

# Helper Support

Helper



## Preview

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**Introduction** This KnowBook contains two parts, or KnowBatches:

- KnowSys Field Displays, *and*
- Examples of Information Field Displays

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

**Page Information**

- 2 [KnowSys Field Displays](#)
  - 15 [Examples of Information Field Displays](#)
-

## KnowSys Field Displays

### Preview

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

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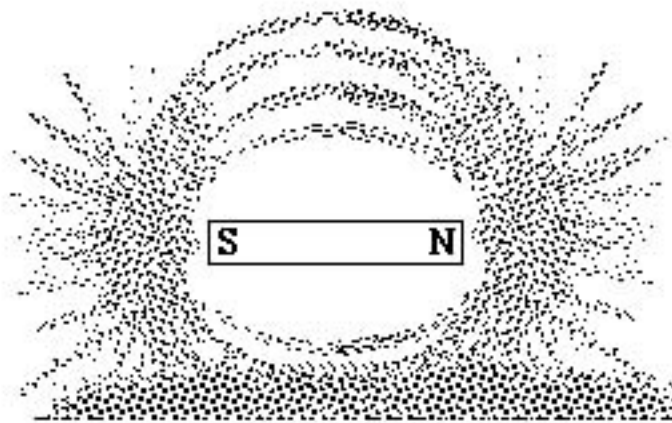
**Description** KnowSys field displays are an integrated set of commands, macros, styles, and glossary entries appearing on a knowledge worker's workstation, when writing documents with a word-processing application.

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**Function** Each command, glossary 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](#).

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**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.

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More...

## More... Preview

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### Icons

These occasional icons emphasize Helper support of KnowSys.

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### Finder

You can find the following information on the pages shown.

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-

## Style Commands and Descriptions

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**Introduction** These KnowSys styles commands appear on screen in the MSWord's Ruler. Using them to format your document automatically saves time and confusion.

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**Table** This table tags and describes the *styles* commands of MSWord's styles set, as configured for KnowSys. Commands appear in alphabetical order.

<b>This command...</b>	<b>causes a style which... .</b>
<b>~Batch Tag</b>	centers ~Batch tag in different & larger font than ~Byte
<b>~Bit Separator</b>	separates ~Bits with double spacing and underline
<b>~Bit Spacer</b>	double spaces between ~Bits, without an underline
<b>~Bit Tag</b>	tags a ~Bit of information at left margin, side-by-side
<b>~Bit Text</b>	indents text of ~Bit 1 1/4 inches from left margin
<b>~Boot Separator</b>	separates memo header from ~Bits with a double-spaced, margin-to-margin underline
<b>~Byte Tag</b>	left-justifies a ~Byte tag in font larger than ~Bit font
<b>Heading 1,Base Tag</b>	links text of Base Tag to Table of Contents function
<b>Heading 2,Book Tag</b>	links text of Book Tag to Table of Contents function
<b>Heading 3,Batch Tag</b>	links text of Batch Tag to Table of Contents function
<b>Heading 4,Byte Tag</b>	links text of Base Tag to Table of Contents function
<b>Heading 5,Bit Tag</b>	links text of Bit Tag to Table of Contents function
<b>Table Bullets 1</b>	inserts bullet with 1/8 inch indent, left-justified
<b>Table Bullets 2</b>	inserts en-dash bullet with 1/8 inch indent, 1/8 inch farther right
<b>Table Header</b>	inserts bold tag above table column
<b>Table Text</b>	adds 2 pt white space before and after normal text

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Go to [Finder](#) Go to [Finder-Displays](#)

## AutoText Commands and Descriptions

**Introduction** These tables tag and describe *AutoText* commands not included in Word’s menu, 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.

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

More...

## More...AutoText Commands and Descriptions

### Text and graphics commands

Each AutoText command in this table displays a combination of text and graphics for either —

- action fields, *or*
- process fields.

