ORG PLUS™

For Macintosh®

VERSION 2.0 SUPPLEMENT

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Introduction

Thank you for purchasing Org Plus for Macintosh version 2.0.
Please read this supplement for installation instructions and an
introduction to the new features. For more complete information
about version 2.0 features, see the on-line Help system. In
addition, note that this document is intended only as a
supplement to your User's Manual. Please consult your User's
Manual for information about the other features of Org Plus for
Macintosh.

Installation

To install Org Plus version 2.0 on your hard disk:

1. **Turn on your Macintosh and wait until the desktop
    appears.**

2. **Insert the *Org Plus Program* diskette into the floppy
    drive and open it.**

    A floppy diskette icon appears on your screen when you
    insert the diskette. Double-click the icon to open the
    diskette.

3. **Double-click the icon labeled *Org Plus 2.0 Installer*.**

    A splash screen for Org Plus for Macintosh appears.

4. **Click Continue.**

    The Save dialog box appears.

5. **In the Save dialog box, choose where you want to install
    Org Plus 2.0 and click OK.**

    The default location for installing Org Plus is the "Org Plus
    2.0" folder. Org Plus will create this folder and install the
    files in it unless you choose a different location. After you
    choose a location, Org Plus will install all the necessary
    files on your hard disk. While you wait, please fill out
    your registration card. If you upgraded to version 2.0 from
    version 1.0, your package will not contain a registration
    card — you are already registered.

6. **When Org Plus has finished installing the new files, click
    Quit.**

    You are ready to begin working with Org Plus.

If You Have PowerPoint 4.0

PowerPoint 4.0 has a built-in org charting module that was created by Banner Blue Software. Org Plus for Macintosh 2.0 is 100% compatible with this org charting module and any charts that you have created with it. Once you install and run Org Plus for Macintosh 2.0 on your system, opening PowerPoint and asking it to create or edit an org chart will automatically open Org Plus instead of the PowerPoint org charting module.

Adding Color to Your Charts

To add color to text:

1. **Select the text whose color you would like to change.**

   For text selection tips, see page 128 in your manual. The text you select will appear inverted (white text on black background).

2. **Choose Color from the Text menu.**

3. **Choose a color from the Color submenu.**

   The color of the selected text changes.

To add color to boxes and lines:

1. **Select the boxes or lines whose color you would like to change.**

   For box and line selection tips, see page 88 in your manual. Selected boxes appear inverted and selected lines appear gray.

2. **Choose either Box Color or Line Color from the Boxes menu.**

3. **Choose a color from the Box Color or Line Color submenu.**

   The color of the selected boxes or lines changes.

To add color to the chart background:

1. **Choose Background Color from the Chart menu.**

2. **Choose a color from the Background Color submenu.**

   The color of the chart background changes.

Object Embedding

Org Plus for Macintosh now supports Object Embedding. Using Object Embedding, you can copy part or all of a chart and place it in a document that was created with an "OLE container" application. Many word processors and presentation graphics programs, such as Aldus Persuasion 3.0, Microsoft PowerPoint 4.0, and Microsoft Word 6.0, are OLE containers.

Once you embed a chart, it's easy to re-open it for editing. Simply double-click the embedded chart while you are in the OLE container application. Org Plus launches and automatically opens the chart.

To embed an Org Plus chart in a document created with an OLE container application:

1. **In Org Plus, select the portion of your chart that you want to embed.**

   For selection tips, see page 88 in your User's Manual.

2. **Choose Copy from the Edit menu.**

3. **Open the OLE container application and the document into which you want to embed the chart.**

   If the application you wish to embed your chart in is not running, go to the Finder and launch it.

4. **Move the insertion point to the place where you wish to embed the chart, or make whatever preparations are required by the application.**

   Look in the index of the OLE container application's manual under "embedding objects" for specific instructions.

5. **Choose Paste from the Edit menu. If your application has a Paste Special command, choose it instead, and then select "Org Plus Chart Object" in the Paste Special dialog box that appears and click the OK button.**

   The Org Plus chart appears in your document. Consult the User's Manual for the OLE container application to find out about re-positioning and re-sizing the chart.

To open an embedded Org Plus chart for editing:

1. **Open the OLE container application and the document containing the embedded chart.**

2. **Double-click the embedded chart.**

   Org Plus launches and automatically opens the chart.

3. **Edit the chart as needed.**

4. **Close the document or Quit Org Plus.**

   A dialog appears asking if you would like to update the chart in your document. Click the Yes button.

5. **Verify that the edited chart appears correctly in your document.**

Working with IBM Versions of Org Plus

Org Plus for Macintosh now opens and saves charts in the Org Plus eXchange (OPX) file format, the same file format used by Org Plus for Windows versions 2.0 and later and Org Plus Advanced versions 6.01 and later. In addition, Org Plus for Macintosh can still open charts created by Org Plus for DOS version 3.0 and Org Plus Advanced versions 4.0, 5.0, and 6.0.

To open charts created with IBM versions of Org Plus:

1. **Choose Open from the File menu.**

   The Open dialog box appears.

2. **Choose All Files from the File formats pop-up menu. Alternatively, if your chart file name ends in *.OPX*, choose Organization Chart (OPX).**

   Note: When File formats is set to Organization Chart (OPX), the open dialog will display all Org Plus for Macintosh 1.0 and 2.0 files, as well as Org Plus for Windows or DOS files ending in .OPX.

3. **Find your chart file, select it, and click the Open button.**

   Org Plus creates a new, untitled chart containing the information from your IBM chart. You can edit and save your new chart as you can any other Org Plus for Macintosh chart. Your original IBM file will not be affected in any way. Due to differences between the Macintosh and IBM versions of Org Plus, your chart's

appearance may change slightly. Org Plus will warn you of any changes that it must make in order to open your chart in Org Plus for Macintosh.

To save Macintosh charts for use with IBM versions of Org Plus:

1. **Choose Save As from the File menu.**

   The Save dialog box appears.

2. **Make a selection from the File formats pop-up menu.**

   Choose Organization Chart (OPX) if you want to use your chart with Org Plus Advanced version 6.01, or Org Plus for Windows version 2.0, 2.01, or 3.0. Choose Org Plus 3.1, 4.0, 5.0, 6.0 (IBM) if you want to use your chart with Org Plus for DOS versions 3.1, 4.0, 5.0, or 6.0.

3. **Type a name in the box. The name should have 8 characters or less, followed by .*OPX* (e.g. NEWCHART.OPX)**

4. **Choose where you want to save your file and then click the Save button.**

   Org Plus saves the chart.

Saving Your Org Plus for Macintosh Charts

When you save your Org Plus for Macintosh charts, use the Save command on the File menu and select the Organization Chart (OPX) file format. By using this file format, you will easily be able to open your new charts in Org Plus for Macintosh version 2.0, Org Plus for Windows versions 2.0 and later, and Org Plus Advanced versions 6.01 and later. Please note that Org Plus for Macintosh version 2.0 cannot save charts in a format that is compatible with version 1.0.

If you have questions...

If you have problems that you aren't able to solve by using the on-line Help feature or checking the index to the User's Guide, call Banner Blue Technical Support. Our hours are Monday through Friday, 8:00 a.m. to 5:00 p.m., Pacific time. You can reach us at 510-794-6850 (ask for Technical Support). We can help you best if you call while you are at your computer.