

# Contents

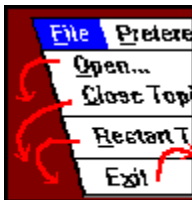
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The following Help Topics are available:

Choose a Help topic by clicking on the graphic with the **mouse**.  
If you are new to Axia, choose Introduction.



Introduction...



Commands...



How to...



Screen...



Definitions...



For Help on Help, Press F1

# Menu Commands

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You choose Commands from the menu that runs across the top of the Axia display.

On the graphic below, click the Command you want help with:



# Definitions

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[Aspects](#)  
[Axia](#)  
[Challenge](#)  
[Desktop](#)  
[Example](#)  
[Explore](#)  
[Incremental Learning](#)  
[Item](#)  
[List](#)  
[Label](#)  
[Linking Windows](#)  
[Mouse Terms and Actions](#)  
[Multiple Answers](#)  
[Program Manager](#)  
[Synonyms](#)  
[Subset](#)  
[Topic](#)  
[Window](#)

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## See also



[How do I?](#)



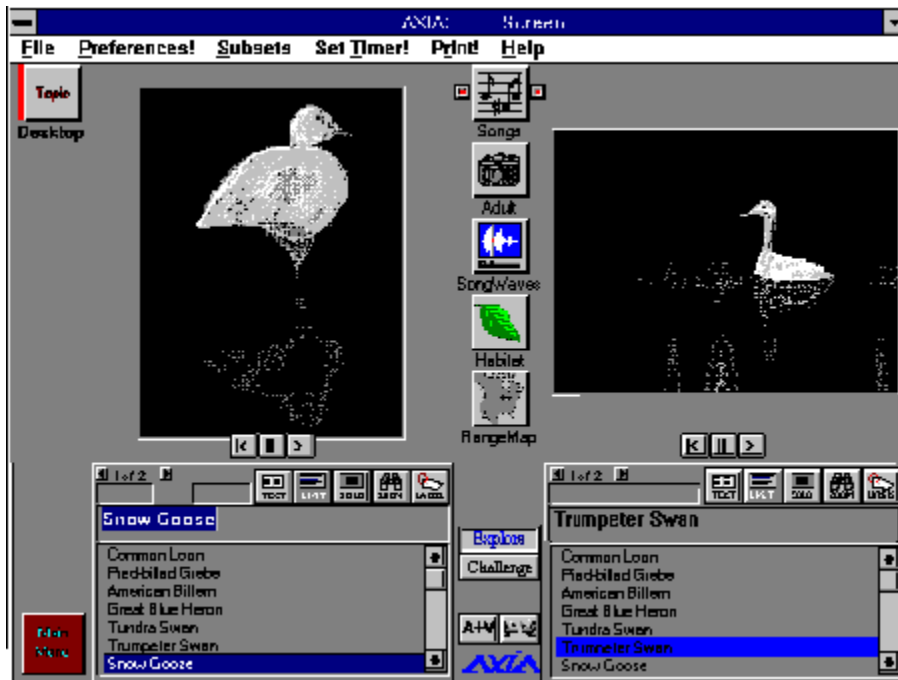
[Menu Commands](#)



[Parts of the Axia Screen](#)

# Parts of the Axia Screen

Click either the word or screen element you want to learn about. For example, if you want to learn what the title bar does, click the blue horizontal bar at the top of the window.



## See also



[How to...](#)



[Definitions](#)



[Menu Commands](#)

# How to...

---

Click on the subject you would like to learn more about:

## Getting Started

[Use the mouse](#)

[Start and stop Axia](#)

[Multimedia Presentations - Starting, pausing and exiting](#)

[Open and close a Topic](#)

## Axia Basics

[Select a Topic](#)

[Select an Aspect](#)

[Use a List](#)

[Select an Item](#)

[View different Examples](#)

[Print Item information](#)

## Advanced Features

[Set the timer delay](#)

[Switch between Explore and Challenge Modes](#)

[Add Item to a Subset](#)

[Learn Incrementally](#)

[Make and Save your own Subset](#)

[Restart a Topic](#)

## Miscellaneous

[Move windows and dialog boxes](#)

[Reduce Axia to an icon and restore Axia to a window](#)

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## See also



[Definitions](#)



[Commands](#)



[Parts of the Axia Screen](#)

# Introducing Axia

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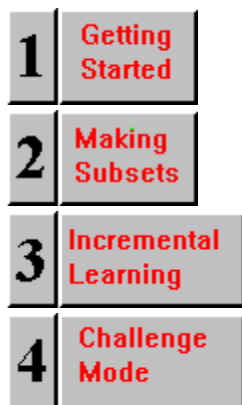
Welcome to Axia, software that lets you train yourself to learn about a wide variety of topics.



## Axia has many features:

- is flexible to your preferred learning needs.
- you don't make 'mistakes,' you learn with every choice you make.
- has modules of text, graphics, sound and video called 'Topics'.
- allows for self testing on lessons to date.
- adapts to the user's needs and interests.

**If you are new to Axia we suggest you take the following steps:**







# Selecting a Topic from the Desktop

---

To select a **Topic** from the Desktop

- Click the desired Topic.

---

**See also**

[Opening Topics](#)

# Selecting an Aspect

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## **To select an Aspect for the left Window**

- Click the Aspect's left button.

## **To select an Aspect for the right Window**

- Click the Aspect's right button.

## **To select an Aspect for both Windows**

- Click the Aspect's icon.

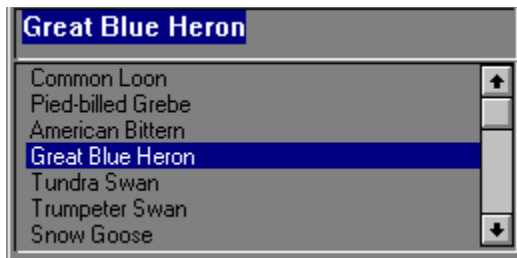
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### **See also**

Selecting an Item

# Using a List

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## To scroll up an List

- Click the up arrow.

## To scroll down a List

- Click the down arrow.

## To display/hide the text for the selected Item

- Click the the Text button.

Note: Not all Items have Text, so clicking the Text button may sometimes prove futile.

## To display/hide the list of Items in the List

- Click the List button.

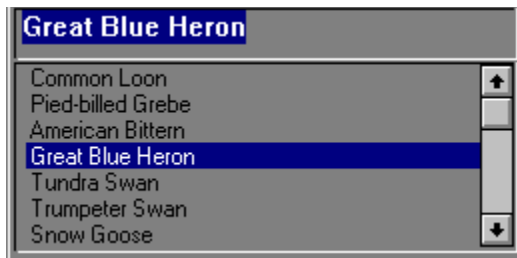
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## See also

Selecting an Item

# Selecting an Item

---



## To select an Item from an List

- Click the Item's name.  
*or*
  - 1 Type the Item's name in its List's text field.
  - 2 Press Enter.

---

## See also

[Using a List](#)

# Viewing Different Examples

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Located below each Window is a horizontal scroll bar that lets you flip from one Example to another.

Note: If there's only one Example for the selected Item, the scroll bar will be disconnected.

## **To view the next Example**

Click the right arrow button.

## **To view the previous Example**

Click the left arrow button.

## **To advance forward or backward through the Examples**

Hold down either the left or right button and the examples will advance.

## **To go to a specific Example**

Highlight the first number and you can type the number of the example you want to see.

---

## **See also**

Selecting an Item

# Setting Timer Delay

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## To set the timer delay

- 1 From the Timer menu, choose Set Timer (Timer Dialog box appears).
- 2 Click Timer On.
- 3 In the Timer Delay text field, enter how long (in milliseconds) you want Axia to display Examples.
- 4 Click OK.

You can also set the Timer using the [Preferences](#) Dialog Box.

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## See also

[Preferences](#)



Alt, T, S

## Switching between Explore and Challenge Modes

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### To switch to Challenge Mode

- [Click](#) Challenge.

### To switch to Explore Mode

- Click Explore.

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### See also

[Explore Mode](#)

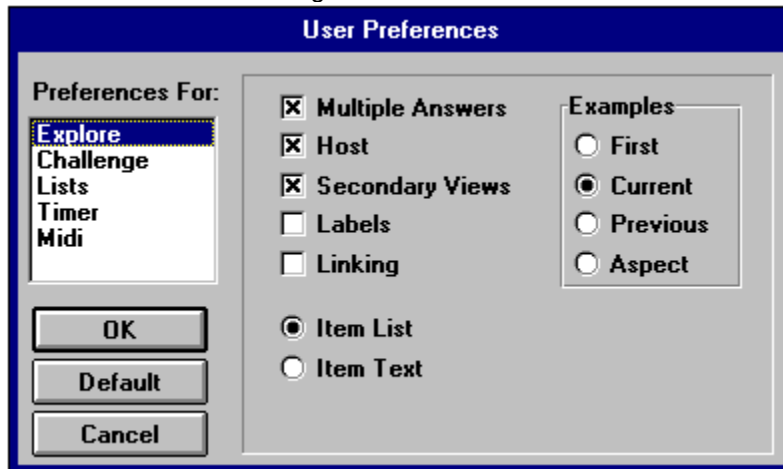
[Challenge Mode](#)

# Customizing Axia

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## To Customize Axia

- Choose Preferences. Axia displays the following dialog box.  
Click on the setting to see what it does.



## To keep the list of Items in the left List always visible

- Click *Item List*.

## To display any lines or labels that might accompany an Example

- Click *Labels*.

## To make Axia return to an Item's first Example when you select a new Aspect or Item

- Click *Use 1st Example*.

## To set Axia to return to the previous example used in the Aspect

- Click *Use Aspect Index*.

## To set Axia to return to the position last used on the Window

- Click *Use Current Index*.