The order repeats the logical pattern: linear, branching, looping.

This command ...	displays this text and graphics ...	for... .
<b>Diagram Linear Step</b>	“Linear Step” in rectangle with arrow at right	Action
<b>Diagram Branching Step</b>	“Branching Step ?” in diamond with two arrows at right	Action
<b>Diagram Looping Step</b>	loop of two “Linear Step” rectangles, controlled by a “Branching Step?” diamond and stop sign	Action
<b>Diagram Linear Phase</b>	rectangle stack of one agent and one phase description, with arrow at right	Process
<b>Diagram Branching Phase</b>	diamond stack for one agent and one branching question mark, with two arrows at right	Process
<b>Diagram Looping Phase</b>	loop of two rectangle stacks, controlled by a branching phase and stop sign	Process
<b>Diagram Balancing Loop</b>	tag, stem sentence, and generic B loop	Process
<b>Diagram Reinforcing Loop</b>	tag, stem sentence, and generic R loop	Process

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## Macro Commands and Descriptions

**Introduction** These KnowSys macro commands appear in MSWord’s KnowSys menu. They also appear in MSWord’s Insert/AutoText menu. Using them to format your document automatically saves time and confusion.

**Macros commands** This table tags and describes macro display commands of MSWord’s menu, as configured for KnowSys. The order is alphabetical.  
*Note:* Other word processing applications have similar macro functions.

This command ...	causes a macro that ... .
<b>Contents</b>	builds a special ~Bit with a — <ul style="list-style-type: none"> <li>• “Contents” tag,</li> <li>• stem sentence, <i>and</i></li> <li>• table of contents for previewing a ~Batch</li> </ul>
<b>Matrix</b>	builds a special ~Bit with a — <ul style="list-style-type: none"> <li>• “Matrix” tag,</li> <li>• stem sentence,</li> <li>• matrix of four columns and four rows, <i>and</i></li> <li>• ~Bit separator</li> </ul>
<b>More... ~Bit Tag</b>	continues a ~Bit with a — <ul style="list-style-type: none"> <li>• “More...” ~Bit tag,</li> <li>• “More...” ~Bit text, <i>and</i></li> <li>• ~Bit separator</li> </ul>
<b>More... ~Byte</b>	continues a ~Byte with a — <ul style="list-style-type: none"> <li>• ~Bit separator,</li> <li>• “More...” in small font under left end of ~Bit separator,</li> <li>• page break, <i>and</i></li> <li>• “More...” ~Byte tag</li> </ul>
<b>New ~Byte</b>	starts a new ~Byte with a — <ul style="list-style-type: none"> <li>• page break, <i>and</i></li> <li>• ~Byte tag</li> </ul>

Go to [Finder](#) Go to [Finder-Displays](#)

## Table Commands and Descriptions

**Introduction** These KnowSys table commands appear in MSWord’s menu. They also appear in the AutoText menu. Using them to format your document automatically saves time and confusion.

**Table commands** This table tags and describes eight table display commands of Word’s menu, as configured for KnowSys. The order is alphabetical.

