

5. NOTECARDS BASICS

This chapter provides the basic introduction to NoteCards. This is the place to start, after your system administrator has installed your system, if you need a quick introduction to NoteCards before diving into the body of the reference manual. This chapter explains how to:

- Use the keyboard and the mouse
- Deal with simple error conditions
- Start NoteCards
- Exit NoteCards
- Use NoteCards

A Few Pointers on Mouse Etiquette

Once you have completed the software installation and booted the system so that it is up and running, as explained in Chapters 3 and 4, you are ready to start a NoteCards session. The NoteCards system is running when you can access the mouse cursor. When the system starts, the mouse cursor will appear in the upper left corner of the screen. Take the mouse and move it around on the mouse pad in circles until you see the mouse cursor moving.

On both the Sun and Xerox workstations, the mouse is an optical device. Which is to say that it reads the patterns on the mouse pad. The Xerox mouse does not care how you position the mouse pad; some Sun mice do. If the mouse behaves strangely, turn the mouse pad so that it is positioned as shown in Figure 5-1.

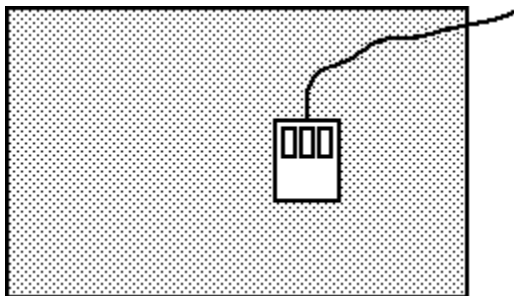


Figure 5-1. Relative positioning of Mouse and Mouse pad for Sun Workstations

Sun machines also have both high- and low-resolution mice. So if the mouse does not work at all and you have verified the connections, you might try a different mouse pad. The high-resolution mouse pads are smaller than the low-resolution mouse pads, but the mice look the same.

Mouse Button Use

The result of pressing a mouse button is fairly consistent throughout the system. The following are general rules for mouse button use. Examples follow in the next section.

Left Mouse Button

Used for selecting and positioning items.

In the window title bar of cards, pops up the NoteCards system menu.

In text windows, the left mouse button selects small structures (characters & lines).

Middle Mouse Button

Frequently brings up a menu associated with a particular window or tool such as a TEdit window or a clock window.

In text windows, the middle mouse button selects larger structures than the left mouse button (words & paragraphs).

Right Mouse Button

Pops up the system background, window, and icon menus.

In text windows, the right mouse button extends previous left- and middle-mouse button selections.

Regions Sensitive to Mouse Activity

There are certain regions of the screen and windows which are sensitive to mouse activity or respond to mouse buttons being pressed when the mouse is over them.

Background

The background is the gray part of the screen which the windows sit on top of. Figure 5-2 shows a snap of the NoteCards MenuBox Icon on the background.

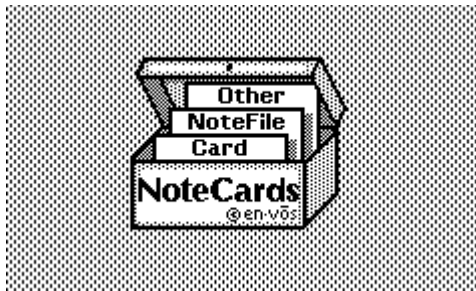


Figure 5-2. NoteCards MenuBox Icon on the Background

The background menu is one of the system menus. To bring up the background menu, move the mouse cursor *out of any windows or icons*, onto the gray background, and press and hold down the right mouse button. When you do this, the menu will pop up. (For this reason, these menus are known as "pop-up" menus.) To release the menu, slide the mouse cursor away from the menu and release the mouse button.

