

9. CARDS AND BANNERS

Cards are the basic units of information in the NoteCards system. This information can be a mixture of text and graphics. The cards can contain as much or as little information as you deem necessary. You can link each card to any number of other cards to create an information network which you can randomly browse or systematically read. You access cards through the notefile Banner.

This chapter explains:

- What you can do from the notefile Banner.

- How to access old cards.

- How to create new cards.

- What card types there are.

- What the card menu does.

The Notefile Banner

Each notefile which you have opened is represented on the screen by a notefile Banner. The notefile name appears across the top of the Banner in the region called the title bar. The semi-colon after the name is followed by the notefile version number.

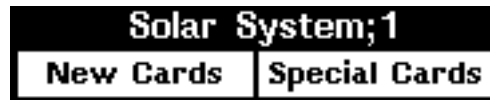


Figure 9-1. The Banner for the Solar System notefile.

The Banner has three active regions, the title bar, the **New Cards** option and the **Special Cards** option.

The Banner Title Bar

From the title bar you can access three notefile menus.

Notefile Ops Menus

There are two "Notefile Ops" Menus. One displays only those options which work on open notefiles. The other displays only those options which work on closed notefiles.

Holding the left mouse button down in the Banner title bar when the notefile is *closed* brings up the following "Notefile Ops" menu. Note that the **New Cards** and **Special Cards** options are grayed over when the notefile is closed.

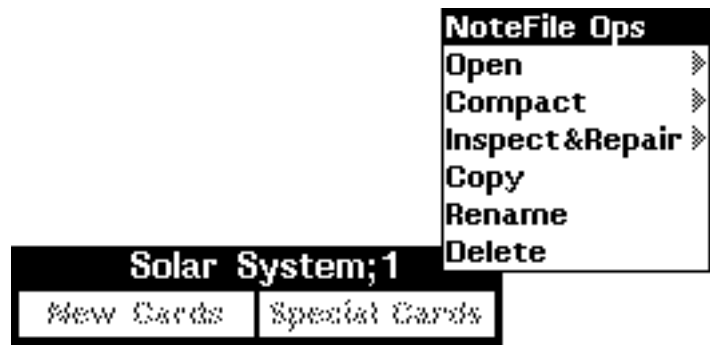


Figure 9-2. "Notefile Ops" menu from the Banner of a closed notefile.

Holding the left mouse button down in the Banner title bar when the notefile is *open* brings up the following "Notefile Ops" menu.

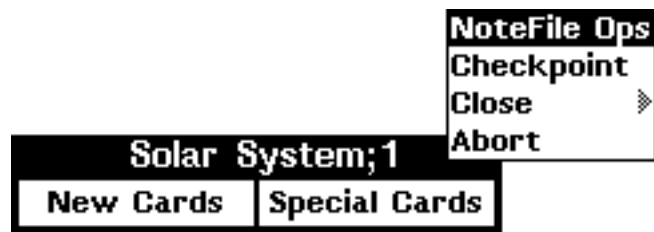


Figure 9-3. "Notefile Ops" menu from the Banner of an open notefile.

These two sets of options are a subset of those found on the "Notefile Ops" menu accessed by holding the left mouse button down on the MenuBox Icon's **Notefile** option.

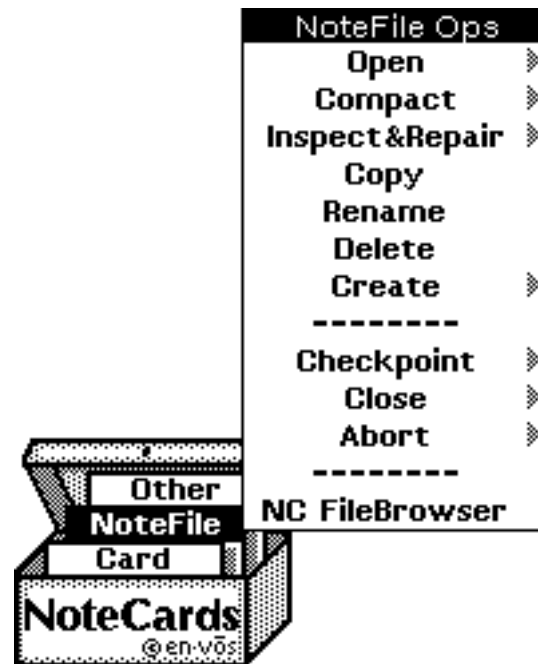


Figure 9-4. The MenuBox Icon's "Notefile Ops" menu.