<b>This command ...</b>	<b>builds a table with three rows and... .</b>
<b>Table Inside Linear2</b>	<ul style="list-style-type: none"> <li>• two columns, framed inside the right-hand column of a two-column table,</li> <li>• stems for the directive verb and note, and</li> <li>• left-justified headers in bold font</li> </ul>
<b>Table Branching Action</b>	<ul style="list-style-type: none"> <li>• “If...,” &amp; “then... .” headers in bold font,</li> <li>• two columns, and</li> <li>• ~Bit Separator</li> </ul>
<b>Table Branching Process</b>	<ul style="list-style-type: none"> <li>• “When...,” &amp; “then... .” headers,</li> <li>• two columns, and</li> <li>• ~Bit Separator</li> </ul>
<b>Table Linear Action</b>	<ul style="list-style-type: none"> <li>• stem sentence,</li> <li>• “Step” &amp; “Action” headers,</li> <li>• two columns,</li> <li>• rows numbered “1”, “2”, “3”, and</li> <li>• ~Bit Separator</li> </ul>
<b>Table Linear Process</b>	<ul style="list-style-type: none"> <li>• stem sentence,</li> <li>• “When”, “Who”, &amp; “Does What” headers,</li> <li>• two columns,</li> <li>• rows numbered “1”, “2”, “3”, and</li> <li>• ~Bit Separator</li> </ul>
<b>Table Tag &amp; Definition</b>	<ul style="list-style-type: none"> <li>• “Definitions” tag,</li> <li>• stem sentence,</li> <li>• two columns,</li> <li>• “Tag” &amp; “Definition” headers, and</li> <li>• ~Bit separator</li> </ul>
<b>Table Tag &amp; Description</b>	<ul style="list-style-type: none"> <li>• “Descriptions” tag,</li> <li>• stem sentence,</li> <li>• two columns,</li> <li>• “Tag” &amp; “Description”, and</li> <li>• ~Bit separator</li> </ul>

Go to [Finder](#) Go to [Finder-Displays](#)





## Graphics Commands and Descriptions

**Introduction** These KnowSys icon commands appear in MSWord’s menu. They also appear in the Standard Glossary. Using them to format your document automatically saves time and confusion.

**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.





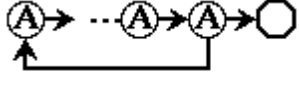
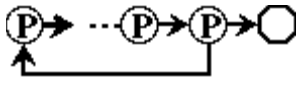
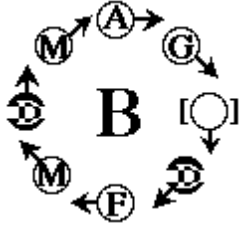

**Connector icons** This table tags and describes four graphics commands for displaying pairs of connector icons in action flow diagrams and process flow diagrams.

This command ...	builds a small ...	and looks like this ... .
<b>Flows to...</b>	arched C with one arrow at left	
<b>Flows from...</b>	arched C with one arrow at right	
<b>Flows off...</b>	circled C with one arrow at left	
<b>Flows on...</b>	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 flow icons in action flow diagrams and process flow diagrams.

This command ...	builds a small ...	and looks like this ...
<b>Icon Linear Action</b>	circled A with one arrow at right	
<b>Icon Linear Process</b>	circled P with one arrow at right	
<b>Icon Branching Action</b>	circled A with arrows at right and down	
<b>Icon Branching Process</b>	circled P with arrows at right and down	
<b>Icon Looping Action</b>	series of two or more circled A's controlled by a branching circled A and a stop sign	
<b>Icon Looping Process</b>	series of two or more circled P's controlled by a branching circled P and a stop sign	
<b>Icon Balancing Loop</b>	B-loop with initialed parts, starting at the top: <ul style="list-style-type: none"> <li>• A—action</li> <li>• G—goal</li> <li>• [ ]—gap</li> <li>• D—delay</li> <li>• F—fix</li> <li>• M—more...action</li> </ul>	
<b>Reinforcing Loop Icon</b>	R-loop with initialed parts, starting at the top: <ul style="list-style-type: none"> <li>• A—action</li> <li>• G—goal</li> <li>• [ ]—gap</li> <li>• D—delay</li> <li>• C—catalyst</li> <li>• M—more...action</li> </ul>	

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## Basic Contents of KnowSys Word Processing Menu