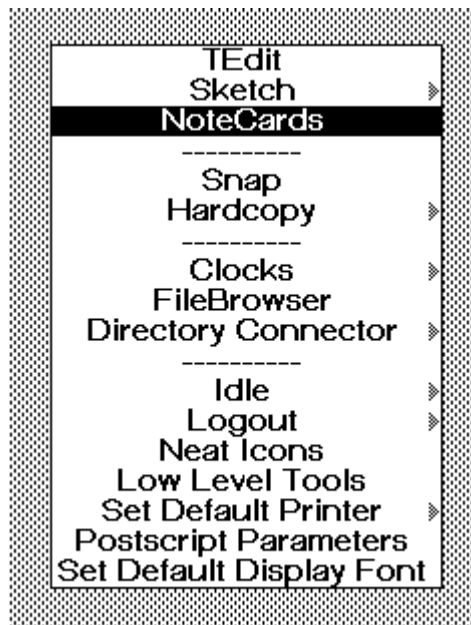


Figure 5-3. **Background** Menu with **NoteCards** Option Selected

To select an option from the background menu:

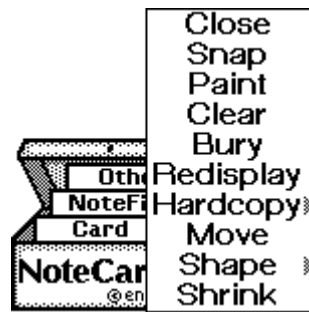
1. Press and hold the right mouse button in the background
2. Still holding down the right mouse button, slide the mouse cursor over the background menu.
3. Move the cursor up and down until the option you want appears in reverse video *and only then* release the right mouse button.

Note: **When you release the right mouse button be very careful not to slide off your selected menu option onto another menu option.** The cursor "hot spot" or the point on the cursor that the menu is sensitive to is the very tip of the cursor arrow.

Try selecting the **NoteCards** option now. When you select it, the MenuBox icon should flash. If you close the MenuBox Icon, as you will do shortly, you can reopen it by selecting the NoteCards option from the background menu.

Windows and the Window Title Bar

The MenuBox Icon is a window and has the usual window menu. Place the mouse cursor on the MenuBox and press and hold the right mouse button down. When you do this, the window menu will pop up as shown in Figure 5-4.

Figure 5-4. **Window Menu**

For some windows, e.g. text windows, the right mouse button has different uses in the body of the window and does not bring up the window menu. In these cases, you gain access to this menu by positioning the mouse cursor on the window title bar before you press the right mouse button.

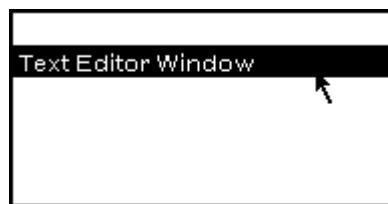
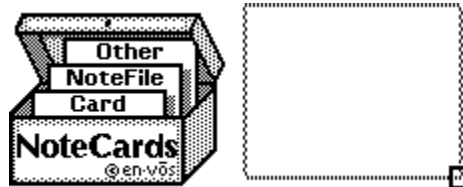


Figure 5-5. Cursor in Window Title Bar of a TEdit Window

Note that it is the tip of the mouse cursor arrow which is the hot spot. The system reads the cursor as being at this particular pixel (point) on the screen.

You select options from the window menu the same way you select options from the background menu. Select **Close** and then reopen the MenuBox Icon from the background menu as discussed above.

Next, select **Move**. An outline of the window will appear, which you can position by moving the mouse. Plant the window by pressing and releasing the left mouse button.

Figure 5-6. **Move** Command Prompting for new MenuBox Icon Position

Move the mouse cursor to the black window on the screen. This is the system prompt window. System status information is printed out here. Select **Shape** from this window's right button menu and the mouse cursor takes on the following form.



Figure 5-7. Mouse Cursor Prompting Sweep-Out of Window Size and Shape

To reshape the window, position the cursor where you want the upper left corner of the window to be, press and hold down the left mouse button, sweep out a new region for

the window, and release the left mouse button when the window has the size and shape you want. More techniques for shaping windows are discussed in Chapter 7.

