

The BrainTM

User Manual

Companion to Version 1.5 of The Brain,
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Patents pending.

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What's New?

Version 1.5 of The Brain adds many new features to help you organize your information in an even faster, more customizable way. The major additions are:

- **Publishing** which lets you publish Brains on the Internet. Site Brains make your Brain available to any Brain user who wants to visit the web site you have Brain-Enabled™. Guide Brains let you guide others through the web (see pg. 54).
- **Spider Web Page** which lets you map an entire web site in The Brain, creating a thought of every page on a site in seconds (see pg. 57).
- **E-mail Attachments** no longer have to be dragged into The Brain separately from their messages; both message and attachment can be dragged in together (pg. 54)
- **Open without Activating** which lets you open content attached to any thought without activating that thought (pg. 12).
- **Direct Web Access** and **Command Line Access** which let you access web sites or directory information by typing a URL or command line in the instant activation box (pg. 24).
- **Printing** which lets you print the plex in color and keep a visual hard copy of your thought arrangements. (pg. 26).
- **Plus** countless interface improvements to help keep all of your information just a mouse click away.

1. Introduction

Welcome to The Brain™, the first software package that lets you use your computer the way you use your mind – intuitively. The Brain's easy-to-use visual interface integrates information from the Internet and all your applications, allowing you the freedom to think less about your computer and more about your work and interests. Your mind works in a way that is unique to you, and The Brain lets you organize your information in the same individual way, without limiting you to a pre-determined file structure.

The human mind is a container for a virtually limitless number of thoughts. The wonder of the mind, and the source of human creativity, is the connectedness of all these thoughts. Intelligence comes from the mind's ability to think associatively – that is, to leap from thought to thought, building webs of greater and greater complexity, until new ideas are built. Associations are our inspirations.

The Brain uses a new concept, a data format called 'thoughts'. Thoughts can contain any type of information, including documents, spreadsheets, graphics, shortcuts, and web pages. By letting you links and associate thoughts, The Brain expands to become a visual interface that reflects the way you think.

With a simple click and drag interface you can create and navigate through networks of thoughts in a conceptual space unique to your work habits. When you begin using The Brain, you will find that your computer becomes easier to use – faster, more enjoyable, less frustrating, and that your time is used more efficiently.

No more searching through files and folders, going to the Start menu, or scrolling through long bookmark lists. There is no longer any reason to organize your information around your computer's generic storage systems. With The Brain, you organize your computer around your information in the way that makes most sense to you, so you can concentrate on content instead of its container.

How does The Brain accomplish this? By letting you create a simple, dynamic graphical map in which to create and navigate all your information. Your Brain starts with a single thought, to and from which several other thoughts can be visually linked. These thoughts have their own links to other thoughts and, possibly, to each other. The Brain's flexible structure allows any thoughts to be linked, so that you are never more than a few steps from the information you are seeking. Connections between thoughts are simple to make, and reproduce the steps made in your mind.

Now that you've downloaded the software, you're ready to begin downloading your brain into your computer.

2. Setup

System Requirements

The Brain will work on any computer running Windows 95, 98, or NT 4.0, or greater. We recommend using a Pentium processor with at least 16Mb RAM, and having at least 4Mb of space on your hard drive.

Installing The Brain

The Brain is simple to install. Installation will not change your computer's configuration or interfere with your existing files or operating system in any way.

From a CD-ROM

4. Insert The Brain's CD-ROM into the CD-ROM drive.
5. If your computer supports Autoplay, skip to step 3. Otherwise, click the Start button, then select Run. Type *D:Setup* (where *D:* indicates the letter of your CD-ROM drive) and press ENTER.
6. Follow the on-screen instructions to install the software. When setup is complete, The Brain will run.

From the Web

1. Double-click the file you downloaded, Brain.exe
2. Follow the on-screen instructions to install the software. When setup is complete, The Brain will begin running.

Purchasing The Brain

Your trial version of The Brain will expire after 30 days. When it expires, you will only be allowed to create 100 additional thoughts without any change in The Brain. Any thoughts created after the 100 will prompt a message asking you to purchase The Brain. You will also have limited Brain publishing space while using the trial version.

Purchasing The Brain will allow you:

- Unlimited use of your Brains.
- The ability to merge Brains.
- Enhanced technical support.

To purchase The Brain, click the Help menu and choose Purchase or call 310-656-8491 between 8am and 5pm Pacific Time, Monday through Friday.

Getting Help

The Brain is equipped with a help system:

1. Click the Help menu.
2. Choose Contents and Index.

Online Resources

Natrificial maintains an Online Tutorial, Online FAQ, and Online Reference at <http://www.thebrain.com>. These resources can be accessed directly from the Help menu if you have established an Internet connection.

E-Mail Technical Support

If you still have a question after checking our online resources, you can e-mail our Technical Support department at support@natrificial.com.

Phone Technical Support

Registered users of The Brain may call Technical Support between 8am and 5pm, Pacific Time, Monday through Friday. Click the Help menu and choose Technical Support for more information.

3. Getting Started

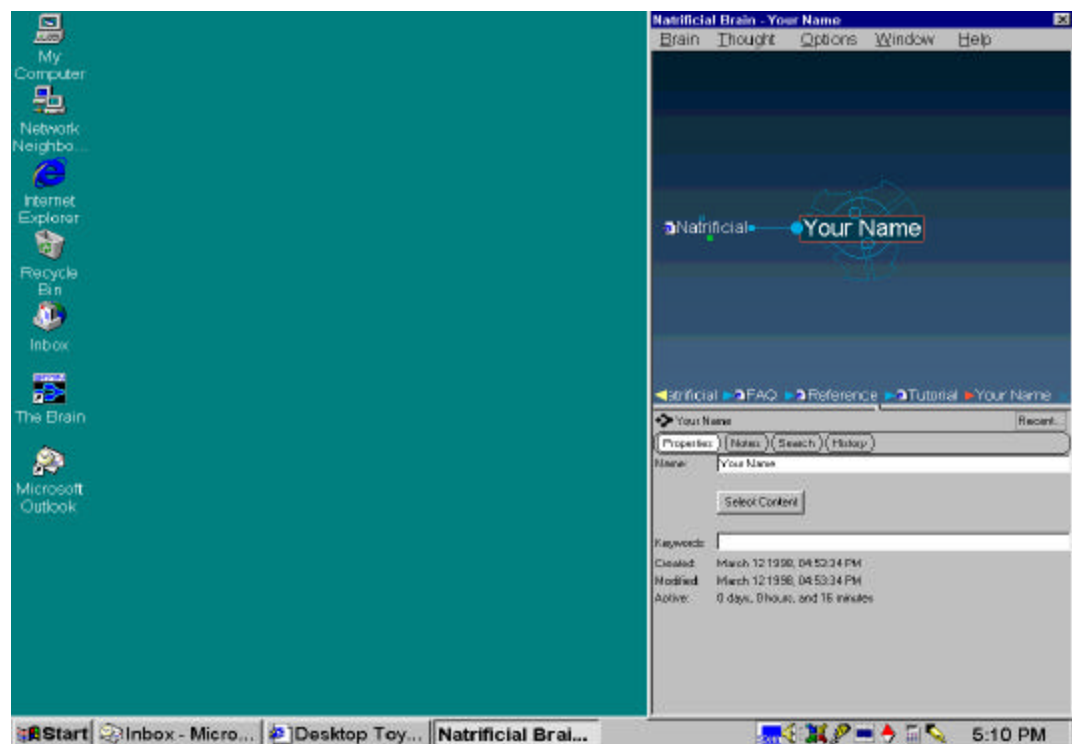
You've installed The Brain and there it is, sitting on your screen. What now? Let's create a Brain:

1. Click the Brain menu.
2. Choose New Brain.
3. When The Brain asks you to name your Brain, type your first name.

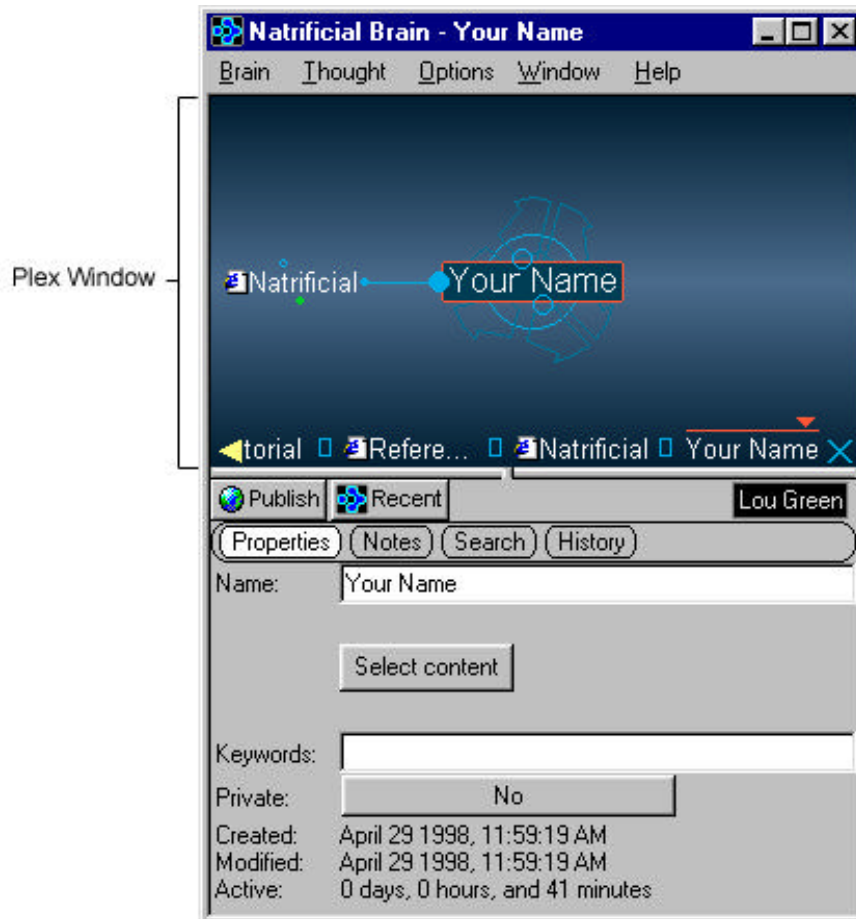
Congratulations! Your Brain is now sitting on the screen, awaiting information. Let's go through the steps you'll use to begin loading your Brain with the ideas and knowledge you have stored in your mind.

What You See On Screen


The Brain is a collection of connected thoughts. As you create and move between thoughts, you will be navigating through the structure of your Brain. This is akin to scrolling through folders but, as you'll soon see, vastly more powerful.



A fully-developed Brain is too large to be viewed in its entirety. The visible area of a Brain is called the 'plex', a collection of closely related thoughts. As you navigate between thoughts, the plex updates to let you move easily within your Brain.



Auto Hide Button

The Brain's default setting is to hide when you begin working in another application. When  The Brain window disappears, it will be replaced by the auto hide button, which is always on top of other windows. The auto hide button is an inconspicuous black square with The Brain's logo inside. When you need to display The Brain window, click the auto hide button and the window will re-appear.

In Chapter 12, we'll explore options for customizing your Brain, including how it displays on your desktop.

If your web browser is at a Brain-Enabled™ web site, the name of the site will appear beneath the auto hide button (see Chapter 9).

What Are Thoughts?

Thoughts are the basic building blocks of The Brain. A thought can represent virtually anything: a concept, a project, a person, a subject, a document, a web page, a spreadsheet, a file, a shortcut, a game, an application... whatever you can think of. You decide what thoughts represent, what they are named, how they are related, and what they contain. Because The Brain is not a hierarchical structure, no thought is more or less important than any other – except when it becomes the active thought.

The Active Thought

At the center of the plex is the 'active thought', currently *Your Name*. The active thought is simply the thought to which you have most recently moved, the one you are thinking about or working with at the moment. It is the thought of immediate interest. Thoughts closely related to the active thought are displayed in different zones around it. We'll look at the zones shortly.

A thought is made active by clicking it when it is visible in the plex window. Try clicking the thought *Natrificial*. It becomes the active thought and the plex regroupes around it, showing its close thoughts. Click *Your Name* again and it is activated. Other ways to activate thoughts are discussed in Chapter 5.

Before we create thoughts, let's look at the relationships between thoughts. Relationships in The Brain are made by creating child, parent, and jump thoughts of the active thought. These terms don't have anything to do with the type of information each can contain, but simply describe their relationships to the active thought.

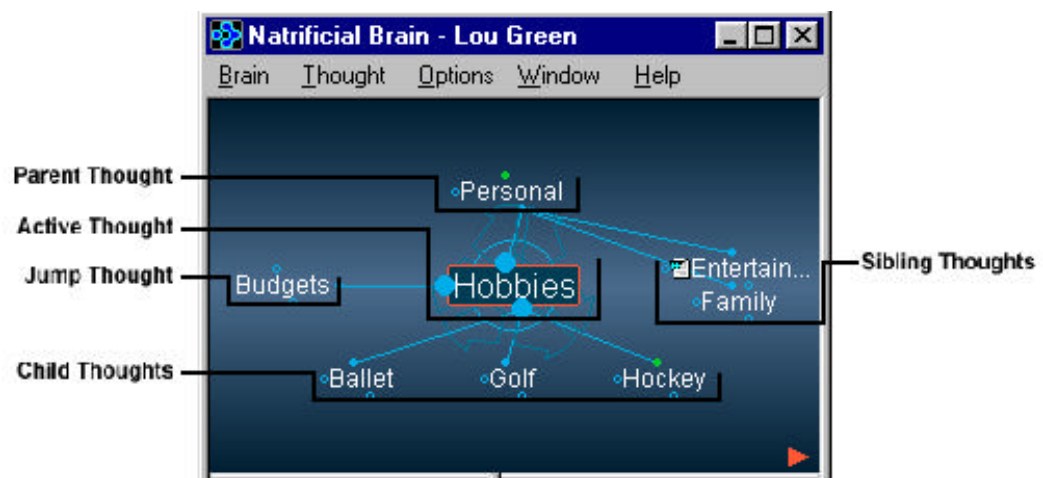
Parent Thought

A parent thought has at least one thought beneath it. You can think of parent thoughts as representing different categories of information. In the plex, a parent thought is displayed in the parent zone, above the active thought.

Child Thought

It shouldn't surprise you to learn that a child thought is a thought linked to a parent thought. A parent thought can have numerous child thoughts. Child thoughts are displayed below the active thought, in the child zone.

When a parent thought has more than one child thought, the child thoughts are considered sibling thoughts of each other. Sibling thoughts are, thus, part of a group whose source or subject is the same parent thought. The active thought's sibling thoughts appear in the sibling zone, to the right of the active thought. Let's look at the relations of the active thought *Hobbies*:



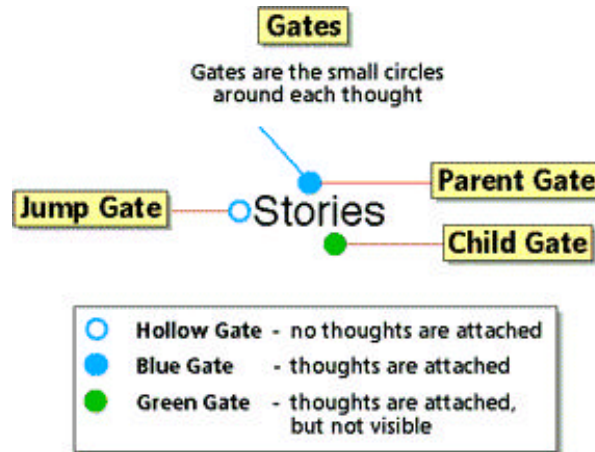
Jump Thought

Jump thoughts link different groups or families of thoughts. Jump thoughts are displayed in the jump zone, to the left of the active thought.

Gates

Thoughts are linked through a circle. Each thought in the plex has three circles. These circles are called 'gates'. Look at your new Brain – *Your Name* is linked to *Natrificial* through a gate.

Gates are hollow if there is no link through them to another thought, and solid if there is a link to another thought. Gates can be used to create thoughts, link thoughts, or visually remind you of the relationship between linked thoughts. We'll use these methods to build your Brain.



Above the active thought – in this case *Stories* – is the parent gate. The active thought is a child thought of any thought linked through its parent gate. Below the active thought is the child gate. The active thought is the parent thought of any thought linked through its child gate. Beside the active thought is the jump gate. The active thought is a jump thought of any thought linked through its jump gate.

Don't worry if this seems like a lot of information. Let's use a sample Brain to see how easy it is to develop a Brain.

Sample Brain

The Brain comes with a sample Brain to demonstrate the power of links. Let's take a quick tour through Lou Green's Brain. Lou is the editor of a Chicago Newspaper. Lou's Brain is available for you to explore. To open it:

1. Click the Help menu.
2. Choose Contents and Index.
3. From the Contents page, choose 'View and Navigate a Sample Brain'.
4. At the bottom of the opening screen, click 'Open Lou's Brain'.

Lou has organized his Brain into three main thoughts: *Chicago News* (his workplace), *Family*, and *Personal*. These are child thoughts of the *Lou Green* thought. At the top of the plex window is an area for 'pins'. Pins are entry points to a Brain and stay in place regardless of

where you are in your Brain. Lou has created pins to let him easily return to *Lou Green* (and its three child thoughts), *Advertisers*, and *Annette*. Annette is a writer working on a big story for the current issue. (For more information about pins, see Chapter 5.)

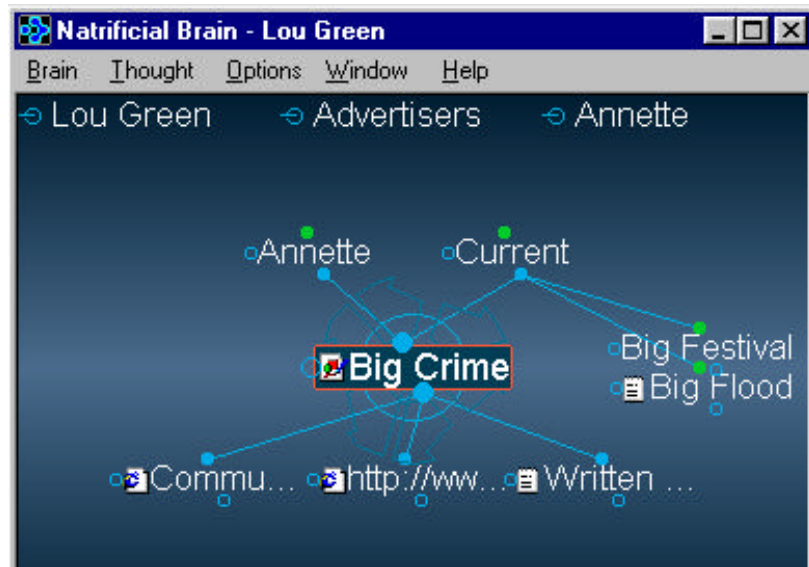


Below the plex is the 'past thought list'. As the name suggests, this is a list of thoughts Lou has recently navigated to. (For information on navigation, see Chapter 5). We can tell from the past thought list that Lou has recently been thinking about his two favorite sports *Hockey* and *Golf*. Let's see how Lou has created links that will help him at work:



When Lou is thinking about the *Stories* thought, its siblings, *Advertisers*, *On-line*, and *Writers*, are displayed. Notice that *Current* has, as parent thoughts, both *Stories* and *On-line*. This arrangement lets Lou get to the stories in today's issue from either *Stories* or *On-line*. Additionally, the child thoughts of *Current* contain today's stories, which are also linked to

the writers that are child thoughts of *Writers*. (If a gate is filled, it leads to other thoughts; if a gate is hollow, it does not lead to other thoughts.)



Big Crime, which represents the Big Crime story, links not only to its parent thoughts, the writer *Annette* and the newspaper issue *Current*, but has, as child thoughts, various sources and notes to back it up. Some of these sources are web pages.

Since Lou needs to keep in mind all the stories he's working on, *Big Crime*'s siblings are displayed in the sibling zone to the right of the active thought.

We've explored the big concepts behind The Brain. Wasn't it easy? Now we're ready to start building your Brain.

Creating a Child Thought

In a new Brain, the first thoughts you create will likely be subject headings that are child thoughts of the active thought. Currently, *Your Name* is the active thought. You can think of it as the major subject heading of your Brain.

