



DOVIEW
VISUALISING OUTCOMES

DoView Manual

DoView for PC 3.0

DoView for Mac 3.0

With DoView, you use a visual approach to clarify your high-level outcomes; the steps you need to achieve them; and whether or not you're on track. It is used for strategic planning, performance management, evaluation planning, evidence-based practice and outcomes-focused contracting. With it you can build outcomes models, strategy maps, program logics, program theories, results chains and simple cause-effect models.

DoView can be downloaded from www.doview.com for a 30 day fully featured free trial.

For DoView Version 3..0 10 June 2011

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DoView Manual

Simply Visualizing Outcomes

This DoView manual provides a general guide to using DoView. An electronic version of this manual is available from within DoView: Help>Help. More information on DoView from www.doview.com.

Table of Contents

Foreword	0
Part I Welcome to DoView	8
Part II Getting started	11
Part III The DoView approach	13
Part IV Changes to Version 3.0	15
Part V DoView screen	17
Part VI Commands and features summary	19
Part VII Toolbar	22
Part VIII Pages	25
Part IX Page list	28
Part X Objects put on a page	30
Part XI Steps	33
Part XII Page-jump	37
Part XIII Drill-down	39
Part XIV Links	41
Part XV Links and drawn lines	46
Part XVI Views for links and lines	51
Part XVII Link lines - arranging	54
Part XVIII Clones	60
Part XIX Model direction	62
Part XX Format text	64

Part XXI Pan	66
Part XXII Text	68
Part XXIII Groups	70
Part XXIV Rule-line	72
Part XXV Indicators	74
Part XXVI Questions	77
Part XXVII Items	79
Part XXVIII Pictures	81
Part XXIX Arrow	83
Part XXX Locking	85
Part XXXI Traffic lights for status	87
Part XXXII Shapes as watermarks	89
Part XXXIII Colors	91
Part XXXIV Details table	93
Part XXXV Fields	96
Part XXXVI Layout	98
Part XXXVII Folders	101
Part XXXVIII Rows	103
Part XXXIX Zoom	105
Part XL Screen resolution	107
Part XLI Direction pointer	109
Part XLII Flag	111
Part XLIII Rotate	113

Part XLIV Show details/fields	115
Part XLV Copying pages	117
Part XLVI Pages, copying between models	120
Part XLVII Page sizes	122
Part XLVIII Printing as PDF file	125
Part XLIX Model/file	129
Part L Multiple instances of DoView	131
Part LI Web page models (creating)	133
Part LII Web page models (using)	140
Part LIII Link out to web or file	145
Part LIV Import-Export	148
Part LV Examples of use	150
1 Strategic plan	150
2 Outcomes model	151
3 Logic models	152
4 Strategy map/Balanced Scorecard	153
5 Evaluation & monitoring plan	154
6 Stakeholder plan	158
7 SWOT analysis	159
Part LVI Building outcomes models	162
1 Building good outcomes models	162
2 Suggestions for laying out models	165
3 Why you should use 1 x1 pages	165
4 What is an outcomes model?	166
5 Non-silioed outcomes models	167
6 Typical DoView process	167
7 Using DoView in meetings	168
8 Workflow - Many projects within an organization	168
9 Workflow - OutcomesModel.org - models you can use	170
Part LVII Installation and technical	172

1	Installing & unstalling	172
2	Specifications	172
3	File formats & XML	173
4	Support	173
5	Buying DoView	173
6	Troubleshooting	174
	Index	176

Part



Welcome to DoView

1 Welcome to DoView

Welcome to DoView 3.0 for PC and DoView for Mac 3.0. DoView is a new visual approach to identifying your personal, program, project, or organizational results and outcomes, showing the steps you are going to take to reach them, and working out how you are going to measure whether or not you're on track to get the results you want.

DoView: *Think. View. Plan. Share. See. Evaluate. Monitor.*

DoView is a new innovative stand-alone piece of software which will radically simplify your work with outcomes (think of it as the world's first true 'outcomes processor'). We all have to be accountable for results and outcomes and DoView lets you quickly produce visual models of the outcomes you are trying to achieve and the steps you are using to get to them. Such visual models go by many names such as: outcomes models, results models, strategy maps, logic models, intervention logics, theories of change, program theories, ends-means diagrams and results roadmaps. DoView has been designed to help you build them fast and share them with others. It is used for talking about outcomes in strategic planning, evidence-based practice, program evaluation, monitoring, and outcomes-focused contracting.

DoView makes working with outcomes a breeze. All the tools you need are at your fingertips in a single simple intuitive environment, and the program handles all the technical aspects of the process for you. Instead of wasting countless hours trying to draw and format your outcomes and the links between them, you can focus all your energy on the content of your planning, so that all your working time is productive time.

DoView's power and user-friendliness brings a new dimension to your work. We created DoView to meet the day-to-day challenges and frustrations faced by those who need to not only plan, but regularly communicate, amend and share a visual plan of the outcomes they are seeking with real people. People who want to quickly understand what you are trying to do and how you are planning to do it. We know of no other outcomes modeling, logic modeling and visual planning tool available that just the features you need in such an affordable user-friendly package.

? If you want to get started with DoView right away go to the Quick Start Tutorials. (**Help > Quick Start Video Tours**)

Intuitive working environment

DoView's working environment gives you what you need to quickly build a visual outcomes model without the complexity and confusing redundant features of full-on drawing programs. This is combined with powerful time-saving features for editing plans that are so easy to use. It has also been optimized to help you build plans in real-time in front of stakeholder meetings.

Generate HTML, PDF and poster versions

Once you've build your model, DoView lets you quickly generate web page models and PDFs of your model. The PDFs can range normal sized paper versions up to poster-sized versions.

The web page model output includes a full menu structure that emulates the appearance and functionality of DoView and can include a downloadable DoView or PDF file. The ability to download the DoView file which created the web page version means that you have a way of rapidly spreading your models to others who may want to use them.

Images and whole pages of your DoView files can be added to your email, word processing or other files with simple copying and pasting of single DoView pages ([Copying pages](#)).

[DoView 3.0 7 June 2011]

Part



Getting started

2 Getting started

The topics in this section provide some basic information about DoView, what it is for and what you can do with it.

How to get started

Look at [DoView screen](#) section to quickly become familiar with how DoView works.

[Examples of use](#) shows lots of different ways you can use DoView.

Work through the Quick Start Video Tours (Help>Quick Start Video Tours) to familiarize yourself with using DoView.

Study the [Commands & features summary](#) section for helpful detail about using DoView's commands and features.

Learning more

See the [Installation & technical](#) section for practical answers to questions you might have on installation, specifications and technical information on DoView file types.

Are you using DoView to build logic models or other types of outcomes models? See [Building outcomes models](#) for suggestions and tips that will save you time and help you get the most out of DoView.

You can print and view this help documentation in PDF format from the DoView website www.doview.com/resources.html.

Help Version 3.0 10 June 2011

Part



The DoView approach

3 The DoView approach

DoView allows you to work in a much more flexible way when thinking about and identifying the results and outcomes you are trying to achieve. It has been specifically designed to allow you to quickly build what are called outcomes models (program logics, project models, strategy maps, program theories, theories of change, results chains, simple cause-effect models, etc). Outcomes models are becoming a standard way of providing a visual representation of the results and outcomes you are trying to achieve personally, in a project, organization or sector.

The DoView Approach

The DoView approach is for you to have a comprehensive outcomes model which underpins your project, program or organization's work. The same outcomes model can be used for strategic planning, priority setting, monitoring, evaluation, research and development planning, outcomes-focused contracting and other aspects of organizational life. Using the same visualized outcomes model for some, or all, of these purposes increases organizational, project or program alignment to achieving your outcomes. Using the DoView approach also means you save time - you no longer have to rework the same material relating to outcomes, strategy and performance management in different formats (e.g. a strategic plan in one format, performance monitoring and evaluation in another, outcomes-focused contracting specification in another etc.).

Using the DoView approach means working with DoView which will help you:

- Visualize even large outcomes models clearly and without clutter
- Store additional information relating to outcomes and the links between them
- Quickly navigate around your model
- Use your model in real-time in all meetings and discussions about strategy, priorities, monitoring, evaluation, contracting etc.
- Leveraging the work you have done on building your model for a range of organizational functions.

DoView is very simple to use in real-time and has been optimized for use on a data projector in a medium-sized meeting. See the [Using DoView in meetings](#) Section. You can print your model as a [PDF file](#) (either letter/A4 or a range of different paper sizes up to large-sized posters). Or you can produce a [web page models](#) and then put it up on the internet so that people can see it there.

DoView takes a generic approach to working with outcomes

There is a wide variety of terminology used throughout the world when people are working with outcomes (outcomes, results, objectives, key priorities, key drivers, activities, outputs, processes, inputs etc.). DoView does not 'hard-wire' in one particular terminology and instead just talks in terms of high-level outcomes and steps. This means that it can be used for modeling outcomes in any situation where one is working with outcomes or results-based approaches.

Examples

For examples of use, see the [Examples of Use](#) Section. Uses include: outcomes models, program logics, project outcomes, strategic planning, strategy maps, outcomes models. In addition, DoView is flexible enough to be used for a range of other purposes such as stakeholder plans, SWOT* analyses and building full visual monitoring and evaluation plans.

*Strengths, Weaknesses, Opportunities and Threats analyses used in strategic planning.

Part



Changes to Version 3.0

4 Changes to Version 3.0

Always make sure that you have the most up-to-date version of DoView installed on your computer (To find out which version of DoView you have, click on **Help > About** in the main menu at the top of the screen in DoView). To update DoView go to <http://www.doview.com/update.html>. Version 3.0 is a no cost upgrade for registered users, it includes important new features which have been suggested by DoView users. They are:

- DoView for Mac 3.0 - DoView can now be used on either a Mac or a PC and files made on either type of computer can be exchanged and edited on either type of computer.
- Better quality PDFs.
- A new Designer palette of colors and a color picker which allows any color to be selected. The original Dataprojector optimized palette is still available. It uses a set of colors which have been optimized for use on a dataprojector screen. However a wider range of colors is now available.
- Most objects and parts of objects can now be colored (e.g. text, borders, fill, links).
- Traffic lights can be inserted to show the status of step boxes.
- Link lines can be made thicker.
- Objects can be locked in position on the screen.
- A resizable arrow can now be inserted anywhere in on a DoView page.
- Watermarks of different shapes can be put on boxes. This is a better way of allowing boxes to be differentiated by shape rather than just using shapes in DoView models because some shapes are very uneconomical in terms of the amount of text that can be fitted into them (e.g. triangles).
- Information in the Details Table can be exported to CVS format which can then be read by Execl.
- Step boxes can be linked and unlinked by dragging out from the blue handle in the middle of a box, this makes working with links much faster.
- The contents of a page can be copied from a Right-Click on a page name and then pasted onto a new page. This is more efficient than having to select and copy the contents of a page before pasting them on a new page.

If you have a registered earlier version of DoView you can update to Version3.0 or to DoView for Mac 3.0 for free. Just [uninstall](#) your current version of DoView and then go to www.doview.com/update.html. Your registration serial number will carry over so the new version will be automatically registered if you are using a PC. If you are using a Mac and have a registration serial number you can just enter that into the Mac version.

Part



DoView screen

5 DoView screen

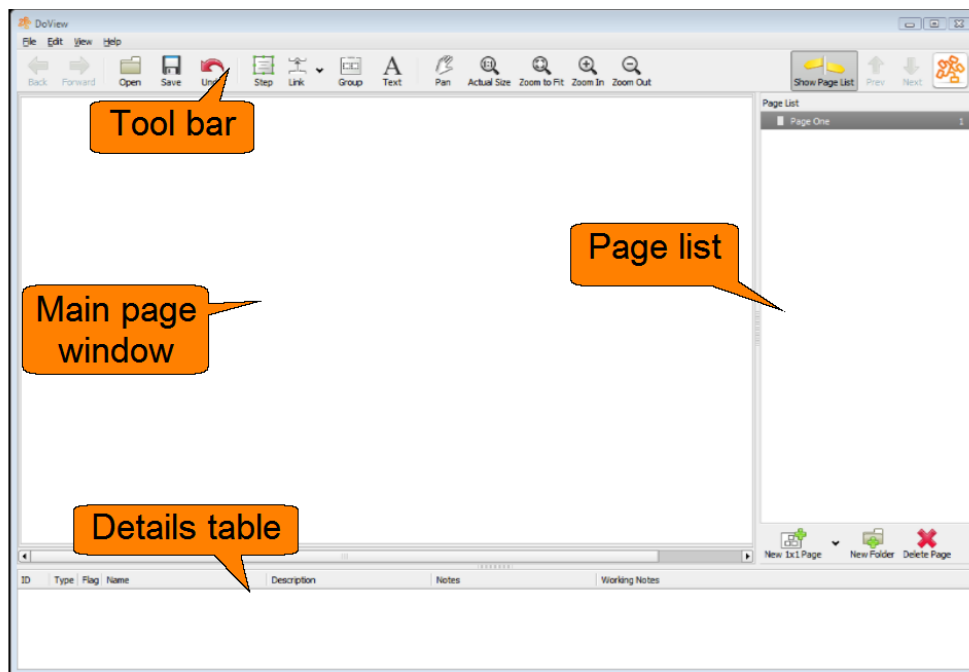
The DoView screen includes the following areas:

The main page window area - the place in the middle of the screen where [pages](#) (diagrams) open one at a time.

The [toolbar](#) - a set of commonly used tools running along the top of the screen.

The [page list](#) - down the right-hand side of the screen, it lists all of the pages (diagrams) in your model.

The [details table](#) - runs along the bottom of the screen, each [row](#) contains additional information associated with some of the [objects](#) you put on a DoView page (diagram).



Part



Commands and features summary

6 Commands and features summary

This 'Commands and Features' section provides detailed information on DoView's commands and feature as follows:

[Pages](#) - 'diagrams' on which outcomes models are drawn in DoView. There are two sizes of these compact and large.

[Page sizes](#) - various sized pages you can create.

[Objects](#) - of various types which you can put on pages (steps, text, groups, rule-lines, indicators, questions, items).

[Toolbar](#) - runs along the top of the screen and includes commonly used commands.

[Page list](#) - runs down right-hand side of the screen and provides a list of all the pages in your model.

[Details table](#) - runs along the bottom of the screen and its rows are associated with some DoView objects (steps, items etc.)

[Steps](#) - boxes which you put on pages which stand for outcomes, causes, effects, outputs, activities etc.

[Links](#) - cause effect relationships between steps.

[Links and drawn lines](#) - using Link tool to draw line and arrows to show cause and effect relationships between steps.

[Views for links and lines](#) - using the View menu to determine which type of links and drawn lines and arrows are shown.

[Link lines - arranging](#) - arranging line and arrow links on a page by dragging their link boxes.

[Clones](#) - 'live copies' of a steps, groups, indicators, questions, items which are all amended if one is amended.

[Page-jump](#) - hyperlink which takes you ('hops' you) to another page (makes it come up in the [main page window](#)).

[Zoom](#) - zoom to fit makes the page being viewed fit within the area of the main page window and zoom to actual returns it to its actual size.

[Pan](#) - lets you move a large page around within the main page window so you can view an area of it.

[Drill-down](#) - right-click command from a step which creates a new page containing a clone of the step and sets relevant page-jumps.

[Text](#) - text object is a piece of text which can be put on a page and resized to small, medium or large.

[Groups](#) - rectangular box drawn around other objects to visually group them.

[Rule-line](#) - dashed horizontal line running across a page.

[Indicators](#) - indicator icon with a name for identifying ways of measuring steps.

[Questions](#) - question icon identifying an evaluation, research or other questions about steps or other objects on a page.

[Items](#) - an item icon and a name identifying any other type of entity you want to put on a page (project, person, organization, thing etc.)

[Pictures](#) - inserting a picture into a step or onto a page.

[Adjust](#) - aligning and resizing objects (steps etc) on a page.

[Folders](#) - heading in a page list for organizing pages.

[Direction pointer](#) - inserting an arrow to show the direction of the model.

[Rows](#) - line in the details table associated with some DoView objects.

[Fields](#) - exist within a row for putting different types of information on the associated object (name, description, notes, working notes).

[Flag](#) - orange block of color on the left hand end of a row which you can turn on and off to draw attention to the row and its associated object.

[Rotate](#) - right-click command from a step (or certain other objects) which turns the object on its side.

[Show details/fields](#) - allows one field at a time from a row in the details table to be displayed on a page under its associated object.

[Copying pages](#) - copying pages for pasting within DoView or for pasting to outside software.

[Pages, copying between models](#) - copying and pasting pages between DoView files.

[Model/file](#) - the name for all of the pages in a DoView file.

[Multiple instances of DoView](#) - having more than one instance of DoView running at a time.

[Printing as PDF](#) - how to print pages and their details table information to a PDF file for emailing or printing out a model.

[Import-Export](#) - options for getting information in and out of DoView.

[Web page models \(creating\)](#) - how to create a web page model of all of the pages (pages) in a DoView model for putting up on an intranet or the internet.

[Web page models \(using\)](#) - how to use a web page model when viewing it in a browser on an intranet or the internet.

[Hyperlinks \(inserting\)](#) - how to insert hyperlinks onto a page (page).

Part



Toolbar

7 Toolbar

The toolbar runs along the top of the DoView screen. It contains commonly used commands. You can use the toolbar to insert some [objects](#) (a [step](#), [link](#), [group](#), [text](#)) onto a [page](#) by clicking on the object button (tool) in the Tool Bar and then clicking on any blank area of the [main page window](#), where you want that object to appear. The left-hand side of the Tool Bar has the following icons:



Back - goes back one page (as in a normal Browser).

Forward - goes forward one page (as in a normal Browser).

Open - opens a [model](#) (file).

Save - saves any changes in the currently open model (file).

Undo - undoes your last command (will not undo all commands e.g. delete page).

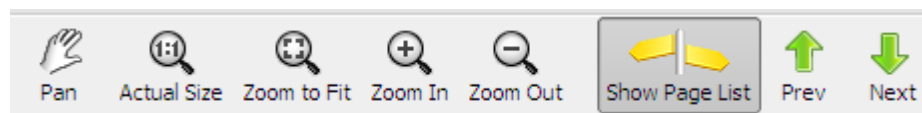
Step - inserts a step onto a page (click on the tool, then move to where you want the step to go on the page and click again).

Link - inserts a [link](#) between steps onto a page (click on the tool, then move over the step you want to link from, click once and hold down your left mouse button while you drag the arrow which appears over the step you want to link to, then let go of your mouse button). The link tool can be in one of a number of modes, selected using the small black down arrow on the right-hand side of the Link tool (see [Links](#) and [Links and Drawn Lines](#))

Group - inserts a [group](#) box with space for a group title around objects on a page (click on the tool, then move to where you want to put the group on the page, click again and drag the group box out to the size you want it).

Text - inserts [text](#) onto a page (click on the tool, then move to where you want the text to go on the page, click again).

The right-hand side of the Tool Bar has the following icons:



Pan - lets you [pan](#) (move) around a [large page](#) around so you can view it in the [main page window](#).

Actual size - lets you see the page the actual real size it is in the main page window.

Zoom to Fit - lets you zoom out a page in the page viewing so that you can see all of it at once if it is larger than the main page window. This is particularly useful for large pages.

Zoom in - lets you zoom in.

Zoom out - lets you zoom out.

Redo - redoes your last command (will not redo all commands).

Show page list - opens and closes the [page list](#).

Previous - takes you to the previous page in the page list.

Next - takes you to the next page in the page list.

Version 1.02 and earlier of DoView included a Copy Page tool in the tool bar, from version 1.03 onwards this has been replaced with the ability to copy with a **Right-click > Copy** when selecting a

page name in the page list).

Part

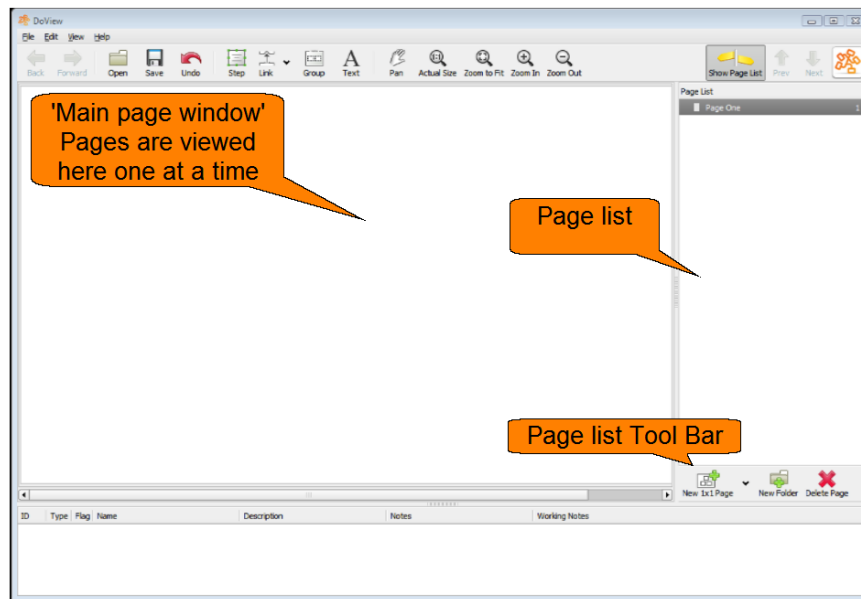


Pages

8 Pages

A page in DoView can contain a variety of [Objects](#) (steps, indicators, text etc), it can be various sizes. The page size is set when the page is created.

Pages are viewed in the [main page window](#). A DoView [model](#) (file) is made up of a number of pages. All the pages in a DoView model are listed in the [page list](#). You move between pages (page-jump between them) by: 1) clicking on the page you want to see in the page list; or 2) by clicking on a [page-jump](#) which has been set within a [step](#), [text](#) object, [indicator](#), [question](#) or [item](#).

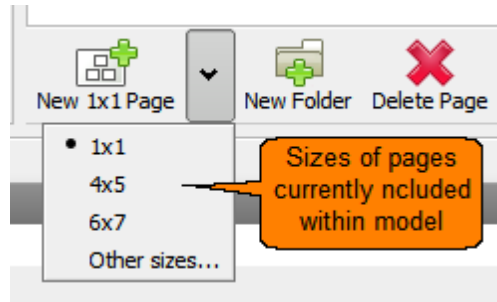


A page is create by clicking on **New Page** in the **Small Page List Tool Bar** at the bottom of the page list (on the right-hand side of the screen). A page is deleted by clicking on **Delete Page**.

Pages have a small color block on their left-hand side. The color of this can be set by doing a **Right-click > color** on the page name.

The small **Page List Tool Bar** which is at the bottom of the Page List is shown below. The **New Page** button contains the size of the page which is about to be created. Clicking on the small down arrow to the right of the **New page** button, firstly provides a list of the page sizes already included in the model. Secondly, other sized pages can be created by selecting **Other sizes...**

DoView models can include the standard compact 1 x1 default page size or many other page sizes up to large poster sizes. See details in the section on [Page sizes](#). Many page sizes in DoView are specified in terms of the number of compact 1 x 1 pages you can fit onto the page. For instance, a 2 x 2 page will fit two 'columns' and two 'rows' of compact 1 x 1 pages (i.e. four 1 x 1 pages in total). If you wish, you can firstly build your outcomes model with compact pages (which means that you can always work with them when dataprojected and print them on normal sizes paper) and then [clone](#) them all onto one or more large pages for printing as posters to Ledger/A3 or larger sizes using [Print as PDF](#). For more information see the Section on [Why You Should Use Compact Pages](#).



To rename, copy/paste or delete a page, do a right click on the page name.

For copying pages see the Section: [Copying Pages](#). For copying pages between instances of DoView see the Section: [Pages, copying between models](#).

A [picture](#) can be added to a page by:

- Going to a blank area of a page and doing a **Right-click > Picture** and then choosing the picture you wish to insert; or
- Pushing **Alt 4** and then choosing the picture you wish to insert; or
- By copying an existing picture within DoView (**Right-click > Copy**) and pasting it (go to a blank area of a page and do a **Right-click > Paste**).

Part



Page list

9 Page list

The **Page List** is part of the [DoView screen](#), it runs down the right-hand side of the screen. It contains a list of all of the [pages](#) (diagrams) in the DoView [model](#) (file) you are currently working on.

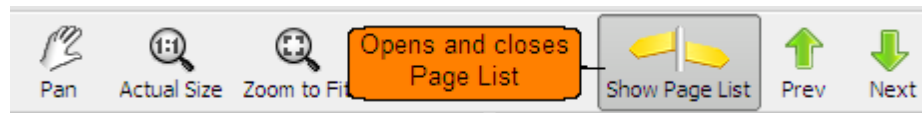
Pages can be nested under other pages by dragging. [Folders](#) can be created in the page list. Folders are not pages themselves, but pages can also be nested under folders.

Pages and folders are created by clicking on **New Page** in the small **Page List Tool Bar** at the bottom of the **Page List**. Pages and folders are deleted using the **Delete Page** command in this tool bar.

Pages have a name, an automatically allocated color represented by the small colored block to the left of the page name in the page list, and a sequential number on the right hand side. The page number changes as pages are added, deleted, and dragged and rearranged in the page list.

Pages can be copied and pasted within an instance of DoView and between instances of DoView. See the Section: [Copying pages](#) and [Pages, copying between models](#).

On the Tool Bar, clicking on **Show page list** opens and closes the Page List. .



Selecting a page name or folder name in the Page List and doing a **Right-click > Copy** will allow you to copy and paste the page within the current file, to another DoView file. Doing a **Right-click > Copy as image** will let you paste it into outside software (such as Word, Powerpoint or Outlook). See the Section: [Copying pages](#).

Part



Objects put on a page

10 Objects put on a page

A number of objects can be placed onto a DoView [page](#) (diagram). These are:

Basic objects: (these can be put on a page by right-clicking on a blank area of a page and selecting them from the right-click menu)

Step - Steps are boxes that can be put on a DoView page. They can stand for causes at any levels within an [outcomes model](#) (often just called outcomes). Steps have rows associated with them in the [details table](#).

Text - Text can be put onto a DoView page. It can be resized (**Right-click > Format > Font size to small, medium or large or larger sizes**). Large text can be used for headings. **Text does not have a row associated with it in the details table.**

Picture - Pictures can include graphs, photographs or other types of images. They can be added to a page and to a Step. **Pictures do not have a row associated with them in the details table.**

Group - Groups are simply boxes that can be put around other objects to show that they are visually grouped. **Groups do not lock together any objects placed inside them.** Groups do have a row associated with them in the details table.

Rule line - Rule lines are simply lines (either dashed or solid) that run horizontally or vertically across a page. They can be used to visually mark levels between elements on a page or for any other purpose. They can be rotated (**Right-mouse click > rotate**) to be vertical. **Rule lines do not have a row associated with them in the details table.**

Web hyperlink - Hyperlinks are any external hyperlinks out to any web address on an intranet or the internet. They can be used to link to any material which is relevant to a part of a DoView page. They could even be used to link out to other [web page models](#) of DoView files which have been put up on an intranet or the internet.

Local file links - Links out to local files (e.g. Word, Powerpoint, Excell) on your own computer which you can use to document various parts of your model.

Direction pointer - the direction pointer is simply a arrow which is used to show whether the [model direction](#) is Bottom-to-Top or Left-to-Right.

Advanced objects: (these can be put on a page by right-clicking on a blank area of a page, selecting **Advanced** and selecting the object you want).

