

## Organon Manual

After installation a browseable manual  
can be opened in Writer.

Extension for LibreOffice (LO) and OpenOffice (OO)

**Please note:** This is a beta version.

Organon is an organisation  
and navigation-tool for  
OpenOffice and LibreOffice.

The source code of Organon can be found at:

<https://github.com/XRoemer/Organon>

Known issues are listed here:

<https://github.com/XRoemer/Organon/issues>

## Description

Organon is a tool for novelists and scientific authors. It's a plugin for LibreOffice and OpenOffice.

Organon allows to split up large texts into parts, allows tagging and opening parts of the project in new tabs.

Parts are shown in a treeview. Entries can be moved by drag and drop.

Every entry can be tagged.

Tags are freely configurable, can be renamed, created and deleted. Organon's

Organizer is a fast way of showing and editing all tags at once.

Tabs can be opened based on these tags. They also might freely be chosen from the folders and files of the project and they might be sorted by date and/or time.

Organon offers extensive import and export options.

Organon's projects are platform independent and might be edited on different computers and platforms.

### **More Features are:**

- (Batch) split and combine files
- When displaying the files in a folder, the relevant section of the folder is always highlighted while editing the document.
- Separator, configurable by the user. When viewing a folder the separator separates the files optically from each other.
- Import of individual files. All filters available for Writer can be used.
- Import a folder of files (Batch Import), filterable by extension
- Export an arbitrary part of the project in a single file or an entire document. All Writer filters are available (.odt, .doc, .pdf ...). (Batch Export)
- (Batch) Export to LaTeX files
- (Batch) Export to HTML files. In addition, alternative Organon Filter for easier layout of the HTML file.
- Create a single click backup of the project
- Several tags in the tree view:
  - Colors
  - Custom Icons
  - Scientific counting

## Description

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- Text Tools:
  - Find quotes: text comparison of two texts and finding all common points. The result is stored as a browser document. All results are linked and can be accessed directly via a navigation.
  - Create Word List: A list of all words used are saved as Calc file. Chronological or alphabetical order.
  - Generate index: specialized tool for index creation in texts with counting (eg ancient texts or text-critical editions). The result is a navigable browser document.
- Writer tools like search, view Full Screen, spelling and grammar, and plugins can still be used.

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Description

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**Start**

## New project

### *Create Project*

#### **Project name:**

Name the project.

**Please note:** The project can not be renamed . In order to provide the project with a new name , it needs to be exported as a project . ( File / Export / Export as / new project )

#### **Save to folder:**

Choose a folder. Organon will create a folder with the name:

“<project name>.organon”

( Linux ) Make sure that you have write permissions for the folder .

#### **Formatting:**

See next entry: Formatting

#### **Templates:**

You can either use Writer templates or Organon templates. Organon templates might be created with Writer templates.

- **Writer Templates**

Choose a template for the new project from user templates. Only user templates are shown by Organon. To choose a template, the check box has to be checked AND a template has to be chosen.

On creating a user template see:

OO:

[https://wiki.openoffice.org/wiki/Documentation/OOo3\\_User\\_Guides/Getting\\_Started/Creating\\_a\\_template](https://wiki.openoffice.org/wiki/Documentation/OOo3_User_Guides/Getting_Started/Creating_a_template)

LO:

[https://help.libreoffice.org/Writer/Templates\\_and\\_Styles](https://help.libreoffice.org/Writer/Templates_and_Styles)

The template will be saved with the project. To change the template afterwards, search for the following file:

<project folder>/files/odt/template.ott

This file can be edited and saved again. On the next opening of the project, the edited template will be used.

- **Organon Templates**

Organon templates are usual Organon projects, which will be saved with a new name and under a new path, and are available as a new project. These templates can be used to create a new project with a structure as required or to contain prefabricated files or folders (a titelpage for example).

To use an Organon Template, a folder containing Organon templates has to be chosen.

For further information see the manual under:

Organon Menu/File/Preferences/Templates

### ***Formatting with Writer and Organon***

**Important:** Changes in the formatting (bold / italic / right justified, etc.) will only be saved if the text was changed. Therefore, at least one character in the edited file needs to be changed, and the formatting will be saved. (Insert e.g. space and delete it.)