All of these commands are discussed in Chapter 12, The MenuBox Icon.

Middle-Mouse-Button Title-Bar Menu

Holding the middle mouse button down in a notefile Banner's title bar brings up the following menu.



Figure 9-5. Middle-button menu in notefile Banner title bar.

Full File Name

Selecting the **Full File Name** option will bring up a window containing the full name of a file, including its directory path.



Figure 9-6. The full file name of the Solar System notefile.

Press any mouse button to continue. The window will close and you will be allowed to continue your work. This option is useful when you have two files with the same name, but different directories, on the screen and you need to be able to differentiate their Banners.

File Capacity

When the notefile is open, selecting the **File Capacity** option will attach a window to the top of the notefile Banner which will display the percentage and ratio of used cards in the notefile.

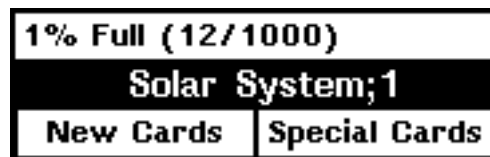


Figure 9-7. Notefile Banner with file capacity window open.

To close the file capacity window, hold the right button down in the file capacity window, not in the Banner title bar, and select the **Close** option off the window menu.

When 90% of the cards in a notefile have been used, the file capacity window will automatically open and warn you that the file is almost full and that it needs to be compacted. You must close a notefile before you can compact it. See Chapter 12, The MenuBox Icon, for instructions on compacting notefiles.

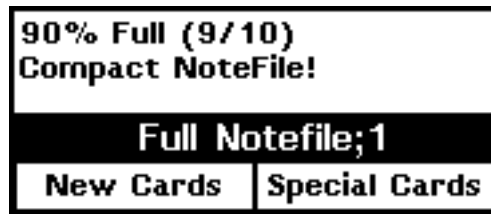


Figure 9-8. Notefile Banner with file capacity window warning to compact notefile.

If you try to create a new card when the notefile is 100% full, the system will display a message that the notefile is full and you will be asked if it is ok to checkpoint the notefile and make room for some number of new cards.

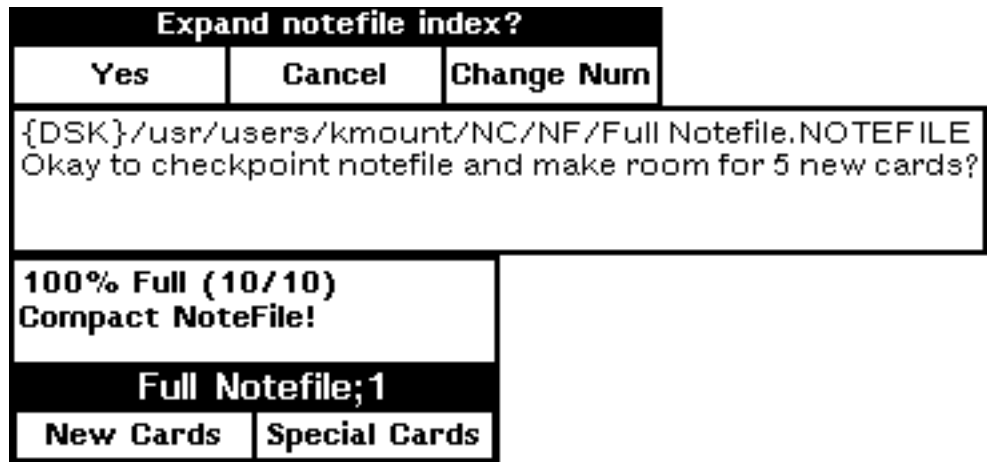


Figure 9-9. "Expand notefile index?" menu and prompt window.

If you select **Yes**, the system will save all the open cards, close the notefile, expand the notefile index by the amount you indicated, reopen the notefile, and create the card you requested. Note that the notefile is not compacted in this operation.

