

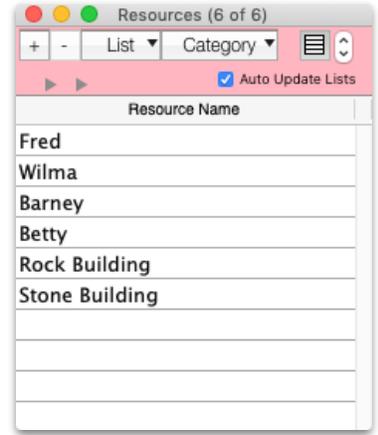
4LightData Lists

A drag and drop approach to organizing people, places, items, tasks, and other things that can be arranged and displayed in a list.



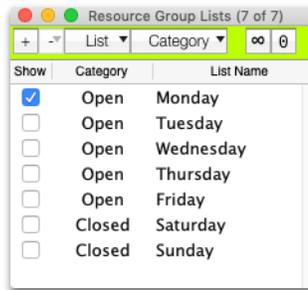
Let's start with a simple example. At first you are presented with an empty list named "Resources" and an empty list named "Groups".

Resources will be your pool of people, places, and things. Create a resource by clicking the + button and giving the new Resource a name.

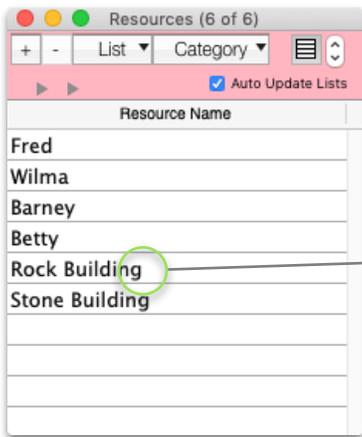


Resource Group Lists (or Lists) are where Resources are gathered and displayed. We will use the days of the week as Group names in this example. Click the + button to add and name the new Group.

Groups can be give a Category so that groups of windows can be more easily displayed or hidden.

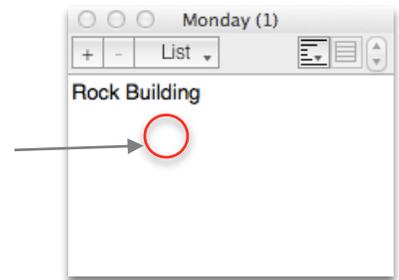


Check the "Show" box to the left of a Group to make the its window appear on the screen.



The Monday Group starts out empty. To add a Resource to the Monday Group, grab a Resource from the Resources window and drag it into Monday's empty list area.

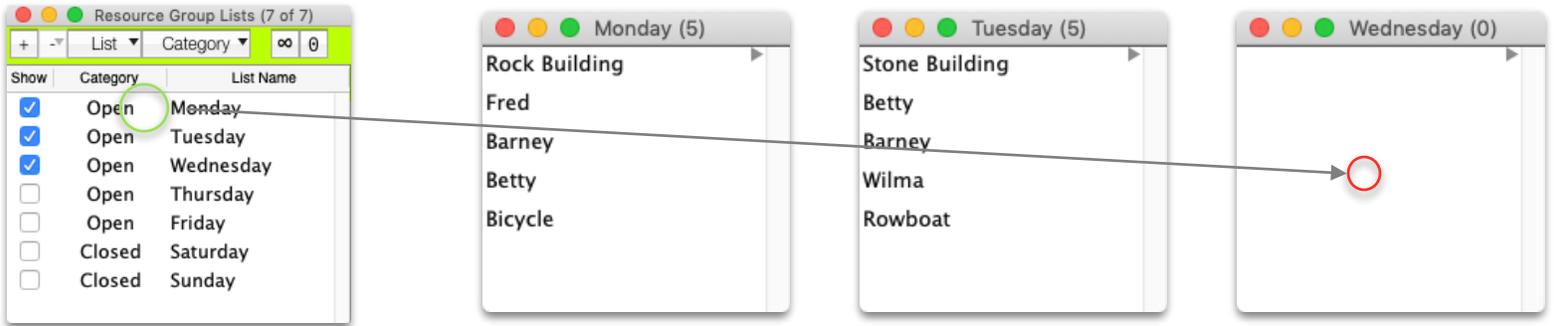
A Resource in a List that was created by dragging it from the Resources list will remember that it is an instance of the original Resource.



