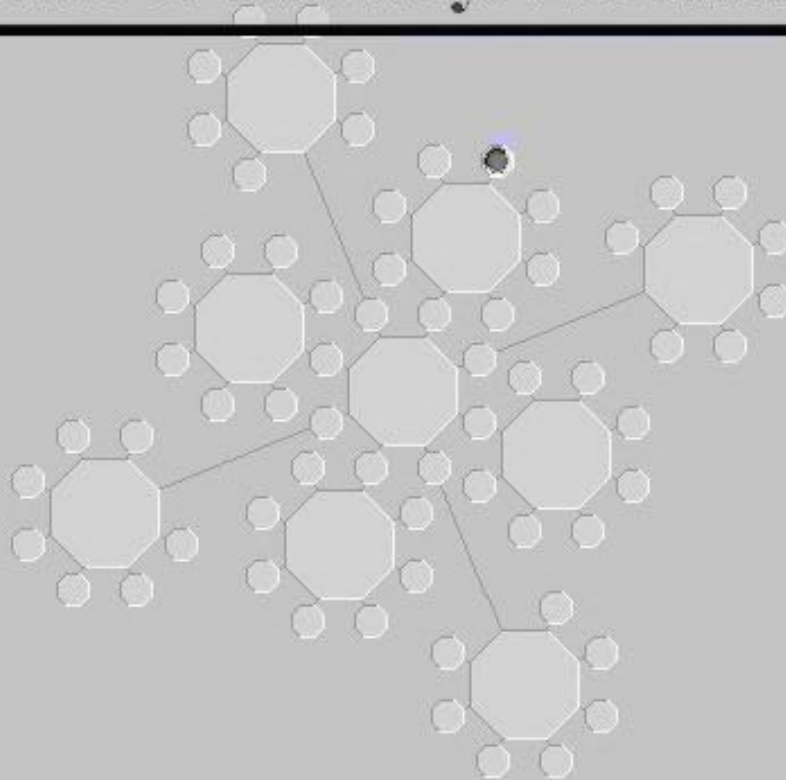


# Welcome to KnowSys Tutorial



## Before you begin

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

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

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**Source** [KnowSys Tutorial](#)

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**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.


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**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 ~Byte**

**Introduction** Build a ~Byte steps you through the action of building ~Bits of knowledge into the smallest publishable document in the KnowSys system. Later, you can join ~Bytes built earlier into larger documents.

**Finder** You can find this information by clicking a button.

<u>Steps summary</u>
<u>Detailed steps</u>
<u>Practice: Build a ~Byte</u>
<u>Model Practice: Built a ~Byte</u>
<u>Model document</u>
<u>"Before" document</u>
<u>Model construct</u>

[Summary](#)

[Detailed Steps](#)

[Demo: Built a ~Byte](#)

["Before" Document](#)

[Model Document Number 1](#)

[Model Construct](#)

[Website Home](#)

## Summary: How To Use Online Knowledge To Build a ~Byte

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

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

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

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

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

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**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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[Back to top](#)

## Detailed Steps: How To Use Online Knowledge To Build a ~Byte

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

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

Step	Action
1	Open the Tutor ~Book to Page 3, <i>or</i> click on <b>KnowSys Actions</b> in Finder 1.
2	Read the Preview of <i>KnowSys Actions</i> .
3	Click on <b>KnowByte</b> in Finder 2.
4	Read all three pages, <i>How To Build a KnowByte</i> (pp. 8-10).
5	Click on <b>Go to Finder 1</b> , at bottom of Page 10.
6	Click on <b>KnowSys Job Aids</b> (Page 23).
7	Click on <b>How To Build a KnowByte</b> in Finder 3.
8	Follow the directions and guidelines on the <b>Job Aid</b> . <i>Note:</i> Read entire contents before you begin to write.

