



CENTER FOR THE STUDY OF
DIGITAL LIBRARIES
& DEPARTMENT OF COMPUTER
SCIENCE

Texas A&M University

Visual Knowledge Builder:

User's Manual

Version 0.63.0417

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DEPARTMENT OF COMPUTER SCIENCE,
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Foreword

This manual is designed to offer users of differing computer knowledge a tutorial and reference to the Visual Knowledge Builder software. The Visual Knowledge Builder (VKB) uses an interface that is unfamiliar to most computer users. The diversity and “do it however you want” feel of VKB’s organization style offers new possibilities to information collectors.

VKB promises to benefit researchers collecting information for analysis, analysts collecting data for information catalogs, and students doing term papers. Such a broad range software package requires an equally broad and applicable user’s guide.

Conventions used in this manual follow this form:

Bold terms refer to menu items, section titles, or any other label within VKB. i.e.

File menu, **Add Object** button, etc.

Italic terms refer to specific keystrokes or file names. i.e. *Ctrl-Z*, *filename.vkb*, etc.

Numbered lists typically denote a step-by-step procedure for performing a task

Graphic images are included to give users a visual correspondence of written features to how they will look in VKB.

This document is organized in the following way:

Chapter 1: About VKB

Describes what VKB is and the reason for its development.

Chapter 2: Installing VKB

Describes how to obtain and install VKB.

Chapter 3: Getting Started

Gives a walk through of some basic VKB features, starting with a new workspace and illustrating how to manipulate objects and collections.

Chapter 4: VKB Feature Definitions

Offers a reference of all VKB features and how to perform them.

It is recommended that:

- New users begin with Chapter 1 on page 1 & Chapter 2 starting on page 3,
- Novice users read Chapter 3 on page 7, and
- Intermediate and expert users reference Chapter 4 on page 15.

Chapter 1: About VKB

Developed to help researchers collect information, the Visual Knowledge Builder (VKB) is designed to benefit users from any level of expertise and to facilitate data collection of any form.

We live in a world of information. With the recent introduction of the World Wide Web, CD-ROMs, online information databases, and now DVD reference, masses of information are accessible with very little footwork. Because of all the available information, organizing the information that interests you is an ominous task. More systems are needed to facilitate large amounts of information, but such systems need to be natural to use, because we care about collecting and sorting information, not how the computer *expects* us to collect and sort information. The Visual Knowledge Builder is a step towards meeting this challenge.

The Visual Knowledge Builder (VKB) is a hypertext information collection system. This means that it allows you to collect and sort information in a very natural, visual environment. Hypertext systems come in two types:

- Reference systems, like Netscape, MS-Encarta, and most educational/reference applications
- Malleable systems that allow visual manipulation of the data

Several features have been considered in the development of VKB:

System transparency -- When software requires more thought or work to use than the task being performed with the software, users' thoughts are constrained by the capabilities of the system. The ideal system allows their user to do work without having to worry about how to use system tools, and thus maintaining focus on the work/research.

Hypertext data collection -- This refers to software's ability to allow users to visually and graphically manipulate data in front of them. There are different classes of hypertext software ranging from Netscape Navigator and Microsoft Encarta to Microsoft Word with its "drag & drop" features.

Emergent structure -- The software does not prematurely corral a researcher into an organizational style. The user is allowed to collect information from

many sources and break them into key ideas. Structure and organization can then emerge naturally as the user visually manipulates the arrangement of the information in accordance with their natural thought process.

Synchronous collaboration -- Whether in a meeting room setting or in a virtual meeting, colleagues often need quick ways of organizing their research, goals, and duties. VKB assists in this by allowing graphical manipulability of information by multiple users to keep everyone “on the same page” in regard to what is being discussed. [Some of these features are still in development and will be downloadable upon completion.]

Asynchronous collaboration -- Many researchers work in distributed locations or on disjoint schedules. VKB provides a common data storage ground where users can open the “team workspace” and update it with their new ideas and information. Other users can then see the input done by other users without having to communicate with them in real-time.

Visual Knowledge Builder is a powerful research tool, but users have to release their preconceptions of how they have done research in the past and allow their own thought processes to decide every stage of collection, structuring, organization, and writing.

Chapter 2: Installing VKB

Installing the Visual Knowledge Builder (VKB) from the Internet or from a software CD-ROM.

There are two methods of installing the Visual Knowledge Builder on your PC. VKB can be:

- Downloaded from the Center for the Study of Digital Libraries' web page (<http://www.csdl.tamu.edu/~haowei/VKB/>)
- Obtained on a CD-ROM.

What follow are the installation instructions for both methods.

Installation from the Internet

The Visual Knowledge Builder installation software is available through the Center for the Study of Digital Libraries web site. The software is free for download so everyone can try VKB's data collection features and offer feedback to the developers.

To install the Visual Knowledge Builder from the Internet:

1. Go to the **VKB Installation** page at:
http://www.csdl.tamu.edu/~haowei/VKB/reg_download.html
2. Select the **VKB Full Package** option.
3. Fill in your user registration information.
4. Click on **Submit and Download**.
5. Save the *vkb_download.zip* file to your hard drive.
6. Unzip the *vkb_download.zip* file to any empty directory.
7. Run *Setup.exe*.