## To set Axia to return to the Example last displayed for the Item in the Aspect

- Click *Use Previous Example*.

## To establish a dynamic link between the left Window and the right Window

- Click *Linking*.

## To have Axia test you using Examples from the current Aspect

- Click *Current Aspect*.

## To have Axia test you using Examples from randomly selected Aspects

- Click *Random Aspect*.

## To have Axia display a "Yes" graphic every time you answer a challenge correctly and a "No" graphic every time you don't

- Click *Big Yes/No*.

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## See also

[Preferences \(Options menu\)](#)

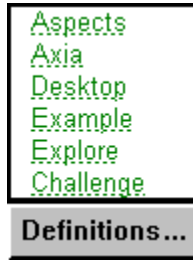


# Restart a Topic

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To restart the current **Topic**

- From the File menu, choose Restart Topic.



Alt, F, R

---

**See also**

[Opening and Closing topics](#)

# Adding an Item to a Subset

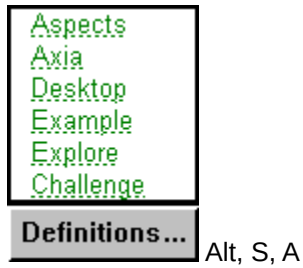
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## To add an Item to a Subset

- 1 Select the desired Item from the right List.
- 2 From the Subsets menu, choose **Add Item**.

or press the **Insert** key.

Note: If a Subset does not already exist, Axia will prompt you for the name of a new one, and then display a topic icon for it on the Desktop.



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## See also

[Add Item \(Subsets menu\)](#)

[Selecting an Item](#)

[Creating a Subset](#)

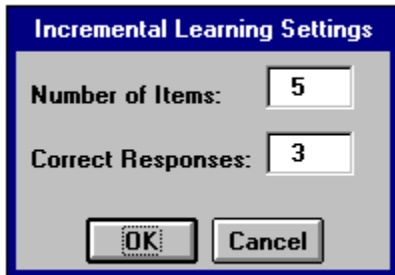
# Learning Incrementally

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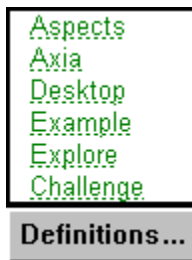
## To learn Items incrementally

- 1 From the Subsets menu, choose Incremental Learning.

A dialog box appears. (Click anywhere on the box to see the functions)



- 2 Enter how many Items you want to examine.
- 3 Enter how many times you would like to correctly identify an Item before Axia replaces it with an Item from outside the Subset.
- 4 Click OK.



Alt, S, I

---

## See also

[Incremental Learning \(Subsets Menu\)](#)

# Moving windows and Dialog boxes

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You can move windows and dialog boxes with either the mouse or keyboard.

## **To move a window or dialog box with the mouse**

- Click and drag its title bar.

## **To move a window or dialog box with the keyboard**

- 1 From the Control menu, choose Move.

A four-headed arrow is displayed.



- 2 Press the appropriate arrow keys (up, down, left, right) to move the window or dialog box to the desired location.

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## **See also**

[Move \(Control menu\)](#)

# Reducing Axia to an Icon and Restoring Axia to a Window

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To reduce the Axia Screen to an icon, do one of the following:

- From the Control menu, choose Minimize.
- Click the Minimize button.

To restore the Axia icon to a window, do one of the following:

- From the Control menu, choose Restore.
- Double-click the Axia icon.



Definitions...

Reduce: Alt, (spacebar), N



Definitions...

Restore: Alt, (spacebar), R

---

**See also**

[Moving Windows and Dialog Boxes](#)

# Axia

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Axia is the software you use to explore and identify information contained in a variety of [Topics](#)

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## See also

[Introducing Axia](#)

# Topic

---



A Topic is a specialized learning module that you "open" for viewing in Axia. Topics contain the content, or information, you learn. They appear on the Desktop when you open them.

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## See also

[Opening and Closing Topics](#)

# Topic

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A Topic is a specialized learning module that you "open" for viewing in Axia. Topics appear on the Desktop when you open them. Topics contain the content, or information, you learn. Because each Topic can cover a completely different subject, Axia can be used for a variety of applications. Axia Topics are intelligent, dynamic, and fluent in many forms of communication, including text, graphics, sound and video.

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## See also

[Opening and Closing Topics](#)



## **Aspects**

Aspects are the central buttons on the page. There is an indicator on the side of these buttons to show what aspects are chosen for each side of the screen.

For different aspects of the same item there may be different text and labels (if available) which you may want to see.

An aspect may have several examples which you may scroll through.

# Aspects

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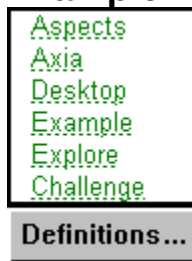
Every time you open a [Topic](#), or select one from the [Desktop](#), Axia displays two copies of it--a left copy and a right copy. Between these two copies can lie any number of Aspects, each of which has a name, icon, and left and right button. Axia uses Aspects to consolidate the characteristics of Items into specific sections.

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## See also

[Selecting an Aspect](#)

## Example



In Axia, an Example is literally an example, instance, or sample of an Item. Examples can exist in the form of text, images, sound, or video.

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# Example

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For an [aspect](#) there may be several different examples of an [item](#). You can scroll through these examples two ways:

1. Click on the arrows in the example scroll bar.
2. Place the mouse on the window and click.

You can also move to a specific example by clicking on the first number (which highlights it) and typing in the number of the example you want to see.



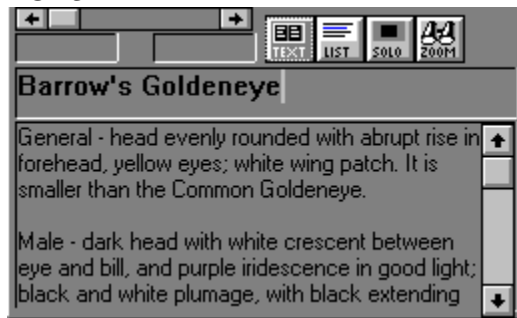
You can Scroll through pictures which have been zzoomed by clicking on the arrow key.

---

## See also

[View different Examples](#)  
[Opening and Closing Topics](#)  
[Selecting an Aspect](#)  
[Selecting an Item](#)

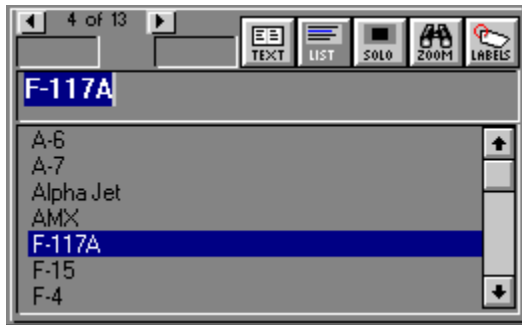
## Text



Text appears in the space below the window when you select an Item and click the Text button.

# List

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Every time you open a [Topic](#), or select one from the [Desktop](#), Axia displays two copies of it--a left copy and a right copy. Each copy contains a [Window](#) and a [List](#), both located below the menu bar. The left [List](#) is located below the left [Window](#), the right [List](#) below the right [Window](#). Located above each [List](#) is a [Text](#) button and a [List](#) button.

The [Lists](#) have [Items](#), which you can browse with the scroll bar and select with the mouse.

---

## See also

[Selecting a Topic from the Desktop](#)

[Selecting an Item](#)

[Using a List](#)

## Item



Items are located in the left and right Lists. You can scroll through these items in the list using the scroll bar.

# Item

---

Aspects  
Axia  
Desktop  
Example  
Explore  
Challenge

Definitions...

Items are located in the left and right Lists.

A [topic](#) is made up of a list of items which have certain [aspects](#).

---

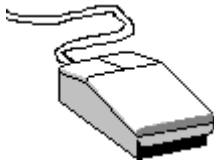
## See also

[Selecting an Item](#)



# Using the Mouse

---



## Pointer

The pointer is the arrow on the screen that your mouse controls.



## Point

- Move the mouse until the tip of the pointer rests on the desired item.



## Click

- 1 Point to the desired item.
- 2 Press the left mouse button once.



## Double-click

- 1 Point to the desired item.
- 2 Without moving the mouse, press the left mouse button twice in rapid succession (e.g., two quick clicks).



## Click and drag

- 1 Point to the desired item.
- 2 Press and hold down the left mouse button.
- 3 Move the mouse pointer to where you want the desired item.
- 4 Release the left mouse button.

# Point

---

Aspects  
Axia  
Desktop  
Example  
Explore  
Challenge

Definitions...

- Move the mouse until the tip of the pointer rests on the desired item.

# Pointer

---

Aspects  
Axia  
Desktop  
Example  
Explore  
Challenge

Definitions...

The pointer is the arrow on the screen that your mouse controls.

# Click

---



- 1 Point to the desired item.
- 2 Press the left mouse button once.

# Double-Click

---



- 1 Point to the desired item.
- 2 Without moving the mouse, press the left mouse button twice in rapid succession (e.g., two quick clicks).

# Click and Drag

---



- 1 Point to the desired item.
- 2 Press and hold down the left mouse button.
- 3 Move the mouse pointer to where you want the desired item.
- 4 Release the left mouse button.

## Window

There are two Windows. Both Windows are located between menu bar and Lists. Specifically, the left Window is located above the left List, the right Window above the right List.

Windows display Examples of selected Items.

# Window

---

Every time you open a [Topic](#), or select one from the [Desktop](#), Axia displays two copies of it--a left copy and a right copy. Each copy contains a Window and a [List](#), both located below the menu bar. The left Window is located above the left List, the right Window above the right List.