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[Back to top](#)

## Demo: Built a ~Byte

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### Introduction

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

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### Results

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

Step	Description
1	Jay Jenre opened the online Tutor ~Book, and read the <b>KnowSys Actions</b> .
2	Jay clicked on <b>KnowByte</b> in Finder 2 (Page 3), and read all three pages (pp. 8-10).
3	Jay reflected, "I'm ready – I've studied the <b>Actions</b> information for building a ~Byte."
4	Jay went back to Finder 1, clicked on <b>KnowSys Job Aids</b> , then clicked on <b>How To Build a KnowByte</b> in Finder 3.
5	Jay studied the Introduction, and scanned through the two pages of sample ~Bits provided in the <b>Job Aid</b> .
6	Jay clicked on Finder 2 (p. 26, bottom), and reviewed the <b>KnowByte</b> information of <b>KnowSys Actions</b> (pp. 8-10), esp. <ul style="list-style-type: none"><li>• the Step &amp; Action table in the Action ~Bit (Page 10), <i>and</i></li><li>• the guidelines for building the ~Byte tag and body.</li></ul>
7	Jay scanned the first four steps in the Step & Action table, thinking: "I'm on Step 5 – I've already built the basic ~Bit for my memo."
8	Jay recalled the answers to the first three questions: <ul style="list-style-type: none"><li>• <b>All employees will work with this ~Byte.</b></li><li>• <b>Employees must decide before the deadline when to schedule their floating holiday.</b></li><li>• <b>The source of this ~Byte of knowledge is the Board secretary (me).</b></li></ul>
<i>Note:</i> To manage a long list of steps, split the Table after this Step.	

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More...

## More... Model: Built a ~Byte

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**More...Results** More... results from Jay Jenre's successful task to build a ~Byte.

Step	Description
9	Jay scanned all the ~Bit tags on the <b>Job Aid</b> to decide on the least information the employees need to know about the <b>Decision deadline</b> ~Bit.
10	Jay reasoned that the <b>Decision deadline</b> ~Bit needed support with these seven additional ~Bits: <ul style="list-style-type: none"><li>• Introduction – orient employees to this memo,</li><li>• Process – the “big picture” of holiday scheduling,</li><li>• Purpose – provide employee incentive to respond,</li><li>• Policy – basis for holiday scheduling practices,</li><li>• Consequences – settle compliance issues,</li><li>• Action – tell employees exactly how to respond, <i>and</i></li><li>• Situation – provide directions and guidelines.</li></ul>
11	Jay built the body for each support ~Bit in random order, but left building the introductory ~Bit body until last.
12	Jay built the ~Byte tag last, applying the guidelines in the Situation ~Bit of <b>How To Build a ~Byte</b> (p. 10).

---

### Comments

Jay decided that attaching a form would facilitate

- employees' submitting information promptly and uniformly.
- Secretary's entering the information received into the Board's data base.

Jay checked all memo parts against the guidelines for displays in the Adviser ~Book file, and edited the memo accordingly. Jay was please with the final results.

*Note:* See **Cues for Information Fields** and **Guideline for Field Displays** in the Adviser ~Book.

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[Back to top](#)

## Model Document Number 1

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

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**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.

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**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.

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**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."

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**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.

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More...

## More... Memo 05-01-15

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**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.

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**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.

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

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**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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[Back to top](#)



## “Before” Document

### NOTICE TO ALL EMPLOYEES

Eight national holidays are observed each fiscal year, including New Year's Day, M.L. King's Birthday (Jan. 16), Presidents' Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas.

All employees are entitled to one other holiday, at their own discretion: a floating holiday. Some employees like to have the day before or after a national holiday, like the Friday after Thanksgiving, but that's not required.

The Board secretary needs everyone's decision about when they want to have their personal floating holiday for the next fiscal year. Some employees were too late last year, and late-processing costs are estimated at \$30 per request. Employees should try to have their choices in the Board secretary's office on time this year. If this is done, any savings realized will be allocated to our favorite charity, Good Causes.

Requests received after the deadline will not be processed, and equivalent compensation will be made in lieu of the holiday. According to Board policy (Fiscal Planning 3.1.5.21), decisions must be made six weeks before the end of the fiscal year; notices must be sent two months before, and employee contracts are approved three months before.