Let's create a child thought:

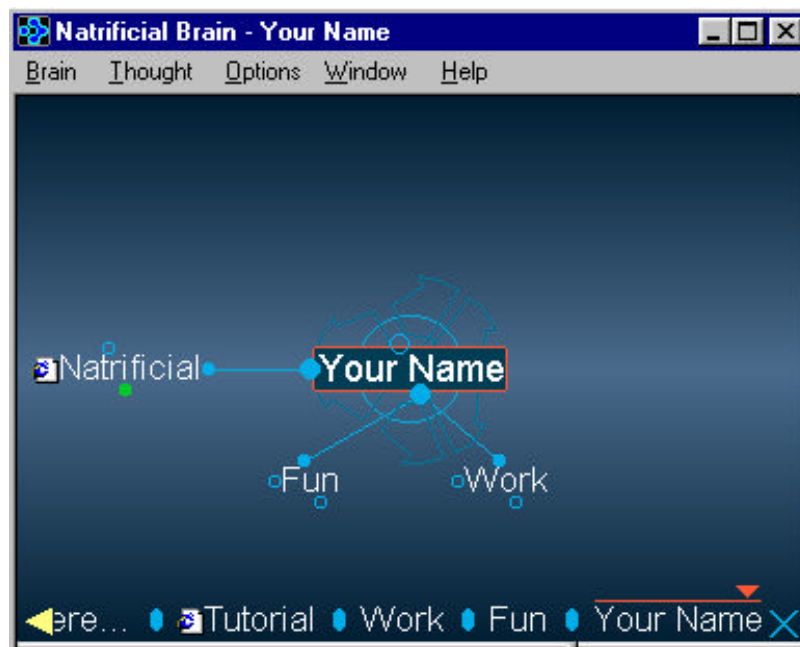
1. *Your Name* is currently the active thought. Using your mouse, click *Your Name*'s child gate (lower circle) and drag a line to any empty area beneath the active thought.
2. Now release the mouse button.
3. A dialog box appears inviting you to create and name a child thought. A thought cannot exist without a name. For our example, type the word 'Work'.
4. Press ENTER or click the green check mark.

You have created a child thought called *Work*. *Work* is linked to its parent thought *Your Name*. Now, let's create a child thought in another way:

1. Click the Thought menu above the plex window. (The Thought menu can also be opened by right-clicking the active thought.)
2. Choose Create Child.
3. The same 'Create Child' dialog box appears. For our example, type the word 'Fun'.
4. Press ENTER or click the green check mark.

Note that the new thought *Fun* appears in the child zone without you directing it there – child thoughts automatically appear below their parent thought.

The plex should now look like this:



Creating a thought does not activate it. This stability of the plex lets you create relationships without moving back and forth between thoughts. To activate a thought, click it.

Creating a Child Thought from a Child Thought

You can create a child thought even if its parent isn't the active thought. Notice that the thoughts you've created have gates. Let's create a child thought from *Work*. (Of course, if you're not following our example, you can create a child thought from any child thought in your Brain.)

1. While *Work* is in the child zone, drag downward from its child gate.
2. For our example, call this new thought *Order*.

3. Press ENTER or click the green check mark.

When you create a thought from a non-active thought, the thought you link from becomes the active thought. The Brain assumes that you are thinking about this thought and responds automatically.

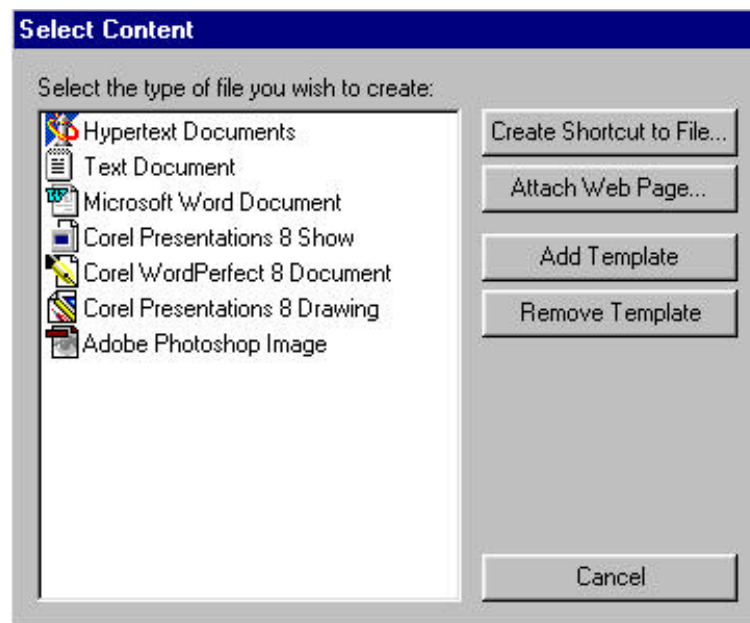
Creating Thought Content

Some thoughts, like *Fun* and *Work*, act as subject headings. You can think of such thoughts as similar to (though more flexible than) file cabinets or folders. Thoughts created from such thoughts will generally have content in the form of a file or a web page.

Let's give a thought content:

1. Activate the thought for which you want to create content. For our example, activate *Order*, the thought you just created.
2. Click the active thought once more to open the thought.

Opening a thought that has no content displays the Select Content dialog box. This dialog box should list all the applications on your computer that are capable of creating files.



Normally, you would select your favorite word processing application to write a letter, but we don't know what application you use. One option that should appear, no matter what, is 'Text Document', created by Notepad. So, for the purpose of this example, we'll use Notepad to write our business letter.

3. Choose Text Document. Notepad will open and display a new document.
4. Type the following text into the document: 'Dear Customer: This is to inform you that we have received your order and will ship it immediately.'

Now that we've written our letter, let's save it and exit Notepad. To do so:

5. Click the X in the upper right of the Notepad window. Notepad will ask if you want to save the file. Click Yes. The Brain gives the document a filename – one less thing for you to worry about!
6. Look at the active thought. To the left of the word *Order* is an icon representing the attached Notepad file.

Remember – we used Notepad for this example because we're relatively certain that if you have Windows, you also have Notepad. In future, you'll select the word processor or application you want. The same steps will apply.

Opening Thought Content

If you have attached a file or web page to a thought, clicking the thought when it is active will automatically open the necessary application and load the file. You can also open the active thought's content by pressing ALT-ENTER.

A thought which has content will display the icon of the content's type next to the name of the thought. Because you no longer have to open an application and find a file, you no longer need to create or remember filenames or folders – The Brain does that for you.

Open Without Activating

There will probably be times when you want to work on a thought's content (file, shortcut or web page), but don't want to activate the thought and rearrange the plex. To open a thought's content without activating it, place your pointer on the desired thought's icon (located just left of the thought's name). The icon will highlight. Clicking the highlighted icon opens the content.

Creating a Thought with File Attached

As you use The Brain, you'll no doubt want to attach an existing file to a thought. You can do this by dragging the file from Windows to The Brain.

Drag File to Create Thought

1. Activate the thought you want the new thought and its file linked to.
2. Open Windows Explorer or My Computer. (You can also drag files from the desktop.)
3. Find the file you want to attach to the thought.
4. If The Brain is in auto hide mode, click the auto hide button to display The Brain window or simply drag the file onto the button.
5. Drag the file to the plex. Do not drop the file yet.

Notice that depending on which zone you drag the file over, a link extending from that zone's gate will form between the active thought and your pointer.

6. Drop the file into the desired zone. A new thought, named after the file, appears in that zone and the file's icon appears next to the new thought's name.

Drag File to Thought

1. Create a child thought and name it in a way that will identify the file it will contain. An appropriate name will indicate the content of the file and need have nothing to do with the filename.
2. Activate the thought.
3. Open Windows Explorer or My Computer. (You can also drag files from the desktop.)
4. Find the file you want to attach to the active thought.
5. If The Brain is in auto hide mode, click the auto hide button to display The Brain window or simply drag the file onto the button.
6. Drag the file directly onto the active thought until an icon appears next to your pointer.
7. Drop the file. It will be attached to the active thought and its icon will appear to the left of the thought's name.

Drag Folder to Create Multiple Thoughts

If, prior to installing The Brain, you kept very organized folders, you may find it quick and easy to move all the files in a particular folder into your Brain. In order to maintain the power of The Brain, the folder should be fairly small and all the files in it should be related in some way.

To drag a folder into your Brain:

1. Activate the thought you want the folder linked to.
2. Open Windows Explorer or My Computer. (You can also drag folders from the desktop.)
3. Find the folder you want to bring into The Brain.
4. If The Brain is in auto hide mode, click the auto hide button to display The Brain window or simply drag the folder onto the auto hide button.
5. Drag the folder from its Windows folder to the plex. Do not drop it yet.

Notice that, depending on which zone you drag the folder over, a link extending from that zone's gate will form between the active thought and your pointer.

6. Drop the folder into the desired zone. A new thought, named after the folder, appears in that zone.

If you activate the new thought, you will see that it has a child thought for every file and folder in the original folder.

To import multiple folders, your Desktop folder, your Windows' *My Documents* folder, Explorer Favorites, or Netscape Bookmarks, click the Options menu and choose Import Folders. See Chapter 12 for details on this function.

Icons

The icon that appears next to a thought's name indicates the type of content attached to the thought. Most Windows' applications have distinctive icons. If an icon has a small arrow in the lower left, it is a shortcut to a file outside The Brain. The icon for a web page would be that of your web browser. In version 1.5 of The Brain, the content of a non-active thought can be opened by clicking its icon (see earlier in this chapter). In this screen shot, the active thought contains a shortcut to a Microsoft Word document.



Different Types of Dragging

In the methods described above, dragging files created shortcuts in your Brain pointed to the location of the file in its folder. Dragging didn't actually move the file into the Brain. You can tell that a shortcut has been created by the small arrow in the lower left of the icon (see above).

If you want to move the file itself into your Brain, you have two options:

- If you hold down CTRL as you drop the file in the plex, you will leave the file in its folder and make a copy in your Brain. This method uses the most disk space since multiple copies of the file will exist.
- To move the file out of its folder and into your Brain, hold down SHIFT while dropping the file into the plex.

The same rules apply to folders you drag into your Brain.

Attach Shortcut to a Thought

We just covered creating a shortcut to a file by dragging a file onto a thought. You can also attach a shortcut to the active thought by using the Select Content dialog box:

1. Display the Select Content dialog box by activating and clicking a thought that doesn't have content.
2. Click the 'Create Shortcut to File' button.
3. Find the file to which you want to point the shortcut.
4. Click OK.

The shortcut icon appears to the left of the thought's name.

Attach Web Page to a Thought

Web pages can be attached to thoughts in much the same way as files. A thought which has a web page attached can be termed a 'web thought'. When a web page is attached to a thought, clicking the thought when it is active will open your web browser and display that page. You will no longer have to keep separate, disorganized bookmarks.

Web pages can be attached in four ways: by dragging, by selecting content, by naming, and by spidering (for information on spidering see Chapter 9).

By Dragging

1. Activate the thought you want to attach the web page to. For our Brain-in-progress, activate *Fun*. If *Fun* is not visible in the plex window, navigate to it by retracing your steps.
2. Open your web browser and go to a recreational web site, for example <http://www.desktoptoys.com>
3. From one of *Fun*'s gates, drag a link to any web page. The web page's title will become the name of a new thought; the web page will be attached to that thought.
4. Once the page is attached, you can rename the thought to suit yourself (see Chapter 6).

OR

Repeat steps 1 and 2

3. From the web site, drag the icon next to the URL to the active thought.
4. Once the icon is on the active thought, release it.
5. The icon will appear next to the active thought; the web page is now attached to that thought.

By Selecting Content

If you want to attach a web page to an existing thought:

1. Activate that thought and click it to display the Select Content dialog box.
2. Click Attach Web Page.
3. If your browser is open, the current site is displayed in the Attach Web Page dialog box and you will be asked whether you want to attach that web page to the active thought. If your browser is closed or if you want to attach a different page, type the address of the site you want to attach. In either case, your browser's icon will appear to the left of the active thought's name.

By Naming

With or without your browser open, you can create a thought with a web page attached:

1. Drag from a gate or choose Create Thought from the Thought menu.
2. Name the thought after the address of the page you want to attach.

3. After you have created the thought, you can rename it without losing the web address attached to it (see Chapter 6).

If you incorrectly type a URL, you can revise it (see Chapter 6) or detach it (see Chapter 7).

Using Jump Thoughts

There is no difference between the information that a jump thought can contain and the information that a parent thought or child thought can contain. A jump thought is a connection to a different group or family of thoughts. Activating a jump thought will move you from the family of thoughts you're working in and cause a significant reconfiguration of the plex. Jump thoughts appear in the zone to the left of the active thought. Jump thoughts can exist on their own or, as their name suggests, they can link far-flung groups of thoughts.

If a student of mathematics also runs a small business, the two families of thoughts are not likely to be closely related. However, the student knows that when working on each thought (Mathematics and Business) she'll probably need to procrastinate, so she creates a jump from each thought to a thought containing the Solitaire program.

Jump thoughts can also be used as a link to a thought that is related to the active thought but not to its child thoughts. For example, a vending machine may have, as child thoughts, the names of the candies it sells, but the thought for the machine itself might be linked by a jump thought to an agency that counts and rolls quarters.

Using a Thought to Open an Application

If you need to open an application that creates files, you will usually do so by creating a thought and choosing the appropriate application in the Select Content dialog box. But applications that do not create files – such as games, e-mail applications, news readers – can also be opened from The Brain.

Program files install and work best if left as part of Windows, so they are not moved into The Brain. Here are two methods of creating shortcuts to program files:

From the Desktop

If the application you want to add to your Brain has a shortcut on the desktop, drag the shortcut into the plex, linking it to the desired gate of the active thought.

From the Start Menu

If there is not a shortcut on the desktop:

1. Use the right mouse button to click the Start menu on the Windows taskbar.
2. Choose Open to display a list of the programs installed on your computer.
3. Find the *Games* folder and locate the shortcut to Solitaire. (With the Windows default installation, this can be found by clicking *Programs*, then *Accessories*, then *Games*.)
4. Drag the Solitaire shortcut into the plex, linking it to the desired gate of the active thought.

And That's a Basic Brain!

Congratulations! You have covered many basic concepts and built a small, simple Brain. As you add thoughts, your Brain will evolve into an ever more useful tool, more reflective of the way you think.

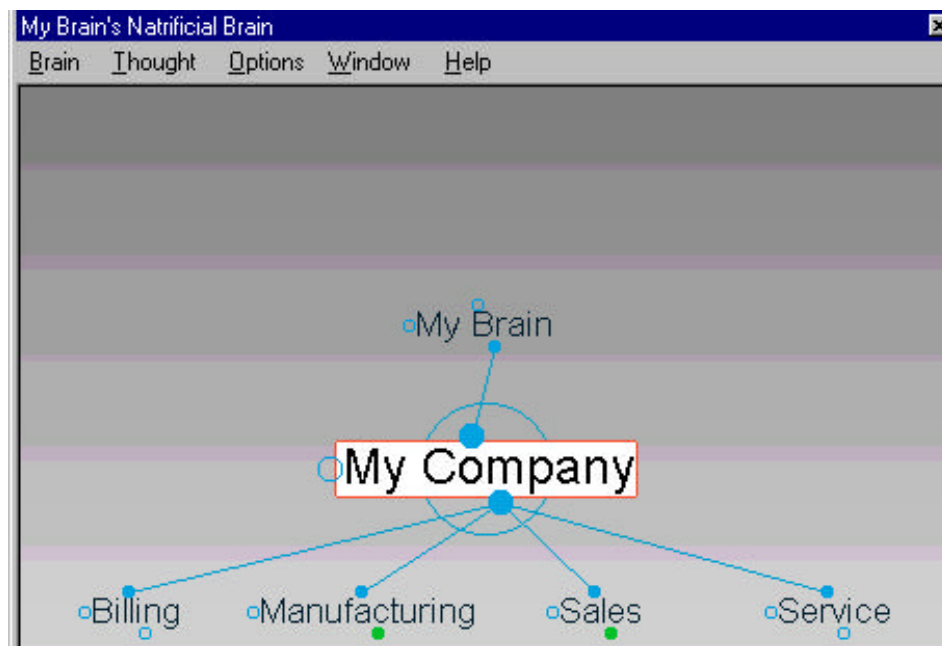
If you've followed along, the hard stuff is out of the way. Oh, it's not as easy as that to build a Brain – it's easier. In the rest of this manual, we'll look at some of the features and tools that make navigating and working with The Brain even simpler and more effective.

4. Establishing Thought Relationships

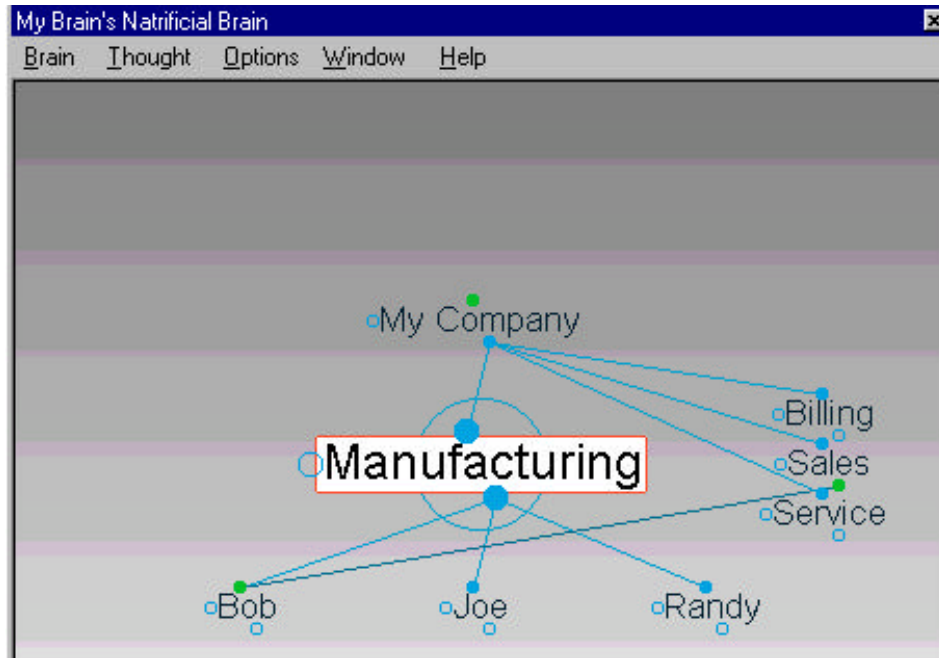
The only significant difference between categories of thought (child, parent, jump, sibling) is where they are displayed in the plex. The categories describe the relationships of thoughts to the active thought and to each other. All thoughts are directly or indirectly related to each other by virtue of being in the same Brain. There are no rules governing the creation of relationships between thoughts – whatever makes sense to you is the way your Brain ought to be organized.

However, you might find the following examples will help you understand the variety of relationships.

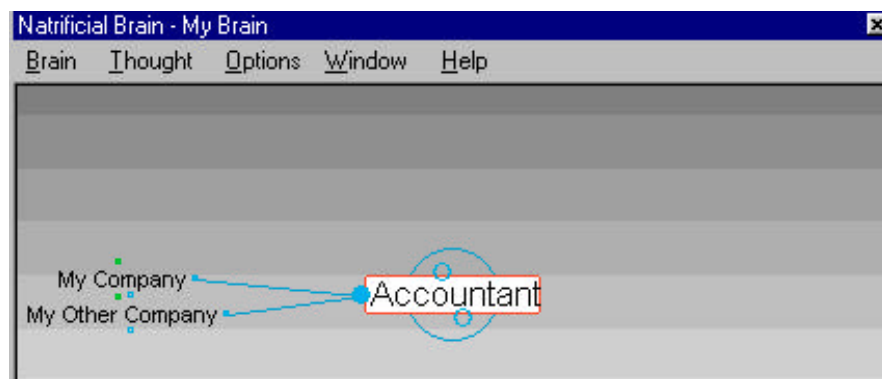
Imagine you own a company and you are reviewing personnel files. Each employee has a file. You decide it makes sense to organize your employees by department. Your personal Brain is called *My Brain*. From *My Brain*, you create a child thought called *My Company*. *My Brain* becomes *My Company's* parent thought. You create four child thoughts from *My Company* – *Manufacturing*, *Sales*, *Service*, and *Billing*. These departments are sibling thoughts of each other.