Select **Shrink** to shrink a window down to an icon or a title bar. Try shrinking the MenuBox Icon. Its shrink icon is shown below.



Figure 5-8. MenuBox Shrink Icon

Icons

You expand a shrink icon by clicking the middle mouse button inside the icon. You can move a shrink icon by pressing and holding down the left mouse button while moving the shrink icon to its new position. Release the left mouse button when the icon is where you want it.

Pressing and holding the right mouse button down in an icon pops up the **Icon** menu.

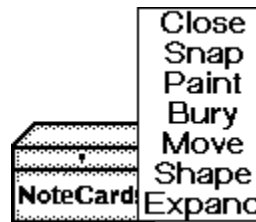


Figure 5-9. Icon Menu

Scroll Bars

Scroll bars automatically appear when you slowly slide the mouse cursor from inside the window to just outside of the left or bottom side of a window when there is more in the window than can be displayed on the screen.

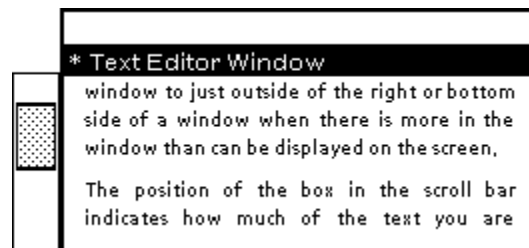


Figure 5-10. TEdit Window with Scroll Bar

The position of the box in the scroll bar indicates how much of the text you are looking at. You scroll the window up by clicking or holding the right mouse button down. You scroll the window down by clicking or holding the left mouse button down. You thumb or jump to a particular point in the document by pressing the middle mouse button.

This gives you a brief overview of how to get around in the system using the mouse. We will cover these and other mouse operations, in more detail, as we walk you through NoteCards.

If ever you start something you don't want to finish, just hit the STOP key. On the Sun keyboard it is the key labelled "L1." This will abort you out of most operations.

Dealing with Simple Error Conditions

If you tried some of the other menu options skipped over above, you may have run across something called a "Break Window." This is most likely to have happened if you chose the **Hardcopy** option, without having first told the system about your printers.

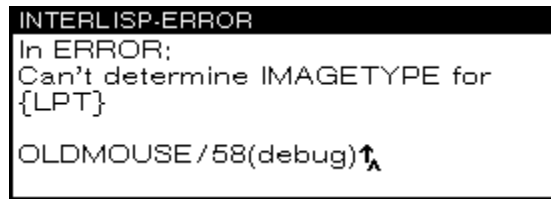


Figure 5-11. Break Window

Break windows are used by people extending the NoteCards system. As a user, you will want to up-arrow out of the break and either try the operation a second time, or check to make sure that your system is properly configured before trying again. For how to configure your system, see Appendix D.

To up-arrow out of a break, click the left mouse button in the window to pass it the type-in process, shown by the flashing caret, and type a ^ followed by a RETURN. The ^ is the character you get when you hold the shift key down and press the "6" key.

Starting NoteCards

Start NoteCards by opening a notefile. A demo notefile is distributed with the system, and this is what we will be working with in the rest of this chapter. If you have followed the instructions in Chapter 3 for installing the system, the demo notefile is located in the directory {dsk}/usr/local/lde/lisp/.

Opening a Notefile

Open the demo notefile by pointing the mouse cursor at the **Notefile** option on the MenuBox Icon and pressing and holding down the left mouse button. When you do this the Notefile Ops menu will pop up. Holding down the left mouse button, slide the mouse so that the **Open** option appears in reverse video, as shown below, and then release the left mouse button.