Installation from a CD-ROM

If you acquired the Visual Knowledge Builder installation software on an installation CD, Internet access and download will not be necessary. However, all software updates and fixes are made available on the Internet (see *Getting Updates & Upgrades*)

To install the Visual Knowledge Builder from a CD-ROM:

1. Insert the **VKB Installation CD** in your CD-ROM Drive.
2. Open **My Computer**.
3. Open the **CD-ROM Drive** icon.
4. Run *Setup.exe*.

Getting Updates & Upgrades

The Visual Knowledge Builder is a “work in progress,” so there will be continuous software updates for VKB software. All updates, upgrades, and fixes for the Visual Knowledge Builder are available on the Center for the Study of Digital Libraries web site.

Note

Close VKB before installing updates.

To download Visual Knowledge Builder updates and program fixes from the Internet:

1. Go to the **VKB Installation** page at:
http://www.csd.tamu.edu/~haowei/VKB/reg_download.html
2. Select the **VKB Update/Fix** option.
3. Fill in your user registration information.
4. Click on **Submit and Download**.
5. Save the *vkb_download.zip* file to your hard drive.

6. Unzip the *vkb_download.zip* file to any empty directory.
7. From the **Start** menu, select **Find Files or Folders...**
8. Search for *VKB.jar* .
9. Select all instances of *VKB.jar* .
10. Click on **File**, and select **Open Containing Folder**.
11. Copy the new *VKB.jar* file into these folders, replacing any existing *VKB.jar* file.

Chapter 3: Getting Started

The Visual Knowledge Builder's intuitive interface makes learning and using the system very easy.

The goal in developing the Visual Knowledge Builder is to allow a user to input, organize and access large amounts of information without ever having to commit to any particular convention of organization or structure. To achieve this, VKB offers a wide variety of adaptable features so that you can focus on your project and not on the limitations of the software. What follow are a brief walk-through of VKB's basic features and a quick reference of how basic operations are done in VKB.

Walk Through

Creating VKB workspaces is easy and fast, so you can make use of your information without having to worry about how to format the information.

Begin by starting VKB:

- **Start menu → Programs → VKB**

VKB is an object based data collection system, where pieces of text are stored in individual text boxes. These text boxes are called *objects*. Figure 1 offers an example of an object.

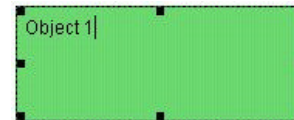



Figure 1

Try creating an object:

1. Click on the **Create Object** button  on the **Tool Bar**.
2. Click anywhere on the canvas to create the object.
3. Repeat this for as many objects as you desire.

Objects containing related information can be stored together in a *collection*, as in Figure 2. Collections can contain objects and other collections.

Collections are created in a similar way:

1. Click on the **Create Collection** button  on the **Tool Bar**.

2. Click anywhere on the canvas to create the new collection.

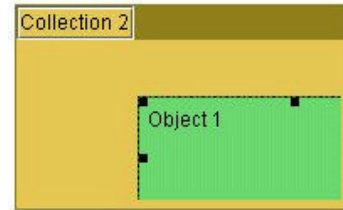


Figure 2

To learn more about advanced object and collection creation options, see page 26.

To reformat objects, they must be "selected." An object or a set of objects is selected if their border or borders have little black "resize-squares" around them, like the object in Figure 3.

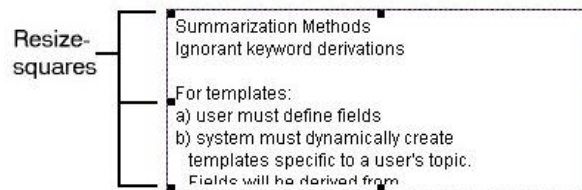


Figure 3

To select objects and collections, either:

- Click on the border of the one object or collection to be selected.
- OR
- Left drag on the canvas to create a "box" around one or more objects and collections, like in Figure 4. All of the "boxed" objects and collections will be selected.



Figure 4

To learn about more advanced object selection options, see page 28.

Objects and collections can be reformatted by:

- Editing their texts
- Resizing them

- Rearranging them to meet your needs
- Changing the colors of the objects and their texts
- Changing the size and color of their border

Editing the text in an object allows you to paste information from the Internet and edit information using the same basic editing features of a simple word-processor.

To edit an object's text:

1. Click in the text area of an object.
2. Edit the text directly.

There are many other editing features available. To read more about these, see page 32.

Collection titles can be edited too, providing headings for object groups.

Collection titles are edited by:

1. Clicking in the title bar of the collection.
2. Editing the collection name directly.

Try resizing your new object or collection:

1. Select the object or collection.
2. Left drag the resize-squares (see Figure 3) to resize the object or collection.

To read more about resizing objects and collections, see page 29.

Now change the color and border of objects and collections by:

1. Selecting the objects or collections to be edited.
2. Clicking on the different color squares on the **Tool Bar** (reference Figure 4) to change the background color.

3. Clicking on the different border-color buttons on the **Tool Bar** (reference Figure 5) to change the border color.
4. Clicking on the different border-widths buttons on the **Tool Bar** (reference Figure 5) to change the border width.

