.

6. You again see the list of appointments with the noon appointment added to it. Notice that the original idea, the 3:15 staff meeting, has moved down a line to make room for the luncheon engagement.



Adding an appointment at the end of a list of appointments

From: 2.1.1.1 Monday
1. AM 09:15--Joan Brooks
2. AM 09:45--Bruce Smith
3. Noon--lunch with Mel
4. PM 03:15--staff meeting
PM 4:30 -conference call



To: 2.1.1.1 Monday
1. AM 09:15--Joan Brooks
2. AM 09:45--Bruce Smith
3. Noon--lunch with Mel
4. PM 03:15--staff meeting
5. PM 04:30--conference call

1. From where you left the cursor in the previous exercise, move the cursor to the blank line below the last appointment (3:15 p.m. staff meeting) for Monday, idea 2.1.1.1.

2. Press <F2> to activate Add, and for the heading type

PM 04:30--conference call

and press <ENTER>.

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3. For the notes, type

Ask about vendor contracts.

and use the Exit command or press <ENTER> twice to return to the outline.

Notice that the conference call now appears at the end of the list of appointments.

4. To prepare for the next exercise, use <up arrow> to go back to idea 2.1.1.1, Monday, and Compress it.

Starting a List of Subideas

When starting a list of subideas, remember that you are Expanding on the idea to which you are Adding the subideas.

These are the steps:

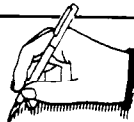
- Place the cursor beside the idea to which you want to Add subideas.
- Use the Expand command.
- Press <down arrow> to move to the first empty line.
- Use the Add command.



Starting a list of appointments

From: 2.1.1.4 Thursday

AM 10:30 Tea for retirees



To: 2.1.1.4 Thursday

1. AM 10:30 Tea for retirees

1. From idea 2.1.1.1, Monday, use the <down arrow> to move the cursor to idea 2.1.1.4, Thursday.

2. The absence of a plus sign (+) here tells you there are no subideas. To begin Adding subideas, Expand this idea.

3. With the cursor at Expanded idea 2.1.1.4, try using Add. The beep tells you that you cannot use Add at an Expanded heading. To Add a subidea, move the cursor down one line.

4. Now press <F2> to Add. For the heading, type
AM 10:30 Tea for retirees

and press <ENTER> or <down arrow>.

IDEA!

5. For notes, type

Pick up cake at Marcel's

and use the Exit command or press <ENTER> twice.

6. Back in the outline you see the new appointment. The cursor rests on the next line, waiting for you to use Add again. Go ahead and Add other ideas to this list if you want. When you are finished, use Top to return to the file heading.

Deleting an Idea

To Delete an idea, place the cursor beside the idea you want to Delete. In the prompt line for Key Set 1, look for this prompt: F4/Del. To activate Delete, press <F4>.

Remember: When you delete an idea, you also delete its notes and the headings and notes of all subideas below it.

Secondary Commands. These prompts then appear: Delete and Exit.

Exit. Exit takes you back to your outline without deleting. Press <F8> on Radio Shack and Olivetti computers or <SHIFT> <f5> on NEC computers.

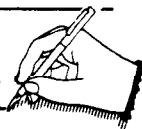
F1/Delete. Pressing <F1>--or <ENTER>--gives IDEA! the go-ahead to delete the idea marked by the cursor.



Deleting a contact from
the Contact List

From: 4. CONTACT LIST

1. MH McGraw Hill Book Co.
- ~~2. GB Galahad Books~~
3. PH Prentice Hall, Inc.
4. GD Grosset & Dunlap, Inc.



To: 4. CONTACT LIST

1. MH McGraw Hill Book Co.
2. PH Prentice Hall, Inc.
3. GD Grosset & Dunlap, Inc.

1. From the file heading move down to idea 4, CONTACT LIST, and Expand it. You now see a list of publishers. Under each heading are subideas with retail ordering information.

2. Move the cursor to the idea to be deleted--4.2, Galahad Books. Make sure you are in Key Set 1; then press <F4> to begin Delete.

3. To Delete the Galahad Books listing, press <F1> or <ENTER>. You are now back in your outline, where you see that Galahad Books has disappeared along with its subideas. The headings that were below it have moved up.

4. Use the Top command to return to the file heading.

IDEA!

MOVING AND COPYING IDEAS

IDEA! lets you Move and Copy ideas from one place to another. Ideas are deleted from their original location when they are Moved; they are duplicated when they are Copied.

You perform Move and Copy in two steps:

- selecting the idea to be Moved or Copied
- placing the cursor at the line where you want to Move or Copy the idea

An idea will be Moved to, or Copied at, the line marked by the cursor, pushing down the current idea and any below it.

Both the Move and Copy commands are in Key Set 2.

Moving Ideas

Place the cursor beside the idea you want to Move. Then, in Key Set 2, press <F2> to begin the Move.

Selecting. You may now Select the idea marked by the cursor. These secondary commands are available: Select and Exit.

Use the **Exit** command to return to your outline without Selecting. Press <F8> on Radio Shack or Olivetti computers or <SHIFT> <f5> on NEC computers.

Press <F4> to Select the idea marked by the cursor.



The heading of the idea you have Selected then appears just above the prompts, in reverse video--light letters against a dark background.

Remember: When you Select an idea, you include any subideas under it.

Completing the Move. Place the cursor at the line where you want to Move the idea.

Once again use the Move command; press <F2>. These secondary commands are now available: Move, Select, and Exit.

As before, **Exit** returns you to your outline without activating a command. Press <F8> on Radio Shack or Olivetti computers or <SHIFT> <f5> on NEC computers.

The **Select** command appears just in case you have changed your mind about the idea you want to Select. Use the Select command now, and you can pick a new idea to be Moved. Press <F4> to Select the idea now marked by the cursor.

There will be times when you will want to cancel a Selection--to remove from the reverse-video bar a heading you have selected but no longer want to Move. You may do so either by Selecting a new heading or by moving to a blank line and Selecting it.

The **Move** command now available completes the Move process. Press <F1>--or <ENTER>--and the Selected idea Moves to the line marked by the cursor. If there was already an idea on the line marked by

IDEA!

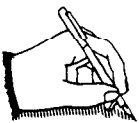
the cursor, it will now have been moved down one line.

Note: The versatility of IDEA! allows you to Move your ideas in more than one way. Another command--Sort--also allows you to move ideas. For details, see "Sorting Ideas" and "Rearranging Long Lists of Ideas" in Section 3.



Moving one idea ahead of another in the Contact List

From: 4. CONTACT LIST



- 1+ MH McGraw Hill Book Co.
- 2+ PH Prentice Hall, Inc.
- 3+ GD Grosset & Dunlap, Inc.
- 4+ MM Macmillan Publ. Co

To: 4. CONTACT LIST

- 1+ GD Grosset & Dunlap, Inc.
- 2+ MH McGraw Hill Book Co.
- 3+ PH Prentice Hall, Inc.
- 4+ MM Macmillan Publ. Co.

1. From the file heading, move to idea 4, CONTACT LIST, and Expand it.
2. Place the cursor beside idea 4.3, Grosset & Dunlap, Inc., the idea to be Moved.
3. Make sure you are in Key Set 2 (use the Key2 command if necessary); press <F2> to begin Moving.



4. Press <F4> to Select idea 4.3.
5. Move the cursor up to idea 4.1, McGraw Hill, the idea to be displaced.
6. Press <F2> to activate the Move command.
7. Press <F1> to complete the Move. In a short time you will see the list, with Grosset & Dunlap at the top.

Copying Ideas

Copying is almost identical to Move. Its use and effects are similar except that an idea Copied is simply reproduced elsewhere, whereas an idea Moved disappears from its original position.

For information about the usefulness of the Copy command, see "Classifying Subideas," in Section 3. Also consider its application in the exercise below.

To begin Copying, place the cursor beside the idea you want to Copy. Then, in Key Set 2, press <F3> to activate the command.

Selecting. You may now Select the idea marked by the cursor. These secondary commands are now available: Select and Exit.

Use **Exit** to return to your outline without Selecting. Press <F8> on Radio Shack or Olivetti computers or <SHIFT> <f5> on NEC computers.

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Press <F4> to **Select** the idea marked by the cursor. The heading of the idea you have Selected then appears just above the prompts, in reverse video.

As with Move, an idea you Select will be Selected in its entirety, with any subideas.

Selecting is an identical process in Move and Copy. You may start out in Move, for example, and Select an idea. Then, instead of Moving, you may Copy that Selected idea--no need to repeat the Selection process.

Completing the Move. Now place the cursor at the line where you want to Copy the idea. If there is an idea there already, it will have been moved down one line once the Copy is complete.

Often you will simply want to place a copy of an idea immediately after itself. In this case, you will not have to move the cursor between Selecting and Copying.

Once again use the Copy command; press <F3>. These secondary commands are now available: Copy, Select, and Exit.

As before, **Exit** returns you to your outline without activating a command. Press <F8> on Radio Shack or Olivetti computers or <SHIFT> <f5> on NEC computers.

The **Select** command appears just in case you have changed your mind about the idea you want to Select. Use the Select command now to pick a new



idea to be Copied. Press <F4> to Select the idea now marked by the cursor.

To cancel a Selection, you may either Select another heading or Select a blank line.

The Copy command now available to you completes the Copy process. Press <F1>--or <ENTER>--and the Selected idea is Copied on the line marked by the cursor.



Copying the outline for weekly appointments and things to do

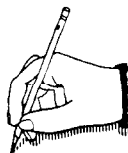
From:

2. WEEKLY CALENDAR

1+ Week Ending 11/17/85

2+ Week Ending ??/??/??

Week Ending ??/??/??



To:

2. WEEKLY CALENDAR

1+ Week Ending 11/17/85

2+ Week Ending ??/??/??

3+ Week Ending ??/??/??

