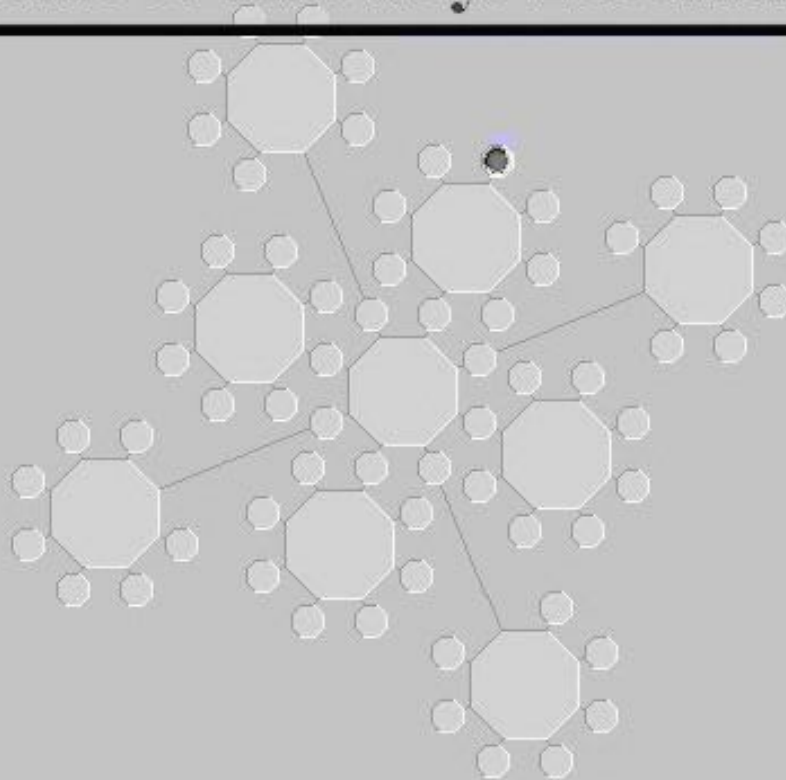


Welcome to KnowSys Tutorial



Before you begin

Introduction The original KnowSys Tutorial was an interactive Toolbook application in color. It worked only on personal computers with Microsoft software.

Purpose Use this KnowSys Tutorial to learn how to structure a document from inside out.

Source [KnowSys Tutorial](#)


Background The original KnowSys Tutorial was one huge file that would be very expensive today to download to one's desktop computer or mobile device.

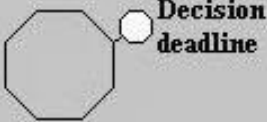
Now, the author has replaced it with a set of small interactive web pages— in black-and-white—that anyone can access using an Internet browser.

Note: Original Toolbook screenshots in this tutorial are inactive illustrations only.

Go to tutorial... [1. Build a ~Bit](#) [2. Build a ~Byte](#) [3. Build a ~Boot](#) [4. Build a ~Batch](#)

Note: Original Toolbook screenshots in this tutorial are inactive illustrations only.

KnowSys Tutorial		Tutor
Preview	Build a ~Bit	
Introduction	Build a ~Bit steps you through the action of building a precise and reusable unit of knowledge: the smallest unit in the KnowSys system. You can build publishable documents from ~Bits built earlier.	
Finder	You can find this information by clicking a button.	



Summary

Detailed Steps

Demo: Built a ~Bit

“Before” Document

Cues in “Before” Document

Model Document

Model Construct

Website Home

Summary: How To Use Online Knowledge To Build a ~Bit

Introduction Acting and knowing go together. You need specific knowledge to complete a related action (task).

Background Four KnowBase Books are available online to use during this tutorial:

- Adviser ~Book,
- Helper ~Book,
- Librarian ~Book, *and*
- Tutor ~Book.

Main knowledge source The Tutor ~Book is the main knowledge source for the action (task), *Build a ~Bit*.
Note: The alias, “~Book,” is a shortcut for “KnowBook.” The tilde means “Know” throughout the KnowSys information base.

Purpose Use the Tutor ~Book to access what you need to know and how to apply it.

Other knowledge sources You may wish to examine related information in the other three KnowBase Books.

- Adviser ~Book,
- Helper ~Book, *and*
- Librarian ~Book.

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Detailed Steps: How To Use Online Knowledge To Build a ~Bit

Introduction This information will familiarize you with using online support to build a ~Bit.

Action Follow these steps to access the online knowledge you need to build a ~Bit.

