

Organon Manual

Extension for LibreOffice (LO) and OpenOffice (OO)

testet with:

Win7 (LO 4.3.5.2 und OO 4.1.1)

Ubuntu 14.04 (LO 4.2.8.2),

Kubuntu 14.04 KDE 4.13.3 (LO 4.2.7.2, OO 4.1.1)

not testet for Mac



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

Description

Organon creates a project with a directory tree for easy navigation between files and folders of the project. Arbitrary parts of the project can be opened in Tabs.

Organon creates a new entry in the sidebar, where several tags for all items can be assigned. In

addition, Organon has a collection of text tools and extensive import and export options (batch import and export).

Features:

- Drag and drop
- Awarding tags
- Open parts of the project in Tabs
- 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
- Several tags in the sidebar:
 - Synopsis, notes, images, general, people etc.
 - Add previously used tags with one click.
 - Opening new tabs based award Tags.
 - Open and organize new tabs using the time tags
- 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.

Start

Start

New Project

Create a 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

Template:

Choose a template for the new project.

Not implemented yet.

Project Backup

Project Backup

Use the backup function of Organon (File / Backup) . A copy of the project is created in the project folder under 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 !

Formatting

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:

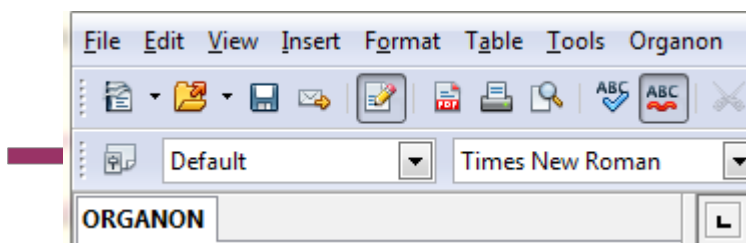
Overall formatting can only be done by using templates.

('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

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

Load Manual

If you see this text, you already managed it.

General

General

Navigation

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

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

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

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.

Scrolling / Mouse Wheel Scrolling

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

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

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 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 tree view will be taken from the activated file.

Import

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

Export

Main Window and Selection Window

Export Main 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 resolve 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

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

Preferences

Separator

Separator formatting

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, wich gets displayed with the selection color, to be not too distorted . Try yourself!

Mouse Wheel

See: General / Mouse Wheel Scrolling

Html Export

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

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.

Design

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

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 (LO)

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.

Create Backup

Create Backup:

See: Start / New Project / Project Backup

Menu: Edit

Menu: Edit

Organizer

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

New Tab

Dialog Picture

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:

OK

Dialog

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 names for tabs are not allowed.

Logic

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

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

Own Selection:

Select from the project whatever you like.

Tags Sidebar

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

Tags Treeview:

Select the colors.

Colors will be shown in the dialog window as well.

Inside a Tab

Close Tab

Close Tab:

The current tab will be closed.

The project tab can't be closed.

Import to Tab

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

Devide 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.

Texttools

Texttools

Text Comparison: Find Quotes

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

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

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

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

Shortcuts

Shortcuts

These shortcuts **can only be used from the project tab** ('ORGANON'):

Ctrl + Alt + d	devide text
Ctrl + Alt + n	create file
Ctrl + Alt + m	create folder

These shortcuts **can be used from any tab**.

Ctrl + Alt + x	move to recycle bin
Ctrl + Alt + y	clear recycle bin

Ctrl + Alt + s	save formatting of the last edited file
Ctrl + Alt + t	start new tab
Ctrl + Alt + w	close current tab
Ctrl + Alt + r	create backup
Ctrl + Alt + o	open Organizer

Ctrl + Alt + j	visibility colored icons
Ctrl + Alt + k	visibility user icons
Ctrl + Alt + l	visibility outline

Ctrl + Alt + arrow up	select treeview one entry up
Ctrl + Alt + arrow down	select treeview one entry down

Menu: View

Menu: Options

Tags

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.

Tag2 (user defined symbol) and Tag3 (scientific counting) are not implemented yet.

Show Textsections

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 / Feedback

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

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.

Under Organon Menu > Options the displayed tag categories can be selected.

Tags: Synopsis and Notes

Except for the name they are the same. Both text fields can be resized by clicking on the options button on top right of their window. It's possible to enter values or to use the mouse wheel.

Tags: Images

At the moment only one image can be loaded. It will have a height of 200px. The width will be scaled.

Tags: General, Characters, Locations, Objects, User 1 to 3

To add a tag, write into the text field and click on something else (the document for example) when you're finished. The entered tag for the corresponding file/folder appears on the left side of the tag panel (assigned tag).

Assigned tags will appear in the panel of the remaining files/folders on the right side. By clicking the button on their right side, they might easily be assigned, too.

Tags: General

“Tags: General” holds all tags from all files/folders on his right side. On the left the assigned tags of all tag categories of the file/folder appear.

Deleting tags from “Tags: General” can be used in two ways:

- Delete the tag from the corresponding file/folder. This way it will be removed in the

categories as well.

- Delete the tag from the overall document. All entries from all categories will be removed

The behaviour of the deleting function is set by the option button on the top right of the “Tags: General” panel.

Tags: Date

The time tag format is 24 hours. HH:MM

The date tag format is DDMMYYYY

Wrong entries will be corrected if possible, else they will be set to None (OO) or 0 (LO).

Finish the entry of a date/time with the return key.

Saving Tags:

Unlike the treatment of files/folders tags are saved on closing the document. So if you want to save tags after edit, close and reopen the project.

Miscellaneous

Miscellaneous

Copy and Paste from the Internet

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

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 can't the project be opened by an older version of Organon afterwards.