1. Go to idea 2, WEEKLY CALENDAR, and Expand it.
2. Go to the idea to be Copied, 2.2, Week Ending ??/??/??.
3. In Key Set 2, press <F3> to begin the Copy process. Then press <F4> to Select idea 2.2.

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4. Press <F3>, the Copy command, then <F1> to complete the process. In a short time you will see two copies of idea 2.2--now ideas 2.2 and 2.3.

You may be interested to know what you just Copied:

- 2.2 Week ending ??/??/??
 - 1. Appointments
 - 1. Monday
 - 2. Tuesday
 - 3. Wednesday
 - 4. Thursday
 - 5. Friday
 - 6. Saturday
 - 7. Sunday
 - 2. Things to Do

This is a kind of blank form to be used week after week to record appointments by day and hour and things to do by priority.

Copying a blank form of this kind saves you the trouble of creating it every time you want to use it to make new entries. Just remember to Copy the form before making entries.



STARTING YOUR OWN IDEA! FILE

When you go to create your own IDEA! file, you have the choice of assigning a new file name or using as the file name the default--IDEAS.DO.

To assign a new file name, type up to six characters--letters, numbers, or a combination of both. You may type letters in capitals or lowercase. Omit the ".DO" ending.

To use the default, simply press <ENTER> in the file-selection screen when the program asks which IDEA! file you want to select.

Below the question asking which IDEA! file you want to select appears this reminder of the default file name: IDEAS.

If you have loaded the sample IDEAS.DO file into your computer, you will have to delete that file before using the default for a file of your own. See Section 4, Memory Management, for instructions on the Kill option.

Before deleting the sample file, however, you may want to look at Section 3. Exercises in the use of the other IDEA! commands make use of this file.

Whenever you type a file name that IDEA! does not recognize, you see this message:

(file name) not found. Create (Y/N)?

If you have mistyped the file name, press <N>, and type the file name correctly.

The Basics

If you are creating a new file, press <Y>. Soon you will be in the program, at the file heading of your new file.

Calling Up Files

IDEA! includes in the file-selection screen all the data files and programs currently in your computer's RAM.

Some of the data files listed on the file-selection screen may not be IDEA! files. If you happen to select one of them to use with IDEA!, you will see this message:

Not an IDEA! file--Press any key

Pressing any key makes it possible for you to select a file IDEA! can deal with--one that was created using the program.

SECTION 3

ADVANCED USES



MOVING QUICKLY THROUGH AN OUTLINE

Your main aids in moving in and out of ideas and up and down in an outline are <up arrow> and <down arrow> and the Expand/Compress and Top commands.

There are two other keys which, used in combination with <up arrow> and <down arrow>, give you greater speed and ease-of-use in moving through an outline: the control key--<CTRL>--and the shift key--<SHIFT>.



Rapid movement with <CTRL> is available on both versions of the IDEA! program but is available with <SHIFT> only on the complete version, IDEA!.BA.

<CTRL> and the Arrow Keys

Pressing <CTRL> with the <down arrow> key moves you one line beyond the last subidea under the heading at the top of the screen.

Pressing <CTRL> with the <up arrow> key returns you to the heading at the top of the screen.

<SHIFT> and the Arrow Keys

Combining <SHIFT> with <up arrow> or <down arrow>

IDEA!

moves you through an outline one screen of ideas at a time. Doing this repeatedly in a long list of ideas, you wind up in the same place as you would using <CTRL>, but you move in shorter steps.

Press <SHIFT> <down arrow> in the heading at the top of the screen to move the cursor to the subidea at the bottom of that screen. Repeat, and the cursor moves to the subidea at the bottom of the next screen. In the last screen of subideas, the cursor stops at the blank line below the last subidea.

Press <SHIFT> <up arrow> to reverse the process.

Note: When using <up arrow> with either <SHIFT> or <CTRL>, you can go no farther than an Expanded idea. To proceed beyond that point, you must first use Compress. Also, you cannot use <SHIFT> or <CTRL> with <up arrow> or <down arrow> while you are in Edit.



Using <SHIFT> and <CTRL> with <up arrow> and <down arrow> to move through a list of subideas

The best part of the sample file in which to experiment with <SHIFT> and <CTRL> is the list of personal telephone numbers, idea 1.2.

Go to idea 1.2, Expand it, and experiment.

Next in this section you will learn how to use the



Advanced Uses

Find command to move quickly in and out of ideas and subideas. By using the Find command, you can save time when you want to move here and there to make changes to various parts of an outline.

IDEA!

FINDING ITEMS

With the Find command, you can locate anywhere in your outline anything from a single letter or number up to a string of 27 letters or numbers.

Find is useful in many ways. It is particularly useful for moving from one part of an outline to another. (It helps to have a printed copy of the outline before you when using Find for this purpose.) For other applications, see "Using Find to Best Effect," below.

Begin the Find process in Key Set 1. Notice this prompt: **F6/Find** or **<SHIFT> f1/Find**. On Radio Shack and Olivetti computers, press **<F6>**. On NEC computers, press **<SHIFT> <f1>**.

In the bottom line of your screen, you see this:

Find: _____ Exit

The cursor waits for you to type the item you want. When you are finished typing, press **<ENTER>** to begin the search.

Or you may heed the **Exit** prompt to return to your outline without Finding. To Exit, press **<F8>** on Radio Shack and Olivetti computers or **<SHIFT> <f5>** on NEC computers.



Finding more than one occurrence of a name in the telephone list

1. In the sample outline, start with the cursor at the file heading. In Key Set 1, start Find by pressing <F6> on Radio Shack and Olivetti computers or <SHIFT> <f1> on NEC computers.
2. In the bar that appears at the bottom of the screen, type this exactly as indicated:

Gomez

and press <ENTER>.

3. After a message assuring you that IDEA! is working on your Find, you see the cursor pointing to this heading:

Hanson & Gomez, Ltd. (218) 983-7465

When the characters you want to Find occur only in the heading of an idea--and not in the notes--the cursor will stop at the heading.

4. With the cursor still beside Hanson & Gomez, press Find twice. The cursor soon reappears beside this heading:

Gomez, Francisco (619) 923-3314

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To Find repeated occurrences of an item, press Find--F6 or <SHIFT> f1--twice for each occurrence.

5. To find another name in the telephone list, press Find. Then type

Knudsen

and press <ENTER>.

As soon as you start typing over the previous Find entry, the bar clears to make room for the new entry.

If you want to edit the entry instead of typing a new one, press <right arrow> until you reach the point where you want to begin editing. You may use both <left arrow> and <right arrow> as well as the <backspace> key when you are editing a Find entry.

6. This message soon appears:

Not found--PRESS ANY KEY

The Find command begins searching at the idea or subidea following the one marked by the cursor--even if the next idea or subidea is hidden from view at the moment.

To Find an item, then, you must begin before the point where that item occurs. Most often, you are best off to start Find with the cursor at the file heading: Use the Top command, then Find.

In the search for "Knudsen," IDEA! could not locate "Knudsen" because "Knudsen" appears in the sample



outline before the point where you started the search.

7. Press any key to remove the "Not found" message; then use the Top command to return to the file heading.

8. Now repeat the search for "Knudsen" by pressing Find twice. You will Find this:

1.1. Business

4. Knudsen Accounting . . .

Note: Spelling is Knudsen, not Knudson!

The cursor marks the occurrence of "Knudsen" in the notes, not the heading.

Find locates just one occurrence for each heading, no matter how many occurrences there are within that heading and its notes.

When a string of characters occurs in both the heading and the notes of an idea, Find places the cursor in the notes.

If a heading has more than one screen of notes, the cursor appears in the first screen where the word occurs. Subsequent uses of Find will not locate any other occurrences in later screens of the same idea.

For more information about multiple screens of notes, see "From Notes to Paragraphs" later in this section.

9. To find another occurrence of "Knudsen,"

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press <F8> to Exit the notes. Then press Find twice.

10. You now see the cursor beside idea 1.2.7, Knudsen's home telephone number. Use Top to return to the file heading.

Using Find to Best Effect

Find is selective: It looks for exactly what you specify. If you specify "Honor", Find will pass over any occurrence of "honor". Similarly, if you specify "honors", Find will skip over any occurrence of "honor".

If, however, you specify "honor", Find will also stop at any occurrence of "honors" because "honor" is included in the plural form.

Sometimes this specificity will suit you. Other times it will not. Sometimes you will not care whether a word is capitalized or lowercase, whether it is singular or plural, whether it is past or present tense. Other times you will want to observe these distinctions.

To make your search more general, you may type just part of the word. Typing "onor", for example, will cause Find to stop at "honor", "honors", "Honor", "Honors", "honored", "honoring", and so on.

The table on the next page summarizes some of the options available to you when you specify what you want to Find.



Occurrences (Words to be Found are underlined)	What to Type
<u>honor</u> , honors	honor<space>
<u>honor</u> , <u>honors</u>	honor
honor, <u>honors</u>	honors
<u>Honor</u> , <u>honor</u>	onor
<u>dishonor</u> , <u>honor</u>	honor
dishonor, <u>honor</u>	<space>honor
<u>honors</u> , <u>honored</u> , <u>honoring</u> , <u>Honors</u> , <u>dishonored</u> , <u>dishonorable</u> ,	onor

General Searches. In the last example of this table, notice that typing "onor" calls up a wide variety of words dealing in one way or another with honor. Searching in this general way is a good way of pulling together related ideas when you are trying to organize an outline.

A general search is also useful in searching through annotated bibliographies. Say that you have used IDEA! to compile an annotated bibliography of magazine or journal articles on various subjects. Now you want to call up those entries dealing in whatever form with honor. Searching for "onor" will have that effect.

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One caution: The more general you make your search (by reducing the number of letters in the word you specify), the greater the likelihood that you will find words other than those you intend.

Searching for "onor", for example, will also find any occurrence of "donor" or "sonority".

Using Codes. For exactness in a search, you may resort to codes. Place codes of a few characters at important places in an outline; then return to those points simply by specifying the codes.