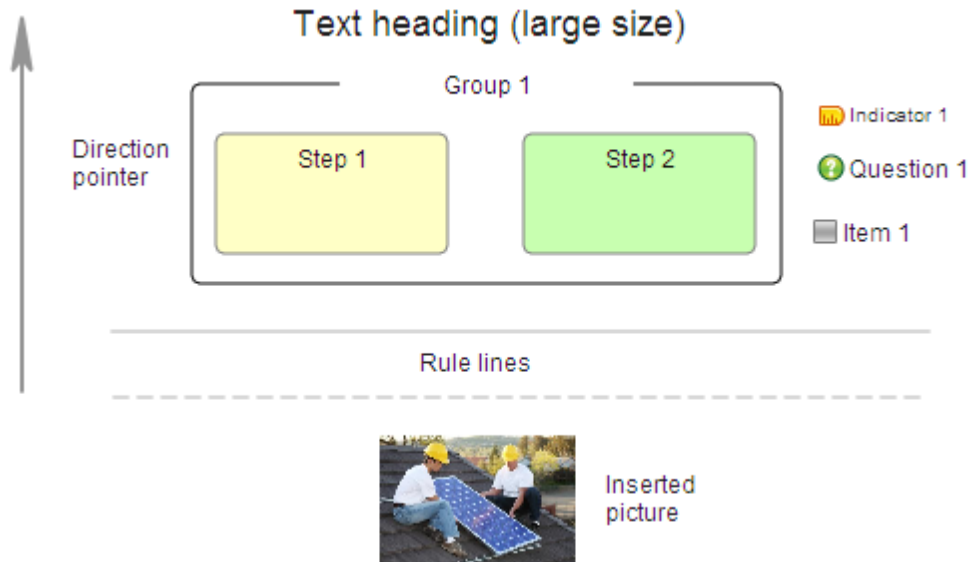
Indicator - Indicators consist of an indicator icon (small yellow icon) and an indicator name. Indicators are used to place the name of measures of outcomes (steps) onto a page. Indicators do have a row associated with them in the details table.

Question - Questions consist of a question icon (small green circle with a question mark in the middle) and a question name. Questions are used to put questions onto a page that may be related to particular steps (outcomes). Questions can be used for any type of question you may have about your model, but are often are used for evaluation and research questions. Questions have a row associated with them in the details table.

Item - Items consist of an item icon (small grey square) and a name. Items are generic objects which can be used for a range of purposes, for instance, to stand for projects, people, organization

or things etc. Items have a row associated with them in the details table.

Direction pointer - the direction pointer is simply a arrow which is used to show whether the [model direction](#) is Bottom-to-Top or Left-to-Right.



'Objects' that can be put on a page

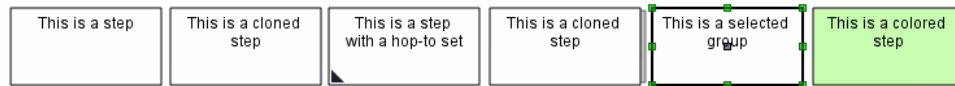
Part



Steps

11 Steps

Steps are boxes which are one of the several types of [objects](#) which can be put onto a DoView [page](#). They can be used to stand for causes or effects (outcomes, outputs, activities, tasks, key drivers etc) which are put into outcomes [models](#) at various levels. One of the great things about DoView is that it is generic, it lets you work with steps which may be called by different names in your particular outcomes system, but it does not 'hard-wire' in any particular terminology.



A step is put on a page by:

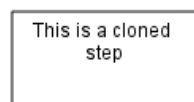
- Double clicking on any blank area of a page, or
- Clicking on the **Step** tool in the [toolbar](#) and then clicking on the place on the page where you want the step to go, or
- Going to a blank area of the page and doing a **Right-click > Step**
- Pushing **Alt 1**
- **For rapid step entry**, by selecting a step, holding down **Ctrl** and pushing one of the four **arrow** keys. This will create a new step in the direction of the arrow key each time you push it, or
- Copying an existing step (**Right-click > Copy**) and pasting it (going to a blank area of the page and doing a **Right-click > Paste**).

You can change the shape of a step by: dragging the small green squares in the four corners.

Steps have [rows](#) associated with them in the [details table](#) as shown below:

ID	Type	Flag	Name	Description	Notes	Working Notes
0			This is a step	A description of the step	Notes about the step	Less formal working notes about the step

A step can also be pasted as a [clone](#) - a 'live copy' with a shadow of the step down one side as below (**Right-click>Copy** then **Right-click>Paste as clone** where you want it). The name, details table information and links of a step's other clones (if it has any) are updated whenever these aspects of step change step is updated. The shape, size and color of clones of the same step can be differ.



Inserting a picture into a step

You can insert a [picture](#) into a step by:

- Pasting it in from the clipboard.
- selecting (or creating) the step into which you are wanting to put a picture and then doing a **Right-click > Picture > Choose Picture** and choosing the picture you wish to insert.

Do not infringe copyright, make sure you have the right to include any picture you put in a model.

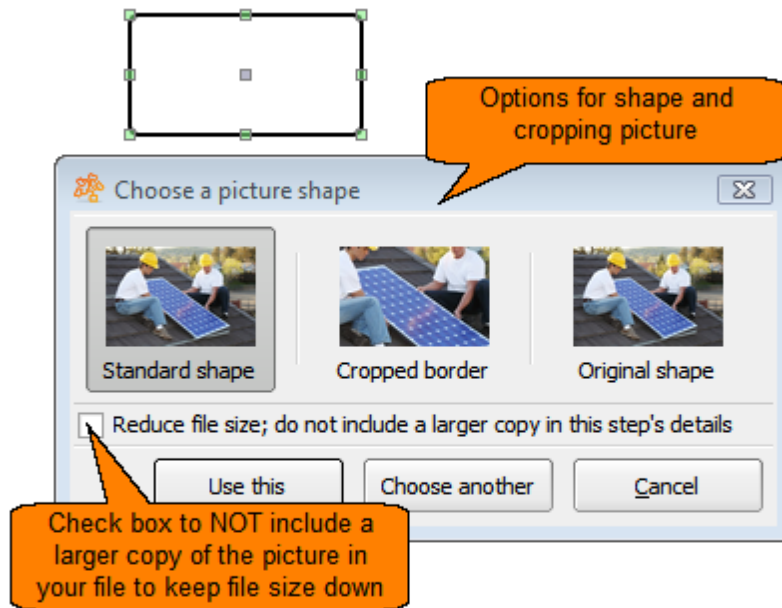
When adding a picture to a step you can choose how your picture will appear. The three options are:

- **Standard shape** - this is a shape optimized for appearing in a rectangular step
- **Cropped border** - this uses the standard shape and crops and slightly zooms the picture,

making the central detail easier to see

- **Original shape** - this keeps the original shape of the picture.

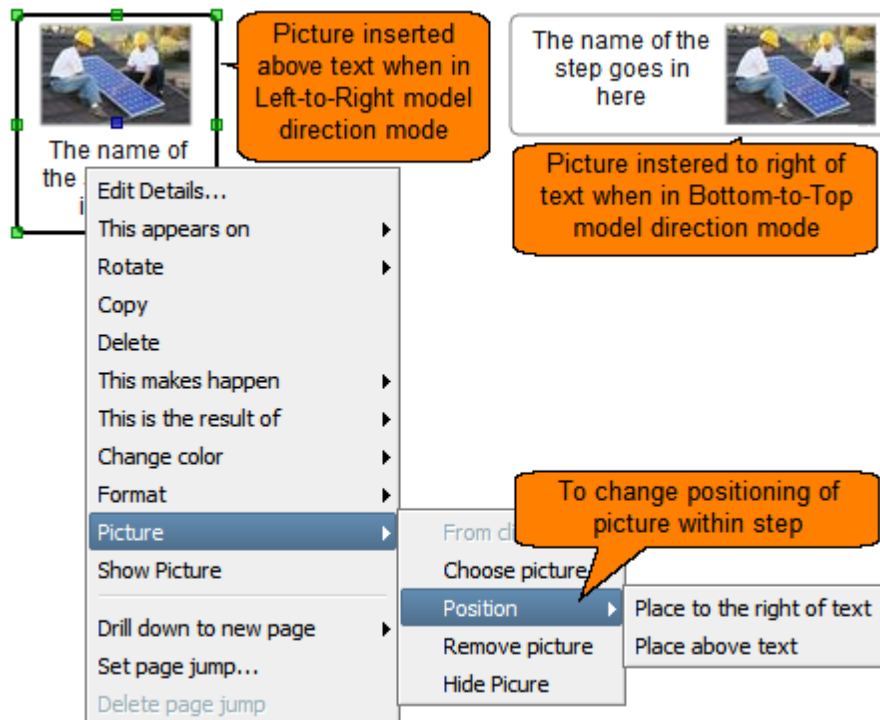
When inserting the picture, you can decide whether or not you want to include a larger copy of the picture in the file - so that you can enlarge it if you wish when viewing the model (e.g. to make a point to your audience). If included the larger version of the picture will also be available in any [web page version of the models](#) you create when a user clicks on the picture in the web page model. If you do not want to include the picture just check the box Reduce file size; do not include a larger copy in this step's details.



To see a large version of the picture at any time do a **Right-mouse click** > **Show enlarged picture**. In a [web page version of a model](#) when you click on a the picture within a step, it will be enlarged.

Positioning the picture within the step

The position of the picture within a step is firstly determined by the [model direction](#) mode when the picture is first inserted into the step. When DoView is in a Bottom-to-Top model direction mode, pictures are inserted in a step to the right of the text in the step. When in the Left-to-Right model direction mode, pictures are inserted into a step above the text. The position of a picture within a step can be changed at any time by a **Right-mouse click** > **Picture** > **Position**.



Hiding a picture in a clone

If you are working with a [clone](#) of a step which has a picture in it, you can hide the picture with a **Right-mouse click > Picture > Hide Picture** just in that clone version (the picture can still appear in other clones and can be turned on again if you wish in this clone).

Deleting a picture

You can delete a picture at any time from a step with a **Right-mouse click > Picture > Delete picture**. This will delete also permanently delete it from any clones of that step which exist.

Part



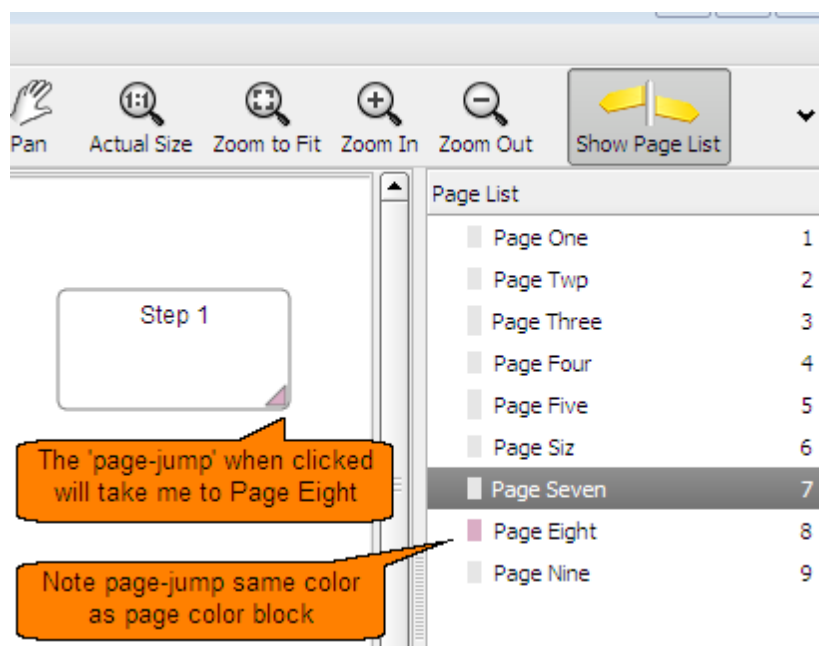
Page-jump

12 Page-jump

A page-jump is a small triangle in the bottom right-hand corner of a [step](#), [text](#) element, [indicator](#), [question](#), [web or file hyperlink](#) or [item](#). It works like a hyperlink in a browser but just moves you between pages within a DoView model or a DoView web page model. Clicking on a page-jump will move you to the page to which the page-jump for that step or other object has been set.

To set a page-jump for a [step](#), [text](#) object, [indicator](#), [question](#), [web or file web or file hyperlink](#) or [item](#) : **Right-click > Set page-jump**, now select the [page](#) you want to be able to page-jump to, from the list of pages you are presented with. If there are [clones](#) of the step or other object, the pages on which these appear will be listed first.

Page-jumps take on the color of the small color block to the left of the name of the page to which you will jump. See the example below.



Creating a stand-alone page-jump

A stand-alone page-jump can be created by inserting a [text](#) object, entering a little text into the text object, creating the page-jump (**Right-click > Set page-jump**) and then deleting any text from the text object.

See also: [Drill-down](#).

Part

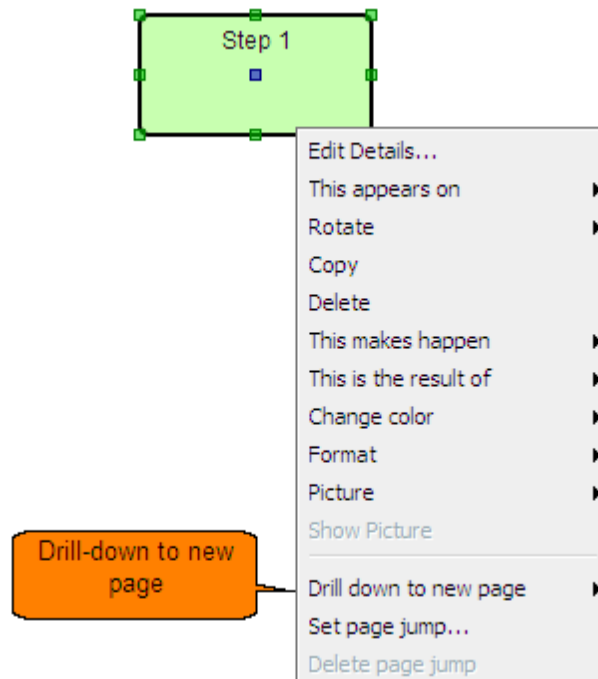


Drill-down

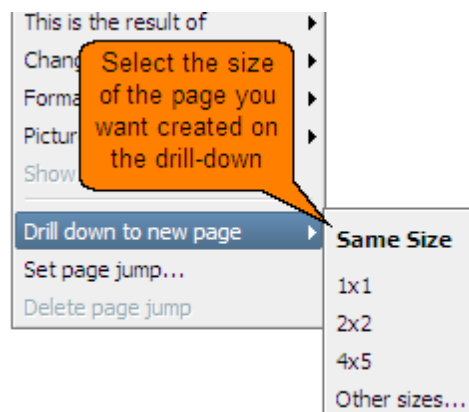
13 Drill-down

In DoView you can quickly 'drill-down' beneath a [step](#), [group](#), [indicator](#), [question](#), [item](#), or [web or file hyperlink](#).

You do this with a **Right-click** > **Drill down to new page**. This will create a new page (you will be able to see the new page which has been created appear in the [page list](#). The new page will have the same name as the object from which you are drilling-down. So in the example below, the new page would be called Step 1. The new page will contain a [clone](#) of the object from which you drill-down. A [page-jump](#) will be inserted into both the object you drilled-down from and the clone of it on the new page which is created.



When you drill-down to a new page you can select the size of the page you want created on the drill-down. You can select the standard compact 1 x1 page size, or one of the page sizes already existing in the model, or use **Other sizes...** to select a page size not yet in the model.



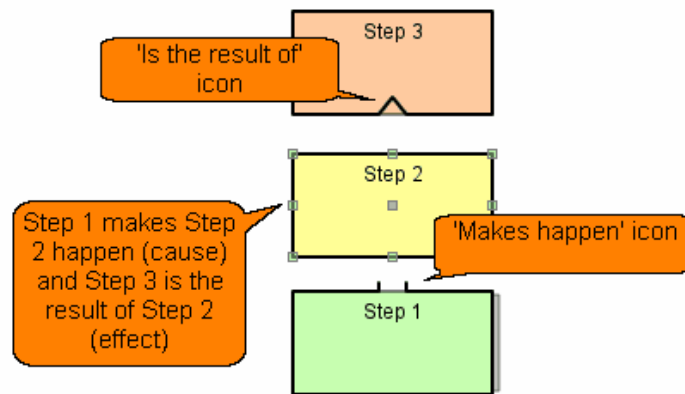
Part



Links

14 Links

Links can only be made between [steps](#). One of the unique things about DoView is the DoView link icon which records a link even if a line and arrow has not been put in. Once a step is linked to another step, whenever you select the step, the DoView link icons show any other steps *it makes happen* (it causes) and which steps *it is the result of*. In addition, whenever you wish, you can add a drawn either a straight line or a bent line to also visually represent a link.



Note that when in **View > Model Direction > Left-to-Right** mode, the DoView link icons will appear on the left and right sides of a step box rather than the top and bottom.

Tip: It is **not** possible to have a drawn line without also having an underlying DoView link. However, you **can** have an underlying DoView link without having it also represented by a drawn line.

You should read the rest of this section for information on links and then read the Section on [Links and Drawn Lines](#) for information about how you can also represent links with drawn lines.

Make links by:

- Clicking on a step, left-mouse clicking on the small blue box in the middle of the step, holding your mouse down, dragging it over a second step which you want to link to and then releasing the mouse button when the DoView link icon (see screenshot below) appears on the bottom edge (or left side) of the second step
- Clicking on the link tool in the toolbar and following the rest of the instructions above
- Holding down **Alt** when you have a step selected and dragging out over any other step.

You can make **multiple links** by:

- Clicking on the small arrow to the right of the **Link Tool** on the Tool Bar and selecting **Make many links at once**. This will allow you to make as many links as you like to other steps. When you have finished making your links you can turn this function off by: 1) re-clicking on the Link Tool; 2) **Right-mouse clicking**; or 3) pushing **Esc**.
- Holding down **Alt** when you have a step selected and dragging out over any other step also means you can make multiple links.

Make **reverse links** by:

- Holding down **Shift** when you are making links using the methods listed above. e.g. by holding down **Alt Shift**.
- Clicking on the small arrow to the right of the **Link Tool** on the Tool Bar and selecting **Make many reverse links at once**.

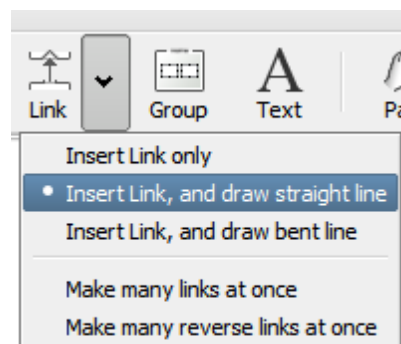
Making **links across pages** by:

- Selecting a step, going to the other page on which the step to which you wish to link it is located and holding down **Alt**.
- Clicking on the row in the [details table](#) for the step from which you wish to make a link and holding down **Alt**.
- Clicking on the **Link Tool** in the Tool Bar instead of holding down **Alt**.

Deleting a link

- Redraging a link will delete it. The DoView link icon will flash red for a moment.

Tip: When making links across pages, if you make a link by mistake use **Undo** (e.g. **Ctrl Z**) to remove it and then continue on with your linking.



Options available when clicking on the small arrow next to the Link Tool on the Tool Bar

The DoView link icon

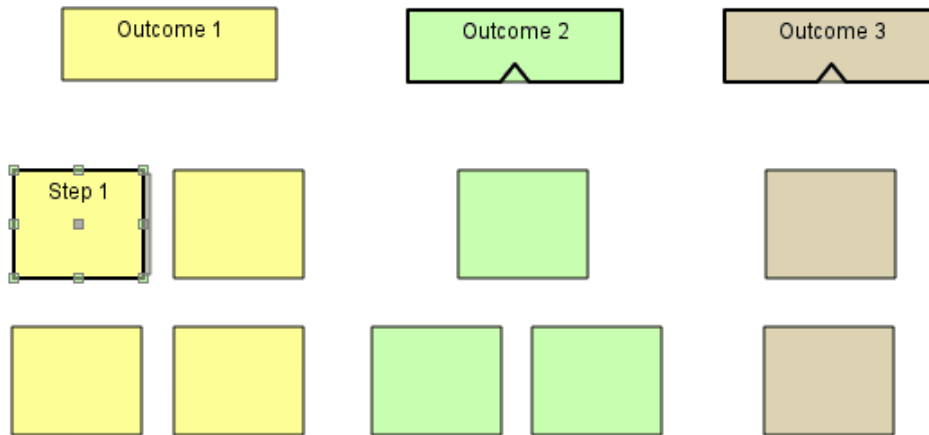
The DoView link icon is only shown for one step at a time in DoView - when you click on a step which is linked to any other step the link icons appear. This keeps diagrams uncluttered.

However, you can, if you wish, also represent links with drawn lines (see the Section on [Links and Drawn Lines](#)). This means that you can show the links between a number of steps on a page. This can be useful when printing out pages using [print as PDF](#). In addition, when you print as PDF you can select the option of including information from the details table, which will put a list of all steps and their links at the end of the PDF. You can also click on a step prior to printing as PDF and the PDF will include exactly what can be seen within DoView - so if there are DoView link icons showing, these will also be showing in the PDF.

Tip: If you select a first step and move to another page without unselecting it, any steps on the new page which are linked to the first step will show the appropriate DoView link icon. The same applies if you click on any step name in the [details table](#).

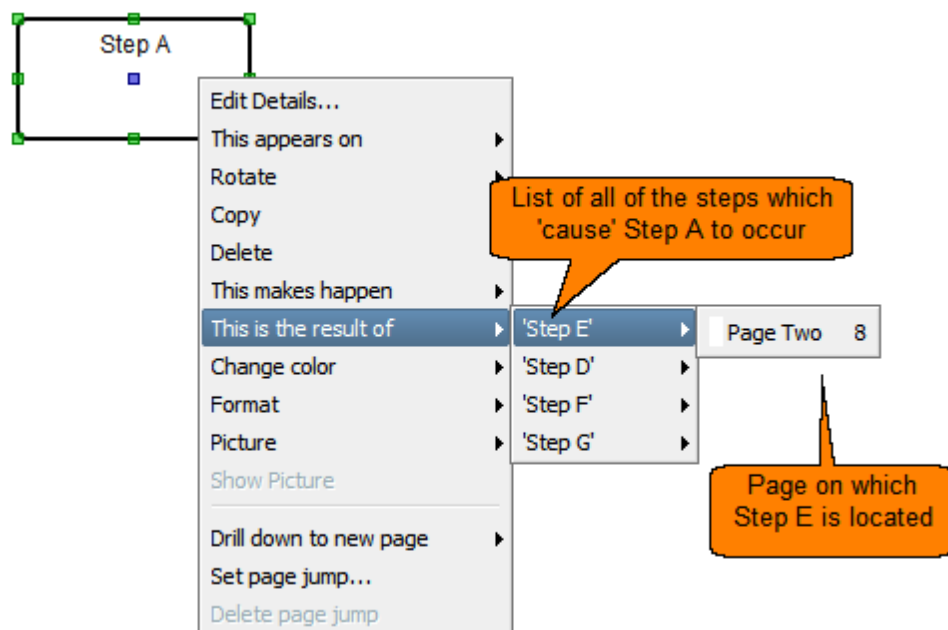
In the example below, Step 1 has been linked to Outcome 2 and Outcome 3 and so when Step 1 is selected the *is a result of* link icon will appear on Outcome 2 and Outcome 3.

Any step can be connected to any other on a slice



Copyright 2007. DoView.com model.


Selecting a step, right clicking and selecting either **This makes happen** or **This is a result of**, will list all of the steps in the model (no matter what page they are on) to which the selected step is linked.



Storing additional information about links in the details table

Links have [rows](#) associated with them in the [details table](#) as in the screenshot below. You can access the information in the row by either clicking on the row when you have selected the link on a DoView [page](#) (the row for the link will be highlighted in blue), or just by double clicking on the link

itself.

ID	Type	Flag	Name	Description	Notes	Working Notes
125		<input type="radio"/>	Step One » Step Two	A description of the link	Notes about the link	Less formal working notes about the link

Hyperlinking out to additional information related to a link

You may want to hyperlink out to an external web address (URL) or to a local file with further information about a link. For instance, it may be a summary of evidence on a web page (either one someone else has put up or one you have put up) which supports the existence of the link you have made. You can put a [link out to the web or a file](#) on the page which, when clicked on, will take the user out to the relevant web page or local file.

Part



Links and drawn lines

15 Links and drawn lines

Where there are DoView links between steps, you also have the option of drawing in lines (lines with arrows at their ends) as an additional way of showing the link exists.

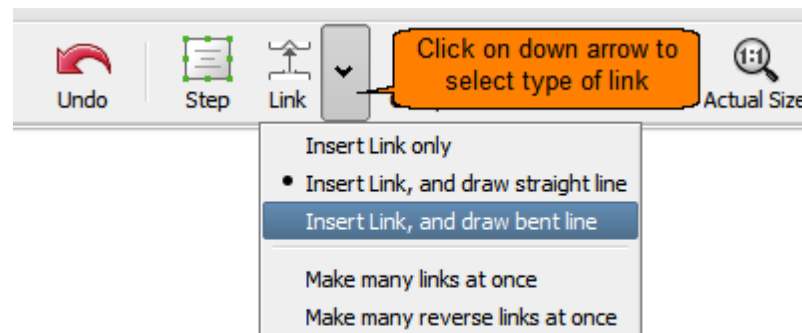
For basic information on making links, read the Section on [Links](#). For information on arranging link lines see the Section on [Link lines - arranging](#).

Tip: Remember, it is not possible to have a drawn line without also having an underlying DoView link. However, you **can** have an underlying DoView link without also having it also represented by a drawn line.

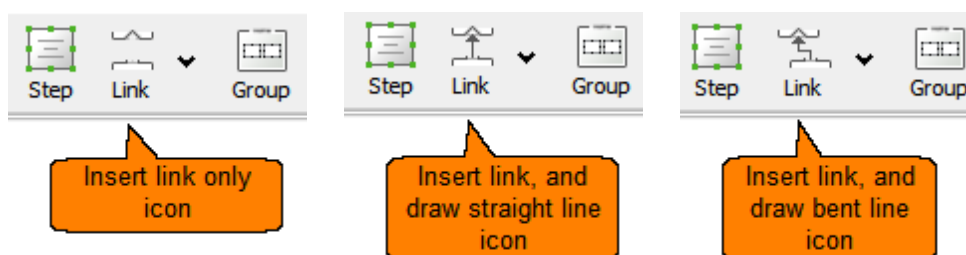
Tip: When working with drawn lines, you should first make sure that you are in the right viewing mode. From the **View** menu select the **Show links and drawn lines** mode. This mode will show both underlying DoView links and any drawn lines. For further information see the Section on [Views for Links and Lines](#).

Drawing link lines

To draw lines for links, select the **Insert link, and draw straight line** mode from the small black down-arrow to the right of the **Link Tool** on the Too Bar to put in straight line links. To put in bent line links select **Insert link, and draw bent line**. The thickness of a line can be set by a Right-Click > Line Width.



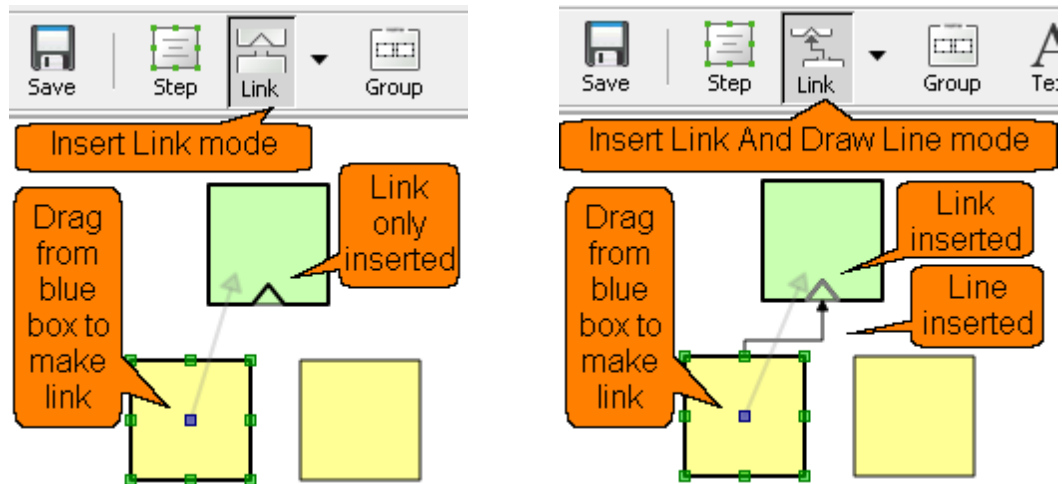
The **Link** tool icon changes between three icons - the one for **Insert link only** without a drawn line; the icon for **Insert link, and draw straight line**; and the icon for **Insert link, and draw bent line** depending on which option has been selected from the drop down menu beneath the arrow next to the **Link Tool**. The three possible icons are shown below:



Links are made by selecting the step you want to link from, left clicking on the small blue square in the middle of the selected step and dragging your mouse out and over the step you want to link to. Alternative you can just select a link and hold down **Alt** as you do a left-mouse drag out and over to any step you want to link to. For more information on making links see the Section on [Links](#).

