Welcome to MORE 3.1

MORE 3.1 is a powerful outlining and presentation program with several new features and enhancements. MORE 3.1 is compatible with System 7.0 and takes advantage of many of the System 7.0 features including TrueType™, Virtual Memory, and Balloon Help.

Other MORE 3.1 features include:

- Interruptible screen refreshing in Bullet Chart View
- Movable modal dialog boxes
- Ability to clear rules from multiple headlines
- Upward shadows

In addition to describing the new More 3.1 features, this Upgrade Guide describes how to install MORE 3.1. The Upgrade Guide also has information that became available too late to be added to the MORE 3.0 manuals. For more information on using MORE 3.1, refer to the MORE 3.0 manuals.

Note: *If you are upgrading from MORE version 1.x or MORE II, the MORE 3.1 READ ME file has a quick overview of the MORE 3.1 features and answers some common upgrade questions.*

BEFORE INSTALLING MORE 3.1

Before installing MORE 3.1, please take the time to complete and mail the MORE 3.1 *Registration Card.* Whether you have purchased MORE for the first time, or have upgraded from a previous version, it is important to send in the registration card. The registration card is located in the *Customer Service Plan* included in the MORE 3.1 package.

Registering MORE 3.1 allows Symantec to keep you informed of future updates and special offers, and entitles you to start receiving the Symantec Magazine—a free magazine with helpful tips and hints on using all the Symantec products.

When filling out the registration card, please take a few minutes to complete the *Personal System Information* on page nine of the Customer Service Plan. This information helps our support analysts, and saves you time if you need to call for assistance.

Basic System Requirements for MORE 3.1

- At least one 800K floppy drive and hard drive

- At least 1MB of RAM

- System 6.0 or later

  `   **NOTE:**   *See Chapter 2 in Learning More 3.0 for more information on system requirements.*

INSTALLING MORE 3.1

Installing MORE 3.1 does not affect any existing MORE 3.0 program files. You must use the *Installer Program* to copy the files to your hard drive as the MORE 3.1 program files are compressed on the disks.

To install MORE 3.1:

1. Slide the disk tab lock in the upper-corner of the disk to the top of the disk. The tab lock should appear open. This protects the files on the disk so that they cannot be overwritten or erased.

2. Insert MORE 3.1 Disk #1 into the disk drive.

3. Double-click on the MORE 3.1 Installer Icon.

4. Follow the directions on screen.

NEW MORE 3.1 FEATURES

This section explains the new MORE 3.1 features and enhancements. For more information on a specific feature, see your MORE 3.0 manuals.
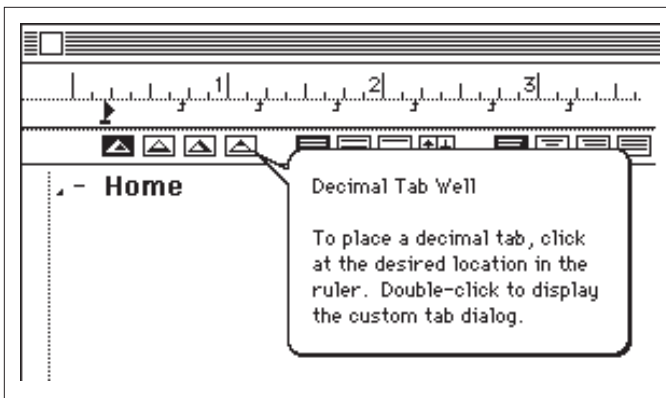
▼ System 7.0 Features

MORE 3.1 is compatible with System 7.0 for the Macintosh. You must have System 7.0 installed on your computer to take advantage of these features.

NOTE: *For more information on System 7.0, refer to the System 7.0 user manuals.*

▼ System 7.0 Balloon Help

Balloon help gives you brief descriptions of commands or items on screen. The descriptions appear in little balloons beside each item as the cursor passes over them. For example, here is the balloon for the Decimal
Tab Well.

Balloon Help for the Decimal Tab Well

NOTE: *Because balloon help slows down the performance of an application, it is not recommended that you enable balloon help if you are using a Mac Plus, Mac SE, or Mac Classic. If you need an on screen help system for such a system, turn on MORE's help dialogs.*

▼ System 7.0 Virtual Memory

Virtual memory allows you to increase the amount of RAM (Random Access Memory) in your computer without having to add extra RAM chips. Virtual memory makes a part of your hard drive act like RAM memory—this can greatly increase the amount of memory available to any program.