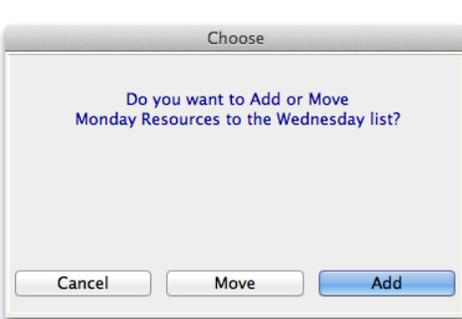
Group List windows can be made to hide when another app moves in front of the Lists app, or remain visible when the Lists app is in the background. Look under the "Lists:Preferences" menu to set this option.

Build

Let's say you have created Monday and Tuesday Groups, then realize that Wednesday and Monday will be almost the same. Grab Monday in the Resource Group List window and drag it into Wednesday's open List window.

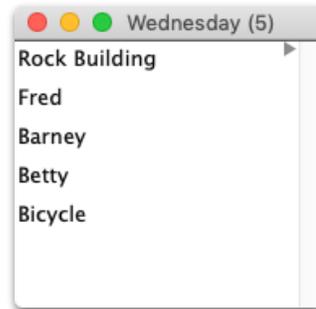


You will be presented with a choice of moving the Resources from Monday to Wednesday or adding the same Resources to Wednesday.



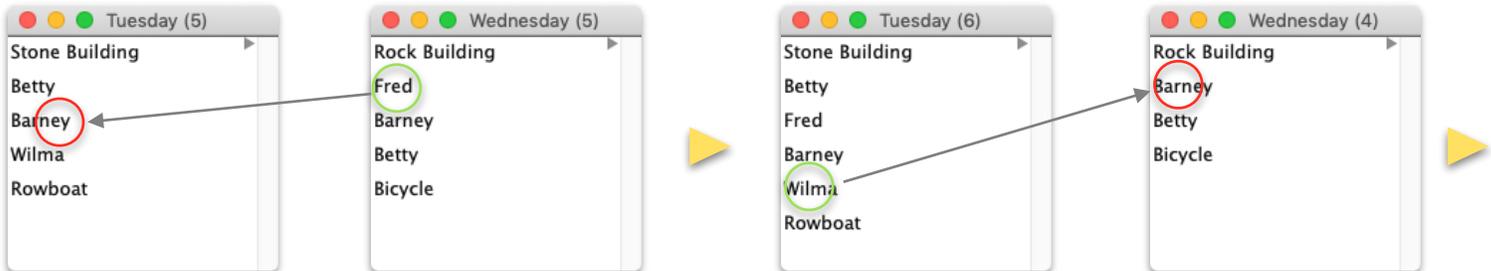
Since we don't want Monday to become empty, choose "Add" to create within Wednesday, instances of the same Resources as Monday.

Note that "Bicycle" and "Rowboat" are not in the Resources list. These were created in the Monday and Tuesday windows by right-clicking in those windows and selecting "Add..." from the pop-up menu. These Resources can be thought of as independent from a parent Resource.



So far you have grouped Resources by dragging them individually from the Resource window into a List window, by dragging a Group into an open List window, and by creating independent Resources in a List window. It is also possible to move a Resource from one List window to another.

Suppose Fred and Wilma must swap places on Tuesday and Wednesday. You can grab Fred and drag him to Tuesday and grab Wilma and drag her to Wednesday.



Dragging Wednesday Fred onto Tuesday Barney's line...

...places Fred on the line above Barney on Tuesday.

Dragging Tuesday Wilma onto Wednesday Barney's line places Wilma on the line above Barney on Wednesday.