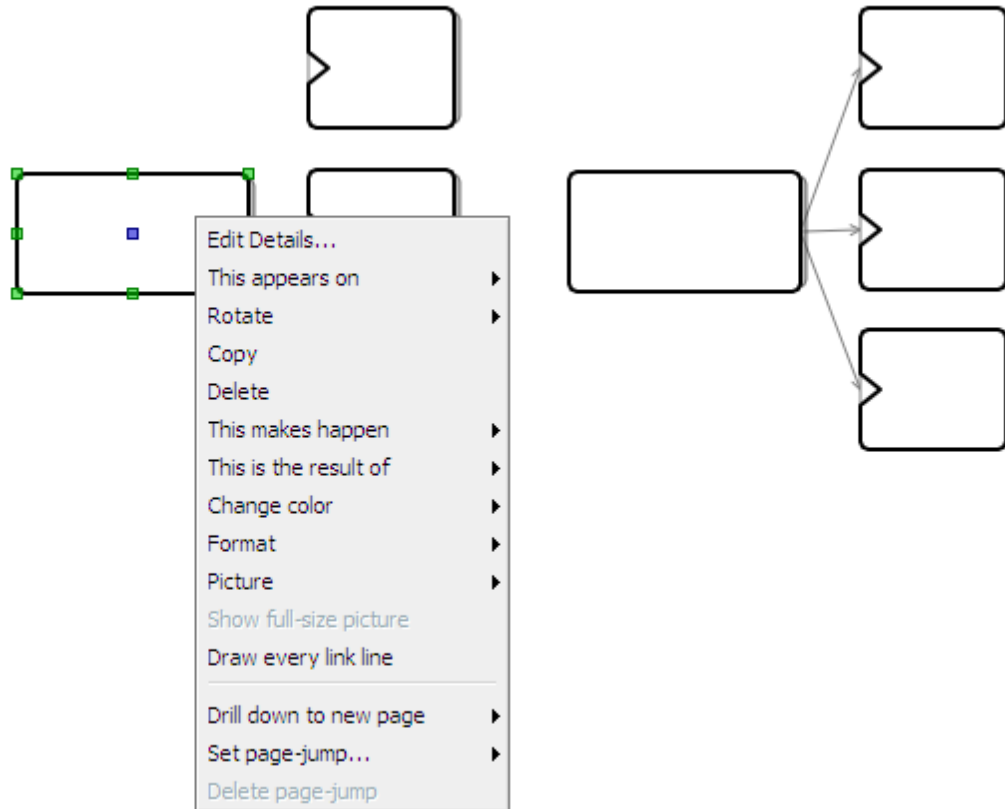
Inserting different types of links

If a link is made when the **Insert link only** option is selected from the **Link Tool** on the toolbar, a DoView link only is inserted as in the left-hand side of the screenshot below. However, if a link is made using the **Insert link, and draw line** mode (either for a straight or a bent line link), a link and a drawn line is inserted at the same time, as in the right hand side of the screenshot below.



Automatically inserting links

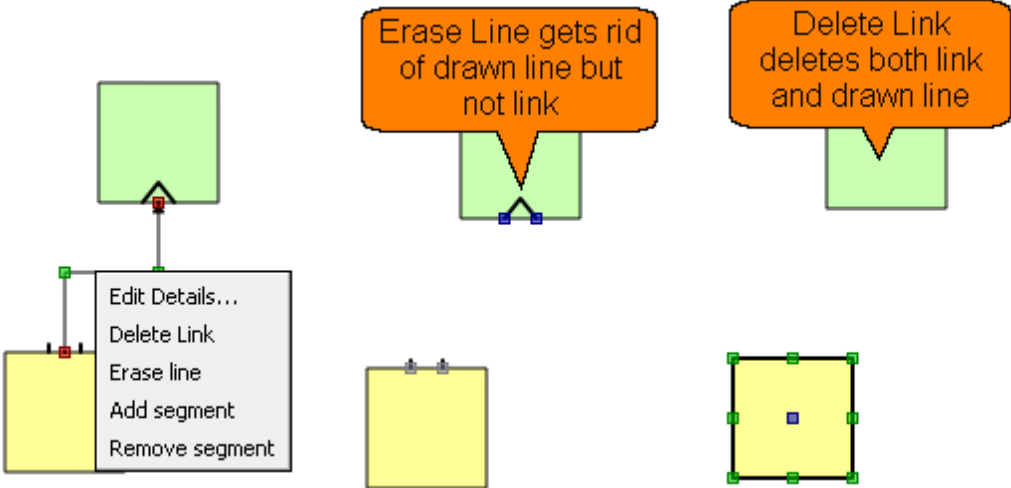
One of the things that distinguishes DoView from standard drawing software is that in DoView there can be a link between steps even where there is no drawn line and arrow. This means that the user can automatically draw as line links, underlying multiple links between steps. So for instance, DoView links can be made between steps on various pages. These steps can then be cloned onto another page (say a [large poster-sized](#) page) and the pre-existing links between steps can be automatically drawn in. Link lines automatically inserted by **Right-clicking on a step > Draw every link line**. They can be erase in a similar manner (**Right-clicking on a step > Erase every link line**). The screenshot on the left below shows the pre-existing DoView links and the screenshot on the right shows how the link lines have been automatically drawn in after **Draw every link line** has been selected from a **Right-click** on the step.



DoView knows that there is a link between steps even when there is no drawn line link. This means that if steps

Erasing links

Right clicking on a link line, or a DoView link, shows a menu as in the left-hand section of the screenshot below. Selecting **Erase Line** only gets rid of the link line, but does not delete the underlying DoView link as shown in the middle section of the screenshot. A line can also be quickly erased by re-dragging from the blue box in the center of a selected step out and across the step to which it currently has a drawn line. Selecting **Delete Line** deletes both the underlying DoView link and its drawn line as shown in the right hand section of the screenshot.



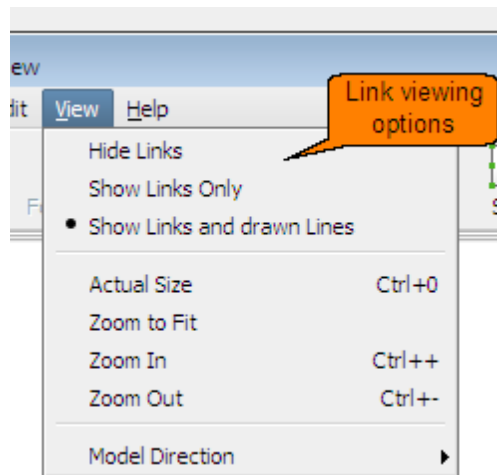
Part



Views for links and lines

16 Views for links and lines

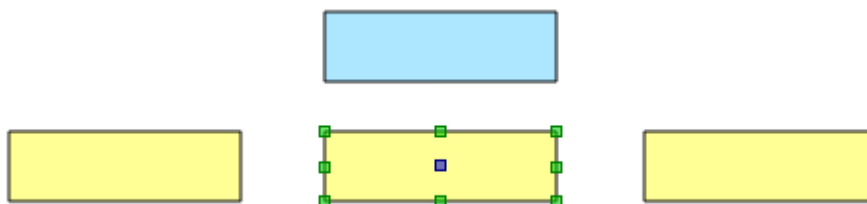
Three options are available for viewing links within DoView. These are selected from the **View** menu at the top of the screen.



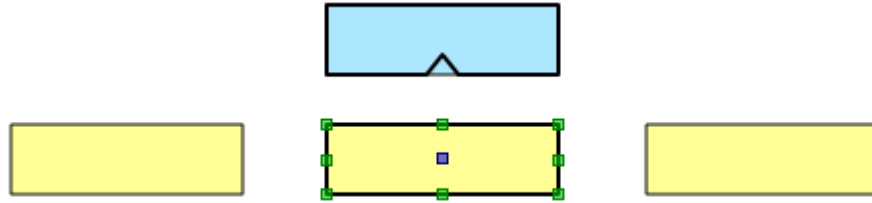
For further information on making links see the Section on [Links](#), for information on drawing link lines see the Section on [Links and Drawn Lines](#).

- **Hide links** view option does not let you see any link information (either DoView link icons or line and arrow links).
- **Show links** view option only shows the underlying DoView link icons (these only appear when you select a step which is linked to another step). You can view the links to and from any step by clicking on a step.
- **Show links and drawn lines** view option shows both the underlying DoView link icons when you click on a step and any drawn lines for those links.

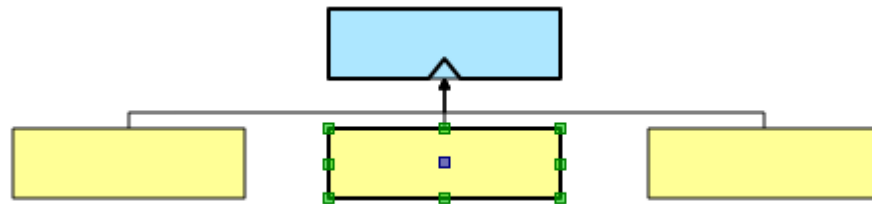
In the screenshot below, all of the yellow boxes are linked to the blue box at the top. The **Hide links** view option has been selected from the **View** menu and no link information at all can be seen regarding the steps on the page.



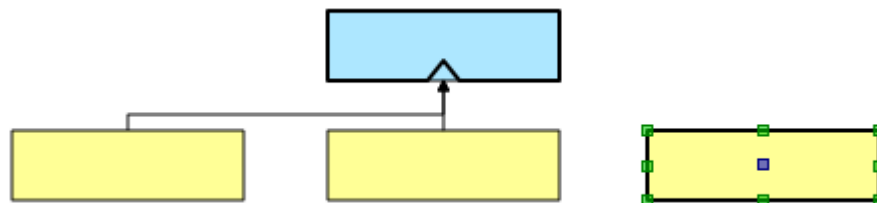
In the screenshot below, the **Show links only** view option has been selected from the **View** menu. Because the middle step is selected, the DoView link icon in the blue steps shows that the middle yellow step is linked to it. The same would apply if you selected either of the other yellow steps as they are also linked to the blue box at the top.



In the screenshot below, the **Show links and drawn lines** view option has been selected from the **View** menu. The link icon for the middle yellow box is shown as in the screenshot above, however in this view option, all of the drawn lines for the links are also shown.



Tip: Remember that you can **not** have a drawn line without also having an underlying link, but that you **can** have an underlying link without also having it represented by a drawn line. So in the screenshot below, the drawn line for the link from the right-hand yellow step has been erased (using a right click on the line > **Erase line**). Because DoView is in **Show links and drawn lines** view option, you can see the drawn lines for the two yellow steps on the left and in the middle. In addition, because the right yellow step is highlighted, you can see the link icon for the link between the right-hand yellow step and the top blue step.



When you insert a drawn line link (see [links and drawn lines](#)) DoView automatically turns on the **Show links and drawn lines** mode if it is in any other mode.

Part



Link lines - arranging

17 Link lines - arranging

Link lines are drawn lines and arrows which show an underlying DoView link exists. These drawn link lines are arranged on a page by dragging the highlight boxes (green and red) which appear when a drawn line is selected. To move a link line you need to drag one of the highlight boxes, **you cannot drag the link line itself**. DoView has some smart line arranging features which make arranging link lines fast and easy.

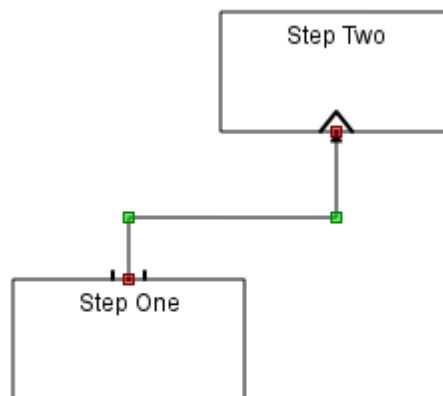
Lines and arrows are drawn by selecting the **Insert Link, and Draw Straight (or Bent) Line** options from the small back down-arrow on the Tool Bar. For information about how to insert drawn lines to represent links between steps on a page see the Section on [Links and Drawn Lines](#).

Tip: When working with drawn lines, you should make sure that you are in the right viewing mode. From the **View** menu select the **Show links and drawn lines** mode. For further information see the Section on [Views for Links and Lines](#).

Note that DoView can work in a Left-to-Right mode or a Bottom-to-top mode depending on the direction in which you want to draw the model. See the Section on [model direction](#). The examples below are from Bottom-to-top mode but the same approach applies to Left-to-Right mode.

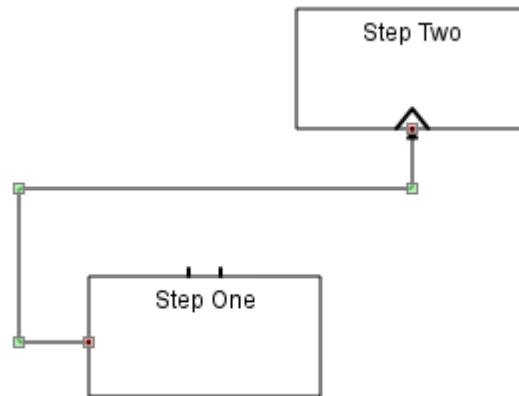
Dragging green highlight boxes

In the screenshot below, a drawn line representing a link between Step One and Step Two has been selected (by clicking on the link line). Note the highlight boxes in green, these are used to drag the line when rearranging it. The red highlight boxes are the connection points of the line to the steps - these can also be dragged to any position around the border of the steps. Note also that the normal DoView link icons (an inverted V on the bottom border of Step Two and two small lines sticking up from the top border of Step One) also always appear when you select a link line). The horizontal segment can be dragged up and down the screen by holding down a left-mouse click and dragging either of the green boxes up or down.



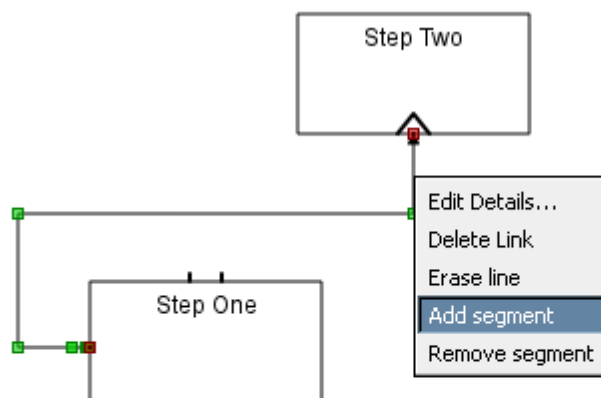
Dragging red connection point highlight boxes

In the screenshot below, the red connection point has been dragged out to the left-hand side of the border around Step One (dragging using a left-mouse click). When this happens, an additional segment is automatically put into the line so that it now has three green highlight boxes (rather than just the two shown in the screenshot above).



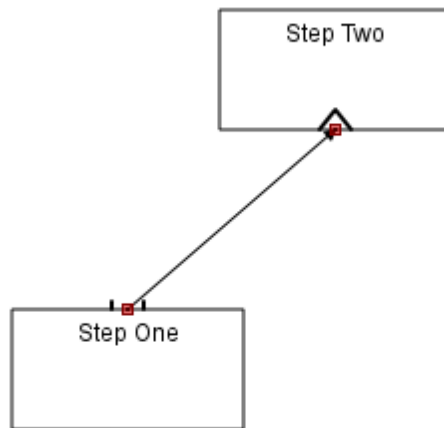
Adding and removing segments

In the screenshot below, an further segment has been added using a right-click on the link line and selecting **Add segment**. This new segment is close in towards the left hand side of Step One. Note that there are now four green highlight boxes. You can add as many extra segments as you like to make complex link line arrangements.



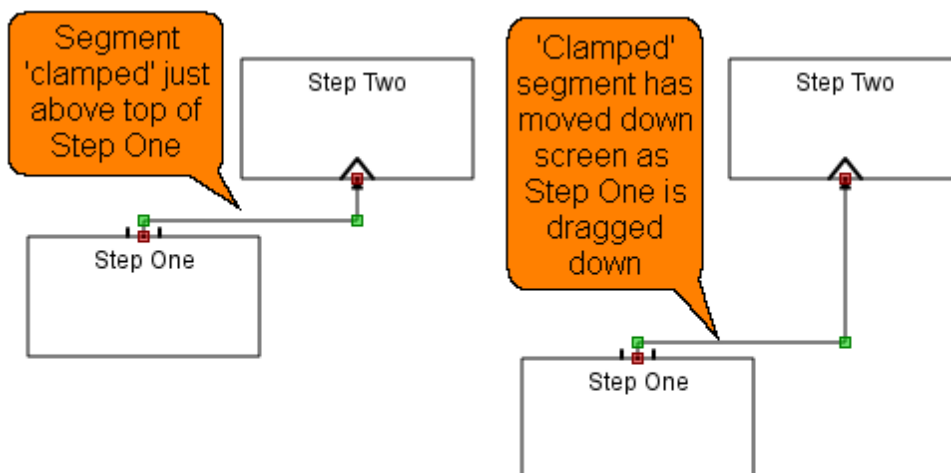
Straight line

To turn you bent line links into straight line links, simply remove all segments apart from one (right-mouse click on the link line and select **Remove segment**). This has been done in the screenshot below. An easier way of making a straight line link is to just select **Insert link, and drawn straight line** from the link options list accessed from the small down arrow next to the Link Tool on the Tool Bar.

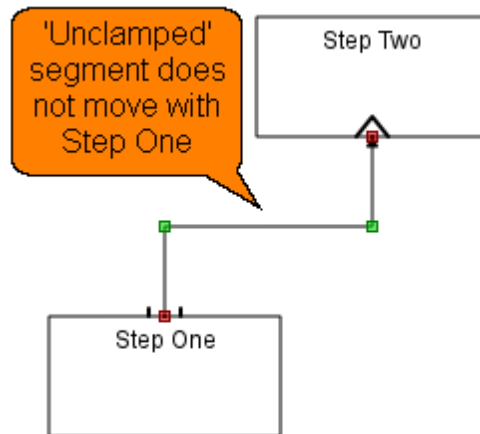


'Clamping' a segment to the top of a step

The screenshot below shows 'Clamping'. When a link line is first drawn, the horizontal segment 'clamps' to the top of the step from which it is drawn. This makes it much faster to move steps around without having to separately adjust the spacing of the link line segment immediately above them. In the left-hand section of the screenshot below, the horizontal segment of the link line is locked in position just above Step One. If you, for instance, drag Step One down the screen, the 'clamped' horizontal link line segment will move together with Step One down the screen and remain in the same clamped position just above the top of Step One.

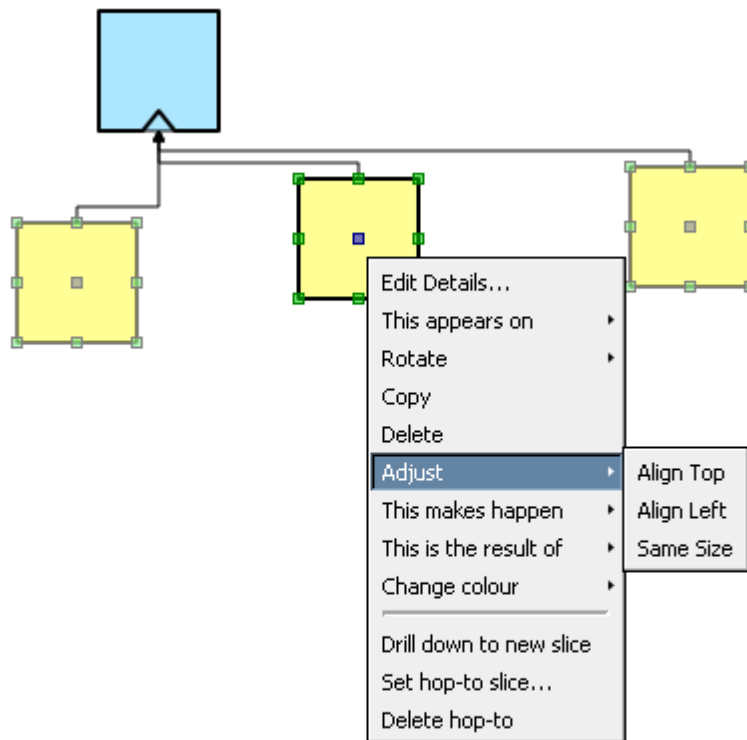


To 'Unclamp' the segment, just drag one of the green highlight boxes up and away a little from Step One. From then on, if you move Step One up or down the screen, the horizontal segment of the link line will remain where it is and **not** move with Step One. The result of this is shown in the screenshot below. If you reposition the horizontal segment back close to the top of Step One (or if you drag it close to the bottom of Step Two) it will automatically reclamp.

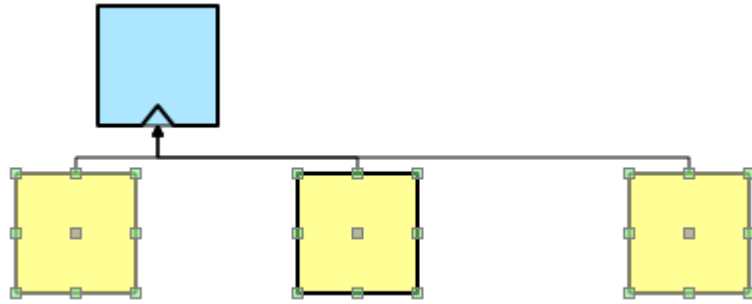


Aligning link lines

The best way of aligning link lines where a number of steps linking to a higher step is to insert the steps you want (double click on a white space on a page), draw the link lines you want (see Section on [Links and Drawn Lines](#)) and then just use the adjust command (select all the steps you want to adjust, right click on the one which is at the right level and select **Layout > Alight top**).



This will result in the alignment of the link lines shown in the screenshot below.



Part



Clones

18 Clones

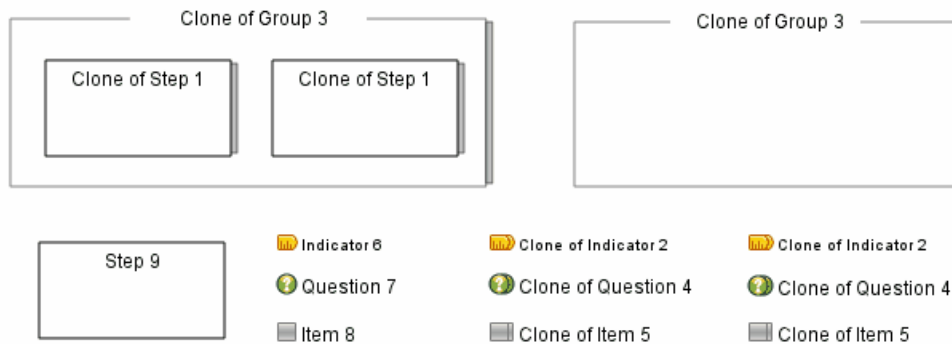
A clone is a 'live copy' of certain [objects](#) which duplicates aspects of the object (its name, associated [row](#) in the [details table](#), and links if it is a [step](#)). Amending these aspects of a clone amends them for all other clones of the particular object.

Clones are made by copying an object (**Right-click > Copy**) and pasting it as a clone (on a blank area of a page **Right-click > Paste as Clone**). Now the original object and the clone copy are both clones - so any changes made to the name, record or links of either of them, will automatically be applied to both of them.

Clones can be made for the following objects: [steps](#), [groups](#), [indicators](#), [questions](#) and [items](#).

Clones are indicated by a shadow down the right-hand side of the clone. In the screenshot below the clone objects all have shadows down one side.

Tip: Clones let you build '[non-siloed](#)' outcomes models since the same step (outcome) can appear on more than one [page](#) within a [model](#)..



Part



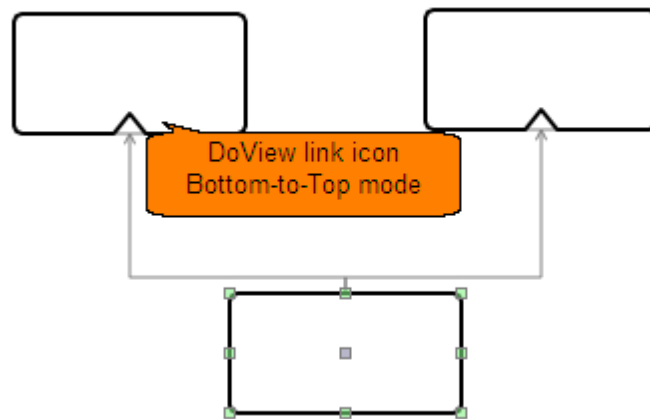
Model direction

19 Model direction

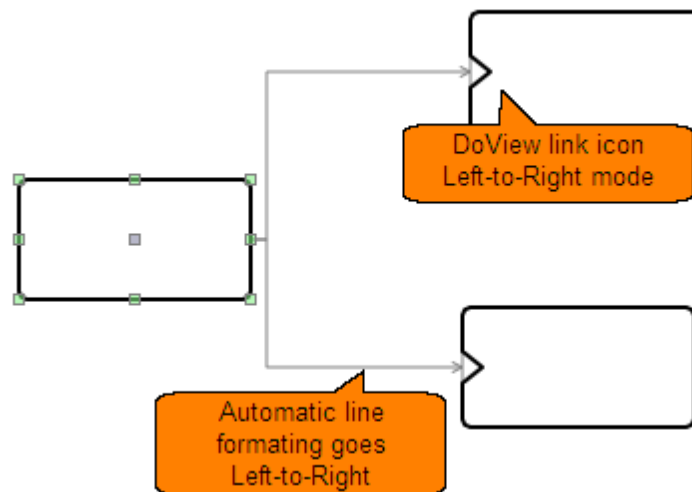
DoView supports models drawn as Bottom-to-Top models or Left-to-Right models. You can change the direction of your model using the **View menu** and selecting **View > Model Direction > Left-to-Right** (or **Bottom-to-Top**).

In Left-to-Right mode, three things happen:

1. The DoView link icon appears on the left and right rather than the bottom and top of a step
2. When you are putting in line and arrow links, the automatic formatting works from Left-to-Right rather than Bottom-to-Top
3. When you drill-down to another page, the clone of the step you have drilled-down from appears on the right-hand side of the new page, not the middle top.



Model direction Bottom-to-Top



Model direction Left-to-Right

Part

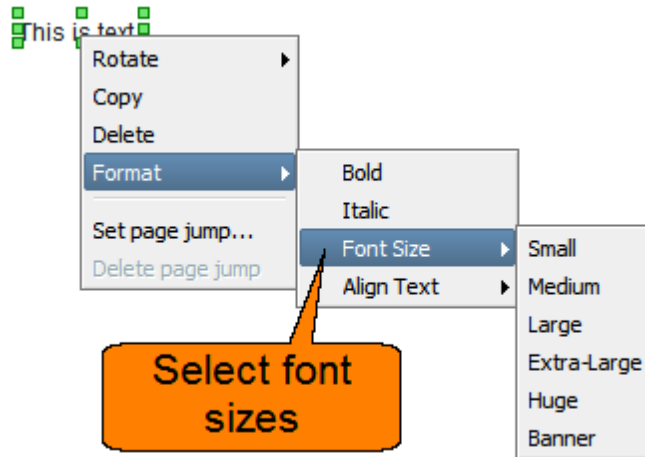


Format text

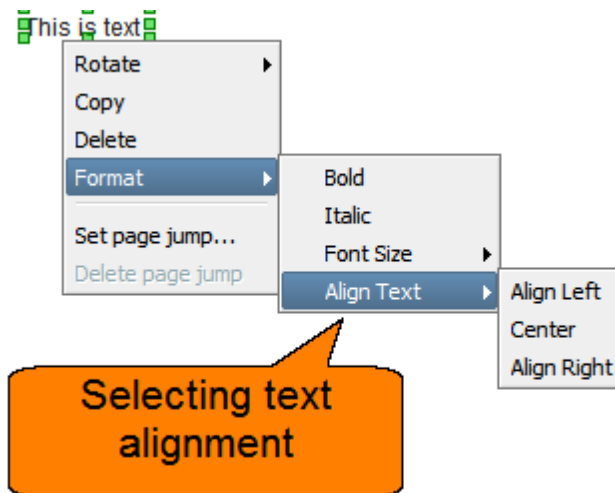
20 Format text

Text in any of the [objects](#) on a DoView [page](#) can be formatted in various ways. This includes the [text](#) object, and text inside [steps](#), [groups](#), [indicators](#), [questions](#), [web or file hyperlink](#), and [items](#).