Windows display [Examples](#) of selected [Items](#). The differences between Windows in regular Topics and Windows in Axia are few, but important:

- 1 Axia Windows are *dynamic*. Their contents (e.g., Example of Items) change every time you select a different Aspect or different Item from the List.
- 2 Axia Windows are *versatile*. They can display text and graphics, as well as play back sound and full-motion video.
- 3 Axia Windows are *smart*. You can customize Axia to display more or less information on Windows, depending on how well you identify a Topic's Items.

Note: You can make a window disappear by double-clicking in the [selection window](#).

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## See also

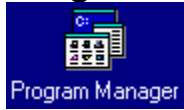
[View different Examples](#)

[Selecting an Aspect](#)

[Selecting an Item](#)



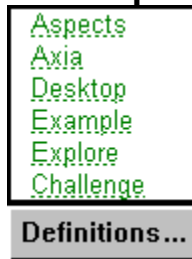
## Program Manager



Program Manager is the Windows application you use to organize and start other Windows applications, such as Axia.

(For more information on Program Manager, consult your Microsoft Windows User's Guide.)

## Desktop



The Desktop is located below the menu bar on the left side of the Axia window. For every [Topic](#) you have open, Axia maintains an icon of it on the Desktop. The Desktop serves three purposes:

- 1 It lets you know which Topics are open (by keeping their icons in constant view).
- 2 It keeps open Topics within easy reach (you can switch from one open Topic to another simply by clicking the desired Topic).
- 3 It shows you which topic you are currently using. There is a red vertical bar next to the topic you have open

The Desktop can hold up to six Topics at a time. If you have six Topics open, and wish to open another, simply close one of the six open Topics first.

## **Subset**

A Subset is a temporary Topic you create by selecting Items from an open Topic, and asking Axia to "add them to a Subset." A Subset's Items exist in the left List , its parent's Items in the right.

Note: You can't make a Subset of a Subset. Only a parent Topic (e.g., one you can open) can give birth to Subsets.

## Restore (Control menu)

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Due to Axia's fixed window size, this command isn't supported.

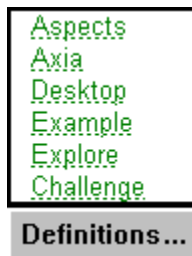
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### See also

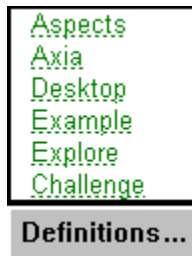
Reducing Axia to an Icon and Restoring Axia to a Window  
`Reducing_to_Icon_and_Restore_Axia_to_Window`

## Move (Control menu)

---



Choosing this command displays a four-headed arrow that lets you move the Axia window or icon with the arrow keys.



Alt, (spacebar), M

---

### See also

Moving Windows and Dialog BoxesMoving\_windows\_and\_Dialog\_boxes

## Size (Control menu)

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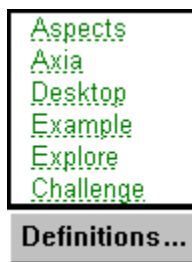
Due to Axia's fixed window size, this command isn't supported.

## Minimize (Control menu)

---



Choosing this command reduces the Axia window to an icon.



Alt, (spacebar), N

---

### See also

[Minimize button](#)

[Reducing Axia to an Icon and Restoring Axia to a Window](#)

## Maximize (Control menu)

---

Due to Axia's fixed window size, this command isn't supported.

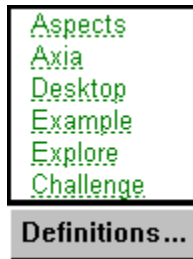


## Close (Control menu)

---



Choosing this command closes Axia.



Alt, (spacebar), C or Alt + F4

---

### See also

[Control menu](#)

[Exit \(File menu\)](#)

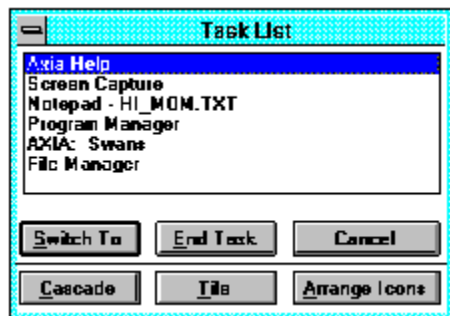
[Starting and Stopping Axia](#)

## Switch To (Control menu)

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Choosing this command displays a list of all open applications.  
You can use this Task List to switch to or close any application on the list.



Choosing Switch To from the Control menu displays the Task List. Following are the Task List's options and descriptions.

### **Switch To**

Brings the selected application to the front.

### **End Task**

Closes the selected application.

### **Cancel**

Closes the Task List box.

### **Cascade**

Arranges the windows of open applications so they overlap, letting you see each application's title bar.

### **Tile**

Arranges the windows of open applications so they do not overlap, letting you see each application in its entirety.

### **Arrange Icons**

Arranges the icons of all minimized applications across the bottom of the screen so you can find them.

Aspects  
Axia  
Desktop  
Example  
Explore  
Challenge

Definitions...

Alt, (spacebar), W or Ctrl + Esc

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**See also**

Task List

# Task List

---



Choosing Switch To from the Control menu displays the Task List. Following are the Task List's options and descriptions.

## **Switch To**

Brings the selected application to the front.

## **End Task**

Closes the selected application.

## **Cancel**

Closes the Task List box.

## **Cascade**

Arranges the windows of open applications so they overlap, letting you see each application's title bar.

## **Tile**

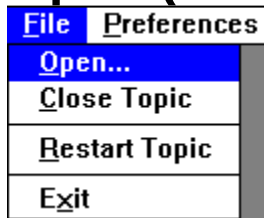
Arranges the windows of open applications so they do not overlap, letting you see each application in its entirety.

## **Arrange Icons**

Arranges the icons of all minimized applications across the bottom of the screen so you can find them.

# Open (File menu)

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Choosing this command displays the Contents menu. You can have up to six Topics open in Axia, although only one topic can be active at a time. If you have six Topics open, and wish to open another, simply close one of the six open topics first.



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## See also

[Opening and Closing Topics](#)

## Restart Topic (File menu)

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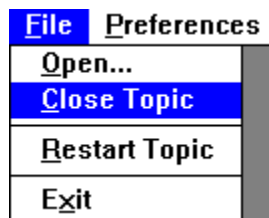


Choosing this command resets the active Topic (e.g., the one highlighted on the Desktop).

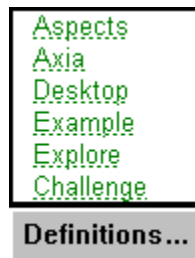


## Close (File menu)

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This will close the topic that you have currently open on the desktop.



Alt, F, C

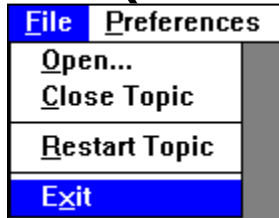
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### See also

[Opening and Closing Topics](#)

# Exit (File menu)

---



Choosing this command quits Axia and brings you back to Windows Program Manager.



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## See also

[Close \(Control menu\)](#)

[Starting and Stopping Axia](#)



# Preferences menu

---

The following set of choices are available to you. You can choose in the list on the left what you want to set the preferences for and then you set those preferences on the right.

Aspects
Axia
Desktop
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Explore
Challenge
Definitions...

# Window Linking

---

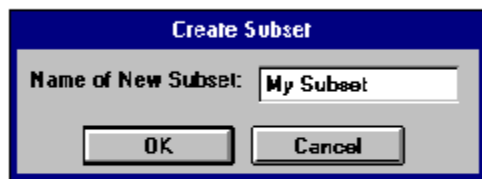
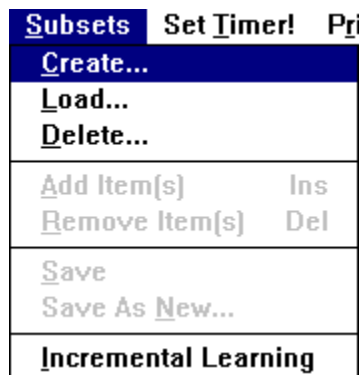


## Window Linking

This option lets you establish a "dynamic link" between the left [Window](#) and the right Window. This link, however, is only established when the selected [Item](#) in the left [List](#) matches the one in the right List. After the link has been established, any changes you make on the left Window or List will effect changes on the right Window and List. This link will break when you select a different Item from the right List.

## Create Subset (Subsets menu)

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When you want to open a new Subset, you must first create one. Choose Create from the Subsets menu and the above Dialog Box appears. Click anywhere on the box to see the functions of the Dialog Box.

## Add Item (Subsets menu)

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<b>S</b> ubsets	S <b>e</b> t T <b>i</b> mer!	P <b>r</b> i
C <u>r</u> ea <u>t</u> e...		
L <u>o</u> a <u>d</u> ...		
D <u>e</u> l <u>e</u> t <u>e</u> ...		
<hr/>		
A <u>d</u> d I <u>t</u> em(s)	I <u>n</u> s	
R <u>e</u> m <u>o</u> ve I <u>t</u> em(s)	D <u>e</u> l	
<hr/>		
S <u>a</u> ve		
S <u>a</u> ve A <u>s</u> N <u>e</u> w...		
<hr/>		
I <u>n</u> cre <u>m</u> ental L <u>e</u> ar <u>n</u> ing		

Choosing this command adds the selected Item to a Subset.  
If no Subset exists, Axia prompts you to enter a name for one.

As <u>p</u> ects
Ax <u>i</u> a
De <u>s</u> kto <u>p</u>
Ex <u>a</u> m <u>p</u> le
Ex <u>p</u> lo <u>r</u> e
Ch <u>a</u> ll <u>e</u> ng <u>e</u>
<b>D</b> efinitions...

