

Before you begin

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

Background The author has replaced the huge original tutorial 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.

Purpose Use this KnowSys Tutorial to learn how to structure a document from inside out: from the smallest unit (~Bit) upwards to a "chapter-sized" unit (~Batch).

Source [KnowSys Tutorial](#)

Proceed **Go to tutorial section...**

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

Build a ~Boot

Existing Document Before Being Analyzed

Online Resources

Detailed Steps

Demo: Built a ~Boot

Structured Document Number 2

Construct for Preview of Structured Document Package

Animation Simulation

Website Home

The screenshot shows the 'KnowSys Tutorial' interface for 'Build a ~Boot'. At the top, the title 'KnowSys Tutorial' is displayed, with 'Build a ~Boot' in a white box below it. A 'Preview' button is visible. On the right, a 'Tutor' icon shows a man with a briefcase. The 'Introduction' section contains the text: 'Build a ~Boot steps you through the action of building a cover screen or cover sheet to' followed by a bulleted list: '• introduce a combination of ~Bytes.', '• connect a ~Batch or larger unit to other related units, and', and '• preview its contents quickly and simply, without details.' Below this is a 'Finder' section with the text: 'You can find this information by clicking a button.' To the left of the buttons is a diagram of a circle with five nodes: 'Intro' (with an arrow pointing to it), 'Purpose', 'Source', and 'Contents'. On the right, a vertical stack of buttons includes: 'Steps summary', 'Detailed steps', 'Practice: Build a ~Boot', 'Model Practice: Built a ~Boot', 'Model document', '"Before" document', and 'Model construct'.

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

Existing Document Before Being Analyzed

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 Build a ~Boot list](#)

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

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 ~Boot*. 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.

[Back to Build a ~Boot list](#)

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

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

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

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 KnowBoot in Finder 2.
4	Read all three pages, <i>How To Build a KnowBoot</i> (pp. 11-13).
5	Click on Go to Finder 1 , at bottom of Page 13.
6	Click on KnowSys Job Aids (Page 23).
7	Click on How To Build a KnowBoot in Finder 3.
8	Follow the directions and guidelines on the Job Aid (p. 29). <i>Note:</i> Read entire contents before you begin to write.

Results You now have the knowledge you need to write a preview for a short, publishable document.

[Back to Build a ~Boot list](#)

Demo: Built a ~Boot

Introduction

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

Results

The results from Jay Jenre's successful task to build a ~Boot, preview of a larger file.

Step	Description
1	Jay realized that a “preview” document would not be needed for a single-sheet memo. However, the Superintendent recommends that Jay mail all employees a whole package of documents: <ul style="list-style-type: none">• copy of the Board policy,• notes of last month's Board meeting, <i>and</i>• the “Deadline for Decision...” memo. Three documents now required a ~Boot (preview) for Jay's memo.
2	Jay clicked on KnowBoot in Finder 2 (Page 3), and read all three pages.
3	Jay reflected, “It's been a while since I studied the Actions file to build a ~Boot, so I'll review it before I write a preview to introduce the whole package that the Superintendent requested I send to all employees.”
4	Jay went back to Finder 1, clicked on KnowSys Job Aids , then clicked on How To Build a KnowBoot in Finder 3.
5	Jay studied the Introduction, and scanned through the other sample ~Bits provided in the Job Aid (p. 29).
6	Jay clicked on Finder 2 (p. 29, bottom), and reviewed the KnowBoot information of KnowSys Actions , esp. <ul style="list-style-type: none">• the Step & Action table in the Action ~Bit (Page 13), <i>and</i>• the rule and consequences for building a ~Boot.
7	Jay reaffirmed the answers to the three questions: <ul style="list-style-type: none">• All employees will work with this package.• Employees will decide when to schedule their floating holiday within the context of Board policy and recent actions.• The source of this information is the Board library of policies and reports.

More...

More... Model: Built a ~Boot

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

Step	Description
8	Jay affirmed the consequences for applying the rule that a ~Boot must appear first in any series of two or more publishable documents: employees would view the Superintendent's package and its parts as a larger, integrated document with its own meaning.
9	Jay returned to Finder 1, clicked on KnowSys Job Aids , then clicked on How To Build a KnowBoot in Finder 3.
10	Jay scanned the directions on the Job Aid page (p. 29), then completed each support ~Bit body in the blank template, as recommended in the Step & Action table: <ul style="list-style-type: none">• Purpose,• Source, <i>and</i>• Finder (table of contents).

Comments

Now Jay had built the ~Boot for the Superintendent's package and was ready to build the remaining ~Batch of files.