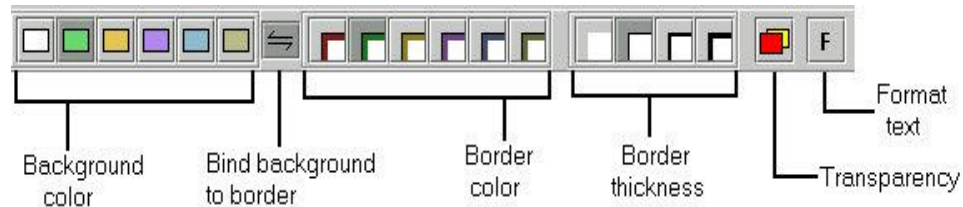


Figure 5

More information about color editing and object formatting can be found on page 33.

To move objects and collections around on a canvas, or in and out of collections:

1. Select the objects or collections to be moved.
2. (Avoiding the resize-squares,) Left drag the border of any one object or collection to move the selected items.

More moving and rearranging options can be found on page 28.

VKB uses "nested" collections to allow a hierarchy of information. This means collections can contain any number of other collections. Moving collections and objects in and out of other collections has already been discussed. VKB allows users to "maximize" a collection to temporarily use its canvas as the primary editing area, like in Figure 6. Then all of the contents of a collection can be viewed.

To use the maximize feature:

1. Double-click on the title bar of a collection to maximize it.
2. Double-click on the title bar of a maximized collection to "restore" it.

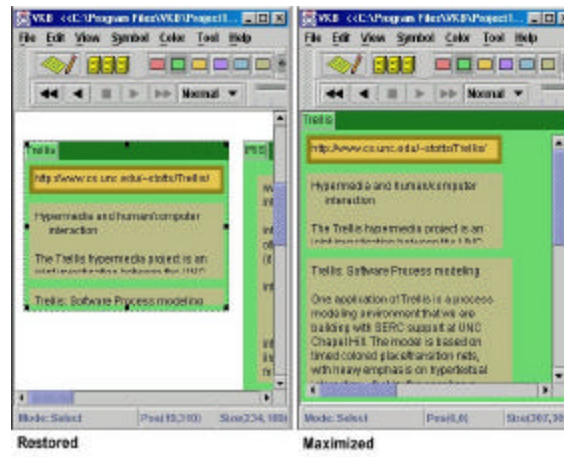


Figure 6

Finally, navigation within any canvas is made really easy in VKB. Canvases can slid around naturally to view any area within them.

To shift the view of a canvas:

1. "Grab" the canvas by right dragging on an open region of the canvas (see Figure 7).
2. Move the cursor to shift the view of the canvas.

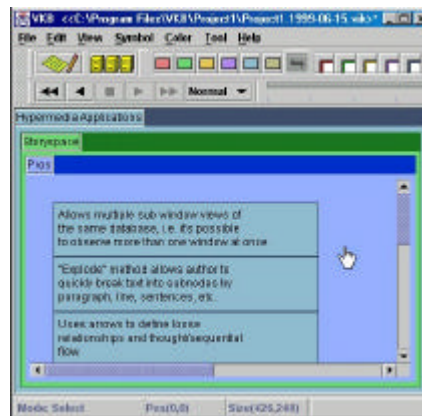


Figure 7

Feature Quick Reference

Running VKB:

- **Start Run VKB**
- **Start Programs VKB**

Opening, Creating and Saving Files

<i>Create a new file</i>	File	New
<i>Open an existing file</i>	File	Open
<i>Save a file</i>	File	Save
<i>Save a file with a particular name</i>	File	Save As
<i>Print a file</i>	File	Print
<i>Export Hierarchy</i>	File	Export Hierarchy
<i>Close the application</i>	File	Exit

Toolbar & History Bar



Create Objects

Create Collections

Select the Color of the Object/Collection

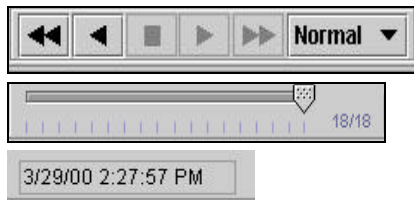
Attach/Detach the Color of the Object/Collection to the Border

Select a Border Color for the Object/Collection

Specify the thickness for the Border of the Object/Collection

Toggle Object/Collection Background from Transparent to Colored

Change Text properties: Set Font, Text Color and Size



Playback of history events.

Time-Line Slider Control Bar for scrolling through the undo history.

The Date and Time an event occurred.

Configuration Menu (*Tool → Configuration...*)

Grid

Specifies the spacing used with Snap to Grid

Paste Option

Define how Auto Paste works

Show Candidate Collection

Causes a collection's border to flash red if you are trying to move an object into it.

Data Directory

The default location where VKB will look for workspace files.

Accessibility Tab

Change how the mouse reacts when trying to grab or highlight objects

Symbol Size Tab

Define the default object and collection sizes.

External Viewer Tab

Specify the location of web browser.

Chapter 4: VKB Feature Definitions

A wide range of options and features makes the Visual Knowledge Builder very adaptable for different users and different applications.

Visual Knowledge Builder includes a vast number of features that allow the user to seamlessly portray ideas and information structure in visual form. Many of these features and functions have already been introduced. There are many advanced features yet to be discussed. What follows is a description of each function and feature available within VKB. The functions fall under:

- File Issues
- Navigating in VKB
- VKB Objects & Collections
- Formatting Objects
- Miscellaneous Menus & Features

File Issues

This section covers all interactions VKB might have with files, from saving and opening workspaces to importing and exporting collections from other workspaces. The file menu can be seen in Figure 8.

