KNOWLEDGE FORUM® 4.6

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 •

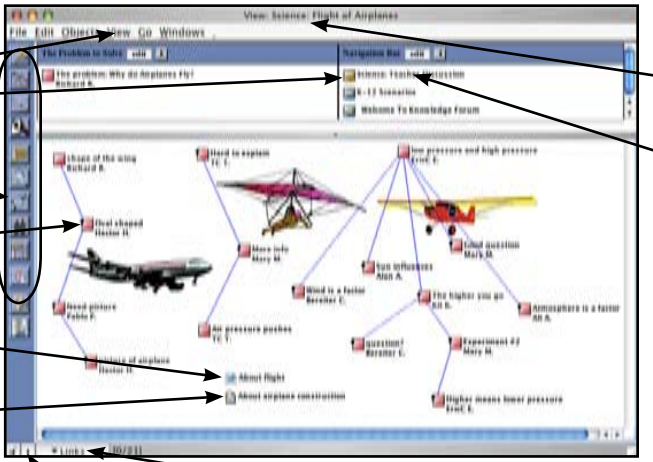
SIGNING ON

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 view.

Toolbar
See below.

Note
Double click to read note.

Movie
Double click to open.

Attachment
Double click to open.

View Title

View Headings
Highlight and organize selected objects.

Info
About the view.

Links Shows build-on or reference links.

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 List
To find or create a view

Search
To search the database

My Reader
To access My Reader

Authors
To view, add, or edit authors, groups, and registration codes

Scaffolds
To view, add, or edit scaffolds

Applet List
To access third party applets

Help
To get online help

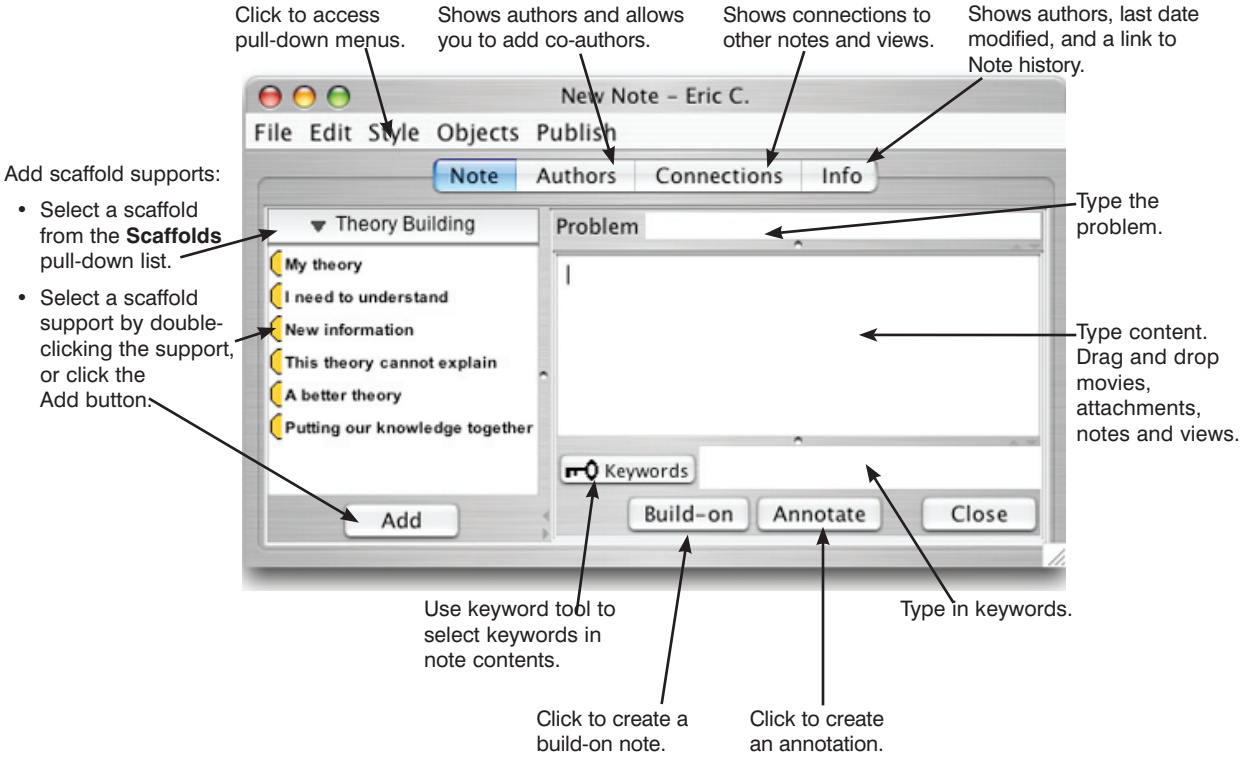
Logout
To exit Knowledge Forum

While the toolbar appears on every view, some buttons may not be available to you depending on your user type.