To use Virtual Memory, you must be using a Mac IIfx, IIcx, IIci, IIsi, Mac SE/30, or Mac II with a PMMU chip. To set Virtual Memory, choose the Memory icon in the Control Panel folder.
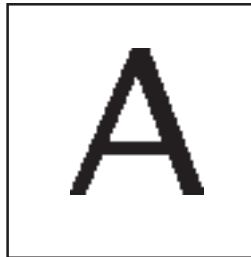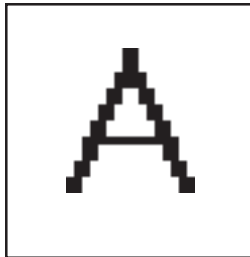
NOTE: *Changes made to Virtual Memory do not take effect until the computer is restarted.*

▼ System 7.0 TrueType

TrueType™ fonts are fonts that give a good representation on screen, or printed, regardless of the font size. This helps do away with the jagged edges seen on larger font sizes. MORE 3.1 uses TrueType to represent both on screen and printed fonts.

Two Samples of On-screen Type:

Normal (jagged) A (Left) and TrueType A (Right)

▼ System 7.0 Aliases

An alias is a file icon that contains the path or location of an original file. The alias can be stored anywhere on the hard drive—by double-clicking on the alias you can launch the original program or file.

Using an alias can be especially useful with MORE 3.1 because MORE generally needs all the program files in the same folder. Now you can create an alias of the program file and move it anywhere on a hard drive and MORE 3.1 will still be able to locate the original files in the MORE 3.1 folder. You can use aliases for the MORE 3.1 dictionary files, help files, options files, balloon help files, and even the MORE 3.1 folder.

To create an alias, select the file you want to create an alias for in the Finder. Choose *Make Alias* from the File Menu. The alias appears as a new file icon with the name of the file in italics and "alias" as the last part of the file name.

▼ Interruptible Screen Drawing in Bullet Chart View

The interruptible drawing feature permits editing operations to be performed even while the screen is being updated. This is a useful time saving feature when making multiple changes to a complex bullet chart. To stop the bullet chart screen from being redrawn, simply click the mouse or press any key on the keyboard.
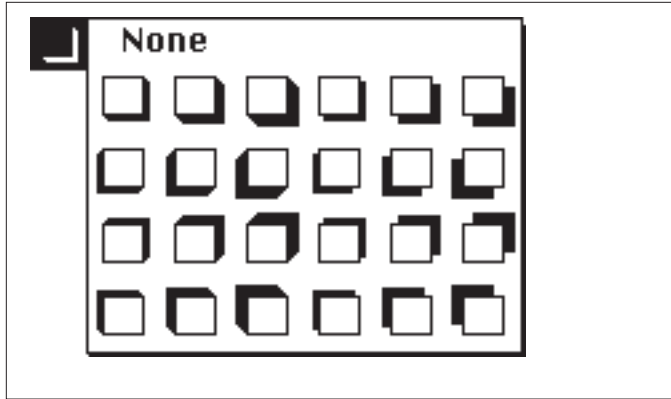
▼ Movable Modal Dialog Boxes

MORE 3.1 allows most of the dialogs that appear on screen to be moved. This keeps dialogs from obstructing the view on any MORE screen. To move a dialog, drag the title bar at the top of the dialog to another location.

Upward Shadows

Upward shadows are now available for bullet charts, tree charts, text, lines and so on. There are now 24 shadow styles to choose from including the new upward shadows as shown in the following illustration.