### **About Organon's Method:**

Organon separates your main document into sub documents. For each file or folder in Organon's tree a new sub document will be created. (You can find the sub documents in your project folder under Files/odt) These sub documents are linked into the main



document by using text sections. That causes consequences for the formatting:

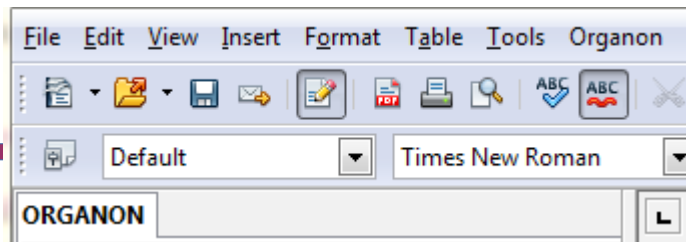
Overall formatting can only be done by using templates.

('Select All' selects all of the text of the current section you are working on. It doesn't work for the whole document.)

### Select a Template:

a) You can use the writer default template of OO/LO. The format is modified in Format/Styles and Formatting (F11). Select by right-click the default template and select 'modify'.

Or click on the icon on the left of the templates.



b) You can also use your own template. **Important:** Organon doesn't import all of the paragraph styles of the template. Only the paragraph style the cursor is in when the template is opened will be imported and used.

### Create Template from Selection

Creates a new template from the selection.

(This function is more or less useless at the moment.)

### Links

More infos on how to work with templates and styles can be found at::

[Templates\\_and\\_Styles](#)

PDFs:

[WorkingWithTemplatesInWriter.pdf](#)

[StylesAndTemplates.pdf](#)

## **Load Project**

Load project → Choose project folder. The project folder contains a file with the ending ".organon":

<project name>.organon.

Choose it and the project will be loaded.

## **Load Manual**

If you see this text, you already managed it.

## General

### Navigation

To use drag and drop, click on the **text** of the node, hold the mouse button and drag. An arrow will be shown. A folder can't be dragged on himself (indicated by a red point).

To open and close a folder, double click on its icon.

### Saving

Organon saves on his own. You will never have to save by yourself. After you have made changes on your text and click on another text section or on another node in Organon or close the whole document, your changes will be saved before.

It can be ignored, when writer asks, if the document should be saved.

**Exception:** Inserted images/graphics/text sections/formattings won't be saved automatically. To save processed sections, one keyboard has to be made.

### Display of Files and Folders

On click on a file only the file will be shown.

On click on a closed folder only the folder himself will be shown.

On click on a open folder all files and contained folders will be shown. Closed folders inside will only show themselves

To show the whole project folder click "Unfold Project Folder" in Organon/Options and click on the project folder.

A doubleclick on the symbol of a folder opens or closes the folder.

### Renaming Files and Folders

By double clicking the text entry the background colour of the text will change. Files

and Folder can than be renamed.

The project folder and the waste bin can't neither be renamed nor moved.

A shortcut for this function is available.

## Scrolling / Mouse Wheel Scrolling

If files and folders need more space than the Organon window offers, a scrollbar will be shown.

Unfortunately the scrollbar can't be moved by the mousewheel. I couldn't find an (easy) solution for using the mousewheel with Office.

### Scrolling the mouse wheel :

Scrolling the mouse wheel can be activated in the preferences (Windows and Linux) .

File / Preferences / Mouse Wheel

The mouse wheel can be used in the tree view and the dialogs, when a scrollbar exists. The wheel can also be used during the drag and drops to reach parts of the tree that are outside of the display.

The library X11 must be installed in Linux. (In Ubuntu its part of the standard install .)

If you have problems (Slow display or error messages ) disable the mouse wheel again.

## Clear recycle bin

The recycle bin will be cleared by clicking on the recycle bin symbol in the menu bar of Organon.

**Please note:** This action can't be undone.

To restore files and folders in the Recycle Bin, they can simply be pulled back into the project.

## Undo

You can undo sections as long as you only work within one node / file.

As soon as you change the node, the text will be saved and the UndoManager will be resetted, so no action can be undone anymore.

## Menu: File

### New Document / New Folder

New files or folders will be created by clicking on the corresponding symbols in the menu bar of Organon. They will be created beneath the selected node on the same level as the node. Therefore upon selected folders with entries, the new node will appear beneath the folder entries.