Alt, S, A

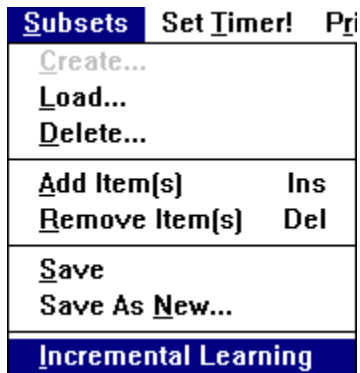
---

### See also

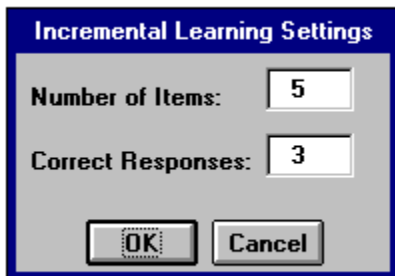
[Deleting an Item from a Subset](#)  
[Selecting an Item](#)

## Incremental Learning (Subsets menu)

---

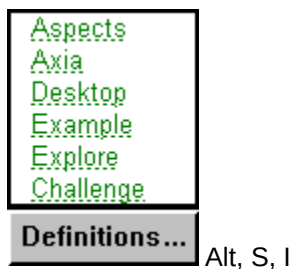


Choosing this command displays two dialog boxes.



The first dialog box asks you how many Items you want to examine.

The second dialog box asks you how many times you would like to correctly identify an Item before Axia replaces it with an Item from outside the Subset.



---

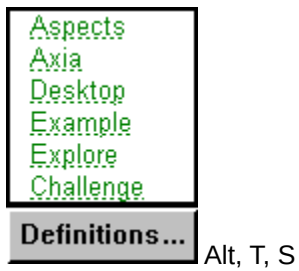
**See also**

[Learning Incrementally](#)

## Set Timer !

---

Choosing this command displays a dialog box that lets you specify how long Axia will display an Example in a Window.



# Contents (Help menu)

---

<b>H</b> <u>elp</u>
<b>C</b> <u>ontents</u>
<b>B</b> <u>ooks to Read</u>
<b>L</b> <u>earning</u>
<b>H</b> <u>ow to use Axia</u>
<b>P</b> <u>roduct Support</u>
<b>C</b> <u>redits</u>
<b>A</b> <u>bout AXIA</u>

Choosing this command displays Axia Help, the online document you're now reading.

<b>A</b> <u>spects</u>
<b>A</b> <u>xia</u>
<b>D</b> <u>esktop</u>
<b>E</b> <u>xample</u>
<b>E</b> <u>xplore</u>
<b>C</b> <u>hallenge</u>
<b>D</b> <u>efinitions...</u>

Alt, H, C

# Product Support (Help menu)

---

<b>Help</b>
<u>C</u> ontents
<u>B</u> ooks to Read
<u>L</u> earning
<u>H</u> ow to use Axia
<b>P</b> roduct Support
<u>C</u> redits
<u>A</u> bout AXIA

Choosing this command displays the portion of Axia Help pertaining to product support.



For technical assistance by telephone, call (403) 262-2942.



For technical assistance by fax, fax your query to (403) 261-1675.

Aspects
Axia
Desktop
Example
Explore
Challenge
<b>Definitions...</b>

Alt, H, P



# About Axia

---

<b>Help</b>
<b>C</b> ontents
<b>B</b> ooks to Read
<b>L</b> earning
<b>H</b> ow to use Axia
<b>P</b> roduct Support
<b>C</b> redits
<b>A</b> bout AXIA

When you choose About Axia, the following box appears.



# Axia Icon

---

The Axia icon isn't part of the Axia window, but appears in place of it every time you minimize Axia. The other place you'll find the Axia icon is in [Program Manager](#).

---

## See also

[Reducing Axia to an icon and restoring Axia to a window](#)

[Starting and Stopping Axia](#)

# Axia window

---

The Axia window contains everything you need to use Axia productively. In short, everything you do and everything Axia does happens here.

---

## See also

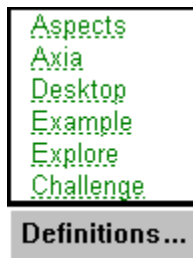
[Reducing Axia to an Icon and Restoring Axia to a Window](#)  
[Parts of the Axia Screen](#)

# Control menu

---



The Control-menu box is located at the left end of the title bar, and contains the Restore, Move, Minimize, Close, and Switch To, commands. Double-clicking the Control-menu box closes Axia.



Alt, (spacebar) or Alt, (left arrow), (up arrow)

---

## See also

Starting and Stopping Axia

## Title bar

---



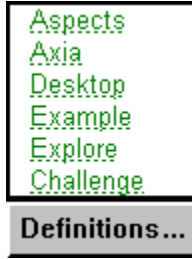
The title bar is located at the top of the Axia window. The Control-menu box and Minimize button also share the title bar. They are found to the respective left and right of "Axia."

# Minimize button

---



The Minimize button is located at the right end of the title bar. Clicking the Minimize button reduces Axia to an icon.



Alt,(spacebar) N

---

## See also

Minimize (Control menu)

Reducing Axia to an Icon and Restoring Axia to a Window

## Menu bar

The menu bar is located below the title bar. It contains all the commands you need to use Axia.



---

### See also

[Menu commands](#)

# Text button

---



There are two Text buttons. One is located above the left List, the other above the right List. The Text buttons act as toggle switches: Clicking a Text button the first time *displays* the Text associated with the selected Item; clicking a Text button the second time *hides* the Text associated with the selected Item.

---

## See also

Selecting an Item

Using a List



# List button

---



There are two List buttons. One is located above the left List, the other above the right List.

The List buttons act as toggle switches: Clicking a List button the first time *displays* a list of Items in the List ; clicking a List button the second time *hides* the list of Items.

---

## See also

[Using a List](#)

# Explore Mode

---



Explore Mode allows you to gain familiarity with the members of the group you are learning. You learn the members of the group by becoming familiar with their different Aspects and examples.

You can use the left window to view a single subject or use both windows.

You may use both windows by linking them

- to learn the same Aspects of two different examples (i.e. different pictures, same view)
- different attributes of the same example (i.e. same picture, different views)

---

## See also

[Switching Modes](#)

[Challenge Mode](#)

# Product Support

---

[Aspects](#)  
[Axia](#)  
[Desktop](#)  
[Example](#)  
[Explore](#)  
[Challenge](#)

**Definitions...**

For technical assistance by telephone, call (403) 262-2942.

[Aspects](#)  
[Axia](#)  
[Desktop](#)  
[Example](#)  
[Explore](#)  
[Challenge](#)

**Definitions...**

For technical assistance by fax, fax your query to (403) 261-1675.

---

## See also

[Product Support \(Help menu\)](#)

## Remove Item (Subsets menu)

---

<b>S</b> ubsets	S <b>e</b> t T <b>i</b> mer!	P <b>r</b> i
C <u>re</u> ate...		
L <u>o</u> ad...		
D <u>e</u> lete...		
A <u>dd</u> Item(s)		I <b>n</b> s
R <u>e</u> move Item(s)		D <b>e</b> l
S <u>a</u> ve		
S <u>a</u> ve As <u>N</u> ew...		
I <u>n</u> cremental Learning		

Choosing this command deletes the selected Item from a Subset.

As <u>p</u> ects
Ax <u>i</u> a
De <u>s</u> kto <u>p</u>
Ex <u>a</u> m <u>p</u> le
Ex <u>p</u> lore
Ch <u>a</u> llenge
Definitions...

Alt, S, D

---

### See also

[Adding an Item to a Subset](#)

[Selecting an Item](#)

# Set Timer!

---

Aspects  
Axia  
Desktop  
Example  
Explore  
Challenge

Definitions...

Aspects  
Axia  
Desktop  
Example  
Explore  
Challenge

Definitions...

Alt, T, T

## **Set timer delay**

This sets the time, in seconds, the item will appear on the screen.

## Timer off

This turns the timer off.

# Aspect

---



An Aspect is a characteristic of the item. It may be a sound, photograph, video, or different point of view of the item on the Window.

---

**See also**

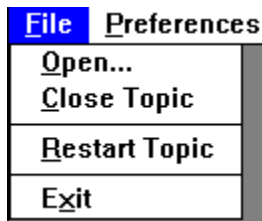
Examples



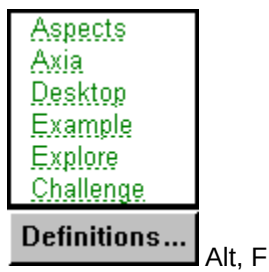
# File menu

---

Click on the File menu topic you would like help with:



With the File menu you can open and close Topics, or exit Axia and go back to Windows.



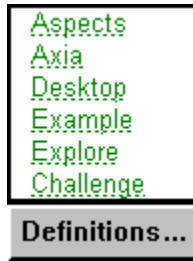
---

## Options

Open  
Close  
Restart  
Exit

# Challenge Mode

---



In Challenge Mode you can test to see how well you know the Aspects of the list. Axia will display an item in the left screen and you have to type the name of the item in the box provided, or click on the name in the list. If your answer does not match the item displayed Axia will show our answer on the right hand screen so you learn the item you picked.

---

## See also

[Explore Mode](#)

[Set Timer \(Timer menu\)](#)

[Subsets menu](#)

# Subsets menu

---

Click on the Subsets menu topic you would like help with:

<b>S</b> ubsets	S <b>e</b> t <b>T</b> imer!	<b>P</b> ri
C <b>re</b> ate...		
L <b>o</b> ad...		
D <b>e</b> lete...		
A <b>dd</b> Item(s)		I <b>n</b> s
R <b>e</b> move Item(s)		D <b>e</b> l
S <b>a</b> ve		
Save As <b>N</b> ew...		
I <b>n</b> cremental Learning		

The Subsets menu is used when you want to learn the group in smaller chunks. You can customize your own subset, and change the items in the subset once you have learned them.