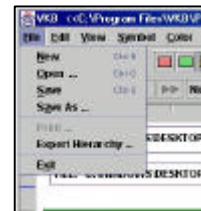


Figure 8

New Workspace

Creating a new workspace creates a new file with a blank canvas to use for data collection.

To create a new VKB workspace:

1. Click the **File** menu.
2. Click **New**.

Open a Workspace

Opening a workspace from a previous VKB session for further editing or review.

To open a VKB workspace:

1. Click the **File** menu.
2. Click **Open**.
3. Choose file location and name.
4. Click **Open**.

Save As ...

Used for saving a VKB workspace for the first time, or when saving an old workspace with a new name or location.

To save a new VKB workspace:

1. Click the **File** menu.
2. Click **Save As ...**
3. Choose location.
4. Choose file name.
5. Click **Save**.

The file name will appear on the title bar.

An asterisk (*) on the title bar denotes whether a file has been saved or not.

Save a Workspace

Save is used once a file has already been saved. This updates any changes made since the last Save.

To save an old VKB workspace:

1. Click the **File** menu.
2. Click **Save**.

An asterisk (*) on the title bar denotes whether a file has been saved or not.

Set Default File Location

VKB will automatically look in the VKB file directory for your workspaces. The default location can be changed to wherever you prefer to store your workspaces.

To change the default file location:

1. Click on **Tool** on the Tool Bar.
2. Click on **Configuration ...**
3. Under the **Preference** tab in the **Data Directory** section, adjust your preferred workspace storage location.
4. Click **OK** or **Save**.

Export Workspace Hierarchy

Export Hierarchy automatically creates an “outline” format file from a VKB workspace. The Export Hierarchy Window is illustrated in Figure 9.

This allows a user to:

- View or transport a workspace in Text, HTML, or XML format.



Figure 9

- Summarize a workspace by limiting output to a certain number of lines per object and number of characters per line.
- Determine ordering of objects automatically or strictly Z-ordering (based only on collection hierarchies).

To export a workspace hierarchy:

1. Click the **File** menu.
2. Click **Export Hierarchy ...**
3. Choose export settings and file name.
4. Click **OK**.

Export VKB Collection

Used to export a collection of objects to a “VKB collection exchange file” (.vxf file).

This collection can then be imported into a different workspace or elsewhere in the same workspace.

To export a VKB collection:

1. Right click on the border of a collection. (A menu will appear, as in Figure 10.)

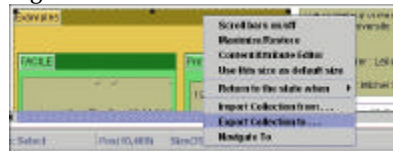


Figure 10

2. Click **Export Collection to ...**
3. Choose name and location for the .vxf file.
4. Click **Save**.

Import VKB Collection

Used for importing a VKB workspace into the current workspace. This feature allows a user to merge multiple VKB workspaces under one file name.

To import a VKB collection exchange file or VKB workspace:

1. Right click on the border of a collection. (A menu will appear, as in Figure 11.)



Figure 11

2. Click **Import Collection from ...**
3. Choose the name and location of the *.vxf* or *.vkb* file.
4. Click **Open**.

Using File Links

The Internet and your computer files can both be accessed and executed by VKB. This is done through file links and URL links.

To create a URL Link:

1. Create a new text object.
2. For the first line of the text, type:

URL: "http://www.location.com/file"

where *www.location.com/file* is your Internet destination.

To create a FILE Link:

1. Create a new Text Object.
2. For the first line of the text, type:

FILE: "C:\My Documents\MyFile.ext"

where *C:\My Documents\MyFile.ext* is the file you wish to open.

Note:

This can be ANY file type that has an association within Windows. This includes JPG, GIF, & BMP pictures, Word Documents, Executable programs (EXE, COM, BAT), etc.

To execute a URL or FILE link:

1. Double-click on the border of an object containing a FILE or URL link.
2. The file will automatically open or the site will automatically load.

To set the browser location:

1. Click on **Tool** on the Tool Bar.
2. Click on **Configuration ...**
3. Under the **External Viewer** tab, set the **Browser Location**.
4. Click **OK**.

To start the default browser:

1. Click on **Tool** on the Tool Bar.
2. Click on **Browser**.

Navigating in VKB

The Visual Knowledge Builder offers numerous techniques for navigating through collections and sub-collections, as well as several status bars to offer information about the workspace being viewed. These methods have all been included to make navigation through workspaces very natural and intuitive. Throughout these definitions, Figure 12 will be referenced as a guide.

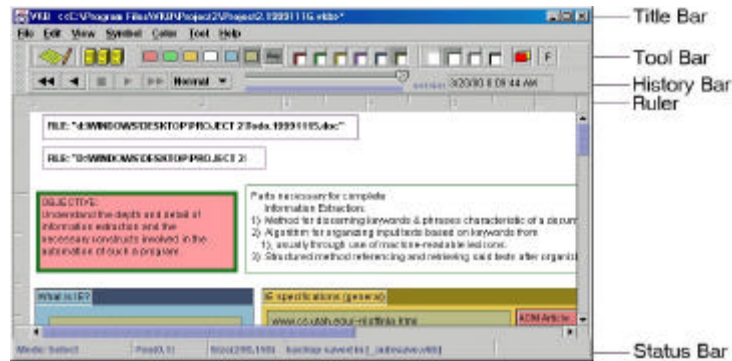


Figure 12

Title Bar

This is the Windows bar along the top of the VKB window. The title bar displays the file name of the workspace currently open.

