

Helper ~Book

Helper



Preview

- Introduction** This KnowBook contains two parts, or KnowBatches:
- KnowSys Field Displays, *and*
 - Examples of Information Field Displays.
-

Finder 1 You can find support information in the following ~Books as shown below.

~Book	Page	Information
Helper	3	KnowSys Field Displays
Helper	19	Examples of Information Field Displays
Adviser		KnowSys seminar guide - Adviser
Librarian		KnowSys seminar guide - Helper
Tutor		KnowSys seminar guide - Librarian

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Notes

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KnowSys Field Displays

Helper



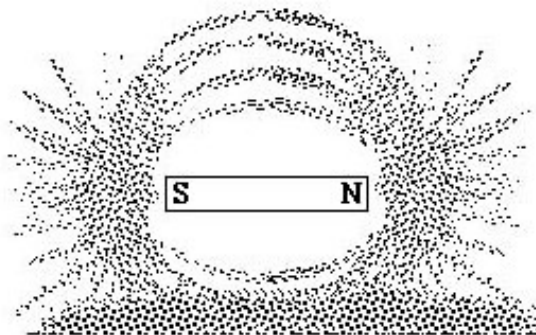
Preview

Introduction This ~Batch lists and describes the *KnowSys* field displays for your word processing application, OpenOffice Writer or Microsoft Word.

Description *KnowSys* field displays are an integrated set of commands, macros, styles, and AutoText entries appearing on a knowledge worker's work station, when writing documents with a word-processing application.

Function Each command, AutoText entry, macro, and style displays an information field in the sense of "field" as defined by Rupert Sheldrake's field theory. See [Fields of the Mind](#).

Analogy Field displays relate to information fields in the same way that a pattern of iron filings relate to a magnetic field: *they make visible an invisible energy pattern.*



Purpose Use KnowSys field displays to:

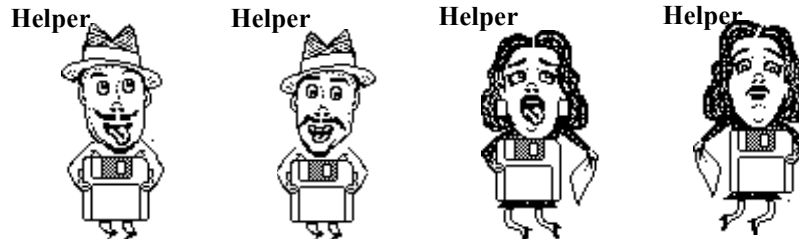
- simplify the building of each unit within a structured document.
- format your document automatically, thus saving time and providing communication reliability.

More...

More... Preview

Icons

These icons are available for emphasizing the Helper Support of KnowSys.



Finder 2

You can find the following information on the pages shown.

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- 7 [Macro Commands and Descriptions](#)
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- 9 [Graphics Commands and Descriptions](#)
- 14 [Basic Contents of KnowSys Word Processing Menu](#)

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Field-Display Commands and Descriptions

Introduction These KnowSys field-display commands appear on screen in the menu toolbar of your word-processing application. MSWord uses *Insert/AutoText...* menu. OpenOffice Writer uses *Edit/AutoText...* menu.

Table This table tags and describes the field-display commands of your word-processing application, as configured for KnowSys.

Commands appear in alphabetical order.

Note: Any "...Tag" field links to its related Table of Contents heading (1-5).

This command...	causes a field display that... .
~Base Tag	centers ~Base tag in different & larger font than ~Book
~ Book Tag	centers ~Book tag in different & larger font than ~Batch
~Boot	introduces a ~Batch of ~Bytes
~Batch Tag	centers ~Batch tag in different & larger font than ~Byte
~Bit Separator	separates ~Bits with double spacing and underline
~Bit Spacer	double spaces between ~Bits, without an underline
~Bit Tag	tags a ~Bit of information at left margin, side-by-side
~Bit Text	indents text of ~Bit 1 1/4 inches from left margin
~Byte Tag	left-justifies a ~Byte tag in font larger than ~Bit font
~Byte	adds a ~Byte Tag and five common ~Bits
~ByteFirst	names the ~Byte when you save the filename
~ByteNew	adds a new ~Byte to existing ~Batch
Editor's Note:	creates a red-font editorial entry
Note:	creates a textual note
TableAction	creates a <i>Step-Action</i> table with three beginning Steps
TableActionEmbedded	creates a <i>Step-Action</i> table with embedded options
TableDecision	creates an <i>If-then</i> table for 3 decision options
TableDefinitions	creates a table for 3 <i>definitions</i>
TableDescriptions	creates a table for 3 descriptions
TableProcess1	creates a <i>When-then</i> table for 3 phases
TableProcess2	creates a <i>When-Who-Does What</i> table for 3 phases
TableSituation	creates a <i>Option-Guideline</i> table for 3 options
tbd	emphasizes in yellow hilite something yet to be modified

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AutoText Commands and Descriptions

Introduction These tables tag and describe *AutoText* commands otherwise not included in your word-processing application's toolbar, as configured for KnowSys.