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<b>Introduction</b>	This document displays the results of selecting items listed on the word processing application's KnowSys menu, or equivalent menu.
<b>Menu item displays</b>	Each display of items listed on the KnowSys menu begins and ends with special separator lines created uniquely for this document.
<b>Separator lines description</b>	<p>A series of dollar signs marks the special separator lines that border each menu item's display results:</p> <ul style="list-style-type: none"> <li>• the initial separator has three dollar signs and the menu item's tag.</li> <li>• the final separator has only five dollar signs.</li> </ul> <p><i>Examples:</i></p> <pre> \$\$\$ Contents {display of "Contents" appears here} \$\$\$\$\$  \$\$\$ Table Branching Action {display of "Table Branching Action" appears here} \$\$\$\$\$  \$\$\$ TagDescriptions {display of "TagDescriptions" appears here} \$\$\$\$\$ </pre>
<b>Suggestion</b>	<p>Display paragraph symbols and other embedded formatting symbols when viewing this file on your electronic workstation or portable computer.</p> <p><i>Reasons:</i> Some formats include "empty spacing" for easy reading. Displaying gridlines reveals boundaries of table rows and columns.</p> <hr/> <p>More...</p>

### More... Basic KnowSys Menu Contents

\$\$\$~Bit  
**Introduction** ~Bit text

\$\$\$\$\$  
\$\$\$~Bit Spacer

\$\$\$\$\$  
\$\$\$Contents  
**Contents** You can find the following content on the pages shown.

**Page Information**

- 2
- 3
- 4

\$\$\$\$\$  
\$\$\$Table Branching Action  
**Decision** Use this table to decide ...

<b>If ... ,</b>	<b>then... .</b>

\$\$\$\$\$  
\$\$\$Table Branching Process  
**Process** This table describes what happens when... .

<b>When ... ,</b>	<b>then... .</b>

\$\$\$\$\$

More...

## More... Basic KnowSys Menu Contents

\$\$\$Table Linear Action

**Action** Follow these steps to ... .

Step	Action
1	
2	
3	

\$\$\$\$\$

\$\$\$Table Linear Process

**Process** This table displays what happens when [who] does [what].

When	Who	Does What
1		
2		
3		

\$\$\$\$\$

\$\$\$Table Inside Linear2

4	Toggle .... <i>Note:</i> This table displays .... <table border="1" style="margin-left: 40px;"> <thead> <tr> <th>This toggle...</th> <th>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... .								

\$\$\$\$\$

\$\$\$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

\$\$\$\$\$

\$\$\$

**Batch Tag**

\$\$\$\$\$

\$\$\$

**~Byte Tag**

\$\$\$\$\$

\$\$\$More Byte

More...

[ Insert page break ]

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

**Introduction** ~Bit text

\$\$\$\$\$

{end}

Go to [Finder](#) Go to [Finder-Displays](#)

## Examples of Information Field Displays

### Preview

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

- Connector icons.
  - Diagrams and icons for action and process flows.
  - 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.

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

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

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

**Page Graphics Field Displays of...**

- 16 [Displays of Connector Icon](#)
  - 17 [Diagrams and Icons for Action Flows](#)
  - 15 [Diagrams and Icons for Process Flows](#)
  - 17 [Diagrams and Icons for Balancing Loops](#)
  - 18 [Diagrams and Icons for Reinforcing Loops](#)
- 

Go to [Finder](#)

## Displays of Connector Icon

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**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.

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**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... .
	<b>Flows to...</b>	flows to a later step or phase, elsewhere on this flow diagram
	<b>Flows from...</b>	flows from an earlier step or phase, elsewhere on this flow diagram
	<b>Flows off...</b>	flows off page or off screen to a later flow diagram
	<b>Flows on...</b>	flows onto this page or screen from an earlier flow diagram

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

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**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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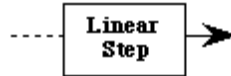
Go to [Finder-Examples](#) Go to [Finder](#)

## 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.

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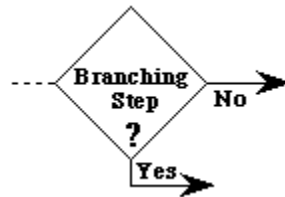
**Generic linear step** This generic diagram shows one linear step from an action flow.