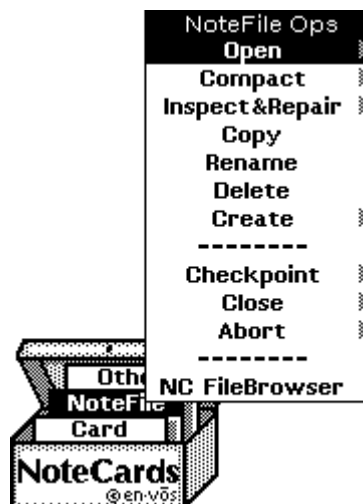


Figure 5-12. Notefile Ops Menu with the **Open** Option Selected

Once you have completed this operation a prompt window opens on top of the MenuBox. Type the path name of the demo notefile. It is the same as shown in the example unless it has been moved to another directory. If you have plenty of file space, you might want to make a copy of the demo notefile in your own directory so that you can modify it as much as you like and still have the original notefile available.

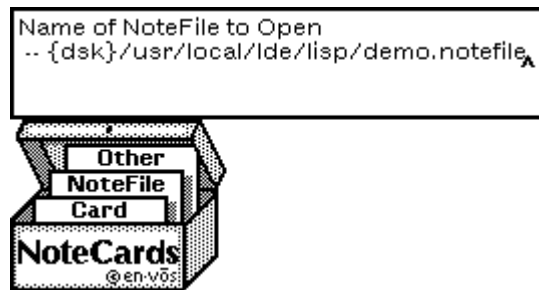


Figure 5-13. MenuBox Icon Prompting for Name of a Notefile to Open

Once you have entered the name of the notefile followed by a carriage return, the system will remember the notefile name so you will not have to type it again.



Figure 5-14. NoteCards prompting for Notefile Banner Position

After NoteCards has located the demo notefile, it asks you to position the notefile Banner on the screen. Move the position box to an appropriate location and click the left mouse button to plant it. The demo notefile Banner then appears.



Figure 5-15. Demo Notefile Banner

The Banner is your interface to the notefile. There is one Banner on the screen for each notefile which you have opened. Once you can access the Banner, the notefile is open.

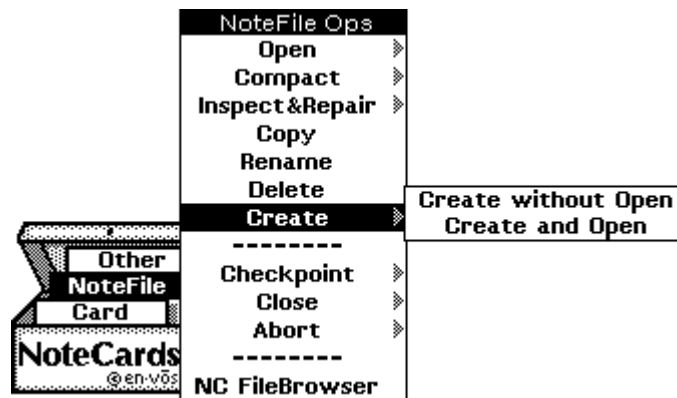
After you have positioned the notefile Banner a second ghost box (like the one shown in Figure 5-14) appears to prompt you to position the demo notefile "Table of Contents" FileBox. This is the top level FileBox in all notefiles. Once this FileBox is open you are now ready to explore.

demo;1 {DSK}/usr/local/ide2/lisp/demo	
Table of Contents	
FILE BOXES	
[-]	NoteCards Model
[-]	Examples of Notecard Types
[-]	NoteCards Applications
[-]	NoteCards Functionality
[-]	Introduction to NoteCards
[-]	Interactive Demonstration Script
NOTE CARDS	
[-]	How to use this demo

Figure 5-16. Demo Notefile "Table of Contents" FileBox

Creating a New Notefile

To create a new notefile, go to the MenuBox Icon, press and hold down the left mouse button on the **Notefile** option and select **Create** from the Notefile Ops menu. The default is **Create without Open**. However, if you want to perform the create and open operations together you can slide off and select the **Create and Open** option on the **Create** submenu.

Figure 5-17. **Create** Option and its Submenu on the **Notefile Ops** Menu

The system next prompts you for the name of the new notefile.