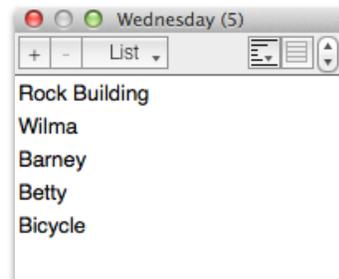
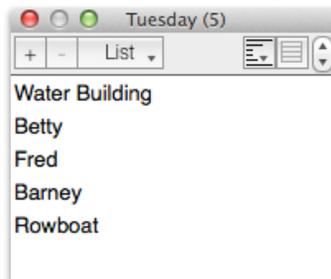
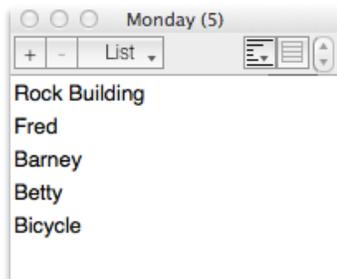
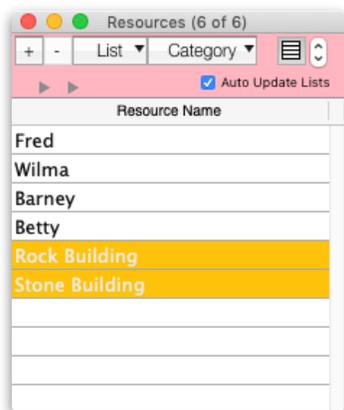


If you hold down the "option" key while dragging, a new copy of the Resource will be placed in the destination List, and the Resource being dragged will remain in its List.

It is also possible to drag a Resource around within a List to set the List's display order.

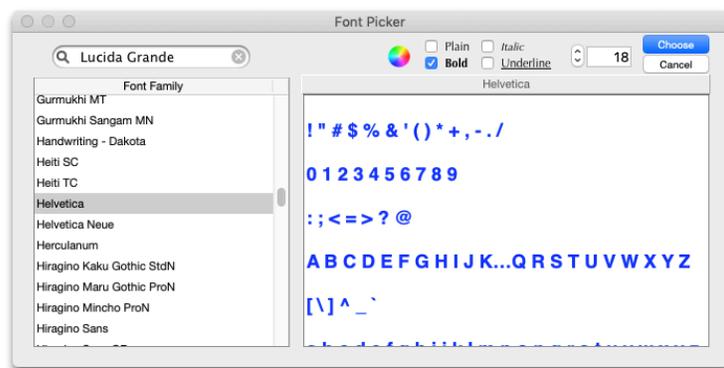
Decorate

Now the information is arranged the way we want it, but it's not as visually meaningful as it could be. Let's make the buildings stand out a little, and create visual distinctions between people and things. This is where the Resources "List" menu comes in.

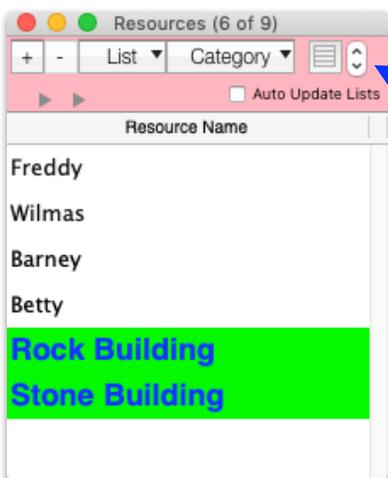


Highlight the Rock and Stone buildings' lines (click on one, press the command key while clicking the other).

Click the "List" pop-up button and select "Text Styling". Use the Font Picker to set the color, font, size, and style of the highlighted Resources. Click the "Choose" button once the sample text's styling looks correct.



All the highlighted resources will receive the styling.



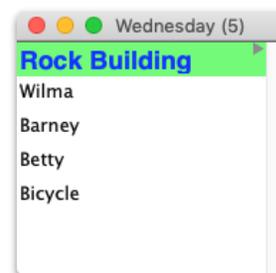
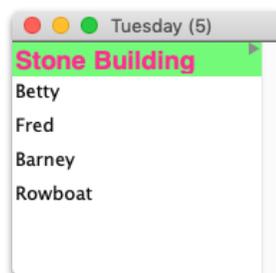
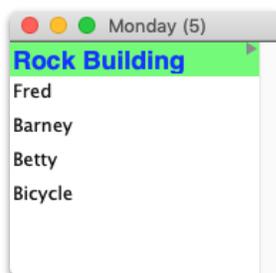
Because the font size was increased, parts of some Resources may be too tall for the row size.

Change the row height by clicking the row height control.

Here the two resources received the same font, font size, and row color.