An asterisk (*) appears on the title bar if the workspace has not been saved since the last change made.

Tool Bar

The Tool Bar offers buttons for object and collection creation and formatting. More information about these buttons can be found on page 41.

History

VKB stores every change made in the creation of a workspace, including text changes made in objects (See Figure 13).

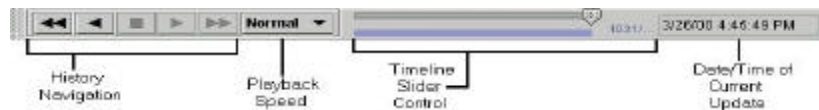


Figure 13

Any number of edits can be “undone” to revert to a previous state of the workspace. Furthermore, you can quickly review the previous states of the workspace. This way data isn’t lost when exploring the evolving history of a workspace.

To turn History bar on/off:

1. Click on **View** on the **Menu Bar**.
2. Click on **Show History Control Bar**.

To go back in the history:

- Click on the Left-Arrow on the **History Bar**
OR
- Drag the **Timeline Slider Control** to the left.

To play through the History:

1. Pick the **Playback Speed** on the **History Bar**.
2. Click the **Forward** or **Backward** arrow on the **History Bar**.

Ruler

The ruler helps orient a user within a canvas. A positioning slide appears on the ruler at the location of the mouse pointer to help align objects within a canvas.

To turn the ruler on or off:

1. Select the collection you wish to change.
2. Click on **View** on the **Menu Bar**.
3. Click on **Show Ruler** to toggle the ruler setting.

Status Bar

The Status Bar displays information relating to the state of VKB. The different displays are explained below.

Mode: Shows what mode the cursor is in:

- *Select* – Left clicking or Left dragging on the canvas has the effect of selecting, or highlighting, a set of objects.

- *Add one Object* – Left clicking or Left dragging on the canvas will create one text object and then return the mode to *Select*.
- *Add Objects* – Lets a user create any number of text objects on the canvas by Left clicking or Left dragging on the canvas.
- *Add one Collection* – Left clicking or Left dragging on the canvas will create one collection object, then return the mode to *Select*.
- *Add Collections* – Lets a user create any number of collection objects on the canvas by Left clicking or Left dragging on the canvas.

Position: Displays the current coordinate position of the mouse pointer.

Size: Displays the size of the box created by Left dragging or the size of an object being resized.

Backup saved: VKB automatically backs up the current workspace to prevent data loss in case of power outages or other computer disabling problems. The default backup file is *_autosave.vkb*.

Auto sizing of Canvas

When you need more space for text objects and collections, VKB offers a convenient way of expanding the canvas. Autosizing of a collection allows you to continue work unobstructed by structural details.

To auto-size a canvas:

1. Maximize the collection to be auto sized.
2. Click and drag the border of any object in that collection.
3. Move the object to the right or bottom edge of the collection.
4. The collection will automatically enlarge to compensate for the object's new position.

Canvas Navigation

There are two ways of navigating through a collection:

Scroll Bars:

These are the sliding bars on the right and bottom edges of a collection that will move up, down, left, and right through a collection just like in any windows application.

Scroll Bars appear automatically when a collection is maximized, but can be turned off.

To turn scroll bars on or off for a collection:

1. Right click on the border of a (non-maximized) collection.
2. Click on **Scroll bars on/off**.

Grab canvas:

The second method of navigating through collection is by "grabbing" the canvas and sliding it around like a sheet of paper.

To "Grab" the canvas:

1. Position the cursor on the canvas to be repositioned (Not on an object).
2. Right drag to move the canvas around.

Snap To Grid

Snap to grid provides a grid to align objects.

This grid allows you verify the alignment/arrangement of objects and object sizes. (see Figure 14)

To turn Snap to grid on/off:

1. Click on **Tool** on the Tool Bar.
2. Click on **Snap to Grid**.

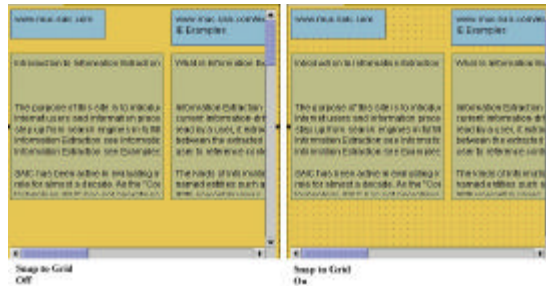


Figure 14

To adjust the size of the grid:

1. Click on **Tool** on the Tool Bar.
2. Click on **Configuration ...**
3. Under the **Preferences** tab, in the **Grid** section, adjust the grid size number.
4. Click **OK**.

Find

When trying to find certain words or phrases, the **Find** feature will find all occurrences of those words, list the locations of those words, and allow you to view, then navigate to the objects containing those words.

