KNOWLEDGE FORUM® 4.7

E N H A N C E D

• Q U I C K   R E F E R E N C E   C A R D •

SIGNING ON

Welcome to Knowledge Forum

Register for a username...
Language English
Database The School 05–06
UI Mode Enhanced

Enter a username

Enter a password

Sign On

www.KnowledgeForum.com
Credits

To log on to Knowledge Forum:

1. Type your Knowledge Forum URL address in *http://yourmachinename:port#/* format in your browser. The "Welcome to Knowledge Forum" window appears.
2. Select a language from the **Language** drop-down list.
3. Select a database from the **Database** drop-down list.
4. Choose the **UI Mode**, Enhanced, to match this Quick Reference section.
5. Type your username in the **Username** field.
6. Type your password in the **Password** field.
7. Click **Sign On**.

Knowledge Forum opens to a view.

A VIEW

Menu options

View Link
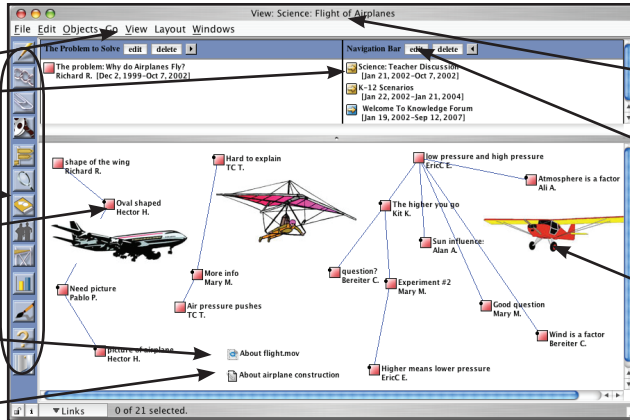Double click to go to the view.

Toolbar
See below.

Note
Double click to read the note.

Movie
Double click to open.

Attachment
Double click to open.

Info
About the view.

Links Shows build-on or reference links.

View Title

View Headings
Click to edit title. Drag and drop objects to add to heading,

Attachment: Image
Shown in place.

THE TOOLBAR

New Note
To create a new note

New View Link
To add a view link to a view

New Attachment
To add an attachment to a view

New Movie
To add a movie to a view

View Finder
To find or create a view

Search
To search the database

Workspace
To access your Workspace

Authors
To add, or edit authors and groups.

Scaffolds
To view, add, or edit scaffolds

Show/Hide Palette
To show or hide the drawing palette.

Assessment Tools
To access third party applets

Help
To get online help

Logout
To exit Knowledge Forum

Although the toolbar appears on every view, some buttons might not be available to you depending on your user type.
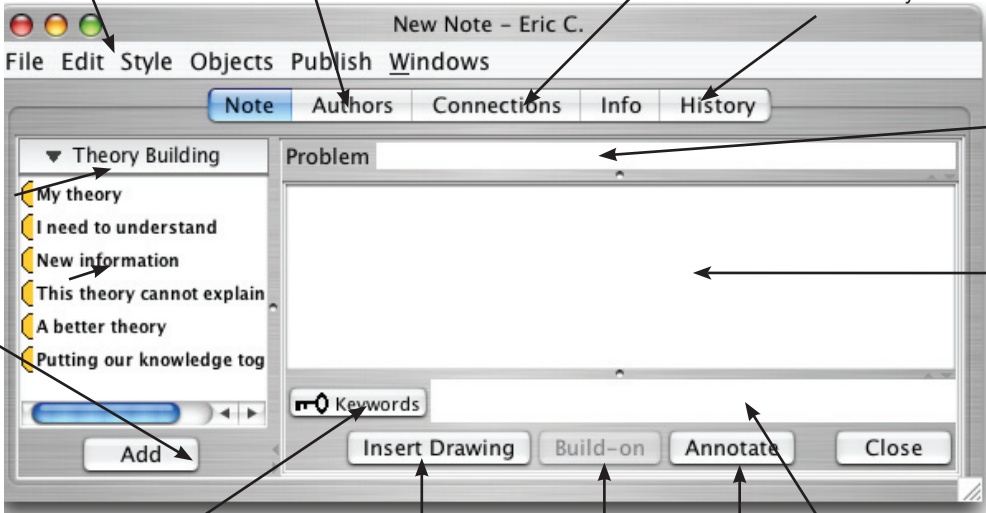
CREATING A NOTE

1. Click [icon]. The **New Note** window appears.

2. Complete the basic note features. You do not need to use every feature when creating a note. The basic note features consist of the note contents, problem, scaffolds, and keywords.

3. In the **File** menu, select **Save**. You will be prompted for a title for the note and you can select the view in which this note will appear.

The note icon will be added to the view and the note window will remain open.

Click to access pull-down menus.

Shows authors and allows you to add co-authors.

