Walking Tour of Learning Tool™

Introduction

The purpose of this document is to give you a brief introduction to the principal features of Learning Tool from Arborworks, Inc. Learning Tool is a general purpose "electronic notebook" for college students and faculty members. It allows students to enter course notes (both text and graphics), organize them, reorganize them, search their notes, and quiz themselves. It can help them write term papers and study for exams. It is also a great way for faculty members to distribute electronic course packs and lecture notes.

This walking tour is meant to accompany a demonstration version of Learning Tool. The demonstration disk is a "crippled version" and thus you cannot save your work. It was developed for promotional reasons, so please feel free to copy it and share it with your friends and colleagues. The demonstration version also contains two sample files, or "notebooks", one in chemistry and one in art history.

The information in this handout is necessarily brief and assumes that you are familiar with Macintosh software. It can be supplemented by information in the "Help Notebook." To access this, type **command H** from inside Learning Tool or double-click the Help Notebook icon from the Finder. The official version comes with tutorial and reference documentation.

Creating and moving a note card. Learning Tool allows you to enter key ideas and represent their relationships. Open a new Learning Tool notebook by double-clicking the application icon. You enter an idea or concept by clicking in the MasterList and typing in a term. Notice a note card icon is automatically created in the ConceptMap. You can also activate the ConceptMap and double-click in any blank space to create a note card directly. Type in the term and it appears in the MasterList. You can drag a notecard around, much like in the Finder, to create spatial representations between ideas. You can also represent relationships by "linking" cards. With the **option key** depressed, click a note card and drag the mouse pointer to another card and release. The **Style menu** provides you with different line types and a way to label links by using the **Legend**.

Creating sub maps. Learning Tool also allows you to create hierarchical structures. This can be done by draging a note card on top of another one in the ConceptMap and releasing them into a "sub map" of that card. The terms will become indented in the MasterList. The sub map window can be opened by pressing the option key and double-clicking a stacked note card icon.

Entering information in a note card. You can enter either text or graphic information in any notecard. Double-click a notecard icon and the detail window will open. Position the mouse-cursor in the window and press and drag to create a text frame. You can use the **Font menu** and other text tools in this window. To create a graphics frame, press the option key while draging the frame open. You can use the **Graphics menu** in this window. You can use the clip board to move information across note cards, notebooks, and other applications.

Searching a notebook. Learning Tool has other tools to help students study. Open one of the sample notebooks to try out the search function. You can search your notes using the **Find** command from the **Edit menu**. A dialog box will allow you to conduct a multi-term, Boolean, key-word search of all the notecards.

Conducting a self-test. Students can also test themselves. This is done by selecting one of the notecard icons with a question mark in it and then selecting **Ask Questions** from the **Test menu**. A dialog box will ask a question previously entered by the student or professor. The student enters an answer and then clicks **Show** to display the previously entered model answer for comparison.

Feel free to use the various features described here and others embedded in the menus by exploring one of the sample notebooks or one of your own creation. Have fun!

If you would like to purchase Learning Tool, use the order form attached or call with your Visa or Master Charge number. If you would like information on bulk discounts or site license, please contact Arborworks at 313/973-0612.

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