Initially you can Create, Load or Delete a Subset - or use Incremental Learning. After you have Created or Loaded a Subset, then you can Add or Delete items in the Subset.

You can also Save your own subset and Load it later.

A <b>s</b> pects
A <b>x</b> ia
D <b>e</b> sktop
E <b>x</b> ample
E <b>x</b> plore
C <b>h</b> allenge
D <b>e</b> finitions...

Alt, S

---

## Options

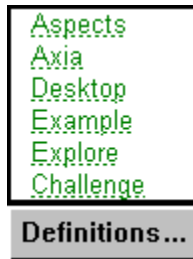
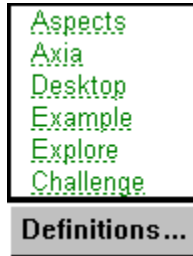
[Incremental Learning](#)

# Set Timer !

---

There is only one choice in the Timer menu.

The following dialog box is displayed when set timer is picked.



Alt, T

---

## Options

Set Timer On/Off

Set Timer Delay

# Help menu

---

Choose the Help topic you would like further information on:

<b>Help</b>
<u>C</u> ontents
<u>B</u> ooks to Read
<u>L</u> earning
<u>H</u> ow to use Axia
<u>P</u> roduct Support
<u>C</u> redits
<u>A</u> bout AXIA

<u>A</u> spects
<u>A</u> xia
<u>D</u> esktop
<u>E</u> xample
<u>E</u> xplore
<u>C</u> hallenge
<b>Definitions...</b>

Alt, H


---

## Options

[Contents](#)  
[Credits](#)  
[Product Support](#)  
[About](#)

# Labels

---

When the Labels button appears, , it means that there are labels available for the item. If you click on the Labels button,



these Labels will appear.

You can set up Axia to automatically display the labels in the Preferences window.

By pressing on the Zoom button with labels on you can see a full screen picture with labels.

---


## See also

[Preferences](#)

## Link Right and Left Windows

---

Linking the left and right [windows](#) is a powerful feature of Axia. When the windows are 'Linked' comparisons between [items](#), [aspects](#), and [examples](#) can be made very quickly.

You can link the left window with the right window by clicking on the Link button,  on the Axia screen, or by selecting it on the Preferences Dialog Box.

# Quitting Axia

---

To stop or quit Axia, do one of the following

- From the File menu, choose Exit.



Definitions...

Alt, F, X

- From the Control menu, choose Close.



Definitions...

Alt, C or Alt + F4

- Double-click the Control-menu box.

---

## See also

[Close \(Control menu\)](#)

[Control menu](#)

[Closing Topics](#)



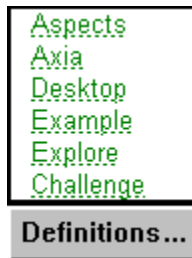
# Getting Started

---

On the screen there are two windows. Below the windows are Lists. In between the windows are the Aspects, each with a left and right button connected to the left and right windows.

You can scroll through the list by clicking the mouse on the up and down arrows beside the list. Select a new item in the list by clicking on it and it will appear in the selection window above the list. This will cause an Aspect of the item to be displayed.

To see a different aspect of an item, choose another aspect from the buttons displayed between the two windows.



*Click anywhere on this graphic to see how to pick Aspects.*

Below the window are a series of buttons.

By clicking on the horizontal scroll bar you can see different examples of the items.

By clicking on the Zoom button you can get the big picture.

By clicking on the Solo button you can see the item by itself.

If you click the Text button, information will appear in the box below the window.

Click on the List button on the right hand side.

Choose the same item from the right hand list as chosen on the left hand side.

Click on the example bar below the right hand window to see another example of the item.

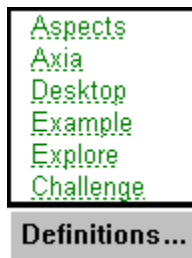
Pick a different aspect for the right hand side by clicking on the right hand button of a different Aspect button than the one chosen for the left hand side.

You are now seeing different Aspects of the same item.

Press on the Text button to see any text associated with the item.

To see the same aspect of two different items, first choose different items in the left and right lists, and then press on the middle of the aspect button.

**You are ready to begin learning the items. You may learn incrementally or by using subsets.**



Aspects  
Axia  
Desktop  
Example  
Explore  
Challenge

**Definitions...**

Aspects  
Axia  
Desktop  
Example  
Explore  
Challenge

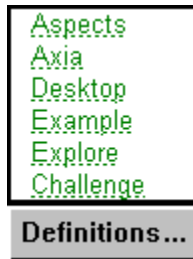
**Definitions...**

# Incremental Learning (Introduction)

---

Incremental Learning allows you to learn in smaller chunks. You can learn all the items in the list by using a shorter dynamic list.

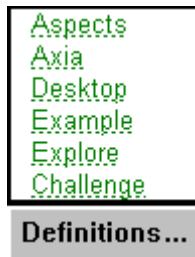
When you choose Incremental Learning, the following Dialog Box appears, where you set the size of the incremental learning group and when you would like Axia to automatically switch items in the group. Axia asks you how many members of the group you want to learn incrementally. The default is 5. You can change it if you like.



Choose OK once you have selected the size of your incremental learning group and the replacement settings.

The Incremental Learning group now appears on the desktop. Axia randomly picks items from the list for you to explore. These now appear in the left list. Explore the items, seeing their different Aspects and the different examples of the items. Once you think you know the items and all their Aspects, you are ready to have Axia **challenge** you.

Click on the next part of the Introduction to Axia you would like to see.



# Making Subsets (Introduction)

---

You can customize Axia to use a select group of items for you to learn. You can change members of the Subset, adding or deleting items, at any time. You can also Save your Subset and Load it later.

1. To make a Subset, make sure you have the main [topic](#) chosen from the [desktop](#).
2. Choose '[Create](#)' from the Subsets menu and give your subset a name.
3. If the right [list](#) is not on the screen, click on the [List button](#) below the right window to make it appear.
4. Pick an [item](#) you would like to add to your subset from the right list.
5. From the Subset menu, choose '[Add Item](#).' (or hit the Insert key).
6. The subset you have named will appear on the desktop.
7. Repeat steps 4 to 6 for each item you would like to add to your subset.
8. Explore the items in your subgroup.

You can increase the size of your subgroup by adding more items to it.

You can also delete objects from your subgroup. To delete an item from a subgroup, highlight the item in the **left** list. Choose '[Delete Item](#)' from the Subset menu. Or type Alt S D. The item will be deleted from the subset.

Once you think you are familiar with the items in your subgroup you are ready to have Axia challenge you.

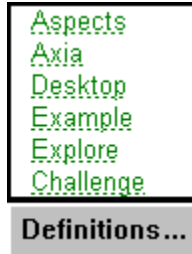


# Challenge Mode (Introduction)

---

In Challenge mode Axia will see how well you know the topic. You learn with every choice you make.

Choose **Challenge** mode.



*Click on the graphic for other options.*

Axia will display an item in the left hand window.

You have to identify it.

Notice that the Item box is empty.

You can type the name of the item in the item box or choose it from the List.

If your answer is different from the item displayed, your answer will appear in the right window. This way you learn the item in the right window, so you learn by your mistakes. Try identifying the item in the left window again. If you would like Axia to give you the answer, click on the [Answer](#) button. If your answer is correct, **Yes** appears below the left window. If you want the next challenge, click on the [Question](#) button

As you learn the members of the group, Axia will automatically change the members so that you gradually become familiar with all the members of the group.



Aspects  
Axia  
Desktop  
Example  
Explore  
Challenge

**Definitions...**

Aspects  
Axia  
Desktop  
Example  
Explore  
Challenge

**Definitions...**

# Keyboard Shortcuts

---

You can use the keyboard to give Axia a command. This is faster than using the mouse to choose commands from pull-down menus.

For example, to open a file, you would type the **Alt** button, then **F**, then **O**.  
To add an item to a subset, you would type the **Alt** button, then **S**, then **A**.

A comma after the keys means that the keys are typed in order.  
A plus sign (+) between keys means that you hold down the first key while typing the second key.

## Control menu

Move	Alt, (spacebar), M
Minimize	Alt, (spacebar), N
Close	Alt, (spacebar), C or Alt + F4
Switch to	Alt, (spacebar), W or Ctrl + Esc

## File menu

Open	Alt, F, O
Axia Open	Alt, F, A
Close	Alt, F, C
Exit	Alt, F, X

## Preferences!

Alt, P

## Subsets menu

Create	Alt S, C
Load	Alt S, L
Delete	Alt, S, D
Add Item	Alt, S, AInsert key
Remove Item	Alt S, RDelete key
Save	Alt S, S
Save as New	Alt S, N
Incremental Learning	Alt, S, I

## Set Timer!

Alt, T, S

## Print!

Alt R

## Help menu

Contents	Alt, H, C
Books to Read	Alt H, B
Learning	Alt H, L
How to Use Axia	Alt H, H
Product Support	Alt, H, P
Credits	Alt, H, R
About Axia	Alt, H, A

# Starting and Stopping Axia

---

## Starting Axia

To start Axia from the [Program manager](#), [double-click](#) the Axia icon.  
The Contents menu will appear. Choose a topic in the Contents menu.

To change topics once you are in Axia, click Open under the File menu.

## Stopping Axia

To quit Axia [click Exit](#) under the File menu

- or type Alt, F, X.
- or click [Close](#) under the Control menu.



# Opening and Closing Topics

---

## Opening Topics

Under the File menu click [Open](#). Choose a topic from the Contents menu.