Text is formatted by selecting from the Right-click menu. Bold, italic, font size and text alignment can be selected. Only a limited number of fonts are available in DoView. This is in order to keep the program very simple to use, for instance, for when using it in front of a group with your model data projected on a screen.



Formating text



Aligning text

Part

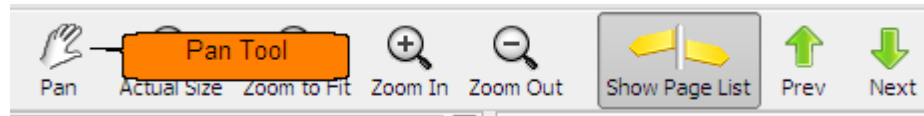


Pan

21 Pan

The Pan tool is selected by using the **Pan** tool on the [Tool Bar](#).

Pan lets you move a larger page around when it is viewed within a smaller [main page window](#) so that you can see the area of the page you want to see.



Part



Text

22 Text

Text can be put onto a DoView [page](#) using the text object. It can be resized (**Right-click** > **Format** > **Font size**) to **small, medium, large, extra-large, huge and banner sized** .

Banner sized

This is huge text

This is extra-large text

This is large text

This is medium text

This is small text

Putting text on a page

- Clicking on the Text Tool in the [Toolbar](#) and clicking on the spot on the page where you want the text
- By going to a blank area of a page and doing a **Right-click** > **Text**
- By pushing **Alt 3**
- By copying existing text (**Right-click** > **Copy**) and pasting it (go to a blank area of a page and do a **Right-click** > **Paste**).

Copying and pasting text

Text from within DoView [objects](#) (steps, indicators, questions, items) can be copied using **Ctrl C** or **Right-click** > **Copy**. Such copied text (or text copied in a similar way from external programs (such as Word, Powerpoint etc.)) can be pasted a text object by first creating the text object (using one of the methods listed above) and then pushing **Ctrl V**, or **Right-click** > **Paste**.

Including a page-jump with a text object

Text objects can have [page-jumps](#) associated with them. These are small triangles which allow you to jump to another page.

Creating a stand-alone page-jump from a text object

A stand-alone page-jump can be created by inserting a text object, entering a little text into the text object, creating the page-jump (**Right-click** > **Set page-jump**) and then deleting any text from the text object.

Text objects do NOT have rows associated with them in the [details table](#). Text objects CANNOT be [cloned](#).

Part



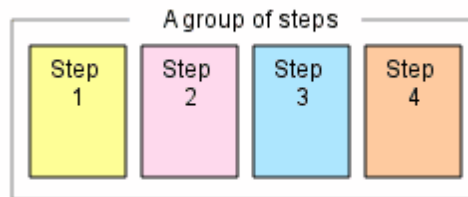
Groups

23 Groups

Groups consist of a rectangular box drawn around other objects. They simply allow you to visually group other objects.

Putting a group on a page

- Going to a blank area of a page and doing a **Right-click > Group**
- Pushing **Alt 2**
- By copying an existing group (**Right-click > Copy**) and pasting it (going to a blank area of a page and doing a **Right-click > Paste**).

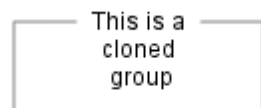


Groups have [rows](#) associated with them in the [details table](#) as shown below:

ID	Type	Flag	Name	Description	Notes	Working Notes
29		<input type="radio"/>	This is a group	A description of the group	Notes about the group	Working notes about the group

Cloning a group

A group can also be pasted as a [clone](#) - a 'live copy' with a shadow of the indicator icon down one side as below (**Right-click > Copy**, go to where you want the clone and do a **Right-click > Paste as Clone**). Various aspects of a group's other clones (if it has any) are updated whenever the cloned group is updated.



By double clicking on a group without a name in it, it can be turned into a continuous box with no space for a name at the top.

Putting a page-jump on a group

Groups can have [page-jumps](#) - small triangles in the bottom right-hand corner of the group which lets you jump to another page.

Part



Rule-line

24 Rule-line

Rule lines are lines which can be added to a [page](#). They can be used to visually mark levels between elements on a page or for any other purpose. They can be either undashed or dashed. Whether they are dashed or undashed is determined by selecting dashed or undashed on a **Right-click**.



Putting a rule line on a page

- Going to a blank area of a page and doing a **Right-click** > **Rule line** and dragging the end of the line out as long as you want it
- Pushing **Alt 5** and then dragging the end of the line out as long as you want it
- By copying an existing rule-line (**Right-click** > **Copy**) and pasting it (go to a blank area of a page and do a **Right-click** > **Paste**).

Making vertical rule lines

Rule lines can be horizontal or vertical. The default setting for rule lines is horizontal. To [rotate](#) a horizontal line, select the rule line and: **Right-click** > **Rotate** > **On a side**.

Rule lines do NOT have rows associated with them in the [details table](#). Rule lines CANNOT be [cloned](#). Rule lines CANNOT have [page-jumps](#) associated with them.


Part



Indicators

25 Indicators

Indicators consist of an indicator icon (small yellow icon) and an indicator name. Indicators represent measures of how [steps](#) (outcomes) are changing.

 This is an indicator


Putting an indicator on a page

- Going to a blank area of a page and doing a **Right-click** > **Advanced** > **Indicator**
- Pushing **Alt 5**
- By copying existing indicator (**Right-click** > **Copy**, go to where you want the indicator and do a **Right-click** > **Paste**.

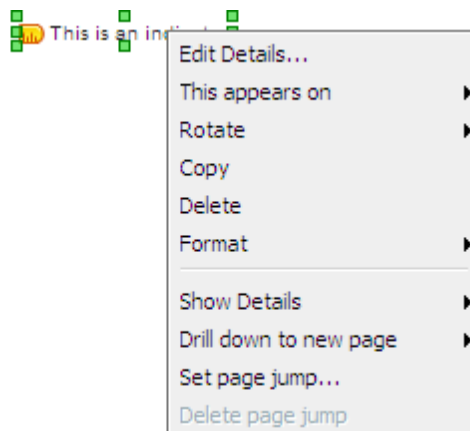
Indicators have [rows](#) associated with them in the [details table](#).

Cloning an indicator

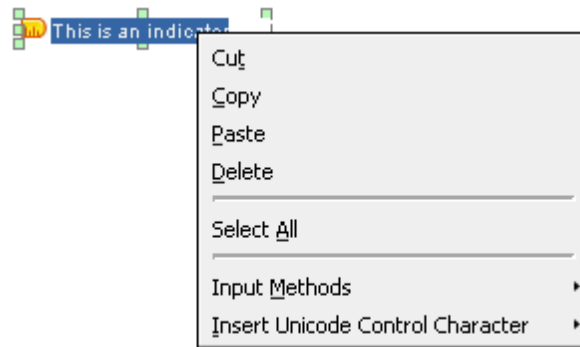
An indicator can also be pasted as a [clone](#) - a 'live copy' with a shadow of the indicator icon down one side as below. **Right-click** > **Copy** go to where you want the clone and do a **Right-click** > **Paste as Clone**. Various aspects of an indicator's other clones (if it has any) are updated whenever an indicator is updated.

 This is a cloned indicator

Right-clicking on a selected or unselected indicator gives the following menu which allows you to do things with the indicator



But, double clicking on a selected or unselected indicator selects the indicator name, right-clicking when the indicator name is selected gives the following menu which allows you to cut and paste etc. the indicator name. The Input Method and Insert Unicode Control Characters options are for use with different languages.



Including a page-jump with an indicator

Indicators can have [page-jumps](#) associated with them. These are small triangles which allow you to jump to another page.

Indicators CANNOT be linked with themselves or with other objects, only steps can be linked and only to themselves. Indicators can be visually associated with other objects by how close you position them near to the other objects on a page.





Part



Questions

26 Questions


Questions are used to put questions on a page which may be related to particular [steps](#) (outcomes). They are used for evaluation questions, research questions or other questions about outcomes or other [objects](#) on a page.

 This is a question  This is a small text size question  This is a selected question 

Putting a question on a page


- Do a **Right-click** > **Advanced** > **Question** on a blank area of a page; or
- Push **Alt 6**.
- Copy an existing question (**Right-click** > **Copy**, go to where you want the question and do a **Right-click** > **Paste**).

Questions do have [rows](#) associated with them in the [details table](#).

ID	Type	Flag	Name	Description	Notes	Working Notes
16		<input type="radio"/>	This is a question	A description of the question	Notes about the question	Less formal working notes about the question

Cloning a question

A question can also be pasted as a [clone](#) - a 'live copy' with a shadow of the question icon down one side as below. **Right-click** > **Copy** go to where you want the clone and do a **Right-click** > **Paste as Clone**. Various aspects of a question's other clones (if it has any) are updated whenever a cloned question is updated.

 This is a cloned question

Including a page-jump with a question

Questions can have [page-jumps](#) associated with them. These are small triangles which allow you to jump to another page.

Questions **CANNOT** be linked with themselves or with other objects, only steps can be linked and only to themselves. Questions can be visually associated with other objects by how close you position them near to the other objects on a page.

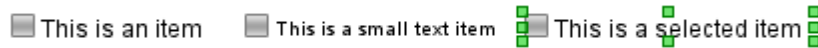
Part



Items

27 Items

Items (the item icon with attached text) are one of the several types of [objects](#) which can be put onto a DoView [page](#). Items can be used for any type of item you may want to put onto a [model](#), e.g. person, project, thing etc.



Putting items on a page

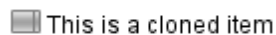
- Going to a blank area of a page and doing a **Right-click > Advanced > Item**
- Pushing **Alt 6**
- By copying existing item (**Right-click > Copy**, go to where you want the item and do a **Right-click > Paste**).

Questions do have [rows](#) associated with them in the [details table](#).

ID	Type	Flag	Name	Description	Notes	Working Notes
20		<input type="radio"/>	This is an item	A description of the item	Notes about the item	Less formal working notes about the item

Cloning an item

An item can also be pasted as a [clone](#) - a 'live copy' with a shadow of the item icon down one side as below. **Right-click > Copy** go to where you want the clone and do a **Right-click > Paste as Clone**. Various aspects of an item's other clones (if it has any) are updated whenever an item is updated.



Including a page-jump with an item

Items can have [page-jumps](#) associated with them. These are small triangles which allow you to jump to another page.

Items CANNOT be linked with themselves or with other objects, only steps can be linked and only to themselves. Items can be visually associated with other objects by how close you position them near to the other objects on a page.

Part



Pictures

28 Pictures

Pictures include photographs, graphs, images and any other type of graphics. DoView can insert pictures in any of the following formats: jpg, png, bmp, or gif.

Add a picture to a [page](#):

- To insert the picture from an existing file. Right click on a page's background and select **Right-click > Picture** (keyboard shortcut **Alt 4**)
- To paste it from another application. Copy the image (in e.g. Word, Powerpoint, Internet Explorer, or Firefox) and paste it into DoView. Right-click on a page's background and select **Right-click > Paste**, (keyboard shortcut **CTRL V**).

Note: DoView supports transparent pictures (alpha channels). However, these are best loaded from a file rather than pasted from the windows clipboard as many applications strip the transparent part when copying the picture. A symptom of this is the appearance of ugly black blocks appearing in the pasted picture. A work-around is to avoid copy and pasting by saving the picture as a file in a format supporting transparency (e.g. png) and then loading that file into DoView.

Rotating a picture

To [rotate](#) a picture, select the picture by clicking on it and then: **Right-click > Rotate > On a side**

Shrinking or enlarging a picture

To shrink or enlarge a picture, click on it and then hold down a **Left-Click** on one of the small green squares in the four corners of the picture and drag it larger or smaller.

Note: As with any picture pasted into software, if a picture is resized from its original size there may be some distortion (e.g. if a very small picture is dragged out to be large it may become pixelated).

Add a picture to a [step](#):

- Select the step and **Right-click > Image > Choose Picture**.

You can choose how the picture will appear. The three options are:

- *Standard shape* - this gives steps which include a picture a uniform appearance because all of the pictures within them have the same size (these have a width:height ratio of 3:2).
- *Cropped border* - as for standard shape, but with a border cropped from the original picture.
- *Original shape* - this keeps the original shape of the picture.

In addition to the thumbnail size picture included within a step, DoView also includes the original sized picture so that it can be seen on a **Right-Click > Show Picture**. This can be useful in presentations (**Right-click > Show Picture**) when you want to talk to an audience about the step and use the large version of the picture to make a point. The larger version of the picture is also included in any web page model you make (show it by a **Left-Click** on the picture in the web page model). There is an option to not include the original-sized picture to minimize the file size when saving a picture. This option can be checked at the time that the picture is inserted into a step (**Reduce file size; do not include the original sized picture**). If this option is selected it will mean that Show Picture and Left-Clicking on a picture in a web page model will NOT show the original sized version of the picture. For more information on positioning pictures within steps see the Section on [steps](#).

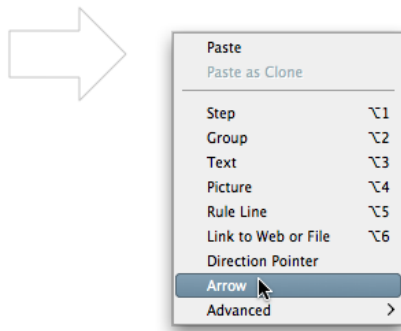
Part



Arrow

29 Arrow

A resizable arrow can be inserted on any DoView page.



Putting an arrow on a page

- Going to a blank area of a page and doing a **Right-click > Arrow**
- By copying an existing arrow (**Right-click > Copy**) and pasting it (go to a blank area of a page and do a **Right-click > Paste**).

Changing the arrow orientation

The arrow's orientation can be changed by doing a **Right-click > Orientation**.

Arrows do not NOT have rows associated with them in the [details table](#). Arrows CANNOT be [cloned](#). Arrows CANNOT have [page-jumps](#) associated with them.

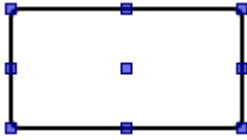
Part



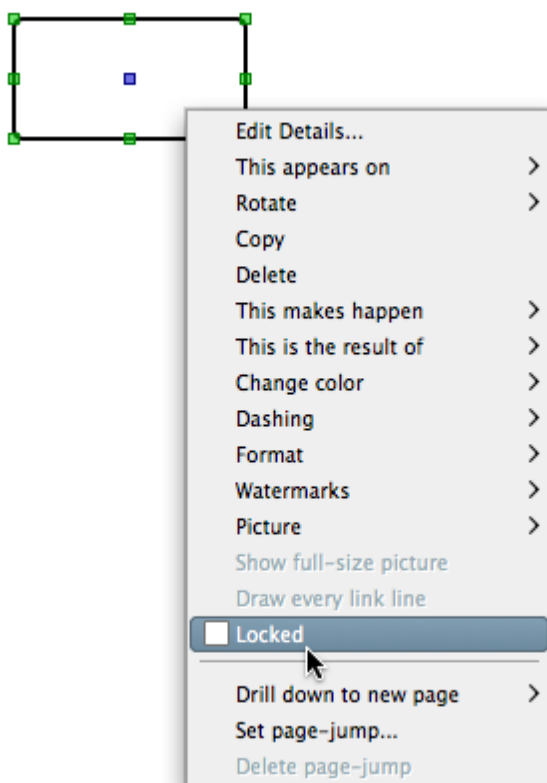
Locking

30 Locking

Any object on a DoView page can be 'locked' in position. This means that it cannot be moved. However any other aspect of it can be edited when locked. A locked object has blue 'handles' rather than the normal green 'handles'.



Locking is useful for making templates which are then distributed to others.



Locking

- When an object is selected **Right-click > Lock**
- To unlock select an object and **Right-click > Lock**

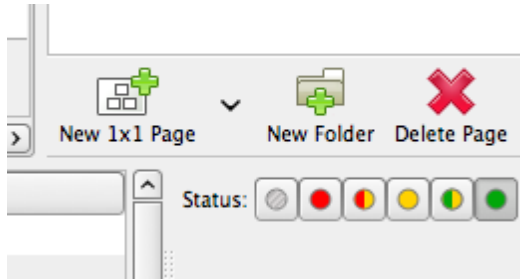
Part



Traffic lights for status

31 Traffic lights for status

Step boxes can have 'traffic lights' inserted into their top right-hand corner to show the status of a step box. When clicking on a box, traffic lights can be inserted by clicking on the traffic light you want in the window which opens up at the bottom of the Page List. The traffic light is removed by clicking on the grayed out status traffic light.



Traffic lights can only be set for step boxes.

Part



Shapes as watermarks

32 Shapes as watermarks

Shapes can be placed within steps boxes in DoView as watermarks. Shapes such as triangles are very uneconomical in terms of the amount of text which can be put into them, in order to economize on space (and allow you to fit as much as possible onto a page), DoView lets you put shapes into your model as watermarks on standard DoView boxes.



Shapes are inserted with a Right Click > Watermark.

Part



Colors

33 Colors

Boxes and text can be colored in DoView. Do a Right-Click > Change Color. A Projector Optimized color palette is available. These are colors which are most likely to be able to be differentiated when used with a Dataprojector. A Designer palette is also available. In addition, if a user wants to set any color they can select from the Custom Color picker located under the Change Color > Other Palettes option.

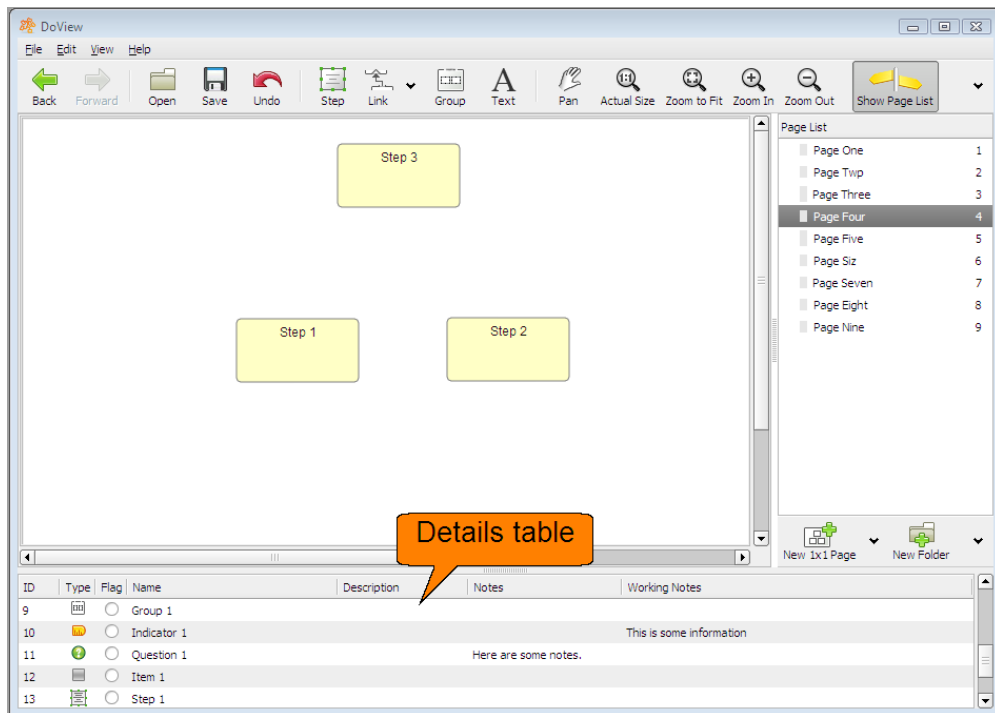
Part



Details table

34 Details table

The details table runs along the bottom of the DoView screen. The top edge of the details table can be dragged up to make the details table larger or dragged down to make it smaller.



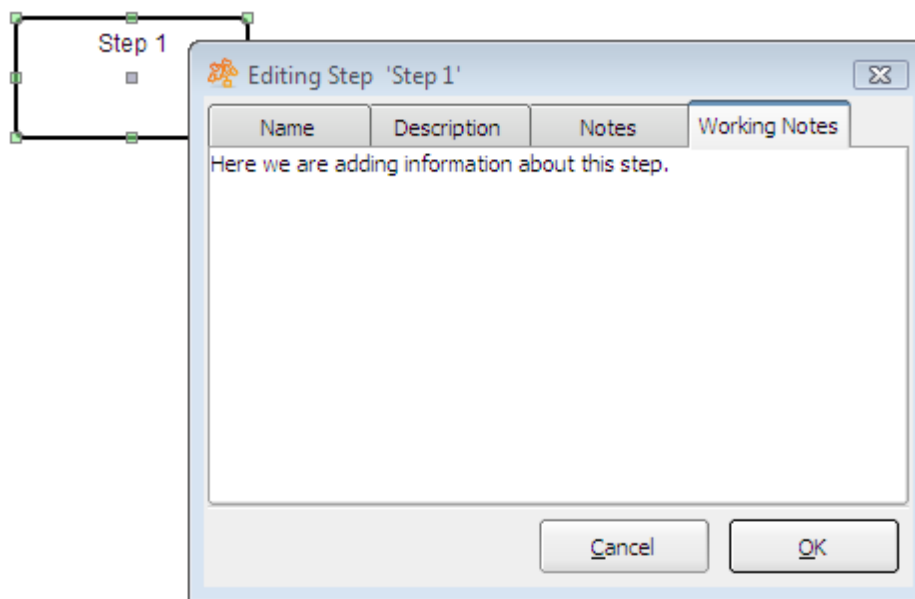
[Rows](#) within the details table are associated with some of the [objects](#) (e.g. steps, links, indicators, questions, items) that can be put onto a [page](#). The rows allow additional information to be added about an object.

When you select an object that has an associated row in the details table, the row is highlighted. The row can be edited by: 1) double clicking on the row; or 2) doing a **Right-click** > **Edit details** on an object which has a row associated with it in the details table. In the case of links you can just double click on the link itself to access its details.

In the example below the rows associated with a number of objects can be seen. Notes have been added for the [Indicator](#). A description has been added for the [Group](#) and notes have been added for the [Item](#). The row for [Question](#) 1 has been flagged (an orange box has appeared at the left-hand end of the row). Note that a different icon for each type of object appears in the type field of the details table.

ID	Type	Flag	Name	Description	Notes
1		<input type="radio"/>	Outcome 1		
5		<input type="radio"/>	Indicator 1		Some notes about Indicator 1
7		<input type="radio"/>	Group 1	A description of Group 1	
8		<input checked="" type="radio"/>	Question 1		
9		<input type="radio"/>	Item 1		Some notes about Item 1
2		<input type="radio"/>	Outcome 2		
3		<input type="radio"/>	Outcome 1 » Outcome 2		

Rows contain [fields](#) where you can put additional information about an object. These fields are: the object ID; its type; flag; name; description; notes; and working notes. When you are editing details about an object you enter information into any of the fields into a dialogue box like the one below. You access this dialogue box by a **Right-click > Edit details**.






Part



Fields

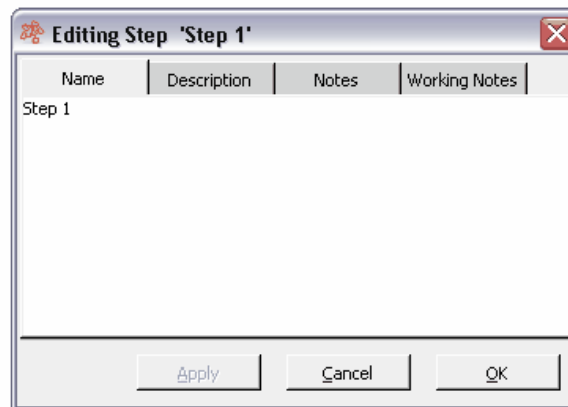
35 Fields

[Rows](#) in the [details table](#) (which are associated with some DoView [objects](#), steps, links, indicators, questions and items) have four fields - name, description, notes and working notes.

ID	Type	Flag	Name	Description	Notes	Working Notes
8		<input checked="" type="radio"/>	Question 1	Description		
9		<input type="radio"/>	Item 1		Notes	
2		<input type="radio"/>	Outcome 2			Working notes

Entering information into the fields of rows in the details table

1. Selecting the object for which you want to add additional information. This will highlight the row in the details table associated with the object.
2. Double clicking on the highlighted row in the [details table](#). An editing box will open which will have four tabs, one for each of the fields in the row - name, description, notes, working notes.



3. Clicking on the tab of the field you want to enter information into.
4. Typing the information in.
5. Clicking **Apply** if you want to save the information in the middle of typing it in (for instance if it is a lengthy piece of text).
6. Clicking **OK** when you have finished entering the information.

An alternative way of accessing the associated row in the details table is to do a **Right-click > Edit Details** on an object (step, link, indicator, question, item) with has a row associated with it in the details table.

Fields can be displayed on a page one at a time. See the [Display Fields](#) Section.

Tip: You can use the 'notes' field for formal notes about an object which you have completed and which you may wish to display on a page with the [display fields](#) option. You can then use the 'working notes' field for more informal notes to you and your colleagues about your thoughts, or things you need to find out about the object etc.

Part



Layout

36 Layout

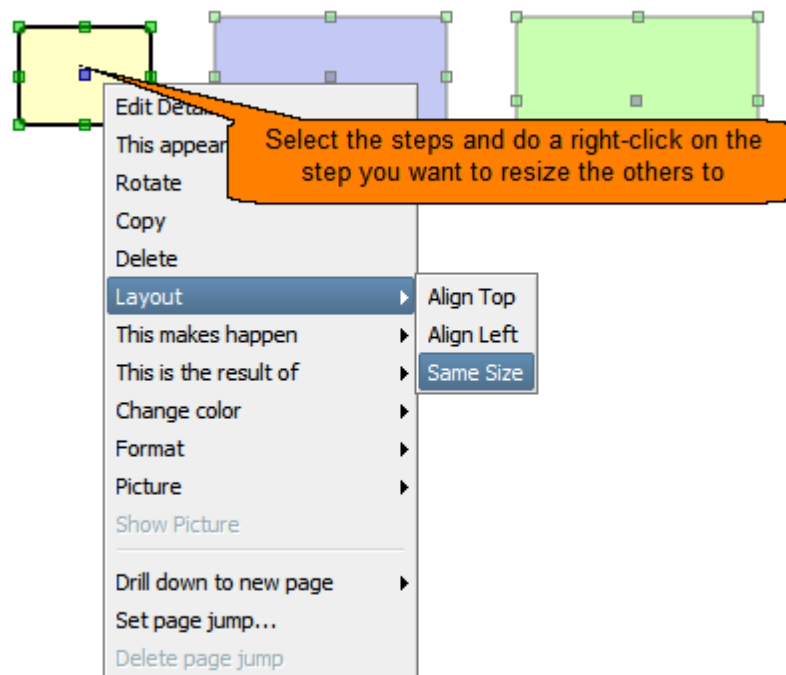
Steps, or other objects, can be aligned using the **Layout** command.

Align top or left

Select all the steps you want to align, right-click on one of them and select the type of alignment you want - **align top** or **align left**.

Resize steps

In addition, **Layout** can also be used to resize steps. Select the steps you want to make the same size, move to the step you want the other steps to be the same size as, do a **Right-click > Layout > Same Size**.



To re-size steps select all the steps you want to resize, right-click on the one you want to resize them to



Other two steps have
been resized to the
yellow one on the left

Here steps have been resized

Part



Folders

37 Folders

Folders are headings which can be put into the [page list](#). Pages can be nested under folders. Folders are **not** pages so clicking on a folder will not change the page in the [page viewing area](#), you will continue to see the same page as is currently in the page viewing area.

Part










Rows

38 Rows

A row is a line in the [details table](#) at the bottom of the [DoView screen](#) which is associated with selected [objects](#) - [steps](#), [groups](#), [indicators](#), [questions](#) and [items](#).

A set of rows in the details table is shown below. See the [Details table](#) Section for more detail. Rows can be [flagged](#) (an orange block of color to the left of the row).

ID	Type	Flag	Name	Description	Notes
1		<input type="radio"/>	Outcome 1		
5		<input type="radio"/>	Indicator 1		Some notes about Indicator 1
7		<input type="radio"/>	Group 1	A description of Group 1	
8		<input checked="" type="radio"/>	Question 1		
9		<input type="radio"/>	Item 1		Some notes about Item 1
2		<input type="radio"/>	Outcome 2		
3		<input type="radio"/>	Outcome 1 » Outcome 2		

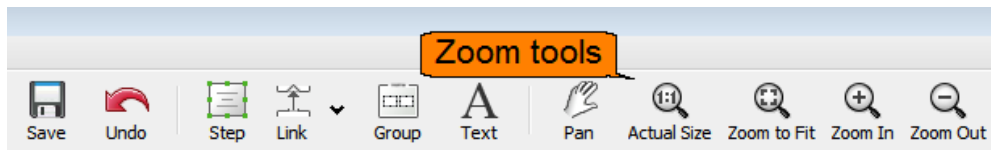
Part



Zoom

39 Zoom

Zoom is accessed from four zoom tools on the [toolbar](#).