For newly created files, the tags from the treeview will be taken from the activated file.

## Import

### Selection

Import File or Folder

### Keep Folder Structure

Folders can be imported in two ways:

- without folder structure:  
Organon will set all imported files into one folder
- with folder structure:  
Organon will reflect the folder structure of the imported folder

### Filter

Only Files with the corresponding filter will be imported. (Only upon folder import)

### Filter, User Selection

**This is an experimental feature and some of the filters don't work** (pdf for instance, as the filter imports to a Draw document). As OO and LO offer a lot of filters, you can try to use them on demand.

Writer might crash or destroy your project.

It is recommended to import to a newly created project, export from there to .odt and

reimport to the target project.

## Export

### *Main Window and Selection Window*

#### **All / Visible / Selection**

- „**All**“ selects all nodes of the project folder. Files or Folders, which are not included in the project folder, won't be selected.
- „**Visible**“ selects all nodes, which are visible in the document window.
- „**Selection**“ lets you choose a selection from the project folder. The selection will be saved and shown on the call of the selection window .
  - **Selection Window:** „Click on Folder selects Folder Entry“:  
If activated, folder entries will be selected by clicking on a folder.

#### **Export as:**

- **One Document:** The selected nodes will be exported into one document
  - **Separator:** between each node a separator will be inserted. See Separator Window
- **Single Files:** All selected nodes will be exported into separate files.
  - **Keep Folder Structure:** The folder structure resolves into a folder structure on disk.

#### **Type (Filter)**

Files will be converted by the selected filter. (In opposite to import, pdf works with export)

### *Separator Window*

Formatting of the separator, which will be inserted between each node.

In the exported file the order corresponds to the separator window:



- File or Folder Title
- Document
- Empty Rows
- Inserted User Document
- Pagebreak

**Folder / File Title:**

If activated, the titles will be inserted into the exported document. They might be formatted. At disposal are standard formattings plus formattings used in the actual document.

Pagebreak before File / Folder:

A Pagebreak before each File / Folder will be inserted.

## Preferences

### *Separator*

There are four options for the formatting of the separator :

- Line
- Color with inscription
- User Defined
- No Separator

### **Color:**

The color of font and background can be selected. The value must be a hexadecimal value. For a color picker, see the Web as under :

<http://www.colorpicker.com/>

Or in Writer under Extras / Settings / Libre- , OpenOffice / Colors / Edit

You can choose a color or click the eyedropper and get the hexadecimal color values displayed among the Hex #.

### **Custom:**

You can choose an icon or an image as a separator . An icon appears in the center of the line. A picture should have approximately the dimensions of the separator, which gets displayed with the selection color, to be not too distorted . Try yourself!

### *Design*

The design setting has three columns:

- Color Selection
- Selection of the design
- Managing designs

In the column with the color picker, the colors can be customized for each entry. The change is not permanent and is lost with the selection of a design or closing of Office. To save the edit, a new design has to be created. Therefore add a name in the textbox which does not exist and choose "New Design".

In the middle column, the designs are switched. Changes are immediately visible.

In the right column, the designs are managed:

- **New design** creates a new design from the current colors. To create a new design, any other can be selected and changed. (The changes are not saved to the selected design). Only with the creation of a new design the changes get permanent.
- **Delete:** Deletes the selected design.
- **Export:** Exports a .json file with any name to any location. The file can be used as a backup or for sharing with other Office installations, for example to exchange designs between the laptop and desktop computer. Files can be exchanged between LO and OO.
- **Import:** Imports a .json design file. Designs with the same name are checked for their compliance. With complete equality the design is not imported, a file with the suffix "\_old" is otherwise provided.

### ***Writer Design***

**Please note when using Writer designs:**

- After switching a design the changes are completely visible only after a restart.
- Depending on the operating system and system-specific settings the representations turn out differently. (The best display provides me LO under Windows with sifr icons.)
- Simultaneously running applications (Calc, Draw, etc.) of a session also get inked. After a restart with deactivated design the default colors are used again.