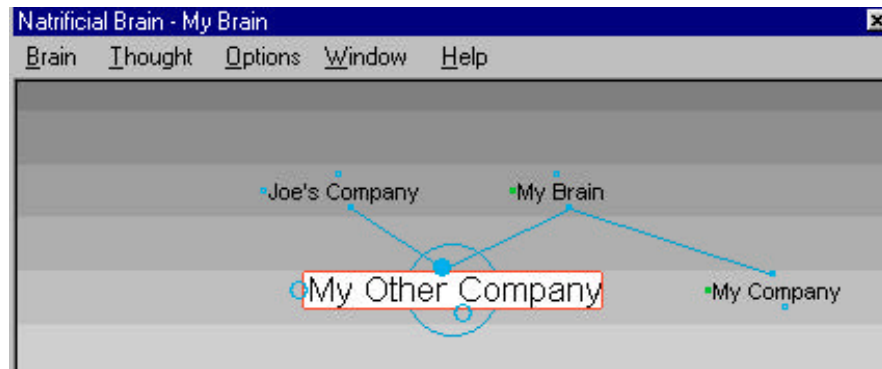
Now you go to each department and create more child thoughts, one for each employee of the department. If an employee splits time between two departments, you can make him a child thought of both departments – he'll appear in both contexts and you won't have to duplicate his file. In this example, *Bob* is a child thought of both *Manufacturing* and *Sales*. This is one of the powerful features of The Brain – having a thought under more than one heading.



If you own more than one company, but have one accountant for all of them, you might want to create a thought called *Accountant* and link it as a jump thought to each company.



Imagine you've just completed a merger between *My Other Company* and one headed by a competitor named Joe. Since you and Joe are now partners, *Joe's Company* becomes a parent of the merged company.



Because Joe wants to avoid a conflict of interest, the merged company no longer uses the same accountant. So its jump gate is hollow, while its sibling's jump gate maintains that link and is filled.

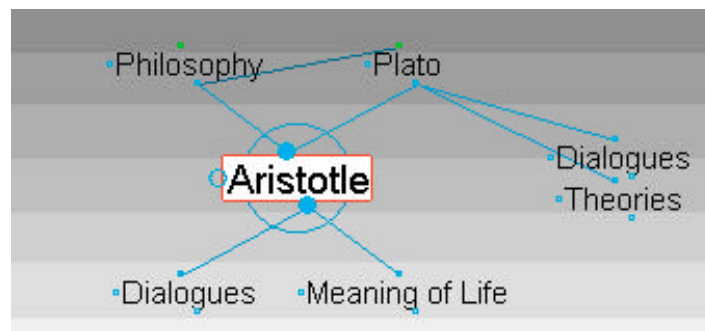
As you use The Brain, you will develop a sense of the type of relationship to make between thoughts. It is always possible to change relationships. (see Chapter 6).

Families of Thoughts

It is tempting to view thought relationships as families, and indeed different parts of your Brain are types of family, with their ancestry spread before you, represented by subjects and categories. But unlike human families, a child thought can be a parent of a sibling and have more than two parents.

The complex relationships you form in The Brain are the source of its power. Let's consider sibling thoughts that also share a parent-child relationship:

Let's say you are studying philosophy. You might have a parent thought called *Philosophy*. Individual philosophers such as *Plato* and *Aristotle* could be child thoughts of *Philosophy*. Each of these siblings, in turn, may have child thoughts. Aristotle was a student of Plato, so you may want to make *Aristotle* not only a child of *Philosophy*, but of *Plato*, so that when you're working with *Aristotle*, *Plato* is only a thought away.



Notice that when *Philosophy* and *Plato* are in *Aristotle's* parent zone, their relationship (*Philosophy* a parent thought of *Plato*) is shown by the link from the child gate of *Philosophy* to the parent gate of *Plato*.

Clearly, The Brain is a powerful way of organizing ideas and information. No hierarchical file structure can provide as much cross-referenced information at a glance. And our example is pretty basic – a fully-developed Brain can hold many more thoughts and much more information.

5. Navigating Your Brain

All thoughts are related – directly or indirectly – simply by being part of the same Brain. Thoughts do not exist on their own. You can always navigate from one thought to another by following links. Thoughts that seem to have nothing to do with each other are related through a chain of links. Even, let's say, the Queen of England and asparagus:

You have a thought called *Queen of England*. One of its child thoughts *Prince of Wales* has a jump thought to the story of the *Frog Prince*. The *Frog Prince*, in turn, has a parent thought called *Fairy Tales*. A sibling of *Frog Prince* is *Jack and the Beanstalk* which has child thoughts called *Giant* and *Jack*. *Giant* has another parent thought called *Famous Giants* which has a child thought called *Jolly Green Giant*. *Jolly Green Giant* has child thoughts named after canned vegetable products, one of which is *Asparagus*.

Depending on the relationship you create between them, thoughts may be closely or distantly related. Thoughts are considered to be closely related when they are linked directly or are siblings. Close thoughts of the active thought are displayed in the plex. Distant thoughts of the active thought are not, although thoughts that are only one step (generation) away from the active thought can be displayed. See Chapter 12 to learn how to display distant thoughts.

As your Brain grows and becomes more complex, you can navigate more efficiently by using pins, the past thought list, the instant activation box, the Search tool, and the History tool.

Pins

The top of the plex window, just below the menu bar, acts as a bulletin board onto which you can place pins. Pins are entry points to a Brain. No matter where you are in the plex, pins remain visible. In general, pins are created for frequently accessed thoughts.

Remember Lou Green's Brain and the way he used pins to move quickly to a few important thoughts.



Simply click the desired pin and the plex will immediately reconfigure to activate that pin's thought.

All pins are shown at once – there is no list of pins to scroll through. If you have a lot of pins, their names may not be fully displayed. You can move your mouse pointer along the row and, as it moves from pin to pin, the current pin's name will be enlarged and highlighted.

Creating Pins

A pin can be created by dragging a thought in the plex or the past thought list (see next section) and dropping it just below the menu bar. You can also create a pin of the active thought by choosing Create Pin from the Thought menu.

Remember, when you drag a thought to create a pin, you are not moving the thought – you are creating a reference to the thought.

Removing Pins

If you want to remove a pin, simply drag it into the menu bar or title bar.

Using Pins to Link Thoughts

Pins can also be used to create links between thoughts. (See Chapter 6 for details.)

Past Thought List

You've probably heard the phrase 'train of thought'. The past thought list is the visual representation of that train – a scrollable list of thoughts in the order you activated them. The past thought list is displayed at the bottom of the plex window and can be turned on and off in the right corner by clicking the red triangle (on) or the blue X (off).



When the list is on, you can scroll through it by clicking the green arrows to the right and left of the list. The most recently activated thought (the current active thought) is displayed on the right of the list and is indicated by a red arrow to its left. As with pins, holding your pointer over the name of a thought in the past thought list will enlarge and highlight the name for easier reading. If a thought in the list has a file attached, the icon for the file's application appears to the left of the thought. Similarly, if a thought in the list has a web page attached, the web browser's icon appears to the left of the thought.

If you want to activate a thought in the past thought list, simply click it – the plex will reconfigure to show that thought as the active thought, and the past thought list will update to show it as the rightmost thought (current active thought).

Even when the past thought list is not displayed, it tracks the order of thoughts made active so that, when you turn it on, it is up to date.

Using Past Thought List to Link Thoughts

The past thought list can be used to link thoughts. See Chapter 6 for details.

Instant Activation Box

The instant activation box is a powerful feature that lets you activate a thought anywhere in your Brain, whether or not the thought has a pin or appears in the past thought list. You can even use the instant activation box to access a web page or open a directory, folder, or file.

Opening and Closing the Box

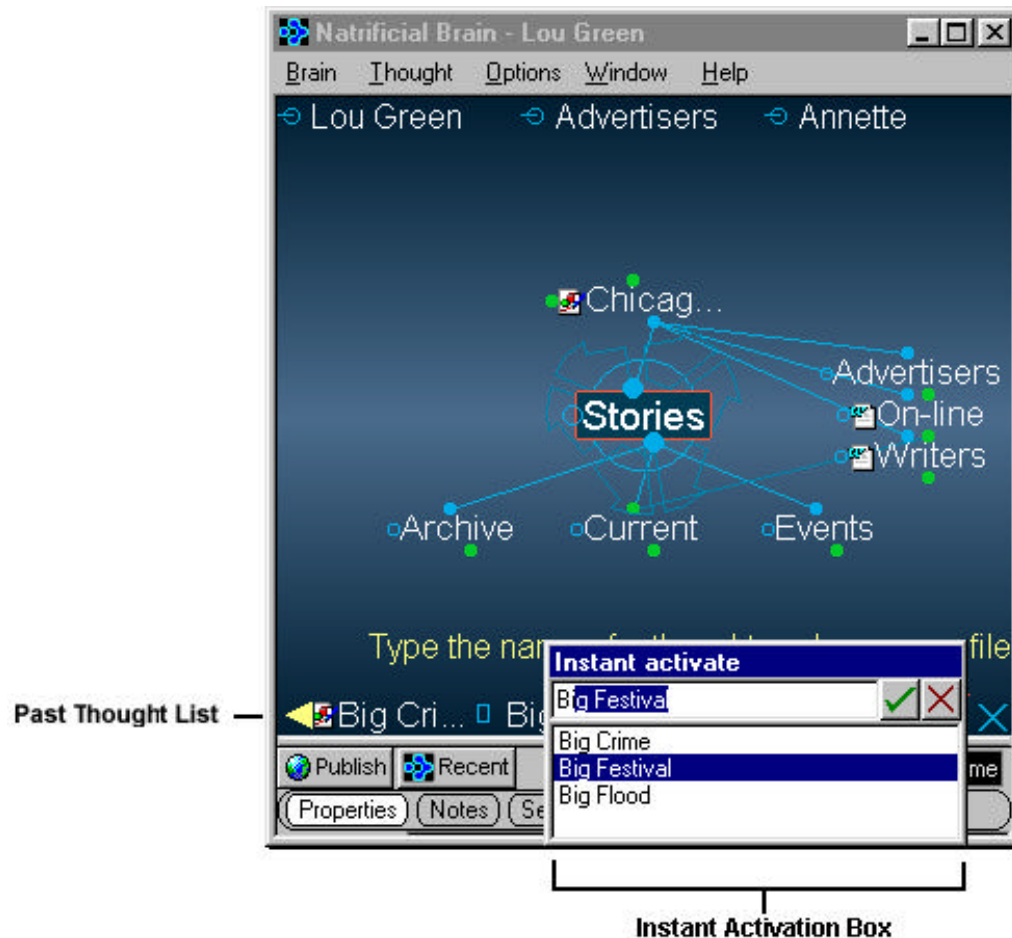
To open the instant activation box, press F2 on your keyboard, or ensure the past thought list is displayed and click the rightmost thought (the active thought). You may have to scroll right to reach the rightmost thought.

To close the box, click the red “X” in the upper right corner of the box or press ESC. The plex will remain as is.

Activating a Thought

When the instant activation box is displayed, type the first few letters of the name of the thought you want to activate; The Brain will show you various thoughts that match those letters and complete the name of the closest match in the box. Click the green checkmark or Press ENTER. The plex will reconfigure around the thought activated.

If you have more than one thought of the same name in your Brain, using the instant activation box will activate the most recently created of these thoughts (see Chapter 6).



Direct Web Access

Typing a URL address (for example: www.thebrain.com) in the instant activation box and pressing ENTER will open the web page of your choice.

Command Line Access

Typing a command line (for example: `c:\name of folder\name of file`) in the instant activation box and pressing ENTER will open the directory, folder or file of your choice.

Search and History Tools

You can use the Search and History tools (see Chapter 8) to display a list of thoughts which meet specified criteria. Activate a thought in a Search or History list by clicking that thought's name.

Navigating from Keyboard

Another way to move from thought to thought is by using your keyboard. To enable keyboard navigation, check 'Allow Keyboard Navigation' in Preferences.

Pressing ALT-ARROWS causes a red highlight to appear around the thought you have moved to. To activate a highlighted thought, release the ALT key.

To open a thought, click it or press ALT-ENTER.

And last but not least...

The Wiggle

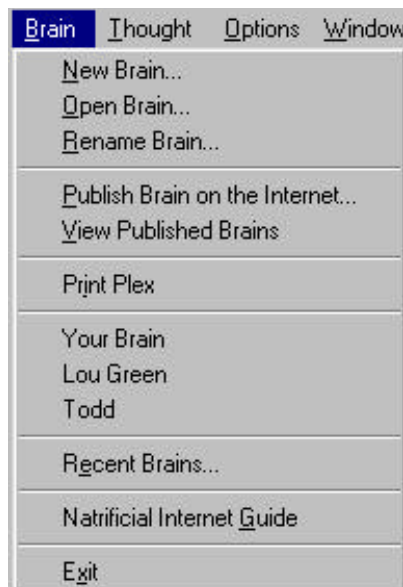
That's right, the Wiggle. The Wiggle is an extra navigating feature that helps you move thoughts around the plex in one quick, simple step. That step is accomplished by clicking on a thought, dragging it over any thought which is not the active thought, and wiggling the thought you are dragging back and forth. The thought you were just wiggling over will now become the active thought, and the plex will rearrange. Now you can move all around the plex by just clicking on a thought and wiggling it over any thought you choose. This is extremely helpful in moving a thought from one area of the plex to another area not immediately visible.

6. Expanding Your Brain

All thoughts in a Brain are linked directly or indirectly to each other. Links are the source of The Brain's power. Each Brain can hold over 65,000 thoughts. Any thought can have as many as 128 child thoughts. Although only 72 child thoughts can displayed in the plex, the rest can be accessed by scrolling. Each thought can link up to 32 jump thoughts and up to 32 parent thoughts. You can see how powerful this makes The Brain if you consider that in Windows a folder can be related only to one other folder, and then in strict hierarchy.

As you've seen, the plex can display a great deal of information when thoughts are linked associatively by context. In a well-developed Brain, the active thought will always be surrounded by relevant information – its close thoughts and their content. Developing the power of your Brain depends on the relationships you create between thoughts. In this chapter, we'll look at ways to create links and enhance the efficiency, and power of your Brain.

Brain Menu



The Brain menu present several options:

- To create a new Brain, choose New Brain.
- To open an existing Brain, choose Open Brain.
- To rename a Brain, choose Rename Brain.
- To publish a Brain, choose Publish Brain on the Internet ...
- To view previously published Brains from Brain users everywhere, choose View Published Brains.
- To print out an image of your plex window, choose Print Plex.

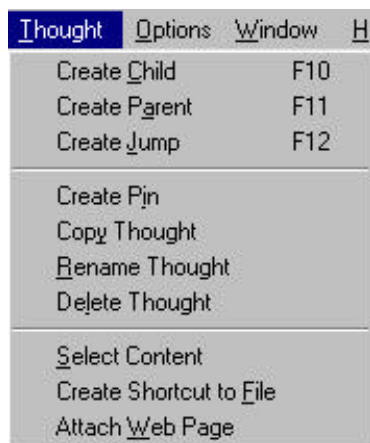
- To see a list of Brains that have been used recently, choose Recent Brains.
- To load a Guide Brain, a map of part of the World Wide Web, choose Natrifical Internet Guide.

When you choose New Brain, a dialog box appears, inviting you to name the new Brain. You can give the Brain any name you like, but to avoid confusion with other Brains, we suggest naming it as closely as possible after the name of the person who will be using it. We suggest you create only one Brain for all your information, although you may want to create several Brains for networking purposes (see Chapter 11).

Your new Brain's storing location will be c:\My Brains by default. To change this location, click Browse in the New Brain dialog box and select the storing location of your choosing.

Any Brain you create will automatically have a jump thought called *Natrifical* which can take you to our online resources, should you need them. (If you want to delete this link, see the method for doing so in Chapter 7.)

Thought Menu



The Thought menu is one of The Brain's smartest features. When you open it, you will see a list of options pertaining to the active thought. Depending on the status of the thought's content, this context-sensitive menu will change, offering only the options available – no frustrating grayed options.

<u>T</u> hought	<u>O</u> ptions	<u>W</u> indow	<u>H</u>
Create <u>C</u> hild		F10	
Create <u>P</u> arent		F11	
Create <u>J</u> ump		F12	
Create <u>P</u> in			
<u>C</u> opy Thought			
<u>R</u> ename Thought			
<u>D</u> elete Thought			
<u>P</u> rint			
<u>O</u> pen			
<u>D</u> elete File			
Add as <u>T</u> emplate			
Move File <u>o</u> t of Brain			

For example, if a thought contains a file, the Thought menu will look like this: Instead of viewing the Thought menu from the menu bar, you can display it by right-clicking any thought, any pin, or any entry in the past thought list.

Thought Names

The essence of The Brain is simplicity. To make meaningful associations between thoughts, you'll probably want to keep their names as short and direct as possible. Also, the shorter a thought's name, the likelier it is to appear in the plex window in its entirety.

It is possible to create more than one thought with the same name. If you try to create a thought whose name exists, The Brain will ask, if instead of creating a new thought with that name, you want to link to the existing thought of that name. If you create a thought, The Brain will distinguish these same-name thoughts (for purposes of instant activation or establishing links by name) by selecting the same-name thought that was most recently created, even though the thoughts may be in different relationships or have different content or notes.

Renaming Thoughts

A thought's name can be changed at any time. Using the Thought menu, choose Rename Thought and give the thought a new name. You can also change a thought's name in Properties (see Chapter 8).

If you change the name of a thought, its pin and its name in the past thought list will also change. The thought's links, content, and notes will be unaffected.

Creating Thoughts

To review what was presented in Chapter 3, you can create a thought by:

- Dragging from a gate of a thought in the plex.
- Dragging a file or folder from Windows or the desktop into the plex.

- Using the Thought menu.
- Using keyboard commands to create a child thought (F10), a parent thought (F11), or a jump thought (F12).

If The Brain window is not visible, dragging to create a thought is still possible via the auto hide button, but the thought you want the new thought to link to must be the active thought.

Using Auto Hide Button with Drag and Drop

When The Brain window disappears, it is replaced by the auto hide button, a small black square with the blue Brain logo inside it. To attach a file to the active thought as child thought, parent thought, or jump thought when The Brain window is not present:

1. Start Windows Explorer.
2. Drag the file to the auto hide button. Keep in mind the different types of dragging (see Appendix A). When your mouse pointer touches the auto hide button, The Brain window appears.
3. Continue to drag the file into the desired zone, or onto the active thought to attach the file to the active thought. Notice that, as soon as your pointer moves into the plex window, a link forms between the file and the active thought's gate whose zone the pointer is over. As you move the pointer around the active thought, the link will jump from gate to gate.
4. Drop the file when it is linked to the gate you want, or when it is on the active thought.

To make dragging and dropping easier, you can prevent The Brain window from disappearing by turning off the auto hide function (see Chapter 12).

Creating Several Thoughts at Once

If you want to create several thoughts of the same relationship, you can create them simultaneously. Drag from a gate as if creating a single thought and, when the Create Thought dialog box appears, type the names of the thoughts you want to create, separating each with a semi-colon.

Using Notes to Expand Your Brain

A thought may only be associated with one file, one web page, or one shortcut. However, the Notes tool lets you add information to any thought in the form of text, pictures, sound, and shortcuts. See Chapter 8 for details on the Notes tool.

Linking Thoughts

As has been said, links are power. Not only do links forge associations that group thoughts conceptually, they allow information to be stored in and accessible from various thoughts. There are several ways to link to a thought.

To Link to Thoughts in Plex

To link to a thought in the plex, drag from the desired gate of one thought to another thought in the plex.

The thought you drag from does not have to be the active thought, but it must be closely related to the active thought to have its gates displayed. If you drag from a non-active thought to *create* a thought, the thought you drag from will be activated. If you drag a link to *connect* from a non-active thought, the plex will not change.

You can drag a link from a close thought to a distant thought as long as you display distant thoughts (see Chapter 12). Distant thoughts do not display gates, so links can only be dragged to them, not from them.

To Link to Thoughts Not in Plex

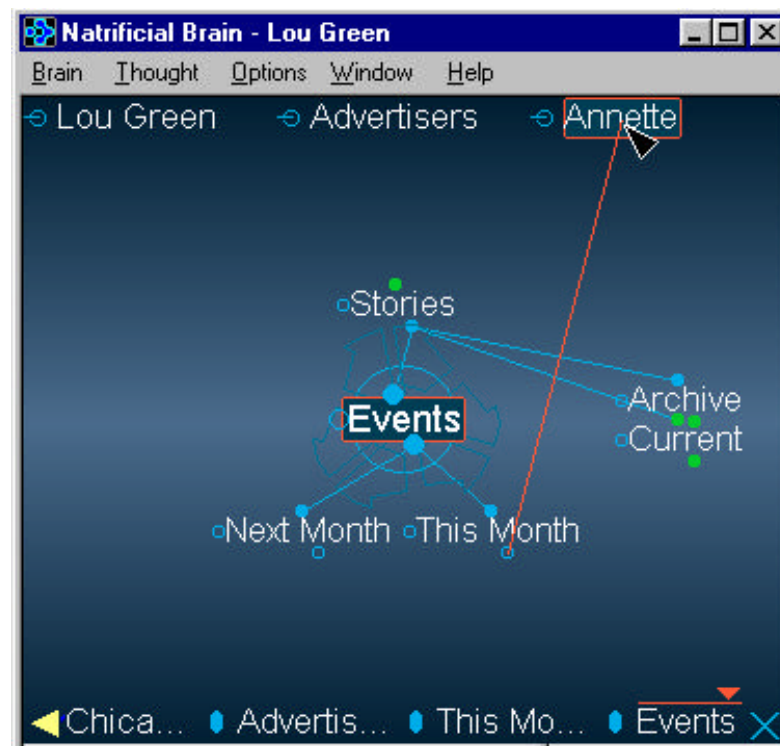
You cannot link *directly* to a thought that is not displayed in the plex. But you can still link in any of three ways. If the thought you can't see in the plex has a pin or a name in the past thought list, you can drag links to them, or you can link 'by naming':

Drag to Pin

You can link to a thought that is not visible in the plex if it has a pin. Simply drag from the desired gate to the pin. Pins save time when linking thoughts. If you want to link a thought to many thoughts, create a pin of the thought and link to that pin.