Actual Size

Shows a page at its actual size. All of a [compact 1 x1 page](#) can be seen in the [main page window](#) if the [page list](#) is not shown and the top of the [details-table](#) is dragged down the screen sufficiently (in 1024 x 768 screen resolution, see the Section on [screen resolution](#)). Often, only part of pages larger than compact 1 x1 pages can be seen in the main page window as it will be larger than the page window. You can move around a large page when zoomed to actual size by using the sliders at the right-hand edge and the bottom of the main page window, or by using the [Pan](#) tool on the tool bar.

Zoom to Fit

Zoom to Fit will fit all of a page into whatever space is available in the [main page window](#). [Larger pages](#) will be zoomed out more than [compact pages](#). In Zoom to Fit mode you can still make [links](#) in the normal way and move objects around on a page.

Zoom In

Zooms into a page so it shows the steps and other elements on the page as being larger.

Zoom Out

Zooms out of a page so it shows the steps and other elements on a page as being smaller.

Part



Screen resolution

40 Screen resolution

DoView has been optimized to allow you to dataproject your model when it is broken up into [compact 1 x 1 pages](#). This is a key part of DoView being designed to make building models with groups easy. Many dataprojectors use a 1024 x 768 screen resolution which is somewhat smaller than the setting of most desktop and notebook computers. The compact 1 x 1 page in DoView has been designed to be able to be viewable when dataprojected on a 1024 x 768 resolution on a normal-sized screen in a medium-sized room. While you can use the Zoom feature to make your pages look larger on screen, if it is possible it is useful to set the resolution of your dataprojector to 1024 x 768 so that unzoomed DoView pages are at their most viewable.

The resolution of your dataproject is set from your computer. You can tell which resolution your dataprojector is set on by looking at a compact 1 x 1 DoView page when dataprojected onto a screen. If some of the compact 1 x 1 page is obscured when the [Page list](#) is showing, then you are on the correct resolution (1024 x 768). If you can see all of the page when the Page list is showing, then you are probably on a too high a resolution. While higher resolutions may be fine on your desktop or notebook computer, when your DoView model is dataprojected, it will mean that the steps and other elements on the DoView page are likely to be smaller than they would be if you used a 1024 x 768 screen resolution on your dataprojector.

To change the screen resolution in Windows XP you go into **Control Panel > Display**. In Windows Vista you go to **Control Panel > Appearance and Personalization > Adjust screen Resolution**.

Just set the screen resolution to 1024 x 768 and the steps and other elements on the DoView page should get a little larger so that people in the audience can see them more easily. In 1024 x 768 screen resolution close the page list so that you can see all of the page.

Part



Direction pointer

41 Direction pointer

A direction pointer can be inserted to show the [model direction](#). The model direction is the direction in which the model 'flows'. In a Bottom-to-Top model, the highest-level step (or outcome) will be the highest step at the top of the [page](#). In a Left-to-Right model, the final outcome will be on the extreme right of the page.



Left-to-Right direction pointer

The direction in which the direction point points is determined by the [model direction](#) when the direction pointer is inserted. The direction of the direction pointer can be changed from Left-to-Right to Bottom-to-Top by doing a **Right-mouse click > Rotate > On a side**.

Part






Flag

42 Flag

A flag is located on a [row](#) within the [details table](#) at the bottom of the [DoView screen](#). Clicking on the flag circle simply flags the row for your future reference. You may do this to remind yourself that you have not yet finished putting information into the row or for any other purpose.

In the screenshot below the row associated with Step B has been flagged by clicking on the small circle in the Flag column. The fact that this row is flagged is shown by the block of orange color over the row ID at the left end of the row.

ID	Type	Flag	Name	Description	Notes	Working Notes
1		<input type="radio"/>	Step A	Description of Step A	Notes on Step A	Working notes on Step A
2		<input checked="" type="radio"/>	Step B			
3		<input type="radio"/>	Step C			

Part



Rotate

43 Rotate

Some [objects](#) ([steps](#), [groups](#), [text](#), [indicators](#), [questions](#), [items](#), [rule lines](#)) can be rotated.

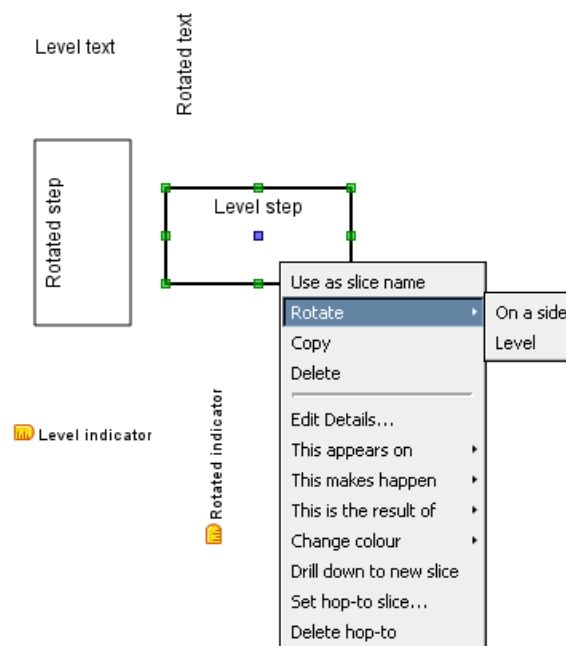
Rotating an object

- **Right-click > Rotate > On a side.**

To return an object to normal:

- **Right-click > Rotate > Level.**

The screenshot below shows text, steps and indicators which have been rotated.



Part



Show details/fields

44 Show details/fields

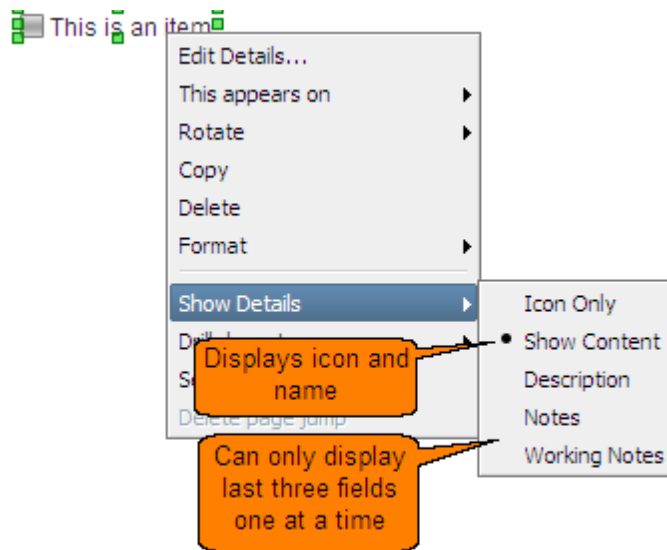
The [fields](#) of selected [objects](#) (indicators, questions and items) which have [rows](#) associated with them in the [details table](#) can be displayed directly on a [page](#). This is possible for indicators, questions and items. **But not for steps or links.**

Showing details/fields for some objects


- **Right-click > Show Details** and then selecting the details you want to show.

Note: The description, notes and working notes fields can only be displayed one at a time.


The screenshot below what happens when you **Right-click > Show Details** on the [item](#) called 'This is an item'.




The screenshot below shows part of a page illustrating the results of displaying different fields for clones of the item 'This is an item'.

 This is an item

Notes: The notes associated with this item are being displayed here on this slice beneath the item and under the heading Notes.

 This is an item

Working Notes: This is the information put into the Working Notes field of this item.

 This is an item

Description: This is the information put in the Description field of this item.

Part



Copying pages

45 Copying pages

Up to Version 1.02 of DoView there was a Copy Page button in the toolbar, from Version 1.03 onwards this has been replaced by the ability to copy pages using a right mouse click in the page list. This is used to: 1) copy pages within DoView; 2) copy and paste a page into an outside piece of software (Microsoft® Word, Powerpoint, Outlook® etc.) using Windows Clipboard for a single page, or Office Clipboard for multiple pages; or 3) copy and paste pages between instances of DoView (see the Section: [Pages, copying between models](#)).

Copying pages within an instance of DoView

A single page which has no pages under it. Select the page name you want to copy from the page list and **Right-click > Copy**. Go to the page or folder under which you want the page to be copied and **Right-click > Paste**.

Tip: if the entries in the page list do not take up all of the space in the page list you can **Right-click > Paste** on the white space at the bottom. In this case the page will be pasted under the currently selected page name.

Pages or folders with one or more pages under them. Use the same method as for a single page and all of the pages and folders beneath a page or folder will be copied and pasted.

Copying a page with other pages under it

If you just want to copy a page on its own which has other pages under it, you can either: 1) leave the pages list, go onto the page itself, select and copy all of its context with a **Ctrl A Ctrl C**, then create a new page (by using the **New Page** tool in the page list) and then paste the contents onto that new page (**Right-click > Paste**); or, 2) copy and paste the page and the pages below it using the method set out for copying a single page above and then just delete the additional pages which were under the page you want copied.

Pasting a single page to external software using Windows Clipboard

Select the page name you want to copy from the page list and **Right-click > Copy as Image**. Go to the other software (Word or Powerpoint) and do a **Right-click > Paste**, **Edit > Paste** or **Ctrl V** to paste an image of the page into the other software.

Using Office Clipboard for pasting multiple pages into external software

You can quickly get multiple pages out of DoView to put in other software using a feature available in some versions of Microsoft® software.

1. Go to Word, Powerpoint or Outlook and select **Edit > Office Clipboard** from the main menu. This will open a window down the right-hand side of the application called 'Clipboard'.
2. Click **Clear All** to get rid of anything currently in the clipboard.
3. Return to DoView (the **Alt Tab** shortcut will get you there fast) and move through all of the pages you want to put into Word or Powerpoint. Click on the page name in the [page list](#) to get each page to open in the main page window and **Right-Click > Copy**.
4. Return to Word or Powerpoint (again you can use the **Alt-Tab** shortcut to get there fast). You should now see all the pages you want in the clipboard window on the right hand side of the software.
5. Click where you want the pages inserted in Word or Powerpoint and then click on the image of the page you want to insert in the Clipboard. You can rapidly place a number of pages into Word or Powerpoint in this way.

Tip: If you copy the pages in DoView in the reverse order to how you want them inserted into Word or Powerpoint, you will find that they will end up in Office Clipboard in the right order for you to paste them into the other software in the correct sequence.

Part



Pages, copying between models

46 Pages, copying between models

To copy page(s) between models:

1. Open the file you want to copy from (**File > Open**).
 2. Open the file you want to paste to (**File > Open**).
- You should now have two instances of DoView running (you can move between the instances by clicking on each instance in turn in the Windows taskbar).
3. In the page list, right-click on the page you want to copy and select **Copy**. (Make sure you are just getting the right-click menu shown below, not the right-click menu for editing the page name).
 4. Go to the instance of DoView which contains the file you want to paste the page to.
 5. In the page list, right-click either on a page name (if you want to paste the page under it) or on the white area in the page list.
 6. Click **Paste**.

Copying a page with other pages under it

If you just want to copy a page on its own which has other pages under it, you can either: 1) leave the pages list, go onto the page itself, select and copy all of its context with a **Ctrl A Ctrl C**, then create a new page (by using the **New Page** tool in the page list) and then paste the contents onto that new page (**Right-click > Paste**); or, 2) copy and paste the page and the pages below it using the method set out for copying a single page above and then just delete the additional pages which were under the page you want copied.

Part



Page sizes

47 Page sizes

The default page size in DoView is called the standard compact 1 x 1 page. This page has been designed to be readable on a dataprojector screen in a medium sized room, be printed on U.S. letter or A4 sized paper and be readable in a web page version of a DoView model.

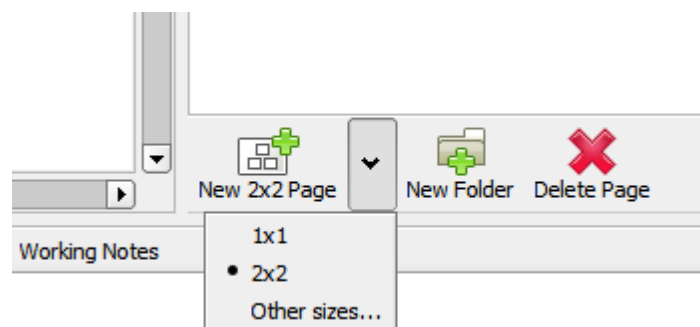
However, many other pages sizes can be used in DoView in addition to the compact 1x1 page. One good way of working with DoView is to construct your model out of compact 1 x 1 pages and then [clone](#) (make 'live copies') of your steps and other objects and then paste them onto larger pages (e.g. poster sizes). To quickly copy the entire contents of a small 1 x 1 page push **Ctrl A** then **Ctrl C**. Then go to the new larger page on which you want to clone your 1 x 1 model and do a **Right mouse-click > Paste as clone**. This means that you can always dataproject your compact model consisting of 1 x 1 pages and create a usable web page model out of it, but you can also create poster-sized versions of your model. This is why many page sizes in DoView are named as multiples of 1 x 1 pages (e.g. 2 x 2, 6 x 7). This is so that you can know how many 1 x 1 pages will fit onto the larger-sized pages. These sizes can be thought of as the number of 'columns' of 1 x 1 pages on a larger page by the number of 'rows' of 1 x 1 pages. E.g. a 2 x 2 page contains two 'columns' of 1 x 1 pages and two 'rows' of 1 x 1 pages - making a total of four 1 x 1 pages which can fit on the 2 x 2 two page. Similarly, on a 4 x 10 page, there can be four 'column's of DoView 1 x 1 pages and ten 'rows' of 1 x 1 pages - making a total of forty 1 x 1 pages which can fit on the 4 x 10 page.

There are also other page sizes (e.g. A4, US Letter) which are not made up of multiples of 1 x 1 pages. The dimensions of pages (in inches or centimeters) are shown when you click on a page name when selecting it from the **New page options** screen.

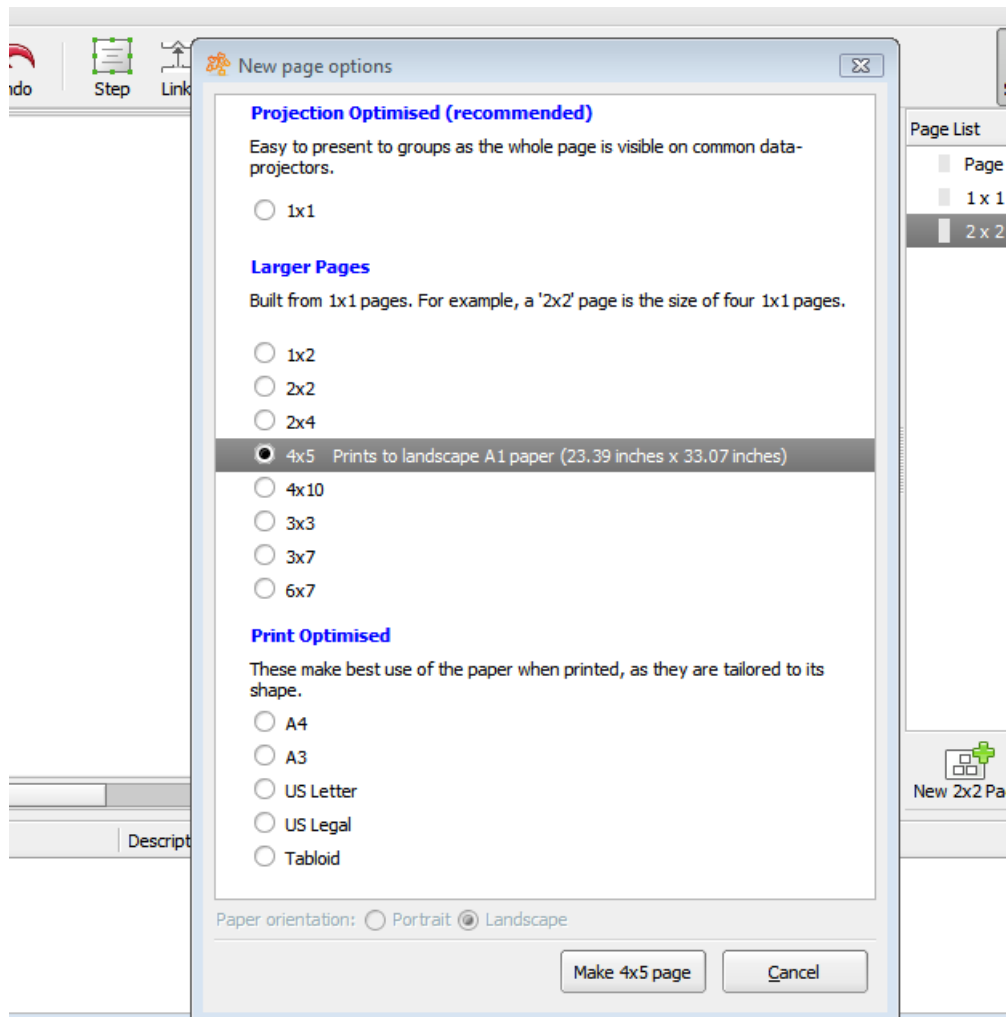
Selecting and creating new page sizes

1. Go to the **Small Page List Menu** at the bottom of the [Page list](#).
2. Click on the small arrow next to the **Create Page** icon. Note that you will see listed the page sizes of any pages which are already in your model, in addition to the option **Other sizes...**

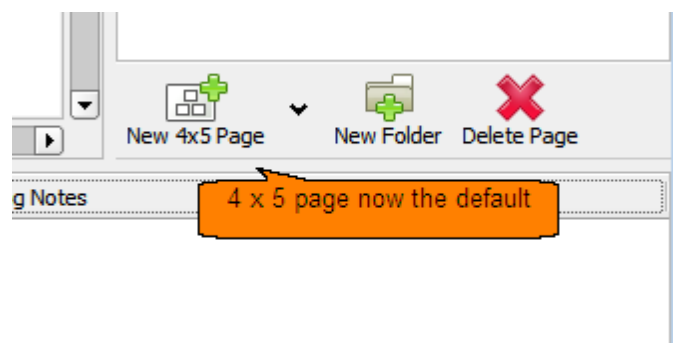
The screenshot below shows that this model contains two types of page size - 1 x 1 and 2 x 2.



3. If you want to create a new page (say a 4 x 5 page - which prints to landscape A1 23.39 x 33.07 inches) - click on **Other sizes...** . You will see the screen below.
4. Select 4 x 5 Prints to landscape A1 paper (23.39 inches x 33.07 inches). Click **Make 4 x 5 page** at the bottom of the screen. A new page will appear in the **Page list**, ready for you to name.



5. Whatever page size you selected, will become the default page size which will be created whenever you create a page from now on (by clicking on the **New page** icon) until you select a different page size. See the screenshot below.



Part



Printing as PDF file

48 Printing as PDF file

All pages in a model, or just a selection of them, can be printed to a PDF file along with the accompanying information in the details-table. You can send the PDF version of the model to others by email or use it to print out the model pages and accompanying details-table information. **This is the way you print from DoView.**

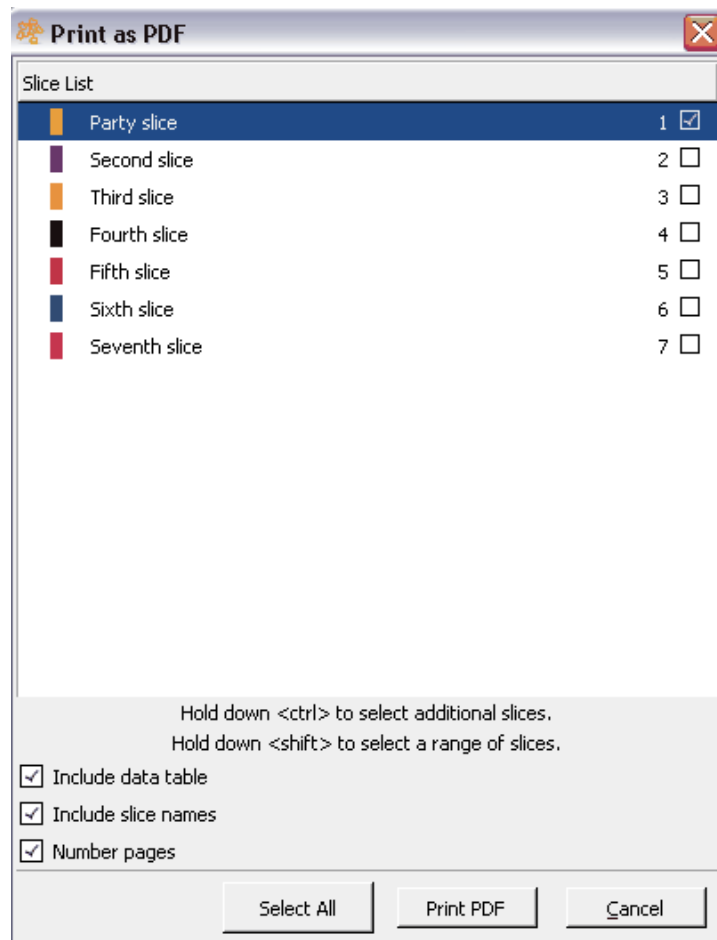
Print as PDF

To print as a PDF select **File > Print as PDF** from the main menu at the top of the screen.



Print as PDF options within Doviev

Select the DoView printing as PDF options you want from the following screen.



All the pages which you have selected to print as a PDF file will appear in the PDF file, one to a page in landscape layout. To select more than one page hold down **Ctrl** and to select a range of pages hold down **Shift**. The PDF printing options are:

Include page names - the name of the page will be printed in the bottom left hand corner on each page which contains a page.

Number pages - a page number will appear in the bottom right hand side of each PDF page.

Include data table (details-table) - information from the details-table will be included at the end of the PDF file. This will be set out in the following format: each step (only steps from the pages which are being printed are included); any details-table information for that step; information on links to and from the step (under the headings *This makes happen* and *This is the result of*). If there is any details-table information associated with a link this is shown by there being a small superscript number next to the initial symbol in the entry for that link (e.g. in the example below of *Music played at appropriate time*). This reference number refers to the number for the link. Those links which have information associated with them are listed at the end of the PDF file.

If there are additional objects on the pages which are being printed to PDF these will be listed in the order: indicators, questions and items.

Party venue secure 26

This makes happen:

» Appropriate company 27

This is the result of:

« Sufficiently skilled security guards 22

« Sufficient number of security guards 21

Satisfactory entertainment experience 9

Description: This includes both the volume and the quality of the music played.

Notes: Different guests may have different tastes in regard to music.

Working Notes: We need to do some more thinking about what we have called this step.

This makes happen:

» Guests feel relaxed 6

This is the result of:

«⁵⁸ Music played at appropriate time 24

« Appropriate music 25

Part



Model/file

49 Model/file

A DoView model is simply a DoView file. There are three DoView file types - the main file type ends with the file extension .doview. See [File Formats & XML](#) Section for more information.

Opening a DoView file

- Use the **Open** tool on the toolbar
- Select **File > Open** from the main menu at the top of the screen
- **Ctrl-O**.

Saving a DoView file

- Use the **Save** tool on the toolbar; or
- Select **File > Save** from the main menu at the top of the screen; or
- **Ctrl S**.

A single DoView file can contain all of the pages (diagrams) and related information about one or more projects. If you want to, you can further document your model by including [links out to web pages or local files](#).

Part



Multiple instances of DoView

50 Multiple instances of DoView

Every time you open a file within DoView a new instance of DoView starts. This lets you work on more than one [model](#) at a time. It also lets you copy and paste pages between instances of DoView (see the Section on [Pages, copying between models](#)).

Opening a new instance of DoView

- Click on the **Open** tool on the [toolbar](#)
- Select **File > Open** or **File > New Model** from the main **File** menu at the top of the screen.

Part



Web page models (creating)

51 Web page models (creating)

Any DoView file can quickly be made into a web page model for putting up on an intranet or the internet. Such web page models contain all of the [pages](#) from the model from which they were created, their clickable [page-jumps](#), and a list of pages for navigation (called the Contents list in the web page model). **Web page models do not contain information from the [details-table](#), nor do they let those browsing them on an intranet or the internet click on each [step](#) to see which steps it is linked to (by revealing the DoView [link icons](#)).** However, if you select a particular step within a DoView file (making its DoView link icons appear in any step it is linked to) and then immediately create a web page model, the web page model will show all of the DoView link icons for the selected step. If there are any thumbnail pictures included in steps (See Section on [Steps](#)) when you click on the thumbnail in the web page version, a large copy of the picture will appear if it is in the DoView file.

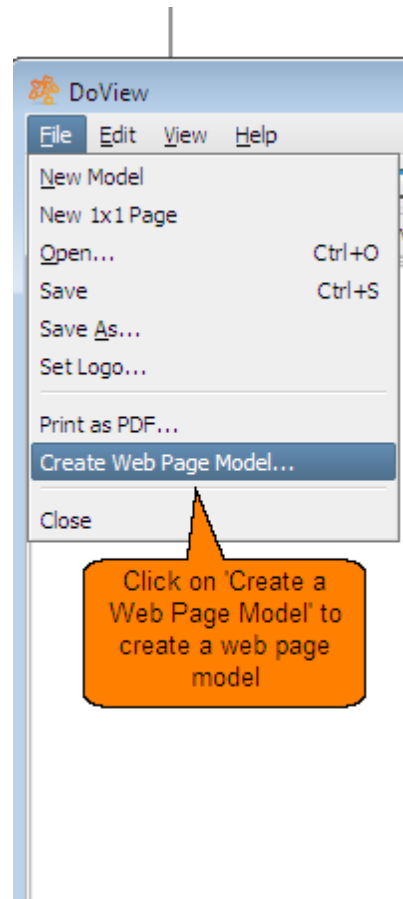
When you create the web page version of a DoView model, you have the option of including the following: a **Title** for the web page model; a logo of your own choosing; a hyperlink beneath the logo; a copy of the original DoView file you are creating the web page model from; and a PDF of the original DoView file you are creating the web page model from.

Tip: The web page model you create will include all of the pages (pages) within the DoView file you are creating it from. Therefore if you do not want some of the pages to appear in your web page model, save a special copy of your DoView file just for creating the web page model and delete from it all of the pages you do NOT want to appear in your web page model before you create the web page model.

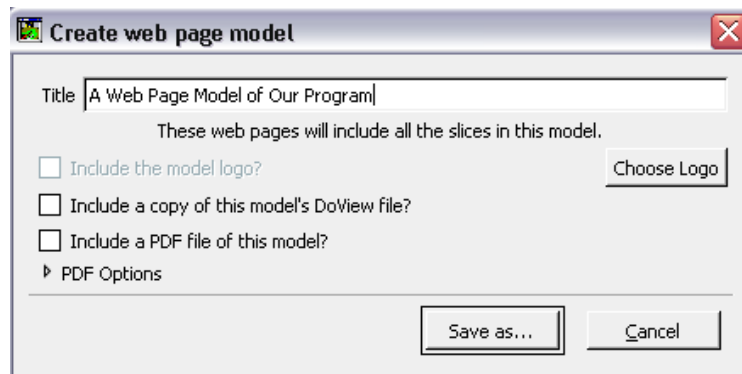
To see what a web page version of your model will look like see the Section on: [Web page models \(using\)](#).

Create web page model

To create a web page model select **File > Create Web Page Model** from the main menu at the top of the screen.

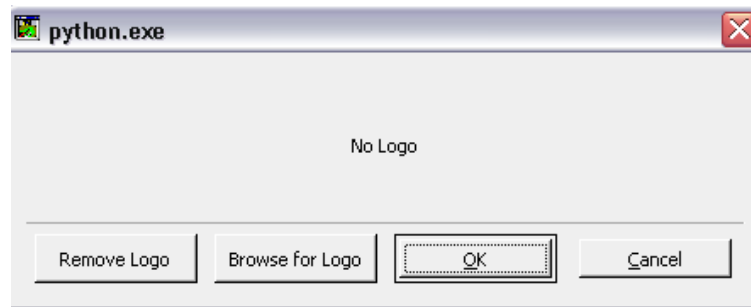


The following dialog box will open and you can then put in the **Title** of the web page model which will appear along the top of the web page version of your model.