Cancel stops the operation. **Change Num** allows you to change the number of cards to expand the notefile by, after which you can choose the **Yes** option from the "Expand notefile index?" menu and proceed to save and expand the notefile.

Special Cards

Old notecards are accessed from the notefile Banner under the option **Special Cards**, (see Figure 9-1). Clicking the left mouse button in the **Special Cards** option brings up the "Table of Contents" FileBox card for the named notefile.

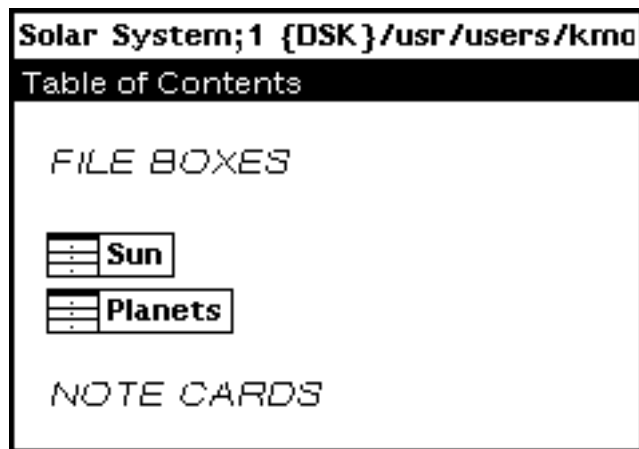


Figure 9-10. "Table of Contents" FileBox card for the "Solar System" notefile.

Holding down the middle mouse button in the **Special Cards** option brings up the "Special Cards" menu.



Figure 9-11. The "Special Cards" menu.

This menu allows you to access all of the top-level FileBoxes. Ultimately, all accessible cards are linked to one of these three FileBoxes.

Table of Contents FileBox

This is the top-level FileBox of each notefile. It is intended for storage of links to FileBoxes and other cards at the highest level of the information hierarchy.

To Be Filed FileBox

A temporary FileBox for cards that are not filed in any FileBoxes. If you close a card without specifying its FileBox, or if you close a notefile, without having specified the FileBoxes for every card, the system will place the cards without assigned FileBoxes in the "To Be Filed" FileBox.

If you later designate a FileBox for an unfiled card using the **Designate FileBoxes** or **Title/FileBoxes** commands from the card menu, this does not remove the card from the "To Be Filed" FileBox. To remove a card from the "To Be Filed" FileBox either delete its link or use the **Unfile From FileBoxes** suboption on the card menu of the newly filed card.



Figure 9-12. A card menu showing the **Unfile from FileBoxes** suboption selected.

As a general rule, it is a good idea to check the "To Be Filed" FileBox at the end of every session to verify that you have properly filed every card where you want it. You might also keep a copy of this FileBox on the screen so that you can tell at a glance if any cards have been filed there.

Orphans FileBox

A FileBox for cards whose last link from another FileBox has been removed.

Removing a link icon from the "Orphans" FileBox severs the card from the FileBox hierarchy but does not delete it from the notefile. Cards in this state are lost cards. The only means of retrieving a lost card is with a search card.

As a general rule, it is a good idea to check the "Orphans" FileBox at the end of every session to verify that you have properly filed every card where you want it. You might also keep a copy of this FileBox on the screen so that you can tell at a glance if any cards have been filed there.

New Cards

New cards are created from the notefile Banner under the option **NewCards**, (see Figure 9-1).

Clicking the left mouse button on the **NewCards** option immediately creates a specific type of card. The type of card created is determined by the value of the **Default Card Type** System Parameter. See Chapter 12, The MenuBox Icon, which describes how to set this parameter. The default value is "Text."

Pressing the middle mouse button over the **NewCards** option brings up the "Card Types" menu.

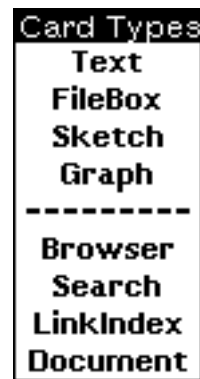


Figure 9-13. The "Card Types" menu.

Selecting one of these options creates a card of that type.