You cannot link *from* a pin to a thought because pins do not have gates.

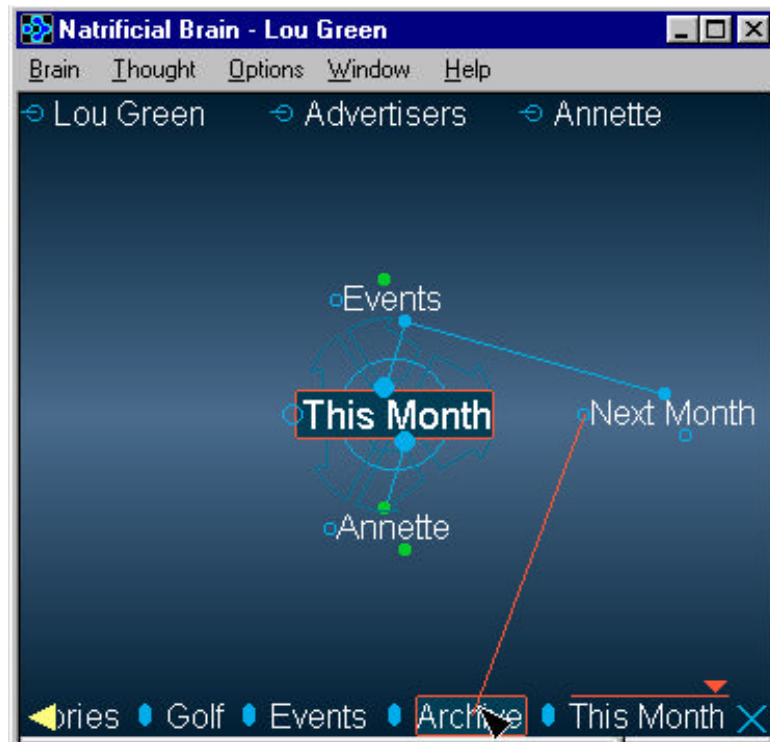
The relationship you establish by linking a thought to a pin is between the thoughts – if you delete the pin, the link between the thoughts will remain.



Drag to Past Thought List

As with pins, you can link a thought in the plex to other thoughts by dragging a link from the appropriate gate of the thought in the plex to one or more thoughts in the past thought

list. You cannot link *from* the past thought list to another thought because the past thought list does not display gates.

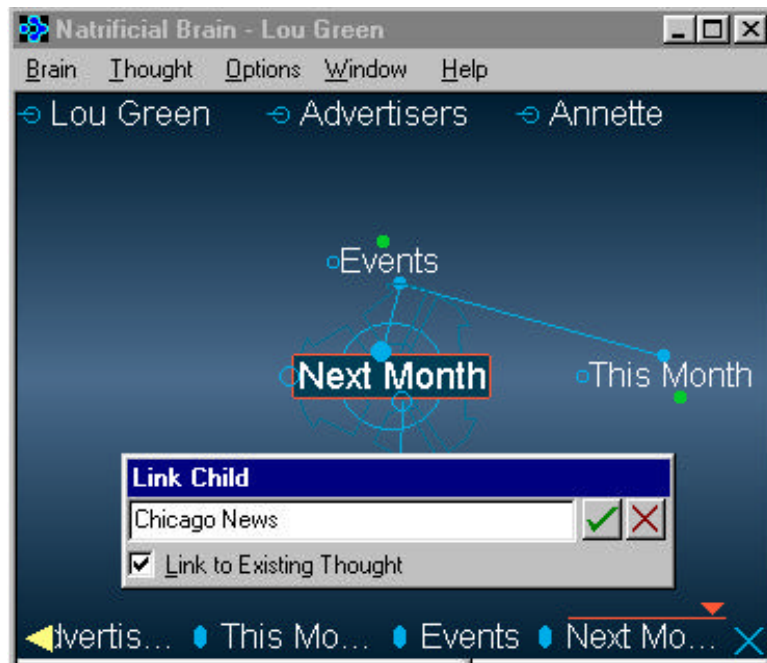


Link by Naming

You can also link to a thought by creating a thought with the name of the thought you want to link to. Here's how:

1. Create a thought by dragging or using the Thought menu.
2. The Create Thought dialog box appears. Check the 'Link to existing thought of the same name' box.
3. Type the first few letters of the name of the thought you want to link to. As with the instant activation box, The Brain will complete the name.
4. Press ENTER.

If you didn't check the box, The Brain will subsequently ask whether you want to link to the existing thought or create a new thought of that name.



Saving Thoughts

All information pertaining to your Brain itself is saved 'on the fly' as thoughts are activated. There is never any need to save your Brain. However, you must manually save files created with applications. You can do this in one of two ways:

- Choose the Save icon or Save menu entry in your application.
- Exit your application and select Yes when asked if you want to save changes.

Do Not Use 'Save As'

When you work on a file, you should not use its application's Save As command to change the name or location of the file. Doing so will make the thought unable to locate the file the next time you want to access it. If you use Save As to copy a file, you will have to drag the file back into your Brain and re-attach it to a thought. Instead, consider making a template of a file to be used as the basis for other files (see Chapter 10), or use the Thought menu's Copy Thought function (see Chapter 7).

Printing Files

If you want to print the file attached to the active thought:

1. Open the Thought menu.
2. Choose Print.

The Brain will open the application used to create the file and automatically tell the application to print the file. If the thought's content is a web page, you will need an Internet connection so that the page may be downloaded for printing. The application will not automatically close after printing.

You can also open a file's application by activating a thought, clicking it; and choosing Print from the application's File menu. You would use this method if you require a specialized print job, such as printing a specific page range.

7. Editing Your Brain

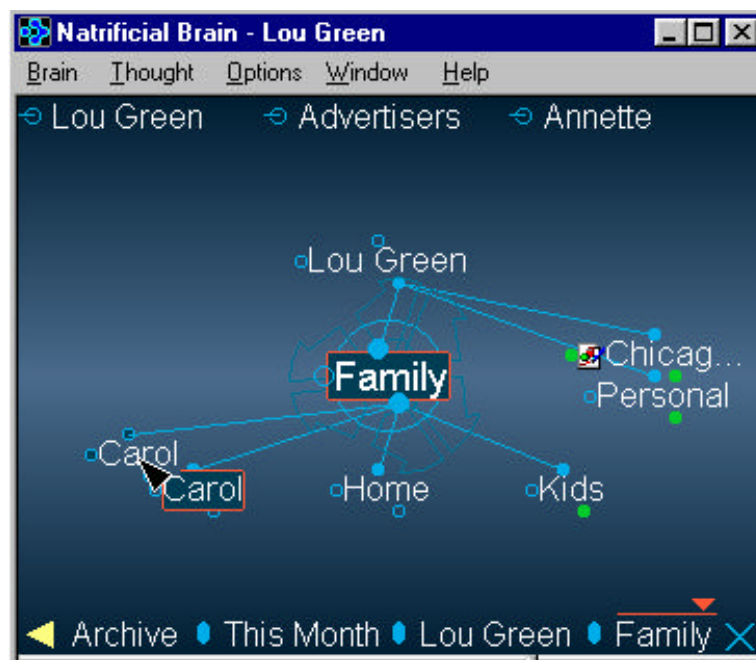
Sometimes, as in your mind, information in your Brain needs to be 'put on the back burner'. As your use and understanding of certain thoughts and information evolves, you might find that the relationship between thoughts needs to be adjusted or information that you had considered unimportant is now valuable. The adjustments required are easily handled by The Brain.

Changing Thought Relationships

Thoughts can have any relationship with each other, and the relationship can be changed at any time. But two thoughts may only have one relationship with each other at a time. For example, you can change a thought from a child thought to a jump thought; doing so removes the link to the child gate.

To change a relationship:

- Drag the thought around the active thought. Notice the link move from gate to gate depending on the zone dragged over.
- Drag from a different gate. The plex will automatically reconfigure to show the thought in its new zone.



Unlinking Thoughts

When you find that the relationship between thoughts is no longer relevant, you can unlink the thoughts. As long as it has another link to the active thought, the thought you unlink will remain in your Brain. When the only link to the active thought is severed you risk 'forgetting' the thought (see next section).

If you want to unlink the only link between a thought and the active thought, but want to link the thought to another thought, establish the new link before removing the old one.

The unlinking procedure is simple:

1. Click the link between the thoughts you want unlinked.
2. The Brain will ask if you intend to unlink the thoughts. Click Yes if you do.

If you unlink a thought that has at least one other link to the active thought, that thought and all the thoughts related to it will remain in your Brain, but you will have to navigate to it (them) via the remaining links. You can still activate the unlinked thought by using the instant activation box or by clicking its name in the past thought list, or its pin if available.

Forgetting and Remembering Thoughts

When a thought is no longer of immediate use, you can 'forget it'. Forgetting is not the same as unlinking. When you forget a thought, it remains in your Brain with all its related thoughts – it simply will not appear in the plex unless you have chosen to display forgotten thoughts (see below). Forgotten thoughts can be 'remembered' when needed. You can think of forgetting as a way of simplifying the plex. Forgetting does not affect a thought's content.

How to Forget

To forget a thought, click its only link to the active thought.

If the thought you want to forget has no other link to the active thought, The Brain will ask if you want to forget the thought and its relatives. If the thought has another link to the active thought, the thought will not be forgotten, but merely unlinked from the active thought (see previous section); its other links will remain.

When you unlink a thought's only link to the active thought, that thought is forgotten.

When you forget a thought, you also forget thoughts related exclusively to it. If you click an active thought's only link to the rest of your Brain, The Brain will assume that you intend to forget all thoughts except the active thought. If you risk forgetting all thoughts except the active thought, The Brain will ask you to confirm this intent. To confirm, type the name of the active thought and click OK.

When you forget a thought that has links to other thoughts, The Brain will tell you the number of thoughts you risk forgetting.

If you want to forget a thought but not its relatives, instead of clicking the link, right-click the thought and choose Forget Thought from the Thought menu. The Brain will forget the thought and automatically link its relatives to another thought. The Brain makes an intelligent guess as to which thought to link to. If no obvious choice is available, The Brain will ask you to specify a thought.

Activating a Forgotten Thought

You might want to activate a forgotten thought. To do so use any of the following methods:

- Click its pin.

- Click its name in the past thought list.
- Use the instant activation box.
- Display forgotten thoughts and navigate to it.

Activating a forgotten thought does not 'remember it'; see below.

Displaying Forgotten Thoughts

Forgotten thoughts can be displayed. To toggle their display:

1. Click the Options menu.
2. Choose Forgotten Thoughts.

Forgotten thoughts are displayed in gray. Links to forgotten thoughts are displayed as broken lines.

Regardless of whether forgotten thoughts are visible, the pin of a forgotten thought remains visible, as does its name in the past thought list if the past thought is on. Clicking its pin or its name in the past thought list will activate a forgotten thought and, indeed, display all forgotten thoughts. Clicking a forgotten thought will not 'remember the thought'.

You cannot create a thought from a forgotten thought or link forgotten thoughts to each other.

How to Remember

If you need to bring a forgotten thought back to normal (regular use), you can 'remember it'. To remember a thought:

1. Display forgotten thoughts (see previous sub-section).
2. Link the forgotten thought to a thought that is not forgotten. You do not have to re-establish the link that existed originally, but if you establish a new link, the original link will also be re-established.

You can also remember a thought by using the link-by-naming method; see Chapter 6.

Deleting

Deleting Thoughts and Content

Deleting a thought eliminates it and its content (file or shortcut or web page) from The Brain. You cannot remember a deleted thought. To delete a thought:

1. Forget the thought (see previous section).
2. Make sure forgotten thoughts are displayed (see previous section).
3. Click the broken link between the thought to be deleted and the active thought.
4. Confirm that you want to delete the thought.

Another method works just as well:

1. Forget the thought (see previous section).
2. Make sure forgotten thoughts are displayed (see previous section).
3. Click the Thought menu.
4. Choose Delete Thought.

When you delete a thought that has links to other thoughts, The Brain will tell you the number of thoughts you risk deleting.

To delete a thought without forgetting it, hold down SHIFT as you click the link.

Deleting a thought permanently deletes any file attached to it. Deleting a thought with a shortcut attached only deletes that shortcut – the original file will remain in its location.

Deleting multiple files or multiple thoughts can only be done by disconnecting the only link between the thought and the active thought. You must take care when deleting thoughts. If you delete an active thought's only link to the rest of your Brain, The Brain will assume that you intend to delete all thoughts except the active thought. If you risk deleting all thoughts except the active thought, The Brain will ask you to confirm this intent. To confirm, type the name of the active thought and click OK.

If you want to delete a thought but not its relatives, instead of clicking the broken link, right-click the thought and choose Delete Thought from the Thought menu. The Brain will delete the thought and automatically link its relatives to another thought. The Brain makes an intelligent guess as to which thought to link to. If no obvious choice is available, The Brain will ask you to specify a thought.

Deleting Content Only

If you want to delete the content (file or shortcut or web page) of a thought, but not the host thought:

1. Click the Thought menu or display it by right-clicking the thought.
2. Choose Delete File, Delete Shortcut, or Detach Web Page; whichever applies. Only the applicable option will appear in the context-sensitive Thought menu.

Undo/Redo

The Undo/Redo feature is accessed via the Options menu. Undo lets you step backward through a virtually unlimited number of actions since your Brain was opened. However, Undo will stop at the point you last deleted a thought or file, since there is no way to undo a deletion.

Having used Undo to step backward, you can use Redo to step forward through past actions. When you reach the most recently performed action, there will be nothing left to Redo and the feature will be disabled until you use Undo again. If you perform an action while working 'in the past', Redo will be disabled and you will not be able to continue stepping forward.

Moving Thoughts and Files

Thoughts

There will be times when you want to move thoughts relative to the active thought or to each other. Thoughts are not moved as such; rather thought relationships are changed. There are three ways to change a relationship between thoughts:

- Click and drag a thought to a different zone around the active thought.
- Unlink thoughts by clicking the link between them.
- Link from a different gate; for example to make a child thought a parent thought, link from the child gate of the child to the current parent.

Files

Files can be moved into and out of your Brain. This is done by clicking the context-sensitive Thought menu.

If a thought contains a shortcut to a file in a folder outside your Brain, choose Move File into Brain. The file will be deleted from the folder and the shortcut will be replaced by the file.

If a thought has a file attached and you want to move it to a folder outside your Brain, so others can work on it:

1. Choose Move File out of Brain.
2. Select the folder to which the file is to be moved.

When you move a file out of your Brain, the thought it was attached to will be associated with the file by a shortcut. Clicking the thought, when it is active, will still open the file.

Copying Thoughts and Content

If you want to copy the active thought, choose Copy Thought from the Thought menu. The copy will be linked as a child thought of the original and will be named 'Copy of *name of active thought*'. The thought's content (file or shortcut or web page) will be copied as well.

Moving and Copying Brains

You may want to move your Brain from one drive to another or to another computer. You may want to copy a Brain to back it up or create Brains based on it. Before you copy a Brain, see Appendix A for background on how The Brain stores its files.

To move or copy a Brain:

1. Using Windows, go to the folder where the Brain you want to move or copy is stored. If you accepted the default installation, this will be *c:\My Brains*
2. Click the *.brn* file whose filename is the name of the Brain you want to move or copy.
3. CTRL-click the *_brn* folder whose name matches the name of the Brain you want to move or copy.

4. Right-click to display the Windows' Edit menu.
5. Choose Cut to move a Brain, or Copy to copy a Brain.
6. Navigate to the location you want to move or copy the Brain.
7. Choose Paste.
8. If desired, rename the new file and folder, taking care to give them identical names and making sure that the file has a *.brn* extension and the folder a *_brn.* extension.

The new Brain will appear in the Open Brain dialog box, displayed from the Brain menu.

When a Brain is moved or copied from one computer to another, keep the following in mind:

- The *.brn* file may be too large to move or copy, necessitating transfer via serial cable connection or removable disk drive.
- The second computer will require the applications used to create the files in its own *_brn* folder.
- Shortcuts to files will not work unless the destination computer can access files on the first computer.

Importing Brains

If you work with more than one Brain, you may, at some point, want to merge them. To do this:

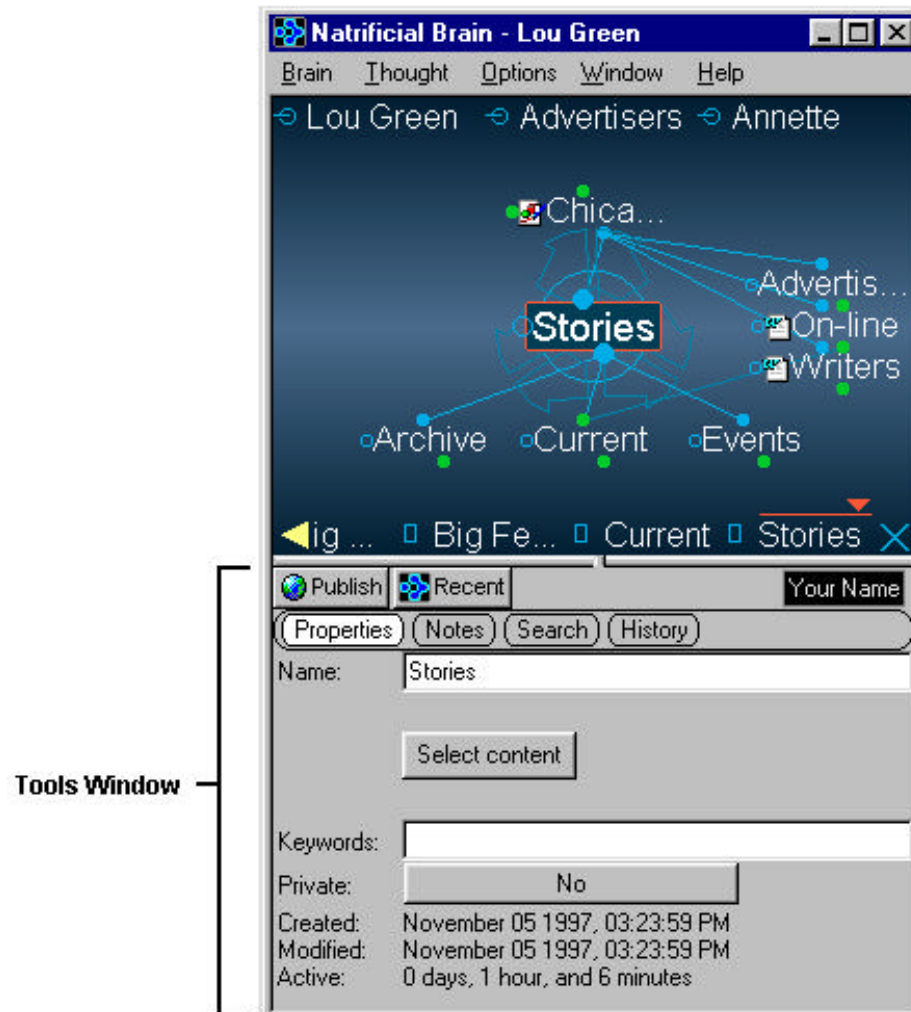
1. In Windows, find the *.brn* file of the Brain you want to import into the Brain that is open.
2. Drag the *.brn* file into the plex, creating the desired relationship with the active thought.
3. The Brain will ask if you want to import the Brain. Click Yes. Clicking No will create a link from the open Brain to the Brain imported.

When you import one Brain into another, the active thought of the open Brain is linked to the most recent active thought of the imported Brain.