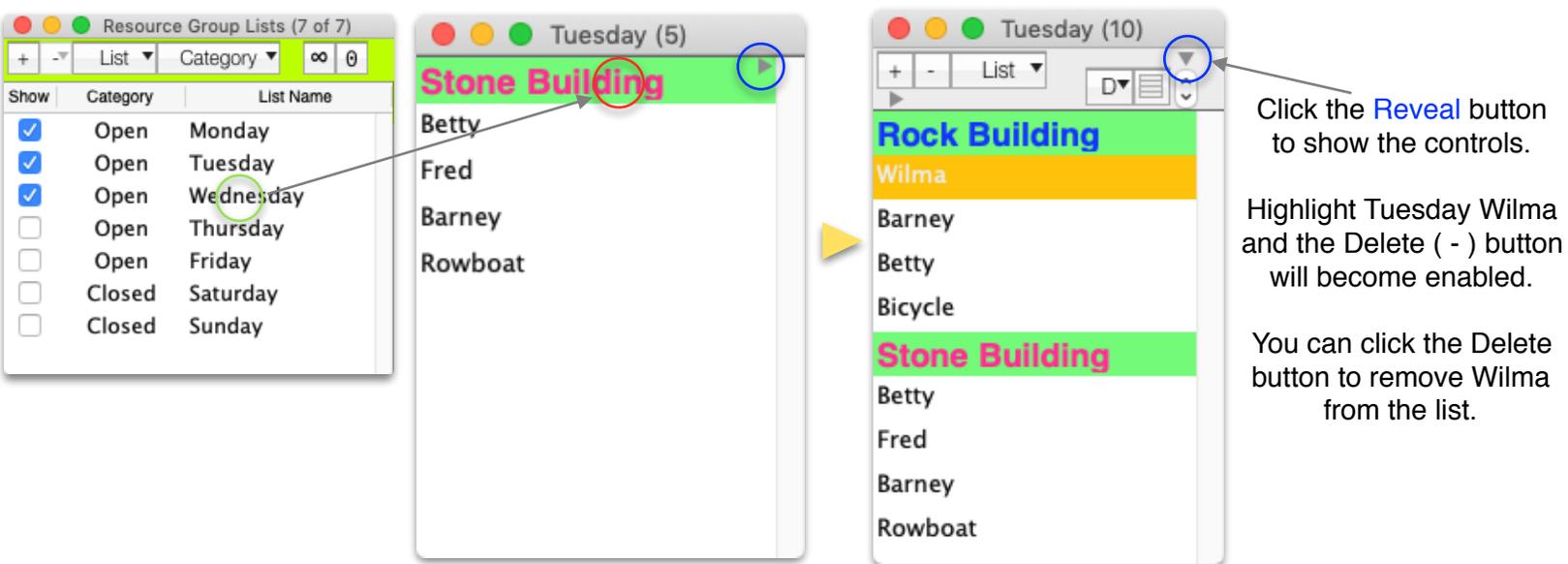
If the "Auto Update Lists" box is checked before a change is made, instances of the Resources out in the open Lists will automatically reflect the changes .

Another way to send these changes to the List windows is to click the "Lists" pop-up button and select "Update the Highlighted Resources in the Lists".

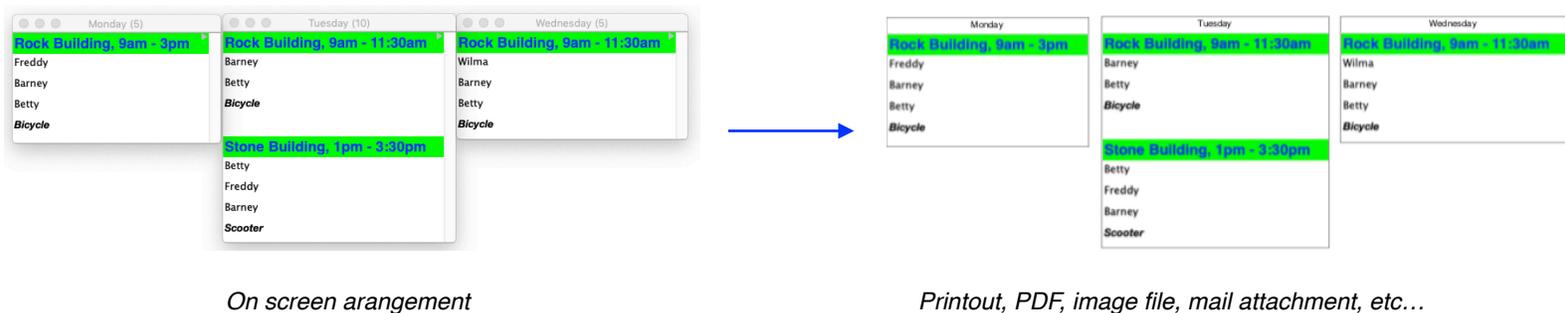


Display

Suppose the Rock Building will also be occupied on Tuesday using almost the same resources as it will have on Wednesday. Expand Tuesday's window, drag Wednesday from the Group window into "Stone Building", and click to "Add" the resources. Since Wilma will not be available on Tuesday, she can be deleted from that List.