- or, if topics are on your [desktop](#), click the topic.
- or, type Alt F O, and choose a topic from the Contents menu.
- or, click on the [MAIN MENU](#) button in the lower left.

## Closing Topics

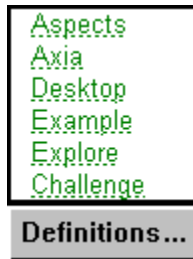
Under the File menu click [Close](#).

- or, type Alt F C.

# Preferences - Explore

---

These are the preference settings you can make for [Explore mode](#).

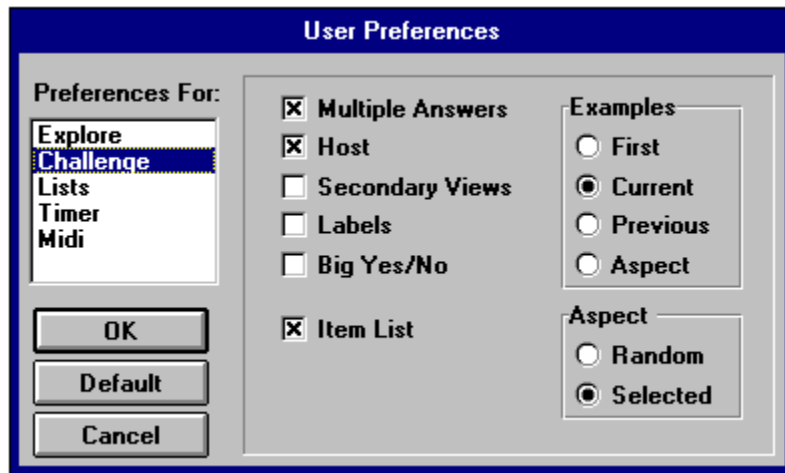


**New!** [Zoom](#) Video (not shown) Select the size you want the video to be when you choose the [Zoom](#) button.

## Preferences - Challenge

---

These are the preference settings you can make for [Challenge mode](#).

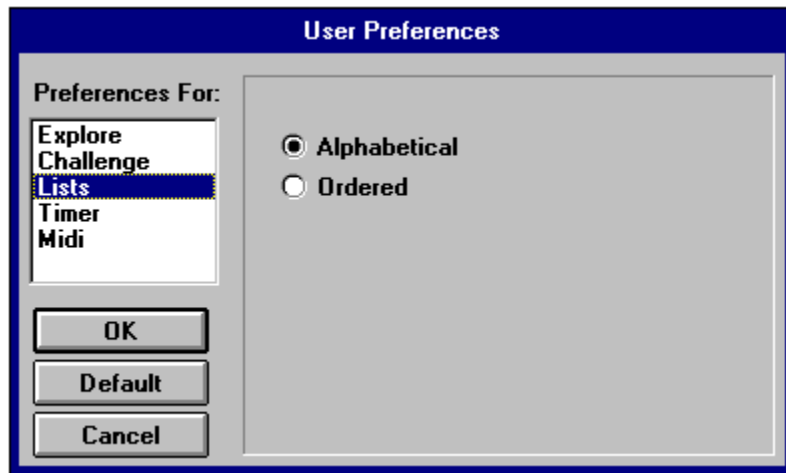


**New!** Zoom Video (not shown) Select the size you want the video to be when you choose the [Zoom](#) button.

## Preferences - Lists

---

You can have the items in the list done alphabetically or in order.

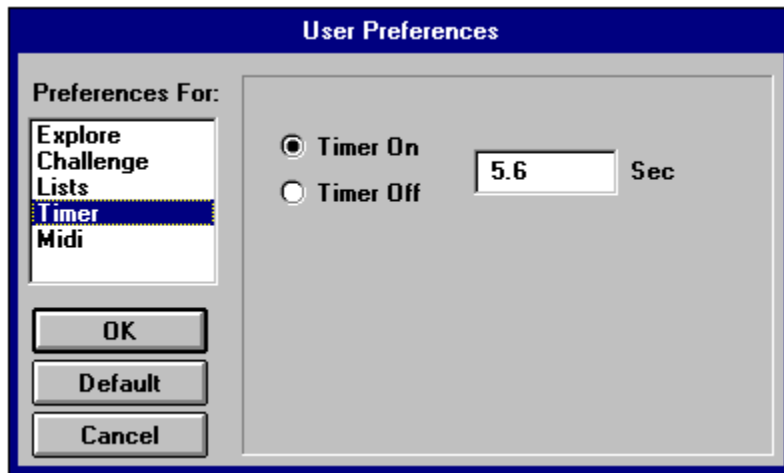


**New!** Zoom Video (not shown) Select the size you want the video to be when you choose the [Zoom](#) button.

## Preferences - Timer

---

Turn the timer on and off and set the duration of the time the item will be shown.

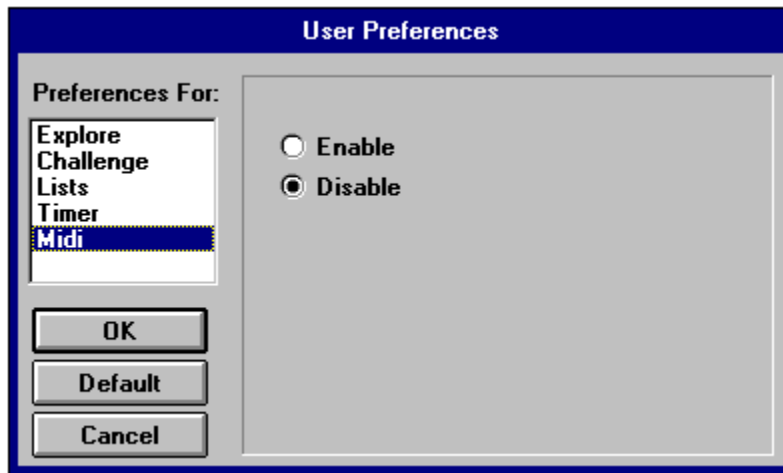


**New!** Zoom Video (not shown) Select the size you want the video to be when you choose the [Zoom](#) button.

## Preferences - Midi

---

You can turn the music on or off here.



**New!** Zoom Video (not shown) Select the size you want the video to be when you choose the [Zoom](#) button.

## Secondary Views

Secondary views have two settings: Audio and Visual, and Audio or Visual.

**Audio and Visual:** When set to Audio and Visual (A+V) a sound will play when the picture is displayed and a picture will be shown when a sound is played.

**Audio or Visual:** When set to Audio or Visual (A/V) only the primary view of the selected aspect will occur. When you select a photo aspect, a picture will be shown without the accompanying sound. Likewise when you select a sound aspect only the sound will play. A picture will not appear in the window.

The exception here is SongWaves, which actually are videos. You cannot turn off the sound of a video directly from the Axia interface.

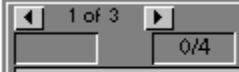
## Multiple Answers

### Explore mode



Sometimes a group of items may share characteristics. In Explore mode when you highlight an item the other items that share those characteristics will also be highlighted. The total number of items that share those characteristics will appear in the small box above the text entry box.

### Challenge mode



In Challenge mode there may be more than one answer to a given question. Initially, the total number of items in the group will appear in the small box above the text entry box. This number appears as a fraction. The total number of items that are a correct response to the challenge is the number on the bottom of the fraction. The total number of items you have successfully identified is the top part of the fraction, so this is initially set to zero. When you identify one of the items in the group the top number will advance by one.



## Host

Turning the host on in Explore mode will turn on a voice. When you click on an item in the left list the host will say the name.

In Challenge mode the host will ask questions and give a variety of responses to your answers.

## Labels

Choosing Labels will cause any labels associated with an item to be automatically displayed.

## **Labels and Text**

Choosing Labels and Text will cause any labels associated with an item to be automatically displayed, and the text for the item will be shown as well.

## Item List

Choosing **Item List** will show you the list of items in the lower window.

## Use 1st Example

Every time you choose a new item, Axia  
will automatically display the first example of that item.

## Use Previous Example

If you change items, or pick a new aspect, Axia will automatically go to the example in the new choice that you were **previously** viewing.

For instance, if you were looking at the second photo of a Harrier, and then switched the aspect to Orthogonal, and then went back to the Images aspect for the Harrier, Axia would show the example you were previously viewing, the second example.

## Use Aspect Index

This sets a position for the Aspect itself. This is handy when the aspect shows you examples in a particular order.

## Use Current Index

If you change items, or pick a new aspect, Axia will automatically go to the same example in the new choice as you are **now** viewing.



## **Big Yes/No**

This will cause graphics to be displayed in response to the challenges.

## Random Aspect

Axia will challenge you by randomly picking an item *and* randomly choosing an Aspect.

## **Selected Aspect**

Axia will challenge you by randomly picking an item from the list, but will only use the Aspect you have currently selected.

## Timer scroll bar

Use the mouse to increase or decrease the setting for the Timer.

## **Alphabetical Lists**

This will give you an alphabetical list.

## Ordered Lists

This will give you an ordered list.

For different topics the ordering is different. Here the ordering is in the taxonomical order used by the American Ornithological Union.

## **Default button**

The Default settings may be different from topic to topic. Some of the more basic topics will have simpler defaults while the more in-depth topics will have greater challenges. For example, the harder topics will have have Multiple Answers turned on.

## **Cancel button**

Press the Cancel button if you do not want to change the Preferences.

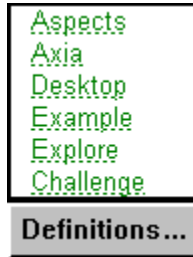


# Incremental Learning

---

Incremental Learning is a powerful feature of Axia. You can learn the whole group by just focusing on a small part of the group at a time. Incremental Learning is very useful in [Challenge mode](#).

This is the Incremental Learning Dialog box. **Click anywhere on the graphic below** for an explanation of the functions of the different settings.