To search a workspace for certain words:

1. Click on **Edit** on the Tool Bar.
2. Click on **Find ...**
3. In the **Search** window (see Figure 15), under the **Search for** field, enter the word or phrase being searched for.
4. Choose where to search in the **Search in:** field.
5. Under **Mode**, choose whether to search:
 - For a whole phrase
 - For all the words, with AND
 - For some words, with OR.
6. Click **Search** to search the workspace.

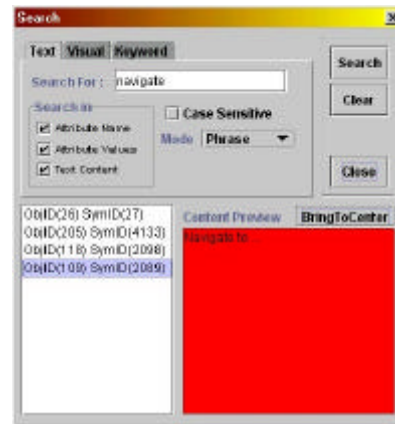


Figure 15

7. The object found will be listed in the left window and their contents will be listed in the right window.
8. Click on **Bring To Center** to navigate to a selected object's location.

VKB Objects & Collections

Objects and collections are the basis of VKB's structure. Objects store text either pasted in from the Internet or other source, or typed in manually. Collections are subspaces storing objects and other collections. Being able to quickly manipulate objects and collections allows you to easily represent your ideas in visual form. The multiple operations available for collections and objects are explained below.

Creating Objects

Text objects are created to store pieces of text.

To create one object:

1. Click on the **Create Objects** button on the Tool Bar (see Figure 16).



Figure 16

2. Either Click or Drag on the canvas to create an object.

To create multiple objects:

1. Click two times on the **Create Objects** button on the Tool Bar.
2. Either Click or Drag on the canvas to create an object.
3. Repeat for as many objects as you desire.
4. Click on the **Create Objects** button to return to select mode. (see Status Bar on page 22)

Create Collections

Collection objects can be created to store other collections and text objects.

To create one collection:

1. Click on the **Create Collections** button on the Tool Bar (see Figure 16).
2. Either Click or Drag on the canvas to create a collection.

To create multiple collections:

1. Click two times on the **Create Collections** button on the **Tool Bar**.
2. Either Click or Drag on the canvas to create a collection.
3. Repeat for as many collections as you desire.
4. Click on the **Create Collections** button to return to select mode. (see Status Bar)

Duplicating Objects & Collections

A duplicate copy of an object or collection can be made using the **Duplicate** option.

To duplicate objects and collections:

1. Select the objects and collections to be duplicated.
2. Click on **Edit**, then **Duplicate**.
3. Rearrange the duplicated objects and collections to where they are desired.

Deleting Objects & Collections

Undesired text objects and collections can be deleted.

To delete objects:

1. Select the object or objects to be deleted.
2. Press **Ctrl-Del**.

Note:

Maximized collections cannot be deleted.

Moving Objects & Collections

Objects and collections can be moved and rearranged to fit your data structuring needs.

To move or rearrange objects:

1. Select the object or objects to be moved.
2. Drag the border of the object or objects.
3. Release the objects in the desired location.

Selecting Objects & Collections

Object and collection selection signifies which objects or collections a move operation, deletion, and other operation will be performed.

To select one object:

1. Click on the border of an object.
2. Resize-squares will appear on the edge of the object.

To select one or more objects:

1. Make sure the **Mode** on the Status Bar is set to **Select**.
2. Click and Drag a region on the canvas that covers the desired objects.
3. Those selected objects will have resize-squares on their borders.

To select related objects:

1. Click once on the border of an object you need to select.
2. Resize squares will appear on that object's border.
3. Click again on the same border, and objects of related size or color close to the original object will also be selected (particularly those stacked in a column).
4. Clicking again on the same border will add more related objects to the selected set (particularly horizontally arranged objects of similar properties).

Note:

“Clicking again” and Double-clicking are very different. “Clicking again” means waiting about 1 second between clicks so that two very distinct clicks are made.

To select all objects in a collection:

1. Click on **Edit** on the Menu Bar.
2. Click on **Select All**.

Resizing Objects & Collections

Objects and collections are resizable to whatever size or shape desired.

To resize an object:

1. Click on the object to be resized.
2. Resize-squares will appear on the edge of the object (see Figure 17).
3. Drag a resize-square to resize the object.



Figure 17

Set Default Object & Collection Sizes

The default object & collection sizes can be reset so that all text objects are created as the same size.

To set the default object or collection size:

1. Right-click on the border of the model-object or model-collection.
2. Left-click on “Use this size as default size.”

To manually set default size of collections and text objects:

1. Click on **Tool** on the Tool Bar.

2. Click on **Configuration ...** (see **Configuration Menu**
(Tool **Configuration...**) on page 14).
3. Under the **Symbol Size** tab, adjust the default symbol sizes.
4. Click **OK**.

Auto Paste

When collecting data from the Internet, or some other text source, VKB offers a quick way of adding that text to a new object.

To use Auto Paste:

1. Highlight a piece of text.
2. Copy the text to the "clipboard"
(**Ctrl-Ins** or **Ctrl-C**)
3. Click the **Create Object** button on the Tool Bar
4. Click on the canvas to create the new object.

The copied text will be **automatically** pasted in the new text object.