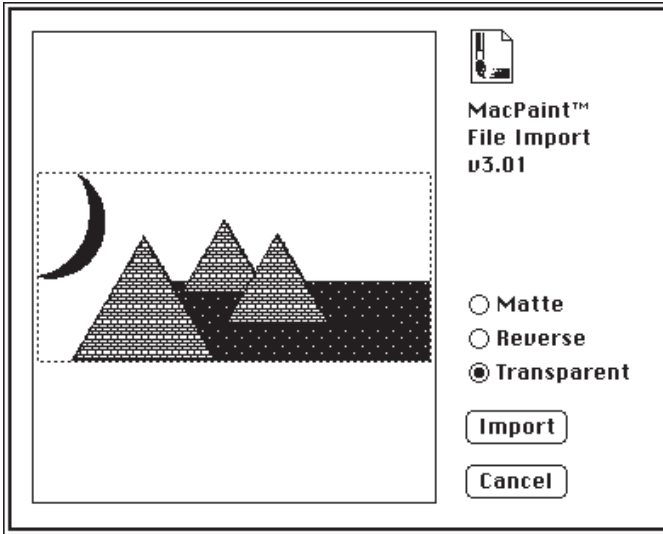*The Shadow Menu*

Clear Rules From Multiple Headlines

MORE 3.1 allows you to clear rules from multiple headlines. Rules define the format and style of a headline in your document—each headline can have a different set of rules. By clearing the rules, the *Home* headline rules are reapplied to the selected headlines. To clear rules from multiple headlines, follow these steps:

1. Hold down the shift key **and** click in the selection bar next to any headline that has rules attached to it (to clear all rules from the outline, choose *Select All* from the Edit menu).

2. Hold down the Option key and choose *Clear Rules* from the Edit Menu.

   NOTE: *It is possible to clear the rules from the Home headline. When the Home headline's rule is cleared, MORE 3.1 uses default values to format the outline.*

MacPaint Import Utility

The MacPaint Import Utility allows you to select a portion of a MacPaint file to be imported into MORE 3.1. When importing a MacPaint file, the MacPaint Import Utility automatically appears as shown in the following illustration.

The MacPaint Import Utility dialog box

To select a portion of the screen:

1. Drag the cursor around the portion of the screen you want imported. A highlight box appears around the text.

2. Click *Import*.

Optionally, select any of the following options:

- Click *Matte* to choose the area of the graphic to import (this is similar to selecting the image inside the selection box).

- Click *Reverse* to make the black pixels erase whatever is behind them on the screen (for example, black to white)

- Click *Transparent* to make the white space transparent

▼ MORE 3.1 Libraries

MORE 3.1 comes with several libraries with different templates and clip art. The MORE 3.1 libraries include:

MORE Library   contains a variety of templates, rules sets, and clip art

Color Library 1   contains templates for pictures and color bullet chart layouts

Color Library 2   contains templates for color bullet chart layouts

B/W Library   contains black/white and gray scale bullet chart layouts

Managers Toolkit 1 contains templates A-Z referenced to in *Making the Most of MORE*

Managers Toolkit 2 contains templates AA-HH referenced to in *Making the Most of MORE*

Click/Art Library   contains Click/Art™ bitmap and PostScript images

MORE Graph Library contains chart formats for use with MORE Graph

About the MORE 3.1 Libraries

When using the MORE 3.1 libraries, you should know the following:

- Bullet Chart layouts preceded by "B/W" and "Gray" are formatted for overhead transparencies printed on a LaserWriter.
- Color Bullet Chart layouts are formatted for 8-bit 13" Apple monitors.

MORE 3.0 MANUAL CORRECTIONS AND ADDITIONS

After the MORE 3.0 manuals were printed, some features were added or changed in the program too late to be added to the manual. This section updates the MORE 3.0 manuals with the most current information.

◆ MORE Memory Requirements

After MORE is installed, you might want to configure how much memory the program uses when running. This might be especially important when running MORE under MultiFinder where several applications might be sharing the computer's memory.

By default, MORE allocates 1250K of memory to itself when running under MultiFinder. Depending upon how MORE is being used, the memory requirements can be adjusted. Here are some suggested guidelines for allocating memory.

Minimum Memory Requirements

Recommended minimum memory allocation 750K

Absolute minimum memory allocation 550K

Usage Memory Requirements

Outlines only 800K

Very large outlines (larger than 200K) 1024K
    or many outlines open at once

Tree charts and outlines 1024K

Bullet charts 1024K

Very large bullet charts 1200K
    (usually containing bitmap or PostScript images)

Print preview or browser 1024K

> **NOTE:** *If you are using MORE 3.1 under System 7.0, you can use Virtual Memory to increase the amount of memory available to your computer. See the section, "System 7.0 Features" for more information.*

To Change the Memory Allocation:

1. Click on the MORE icon in the Finder. The MORE icon should appear highlighted.

2. Choose *Get Info* from the File Menu.

3. Change the *Application Memory Size* (or *Current Size* if using System 7.0) by typing in the desired memory allocation in kilobytes.