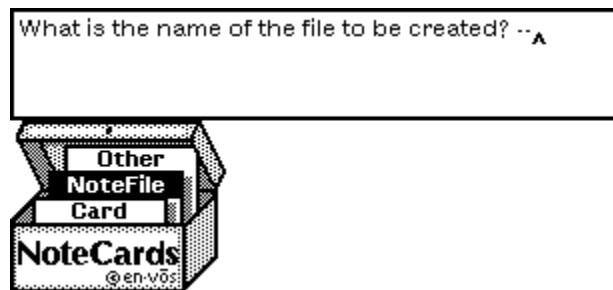


Figure 5-18. MenuBox Icon Prompting for Name of New Notefile to Create

If you only provide the notefile name, the new notefile will be stored in your connected directory. The notefile name traditionally has a **".notefile"** suffix.

If you are unsure as to your connected directory, you can bring up the directory connector tool which will constantly display and allow you to change your connected directory.



Figure 5-19. Background Menu **Directory Connector** Option

To start the directory connector, place the mouse cursor in the background and press and hold the right mouse button. Still holding down the mouse button, position the cursor over the Directory Connector option and release the mouse button. A directory connector window will appear in the lower left corner of your display, showing you your currently connected directory.

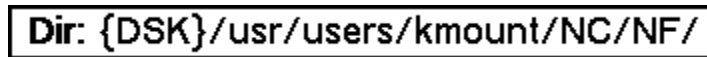


Figure 5-20. Directory Connector Window

Closing Notefiles and Exiting NoteCards

Before we start exploring the demo notefile, let me first explain how to close a notefile and exit the system so that if you need to stop to do something else on your machine you know how to leave and reenter NoteCards.

Closing Notefiles

You access the close-notefile menu from the notefile's Banner title bar. Position the tip of the mouse cursor in the title bar and press and hold the left mouse button down. A short version of the **NoteFile Ops** menu will pop up.

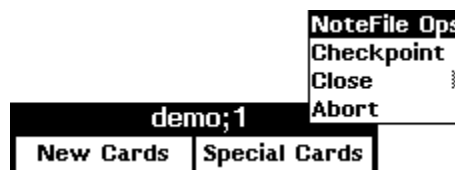


Figure 5-21. **NoteFile Ops** Menu fromBanner of Open Notefile

There are two ways to close a notefile.

Close

Saves all the changes you have made to the notefile and then closes the notefile.

Abort

Discards all the changes you have made to the notefile and then closes the notefile. This option is your best choice when you are working on the demo notefile as it will

allow you to make as many changes as you want and then undo them when you close the notefile.

When a notefile is closed its Banner changes slightly, The **New Cards** and **Special Cards** menu options gray over, and it has a different **NoteFile Ops** menu.

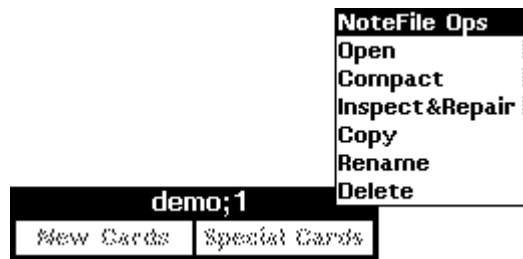


Figure 5-22. **NoteFile Ops** Menu from Banner of Closed Notefile

Exiting NoteCards

There are three ways to get back to UNIX from NoteCards. Each leaves the NoteCards system in a slightly different state.

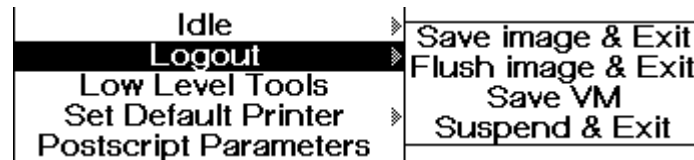


Figure 5-23. **Background Menu Logout** Submenu Options

Logout / Save image & Exit

Save the NoteCards system state and return you to UNIX. Saving the system state involves writing the current system state to a file on disk. The name of this file is either `lisp.virtualmem` on your home directory or the path and file name specified by the UNIX environment variable `LDEDESTSYSOUT`.