- At the moment no .odt Document can be opened via right click and "open with" by Writer with active Writer design since the surface of Writer is closed by Organon after opening and re-started. Here, the loaded document will also be closed again.
- The sidebar is fully colored only while a Organon project is opened and with the first click on the Organon icon.
- Changes in the document colors and the Persona (LO) are permanent and are not set back to default, when the Writer Design is disabled.

They can be reset in two ways again:

- Set document background and the background of the application back to "Automatic": via Writer menu bar: Tools / Options / Presentation.  
(LO) Persona: set Tools / Options / personalization to usual.
- via Organon: activate Writer Design and uncheck "use Persona" and "Color Document". Disable Writer design.

### **Functionality:**

As with the Organon design the colors can be customized for each entry. Changes are not permanent and are lost with the selection of another design.

**To save the edit, a new design has to be created.**

For fast processing and a greater integrity of the colors in each drop-area a color from the Organon style can be selected. If it is edited or directly set, no entry will be shown in the drop-down area.

With the design will also be saved if a persona (only LO) is used or whether the writing document and its background will also be colored. If it is switched to a design that doesn't use documents color or Persona, writer will be set to default colors.

When exporting the designs, just the names of the personas, but not the .png files are exported. If you want to import such a design and make full use again, a new Persona has to be created with the corresponding name.

### ***Personas (only LO)***

Under "Design: Personas" in the Organon settings Personas can quickly and easily be created, as well as existing ones can be set or cleared.

- To set a Persona, a persona has to be selected in the left column. The font color is determined by font color displayed in the middle column. Press "use Persona".
- To remove a Persona, select a Persona and choose "Delete Persona".
- To create a new persona, a name must be entered in the text box in the right column. There are the following possibilities of creation:
  - Monochrome: select "Background Color" only.
  - Gradient: Select "Background Gradient". Organon creates a simple vertical gradient from the background color and the background gradient.
  - User: Organon creates a Persona from the image selected by the user. The image file must have the minimum dimensions 2500px \* 200px, since it otherwise won't be found and used later on.

### ***Tags***

Tags Categories are freely configurable.

- Name and width (in the Organizer view in cm) existing categories will be changed by changing the entry and then clicking on "Apply".
- For a new category, enter the name and width and choose a category type. There are five types:
  - Text (body text)
  - Tag (Classical tag, collection of single words or short phrases)
  - Image (only one image per category)
  - Date
  - Time
- To change the order of categories, select a category and use the arrow keys.
- The selected category is deleted by "Delete Category".
- The representation of the date can be changed by selecting the Date Format. A date must always be entered according to the date format.

**By clicking "Apply" the changes take effect.**

Each type of category can be created several times.

Picture Categories slow down Organon and the Organizer, particularly if large images are used. At the moment no thumbnails for images are created, which would speed up the display.

## ***Templates***

### **Choose Folder**

To make Organon templates available, a template folder has to be selected. The folder can freely be chosen on the users disk. Organon recognizes all folders inside this folder with the name: "<Name>.organon" as Organon templates.

### **Save current project as template**

Saves the current project under the name, which was entered into the textfield, to the template folder.

Organon Templates are usual Organon projects. Therefore it's possible, simply to copy Organon projects, the user wishes to use as a template, into this folder.

### **Delete Template**

Deletes the selected template. Forever.

If the template is removed outwards of Organon from the template folder, it isn't available anymore as well.

If the Organon Template has been created from a project with a Writer template, the Organon template will contain the Writer template also.

### **Shortcuts**

Shortcuts can be set by choosing entries from the dropdown list boxes. They offer possible shortcuts which are not in use by Writer.

### **Translations**

Enables the user to create his own translation of Organon.

#### **Left Side:**

The more left sided text is the reference, below is the translation. A colored translation box and "\*\*\*\*\*" are showing an untranslated entry.

#### **Right Side:**

- Reference:  
Choose the language reference file, you want to translate from (english or german)
- Load Organon Language File:  
You might start with a language file distributed with Organon
- Load User File:  
When a translation has been saved already, load it with this button into the tool.
- Save Translation:  
For saving the translation in any state.
- Path to Organon Language Files:  
This is the path where the language file has to be saved, when it should be loaded automatically. It has to have the form: "lang\_<Country Code>.py" Country Codes can be found at:  
[https://en.wikipedia.org/wiki/List\\_of\\_ISO\\_639-1\\_codes](https://en.wikipedia.org/wiki/List_of_ISO_639-1_codes)  
(column 639-1)

If you like to share a translation you made, send it to me by Email and I will distribute it with the next release.

organon\_err(at)web(dot)de

### ***Mouse Wheel***

See: General / Mouse Wheel Scrolling

### ***Html Export***

Organon's HTML Export is an alternative to the HTML Export of OO / LO . Organon's HTML Export creates a much more reduced and better set outlay.