Shows connections to other notes and views.

Shows authors, last date modified, and a link to Note history.

Add scaffold supports:

• Select a scaffold from the **Scaffolds** drop-down list.

• Select a scaffold support by double-clicking the support, or click the **Add** button.

Type the problem.

Type content. Arrange movies, attachments, notes, and views by dragging and dropping.

```
O O O                    New Note – Eric C.
File Edit Style Objects Publish Windows
        Note   Authors   Connections   Info   History
  ▼ Theory Building     Problem
  My theory
  I need to understand
  New information
  This theory cannot explain
  A better theory
  Putting our knowledge tog
          ( ) ◄ ►
      Add                   Keywords
                      Insert Drawing  Build-on  Annotate   Close
```

Use keyword tool to select keywords in note contents.

Click to insert drawing in note.

After the note has been saved this will highlight. Click to create a build-on note.

Click to create an annotation.

Type in keywords.

ATTACHMENTS AND MOVIES

The easiest way to add movies and attachments (other documents or images) is to drag them from your desktop to a Knowledge Forum view or note. An image (jpg, png, or gif) can be displayed as an image by using the **Objects** pull-down list on the note or view and selecting **Show in Place**.

You can also add an attachment or movie using the [icon] or [icon] buttons on the toolbar.

To move an existing attachment or movie to a different view or note:

1. Use copy and paste from the **File** menu to copy the attachment and paste it in the new view or note.

or

2. Drag and drop an attachment or movie icon from a view or note into the content field of your note.

CONNECTING IDEAS

Referencing

A Whole Note
Drag and drop the note icon to reference into the content of the referencing note.

A Part of a Note (Quoting)
Open the referenced note and copy the text you wish to quote, then paste into the content of the referencing note.

A View
Drag and drop the view icon to reference into the content of the referencing note.

A Web Page
Type the Web link in http:// format in the content of the note.

Build-On

Open a saved note and click the Build-on button on the bottom of the note.

A build-on note will open. Add your ideas. When you save the build-on note,

it will be connected to the note it was built on.

shape of the wing
Richard R.

Oval shaped
Hector H.
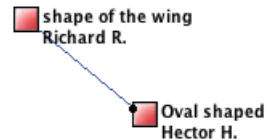
Co-Authors

If you are an author of a note, click the Authors tab on the top of the note. Add or remove authors to this note.

Annotate

Open a saved note and click the Annotate button on the bottom of the note.

An **Annotation** window will open. Type in your annotation. When you close and

save it an **Annotation** icon followed by the name of the author will appear in the note.
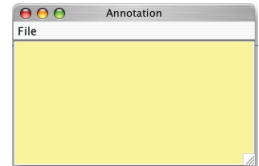
Rise-Above

From a view, select the notes you want to rise above (including notes from other users) and select

Rise-Above from the **Objects** pull-down list. A rise-above folder will appear in the note containing the

notes that were selected. Complete the creation of the new **Rise-Above** note.

WORKSPACE

Your **Workspace** is a private space where you can create and edit notes, work on a drawings, add attachments or movies that are only accessible by you. When you are done working on your ideas, you can add them to the view to make them accessible to the community by dragging and dropping them from your workspace to the view.

DRAWINGS

The **Palette** button shows and hides the drawing palette. Use this palette to create a drawing in a view or a note.
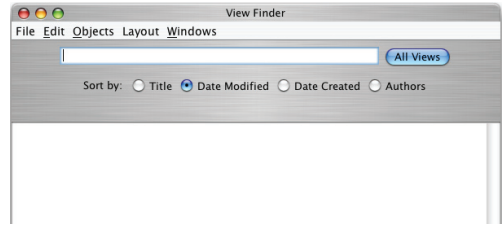
You can also drag and drop a jpg, png, or gif from your desktop to a view or note, then use the **Object** pull-down list to **Show in Place**.

THE VIEW FINDER

1. From a view, click to access the **View Finder**.

2. Type in the name of the view you want to find or click All Views.

3. Drag and drop from the **View Finder** to a view to create a view link.

Creating a New View

1. In the **View Finder**, go to the **Edit** pull-down list and select New View.

CREATING A VIEW LINK

To create a view link in a view:

• Drag a view icon from the **View Finder** to a view or from a view to a note.

or

1. Click . The New View Link window appears.

2. Select the view to link to from the **Choose a view** drop-down list.

SEARCH

Search for objects by words, author, title, keyword, date modified or date created.

To perform a search:

1. Check or uncheck the **Notes, Views, Attachments, Movies** and **Drawings** check boxes to indicate the Knowledge Forum objects to search for.

2. Select the initial criterion from the first **Search** drop-down list.

3. Select from the second **Search** drop-down list (if applicable).

4. Either type the search term in the text field or select from the third drop-down list (if applicable).

5. Click **Search**.

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