Step	Action
1	Open the Tutor ~Book to Page 3, <i>or</i> click on KnowSys Actions in Finder 1.
2	Read the Preview of <i>KnowSys Actions</i> .
3	Click on KnowBit in Finder 2.
4	Read all three pages, <i>How To Build a KnowBit</i> (pp. 5-7).
5	Click on Go to Finder 1 , at bottom of Page 7.
6	Click on KnowSys Job Aids (Page 23).
7	Click on How To Build a KnowBit in Finder 3.
8	Follow the directions and guidelines on the Job Aid . <i>Note:</i> Read entire contents before you begin to write.

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Demo: Built a ~Bit

Introduction

This demo models how another writer, Jay, built a ~Bit using KnowSys.

Results

The results from Jay Jenre's successful task to build a ~Bit.

Step	Description
1	Jay Jenre opened the online Tutor ~Book, and read the KnowSys Actions .
2	Jay clicked on KnowBit in Finder 2 (Page 3), and read all three pages.
3	Jay reflected, "I've studied the Actions information for building a ~Bit, so I think I'm ready to start writing."
4	Jay went back to Finder 1, clicked on KnowSys Job Aids , then clicked on How To Build a KnowBit in Finder 3.
5	Jay studied the Introduction, and scanned through the two pages of sample ~Bits provided in the Job Aid .
6	Jay clicked on Finder 2 (p. 26, bottom), and reviewed the KnowBit information of KnowSys Actions , esp. <ul style="list-style-type: none">• the Step & Action table in the Action ~Bit (Page 7), <i>and</i>• the guidelines for building the ~Bit tag and body.
7	Jay answered the first three questions this way: <ul style="list-style-type: none">• All employees will work with this ~Bit.• Employees will decide when to schedule their floating holiday.• The source of this ~Bit of information is the Board report from last month.
8	Jay wrote the ~Bit tag for the basic ~Bit as follows: Decision deadline
9	Jay thought that the least information the employees need is, "When must we make our decision about our floating holiday schedule?" So, Jay wrote the ~Bit body as follows: The deadline for delivering your decision about your floating holiday is end-of-business day, Monday, May 15.

Comments

Jay considered this basic ~Bit to be the most important part of the memo to be posted next week. Jay wondered if the ~Bit tag, Decision deadline, was too brief to be clear to any employee who asked, "Which decision has a deadline?" Jay waited to write other ~Bits to support this basic ~Bit before using a more specific ~Bit tag. Then, Jay thought about building a ~Byte tag to fit the combined ~Bits.

Model Document,

with all contents grayed out, except for Basic ~Bit at end.

Memo to All Employees
From J. Jenre, Board Secretary
Date 05/01/15
Subject **Deadline for Decision about Floating Holiday Date**

Background The board report from this past month stated that all employees should decide by May 15 which calendar day to schedule for one floating holiday during the coming fiscal year.

Process Each fiscal year the Board's planning process involves these phases:

1. Three months before end of fiscal year: Board approves employee contracts.
2. Two months before end of fiscal year: Board secretary requests floating holiday date from each employee.
3. Six weeks before end of fiscal year: Each employee submits floating holiday date to Board secretary.

Policy Board policy states: "Six weeks before the fiscal year ends, each employee may designate one work day from the next fiscal year as a **floating holiday**, above and beyond holidays that coincide with national custom.
In fiscal calendar order, the eight national holidays are:
July 04 – Independence Day
First Monday in September – Labor Day
Fourth Thursday in November – Thanksgiving Day
December 25 – Christmas Day
January 01 – New Year's Day
Third Monday of February – Presidents' Day
Last Monday in May – Memorial Day."

Situation Board policy and guidelines allow employees to decide about this situation:
Total holidays are nine per employee per year.
Each employee may choose any work day from the next year's fiscal calendar as a floating holiday.
You need not choose a day immediately before or after an existing holiday.

More...

More... Memo 05-01-15

Consequences Here are the consequences of your decision, plus and minus:

- + Board will compensate all work days at normal rates.
- Employee will lose floating holiday unless decision is submitted by the deadline.
- Costs to process late holiday requests last year were \$30 per request.
- + If employee decides before May 15, then the savings realized will go to our favorite charity, Good Causes.

Action requested Please act promptly:

- Choose your floating holiday date.
- Copy the form attached.
- Fill in the date of your choice of floating holiday.
- Identify yourself.
- Deliver form to the Board Secretary by USPS, email, or in person.