The idea was to obtain an output to be inserted quickly and easily by using copy and paste into your own HTML projects.

The following formats can optionally be used for the output:

- bold
- italic
- Alignment (left , right, center , block)
- headings
- footnotes
- colors
- hyperlinks

Other formats (quotes) or images are not (yet) be exported.

### ***Logging***

For logging Organon. Only interesting for developers and for troubleshooting in the program .

If Office is launched in a Python console, output can be activated by activation of the console output. In addition, all the arguments that are passed when the methods and classes are displayed, can be shown, too.

The console output can also be saved to a file.



## **Backup**

A copy of the project is created inside <project folder> / Backups. The name of the project will be provided with date and time. The backup can be opened from this folder like any other Organon project.

Another option to create a backup is to copy the project to another location. The project folder must not be renamed!

## Menu: Edit

### Organizer

The Organizer offers a fast and simple way to show and edit all tags of the current tab.

Changes are made by new entries in the Fields. Changes are adopted by a click on the **button "Apply"**. By a click on **"Menu"** the calc-menu will be shown. One shouldn't edit the Organon tags from the menu (it might break the document), but the Organizer might be used for further actions (like print and export).

To be able to make use of the Organizer, OO/LO Calc **has to be** installed.

Changes of the **icons on the left side** are immediatly adopted without a feedback.

If you don't want to apply any changes, Calc might simply be closed.

The tags **"Synopsis"** and **"Notes"** may contain body text.

Line breaks are created with Ctrl + Enter.

Entries in the tags **"Character"**, **"Locations"**, **etc.** are separated by commas.

To set the **tags of the tree view** (icons on the left) one has to click NEXT to them and not on them. Unfortunately, this is a technical restriction, which can not so easily be eliminated.

Also new icons can be inserted. This requires likewise to click next to the location, where in case of an existing tag this would be located.

Files might be renamed in the Organizer, but this change is not applied to the document yet.

The Organizer does not offer all functions yet.

(For example, time, date, different views)

Comming soon.

## New Tab

**Create new Tab from:**  
(multiple selection is possible)

☐ own selection      Selection

---

☐ tags sidebar      Selection      V  
V

---

☐ tags treeview      Selection      V

---

☐ search           V

---

☐ sort by time tag  
    ☒ use time  
    ☐ use date  
    ☐ use time and date  
    ☐ use untagged files

---

tab name:  
Tab 2

OK

## **Dialog**

A new tab can be created using this dialog. The new tab can only contain files or folders from the project tab. When you edit files in the tab, the changes will be assumed in the project folder.

When you delete files in a tab, they won't be deleted in the project folder.

It ain't possible to delete files in the project folder, when they are still opened in a tab – they have to be deleted in the tab first.

In the dialog multiple selections are possible. Each selection from 'own selection', 'tags sidebar', 'tags treeview', 'search' ('search' isn't implemented yet) will create its own results, which will be combined, when you choose more than one entry.

The tab name can freely be chosen. Double entries for names are not allowed.

## **Logic**

The way the results are combined can be controlled by the logic signs to the right.

$\vee$  = OR

$\wedge$  = AND

(Default is OR)

$\vee$ : The results of each selection will be added.

**Example:**    The results of 'tags sidebar' are: Scene 1, Scene 2  
                  The results of 'tags treeview' are: Scene 2, Scene 3  
                  The total result will be: Scene 1, Scene 2, Scene 3

$\wedge$ : Only results which appear in both selections will be added.

**Example:**    The results of 'tags sidebar' are: Scene 1, Scene 2, Scene 3  
                  The results of 'tags treeview' are: Scene 3, Scene 4, Scene 5  
                  The total result will be: Scene 3

'tags sidebar' does have the same logic sign. So you can also choose between:

select all files which hold one of the selected tags (OR)

select all files which hold all of the selected tags (AND)

For instance: This logic might be useful to find either all scenes where at least one of two characters appear, or only the scenes where both characters appear.