Figure 9-14 graphically represents the notecard types and their range of use. Text, Graph, and Sketch cards help you to collect and express your ideas. FileBoxes allow you to express the relationships between your ideas and organize them into coherent structures. Browser cards provide a broad range of functionality, and are a means of representing as well as retrieving information. LinkIndex cards build sorted lists of cards. Search cards perform searches on card titles. And, Document cards create a linear document from your linked cards.

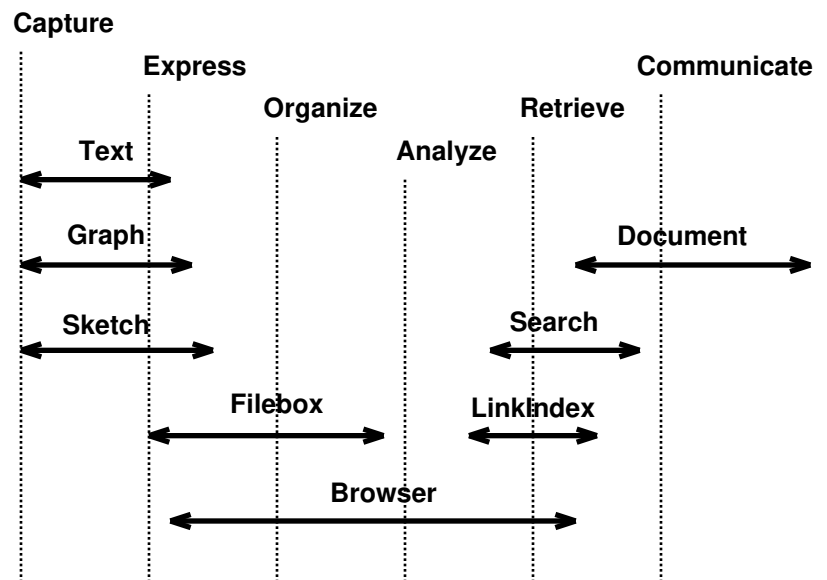


Figure 9-14. Card types and their range of use.

User Cards and System Cards

Cards can be broadly divided into two categories. User cards are those cards for which you create the contents. System cards are cards where the contents are built by the system for you. Chapter 10 discusses user cards; Chapter 11, system cards.

In Figure 9-13, the top four card types (Text, FileBox, Sketch, and Graph) are user notecards. The bottom four card types (Browser, Search, LinkIndex, and Document) are system notecards.

Text-, Sketch-, and Graph-Based Cards

All cards are based on one of three editors, the text editor TEdit, the Sketch editor Sketch, or the Graph editor Grapher.

Text, FileBox, Search, LinkIndex, and Document cards are all based on the text editor TEdit. Hence they all behave in essentially the same way and are referred to as text-based cards.

The Sketch card is the only card based on the Sketch editor. This card is referred to as a sketch-based card.

Graph and Browser cards are both based on the graph editor Grapher. These cards behave in basically the same way and are referred to as graph-based cards.

The Card Menu

All cards have a left-button title-bar menu called the card menu. This menu is the same for all cards except FileBox cards. Each card also has a middle-button title-bar menu which is frequently card-specific. These menus are discussed under their respective card types in Chapter 10, User Cards, and Chapter 11, System Cards.

The Standard Card Menu



Figure 9-15. The note card menu

This menu is found on all cards except the FileBox card which has a slightly different version.

Edit Property List

The property list editor allows you to associate property-value pairs with cards. For example, you might want to attach a Certainty Value property (and value) to every card. The value of this property

would indicate the degree to which you believe the information contained on the card is true.

You bring up the "Edit Property List" window by selecting the **Edit property List** option off the card menu.



Figure 9-16. "Edit Property List Window"

You can only change the property list of a card interactively, from the menu shown in Figure 9-17. Holding down the left or middle mouse button in the "Edit Property List" window's title bar brings up the following edit menu for property lists. Select commands from this menu before releasing the button.

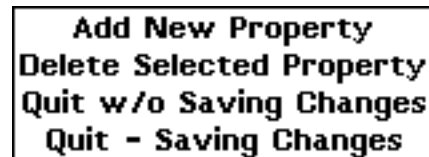


Figure 9-17. Menu from "Edit Property List" window title bar.