AutoText display categories Your menu displays AutoText commands alphabetically, in two categories:

- text only, *or*
- text and graphics.

Table text commands Each *AutoText* command in this table displays text for an action table cell.

This command ...	displays this text... .
Branching Step Question	Does [<i>condition y</i>] exist? <ul style="list-style-type: none"> • <i>If yes, then</i> [insert action with less text.] • <i>Else</i>, go to next step. [Insert action with more text in next step.]
Conditional Action Statement	If [single condition] exists, then do [single action] .
Looping Step Question	Does [<i>condition z</i>] exist? <ul style="list-style-type: none"> • <i>If yes, then</i> repeat steps [<i>n</i>] through [<i>m</i>]. • <i>Else</i>, stop.

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Macro Commands and Descriptions

Introduction These KnowSys macro commands appear in the *Edit/AutoText...* menu of your word-processing application.
Using them to format your document saves time and increases reliability.

Macros commands This table tags and describes the resulting display of macro commands listed in the *Edit/AutoText...* menu, as configured for KnowSys for OpenOffice Writer.. The order is alphabetical.

Note: Other word processing applications have similar macro functions.

This command ...	causes a macro that
~BitMore...	continues a ~Bit with a — <ul style="list-style-type: none"> • “More...” ~Bit tag, • “More...” ~Bit text, <i>and</i> • ~Bit separator
~ByteMore...	continues a ~Byte with a — <ul style="list-style-type: none"> • ~Bit separator, • “More...” in small font under left end of ~Bit separator, • page break, <i>and</i> • “More...” ~Byte tag
~ByteNew	starts a new ~Byte with a — <ul style="list-style-type: none"> • page break, <i>and</i> • ~Byte tag as editable Title field
~ByteFirst	is same as ~ByteNew, but without a page break
Contents	builds a special ~Bit with a — <ul style="list-style-type: none"> • “Contents” tag, • stem sentence, <i>and</i> • table of contents for previewing a ~Batch
Matrix	builds a special ~Bit with a — <ul style="list-style-type: none"> • “Matrix” tag, • stem sentence, • matrix of four columns and three rows, <i>and</i> • ~Bit separator
Memo	creates a dated memo form
Memos	creates a dated memo form with extra line, <i>Copies to</i>

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Table Commands and Descriptions

Introduction These KnowSys table commands appear in the *Edit/AutoText...* menu of your word-processing application.

Using them to format your document saves time and increases reliability.

Table commands This table tags and describes eight table display commands listed in the *Edit/AutoText...* menu, as configured for KnowSys. The order is alphabetical.

This command ...	builds a table with three rows and... .
TableAction	<ul style="list-style-type: none"> • stem sentence, • “Step” & “Action” headers, • two columns, • rows numbered “1”, “2”, “3”, <i>and</i> • ~Bit Separator
TableActionEmbedded	<ul style="list-style-type: none"> • two columns, framed inside the right-hand column of a two-column TableAction, • stems for the directive verb and note, <i>and</i> • left-justified headers in bold font
TableDecision	<ul style="list-style-type: none"> • “If...,” & “then... .” headers in bold font, • two columns, <i>and</i> • ~Bit Separator
TableProcess1	<ul style="list-style-type: none"> • “When...,” & “then... .” headers, • two columns, <i>and</i> • ~Bit Separator
TableProcess2	<ul style="list-style-type: none"> • stem sentence, • “When”, “Who”, & “Does What” headers, • two columns, • rows numbered “1”, “2”, “3”, <i>and</i> • ~Bit Separator
TableDefinition	<ul style="list-style-type: none"> • “Definitions” tag, • stem sentence, • two columns, • “Tag” & “Definition” headers, <i>and</i> • ~Bit separator
TableDescription	<ul style="list-style-type: none"> • “Descriptions” tag, • stem sentence, • two columns, • “Tag” & “Description”, <i>and</i> • ~Bit separator
TableSituation	stem sentence, and columns for 3 options and 3 guidelines

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Graphics Commands and Descriptions

Introduction These KnowSys icon commands appear in the *Edit/ AutoText...* menu of your word-processing application.
Using them to format your document saves time and increases reliability.