You cannot cut and paste pieces of a Brain (a thought or group of thoughts) from one Brain to another.

8. Tools

Below the plex window is the tools window. It contains four tools: Notes, Properties, Search, and History. Click the appropriate button to use the tool you want.



The order in which the buttons is displayed can be changed to suit your needs – simply drag a button left or right. You can also drag the buttons to configure the tools window and allow multiple tools to be displayed simultaneously.



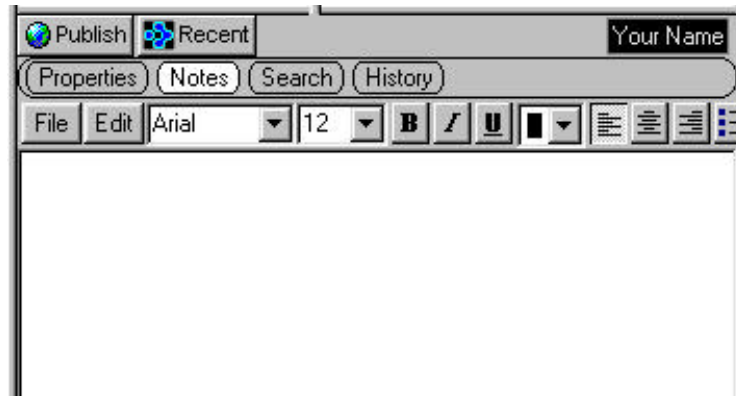
If you have yet to register the Brain, there will be a Publish button in the far left side of the tools title bar. Clicking it will display a dialog box letting you purchase the software – or, if you have purchased the software, the button will help you register it.

Also on the tools title bar you will find the Publish and Recent buttons. Clicking the Publish button will open up the Publish Brain on the Internet dialog box, allowing you to publish your Brain. Clicking the Recent button brings up a list of recently accessed Brains. Selecting a Brain opens that Brain.

On the far right side of the tools title bar is a black button that will always display the name of the Brain last accessed. Clicking this button will open the last accessed Brain.

Notes

Although a thought can only be associated with one file, one web page, or one shortcut, it can hold a variety of information in its notes. The Notes tool, also known as Notes, is



therefore extremely useful for annotating or expanding thought information. A thought's notes exist in the Notes section. Notes are visible when the Notes button is selected. The Notes tool is at once a simple word processor and a sophisticated one – a thought's notes can contain text that you type or copy, an object like a picture or a sound, a shortcut, or any combination of these.

Any application that supports Object Linking and Embedding (OLE) will let you drag and drop into Notes. For example, if you see a picture on the Web that you'd like to include in the notes of a particular thought, drag it into Notes. However, when dragging in a graphic from the Web, there is one caveat: the graphic may not contain an address (hyperlink) – if it does, only the address will appear in Notes, not the graphic.

If an application does not support OLE, you can copy and paste into Notes.

Importing Web Graphics From Netscape

An exception to the dragging procedure, described immediately above, involves the Netscape browser which does not support OLE. To bring a web graphic into Notes from Netscape:

1. Right-click the graphic.
2. Choose Save Image.
3. Select a folder in which to save the graphic.
4. Drag the saved graphic from Windows into Notes.

Saving Notes

As with thoughts, a thought's notes are saved automatically when you activate a new thought. You do not need to manually save, although you can by:

1. Clicking the File menu.
2. Choosing Save.

You can save a thought's notes as a separate file in any folder by:

1. Clicking the File menu.
2. Choosing Save a Copy.

3. Choosing a folder in which to save the thought's notes.
4. Clicking OK.

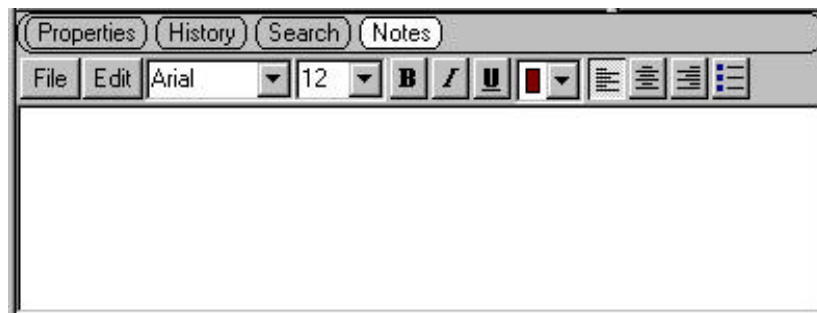
The thought's notes will be saved in Rich Text Format (RTF), which is readable by any recent word processing application compatible with Windows 95.

Adding More Content to a Thought

Good news! If you want to attach more than one file to a thought and didn't think you could, you'll be happy to learn that you can create shortcuts to files (right click a file and select Create Shortcut) and drag the icons from Windows Explorer or your desktop into Notes. Clicking an icon in Notes will open its file.

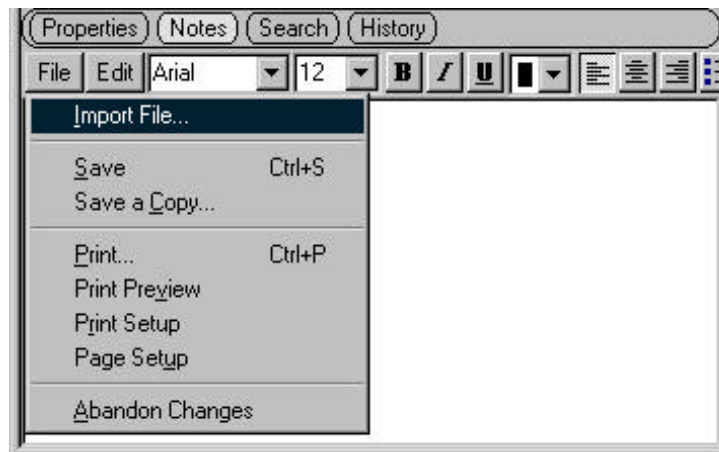
Word Processor

If you use any word processing application more sophisticated than Notepad, you will have no trouble using the Notes word processor.



Features like font selection and size, bold, italics, underline, color (clicking the rightmost down arrow displays a list of colors), justification, and even bullets are available on the button bar at the top of Notes. The margins of a thought's notes are limited to the width of the tools window (see Chapter 12 to learn how to resize the window). Additional features can be accessed by clicking the File menu or Edit menu.

File Menu



Import File

Notes can import files that are saved in either of two formats, ASCII or RTF. If you want to import a file into Notes, open it in the application used to create it and then save or export it in Rich Text Format (RTF), which retains more formatting information and graphics than ASCII. When you've done this, you can drag the file into Notes or choose Import from the File menu.

If you only want part of a file to appear in Notes:

1. Select the part you want and copy it.
2. With your cursor in Notes, at the point you want the imported text to appear, click the Edit menu.
3. Choose Paste to bring the text into Notes.

Save

You do not need to manually save a thought's notes; they are saved automatically when another thought is activated. However, in certain circumstances you may want to save manually. For example, if a thought's notes are long, you may want to save every now and then to guard against losing information in the event of power failure.

After you have used Save, the function will be grayed in the File menu and unavailable until you make changes in Notes.

Save a Copy

As mentioned, you can save a thought's note as a separate file in any folder. To save a copy of a thought's notes:

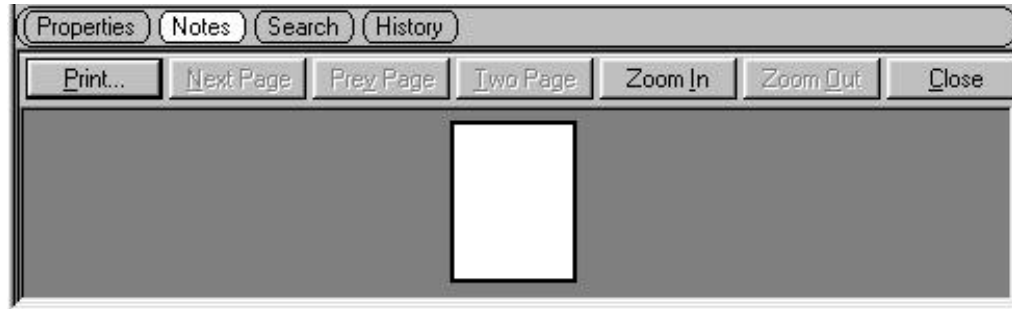
1. Click the File menu.
2. Choose Save a Copy.
3. Choose a folder in which to save the thought's notes.
4. Click OK.

The thought's notes will be saved in Rich Text Format (RTF), which is readable by any recent word processing application compatible with Windows 95.

Print

To print a thought's notes, choose Print from the File menu.

Print Preview



Print Preview lets you see how a thought's notes will appear on the printed page. Several views are available, and you can look at a thought's notes page-by-page at several magnifications.

You cannot edit text in Print Preview mode. To return to editing (normal) mode, use one of these options:

- Click the Print button to send the thought's notes to the printer.
- Click the Close button or press ESC to return without printing. Buttons do not wrap, so, if the Notes section is too narrow to display all buttons, you will not be able to click Close. Resize the tools window to display the Close button; see Chapter 12.

Print Setup

Selecting this option will display your printer's name and information and permit access to its properties. Other information in the Print Properties window includes paper size, source, and orientation.

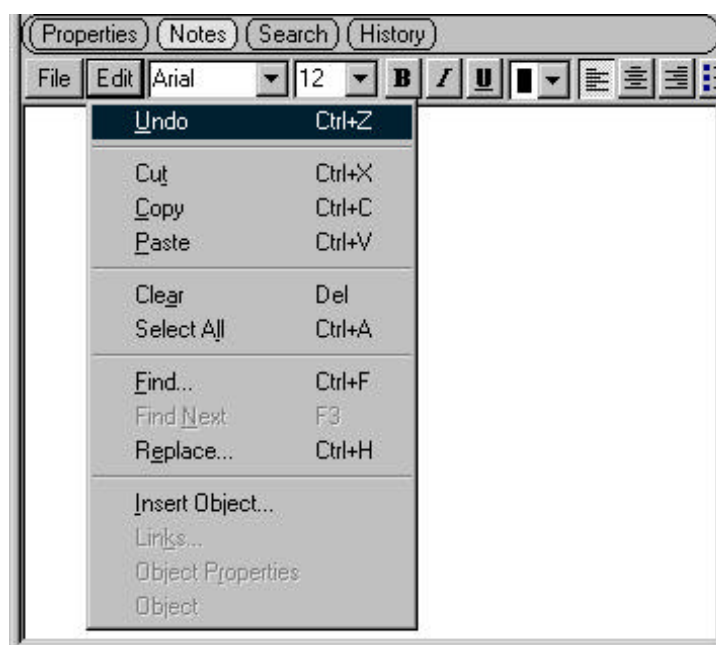
Page Setup

Selecting this option will display the page setup of a Notes object. In this window, you can change page size, source, orientation and margin settings.

Abandon Changes

Choose Abandon Changes to cancel changes you've made to a thought's notes. If you have manually saved a thought's notes, this function will only cancel changes made since the thought's notes were saved. Activating a thought saves the notes of the outgoing thought. Changes cannot be abandoned when you reactivate the thought.

Edit Menu



Undo

When an operation has been performed and can be undone, the Undo option will appear at the top of the Note's Edit menu.

Cut and Copy

Cut and Copy perform the same functions in Notes as they do in other applications. If you have selected all or some of the text in Notes, choosing Cut will delete the selection and store it in the clipboard. Choosing Copy leaves the original intact and stores the selection in the clipboard. You can move parts of a thought's notes into other applications by using the Cut or Copy function of Notes and the Paste function of your application.

Paste

Paste moves information stored in the clipboard into Notes. This will let you move information from one part of a thought's notes to another part, or to another thought's notes, or to transfer information that has been cut or copied from an application into Notes and vice versa.

Clear

The Clear function deletes information that has been selected; pressing DELETE will do the same. Clear is different from Cut in that it does not store the information in the clipboard. The only way to restore information removed by using Clear or DELETE is to choose Undo (see above).

Select All

The Select All option selects all the information in a thought's notes. Use this function, for example, if you want to copy and paste the entire contents of a thought's notes into an application.

Find/Find Next/Replace

These functions let you search for a specific word or phrase anywhere in a thought's notes and, if desired, change it to another word or phrase.

Insert Object

If you want to create or edit an object such as an image or a sound before bringing it into Notes, use the Insert Object function. Choosing it displays a dialog box asking you to select the type of object to create and giving you the option to create an object or create an object from an existing file. You will also be able to check a box to instruct Notes to display the object as an icon.

When you click OK, The Brain will open the application you selected. As you work on the image, it will be displayed in Notes. When you are finished, simply close the application and the image will be stored in Notes. Some applications open within Notes.

Links

An object in Notes is normally a copy of the original object. When Links is selected, the object becomes a reference to the original object. Now, changes made to the object within Notes will be reflected in the original object and vice versa.

Object Properties

Displays the properties of the object within Notes as well as options for viewing that object as editable information or as an icon.

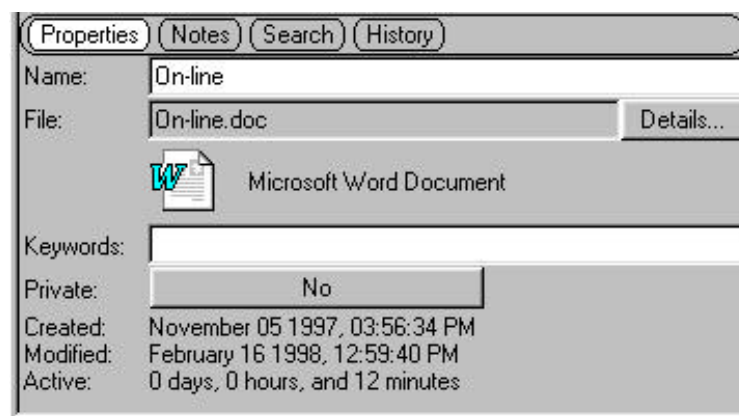
Object

When you have inserted an object in Notes, choosing this option will let you open the object (if only the icon is displayed) or edit the object with that object's application menu.

Properties

The Properties tool provides information about the active thought and its content, if any.

This screenshot shows the properties of a thought called *Writers* which has a Microsoft Word file called *Writers.doc* attached. You can rename the active thought by editing its name in Properties.



If instead of a file, a web page were attached, Properties would display the page's Universal Resource Locator (URL).

Clicking the Details button provides information about the path and filename of the thought's content. This is helpful if you want to move the file out of your Brain. The Content Details dialog box also lets you change the file or URL attached to the thought.

'Created' at the bottom of the Properties section shows when the thought was created. 'Modified' shows when the thought was last modified. 'Active' shows the amount of time spent on the active thought, not just in the current session, but since its creation.

If no file or web page is attached to the active thought, the Select Content button will be present. If you wish, click the button to display the Select Content dialog box and add content to the thought. You can display the same dialog box by opening (activating and then clicking) a thought that has no content.

You can assign keywords to any thought. These will be useful when using the Search tool to look for or to group thoughts (see next section). If you use more than one keyword, separate the keywords with a space.

In the Properties window, directly under Keywords, is the Private button. Clicking this button brings up the Set Privacy Status dialog box, which enables you to make individual thoughts available, or not available, when publishing a Brain (see Chapter 9 for details on how to publish a Brain).



At the top of the dialog box you will see the name of the active thought. This option will only pertain to that specific thought. You can now select whether you want to make this thought private when publishing (that is, not available for Brain users to see when accessing your published Brain) by checking the Yes circle, or not private by checking the No circle. You can also choose when you would like to make a thought private by checking the Before or After circles and putting in a date.

Search

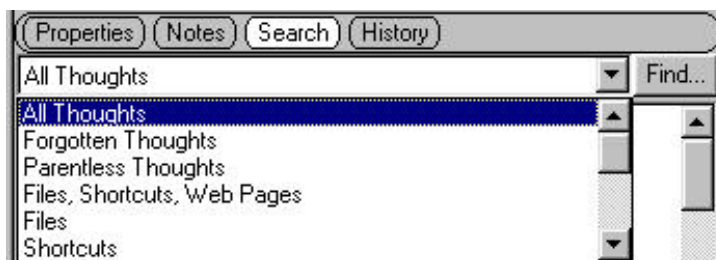
The Search tool is a great way to find, group, and activate thoughts. The Search tool displays an alphabetical list of thoughts organized by category. The default category 'All Thoughts' (sample shown in screenshot) displays every thought in your Brain. Other categories include:

Forgotten Thoughts; Parentless Thoughts; thoughts with Files, Web Pages, and Shortcuts attached; Related Thoughts; Invalid Web Links and thoughts with particular file extensions.



To activate a thought from a Search list, click it.

To see other thought categories, click the down arrow to the right of the category box.



Parentless Thoughts

Parentless thoughts are thoughts without parents. In the Brain you created in Chapter 3, *Your Name* and *Natrificial* were parentless thoughts. Parentless thoughts tend to be subject headings or organizers.

Related Thoughts

This category produces a list of thoughts related to the active thought. The list lets you see which thoughts are close to the active thought. The Related Thoughts list updates automatically when you activate a thought.

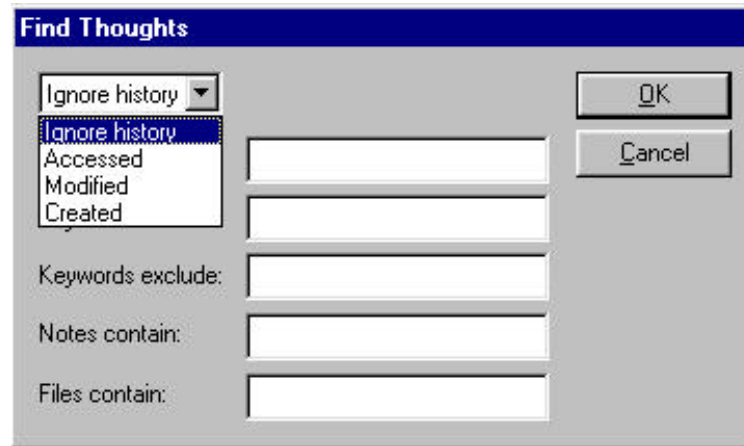
On selecting this category, The Brain asks how many generations you would like to display. Generations are counted from the active thought. The less generations you select, the more closely the found thoughts will be related to the active thought. A large number of generations may display every thought in your Brain.

Invalid Web Links

Choosing this category will allow The Brain to search and list web links which are no longer valid.

The Find Button

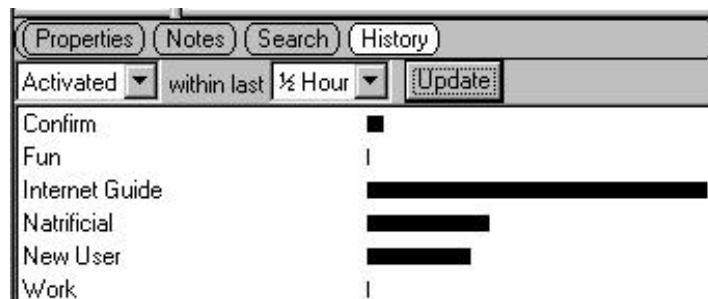
The Find button is located to the right of the Search drop down box. Click this button when you want to find a specific thought or group of thoughts. Clicking Find... displays the Find Thoughts dialog box, in which you can input criteria for performing a search.



Some of the criteria are: thought name, keywords (assigned in Properties; see previous section), a search through all Notes sections contained in a Brain and through all files contained in a Brain. You can also use the drop down box located in the upper left hand corner of the Find Thoughts dialog box to search with the help of thought history. Simply choose whether you would like to search thoughts Accessed, Modified or Created and a second dialog box will appear asking you to specify a time (for example, “in the last 2 days”). You can also choose to ignore history and not use this drop down box. After you have selected search criteria, The Brain will display the results in the search window.

History

Selecting the History tool displays an alphabetical list of thoughts created, modified, or activated within a selected time frame, along with a bar chart showing the relative length of time the thoughts were active.



This function will help you see what you’ve been doing recently. It comes in handy if you are interrupted and lose your train of thought. It’s a great aid to project managers who control productivity, professionals whose billing is based on time, and to people who want to manage their time and work more efficiently. For example, if a lawyer has assigned a thought to each of his or her clients, a look at a History list will help when filling out time sheets for billing.

On the other hand, a History list can also show how much time you have devoted to Solitaire!

Click the Update button to refresh a History list.

To activate a thought from a History list, click it.

See the related 'Count X Minutes of Idle Time As Active' in Chapter 12.

9. The Brain and the Internet

The Web is an amazing resource, offering information and entertainment of virtually all types. Its power and value lies in its scope and variety. One of the most powerful and useful features of the Web is the ability of pages to link with other, related pages, somewhat like the way The Brain works with thoughts.