Add New Property

Adds user-defined properties to the property list of this card. Type in the property name and the value when prompted. Next, select one of the properties already in the list. The new property will be inserted in front of the selected property. Properties are displayed in bold type and values are displayed between brackets in regular type. You can abort the add process by hitting the Stop key.

In Figure 9-16, **Source** and **Certainty Factor** are the properties and "John Smith" and ".9" are the values. You can edit the values directly with the mouse and keyboard as you would any text string.

Delete Selected Property

Deletes a property from the property list of this card. After choosing this option click on the property to be deleted with the left mouse button. Properties are displayed in bold type. Once you have started the delete process there is no way to abort it, but you can hit the Undo key to undo the deletion.

Quit w/o Saving Changes

Closes the display without saving any of the current changes made using **Add New Property** or **Delete Selected Property**.

Quit - Saving Changes

Closes the display saving all current changes made using **Add New Property** or **Delete Selected Property**.

Show Links

Displays, in the "List of Links" window above the card, a list of all links to and from other cards. Links are represented by link icons. Selecting an icon in this window with the left mouse button displays the card referenced by that link icon.

To close this display, place the cursor in the title bar of the "List of Links" window, depress the left button, and select **Quit** from the single item menu.

For more on the **Show Links** option, see the section "Viewing Local and Global Links" in Chapter 8, Links.

Show Info

Brings up the "Card Attributes" window. This window displays the card's type, the dates each of the card parts was last changed, and a list of dates chronicling when the card was updated.

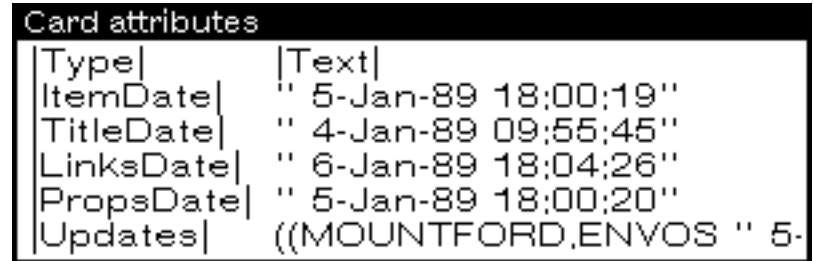


Figure 9-18. The "Card attributes" window.

The **Show Info** option also automatically brings up the notefile indicator on the card.

Indicate NoteFile

This pull-across subitem on the **Show Info** option brings up the notefile indicator without bringing up the "Card Attributes" window.

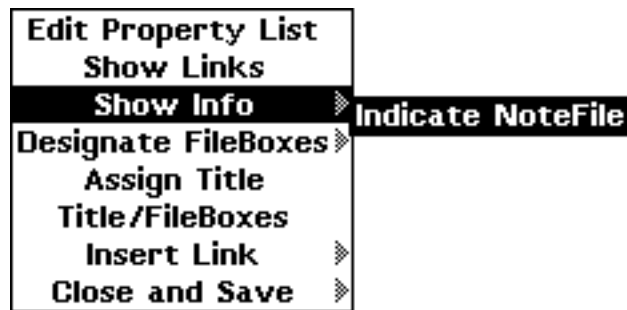


Figure 9-19. The **Indicate Notefile** submenu off **Show Info**.

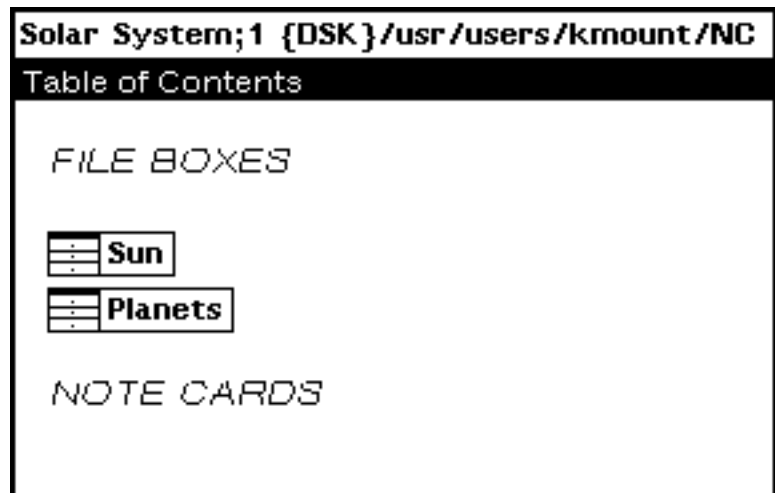


Figure 9-20 A card with its notefile indicator window open on the top of the card.