Command display order Commands appear in two tables of this ~Byte of information: one for connector icons and one for flow icons.
Your menu displays commands in alphabetical order. The commands may be easier to learn and remember if they appear here in a more logical order.

- The commands in the table of connector icons appear in related pairs: first the right-side icon, then the left-side icon.
- The commands in the table of flow icons appear in logical groups:
 - linear icons,
 - branching icons,
 - looping icons.





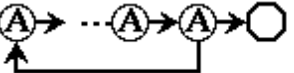
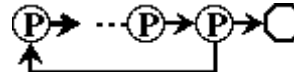


Connector icons This table tags and describes four graphics commands for displaying pairs of connector icons.

This command ...	builds a small ...	and looks like this
Flows to...	arched C with one arrow at left	
Flows from...	arched C with one arrow at right	
Flows off...	circled C with one arrow at left	
Flows on...	circled C with one arrow at right	

More...

More...Graphics Commands and Descriptions

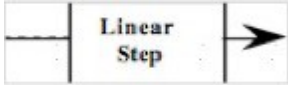
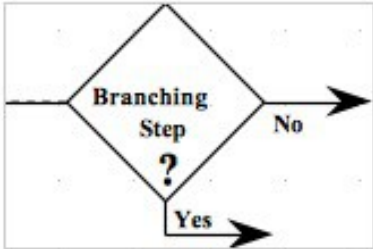
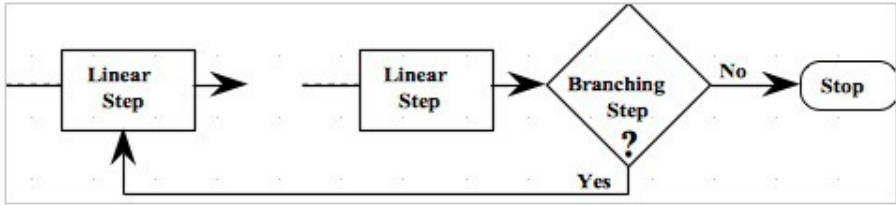
Basic flow icons This table tags and describes eight graphics commands for displaying basic action flow icons, process flow icons, and looping process icons.

This command ...	builds a small ...	and looks like this
IconLinearAction	circled A with one arrow at right	
IconLinearProcess	circled P with one arrow at right	
IconBranchingAction	circled A with arrows at right and down	
IconBranchingProcess	circled P with arrows at right and down	
IconLoopingAction	series of two or more circled A's controlled by a branching circled A and a stop sign	
IconLoopingProcess	series of two or more circled P's controlled by a branching circled P and a stop sign	
IconBalancingLoop	B-loop with initialed parts, starting at the top: <ul style="list-style-type: none"> • A—action • G—goal • []—gap • D—delay • F—fix • M—more...action 	
IconReinforcingLoop	R-loop with initialed parts, starting at the top: <ul style="list-style-type: none"> • A—action • G—goal • []—gap • D—delay • C—catalyst • M—more...action 	

More...

More... Graphics Commands and Descriptions

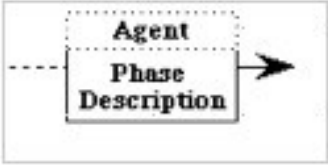

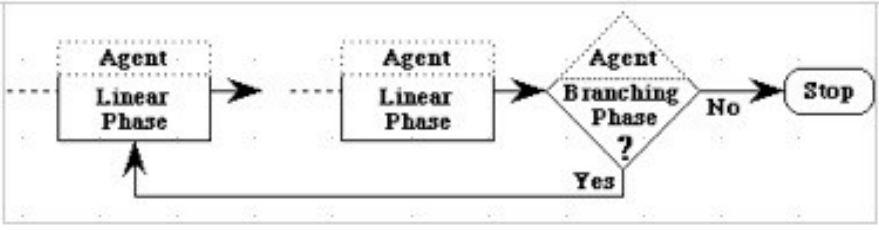
Action flow diagrams This table tags and describes eight graphics commands for displaying three action flow diagrams.