Exception: Voice mail is unacceptable, because processing time is too costly.

Decision deadline The deadline for delivering your decision about your floating holiday date is:
end-of-business day, Monday, May 15.

Form **Floating Holiday Decision**

NameLast: _____ **NameFirst:** _____ **Initial** _____

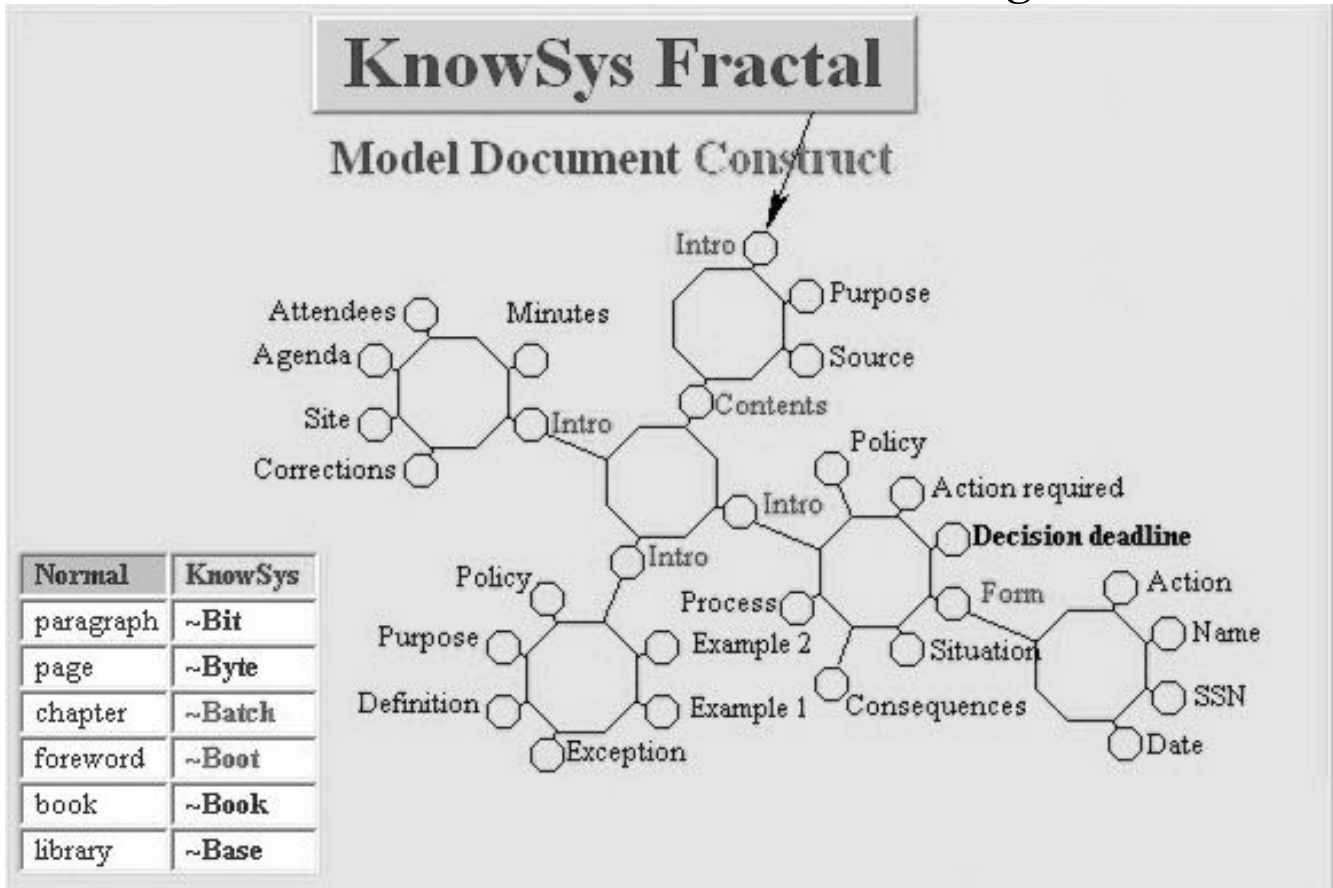
Social Security Number: ___ - ___ - _____

Floating holiday date (mm/dd/yy): __ / __ / __

Note: Deliver form to the Board Secretary **before end-of-business day, Monday, May 15.**