But where the Web is troublesome is the source of its greatness – links. Links appear as underlined, colorful bits of text or images, and there is no way to know exactly where a link will take you. The problem is one of presentation – the Web's links are not represented in a way that is visually recognizable and usable.

Web browsers have tried to relieve this navigational problem by creating bookmarks to help you access frequently visited sites. But bookmarks are generally not organized, and if you take the time and effort to organize them, the best you can do is organize them hierarchically. Further, they are isolated within the browser, separate from related files.

The Brain solves these problems in a way that requires you to pay not more, not the same, but far less attention than you did before. Attaching a web page to a thought, that is creating a web thought, is similar to creating a bookmark, but the pages are effortlessly organized in a way that makes sense to you. Plus, they are visually represented alongside other thoughts you may have on similar subjects. With The Brain, your travel itinerary is alongside pages about the places you're traveling to, which are alongside your calculator for converting money, which is alongside your address book in which you keep friends' addresses.

Note: If Check for Brain-Enabled™ Web Sites is activated (see Chapter 12), when visiting a web site, the Brain will check with Natrifical's Brain server to learn if that site is Brain-Enabled™. If yes, a Site Brain will be available to navigate that site. Checking for Brain-Enabled™ sites is done anonymously. Natrifical cannot track the web use of its users.

Searching Web

Courtesy of the Search Web function in the Options menu, The Brain has a convenient built-in web search tool. Simply type a topic of interest and select a search engine – The Brain will search the Web for pages meeting your specification.



This makes searching the Web quicker and easier, since you won't have to find on-site search windows. And if one site doesn't produce the information you want, choosing another site in the menu launches a search, without you having to find a bookmark for another site or typing a cumbersome URL.

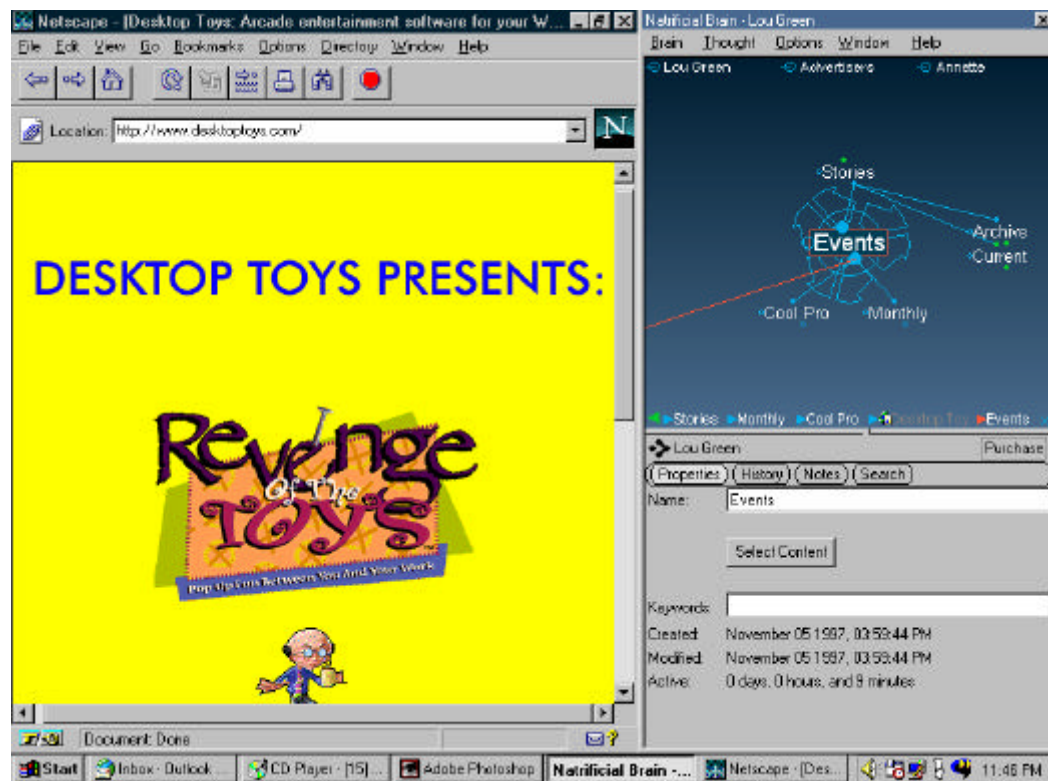
If you would like to add a search engine to the list of those already provided, simply click the Custom... button and open the Custom Search Engine dialog box. Enter the name of the search engine desired and type in that search engine's URL address in the Search URL box. When entering the URL, be sure to follow the format of the example given.

Creating Thoughts with Web Pages Attached

Once you find the pages you want, you can easily create thoughts of them (web thoughts) by dragging, as described in chapters 3 and 6. If the page you want to attach to a new thought is currently on your browser, you can drag directly from any gate to the browser to create a thought named after the page's title.

You can create a thought of a web page even if The Brain is hidden by dragging the icon next to the URL in your browser to the auto hide button.

You can also create a thought of a web page by dragging from a thought's gate. When The Brain asks you to name the thought, enter the URL. The web address will automatically be attached to the thought so that you can rename the thought immediately.



Attaching a Web Page to a Thought

To attach a web page to an existing thought which has no content:

1. Activate the thought.
2. Display the Select Content dialog box by clicking the active thought.
3. Click the Attach Web Page button in the Select Content dialog box.
4. Enter the URL of the web page you want to attach.

Thoughts Containing E-Mail

If you use an e-mail application, The Brain can help you integrate the messages you want to keep with other information on the same subject. You can devote a section of your Brain to your favorite joke e-mails or store e-mail from your business partner with other information relevant to your business.

Creating Thoughts With E-Mail Messages

If you use a popular e-mail application, you will most likely be able to create a thought of an e-mail message by dragging the message into the plex; the relationship of the new thought to the active thought depends on the zone dragged to. The thought will be named according to the Subject line of the message. The e-mail message will be easier to find in your Brain than scrolling through a long list of mail saved in order of receipt.

When you have attached e-mail to thoughts, you may go back to your e-mail application and delete the messages from the saved message list.

If your e-mail application does not support drag and drop, you can copy messages to Notes. To open e-mail from your Brain, create a thought and attach a shortcut to the e-mail application.

Many popular online services, such as America Online, CompuServe, Prodigy, and The Microsoft Network have mail readers built into their software. Since none of these supports drag and drop, and since mail readers are not stand-alone applications, you cannot access e-mail in these services from The Brain.

E-Mail Attachments

Attachments to e-mail messages can be dragged into The Brain along with the message. There is no need to drag attachments in separately. E-mail saved in a thought retains any Internet address information or hyperlinks contained in the message – letting you go directly from the hyperlink to a web page. This is useful if you want to link the web page to the message's thought.

Publishing Brains on the Internet

You can publish your Brain on the Internet and share it with the world! Your published Brain may contain all your thoughts and links to web pages, and even your files and Notes section - if you so desire. Send the URL location of your published Brain to friends through e-mail. Put the link on your web site. Anyone can look at your Brain. Don't worry – if they don't have The Brain, they will be prompted to download it.

You can publish your (personal) Brain, a Site Brain or a Guide Brain. Site Brains and Guide

Brains are discussed later in this chapter. The method for publishing a Brain is the same, regardless of whether it is a personal, Site, or Guide Brain.

To Publish a Brain

Publish Brain on the Internet

Your published Brains: [New] BIG Nascar

Title: Lou Green

Description: A website about my paper

Category: News & Current Events

Include: ☒ Notes ☐ Files ☐ Shortcuts

Your email: lou@example.com

Send to: ☒ bob@example.com ☒ sally@example.com

Clicking Publish will send the contents of this Brain to Natrificial's server, where it will be available for others to see unless you select Unlisted. You will be emailed a link to it that you can place in a web page or email message.

Publish Remove Cancel

1. Open the Brain you want to publish. Activate the thought you want others to start from.
2. Choose 'Publish Brain on the Internet' from the Brain menu and the 'Publish Brain on the Internet' dialog box will appear (see illustration above).
3. You must provide a title and description of the Brain to be published. The title will appear on the viewer's screen as the name of the Brain. The description will be used on the Natrificial Web Site.
4. You have the option of including your Notes section and/or attached Files (instead of simply web pages) that you want published. Check which options you would like to include.
5. Enter your e-mail address in the 'Your E-mail Address' box. You will be e-mailed a link to your Brain that you can attach to your home page or e-mail to friends. You must enter your e-mail address or you will not be able to receive the link to your Brain.
6. You can also add in your friends' e-mail addresses in the "Send to:" box and have The Brain automatically send them your published Brain link. These addresses can be removed at any time by clicking the "Remove" button. You do not have to add any

names in this box in order to publish your Brain.

7. Once you have entered this information, click the Publish button.
8. After clicking the Publish button, your Brain will be uploaded to the Natrifical server.
9. You will immediately be e-mailed a URL. This URL is a link to your published Brain which you may post on Web sites or e-mail to friends. You will also receive a URL link that will let you download the Natrifical Published Brain buttons which you can attach to your link and post. (See Putting Your Brain on a Web site, below.) If you do not receive this e-mail, you may have entered your e-mail address incorrectly.
10. To view your published Brain, click on the URL e-mailed to you. This will open your browser. You will then be asked if you would like to save this file (your published Brain) to disk, or open it immediately. Saving to disk places your published Brain anywhere you would like on your computer. Opening it immediately opens your published Brain.

NOTE: Published Brains are viewed in read-only mode. Only the creator of the published Brain can modify it, all others can only view and navigate.

Updating a Published Brain

To update a published Brain, first open the Brain you would like to update. The Brain will only update a Brain that is open. Now select Publish Brain on the Internet from the Brain menu and select the drop down box at the top of the 'Publish Brain on the Internet' dialog box. Select the Brain you have opened from this drop down box. Make the desired changes and press the Replace button.

Removing a Published Brain

To remove a published Brain, simply select Publish Brain on the Internet from the Brain menu and select the Brain you would like to remove from the drop down box at the top of the 'Publish Brain on the Internet' dialog box. After you have selected the Brain, press the Remove button. The Brain you want to remove does not have to be open in order to be removed.

Putting Your Brain on a Web Site

Make your Brain a part of your Web site's content! Once you've published your Brain, you can put a link to your Brain on your web page. To do this, place one of the Published Brain buttons on your web page and attach it to the URL of your Brain.



Natrifical e-mails you links to both the URL of your Published Brain and the URL of the Published Brain button download page. Simply go to the Published Brain button download page, select a button of your choice (there are three: one for a personal Brain, one for a Site Brain and one for a Guide Brain), download the desired button, and use your HTML editor to link your published Brain's URL to the button and attach it to your site. Now, when someone who has The Brain software, clicks the button on your site, your published Brain will open on their computer. If they don't have The Brain software, they will be prompted to download it. After download, they will be able to read your published Brain.

Putting Your Brain in an E-mail Message

There are several ways to put a link to your Brain in an e-mail message. The easiest is to use the Send To box located in the Publish Brain on the Internet dialog box. Just type in the e-mail address (or addresses) where you want your published Brain sent into the Send To box and click OK. Alternatively, you can copy the published Brain's URL link that is sent to you into a message and send it to whom you wish. When the recipient clicks the link, your published Brain will open on their computer. If they don't have The Brain software on their computer, they will be prompted to download it.

Site Brains

You can construct a Brain of a Web site that can be downloaded and used to navigate the site. This type of Brain is called a Site Brain. Navigating a Site Brain lets you bypass unwanted pages to reach the content you want. A Site Brain is like a TV remote control – instead of waiting for each page to download, you can go directly to the desired page.

Creating a Site Brain

To create a Site Brain, create a Brain and then create a thought for each desired web page of the site. You can do this manually (by using drag and drop to bring each page into the plex) or by spidering.

Spidering a Web Site

To spider a web site:

1. Activate a thought which has a web page attached. This thought can be part of an existing Brain or the first thought in a new Brain. You will not be able to spider if a web thought (a thought with a web page attached) is not the active thought. Some web site home pages automatically forward your browser from <http://www.website.com> to <http://www.website.com/contents.html>. Thus, it is wise to let the home page completely load before you attach it to a thought.
2. Choose Spider Web Page from the Thought menu. This will display the Spider Site dialog box.
3. This dialog box will display the name of the web page and its URL address at the top. You must now set spidering parameters by choosing how deep to map the site, whether or not you want to select the links to add or have the spidering tool automatically do this for you and how far to follow its links to other sites.

Spider Site

Name: Natrificial
 Location: http://www.natrificial.com/
 Status: Done

Depth: 1

Settings:

- ☐ Select links to add
- ☒ Automatically add links
- ☐ Add redundant
- ☐ Add non-local
- ☐ Spider non-local

Start Done

Depth This sets the number of pages to be mapped from the starting location. Depth can be from 1 to 10.

Select Links to Add Check this circle to manually add links to your Brain.

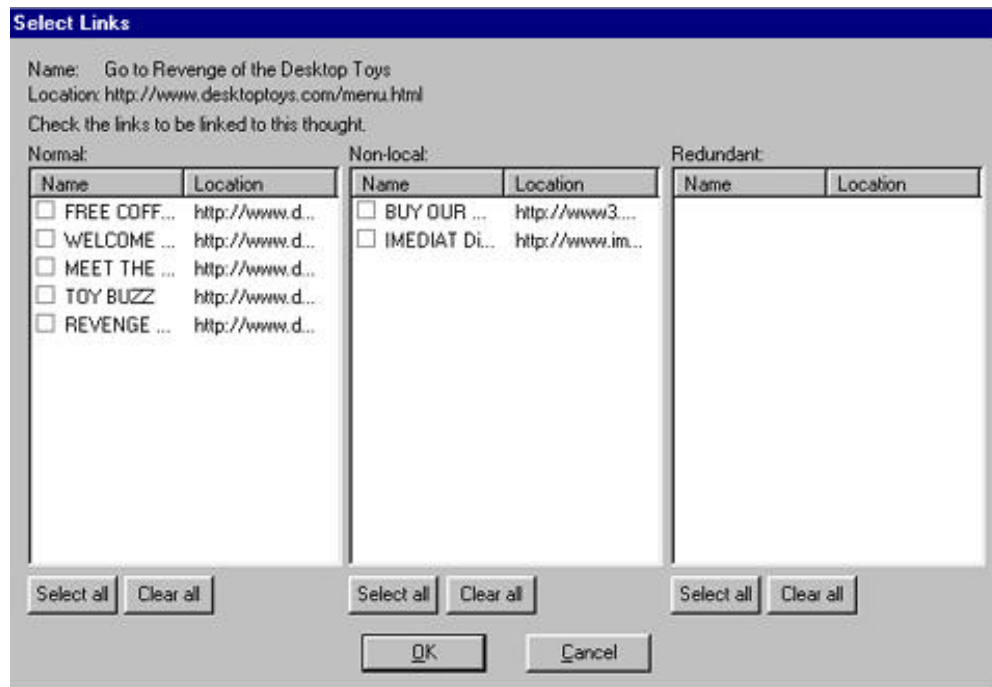
Automatically Add Links Check this circle to have the spidering tool automatically add links to your Brain.

Add Redundant Check this box to have the spidering tool add links that return to previous pages in the web site, for example 'Home' or 'Back to Top'. This option will only be available when Automatically Add Links is checked.

Add Non-Local Check this box to have the spidering tool add web pages that are not local to the site being spidered, for example a link on a personal web site that takes you to Yahoo's home page. This option will only be available when Automatically Add Links is checked.

Spider Non-Local Check this box and the spidering tool will map non-local web site pages to the Depth set.

4. Once settings are chosen, click Start.
5. If you checked Automatically Add Links, continue on to step 6. If you checked Select Links to Add, the Select Links dialog box will appear.



In the Select Links dialog box you can select the individual links you would like to add from three areas: Normal (individual links local to the site), Non-Local (individual links not local to the site), and Redundant (links that return to previous pages in the site). You can select individually within each area or click Select All to choose every link in that area. When you have finished selecting links, click OK. Depending on the number of depths chosen, you will either finish the spidering process or move on to another Select Links dialog box (each dialog box corresponds to a link's depth).

6. You can quit the spidering process at any time by clicking the Done button. When the spidering tool has finished mapping the web site, it will display the number of sites spidered out of the total number of available links. Unless you select every option available (Add Non-Local, Add Redundant and select all possible links) the number of sites spidered will be a smaller number than the total available.

Your Site Brain has been created. You can edit it by adding and deleting links, as you normally would.

Now, to make your Brain available to others, you can use the 'Publish Brain on the Internet' function, (described above).

Accessing a Site Brain

Site Brains can be accessed through links placed on web pages or in e-mail.

When a Site Brain is open, a second button will appear on the title bar of the tools window. This button will bear the name of the Brain you were just working in, so you can return to it quickly when you have finished with the Site Brain.

Site Brains are read-only (as are all published Brains). Only the person who created it can edit a Site Brain. Other users cannot add to them or delete from them; only use them for navigational purposes.

Natrificial also publishes various Site Brains that will be available to all Brain users. If you navigate to one of the web sites that Natrificial has Brain-Enabled™, a button will appear on your screen (on the title bar of the tools window or the auto hide button, if auto hide is active) indicating that a Site Brain is available. Click that button and the Site Brain will be downloaded and opened.

Guide Brains

A Guide Brain, of which the Natrificial Internet Guide is an example, is a Brain about a particular topic or interest. Unlike a Site Brain, the web pages of a Guide Brain are from different sites.

To create a Guide Brain, create a Brain and fill it with relevant content. When finished, use the 'Publish Brain on the Internet' command, as described above. To share your Guide Brain with others, e-mail them the link to your Guide Brain. You can also put a link to your Guide Brain on a web page.

Natrificial Internet Guide

Want to see a Guide Brain in action? We've mapped parts of the Web into the Natrificial Internet Guide Brain, which you can access from the Brain menu of your own Brain. The Natrificial Internet Guide contains useful and interesting web sites, all in Brain format. You'll see all sorts of cool stuff arranged, in context, next to other cool stuff.

10. The Brain and Your Applications

In regard to The Brain, there are two types of application: those that create files and those that do not. The Brain is a great tool for managing both types.

For applications that create files, an advantage of The Brain is that it saves the time and attention devoted to starting your application, finding the file you want to work on, loading the file, etc. All these tasks are performed automatically when you click a thought that has a file attached. This automation lets you concentrate on your ideas. Also, when you create a file by choosing an application from the Select Content dialog box, you will not have to worry about making up a filename or winding through a series of folders to find a location to save the file.

For applications that don't create files, such as a web browser, game, utility, CD player, you can attach a shortcut to a thought that will start the application when you open the thought. By grouping such applications under a parent thought, and creating a pin that will quickly take you to them, you save the time you'd spend moving through the Start menu or hunting for a shortcut.

Juggling Several Thoughts at Once

You may need to keep several thoughts open at the same time. This would be the case when cutting and pasting between files. It's easy to work on more than one thought at a time. If an application is open and can handle more than one file at a time, you can:

- Drag thoughts from the plex into the application.
- Activate thoughts and open their files in their application by clicking the active thought.

If you drag in a thought whose file is in use in that application, the results vary. For example:

- WordPerfect will accept the second instance of the file, but, like sharing files on a LAN, the second instance will be read-only and you won't be able to save changes made to it.
- Microsoft Word will ask if you want to revert to the saved copy of the file. If you click Yes, you will lose changes made since you saved the file.

Keeping Versions of a File

Sometimes you will want to keep versions of a file. For example, if you are writing a report that will go through several drafts, you may want to keep earlier drafts. The best way to work with multiple versions (files) is:

1. Before you work on the next draft, click the Thought menu and choose Copy Thought.
2. The thought is copied. Rename the thought (name the copy) to reflect the new draft.
3. Activate the new thought and click it.

4. The file opens to let you edit.

Using Templates

You may work on a document that is very similar to other documents, such as a form letter. The Brain makes such work easy by letting you select a basic file when you want to add content to the active thought.

A template is a file that is used as the foundation for creating other files, for example, a blank invoice form to which you add job and price information and save under its invoice number.

To create a template:

1. Create the basic file. Give it a name that will indicate the type of file to be created from it, such as 'Form Letter' or 'Invoice Template'.
2. Create a thought for which the template will be used.
3. Display the Select Content dialog box.
4. Click the Add Template button in the dialog box.
5. Find the file you want to use as a template.

Notice that the name of the template appears in the Select Content dialog box. It will remain there and you will be able to select it when you need to create a file based on it. If you no longer need the template, go to the Select Content dialog box and click Remove Template.