This command ...	describes a graphic that looks like this
DiagramLinearStep	“Linear Step” in rectangle with arrow at right 
DiagramBranchingStep	“Branching Step ?” in diamond with two arrows at right 
DiagramLoopingStep	loop of two “Linear Step” rectangles, controlled by a “Branching Step?” diamond and stop sign 

More...

More... Graphics Commands and Descriptions

Process flow diagrams This table tags and describes eight graphics commands for displaying three process flow diagrams.

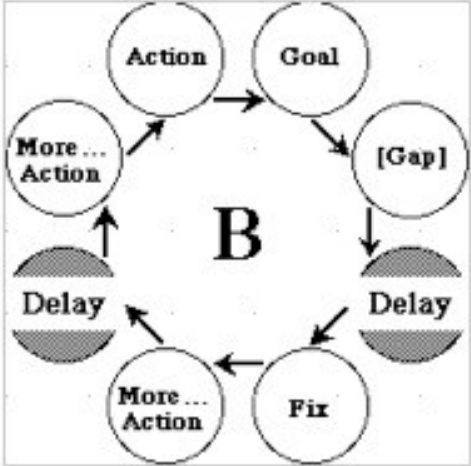

This command ...	describes a graphic that looks like this ...
DiagramLinearPhase	rectangle stack of one agent and one phase description, with arrow at right 
DiagramBranchingPhase	diamond stack for one agent and one branching question mark, with two arrows at right 
DiagramLoopingPhase	loop of two rectangle stacks, controlled by a branching phase and stop sign 

More...

More... Graphics Commands and Descriptions

Looping process diagrams

This table tags and describes eight graphics commands for displaying two looping process diagrams.

This command ...	describes a graphic that looks like this
<p>DiagramBalancingLoop</p>	<p>tag, stem sentence, and generic B loop</p> 
<p>DiagramReinforcingLoop</p>	<p>tag, stem sentence, and generic R loop</p> 

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Basic Contents of KnowSys Word Processing Template

Introduction	This document displays the results of selecting items listed on the word processing application's <i>KnowSys</i> menu or <i>Edit/AutoText...</i> menu.
Purpose	Use the items displayed in this present document to re-create AutoText or macros that you may need for customizing menus.
Separator lines description	<p>A series of dollar signs marks the special separators that border each menu item's display results:</p> <ul style="list-style-type: none"> • the initial separator has three dollar signs and the menu item's tag. • the final separator has five dollar signs. <p>This feature avoids confusion over the existing separator lines within each item.</p> <p><i>Examples:</i></p> <pre> \$\$\$ Contents {display of "Contents" appears here} \$\$\$\$\$ \$\$\$ TableDecision {display of "TableDecision" appears here} \$\$\$\$\$ \$\$\$ TagDescriptions {display of "TagDescriptions" appears here} \$\$\$\$\$ </pre>
Suggestion	<p>Display paragraph symbols and other embedded formatting symbols when viewing this file on your electronic work station or mobile device.</p> <p><i>Reasons:</i> Some items include "empty spacing" for easy reading. Displaying gridlines reveals boundaries of table rows and columns.</p> <p>More...</p>

More... Basic KnowSys Template Contents

\$\$\$~Bit

Introduction ~Bit text

\$\$\$\$

\$\$\$~Bit Separator

\$\$\$\$

\$\$\$Contents

Contents You can find the following content on the pages shown.

Page Information

2

3

4

\$\$\$\$

\$\$\$TableAction

Action Follow these steps to

Step	Action
1	
2	
3	

\$\$\$\$

More...

More... Basic KnowSys Menu Contents

\$\$\$TableActionEmbedded

4	Toggle <i>Note:</i> This table displays <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: left;">This toggle...</th> <th style="text-align: left;">Does this... .</th> </tr> </thead> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table>	This toggle...	Does this... .						
This toggle...	Does this... .								

\$\$\$\$

\$\$\$TableDecision

Decision Use this table to decide ...

If ... ,	then... .

\$\$\$\$

\$\$\$TagDefinitions

Definitions This table lists the tag and definition for each concept

Tag	Definition
plain text	plain text
plain text	plain text
plain text	plain text

\$\$\$\$

More...

More... Basic KnowSys Menu Contents

\$\$\$TagDescriptions

Descriptions This table lists the tag and description for each part.

Tag	Description
plain text	plain text
plain text	plain text
plain text	plain text

\$\$\$\$

\$\$\$TableProcess1

Process1 This table describes what happens when... .

When ... ,	then... .

