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This note assumes you are familiar with Acta and its terminology.

Acta documents have the type 'OTLN' and creator 'ACTA.'

An outline on disk consists of a data fork. This is simply the data for each topic in sequence (top-to-bottom order). A zero word follows all topics. Each topic is preceded by its level. Topics at the left margin are level 1, their daughters 2, etc. The topic's attributes indicate its type and formatting. Data is preceded by its length as a longword. The data itself is either text (not a Pascal string!) or a QuickDraw picture.

The same format is used for the clipboard; Acta uses a scrap type of 'ACTA.' (It also writes a TEXT scrap.)

BType is 1 for a text topic, 2 if the topic is a QuickDraw picture. BAttributes is currently unused and should be left 0, except that the bAttributes for the first topic is used to determine the options. BFont, bStyle, and bSize determine the typestyle of a topic, and have their usual QuickDraw interpretation. FirstLine should be set to TRUE (-1) if the topic is shrunken, FALSE (0) otherwise. Expanded is TRUE if the daughters are visible, FALSE if they are hidden. If a topic is visible, hidden is 0, otherwise it is the number of collapsed ancestors.

```
struct TOPIC_ATTRIBUTES {
    word bType;           /* TEXTtype, PICTtype */
    word bAttributes;    /* currently 0, except for optionWord bits */
    word bFont;          /* Typestyle */
    word bStyle;
    word bSize;
    word filler;         /* reserved; currently 0 */
    byte firstLine;      /* Show first line only? */
    byte expanded;       /* Y/N */
    word hidden;         /* Is block hidden (by Collapse)? count of hide depth */
}
```

If bAttributes of the first topic is 0, the default options of alphabetic sort A-Z, no ancestress constraint, and outline current topic are used. You can choose different options by setting the following bits (all other bits should be left reset). These bits are ignored if set on topics other than the first.

- 0x0100 numeric sort
- 0x0001 Z-A sort
- 0x0002 single ancestress
- 0x0040 don't outline current topic