The "Print Open Lists" option, available in the menus, will print the List windows that are currently being displayed, keeping the relative positions they occupy on the screen.



Menu options are available from the "List" and Category" pop-up buttons, and by right-clicking (or pressing the control key and clicking) in the columns of the open windows.

(right-clicking can be enabled in System Preferences/Mouse/Secondary Click)

Resources

THE LIST MENU

Delete a highlighted Resource

Add a Resource

Find, Style, & Print

Manage Resource categories

Hide and show the gridlines

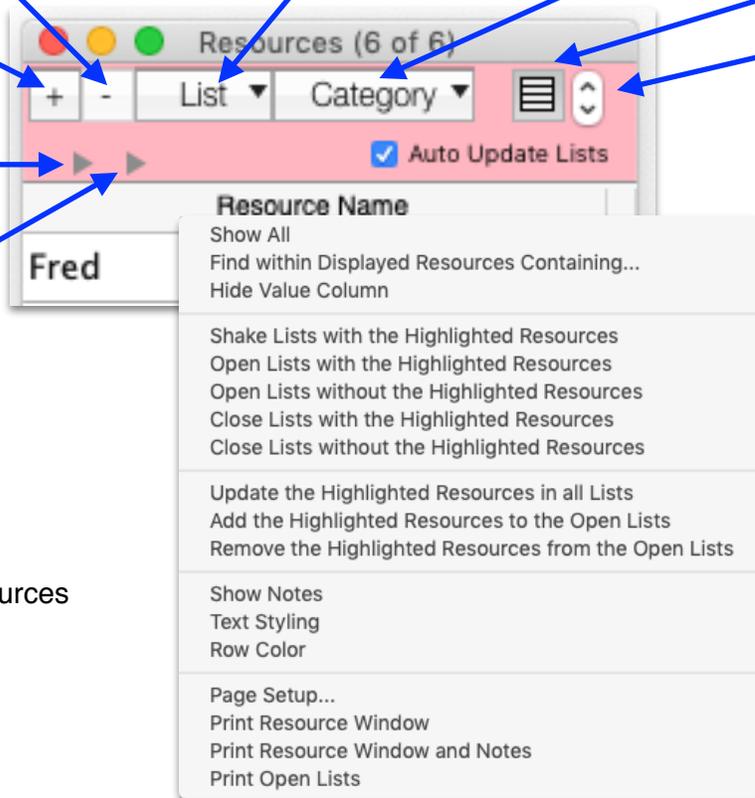
Change the rows height

Show/Hide the Category Column

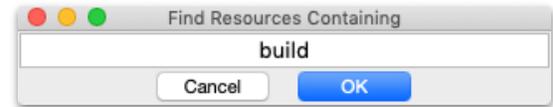
Show/Hide the Value Column

Show All

Displays all Resources



Find Within Displayed...



Presents a request dialog box. Enter some text and click OK to reduce the Resources being displayed to those whose name contains the text. The search will look only through the currently displayed Resources.

Click "Show All" before a search to search through all Resources.

The Value Column

Each Resource can be given a decimal value. This number can represent weight, temperature, quantity, percent, etc... The number is totaled for all items in a List window.

This value will follow the instance of a Resource as it is being created a List window. Once in the List window, the value can be maintained independently of the parent Resource's value.

Category	Value	Resource Name
Person	1	Fred
Person	2	Wilma
Person	3	Barney
Person	4	Betty
Structure	10	Rock Building
Structure	15	Stone Building

Shake Lists with the Highlighted Resources

You can highlight one or more Resource and get a visual indication of where they are on the screen.

Open/Close Lists...

You can open and close List windows that include the highlighted Resources, or List windows that do not include the highlighted Resources.