To adjust the Auto Paste settings:

1. Click on **Tool** on the Tool Bar.
2. Click on **Configuration ...** (See **Configuration Menu**
(Tool **Configuration...**) on page 14)
3. Under the **Preferences** tab, adjust the **Paste Options** to:
 - **Never:** Turns off **Auto Paste**.

- **Once: Auto Pastes** the new contents of the clipboard only one time for a new text object.
- **Always: Auto Pastes** the contents of the clipboard for EVERY new text object.

Maximizing & Restoring Collections

Collections can be maximized to fill the whole visible canvas area. This allows you to better see what is in a nested collection. For an illustration of maximization, see Figure 18.

To maximize a collection:

1. Double-click on the collection's border.
2. The collection will then maximize.

To restore a collection:

1. Double-click on the maximized collection's border.
2. The collection's size will then be restored.



Figure 18

Naming Collections

Collections have a title used to identify its contents, as in Figure 19.



Figure 19

To rename a Collection:

1. Click on the Collection title (a text cursor will appear).

2. Type the new collection name.

Editing Text in Objects

Adding, editing, or deleting the text in an object is quick and easy. VKB uses the same text editing and Cut, Copy, & Paste methods as most word processors.

To edit text in an object:

1. Left click in the object to be edited.
2. Edit the text.

OR

1. Double-click on the border of a text object.
2. The **Content-Attribute Editor** window will appear (see Figure 20).
3. Edit the text in the window.
4. Click on OK.



Figure 20

Explode

Explode is a data management function that will automatically fragment a text into a cluster of objects.

A large piece of text pasted in from the web or some other source can be unmanageable, so VKB will create a new text object for each paragraph in a text object. Through this, **ideas** can be dealt with instead of just **text**.

To Explode an object:

1. Select an object to explode.
2. Right click on the object's border.
3. In the popup menu, click **Explode**.

A new text object will be created for each paragraph in the original object.

Create Next Symbol

Sometimes in creating multiple text objects, it is inconvenient to manually create new objects between thoughts.

For this reason, a quicker way exists.

To create a new object on the go:

(You must already be in a text object.)

1. Press **Ctrl-Enter**.
2. A new text object appears below the current one.

Formatting VKB Objects & Collections

Aside from size and hierarchical structure, VKB offers several other formatting options for objects and collections. Among these are text color, font, object background, border thickness, and border color. Next is a listing of advanced object and collection formatting options. Most of these options lie on the Tool Bar, illustrated in Figure 21.

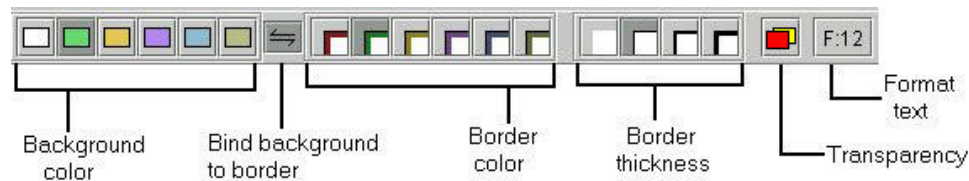


Figure 21

Background Color

To change the background color of objects:

1. Select the objects or collections.
2. Click on the desired color on the Tool Bar.

OR

1. Select the objects or collections.
2. Click on **Color** on the Menu Bar.
3. Click on **Edit Symbol Background Color ...**
4. Pick the exact color you desire from window.
5. Click **OK**.

Border Size

To edit the border size on an object:

1. Select the object or objects to be changed.
2. Click on the desired border width on the Tool Bar.

Border Color & Binding of Colors

By default, the background color and border color are bound together.

For example, choosing a Green background automatically chooses a Dark Green border for that color and vice versa. A Tan background chooses a Brown border.

To break or make binding of border to background colors:

1. Select the object or objects you wish to bind or unbind.
2. Click the **Bind Background to Border** button on the Tool Bar.

To change the border color of objects:

1. Select the object or objects.
2. Click on the desired border color on the Tool Bar.

OR

1. Select the object or objects.
2. Click on **Color** on the Menu Bar.

3. Click on **Edit Symbol Border Color ...**
4. Pick the exact color you desire from window.
5. Click **OK**.

Transparent Objects

For formatting reasons, a text object or collection can be made transparent to its parent collection. This frequently used to make notations between objects.

To make objects transparent:

1. Select the objects or collections to be affected.
2. Click the **Transparency** button on the Tool Bar.

Formatting Text

The text in text objects and collection names can be formatted as a whole to bring emphasis or meaning to certain objects.

To format the text of objects:

1. Select the object or objects to be formatted.
2. Click the **Format Text** button on the Tool Bar.
3. In the **Font/Text Color Selection** window (see Figure 22), the format the following:
 - a. Text color
 - b. Text font
 - c. Text font size
 - d. Bold and/or Italics
4. Click **OK**.