[Back to Build a ~Boot list](#)

Structured Document Number 2

[~Batch Tag]

Preview

Introduction

This package of documents contains a deadline memo on your employee decision about the floating holiday date for next fiscal year.

Supportive information provided context for your decision.

Purpose

Use these documents to –

- prepare yourself for a timely and practical decision.
 - fill in the form for submitting your decision on time.
-

Source

The source of this package of information is the Board library of policies and reports.

Contents

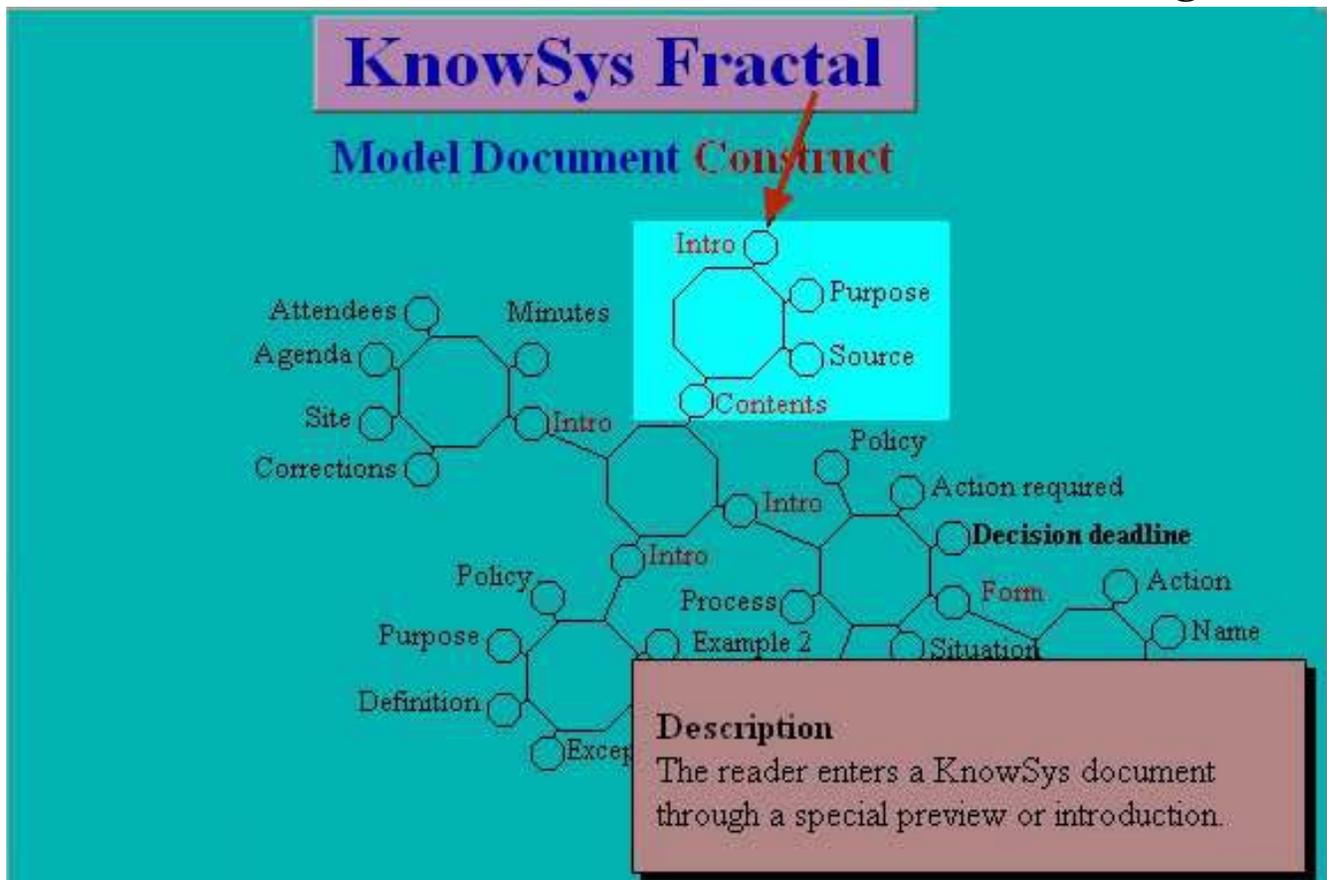
You can find the following contents on the pages shown.

Page Information

- 2 [Copy and paste ~Byte tag here after building the ~Batch.]
 - 3 [Copy and paste ~Byte tag here after building the ~Batch.]
 - 4 [Copy and paste ~Byte tag here after building the ~Batch.]
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[Back to Build a ~Boot list](#)

Construct for Preview of Structured Document Package



Large octagon with four small octagons represents the ~Boot in this screenshot.

[Back to Build a ~Boot list](#)