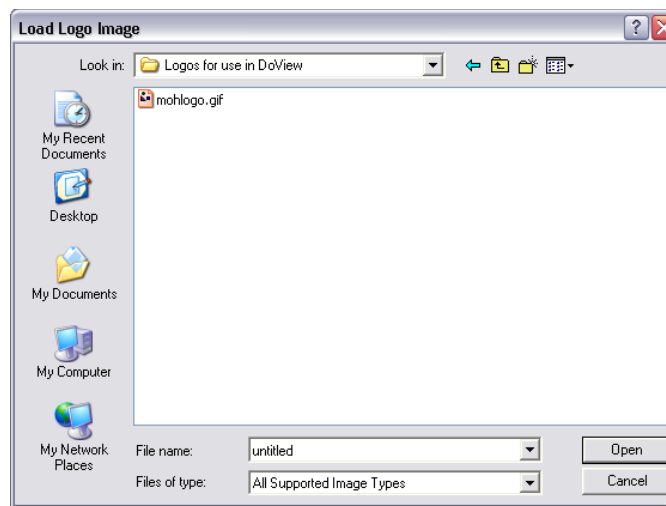


Including a logo in the web page model

You can include any logo of your choice in a web page model (just locate the file with the logo in it from your computer). It will appear in the top right-hand corner of the web page version of the model you create. First you need to choose the logo you want by clicking on **Choose Logo**. This opens the dialog box below:



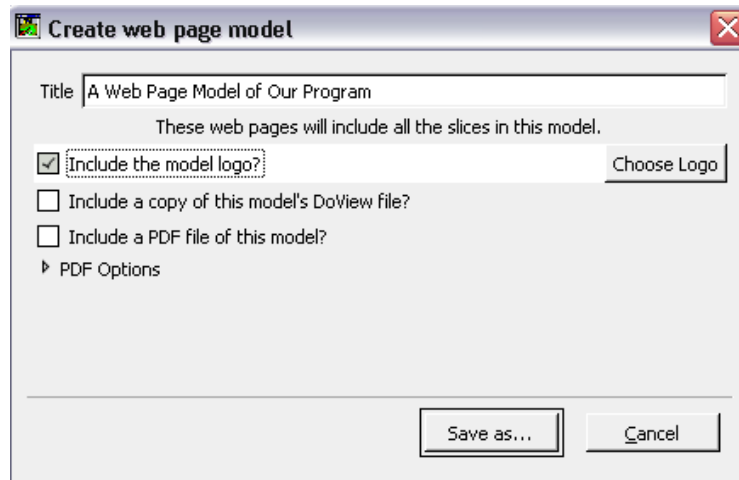
Clicking on **Browse for Logo** opens the dialog box shown below from which you can select the file containing the logo image you want to include in the web page version of your model.



The selected logo file will be loaded into the DoView file and remain in the file from then on (you can load a new logo at any stage). The dialog box below will open and you have the option of putting in a web address for the logo. This web address is where someone browsing the web page model will go if they click on the logo which will appear in the top right-hand corner of the web page version of the model.



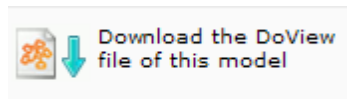
When you click **OK** you will be returned to the dialog box shown below:



Including a copy of the original DoView file

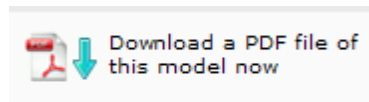
If you want to, at this stage you can check the box next to **Include a copy of this model's DoView file?** This means that in the final web page version of the model, the option shown below will appear on the Options bar at the bottom of the web page version of the model. Someone browsing the web page version of the model will be able to click on this and immediately download a copy of the original DoView file from which you are about to create the web page version of the model.

Caution: Before checking this option, you need to make sure that you are happy for anyone to be able to download, use and edit a copy of the original file from which you are creating the web page version of the model. Also you need to realize that this will give anyone access to whatever you have written in the details-table in the original DoView file. While the contents of the details-table do not appear in the actual web page version of the model, if you give those browsing the web page version of the model the option of downloading a copy of the original DoView file they will be able to see the contents of the details-table when they open up the DoView file.

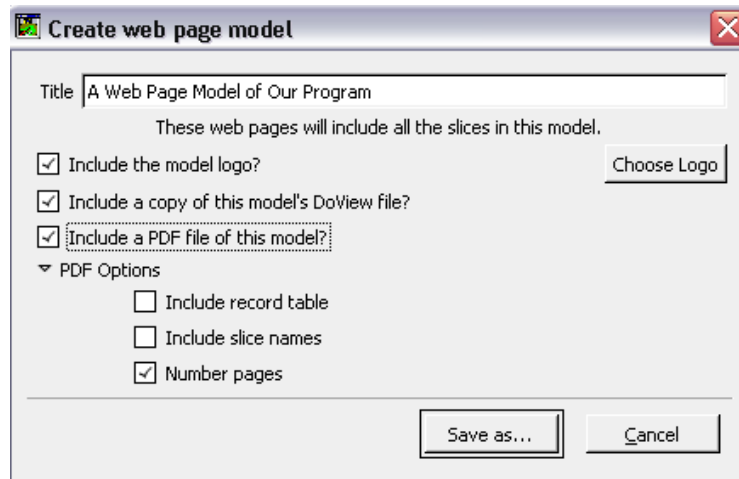


Including a PDF of the original DoView file

If you want, at this stage you can check the box next to **Include a PDF file of this model?** This means that in the final web page version of the model, the option shown below will appear on the Options bar at the bottom of the web page version of the model. Someone browsing the web page version of the model will be able to click on this and download a PDF of the DoView model. This PDF will include the [pages](#) in the web page model. The option to include the PDF in the web page version of the model is so that someone browsing the web page version can download the PDF if they want to print out all of the pages in the model.



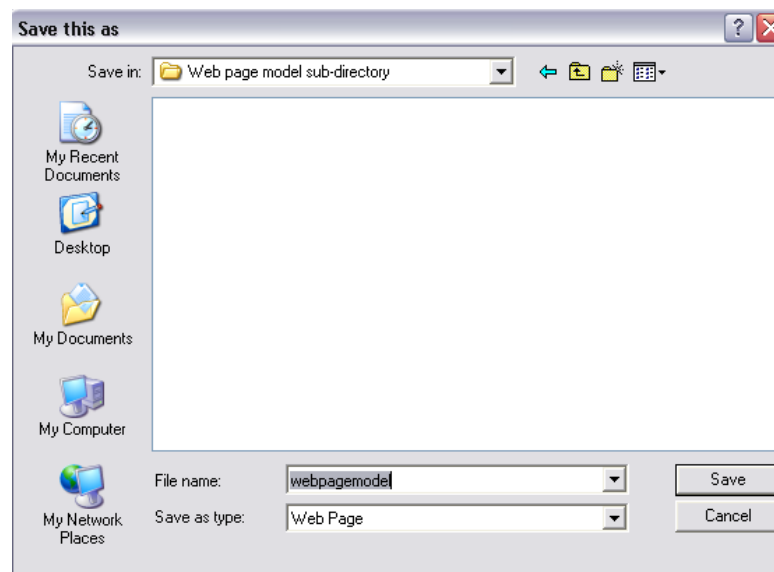
The options available for the PDF are the same as when using the [Print as PDF](#) command. When the option to include the PDF file of the model is checked, the normal [PDF options](#) will appear at the bottom of the dialog box as shown below:



Creating and saving a web page model

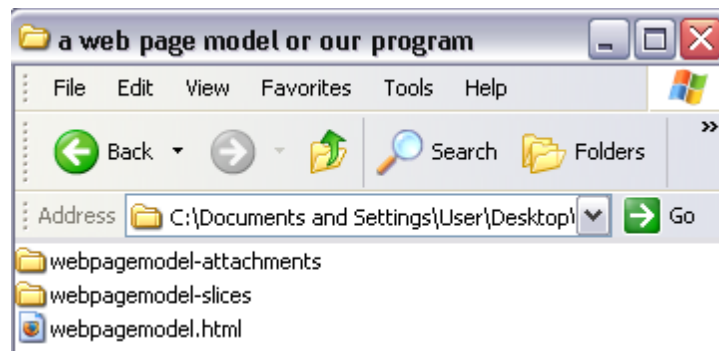
Once you have finished checking the options you want as outlined above, you click **Save as...** A normal file dialog box will open up for you to select the sub-directory on your local computer where you want to save all of the files which will make up the web page model (these are the full set of HTML and other files needed for the web page model).

Tip: The file name for the web page model should be as short as possible, all in lowercase and without any spaces. This is so that it will be easy for people to type it into a browser when they want to go to it on an intranet or the internet.



The full set of HTML and other files will appear in the subdirectory you have selected. They consist of a single HTML file with the name you have given it (e.g. *webpagemodel* in this case) and two subdirectories. The first sub-directory (e.g. *webpagemodel-attachments*) contains the original DoView file and a PDF file of the web page model if these options were selected when the model was created as outlined above. The second sub-directory (e.g. *webpagemodel-pages*) contains all of the pages which are included in the web page model. An example of the file and two sub-directories

which are created are shown below:



Publishing a web page model to an intranet or the internet

All that is now needed to publish the web page model onto an intranet or the internet is to transfer the above file and two sub-directories which have just been created to the appropriate sub-directories on the relevant intranet or the internet. You can ask the the Webmaster of the intranet or internet site where you want to put the web page model to do this for you. Usually the Webmaster will want you to zip the sub-directory where you have just saved the files which make up the web page model and email it to the Webmaster so they can unzip it and place it onto the relevant sub-directory on the intranet or at an internet site. Alternatively, if you have access to an intranet or internet sit via FTP, you can just directly copy the file and two sub-directories you have just created which contain the web page model onto the appropriate sub-directory on the intranet or the internet. Using FTP like this can be done directly from within File Explorer on Windows or by using any FTP software (like Cute FTP). You should just ask your Webmaster to set you up in this way to do this very simple operation to publish your web page model. Publishing your web page model in this way should be no more complicated that copying files between subdirectories on your own local computer.

For more information on what the final web page version of the model will look like and how to use it, see [Web page models \(using\)](#).

Part



Web page models (using)

52 Web page models (using)

A web page model of a DoView file is created with the command **File > Create Web Page Model**. More information [here](#).

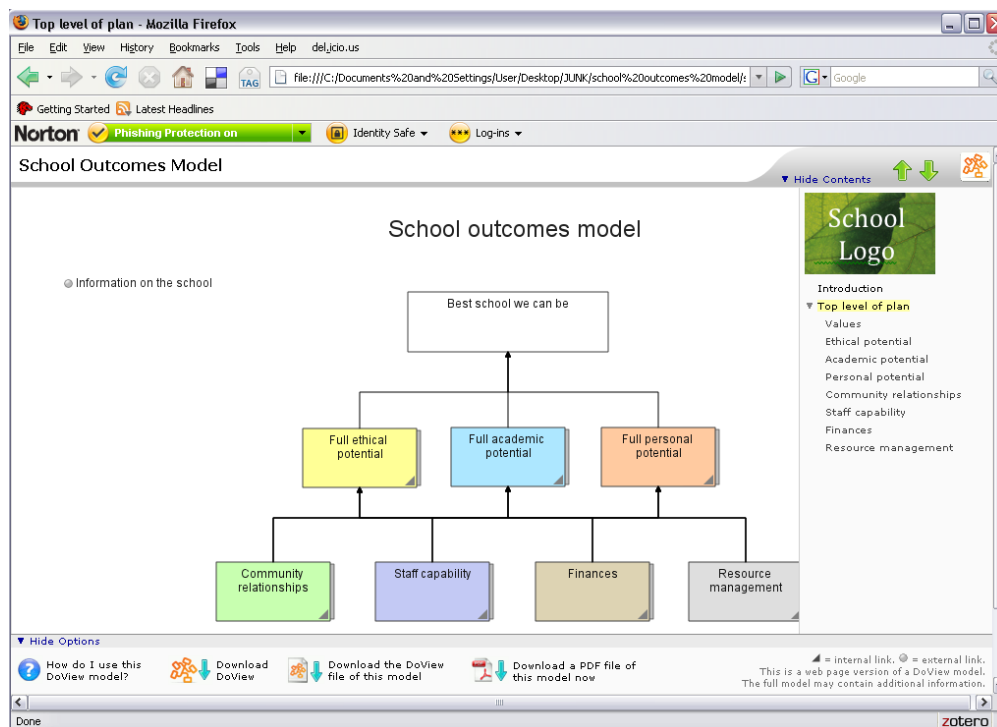
A web page model contains all of the [pages](#) from the model from which it was created, their clickable [page-jumps](#), and the list of pages for navigation. **Web page models do not contain information from the [details-table](#), nor do they let those browsing a model on an intranet or the internet to click on each [step](#) to see which steps they are linked to (by showing the DoView link icons) as can be done within DoView itself.**

However, if you select a particular step within a DoView file (making its DoView link icons appear) and then immediately create a web page model, the web page model will have visible all of the DoView link icons in the steps which are linked to the selected step. For more information on DoView links see the Section on [Links](#).

When the web page version of a model is created, the user has the option of including the following: a title for the web page model; a logo of their own choosing; a copy of the original DoView file they are creating the web page model from; and a PDF of the original DoView file they are creating the web page model from. If included, a unique feature of DoView is that the original DoView file and the PDF can be downloaded from the web page version of the model.

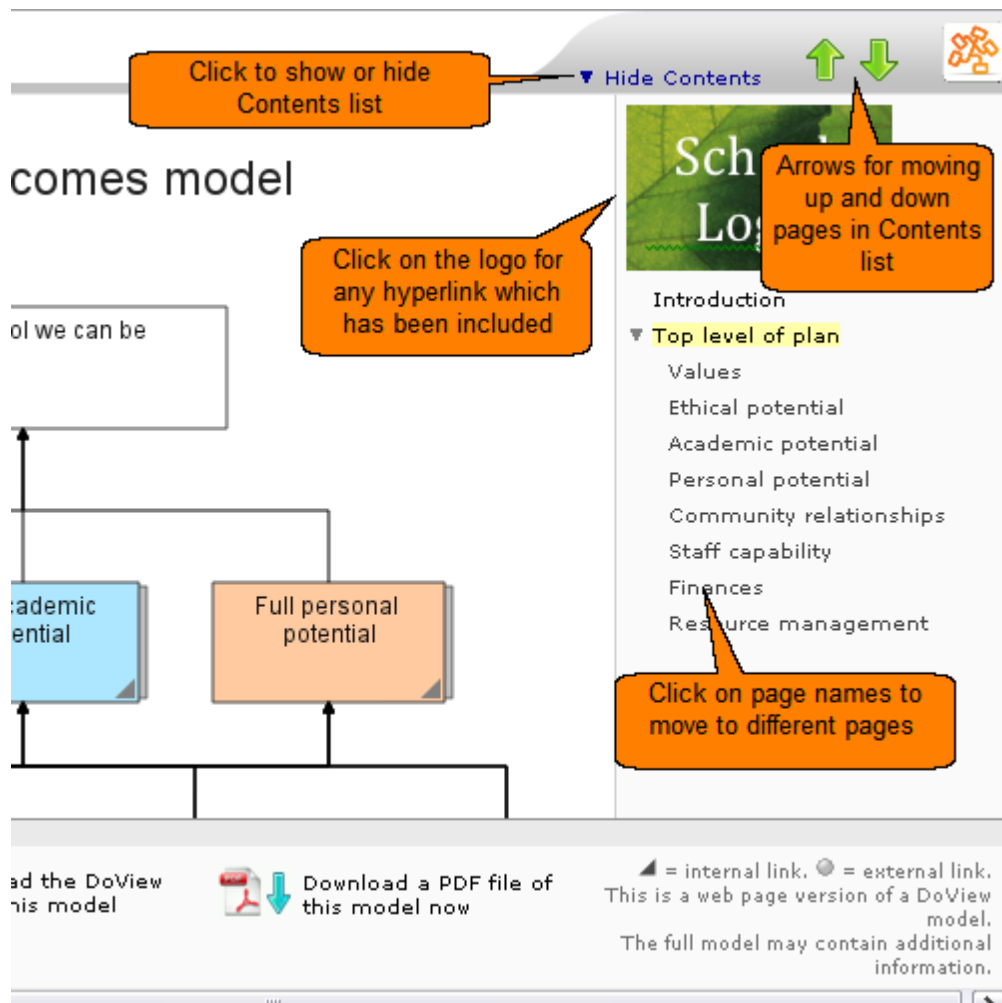
Overall look of a web page model

A web page model looks like the one below. Once it is put up on an intranet or the internet, it can be viewed in any internet browser. If the right-hand side of the web page model is hidden by the Contents list - it can be turned off by clicking **Hide Contents**. If the bottom of the web page model is hidden by the Options bar - it can be turned off by clicking **Hide Options**.



General navigation within a web page model

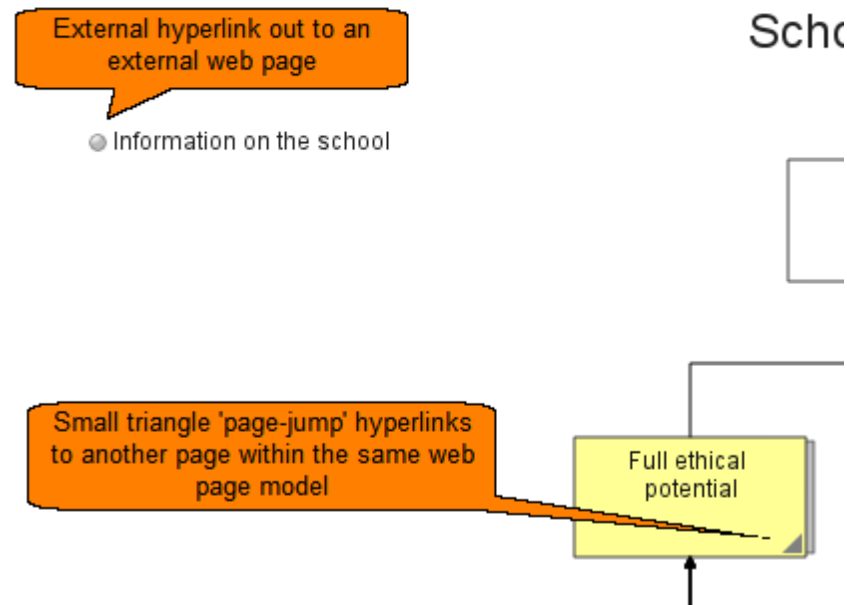
Someone browsing a web page model on an intranet or the internet can navigate around the webpage model as shown in the screenshot below.



'Page-jumps' within a web page model and external hyperlinks out to external web addresses

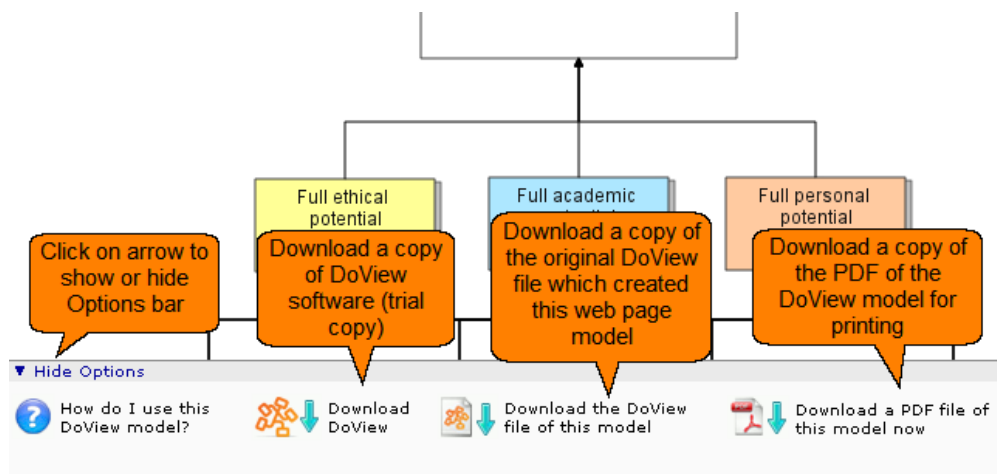
There are two types of hyperlinks which can appear on a DoView [page](#). The first is an external [hyperlink](#) out to any web address on the internet. The second is a 'page-jump' which takes the viewer to another page within the same web page model. The icons for these are shown in the screenshot below.

School Outcomes Model



Downloading DoView and PDF files from a web page model

A unique aspect of DoView web page models is that the original DoView file which created the web page model can be downloaded from the Options bar at the bottom of the screen when viewing the web page model. In addition, a PDF of the web page model can be downloaded for those who want to print out all of the pages in the web page model. The user who created the web page model has the option of including these two options in the web page model or not including them. For more on creating a web page model see [Section: Web page models \(creating\)](#). The web page model download options are shown in the screenshot below.



Part



Link out to web or file

53 Link out to web or file

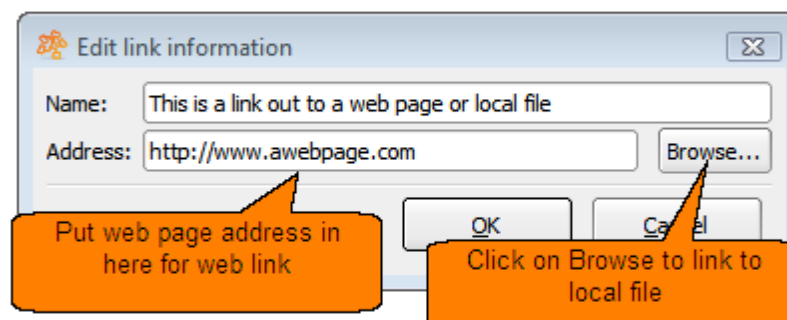
Hyperlinks out to external web pages and links to local files on your computer (e.g. Word, Powerpoint or Excell files) are types of [objects](#) which can be put onto a DoView [page](#). Links out to external web pages (small grey icons) can be used to link out to any web page (URL) on an intranet or the internet. Local links can be made to any file on your computer (small grey ring). If a local file can not be found any more, it will be shown with a 'broken' link icon (small grey icon with a cross through it).

- This is a link to an external web page
- This is a selected link to an external web page
- This is a local file link
- This is a 'broken' link to a file which cannot be found any more

Inserting a hyperlink out the web or to a local file

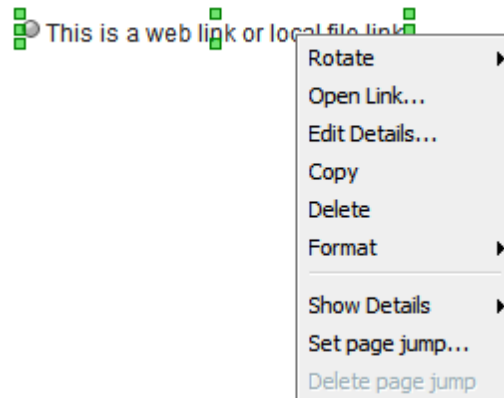
- Go to a blank area of a page and do a **Right-click > Link out to web or file**
- Push **Alt 5**.
- Copy an existing link out to web or file (**Right-click > Copy**), go to where you want the item to be, and do a **Right-click > Paste**.

The dialog box below appears when a link out to web or file is first created. Put the name of the link you want to appear on the top line and the address of the hyperlink on the second. To insert a link to a local file click on Browse and select the file.



Double clicking on a web link or local file link on a DoView page will take you to either the external web address (URL) or it will open the local file on your computer (you need to have the relevant software installed to open the file e.g. Excel to open an Excel file).

Right-clicking on a selected or unselected web or local file link gives the following menu which allows you to do things with the link.



Edit Details is used for editing the address and name of the web or local file link.

Including a page-jump with a text object

Text objects can have [page-jumps](#) associated with them. These are small triangles which allow you to jump to another page.

In contrast to other [objects](#) in DoView (text, indicators, evaluation questions, items), double clicking on a hyperlink does not allow you to edit it directly (because it takes you out to the external web address or opens the local file).

Part



Import-Export

54 Import-Export

The following can be used for getting information out of DoView (and in some cases into DoView):

- [Pages](#) can be moved between [instances](#) of DoView by using copy and paste in the page list (see Section: [Pages, copying between models](#)).
- All pages in a model can be transferred out of DoView by selecting each of them separately and pasting them into external software such as Word, Powerpoint or Outlook® (see Section: [Copying pages](#)). For better quality images in Word or Powerpoint, first create PDF of the pages you want to put into Word etc. Then select the page within your PDF software and Paste Special into Word or Powerpoint.
- All of the pages in a model and all of the contents of the details-table can be printed to PDF (see [Section: Printing as PDF file](#)).
- All of the pages in a model can be turned into a web page model which can be put up on an intranet or the internet (see [Section: Web page model \(creating\)](#)).
- The information in the Details Table can be exported as a CSV file File > Export to CVS. This file will be able to be read by Excel.
- Text within objects (steps, text, indicators etc.) can be copied and pasted back and forth between DoView and external software using a Right-mouse click.
- A DoView file can be saved in XML format which can potentially be accessed by some other types of software if it was explicitly set up to import the XML file produced by DoView. See the Section on [File formats & XML](#)

Part



Examples of use

55 Examples of use

This section provides examples of the ways in which DoView can be used as follows:

You should also see the DoView Video Tour Quick Examples Tour (select **Help** > **Tours** from the main menu).

- [Strategic plan](#)
- [Outcomes model](#)
- [Logic model](#)
- [Strategy map/Balanced Scorecard](#)
- [Evaluation & monitoring plan](#)
- [Stakeholder plan](#)
- [SWOT analysis](#)

55.1 Strategic plan

DoView can be used for high level strategic planning. Stakeholders often find it easier to think about their high level objectives when they are visualized as outcomes within a DoView model. DoView can also be used for specific tasks within strategic planning - [stakeholder planning](#) and [SWOT* analysis](#). The steps for developing a strategic plan in DoView are as follows:

1. Draw an outcomes model

For information on how to build an outcomes model see the Section on [Outcomes models](#). You can also find examples of outcomes models you can borrow to use yourself at [Outcomesmodels.org](#).

2. Mission and vision

The top levels of your outcomes model make up your vision and mission. You may want to write these out separately as in a traditional vision and mission statements, or you might be happy with the way they are visualized in your DoView model without having to have a separate vision and mission statement. If you want to simply use the DoView approach, print the high level pages out using [print as PDF](#) and use them as your high level vision and mission statement (you can put them up on the wall as you would a vision and mission statement if you like).

3. SWOT and stakeholder analysis

You can use DoView for various types of analysis. For example, [SWOT analysis](#) and [Stakeholder planning](#).

4. Priority setting

Get agreement of your internal and (as appropriate) external stakeholders for the priorities for your organization in the next planning period. You can mark these on your DoView model by making priority steps different colors (e.g. using the three different shades of blue to show priority) or you can just put numbers (1,2,3 priority) or letters (A,B,C priority) into the relevant step.

5. Show which activities contribute to which steps and outcomes

You can create [steps](#) for each of your organizational or project activities and then make links between these and the steps and outcomes in your model which that particular activity contributes to. Then [clone](#) them onto a [larger page](#) and [draw in the line and arrow links](#). This will give you an overview of why you are doing what you are currently doing. It can also be used to think about the priorities for action in the future.

* Strengths, Weaknesses, Opportunities and Threats analyses used in strategic planning.

55.2 Outcomes model

DoView is designed to help you quickly build large or small outcomes models. Outcomes model go by different names including: [logic models](#), intervention logics, program theories, theories of change, results chains, [strategy maps](#), cause-effect models, etc. The name 'outcomes model' is a generic term for any model that shows the causes and effects (steps) that lead to high level outcomes. DoView is purpose built software (as opposed to generic drawing software) which has been designed to help you build and work with such models efficiently. Once you have built your outcomes model for your project, organization, collaboration, joint-venture or sector, you can use it as the basis for many areas of organizational life. See the [DoView approach](#) for a brief discussion of the ways in which you can use a DoView outcomes model.