Resources

Update the Highlighted Resources in all the Lists

This option will “broadcast” the appearance of the Highlighted resource(s) to all of its instances that have been dragged to Groups. This way changes made to a parent Resource that are needed in all Resources in List windows only needs to be made in the “Resources” list.

1. Even though the appearance and text of an item in a List window can be changed to the point where it does not resemble its “parent” resource, it still remembers its roots and will change to resemble its parent in the update process.
2. There is an option in a List window to add a line. This line is independent of any resource even if you make it look identical to a line in the Resources window. It can't be updated or found using the Resources window's List menu, but the Groups window does have a search option that will find these independent Resources.

Add and Remove

The highlighted resources can be added to the Lists whose windows are being displayed, or removed from the Lists if the Resource is present.

Show Notes

Notes can be made for each Resource of a List window. The parent Resource's Name and Notes can also be displayed when viewing a Note of a Resource in a List window.

Text Styling

You have already seen how styling can be applied to highlighted lines using the “Edit” dialog box. Styling can also be applied to highlighted text characters.

Highlight some text of a Resource and right-click (or hold down the control key and click) on the text. A contextual menu will appear with formatting options for the highlighted characters.

This applies to Resources in List windows too.



Row Color

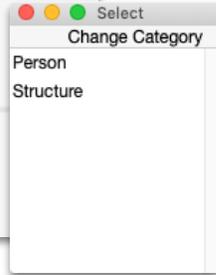
This sets the background color of the row for the highlighted resources.

Printing

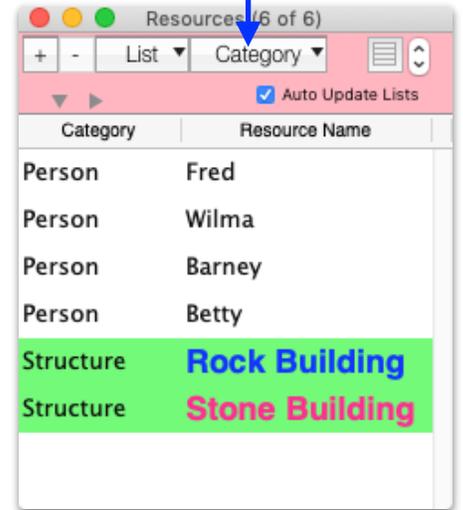
Page Setup sets the print dimensions. When a print option is selected, the page is previewed immediately on the screen.

The Resource window can be printed as it appears, or with the Notes of each Resource.

The option to print the open List windows is available in all the menus.



Find, Include, Hide, and Change will bring up the Select box.



The Category column is initially hidden, but if your Resource list gets large, using categories can help simplify working with it. Once the Category column is displayed, you can begin making entries. There is almost no restriction on what can be typed into the column. To create a new Category, just type it next to the Resource.

- | | |
|---------------------------|--|
| Hide/Show | Hides and shows the category column. |
| Show All | Displays all the Resources |
| Find Category | Reduces the selection of Resources to one category picked from the selection box. |
| Include Category | Adds one category to the currently displayed Resources. |
| Hide Category | Hides one category if it's in the current display. |
| Change Highlighted | Changes the category of the highlighted Resources to one category picked from the selection box. |
| New Category | This presents a reminder that a new category is created as it is entered next to a Resource. The new category will be then added to the category selection list. |

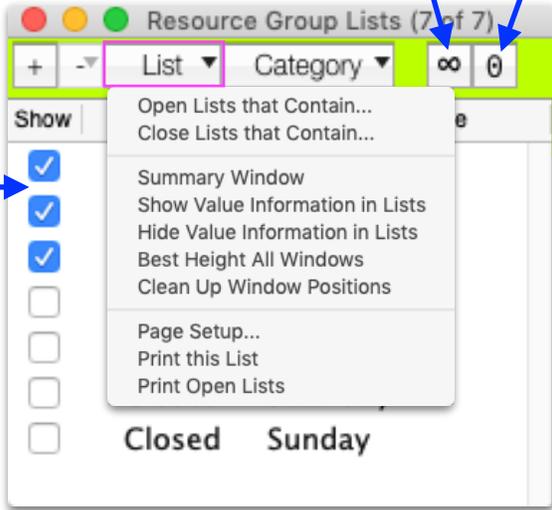
Resource Groups

THE LIST MENU

Check and uncheck the box next to the Group whose List window you want to show or hide.