\$\$\$\$

\$\$\$TableProcess2

Process2 This table displays what happens when [who] does [what].

When	Who	Does What
1		
2		
3		

\$\$\$\$

More...

More... Basic KnowSys Menu Contents

\$\$\$~Batch Tag

~Batch Tag

\$\$\$\$

\$\$\$~Byte Tag

~Byte Tag

\$\$\$\$

\$\$\$~ByteMore...

More...

[Insert page break]

More... [Insert field with ~Byte Tag]

Introduction

~Bit text

\$\$\$\$

{end}

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Examples of Information Field Displays



Preview

Introduction This ~Batch includes examples of information field displays of these still graphics:

- Connector icons,
 - Diagrams and icons for action and process flows, *and*
 - Diagrams and icons for a reinforcing loop *or* balancing loop.
-

Purpose You may combine icons and diagrams —

- for action and process flows to visually represent more complex flows.
 - for reinforcing loops and balancing loops to visually represent more complex processes or systems.
 - with connector icons —
 - to keep flow lines from crossing each other in same display area.
 - when the number of display diagrams exceeds eight on any one page or screen.
-

Source Displays are available in the your word processing files, as configured for KnowSys.

Principle Each display is modifiable for software applications on PC and Macintosh platforms.

Finder 3 You can find the following information on the pages shown.

Page Graphics Field Displays of...

- 20 [Connector Icon](#)
 - 21 [Diagrams and Icons for Action Flows](#)
 - 23 [Diagrams and Icons for Process Flows](#)
 - 25 [Diagrams and Icons for Balancing Loops](#)
 - 26 [Diagrams and Icons for Reinforcing Loops](#)
-

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Displays of Connector Icon

Introduction Graphic action diagrams and process diagrams may require —

- more than one display area.
- complex connections within one display area.

Connector icon displays meet these two requirements.

Summary table This table displays, tags and defines two pairs of connector icons. The order is by logical pairs: first the right-side icon, then the left-side icon.

This display...	has this tag...	and means that this connector icon... .
	Flows to...	flows to a later step or phase, elsewhere on this flow diagram
	Flows from...	flows from an earlier step or phase, elsewhere on this flow diagram
	Flows off...	flows off page or off screen to a later flow diagram
	Flows on...	flows onto this page or screen from an earlier flow diagram

Simile Connector icons are like velcro tabs: they come in pairs that “stick together,” just like pairs of velcro tabs that stick together.

Finder You can find a definition for connector icon in the Librarian — Concepts Summary.

You can find guidelines for displaying system feedback loops in the Advisor—Principles and Guidelines for Icon Displays.

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Diagrams and Icons for Action Flows

Introduction Some workers prefer to see a diagram of an action series of steps or tasks. These icons and diagrams are models that workers can copy and combine into displays for their documents.

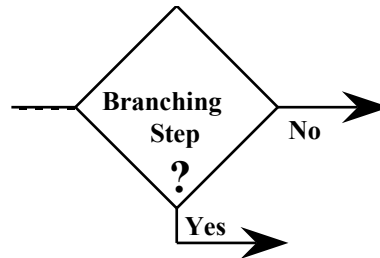
Generic linear step This generic diagram shows one linear step from an action flow.



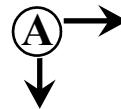
Icon for linear step This icon displays a reduced and simplified linear step.



Generic branching step This generic diagram shows one branching step from an action flow.



Icon for branching step This icon displays a reduced and simplified branching step.

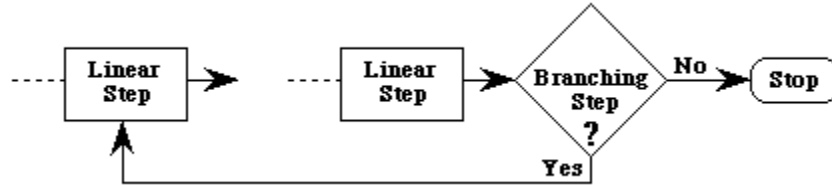


More...

More...Diagrams and Icons for Action Flows

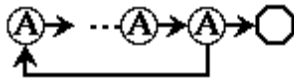
Generic looping step

This generic diagram shows one looping step from an action flow.



Icon for looping step

This icon displays a reduced and simplified looping step.



Finder

You can find definitions for action flow diagrams and icons in the Librarian's Concepts Summary.

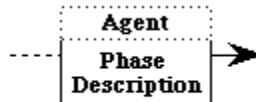
You can find guidelines for displaying action flow diagrams and icons in the Advisor — Principles and Guidelines for Icon Displays.