One of the most helpful ways The Brain works with templates is in naming the files created from them. If you've worked with templates, you know that you risk modifying them and forgetting to rename the new file before saving it, leaving you with the modified version as your template. It's a lot of work to go back and remove modifications to restore the original template. Since The Brain names files for you, you will never experience this annoying problem.

11. The Brain and Networks

The Brain works particularly well in a network environment. Not only can you open your Brain from any computer on the LAN (local area network), but you can share a Brain with other users. The Brain eliminates the need to think about the network environment, and enables the network to function more productively.

In a network environment, in addition to having your own Brain, you might want to create a Brain for each project, department, or user. This way, other members of a team will only be able to access files relevant to their project or department. To grant access privileges to particular files, you will have to create separate Brains and, using network software, set access privileges for the folder the Brains are in.

Project managers will be interested in using the History tool. It will show how much time has been spent working on any aspect of a project.

A Brain can be opened simultaneously by several users. However, only the first user to open that Brain will be able to modify it.

You can share files with other users without sharing a Brain. For example, it is simple to move a file from The Brain into a network folder for others to use. To do this:

1. Display the Thought menu.
2. Choose Move File out of Brain.
3. Select the destination folder.
4. Click Save.

If you want to give others access to a copy of a file, simply drag it from the plex and drop it into Windows.

Multiple Brains on One Computer

You can create as many Brains as you like. For individual users, we recommend keeping all thoughts in one Brain, under their name or chosen title so that all thoughts can be related to each another. However, there are circumstances when it is desirable to create multiple Brains.

You might want to create a different Brain for projects that you want to isolate or pass to others to assess. The ability to create multiple Brains is useful if you share your computer. Each user can create a Brain to suit his or her needs and style of computing.

12. Customizing Your Brain

This chapter deals mainly with the way The Brain is displayed, both internally and in relation to other applications. Each Brain has its own set of customizable preferences. When you create a Brain, it is set to default preferences. When you open a Brain, you will simultaneously be loading its preferences.

Window Menu

This menu lets you set the way The Brain is displayed.



Auto Hide

The default display setting is auto hide on. This means that when you click your pointer in another application, The Brain window will conveniently disappear and be replaced by the auto hide button, a small black square with The Brain logo inside. (The uses of the auto hide button in relation to attaching files and web pages is discussed in Chapter 6.) Auto hide on allows you the most desktop space for working in other applications, but only works when The Brain window is docked. You can drag the auto hide button to any of the four edges of the screen. (See Dock, below).

When auto hide is off, other applications will run next to The Brain window. Even when maximized, they will only be displayed in the area not taken up by The Brain window. Since The Brain window will never be out of sight, the auto hide button will not be displayed.

You may find auto hide off is useful as you make the transition to The Brain, but after you've attached files to thoughts, you will most likely want to turn auto hide on to free screen space for working with applications.

Always On Top

This entry is only available when the Brain window is floating, that is not docked. With this entry, you can ensure that The Brain window is never out of sight. The window will always be displayed on top of other applications.

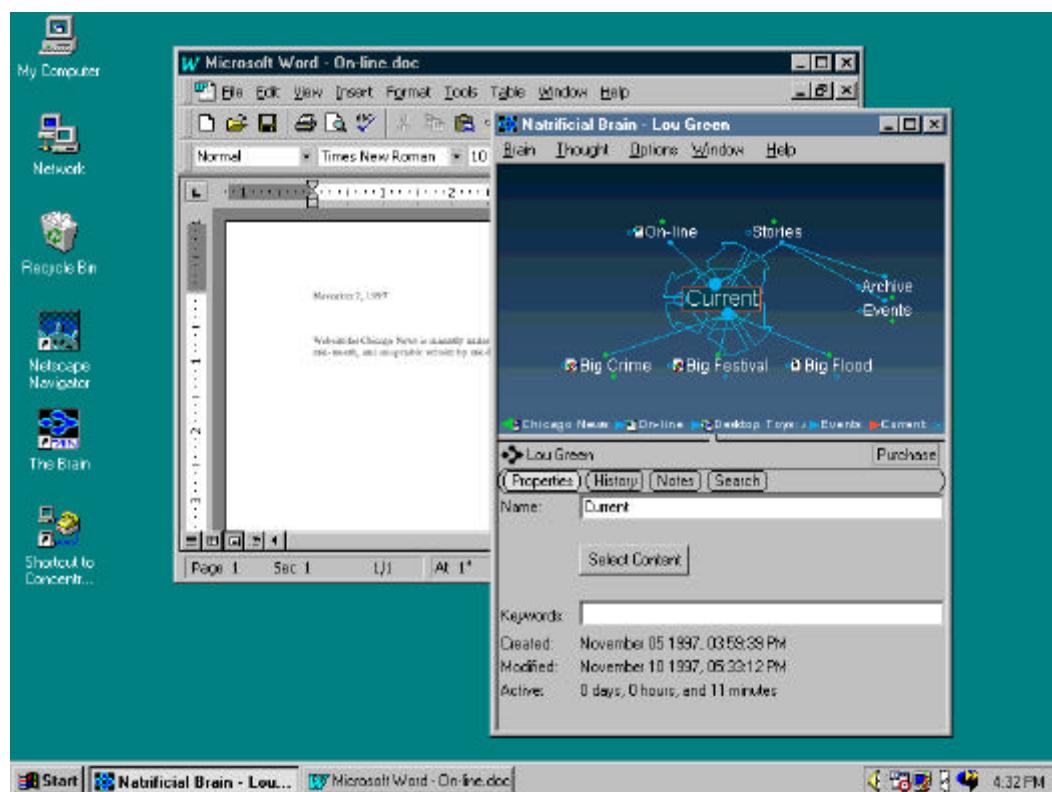
Dock

The Dock entries in the Window menu let you choose the edge of the screen to which The Brain window is attached. Try each entry to see which suits you. The Brain window can also be docked to a different edge of the screen by dragging the auto hide button to that edge.

Float

Selecting Float lets you move The Brain window anywhere on the screen and adjust both its height and width (see Resizing, next). The auto hide button will not work when Float is selected as The Brain window will always be open. The Brain may be hidden by an application. If so, click its entry in the Windows taskbar.

When set to Float, The Brain window behaves like a typical window.



With The Brain window set to Float, you may also select Always on Top. If you do, The Brain window will always be displayed, but you can change its location and size to accommodate the display of other applications.

Resizing

Brain Window

No matter what settings you select from the Window menu, The Brain window can be made any size you like. However, with The Brain window docked, it will always take up the full length or width of the screen, depending on whether it is docked left/right or top/bottom. You will only be able to expand it in the direction opposite the docked edge.

To resize The Brain window:

1. Move the pointer over the interior window border until the pointer changes to a double arrow.
2. Click and drag the border of The Brain window to the desired size. You can drag it all the way to the opposite end of the display if you like, but if you've set The Brain window to Always On Top, you will not be able to see other applications.

When set to Float, a maximize button will appear near the top right corner of The Brain window. If you want to adjust the size of The Brain window, drag any border or corner until the window reaches the desired size.

Plex Window and Tools Window

You can adjust the relative size and position of the plex window and tools window. If you have a complex Brain and are displaying distant and forgotten thoughts, you may want to make the plex window larger. On the other hand, if you work frequently with Notes, you may want to make the tools window larger. Simply drag the splitter bar between the windows to make them bigger/smaller. Double-click the splitter to switch the positions of the windows.

The splitter button is in the middle of the splitter. Clicking the splitter button changes the orientation of the windows from the top/bottom to left/right.

Plex

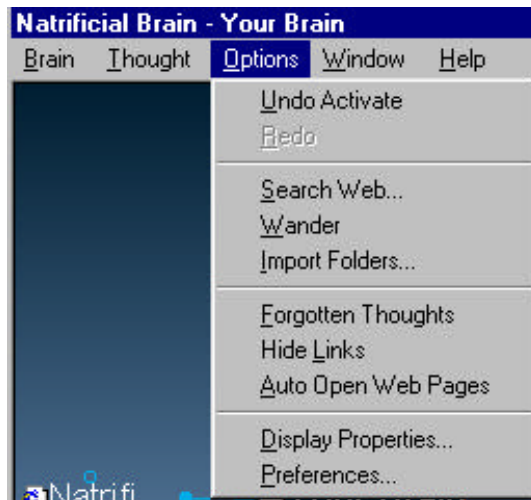
The scale of the plex and its thoughts can be changed by dragging the resizing circle. This is the circle that surrounds the active thought (not the animated active thought indicator – see Animation, below). Drag this circle in or out to resize the plex.



Experiment to arrive at a size that suits you. The plex can be resized at any time.

Options Menu

The Options menu can be displayed by clicking its entry on the menu bar or by right-clicking any empty area of the plex. The Options menu contains many important settings:



Undo/Redo

As discussed in Chapter 7, you can step back and forth through actions using Undo and Redo. This is a context-sensitive entry which identifies the action to be undone or redone. Note that Undo ends at the last deletion of a file or thought.

Search Web

As discussed in Chapter 9, you can launch a Web search directly from The Brain by using this feature, which can be set to use search engines such as Yahoo, Lycos, and Excite.

Wander

Just as many of your most creative moments stem from letting your mind wander, so can The Brain be set to Wander. If you select this option, The Brain will randomly step through your Brain, activating thoughts, reconfiguring the plex and, possibly, letting you see thought associations you had not considered.

Import Folders

If you are happy with the organization of your folders, you can move their contents into your Brain by:

1. Choosing the Import Folders entry.
2. In the Import Folders dialog box, add the folders you want to import.
3. Click OK.

The Brain will automatically create child thoughts named after the folders you have imported. Their parent will be the active thought. Each 'folder thought' will have child thoughts named after and containing each file in its folder

See Appendix A for advice on importing folders into a Brain.



Desktop

Check this box to import all the files and shortcuts on your desktop. They will be stored in a thought called *Desktop*.

My Documents

Check this box to import all the files and shortcuts in your Window's *My Documents* folder. They will be stored in a thought called *My Documents*.

Explorer Favorites

Since The Brain overrides *Internet Explorer's* Favorites by letting you open a web page from within The Brain, you can check this box to import your favorites. They will be stored in a thought called *Favorites*.

Netscape Bookmarks

Since The Brain overrides *Netscape Navigator's* Bookmarks by letting you open a web page from within The Brain, you can check this box to import your bookmarks. They will be stored in a thought called *Netscape Navigator Bookmarks*.

Forgotten Thoughts

This option toggles the display of forgotten thoughts in the plex. As discussed in Chapter 5, forgotten thoughts must be visible in the plex to be deleted. If a forgotten thought is activated by clicking its pin or its name in the past thought list, forgotten thoughts will automatically be displayed. If you want to turn off their display, return to the Options menu and choose Forgotten Thoughts.

Hide Links

When this option is selected, all links in your Brain will be hidden. All functions of links will remain the same, however (for example, clicking on links to forget and delete thoughts), they just will not be seen.

Auto Open Web Pages

When you turn Auto Open Web Pages on, The Brain will open your web browser and load the web page attached to any thought you activate that has a web page attached. In the Preferences section (see immediately below), you can set a delay so that if you are merely

'stepping on' a thought with web content on the way to another thought, The Brain will not slow down to open the page before letting you move on.

Display Properties

You may customize the look of the plex window by choosing Display Properties from the Options menu. There are two pages of Display Properties: General and Colors.

General

Siblings

Checking the Siblings box will set the plex to display the active thought's siblings in the sibling zone to the right of the active thought. If unchecked, siblings will not be displayed.

Distant Thoughts

Check this box if you want to display the active thought's near distant thoughts, that is thoughts one step (generation) removed from the active thought's close thoughts. These thoughts can be linked to, but not from, because their gates are not displayed. Near distant thoughts may clutter the plex, even though they are displayed in small type compared to close thoughts. You can move your mouse pointer over a near distant thought to highlight it and make it larger. Of course, if you resize the plex, near distant thoughts will become larger or smaller along with the rest of the thoughts in the plex.

Markers

One of three markers may appear to the right of a thought if this box is checked. A red 'A' indicates that the thought was active in the last 15 minutes. A yellow 'C' indicates that the thought was created in the last 30 minutes. A yellow 'M' indicates that the thought was modified in the last 30 minutes. Like using the History tool, markers is a great way to see what you have been working on.

Font

This drop-down menu lets you select the typeface to be used to display thoughts in the plex window. There is no setting for font size since that is adjusted by dragging the resizing circle.

Icons

Content icons are displayed next to thoughts that have files, web pages, or shortcuts attached. The icons let you know which application created the content. In this drop-down menu, you can select Normal or Small icons, or choose Hidden if you do not want icons to be displayed. Even if you set Icons to Hidden, icons will appear in the Properties tool.

Order By

When this drop-down menu is set to Name, thoughts related to the active thought will appear in their zones in alphabetical order. You can also order display according to duration active (choose Time Active), when last active (choose Last Active) or, if you would like to choose the order yourself, no display order (choose None).

Wallpaper

Just as you can select wallpaper for your Windows desktop, the background of the plex can be changed to any wallpaper. If you want to select wallpaper, click the Enabled box and use the Browse button to find the wallpaper file you want to use. Depending on the wallpaper you choose, you may want to check the Fill Thought Background box, which will put a solid background behind the name of each thought to make it easier to read.

Reset to Defaults...

If you click this button, all the settings in Display Properties will be reset to their default. This will not affect options selected in other menus.

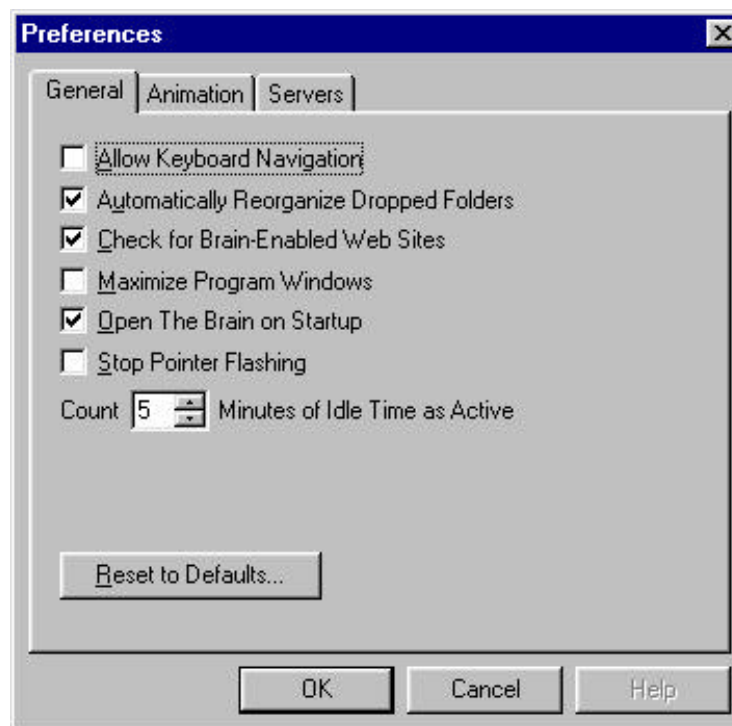
Colors

You can customize the look of The Brain by selecting a custom color for every element of The Brain window. For example, the color of the resizing circle, thought names and background can all be changed to suit your sense of style. Color schemes can be saved by clicking Save in the Colors selection window and selecting a location. Color schemes can be loaded into any Brain by clicking Load in the Colors selection window and choosing a color scheme.

Preferences

You may make more custom settings by choosing Preferences from the Options menu. There are three pages of Preferences: General, Animation, and Servers.

General



Allow Keyboard Navigation

Checking this box allows the use of the ALT key and the Up, Down, Left and Right Arrow keys in cycling through thoughts in the plex. (See 'Navigating from Keyboard', Chapter 5.)

Automatically Reorganize Dropped Folders

Checking this box lets you group same-name files under one thought. When this box is not checked, all imported files will be placed within the main folder thought without grouping.

Check for Brain-Enabled™ Web Sites

Checking this box lets The Brain request URL locations from your browser to locate Brain-Enabled™ web sites. At the present time, Natrifical is not offering this service and the default setting for this feature is not checked (activated). Companies that wish to offer

additional information about web sites to their users can use this feature in combination with the Paraweb server (a business oriented server kit to be released at a later date).

Note: If Check for Brain-Enabled™ Web Sites is activated (see Chapter 12), when visiting a web site, the Brain will check with Natrificial's Brain server to learn if that site is Brain-Enabled™. If yes, a Site Brain will be available to navigate that site. Checking for Brain-Enabled™ sites is done anonymously. Natrificial cannot track the web use of its users.

Maximize Program Windows

You can have multiple programs running at the same time as The Brain. If you check this option, The Brain will open them with their windows maximized. If The Brain window is docked, the windows of other programs will not cover it. If it is floating, other programs will completely cover it, unless Always On Top has been chosen from the Window menu.

Open The Brain on Startup

Selecting this option will open The Brain every time you start Windows.

Stop Pointer Flashing

Some older computers cause the pointer to flash in the plex window. Check this box to stop the flashing. If you select this option, your pointer may respond more slowly.

Count X Minutes of Idle Time as Active

Use this function to set the amount of time The Brain should consider a thought active despite being unable to detect mouse or keyboard activity. This setting affects the accuracy of the History tool and the Order By option, as well as turning off animation after the timer runs out. For greater accuracy, a shorter period of idle time should be considered active. Such accuracy is important if you are using the History tool for billing or project management.

Reset to Defaults...

If you click this button, all the settings in Preferences will be reset to their default. This will not affect options selected in other menus.

Animation

Thought Movement

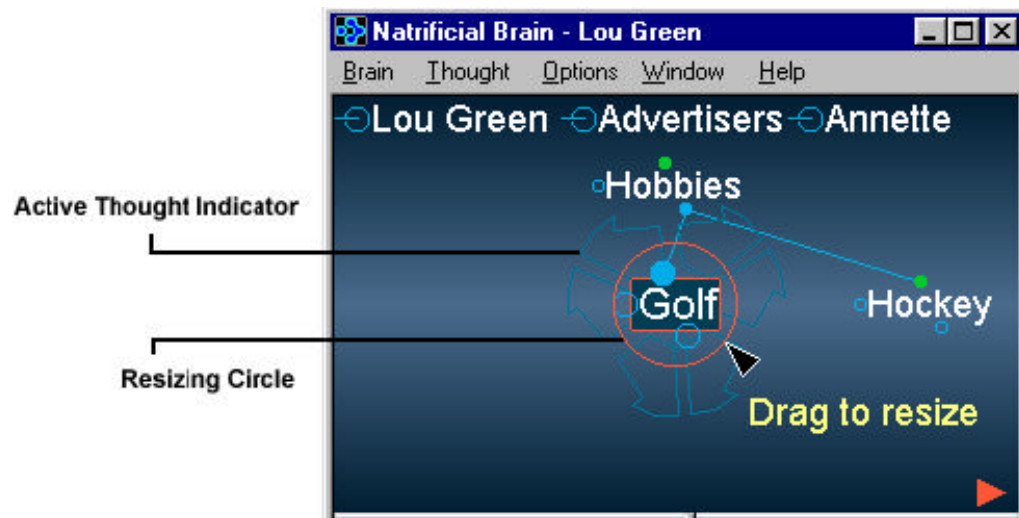
When Thought Movement is enabled, the change from one active thought to another is animated. The speed of animation is set by using the slide bar.

Auto Open Circle

If you select Auto Open Web Pages in the Options menu, you will be able to use its slide bar to set the delay between a thought's activation and the opening of its attached web page. The delay can be set from one to ten seconds. You should base delay on the speed you navigate the plex, since you don't want The Brain to pause while it opens the web page of a thought you are only 'stepping on' on your way to another thought.

Active Thought Indicator

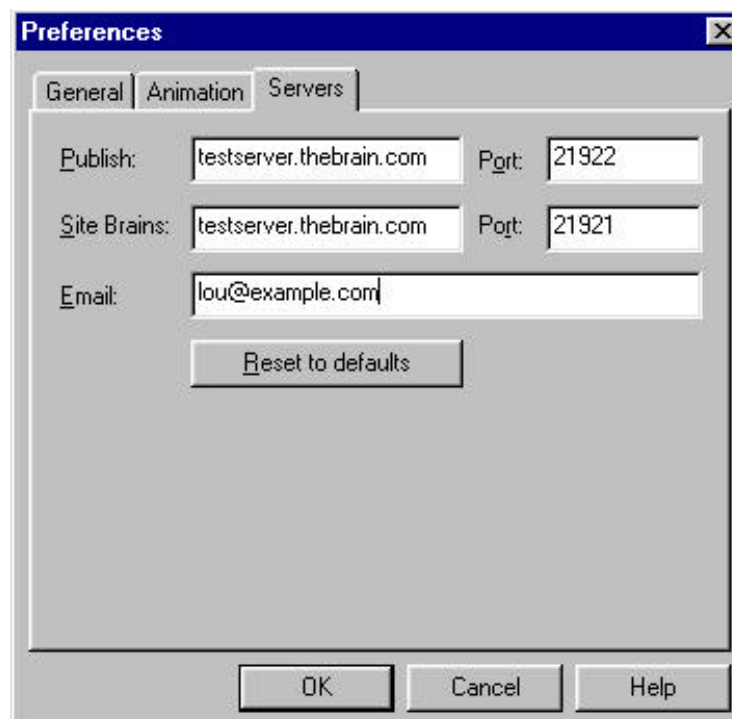
The active thought appears in the center of the plex. Immediately around it is the plex's resizing circle. Outside that is the active thought indicator whose presence and movement can be regulated.