In the sample outline, for example, idea 4, CONTACT LIST, consists of a list of several publishers. Before the name of each publisher is a two-letter code. By typing a two-letter code, you or anyone with access to the computer can call up the information about the publisher associated with that code.

Codes are useful if a word occurs many times in an outline but there is one occurrence in particular you want to return to again and again.



SORTING HEADINGS

The **Sort** command allows you to alphabetize headings or arrange them in numerical order.

The **Sort** command arranges headings one level below the cursor. If you put the cursor at the file heading, you will **Sort** the headings of the top-level ideas in your file--but none of those at lower levels.



If you place the cursor at one of the top-level headings, you will **Sort** the headings one level below that heading--but none of those at lower levels.

The **Sort** command is in Key Set 2. Its prompt is **F7/Sort** or **<SHIFT> f2/Sort**.

Secondary Commands

Once you press **<F7>** on the Radio Shack or Olivetti computer or **<SHIFT> <f2>** on the NEC, you see prompts for three secondary commands: **Ascnd**, **Dscnd**, and **Exit**.

Exit. Use the **Exit** command to return to your outline without sorting. Press **<F8>** on Radio Shack and Olivetti computers or **<SHIFT> <f5>** on NEC computers.

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The other two secondary commands give you the choice of arranging ideas in ascending or descending order.

F1/Ascnd. Choosing an ascending order gives you

- numbers before letters
- smaller numbers before larger numbers
- uppercase letters before lowercase letters
- earlier letters of the alphabet before later letters
- example: 0, 1, 2, X, Y, Z, a, b, c

To Sort in ascending order, press <F1>, and the Sorting begins.

Note: Sorting may take from a few seconds to a few minutes, depending on the number of subideas and paragraphs of notes you have placed below the heading being Sorted.

F4/Dscnd. Choosing a descending order gives you exactly the reverse:

- letters before numbers
- lowercase letters before uppercase letters
- later letters of the alphabet before earlier letters



- higher numbers before lower numbers
- example: c, b, a, Z, Y, X, 2, 1, 0

For a complete list of the order in which all the characters on your keyboard are Sorted, refer to the ASCII table in your computer manual.



Alphabetizing names in the sample telephone list

- From:
1. Nguyen, Shiu . . .
 2. Smithson, Tony . . .
 3. Snoterud, Ben . . .
-
13. Fisher, John . . .
 14. Alvarez, Mike . . .
 15. Beasley, Hector . . .
- To:
1. Alvarez, Mike . . .
 2. Beasley, Hector . . .
 3. Berg, Kay
-
15. Nguyen, Shiu . . .
 16. Smithson, Tony . . .
 17. Snoterud, Ben . . .

1. Move the cursor to idea 1, TELEPHONE LIST, and Expand it.

2. Move the cursor to idea 1.2, Personal; the names in this list are to be Sorted.

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3. Use the Sort command: In Key Set 2, press <F7> on Radio Shack or Olivetti computers or <SHIFT> <f2> on NEC computers. Notice that this has the same effect as using Expand.

You may begin Sorting either Expanded or Compressed ideas.

4. Heed the Fl/Ascnd prompt, and press <F1>. Soon, after the Working prompt has disappeared, the list of names will be alphabetically arranged.



Sorting dates in the
sample outline from
earliest to latest

From:	1.	06/30	Robin & Pat, anniversary
	2.	11/25	June & Bob, anniversary
	3.	03/21	Julie's birthday
	4.	12/24	Frank & Ann, anniversary

	8.	01/08	Mother's birthday
	9.	10/10	Agnes's birthday
	10.	06/27	Mike & Sue, anniversary
To:	1.	01/08	Mother's birthday
	2.	03/15	Sibyl's birthday
	3.	03/21	Julie's birthday
	4.	06/27	Mike & Sue, anniversary

	8.	11/25	June & Bob, anniversary
	9.	12/01	Sam's birthday
	10.	12/24	Frank & Ann, anniversary



1. Move the cursor to idea 3, SCRATCH PAD, and Expand it.
2. Move the cursor to idea 3.1, Birthdays and Anniversaries; the dates here are to be Sorted from the earliest to the latest (in ascending order).
3. Use the Sort command: In Key Set 2 press <F7> on Radio Shack and Olivetti computers or <SHIFT> <f2> on NEC computers.
4. Press <F1> to begin Sorting in ascending order.

Thinking Ahead

Sort allows you to arrange into an alphabetical or numerical order a list of headings you have entered at random. But to take advantage of this time-saving feature, you must keep certain requirements in mind when you are entering the headings.

In the last exercise, for example, the months January through September (1-9) were typed as 01, 02, etc. Had they been typed as 1, 2, etc., Sort would not have arranged the dates chronologically. January (1) would have been immediately followed by October (10), November (11), and December (12). Only then would March (3) and the earlier months have been listed.

When numbers are to be Sorted, count the number of digits in the largest number. When entering the

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numbers, precede the smaller numbers with enough zeros to give them the same number of digits as in the largest number. Examples: 01, 02, 03, through 99; 001, 002, 003, through 999.

Instead of zeros, you may enter spaces--<space>1 instead of 01, etc.--though you may find zeros easier to keep track of than spaces. In Sorting, spaces are placed ahead of any characters, including zeros.

A more complex application of Sort is illustrated by the weekly calendar in the sample file:

- 2.1.1.1 Monday
 - 1. AM 09:15--Joan Brooks
 - 2. AM 09:45--Bruce Smith
 - 3. PM 03:15--staff meeting

Preceding each appointment time with an AM or a PM makes it unnecessary to type a 3:15 PM appointment as 15:15, for example. The morning and afternoon appointments in this example are Sorted first by the "AM" and "PM", then by the hour and minutes.

Conveniently, too, "Noon" is Sorted between "AM" and "PM" since "N" falls between "A" and "P".

Even if they are entered without any consideration for their Sorting order, headings may be rearranged as you want them using the Sort command in combination with Edit. For details, see "Rearranging Long Lists of Ideas" later in this section.



FROM NOTES TO PARAGRAPHS

A particularly useful feature of IDEA! is its capacity to hold many screens of notes under a single heading.

With this capacity, IDEA! can take you from tentative drafts with sketchy notes, through organizational revisions and refinements of the notes, to full manuscripts with complete paragraphs.

When printed, all the notes under each heading--whether one screen or many--appear as a single paragraph. Should you want to begin a new paragraph while continuing with one idea, use Add to set up a duplicate heading, and continue writing. See the exercise below for details.

When you print an outline, you may choose to leave out all the headings and print only the notes.

Note: For each screen of notes you add after the first, you increase by one the file heading number. Multiple screens of notes, then, count toward the total file limit of 250.

Secondary Commands

You move from sketchy notes to complete paragraphs by using secondary commands in either Edit or Add. Those secondary commands are Next, Previous, Insert, Delete, and Exit.

F5/Next. Use the Next command when you have typed

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notes on one screen and want to continue writing on another. Also use Next to review several screens of notes consecutively. When you reach the last screen of notes, Next will call up a blank screen for more notes. Press <F5> or <ENTER>.

F4/Prev. Use the Previous command to move to the previous screen of notes. Press <F4>.

F3/Insert. Use the Insert command to Insert a screen of notes between screens of notes. The Inserted notes will appear just ahead of the notes on the screen when you start Insert. Press <F3>.

F2/Del. Use the Delete command to Delete your notes one screen at a time. Press <F2>, and the screen clears, allowing you to resume writing, to Exit, or to use Previous or Next.

Using <ENTER> in Add and Edit

While in Add or Edit, move from heading to notes by pressing <ENTER>.

While in notes, you may speed up your work by using <ENTER> instead of the Exit or Next commands:

- Pressing <ENTER> in a note screen **without** notes takes you to the next screen of notes if there are further notes. Otherwise, it has the same effect as Exit: It takes you back to the outline.



- Pressing <ENTER> in a note screen with notes has the same effect as Next: It takes you to the next screen of notes. If there are no more screens of notes, <ENTER> then calls up a blank screen. Pressing <ENTER> at this blank screen returns you to the outline.



Entering and editing
several screens of notes
in the essay outline of
the sample file

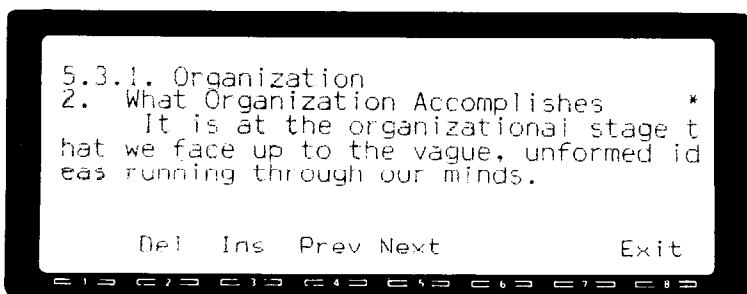
1. Make sure you are in Key Set 1. Then, with the cursor in the file heading of the sample outline, begin the Find process by pressing <F6> on Radio Shack and Olivetti computers or <SHIFT> <f1> on NEC computers.

2. For the item to Find, type

What Organization

and press <ENTER>. In a short time, the cursor reappears beside idea 5.3.1.2, What Organization Accomplishes.

3. Press <F3> to enter Edit. You now see the first of three screens of notes under this heading:

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In Edit, the asterisk at the end of a heading line tells you there are more screens of notes under this heading.

Notice that the first line of the notes is indented.

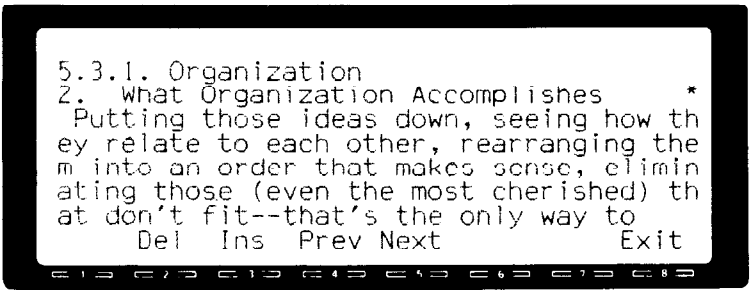
To indent the beginning of a paragraph, use the <space bar> before you start typing.

