

Menus

The seven menus at the top of the screen are used for secondary features of the program.

OutliningYourNovel

Preferences - Don't change anything in this menu.

File

Open... Displays instructions to click the Logo to open the Control Window.
Close Safely shutting down the program will preserve any recent edits.
Print... Opens the print selector window to print sections of the workbook.
Export Records... Runs the Export Projects script.
Save a Copy As... Displays instructions for exporting projects.

Edit

Cut
Copy
Paste
Spelling Use the spell checker for any installed language. Right click on a flagged word to correct it or save it to the User Dictionary.

Insert

Picture... To insert an image into the Map or Mind Map fields
Audio/Video... To insert an audio file into a playlist field
PDF... To insert a new version of the Users Manual on the Help Screen
File... Not used

Format

Font Use these menu items to format any text typed into fields
Size
Style
Align Text
Line Spacing
Text Color

Workbook

About Opens the About screen
Help Opens the Help screen
New Project Creates New Project. Same as 'Add Project' in Control Window
Import Demo Project Imports the Demo Project
Send Bug Report Opens email program and copies system info to clipboard
Get Free Updates To register to be notified of free updates and program news

Help

Help - Opens the Help screen