Use the indicator's slide bar to set the speed of its rotation. You can change the indicator's motion from clockwise to random clockwise-counterclockwise. Disabling the active thought indicator removes it from the plex. The active thought will still be distinguished by the re-sizing circle as well as its central position in the plex.

Servers

Information on server connections are listed here. The location of the servers used to publish and to access Site Brains are listed as well as the port numbers used to exchange data. A space is also available for your e-mail address. The address listed will be the one used to send and receive publishing information.



Appendix A - Transition to The Brain

The Brain models itself on the unique, complex, multi-dimensional mind of the user. Other interfaces that claim to enhance the Windows system of file organization are limited to making Windows simpler or prettier or easier, but they all share the Windows hierarchical organizational structure.

As you use The Brain, you will go for long periods without thinking about – or even seeing – Windows. However, The Brain is not an operating system and so cannot replace Windows entirely. You will find yourself interacting with Windows from time to time, particularly when you begin using The Brain and move existing files and shortcuts into thoughts. Also, when you install applications or upgrade existing ones, you will have to use the Windows' installation process.

Once you've become familiar with The Brain, you won't miss Windows. The Brain is much easier to use and vastly more powerful. The Brain and Windows both serve your file management needs. They visually present the files on your hard drive and you use both to access files you've created.

But The Brain's starts where Windows leaves off. By doing away with the hierarchical structure imposed by Windows and organizing your information associatively, The Brain makes it far easier for you to find and work on the files you need. Because the files are no longer organized from the top down by application, but by your own sense of what content belongs with what other content, The Brain breaks down the barriers between applications, files on your hard drive, and pages on the Internet. Content is content, information is information, thoughts are thoughts, and it is you, the user, that knows best how to piece them together.

Using Windows to Move Files into The Brain

As discussed, when you want to associate a thought with an existing file (a file you created before you used The Brain), you will need to use Windows Explorer, My Computer, or the desktop to drag the file into the plex. There are three ways to drag files into the plex. Each way has implications for hard disk space.

Dragging (creating shortcuts)

Simply dragging a file from Windows into the plex will attach to the thought, not the file itself, but a shortcut pointed to the file in its folder. You would use this method, for example, if you were sharing a computer with someone who needs to work on the same file as you do. The important thing to remember about shortcuts is that if you or another user changes the file name or location of the file, the shortcut may no longer point to the file, and your Brain will not be able to open it. Discourage other users from changing file names.

CTRL-dragging (copying files)

CTRL-dragging copies the file and moves the copy into your Brain. There are two things to consider with this method. First, while other users will still be able to work on the original file, you will be working on a copy – changes you make will not be available to other users, nor will their changes be available to you. Second, this method causes a file to take up twice the hard disk space. You should only use this method if you want to create a copy of the file.

SHIFT-dragging (moving files)

SHIFT-dragging moves the file into The Brain (see the next section for information on how The Brain stores files). No copy will exist in the file's original folder. Consequently, no other users will have access to the file, unless they import it from your Brain (see Chapter 7). This method uses the least space on your hard disk.

How The Brain Stores Files

If you accept The Brain's default installation location, the program will be located in *C:\Program Files\The Brain*. The file for each Brain created on your computer is stored in *C:\My Brains*. Files containing Brain data (Brain files) have a *.brn* extension. The size of a Brain file depends on how many thoughts it contains; each thought requires 2KB of space. Brain files are named *Brain Name.brn*, where *Brain Name* is the name you've given to a Brain. You will need to know the name of a Brain file if you want to import that Brain into the Brain that is open, that is merge Brains (see Chapter 7).

The files you attach to thoughts in each Brain are stored in a folder named after the particular Brain and with the extension *_brn*. So, files attached to thoughts in a Brain called *Lou Green*, will be stored in the folder *Lou Green_brn*. You will need to access your *My Brains* folder if you want to move a file from The Brain to Windows.

Advice for the Transition

The best way to make the transition to The Brain is on a file-by-file basis. However, for users who had highly organized hard drives before installing The Brain, there is a quick and convenient method of importing files into a Brain (see Import Folders, Chapter 12).

Importing numerous files at once will turn your Brain into a highly efficient version of Windows Explorer, but will reduce the power of your Brain to make the transition effectively. Effective transition is achieved by associating thoughts 'as you go'. If you import folders, it is best if these folders contain a few files related to a specific subject. In this way, the resulting Brain will be reasonably well organized, although you will have to manually create relationships between thoughts to realize your Brain's potential.

Avoid the temptation to move folders containing numerous files into your Brain. The Brain can do this – it will take all the files you drag in and make them child thoughts of the thought to which you drag them. These child thoughts will be named after the file attached to them, so they will not be organized conceptually the way they would be if you had moved the files into your Brain as you needed them. With the wholesale approach, your Brain will be cluttered with thoughts you may not need; creating the proper links between relevant thoughts could become a chore.

Moving files within your Brain is not as straightforward as in Windows. You can move files by dragging thoughts around the active thought or relinking thoughts, but on a large scale this can be tedious. Your first instinct as to where to place a thought is usually best and most easily remembered. The Brain is designed to accommodate this intuitive philosophy. Your Brain will evolve as links between thoughts grow more numerous and complex – a process that cannot be done quickly or haphazardly without sacrificing your Brain's intelligence.

By making the transition on a file-by-file basis, the files that do not enter your Brain are probably ones you never need, and every piece of information in your Brain will be useful.

Appendix B - Keyboard Commands

Help

F1	Opens the 'Contents and Index' section of the Help menu
----	---

Navigating

You can use ALT-arrow keys to navigate the plex. A red highlight around the thought indicates the position of the 'pointer'. Releasing ALT activates the highlighted thought.

ALT-ENTER	Opens the content of the active thought.
-----------	--

F2	Opens the instant activation box
----	----------------------------------

Creating Thoughts

These commands let you create thoughts related to the active thought:

F10	Child thought
-----	---------------

F11	Parent thought
-----	----------------

F12	Jump thought
-----	--------------

Notes

These commands work in Notes:

CTRL-S	Save
--------	------

CTRL-P	Print
--------	-------

CTRL-X	Cut
--------	-----

CTRL-C	Copy
--------	------

CTRL-V	Paste
--------	-------

DEL	Clear
-----	-------

CTRL-A	Select All
--------	------------

CTRL-F	Find/Find Next
--------	----------------

CTRL-H	Replace
--------	---------

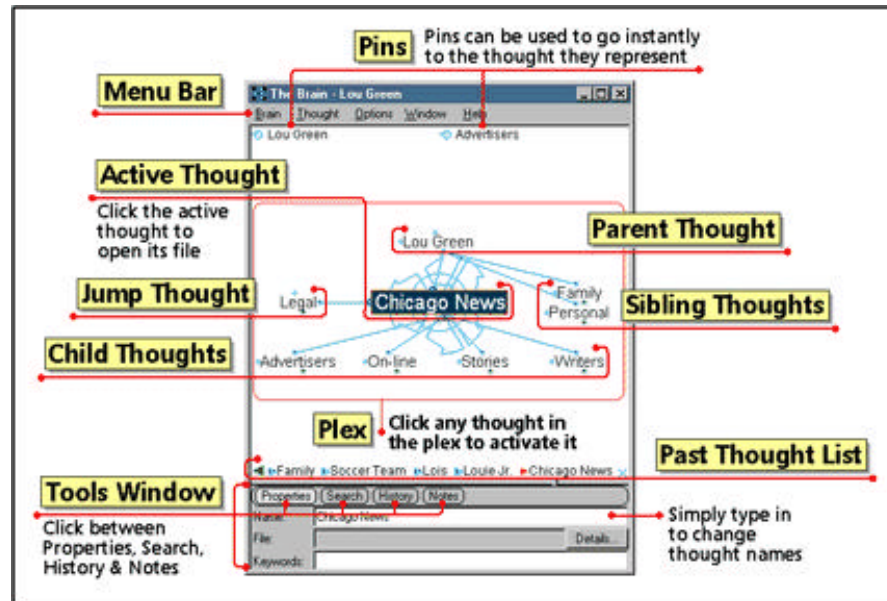
CTRL-Z	Undo
--------	------

Internet

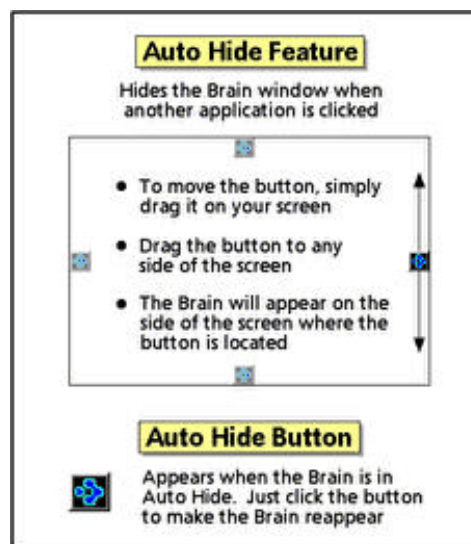
F3	Web search
----	------------

Appendix C - The Illustrated Brain

This screenshot of The Brain window is based on Lou Green's Brain (see Chapter 3).



This screenshot illustrates the use of auto hide when The Brain is docked, that is secured to an edge of the screen.



Appendix D - Troubleshooting

Here are solutions/explanations to some common problems:

Problem	Solution / Explanation
<i>I can't find the top or center of my Brain.</i>	A Brain does not have a top or center. A Brain is not organized by space, hierarchy, or time, but by thought association.
<i>I can access all my thoughts, but I can't create new ones or attach new files to existing thoughts.</i>	Are you using a registered copy of The Brain? The demonstration copy you downloaded from our web site will let you add to The Brain for 30 days. After 30 days, you can access thoughts and content, but to continue building your Brain you must register your software. To register, click the Purchase button in the upper right of the tools window.
<i>I can't drag objects from Netscape.</i>	Netscape does not support OLE. You will be more successful using another browser, such as Microsoft Internet Explorer.
<i>I can't drag files from the Open File dialog box of my application to a thought.</i>	Applications that support drag and drop from Open File will let you drag a file to a thought. If your application does not support drag and drop from Open File, you will have to drag the file to the thought from the desktop, Windows Explorer, or <i>My Computer</i> .
<i>Can I change the order in which thoughts are arranged?</i>	Not on a thought-by-thought basis, but you do can display thoughts by name, by the amount of time they have been active, by the order in which they were activated, or in no order. These options are found under Order By on the General page of Preferences.
<i>I cannot attach a file, shortcut, or web page to a thought.</i>	Make sure that the thought does not have content. You cannot attach content to a thought that has content. If the thought has content, consider moving 'extra content' into Notes.
<i>I clicked an active thought containing a web page, and the browser opened, but the page doesn't appear or I get an error message.</i>	You do not have an open Internet connection. There are two ways to fix this problem: before you open the web page, open your Internet connection, or configure your browser to open your Internet connection automatically when it opens. It is possible that the web page link is outdated.
<i>Can a thought be a parent, child, jump, and sibling at the same time?</i>	Yes. Any thought can have all these relationships with other thoughts. However, two thoughts may only have one relationship with each other at a time.
<i>I know I didn't delete a thought, but I can't see it.</i>	You probably just 'forgot' the thought. Make sure that Forgotten Thoughts is checked in the Options menu.
<i>How do I back up my Brain?</i>	To back up your Brain itself, make a copy of the <i>.brn</i> file located in your <i>My Brains</i> folder. To back up files associated with your Brain, copy the entire contents of the <i>_brn</i> folder associated with that Brain.

What does The Brain mean when it asks me to compact it?

If you delete a significant number of thoughts, you will be asked if you want to compact your Brain. This will save hard disk space.

When I try to open a thought, a different application opens or nothing opens.

You probably have an incorrect file extension attached to the thought. File extensions follow periods in a file name. Thus, in the file name *letter.doc* the extension is *.doc*. The Brain uses an extension to identify the file you've attached to thoughts. You may have created a file with an incorrect extension before installing The Brain.

To change a file's extension, move the file out of The Brain, open Windows Explorer, use its renaming mode and then move the file back into The Brain. To find the correct extension for an application, check the application's manual or examine the file types that have been registered in Windows (open Windows Explorer, click the View menu, choose Options, and click the tab marked File Types). Some applications have more than one extension – it is good practice to use the first one listed.

Glossary

<i>activate</i>	To send a thought to the center of the plex and make it the active thought. A thought that is not active can be activated by clicking it, or its pin, or its name in a list (past thought, Search, History), or by entering its name in the instant activation box and pressing ENTER. See <i>active thought</i> .
<i>active thought</i>	The thought you are working on; the center of attention. The active thought occupies the center of the plex and is surrounded by the resizing circle. It is the active thought whose details are described in the Properties tool and whose notes appear in the Notes tool.
<i>application</i>	A program such as a word processor, database, web browser, game, photo editor.
<i>attach</i>	A thought may be associated with one file, one shortcut, or one web page. When such an association exists, the file, shortcut, or web page is said to be 'attached'. See <i>content</i> .
<i>auto hide</i>	When The Brain window is set to auto hide, it will disappear when you begin working in another application and will be replaced by the auto hide button, a small black square with the blue Brain logo inside. Click the auto hide button to reveal The Brain window, or attach files by dragging them to the auto hide button, and then into the plex.
<i>A Brain</i>	A collection of associated thoughts, each of which can have content. The Brain can create multiple Brains.
<i>Brain-Enabled™</i>	A web site that has been mapped for The Brain and provides a downloadable Brain for you to navigate the site. This downloadable Brain is called a Site Brain.
<i>child thought</i>	A thought with at least one parent. Children of the active thought appear in the child zone below the active thought. In turn, the active thought is a child of any thought that appears above it in the parent zone.
<i>close thought</i>	A thought one step (generation) removed from the active thought. The active thought's close thoughts appear in the plex with it. See <i>distant thought</i> .
<i>content</i>	A general term for the file, shortcut, or web page attached to a thought. A file can only have one file, one shortcut, or one web page attached to it. A thought need not have content. Content is attached to the active thought by drag and drop or by using the Select Content dialog box. Existing content must be removed before new content may be attached.
<i>delete</i>	The removal of a thought and its content from a Brain. Deletion is permanent.
<i>distant thought</i>	A thought two or more steps (generations) removed from the active thought. Distant thoughts only two generations removed from the active thought can be displayed in the plex by clicking the Distant Thoughts option on the General page of Preferences.

<i>dock</i>	The attachment of The Brain window to any of the four edges of the screen by choosing a Dock entry in the Window menu.
<i>drag and drop</i>	Generally, to use drag and drop, select the item you want to drag, click the mouse button and drag the item to where you want it to appear.
<i>forget</i>	To remove a thought from the plex without deleting it, its links, its content, or its note. Forgotten thoughts can be 'remembered'.
<i>gate</i>	The active thought and its close thoughts display three circular 'gates', each of which can be used to link to specific relations: lower gate to child thoughts, upper gate to parent thoughts, side gate to jump thoughts. A gate is hollow when there are no links through it and solid when links exist.
<i>History</i>	The section of the tools window that appears when the History button is clicked. The History tool lets you search for thoughts activated, created, or modified within a specified time and lets you see the relative time spent on the thoughts found.
<i>instant activation box</i>	Used to activate a thought not visible in the plex window but whose name you know, the instant activation box is opened by clicking the rightmost thought in the past thought list; you may have to scroll right to reach that thought. You can also use the box to enter the name of, and access, a file, folder, or web page.
<i>jump thought</i>	A jump thought is linked to another thought via its jump (side) gate and appears in the jump zone to the left of the active thought. Activating a jump thought produces a more significant reconfiguration of the plex than activating a child thought or parent thought. This is because jump thoughts lead to other groups or family of thoughts.
<i>Guide Brain</i>	A Brain containing a collection of web sites. A Guide Brain can be published and made available to all users. Guide Brains are made accessible by e-mailing a URL link or placing a button link on a web site (both are provided by Natrifical).
<i>link</i>	The act of connecting thoughts by dragging from a gate, thereby establishing close relations. Also, the line connecting two thoughts in the plex.
<i>Natrifical Internet Guide</i>	Natrifical's Guide Brain; displayed in the Brain menu. See <i>Guide Brain</i> .
<i>navigate</i>	To move from thought to thought within a Brain by activating thoughts in the plex, in the past thought list, in Search and History lists, and pins.
<i>Notes</i>	In addition to content, each thought can have notes. Notes appears in the tools window when the Notes button is clicked. Notes can hold any combination of text, images, sound, and shortcuts. Notes includes a word processor.

OLE	Object Linking and Embedding; a <i>Microsoft</i> standard that allows images, text, and sound to be moved from one application to another. Not all applications support OLE.
open	Open thought; open thought content; the automatic loading of a thought's content (file, web page), achieved by clicking an active thought which has content, or by using the 'Open without Activating' function.
parent thought	A thought that has at least one child. A parent thought is linked to its child thoughts through its child (lower) gate. The active thought is a parent of any thought displayed in the child zone, below it. Parent thoughts of the active thought appear in the parent zone, above the active thought.
parentless thought	A thought which has no parent thought. A parentless thought is often a jump thought or a thought which represents a subject heading or acts as an organizer. Usually, the first thought in a Brain (generally named after the user) is a parentless thought.
past thought list	The scrollable list of thoughts at the bottom of the plex window arranged in the order activated. The most recently activated thought is the rightmost thought in the list.
pin	A pin is an entry point to a Brain. Click a pin to activate its thought. A pin is created by dragging a thought to the area immediately below the menu bar. The pin stays there until it is removed by being dragged into the menu bar or title bar. You can also create a pin of the active thought from the Thought menu.
plex	The visible portion of your Brain; includes the active thought, its close relations, and the links between them.
Properties	The section of the tools window that appears when the Properties button is clicked. The Properties tool provides details of the active thought and its content and lets you rename the active thought.
remember	A thought that has been removed from the plex by 'forgetting' can be 'remembered' (returned to normal) by dragging a link from it to any thought in the plex window which is not 'forgotten'.
Search	The section of the tools window that appears when the Search button is clicked. The Search tool finds and alphabetically lists thoughts which match specified criteria (Query function), or thoughts in a particular category.
shortcut	A small file and icon that points to a file outside a Brain; a shortcut allows a file to be opened from the location of the shortcut rather than the location of the file.
sibling thoughts	Two or more thoughts with a common parent. When a thought which has siblings is active, its siblings are displayed in the sibling zone, to the right of the active thought.
Site Brain	A Brain that contains a map of a Brain-Enabled™ web site. Site Brains can be published and made available to all Brain users. Site Brains are made accessible by e-mailing a URL link or placing a button link on a web site (both are provided by Natrificial).

<i>spidering</i>	The act of automatically converting a web site or part of a web site into thoughts. To spider a web site, attach the home page of the desired web site to a thought, click 'Spider Web Page' in the Thought menu, select the desired options, and click Start.
<i>template</i>	A file used as the basis for creating other files. Template files can be added to and removed from the window of the Select Content dialog box.
<i>thought</i>	The basic unit of a Brain. A thought can represent anything the user wants. A thought can have content in the form of a file, shortcut, or web page, or it can be 'contentless' and simply act as a subject heading or organizer. A thought has Properties and can have notes.
<i>unlink</i>	Unlink thoughts you no longer want closely related. When you unlink thoughts you sever a close relationship. To unlink thoughts, click the link between them; you will be asked to confirm unlinking. You cannot unlink a thought's only link to the active thought. If you attempt to unlink a thought's only link to the active thought, the thought will be highlighted to indicate that the thought can be forgotten.
<i>URL</i>	Universal Resource Locator; the address of a web site.
<i>zones</i>	Areas in the plex devoted to specific relations of the active thought. There are four zones: the parent zone above the active thought, the child zone below it, the jump zone to its left, and the sibling zone to its right.

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