---

**See also**

[Subsets](#)

## Set Size

This sets the size for your incremental learning group.

The default is five, but you can change it to any number you wish.

## Scroll

Use the mouse to increase or decrease the size  
for your incremental learning group.

## **Replacement Setting**

This setting is the number of correct identifications of an item before Axia automatically removes the item and replaces it with a new one. The default is three.

## Replacement Setting Scroll

Use the mouse to increase or decrease the replacement setting for your incremental learning group.

## **Ok button - Incremental Learning**

After making your choices press the Ok button to return to Axia.

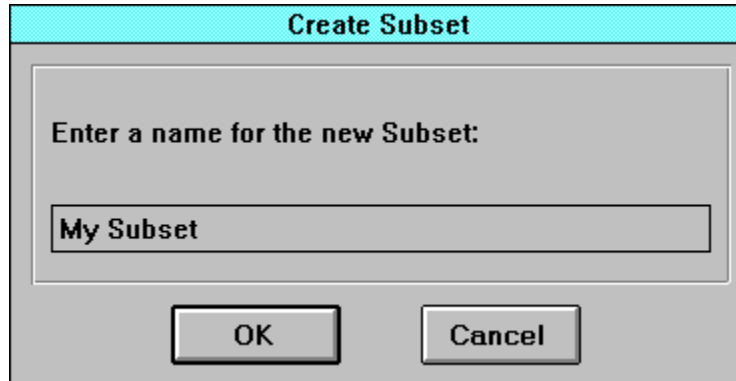
## **Cancel button**

If you do not want to use Incremental Learning, press the cancel button to return to Axia.

## Create Subsets Dialog Box

---

To create a subset, you must choose Create from the Subsets menu. The following Dialog Box appears. Press anywhere on the box for an explanation of the settings.



The image shows a 'Create Subset' dialog box. It has a light blue title bar with the text 'Create Subset'. The main area is gray and contains the text 'Enter a name for the new Subset:'. Below this text is a text input field containing the text 'My Subset'. At the bottom of the dialog box are two buttons: 'OK' and 'Cancel'.

**Create Subset**

Enter a name for the new Subset:

My Subset

OK Cancel



## Create Subset Name

Give your subset a name. It should be 9 characters or less.

## **Ok button - Subsets**

After making your choices press the Ok button to return to Axia.

The left list will be empty. You have to pick items from the right list and add them to the left list to build your subset.

## Cancel Button

If you do not want to create a subset, press the cancel button to return to Axia.

## **Right Side of Aspect Button**

Clicking here sets the Aspect for the Right window.

## **Left Side of Aspect Button**

Clicking here sets the Aspect for the Left window.

## **Both Sides of Aspect Button**

Clicking here sets the Aspect for both the Right and Left windows.

## Timer

This turns the Timer on or off.

## Timer Duration

This sets the duration the items will be displayed in both Explore and Challenge modes.



## **Ok Button**

Once you have made your settings for the timer, click the Ok button to return to Axia..

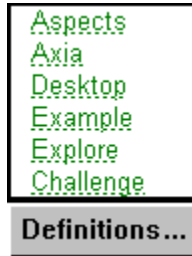
## **Timer Cancel**

If you do not want to change the timer settings, choose the Cancel button to return to Axia.

# Explore and Challenge Modes

---

In between the left and right list boxes are the settings for the mode for Axia. Axia can either be set in [Explore](#) or [Challenge](#) modes. Click anywhere on the graphic below for an explanation of the settings.



# Solo button

---



To see a picture by itself on the screen, press the Solo button. If you are limited to a 256 color monitor display, pressing on the Solo button will show the picture with its 'true colors', that is, with its own palette. If you have a 265 color display, and you look at two pictures on the screen, then the pictures will be 'dithered', that is each picture will not be able to show all the colours that it actually has and will have to approximate some colors for the display. When you press the Solo button, you will see the picture with all its colors.

# Zoom button

---



When you press the zoom button, the picture will appear full screen. You can look at it for as long as you like, and when you want to return to the Axia screen simply [click](#) the mouse anywhere on the screen.

When you are playing a video you can press the Zoom button and the video will be larger on the screen. You can set the size of the zoom in Preferences.

You can also zoom pictures with labels.

By pressing on the arrow key you can Scroll Zoom through the [Examples](#).

## Labels button

---



The Labels button will appear when there are labels associated with a picture. To see these labels simply click on the Labels button. To remove the display of labels, click on the Labels button again.

You can set Axia in the [Preferences Dialog Box](#) to automatically display labels with any item.

By pressing on the [Zoom button](#) with labels turned on you can see a full screen picture with labels.

## Question button

---



In Challenge Mode, you get the next question by clicking on the Question button.

## Answer button

---



To get the answer to a challenge, click on the Answer button.

Click on the Question button to get the next challenge.



# Yes Window

---

In Challenge mode, when you correctly identify an item, the word 'Yes' will appear here.

---

**See also**

[Big Yes/No](#)

## Multiple Answer Window

---

The total number of multiple answers appears in this box.  
In Challenge mode this number appears as a fraction, with  
the total number of answers to the question on the bottom  
and the number that you have correctly identified on the top,  
for example: "4/7".

## You Answered Window

---

When you a different item from the one displayed in Challenge mode, the item you did pick will appear in the right window. The words ' **You Answered**' will appear in this window during these events.

## **Text and List Scroll**

---

Use this scroll bar to move forwards and backwards through a list or text when it appears in the Text and List box.

# Selection Window

---

The name for the item selected will appear in this window.

When you want to select an item, you can highlight the current selection and start typing, Axia will automatically go to the first item in the list which shares the same letters. For example, if you type the letter ' **M** ' Axia will go to the first item which begins with the letter ' **M** ', if you then type an ' **i** ' the list will go to the first item that starts with ' **Mi** '. And so on.

In Challenge mode you can also type in the name of the item in this window.

You can make a window dissappear by double-clicking in the selection window.

# Text and List Window

---

In this window Text or the Item List can appear. Or it can be set to blank. It depends on the settings of the Text and List buttons.



Aspects  
Axia  
Desktop  
Example  
Explore  
Challenge

Definitions...



Both buttons Up, the Text and List window is empty.



Aspects  
Axia  
Desktop  
Example  
Explore  
Challenge

Definitions...

Text button down, text appears in the window.



Aspects  
Axia  
Desktop  
Example  
Explore  
Challenge

Definitions...



List button down, the item list appears in the window.

# Axia

---

Axia is, what can I say, - **G R E A T !!!**

## **OK button - Contents menu**

After you have picked a topic click the Ok button to launch the Axia screen.



## Axia icon

---

The Axia icon appears in the Program manager. Double-click on it to start Axia.

## **Ok button - Preferences**

Once you have set your preferences, click on the Ok button to return to the Axia screen.

# Credits

---

<a href="#">Help</a>
<a href="#">Contents</a>
<a href="#">Books to Read</a>
<a href="#">Learning</a>
<a href="#">How to use Axia</a>
<a href="#">Product Support</a>
<b><a href="#">Credits</a></b>
<a href="#">About AXIA</a>

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### **Presentation Design**

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#### **PATENT**

The Axia RECOGNITION TRAINING system is patent-pending in the USA and internationally.

## Multiple Answer box

The total number of multiple answers appears in this box.  
In Challenge mode this number appears as a fraction, with the total number of answers to the question on the bottom and the number that you have correctly identified on the top, for example: "4/7".

## Scroll Bar box

# Reduce to Icon and Restore to Window

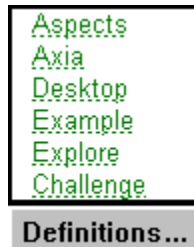
---

To reduce the Axia Screen to an icon, do one of the following:

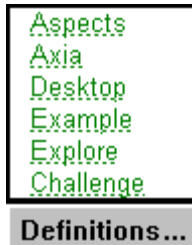
- From the Control menu, choose Minimize.
- Click the Minimize button.

To restore the Axia icon to a window, do one of the following:

- From the Control menu, choose Restore.
- Double-click the Axia icon.



Reduce: Alt, (spacebar), N



Restore: Alt, (spacebar), R

---

**See also**

[Moving Windows and Dialog Boxes](#)



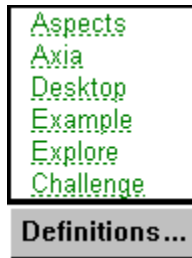
## Text

Clicking on the Text button will display text in the [Text and List window](#). Note that the window can display either text, the item list, or be left blank.

The Text can be displayed with [Labels](#) displayed as well.

# Desktop - Current Topic

---



The Desktop is located below the menu bar on the left side of the Axia window. For every Topic you have open, Axia maintains an icon of it on the Desktop. The Desktop serves three purposes:

- 1 It lets you know which Topics are open (by keeping their icons in constant view).
- 2 It keeps open Topics within easy reach (you can switch from one open Topic to another simply by clicking the desired Topic).
- 3 It shows you which topic you are currently using. There is a red vertical bar next to the topic you have open

The Desktop can hold up to six Topics at a time. If you have six Topics open, and wish to open another, simply close one of the six open Topics first.

---

## See also

[Opening and Closing Topics](#)

[Selecting a Topic from the Desktop](#)

## Labels

When the Labels button is pressed, labels associated with an item will be displayed.

# Aspects

---



Click anywhere on the graphic to see how the Aspect buttons work.