Writing out the virtual memory file takes several minutes but exiting in this fashion means that the system will restart in exactly the same state you left it in when you logged out.

Flush image & Exit

Returns your system to UNIX without saving the working image.

Suspend & Exit

Pops you out to UNIX without damaging the NoteCards image. Use this option when you want to do something quickly in UNIX and then return to NoteCards. To return to NoteCards type the command **fg** (foreground) at the UNIX prompt.

Using NoteCards

If the "Table of Contents" FileBox is not open on the screen, go to the demo notefile Banner (Figure 5-15), and click the left mouse button on the Special Cards option. A

ghost box representing the "Table of Contents" FileBox will appear which you should position on the screen and then plant by clicking the left mouse button.

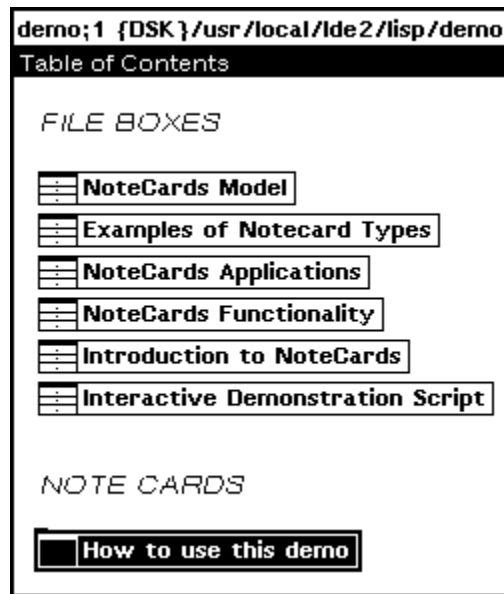


Figure 5-24. Demo Notefile "Table of Contents" FileBox with "How to use this demo" Link Icon Selected

Opening Cards / Traversing Links

To follow a link from one card to another, click the left mouse button on a link icon. In some instances it can take two clicks to traverse a link. In this case, the first click designates the card as the active card and the second click traverses the link. You have successfully accessed a link when the link icon appears in reverse video, as shown in Figure 5-24.

Traverse the "How to use this demo" link in the "Table of Contents" FileBox to open the card shown below. And use this card as the start point for your explorations of NoteCards.