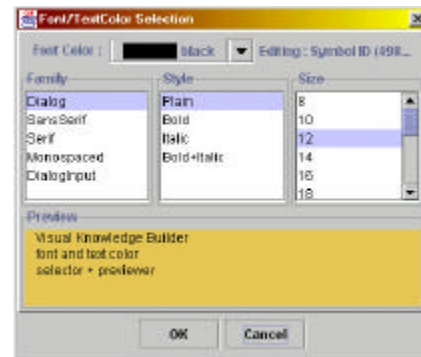


Figure 22

To format the default font/text color of objects:

1. Make sure no objects or collections are selected.
2. Click the **Format Text** button on the Tool Bar.
3. Answer **Yes** in the **Editing default font and text color** box (see Figure 23).
4. In the **Font/Text Color Selection** window (see Figure 22), the format the following:
 - a. Text color
 - b. Text font
 - c. Text font size
 - d. Bold and/or Italics
4. Click **OK**.

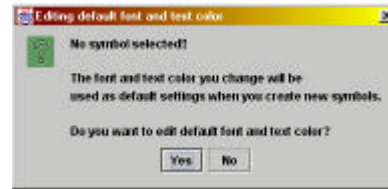


Figure 23

Changing Background & Border Pallet

The color pallet on the Tool Bar can be changed to reflect the colors you choose to use frequently.

To edit the Tool Bar pallet:

1. Choose the object or objects you wish to change.
2. Click on **Color** on the Menu Bar.
3. Click on **Edit Pallet (+Symbol) Background Color ...** or **Edit Pallet (+Symbol) Border Color ...**
4. Choose the new color.
5. Click **OK**.

Miscellaneous Menus & Features

In addition to the previously mentioned methods and features, VKB has other minor features, including a limited help file and accessibility option. These options will be concluded here.

Adjust Canvas Size

To manually adjust the canvas size of a collection:

1. Select the collection you want to adjust.
2. Click on **Symbol** on the Tool Bar.
3. Click on **Collection Canvas Size**.
4. In the **Set Canvas Size** window, adjust the height and width of the collection canvas.
5. Click **OK**.

Accessibility

VKB allows the border size and sensitivity of the mouse to be adjusted for easier use in touch-screen presentation settings, or simply to facilitate easier use.

To adjust accessibility options:

1. Click on **Tool** on the Tool Bar.
2. Click on **Configuration ...**
3. Under the **Accessibility** tab, adjust:
 - *Default "clickable" border size* – make grabbing symbols easier.
 - *Default click radius* – compensates for slight movement of the mouse when double-clicking. Without some adjustment, a double-click could be interpreted as two distinct clicks of the mouse because of any inadvertent movement of the mouse between clicks.

Help Menu

System Information:

Lists the VKB system information, including version, user information, etc.

Feed Back / Bug Report ...:

Opens an email script in your Internet browser so that bugs and suggestions can be forwarded to the VKB developers.

Update / Download ...:

Opens the VKB Download page in your Internet browser. The VKB Download page contains software updates, and documentation about updates.

Symbol Tree

VKB also allows a workspace to be viewed in a *tree* format based on the hierarchy of objects and the collections that contain them.

To view the workspace in symbol tree format:

1. Click on **View** on the Tool Bar.
2. Click on **Symbol Tree ...**
3. When done viewing the symbol tree, click Close.

Appendix A: Quick Key Summary

File Keys:

New	<i>Ctrl-N</i>
Open	<i>Ctrl-O</i>
Save	<i>Ctrl-S</i>

Utility Keys:

Find ...	<i>Ctrl-F</i>
Refresh	<i>F5</i>
Show History Bar	<i>Ctrl-H</i>
Show Ruler	<i>Ctrl-R</i>
Show Grid	<i>Ctrl-G</i>
Jump to next Object	<i>Ctrl-Tab</i>

Editing Keys:

Select All	<i>Ctrl-A</i>
<i>While an object is selected:</i>	
Delete Object or Collection	<i>Ctrl-Delete</i>
Create next symbol	<i>Ctrl-Enter</i>
Duplicate symbols	<i>Alt-D</i>
Cut text	<i>Ctrl-X</i> <i>Shift-Del</i>
Copy text	<i>Ctrl-C</i> <i>Ctrl-Ins</i>
Paste text	<i>Ctrl-V</i> <i>Shift-Ins</i>
Delete text	<i>Del</i>
Undo	<i>Ctrl-Z</i>
Redo	<i>Ctrl+Shift-Z</i>

Appendix B: Glossary

Auto Sizing – The feature where a collection’s canvas size will automatically increase to satisfy need for more space.

Border – The graphical edge of a collection or object.

Canvas – The space in a collection used for objects and other collections.

Collection – Sub-window containing text objects and other collections.

Double-click – Quickly click and release the left mouse button twice. *Used to maximize collections, activate links, or edit objects.*

Duplicate — Create an identical copy of an object or collection, including contents.

Left click – Quickly press and release the left mouse button. *Usually used to select objects or to relocate the cursor.*

Left drag – Press and hold the left mouse button, move the cursor, then release the button.

Usually used to highlight objects or text, or to move objects around a canvas.

Menu – A list of options that appears when clicking the Menu Bar or right clicking.

Object – A graphical box containing text.

Resize-squares – Highlighted little black squares on the borders of selected objects and collections. *Used for resizing of objects and collections.*

Right click – Quickly press and release the right mouse button. *Used open option menus.*

Right drag – Press and hold the right mouse button, move the cursor, then release the button. *Used for grabbing and navigating through canvases.*

URL (Universal Remote Location) – Location address on the world wide used in VKB to create external links.

Workspace – One particular VKB file is considered a workspace.

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