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Diagrams and Icons for Process Flows

Introduction Some workers prefer to see a diagram of a sequence of process phases. These icons and diagrams are models that workers can copy and combine into displays for their documents.

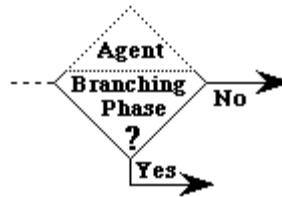
Generic linear phase This generic diagram shows one linear phase from a process flow.



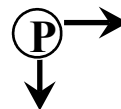
Icon for linear phase This icon displays a reduced and simplified linear phase.



Generic branching phase This generic diagram shows one branching phase from a process flow.



Icon for branching phase This icon displays a reduced and simplified branching phase.

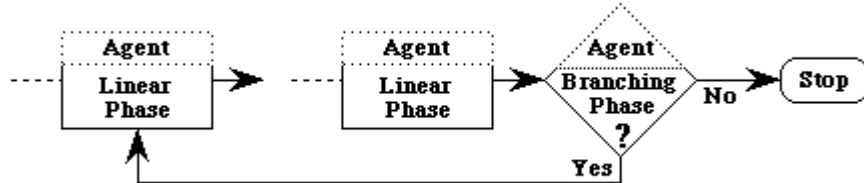


More...

More...Diagrams and Icons for Process Flows

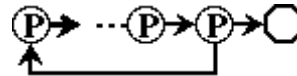
Generic looping phase

This generic diagram shows one looping phase from a process flow.



Icon for branching loop

This icon displays a reduced and simplified branching loop.



Finder

You can find definitions for process flow diagrams and icons in the Librarian — Concepts Summary.

You can find guidelines for displaying process flow diagrams and icons in the Advisor — Principles and Guidelines for Icon Displays.

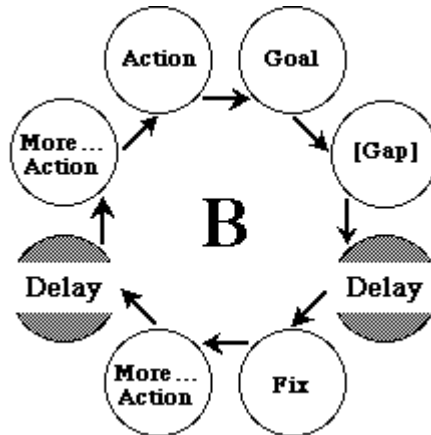
[Go to Finder 3](#)

Diagrams and Icons for Balancing Loops

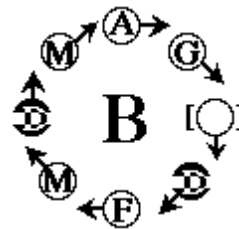
Introduction Workers may need to display system feedback loops in process documents. Displaying these generic diagrams and icons will save time and confusion.

Finder You can find definitions for system feedback loops in the Librarian — Concepts Summary.
 You can find guidelines for system feedback loops in the Advisor — Principles and Guidelines for Icon Displays.

Generic balancing loop This generic diagram shows the order of parts in a balancing loop.



Icon for balancing loop This icon displays a reduced and simplified balancing loop.



[Go to Finder 3](#)

Diagrams and Icons for Reinforcing Loops

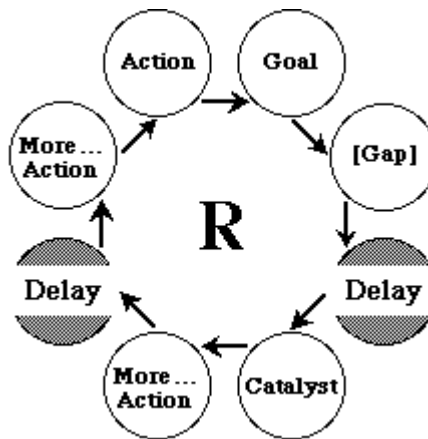
Introduction Workers may need to display system feedback loops in process documents. Displaying these generic diagrams and icons will save time and confusion.

Finder You can find

- definitions for system feedback loops in the Librarian — Concepts Summary.
- guidelines for displaying system feedback loops in the Advisor — Principles and Guidelines for Icon Displays.

Generic reinforcing loop

This generic diagram shows the order of parts in a reinforcing loop.



Icon for reinforcing loop

This icon displays a reduced and simplified reinforcing loop.



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