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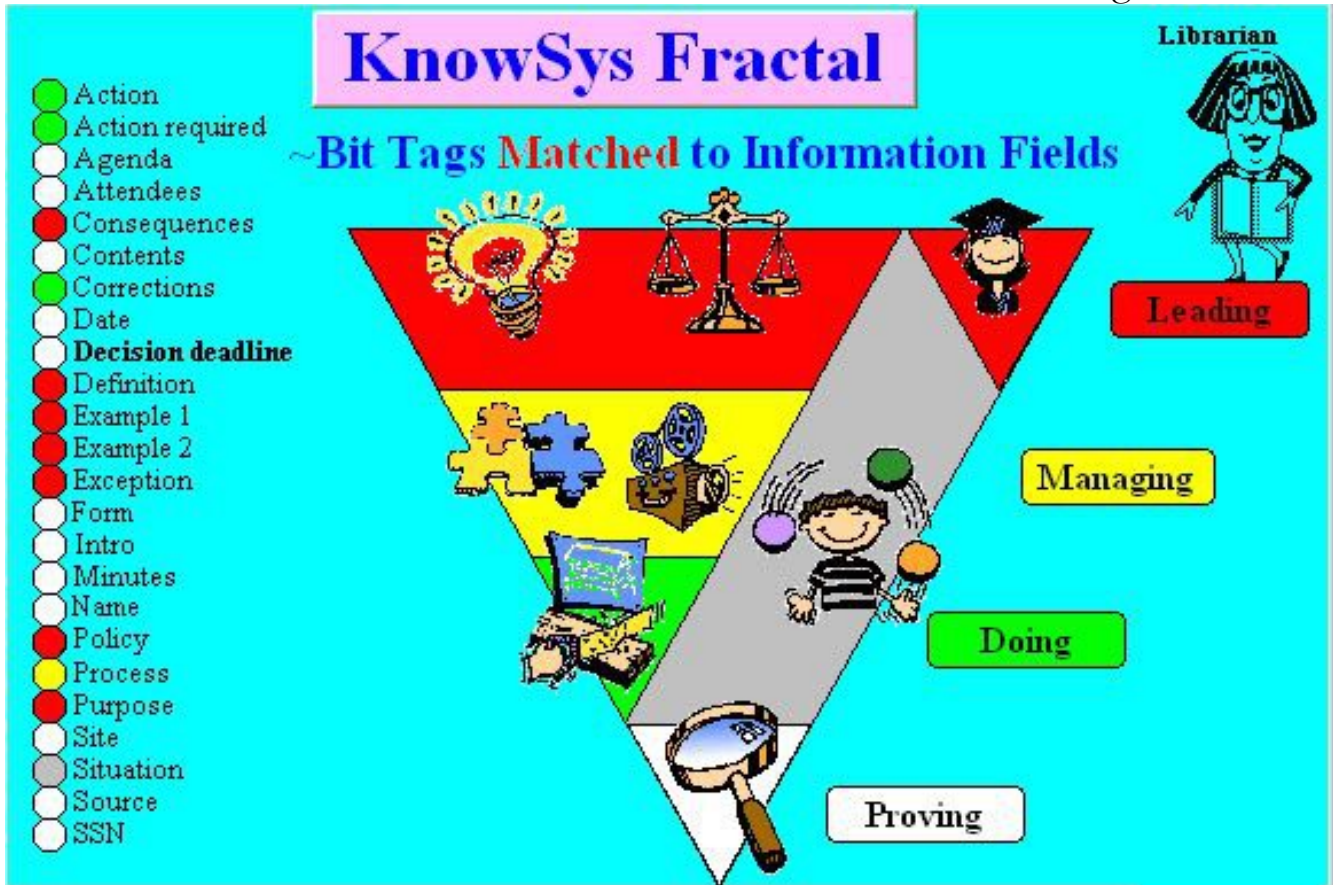
Model Document Construct for Document Package



Small octagons represent ~Bits. Large octagons represent ~Bytes. Each ~Byte has an Intro.

The whole diagram displays how KnowSys structured 29 ~Bits and 6 ~Bytes in the Model document used for this tutorial.

The **Decision deadline** ~Bit is the basic ~Bit in Document Package



This screenshot from the original Toolbook application was an animated color page.

- Leading (*red*) at the top of an organization requires concepts, principles, and metaconcepts.
- Managing (*yellow*) in the center of an organization requires constructs and processes.
- Doing (*green*) near the bottom of an organization requires actions.
- Proving (*white*) supports the organization with facts about its performance to its vision.

Note: Situations (*gray*) occur throughout the top levels of any organization.

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