### ***Sort By Time Tag***

If chosen, the results will be sorted by time and/or date.

Files, which don't hold a tag for your selection (time, date, time and date), will be left out unless you select 'use untagged files'. These files will be added after the sorted.

Time is sorted from 00:00 to 23:59

Date can be entered from 0.0.0 to 31.12.9999 (DDMMYYYY)

(sorted by YYYYMMDD)

Using date and time the files will be sorted by date and for each date by time.

Entering the date format MMDDYYYY or YYYYMMDD will be added to future versions of Organon.

### ***Own Selection:***

Select from the project whatever you like.

### ***Tags Sidebar:***

By clicking on 'Selection' a new window will be opened. All tag categories are shown in the top row, all tags below them. By clicking on a tag button the tag will be selected and will show up in the column 'selected'. To unselect, click on it.

Tags will be shown in the dialog window as well.

***Tags Treeview:***

Select the colors.

Colors will be shown in the dialog window as well.

## Inside a Tab

### ***Close active Tab:***

The current tab will be closed.

The project tab can't be closed.

### ***Import to Tab:***

The dialog works exactly like the one for 'New Tab'.

The results will be inserted below the selected file/folder.

## Divide Text

Using this function the current file will be divided at cursor position. A new file will be created and will keep the second half of the text. Formattings, pictures, etc. are preserved.

## Divide Text (Batch)

With the function "Divide Text (Batch)" a file can be divided into multiple files and folders at once. The source file will be kept. The newly created files will be created on the same level as the source file.

As Organon offers no possibility to undo this action, and the result of the division might be unpredictable, the user can decide himself, with witch files he want's to work on. In this manner he can try out a division first.

### **Tip:**

To try out a division first, it's a good idea, to create a folder and to move the source into that folder. If the newly created files should be deleted again, the source can be moved back and the folder containing the new files can be deleted easily.



The **searchterm** divides the source text before the occurrence of the searchterm.  
The word search is not case sensitive.

**Regular expression** corresponds in its operation to the Writer search.

See:

[https://wiki.openoffice.org/wiki/Documentation/How\\_Tos/Regular\\_Expressions\\_in\\_Writer](https://wiki.openoffice.org/wiki/Documentation/How_Tos/Regular_Expressions_in_Writer)

The option **Blank Lines** divides the text in occurrences of blank lines.

When **Headings** are selected, the text is divided according to its headers in the default formatting (heading, heading1, heading2 etc.).

While the **searchterm** and **blank lines** create files, **headings** are created as a folder.  
The headings are mirrored in their hierarchy in the newly created folders.

#### **Link Cross-References to new Files:**

If this option is checked, Organon will search for cross-references from other files into the source file and convert them, so that they will be linked to the newly created files after the division. This option shouldn't be checked while trying out a division first, as once relinked references will get lost, when the files containing the reference target are deleted.

## **Combine Files**

Files and Folders can be combined. The selected will be combined with the entry below him.

In following cases files and folders can't be combined:

- The selected is inside the waste bin.
- The selected is the project folder.
- The to be combined file / folder is a folder and has entries.
- The to be combined file / folder is at a higher level of the hierarchie.

The combined file will be moved to the waste bin.

A shortcut is available for this function.

## Texttools

### ***Text Comparison: Find Quotes***

This text tool finds common points in two texts being compared, creates a browser with document navigation options between related references and opens the document in the browser. Depending on the intent of the searcher the tool finds citations or plagiarism.

It takes only literally exactly the same points, but extended punctuation and upper and lower case does not matter.

#### **Example:**

Output sentence: I am a child with horn-rimmed glasses on my nose.

Will be found: I am a child. (With horn-rimmed glasses - on my nose).

Will not be found : I am. \* A child with horn and spectacles on my nose  
("On my nose" is found when the number of search words is 3.)

- Internal and external texts can be compared. Formats for external texts are: .txt, .odt, .doc
- The number of keywords can be chosen freely. Minimum number: 3
- The larger the compared texts and the smaller the minimum value is selected, the longer the search will need.
- The navigation bar of the browser document can be ordered either alphabetical or chronological (on emergence of the reference in the second text).