CREATING A NOTE

1. Click . 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.



REFERENCING

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

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

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

Web Page
Type the Web link in http:// format in the **Content** field of the note.

CONNECTING IDEAS

In addition to referencing, you can connect ideas in Knowledge Forum using several different methods.

Build-On Note
In the note editor, click Build-on in the note you want to build on. Complete the creation of the build-on note.

Co-Authors
From the Authors button, add or remove authors for the note.

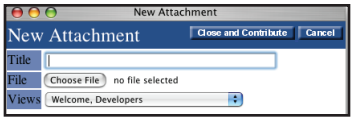
Rise-Above Note
From a view, select the notes you want to rise above (including notes from other users) and select Rise-Above from the Objects menu. Complete the creation of the new Rise-Above note.

Annotate
In the note editor, click **Annotate** and type your annotation in the new Annotation window.

ATTACHMENTS

To add an attachment to a view:

1. Click . The New Attachment window appears.
2. Type the title in the **Title** field.



3. Click **Choose File**. The Open window appears.
4. Select the file to attach.
5. Click **Choose**.
6. In the New Attachment window, select the view to add the attachment to.
7. Click **Close and Contribute**.

To add an existing attachment to a note:

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

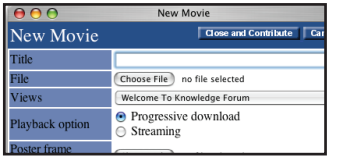
To move an existing attachment to different view:

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

MOVIES

To add a movie to a view:

1. Click . The New Movie window appears.
2. Type the title in the **Title** field.



3. Click **Choose File** next to the **File** field. The Open window appears.
4. Select the movie file to attach.
5. Click **Choose**.
6. In the New Movie window, select the view to add the movie to.
7. Select the playback option.
8. If you want to add a poster frame:

   Click **Choose File** next to the **Poster frame.** The Open window appears.

   Select a .jpg file to associate with the movie. Click **Choose**.
9. In the New Movie window, click **Close and Contribute**.

To add an existing movie to a note:

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

To move an existing movie to different view:

1. Use copy and paste from the File menu to copy the movie and paste it in the new view.

CREATING A VIEW LINK

To create a view link in a view:

1. Click . The New View Link window appears.
2. Select the view to link to from the **Choose a view** drop-down list.

THE VIEW LIST

From a view, click to access the View List window.

Copy selected view links to My Hotlist or other views by using the **Do Action** drop-down list.

Click the check box to select the view link.

Click the view link to access the view.

Select the type of views to display from the **Show** drop-down list.

Click to create a new view.

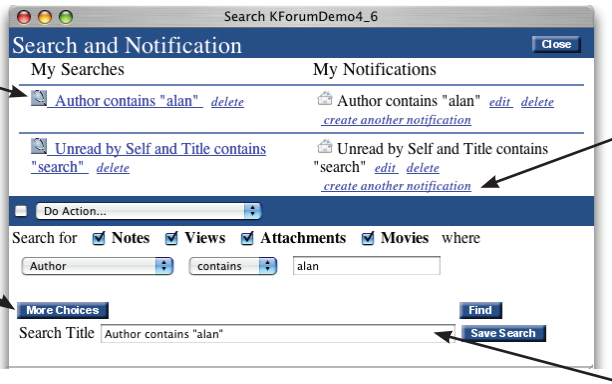
SEARCHING

Search for objects by text in the object body, author, keyword, note title, view title, problem, scaffold support, user group, date created, date last modified, unread, references to your notes, and, for editors and managers, status and accessibility. The initial criterion chosen will determine the remaining **Search** fields available.

To perform a search:

1. Check or uncheck the **Notes, Views, Attachments,** and **Movies** 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 **Find**.

Saved searches listed for future use.



Set notification in order to receive e-mail with updated search results.

Increase the number of search criteria to narrow the search.

Save search criteria.

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