To build an outcomes model:

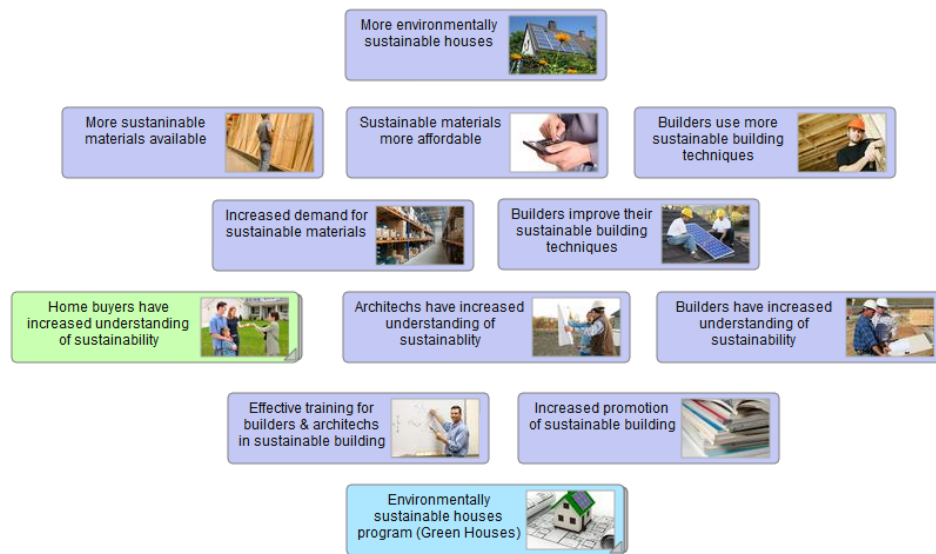
1. Identify the high level outcome or outcomes you want to achieve and enter them as [steps](#) on a DoView [pages](#) . If you are drawing a [Bottom-to-Top](#) model you can put your highest-level outcomes along the top of a page and the steps needed to achieve them below. If you are building a [Left-to-Right](#) model you can put your highest-level outcomes on the right-hand side of the model and the steps which are needed to achieve them on the left. For a set of guidelines on building outcomes models see the Section [Outcomes model guidelines](#)
2. Progressively put in the lower-level steps that need to be achieved in order to make higher-level outcomes happen. If you need more than one page, [drill-down](#) to lower level pages to put more detail about particular steps on those lower-level pages.
3. Put in [links](#) between lower-level steps and the outcomes above them which they make happen (in those cases where it is not visually clear which steps lead to which or where you want to store additional information (e.g. evidence) about the links). (See the [Details-Table](#) Section).
4. In larger models, containing many pages, you can make links between outcomes on different pages (See Section on [Links](#)).
5. Enter any additional information you have into the details table in [rows](#) associated with steps or links in your [model](#).

Adding indicators and questions:

If you want to, you can add [indicators](#) or [questions](#) (e.g. evaluation or research questions) and place them on a page near by the outcomes they apply to. For more information on using DoView to produce an evaluation plan see the [Evaluation Plan](#) Section.

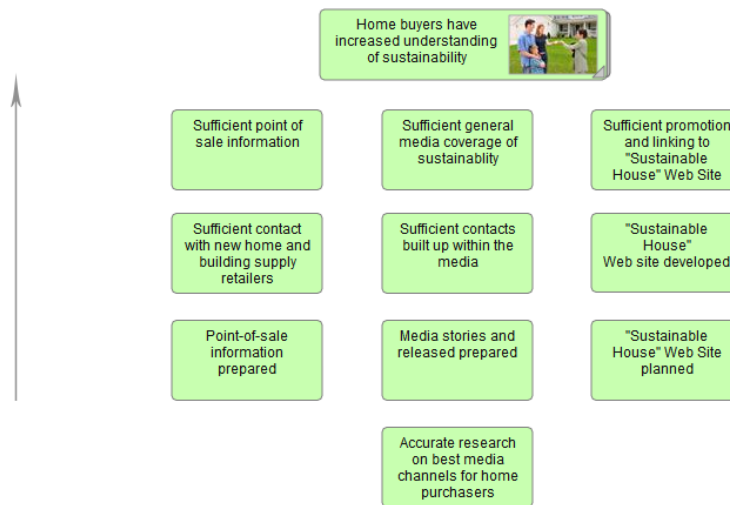
The example below shows two pages from outcomes model for a Green Houses - an Environmentally Sustainable Houses Project.

Green Housing Project - Outcomes



Top level of outcomes model - clicking on a 'page-jump' jumps to the drill-down page below

Home buyers have increased understanding of sustainability



Drilled down page - which shows more detail of the model

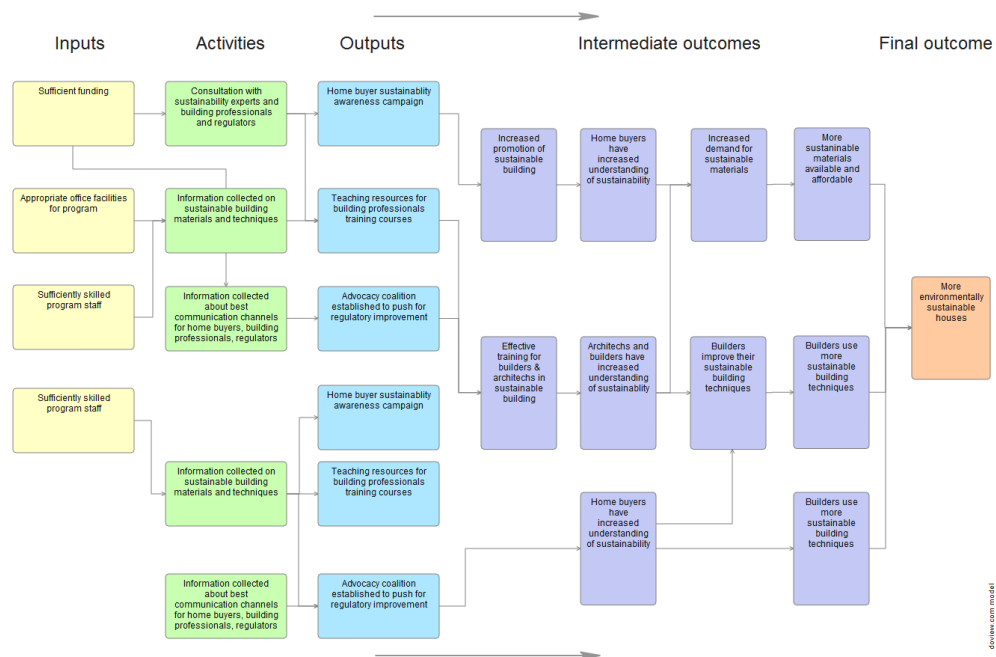
55.3 Logic models

A logic model (program logic) is a type of outcomes model which usually divides the elements in a model up into a set of levels. These may include: outcomes, goals, missions, intermediate outcomes, outputs, activities, tasks, drivers, key drivers, causes, effects, priorities etc.

So as to provide the most generic approach possible, DoView refers to all of these as just [steps](#). They are all steps in causal processes leading from the initial steps right through to the final outcomes (outcomes are also just entered as steps) which are the end result of the causal process.

If you want to structure your outcomes model, a traditional logic model (program logic) such as one below which has four levels - inputs, outputs, intermediate outcomes and final outcomes - can be drawn in DoView. This is done by putting all levels in as [steps](#) and differentiating between with labels put in as [text](#) objects.

Logic model high level - Sustainable Housing Program (Green House)

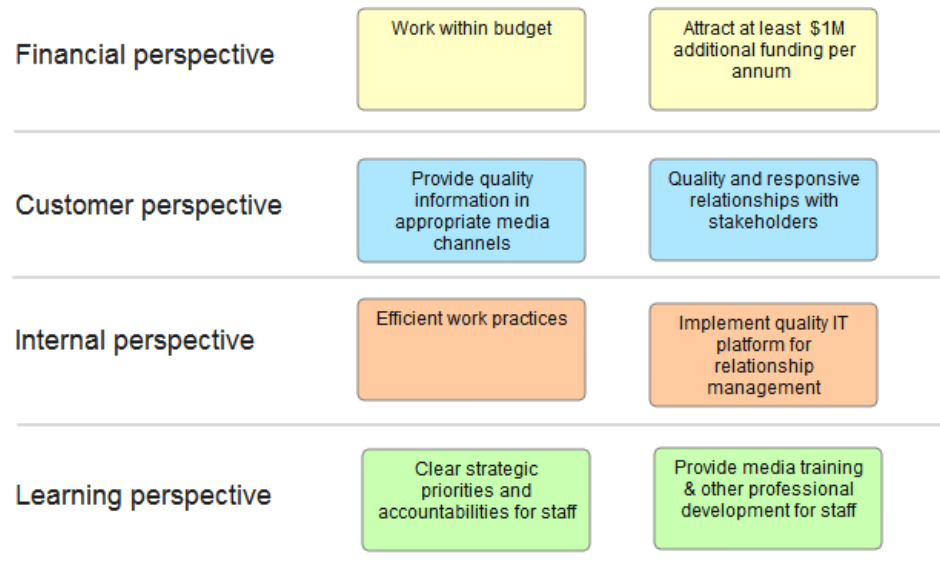


55.4 Strategy map/Balanced Scorecard

Strategy maps are another type of outcomes model developed by Kaplan and Norton*. Strategy maps are usually structured into the four levels used in Kaplan and Norton's Balanced Score Card approach.

The example below shows part of a strategy map for a Green House - Environmentally Sustainable Houses Program. It has been divided into four levels which have been entered as [text](#) objects (the text has been resized as large) with [rule lines](#) between them. The elements in the strategy map have been entered as steps. The bottom right green step has been selected and so you can see the [links](#) between this and two other steps in the strategy map in the 'Customer perspective' layer. If the user wished, they could enter information under such links in the strategy map into the [details table](#) row associated with the link.

Strategy map - Green Houses



DoView.com model.

* Kaplan, R.S. & D. P. Norton (2004) Strategy maps. Boston: Harvard Business School Press.

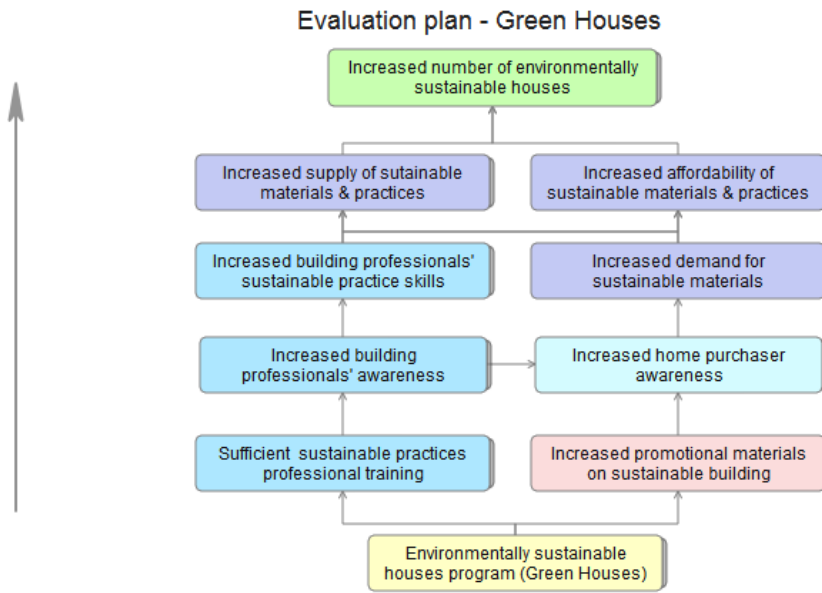
55.5 Evaluation & monitoring plan

DoView is ideal for building monitoring and evaluation plans based around a visual outcomes model (logic model). There are great advantages in having all the information in the one place that you need to discuss your monitoring and evaluation plan with stakeholders. You will find that when you are using your DoView visual monitoring and evaluation plan in a stakeholder or evaluation team meeting (DoView has been optimized for [use in meetings](#) with a data projector) all the information you will just be a click away.

You DoView monitoring and evaluation plan can then become a 'living document' which you keep up-to-date as a way of controlling the implementation of your evaluation. When you need to report to stakeholders on how the evaluation is tracking, you just need to either send them a copy of the plan in DoView, as a [PDF](#), or put the plan up as a [web page model](#).

To build a DoView visual monitoring and evaluation plan

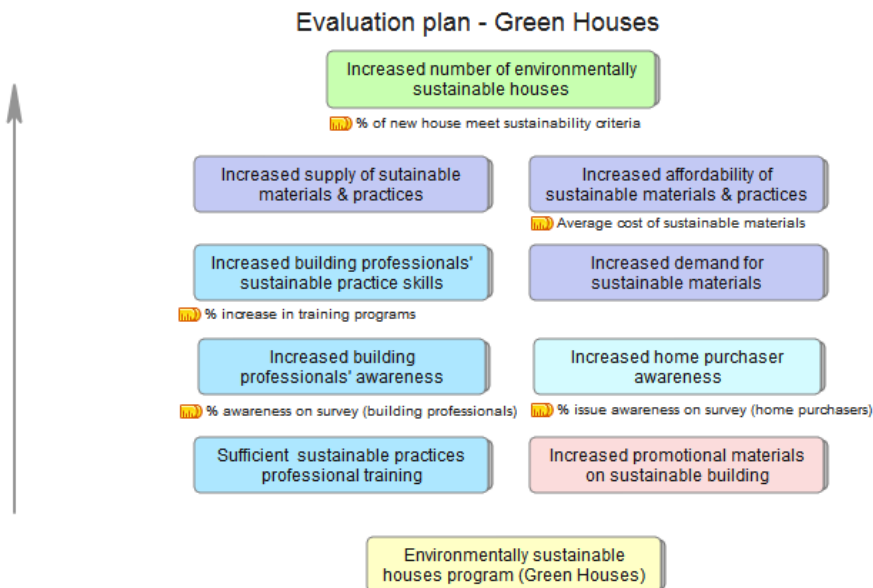
1. Draw an outcomes model using the method described in the [Examples of Use: Outcomes Model](#) Section.



DoView.com model

A DoView outcomes model (logic model). This one is Bottom-to-Top, it could be Left-to-Right.

2. Identify any [indicators](#) (measures of an outcome) and put them onto the model next to the outcomes they measure. You can erase the drawn lines and arrows from this version of the model so that you have room to see the indicators. If you make the model out of [clones](#), then if you update the name of a step in the model, it will be updated in the cloned version immediately.



DoView.com model

Indicators mapped onto the outcomes model (logic model), line and arrow links erased

If you wish, you can list the indicators by copying and pasting them as [clones](#) onto another page.

Indicators List - Green Houses

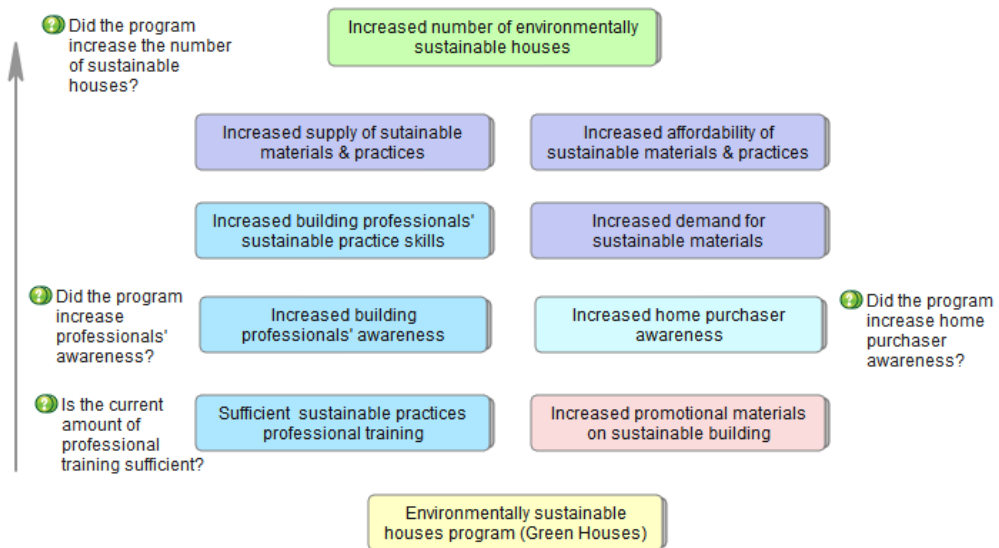
- 📊 % of new house meet sustainability criteria
- 📊 Average cost of sustainable materials
- 📊 % increase in training programs
- 📊 % awareness on survey (building professionals)

DoView.com model.

Indicator list 'cloned' onto another page

3. Identify any evaluation [questions](#) and put them onto the model next to the outcomes they measure.

Evaluation plan - Green Houses







DoView.com model

Evaluation questions mapped onto the outcomes model (logic model)

If you wish, you can list the evaluation questions by copying and pasting them as [clones](#) onto another page.

Evaluation question list - Green Houses

-  Did the program increase the number of sustainable houses?
-  Did the program increase professionals' awareness?
-  Is the current amount of professional training sufficient?
-  Did the program increase home purchaser awareness?

DoView.com model.


Evaluation question list 'cloned' onto another page

4. Identify possible, or actual evaluation projects, and put them onto another page in your model using [items](#) to represent them. Put the relevant evaluation questions under them.

Evaluation project - Green Houses



Evaluation Project 1: Quasi-experimental design of Green Houses program run in three localities compared to three control localities

Notes: This two year evaluation project will require external funding and will be the subject of an external research funding bid with three other research partner organizations.

-  Did the program increase the number of sustainable houses?


Evaluation Project 2: Survey of building professionals

Notes: Before and after survey of building professionals looking at awareness funded from within core evaluation funding.

-  Did the program increase professionals' awareness?
-  Is the current amount of professional training sufficient?

Evaluation Project 3: Survey of general public

Notes: Before and after survey of home purchasers looking at awareness funded from within core evaluation funding.

-  Did the program increase home purchaser awareness?

DoView.com model.

Evaluation projects with relevant evaluation questions 'cloned' onto the page

Tip: The notes [field](#) of the evaluation project items' [row](#) in the [details table](#) has been displayed on the page (**Right-click > Show Details > Notes**). Only one field from an object's row can be displayed at a time on a page and only certain objects (items, indicators, questions) can have fields displayed on a page in this way.

5. If you wish, you can also use DoView to build a simple project plan on another page for each actual evaluation project you are planning to undertake.

Project Green Evaluation Project 3: Survey of general public

■ Evaluation Project 3: Survey of general public

Notes: Before and after survey of home purchasers looking at awareness funded from within core evaluation funding.

📌 Did the program increase home purchaser awareness?

Identify possible survey companies - March 20
Identify sample frame - June 20
Identify survey questions - June 20
Finalize questions & sample frame with survey company - July 1
Sign off for survey to go into field - July 17
Review draft report - November 1
Receive final report - December 20
Start discussing report with decision-makers January-March.

DoView.com model.

Small project plan for evaluation project

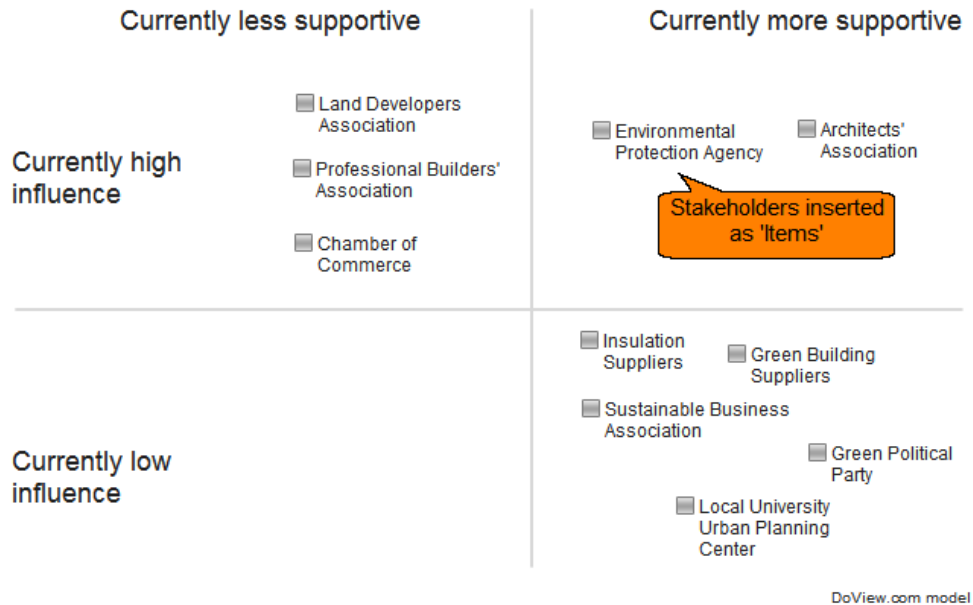
55.6 Stakeholder plan

DoView can be used to visualize where stakeholders stand on the dimensions of influence and level of support when this type of analysis is used in strategic planning. (Or other dimensions if you want to). See the [Examples of Use: Strategic Plan](#) Section on how to use DoView to build a strategic plan.

In the example below, stakeholders have been entered as [items](#) onto a [page](#). Additional information about a particular stakeholder can be entered into the [row](#) of the [details table](#) associated with the item which represents the stakeholder. Or a [page-jump](#) could be put under each stakeholder so you could jump out to a page which provided more details on them.

In a strategic planning meeting, stakeholders can be dragged around the page to the point which best shows where it is believed they are positioned in terms of influence and level of support.

Stakeholder plan - Green Houses



55.7 SWOT analysis

DoView can be used to do a SWOT (Strengths, Weaknesses, Opportunities, Threats) analysis as part of strategic planning.

In the screenshot below, the headings for Strengths, Weaknesses, Opportunities and Threats have been put on a page as [text objects](#) with large text size (**Right-click > Change Size > Large**). Under each heading, [items](#) have been used to put the Strength, Weakness, Opportunity or Threat onto the page.

SWOT strategy analysis - School

Identifying Strengths, Weaknesses, Opportunities and Threats Analysis

<p>Strengths</p> <ul style="list-style-type: none"> <input type="checkbox"/> Good teaching staff <input type="checkbox"/> Good relationships with community 	<p>Threats</p> <ul style="list-style-type: none"> <input type="checkbox"/> New school opening in the area <input type="checkbox"/> School facilities seen as old
<p>Weaknesses</p> <ul style="list-style-type: none"> <input type="checkbox"/> Relatively small school <input type="checkbox"/> Hard to attract staff 	<p>Opportunities</p> <ul style="list-style-type: none"> <input type="checkbox"/> Growing parent concern about children's grades <input type="checkbox"/> Possibility of building on adjacent land

DoView.com model.

The second stage of a SWOT analysis tries to identify strategies which are able to address the four possible combinations of strengths, weaknesses, threats and opportunities. DoView can be used to model this as in the screenshot below. The items from the page with the SWOT analysis above have been [cloned](#) onto another page, their size has been reduced to small (**Right-click**> **Change Size** > **Small**). The strategies have been entered as [items](#).

SWOT strategy analysis - School

Identifying strategies which meet Strengths, Weaknesses, Opportunities and Threats

	<p>Threats</p> <ul style="list-style-type: none"> <input type="checkbox"/> New school opening in the area <input type="checkbox"/> School facilities seen as old 	<p>Opportunities</p> <ul style="list-style-type: none"> <input type="checkbox"/> Growing parent concern about children's grades <input type="checkbox"/> Possibility of building on adjacent land
<p>Strengths</p> <ul style="list-style-type: none"> <input type="checkbox"/> Good teaching staff <input type="checkbox"/> Good relationships with community 	<ul style="list-style-type: none"> <input type="checkbox"/> Set up 'Friends of' group for school drawing on local community contacts 	<ul style="list-style-type: none"> <input type="checkbox"/> Set up campaign to support building on adjacent land
<p>Weaknesses</p> <ul style="list-style-type: none"> <input type="checkbox"/> Relatively small school <input type="checkbox"/> Hard to attract staff 	<ul style="list-style-type: none"> <input type="checkbox"/> Promote school as being a child friendly teacher friendly small cottage school 	<ul style="list-style-type: none"> <input type="checkbox"/> Investigate research on size of school and student outcomes

DoView.com model.

Tip: If there were a lot of Strengths, Weaknesses, Opportunities or Threats, one page could be used for each of the four possible combinations of Strengths, Weaknesses, Opportunities and Threats.

Part



Building outcomes models

56 Building outcomes models

This sections sets out information about building outcomes models. It goes beyond the rest of the information in this Help Documentation which is about the technical aspects of using DoView as a piece of software. The suggestions in this section apply to any outcomes models you build regardless of whether or not you use DoView to build them.

Different people have different approaches to building outcomes models. Some have rules about what you can and can not put into outcomes models. DoView is flexible enough to be able to accommodate any approach you may wish to use, or which you may be required by others to use.

However, having built many outcomes models in many different areas, at DoView we have a number of suggestions about how to make your models better and these are set out in this section.

- [Building good outcomes models](#) - a set of guidelines for creating well constructed outcomes models which can be used for many purposes (strategic planning, priority setting, monitoring, evaluation, research and development planning, contracting and other aspects of organizational life).
- [DoView model conventions](#) - some suggestions for conventions to use when building DoView models.
- [Why you should use compact pages](#) - the advantages of building your models in compact pages even if you also clone them to one or more large pages for printing to ledger/A3.
- [What is an outcomes model?](#) - why DoView keeps things simple by referring to all elements in an outcomes model simply as outcomes at various levels rather than requiring you to have work out exactly what type of element you are dealing with (e.g. goals, missions, intermediate outcomes, outputs, activities etc.)
- [Non-siloed outcomes models](#) - explaining why it is an important feature of DoView that it lets you link any outcome to any other outcome and it lets you clone outcomes, which avoids you being forced to just drill down in single 'silos' under individual high level outcomes as happens with some other software and database approaches.
- [Typical DoView process](#) - summary of the process of meetings etc typically used when building a DoView outcomes model.
- [Using DoView in meetings](#) - how to optimize using DoView in meetings.
- [Workflow - Many projects within an organization](#) - discussed how to work in a situation where you are dealing with multiple projects which are all contributing to one set of high-level outcomes.
- [Workflow - OutcomesModels.org - models you can use](#) - a set of outcomes models you can use is available at www.outcomesmodels.org

56.1 Building good outcomes models

DoView is flexible enough for you to build your outcomes models any way you, or those you work for, want you to. However, to get the most out of the outcomes models you build in DoView (or in other software for that matter) you might like to look at the guidelines for drawing outcomes models set out below. In particular, if you draw your outcomes models in this way you will find that they can be used for a broad range of purposes. Some other ways of drawing outcomes models, for instance those that demand that you only include outcomes which you can currently absolutely prove you changed, leads to very limited outcomes models. Such models may be able to be used for accountability but are not much good for other purposes such as helping you think strategically about other things you could do or about what you can and what you cannot evaluate in terms of outcomes. A well built DoView model should be able to help you with strategic planning, priority setting, monitoring, evaluation, research and development planning, contracting and other aspects of organizational life.

Guidelines* for drawing good outcomes models are:

1. Use outcomes not activities as your [step](#) names. You can change an activity (doing) into an outcome (done) by just changing the wording (e.g. 'Increasing stakeholder support' to 'Increased stakeholder support').
2. Let your outcomes models include any of the 'cascading set of causes in the real world'. In DoView we just refer to every type of cause at whatever level as an outcome. See the [What is an Outcomes Model?](#) Section for the reasons why. The steps that are put into your models do not have to be limited just to your measurable, attributable (ones you can absolutely prove you changed) or accountable outcomes. There is usually a lot of resistance to putting in your outcomes models non-measurable and non-attributable outcomes. This is because stakeholders want to manage their risk around being held to account for the outcomes that go into such models. This is a genuine risk but is best managed by dealing with measurement, attribution and accountability after your have built your base model. For instance, by dealing with measurement by putting [indicators](#) onto your model (doing it this way lets you see which outcomes you do not yet have indicators for); by dealing with attribution by going through later and marking those steps which are attributable to a particular player (you could do this with color, brief letter codes, or put the player in as a step and making [links](#) between them and all of their attributable indicators); and by dealing with accountability by also going through later and marking those steps for which a particular player is going to be held to account (or contracted to do).
3. If you are not required to by others, do not force your outcomes model into particular horizontal 'levels' within the model such as inputs, outputs, intermediate outcomes and final outcomes. It is possible to do this in DoView if you want to (e.g. see [program logic](#) and [strategy maps](#)), however in some cases it may distort a good clear visualization of the flow of causality in the real world. For instance, some types of outputs (for instance) may reach further up one side of an outcomes model than another. Forcing artificial horizontal layers onto an outcomes model often distorts it and makes it harder for stakeholders to 'read' the logical flow of causality in the model. The concept of outputs is useful for accountability purposes and they can be identified later at whatever level of a model they are located by going through and marking them with color or brief letter codes.
4. Do not 'silozie' your model. Silozing is when you draw an outcomes model in a way that artificially forces lower level outcomes to only contribute to single separate high-level outcomes. In the real world, good lower level outcomes can contribute to multiple high-level outcomes. Any outcome can potentially contribute to any other outcome in a model, the way you draw the model should allow for this. In contrast to many other software visualization and database approaches DoView never forces you to silozie your outcomes model. Any outcome (step) can be connected to any other outcome at any level through using [linking](#).
5. Use 'singular' not 'composite' outcomes. Composite outcomes contain both a cause and an effect (e.g. increase seat-belt use *through* tougher laws). This should be stated as two, rather than just one outcome. Words like *through*, or *by* in an outcome show that you are looking at a composite, rather than a singular outcome.
6. Keep outcomes short. Outcomes models with wordy outcomes are hard to read. To help you do this, DoView lets you include separate descriptive notes in [rows](#) within the [details table](#) where you can put as much detail as you like about any outcome (step).
7. Put outcomes into an hierarchical order. The normal DoView convention is to have highest level outcomes at the top and then [drill down](#) to lower level outcomes. Use the simple rule that you can tell that outcome A is above outcome B in a case where, if you could magically make A happen, you would not bother with trying to make B happen.