### ***Create Words List***

This text tool creates a simple list of all occurring words in the selected text and stores them in chronological or alphabetical order in a Calc document.

### **Create Index**

A very specialized tool to create an index on a translation with counting. Texts with counts are about the ancient texts or texts in critical editions. The census has the form "Square opening bracket / number / comma / number / square closing bracket" e.g [102.15]

(Planned for a future implementation is a regular expression, where the shape of the count can be determined by the user.)

The text tool creates a browser-document with three columns:

- The first column is the navigation that lists all occurring in the source code words alphabetically or chronologically. Using the Navigation You can jump to the corresponding locations in the count. (The tool will work without counting in the source text and translation, but it makes little sense for this reason.)
- The second column is the source code.
- The third column is the translation.

### **Unfold Project Folder**

By clicking on the entry the entire project folder, including all collapsed subfolders, is unfolded.

Individual folders can be expanded also by right-clicking on their icon. Select the window pop up "unfold folder".

### **Clear Waste Bin**

See: General / Clear Waste Bin

## Menu: Options

### Tags

Tags will be shown by activating the checkbox. Empty space will be shown between the symbol and the text of a node. By doubleclick the tags can be edited.

### Show Text Sections

For a better user experience the text section boundaries can be toggled.

In LO the function turns off of both text boundaries and area boundaries .

In OO , the area boundaries need to be switched off separately:

Tools / Settings / OpenOffice / Appearance / Area Borders

The function is accessible in Writer as View / Text Boundaries also.

## Homepage and Feedback

The entries Homepage and Feedback will open the related sites in a browser.

Homepage: <https://github.com/XRoemer/Organon>

Feedback: <http://organon4office.wordpress.com/>

## Sidebar: Tags

### Open / close

To open or close the sidebar in OO / LO:

View > Sidebar

To enable the sidebar in LO:

Tools > Options > Advanced > Enable Experimental Features/Sidebar

By closing Organon the sidebar will be closed, too. Otherwise the sidebar would keep references to Organon and might cause unwanted effects.

### Tags

See: Menu / File / Preferences

## Sidebar: Search

### Search

The search has three panels:

- Search
- Edit
- Results

Inside the panel "Search" a search can be started. It's result will be listed in the panel "Results". The results might be used for navigation. Inside the panel "Edit" search results might be used for further editing.

Searches get saved and will be available after a restart of the project also.

### Panel "Search"

#### Selection of texts to be searched

- "All" selects all texts in the current tab.
- "Visible" selects visible texts.
- With selected "Selection" and the selection button on the right side, a free choice from the current tab can be made.

#### Searchwords

- Multiple searchwords or sentences might be entered simultaneously.
- Words or sentences are separated by commas. A comma that is part of a sentence, is escaped by a backslash, so it won't be used as a separator. (\\,)
- The logical operators  $\wedge$  (And),  $\vee$  (Or):
  - $\wedge$  selects only those files that contain all the searchwords.
  - $\vee$  selects all files, which fit one of the words.
- Regular expressions are used as in Office. Explanation see Office Online Help. A special feature in Office is that the upper / lower case can be turned on by the corresponding field. The search for whole words can't.

## Panel “Edit”

### Selection

- Select the search to be edited in the listbox.

### Open in New Tab

- Opens the search results in a new tab. Its name can be determined in the box.

### Tag results

- In addition to the Organizer and the sidebar this is the third way to generate tags.
  - In the left box you can assign a single tag to search results. If left blank, a separate tag is generated for each keyword.

The search term "Bad Salzuflen, Rhein, Waterloo" creates three tags. Entering "Don't Know What It Means" in the left box, all the files in which either "Bad Salzuflen" or "Rhein" or "Waterloo" was found, are tagged with "Don't Know What It Means".
  - The new tags are created in the tag-category selected in the list box.
  - Is one of the tags already existing in the project, Organon will popup a message.
    - Either you choose then "expand existing tags", which will tag existing tags in the tag-category where they already exist. The other keywords are still created in the selected tag-categorie.
    - Or you enter a name in the left box and tag all files with the same tag.
- If a "Regular Expression" has been searched, a name MUST be entered into the left box.
- On the right side a new category can be created by entering a name and clicking on the button. The new category is automatically selected in the list box.
  - Edit or delete the new category in the settings.