Notice, too, that the entire screen is not filled with notes.

Any spaces at the bottom of the screen you do not fill by typing characters or by pressing the <space bar> are omitted when notes are printed.

Don't worry about words that are broken at the ends of the lines on the screen. When printed, these words will appear whole.

4. To go to the next screen of notes, press <F5> or <ENTER>. You now see this screen:



Notice that this screen of notes begins with a new sentence and ends in the middle of that sentence.

When writing notes, you may move from one screen to the next between words of a sentence or between sentences. When IDEA! prints notes, it automatically adds one space at the beginning of each screen except the first. If you move to a new screen between words, start typing in the new screen at the very beginning of the top line. But if you start a new screen with a new sentence, leave one space before you start typing.

5. Press <F5> or <ENTER> to go to the next screen of notes. Notice that there is now no asterisk at the end of the heading line. You know this screen of notes is the last under this heading.

6. Press <F5> or <ENTER>, and you see a screen without notes. This screen is now available for adding notes.

7. Use the Previous command to go backward in the notes. Press <F4> twice, to take you back to the second screen.

IDEA!

8. Press <F3> to Insert a screen. Type up to a screen of notes of your own choosing.
9. Press <F5> or <ENTER> to go to the next screen. This is the screen that you moved down one in the order of screens by Inserting the notes in the previous step.
10. Press <F4> to go back to the screen you wrote, and press <F2> to Delete it.
11. Use Exit to return to the outline; then, using <up arrow> and Compress, go to idea 5.1, Thesis.

Notice that this idea and the next are really the same idea. The idea was duplicated to allow for two paragraphs to be printed under the same idea.

12. Use Edit in both idea 5.1 and 5.2 to see how the paragraphs were set up. To see how these paragraphs appear when they are printed, perform the second exercise in "Printing," next in this section.



PRINTING

IDEA! will print anything from an entire file to a single idea. To print an entire file, place the cursor at the file heading. Otherwise, place the cursor beside the idea you want printed.

IDEA! prints all subideas included under the heading marked by the cursor.

You may print only headings or notes or both headings and notes. And you may choose whether to include with the headings the level-indicators that appear with them on the screen.

The Print command is available only in the complete version of IDEA!--IDEA!.BA.

Secondary Commands

You make all of these choices by secondary commands once you have heeded this prompt: **F6/Prnt** on Radio Shack and Olivetti computers and **<SHIFT> f1/Prnt** on NEC computers. The Print Command is in Key Set 2.

Once you activate the Print command, these prompts appear: Headngs, Notes, Both, and Exit.

F1/Headngs. Pressing **<F1>** or **<ENTER>** tells IDEA! that you want only headings.

F4/Notes. Pressing **<F4>** tells IDEA! that you want only notes.

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F5/Both. Pressing <F5> tells IDEA! that you want both headings and notes.

Exit. Using the Exit command returns you to your outline without printing. Press <F8> on Radio Shack and Olivetti computers or <SHIFT> <f5> on NEC computers.

If you have chosen to Print only headings or both headings and notes, you see these prompts: Numbers, None, and Exit. As before, Exit returns you to your outline without printing.

F1/Numbers. Pressing <F1> or <ENTER> directs IDEA! to include the level-indicators with the headings.

F4/None. Pressing <F4> tells IDEA! to omit the level-indicators.

Finally, once you have decided on level-indicators or no level-indicators, you see these prompts: Begin and Exit. If you had chosen to print only notes, you would have seen the Begin prompt without having the chance to decide whether to include the level-indicators.

As before, Exit returns you to your outline without printing.

F1/Begin. Pressing <F1> begins the printing process.

Other choices are available to anyone who wants to modify the IDEA! program. You may change the left and right margins and the margins between pages. You may direct your outline to appear on your



screen or to be sent to another computer. For these and other changes see Appendix B, "Modifying the Program."



Printing the headings and level-indicators of the sample outline

1. Most likely, you are using a parallel printer; connect it to your computer and get it ready to print. If you are using a serial printer, modify the IDEA!.BA program according to instructions in Appendix B; then prepare the printer.
2. With the cursor at the file heading, make sure that you are in Key Set 2. On Radio Shack and Olivetti computers press <F6> to begin the printing process. On NEC computers, press <SHIFT> <f1>.
3. Press <F1> to direct that only the headings be printed.
4. Press <F1> to direct that the level-indicators be printed.
5. Press <F1> to begin the Printing process. When the printer is done, you will see an outline like the one on the next page.

IDEA!

IDEAS IDEA! file as of 01/21/89

1. TELEPHONE LIST

1. Business

1. 123 Travel Inc. (213) 333-0909
2. FastAir Freight 1/800/988-0000
3. Hanson & Gomez (218) 983-7465
4. Knudsen Accounting 218/756-8345
5. Stewart Supply Co. 208/645-8734
6. Sunset Printing (509) 554-3333

2. Personal

1. Nguyen, Shiu (404) 678-0936
2. Smithson, Tony (504) 888-5248
3. Spoterud, Ben (206) 989-0032
4. (408) 497-7715

2. WEEKLY CALENDAR

1. Week ending 11/17/85

1. Appointments

1. Monday

1. AM 09:15--Joan Brooks
2. AM 09:45--Bruce Smith
3. PM 03:15--staff meeting

2. Tuesday

1. AM 10:30--Sally
2. PM 04:15--conference call/Salem

3. Wednesday

4. Thursday

5. Friday

1. AM 09:45--Robert Woolston

6. Saturday

7. Sunday

2. Things to Do

1. A Call Sue about birthday party
2. B Return library books
3. C Get car in for tune-up
4. D Pick up laundry

2. Week ending ??/??/??

6. Did your printer put the entire outline on one line or print double-spaced? Did you want the printer to pause between pages so that you can change paper? See Appendix B for instructions on how to modify the program to correct these situations. Repeat the exercise.



Printing the essay in the sample outline with a title

1. Move the cursor in the sample outline to idea 5, ESSAY OUTLINE.
2. To place a title (THE HARD WORK OF WRITING) at the top of the essay, begin by pressing <F3> in Key Set 1 to activate Edit. The cursor reappears in the heading of idea 5.
3. Press <ENTER> to move to the notes without entering a heading.
4. To center the 24 letters and spaces of this title within a 65-column page (the default), press the <space bar> 20 times. Then type

THE HARD WORK OF WRITING

5. To leave a blank line between the title and the first line of the essay, press the <space bar> 23 times (the remainder of a 65-column line plus two spaces on the next line). Then press <ENTER> twice or use Exit to return to the outline.

You may place a title at the top of a paper even when you don't choose to print the headings of the outline. To do so, use the notes of the heading under which the entire paper is subsumed. If there is no such heading, use Add to create one.

IDEA!

6. With the cursor at ESSAY OUTLINE, go to Key Set 2, and press <F6> on Radio Shack and Olivetti computers or <SHIFT> <f1> on NEC computers.

7. Press <F4> to select notes, then <F1> to begin printing.

When printed, the essay will appear as it does below.

THE HARD WORK OF WRITING

Good writing is easy reading. Easy writing is hard reading.

From the discrepancy between these two truisms spring many of the difficulties we encounter when we write.

Writers of everything from a short letter to a complicated report have to face up to some hard work, and perhaps the hardest work of all is getting organized.

"Art and science cannot exist but in minutely organized particulars," William Blake wrote over a century and a half ago. And the observation rings true today.

It is the at the organizational stage that we face up to the vague, unformed ideas running through our minds. Putting those ideas down, seeing how they relate to each other, rearranging them into an order that makes sense, eliminating those (even the most cherished) that don't fit—that's the only way to bring readability to the muddle we start with.

Once organized, the writer faces other pitfalls. There are the right words to be found, the dangling participles to be eliminated, the over-long sentences to be cut. "Vigorous writing is concise," William Strunk once wrote. "This requires . . . that every word tell."

Because good writing is easy reading, the reader generally goes unaware of the hard work that has gone on behind the scene. In fact, the hope and aim of writers is that they may communicate thoughts to readers without the readers' realizing the hazards of disorganization or the grotesque syntactical situations that have been overcome. If good writing is a virtue, it is also its own reward.



ADVANCING SUBIDEAS

The Advance command moves up one level all the subideas under an idea. The result is that the subideas one level down in the outline wind up on on the same level as the idea marked by the cursor.

The Advance command is useful when you have set up an idea and entered several subideas and then discover that you no longer want to keep those subideas subsumed under the idea.

Advance is also useful in appending one list of subideas to another--joining lists that now appear under separate ideas.

More often than not, you will follow the Advance command with Delete or Edit, removing or changing the headings under which the subideas appeared originally.

To Advance a list of subideas, move to the heading under which they appear. Then use Expand. You must always Expand an idea before you Advance its subideas.

The Advance command is available only on the complete program, IDEA!.BA.

In Key Set 2, notice this prompt: F4/Advc.

Secondary Commands

Pressing <F4> brings up these secondary commands:

IDEA!

Advance and Exit.

Exit. The Exit command returns you to your outline without Advancing the subideas. Press <F8> on Radio Shack and Olivetti computers and <SHIFT> <f5> on NEC computers.

F1/Advance. Pressing <F1> executes the Advance command.



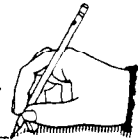
Joining two separate lists
of subideas using the
Advance command

From: 3.2 Important Numbers

- ~~1. Charge Cards~~
1. American Express . . .
2. MasterCard . . .

~~2. Social Security Numbers~~

- 7 ~~1.~~ June's Soc. Sec. # . . .
8 ~~2.~~ My Soc. Sec. # . . .
9 ~~3.~~ Norm's Soc. Sec. # . . .