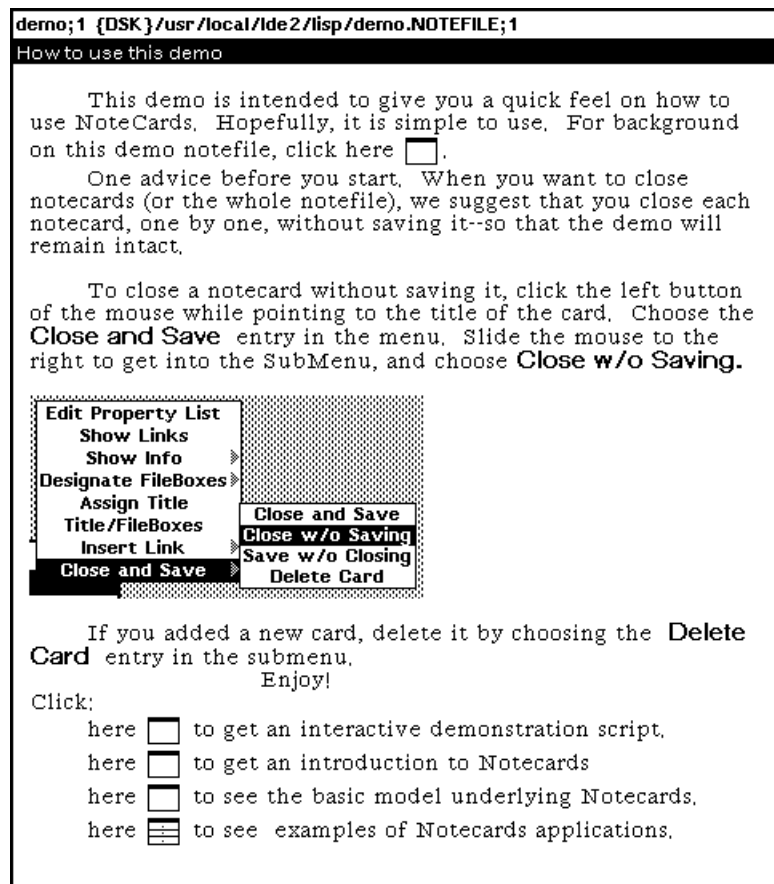


Figure 5-25. "How to use this demo" Card

Shrinking Cards

As you work with Notecards, even on a high resolution screen, you will find that the screen fills up with cards and you will need to close some or move them out of the way.

You can shrink cards down to icons by pressing the right mouse button down in the title bar of a card and selecting the **Shrink** option. The card will be replaced by an icon ghost box which you should position on the screen and plant by clicking the left mouse button.



Figure 5-26. A card icon ghost box requesting you to specify a position for the icon.

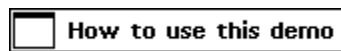


Figure 5-27. A card icon.

I recommend stacking your shrunk card on either the extreme left or right hand side of the screen. If you have Neat Icons turned on, from the **Background** menu, the system helps you stack the icons up neatly by aligning and evenly spacing them for you.

You expand icons by clicking the middle mouse button on the card, or selecting the **Expand** option from the right mouse button menu.

Closing Cards

There are two ways to close cards. You can position the cursor in the title bar of the card you want to close and, holding the right mouse button down, select the **Close** option. Or, you can again position the cursor in the title bar of the card you want to close. This time hold the left mouse button down, which will bring up the following menu.

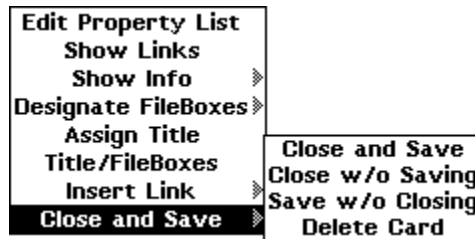


Figure 5-28. **Card Menu**

You can either select **Close and Save** or, if you have made changes that you don't want to save, slide off and select **Close w/o Saving** from the submenu. If you save changes that you later want to dispose of you can always choose **Abort** instead of **Close** from the Banner title-bar menu shown in Figure 5-21.

Creating Cards

To create new cards, you can click the left mouse button on the New Cards option on the notefile Banner, which will give you a Text card. To gain access to all the other card types, hold the middle mouse button down on the same **New Cards** option and select a card type from the **Card Types** menu.

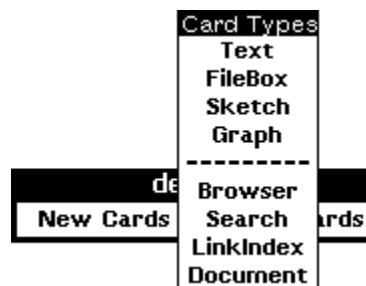


Figure 5-29. **Card Types Menu**

The system will show a ghost box for the card which you can position where you want.

Where To Go From Here

The preceding should get you started with NoteCards. Once you get the knack of some of the basics the system is quite easy to learn.

When you are ready to read the documentation you probably want to start with Chapter 7, The User Interface; the section in Chapter 8 dealing with the card menu, and browse through *A User's Guide to TEdit*. If that doesn't stop you, Chapter 10, User Cards and Chapter 11, System Cards are also good chapters to become familiar with. The chapter you probably want to slog all the way through is Chapter 8, Links. This chapter, more than any other, will give you a real feeling for what is going on in NoteCards.

[This page intentionally left blank]