To close the "Card Attributes" window, just choose the **Close** item on the standard window title bar menu of the "Card Attributes" window. Closing the "Card Attributes" window does not close the notefile indicator window, which must be closed separately using its standard window title bar menu.

Designate FileBoxes

Pops up a prompt window above the card asking the user to file the card in one or more FileBox cards.

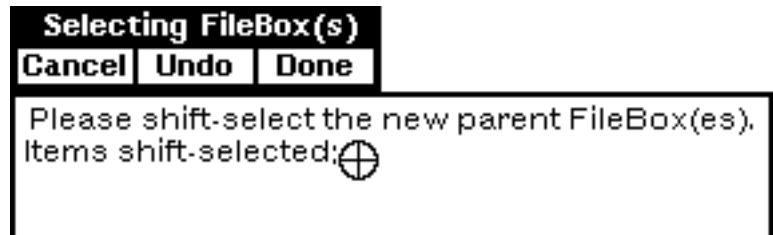


Figure 9-21. The "Selecting FileBox(es)" prompt window.

Associated with the prompt window is a three-item menu. Select **Done** from this menu or type a carriage return after shift-selecting the FileBoxes to file the card in. Select **Cancel** to abort the filing operation. Choose **Undo** to remove the last selected FileBox from the list of new parent FileBoxes.

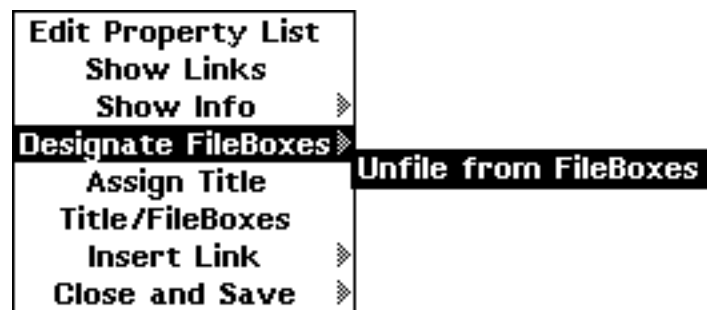


Figure 9-22. A card menu showing the **Unfile from FileBoxes** suboption selected.

Unfile from FileBoxes

Unfiles the card from the FileBoxes you select. You unfile the card by shift-selecting the FileBox card IDs from their title bars. The system tells you when you have made an invalid selection. The prompt window menu options are the same as those for **Designate FileBoxes**, shown in Figure 9-21.

Assign Title

Assign Title allows you to assign a title to a card or edit an existing title.

You can reposition the cursor in the edit string with the mouse. You can also use the mouse to delete pieces of the string by using the left mouse button to position the cursor at the beginning of the piece you want to delete and sweeping out the portion to delete while holding down the right mouse button. When you release the right mouse button the selected text will be deleted.

To cancel the delete operation, still holding the right mouse button down, move the mouse cursor outside the prompt window and release the right mouse button.

You can undo the delete operation by hitting the Undo key.

Title/FileBoxes

Selecting **Title/FileBoxes** is identical to selecting **Assign Title** and **Designate FileBoxes** in sequence.

Insert Link

Insert Link inserts a user-specified link to another card inside the body of the current card. The link is represented by a link icon.

Before execution of this command, select the point, in the body of the card, where you want the link icon to appear.

When you select this menu option, a menu pops up displaying a list of link types currently available in the notefile. Link types are notefile specific. Specify the type of link by selecting one from this list or select **--New Link Type--** to create a new type. This new type of link is added to the notefile and becomes a choice in its list of link types. It is not possible to assign a system-reserved type of link to a user-specified link. Select ****CANCEL**** from the menu to abort the **Insert Link** command or just click outside the menu.