**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...

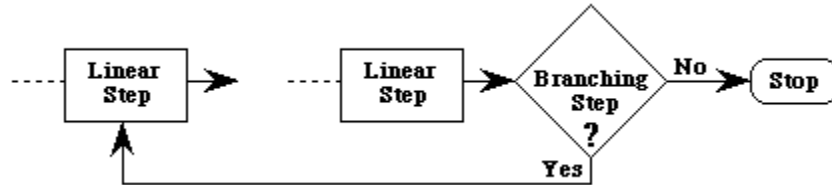
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## More...Diagrams and Icons for Action Flows

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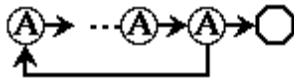
### Generic looping step

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.

Go to [Finder-Examples](#) Go to [Finder](#)

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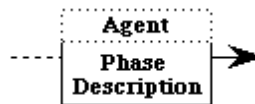
## Diagrams and Icons for Process Flows

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**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.

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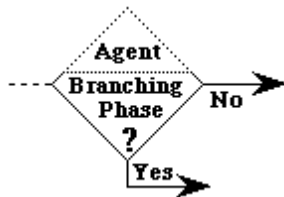
**Generic linear phase** This generic diagram shows one linear phase from a process flow.



**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.



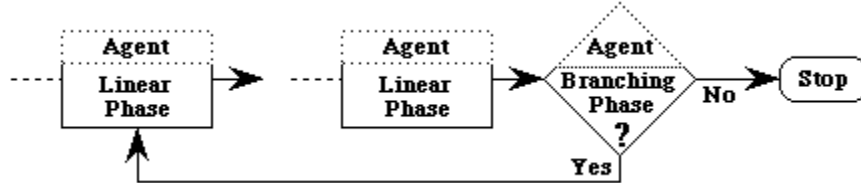
More...

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## More...Diagrams and Icons for Process Flows

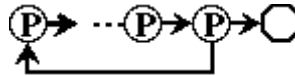
### Generic looping phase

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.

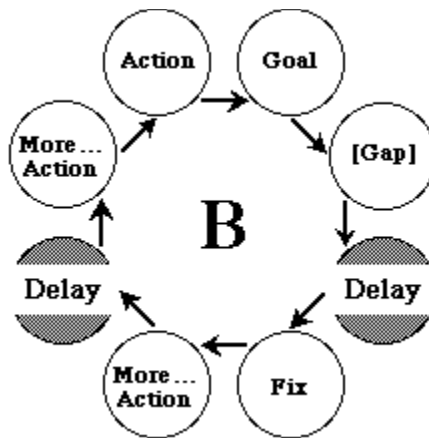
Go to [Finder-Examples](#) Go to [Finder](#)

## Diagrams and Icons for Balancing Loops

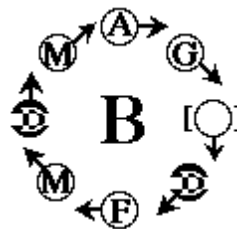
**Introduction** Workers may need to display system feedback loops in process documents. Displaying these generic diagrams and icons will save time and confusion.

**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-Examples](#) Go to [Finder](#)

## Diagrams and Icons for Reinforcing Loops

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

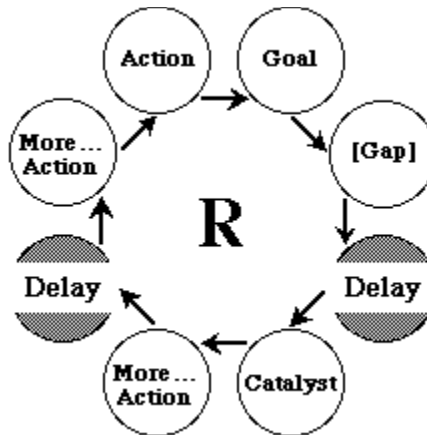
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**Finder** You can find

- 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.

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**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.



Go to [Finder-Examples](#) Go to [Finder](#)

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