4. Close the Get Info box.

◆ Printing Large or Complex Polygons

Due to limitations with the PostScript implementation on an Apple LaserWriter, problems can occur when printing very large or complex polygons with a gradient fill. When trying to print such an object, a PostScript "limitcheck" error is displayed and Print Monitor reports that the file is OK, but cannot be printed. If such an error occurs, try the following:

1. Cancel the printing from the Print Monitor.

2. Restart the LaserWriter. (The LaserWriter doesn't seem to recover well from this type of error).

3. Change the large or complex polygon object to a standard pattern fill.

4. Print the file again.

> **NOTE:** *This problem is printer dependent. If you are using a PostScript printer, other than the Apple LaserWriter, the problem may not occur. This problem should not occur with complex imported polygons, such as traced bitmaps.*

◆ Printing Large or Complex Bezier Curves

If there is any problem printing a large or complex bezier curve on a PostScript printer, MORE automatically makes an adjustment to the bezier objects. MORE prints the bezier objects with about half the fill color. This keeps any error messages from being displayed due to the PostScript implementation on the printer.

◆ PICT Exporting

When exporting MORE objects to a PICT file, PostScript commands are embedded in the PICT image. Due to the PostScript implementation in some PostScript printers, printing a PICT file can cause a "Limitcheck" error. If a "Limitcheck" error is displayed while printing, follow the steps in the previous section, "Printing Large or Complex Polygons" for instruction on how to print the files.

◆ EPSF Importing

MORE only imports an EPSF file. The MORE documentation is incorrect in suggesting that you can export any MORE objects to an EPSF file.

◆ Creating a Multi-line Headline

MORE allows you to create multiple lines in a headline. To break a headline, position the cursor in the headline, then press **o r**.

```
+ This Is A Single Line Headline
```
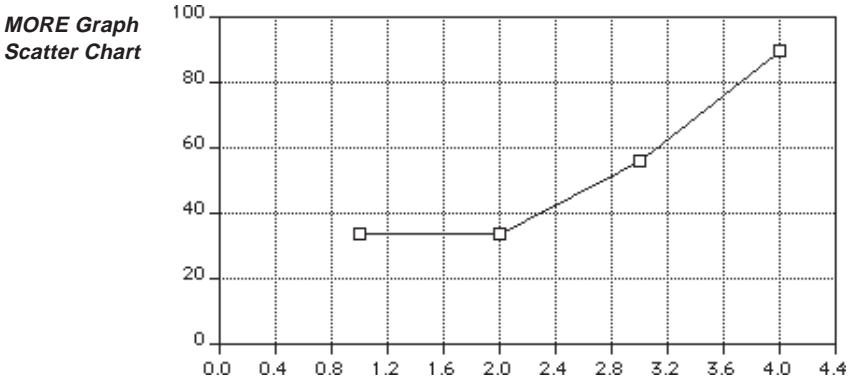
```
+ This Is A Multi-line
  Headline, including a
  lot of extra (but
  necessary) text
```

◆ Drawing and Printing a Portion of a Tree Chart

There may be times when you want to print only a part of a tree chart. To do this, go to the *Outline* view. Position the cursor where you want to begin drawing the Tree Chart. Press **o w J** and MORE automatically jumps to the Tree View and creates the tree chart with the selected headline as the root of the tree.

◆ Drawing a Scatter Chart in More Graph

A scatter chart is a chart available in MORE Graph that is used to plot points on an X and Y Axis. The following illustration is an example of a typical scatter chart.

MORE Graph
Scatter Chart

To draw a scatter chart in MORE Graph, follow these steps:

1. Open a worksheet in MORE Graph.

2. In the first column, enter the numbers for the X-axis. For example, enter 1, 2, 3 and so on. These are the title points.

3. In the column to the right of the title points, enter a single column of data. These are the scatter (or data) points.

4. Drag to select the title points, then choose *Title Cell* from the Format Menu.

5. Drag to select data points for the Y-axis of the scatter chart.

6. Choose the *Scatter Chart* icon from the Chart Menu (as shown on the right).

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◆ Opening Files Created in Other Programs

When opening files created by other programs, the default file type is set to *Any Available.* When Any Available is selected, MORE opens the file as long as the translators are installed or built-in. The built-in file translators include MORE 2.x, MORE 3.x, and Plain Text.

