Synthesis Tutorial #4
The Synthesis Outline
Overview of the Tutorial
This tutorial is intended to go over the steps involved in organizing the site data within an outline in the Synthesis Information Management System. This tutorial is expected to take 30 minutes to complete.

Tutorial

Step 1 - Open Synthesis Administration
Open Synthesis Administration. Enter your User Name and Password created in Tutorial #2. If you forgot your user name and password, you can use "New Administrator" and "synthesis" to get into the program.

Step 2 - Open Site "Test"
Go to the menu "Site" and open the site "TEST". Synthesis Administration runs a site validation process (that's the small window that pops up), after which the Site Window will open.
Step 3 - Click on "Outline" Tab
At the top of the site window there is a row of tabs. Click on the tab for "Outline".

Step 4 - Create a New Outline
Click on the "New" button to create a new site outline. Name the outline "Test Site".
Step 5 - Borrowing a Pre-Existing Outline
You can either build an outline from scratch, or you can borrow an existing outline as a starting point. We will use a pre-existing outline. Click on the "Borrow" button and a data selection window will open up. Navigate to the Synthesis CD, then to the "Tutorials" folder, then to the "Data" folder. Select the "Site Template.otln" file and open it.

Step 6: How to Modify the Outline
An entire outline should appear on the left side of the window. You can modify the outline structure by clicking on a topic, then right clicking to bring on the pop-up menu for changing icons, deleting topics, or moving topics around. To edit names, click on the highlighted name and wait a moment.

Step 7: Open a Resource Type
Let's add Test.doc to the outline. Click on the arrow to the right of "Resource Type" and select "Document".
**Step 8: Open Resource Location**
Click on the arrow to the right of "Location" and select "TEST".

**Step 9: Showing the Data**
After a few moments you should see a spreadsheet appear in the bottom-right part of the window. Test.doc should be the only choice available.

**Step 10: Add Test.doc to Outline**
To add Test.doc to the outline, click on the filename and the information will appear in the fields in the upper-left part of the window. Next, click on the area in the outline where you what the document to be added. Finally, click the "Add" button to attach the document to the outline.
Step 11: Adding Icons

Click on the document that is now in the outline to highlight it. Right-click to bring up the pop-up menu. Go into the icons to select an icon that represents the document. The standard icon for text documents is found under the folder category and is the small blue document with a red W on it.

Congratulations!

You have finished learning the basics of the Synthesis Information Management System. For more in-depth coverage of the programs, please refer to the three reference manuals provided on the CD in the "Manuals" folder.