8. Each level in an outcomes model should include all the relevant steps needed to achieve the outcome(s) above it.
9. Keep measurements/indicators separate from the outcomes they are attempting to measure. Measurement should not be allowed to dominate an outcomes model. If it does you are drawing a model of what you can measure, not what you want to do. Using DoView measurement can be introduced at a later stage by putting [indicators](#) onto a page. In those relatively small number of cases where a measurement also acts as an intervention in its own right (e.g. some audit procedures), then it can be included as an outcome (step) within a model.
10. Put a 'value' in front of your outcome (e.g. suitable, sufficient, adequate). You do not need to define this at the time you first build your outcomes model. If it is not clear exactly what it amounts to, it can become the subject of an evaluation project later on.
11. Develop as many outcome pages as you need (but no more). In an outcomes model you are trying to communicate to yourselves and to other stakeholders the nature of the world in which you are trying to intervene. Pages can be seen as a series of cuts through the world of outcomes in your area of interest. For instance you might have pages at the national, locality, organization and individual level. The trick is to get the smallest number of pages needed to effectively communicate the relevant outcomes in the model. DoView lets you quickly move through your pages once you have built them with [page-jump](#) hyperlinks.
12. Do not assume that you need a single high-level outcome at the top of an integrated organizational outcomes model. Outcomes models should be about the external world, not just about your organization. Often organizations are delegated to undertake interventions in a number of areas or sectors that are best modeled separately. If you build separate models for the conceptually different areas or sectors you are intervening in, you can then just take that specific model and use it in discussions with stakeholders from that sector. This keeps things really clear for external stakeholders as the specific outcomes model which they are interested in is not enmeshed with other outcomes from other sectors they are not interested in. In addition, if you have drawn your models as generic 'cascading sets of causes in the real world' as suggested in 2 above, rather than restricting them only to outcomes which are attributable (ones you can absolutely prove just you changed) to you, you will find that they make a lot more sense to external stakeholders. External stakeholders can then just map onto the outcomes model the particular outcomes they are focusing on.
13. Include both current high-priority and lower priority outcomes. Your outcomes model should be as accurate a model as you can draw of the 'cascading set of causes in the real world' therefore it is not just about the current priorities you can afford to work on if they are a sub-set of the wider outcomes picture. Once you have drawn your outcomes model you can then map a typically more limited number of priorities onto your more comprehensive outcomes model. This allows you to think strategically about alternative options in the future and reflect this by changing your priorities. If your outcomes model only includes your current priorities it gives you no steer as to how your current priorities map onto the real world. In a public sector context this also allows outcomes models to support public sector employees providing 'free and frank advice' about how the world is – i.e. the cascading set of causes in the real world. It is also consistent with the idea of evidence-based practice. It is then up to elected government officials to decide what their priorities will be and these can be mapped onto the underlying outcomes model. This approach means that outcomes models do not have to change every time there is a change in the elected official in charge or of the government as a whole. If elected official priorities change they are simply mapped onto the more comprehensive outcomes model.

* Based on Duignan, P. (2008). Standards for drawing outcomes models. Outcomes Theory Knowledge Base Article

No. 210. [<http://knol.google.com/k/paul-duignan-phd/standards-for-drawing-outcomes-models/2m7zd68aaz774/28>].

56.2 Suggestions for laying out models

Outcomes models can be visualized in different ways..Some suggested visual conventions for drawing outcomes models in DoView are set out below if you are representing your models as a [Bottom-to-Top model](#):

- Put your highest level outcomes at the top of a page and lower level outcomes below them. This is consistent with outcomes orientated thinking because it makes the high level outcomes the most prominent part of the model. It is also convenient because you usually have more lower level outcomes in a model than high level ones and these can spread out over more than one page, using [drill down](#) below a high level page containing your high level outcomes. You can insert a [direction pointer](#) to show the direction in which the model is flowing.
- For outcomes that affect many levels of other outcomes, put them down one side of the model by [rotating](#) them to show that they 'flow-over' the whole model.
- Do not put measurements (indicators) in as steps within your outcomes models, put measurements in as [Indicators](#).
- Use colors to help readers understand an outcomes model (e.g. by using it to signify different [drill-down](#) pages).
- Use the color of the color blocks next to page names to also help readers understand how your model flows. See Section on [Pages](#).
- Use positioning of outcomes to visually show causality.
- Use different pages to show outcomes which are conceptually connected, for instance, have a page for national, locality, organizational and individual level.
- Put the date and version number in small [text](#) at the bottom right of your page.

56.3 Why you should use 1 x1 pages

DoView lets you use a range of [page sizes](#).

However, there are a number of advantages in using the default compact 1 x1 pages when you first build your mode. If you build a model using compact 1 x1 pages you can, if you wish, also clone all of it onto one or more larger pages so that you can print it in larger printed poster formats. See the Section on [Clones](#) for more information.

The advantages of using compact 1 x 1 pages are as follows:

- Compact 1 x1 pages can always be viewed on a dataprojector. The philosophy behind the [DoView approach](#) is to build a comprehensive outcomes model (program logic, strategy map, results chain etc) which can be used for integrating all aspects of organizational or project life - strategic planning, monitoring, evaluation, contracting etc. This means that the model needs to be able to

- be used in all important meetings and amended in real-time in such meetings.
- Breaking your model up into compact 1 x 1 pages encourages a modular approach to outcomes model (program logic etc) development. Such a modular approach breaks an outcomes model up into pages such as a national, local, institutional, individual etc level. This approach increases efficiency because you can borrow modules from other outcomes models which you can then amend and fit into the model you are working on. Once you have built your outcomes model you can then take modules from it and you, or others, can use them in subsequent models in the future. Models from which you can borrow some or all pages are available at www.outcomesmodels.org.
 - Compact pages can be emailed to anyone and viewed either on screen or printed as either a PDF produced by DoView (See Section on [Printing as PDF file](#)) or as a DoView file for those who already have DoView or who want to download the [DoView 30-day free trial](#). Being able to share outcomes models with all of your colleagues is another aspect of the DoView approach.

56.4 What is an outcomes model?

An outcomes model is simply the 'cascading set of causes in the real world' which lie behind any outcome occurring.

A range of different terms are used in strategic planning, project planning, program logic and outcomes models for the elements which can go in these models: These terms include: outcomes, goals, missions, intermediate outcomes, strategies, outputs, activities, tasks, drivers, key drivers, causes, effects, priorities etc.

Many type of strategic planning software hard-wire these terms into their structure. As a result, many normal users spend a lot of time trying to work out whether something is an activity or an intermediate outcome, or an output or a whatever.

The DoView approach is to keep it all very simple and is based on the belief that all we are talking about here is a set of things causing other things. At the top we have some outcomes and all of their causes, from those at the very bottom, which make them happen. To keep it really simple, DoView just calls all of these steps which lead to outcomes at the top.

The technical reason for calling them all outcomes is that the distinction between an outcome and lower level steps is often a relative one. An outcome for one organization may be a strategy step for another organization. The DoView approach is to draw outcomes models which are about the real world, not just about organizations. This makes such models much more useful for a wide variety of purposes.

There is no reason why, after you have built a DoView model, you can not go through the model and identify elements in it for particular purposes. For instance you might want to go through and identify all those which are outputs for a particular party (color them, or put a text code in them, or [link](#) the particular player to them). (Outputs are easily measurable actions that players take and which they are held to account for doing).

56.5 Non-siloed outcomes models

DoView lets you build 'non-siloed' outcomes [models](#). Have you ever been frustrated working with a strategic planning or other outcomes system which forced you to enter an activity or task under just a single higher level outcome? If so, you were up against a system which demanded a 'siloed' approach.

The purpose of [building good outcomes models](#) is to try to realistically model the pattern of causes and effects in the real world which lie behind your project, program, policy, organization, joint-venture or sector. Software or database approaches which force you to build a 'siloed' model force you to distort the reality you are working with. Users often have to respond to such artificial restrictions by putting in the same, or sometimes differently worded, but similar, lower level outcomes under a number of the higher level outcome silios. This is inefficient and creates confusion for those viewing the model.

In contrast, DoView lets you [link](#) any lower-level step to any number of higher-level outcomes within a model and so lets you create non-siloed more realistic models. When your models include more than one page (which is often the case) DoView lets you place [clones](#) ('live copies') of any of your outcomes on any [page](#). When it comes to updating an outcome, the name, row in the details table and links of any clones of the outcome you are updating are all updated automatically right across the model.

56.6 Typical DoView process

This section sets out a few suggestions about the process of working with a group or organization in building an outcomes model using DoView. These suggestions come from building a large number of models for different organizations in different sectors using DoView.

A typical DoView outcomes model building process can go as follows:

- Meet with those commissioning the work and tailor the following process to the particular program, organization or sector.
- Meet with a wider group of stakeholders and explain how the process is going to roll out. Show some examples of DoView models. Get initial input on the process. Discuss the DoView suggestions for building good outcomes models (See [Building Good Outcomes Models](#) Section). (Say a 1-2 hour meeting).
- Work with a smaller group to build the initial draft of the outcomes model. Have in the room the highest level stakeholder you can, one person who knows how to work DoView and draw DoView models. Several people who are subject experts. Try to keep this group reasonably small. (Say four 3 hour meetings). Get participants to bring to the meeting any documents which set out outcomes of any type or the program, organization or sector. Building outcomes models can be rather intense work so 3 to 3 1/2 hours is usually about the right length of time.
- Take the draft model back to the wider group of stakeholders. Make sure the members of the smaller group attend this stakeholder meeting (they will be able to explain some of the decisions which have been made in building the draft model).
- Reconvene the small group to look at the feedback regarding the model and to amend the model as appropriate.
- If appropriate, start work on identifying indicators and evaluation questions if this is part of what you are planning to do.
- Appoint someone to be the 'Keeper of the model' who will keep it up to date and maintain it over

time. They can keep the Master copy of the model and send out copies for others to look at and use in DoView on their own computers.

- Have the small group reconvene from time to time to make sure that the model is still up to date.

Remember

- There are usually a number of good ways of drawing a DoView model. You do not have to get THE right way of drawing the model, just one of the good ways of drawing it.
- There are 'lumpers' and 'splitters' in the world. Lumpers will want to lump outcomes together and splitters will want to divide them up into smaller and smaller outcomes. Generally let the splitters do a little more splitting at the start of the process because you can always lump outcomes together later on.

56.7 Using DoView in meetings

The DoView approach is that a comprehensive electronic version of an outcomes model (strategy map etc) should lie at the center of all program and organization life. The same basic outcomes model should be used for strategic planning, priority setting, monitoring, evaluation, reporting, research and development planning, contracting and other aspects of organization life. Such models need to be well constructed and they should be visualized in software in such a way that they can be used in real-time during any important program or organizational meetings.

Users often build large outcomes models with other types of software which they can read at the resolutions normally used on desktop PCs or when printed out on large pages (such as ledger/A3). Such models can be built in DoView if the user wishes. However, when such models are used in a meeting with a data projector, meeting participants often cannot read the detail in the models. This happens because of the combination of data projectors' resolution (often 1024x768) and the physical size of the typical data projector screen which is used.

DoView has been designed to make sure that, as far as possible, all the details of any DoView model (when built using compact pages) are clearly viewable when used with a data projector at 1024x768 resolution on a typically-sized physical data projector screen in a medium sized meeting room. (See the Section on [Why You Should Use Compact 1 x1 Pages](#) for more information, and note that you can [clone](#) a copy of your model made in compact pages to a larger poster size pages whenever you wish.

This enables the electronic version (rather than just paper printouts) of a DoView model to be studied and amended in real-time within a meeting. **If the screen is too small in a very large conference room then the model will not be able to be viewed properly.**

If using DoView with a data projector you should check that the data projector is set at a 1024x768 resolution. This will make sure that the details of the model as large as they can be on a data projector screen. See the Section on [Screen resolution](#) for more information.

56.8 Workflow - Many projects within an organization

If you have many projects within one one program or organization your workflow for using DoView can be as follows:

1. Develop high-level outcomes diagrams (outcomes models)

A set of high level outcome diagrams could be build by senior management and those doing strategic planning (let's call them the Strategic Planners for the sake of the discussion here) for your overall program or organization. In addition to the high level outcomes diagrams in this model, there should also be a diagram listing all of the projects within the program or organization. The project names can just be entered as steps (you may like to put '(P)' in front of them so you can recognize them as steps later on. You can fit thirty or so of these onto a single [compact](#) diagram (page) and can include more than one page if you have more than thirty projects. This Program or Organization-Wide High-Level Outcomes Diagram (Model) which includes the high-level outcomes diagram and also the project should be held and maintained in a single DoView file by one person in management or planning (e.g the Strategic Planner). You should think of it as being like a software spreadsheet, there needs to be someone who holds the master copy to make sure that it is kept up-to-date and maintains its integrity. This Program or Organization-Wide High-Level Outcomes model can be turned into a web page model (**File > Create Web Page Model**) and put up on your organization's intranet or on the internet (see [Section: Web page models \(creating\)](#)).

2. Individual project DoView models

Each project team then develops its own DoView model which just contains diagrams at the project level (typically this might be 4 or so pages - perhaps more). The diagrams for each project can be held in separate DoView files. This file should be held and maintained by someone in the individual project team - let's call them the Project Team DoView File Holder. Each project set of outcomes diagrams can be turned into a web page model (**File > Create Web Page Model**) and put up on your organization's intranet or on the internet (see [Section: Web page models \(creating\)](#)). This project-level model should be held by someone who we can call here the Project Team DoView File Holder.

3. Linking projects to high-level outcomes

When thinking about the high level program or organization-wide outcomes each project is contributing to, these should be mapped onto the Program or Organization-Wide High Level Outcomes diagram. This can be done in various ways. The first option is for the Strategic Planner to meet with each project team and in such meetings link the particular project to high level outcomes within the DoView file held by the Strategic Planner (1). This approach has the advantage that the Strategic Planner can query the project team to make sure that they they are only showing links to high-level outcomes which can be justified. The second option, is for the Strategic Planner to create a web page model which they can put on the organization's intranet or the internet. If there are a number of steps and outcomes, they could be numbered and the individual project teams would just need to let the Strategic Planner know which steps and outcomes their project is aiming to influence. A third option is for the Strategic Planner to just email project teams a PDF file of the Program or Organization-Wide High Level Outcomes model (DoView has built in support for printing to PDF), they could print it out and simply mark with pen those outcomes in the model their project is contributing to. They could then fax this marked-up printout to the Strategic Planner who could then enter it into the master copy of the DoView file which contains the Program or Organization-Wide High Level Outcomes diagram. The fourth option is for the Strategic Planner to email out the Program or Organization-Wide High Level Outcomes model to someone in the project team who is familiar with using DoView and get them to put in the links (e.g. the Project Team DoView File Holder) as long as they are confident that they will not introduce mistakes into the master file.

Once the Strategic Planner has the master file, with the programs linked to high-level outcomes, they could record in each step box for each high-level outcome the number of projects which link to it. This provides a visual way of seeing how program or organizational projects map onto high level outcomes. If they have put '(P)' in front of each project, when they do a right-click on an outcome and select **This is the result** of they will be able to see the list of all project which it is believed will influence this outcome. This approach can be used when doing strategic planning to identify outcome areas which few, or no, projects may be aimed at.

4. At any stage either the Strategic Planner or the Project Team DoView File Holder can circulate copies of their DoView file to anyone else (e.g. because some other part of the organization wants to see how they have laid out steps and outcomes for a particular project). However, these would always just be copies of the master file and it should be made clear to everyone that the Strategic Planner or the individual Project Team DoView File Holders are the ones who hold the master copies of the files. Any amendments which have to be made to these files would all go through either the Strategic Planner or the individual Project Team DoView File Holders so as to make sure that the master copies of the files are always kept up-to-date. One of the easiest and safest ways of letting anyone get hold of a copy of a DoView file is to create a web page model and select the option to include a copy of the original DoView file in the model and put the web page model up on an intranet or the internet. Then for anyone who has DoView installed on their computer all they need to do is click on the **Download the DoView file of this model** in the Option bar at the bottom of the web page model and a copy of the file will open in DoView on their computer. See the Section: [Web page models \(creating\)](#).

[1] It is possible to do this remotely using an internet service which lets project team members view the Strategic Planner's screen showing them making the links on their copy of DoView in the course of a conference call (one such service is called Glance - www.glance.net, it can also now be done on some versions of Skype).

56.9 Workflow - OutcomesModel.org - models you can use

A range of outcomes models (diagrams) on different topics and from different sectors is available at www.outcomesmodels.org. They are available in both DoView file format and in PDF file format (for anyone who does not have DoView yet). These are covered by a Creative Commons license which means that you are free to use them for most commercial or non-commercial uses without charge as long as you acknowledge their source. You can use them in the following two ways:

You can use them for ideas for outcomes models (program logics) you are drawing. The easiest way, if you have DoView installed on your computer is to simply click on them on www.outcomesmodels.org and they will open within your copy of DoView, then use this file to either build your model or [copy and paste](#) whatever components of the model you want into the DoView file in which you are building your model.

Part



Installation and technical

57 Installation and technical

This section provides installation and technical information as follows:

- [Installing & uninstalling](#) - information on installing and uninstalling DoView.
- [Specifications](#) - requirements of computers running DoView.
- [File formats & XML](#) - information on file formats and XML.

57.1 Installing & unstalling

Installing

DoView can be installed by downloading the installation file from www.doview.com and running through the steps in the standard installation procedure. DoView can be run as a fully featured demo program for 30 days from the date of download. It will then stop functioning. A license registration key can be bought from www.doview.com.

DoView for Mac is installed by downloading and dragging to the Applications folder.

If you want another trial period, please contact DoView from the contact form on the DoView website.

Uninstalling

DoView is uninstalled by clicking on **Start > All programs > Doview > Uninstall**.

DoView for Mac is uninstalled by dragging out of the Applications folder and into the Trashcan.

57.2 Specifications

DoView has been designed to run on machines meeting the following specifications:

- Operating system: PC's runing Windows 2000, XP, Vista, Windows 7
- **Windows ME, 98 and below are not supported.**
- Recommended minimum speed: 600 MHz Pentium III with 128MB installed memory.
- DoView for Mac 3.0 requires OSX 10.5 or later Intel Processor.

57.3 File formats & XML

DoView [models](#) (file) can be stored in any one of three formats. Files are saved in these formats by selecting the **Save as type** option in the save dialog box when you save (**File > Save**) a DoView model (file). Later versions of DoView, e.g. Version 3.0 can read files from earlier versions, but earlier versions (2.0) cannot read files from later versions because new features have been added. DoView for PC 3.0 can read and edit files made in DoView for Mac 3.0.

The three file types DoView can save in are:

- **DoView document** - native DoView format - native DoView format, small file size, fast to load, you should usually use this file type.
- **DoView XML*** document - compressed XML format - XML format relatively small file size (larger than the DoView document native format) (takes longer to load).
- **DoView XML** document (uncompressed) - uncompressed XML format - XML format relatively large file size, you should use this file type if you want to move information between DoView and some other software which you have customized to accept or produce files readable by DoView.

*XML is a standard for information interchange between different types of software.

57.4 Support

Support for DoView is currently offered through the following:

- DoView Help - Main menu **Help > DoView Help**.
- Quick video tours - Main menu **Help > Quick Video Tours**.
- Information on the DoView website.

57.5 Buying DoView

Buying

DoView can be bought by going to www.doview.com.

Download DoView from www.doview.com and purchase a registration serial number which can be put

into the downloaded version of DoView. The free trial version of DoView and the full version are the same apart from the free trial version not running after 30 days.

Corporate licenses for multiple licenses are available. See the DoView web site (www.doview.com/buy.html).

There is a scheme for organizations in developing countries to receive a no-cost license to DoView. Look at the DoView website for more information.

Registration

Once you have been emailed your registration key (after you have purchased DoView from the www.doview.com site) you enter it by clicking on **File > Register** in the main menu, put in your name or organization name and then put in the registration key.

* This is the current cost of DoView, cost may be subject to change at any stage.

57.6 Troubleshooting

Troubleshooting

1. DoView will not open

Your 30-day free trial may have expired.

Solution: You need to purchase a registration serial number from the [DoView web site](http://www.doview.com) and enter it when asked to do so when you attempt to run DoView.

2. DoView runs but cannot open a DoView file with DoView.

You may have an earlier version of DoView and are trying to open a file made by a later version. For instance, if you have version 2.06 or below and try to open a file made by version 3.0 or above you will get the following message: 'Cannot load file 'C:\FILENAME'. It requires at least DoView version 3.0 to open'.

Solution: Get the updated version of DoView from www.doview.com.

3. Cannot draw lines and arrow links

Solution: Make sure that you have selected the **Show links and draw lines** option from the **View** menu (see the Section on [Views for Links and Lines](#) for more information) and that you have also selected the **Insert Link, and draw line** mode for the **Link** tool on the toolbar (see the Section on [Links and drawn lines](#)).

4. Making a copy of a page to paste into external file such as Word

In early versions of DoView there was a **Copy page** tool in the tool bar. This has been replaced by a right-click on the page name and selecting **copy**.

Solution: Select Copy as Image from a right-click on a page name and then go to the external file and paste the DoView page as an image into that file.

Index

- 1 -

1x1 165

- A -

A3 122

additional information
entering 93

adjust 98

advanced 30

align 98

align text 64, 109

amalgamating models 120

arrow 83

- B -

back 22

Balanced Scorecard 87

Balanced Scorecard (example) 153

banner font 64, 109

beamer (dataprojector) 168

building an outcomes model 162

buying DoView 173

- C -

causal links 51, 54
showing 41

centering 64, 109

clone 60

colorss 91

commands 19

compact 1x1 page 25

compact 1x1 pages 165

conventions for drawing models 165

copying

pages 117

slices between models 120

- D -

dashboarding 87

database 96

dataprojecting 107

dataprojector 168

details table 93

diagram 25

diagram list 28

Diamonds 89

Different shapes 89

display field 115

documenting your model

hyperlink out to web site 145

link out to local file 145

DoView

buying 172, 173

installing 172, 173

removing 172, 173

uninstalling 172, 173

DoView instances

multiple open 131

DoView link 41

DoView screen 17

drill-down 39

- E -

effect 41

evaluation plan (example) 154

evaluation question 77

examples of use 150

evaluation plan 154

intervention logic 152

outcomes model 151

program logic 152

stakeholder plan 158

strategic plan 150

strategy map 153

SWOT analysis 159

export 133, 140, 148

exporting 173

pages 117

external hyperlinks 145

extra-large font 64, 109

- F -

- features 19
- fields
 - display 96, 115
- file
 - link out to 145
- files
 - formats 173
 - multiple open 131
- Flag 111
- folder 101
- font
 - size 64, 109
- font size 68
- format 64, 109
- format text 64, 109
- formatting 64, 109
- forward 22

- G -

- graphic 81
- graph 81
- group 70

- H -

- headings 64, 68, 101, 109
- horizontal line 72
- horizontally orientated model 62
- hyperlink 37
- hyperlinking
 - to other pages in the model 39
 - within models 39
- hyperlinks 145

- I -

- icons 30
- image 81
- import 148
- indicator 74
- insert
 - image 81

- installing 172, 173
- internet models 133, 140
- intervention logic (example) 152
- intranet models 133, 140
- Introduction 11
- item 79

- J -

- joining models 120

- L -

- large font 64, 109
- large models 39
- large page 25
- large pages 122
- large slices 66, 105
- large text 64, 109
- layered model 39
- layout 98
- Ledger 122
- left-align 98
- left-justified 64, 109
- left-to-right models 62
- line and arrow linking 46, 51, 54
- linking out to web addresses 145
- linking out to local file 145
- linking with lines and arrows 46, 51, 54
- links
 - line and arrow arranging 54
 - line and arrow links 46, 51, 54
 - link icon 41, 46
 - link views 51
- list of pages (diagrams) 28
- local file 145
- locking 85

- M -

- main screen 17
- Making different shapes 89
- measurement 74
- medium font 64, 109
- meetings 168
- merging models 120

model 129
 conventions for drawing 165
 direction 62
 hyperlinking within models 39
 layered models 39
 making large models using drill-down 39
 non-siloed 167
 model orientation 62
 models
 building good models 162, 170
 copying slices between 120
 multiple open 131
 rules for building 162, 170
 modularity 165
 monitoring plan (example) 154
 move around view 66
 multiple projects 168
 multi-layered model 39

- N -

navigation 105
 between pages (page-jump) 37
 non-siloed models 167

- O -

objects 30
 open 22
 organizations and DoView 168
 orientation of model 62
 outcomes model (example) 129, 151
 building 162
 building good models 162, 170
 rules for building 162, 170
 outcomes models
 terminology 166

- P -

page 25
 1x1 page 25
 compact page 25
 enlarged page 25
 page list 28
 page size 165
 page-jump 37

pages
 1x1 165
 compact 165
 creating new pages with drill-downs 39
 sizes 122
 pan 66
 person 79
 picture 81
 place 79
 planning 150
 Posters 122
 printing 122, 125
 problems 174
 program logic (example) 152
 program theory (example) 151
 project 79
 purchasing DoView 173

- Q -

question 77

- R -

real-time use of DoView 168
 record table
 displaying fields on a slice 115
 exporting data 115
 redo 22
 removing DoView 172, 173
 replicant object 60
 research question 77
 resizable arrow 83
 resize 98
 resolution
 screen 168
 results chain (example) 151
 right-align 98
 right-justified 64, 109
 right-to-left models 62
 rotate 113
 row 103
 rule line 72

- S -

saving 173
screen
 resolution 107
 size 107
screen size 168
Shapes 89
sharing models 133, 140
show details 115
size of text 64, 109
slice
 insert image 81
slice viewing area 17
slices
 large 66, 105
small font 64, 109
small page list tool bar 25
small text 64, 109
solutions to problems 174
specifications 172
Squares 89
stakeholder plan (example) 158
starting screen 17
status 87
step
 aligning 98
 entering 33
 insert image 81
 rapid entry 33
 resizing 98
strategic plan 150
strategy map (example) 153
Strengths, Weaknesses, Opportunities & Threats analysis 159
sub-diagrams 39
sub-pages 39
SWOT analysis 159

- T -

table 93
templates - making 85
terminology 166
text 68

 align 64, 109
 format 64, 109
 size 64, 109
text size 64, 109
Theory of Change (example) 151
thing 79
this is a result of 41
this makes happen 41
toolbar 22
tracking change 74
traffic lights 87
Triangles 89
troubleshooting 174
turn on side
 object 113

- U -

undo 22
uninstalling 172, 173
URLs 145
using
 DoView in meetings 168
using DoView 168

- V -

Version 2.0 changes 15
vertical
 box 113
 object 113
 text 113
vertically orientated model 62
view 66
viewing on a datapjector 107
views 51
visualizing improvements 87
visualizing links 51, 54

- W -

web address 145
web page models 133, 140
websites - creating 133, 140
workflow
 many projects within an organization 168

working with DoView 168

- X -

XML 173

- Z -

zoom 66

zoom to actual 105

zoom to fit 105