To: 3.2 Important Numbers

1. American Express . . .
2. MasterCard . . .

7. June's Soc. Sec. # . . .
8. My Soc. Sec. # . . .
9. Norm's Soc. Sec. # . . .



1. Move the cursor to idea 3, SCRATCH PAD, and Expand it.
2. Move to idea 3.2, Important Numbers, and Expand it.
3. Now to combine the two separate lists under idea 3.2--Charge Cards and Social Security Numbers--begin by moving the cursor to the first of them, idea 3.2.1, Charge Cards.
4. Press <F1> to Expand.
5. In Key Set 2, press <F4> to begin Advancing. Finish Advancing by pressing <F1>.
6. The cursor reappears beside the first subidea in the new list: Charge Cards. This heading is no longer needed.
7. Press <F5> for Key Set 1. Then to Delete the heading, press <F4> followed by <F1> or <ENTER>.
8. Now to Advance the second list, press <CTRL> <down arrow>, then <up arrow> to reach idea 3.2.7, Social Security Numbers. This idea is to be Advanced.
9. Press <F5> for Key Set 2, and repeat steps 4 and 5 above.
10. Delete the now-superfluous idea, Social Security Numbers (3.2.7), following step 7 above. The two lists are now one, under the heading of Important Numbers.

TDFA!

SUBORDINATING BLOCKS OF SUBIDEAS

Consider this situation: You have drawn up a list of business telephone numbers you call everyday from your office. You have included these business numbers with personal numbers in a general telephone list like this:

1. Telephone List
 - 1.1 Business
 - 1.2 Personal

Now you decide that you want to begin a second category of business numbers--the office extension numbers of your coworkers. You want your outline to look like this:

1. Telephone List
 - 1.1 Business
 - 1.1.1 Outside
 - 1.1.2 In-house
 - 1.2 Personal

To achieve this, you must move your existing list of business telephone numbers deeper under idea 1.1, Business. In other words, you must subordinate them under a subidea of idea 1.1.

The Move command lets you Move ideas just about anywhere within a file, but it does not let you subordinate a list of subideas deeper under the same idea.

Getting around this limitation in the case at hand requires that you take the additional step of Adding a new heading--Business--and Moving the



existing list under that heading like this:

1. Telephone List
 - 1.1 Business (new heading)
 - 1.1.1 Business (old heading & list)
 - 1.2 Personal

Now all you have to do is rename idea 1.1.1 as "Outside" and Add subidea 1.1.2, "In-house." The following exercise takes you through this process step by step.



Subordinating the list of
business telephone numbers
in the sample outline

1. Move the cursor to idea 1, TELEPHONE LIST, and Expand it.
2. Move the cursor to idea 1.1, Business. To begin creating the new heading, press <F2> in Key Set 1 to Add.
3. For the new heading type

Business

and use Exit to return to the outline. You have just created the heading under which the list of business telephone numbers will be Moved.

4. Move the cursor to the original Business heading, now idea 1.2. This is the idea to be

IDEA!

Moved under the new heading.

5. Use Key2 to call up Key Set 2; then press <F2> to begin Moving.
6. Press <F4> to Select idea 1.2.
7. Move the cursor back to idea 1.1, and Expand it.
8. Move the cursor down to the blank line under the heading.
9. Press <F2> to start the Move, then <F1> or <ENTER> to complete it.
10. Once the Move is complete, all that remains to do is use Edit to change the heading of idea 1.1.1 from Business to Outside.
11. Then you may Add idea 1.1.2 (In-House) and begin entering extension numbers.



CLASSIFYING SUBIDEAS

It will sometimes happen that you will draw up a list of subideas and later want to break up that list and classify the subideas under different headings.

Consider in the sample outline the list of Important Numbers in idea 3, SCRATCH PAD. In the exercise to Advance ideas, we combined into one list the separate lists for charge cards and social security numbers.

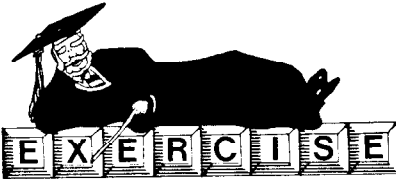
The problem before us now is how to reverse that, by dividing the list of 10 important numbers into two smaller lists: again, Charge Cards and Social Security numbers.

As is often the case with IDEA!, there is more than one solution. Here are two:

- Add headings for the new categories on the same level as the subideas. Then use Move to shift the subideas one by one under the new and Expanded headings.
- Add a duplicate heading at the same level as the original heading under which the subideas are subsumed. Use Move, then Copy to place the subideas under the new heading. Finally, Edit the original headings, and under each, delete the subideas that do not fit there.

The following exercise leads you through the second of these solutions.

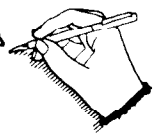
IDEA!



Breaking into two lists
the list of Important
Numbers in the sample
outline

Note: This exercise presumes that you have made the changes to the sample outline as laid out in "Advancing Subideas" earlier in this section. If you did not perform that exercise, you may follow the book without using the sample outline, or you may return to the previous exercise and carry it out.

- From:** 3.2 Important Numbers *Charge Cards*
1. American Express . . .
 2. MasterCard . . .
-
- Social Security Numbers*
7. June's Soc. Sec. # . . .
 8. My Soc. Sec. # . . .
 9. Norm's Soc. Sec. # . . .
 10. Mary's Soc. Sec. # . . .



- To:** 3.2 Important Numbers
1. Charge Cards
 1. American Express . .
 2. MasterCard . . .
-
2. Social Security Numbers
 1. June's Soc. Sec. # . . .
 2. My Soc. Sec. # . . .
 3. Norm's Soc. Sec. # . . .
 4. Mary's Soc. Sec. # . . .



1. Move the cursor to idea 3, SCRATCH PAD, and Expand it.
2. Move the cursor to idea 3.2, Important Numbers. Use Add to duplicate this heading: In Key Set 1 press <F2> and type

Important Numbers

Then use Exit to return to the outline.

3. Without moving the cursor from idea 3.3, the original Important Numbers, press <F5> to go to Key Set 2.
4. Press <F2> to begin Moving, then <F4> to Select.
5. Move the cursor to idea 3.2, the new Important Numbers, Expand it, and move the cursor to the blank line below the heading.
6. Use Move to shift the original Important Numbers heading and all the subideas under idea 3.2: Press <F2>, then <F1>.
7. Without moving the cursor from the new idea 3.2.1, press <F3> to begin Copying. You will be copying this idea immediately after itself. Press <F4> to Select.
8. Move the cursor to the blank line below idea 3.2.1, Important Numbers, and use Copy: Press <F3>, then <F1>.

IDEA!

9. You now have three headings of Important Numbers. The first--3.2--may stay as it is. The second--3.2.1--should be changed to Charge Cards, and the third--3.2.2--should be changed to Social Security Numbers.

Move the cursor to the first subidea, 3.2.1, and use Edit to change its heading to Charge Cards. Exit the heading.

10. With the cursor still at idea 3.2.1, Charge Cards, use Expand, and then Delete the inappropriate subideas--7, 8, 9, and 10.

11. Press <CTRL> <up arrow> to return to the Charge Cards heading, and Compress it.

12. Move the cursor to idea 3.2.2, Important Numbers, and use Edit to change the heading to read "Social Security Numbers". Exit the heading.

13. With the cursor still beside idea 3.2.2, Social Security Numbers, use Expand, and then Delete the inappropriate ideas--1, 2, 3, 4, 5, and 6. The outline is now rearranged into two lists.



REARRANGING LONG LISTS OF IDEAS

Rearranging long lists of ideas may be speeded up with the Sort command. The longer the list, the more time it takes to use Move to rearrange ideas.

When you use Sort to rearrange a list, add a number (or a letter) at the beginning of each heading in the list; each number indicates where in the final list you want that idea to occur. After Sorting, go back and delete the numbers.

To Sort by groups, assign one number to each group. To Sort individually, assign a different number to each heading. The exercise below demonstrates how to sort by groups.



Using Sort to rearrange the list of birthdays and anniversaries in the sample outline

- From:
- | | | |
|-----|-------|--------------------------|
| 1. | 01/08 | Mother's birthday |
| 2. | 03/15 | Sibyl's birthday |
| 3. | 03/21 | Julie's birthday |
| 4. | 06/27 | Mike & Sue, anniversary |
| 5. | 06/30 | Robin & Pat, anniversary |
| 6. | 07/13 | Stan's birthday |
| 7. | 10/10 | Agnes's birthday |
| 8. | 11/24 | June & Bob, anniversary |
| 9. | 12/01 | Sam's birthday |
| 10. | 12/24 | Frank & Ann, anniversary |



IDEA!

To:	1.	01/08	Mother's birthday
	2.	03/15	Sibyl's birthday
	3.	03/21	Julie's birthday
	4.	07/13	Stan's birthday
	5.	10/10	Agnes's birthday
	6.	12/01	Sam's birthday
	7.	06/27	Mike & Sue, anniversary
	8.	06/30	Robin & Pat, anniversary
	9.	11/24	June & Bob, anniversary
	10.	12/24	Frank & Ann, anniversary

1. Move the cursor to idea 3, SCRATCH PAD, and Expand it.

2. Move the cursor to idea 3.1, Birthdays and Anniversaries, and Expand it.

3. Move the cursor to idea 3.1.1, Mother's birthday. In Key Set 1, press <F3> to begin Editing the heading.

4. With the cursor over the first character in the heading, press the <space bar>; use Exit to return to the outline.

By placing the space here, you assure that this heading will be sorted before headings starting with any other characters. One advantage of using <space bar> here is that will you probably not have to return to these headings and delete the spaces.

5. Repeat the previous step for the rest of the birthdays.

6. Press <F5> to move to Key Set 2. To select



Sort, press <F7> on Radio Shack and Olivetti computers or <SHIFT> <f2> on NEC computers. Then press <F1> to arrange the dates in ascending order. Soon the birthdays will be grouped together, ahead of the anniversaries.