After a type has been designated, a prompt window and menu pops up above the card asking the user to choose the destination card for the link. The user has the option of selecting an existing card or of creating a new card as the destination card by selecting **New Card** from the menu with the left mouse button. If this option is chosen, a menu of card types pops up from which the user selects the desired type of card. Again, selecting **Cancel** from the "Selecting Note Card" menu aborts this command.

At this point, the link icon will be inserted at the flashing caret in the body of the source card.

For more on **Insert Link** and its submenu options **Insert Links**, **Add Global Link**, and **Add Global Links**, see Chapter 8, Links.

Close and Save

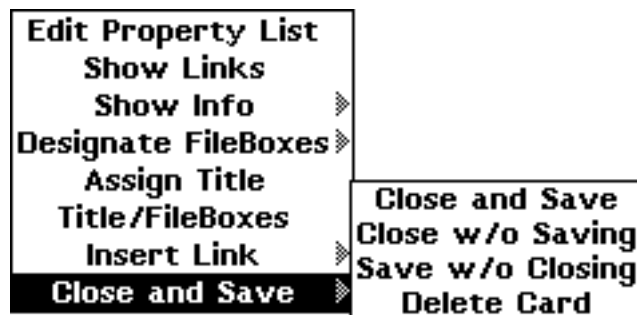


Figure 9-23. The submenu off the **Close and Save** option

Close and Save

Saves the card in the notefile before closing the card. If the **Force Titles** and **Force Filing** system parameters are set to "Yes," NoteCards will request that you provide a title and a FileBox for the card before closing it. If you do not wish to provide this information,

simply type a carriage return to both requests. In this case, the card will be titled "Untitled," and be filed in the "To Be Filed" FileBox.

Close w/o Saving

Closes the card without saving it, in the notefile. Any changes you have made to the card since the last save are lost. This option is useful if the card contents are mistakenly lost or scrambled while you are editing. This command may ask for confirmation. Type a carriage return or click on the **Yes** option to confirm. Type "n" or "N" and a carriage return or click on the **No** option to cancel.

Save w/o Closing

Saves, to the notefile, all changes you have made to the card without closing the card. Saving updates the card in the notefile but does not update the notefile index. If there is a system crash you will have to perform an **Inspect & Repair** operation to recover the card contents.

Delete Card

Permanently deletes the card from the notefile and all its links to and from other cards. Because this deletion is irreversible, the user is asked to confirm before the delete command is executed. Type a carriage return or click on the **Yes** option to confirm. Type "n" or "N" and a carriage return or click on the **No** option to cancel. Note that a deleted card cannot be retrieved with a search card as a lost card can.

The FileBox Card Menu

The FileBox card menu differs in only two items, **Add Global Link**, and **Put Cards Here**.

Add Global Link

The **Add Global Link** and **Add Global Links** options are the same global link options found on the submenu of the **Insert Link** option. **Insert Link** appears in this position on this menu for all other cards. These two options are discussed extensively in Chapter 8, Links.



Figure 9-24. The FileBox card menu with the **Add Global Link** submenu.

Put Cards Here

The **Put Cards Here** menu option is a specialization of the **Insert Links** option for FileBox cards. It allows you to file more than one card in a FileBox in a single operation. Selecting this option brings up the "Selecting cards to file" prompt window into which you can shift select the card IDs from the title bars of all the cards you want to file in this FileBox card.

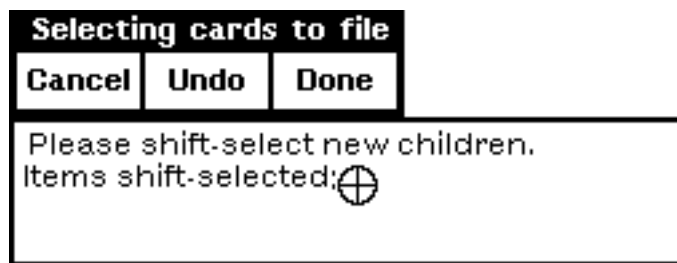


Figure 9-25. The "Selecting cards to file" prompt window.

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