Every time you open a [Topic](#), or select one from the [Desktop](#), Axia displays two copies of it--a left copy and a right copy. Between these two copies can lie any number of Aspects, each of which has a name, icon, and left and right button. Axia uses Aspects to consolidate the characteristics of Items into specific sections. Axia Aspects differ from ordinary Aspects in several ways:

- 1 Axia Aspects are *autonomous*. Although all Aspects focus on their Topic's theme, they do so separately, and so aren't dependent upon one another.
- 2 Axia Aspects are *nonlinear*. Unlike Aspects in regular Topics, Aspects in Axia follow no particular, predefined order. You may consider them in whatever order you prefer.
- 3 Axia Aspects are *distinct*. They provide distinct kinds of information about the Item you select. In other words, each Aspect is like looking at the same scene, or [Item](#), from a different angle. Remember, a Topic's theme is the unifying element here (it's common to all Aspects). What changes with each Aspect is *perspective*.

---

## See also

[Selecting an Aspect](#)

# Aspects

---



Click anywhere on the graphic to see how the Aspect buttons work.

Every time you open a [Topic](#), or select one from the [Desktop](#), Axia displays two copies of it--a left copy and a right copy. Between these two copies can lie any number of Aspects, each of which has a name, icon, and left and right button. Axia uses Aspects to consolidate the characteristics of Items into specific sections. Axia Aspects differ from ordinary Aspects in several ways:

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---

## See also

[Selecting an Aspect](#)

# Aspects

---



Click anywhere on the graphic to see how the Aspect buttons work.

Every time you open a [Topic](#), or select one from the [Desktop](#), Axia displays two copies of it--a left copy and a right copy. Between these two copies can lie any number of Aspects, each of which has a name, icon, and left and right button. Axia uses Aspects to consolidate the characteristics of Items into specific sections. Axia Aspects differ from ordinary Aspects in several ways:

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---

## See also

[Selecting an Aspect](#)

# Aspects

---



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---

## See also

[Selecting an Aspect](#)

# How to use Axia

---

<b>Help</b>
<b>C</b> ontents
<b>B</b> ooks to Read
<b>L</b> earning
<b>H</b> ow to use Axia
<b>P</b> roduct Support
<b>C</b> redits
<b>A</b> bout AXIA

Choosing this command displays the How to Use Axia menu screen. You can see a multimedia presentation on several topics related to How to Use Axia.

They are:

1. **All Topics**  
(All the topics listed below, plus SmartList, preferences and Closing Axia)
2. **Screen**  
(An overview of the parts of the Axia Screen.)
3. **Challenge Mode**
4. **Subsets**
5. **Incremental Learning**
6. **Multiple Answers**
7. **Timer**

Aspects
Axia
Desktop
Example
Explore
Challenge
<b>Definitions...</b>

Alt, H, H



# Topic Stories - Starting, pausing and exiting

---

## **Starting a story**

On the title page of the topic there is a story button. Click on this button to start the multimedia presentation.

## **Pausing a story**

Anytime you want to pause a story, press on the space bar. To resume the presentation press on the space bar once more.

## **Exiting a story**

To stop the story, press on the escape key.

# Synonyms

---

Other names may be available for the [items](#) in the [list](#).

If you click on the name and a synonym is available it will appear in the [selection window](#). Continue clicking on it and other names for the item will appear.

In [Challenge mode](#) you can type in a synonym as the answer for the item.

## Item Text

With this option on the text for the item will appear.

## Print ! Command

---

To print information about the [item](#) in the list you have chose the **Print!** command on the [menu bar](#). This will display the information in a 'help' file format.

If you want to print **all** the information that is available on the item press on the 'Print Topic' or choose 'Print Topic' from the file menu.

If you want to print only **a part of** the information you have to choose the 'Copy' command from the Edit pull down menu. This will allow you to highlight the parts of the text you want to copy. You copy the text and then you have to open a word processor which you can paste the selected text in.

Please be aware that the text and pictures in Know Your Common Bird Songs is copyrighted by Axia International.

## Save Subset

---

You can save your own subset by choosing '**Save Subset**' from the Sunset menu.  
To open your Saved Subset....

# Print!

---

When you press on the Print! command from the menu bar, information about the item you have chosen will appear in a 'help' file format.

If you want to print **all** the information that is available on the item press on the 'Print Topic' or choose 'Print Topic' from the file menu.

If you want to print only **a part of** the information you have to choose the 'Copy' command from the Edit pull down menu. This will allow you to highlight the parts of the text you want to copy. You copy the text and then you have to open a word processor which you can paste the selected text in.

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## Save (Subset menu)

---

<b>S</b> ubsets	S <b>e</b> t <b>T</b> imer!	P <b>r</b> i
<u>C</u> reate...		
<u>L</u> oad...		
<u>D</u> elete...		
<u>A</u> dd Item(s)		I <b>n</b> s
<u>R</u> emove Item(s)		D <b>e</b> l
<b>S</b> ave		
Save As <b>N</b> ew...		
<u>I</u> ncremental Learning		

Save a subset that you have created to use later.

## Load (Subsets menu)

---

<b>S</b> ubsets	S <b>e</b> t <b>T</b> imer!	P <b>r</b> i
<u>C</u> reate...		
<b>L</b> oad...		
<u>D</u> elete...		
<u>A</u> dd Item(s)		I <b>n</b> s
<u>R</u> emove Item(s)		D <b>e</b> l
<u>S</u> ave		
Save As <b>N</b> ew...		
<u>I</u> ncremental Learning		

Load a subset that you have previously saved.



## Delete (Subsets menu)

---

<b>S</b> ubsets	S <b>e</b> t <b>T</b> imer!	P <b>r</b> i
<u>C</u> reate...		
<u>L</u> oad...		
<b><u>D</u>delete...</b>		
<hr/>		
<u>A</u> dd Item(s)		I <b>n</b> s
<u>R</u> emove Item(s)		D <b>e</b> l
<hr/>		
<u>S</u> ave		
Save As <u>N</u> ew...		
<hr/>		
<u>I</u> ncremental Learning		

To delete a subset that you have saved, choose **Ddelete** from the subsets menu.

## Save As New (Subsets menu)

---

<b>S</b> ubsets	S <b>e</b> t <b>T</b> imer!	P <b>r</b> i
<u>C</u> reate...		
<u>L</u> oad...		
<u>D</u> elte...		
<u>A</u> dd Item(s)		<b>I</b> ns
<u>R</u> emove Item(s)		<b>D</b> el
<u>S</u> ave		
<b>S</b> ave As <b>N</b> ew...		
<u>I</u> ncremental Learning		

If you have created a new subset and wish to save it, choose **Save As New** from the Subets menu.

## **Main Menu button**

---

Clicking on the Main Menu button will bring you to the Main Menu where you can open another topic or view a multimedia presentation.

# Learning (Help menu)

---

<b>Help</b>
<b>C</b> ontents
<b>B</b> ooks to Read
<b>L</b> earning
<b>H</b> ow to use Axia
<b>P</b> roduct Support
<b>C</b> redits
<b>A</b> bout AXIA

## Axia's Patent Pending Unique Way to Learn

### Explore Mode

In [Explore Mode](#), Axia gives you the ability to call up two items and view them side-by-side. The human mind has a strong tendency to selectively pick out similarities and differences when given the opportunity to compare things that are alike. This actively engages you in the learning process, and goes far beyond being told what things to look for: instead, you are finding them yourself. With a click of a button, you can compare two items along different characteristics, bringing the multi-dimensional nature of real knowledge to life in an easy and effortless way.

### Challenge Mode

Next, Axia offers you [Challenge Mode](#). To us, a quiz is not a way to measure how much you know. It is instead part of a wonderful new way of learning, that of sorting out those things that are most similar in your current state of knowledge. For those who like names and handles, we call it Constructive Discrimination. Given an item to identify, it is highly unlikely that all but the most experienced will know what it is at any given time. On the other hand, most people have some idea of what it might be and have in their mind a set of possible items to choose from.

Your guess is your selection from that set of items closest to the target item to be identified. If you are right, great. If not, then Axia shows you what you thought it was. This brings to the comparison screen the item in your mind which is most similar, most easily confused, and needs most to be distinguished from the target. Side-by-side comparison allows you to construct the similarity and difference pieces of knowledge which constitute expertise.

Furthermore, if you really knew the guess perfectly, you would not identified it as the target item. So you are learning about the guess item at the same time. Axia does not just blab the right answer. Instead it lets you try again, so that you continue to explore the set of items that are similar in your mind to the target item. Every guess gives you new knowledge or the positive kick of being right. Of course, you can get the answer at any time you wish.

The presentation of knowledge about items using multiple [Aspects](#) (characteristics) allows you to use Challenge Mode to learn to identify items either through single characteristics (such as bird song) or through the use of multiple characteristics (such as photos, videos, range maps, etc.).

Axia offers you the ability to learn through compressing what would otherwise be years of experience in identification and comparison into minutes of engaging and absorbing interaction. Axia goes far beyond the learning style prevalent today: being told by someone or something about the characteristics of an item and trying to remember them. Axia seduces you to learn through the experience of perception, identification, similarity comparison and constructive discrimination - the way it happens in real life. Now thats virtual reality.

### **Incremental Learning**

Its a pretty formidable task to learn to sort out 40 or 50 different and new items at the same time. Thats why we created [Incremental Learning](#). You can ask for a smaller learning set of items, say three things, which are randomly chosen. Now most people can pretty quickly tell three things apart (if thats too much, try two things as the learning set). After you get the identification of one of them right a number of times in a row (which you can set), that item is thrown out and a new one brought in. You are learning new things in the context of things familiar, as you progress in incremental learning.

Increase the size of the learning set after you have gone through the entire collection of items. You will be amazed first at how pleased you are to identify things correctly, how quickly you learn to discriminate important features in a small learning set, and how rapidly you progress to learning the entire set. Have fun and tell us if it works for you.

## Books to Read (Help menu)

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This will give you a list of books relating to the topic recommended by the editor. You can also get a detailed list of reference books for a particular item by pressing on the [Print!](#) command on the [menu bar](#).