By identifying one group of headings using the <space bar>, you avoid the task of going into the second group of headings and entering a character, which, after Sort, you have to remove.

Using the <space bar> in this way is possible only when you have two groups into which you want to classify a list.

If you want to classify a list into three or more categories, you may still identify one group with space, but for the other groups you must resort to characters: 0, 1, 2, and so on.

For more information, see "Sorting Headings" earlier in this section.

IDEA!

JOINING IDEA! FILES

There may come a time when you will want to append one IDEA! file to another. You may do so not in the IDEA! program itself, but in the TEXT program built into your computer. Once the files are joined, you may use IDEA! to reorganize the ideas as you want them.

Memory is a major consideration when you join files. One major limitation: The combined size of the two files--the total of their file heading numbers--cannot exceed 250. See below for other memory considerations.

To join IDEA! files follow these steps, but be careful to make no changes to your files other than those explained here:

1. In the main system menu of your computer, place the cursor over the name of the file you want to appear at the **end** of the new file. Press <ENTER>.
2. Press <down arrow> once to move to the second line.
3. Activate Select: On Radio Shack and Olivetti computers, press <F7>. On NEC computers, press <f3>.
4. Press <CTRL> <down arrow> to move to the bottom of the file.
5. You may now use either the Copy or the Cut command. Copy is the safer of the two, because it



retains the file in its original form. Its disadvantage is that it requires more memory space than does Cut.

Cut removes the Selected lines from the file. If something goes wrong, that file may be lost! If you want to Cut, it is a good idea first to make a backup copy of the file.

To Copy, you must have free memory equal to three times the number of bytes in this file. (Use the Memory Manager to determine the size of the file and the number of free bytes in your computer.)

To Cut, you must have free memory equal to twice the number of bytes in this file.

To Copy, press <F5> on Radio Shack, Olivetti, or NEC computers.

To Cut, press <F6> on Radio Shack and Olivetti computers or <f4> on NEC computers.

6. Return to the main system menu: Press <F8> on Radio Shack and Olivetti computers, <SHIFT> <f5> on NEC computers.

7. Place the cursor over the name of the IDEA! file you want to appear first in the new file. Press <ENTER>.

8. Press <CTRL> <down arrow> to move to the bottom of the file.

9. Press <backspace> twice to remove the last two characters in the file.

IDEA!

10. Press <PASTE>--<PAST> on NEC computers--and the files are combined.

11. Press <F8> or <SHIFT> <f5> to return to the main system menu.

Using the Memory Manager, you may now rename the combined file. If you used Cut, you may also Kill what remains of the first file.

SECTION 4

MEMORY MANAGEMENT



INTRODUCTION

Because the memory of your notebook computer is doing double duty as both a sort of disk drive and computer memory, I have devoted an entire section to managing this precious resource. I have even included with IDEA! another program, The Traveling Memory Manager, to help you with this task.

Here in Section 4, I will first discuss how to use the Memory Manager program. After sharing with you some helpful tips for managing your computer's memory while you're traveling, I'll show you how to save information to cassette tape. For



loading information back into your computer, see "Loading .DO Files from Cassette" in Section 1. If you have been using your notebook computer for some time, you may want to skip my explanation of cassette storage.

IDEA!

THE TRAVELING MEMORY MANAGER

The Traveling Memory Manager allows you to perform a variety of housekeeping tasks with the information stored in your computer. You may

- display by their titles all the files stored in memory
- determine the amount of space in your computer's memory occupied by each file (in bytes) and the total space you have left to use
- protect the information stored in your files
- delete files you no longer need and manage the memory space of your computer more efficiently
- rename your files

Here's How It Works

On the main system menu, position the cursor over

MEMMGR.BA

Press <ENTER>. After the Memory Manager title screen, this screen appears:



MEMMGR.BA	VISIBLE	1933	BYTES
IDEA!.BA	VISIBLE	10006	BYTES
basic.buf	INVISIBLE	2	BYTES
IDEAS.DO	VISIBLE	5774	BYTES
text.buf	INVISIBLE	1	BYTES
BYTES FREE	INVISIBLE	11925	BYTES

Visi Kill Name Menu

← → ↵ ↻ ↶ ↷ ↸ ↹ ↺ ↻

The titles of the files in memory and the number of bytes each occupies in the total memory are listed.

If you have more files than can be listed on a single screen, press <down arrow> to scroll the screen up, and the titles of the remaining files will be displayed one at a time.

Just beyond the last of your files, you will see the "Bytes Free" entry. This is the amount of memory currently available for your use.

Now look at the prompts appearing at the bottom of your screen: Visi, Kill, Name, and Menu. Let's take a look at these options.

Visible/Invisible Option

Beside each file title notice the word "VISIBLE". Position the cursor over IDEA!.BA. (You can only move up or down on this screen.) Press <F1>.

IDEA!

Notice how "VISIBLE" has changed to "INVISIBLE"? Press <F1> a second time, and the file becomes "VISIBLE" again.

Had you returned to the main system menu by pressing <F8> on the Radio Shack or Olivetti, or <SHIFT> <f5> on the NEC, while IDEA! was invisible, you would not have seen the program listed there.

It would not have been available to you again unless you had returned to the Memory Manager screen, positioned the cursor over IDEA!.BA, and pressed <F1>. Then the file would have been visible both here and on the main system menu. By removing the file title from the main system menu, you can protect the file from accidental changes and deletions.

You may already be wondering what would happen if you made the Memory Manager program itself invisible, so that you couldn't reach it from the main system menu. For the sake of convenience, we suggest that you always keep the Memory Manager visible, but if you choose to make it invisible, fear not. There is a way to retrieve it. Here's how:

On the main system menu, position the cursor over

BASIC

and press <ENTER>. Type:

LOAD "MEMMGR"



Press <ENTER> and type:

RUN

Once you press the <ENTER> key, you're back in the Memory Manager program and can make it visible by pressing <F1>.

Kill Option

The Kill option is ominously but appropriately named. You should use it with care because it makes files disappear--forever! Rest assured, however, because you cannot kill this program or any other program that appears on the system screen with a title ending in ".BA." The Kill option applies only to files you have created, those with a ".DO" suffix.

TRS-80 100/200 and Olivetti M10. To Kill a file, position the cursor over its title on the Memory Manager screen. Press <F2>. The computer now repeats the title and, just to make sure you mean business, asks:

SURE?

Type <Y> for Yes or <N> for No, and press <ENTER>.

NEC PC-8201. Your computer has a built-in kill function, and you can use it on either the main system menu or the Memory Manager screen. To use the Memory Manager program, see the instructions

IDEA!

for the TRS-80 100/200 and Olivetti M10 above.

Otherwise, position the cursor in the main system menu over the file name that you want to kill.

Press the <SHIFT> key to display the Kill prompt. Now, press <F4>. The computer will display this message:

```
KILL filnam.DO Sure?
```

Type <Y> for yes or <N> for no. If you type <Y>, the file will be deleted from the computer's memory.

Name Option

TRS-80 100/200 and Olivetti M10. Use the Name option to rename a file. On the Memory Manager screen, position the cursor over the file name that you want to change. Press <F3>. The computer will repeat the file name at the bottom of the screen and ask:

```
NAME filnam.DO AS = >
```

Type in any name you want, up to six characters, and press <ENTER>. If you decide your file name is fine as it is, press <ENTER> before typing a new file name. The Memory Manager will then keep your original file name.

Note: If you use the Name option to rename an IDEA! file, the file heading at the top of



your outline will also be changed.

NEC PC-8201. Your computer has a built-in RENAME option. You have the choice of using this option or the Memory Manager to rename your files. To use the Memory Manager, see the instructions for the TRS-80 100/200 and Olivetti M10, above.

To use your computer's RENAME option, go to the main system menu, and position the cursor over the file name that you want to change. Press <f3>, and the computer will display this message:

```
NAME filnam.DO as _
```

Type in any name you want, up to six characters, and press <ENTER>.

To keep your original file name, press <ENTER> without typing anything. Your original file name will be unchanged.

Note: If you use the Name option to rename an IDEA! file, the file heading at the top of your outline will also be changed.

Menu Option

The Menu option returns you to the main system menu. Press <F8> on the TRS-80 100/200 or the Olivetti M10; on the NEC PC-8201, press <SHIFT> <f5>.

IDEA!

TIPS FOR MEMORY MANAGEMENT ON THE ROAD

Saving your IDEA! files to cassette tape is a means of conserving the limited memory in your computer. I will tell you how to do that in the pages ahead. Right now, though, let me share with you a few tips from my experiences traveling with my notebook computer.

Use T-backup. Something I never leave home without is T-backup, a Traveling Software product that lets me make backup copies of all my files in BASIC, TEXT, and machine code. This inexpensive program makes it easier to make backup copies and restore them to my computer. Even better, it determines whether the backup copies are good. At about 2.2K (2.4K on NEC computers), it is small enough to keep on your computer for use whenever you want it.

Carry a Microcassette Player. The standard cassette tape players I have tried have been too bulky to fit conveniently into my luggage; so while on the road I am now using a small microcassette recorder.

I've found, for instance, that the Olympus Data-cassette Model C100 works well with both the Olivetti and NEC computers, but if you have a TRS-80 Model 100 or 200, you may have to make some minor adjustments to your cassette cable.

Use Information Services. Another technique I recommend for extending the memory capacity of



your computer is to send and receive your files and programs by phone through one of the national information services like Compuserve, The Source, MCI Mail, or ITT.

By using the modem built into your computer (or an external modem if you have an NEC) and the TELCOM program, you can store your files and programs under your own private account. For a low monthly charge, you can gain access to those programs and files from almost anywhere in the country simply by making a local phone call, any time of day or night.

I use these services often, especially when I have been on the road long enough to have generated a number of long documents (usually using another of my programs, the Traveling Writer) and I need to make room in my computer.