If you select a specific file type, MORE uses that file type for the duration of the session (or until you select another file type). Restarting MORE reverts the file type to *Any Available.*

◆ A List of MORE Files

The MORE installer copies the MORE Program files to their proper location on the hard drive. To relocate any of the MORE files, use the guidelines in the following sections.

NOTE: *Do not rename the MORE Files folder if you are storing the MORE translator files (i.e. MORE3.MacWrite) in that folder. If you do, MORE cannot locate the files.*

Configuring MORE Translators and More Graph Libraries

The MORE Translators and the MORE Graph Library must be in one of the following locations:

- in the MORE Files folder within the folder containing the MORE 3.1 application;

- in the MORE Files folder within your System Folder;

- at the root level of your System Folder.

  NOTE: *If translators are located at the root level of the system folder, the MORE Files folder should not be placed in the System Folder or in the folder containing the MORE application. It may be located anywhere else on your hard disk.*

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Configuring Autographix

If you will be sending slides to Autographix®, the Autographix 3.0 driver must be located at the root level of your System Folder (or the Extensions folder if using System 7.0), so it can be accessed from the Chooser.

Configuring Other Files and Utilities

The following files and utilities may be located anywhere on your hard disk:

- MORE 3.1 application

- MORE Graph application

- MORE Tutorial Folder

- MORE Mover Utility

- AGXit! Communication Utility

The following utilities may be located anywhere on your hard disk. However, if they are not located in the MORE Files folder, the MORE application folder, the System folder, or the Extensions folder, MORE asks for their location the first time you start the program. MORE remembers the location for subsequent starts. Aliases of these files may also be used.

- MORE Help File

- MORE Dictionaries

- MORE Libraries

- MORE Balloons

COMMON QUESTIONS AND ANSWERS ON USING MORE

Q *Can bullet charts be generated from the currently selected headline? Pressing* **w I***, clicking the bullet chart icon, or choosing* Bullet Chart *from the Outline Menu gives me a series of bullet charts generated from the entire outline.*

A To create a series of bullet charts whose first chart is the currently selected headline, press **o w I**, or hold down the Option key while clicking the bullet icon. The headline must have subordinate headlines or the bullet chart starts with the parent headline. Subheads must be set to *First level only.* To do this, choose *Subheads* from the Bullet Menu in Bullet Chart view.

Q *Can a tree chart be generated whose summit node is the currently selected headline? Pressing* **w J***, clicking the tree chart icon, or choosing* Tree Chart *from the Outline Menu gives me a tree chart whose summit node is the home headline of the outline.*

A To create a tree chart whose summit node is the currently selected headline, press **o w J**, or hold down the option key and click the Tree Chart icon. The headline must have subordinate headlines or the bullet chart starts with the parent headline. Subheads must be set to *First level only.* To do this, choose *Subheads* from the Bullet Menu in Bullet Chart view.

Q *How can I get a Full View comment (document) window?*

A The Hoist command on the Outline Menu displays the currently selected comment window in full view. You might also use the keyboard commands **w H** (for Hoist) or **s**-Enter.

Q *Why does text seem to run together on screen, but print correctly?*

A MORE supports *fractional* widths, which is important for kerning (kerning is the spacing between characters when printing to a laser printer). For on-screen work, it may be easier to view the characters after disabling fractional widths. To disable fractional widths, choose *Document Options* from the Window Menu, and

deselect *Use Fractional Widths*. Remember to enable fractional widths before printing to a laser or PostScript printer.

NOTE: *Some pre-System 6.0 and shareware fonts do not support fractional widths, and are badly distorted by enabling fractional widths. If you are using any of these fonts, be sure to disable fractional widths.*

Q *Is there an easy way to modify an on-screen presentation for a different output device?*

A MORE includes an *Adjust* command, which automatically adjusts the size and/or positioning of objects and text when changing the Chart Size. To use the Adjust command:

1. Enter the Bullet Chart view of the file you want to modify.

2. Choose *Chart Size* from the Bullet Menu.

3. Select the desired size from the Chart Size popup menu.

4. Click *OK.* The *Adjust* dialog appears after changing the chart size.

5. Select the desired options, and click OK.

NOTE: *Symantec recommends reviewing the adjusted slides for any modifications they might need.*