### Color results

- Marks all occurrences of the search words in the document. The color can be selected on click.

While the search is very fast and searches 1000 pages in a few seconds (or less – depending on your own computer), marking is rather slow. If there are hundreds of files with thousands of pages and lots of search results you can watch the



progress bar while crawling or get a piece of cake at the bakery.

A targeted use is unproblematic.

- The button “X” sets colored results back.

### **Panel “Results”**

Search results are listed here.

- A click on a search word navigates to the corresponding file. Results will be temporarily marked blue.
- The button on the left of each result deletes the result.
- The button in the heading of a search deletes the search.

## Miscellaneous

### Translations

Translations might be created for Organon easily. Organon loads during start an English language file and overwrites it when a country-specific language file in the folder "languages" is available.

The path to this folder is dependent on the installation path and might look for example like this (win7):

```
"C: \ Program Files (x86) \ OpenOffice4 \ share \ uno_packages \ cache \ uno_packages \ svljgyx.tmp_ \ organon.oxt \ languages"
```

or like this:

```
C:\Users\Homer\AppData\Roaming\LibreOffice\4\user\uno_packages\cache\uno_packages\lu1dloh.tmp_\organon.oxt\languages
```

In the folder "languages" are the language files "lang\_en.py" and "lang\_de.py". For a translation, one of these two files will be opened with a text editor (like Notepad ++ or Sublime Text or the default editor of Windows / Linux / Mac).

The edited file has to be renamed to "lang\_ <country code> .py" and is saved into this folder and will automatically be loaded from Organon.

The two-letter country codes can be found in the column 639-1 here:

[https://en.wikipedia.org/wiki/List\\_of\\_ISO\\_639-1\\_codes](https://en.wikipedia.org/wiki/List_of_ISO_639-1_codes)

It is not necessary, to translate all entries at once. One can translate also little by little.

Entries look like this:

```
TAB_SCHLIESSEN = u'Do you really want to close the tab "%s" ?'  
TAB_SCHLIESSEN = u'Soll der Tab "%s" wirklich geschlossen werden?'
```

### The following must be observed:

- The character "%s" needs to be maintained and as often occur in the translation as in the original text.
- The text must have the following form: NAME = u "translation"

or u 'translation' or u "'translation' ". The translation is enclosed by quotation marks. With double quotes may only occur easily and vice versa in translation. (for example, u "This is an 'old hat' ")

- The "\" character at the end of a line and after quotes is a newline.

Whoever wants to can send me his translation, and I distribute it with Organon.  
Mail: Organon\_err(@)web(.)de (omit parentheses)

## Cross-references

Cross-references in Organon can be created and used in the usual manner of Writer. They are updated with F9. Also cross-references in imported files are detected and integrated. Furthermore Organon jumps at a mouse click on a reference to the reference target.

To display references correctly the fully deployed project folder must be selected and F9 has to be pressed to update.

When exporting to one document cross-references are updated automatically.

However, there are some special behaviours:

- Since Organon doesn't load all files on startup and furthermore usually only excerpts of the project are visible, cross-references show after updating incorrect page numbers, chapter numbers, position (above / below), or reference numbers.
- Organon converts cross-references unnoticed by users into bookmarks and user variables. These can be found in the bookmarks as "zzOrganonBM" and in the user variables as "zzOrganonField". These bookmarks and variables should not be affected, of course. Hiding them from the users was due to possible inadvertent erasure by the user not feasible.

- When exporting to a document and the .odt format references are converted back into ordinary Writer references.
- If the project is exported to individual files cross-references will show an error. There's no transformation of bookmarks and variables.

### Note:

References to chapter numbers do work in Organon, in Writer they don't (A bug in Writer). Since Organon converts the references when exporting, these references will be lost. A note to the user at the corresponding point is still missing.

## Copy and Paste from the Internet

It should be possible to paste arbitrary content from internet files. Images will be saved to the project. If your internet connection is very slow, Organon/Writer might freeze or even crash, when Organon tries to import images.

## Internal Version Control

For projects created by an older version of Organon exists an internal version control to adapt the changes to the project. Probably the project can't be opened by an older version of Organon afterwards.