Use an Acoustic Coupler Modem. One more tip: You might want to consider buying an acoustic coupler for your modem. Many commercial phones in hotel rooms and phone booths lack that little clip connector necessary for a direct connection to your modem. You can use the acoustic coupler with most phones. (Some designer phones may be a problem.)

I myself have used many an airport phone booth to call into my information service and catch up on my electronic mail messages.

IDEA!

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IDEA!

SAVING .DO FILES TO CASSETTE

Unlike computers that use floppy disk drives, your notebook computer uses its memory in place of a disk drive.

In other words, all your files and programs "live" inside the computer and occupy a portion of memory. Thus, you may have between 5K and 29K available on your TRS-80 Model 100 or your Olivetti M10, or, for each memory bank, 19K on the Model 200 or between 12K and 28K on your NEC PC-8201.

Therefore, it is important to manage this space efficiently. One way to do this is to get in the habit of loading and unloading files to cassette tape. The "Loading .DO Files from Cassette" part of Section 1 describes loading.

The following describes how to save your IDEA! data files to cassette tape. However, since the cassette that came with IDEA! contains two copies of both programs, you don't need to save either IDEA! program to cassette.

Making Backup Copies

It is a good idea to periodically make backup cassette tape copies of your .DO data files. The following procedure explains how to do this.

TRS-80 100/200 and Olivetti M10 owners, follow these steps:



1. Connect your cassette player to your computer, and press the <RECORD> and <PLAY> buttons. Check your volume setting. A volume setting of 4 through 7, and a tone setting of 7 through 10 are good standards. If you're using a cassette recorder intended for data storage use, check its manual for standards.

If you're using a cassette with a leader at the beginning of the tape, be sure you've advanced the tape in your cassette past the leader. The leader will not record data. If you do not advance the tape past the leader, your copy will be incomplete.

2. On the main system menu, position the cursor over the file name you created using IDEA! and press <ENTER>.

3. The contents of the file will now appear on the screen. Before doing anything else, press <F3>. Now type

```
CAS:(file name).DO
```

and press <ENTER>. The cassette player will record a copy of your file on cassette tape.

4. When the cassette player has stopped running, press <F8> to return to the main system menu.

That's it. You have just successfully created a cassette tape copy of one of your IDEA.DO files.

IDEA!

NEC PC-8201 owners: Your notebook computer has a built-in SAVE option. So, follow these steps:

1. Connect your cassette player to your computer, and press the <RECORD> and <PLAY> buttons. Check your volume setting. See the recommendations above under step 1.

If you're using a cassette with a leader at the beginning of the tape, be sure you've advanced the tape in your cassette past the leader. The leader will not record data. If you do not advance the tape past the leader, your copy will be incomplete.

2. On the main system menu, position the cursor over one of your IDEA! data files and press <f2> to activate the Save function. The computer will display this message at the bottom of the screen:

```
SAVE filnam.DO as _
```

You may save the file under another name simply by typing in a new name and pressing <ENTER>. If you want to save the file under its original name, just press <ENTER> without typing in the file name.

3. The computer will display this message:

```
Ready?_
```

Press <Y>, then <ENTER>. If you press <N>, the messages at the bottom of the screen will be erased.



The cassette player will record a copy of your file onto cassette tape. That's it! You have just successfully created a cassette tape copy of one of your IDEA.DO files.

Delete Original File. For whichever computer you own, it is important to note that although you have just made a copy of your .DO file, the file still exists inside your computer.

To free memory space, delete the original file. Use the Kill option described earlier in this section. Since you've made a copy of your file for backup purposes, you are safe.

You may find that following these steps for one or two files is not too time-consuming, but for several files, it can be. With T-backup, from Traveling Software, you can speed the process.

T-backup lets you back up all your BASIC, TEXT, and machine code files at one fell swoop. Then, before deleting your files from memory, you can use T-backup to verify that the backup copies are good. For more information, see a local dealer, or contact Traveling Software.

SECTION 5

TROUBLESHOOTING

WHAT ABOUT I/O ERRORS?

If you are having difficulty loading your software and files from cassette tape, it is likely you are suffering from a bad case of I/O (input/output) errors. Don't despair. There's a cure!

Volume, Tone Settings.

The reading and recording of computer information on cassette tape is subject to narrower tolerances than a normal voice recording. It is necessary, then, to have your cassette player adjusted to a setting your computer can understand.



The two adjustments that can be made are your volume and tone settings. I have found that a volume setting of about 4 through 7 is effective. The tone setting should be towards the higher setting, such as 7 through 10.

Special Cassette Recorders. If a few attempts at various settings fail to do the trick, it may be that your particular cassette player has a real aversion to talking to computers. If this is the case, I recommend that you go ahead and purchase a recorder designed to be used with computers such as the Radio Shack CCR-81 or CCR-82 or the NEC PC-G082 or PC-8281.

IDEA!

PRESSING THE WRONG KEYS

While you are using IDEA! or the Memory Manager, it may happen that by pressing certain keys you are suddenly returned to the BASIC program of your computer, or the system locks up.

These are the keys to avoid pressing while in either program:

TRS 80 100/200	<PASTE>, <LABEL>, <PRINT>, <PAUSE>, <SHIFT> <BREAK>, and
Olivetti M10	<CTRL> <C>, <CTRL> <S>, <RESET>

NEC PC 8201	<INS>, <SHIFT> <PAST>, <STOP>, <CTRL> <C>, <CTRL> <S>, <RESET>
-------------	--

System Lockup. When the system locks up, you remain in the program, but it does not respond to normal commands.

If this happens, try these corrections in the order listed:

1. Press <F8> several times to end the program. If you have an NEC PC-8201, simultaneously press <SHIFT> <f5>.
2. Press <SHIFT> and <BREAK> simultaneously if you have a TRS-80 100/200 or an Olivetti M10. If you have an NEC PC-8201, press <STOP>.



Then type

GOTO 18

Press <ENTER>, and you'll return to the main system menu.

3. If all else fails, press the <RESET> button on the back of your computer.

Back to BASIC. If you are suddenly taken out of a program and returned to BASIC, you run the danger of destroying some of the program's coding or losing several hundred bytes of the RAM memory in your computer.

Before pressing any other keys, type

GOTO 18

This enables you to exit the program without damaging the program or losing any RAM.



Error No. and Code	The Error and How to Correct It
2 SN	<p>Syntax error. Occasionally your computer has trouble spelling. The syntax referred to here is that contained within your program. There are two ways this may have occurred: (1) The transmission of the program from the cassette tape into the computer was bad. (2) You managed to get into the program while it was running, by inadvertently pressing the <SHIFT> <BREAK> on Radio Shack or Olivetti computers or <STOP> on NEC computers. The easiest way to correct this problem is to go into BASIC, type KILL "IDEA!.BA", "IDEA!2.BA", or "MEMMGR.BA", and press <ENTER>. Refer to Section 1 for instructions on reloading the program from cassette.</p>
7 OM	<p>Out of memory. This is one of the errors you are most likely to encounter: There is not enough memory space available in your computer to run the program. See "What You Need to Use This Program" in Section 1 for memory requirements. To correct this error, try deleting any expendable parts of your IDEA! file. Or move some of your other files to cassette tape. After making room in your computer's memory, go back and check the IDEA! file you were</p>

IDEA!

Error No. and Code	The Error and How to Correct It
8 UL	<p>working on when the error occurred. Look to see that the file is intact.</p> <p>Undefined program line error. This error results from changes to the program in your computer's memory. The reasons for this error and the methods to correct it are identical to those for error 2.</p>
14 OS	<p>Out of string space. In the unlikely event that you encounter this error, see Appendix B, "Modifying the Program." Then go into the program, and change the part of line 904 which reads CLEAR1500 to CLEAR1750, CLEAR2000, or higher. Add increments of 250 until the problem is remedied. Caution: Setting this number too high may cause an error 7.</p>
15 LS	<p>String too long. This error occurs when the file heading number exceeds 250. It may also occur during such operations as Move, Sort, or Copy even if the file heading number is under 250. If possible, try deleting expendable ideas within your outline. A second solution: Delete the full IDEA! file from your computer's memory, and reload an earlier backup copy of the file. Remember,</p>



Error No. and Code	The Error and How to Correct It
	<p>though, you still face the limit of 250.</p> <p>The best solution may be to use the TEXT program of your computer to break the file into two parts. Create a new file into which you can move a portion of your original IDEA! file. See your computer manual for details.</p> <p>If you get an Error 15 message during Move, Copy, or Sort, be sure to check your file afterwards for any incomplete sections. Delete any you find.</p>
18 IO	<p>Input/Output error. This error occurs only when you have changed D\$ in line 20 of the program, as described in Appendix B, "Modifying the Program," to access a disk drive, cassette recorder, or some other equipment besides your computer. Check to make sure the equipment is turned on and properly connected. If the problem persists, refer to the manual for that equipment.</p>
57 FL	<p>Too many files. This error occurs only if you are trying to open a new IDEA! file and you do not have an empty file slot in the main system menu. Make backup copies of files you want to save;</p>

IDEA!

Error No. and Code	The Error and How to Correct It
-----------------------	------------------------------------

then delete them.

Others **Other errors.** It is unlikely that you will get any errors not listed above. If you do, they are probably caused by a syntax error in the program. The cure for this is the same as for error 2.

Note: All other errors higher than 50 are I/O errors that relate either to the files in your computer's memory or to an external storage device like a disk drive. Check the manuals for your computer and external device.

Still Having Problems? As a final check, make sure that you have enough memory to operate the program.