Close the open windows of all Groups currently displayed in the list.

Open the windows of all Groups currently listed.



Open... searches the members of all the Lists for the entered text, and opens the window of any List that has a member with the text.

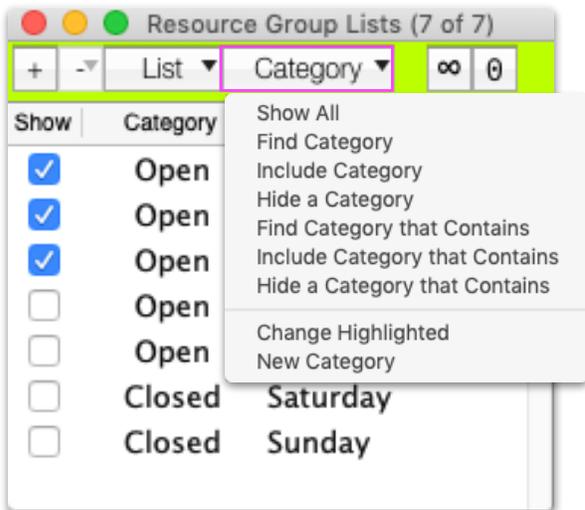
Close... searches the members of all open Lists for the entered text, and closes any Lists that has a member with the text.

Summary and **Value** are discussed below.

Best Height... sizes all windows to show their contents.

Clean Up... repositions the windows by making each window's height and width the max height and width of the currently open windows and arranges them in a grid.

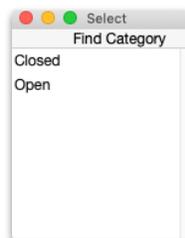
THE CATEGORY MENU



Groups can be placed into their own categories. The search options in this menu search the Category column of this window, and narrow or expand the selection of Groups displayed in the List.

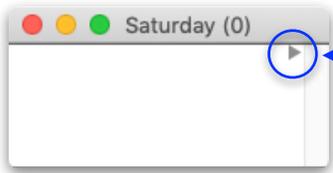
You could then, for instance, display all of the Groups in the category "Video Store", and close them all at once.

Find, Include, Hide, and Change will bring up the Select box.



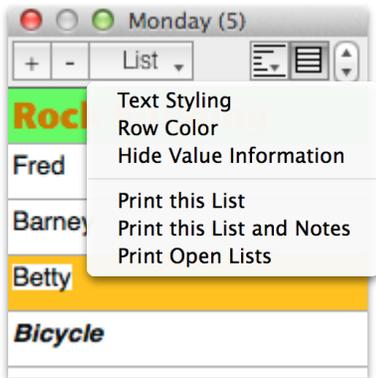
Group List Windows

The Group List windows let you organize your Resources. List windows can be positioned around the screen in a way that might reflect their relationships to each other. Resources can be added or moved from List to List as things like schedules, values, or priorities change. A change in a Resource in the Resources list can be instantly reflected in its instances in the Groups.

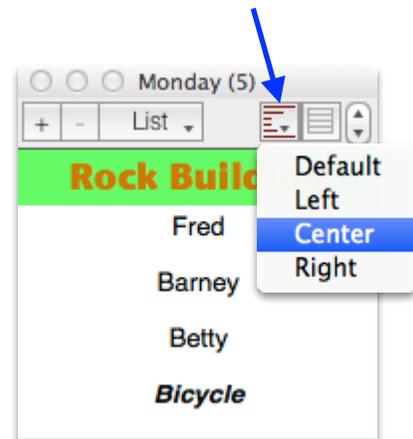


Click the triangle button to show the tools for the List window.

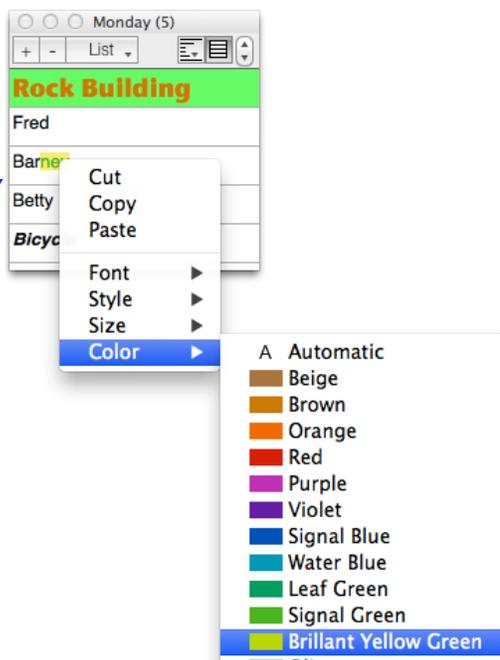
Text Styling and Row Color affect the highlighted rows.