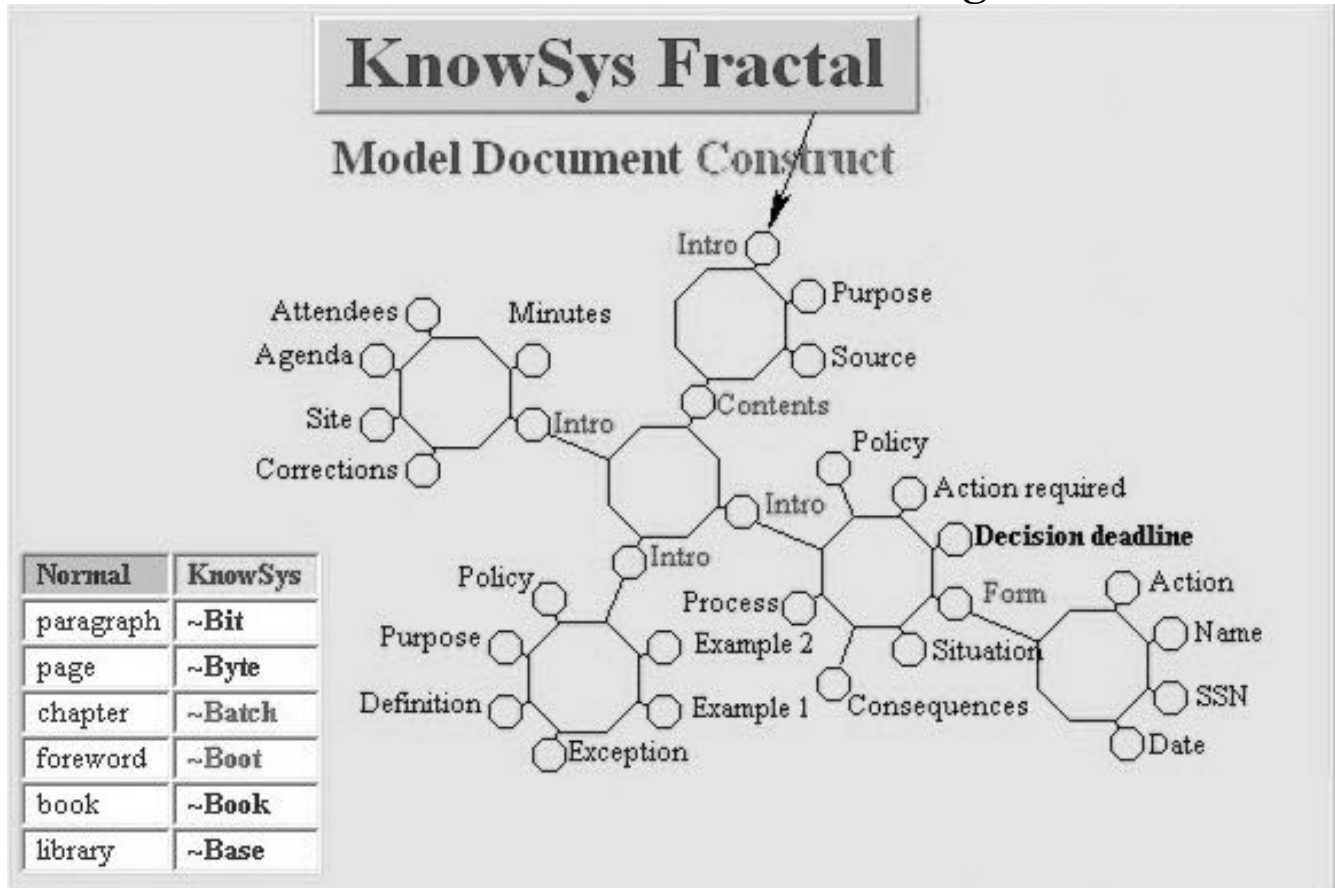
The Board report for last month stated that the Board has determined the deadline to be Tuesday, May 15, by the end of the business day.

Written forms must be received by the Board secretary. Although e-mail may be used, voice mail, being difficult to process efficiently, is not acceptable. Employees must be sure to include their names and initials, as well their Social Security numbers, so their requests can be processed accurately. Prompt responses are appreciated.

Office of the Board Secretary: 5-1-2015 Approved: RMJ/JOJ

[Back to top](#)

## Construct for Document Package



Small octagons represent the 29 ~Bits.      Large octagons represent the 6 ~Bytes.

[Back to top](#)