When all else fails, please write to me:

The Traveling Professor
Traveling Software
11050 Fifth Avenue N.E.
Seattle, Washington 98125

APPENDIX A:
KEY LIST

KEY SET 1			
Prompt	TRS-80/ Olivetti	NEC	Function
Exp/Cmpr	F1 or <ENTER>	f1 or ←	As Expand, shows subideas under idea marked by cursor. As Compress, hides those subideas.
Add	F2	f2	Allows you to Add an idea just ahead of, and on same level as, idea marked by cursor.
Del	F2	f2	Deletes an entire screen of notes.
Ins	F3	f3	Adds a screen for additional notes just previous to current screen.
Prev	F4	f4	Displays previous screen of notes.
Next	F5 or <ENTER>	f5 or ←	Displays next screen of notes; if none there, adds a new screen for more notes.
Exit	F8	<SHIFT> f5	Saves additions and returns to outline.
Edit	F3	f3	Allows entering notes and altering both an idea's heading and notes; adds an idea when cursor is at a blank line.
Del	F2	f2	Deletes an entire screen of notes.
Ins	F3	f3	Adds screen for additional notes just previous to current screen.
Prev	F4	f4	Displays previous screen of notes.
Next	F5 or <ENTER>	f5 or ←	Displays next screen of notes; if none there, adds a new screen for more notes.

IDEA!

			KEY SET 1
Prompt	TRS-80/ Olivetti	NEC	Function
Exit	F8	<SHIFT> f5	Saves additions and returns to out- line.
Del	F4	f4	Allows you to delete idea marked by the cursor; deletes all of idea, including any lower levels.
Delete	F1 or <ENTER>	f1 or ←	Executes Delete.
Exit	F8	<SHIFT> f5	Returns to outline without Deleting.
Key2	F5	f5	Calls up commands in Key Set 2.
Find	F6	<SHIFT> f1	Finds string of characters you type after pressing <F6> or <SHIFT> <f1>. Press <ENTER> to begin search.
Exit	F8	<SHIFT> f5	Returns to outline without executing Find.
Top	F7	<SHIFT> f2	Moves to file heading at the Top of file.
Quit	F8	<SHIFT> f5	Exits to IDEA! file-selection screen. Press <Y> to execute.
Menu	F8	<SHIFT> f5	Exits program and returns to main system menu.

KEY SET 2

Prompt	TRS-80/ Olivetti	NEC	Function
Exp/Cmpr	F1 or <ENTER>	f1 or ←	As Expand, shows the next level of subideas under an idea. As Compress, hides those subideas.
Move	F2	f2	Allows you to Move an idea, including any subideas. Use first to Select, again to complete Move.
Select	F4	f4	Selects idea marked by cursor.
Move	F1 or <ENTER>	f1 or ←	Moves Selected idea and places it just ahead of idea marked by cursor.
Exit	F8	<SHIFT> f5	Returns to outline without Selecting or Moving.
Copy	F3	f3	Allows you to Copy an idea, including any subideas. Use first to Select, again to complete Copy.
Select	F4	f4	Selects idea at cursor for Copying.
Copy	F1 or <ENTER>	f1 or ←	Copies Selected idea and places it just ahead of idea marked by cursor.
Exit	F8	<SHIFT> f5	Returns to outline without Selecting or Copying.
Advc	F4	f4	Allows you to Advance subideas one level, moving them up to level of idea above them. Used only on an Expanded idea.
Advance	F1 or <ENTER>	f1 or ←	Executes Advance command.
Exit	F8	<SHIFT> f5	Returns to outline without Advancing.
Key1	F5	f5	Calls up commands in Key Set 1.

IDEA!

KEY SET 2

Prompt	TRS-80/ Olivetti	NEC	Function
Prnt	F6	<SHIFT> f1	Allows you to Print entire file or single idea (with any subideas) marked by cursor.
Headngs	F1 or <ENTER>	f1 or ←	Calls for outline to be printed with just headings, no notes.
Notes	F4	f4	Calls for printing notes only.
Both	F5	f5	Calls for outline to be printed with both headings and notes.
Exit	F8	<SHIFT> f5	Returns to outline without printing.
Numbers	F1 or <ENTER>	f1 or ←	Calls for outline with level-indicator numbers.
None	F4	f4	Calls for outline without level-indicator numbers.
Begin	F1 or <ENTER>	f1 or ←	Executes the Print command.
Sort	F7	<SHIFT> f2	Alphanumerically arranges next level of subideas under idea at cursor.
Ascnd	F1 or <ENTER>	f1 or ←	Arranges ideas in ascending order-- example, 1, 2, A, B, a, b, etc.
Dscnd	F4	f4	Arranges ideas in descending order-- for example, b, a, B, A, 2, 1, etc.
Exit	F8	<SHIFT> f5	Returns to outline without Sorting.
Quit	F8	<SHIFT> f5	Exits to IDEA! file-selection screen. Press <Y> to execute.
Menu	F8	<SHIFT> f5	Exits program and returns to main system menu.

APPENDIX B: MODIFYING THE PROGRAM

Modifications

It is possible to modify the IDEA! program to meet your special needs.

But before attempting to make any changes, be sure to read "Modifications Procedure" below.

If the program fails to work correctly after you have made changes, simply delete the program and reload it from cassette.

Note: With one exception, all of the modifications below pertain to the complete IDEA! program, IDEA!.BA. The last modification, to permit the use of a video monitor, can be applied to either the complete IDEA! program or IDEA!2.

Here are some possible modifications:

Serial Printer or LCD. IDEA! defaults to a parallel printer port, Device LPT:. To change this, change the "LPT:" in line 20 to the device you wish to use, such as "COM:58N2E" (for a serial printer or another computer) or "LCD:" (for the LCD screen).

If you are using a serial printer, you may have to consult the printer's manual for specific information about the baud rate, parity, and protocol settings.

IDEA!

Margin Widths. The left and right margins are also set in line 20. The default width gives a one-inch margin on either side for an 80 column printer. This is set in line 20 as follows:

Left margin: **ML=8** Right Margin: **MR=73**

To alter margin widths, reset **ML=** for the left margin or **MR=** for the right to the margins you desire. For example, you would set a 1 1/2 inch margin as **ML=12** and **MR=69**.

On a 40-column printer, try these settings: **ML=8** and **MR=33**.

Page Length. You may also wish to change the paging defaults. The default page length is 54 lines. The number of lines printed per page may be changed by altering line 20. Page length is represented there by **PL=54**. Give a new value for **PL** as needed.

If you're using continuous-form paper and want no breaks between pages, set **PL=0**.

Margin/Pause between Pages. The default number of blank lines appearing between pages is 12, as shown in line 20 by **PM=12**. With the default, the top and bottom margins are one inch each. To modify the margin, reset **PM=** in line 20.

To make the printer pause between pages and allow you to change sheets of paper, set **PM=0**.

Linefeed Setting. Depending on your make of computer, there is a different procedure.

TRS-80 100/200 and Olivetti M10: If your printer prints everything on one line, and doesn't move the paper up, try changing `CR$=G` in line 20 to `CR$=G+CHR$(10)`. This will add linefeeds at the end of each line, as some printers require.

NEC PC-8201: The default setting includes linefeeds. To remove linefeeds, change `CR$=G+CHR$(10)` to `CR$=G`.

Video Monitor. To use all 25 lines of a video screen, go to line 20 in the program. The IDEA! display size is indicated by `HS=16` on the Model 200 and `HS=8` on the other computers. This line represents eight vertical lines on the screen.

To adjust the display for the larger screen, change the size to `HS=25`.

Change it back to the original-- `HS=16` or `HS=8` for operation on the internal LCD screen.

Converting IDEA! Files. Files created with IDEA! can be converted for use with word processing software.

To make such a conversion, you must first modify the IDEA!.BA program. Next, using the modified program, you must make a copy of the data file.

You can then use that copy with a word processing program.

IDEA!

To modify the program, locate these characters in the first line on your screen:

```
D$="LPT:"
```

Change those characters to read

```
D$="RAM:filename"
```

For the filename type up to six characters. If you type the name of the existing file, that file will be replaced by the converted file; if you type a new name, the converted file will appear in addition to the original file.

Then return to the main system menu by pressing <F8> twice on the Model 100/200 or the Olivetti M10 or <SHIFT> <f5> twice on the NEC.

To copy your IDEA! file into a form usable with word processing software, follow the procedure to print an IDEA! file (page 3-23 of this manual).

Note: Once you have copied your file using the revised program, you should restore the program to its original state.

Modifications Procedure

To perform any of the changes above, you must follow these steps:

1. On the main system menu of your computer, move the cursor over the word BASIC; press <ENTER>.



2. Type

```
LOAD "IDEA!"
```

and press <ENTER>.

3. Type

```
EDIT 20
```

and press <ENTER>.

4. You should now see something like the following on your screen:

```
20 D$="LPT:":ML=8:MR=73 . . .
```

Move the cursor to where you want to make a change.

5. After making your change, look again to make sure you have not changed anything else on the line.

When you are satisfied with the change, press <F8>, or on the NEC PC-8201 <SHIFT> <f5>, to return to BASIC.

6. When you see the OK message, press <F8>, or <SHIFT> <F5> for the NEC, to return to the main system menu.

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Should you have any questions concerning this agreement, please contact in writing Traveling Software, Customer Sales and Service, 11050 Fifth Avenue NE, Seattle, WA 98125.

Software/Documentation

Problem Report

Use this form to tell the Traveling Professor about any software bugs, documentation errors, or problems--and any suggestions you may have.

Name _____

Street _____

City _____ State ____ Zip _____

Phone _____ Date _____

Nature of Problem

_____ Software _____ Documentation

Software Description

Traveling Software Product _____

Version _____ Lot Number _____

Serial Number _____

Other Software Used _____

Hardware Description

Manufacturer _____ Model _____ Memory _____ K

Peripherals _____

Describe the problem in enough detail to allow our technicians to reconstruct it. Include any diagnosis and suggestions you may have. Give error and line number. Attach a program listing if available. (Consult your computer manual for instructions on printing a program listing.)

Error Number _____ Line Number _____

For Traveling Software Use Only:

Technician _____

Date Received _____

Date Resolved _____

Action Taken:

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