Set the column alignment



As in the Resources window, you can highlight some text in an individual row and reveal a formatting menu that will affect the highlighted text.



Group List Windows

List windows can also be used to accumulate values. A resource can be give a decimal value. When the value column is displayed, the footer area presents the sum of the values on the left and a count of the number of lines in the group on the right.

When a Resource instance is placed in a Group, the Resource's Value is copied too. The Value in the Group's list becomes independent of the parent's Value after that. When a change is made to the parent's Value, or when "Update..." options are selected, you can decide if List Resources should also be updated with the parent's new Value.

Section 1	Section 2	Section 3
-20.5	-30	-100
10.5	10	20
10.5	5	20
10	3	
10.5	-12	-60
4	4	3

The **Summary Information window** is opened from the Groups window's List menu. It displays a line for each open group window. The **Totals** column contains each Group's total. The **Group** column displays the group's name.

Totals	Group
10.5	Section 1
-12	Section 2
-60	Section 3
-61.5	3

Refresh the totals.

Copy the window's contents to the clipboard.

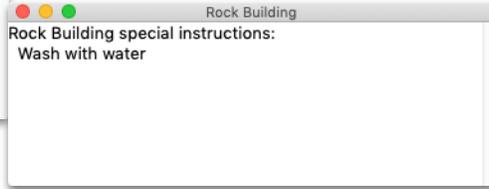
The footer area presents the sum of the open Groups on the left, and a count of the open windows on the right.

Notes



Each Resource has a Notes field.

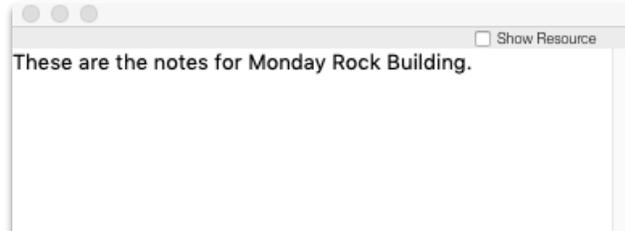
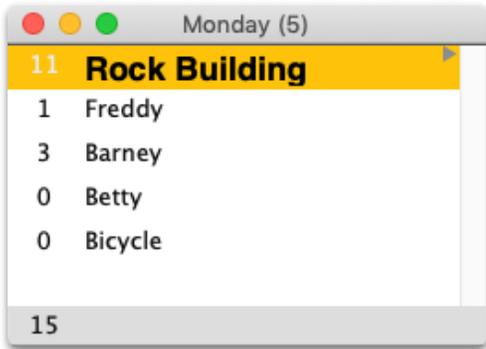
Right-click on a Resource and select “Show Notes” to display its notes window.



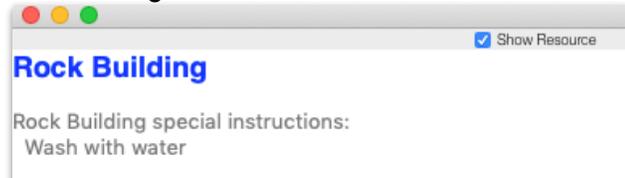
These notes can also be seen in the Notes of Resources that appear in List windows.

Right-click on a line and select “Show Notes” to display its notes window.

You can enter Notes for this instance of the Resource.



The parent Resource’s name and notes can be viewed by checking the “Show Resource Notes” box.



All the information in the List window can be printed by selecting “Print this List with Notes” from the List menu.

Value	Name / Resource Note / Note
-20.5	Bin One
10.5	Bolts Use "A" washers with the bolts. Use a maximum of 11 Reserve at least 5 spares
10.5	Nuts
10	Washers Match a Washer with every Bolt/Nut pair. If it doesn't look right, match the Washer with a Dryer.
Total	
10.5	